



# Registering and signing in

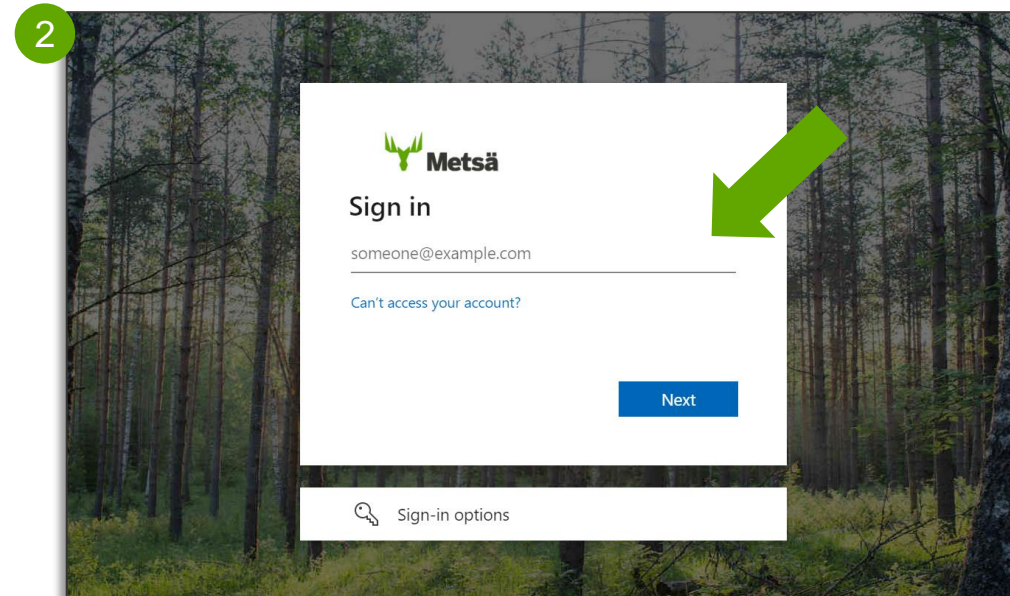
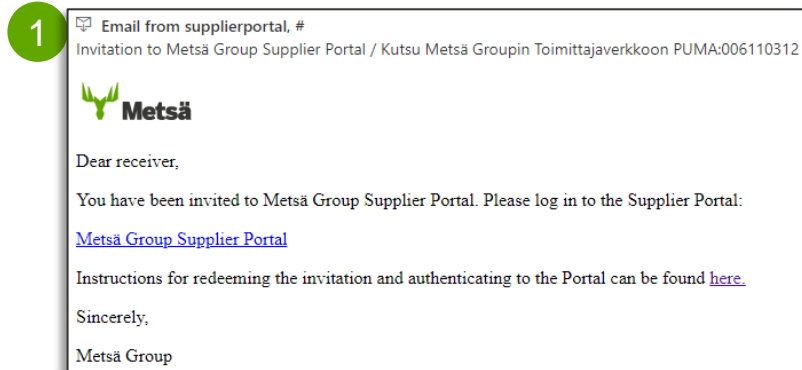
Metsä Group Supplier Portal Instructions



# Registering

# Register to Metsä Group Supplier Portal

1. Click the link on the invitation email to redeem your invite
2. Invitation link directs you to Metsä Group Supplier Portal login screen – wait until you are automatically directed to “Sign in” window like the one shown below
  - If you are having trouble reaching the sign-in screen, you may try to open the link in browser’s incognito/private mode window

