

Proprietary Notice

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1. General Information

1.1 About Treeni

Treeni is a software product company founded by sustainability professionals and technology experts. At the core of Treeni's offerings is the **resustain™ platform**, an integrated solution designed for enterprise-level sustainability data management and analytics.

The **resustain™ platform** enables organizations and their multidisciplinary teams to seamlessly integrate data from multiple sources, capture and measure **Environmental, Social, Governance, and Financial (ESG&F)** data, and access real-time analytics and insights. This supports informed decision-making across different levels of the organization.

1.2 Purpose of the Manual

This user manual is designed to guide vendors on how to access and use the Treeni Vendor Portal. The purpose of the Vendor Portal is to:

- Enable vendors to submit sustainability and ESG-related data digitally
- Reduce manual data sharing through emails or spreadsheets
- Ensure accurate, consistent, and timely data submission
- Improve transparency and data traceability

1.3 Getting Started

This section explains how vendors can register, log in, and begin the assessment process on the Vendor Portal.

1.4 Logging On

Step 1: Production URL: <https://esgfirst.resustain.io>

Once you click on the Production URL, you will be redirected to the login page as shown in **Figure 1**.

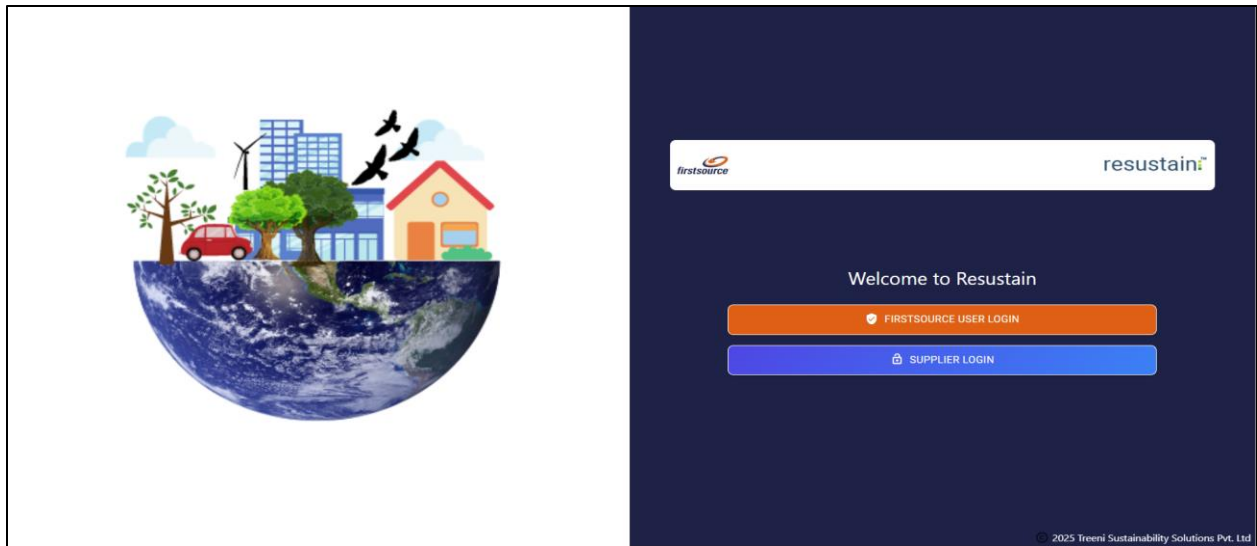


Fig.1 - Login page

Step 2: On the login page, click on “**Supplier Login.**” You will be redirected to the page shown in **Fig 2.**

Click on “New Vendor Portal Access.”

