

**TRADE.  
DIGITAL.  
SUCCESSFUL.**

---

Metalshub for Suppliers



metals**hub**

# Let's start...



# ...into the digital future of metals trading.

You are holding this manual in your hand because your customer has decided to digitize his purchasing process with us.

And because he wants you on board. Your collaboration will be smoother and more efficient.

More time and capacity for what really matters. In short: a real and sustainable strengthening of your business relationship!

We want you to be successful with us. Our two founders were previously executives in ferro-alloy sales - we know what is important to you as a supplier.

To learn how to be successful with Metalshub, read this manual, which will introduce you to the most important features and functions.

We wish you much success with the digital supply chain tool of the metals industry.

# CONTENTS



## Getting started

About Metalshub	5
Onboarding and Login	6
Structure	7



## Important Settings

Languages	8
Notifications	8
Company profile	9
Personal profile	9



## How to trade

Requests (RfO)	10
The mode of negotiation	12
Price quotations and price indices	14
Details of the offer	15
Details about the product	17
Submitting an offer	19
The negotiation at a glance	20
Conclude negotiation	22
Manage contracts	23
Manage negotiations	24

# CONTENTS



## Own **Products** and **Listings**

Own products	25
Create product	26
Create listing	28



## Integrated **CRM**

Customer list and management	36
References	37



## The **Analytics** Centre

Trading activity	38
Transaction quantity	39
Transaction price	40
Transaction values by counterparty	41
Transaction values by product	42
Scope-3-emissions	43



## **Service** and **Training**

Demos	44
Supplier Q and A	44
Support	44



# Getting started

Welcome to Metalshub. On the following pages we will introduce you to the onboarding process and the structure of the tool.

## About Metalshub

The future of metals trading is digital, efficient, and sustainable. That is Metalshub's vision. Our supply chain solution is the tool for the digital purchase and sale of raw materials in our industry.

We have been around as a company since 2016, founded by Dr. Sebastian Kreft and Dr. Frank Jackel - both of whom previously worked in Sales for one of the world's largest alloy producers.

Since 2017, our tool of the same name has been on the market, used by renowned large and small steelworks and foundries.

Today, a young, international team in Düsseldorf works every day to lead our industry into the age of digital innovation. Our address, by the way, is "Platz der Ideen" - in English, "Square of Ideas."





# Getting started

## Onboarding - Registration and KYC

You have received a link from your customer that leads you to the initial registration at Metalshub. Here you enter the data of your company, and upload a) an extract from the commercial register and b) an informal statement of the ownership structure of your company.

This data will be checked by us as part of the Know-Your-Customer-Check, this usually takes no more than 24h. This check is an important part of quality assurance on Metalshub, which is why registration cannot be completed before this data is uploaded. Trading on Metalshub thus also becomes a seal of approval for the trustworthiness of your company.

If this check was successful, you will be unlocked, so you can trade on the platform from that moment on. We will inform you about this by email. In addition, you will receive a graphic that you can use to highlight your successful onboarding in your communication - e.g. in social media.

Congratulations -  
Your onboarding is  
completed. You can reach  
the login to the platform via  
**trade.metals-hub.com.**

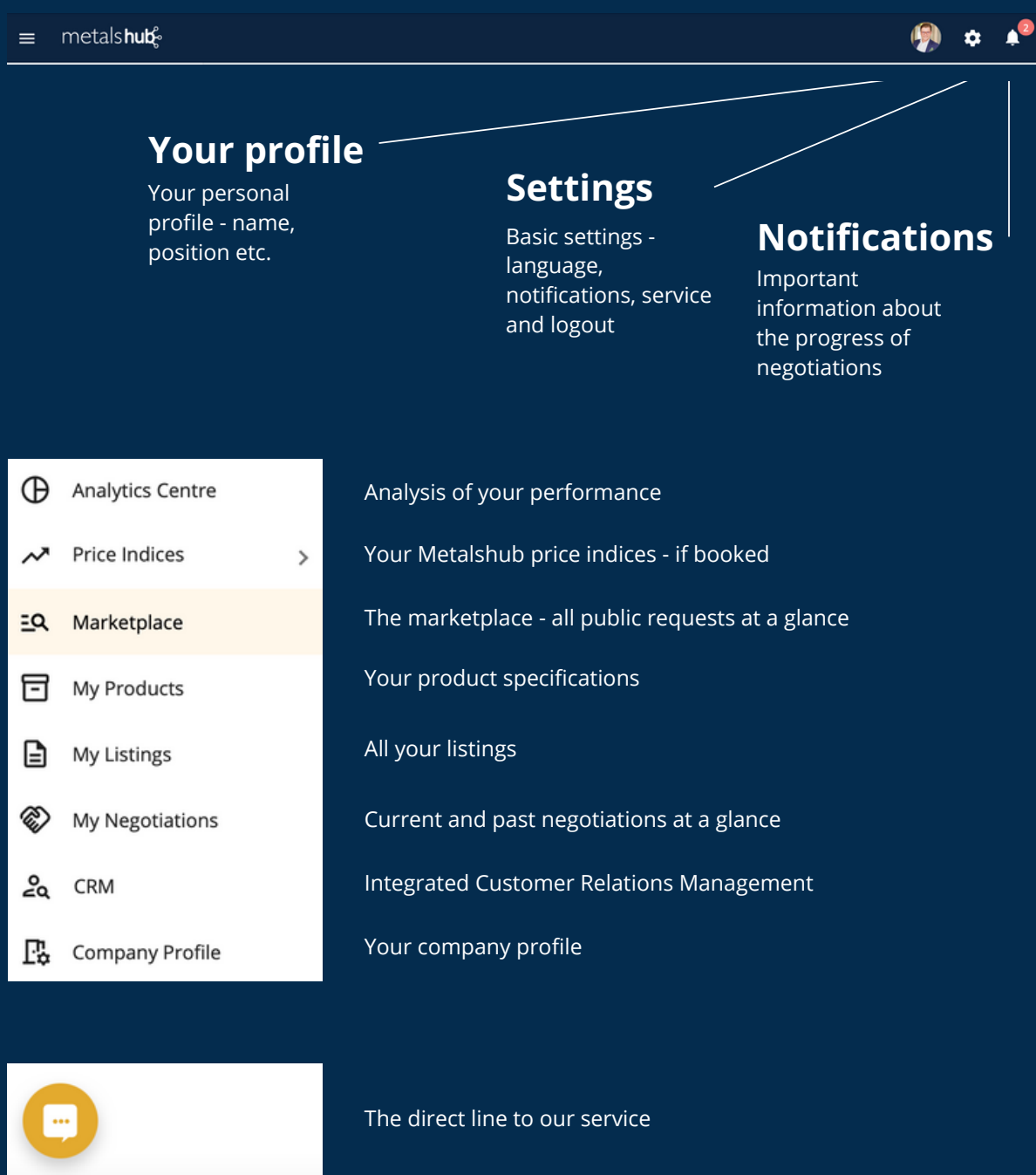




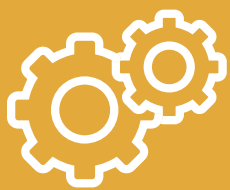
# Getting started

## Structure of the platform

Metalshub is basically very intuitive to use. You can see the basic page structure at a glance here, it is divided into a horizontal and a vertical menu bar.