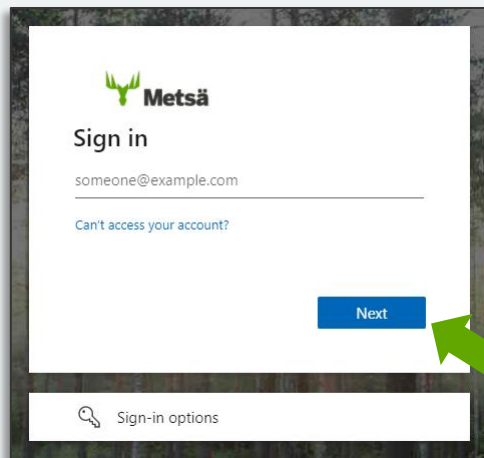


# Register to Metsä Group Supplier Portal

- Use an existing email account to sign in (e.g. your organization account). No need to create separate username and password for portal. Portal users are added to Metsä Azure AD as a Guest (Microsoft Azure AD registration).
  - Note: To register with a **Google account**, see next page for additional instructions after step “1. Sign in”
  - Note: The registration utilizes multi-factor authentication (MFA). Please note that this may limit registering with a shared inbox, as additional verification via SMS or Microsoft Authenticator app is required when signing in to portal.

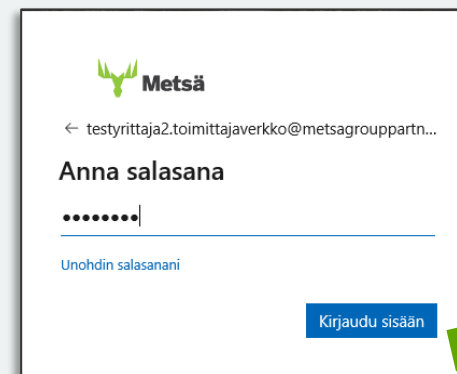
## 1. Sign in

Sign in to your email address and click “Next”



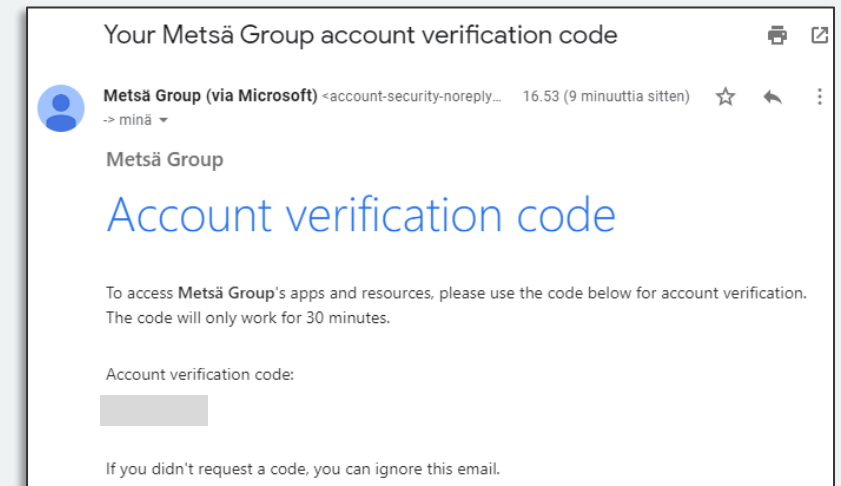
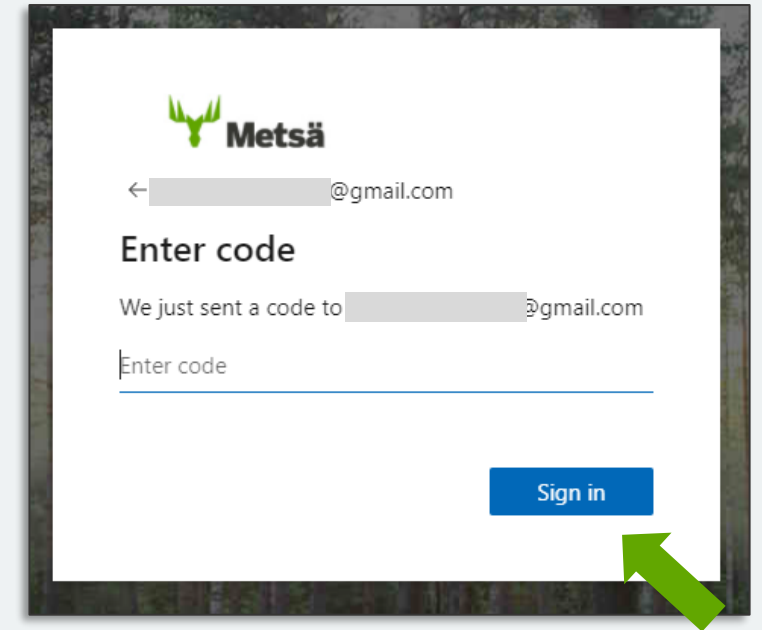
## 2. Give password