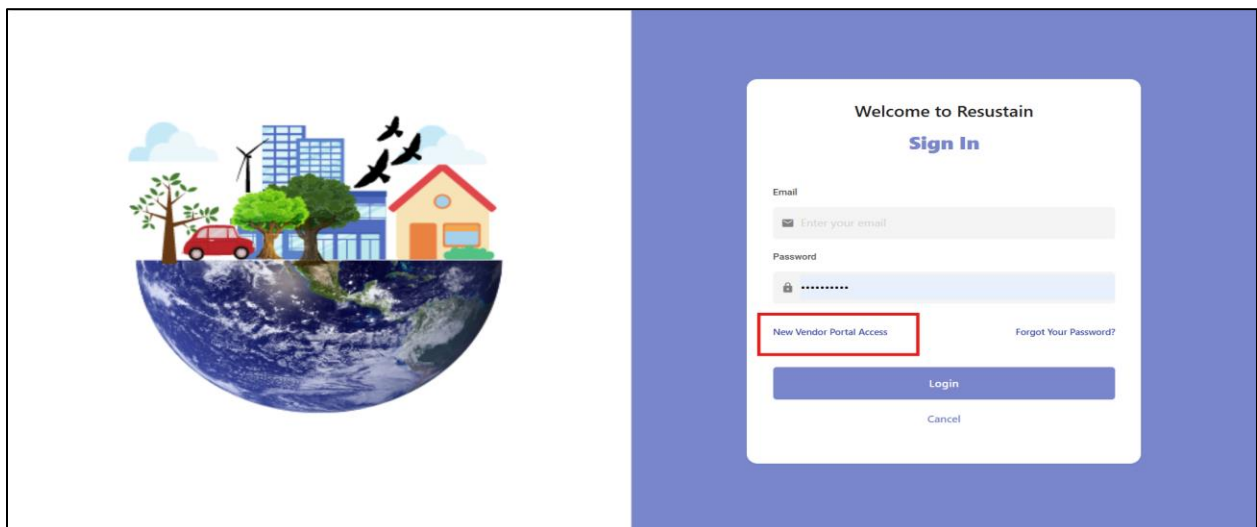


Fig. 2. Supplier Login Page

Step 3: After clicking on **New Vendor Portal Access**, you will be redirected to the **Vendor Registration** page. Carefully review all the details entered and click on the **Register** button.

VP Vendor Portal

[Login](#)

Vendor Registration

Please fill required details. After registration you'll receive a temporary password by email. [Already registered? Login here](#)

Vendor full name *
e.g. John Doe

Vendor email *
vendor@company.com

Vendor contact number *
98xxxxxxxx

Company name *
Company Pvt Ltd

Company email
info@company.com

Company contact number *
98xxxxxxxx

Product / Service offered
e.g. Packaging, Logistics

Clients using product/service
e.g. Retail, Pharma

Company address *
Street, City, State, Country

Register [Back to Main Site](#)

Support: support@yourdomain.com
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Fig. 3-Vendor Registration Page

Step 4: After successful registration, you will receive a **temporary password** via your registered email ID. Use the received email ID and temporary password to log in to the Vendor Portal.

Welcome to Vendor Portal

Hi **Rudali S,**

your account has been successfully created on Firstsource's ESG First platform. You can now log in to the Vendor Portal and proceed with the required ESG onboarding assessment

Email: rudali@treeni.com

Password: s3L%GtGasn1I

Please log in using the button below. You will be required to **change your password on first login.**

Login to Vendor Portal

⚠ For security reasons, do not share this password with anyone. If you did not request this account, please contact our support team immediately.

© 2025 Treeni Vendor Portal
This is an automated email. Please do not reply.

Fig.4- Receive Login Credentials

Step 5: On your first login, you will be prompted to update your password. Enter a new password as per the password policy, confirm it, and click on **Update Password**.

