User
Manual
(Getting Started)
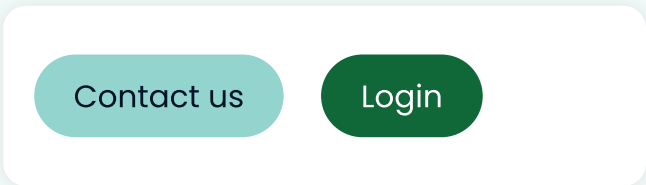
SoftMetal

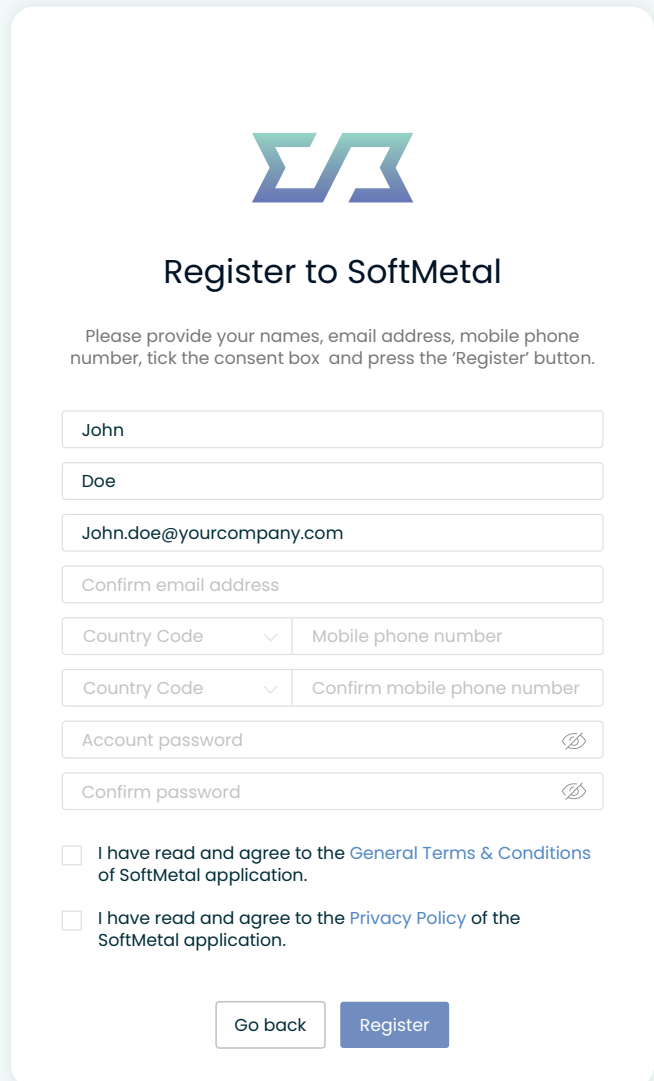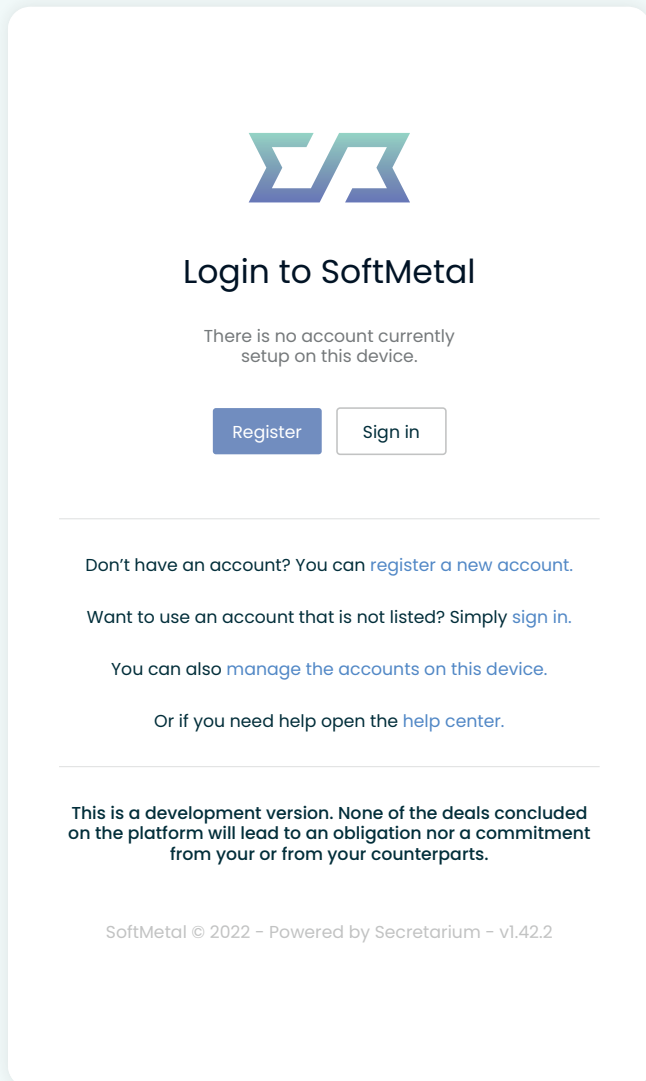# User Manual (Getting Started) Contents

