

MacGregor supplier portal training

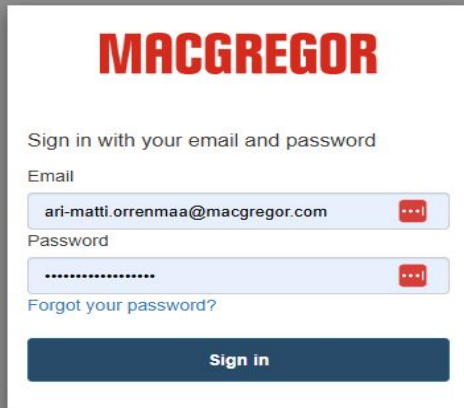
September 15th, 2025

MACGREGOR

MacGregor supplier portal

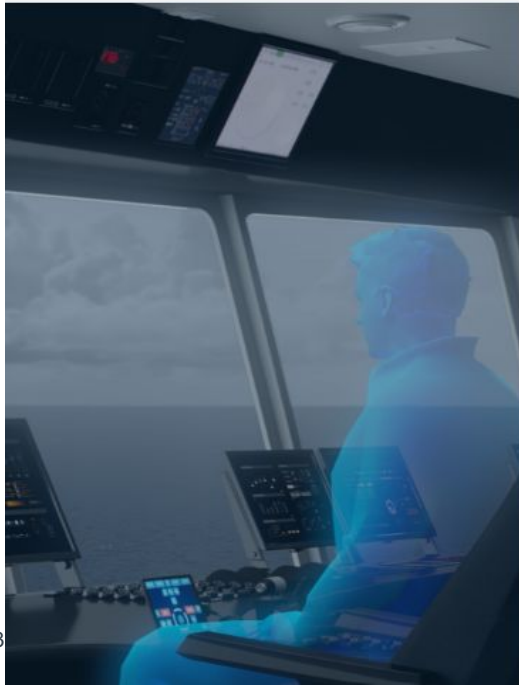
You will receive user credentials and link to the tool via email.

After opening the link you can fill in the user details and login

A screenshot of the MacGregor supplier portal login interface. The form is white with a red border and is centered on a dark gray background. At the top, the 'MACGREGOR' logo is displayed in red. Below the logo, the text 'Sign in with your email and password' is shown in a small, gray font. The form contains two input fields: 'Email' and 'Password'. The 'Email' field is filled with 'ari-matti.orrénmaa@macgregor.com' and has a red eye icon to its right. The 'Password' field is filled with a series of dots and also has a red eye icon to its right. Below the password field, there is a blue link that says 'Forgot your password?'. At the bottom of the form, there is a dark blue button with the text 'Sign in' in white.

MacGregor supplier portal

After login you are taken to MyMacGregor. Click the link MacGregor Supplier Portal