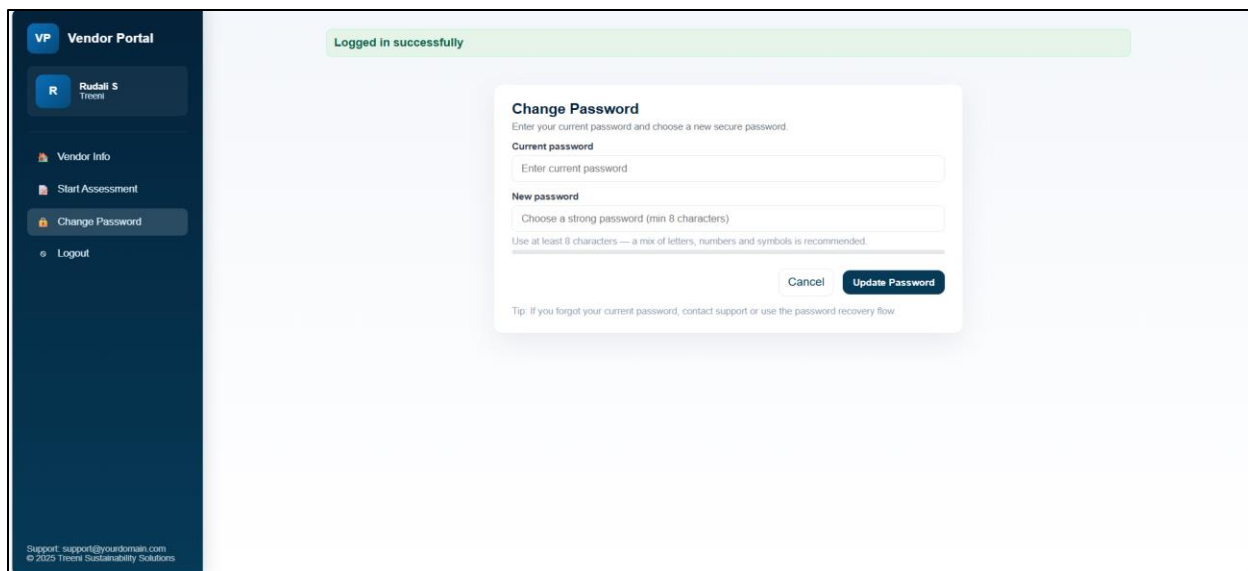


Fig. 5 – Update Password Screen

Step 6: Click on **Login**, enter your registered email ID and updated password, and then click on **Login**.