1.0. Registration

1.1. Getting Started

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

Contact us   Login

1.2. 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.

Login to SoftMetal

There is no account currently setup on this device.

Register   Sign in

Don't have an account? You can register a new account.

Want to use an account that is not listed? Simply sign in.

You can also manage the accounts on this device.

Or if you need help open the help center.

This is a development version. None of the deals concluded on the platform will lead to an obligation nor a commitment from your or from your counterparts.

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Register to SoftMetal

Please provide your names, email address, mobile phone number, tick the consent box and press the 'Register' button.

John

Doe

John.doe@yourcompany.com

Confirm email address

Country Code   Mobile phone number

Country Code   Confirm mobile phone number

Account password

Confirm password

☐ I have read and agree to the General Terms & Conditions of SoftMetal application.

☐ I have read and agree to the Privacy Policy of the SoftMetal application.

Go back   Register

Email address verification

We have sent a validation code at the email address you provided. Enter it here and press 'Verify email'.

| Email verification code |

Send new email   Cancel   Verify email

Don't have an account? You can register a new account.

Want to use an account that is not listed? Simply sign in.

You can also manage the accounts on this device.

Or if you need help open the help center.

Mobile phone verification

We have sent a code via SMS to the phone number you provided. Enter it here and press 'Verify mobile.

| SMS verification code |

Send new SMS   Cancel   Verify mobile

Don't have an account? You can register a new account.

Want to use an account that is not listed? Simply sign in.

You can also manage the accounts on this device.

Or if you need help open the help center.