APPLICATIONS



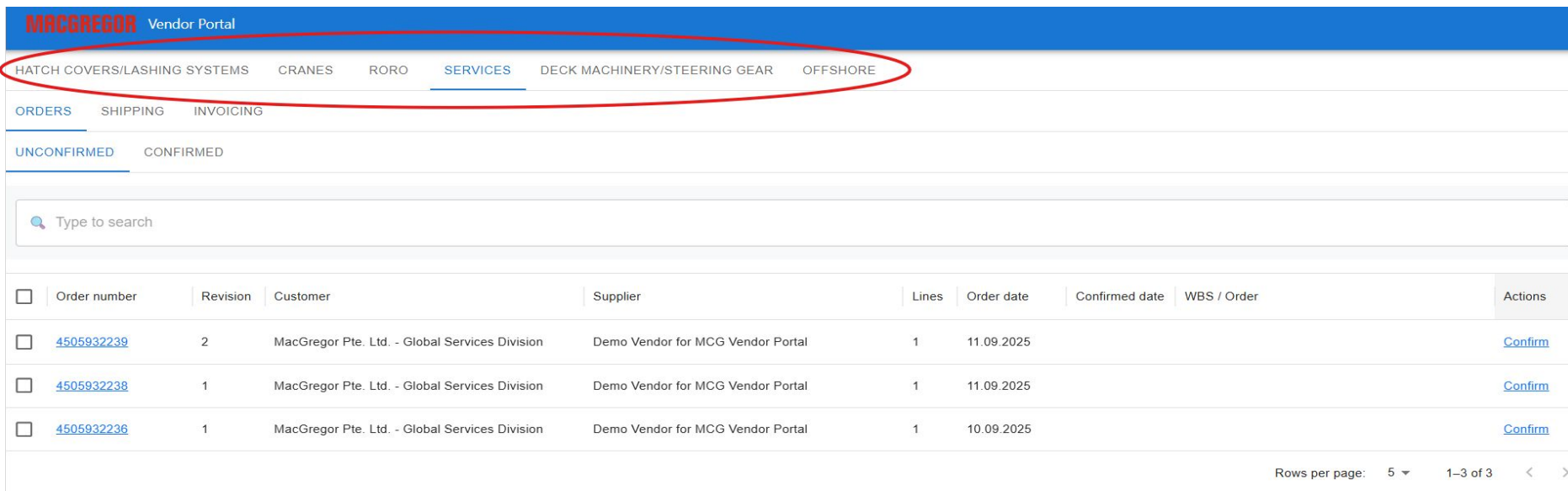
MacGregor Vendor portal

Review purchase orders, manage shipments and invoicing

Main view

Then you are in the Supplier Portal.

The main view is divided between different **product lines**. Orders for each product line can be found separated under these tabs.



MACGREGOR Vendor Portal

HATCH COVERS/LASHING SYSTEMS CRANES RORO SERVICES DECK MACHINERY/STEERING GEAR OFFSHORE

ORDERS SHIPPING INVOICING

UNCONFIRMED CONFIRMED

Type to search

<input type="checkbox"/>	Order number	Revision	Customer	Supplier	Lines	Order date	Confirmed date	WBS / Order	Actions
<input type="checkbox"/>	4505932239	2	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	1	11.09.2025			Confirm
<input type="checkbox"/>	4505932238	1	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	1	11.09.2025			Confirm
<input type="checkbox"/>	4505932236	1	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	1	10.09.2025			Confirm

Rows per page: 5 ▾ 1–3 of 3 < >

Order handling

Below the **product lines** you can find different parts of the order process.

MACGREGOR

Vendor Portal

HATCH COVERS/LASHING SYSTEMS

CRANES

RORO

SERVICES

DECK MACHINERY/STEERING GEAR

OFFSHORE

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<input type="checkbox"/>	4505932236	1	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	1	10.09.2025			Confirm

Rows per page:

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Order handling


Below **Orders** tab, you can find **Unconfirmed** and **Confirmed** orders. In the **Unconfirmed** you can find the orders that are not confirmed yet, and require actions from you. In the **Confirmed** tab, you can find the ones that you have already confirmed.

MACGREGOR Vendor Portal

HATCH COVERS/LASHING SYSTEMS CRANES RORO SERVICES DECK MACHINERY/STEERING GEAR OFFSHORE

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UNCONFIRMED CONFIRMED

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<input type="checkbox"/>	4505932238	1	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	1	11.09.2025			Confirm
<input type="checkbox"/>	4505932236	1	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	1	10.09.2025			Confirm

Rows per page: 5 1-3 of 3 < >

Confirming the order

When you receive a new order, you will also receive an email letting you know of the new order. In this mail you will find the order number and also link to the portal.

!TEST! MacGregor Finland Oy - Hatch Covers/Lashing Systems - ORDER 4505932248 arrived.

✦ Summarise this email

no-reply-info@macgregor.com

Dear supplier, the following order has arrived to Hatch Covers/Lashing Systems.

Order number: 4505932248

Message type: ORDERS

Customer: MacGregor Finland Oy

Recipient: Demo Vendor for MCG Vendor Portal

Time of arrival: 12.09.2025 13:06 UTC

Direct link to order: <https://test.orderform.macgregor.com/?v=2&id=f352847a-79f9-45ae-99fe-9e0074107a25>

Link to portal: <https://test.orderform.macgregor.com>

Confirming the order

To view and confirm the order. Click open the order you want to confirm or press **Confirm** in the Actions column

MACGREGOR

Vendor Portal

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<input type="checkbox"/>	4505932236	1	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	1	10.09.2025			Confirm

Rows per page:

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1-3 of 3

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Confirming the order

Order view is separated into 3 sections. On top you get the header level information like order number, buyer, delivery address and references. In the middle you see the item lines and the ordered items and after the lines you will see general information about the order process and in some cases some more instructions from us.

