



Instruction: Access Requests

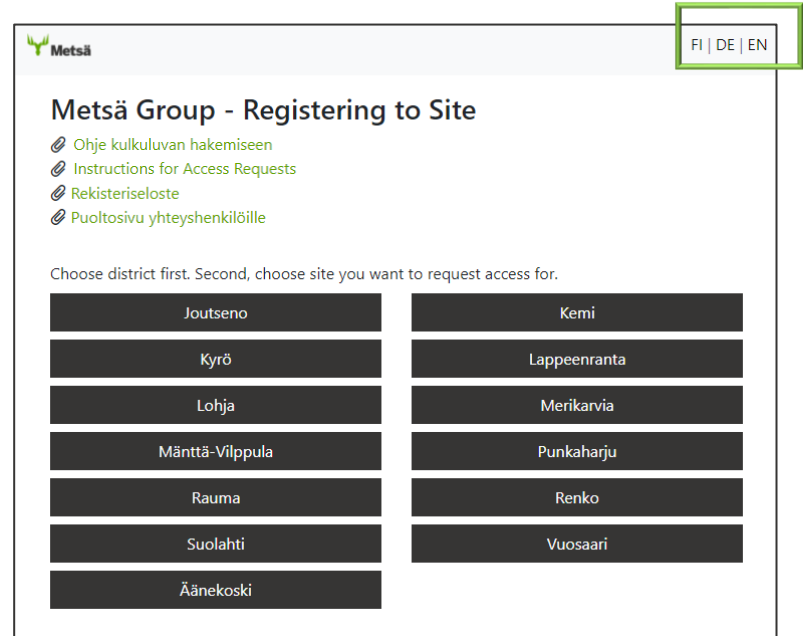
Metsä Group Mill sites

2022

Access request to Mill Site

Fill the access request in: <https://gates.metsagroup.com/>

- From the starting page you can choose the language, district and Mill Site for the access request




The screenshot shows the 'Metsä Group - Registering to Site' page. At the top right, there is a language selection box with 'FI | DE | EN'. Below the header, there are four links: 'Ohje kulkuluvan hakemiseen', 'Instructions for Access Requests', 'Rekisteriseloste', and 'Puoltosivu yhteyshenkilöille'. A instruction text reads: 'Choose district first. Second, choose site you want to request access for.' Below this, there are two columns of buttons representing districts and sites. The districts are Joutseno, Kyrö, Lohja, Mänttä-Vilppula, Rauma, Suolahti, and Äänekoski. The sites are Kemi, Lappeenranta, Merikarvia, Punkaharju, Renko, and Vuosaari.

| | |
|-----------------|--------------|
| Joutseno | Kemi |
| Kyrö | Lappeenranta |
| Lohja | Merikarvia |
| Mänttä-Vilppula | Punkaharju |
| Rauma | Renko |
| Suolahti | Vuosaari |
| Äänekoski | |

Access request to Mill Site

Choose access request type:

- Access request types have differences between Mill sites.
- In unclear situations please contact your contact person in Mill site.
- **Visitor:** A person who is attending to a negotiation, training or is invited by a Mill personnel to visit the Mill site.
- **Transportation:** A supplier who transports goods in a factory area but does not do any other work. In the list, select the type of permit request that best describes the transport.

 Metsä FI | DE | EN

Choose suitable type for new access request.

Visitors

Vierailijat

Transportations

Muu raskasliikenne

Puukuljetukset

Tavarantoimittajat

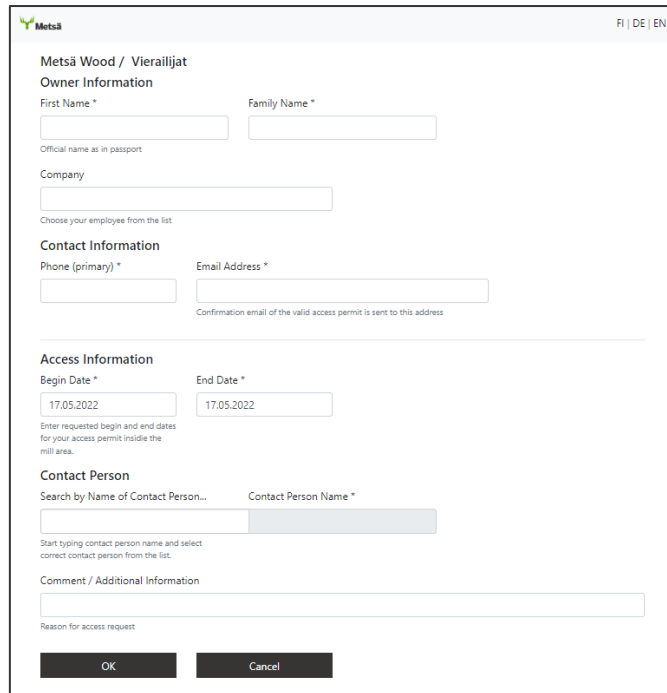
Access request to Mill Site – Visitors

Enter information for permission request:

- The information requested varies depending on the type of permit request.
- Information marked with an asterisk(*) is mandatory.

Contact details:

- The contact person inside the factory is the customer of the work/the host of the visit.
- By starting to enter the contact's name in the search box, the program suggests people from whom you can select your contact from the list. The request for authorisation shall be sent to the contact person concerned for processing.



The screenshot shows a web form for requesting access to a mill site. The form is titled "Metsä Wood / Vierailijat" and includes sections for Owner Information, Contact Information, Access Information, and Contact Person. The form is in Finnish, with language options for FI, DE, and EN in the top right corner.

