

Qualify as a Supplier on ORO

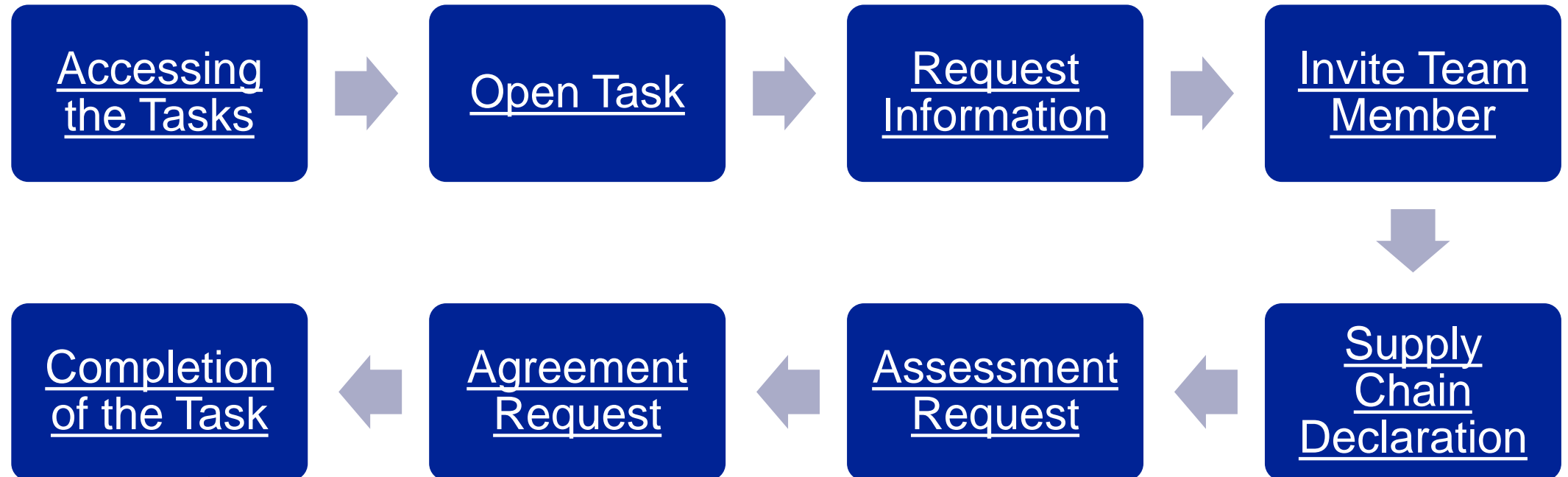
Step-by-Step Guide

Public



Step-by-Step Guide to Qualify as a Supplier on ORO

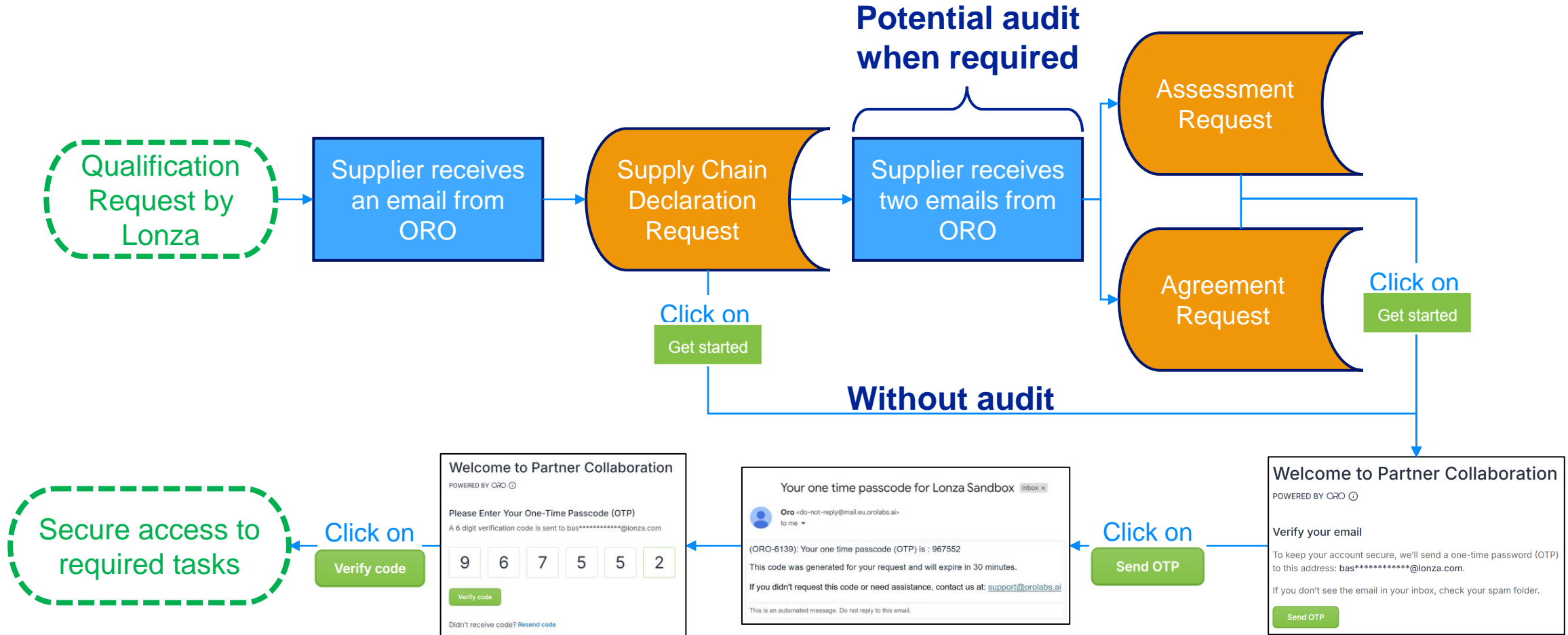
Overview of the whole Process



Click to jump to section

Step-by-Step Guide to Qualify as a Supplier on ORO

Overview to access the Lonza's Task Site



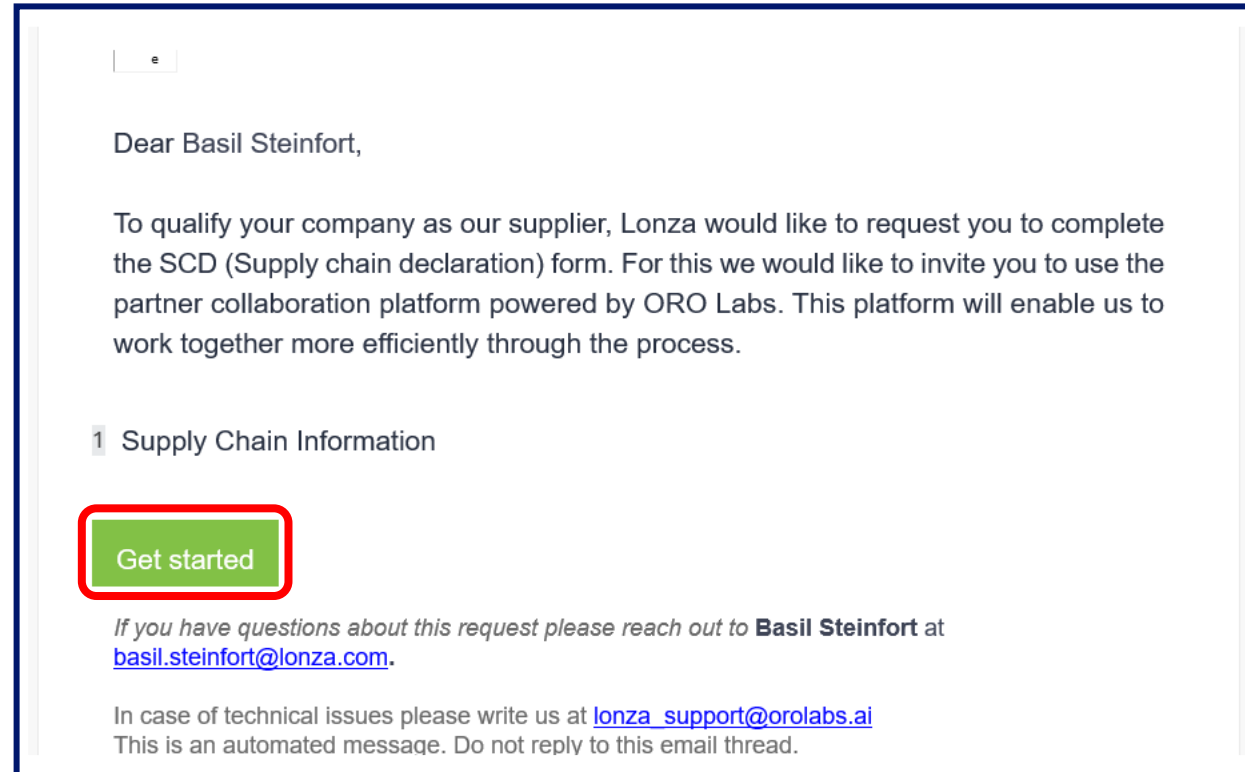
Secure access to required tasks

Step-by-Step Guide to Qualify as a Supplier on ORO

Task Request is sent by Mail

1. Accessing the Task

- An e-mail is sent using your company name and email address.
- It requests the **completing of a Supply Chain Declaration (SCD) form**.
- To access the task, please click on the **“Get started”** field.



Step-by-Step Guide to Qualify as a Supplier on ORO

Request a One Time Passcode for the Login

2. Login & Verification

- Upon clicking the “**Get started**“ field, a welcome page is opened in a separate browser.
- Click on “**Continue**” to receive a one-time passcode.
- This **passcode will be sent** to the same email address as before.

Welcome to Partner Collaboration

POWERED BY ORO ⓘ

Verify your email

To keep your account secure, we'll send a one-time password (OTP) to this address: **bas*****@lonza.com**.

If you don't see the email in your inbox, check your spam folder.