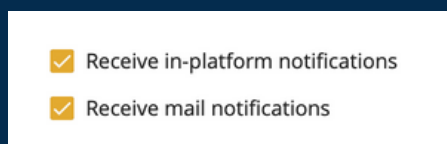
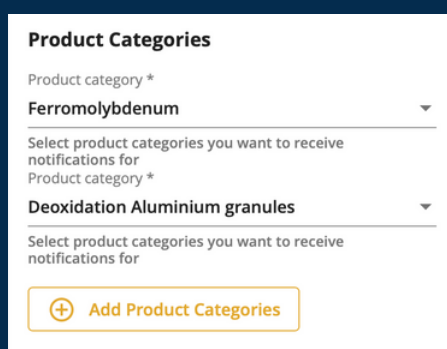
# Important Settings

In order for Metalshub to work optimally for you, you need to configure some important settings at the beginning. What these are, and how they are easily set, you will learn here.



## Languages

Click on the gear wheel in the upper menu bar, and then on the "Change language" tab. You now have the choice between German, English, French, Spanish, Chinese, Italian, Russian, Portuguese and Polish.



## Notifications

Also under the settings you will find the "Notification settings" tab. In this section you have two important options.

On the one hand, you can define whether and for which product categories you also want to be notified beyond invitations from your customers.

Secondly, you can decide whether you want to receive notifications internally (via the bell icon in the upper right corner) and via email. We recommend allowing both, as this is the only way to guarantee a seamless and up-to-date flow of information.



## Important Settings

**Company Profile**

86% Your company profile is visible to your potential business partners. A complete company profile creates trust during negotiations, showcases your business capabilities, and supports onboarding processes.

- General Information
- Documents & Certificates
- Self Disclosure
- Users
- Account Information
- Locations

**Company logo**

**Company Information** ✓


Company Registration Number	Date of Incorporation
DE6269699	2016-2-11
Tax Residence	
Germany (DE)	

## Company Profile

In the left menu column, you will find the "Company profile" tab at the very bottom. This will take you to your company's digital business card.

Please fill it out as promptly as possible and as completely as possible. The performance on Metalshub also depends on this - present yourself in the best light.

**User Details** [Request change](#)

 **Alexander Doliva**

Chief Anything Officer

+49 282822818

ad@metals-hub.com

[Change Password](#)

## User Details

Analogous to the company profile, you also have a personal profile, which you can access by clicking on the profile picture in the upper menu bar. Here you can create contact details, information and passwords.



# How to trade

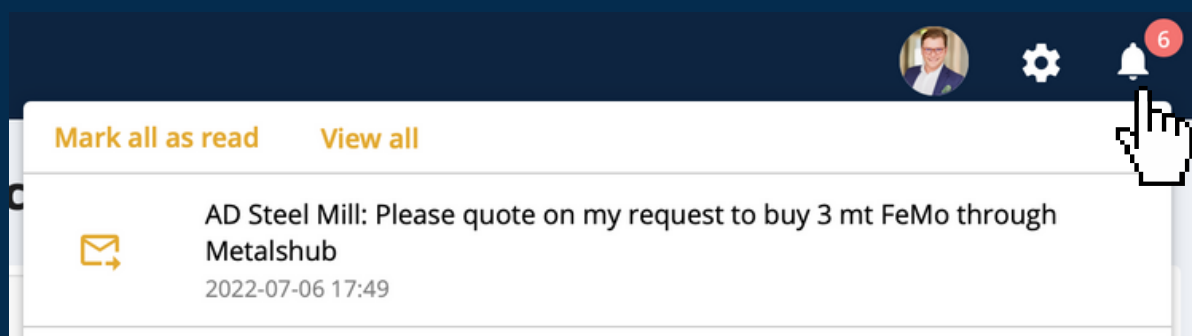
Once all the important settings are made, the operational work on Metalshub begins. You will learn how to conduct negotiations and conclude contracts in this section.

## Receiving requests

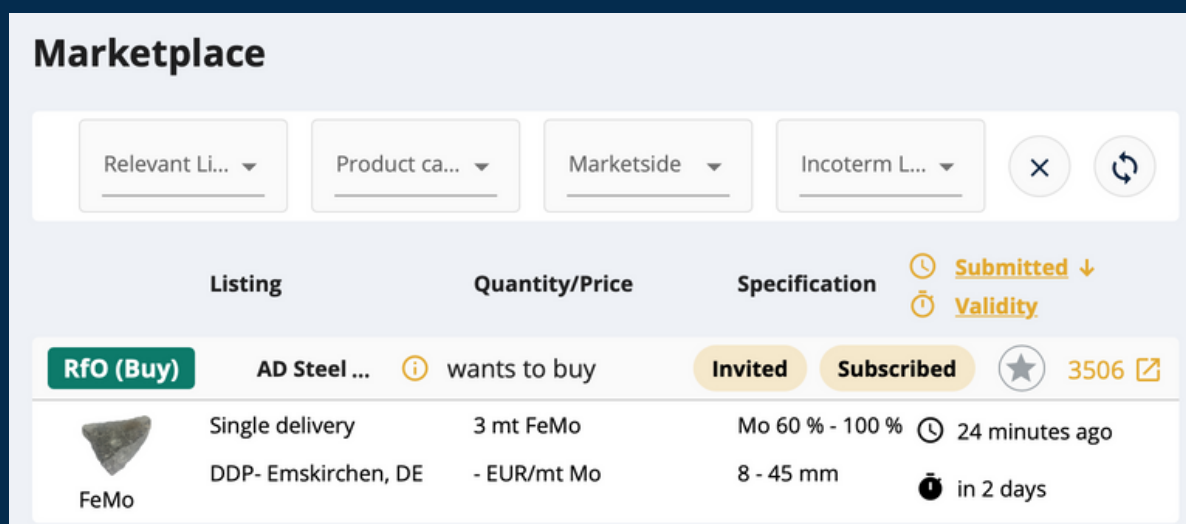
There are two ways how you learn about relevant requests to buy (RfO).

Your existing customer will invite you to bid via Metalshub in the future, this replaces the typical circular letter or call. You will be informed about this by email and by notification on the platform.

(See "Notifications," page 8.)



In addition, you can view all publicly advertised requests on the Metalshub marketplace, filter them according to the criteria relevant to you, and finally bid on them.





## How to trade

One click opens the detailed view - all important key data of the request can be viewed here.

Status ● Active	Marketside RfO (Buy)	Company AD Steel... ⓘ	Product category FeMo	Size 8 - 45 mm	Content Mo 60 % - 100 %	Quantity 3 mt FeMo	Price - USD/mt Mo
--------------------	-------------------------	--------------------------	--------------------------	-------------------	-------------------------------	-----------------------	-------------------------

**Internal notes** Seen only by users in your company >

**Listing Details** Ask a question Set a Reminder

**General** Cannot offer

**Company**  
Marketside  
Listing Type  
Listing Mode  
Listing View Type

**AD Steel ...** ⓘ  
RfO (Buy)  
Negotiation Mode  
Show Identity (Contract Mode)  
Public

Scroll through the offer to see all the data. If you want to create an offer, click on "Start new negotiation" at the bottom right. Now the negotiation mode opens.

