



Oracle Supplier Portal - User Account Policy

- **Company-related obligations:**

Responsibility. Your company is liable and shall be held accountable for all the actions being taken by the employees you requested a user account for, within the Supplier Portal. This responsibility remains even if the (former) employee is no longer part of your company. You are also responsible for maintaining the security and confidentiality of the user accounts and passwords, including by making your employees aware of the importance of security and confidentiality. Vopak will not be liable for any loss or damage arising from your or your employee's failure to comply with this security obligation.

Account. Only one account is authorized per person, and only one person is authorized to use any given account (accounts are unique and specific to one person only). Accounts must be registered and used by a human. It is not allowed to make use of "bots" or other automated methods to connect and use the system.

Deregistration information. You are responsible for initiating the deregistration process to deactivate user accounts when required, by informing Vopak if a user account linked to with your company must be deactivated. If a user is no longer part of your company and accesses the Supplier Portal using credentials tied to that user's company-related account, you will still be responsible for the actions taken by this user.

Deregistration process. To deregister or deactivate any user account(s), you must submit an email to your local procurement contact at Vopak identifying each user account (notably each user's first & last name and email address) that you would like to deactivate.

Violations. Vopak has the right to exclude your company from the tender at its sole discretion for any violation by your company or any of your employees of this Policy. Your company will compensate any damage resulting from your employees' behavior that is contrary to this Policy.

- **User-related obligations:**

Eligibility and user account data. You must be 18 years of age or older to request a user account, which requires a first and last name and a valid company-related (and not private) email address.

Confidentiality of user credentials. You are responsible for creating a secure account with a high standard of confidentiality. You are responsible for maintaining the security of your account and password. You are not allowed to share credentials or allow multiple people to use the same account. Vopak will not be held liable for any loss or damage from your failure to comply with this security obligation.

Restrictions. You may not use the Supplier Portal for any illegal or unauthorized purpose. You must not, in the use of the Supplier Portal, violate any laws in your jurisdiction, including, among other things, by:

- distributing any virus or other harmful or disruptive computer code, mechanism or program;
- interfering with or circumventing any security feature of the Supplier Portal or any feature that restricts or enforces limitations on use of or access to the Supplier Portal;
- infringing or violating the rights of any other party, including without limitation any intellectual property rights, including copyright laws, or rights of privacy or publicity;
- deliberately misleading anyone as to your identity, impersonating another, or falsely identifying the source of any information.

Violations. Any violation by you of this Policy may lead to the exclusion of your company from the tender at Vopak's sole discretion.