NOTE!
If you have an assignment / workorder to UPM Paper or Pulp mill, use Contractor Portal.
Please contact your UPM contact person

UPM

Site Registration Tool (ULP)

Quick guide for contractors

OneSecurity
Site Registration Tool (ULP)

Some basic information:

- A person, who needs to have physical access to UPM production unit, will make an application well in advance via Site Registration Tool (ULP)

  - Contractors

  - Visitors

  - Employees from other companies working at the site

- Every person and vehicle need to be specified. Therefore it is important clearly state the reasons for access right request

- Every site has nominated contact persons who are authorized to approve or reject access requests. If the application has a request for vehicle, the request need to be considered carefully

OneSecurity
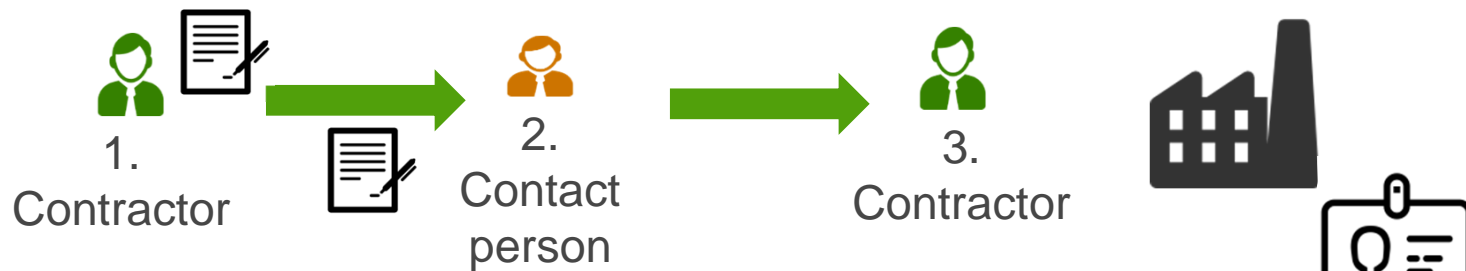## *Site Registration Tool (ULP)*

Contractor:

- Site Registration tool will be taken in use at all UPM production sites in Finland during the year 2018 – 2020

- One access key token:
    - If the contractor is working at several sites, the same access key token will be valid
    - To activate the access key token, access rights need to be applied for each site separately
    - If you do not have regular assignment, please return your access key token after the assignment has ended.
    - If your access key token need to be changed, we will inform you via email

- List of resources need to sent to UPM as usual

- You will receive email notifications related to your application

- If an application has any inconsistences or mistakes the contact person will reject it. In these cases the access rights need to be applied again

- UPM Paper and Pulp mill will take in use Contractor Portal
  This will be informed separately

OneSecurity
ULP – Contractors

1. Contractor
2. Contact person
3. Contractor
4. Contractor will receive access key token from the reception
5. Contractor

Security-processes

Access right to the mill

Safety-processes

1. Contact person will guide contractor to fill in application at http://gates.upm.com. Application may include right to use vehicle at the site
2. Contact person will process the application
3. Contractor arrives in the mill repeption
4. Contractor will receive an access key token
5. Access key token to be returned after assingment / contract is over

One access key token:
- If the contractor is working at several sites, the same access key token will be valid
- To activate the access key token, access rights need to be applied for each site separately

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Site Registration Tool (ULP)

Site registration:

Persons, possible incl. also vehicle request, need to make an application for registering to the site via Site Registration tool (ULP)

First select the district

Site Registration Tool (ULP):
http://gates.upm.com

The link is also available via mobile phone

The Biofore Company **UPM**

Registering to Site

Rekisteriseloste
Privacy policy

Choose district first. Second, choose site you want to request access for.

Pietarsaari	Tampere Raflatac
Tervasaari Valkeakoski	

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Site Registration Tool (ULP)

Selecting the site:

Depending on the chosen district several sites will be available to be selected.

Access rights for each site need to be applied separately

Select the site

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Site Registration Tool (ULP)

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Access request:

Start your application by selecting the type for your access requst:

- Henkilökunta = **Employees:**
  Employees from other companies working at site
- Palveluntoimittajat, urakoitsijat **= Contractors:**
  Contractors with assignment to the site
- Vierailijat = **Visitors:**
  Visitors to the site

Choose suitable type for new access request.

Workforce

○ Henkilökunta   **= Employees**

○ Palveluntoimittajat, Urakoitsijat   **= Contractors**

Visitors

○ Vierailijat   **= Visitors**

OK   Cancel

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Site Registration Tool (ULP)

Fill in application:

Mandatory fields marked with *

1. Owner information
- Business ID is mandatory for employees and contractors, not for visitors

2. Contact information
- Fill phone number in international format e.g. +358xxx

3. Access information
- Start date for your visit or assignment
- End date for your visit or assignment. **NOTE!** The end date need to be correct, if not it will lead to application rejection

4. Contact person
- Select your contact person within the site from the list

5. Vehicle license plate number/s
- Will be add ONLY, if needed
- Visitors will add their license plate number in Comment / Additional information field, if needed

6. Comment / Additional information
- Every access right request need to be carefully specified, so that contact person is able to handle the application and make the decision

7. Employee information
- Tax ID is mandatory information from every contractor and contractor's employee. Visitors do not need to fill in tax ID

8. Additional information
- Select the type of your vehicle, if it is needed at site

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Ulkopuolisten lupaportaali (ULP

- When your application has been saved to the system you will receive email notifications of the application handling process

  – Sender of the emails is: UPM@Visy.fi

  – Messages are automatically generated, therefore you are not able to reply to the message

  – In case there is a need to change your access key token you will receive email from: UPM - Admission Control Registry acr@upm.com

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