My Products

My Listings

My Negotiations

CRM

Company Profile

**Composition**

Chemical Specification (% by mass)	Minimum	Maximum
<b>Boron (B)</b>	14.00 %	18.00 %
Silicon (Si)	0.00 %	2.00 %
Sulfur (S)	0.00 %	0.10 %
Phosphorus (P)	0.00 %	0.05 %

0 Show Negotiations Start New Negotiation







## How to trade

# The Negotiation Mode

In negotiation mode you create your offer. Empty fields - in negotiations without a starting price, for example, the "Price" field - you fill in.

 **View Market Insights**


Currency

 EUR

Price \*

40.600

EUR/mt Mo

 SmaC

Proceed in the same way with data that you want to change. If your customer has not excluded this (you can see this by the lock symbol), you can make a counter-proposal at any time by deleting the existing data and entering your own.

For example, if you want to change the payment term from 60 days to 30 days, delete the number 60 and enter 30 instead.



Payment terms \*

X days after delivery

Specify when the payment should be made

No. of days \*

60



Payment terms \*

X days after delivery

Specify when the payment should be made

No. of days \*

30

Your customer can accept, reject or change the offer. The negotiation mode for all offer components works according to this principle - nothing changes in the negotiation with your customer, it is just handled on a clear, user-friendly and digital tool.



## How to trade


### The price quote

Your offer starts with commercial data - your customer can suggest a starting price, or leave the "Price" field blank.

Make sure you use the correct unit and currency.

In addition, you specify here whether you submit your offer binding or subject to confirmation. If you click on "Binding", your customer can confirm the offer with a legally binding click of the mouse after submitting it. If you leave it "subject to confirmation", the contract will only be finally confirmed by you after acceptance by the customer.


Currency

 EUR

Price \*

40.600

EUR/mt Mo

 SmaC

☐ Binding ☒ Non-Binding



### The Metalshub Price Indices

For some commodities Metalshub offers price indices that calculate weekly updated market prices based on real transactions on the platform.

This unbiased, representative method is also a real advance for you as a supplier compared to classic price surveys. In addition, we regularly publish insights into the market. Please do not hesitate to contact us.





## How to trade

### Offer details

After the price, you specify further details of your offer. First, the data on quantity and delivery: Which Incoterms are to be applied, when how much is to be delivered where with which tolerances - all important at a glance.

#### Quantity & Shipping Details

Quantity of materials and delivery information

Incoterms \*

**DDP - Delivered Duty Paid**

The terms relate to Incoterms 2020 ®

Delivery Location \*

**Platz der Ideen 2, 40476 Düsseldorf, NRW, Germany**

Storage Location

Enter storage location to receive an accurate quote for logistics in the SmaC

Delivery Period start \*

**2022-7-18**



Delivery Period end \*

**2022-7-20**



Quantity \*

**3**

Unit

**mt**

Base

**FeMo**

Shipping Tolerance (+/-) \*

**3 %**

Acceptable deviation from the contract

After that, you set the payment terms and deadlines.

#### Commercial Details

Payment Terms and other specifications

Payment terms \*

**X days after delivery**

No. of days \*

**30**

Specify when the payment should be made



## How to trade

In this section you define which and whose terms and conditions will be applied. You have the choice between buyer or seller side - in this case the corresponding document would have to be deposited - , no pre-determination ("Battle of the Forms") and the neutral Metalshub GTC.

These take into account the interests of both sides as balanced as possible, we as an impartial non-market participant provide them free of charge.

### Legal Conditions

The Neutral Terms & Conditions are fair for both buyers and sellers: They are used for > 80% of all contracts on the platform.

[View Neutral Terms & Conditions](#)

General Terms and Conditions \*

Neutral

Battle of the Forms

Seller (Terms & Conditions not uploaded)

Buyer (Terms & Conditions not uploaded)

You can then specify whether and from whom certificates of analysis are to be provided, and on the right you can choose from a number of neutral laboratories.

Certificate of analysis Provider \*

Producer



Neutral Laboratory







## How to trade

# Product details

Next, enter details about the product. First, information about the category, packaging and origin.

### Product Details

Quickly load your product information by using the "Load data from my products" button.

 Load

Product category \*

**Ferromolybdenum (FeMo)**

Pallet \*

**Euro-pallet (multiway)**

Packaging \*

**1 mt big bags**

Product Origin

**United States of America (US)**

This is followed by data on the dimensions and physical properties.

### Product Dimensions

Product attributes

Minimum Size \*

**8 mm**

Maximum Size \*

**45 mm**

Undersize \*

**3 %**


Oversize \*

**3 %**



## How to trade

One of the most important sections: The attachment of the chemical specifications, the composition of the supplied material. The main element - here in the example molybdenum - is of course not removable, mostly specifications of the customer are already entered here.

Chemical Specification		
Elements and impurities		
Core Element	min. *	max. *
Molybdenum	60 %	100 %
Element *	min.	max. *
Carbon (C) ▼	0.00 %	5.00 % 

Other elements can also be added.

Element *	min.	max. *
<b>This field is required</b>		<b>This field is required</b> 
 Add new Element		

Sustainability is also an increasingly important topic in our industry - increasingly, therefore, steel manufacturers and foundries expect their suppliers to provide CO2 emission data.

This is done at this point.

Emission intensity	
Report production and transportation CO2 emission intensity	
Reference data for: FeMo	
<b>8.5 mt CO2 / mt FeMo</b>	
Upload CO2 certificate under Document section	
CO2 Production Intensity	mt CO2/mt FeMo

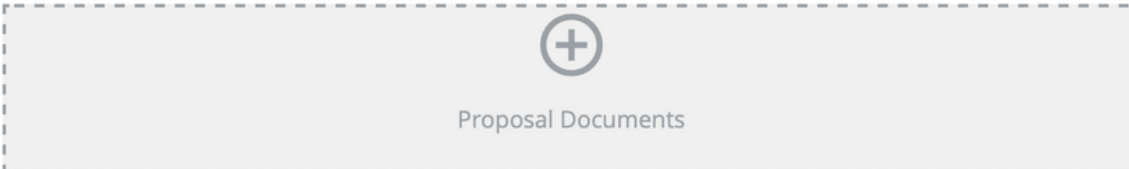


## How to trade

If it is necessary to add files - certificates, logistic documents etc - to the offer, you can upload them here.

### Documents upload

Certificate of CO2, MSDS, Certificate of Origin, Bill of Lading and other documents



There is room for other information that did not find a place in the previous quote form at this point.

### Description

Other relevant information related to the product

Your offer is now fully processed, you can submit it.  
Just click on the button "Submit Proposal".

Submit Proposal

Finished for now - now it's your customer's turn.



## How to trade

### The negotiation at a glance

After successfully submitting an offer, you can see the current status of your negotiation at a glance here. The "Status" column provides information on whether and how your customer has responded to the offer.