Owner Information

First Name * Family Name *

Official name as in passport

Company

Choose your employee from the list

Contact Information

Phone (primary) * Email Address *

Confirmation email of the valid access permit is sent to this address

Access Information

Begin Date * End Date *

Enter requested begin and end dates for your access permit inside the mill area.

Contact Person

Search by Name of Contact Person... Contact Person Name *

Start typing contact person name and select correct contact person from the list.

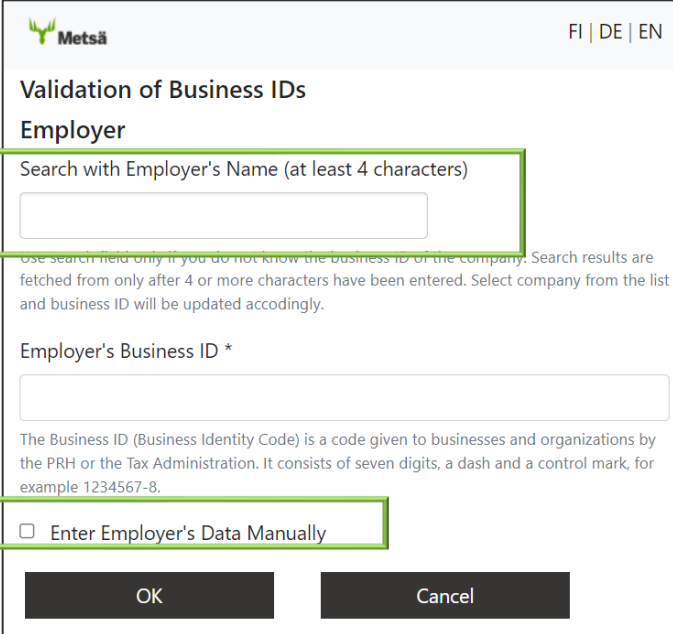
Comment / Additional Information

Reason for access request

Access request to Mill Site – Transportations

Company Information

- Select your employer from the list.
- Enter your employer's information manually if the company is not found in the system.



Metsä FI | DE | EN

Validation of Business IDs

Employer

Search with Employer's Name (at least 4 characters)

Use search field only if you do not know the business ID of the company. Search results are fetched from only after 4 or more characters have been entered. Select company from the list and business ID will be updated accordingly.

Employer's Business ID *

The Business ID (Business Identity Code) is a code given to businesses and organizations by the PRH or the Tax Administration. It consists of seven digits, a dash and a control mark, for example 1234567-8.

Enter Employer's Data Manually

OK Cancel

Access request to Mill Site – Transport

Permit information

1. Enter your personal information.
2. The starting and ending dates of the access request shall be determined.
3. Retrieving transport contact person by name.
4. The registration number of the vehicle shall be entered as ABC123.
5. The reasons why the access request is being applied for.
6. Send

The screenshot shows a web form for requesting transport access to a mill site. The form is titled "Metsä Wood / Muuttokasliikenne" and includes the following sections, each highlighted with a numbered callout:

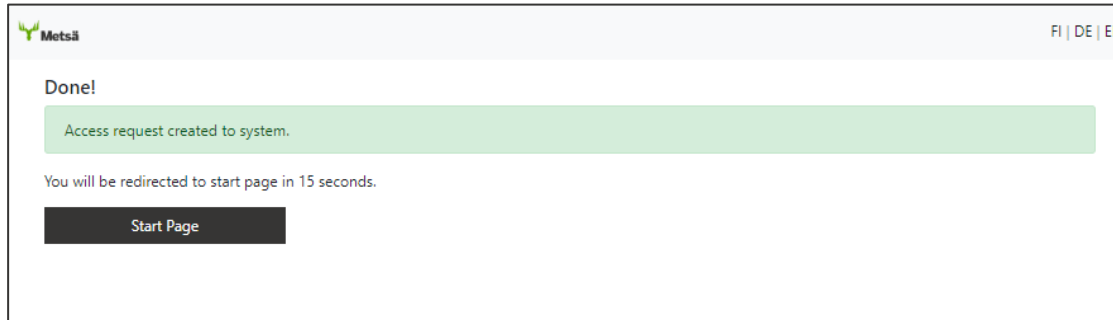
- 1. Owner Information:** Fields for First Name, Family Name, Official name as in passport, Company, and Employee selection (Metsäliitto Osuuskunta).
- 2. Access Information:** Fields for Begin Date (19.05.2022) and End Date (19.05.2022).
- 3. Contact Person:** Search by Name of Contact Person and Contact Person Name fields.
- 4. Identifiers:** Front License Plate (use comma to enter multiple values) field.
- 5. Comment / Additional Information:** Reason for access request field.

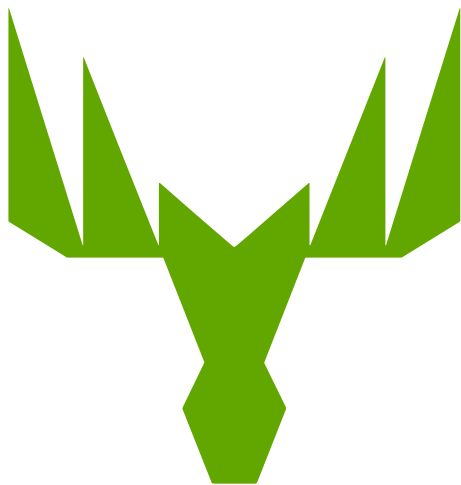
At the bottom of the form are "OK" and "Cancel" buttons.

Access request to Mill Site

Send permission request

- After sending, the request for permission is complete and waits for the contact person to be processed.
- You will receive confirmation of a successful permit request by email.
- You will be notified by e-mail of an approved or rejected permit request.





Metsä