User Manual (Getting Started)





User Manual (Getting Started) Contents

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I.O. Registration

I.I. Getting Started

To open an account, you can click on Login button in the upper right corner of the menu bar of our website: <u>www.softmetal.ch</u>

I.2. Login & Registering

On the login page, you will need to register a new user account. If you already have an account on the same device (machine/browser), you can simply sign into your existing account. If you want to enter the platform through another device, the platform will ask you to go through two-factor authentication. To register your new account, you will need to enter your information and create a password. The email address and telephone number are required for the two-factor authentication. Please read and tick the respective checkboxes below of the registration page. By accepting these General Terms and Conditions (GTC) of SoftMetal and Privacy Policy, you acknowledge that you have read, understood and agree to these terms.

Contact us

Login

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Σ	Σ				
Login to SoftMetal	Register to SoftMetal				
There is no account currently setup on this device.	Please provide your names, email address, mobile phone number, tick the consent box and press the 'Register' button				
Register Sign in	John				
	Doe				
	John.doe@yourcompany.com				
Don't have an account? You can register a new account.	Confirm email address				
Want to use an account that is not listed? Simply sign in.	Country Code v Mobile phone number				
You can also manage the accounts on this device.	Country Code V Confirm mobile phone number				
Or if you need help open the help center.	, , , , , , , , , , , , , , , , , , , ,				
	Account password				
This is a development version. None of the deals concluded	Confirm password				
n the platform will lead to an obligation nor a commitment from your or from your counterparts. SoftMetal © 2022 - Powered by Secretarium - v1.42.2	 I have read and agree to the General Terms & Condition of SoftMetal application. I have read and agree to the Privacy Policy of the SoftMetal application. 				
	Go back Register				

I.O. Registration (continued)

Email address verification	Mobile phone verification
We have sent a validation code at the email address you provided. Enter it here and press 'Verify email'.	We have sent a code via SMS to the phone number you provided. Enter it here and press 'Verify mobile.
Email verification code	SMS verification code
Send new email Cancel Verify email	Send new SMS Cancel Verify mobile
Don't have an account? You can register a new account.	Don't have an account? You can register a new account.
Want to use an account that is not listed? Simply sign in.	Want to use an account that is not listed? Simply sign in.
You can also manage the accounts on this device.	You can also manage the accounts on this device.
Or if you need help open the help center.	Or if you need help open the help center.

I.3. Authentication

Once this is done, you will go through a two-factor authentification: receive an email and then a text message to your mobile phone number with a code to verify your information. For any technical support, you can contact support@softmetal.ch.



Congratulations!

You've completed the registration and verified your account. Please follow the next few steps in this manual to set up your company and see what SoftMetal has to offer.

I.O. Registration (continued)

I.4. Create Company

You will then access the platform and be able to create a company. If you have been invited by one of your colleagues, who has already set up your organization, you will receive an invitation email to log into SoftMetal platform and have access to all platform's functionalities. To create a company, you need to enter all actual information.

Σ/Σ	Communications 🟦 Company 🔅 Settings 🔍 Personal
Portfolio	
€ Buy Sell Enferumize Crders	 My company Welcome to SoftMetall It looks like you're not part of any company yet. You can change that by: Creating a new company, by clicking the button below Requesting an invitation from an exsiting company already registered on SoftMetal, by contacting them directly If you have already received an invitation from a company, please wait for approval. Once you have been approved you will gain access to full functionality on the SoftMetal platform. Thank you.
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F		Company Information	Customer Business Contact									
Buy		Name	Contact Name									
\rightarrow		John #243 Company	John Doe									
Sell		Company Type	Contact Email									
~		Trading House	John.doe@yourd	company.com	m							
Enferumize		Trading Limit \$	Mobile Phone Number									
园		1,000,000	+41	~ Mobile	phone number							
Orders	100	Address	Company Position									
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Global Metrics		Zip Code										
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		Country										
		United Kingdom					and the second second					
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Log Out		AB12 BCDE 3456 7891 2345 67										
	100	SWIFT										

I.O. Registration (continued)

Σ/3				Communications 🏦 Comp	any 🐯 Settings 🕂 Personal	
E Portfolio	-		-			
F		Settings				
Buy		Personal		Notifications		
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Sell		•		- Successful enferumizations:	Off On	
0011		12px 18px		- Successful de-enferumizations:	Off On	
~		Save global filter: Off On	- Rejected enferumizations:	Off On		
Enferumize			- Rejected de-enferumizations:	Off On		
Ð				– Purchase full matches:	Off On	
Orders				– Purchase partial matches:	Off On	
				– Sale full matches:	Off On	
C				– Sale partial matches:	Off On	
Operations				– Successful purchase transfers:	Off On	
(– Successful sale transfers:	Off On	
Global Metrics				- Rejected purchase transfers:	Off On	
	1000	Company		- Rejected saletransfers:	Off On	
		Preferred settlement type:		- New invoices to settle:	Off On	
		3rd party \vee		 New invoices receipts: 	Off On	
		ora party -				
		Clearing houses:				
		0 item	All	1 item	Preferred	
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In the section "Preferred settlement type", 3rd party type of settlement (i.e. the payment is done through the Settlement Agent) is entered automatically. But you can choose and select the preferred settlement type: Direct (direct settlement), 3rd party (settlement through 3rd party, i.e. Settlement Agent) or No preference (no preference in the type of the settlement) and click on the button "Submit". After registering on the platform, the type of settlement can also be changed by you in the "Settings" tab.