Enter your password to sign in to your email account and click “Sign in”



## \*Signing in with **Google account**

- When using a Google account in registering, after entering your email in the “Sign in” window an additional **verification code** **will be sent to your gmail inbox**
  - Follow the registration instructions from the beginning
  - When “Enter code” window opens, verification code is sent to you via email
  - Check your gmail inbox and enter the code to sign in to Supplier Portal (check your junk mail in case code is not coming through)
- Continue following the instructions from the next page



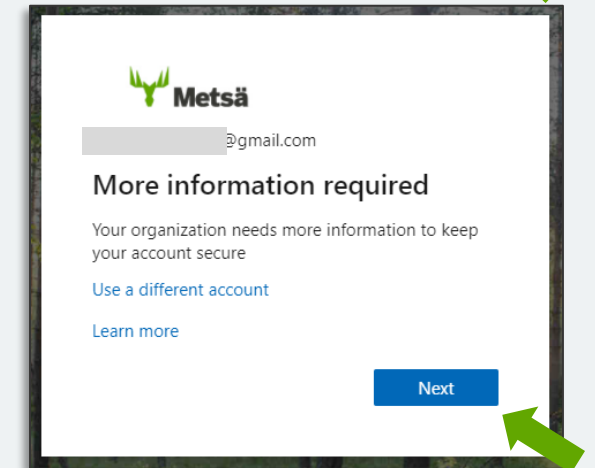
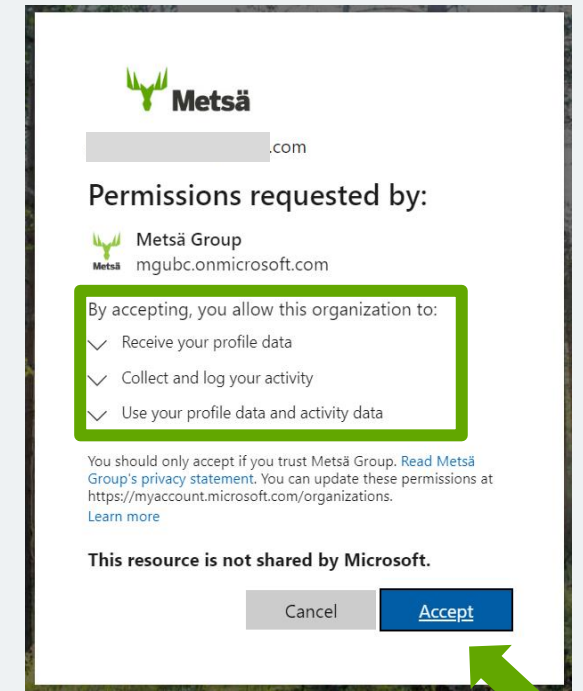
# Register to Metsä Group Supplier Portal

## 3. Review permissions

- New window opens and prompts you to accept Metsä Group to sign you in and read your name, email address and photo in order to create the account
- Click “**Accept**” to access Metsä Group Supplier Portal
  - If you do not accept and click cancel, supplier portal account will not be created
- After accepting the permissions, loading window opens while your access is being prepared

## 4. More information required

- New window opens: “Your organisation needs more information to keep your account secure”
- Click “**Next**” and proceed to give details for multi-factor authentication in a new window



# Register to Metsä Group Supplier Portal

## 5. Additional security verification

- Select verification method (phone SMS or Microsoft Authenticator app). If you select phone, enter phone number, choose SMS or call, and click “Next”
- Authentication code will sent to you via SMS/call, or the app. Enter the code and click “Verify”. After verification, click “Next” and “Done” to proceed

Keep your account secure

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

Choose a different method

Which method would you like to use?

