

**Caverion**  
Botnia Mill Service



# Site Manager – ERP Service

<http://sitemanager.fi>

Suomeksi

SITE manager

Account

Password

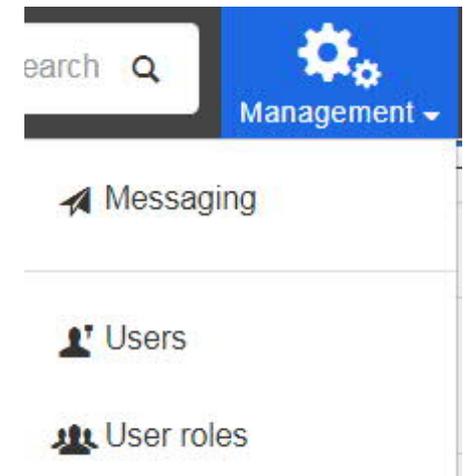
Show password

Enter username first

[Forgot your password?](#)

## Site Manager – ERP Service

- User rights to Site Manager service is sent to every contracts contact person
- User name is your e-mail address, password is given to you when you log in for the first time with an SMS
- When contract is created to Site Manager it send an e-mail to contact person automatically
- Company contact person can add other company contacts from *Management* -> *Users*
- Users of the company can see every detail on the site, company contracts, add people to service and give them access permits



**We recommend using the service with Chrome browser**

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## Site Manager – ERP Service

What should your company do...

1. Update the company info
2. Add personnel
3. Persons Finland's tax number and tax number registration
4. Add personnel's competences
5. Add personnel's access permits = site entry pass
6. Personnel's orientation
7. Personnel's approvals
8. Add subcontractors (if used)
9. Follow the Notifications on the dashboard and add/correct required details
10. Where to get the access tags

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# Site Manager – ERP Service

## 1. Update the company info

- This needs to be done before adding persons
- Fill in all the \* -marked fields
- Please note that the information is correctly filled in

Company info

Evaluation

Basic information

✓ Foreign reg GB792427602 Foreign business id

✓ Company Example Company

\* Home country Search countries

Address

Street address Street address

Post code Post code City

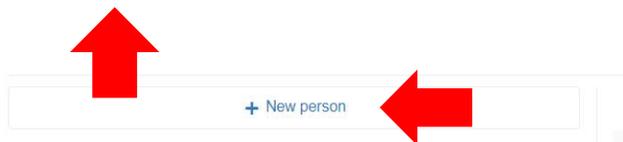
\* = Required info



# Site Manager – ERP Service

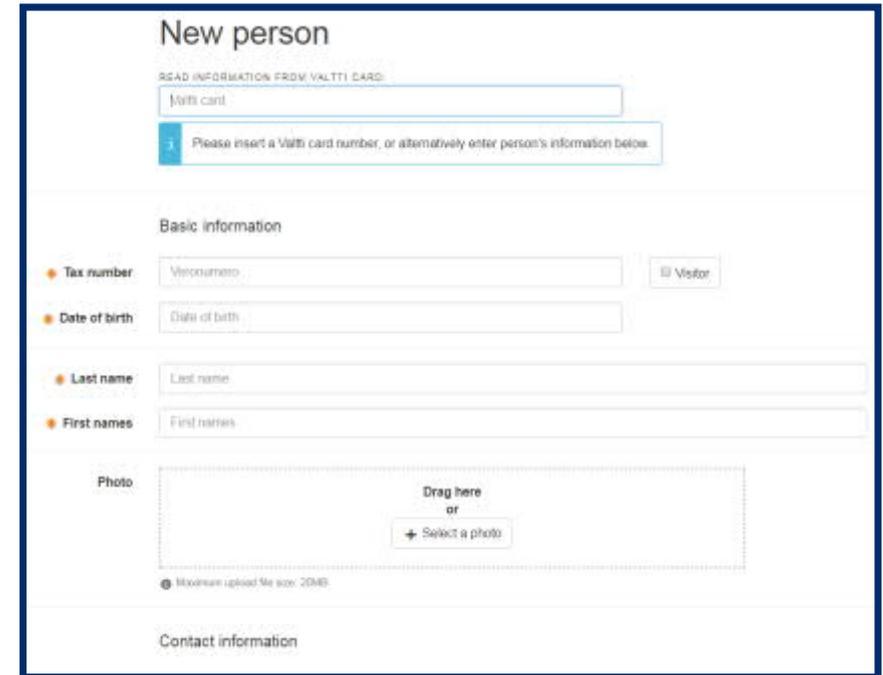
## 2. Add personnel

- Select *Persons* -> + *New person*
- Every person needs Finnish tax number
- Fill in all the \* -marked fields