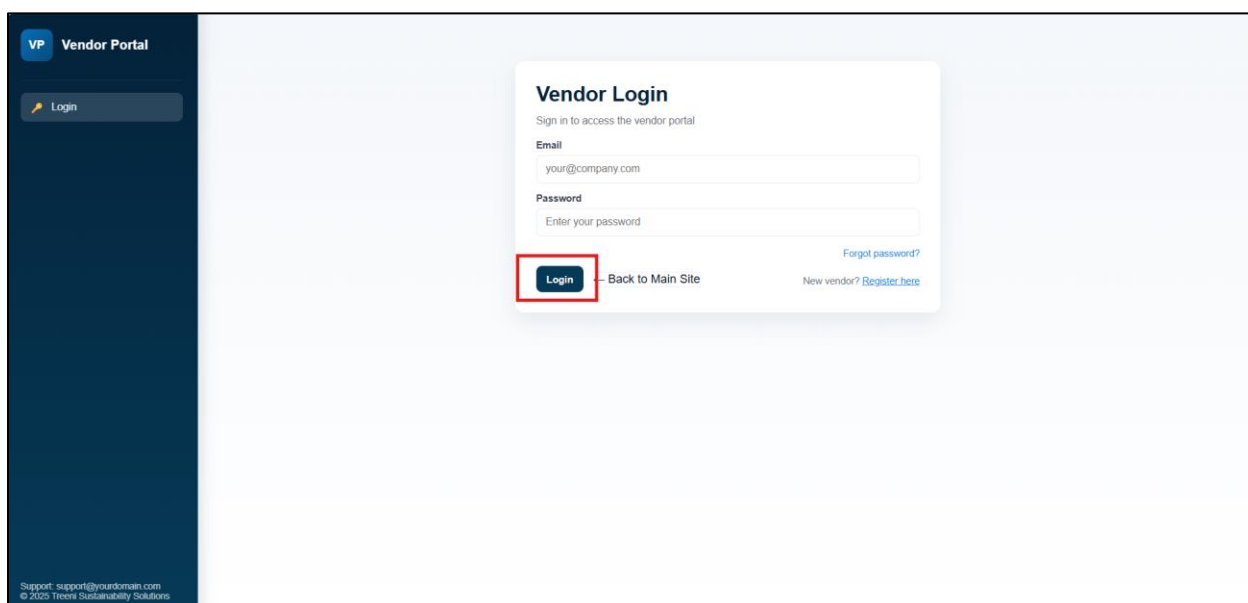


Fig. 6 – Login

Step 7: After successful login, the **Vendor Portal Dashboard** will be displayed. The left-side menu contains the following options:

- **Vendor Info:** View your company details and primary contact information.
- **Start Assessment:** Begin the supplier assessment process.
- **Change Password:** Update your account password.

- **Logout:** Exit the portal securely.

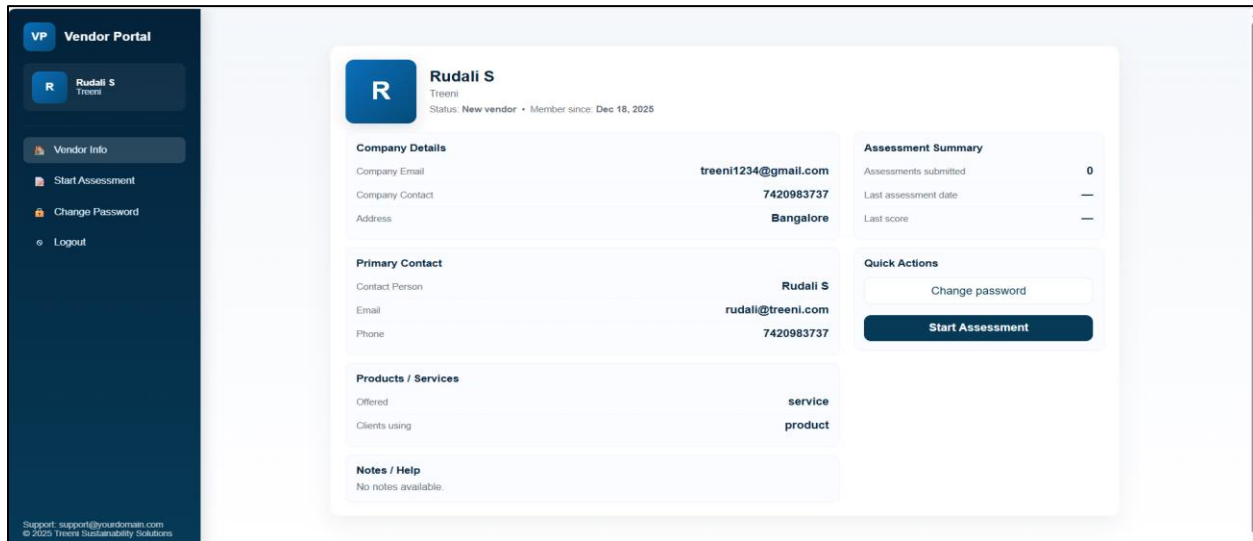


Fig. 7 –Vendor portal dashboard

Step 8: After clicking **Start Assessment**, you will be redirected to the **New Supplier ESG Assessment Page**.