1.3. 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.
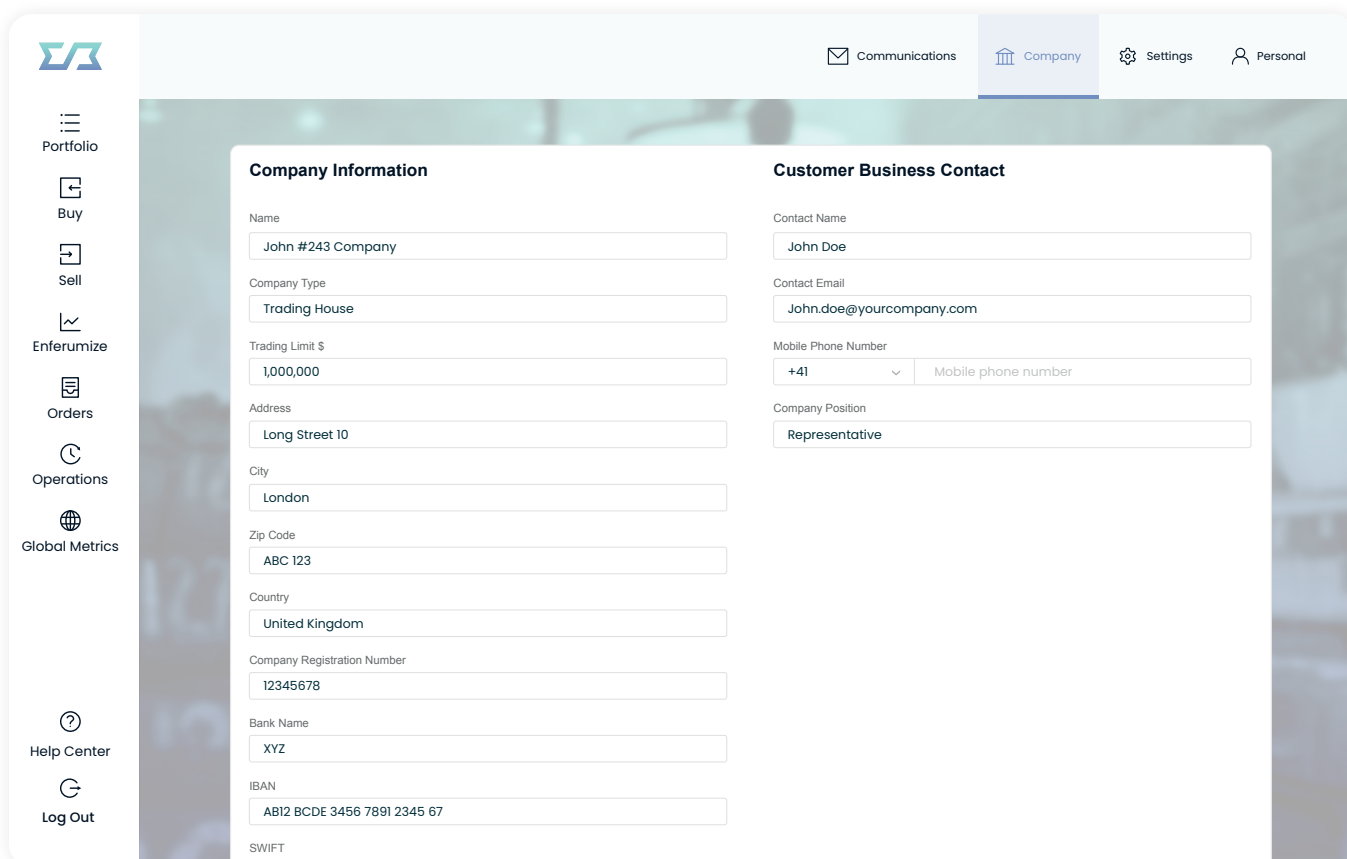