The "**Communication**" column allows you - if the customer allows it - to communicate directly with your negotiating partner, but this is only intended for exceptional cases; only what is specified in the negotiation mode is legally binding.

Under "**Changed Terms**" you and your customer can see which details have been changed compared to the original request.

Negotiation to listing: **AD Steel Mill** wants to buy  
Negotiation Number: 5736

Listing: 3500

Status	Communication	Changed Terms
<ul style="list-style-type: none"><li>Submitted (non-binding) to AD Steel Mill</li></ul> <p>Submitted by <b>Alexander Doliva</b>, AD Ferroalloys at <b>2022-07-06 19:52:49</b></p> <p><b>AD Steel Mill</b> needs to accept the proposal</p> <div>✕ Cancel Negotiation</div> <div>≡ Edit Proposal</div> <div> Get Trucking Quote</div>	<p>Alexander Doliva <b>AD Steel ...</b> ⓘ</p> <p><b>Caution:</b> Content of the chat is not legally binding. Concluding a transaction off-platform violates the Terms &amp; Conditions.</p> <div>Write a message...</div> <div></div> <div></div>	<p><b>Listing vs. Last</b></p> <p>Price</p> <p>Payment Terms</p> <p>Incoterms Place</p> <div>Show change details</div>



## How to trade

### The offer at a glance

Here you will see the offer you submitted, you can edit or cancel at any time - if it has not yet been accepted. This will also become your contract in case of agreement.

#### Contract Proposal (submitted)

##### Seller

<b>Company</b>	AD Ferroalloys
<b>Registered Address</b>	Nürnberger Straße 1 40229 Düsseldorf

##### Buyer

<b>Company</b>	AD Steel Mill
<b>Registered Address</b>	Spittlertor 4 90491 Nuremberg,

...

Substance	Minimum	Maximum
Molybdenum (Mo)	60.00 %	100.00 %
Carbon (C)		5.00 %

...

<b>Delivery basis Incoterms</b>	DDP - Delivered Duty Paid
<b>Incoterms Place (Delivery Location)</b>	Platz der Ideen 2, 40476 Düsseldorf, NRW, Germany
<b>Delivery Period</b>	2022-07-18 - 2022-07-20
<b>Payment Terms</b>	30 days after delivery
<b>Payment</b>	Payment to be made in full and without any discount, deduction, set-off or counterclaim

...

 History

 Cancel Negotiation

 Edit Proposal



## How to trade

### Conclude negotiation

As you can see in the "Status" column, your customer has accepted the offer. You have also been informed via the notification system and by mail.

**Important:** Since the offer was defined here as subject to change, you must now confirm it, only then is a binding contract. To do this, click on the "Confirm" button.

Status	Communication	Changed Terms
<p>● <b>Accepted by AD Steel Mill</b></p> <p>Accepted by <b>Alexander Doliva</b>, AD Steel Mill at <b>2022-07-07 00:39:02</b> with validity: <b>2022-07-10 04:00:00</b></p> <p>You have <b>3 days</b> left to confirm the transaction.</p> <p><a href="#">✕ Cancel Negotiation</a></p> <p><a href="#">≡ Create Counterproposal</a></p> <p><a href="#">👉 Confirm</a></p> <p> <a href="#">Get Trucking Qu...</a></p>	<p>Alexander Doliva AD Steel ... ⓘ</p> <p><b>Caution:</b> Content of the chat is not legally binding. Concluding a transaction off-platform violates the Terms &amp; Conditions.</p> <p>Write a message...</p>	<p><b>Listing vs. Last proposal</b></p> <p>Price</p> <p>Payment Terms</p> <p>Incoterms Place</p> <p><a href="#">Show change details</a></p>



**Congratulations** - you have successfully sold on Metalshub

⚙️ 🔔 5

[Mark all as read](#) [View all](#)

Congratulations. The contract for **3 mt FeMo**, price: **40600.00 EUR/mt Mo** has been concluded with **AD Steel Mill**.



2022-07-07 00:39



## How to trade

### Manage contracts

This is your contract - all important information at a glance, communication breakdowns almost impossible. You can export it as PDF for your administration (left yellow button) or print it directly (right yellow button).



**Contract (confirmed)**

Seller		Buyer	
<b>Company</b>	AD Ferroalloys	<b>Company</b>	AD Steel Mill
<b>Registered Address</b>	Nürnberg Straße 1 40229 Düsseldorf	<b>Registered Address</b>	Spittlertor 4 90491 Nuremberg,

...


Substance	Minimum	Maximum
Molybdenum (Mo)	60.00 %	100.00 %
Carbon (C)		5.00 %


...


<b>Delivery basis Incoterms</b>	DDP - Delivered Duty Paid
<b>Incoterms Place (Delivery Location)</b>	Platz der Ideen 2, 40476 Düsseldorf, NRW, Germany
<b>Delivery Period</b>	2022-07-18 - 2022-07-20
<b>Payment Terms</b>	30 days after delivery
<b>Payment</b>	Payment to be made in full and without any discount, deduction, set-off or counterclaim

After the delivery period has expired, you can evaluate the transaction - more on this in the CRM section (page 26 ff.)

...

 History

 Rating

 Set Seller Reference Number



## How to trade

### Manage negotiations

Under "My Negotiations" you can see all the negotiations you have already conducted - rejected ones as well as successful ones. So you can access the documentation of your negotiation performance at any time.

Marketplace	DDP - Düsseldorf, DE	Mo 60 % - 100 %	Confirmed by AD Ferroall...
My Products	FeMo	3 mt FeMo	8 - 45 mm
My Listings			2022-07-07 00:39
My Negotiations	3503-5733-9200	Negotiation to Listing: AD Ferroalloys wants to sell	
CRM	FeMo	Single delivery	43,000.00 EUR/mt Mo
Company Profile		FOB - Hamburg, DE	Mo 65 % - 75 %
		3 mt FeMo	5 - 50 mm
			AD Steel ...
			Confirmed by AD Steel Mi...
			2022-07-06 10:48
	3500-5731-9197	Negotiation to Listing: AD Steel Mill wants to buy	
	FeMo	Single delivery	40,600.00 EUR/mt Mo
		DDP - Düsseldorf, DE	Mo 60 % - 100 %
		3 mt FeMo	8 - 45 mm
			AD Steel ...
			Confirmed by AD Ferroall...
			2022-07-05 23:01

# Metalshub can do even more...








# Own products and listings

 Marketplace

 My Products

 My Listings

You have the possibility to create your own products, as your digital inventory.

If you select the "My products" tab in the left menu column, you will get to the overview of your products.

## My Products

Create product

Internal name



Product category











ERP Material ID



Product

ERP Material ID

Action

 <b>ASC1</b> Aluminium Scrap	12345678910	<a href="#">Create Listing</a>	
 <b>DesOx</b> Deoxidation Aluminium granules	636734556	<a href="#">Create Listing</a>	
 <b>FeMo</b> Ferromolybdenum	12345678	<a href="#">Create Listing</a>	
 <b>FeSi100</b> Ferrosilicon	1234567890	<a href="#">Create Listing</a>	

Click on **"Create product"** to open the tool.



