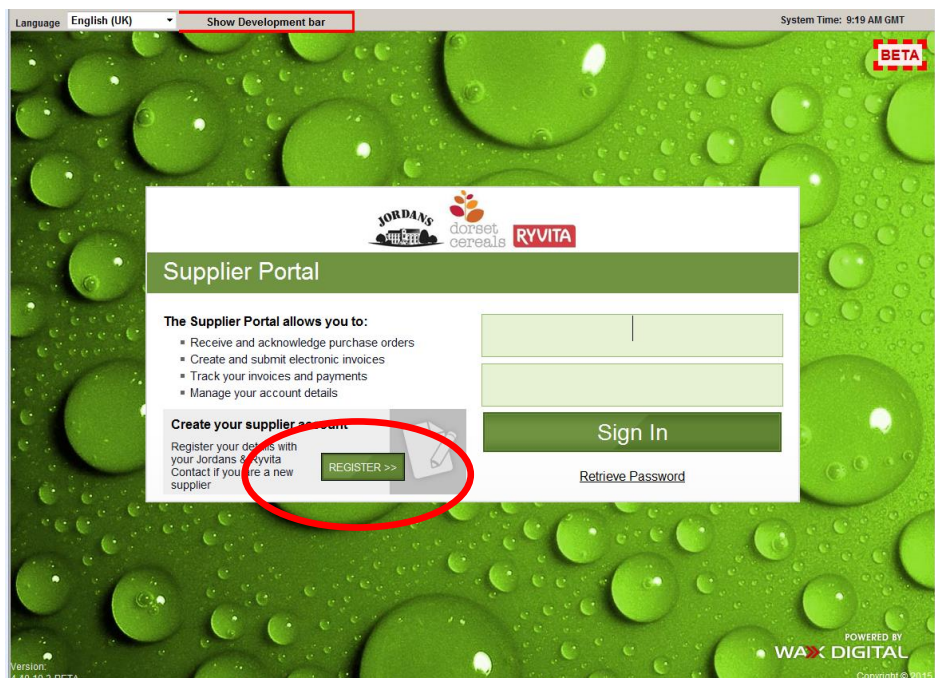


Innovators in great tasting,
simple natural foods

New Supplier Registration Process for Suppliers

- 1) You will have received a link from your contact at Jordan's & Ryvita to register via our online portal: <https://web3.jordansryvita.com/Web3/SupplierPortal.aspx>
- 2) Please complete this form via **Internet Explorer** as using other platforms may cause some problems
- 3) You must click on 'Register' and complete all sections of the application form which will then be submitted to the buyer contact at J&R (N.B. you will require a valid email address for a contact at J&R in order for your application to be submitted).



- 4) The first screen asks to select the Company to trade with – either Jordan’s & Ryvita (UK and other International countries) or Australia. Please select the appropriate one and click ‘continue’.

Language English (UK) Show Development bar System Time: 9:20 AM GMT

JORDANS doreet cereals RYVITA BETA

Welcome to the Jordans & Ryvita Supplier Exchange Portal

Exit

Trading Region Company Details User Details Accounting Details Confirm & Submit

Please select your location and the territory you wish to trade with below.
To register you details for a country or territory which is not listed here please contact your Jordans & Ryvita representative.
* Mandatory fields that must be completed

Company to trade with * --Please Select--

Continue

--Please Select--
Jordans Ryvita UK/France
Jordans Ryvita Australia

Version: 1.45 TO 3-BETA

- 5) The following page asks you to complete company details. Please fill out every field and make sure to include your full tax number (including country code)

The screenshot shows a web browser window with the following elements:

- Browser tabs: "iew", "Favorites", "Tools", "Help".
- Language dropdown: "English (UK)".
- Buttons: "Show Development bar" (highlighted with a red box), "Exit" (highlighted with a red circle).
- Logos: "JORDANS", "dorst cereals", "RYVITA", and a "BETA" badge.
- Header: "Welcome to the Jordans & Ryvita Supplier Exchange Portal".
- Navigation tabs: "Trading", "Region", "Company Details" (active), "User Details", "Accounting Details", "Confirm & Submit".
- Instructions: "Please enter your company information using the form below then click the Save & Continue button to move to the next screen to enter your user details." and "Mandatory fields that must be completed".
- Form fields (all with red question mark icons):
 - Company Name *
 - Legal Name *
 - Address Line 1 *
 - Address Line 2 *
 - Town *
 - County *
 - Postcode *
 - Country *
 - Preferred Communications Language: English (UK)
 - Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London
 - Phone Number: [] Ext. []
 - Registered Company: Check this box to confirm this is a registered company
 - Tax Registered: Check this box to confirm this is a Tax registered company
 - DUNS Number: Check if Dun & Bradstreet company number known.
 - SEDEX Member: Check if you are SEDEX member.
 - Native Currency: --Please Select--
 - Contractor: Yes No
 - Details Of Any Accreditations: []
 - Trading Categories: Assign Trading Categories
 - Delivery Lead Time: [] Days
 - Supplier Contact Email Address *
 - Buyer Contact Email Address *
 - Delivery Week: Monday to Sunday Monday to Friday
- Buttons at the bottom: "Back" and "Continue" (both highlighted with a red circle).

The Jordans & Ryvita Company, a division of ABF Grain Products Limited

Registered office: Weston Centre, 10 Grosvenor Street, London W1K 4QY. Registered in England Number 79590

Poole Address: Old Wareham Road, Poole, Dorset BH12 4QW

Telephone: 01202 743090 Websites: www.jordanscereals.co.uk www.ryvita.co.uk

6) The next page is 'User Details'.

Language English (UK) Show Development bar System Time: 9:34 AM GMT

JORDANS dorset cereals RYVITA BETA

Welcome to the Jordans & Ryvita Supplier Exchange Portal

Exit

Trading Region Company Details **User Details** Accounting Details Confirm & Submit

Please enter your user details using the form below then click the Save & Continue button to move to the next screen to enter your accounting details.

* Mandatory fields that must be completed

Title

First Name *

Surname *

Phone Number * Ext.

Email Address *

Confirm Email Address *

Password *

Confirm Password *

Back Continue

7) The next screen is 'Accounting Details'.

Language English (UK) Show Development bar System Time: 9:34 AM GMT

JORDANS dorset cereals RYVITA BETA

Welcome to the Jordans & Ryvita Supplier Exchange Portal

Exit

Trading Region Company Details User Details **Accounting Details** Confirm & Submit

Please enter your accounting details using the form below then click the Continue button to move to the next screen to confirm all of the details and to submit the form.

* Mandatory fields that must be completed

Contact Information

Address Line 1 *

Address Line 2

Town *

County

Postcode *

Country * United Kingdom

Phone Number * Ext.

Remittance Email Address *

Confirm Remittance Email Address *

Bank Account

Enter the details of your bank account below:

Bank Name *

Bank Country * --Please Select--

Account Number

Sort Code

IBAN

Payee Name *

Payment

Payment Terms * 60 DAYS FROM DATE INVOICED

Back Continue

- 8) The Final screen you will then see is the 'Confirm & Submit' section, which will show all details entered. You will be asked to confirm acceptance of J&R T's and C's here. Please note: If you have any queries with our T&C's, please consult your buyer contact at Jordan's & Ryvita before proceeding. (Completed details for illustration purposes only.)

Language English (UK) Show Development bar System Time: 9:37 AM GMT

JORDANS dorset cereals RYVITA BETA

Welcome to the Jordans & Ryvita Supplier Exchange Portal

Exit

Trading Region Company Details User Details Accounting Details **Confirm & Submit**

Please read through the details you have entered before submitting the form using the Submit button below.