NOTE: Finnish tax number

[https://www.vero.fi/en/individuals/tax-cards-and-tax-returns/arriving\\_in\\_finland/work\\_in\\_finland/working-in-construction/Tax\\_number/](https://www.vero.fi/en/individuals/tax-cards-and-tax-returns/arriving_in_finland/work_in_finland/working-in-construction/Tax_number/)



### Registering your tax number

Your tax number is not automatically added to the public register of tax numbers. If you wish for your tax number to be registered, you will need to request it. If you are an employee or self-employed, you can ask to be included in the register by calling the Tax Administration service number +358 29 497 070 or by visiting a Tax Administration office.

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# Site Manager – ERP Service

## 3. Persons Finland's tax number and tax number registration

- Invalid tax number can mean that the number is not registered in the Finnish tax number register
- When persons tax number doesn't belong to the tax number register the service can't send automatically information to Finnish tax office from the site
- Tax number must be in the register for working in the our site

Tax num.: 100015402009 

Basic information

✓ Tax number  Tax Administration: 

Check tax number manually ([www.vero.fi](http://www.vero.fi)) 

 Invalid tax number for 11 persons. ▼

**Registering your tax number**

Your tax number is not automatically added to the public register of tax numbers. If you wish for your tax number to be registered, you will need to request it. If you are an employee or self-employed, you can ask to be included in the register by calling the Tax Administration service number +358 29 497 070 or by visiting a Tax Administration office.

**NOTE:** Invalid tax number can also mean that the persons name is written differently in tax registration and in Site Manager



# Site Manager – ERP Service

## 4. Personnel's competences

- *Persons -> Search a person -> Open persons profile*

Summary Person info Tags Access permits **Competences**

+ New competence

Show only active All

Hot Work Certificate  
Valid until 8/2023  
Edit Remove

Hygieniapassi  
Valid indefinitely  
Edit Remove

Metsä Group turvallisuusperehdytys (internet)  
Valid until 24.02.2022  
Issued 24.02.2020  
Edit Remove

Occupational Safety Card  
Valid until 12/2020  
Edit Remove

Sähköturvallisuus SFS 6002  
Valid until 11/2023  
Edit Remove

Vuosihuoltoseisokin turvallisuusperehdytys 2020 (internet)  
Valid indefinitely  
Issued 27.02.2020  
Edit Remove

All persons:

- Occupational Safety Card
- Hot Work Certificate (if doing hot work)

All persons who work in our site must be valid Metsa Group safety learning

<https://www.metsagroup.com/fi/ota-yhteytta/Pages/Turvallisuusperehdytys.aspx>

On annual maintenance shutdown also its safety learning in the same address

*Metsa Group safety learning courses is automatically reflected in the person's qualifications after completion*

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## Site Manager – ERP Service

### 5. Add personnel's access permits

- Apply access permits by adding a work permit it equals mill entry pass
- Define time while the person actually will be on site
- *Persons -> find person*  
*-> Access permits -> +New access permit*

The screenshot displays the 'Persons' section of the Site Manager ERP Service. The top navigation bar includes 'Dashboard', 'Persons', 'Contracts', 'Working time', 'Safety', 'Companies', 'Sites', and 'Reports'. The main content area shows a search for 'MFK\_2018 METSA FIBRE KEMIN VUOSIHUOLTOSISOKKI 2018'. A search bar contains 'aksila' and a '+ New person' button. Below the search bar, there are checkboxes for 'Invalid tax number' and 'Awaiting orientation'. On the right, a card displays '1 person työmaalla MFK\_2018 Metsa Fibre Kemin Vuosihuoltoseisokki 2018' for 'Aksila, Minna' with tax number '100010152676'. Below the card, there are tabs for 'Person info', 'Access permits', 'Competences', and 'Hot work permits'. A separate window below shows the 'Access permits' section with a '+ New access permit' button. Red arrows indicate the flow: from the 'Persons' menu to the search bar, from the search bar to the 'Access permits' tab, and from the '+ New access permit' button to the 'Access permits' tab.