Own **products**  
and **listings**

## Create product

Now enter the most important data - what material it is, how it is packed and shipped, and how it is designated in your ERP system. Under "Load" you can also import templates from our Metalshub library. Click on "next" once you have created this data.

### Create product

1 Product

Load standard product specifications from Metalshub library without filling out fields

⋮ Load

✓ Recommended

Product category \*

Ferromolybdenum (FeMo)

Internal Name \*

FeMo

4 / 50

Packaging \*

1 mt big bags

Pallet \*

Euro-pallet (multiway)

ERP Material ID

12345678

Enter your ERP Material identifier number 8 / 50

Next

Next, specify the dimensions and physical properties.

2 Dimensions

Physical size of the material.

Minimum Size \*

5 mm

Maximum Size \*

50 mm

Undersize \*

2 %

Oversize \*

2 %



Own **products**  
and **listings**

Now enter the chemical properties of your product, you can add new elements at any time. You can also import this data from the Metalshub library, feel free to use our metallurgical know-how.

**3 Composition**

Content of core element and impurities.

Core Element	min. *	max. *
Molybdenum	65 %	75 %

Element *	min.	max. *
Carbon (C)	0.00 %	0.50 %

Element *	min.	max. *
<div>This field is required</div>		<div>This field is required</div>

Add new Element

Previous

Next

You can additionally enter a free product description.

**4 Product description (optional)**

Further information on your product for your counterparty.

Description

Previous

Next

Finally, save your product to be able to create listings with it.

**5 Save**

Save Product Details for Listing

Save





Own **products**  
and **listings**

## Create Listing

Marketplace

My Products

My Listings

You can offer the products you created in the previous step on Metalshub by creating a listing. To do this, click "**Create Listing**".

### My Products

Create product

Internal name



Product category...

ERP Material ID



Product

ERP Material ID

Action

Aluminium

**ASC1**

Aluminium Scrap

12345678910

Create Listing



**DesOx**

Deoxidation Aluminium granules

Create Listing



**FeMo**

Ferromolybdenum

12345678

Create Listing



First, name the listing and define it as "Request for Bids".

Internal Name \*

FeMo 20220707

13 / 50

Marketside \*



Request for Offers (Buy)



Request for Bids (Sell)



## Own **products** and **listings**

Next, decide whether you want your listing to be publicly visible.

### Listing View Type \*

☒ **Public (Visible for all parties)**

After the listing is published, it can be viewed publicly in the marketplace.

☐ **Private (Available only for invitees)**

After the listing is published, it will only be visible for the invited counterparties.

Finally, decide whether you want to show your identity.

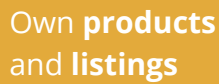
### Listing Mode \*

☒ **Show Identity (Contract Mode)**

is the default mode. After Listing Owner and Counterparty have accepted and confirmed a negotiation, a binding contract is concluded.

☐ **Anonymous (Termsheet Mode)**

is recommended for Traders. The Listing Owner and the Counterparty remain fully anonymous until a Termsheet is accepted and confirmed.



2

Quantity & Shipping Details

Quantity of the Material and Details regarding Shipping.

Make fields non-negotiable

(Select fields in this section which are Non-negotiable for counterparties)

Specify non-negotiable fields

☐

Incoterms \*

FOB - Free on Board

The terms relate to Incoterms 2020 ®

Storage Location \*

Port of Hamburg, Hamburg, Germany

Delivery Period start \*

2022-7-18

Delivery Period end \*

2022-7-20

Quantity \*

3

Unit \*

mt

Base

FeMo

Shipping Tolerance (+/-) \*

3 %

Acceptable deviation from the contract

Minimum Transaction Quantity \*

1

Product Origin \*

United States of America (US)

3

Commercial Terms

Commercial Details like Pricing and Payment Details.

Make fields non-negotiable

(Select fields in this section which are Non-negotiable for counterparties)

Specify non-negotiable fields

☐

Currency \*

Unit \*

Price Base \*

Fixed Price

Price

/ Mo

Payment terms \*

No. of days \*

X days after delivery

30

Specify when the payment should be made

Commercial Description



Own **products**  
and **listings**

Now you define the legal framework, the choice between different GTC and analysis certificates is described on **page 16**.

**4 Legal conditions and Certificate of Analysis**

Validity of General Terms & Conditions and Responsibility for Certificate of Analysis.

**Make fields non-negotiable**  
(Select fields in this section which are Non-negotiable for counterparties)  
**Specify non-negotiable fields** ☐

General Terms and Conditions \*

**Neutral**

[View Neutral Terms & Conditions](#)

Certificate of analysis Provider \*

**Seller** **Neutral Laboratory**

[Previous](#) [Next](#)



Here you can enter the CO2 emissions of your product.

**5 Emission intensity**

Report production and transportation CO2 emission intensity

CO2 Production Intensity **mt CO2/mt FeMo**

☐ Transportation intensity is included in production intensity

CO2 Transportation Intensity **mt CO2/mt FeMo**

[Previous](#) [Next](#)



Determine the offer validity - maximum 90 days

**6 Validity**

The Listing validity defines the period in which new bids or offers can be submitted.

Validity \*

Maximum validity is 90 days

[Previous](#) [Next](#)



Own **products**  
and **listings**

If you want to draw the attention of certain customers to your offer, select them here.

## Invite counterparties to quote on your listing

The assigned contact person or master user of the selected companies will be invited by the personal message stated below.

Choose companies

AD Steel Mill 

The approved and preferred suppliers for FeMo are automatically populated as invitees. Missing a supplier for FeMo? Update your [Supplier List](#)

They will be notified about it and receive an email. You can customize their content here.

**Subject:**

**AD Ferroalloys: Please quote on my request to sell FeMo**

**Body:**

### **Personal Message from Alexander Doliva**

I would like to ask you to make a bid on my request to sell FeMo through Metalshub. Please do not make a bid by email or telephone, as we prefer to receive all bids through the platform.





Own **products**  
and **listings**

Conversely, you can also exclude certain companies and categories of companies.

**8 Exclude Counterparties**

Registered companies on Metalshub can be excluded from this listing.

Exclude Company Categories ▼

Exclude Counterparties ?

Finally, you save the listing. This means not that it is yet published.

**9 Save**

Save Listing.

**You still need to publish the listing after saving!**  
You can publish the listing by using the "Publish"-Button on the next screen.

[Previous](#) [Save](#)

Now you get to an overview of your listing, this is similar to the listing overview (**See page 21**).

Click on "Publish listing" to activate the listing, invited companies will be notified, and it may become visible on the marketplace.

**FeMo 20220707**  
Listing Number: 3507

● **Listing Unpublished!**  
You have saved but not published your listing!

[Publish Listing](#)



Own **products**  
and **listings**

You can now see the current status of your listing at a glance; for example, a bid has already been submitted here.

The method here corresponds to that in negotiation mode.