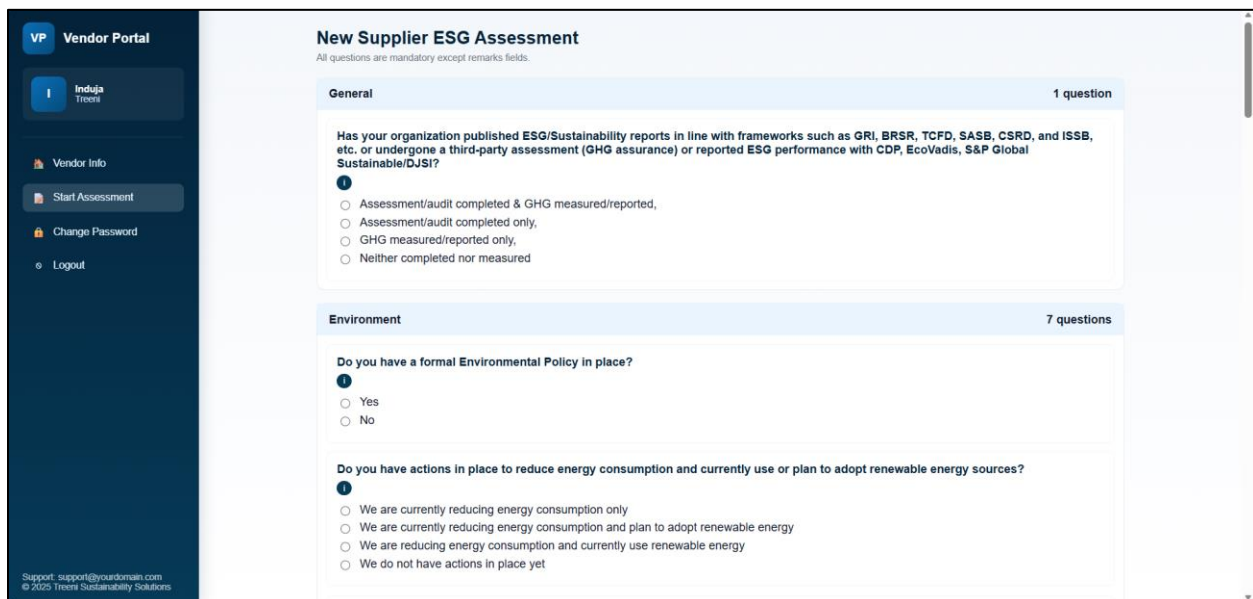


Fig. 8 –Vendor portal dashboard

Step 9: After answering all questions in the New supplier ESG Assessment, the **Submit Section** will be available at the bottom of the page with the following options:

- **Back to Dashboard:** Return to the main dashboard without saving.
- **Save Draft:** Save your progress and complete the assessment later.

- **Submit Assessment:** Finalize and submit your responses.

VP Vendor Portal

R Rudall S
Trees

Vendor Info

Start Assessment

Change Password

Logout

Support: support@yourdomain.com
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If yes, explain ESG risks in detailed

Has your organization had any confirmed incidents of corruption or bribery in the past 3 years? If yes, please provide the relevant details in the remarks column

☐ Yes
☐ No

Remarks for Governance section, if any

Do you want to highlight any other sustainability practices taken by your organization

Do you understand and acknowledge the contents of Firstsource's Supplier Code of Conduct and Sustainable Supply Chain Policy?

☐ Yes
☐ No

Do you acknowledge to take part in Firstsource's Annual ESG Supplier Score Card?

☐ Yes
☐ No

Back to Dashboard Save Draft **Submit Assessment**

Fig. 9 – Save Draft and Submit Assessment Options

Step 10: Once you click on **Submit Assessment**, you will be redirected to the **Assessment Summary Page**, where you can review your submitted responses.

