Site Registration Tool – ENG – Visitors in mill sites

- ULP - General
- ULP – Visitor process in mill sites

- ULP – Access request to mill sites - Visitors

https://gates.upm.com/

https://gates.upm.com/

Site Registration Tool (ULP) – General

- UPM mills in Finland use the Site Registration Tool (ULP) for applying and processing person & vehicle access rights to the mill sites.
- ULP is also used by other companies (which operate inside UPM mill sites) for their contractor and visitor management.
  - Site Registration Tool (ULP) is Visy's software, which operates on the public internet as a cloud service.
  - The Service can also be used with a mobile phone.

Next

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Site Registration Tool (ULP) – General

- A person, who needs to have physical access rights to UPM production unit, should make an application well in advance via Site Registration Tool (ULP)
  - Contractors and Service Providers
  - Visitors
  - Employees from other companies working at the site
  - Trainees
- Every person and vehicle needs to be identified. Therefore it is important to clearly state the reasons for applying the access rights in the request.
- Every site has nominated contact persons who are authorized to approve or reject the access requests.
- If the appliction contains also a request for vehicle, the request need to be considered carefully.

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Site Registration Tool (ULP) – Visitor process in mill sites

1. Contact person will guide visitor to fill in application at https://gates.upm.com
2. Contact person will process the application
3. Visitor arrives in mill reception
4. Visitor will receive a visitor's card or PIN code and the host will be informed.
5. Visitor's card to be returned after the visit

Security - process

Safety - process

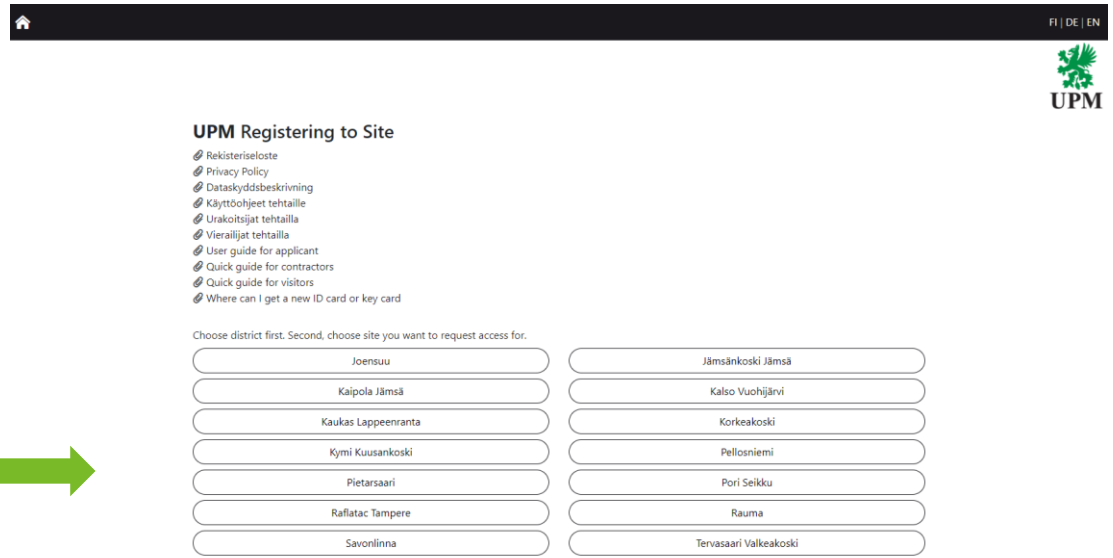
Site Registration Tool (ULP) – Visitors in mill sites

Site Registration Tool:
https://gates.upm.com
The same link also works on a mobile phone

Registration for a site:

Visitors (all necessary persons and vehicles) should apply access rights to a mill site using Site Registration Tool (ULP) application.

From the listed options, select the location you are visiting.



