ERGO Supplier Registration

Quick Reference

“Think before you print”

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1. Process of On-Boarding and Recertification

As an ERGO supplier, there are two ways to fill out your supplier self-assessment. One is by creating a Coupa Supplier Account or the other is to access the form directly on the website. Creating the account in the Coupa Supplier Portal (CSP) is strongly recommended, as this allows you to adapt the information submitted at any time and not requires you to enter your information again in case of necessary changes.

To do so, please select “Join and Respond” in our Email.

Overview of both options:

<table>
<thead>
<tr>
<th></th>
<th>Coupa Supplier Portal (Join and Respond)</th>
<th>Without Account (Respond without Joining)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully capture supplier information</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Attach documents and certificates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Saving and editing again</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Changing data already entered and submitted</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Communicate within the form via “Comment” functionality</td>
<td>Yes</td>
<td>Restricted</td>
</tr>
</tbody>
</table>
2. Add Banking Details

Every ERGO Supplier must provide at least one set of Banking details within Coupa. These banking details will later be used for invoices submitted by you.

To do so, please click on “Add Remit-To”.

For Coupa Supplier Portal (CSP) suppliers, a pop-up window will then appear. Please close this window by clicking on "Cancel". Non-CSP suppliers can simply ignore this step.

Please proceed by entering the banking information fields that are now available.
Type of bank account:

If you have a bank account within the Single Euro Payment Area (SEPA) or with an IBAN number, please click on "IBAN number".

If you do NOT have a bank account with an IBAN number, for example, because your bank is located in the USA, please click on "Bank Account + Routing Number".

Bank information:

When entering the bank information, please ensure that all fields are filled out and spelled correctly.

No spaces are allowed in the IBAN number and the initial Country-identifier must be entered.

When copying your IBAN from another document, it may happen that you copy spaces (e.g. at the end of the number). In this case please remove the spaces.

Proof of ownership:

In order to verify the correctness of the bank information provided, we require proof of ownership. This proof can be a bank confirmation, a blank invoice, a copy of the bank statement or any other document providing the banking information.

Delete input mask:

If you have accidentally clicked on “Add Remit-to” several times or want to delete the bank details you have previously entered, please click on the cross highlighted in red.
3. Example for On Boarding or Recertification

Please ensure the full legal name of your company is entered

Please provide all relevant information for a clear identification and communication with your company. Mandatory are:
- Street Address
- Postal Code
- City
- Country
The Primary Contact will be our default contact in case of questions and communications with your company.

Please provide us also with a dedicated email address for all purchase orders. If similar to the primary contact, please enter primary contact email details again. The accounting contact will be used for all accounting related transactions and questions.
Please provide either the VAT ID or your local tax ID. Covered within the German artist insurance agency? Please let us know if withholding tax (Ger: Quellensteuer) is required for your company.

If your company is exempted from withholding tax (Ger: Quellensteuer), please provide start and end date, the exemption certificate and write down the certificate number in the description box.
Please download and fill out the competency matrix if your company provides IT products or services.

Please upload the certificate using the upload functionality.
Please provide your company's turnover in Euro.

If your company did not exist and therefore not generate any turnover, please enter a "0".

Please attach a reliable financial statement. If you want to attach multiple documents, please use Zip.

Please provide the number of employees of your company.

If your company did not exist and therefore not employ any employees, please enter a "0".

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3.1 Key Corporate Figures

3.1.1 Turnover in EUR

- Year before last: 16.94 Mio
- Last year: 18.69 Mio
- Current year (projection): 19.23 Mio

3.1.2 Financial Statement

- Please attach a current financial statement

3.1.3 Number of Employees

- Year before last: 26,450
- Last year: 27,000
- Current year: 28,500
Please provide references relevant to future business transactions with ERGO Group.

### 3.2 References Relevant to ERGO

#### 3.2.1 Reference 1:

- **Company Name:** MunichRE AG
- **Products / Services provided:** Risk Management Services, additional details are ...
- **Volume:** 250,000
  - In EUR.
- **Beginning of offering:** 01/01/19
  - Date of contract signature
- **End of offering:** 01/04/20
  - Date of last business transaction

#### 3.2.2 Reference 2:

- **Company Name:** D.A.S. SA
- **Products / Services provided:** Insurance Services, additional details are ...
- **Volume:** 130,000
  - In EUR.
- **Beginning of offering:** 01/03/98
  - Date of contract signature
- **End of offering:** 01/07/03
  - Date of last business transaction
The Primary Commodity Group will be used as an initial allocation for internal routing of your onboarding form.

### 3.2.3 Reference 3

<table>
<thead>
<tr>
<th>Company Name</th>
<th>avanturo GmbH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Products / Services provided</strong></td>
<td>Insurance IT Services, additional details are...</td>
</tr>
<tr>
<td>Volume</td>
<td>320,000</td>
</tr>
<tr>
<td><strong>Beginning of offering</strong></td>
<td>01/07/17</td>
</tr>
<tr>
<td><strong>End of offering</strong></td>
<td>01/02/19</td>
</tr>
</tbody>
</table>

### 3.3 Primary Commodity Group

Please select which commodity group best reflects the products you are providing. ERGO will use this information to route this form to a relevant buyer.

<table>
<thead>
<tr>
<th>Primary Commodity Group</th>
<th>6.3 Insurance Data</th>
</tr>
</thead>
</table>

### 3.4 Banking Information

* **CSP Account**  Yes

Did you create an account with the Coupa Supplier Portal (CSP) to access this self-assessment tool (login with password)?

It is MANDATORY to provide at least one bank account information.

Please add your preferred bank account by pressing "Add Bank-To".

If you do so, a "Wizard" appears. We do not need all the information requested in the "Wizard", it is sufficient to select "Cancel" and continue with the reduced onboarding form.
It is mandatory to provide at least one set of banking information.

To do so, please click on “Add Remit-To”.

If you registered with a password, a pop-up window will appear. Please select to “close” this window and do not enter any information there. The bank data can afterwards be entered in a simplified form.

Please make sure that the “proof of ownership” of the bank details is uploaded as well. This can be a bank confirmation, a blank invoice or a copy of the bank statement etc. or any other document.
Please access the ERGO website as provided and download the relevant documents.

Please upload the signed documents in the respective upload functions.

4. Quality Information

4.1 Compliance

<table>
<thead>
<tr>
<th>Link to access required compliance documents:</th>
<th>Please access the ERGO supplier portal and provide us with the following signed documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Confirmation of Compliance with the Principles of the Global Compact:</td>
<td>Choose File: Global Comp_ signed.pdf</td>
</tr>
<tr>
<td>* Anti-Corruption Agreement:</td>
<td>Choose File: Anti-Corruption_signed.pdf</td>
</tr>
</tbody>
</table>

4.2 Certifications

Please upload you certifications relevant to ERGO.
If your company is ISO 9001 or ISO 14001 certified, please upload your certificates including effective and expiration date.

These certificates are mandatory if required for the business relation with ERGO.
Please also upload any other certificate relevant for the business relationship with ERGO.

![Other Certificate 1]

Please add the sustainability report of your company if available.

If you are already an active supplier of any other Munich RE group company, please provide further details here.
You can save and return to your onboarding form at any time by clicking on “save”.

By clicking on „Submit for Approval“, your form will be sent to ERGO for review and internal processing.

After submitting, you will receive information about any change in status of your form (approved / rejected).