Trading Region

Company to trade with Jordans Ryvita UKFrance

Company Details

Company Name Top Cleaning Ltd

Legal Name Top Cleaning Ltd

Address Line 1 10 Smith Road

Address Line 2

Town Stevenage

County Herts

Postcode SG1 3RA

Country United Kingdom

Preferred Communications Language English (UK)

Time Zone (UTC) Dublin, Edinburgh, Lisbon, London

Phone Number 01438 222333

Registered Company True

Registration Number 1234567

Tax Registered True

Tax Registration Number GB123456789

DUNS Number True

Dun And Bradstreet Company Number 987654321

SEDEX Member False

Contractor Yes

Details Of Any Accreditations

Trading Categories Assigned Trading Categories

Delivery Lead Time

Supplier Contact Email Address vclean@topcleaning.co.uk

Email of Jordans & Ryvita Contact maureen.beagley@jordansryvita.com

Delivery Week

User Details

Title Mr

First Name Ian

Surname Clean

Phone Number 01438 222333

Email Address vclean@topcleaning.co.uk

Accounting Details

The Jordans & Ryvita Company, a division of ABF Grain Products Limited

Registered office: Weston Centre, 10 Grosvenor Street, London W1K 4QY. Registered in England Number 79590

Poole Address: Old Wareham Road, Poole, DorsetBH12 4QW

Telephone: 01202 743090 Websites: www.jordanscereals.co.uk www.ryvita.co.uk

('Confirm and Submit' screen shot continued)

Language: English (UK) Show Development bar System Time: 12:20 PM GMT

Contact Information

Address Line 1: 10 Smith Road
Address Line 2:
Town: Stevenage
County: Herts
Postcode: SG1 3RA
Country: United Kingdom
Phone Number: 01438 222333Ext.
Remittance Email Address: vclean@topcleaning.co.uk

Bank Account

Bank Name: Ilyods
Bank Country: United Kingdom
Account Number: 00123456
Sort Code: 102030
IBAN: gb19deut40508117801600
Payee Name: Top Cleaning Ltd

Payment

Payment Terms: 60 DAYS FROM DATE INVOICED

Terms and Conditions

The terms and conditions for using the supplier portal are shown below, please indicate your acceptance for each type of terms.

By selecting the 'Accept' option for a row you are agreeing to be legally bound by the linked terms and conditions document on that row. Failure to accept terms may also restrict portal access or functionality.

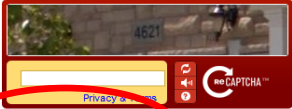
Name	Language	Version	Document	Accept	Reject Reason
The Jordans & Ryvita General Terms and Conditions of Purchase for Goods and Services (MFG UK)	English	1.0	Download	<input type="radio"/> Accept <input type="radio"/> Reject	

Form Submitting

Form Status: Pending Confirmation
Comments: None

Supplier Employee Job Title *

For security reasons, please complete the captcha below:



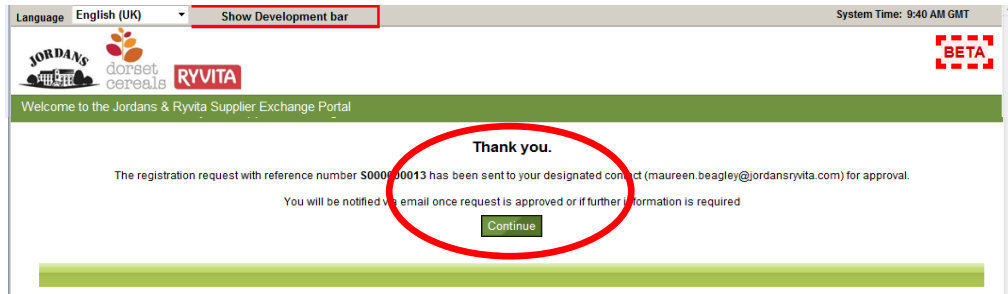
The Jordans & Ryvita Company, a division of ABF Grain Products Limited

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Poole Address: Old Wareham Road, Poole, Dorset BH12 4QW

Telephone: 01202 743090 Websites: www.jordanscereals.co.uk www.ryvvita.co.uk

- 9) You will then receive a message advising that their application has been submitted for approval as below:



- 10) You will also receive an email confirming this. Please keep the email with your username in as this cannot be changed.

Please note, the approval process can take up to two weeks. As part of the process, a member of the finance team will need to contact you to confirm your bank details and tax details.