



Samson Process Guide

System Registration_Quick Guide

1.0 Access to Samson

Via the website, <u>www.samsonsystems.com</u> and request an account via link 'New to Samson'.

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| New to Samson |] | <u>88</u> | Welcome to Samson |
| | | Create Account Pergetten persiveral | Create your Samson user account |
| If you are not yet a Samson user you can sign up here. Creating an account on the system is easy | Select 'Create your account' | - Lag In | Uters remark you use kommunatee ele her minant to red the point tables. Int is to ensure you undertaind werk will be involved in the tight or protect and making a KQ2 addiction to all the User Supply Chen. |
| and only takes a few minutes. Create your account Privacy policy | | Gargerentine Quele Clube Wingtowerine Quele Clube Wingtowerine Clube Antonicy Folicy Berrie of Service | 1. The design guarantee of segmentation and the content and any part horner. 1. The design guarantee of segmentation and the content and the part horner. 1. The design of |
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Read advice and click on 'Create your account'.

2. Registration Input

Complete the registration process made up of:

- Your details as the registrar of the account.
- Company details Type/Registered Address/Admin Address/Parent address.
- Work sectors that the company offers services too.
- Trade packages/services offered by the company.
- Maximum contract value you would wish to be considered for.
- Geographical Regions of supply.

3. Samson User Agreement

Read and accept Samson User Agreement by selecting '**YES**, I accept' and click on 'Accept and Proceed'.

4. Registration Information Review

Review summary of registration details and, if happy to proceed, use the link '**Click Here to** complete the registration process'.

5. Subscription Payment



Select VAT status.





Payment Page



NB: Once you select your payment method, connection is made to a Worldpay payment page outside of Samson. This page is under the control of Worldpay and from this point on, all checks on credit/debit cards will be undertaken by Worldpay via direct secure interface with the card issuer. If a notice card is 'declined' is presented, this should be taken up with the card issuer. Neither Samson nor Worldpay can advise as to why the decline action has occurred. If a card is declined another card can be used via the same interface.

Once subscription has been paid, registration to Samson is complete and you are granted access to Pre-Qualification Questionniare (**PQQ**) area to make application to a Supply Chain End User (**SCEU**).

NB PAYMENT OF SUBSCRIPTION DOES NOT COMPLETE THE PQQ PROCESS.

5. Receive Registration Confirmation



Samson will issue a confirmation email to the registered user confirming all access details to the account:

You will now have access to all system user guides located within the 'Samson Knowledge Base' accessible from your 'Today' page.

To make a PQQ See Samson User Guide '02 Making a PQQ application'.

USER GUIDE ENDS