





Dear Supplier,

We are truly pleased to present the NOVO BANCO Group's Supplier Portal at <http://fornecedores.novobanco.pt>, and invite you to visit it and to pre-register and register your company.

## Why should you register at our Supplier Portal?

-  Registering at the Portal is the first step in presenting yourself and making yourself known to NOVO BANCO Group. It will avoid requests for the scheduling of meetings, sending of emails or presentation letters. The Bank can quickly and efficiently learn about your company and its products/services.
-  Registering at the Portal is mandatory for all of our current suppliers and/or all entities (individual and collective) who are invited, and wish to take part, in public tenders launched by NOVO BANCO Group.
-  Registered suppliers have direct, 24-hour online access to the status of billing documents issued to NOVO BANCO (and to NB Açores and Banco BEST), together with payment notices made by the Bank.
-  Because the Portal is the preferred communication channel between Suppliers and the administrative area (billing issues) and the Bank's purchasing negotiation area.

## How can I register at the Supplier Portal?

### 1 - Pre-register:

- Go to the Supplier Portal at <http://fornecedores.novobanco.pt> and submit a pre-registry request, specifying contact persons.
- For security reasons, you will receive a pre-registry confirmation request (follow the instructions in the automatic email response from the Supplier Portal)

Note: Your pre-registry request will be validated by the Bank within a maximum of two days. Your company contact persons will receive an email with a username and password for your company to access the NOVO BANCO Group's Supplier Portal.

## 2 - Register:

- Go to the Supplier Portal and login with your username, email and password
- Select the "Register" menu and follow the instructions to download the form
- Fill in the form and upload the completed file at the Portal, together with all of the other documents requested

Note: The registry request will be subsequently validated by the Bank

## Learn about our sustainable relationship practices with suppliers

The NOVO BANCO Group, under its sustainable development program, relates with suppliers in a responsible manner, respecting and following best practices and the principles of good conduct in procuring and purchasing products and services from suppliers.

To learn more about our supplier practices, please see the sustainability/suppliers area by clicking [here](#)

Register your company now at the [NOVO BANCO Group's Supplier Portal](#).

For assistance, please do not hesitate to contact us via email at [forneceadores@novobanco.pt](mailto:forneceadores@novobanco.pt).

**NOVO BANCO, S.A.**

**Patrimony and Cost Control Department (DPCC)**