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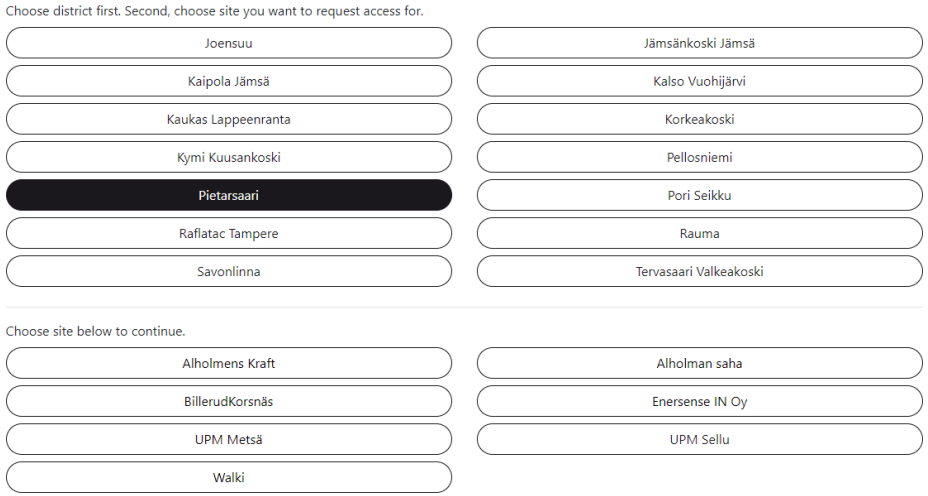
Site Registration Tool (ULP) – Visitors in mill sites

Site selection:

After selecting the location, you'll find below the site specific areas to which access rights can be applied for.

Select a site from the options



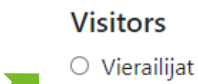
Site Registration Tool (ULP) – Visitors in mill sites

Permit request:

Select the appropriate permit request type:

- **Staff:**
  Company's own personnel
- **Service providers, contractos:**
  Service providers and contractors ordered for the site

  Note: in some mills, service providers and contractors use the Contractor Portal application.
- **Internship:**
  Trainees come to the site
- **Visitors:**
  Visitors come to the site**. NOTE! UPM employees also make occasional visits**



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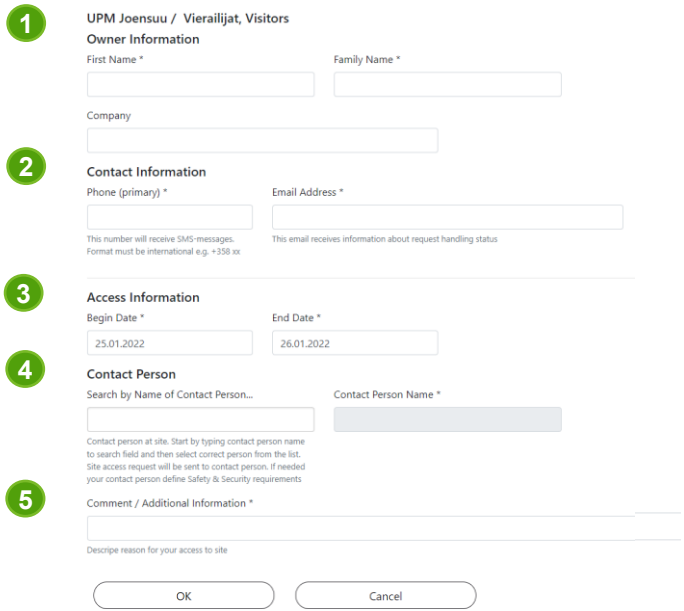
Site Registration Tool (ULP) – Visitors in mill sites



Fill in application:

Mandatory fields are marked with *

1. Owner information

- First Name and ja Family Name (Surname) are mandatory information. Fill-in company name.

2. Contact information

- Phone number in international format etc. +358xxx , e-mail address

3. Access information

- The begin date determines the start date of the access and may be in the future
- The end date determines the time at which the access to visit the mill site ends.

4. Contact person

- Contact person in the mills site, tenant's staff, the client of the work or the host of the visitor.

5. Comment / More information

- Descripe reason for your access to the site. Write registration number of your vehicle, if you need a vehicle permit for the mill site.

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Site Registration Tool (ULP) – Visitors in mill sites

- Once your application has been submitted, you will receive e-mail updates regarding the progress of your application.
- The address of the sender is: **no-reply-visy@upm.com**
  - Messages are automatic messages and cannot be replied to
  - If you need to change your ID card or tag, you will receive e-mail for acr@upm.com

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Site Registration Tool (ULP) – Visitors in mill sites

- Problems, development ideas, feedback etc.: corporate.security@upm.com

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