Direct Settlement of the Payment - If both registered Users the Buyer and the Seller have agreed to direct settlement of the payment, the Invoice that the Buyer receives will contain the payment details of the Seller. The Buyer shall settle the Invoice according to those details. If one of the registered Users the Buyer or the Seller have chosen "No preference" in the type of the settlement, the payment will be executed directly between the Buyer and the Seller.

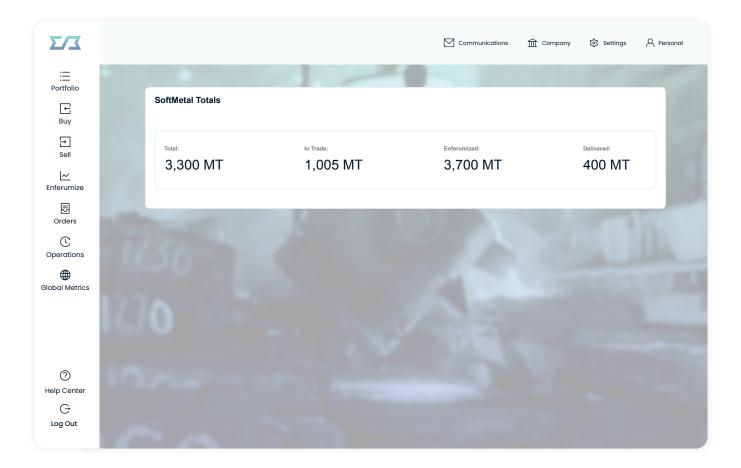
Indirect Settlement of the Payment - If at least one of the registered Users the Buyer or the Seller have not agreed to direct settlement of the payment, the financial transaction will be executed through the 3rd party (Settlement Agent). If one of the registered Users the Buyer or the Seller have chosen "No preference" in the type of the settlement, the payment will be executed through the 3rd party (Settlement Agent).

Upon your submission of Company's Information, you will receive an email about the due diligence process with the request to upload six required documents. As soon as your organization is approved, when logging in, you will have to accept the General Terms and Conditions of Sale ("GTCS") that apply in case a Contract is concluded and the General Terms and Conditions of Settlement Services of Vistra Escrow and Payment Services B.V (the "Settlement Agent") that apply in case of indirect settlement of the Invoice. You will afterwards be able to access the full features of SoftMetal platform, help center and technical support. Also, you will receive an additional User Manual with the detailed explanation of how to use the platform's menu tabs and extended description of the visual representation of the platform's order book.

2.0. How to use

2.I. Starting

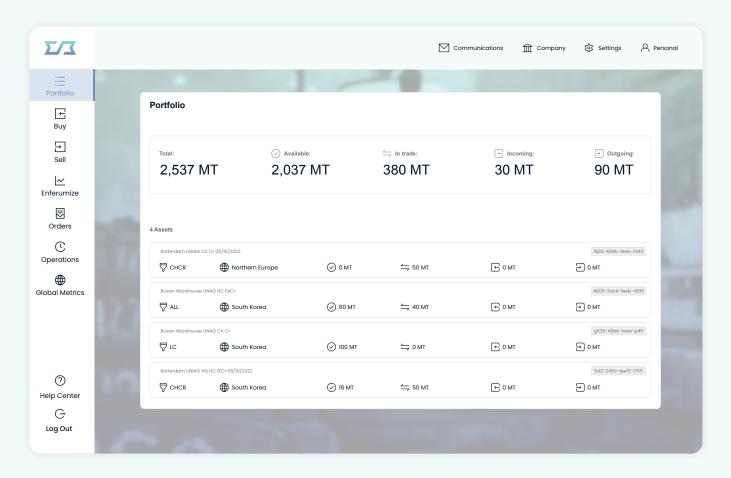
SoftMetal's start screen with general data and the menu buttons on the left side:



2.2. Portfolio Tab

On the Demo version, each client will have a pre-set portfolio to use

In the "Portfolio" tab, the user can see its own assets with information about each of them regarding the type of ferrochrome, how much is available, how much is in trade and how much is incoming/outgoing.



By selecting the asset ("Lot"), under Asset Details user can see in a.Description: Quality, Location, Duty Status, Origin, Packing, Quantities of the Lot, b. Operations – the history of operations, c. Sell - to sell partially or fully the Lot, d. De-Enferumization – the cancellation of material from the platform . When de-enferumizing the material, the User can request to remove a whole or partial Lot from the Platform, if no binding offer for the respective materials has been made. The remainder of the quantity on the SoftMetal Platform must be not less than 5 MT, which is the minimum Traded Weight. When de-enferumizing the Lot in the "Trader Comments" field the User can indicate lot/ number of Big bags. These Trader Comments will be then available for the Warehouse.

Note: in Portfolio, Orders, Operations, Asset Enferumization and Global Metrics the quantity indicated by the User is automatically rounded off to the nearest whole number in Metric Tons. Further explanation of the Portfolio's tab functionaility, as well as additional User Manual Contents from 2.3 to 2.14 will be explained in the second part, which will be available to you after your registration on the platform.



