



TRAINING MATERIAL SUPPLIER PORTAL

April 2019

MR



Registration

| Invitation for registration by MR

| Self registration

| Supplier questionnaire

Why did we establish a Supplier Portal?

The Reinhausen-Group is in a very dynamic and complex market with increasing requirements for the entire supply chain. Therefore the necessary optimizations of all processes are a permanent challenge, which we want to meet and which we have to meet.

Due to this fact Maschinenfabrik Reinhausen decided to implement a Supplier Relationship Management System (Pool4Tools electronic platform).

FREQUENTLY ASKED QUESTIONS

What is needed to use the portal?

- | You need a current version of an Internet browser
- | Using the portal is free of charge

Whom can I contact in case of questions?

- | With regards to content please contact your counterpart at Maschinenfabrik Reinhausen GmbH in Purchasing or Quality
- | In case of technical questions and problems please contact the support of Pool4Tool by phone +43-180 410 50 or e-mail jdsupport@jaggaer.com

FREQUENTLY ASKED QUESTIONS

It is important to know that your employee who registers at first is the administrator. What does this mean?

| Your administrator manages all users for your company

How long does it take to register?

| Input of contact data -> approx. 5-10 min

| After receipt of login details -> initial registration -> approx. 5-10 min

This has to be done within 48 hours.

| Filling out the questionnaire -> approx. 45 minutes

| After data input please press the "save" button

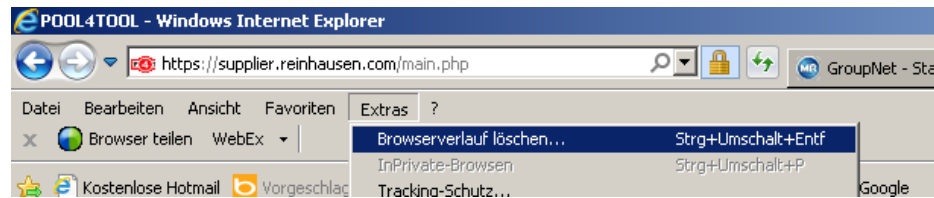
DATA WHICH SHOULD BE AVAILABLE IN ADVANCE

data which will be requested for the supplier questionnaire (mandatory fields)

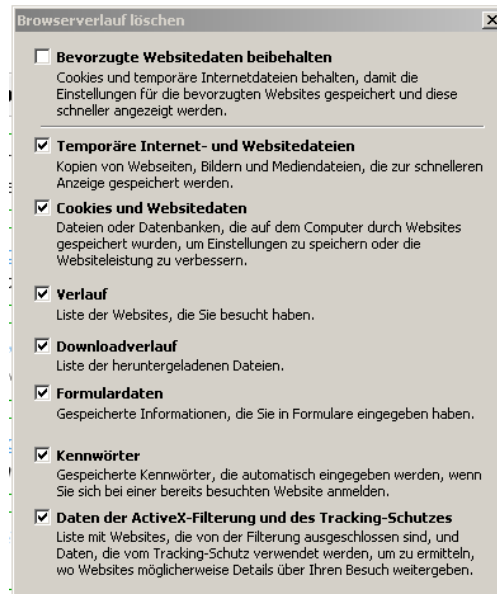
- | name of contact persons
- | number of employees in Administration, Production and in total
- | annual turnover: Year before last, previous year, current year, planned [Mio Euro]
- | export share in %
- | locations
- | which rank of turnover is MR?
- | main business strategy of your business
- | general or product liability insurance? If yes, max. limit of liability
- | risk management system?
- | main sales branches? [% share of sales] Automotive, Medical, Telecom, Industry, Others
- | main customers (company and market segment)
- | available production capacity (number of shifts, h/shift, days/week)
- | QM-System?
- | certified Environmental Management System? If yes, which standard (ISO 14001, EMAS)?
- | certified Work Safety Management System? If yes, which standard (OHAS 18001)?

