

HOW TO REPORT PACKAGING VOLUMES

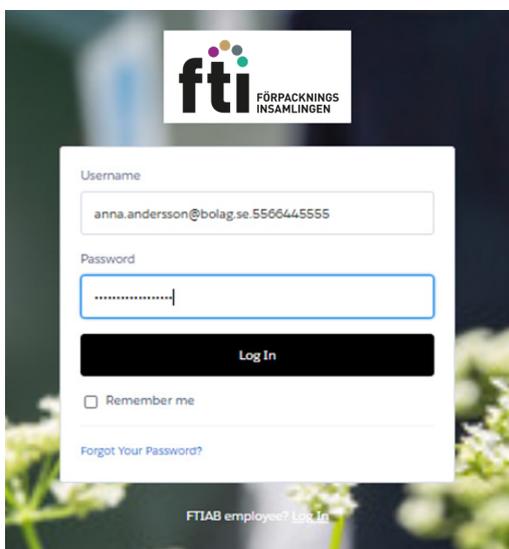
How to report packaging volumes on FTI's Customer Portal

1. Go to FTI's customer portal: <https://ftiab.force.com/login?locale=us>

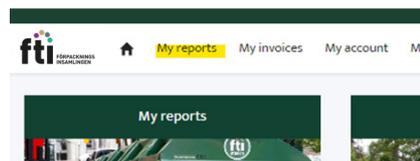
Observe that Internet Explorer is not compatible with the reporting form. Please use another browser, Chrome, Microsoft Edge, Safari, Opera, Firefox or other.

Your login details consist of a username and a password. Use the username you have received by e-mail. The username is your e-mail address followed by a dot and then your customer number. For example: `anna.andersson@bolag.se.5566445555`

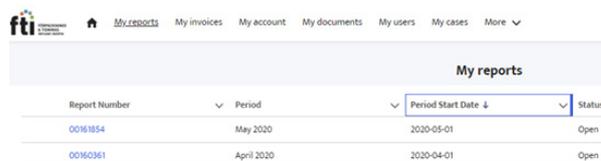
If you don't remember your password, click on: "Forgot Your Password?" and enter your username (as instructed above). You will receive an e-mail with a link to reset your password. Your password must contain eight characters or more, including at least one letter, one number and one special character such as an exclamation point, question mark or other.



2. When you have logged on to the customer portal, go to "My Reports"



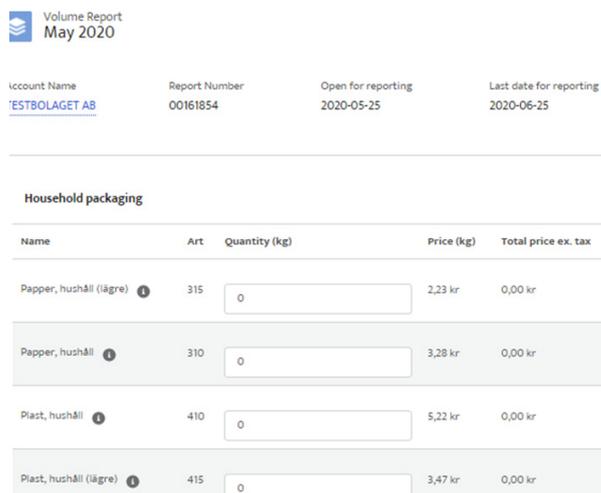
3. You will see a list of both open and previous reports. Click on the headline on a column to sort the reports.



Report Number	Period	Period Start Date	Status
00161854	May 2020	2020-05-01	Open
00160361	April 2020	2020-04-01	Open

4. To reach the report form use the link (the report number) in the far-left column. If the form doesn't show it is probably because you are using Internet Explorer, try again with another browser.

Fill in total amount of kilograms in the column named "Quantity" (kg) for the packaging categories you want to report. For more information regarding packaging categories, please read our Instructions. When you are done with the report click on "Continue" in the bottom right corner of the page

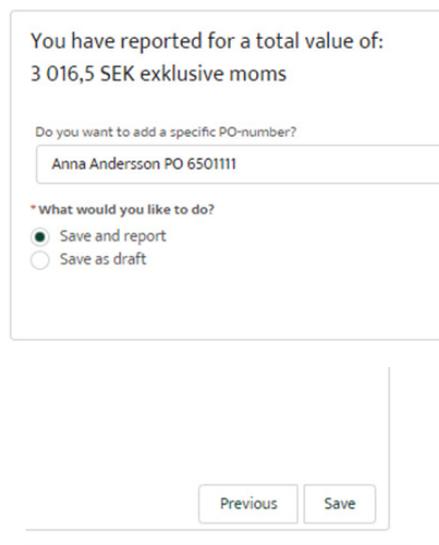


Name	Art	Quantity (kg)	Price (kr)	Total price ex. tax
Papper, hushåll (lägre)	315	0	2,23 kr	0,00 kr
Papper, hushåll	310	0	3,28 kr	0,00 kr
Plast, hushåll	410	0	5,22 kr	0,00 kr
Plast, hushåll (lägre)	415	0	3,47 kr	0,00 kr

5. If you need a PO-number or other information on the invoice, for it to be paid on time, you can enter it in the field for PO-number.

It's important that you submit correct information in this field so that the invoice doesn't get stuck in any payment flow. If you don't write anything in the PO-number field the name of the primary contact of your account will be stated on the invoice.

6. When you are finished with your report click on "Save and report" and then "Save" in the bottom right corner. If you would like to save your report and finish it later, click "Save as draft" and then "Save". Observe that if you save as draft you have to login again later and click "Save and report".



The screenshot shows a web form with the following content:

- Text: "You have reported for a total value of: 3 016,5 SEK exklusive moms"
- Text: "Do you want to add a specific PO-number?"
- Text input field: "Anna Andersson PO 6501111"
- Text: "*What would you like to do?"
- Radio button (selected): "Save and report"
- Radio button: "Save as draft"
- Buttons: "Previous" and "Save"

7. Following message will appear on your screen. Click "Finish".



The screenshot shows a confirmation message box with the following text:

- Text: "Thank you, we have received your report."
- Text: "You can still update the volume report up until it is invoiced."

8. The invoice will be created during the night, until then you can make changes to the report. If you need to make any changes after that, please contact your key account manager or send us an e-mail at kund@ftiab.se.

Contact us for more information

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