(See page 13)

Status	Communication	Changed Terms
<ul style="list-style-type: none"><li>Submitted (non-binding) by AD Steel Mill</li></ul> <p>Submitted by <b>Alexander Doliva</b>, AD Steel Mill at <b>2022-07-07 01:48:42</b></p> <div><div>✕ Reject</div><div>✓ Accept</div><div>≡ Create Counterproposal</div></div>	<p>Alexander Doliva</p> <p><b>AD Ferroallo...</b></p> <p><b>Caution:</b> Content of the chat is not legally binding. Concluding a transaction off-platform violates the Terms &amp; Conditions.</p> <div><div>Write a message...</div><div>➤</div><div>📎</div></div>	<p><b>Listing vs. Last proposal</b></p> <p>Price</p> <div><div>Show change details</div></div>

If you accept an offer, you must set a deadline for final confirmation by the customer. This step is omitted if the customer has sent the binding purchase offer.

### Acceptance Validity

You need to set a validity in which the counterparty is able confirm this Proposal. If this validity is reached without confirmation, the state of this Proposal falls back to "Submitted".

Validity \*

2022-7-10 05:00


Cancel

Accept



Own **products**  
and **listings**

If your customer has confirmed the offer, you will receive corresponding notifications and see it in the overview.






Status	Communication	Changed Terms
<ul style="list-style-type: none"><li>Confirmed by AD Steel Mill (Deal concluded)</li></ul>  <b>Congratulations</b> Confirmed by <b>Alexander Doliva</b> , AD Steel Mill at <b>2022-07-07 02:04:51</b>	Alexander Doliva <b>AD Ferroallo...</b> ⓘ <b>Caution:</b> Content of the chat is not legally binding. Concluding a transaction off-platform violates the Terms & Conditions.	<b>Listing vs. Last proposal</b> <b>Price</b>



**Congratulations** - you have successfully sold on Metalshub

To learn how to manage your contract, see **page 23**.

Under "My Listings" you can see an overview of all active and past listings.

 Marketplace	<b>My Listings</b>		
 My Products	<div>Product category <input type="text"/> Status <input type="text"/> ERP Material ID <input type="text"/></div>		
 My Listings	<div>Created <input type="text"/> Validity <input type="text"/></div>		
 My Negotiations			
<b>Product</b>			<b>Terms</b>
<b>Listing 3507: FeMo 20220707</b>			
5 - 50 mm Mo 65 % - 75 % 3 mt FeMo			RfB (Sell) FOB - Hamburg, DE Single delivery
			<b>Active</b> Created:2022-07-07 01:40 Validity:2022-07-10 05:00
			 1 Show negotiations



# Integrated CRM

Metalshub offers an integrated customer relationship management. You can find it by clicking on "CRM" in the left menu column, it is divided into three sections:

## Buyer List

## Reference Requests

## Pending Ratings

In the buyer list you will find a list of your customers. By registering via the individual link, you will already be automatically connected to your customer here. Click on a company to view and edit details. Among other things, you can view documents, evaluations, self-disclosures and the portfolio of purchased products, analyze the performance of your business relationship under "Evaluations" and create notes and comments on the customer for yourself and your employees/colleagues under "Internal data".

Documents & Certificates

Self disclosure

About Us

Ratings

**Linked products**

Analytics

Internal data



Under the menu item "reference requests" you can request references from your customers, these are visible to all companies on the platform, and have a positive impact on your company profile. They are divided by product category, and refer to completed transactions.

Click on "Request Reference" to send the reference request.

Buyer List

**Reference Requests**

Pending Ratings

### References not requested 4

After a Consumer adds your company to their Supplier List, you can request a buyer reference from them. Once your reference request is approved, the buyer reference will be visible on your public company profile as long as your company profile completion rate remains above 50%.

Name	Deals concluded	Action
wannabe Steel L... ⓘ	-	<a href="#">Request Reference</a>
AD Steel ... ⓘ	13	<a href="#">Request Reference</a>



## Integrated CRM

Below you will find the references you have already received.

### References Overview

All your approved references are visible on your company profile. Are your approved references not visible? [Check your profile completion score.](#)

[View My References](#)

Name	Deals concluded	Status
NV Ste...	24	Approved

Under "Pending Ratings" you can see which deals you can still rate.

[Buyer List](#) [Reference Requests](#) [Pending Ratings](#)

wannabe Steel L...

< 1/23 >

Price / Quantity	Deal concluded	PO Number / Seller Reference Number	
3.25 EUR/kg Cr 7,000 kg HC FeCr	2022-01-10 11:06:42 Local time (2022-01-10 10:06:42 UTC )	—	<a href="#">View contract</a>

#### Transaction Rating

After approval, the rating will be displayed anonymously on the company profile of your counterparty.

#### Communication

Rate the overall communication with the counterparty for this contract

★ ★ ★ ★ ★

#### Payment

Rate the adherence to the contractually agreed payment terms by the buyer

★ ★ ★ ★ ★

The ratings you have received are displayed on your company profile, both as an overall rating and broken down by individual deals. For many customers, they are an important criterion for adding you to their supplier base.

★ ★ ★ ★ ★ 4.8 out of 5 17 ratings

All ratings

Ratings are based on deals concluded over the platform. All ratings are displayed anonymously.

Rating	Votes
5 star	13
4 star	4
3 star	0

#### Manganese metal flakes

Overall rating: 4 out of 5

No comment

Communication ★ ★ ★ ★ ★

Delivery reliability ★ ★ ★ ★ ★

Product quality ★ ★ ★ ★ ★



# The Analytics Centre



Analytics Centre



Price Indices



Marketplace

One of the biggest advantages of a digital tool - you can keep an eye on your performance in a very clear and automated way. This is what the Analytics Centre is for.

## Trading activity

Here you can see the trading activity of your company at a glance. You can filter by numerous criteria, including market side, product, visibility and time period.

### Trading Activity

All your platform trading activity at a short glance.

#### Transaction volumes

A stacked bar graph displays the transaction volumes by counterparty for the selected product.

#### Transaction prices

A line graph displays the transaction prices by counterparty for the selected product.

#### Transaction values by counterparty

### Trading Activity

View all your platform trading activity at a short glance.

Month Year All

Listings		Negotiations		Transactions	
0	RfO (Buy)	0	Received	19	Concluded
0	RfB (Sell)	21	Submitted		

Marketside  
RfO (Buy)