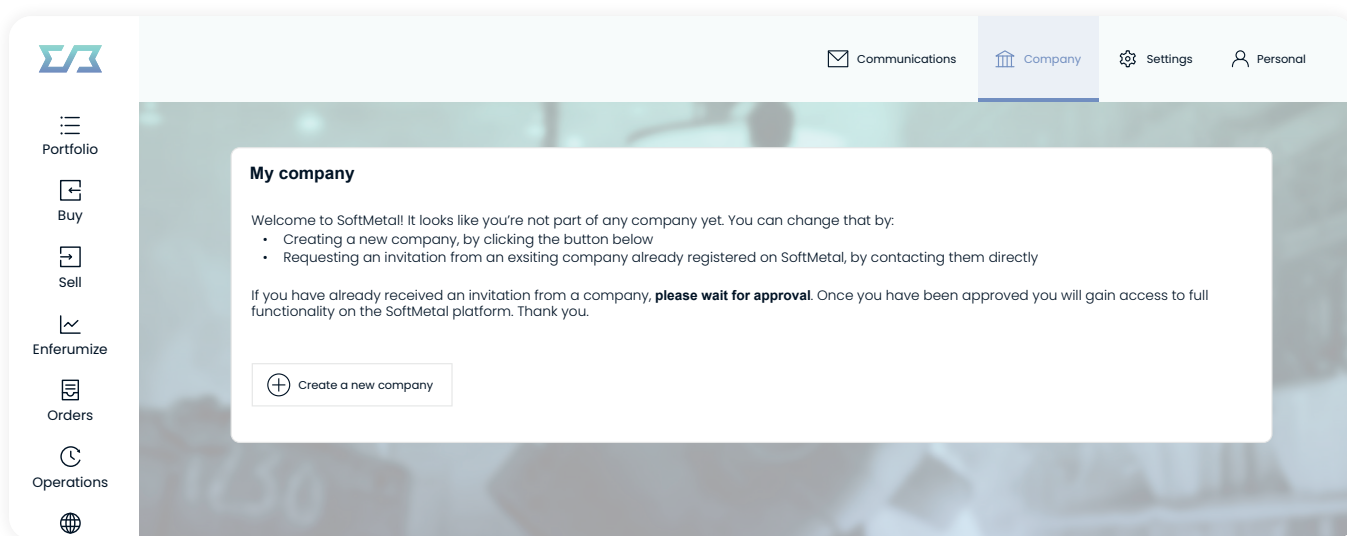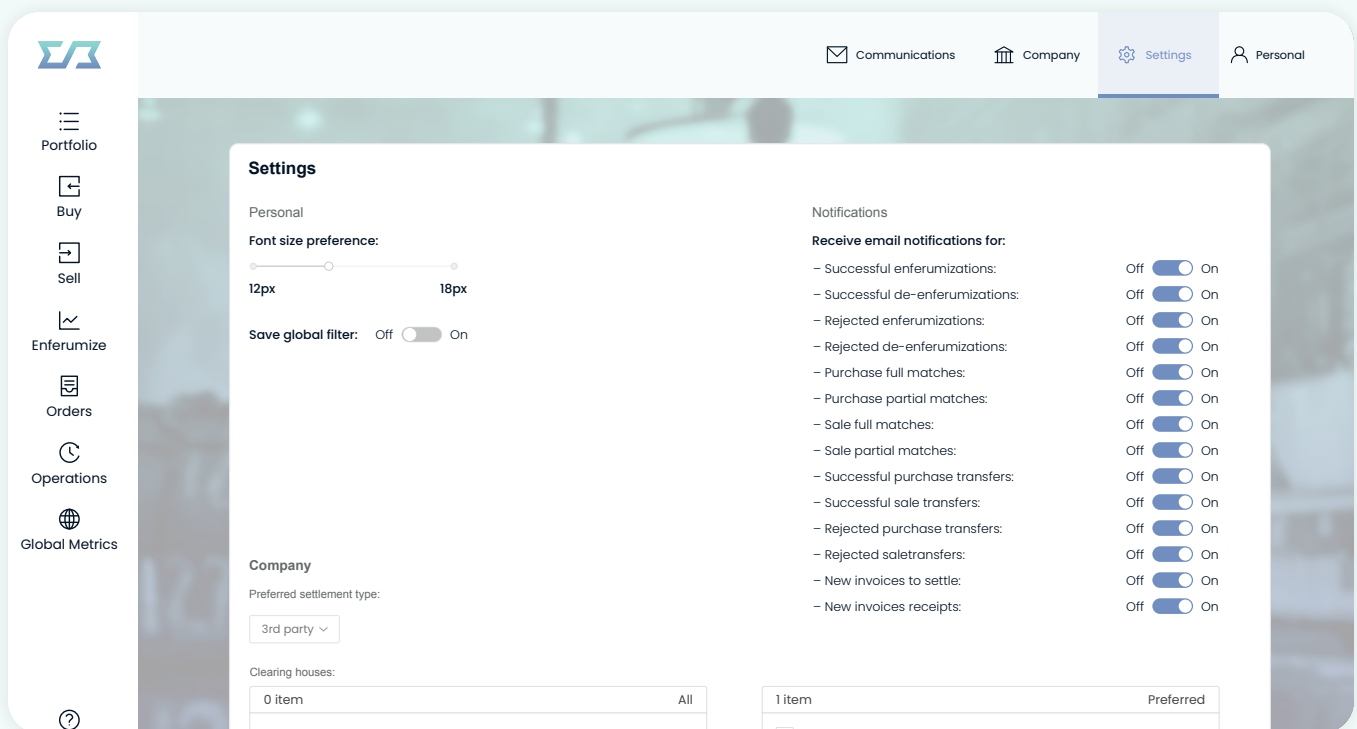
Congratulations!