Order layout - header

MACGREGOR		Purchase order	
		Order number	Date
		4505932233	10.09.2025
		Buyer	
		MacGregor Pte. Ltd.	
		332	
		JOANNE.TAY@MACGREGOR.COM	
Supplier		General terms of purchase	
Demo Vendor for MCG Vendor Portal		MacGregor Purchasing General Conditions, Edition 2024, unless otherwise agreed	
Street/House number		Terms of delivery	
00180 Helsinki		DAP SHANGHAI	
FI		Way of delivery	
Supplier number		Goods marking	
0000204526		M.V. AS ANGELINA	
Delivery address		PO#TESTING 123	
TO MASTER OF AS ANGELINA		Terms of payment	
SHANGHAI MYWAY INTERNATIONAL FREIGH		60 Days Net	
201814 SHANGHAI		NB Number	
CN		142	
Invoicing address			
MacGregor Pte. Ltd.			
31 International Business Park			
#05-01B, Singapore 609921			
Singapore			
E-Invoicing Address: 201311633G			
Operator: BAWCF122			
PDF invoices: macgregor.sg/pdf.basware.com			
In order for us to process your payment quickly, please always refer to the Invoice Line reference as below on your invoice.			
Invoice reference			
4505932233/Mr. Joanne Tay			
Project / WBS No. / Sales Order			
000232649			
Order Response number			
PLEASE DELIVER TO THE VESSEL ETA 17 SEP 2025			
AGENT DETAILS			
XXXXXXXXXXXXXXXXXX			
XXXXXXXXXXXXXXXXXX			
XXXXXXXXXXXXXXXXXX			
TESTING END			
Pos	Article code	Item description	Supplier's code
			Document number
			Total

In the header, you can find all the relevant general information like **order number**, **parties**, and different **references**.

Please note that you can find the **invoicing details** from this view.

Order response number is an active field, and **mandatory** to be filled before confirming the order.

Below order response field you might also find some **instructions** from us.

Order layout - item lines

Pos	Article code	Item description	Supplier's code	Document number	Total
	Project Number		Manufacturer part no.	Type / Size / Dimensions	
	NB Number	Item text		Delivery address Mark Number	
00010	1086914	MIDLOCK AFC-1L	1086914	1234371	500,00 EUR
	Quantity	Ordered	50 PCE	Confirm	<input type="text" value="50"/> PCE
	Delivery date from supplier	Ordered	17.09.2025	Confirm	<input type="text" value="17.09.2025"/>
	Price	Ordered	10,00 EUR / 1 PCE	Confirm	<input type="text" value="10"/> EUR / 1 PCE
	Supplier's comment	<input type="text"/>			
00020	1065830	TWISTLOCK CV-8G	1065830	1102025	1100,00 EUR
	Quantity	Ordered	100 PCE	Confirm	<input type="text" value="100"/> PCE
	Delivery date from supplier	Ordered	17.09.2025	Confirm	<input type="text" value="17.09.2025"/>
	Price	Ordered	11,00 EUR / 1 PCE	Confirm	<input type="text" value="11"/> EUR / 1 PCE
	Supplier's comment	<input type="text"/>			
00030	1146519	DELIVERY CHARGE TO CONSIGNEE IN SHANGHAI	1146519		50,00 EUR
	Quantity	Ordered	1 PCE	Confirm	<input type="text" value="1"/> PCE
	Delivery date from supplier	Ordered	17.09.2025	Confirm	<input type="text" value="17.09.2025"/>
	Price	Ordered	50,00 EUR / 1 PCE	Confirm	<input type="text" value="50"/> EUR / 1 PCE
	Supplier's comment	<input type="text"/>			
Total					1650,00 EUR
<div>Confirm</div>					

There are 4 active fields in this view

- **Quantity**
- **Delivery date**
- **Price**
- **Your comment**

These can be edited if needed, **please include your comments**, if you change any of the values

When order is ready to be confirmed, you can press the **Confirm** button and this will send information to our purchaser, that the order has been confirmed, you will also receive an email about the confirmation, including a pdf copy.

