

Onboarding Guide via SSG Systems

Suppliers to SSAB mini-mill

*This guide explains, step-by-step, how main contractors and their subcontractors onboard into SSAB's processes using **SSG Supplier**, **SSG Site Staffing**, and **SSG On-site**.*

- 1. SSAB initiates the onboarding**
 - SSAB invites the main contractor to SSG Site Staffing.
 - This starts the entire chain of registrations and invitations.

- 2. The main contractor invites suppliers**

The main contractor performs the following steps:

 - Registers the company in SSG Supplier
 - Registers themselves and their employees in SSG Site Staffing
 - Invites their suppliers (subcontractors) via Site Staffing

- 3. Suppliers and subcontractors continue the chain**

Each supplier (and their potential subcontractors) must:

 - Accept the invitation from the higher-tier contractor via SSG Site Staffing
 - Register their company in SSG Supplier
 - Register their employees in Site Staffing
 - Invite their own subcontractors, if applicable

- 4. Employees: App setup**

Every individual who will work at an SSAB site must:

 - Download the SSG On-site app

- 5. Approval, introduction and becoming work-ready**

An access request is submitted in connection with pre-registration and enrolment in the Right to Work portal. Please refer to www.sistec.se/ssab. Once the enrolment has been approved, the employee receives an invitation to schedule the mandatory SSAB on-site introduction. After completing the introduction, a Right to Work check is performed, which includes:

 - Identity verification
 - Right to Work verification, including posting and work permits
 - Verification of required SSG training and certificates

When all steps have been fulfilled, the employee's access to the SSAB site is activated.

[Register your company
in SSG Supplier here](#)

SSG Support: +46 (0)60-14 15 10

Switchboard: +46 (0)60-14 15 00

Weekdays	07:00-16:00 (CEST/CET)
Day before public holiday	07:00-12:00 (CEST/CET)
Closed for lunch	12:00-13:00 (CEST/CET)