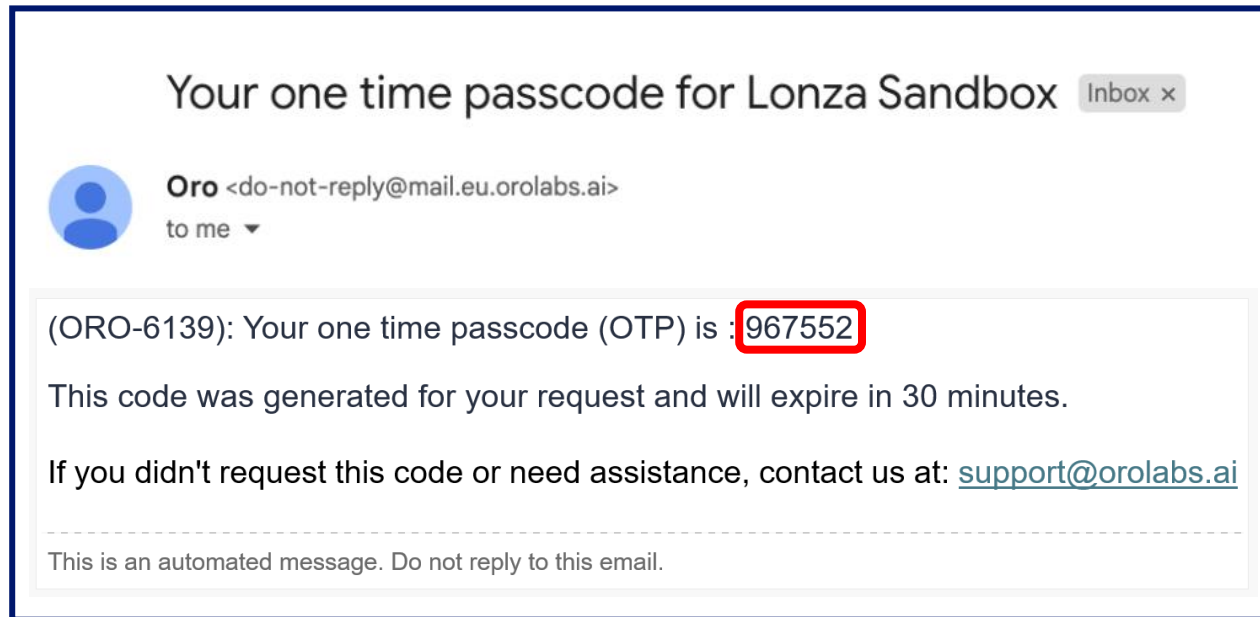
Send OTP

Step-by-Step Guide to Qualify as a Supplier on ORO

The One Time Passcode is sent by Mail

3. One-Time Passcode

- A **one-time passcode** is sent to the mail box.
- This facilitates logging in into ORO by avoiding the need of a password.



Step-by-Step Guide to Qualify as a Supplier on ORO

Enter Passcode to open ORO Request Page

4. Enter Passcode

- Enter the one-time code from the mail into the welcome page and click on “**Verify code**”.
- It may take a few minutes to receive the code.
- If the **code is not received**, suppliers can use the “**Resend code**” option which will re-send the one time passcode again.
- Once logged in, **you can proceed** securely and **complete the tasks** which may consist of completing multiple forms.

Welcome to Partner Collaboration

POWERED BY ORO ⓘ

Please Enter Your One-Time Passcode (OTP)

A 6 digit verification code is sent to bas*****@lonza.com

9 6 7 5 5 2

Verify code

Didn't receive code? [Resend code](#) ← Resend code when not received

Step-by-Step Guide to Qualify as a Supplier on ORO

Open the Request Page to see the open Forms

5. Open Task

- After entering the request page, next to “**SCD collection from supplier**”, “**Action pending**” can be seen.
- This indicates that the **request is still open** and must be completed.
- To enter and start the request, click on “**Start**”.
- Furthermore, the original requestor from Lonza is shown, as well as the team involved in this request .

The screenshot shows the Lonza ORO interface for a request with ID ORO-6158. The request is for 'SCD collection from supplier' and is currently in an 'Action pending' state. The start date is Oct 13, 2025, and the due date is Oct 14, 2025. A 'Start' button is highlighted with a red box, indicating the next step to begin the request. The interface also shows the requesting company as Lonza Sandbox and the requestor as Basil Steinfort. A 'Submit details' button is visible at the bottom of the request form.

Lonza

Request ID: ORO-6158
Requesting companies: Lonza Sandbox | Requested on: Oct 13, 2025

SCD collection from supplier Action pending

Start date: Oct 13, 2025 | Due date: Oct 14, 2025

Provide the following details:

1 Supply Chain Information Start

Submit details

Got questions? Message us
Our team is here to help you regarding your engagement
Request Info

Lonza Sandbox contact

BS Basil Steinfort Requester
basil.steinfort@lonza.com

Your team Invite members

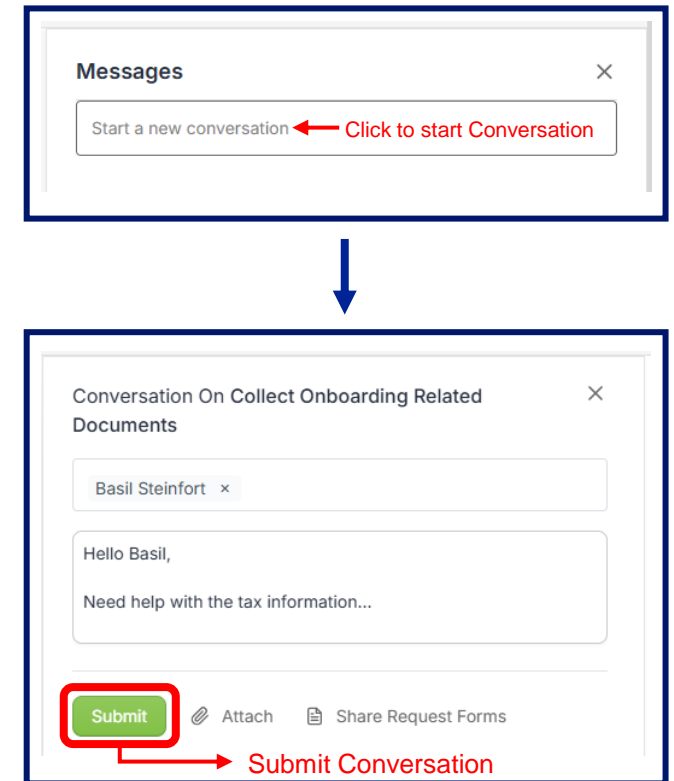
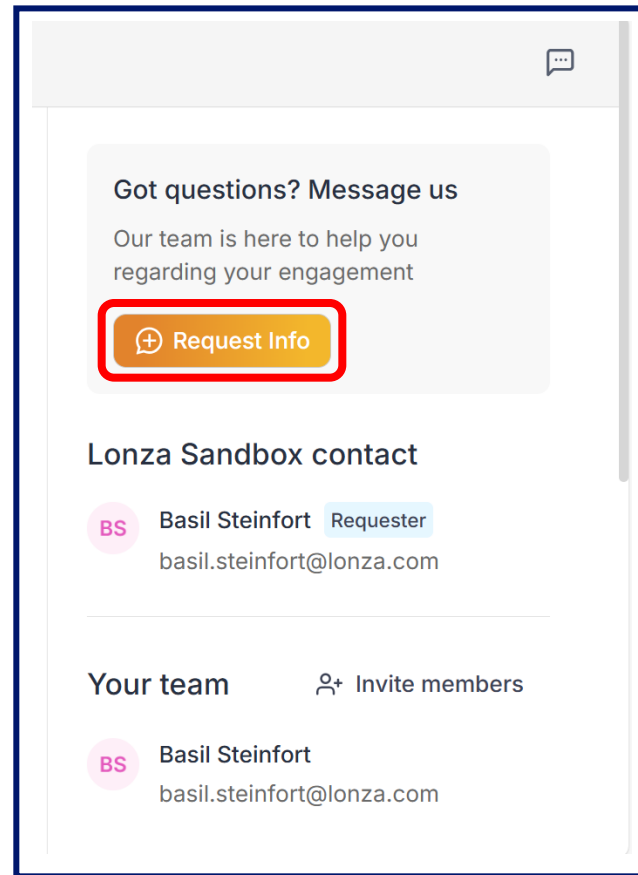
BS Basil Steinfort
basil.steinfort@lonza.com