Confirmation email

!TEST! Order confirmation 4505932234 Demo Vendor for MCG Vendor Portal - OK

✦ Summarise this email

no-reply-info@macgregor.com

to me ▾

Order confirmation 4505932234 Demo Vendor for MCG Vendor Portal - OK

Purchase order number: 4505932234

Purchase order date: 2025-09-10

Supplier confirmation number: testorderconfirmation

Project / WBS No.: 1/11/2111.2023-6FI.C.WD

Goods marking: Goods marking: seals to yard END

Supplier: Demo Vendor for MCG Vendor Portal

One attachment • Scanned by Gmail Security Sandbox ⓘ



Order layout - general information and footer

Notes

Due to mandatory regulations the Non-EU Supplier needs to provide the Buyer with documentation which evidences the exclusion of any Russian or Belarusian steel or iron inputs in the goods. The aforementioned goods containing steel or iron shall not have any origin in Russia or Belarus shall they have been previously exported from Russia or Belarus. By preference, such evidencing documentation shall be a Mill Test Certificate (MTC). The aforementioned documentation shall be provided by the Seller to the Buyer together with the other documents related to the Purchase Order. Failure to comply with the aforementioned requirements shall constitute a material breach and cause Supplier to indemnify the Buyer.

Order confirmation

Kindly confirm your receipt and acceptance of this Purchase Order by sending your Order Confirmation as soon as possible and at the latest within three (3) working days of the date of this Purchase Order. The terms and conditions stated herein or referred to hereby shall be applicable to this Purchase Order.

Packing, marking and delivery

All packing, marking and delivery must follow the instructions as informed by the respective MacGregor product line in written. MacGregor article numbers should be marked to all documentation.

Postal address, invoice & other references

Please note that any original certificates and similar documents should be sent directly to the address mentioned in the footer of this Purchase order unless otherwise specified. All invoices and other documentation must be marked with the information stated in the field "Our reference" including our Purchase Order number and purchaser name.

MacGregor Pte. Ltd.
Cargo Stowage & Securing
31 International Business Park Rd,
#05-01, 609921
www.macgregor.com

Telephone: +65 6597 3888
Fax: +65 6597 3513

Company Reg. No. 201311633G
VAT / GSD Reg. No. 201311633G

Below the item lines you can find **general information** and **instructions** from us.

And at the very bottom, our **company details**.

Confirmed order

CONFIRMED <u>CONFIRMED</u>									
Type to search									
Order number	Revision	Confirmation number	Customer	Supplier	Order date	Confirmed date	Dispatched lines	WBS / Order	Actions
4505932239	2	TSTSG4_250912...	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	11.09.2025	12.09.2025	0 / 1		Reconfirm
4505932240	2	TSTSGC4_250912...	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	11.09.2025	12.09.2025	1 / 2		Reconfirm
4505932238	1	asasd	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	11.09.2025	12.09.2025	0 / 1		Reconfirm

Confirmed order can be found from the **Confirmed** tab. You can access the order by clicking the **Order number**.

You also have the possibility to **re-confirm** the order by opening it, or by clicking the **Re-confirm**-button.

Shipping an order

ORDERS SHIPPING INVOICING										
NOT SHIPPED SHIPPED SHIPMENTS										
Type to search										
Order number	Revision	Confirmation number	Customer	Supplier	Lines	Order date	Confirmed date	Dispatched lines	WBS / Order	Actions
4505932238	1	asad	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	1	11.09.2025	12.09.2025	0 / 1		Ship Reconfirm

When the order is ready to be shipped, this can be done in the Shipping view, which is divided into **Not shipped**, **Shipped** and **Shipments**.

You can ship the order from the Not shipped view, by clicking **Ship**. Before shipping, you still also have the possibility to **Re-confirm** the order.