# Site Manager – ERP Service

## 5. Add person's access permits – FI citizens

- Choose correct site
  - Drop-down menu shows the sites that the company has attached to
- Choose correct employer
  - If the salary payer company is not found, go to section 7.
- Choose person for Foreman (if person is the Foreman)
- Add all the needed documents
- Define valid time
  - Work time in mill area
- Define contact person in mill
- Click *+Add and proceed to orientation*

**Site links**

Raskaan liikenteen turvallisuusperehdytys - Metsä Group(internet) / Heavy traffic safety training  
<https://www.metsagroup.com/fi/ota-yhteytta/Pages/Turvallisuusperehdytys.aspx>

Vaarojen tunnistus ja ilmoitus -lomakkeet / Hazard identification and notification  
<https://hse.metsagroup.com/ilmoita>

Turvallisuuden yleisperehdytys -Metsä Group (internet) / Safety learning - Metsä Group  
<https://www.metsagroup.com/fi/ota-yhteytta/Pages/Turvallisuusperehdytys.aspx>

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← Access permits

### New access permit

**Site** ✓ MFK\_2018 Metsa Fibre Kemin Vuosihuoltoseisokki 2018

**Visitor**  Visitor

**Employer** \* Search contracts

**Ammattinimike** Valitse ammattinimike

**Foreman**  Person serves a foreman on the site

**Buyer's contact person** ! Select a contract first

**Special requirements** ?  
 Vehicle permit needed

**Vehicle permit** ?

**Contact information**  
i Please make sure this person's contact information is up to date.

**Telephone** ✓ +358504092052

**Other information** Other information

**+ Add access permit**

**Add and proceed to orientation** >



# Site Manager – ERP Service

## 5. Add person's access permits – Non-FI citizens

- If a person is non-Finnish citizen it is mandatory to attach extra documents to the person's access permit
  - Passport or ID card is needed from non-FI citizens
  - All foreign work force are treated as a posted work force
- Notification of posting of workers
  - If it's made sure that the person isn't a posted worker, attached COA papers and the end date
  - If the person is a posted worker, attach the person's valid social security A1 certificate and the end date
- More info: <http://migri.fi/en/working-in-finland>
- Click *+Add and proceed to orientation*

The posted persons must have A1 / E101 certificates valid, signed, stamped and paid for by the company paying the winnings, the original versions must be available on site. A scanned copy should be attached to the person's site-specific information in Site Manager.

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Site links
Raskaan liikenteen turvallisuusperehdytys - Metsä Group(internet) / Heavy traffic safety training  <a href="https://www.metsagroup.com/fi/ota-yhteytta/Pages/Turvallisuusperehdytys.aspx">https://www.metsagroup.com/fi/ota-yhteytta/Pages/Turvallisuusperehdytys.aspx</a>
Vaarojen tunnistus ja ilmoitus -lomakkeet / Hazard identification and notification  <a href="https://hse.metsagroup.com/ilmoita">https://hse.metsagroup.com/ilmoita</a>
Turvallisuuden yleisperehdytys -Metsä Group (internet) / Safety learning - Metsä Group  <a href="https://www.metsagroup.com/fi/ota-yhteytta/Pages/Turvallisuusperehdytys.aspx">https://www.metsagroup.com/fi/ota-yhteytta/Pages/Turvallisuusperehdytys.aspx</a>



# Site Manager – ERP Service

## 6. Personnel's orientation

### Orientation

MFK\_2018 Metsä Fibre Kemin Vuosihuoltoseisokki 2018

**Employer:** Oy Botnia Mill Service Ab (Metsä Fibre Oy)

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**Id confirmed**

✓ **Confirmation**  Driver's license  Passport  Id card  Known

✓ **Date of birth**  [Verify persons identity](#)

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**Competences** [Ensure competences, add new if necessary](#)