Step-by-Step Guide to Qualify as a Supplier on ORO

Comment Section for Clarification

6. Request Informations

- Suppliers can use the **“Messages”** option to contact the requester directly. Click on **“Start a new conversation”** to ask questions or request clarification.
- Documents can also be attached or request forms shared with the requester if needed.
- The **“Messages”** option is accessible during the whole process.
- Suppliers can change the portal language using the **Language selector** in the top-right corner.

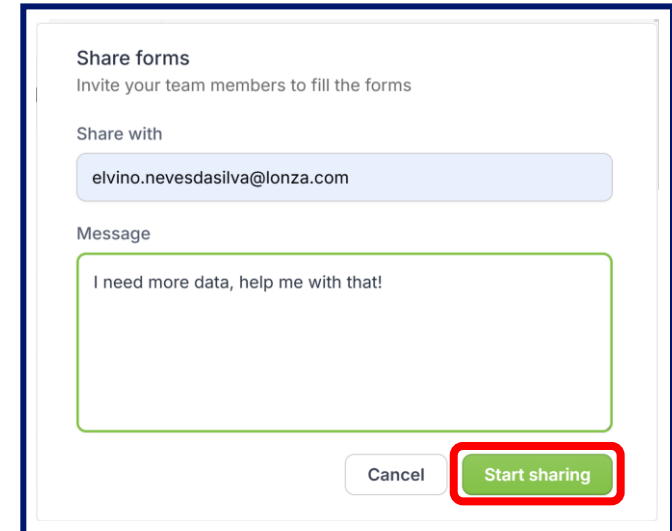
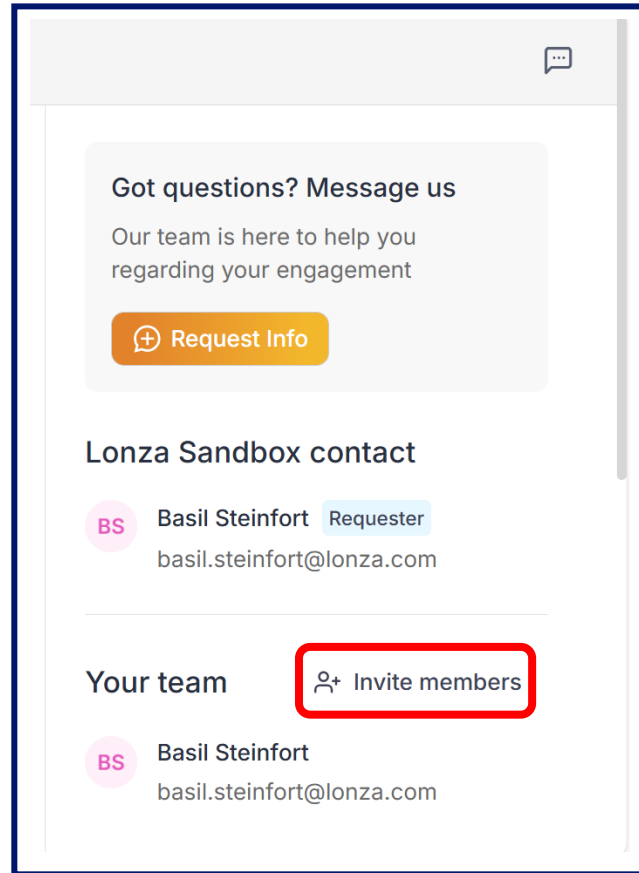


Step-by-Step Guide to Qualify as a Supplier on ORO

Invite Team Members for Collaboration

7. Collaborate with Members

- If a supplier needs help completing forms, they can invite colleagues to the ORO portal for assistance.
- To do this, use the **“Invite members”** option available on the screen.
- Enter the email address and an optional message, then click **“Start sharing”** to send the invitation.
- The invited member will receive a notification and can log in to the supplier portal using a one-time passcode to help complete the forms.



Step-by-Step Guide to Qualify as a Supplier on ORO

Download the provided Supply Chain Declaration Form

8. Download SCD Form

- Upon starting the request by clicking on “**Start**”, the task “**Supply Chain Information**” opens.
- Download the attached Supply Chain Declaration template.
- **Complete and sign the form.**
- Upload the signed form in the designated section.
- This is required for qualifying all supply chain partners as part of Lonza’s process.
- “**Complete**” to continue to the next form.