Shipping an order

MACGREGOR New shipment

Shipment information

Shipment number

Shipping date

Number of packages

Packing type

Size of the delivery

Length (cm)

Width (cm)

Height (cm)

Volume (m³)

Gross weight (kg)

Net weight (kg)

Package specifications

General comments

Pos	Article code Project Number NB Number	Item description Item text	Supplier's code Manufacturer part no.	Document number Type / Size / Dimensions Delivery address	Total
00010	030-056-20	Rudder Carrier Bearing	030-056-20	030-056-20 652/500X20 Material: Bronze	30,00 EUR
	Quantity	Confirm	1 PCE	Deliver	
	Delivery date from supplier	Confirm	05.02.2026		
	Supplier's comment				
Total					30,00 EUR

Confirm

Company data

VacGregor Pte. Ltd.
Global Services Division
31 International Business Park Rd.
#05-01, Singapore 609921
www.macgregor.com

Telephone: +65 6597 3888

Company Reg. No. 201311633G
EORI No. DE319473756207527
VAT / GSD Reg. No. NL826448112801

After clicking the **Ship** button, a new view opens for the actual shipping.

Shipment means that the goods are ready for pick-up and dispatch.

Mandatory fields are **Shipping number** and **Shipping date**.

Pay close attention to **Shipping date**, it can't be in the past

In the item lines, the only editable field at this point is the **quantity**.

After all the details have been entered and verified, you can click **Confirm**. This will let us know that you have shipped the order.

MACGREGOR

Shipping an order

NOT SHIPPED SHIPPED SHIPMENTS			
<input type="text" value="Type to search"/>			
Order number	Revision	Confirmation number	Customer
4505932239	2	TSTSG4_250912_...	MacGregor Pte. Ltd. - Global Services Division
4505932240	2	TSTSGC4_250912...	MacGregor Pte. Ltd. - Global Services Division

If the order was fully shipped, it will transfer to **Shipped** tab, if some items remained not shipped, then the order remains still in the **Not shipped** tab

Shipments can be inspected in the **Shipments** tab

Shipment

NOT SHIPPED

SHIPPED

SHIPMENTS

Type to search

Shipping No.	Customer	Lines	Date created	Date shipped	Order number	Actions
TST_SHIPGQC4_4505932239	MacGregor Pte. Ltd. - Global Services Division	1	12.09.2025	12.09.2025	4505932239	Ship
TST_SHIPGQC4_4505932240	MacGregor Pte. Ltd. - Global Services Division	2	12.09.2025	12.09.2025	4505932240	Ship

You can open the shipment by pressing the **Shipping No.** button.

Shipment

MACGREGOR

Shipment

In case you need to print the shipment, you can right click on the shipment and choose print.

SHIPMENT		Shipping number shippingtest1234		Goods Readiness Date 19.12.2025	
Supplier Demo Vendor for MCG Vendor Portal Street/House number 00180 Helsinki FI		Terms of delivery CFR CFR			
		Number of packages 2			
		Supplier's reference			
Delivery address HD Hyundai Mipo Co., Ltd 100, Bangeojinsuhwando-ro, Dong- 44113 Ulsan KR		PO Goods Marking Goods marking: seals to yard END			
		Gross weight kg	Net weight kg		
		Length 12 cm	Width 12 cm		

Pos	Article code Project Number NB Number	Item description Item text	Supplier's code Manufacturer part no.	Total
00010	M300170	FLEXSEAL, 94x48, L=10580; K104308	M300170	EUR
		FLEXSEAL, 94x48, L=10580; K104308	QUALITY AND REQUIREMENTS MGH 12169	
	Quantity	Confirm	32 PCE	
	Delivery date from supplier	Confirm	19.12.2025	
	Supplier's comment			
00020	M300169	FLEXSEAL, 118x 58, L=17400; K104063	M300169	EUR
			6020/004	
	Quantity	Confirm	16 PCE	
	Delivery date from supplier	Confirm	19.12.2025	
	Supplier's comment			
00030	M300170	FLEXSEAL, 94x48, L=17561; K104308	M300170	16,00 EUR
		FLEXSEAL, 94x48, L=17561; K104308	T104308	
			K104308,94X48 (3HOLES)	
			6020/007	
	Quantity	Confirm	8 PCE	
			Deliver	8 PCE

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