Choose a method

Authenticator app

Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Finland (+358)

Enter phone number

☒ Text me a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[I want to set up a different method](#)

Keep your account secure

Phone

✓ Verification complete. Your phone has been registered.

Next

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone +358

Done

# Register to Metsä Group Supplier Portal

## 6. Stay signed in?

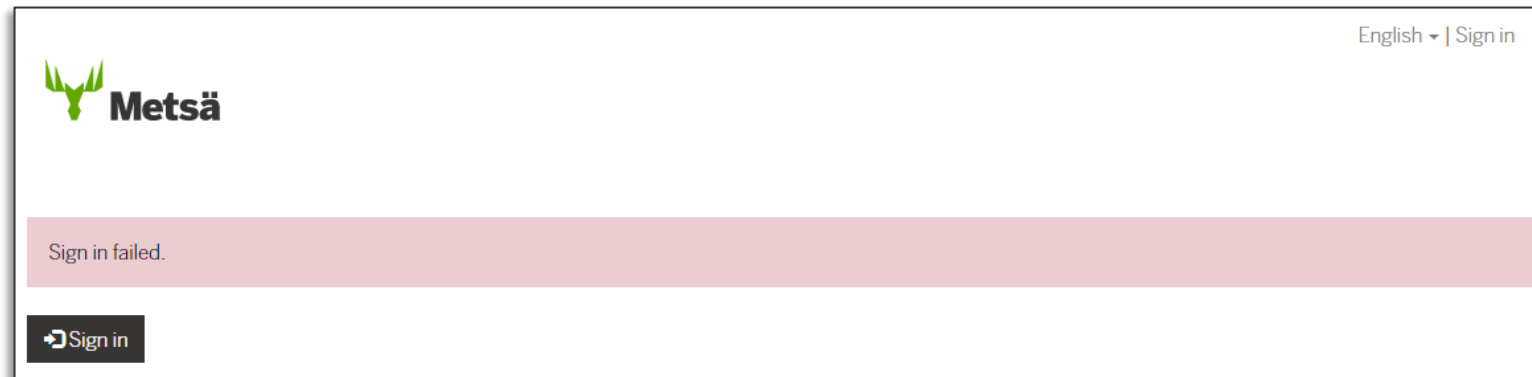
- New window opens and asks if you want to stay signed in
- You may tick **“Don’t show this again”** and choose **“No”** or **“Yes”** based on your preference
- Choosing **“Yes”** will store your credentials in the browser cache and reduces the times you are asked to sign in to portal. It will allow you close and reopen browser sessions without performing sign-ins.