Supply Chain Information Messages Close X

Requesting company: CH44 - BioAtrium AG | team:

Lonza needs to qualify our suppliers providing materials, services or equipment used within the manufacturing of regulated products. To apply adequate level of qualification to each company within the supply chain, please complete the attached form. If you should have any questions, please reach out to us using the “Message” functionality.

Download the Supply Chain Declaration Form

[SCD_Form.pdf](#) ← Download Supply Chain Declaration Form

Upload completed and signed Supply Chain Declaration

Drag and drop file
Or browse to upload

← Upload completed and signed Form

Accepted file type: text, doc, zip, xls, pdf, csv, image, email, message, ppt, video, audio

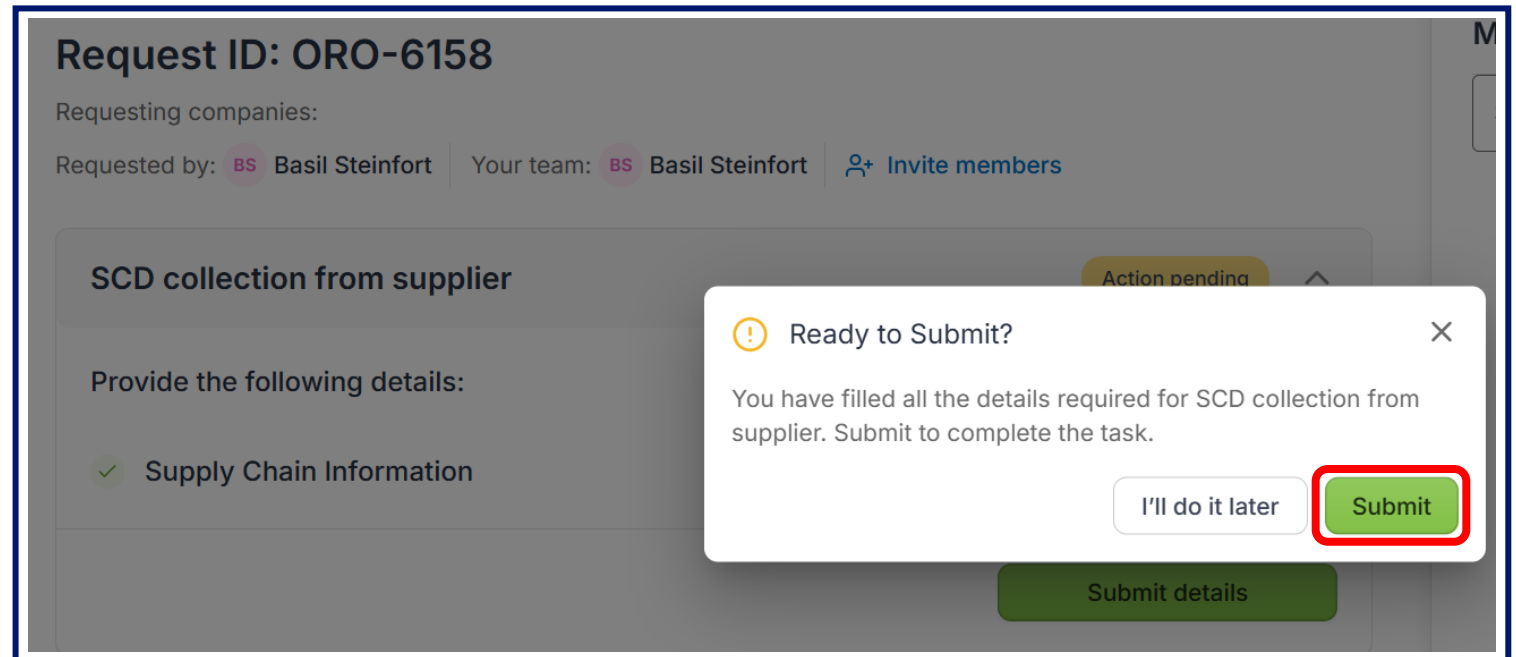
Save for later Complete

Step-by-Step Guide to Qualify as a Supplier on ORO

Submit to finalize Request

9. Submitting the SCD Form

- After uploading the SCD Form and clicking on “**Complete**”, a **Submit popup** appears for confirmation.
- To finish later, click “**I’ll do it later**”, then submit details when ready.
- When clicking on “**Submit**”, the SCD Form is submitted and cannot be edited—only viewed.



Step-by-Step Guide to Qualify as a Supplier on ORO

Completion Tag to confirm successful Submission

10. Completion of the Task

- The “**Completed**” tag show up upon successful submission of the SCD form.
- This confirms that **all necessary steps have been completed** and the process is continued internally at Lonza.