**Existing**

Joutseno Metsä Fibren turvallisuusperehdytys Joutseno (Internet) (07.03.2020)	<a href="#">Edit</a>
Kemi Metsä Fibren turvallisuusperehdytys (Internet) (21.07.2019)	<a href="#">Edit</a>
Työturvallisuuskortti (12/2020)	<a href="#">Edit</a>
Äänekoski Metsä Fibren turvallisuusperehdytys(Internet) (13.04.2020)	<a href="#">Edit</a>
Hygieniapassi <b>Ended</b>	<a href="#">Edit</a>
Vuosihuoltoseisokkiperehdytys 2018 <b>Ended</b>	<a href="#">Edit</a>

[+ New competence](#)

### Orientation topics

**Topics covered during orientation**

- 1. Vuosihuoltoseisokin turvallisuusperehdytys 2018 (internet) / Annual Maintenance Shutdown safety learning 2018  
Voimassa kalenterivuoden 2018 / Valid for 2018
- 2. Tehtaan yleisperehdytys - Kemi (internet) / Safety learning - Kemi  
Voimassa 2 vuotta suorituspäivämäärästä / Valid for 2 years
- 3. Turvallisuus on ammattitaitoa - Kemi -Turvallisuus opas
- 4.

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✓ **Orientation date**

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[Add online signatures >](#) [Add signatures](#)

or

[Orient on paper](#) [Print orientation paper](#)

(Orientation form is available for printing after this step.)

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# Site Manager – ERP Service

## 6. Personnel's orientation

- Orientation links are found from *Sites Dashboard on Files*

The screenshot displays the Site Manager ERP Service interface. The top navigation bar includes icons for Dashboard, MG (location), Persons, Contractors, Check-in, Safety, Quality, Diary, Manage, and Reports. The breadcrumb trail shows: Front page > Sites > MFK-2020 MG Kemin kunn... The main title is 'MFK-2020 MG Kemin kunnossapitotyöt'. Below the title, contact information is provided: Tehdastie 94, 94200 Kemi – Site foreman: Sorsa, Juha, phone +358505437615, email juha.sorsa@caverion.com. A search bar is present with the text 'Enter search terms' and a note 'Search for persons, contractors and others...'. The interface features several tabs: Notifications, Overview, Graphs, and Files (which is active). The 'Files' section is divided into two columns. The left column, titled 'Site orientation material', contains a file named 'Turvallisuusopas\_Kemi 2019.pdf' (7.23 MB). The right column, titled 'General site documents', contains several files: 'Liikenneohje Kemin tehdasalue.pdf' (149.02 kB), 'LIITE 1\_Metsä Group Kemi pääportin ajolupa-anomus.DOCX' (106.46 kB), 'LIITE 3\_Metsä Group Kemi RASKAAN LIIKENTEEEN portin ajolupahakemus.docx' (107.26 kB), 'Site Manager käyttöohje BMS, MF ja MB.pdf' (614.40 kB), and 'Site Manager manual BMS, MF and MB.pdf' (668.51 kB). At the bottom, there is a 'Site links' section with three links: 'Raskaan liikenteen turvallisuusperehdytys - Metsä Group (internet) / Heavy traffic safety training' (https://www.metsagroup.com/f/ota-yhteytta/Pages/Turvallisuusperehdytys.aspx), 'Vaarojen tunnistus ja ilmoitus -lomakkeet / Hazard identification and notification' (https://hse.metsagroup.com/ilmotia), and 'Turvallisuuden yleisperehdytys -Metsä Group (internet) / Safety learning - Metsä Group' (https://www.metsagroup.com/f/ota-yhteytta/Pages/Turvallisuusperehdytys.aspx).