# Unable to sign in?

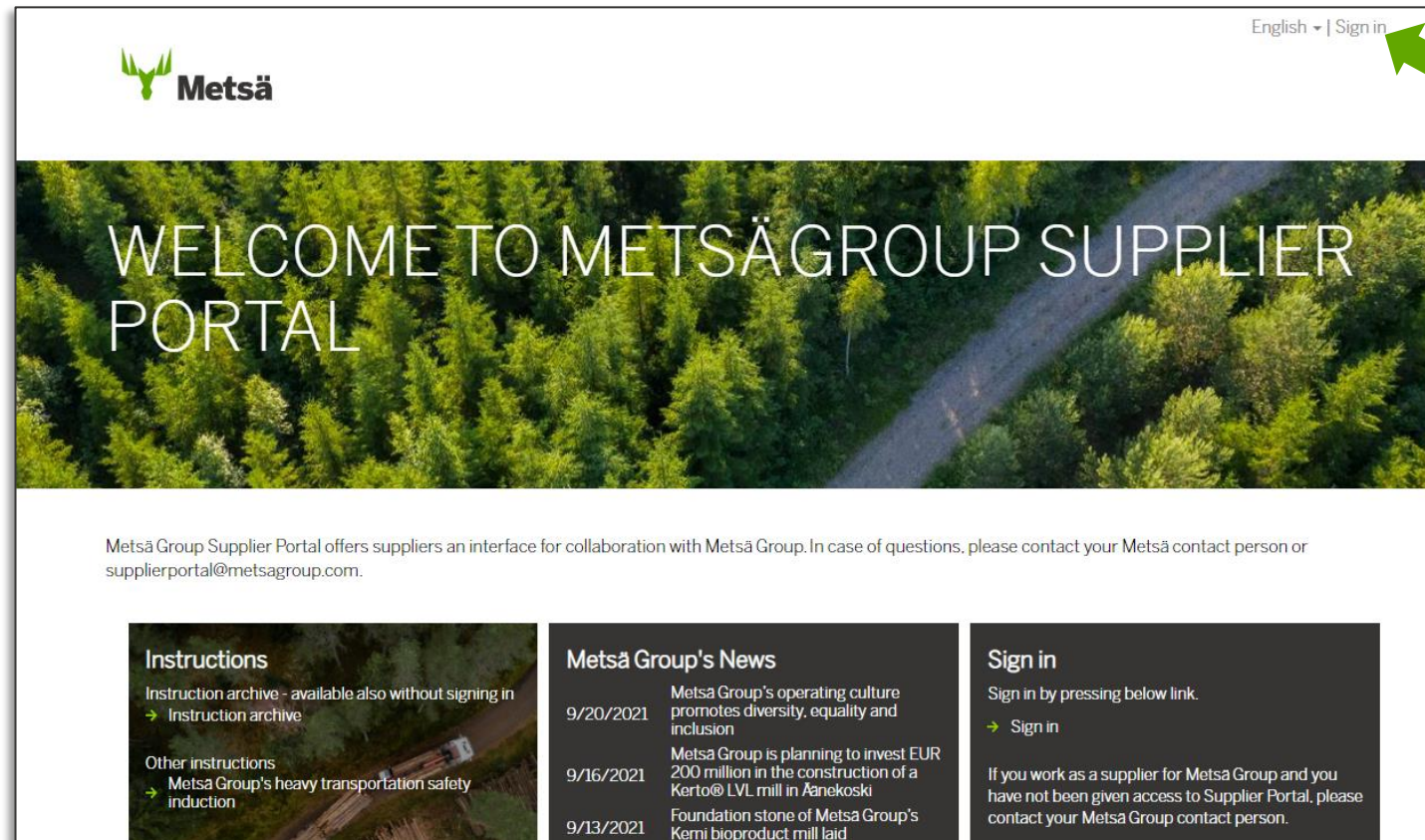
- In case you are unable to sign in to the portal or need more support, please contact us at [Supplierportal.support@metsagroup.com](mailto:Supplierportal.support@metsagroup.com)