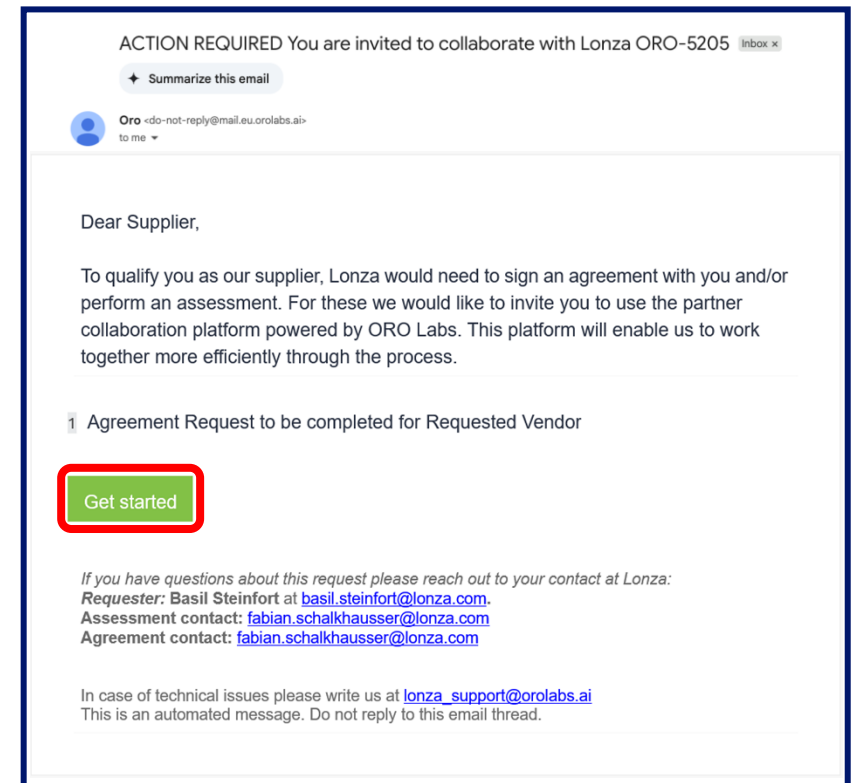
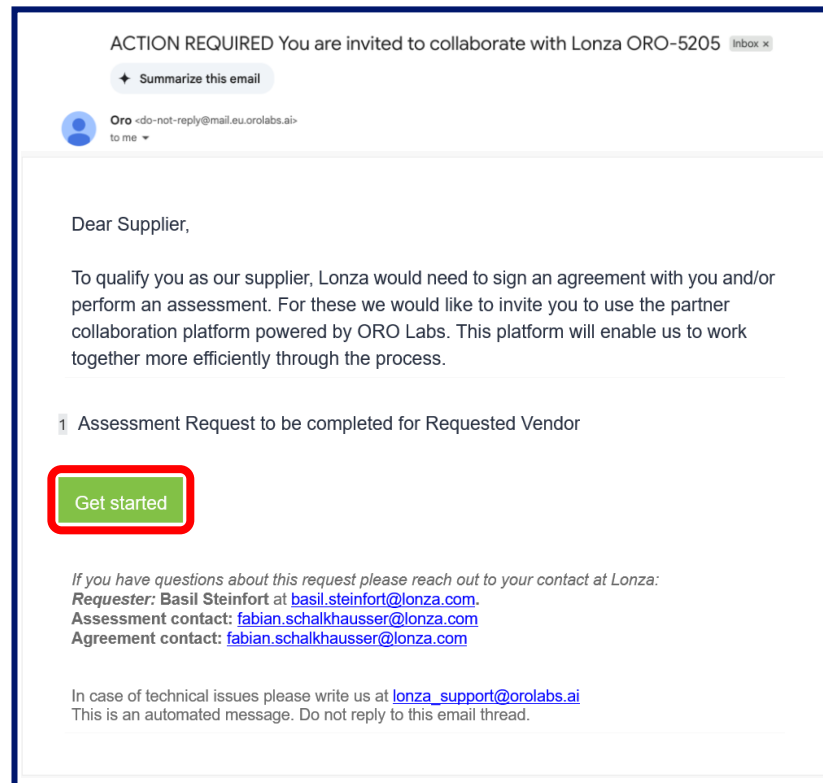
The screenshot displays a request interface for 'Request ID: ORO-6158'. It shows the requesting companies and the user Basil Steinfert. The main task is 'SCD collection from supplier', which is marked as 'Completed' with a green tag highlighted by a red border. Below this, there is a section for 'Supply Chain Information' with a document icon.

Step-by-Step Guide to Qualify as a Supplier on ORO

Two separate Invitations for potential Audit

11. Potential Audit Invitation

- Depending on the supplier, an **additional audit is needed** for further qualification.
- Therefore, **two separate Mails** are sent from ORO using your company name and email address.
- One mail invites you to an **Assessment Request** for the qualification process.
- The second mail requests an **Agreement Request**.
- The process to access the task is the same like before and can be initiated by clicking on the **“Get started”** field.



Step-by-Step Guide to Qualify as a Supplier on ORO

Comment Section, Language Change and Collaboration

12. Comment Section, Language Change and Collaboration

- Like previously, use the **comment section to message the requester**, start conversations, attach documents, or share forms.
- **Change portal language** via the top-right selector.
- **Invite colleagues** using Invite members → enter email + optional message → click Start sharing.
- To begin a request, click **“Start”**.

The screenshot displays the Lonza ORO portal interface. At the top left is the Lonza logo. To its right, the text "Comment section and language change" is followed by a red arrow pointing to a language selector dropdown menu set to "English". Below this, the "Request ID: ORO-6201" is shown, along with "Requesting companies: Lonza AG" and "Requested by: BS Basil Steinfert | Your team: MH Max Hüggli". A red box highlights the "Invite members" button, with a red arrow pointing to it from the text "Option to collaborate". The main content area is divided into two sections, both with a yellow "Action pending" status and an upward arrow. The first section is titled "Assessment activity updates from supplier" and contains a list item "1 Assessment Request to be completed for Requested Vendor" with a green "Start" button highlighted by a red box. Below this is a "Submit details" button. The second section is titled "Agreement document collection from supplier" and contains a list item "1 Agreement Request to be completed for Requested Vendor" with a green "Start" button. Below this is another "Submit details" button.

Step-by-Step Guide to Qualify as a Supplier on ORO

Download the provided Assessment Questionnaire

13. Assessment Request

- Upon starting the first request by clicking on **“Start”**, the task **Assessment Request** opens.
- Download the attached Assessment Questionnaire.
- **Complete and sign the form.**
- Upload the signed form in the designated section.
- This is required for qualifying all suppliers as part of Lonza’s process.
- **“Complete”** to continue to the next form.

