



U. S. Steel Košice

A subsidiary of
United States Steel Corporation

Procurement

Profile – change of email and mobile phone

User manual

1. Introduction

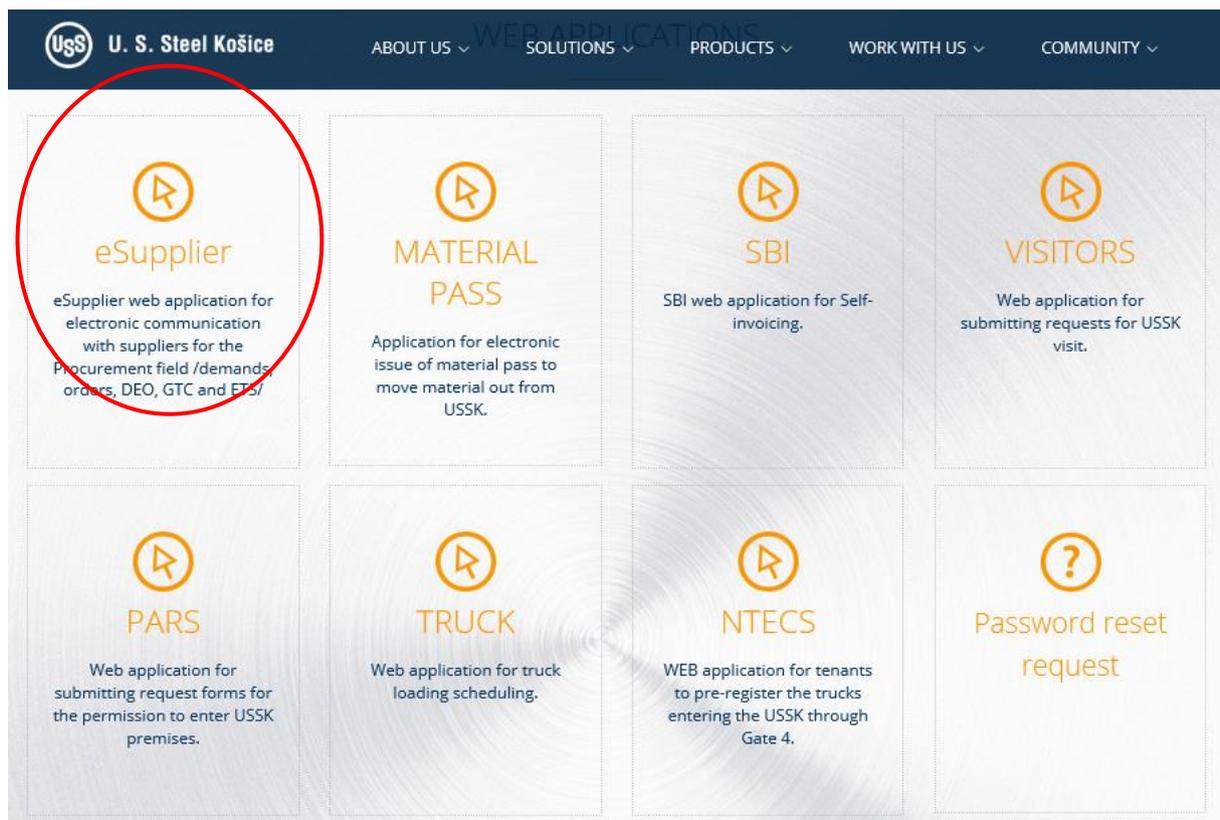
! In case you use one account (weblogin) to login for multiple users and you would like every user to receive their verification SMS or email code, it is necessary to create separate account for each user.

For each of such created accounts (weblogin) you can define one phone number and one email to receive verification code that will belong to the account owner. In this case please contact your administrator **!**

If you need help please contact the Regional Service Desk by telephone +421 55 673 4400 or by email Helpdesk@sk.uss.com

Due to transition to two-factor authentication when logging into the eSupplier web application **it is important to have in the contractor's contact person profile a correctly entered mobile number / e-mail (PART 1.2.).**

You may access the Web Application via <https://www.usske.sk/en/work-with-us/suppliers/procurement> section *eSupplier* (Picture 1).



Picture 1: Web Application entry screen

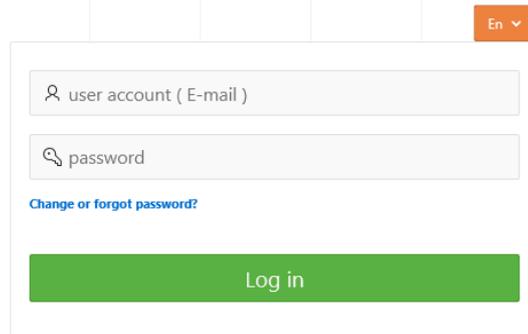
1.1 Access to the eSupplier Web Application

Logging into the application before transition to two-factor authentication:

user account (E-mail): login name (usually in form of an e-mail address of the contact person)

password: password

After entering the login data, you must click “**Log in**” (Picture 2).