VP Vendor Portal

D Dipali T
Trees

Vendor Info

View Assessment

Change Password

Logout

Support: support@yourdomain.com
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New Supplier ESG Assessment Submitted
Submitted on 2025 4:50 PM

Total Score
7.0/10

General

1. Has your organization published ESG/Sustainability reports in line with frameworks such as GRI, BRSR, TCFD, SASB, CSRD, and ISSB, etc. or undergone a third-party assessment (GHG assurance) or reported ESG performance with CDP, EcoVadis, S&P Global Sustainable/DSI?
Score **1.0**
Answer: Assessment/audit completed & GHG measured/reported,
Sub-category: General

Environment

1. Do you have a formal Environmental Policy in place?
Answer: Yes
Sub-category: Energy
Score **0.5**

2. Do you have actions in place to reduce energy consumption and currently use or plan to adopt renewable energy sources?
Answer: We are currently reducing energy consumption only
Sub-category: Energy
Score **0.25**

3. Does your organization measure and report GHG emissions?
Answer: Yes
Sub-category: Emission
Score **0.5**

4. Does your organization segregate waste into different categories such as hazardous, non-hazardous, recyclables (paper, ...)
Score

fig:10 - review your submitted responses

Note: The **Start Assessment** option will remain visible until the vendor submits the assessment. Once the assessment is successfully submitted, the **Start Assessment** button will automatically change to **View Assessment**, allowing the vendor to review the submitted responses.

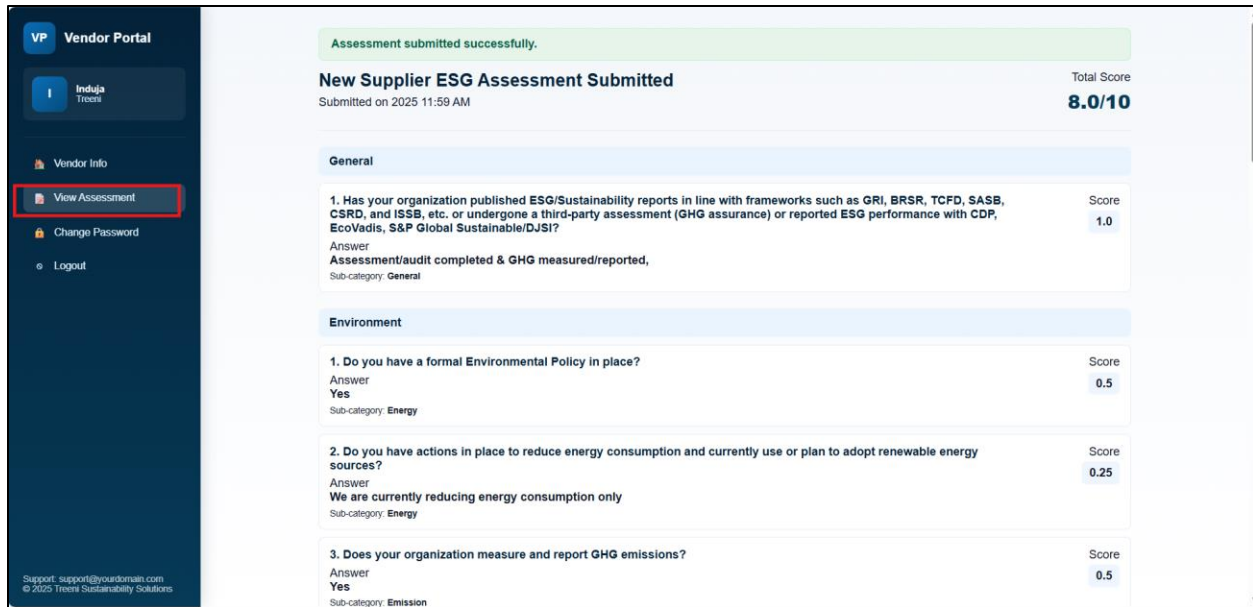


fig:11 - View Assessment

Step 11: After submitting the assessment and viewing the Assessment Summary page, vendors can click on **View Score Card** to view the ESG score generated based on their submitted responses.