BROWSER

Before your **1st Login** please delete the browsing history– this makes sure that the current version of the supplier portal is loaded. You can adjust this by clicking on " extra/deleting browser history" at the Internet Explorer :



Please change your settings:



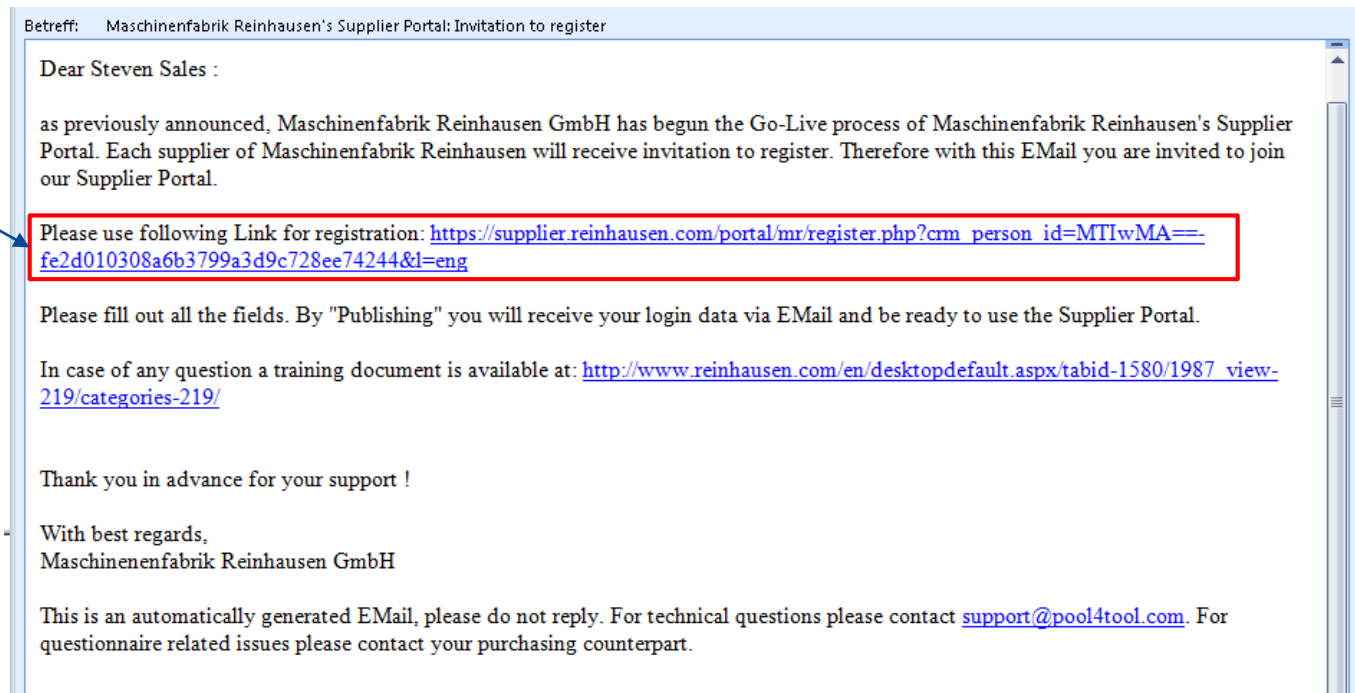


REGISTRATION

Already prequalified suppliers are invited to register by MR

I You will receive an Email which includes the link to your registration site.

Link to registration site



REGISTRATION

Please complete the registration site. You might update already prefilled information => check data

MASCHINENFABRIK REINHAUSEN REGISTRATION

GENERAL COMPANY DATA

Company name*

Street*

Street-number

Zip oode*

City*

--- Please select Country* ---

CONTACT PERSON DATA

--- Please select Salutation ---

First name*

Last name*

--- Please select Department ---

Include 0 before Cityoode

0 Telephone*

E-Mail*

Loginname*

Include 0 before Cityoode

0 Telephone*

Include 0 before Cityoode

0 Fax

E-Mail

Link to external site

D-U-N-S* [D-U-N-S](#)

CHECK DATA

Please enter the phone no in **all three** fields (1. field: international area code; 2. field: area code; 3. field: phone number)

Fax – number **ditto**.

mandantory fields are marked with *.

DUNS-No will be the unique identification for all suppliers in the future.

enter DUNS-No here.

REGISTRATION

I The "Send" button will appear when all mandatory fields are complete

MASCHINENFABRIK REINHAUSEN REGISTRATION

GENERAL COMPANY DATA	CONTACT PERSON DATA
Testing Company	Ms.
Test Ave	Sally
1158	Testing
12345	Sales
Testcity	<small>Include 0 before Citycode</small>
United States	US 0555 123456-8
<small>Include 0 before Citycode</small>	sally.testing@testing-company.com
US 0555 12356-0	sally.testing
<small>Include 0 before Citycode</small>	
US 0555 123456-1	
<small>Link to external site</small>	
123456789	

I After providing the data you will receive the following notification:

MASCHINENFABRIK REINHAUSEN REGISTRATION

Registration finished successfully.