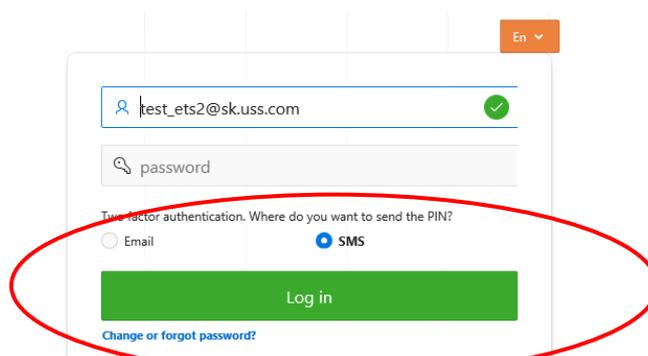
Picture 2: Login window to the eSupplier Application

Logging into the application after transition to two-factor authentication:

user account (E-mail): login name (usually in form of an e-mail address of the contact person)

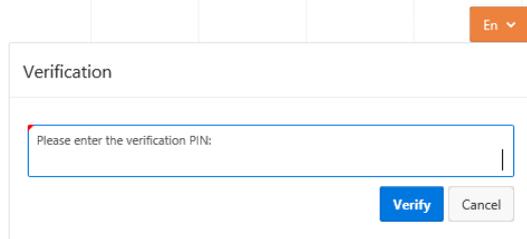
password: password

Select where you wish to receive your PIN (verification code) for logging into the application – “**E-mail**” or “**SMS**” (will be sent to the e-mail address / mobile phone that were specified in the profile of the contact person). The press “**Log in**” (Picture 3).



Picture 3: Login window to the eSupplier Application -two factor authentication

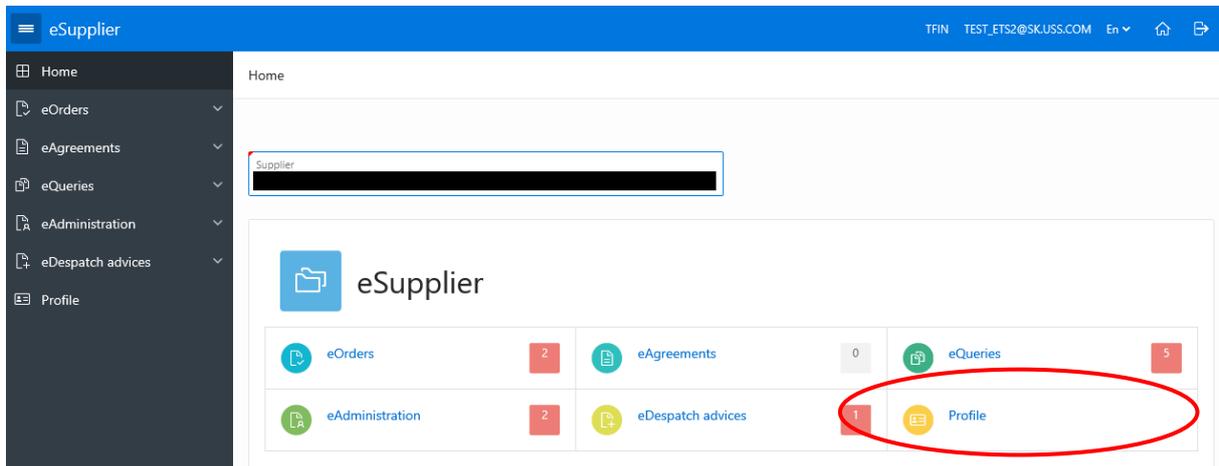
A new window will pop up. Here you enter your verification PIN received on your mobile phone / e-mail and press “**Verify**” (Picture 4).



Picture 4: Login window to the eSupplier Application -Verification

1.2 Profile

Select your Profile by clicking on “**Profile**” in the main section (Picture 5).



Picture 5: Profile module selection

Contact person data will be displayed (Picture 6).

The screenshot shows a user profile page. At the top left is a red square icon with a white person symbol. To its right is a black rectangular area representing the user's name, with the text "Profile \" below it. The main content area contains several input fields: "Name" and "Surname" (both redacted with black boxes); "Email" (redacted); "Language" (set to "Slovak language" with a dropdown arrow); "City" (set to "KOŠICE" with a menu icon); "Address" (redacted); "Cell phone" (redacted) with a green "Change cell phone" button to its right; "Phone" (redacted); and "Fax" (redacted). At the bottom is a "Description" text area and a blue "Apply changes" button.

Picture 6: Profile

E-mail change:

In the “E-mail” detail change the e-mail address and press “Apply changes”.

Mobile phone number change:

Press “Change cell phone”. A new window will pop up where you enter the mobile phone number in the international format without spaces and then press “Send SMS verification code” (Picture 7).

The screenshot shows a dialog box titled "Change cell phone" with a close button (x) in the top right corner. It contains a text input field with the value "+421917952491". Below the field is a small note: "International format with plus sign without space, e.g. +421901123456". At the bottom left is a "Cancel" button, and at the bottom right is a blue "Send SMS verification code" button.

Picture 7: Profile-change cell phone number

The system will send a verification code to the mobile number you have entered. Also, another window will pop up. Her you enter your verification code you have received via SMS and then press “Verify and Change” (Picture 8).

Change cell phone



Verification code

Cancel Verify and Change

Picture 8: Profile-verify cell phone number