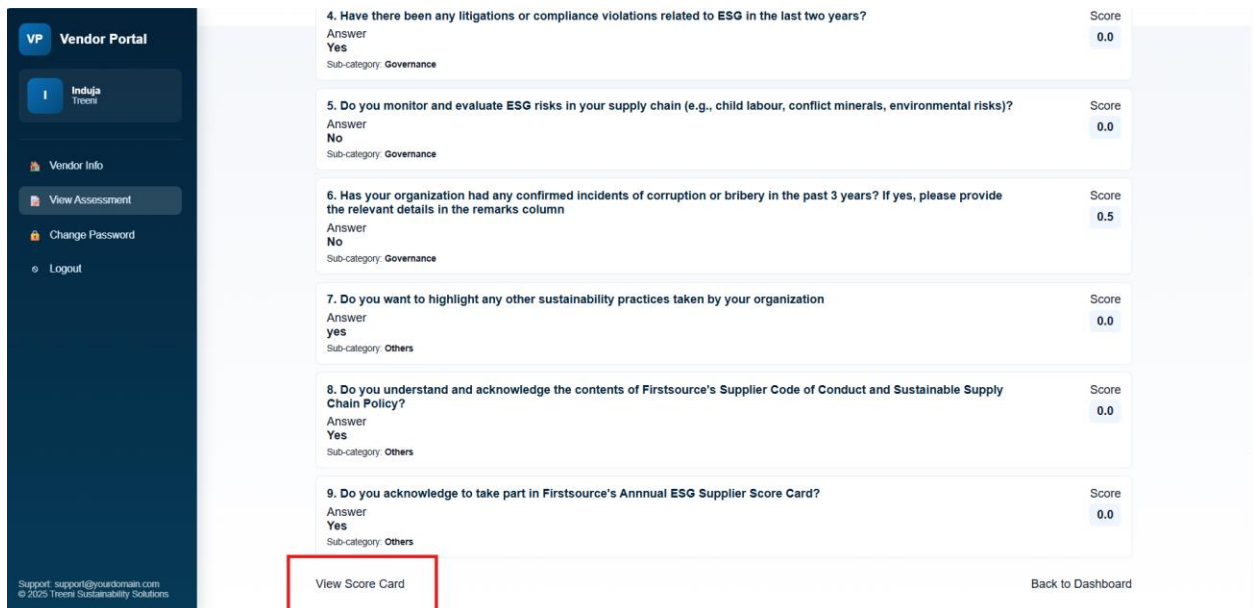


fig:12 - View Score card

Step 12: After clicking on **View Score Card**, the vendor will be redirected to the **Assessment Score Card** page. This page displays the **final weighted score** based on the responses submitted in the assessment.