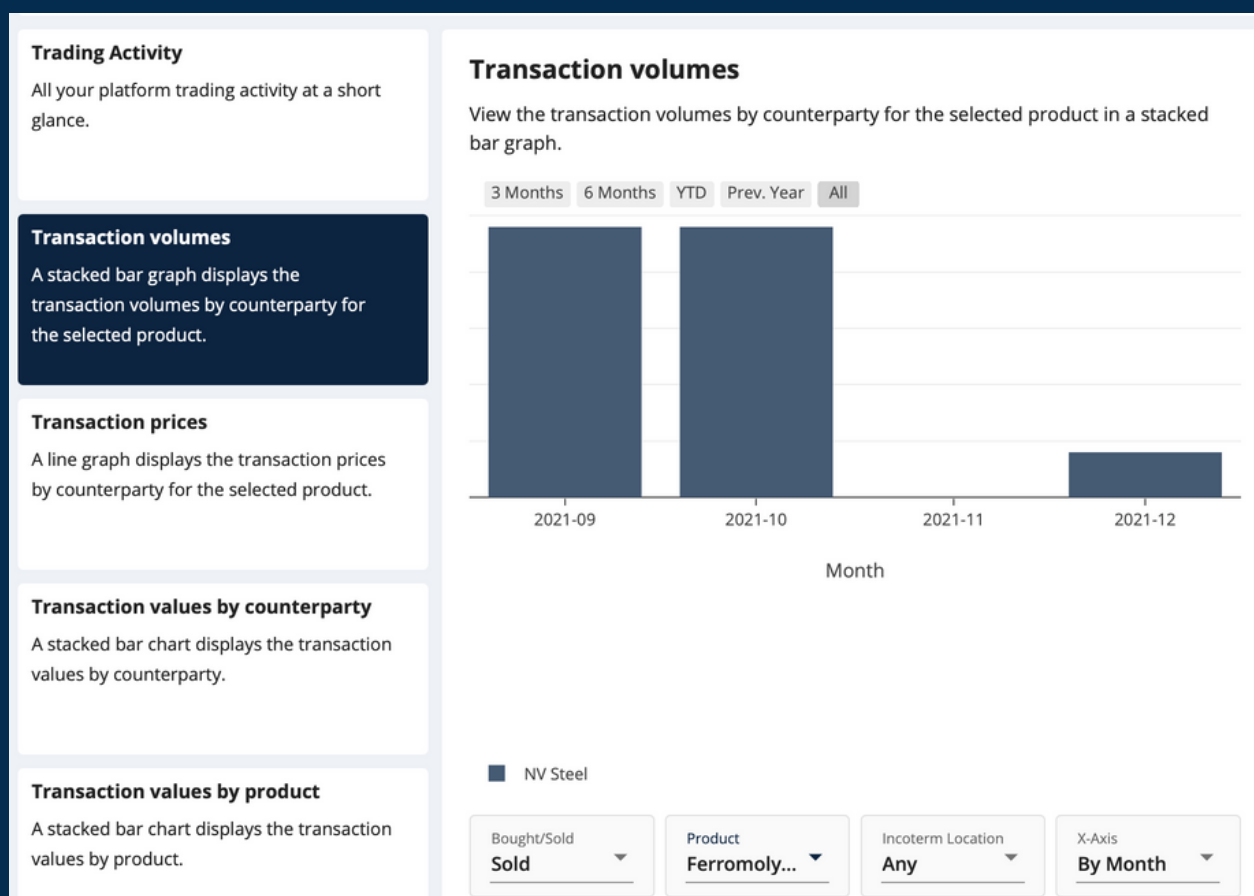
Product  
Any

Listing View Type  
Any



## Transaction volume

The overview of traded volumes, broken down by business partner and filterable by material, Incoterms and time period.

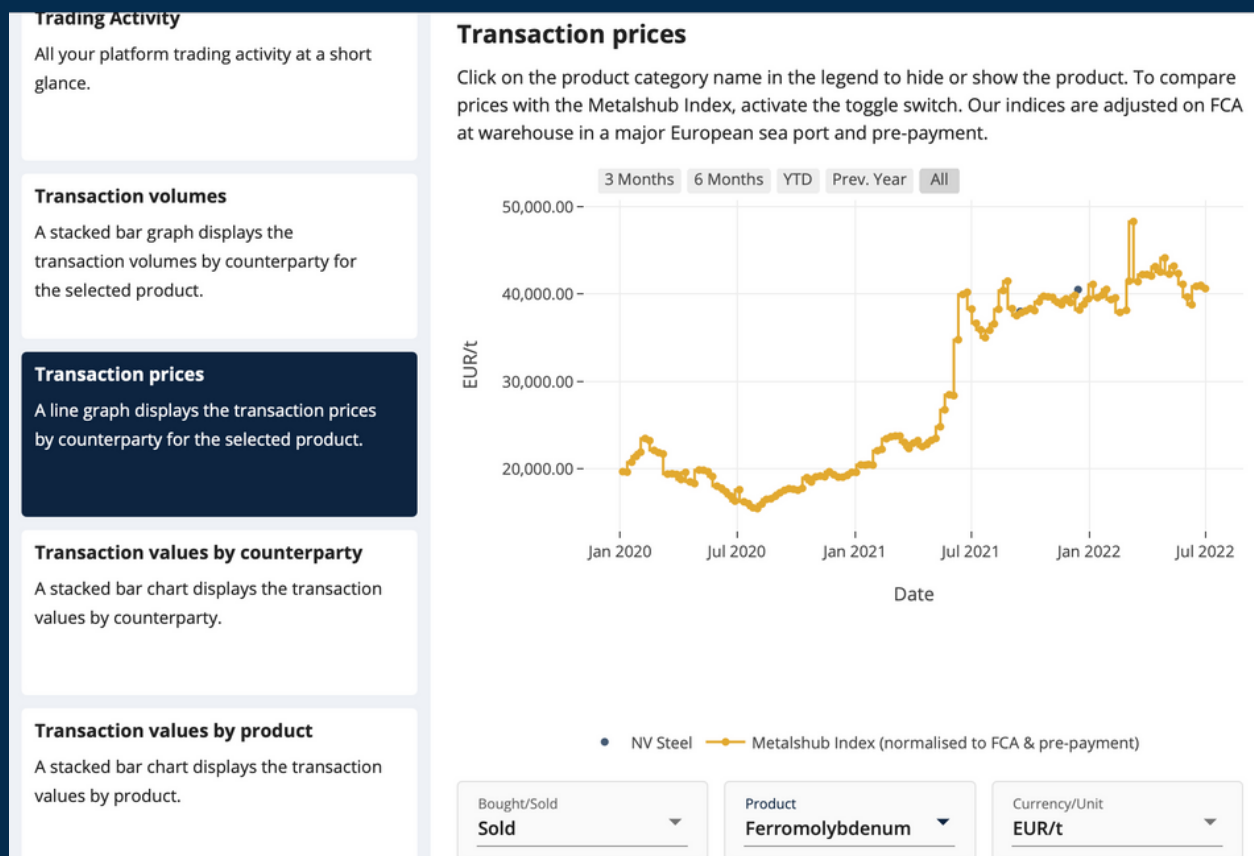




## Transaction price

Here you can see - sorted by product - the price points of your concluded negotiations.

If you have booked Metalshub price indices (**see page 14**), you can show them here and compare your price performance directly to the market average.