# Signing in

# Signing in to Metsä Group Supplier Portal

- Use this link to sign in: <https://mgsupplierportal.microsoftcrmportals.com>





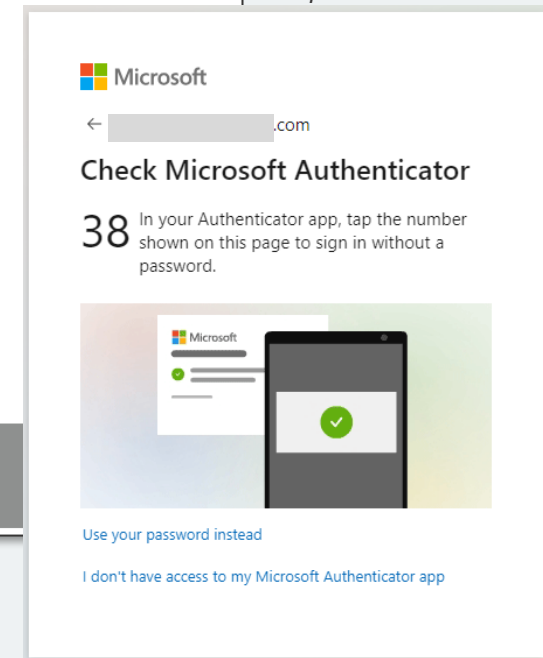
# Signing in to Metsä Group Supplier Portal

## 1. Click “Kirjaudu / Sign in”

- Enter your email and related password in a new window to sign into your account
- Verification code is sent to you with the chosen authentication method (phone, Microsoft authenticator, or gmail inbox), enter the code to finish signing in

