

Vendor Portal Update

User manual

Actioner: Suppliers

Last update: September 17, 2025

Agenda

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- A. Overview**
- B. Functions Changed (Migrated to CBX)**
- C. Functions Remaining in Vendor Portal**
- D. Support**

A. Overview

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Starting from late September 2025, several key functions of the Vendor Portal (VP) will be migrated to CBX, including:

- Supplier Registration
- Vendor Profile Creation and Maintenance

At the same time, more essential functions will remain unchanged on the Vendor Portal, such as Reminder, News, Updates, Library, Application, E-Sign, SCT, EAN Upload, Scope Certification Upload, Guidelines, and Compliance links, etc..

This slide will provide an overview of which functions have been migrated to CBX which will continue to be available in the Vendor Portal.

B. Functions Changed (Migrated to CBX)

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Functions will be migrated from the Vendor Portal (VP) to CBX:

1. Supplier Registration
2. Vendor Profile

B. Functions Changed (Migrated to CBX)

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1. Supplier Registration

The registration of new vendors is no longer conducted through the **Vendor Portal (VP)**. Going forward, all new vendor registrations will be managed on the **CBX platform**. Accordingly, the button for new vendor registration has been removed from the VP homepage and replaced with a link to download the guideline.

To register as a new vendor on CBX, please follow one of the options below:

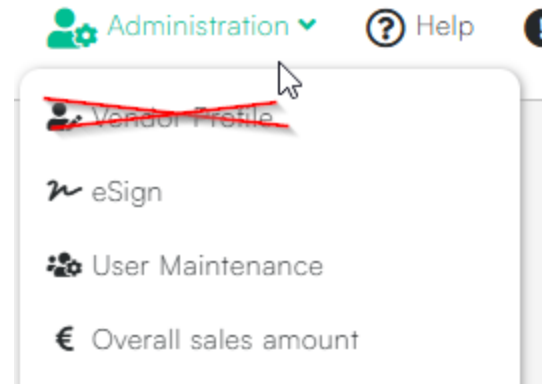
- Contact us via the official website: <https://ottoint.com/contact-us/index.html>
- Alternatively, you may contact your Key Account Manager for further assistance with the registration process.

B. Functions Changed (Migrated to CBX)

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2. Vendor Profile

- The Vendor Profile menu will no longer be available on the Vendor Portal (VP). All vendor profile creation, updates, and maintenance are now handled exclusively in CBX.



C. Functions Remaining in Vendor Portal

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Apart from the functions listed under Section B, all the remaining functions below will remain available on the Vendor Portal and should continue to be used in accordance with the user guide previously shared by OI to suppliers

1. Scope Certificate Upload
2. SCT (Transparency)
3. Library
4. Guidelines / News / Updates / Reminder → remain active in VP.
5. Application (form/template download).
6. Attention > Whistleblowing, Compliance , Gift Directive → still viewable and downloadable.
7. User Manual / Tutorial / Template
8. EAN Upload
9. Overall sale amount / Self-Application Request
10. User Maintenance
11. E-sign

D. Support

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You can contact helpdesk for helping by send an email to <helpdesk@ottoint.com> with the following information :

- Vendor name
- Your email
- Your problem
- Screen cap your error if it is possible
- Anything you think is important

Thank you

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