



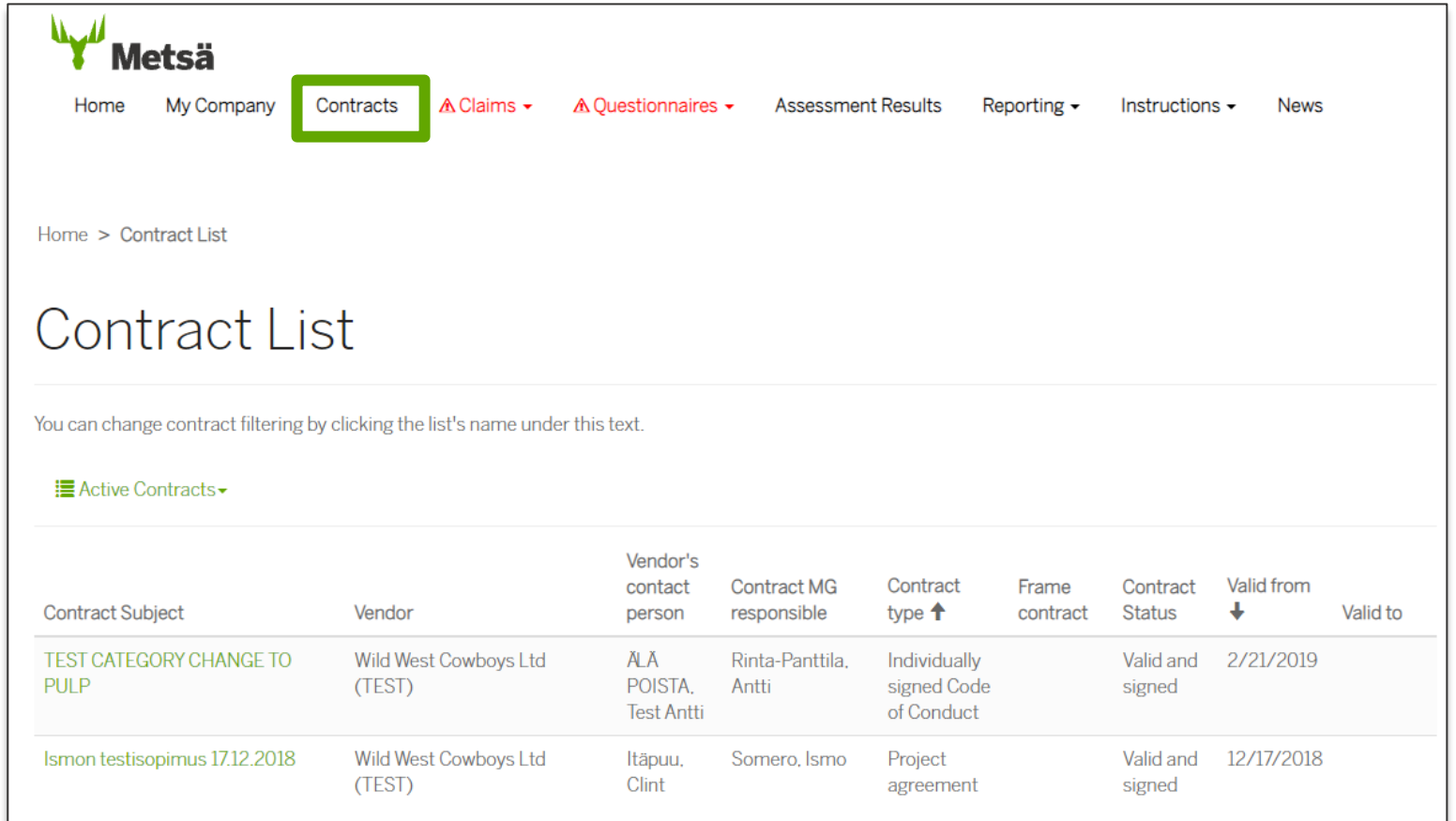
Contracts

Metsä Group Supplier Portal Instructions

Contracts List

Note, Contracts –section is only visible for supplier Key Account Manager level users

- In this section you can find
 - List of your company's active and archived contracts
 - Contracts' basic information and signing rounds
- Click contract subject line to view details



The screenshot shows the Metsä supplier portal interface. At the top, the Metsä logo is on the left, and a navigation bar contains links: Home, My Company, Contracts (highlighted with a green box), Claims (with a red triangle icon), Questionnaires (with a red triangle icon), Assessment Results, Reporting (with a dropdown arrow), Instructions (with a dropdown arrow), and News. Below the navigation bar, a breadcrumb trail reads 'Home > Contract List'. The main heading is 'Contract List'. A note states: 'You can change contract filtering by clicking the list's name under this text.' Below this, there is a filter button labeled 'Active Contracts' with a dropdown arrow. The main content is a table with the following columns: Contract Subject, Vendor, Vendor's contact person, Contract MG responsible, Contract type (with an upward arrow), Frame contract, Contract Status, Valid from (with a downward arrow), and Valid to. The table contains two rows of data.

Contract Subject	Vendor	Vendor's contact person	Contract MG responsible	Contract type ↑	Frame contract	Contract Status	Valid from ↓	Valid to
TEST CATEGORY CHANGE TO PULP	Wild West Cowboys Ltd (TEST)	ALA POISTA, Test Antti	Rinta-Panttila, Antti	Individually signed Code of Conduct		Valid and signed	2/21/2019	
Ismon testisopimus 17.12.2018	Wild West Cowboys Ltd (TEST)	Itäpuu, Clint	Somero, Ismo	Project agreement		Valid and signed	12/17/2018	

Contract Details

- **Basic information** and contacts from Metsä and supplier side can be viewed
- **Signing rounds** can be opened by clicking the subject or arrow head icon (if contracts have been electronically signed)
- **Documents** that have been signed via e-signing can be viewed and downloaded from portal behind the signing round

Contract Details

Basic Information

Contract Subject *	Validity
Ismon testisopimus 17.12.2018	Contract Status
Vendor *	Valid and signed
Wild West Cowboys Ltd (TEST)	Valid from *
Contract type *	12/17/2018
Project agreement	Valid to
Frame contract	—


Key contacts

Contract MG responsible *
Somero, Ismo
Vendor's contact person *
Itäpuu, Clint

Signed Documents		
Signing Round	Subject	Signing completed on ↓
	Ismon testisopimus 17.12.2018	9/3/2020
	Ismon testisopimus 17.12.2018	7/8/2020
	Ismon testisopimus 17.12.2018	6/2/2020

Signing Round

- Click document name to download documents to computer



HomeMy CompanyContractsClaimsQuestionnairesAssessment ResultsReportingInstructionsNews


Home > Contract List > Contract Details > Signing Round

Signing Round

Signing Round Subject *
Ismon testisopimus 17.12.2018

Signing completed on
9/3/2020

Documents

Name ↑	Modified
 Contract 006373-PA - 2020-13 Signing round - Wild West Cowboys Ltd...	about a year ago



Need support? Contact Supplierportal.support@metsoagroup.com