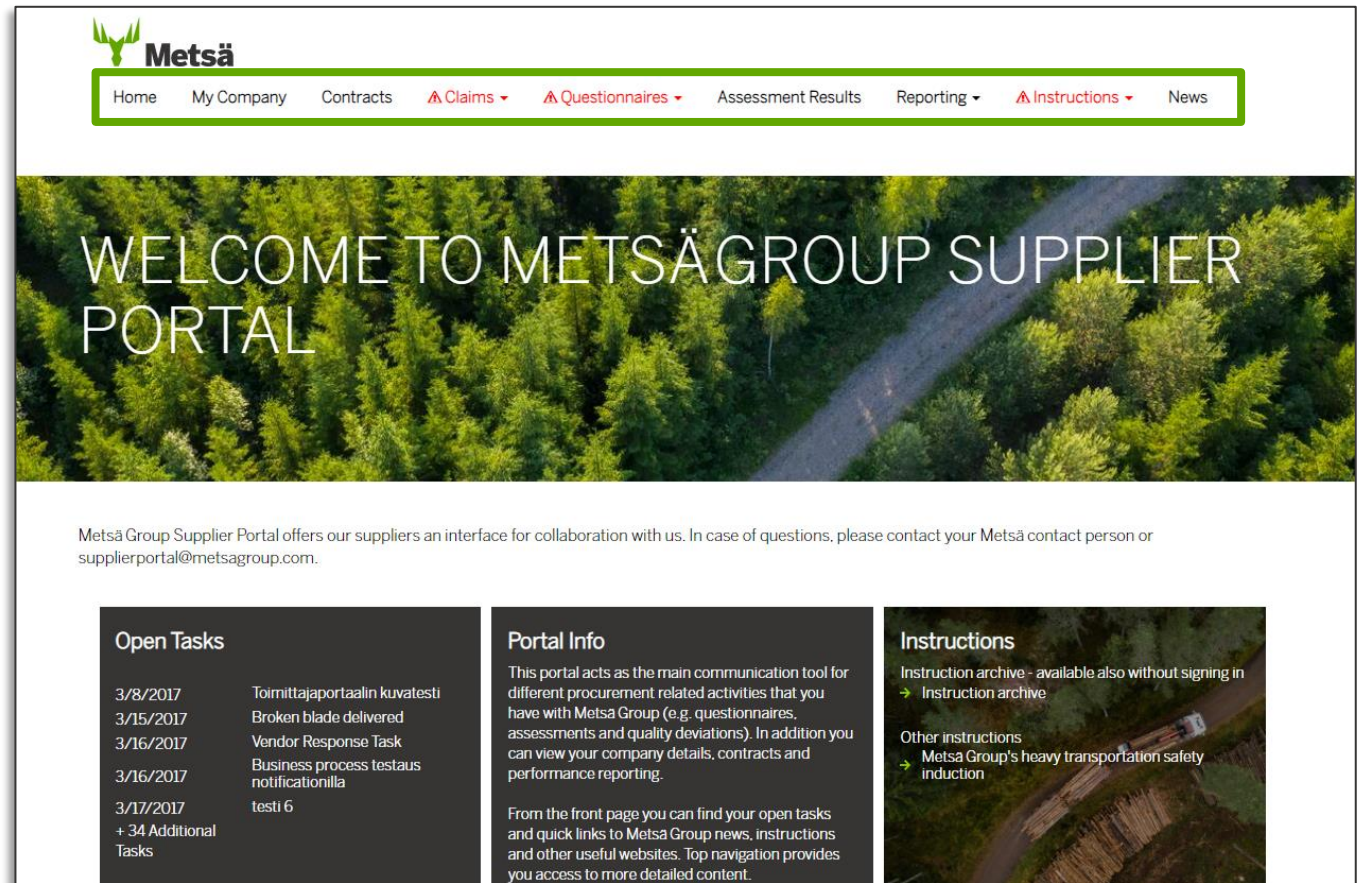


*Example verification with Authenticator app*



# Navigation

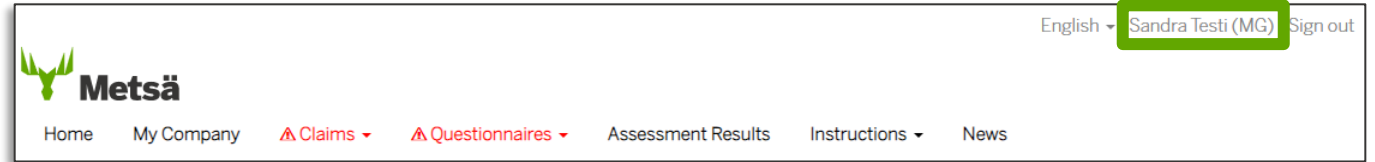
- Once you are signed into the portal, you may **navigate to different sections** from the top navigation bar
  - Sections that contain new items and require your attention are **highlighted with red exclamation mark**
  - Please note that some sections in navigation are only visible for supplier Key Account Manager level users (Contracts & Reporting)
- Front page provides you easy access to your open tasks and other useful materials
- More instructions will be found in the **instruction archive** (Instructions -tab)



# My profile



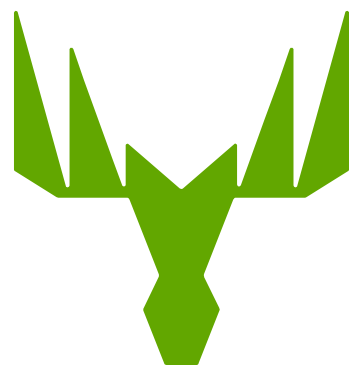
# Access your profile



- After registration & signing in to Metsä Group Supplier Portal, you can click your username in the top right corner to enter your profile
- You can maintain your name and phone number in the profile
  - When you are finished, click “Update”
  - Green banner will show on top of the profile page: “Your profile has been updated successfully”

The screenshot shows the 'Profile' page. At the top left is a user profile card for 'Sandra Testi (MG)'. Below it are two tabs: 'Profile' (selected) and 'Security'. A green banner at the top right of the main content area says 'Your profile has been updated successfully.' with a close button. The 'Your information' section contains several input fields: First Name (Sandra), Last Name (Testi (MG)), Email (sandra.tautila@gmail.com), Business Phone (+358443562584), Contact ID (016362), Mobile Phone (+358443562584), Preferred Language (with a search icon), and Primary role (—). Below this is a table for 'E-learning Participations' with columns for Contact, Supplier, Course, Organisation, Completion Status, and Completed. The table is currently empty, with a message 'There are no records to display.' at the bottom. At the bottom right of the page is a green 'Update' button.

If you need support or have questions  
regarding the portal, please contact  
**[Supplierportal.support@metsagroup.com](mailto:Supplierportal.support@metsagroup.com)**



**Metsä**