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# Site Manager – ERP Service

## 7. Personnel's approvals

### • Approved safety learnings

- Occupational safety card (Finland)
- SCC Basic Elements of Safety (Netherlands, Belgium, Austria, Germany, Switzerland), Personal Safety Logbook where are persons trainings
- SSG Entre (Sweden), Entre Safety Card, valid for 3 years
- FAS Safe Pass (Ireland), valid for 4 years
- ECITB/CCNSG Safety Passport Scheme (UK), CCNSG Safety Passport, valid for 3 years
- SPA Safety Pass (UK), Spa Passport, valid for 3 years
- CSCS Construction Skills certificate Scheme (UK), valid for 3 or 5 years
- OSHA Outreach Training Program (USA), OSHA Outreach, not a renewal obligation
- Norges Maritime Danningscenter (Norge),
- VCA (ANetherlands)
- SGU HSE examination (TÜV, Germany)

### • Approved hot work learnings

- Anyone who is involved in making a firework on a mill (workmanship, firing job) must have a valid Hot work licence(SPEK), (Finland)
- Certificate Heta Arbeten (Brandskyddsföreningen, Sweden), valid for 5 years
- Sertifikat Varme Arbeider (Norsk Brannvernforening, Norge), valid for 5 years
- Certifikat Varmt arbejde (Dansk Brand- og sikringsteknisk Institut, Danmark), valid for 5 years
- The above foreign hot work cards can be accepted when their holders are familiarized with the Finnish regulations and instructions on fire work.

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# Site Manager – ERP Service

## 8. Add subcontractors (if used)

- Go to *Contracts*
- Choose the right site
- *Create subcontractor*
- *Add employees* to subcontractor

The screenshot shows the Site Manager ERP Service interface. At the top, there is a navigation bar with icons for Dashboard, Persons, Contracts, Working time, Safety, Companies, Sites, and Reports. The 'Contracts' icon is highlighted with a red arrow. Below the navigation bar, there is a search bar with a red arrow pointing to it. To the right of the search bar, there is a dropdown menu showing 'MFK-2018 KEMIN KUNNOSSAPITOTYÖT 2018'. Below this, there is a '+ New contract' button. At the bottom, there is a search bar with the text 'Contract search' and a checkbox for 'Only active'. Below the search bar, there is a section for 'Active main contractor Metsä Fibre Oy'. Underneath, there is a 'Main contract' section with the dates '1.2.2017 – 31.12.2018' and 'Active employees: 0 / 0'. Below this, there are several buttons: 'Edit', 'Create subcontractor', 'Add employees', 'Foremen', 'New hot work permit', 'Documents for contractor's obligations', and 'Interrupt'. A red arrow points to the 'Create subcontractor' button.

more info <https://www.tilaajavastuu.fi/en/>)

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## Site Manager – ERP Service

9. Follow the Notifications on the Dashboard and add/correct required details
- On the right side of the *Dashboards Files* you will find all the *Training Materials*, *General Documents* and *Links* related to the site
  - Follow the notifications on your company at the *Dashboard* and correct any deficiencies

 **Blocks reports to Tax Administration**  
8 companies are missing some information. 

 17 contractors have no foreman with access permit. 

### EMPLOYEES

 Invalid tax number for 11 persons. 

 79 access permits awaiting approval. 

 62 competences have expired or are about to expire within 30 days. 



# Site Manager – ERP Service

## 10. Where to get the access tags

- In annual maintenance shutdowns, the tags are distributed from the outside of the gate parking spaces booth or from the main gate
  - More info on the tags in the *Dashboards Files*
- During other periods, the tags will be provided by the site administrator. See the top *Notifications* section on the *Dashboard*

**Attention:** The tags should be returned to the letterboxes outside of the gates at the end of the job!

**Metsä Fibre's Finnish pulp mills and sawmills and Metsä Board's mills start using VALTTIKORTTI, which will be required all of service providers from 1 June 2020.**

The VALTTIKORTTI is an electronic personal identification card which can be used as a keycard to the site. Valttikortti -card is valid for 5 years.

- Valttikortti is purchased by the service provider and can be ordered at <https://www.vastuugroup.fi/fi-fi/palvelut/valttikortti>
- In order to clarify the customer liability obligations, the service provider is obliged also register with the Trusted Partner Registry = Luotettava kumppani- registry
- In addition, the service provider is **required to register the tax number of its personnel to the tax number register of the tax administration**. If necessary, registration can be done on the website of the tax administration. Please note that even if an employee is assigned a Finnish tax number, they will not be automatically tagged tax number register, registration must be requested separately.

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# Thank you.



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[www.caverion.com](http://www.caverion.com)