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.

1.4. 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.

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.
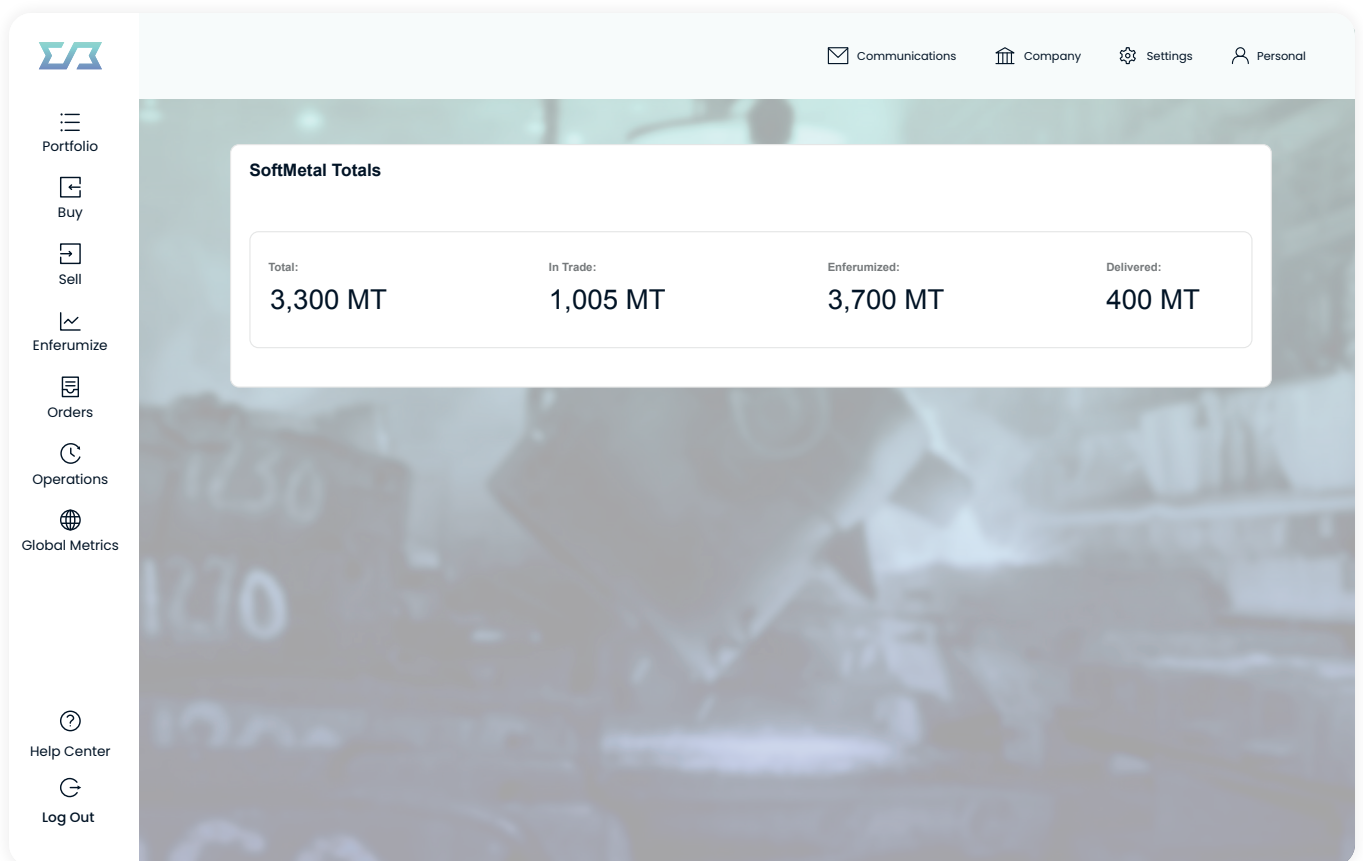
Direct Settlement of the Payment - If both registered Users the Buyer and the Seller have agreed to direct settlement of the payment, the Invoice that the Buyer receives will contain the payment details of the Seller. The Buyer shall settle the Invoice according to those details. If one of the registered 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