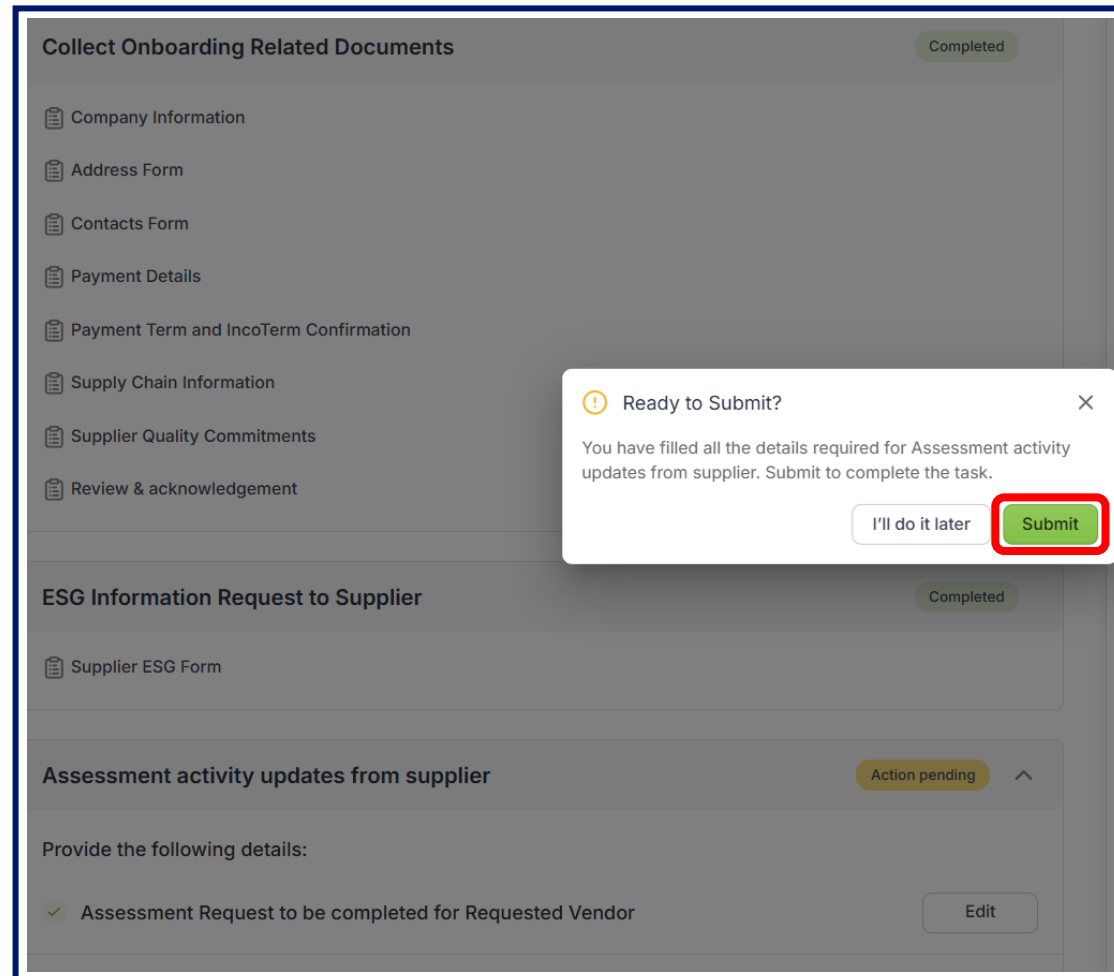
The screenshot shows a web interface for an 'Assessment Request to be completed for Requested Vendor'. At the top, it identifies the requesting company as 'Lonza AG' and the team as 'BS Basil Steinfert'. The main section is titled 'Assessment' and contains instructions: 'According to Lonza policies, regulatory requirement and industrial standards, Lonza will need to perform an assessment of your site. Please propose possible audit dates prior to the date given below. If you will not be able to host such audit in the requested timeline, please message us before submitting the form back to Lonza.' A red instruction states: 'Please complete all questionnaires attached.' Below this, a link to 'GROUP-101339.pdf' is highlighted with a red box and an arrow pointing to the text 'Download Assessment Questionnaire'. The next section asks to 'Please upload the fully completed and signed questionnaire(s) as pdf' and features a large red-bordered box with a document icon and the text 'Drag and drop file Or browse to upload', with an arrow pointing to the text 'Upload completed and signed Form'. Below the upload area, it lists accepted file types: 'text, doc, zip, xls, pdf, csv, image, email, message, ppt, video, audio'. A text input field is labeled 'Please provide your comments here if any(Optional)'. At the bottom, there are two buttons: 'Save for later' and 'Complete', with the 'Complete' button highlighted by a red box.

Step-by-Step Guide to Qualify as a Supplier on ORO

Submit to submit the Questionnaire

14. Submitting the Assessment Questionnaire

- After uploading the SCD Form and clicking on “**Complete**”, a **Submit popup** appears for confirmation.
- To finish later, click “**I’ll do it later**”, then submit details when ready.
- When clicking on “**Submit**”, the SCD Form is submitted and cannot be edited—only viewed.



Step-by-Step Guide to Qualify as a Supplier on ORO

Download the provided SCL Template

15. Agreement Request

- Upon starting the first request by clicking on **“Start”**, the task **Assessment Request** opens.
- Download the attached SCL template.
- **Complete and sign the form.**
- Upload the signed form in the designated section.
- Only return the files, when all open questions have been resolved, for clarifications, use the comment section
- **“Complete”** to continue to the next form.

The screenshot shows a web form titled "Agreement Request to be completed for Requested Vendor". It includes a header with "Messages" and "Close" buttons, and a sub-header with "Requesting company: Lonza AG" and "team: BS Basil Steinfort". The main text explains the agreement process and provides instructions. A red box highlights a file named "GROUP-128118.pdf" with a red arrow pointing to it and the text "Download the SCL Template". Below this, another red box highlights a file upload area with a red arrow pointing to it and the text "Upload completed and signed Form". At the bottom, a red box highlights a green "Complete" button.