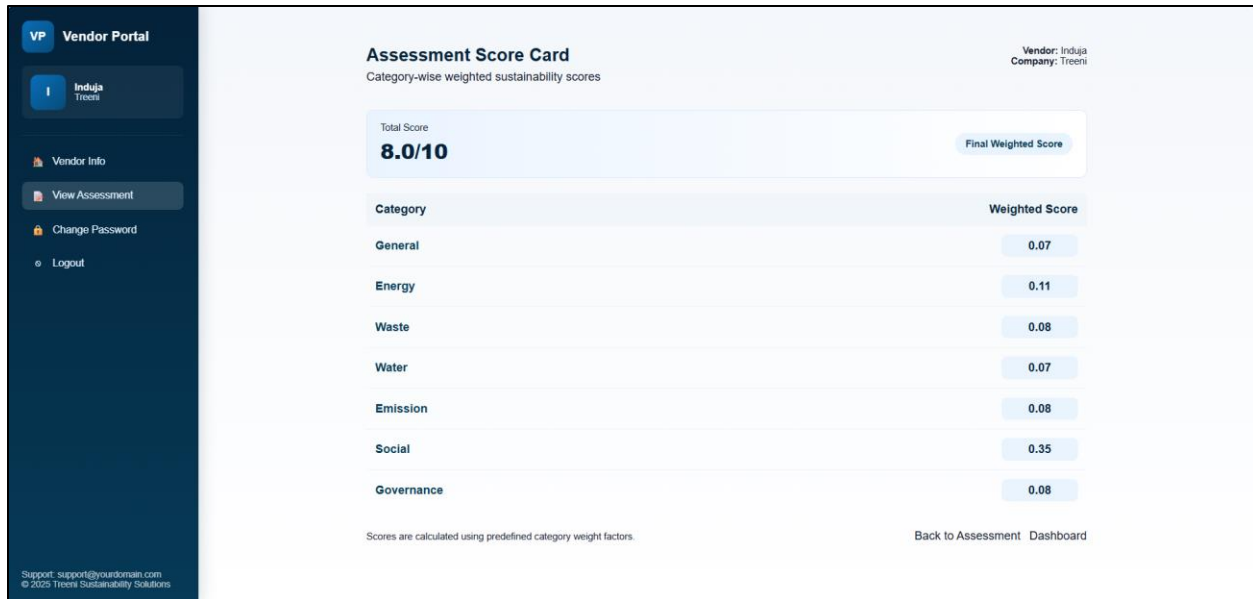


fig:12 – Final View Score card

Step 13: Once you successfully submit your New ESG Supplier assessment, you will receive an automated confirmation email.

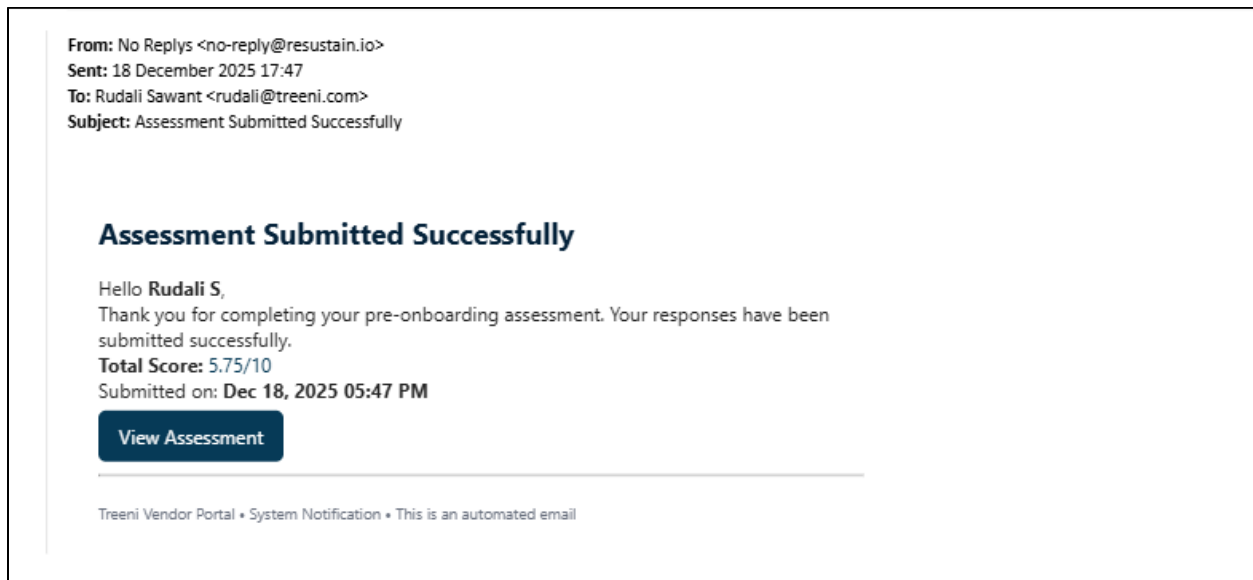


fig:11 –Assessment submitted successfully