2.1. Starting

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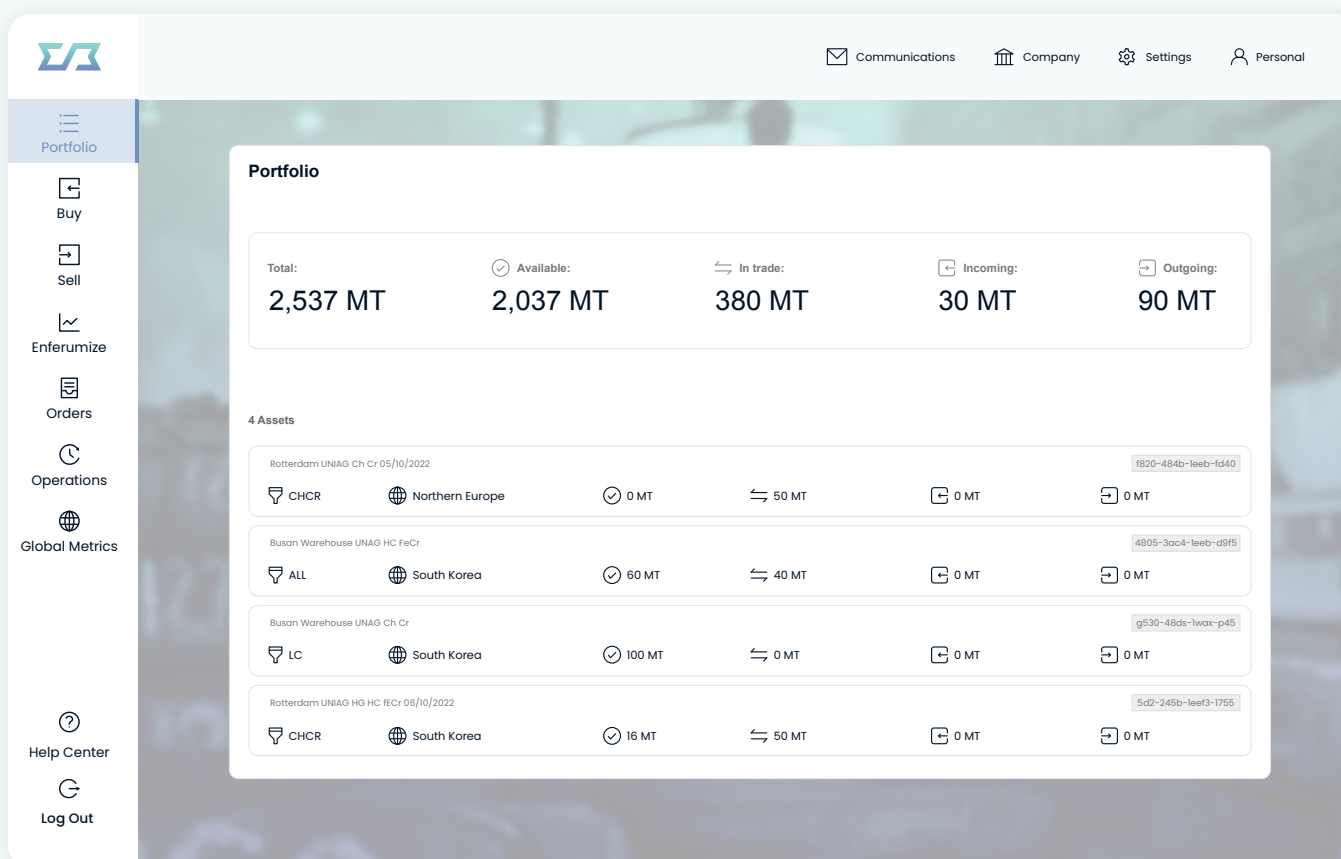
2.2. Portfolio Tab

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.