Agreement Request to be completed for Requested Vendor Messages Close X

Requesting company: Lonza AG | team: BS Basil Steinfort

According to Lonza policies, regulatory requirement and industrial standards, Lonza will to sign an agreement with you, outlining the roles and responsibility for our cooperation. Please review the attached document(s) and reach out to us in case there are open topics you would like to discuss further. Please do not return the files until all questions have been resolved and the document is ready for signature by both parties. Lonza will require that all changes are made with track changes activated. To be able to qualify you on time for planned purchase orders, it is required that the agreement is fully negotiated and signed by the date given below.

Please download the pre-filled SCL template

Download the SCL Template

Please upload the fully completed and signed SCL as pdf

Upload completed and signed Form

Accepted file type: text, doc, zip, xls, pdf, csv, image, email, message, ppt, video, audio

Please provide your comments here if any(Optional)

Enter text

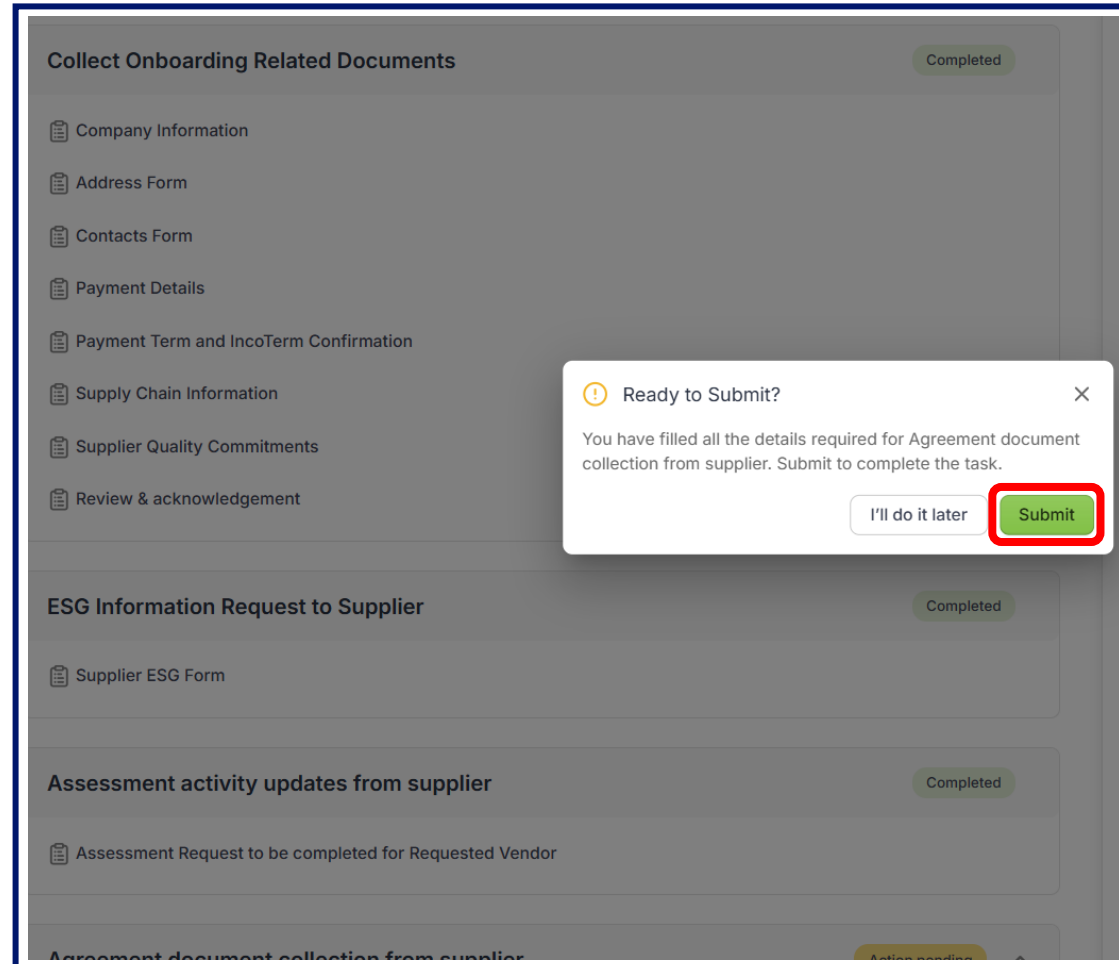
Save for later **Complete**

Step-by-Step Guide to Qualify as a Supplier on ORO

Submit to finalize Request

16. Submitting the SCL Form

- After uploading the SCL Form and clicking on “**Complete**”, a **Submit popup** appears for confirmation.
- To finish later, click “**I’ll do it later**”, then submit details when ready.
- When clicking on “**Submit**”, the Agreement Document is submitted and cannot be edited—only viewed.



Step-by-Step Guide to Qualify as a Supplier on ORO

Completion Tag to confirm successful Submission

17. Completion of the Task

- The “**Completed**” tag show up upon successful submission of the SCD form.
- This confirms that **all necessary steps have been completed** and the process is continued internally at Lonza.

The screenshot displays two task completion notifications in a list. The first notification is titled "Assessment activity updates from supplier" and includes a sub-item "Assessment Request to be completed for Requested Vendor". A green "Completed" tag is visible in the top right corner of this notification, highlighted with a red box. The second notification is titled "Agreement document collection from supplier" and includes a sub-item "Agreement Request to be completed for Requested Vendor". A green "Completed" tag is also visible in the top right corner of this notification, highlighted with a red box. The text "Provide the following details:" is visible above the second sub-item.

**We are looking forward
to collaborating with
you through ORO!**