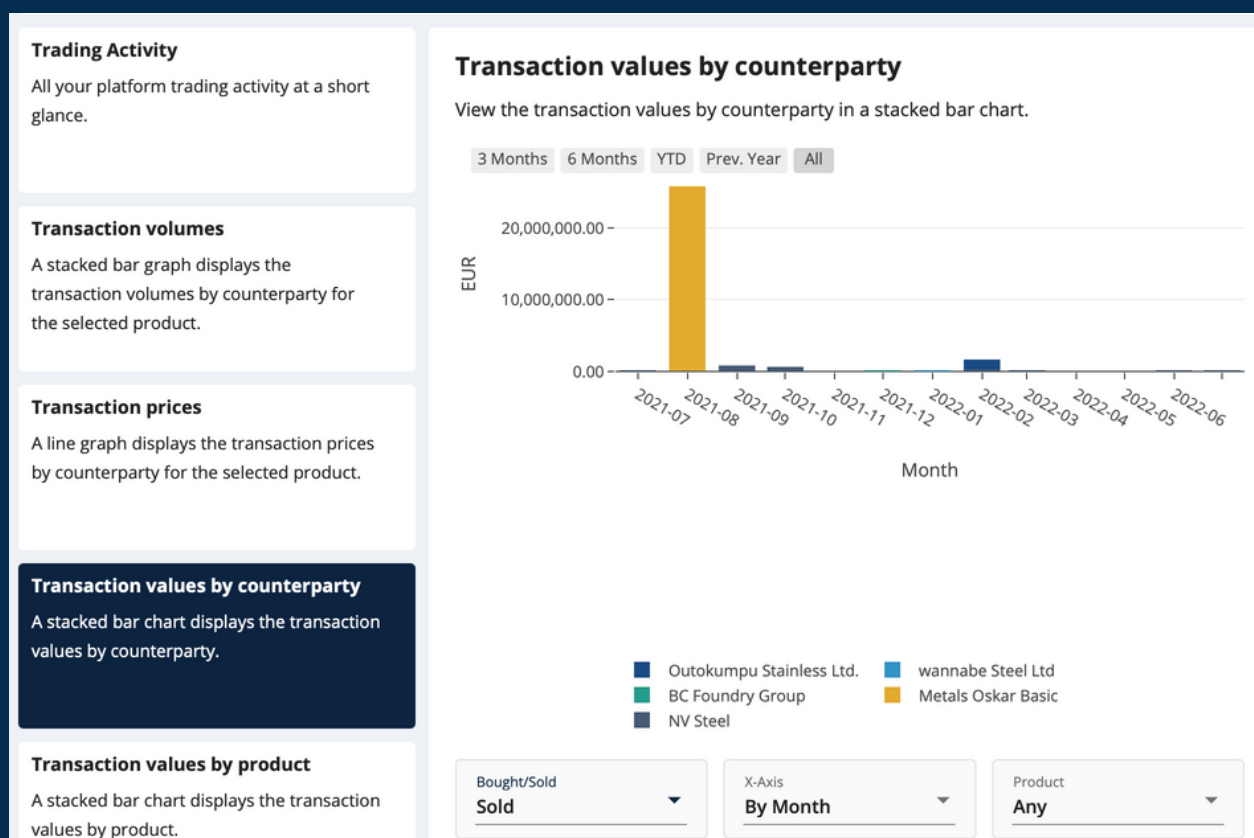






## Transaction values by counterpart

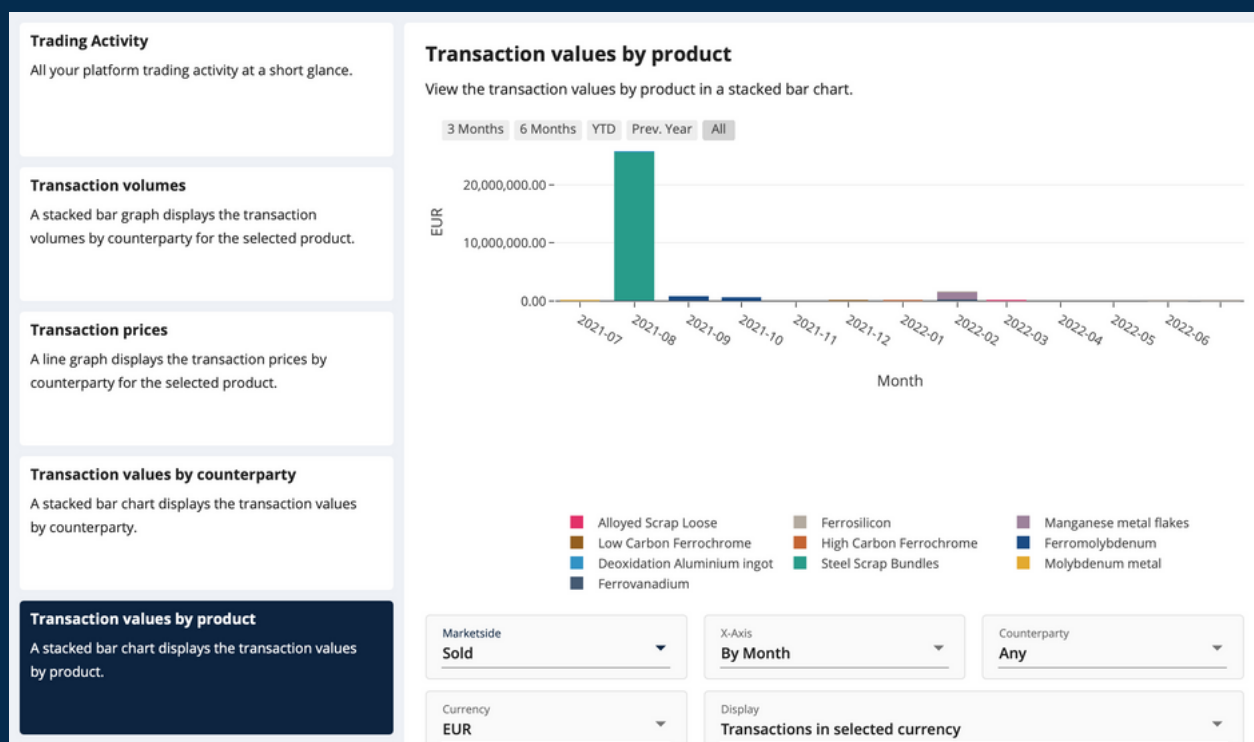
Here you can see the transaction values broken down by business partner. Here, too, you can of course filter by product and time period.





## Transaction values by product

The product-related equivalent of the overview by customer:  
Here you can see the transaction values broken down by product;  
conversely, you can filter by customer and time period.





## Scope 3 emissions

Here you can see the CO2 emissions of your sold products. They are an important piece of data for buyers on Metalshub, as they use the tool to determine the Scope 3 emissions (i.e. emissions along the entire supply chain) of their products.





## Service and training

We understand the challenges of implementing and using a new digital tool. That's why we're happy to go beyond this guide and training videos to provide you with the best possible support.



### Demos

We're also happy to explain Metalshub in person at any time upon request, and address any questions you may have. Ask for an appointment, or book a slot directly via the website. The demos are of course free of charge, last about 20 minutes (or longer if requested) and are available in DE, EN, ES, PRT and CN.



### Support

We can be reached at any time at **[supplier@metals-hub.com](mailto:supplier@metals-hub.com)**



**Act digitally.**  
**Manage modernly.**  
**Analyse simply.**  
Starting now. With Metalshub.

We wish you  
**much success!**



# Imprint

Metals Hub GmbH  
Platz der Ideen 2  
40476 Düsseldorf  
Email: [info@metals-hub.com](mailto:info@metals-hub.com)  
Phone: +49 211 976 33620

Managing Directors:  
Dr. Sebastian Kreft,  
Dr. Frank Jackel  
Court: Amtsgericht Düsseldorf  
Nr. HRB 79644

# THE FUTURE OF METALS TRADING.

---

Metalshub for Suppliers