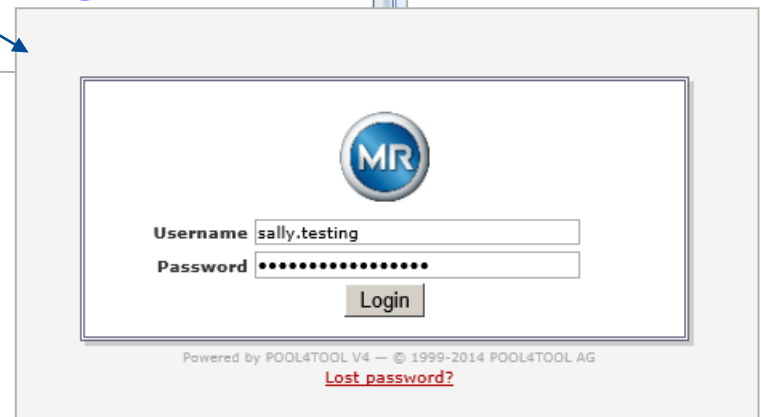
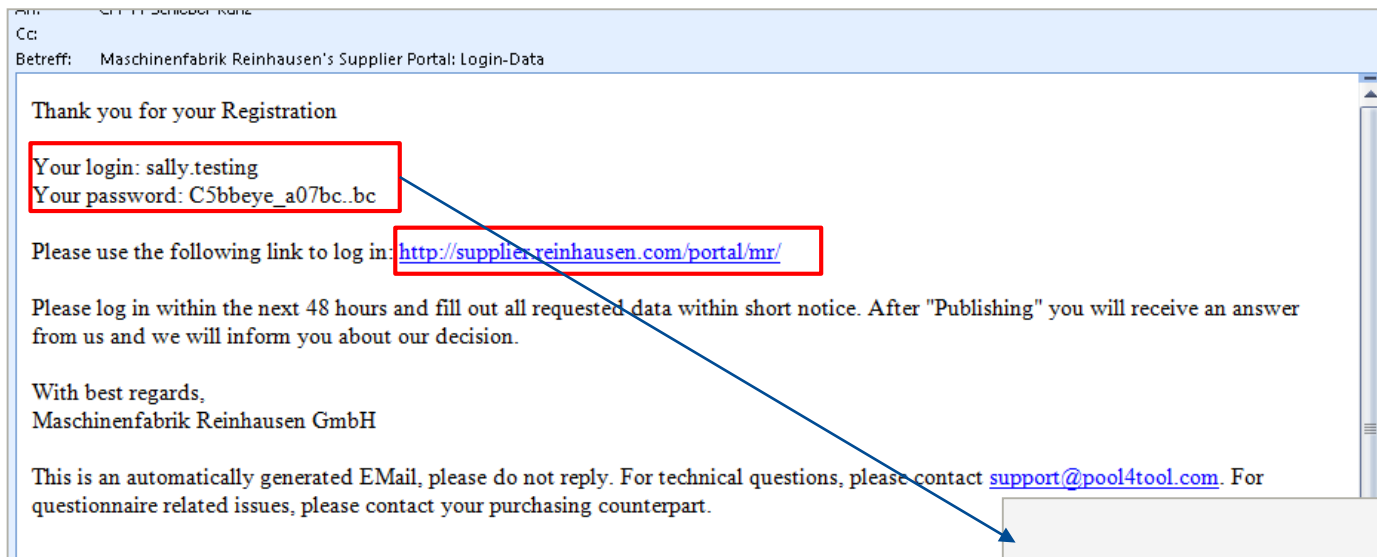
We thank you for your registration. You may now log into the Portal.

Your personal password has been sent to your email address.

AFTER RECEIPT OF THE REGISTRATION EMAIL

You will receive an email with the link as well as your first login data

Example:



SELF REGISTRATION

If you want to introduce yourself as a potential new supplier to MR please visit www.reinhausen.com -> suppliers -> Apply to be a MR supplier



PURCHASING



- LINKS
- ▶ [Apply to be a MR supplier](#)
 - ▶ [Corporate website for registered suppliers](#)
 - ▶ [To the download center](#)

I please click „Apply to be a MR supplier“.

The next steps are according to the instructions for prequalified suppliers

CHANGING YOUR PASSWORD

After your first login you will be requested to change your password



Change password

Save Reset

Change password

WARNING: You must change the password now!

We have a new set of password rules in place:

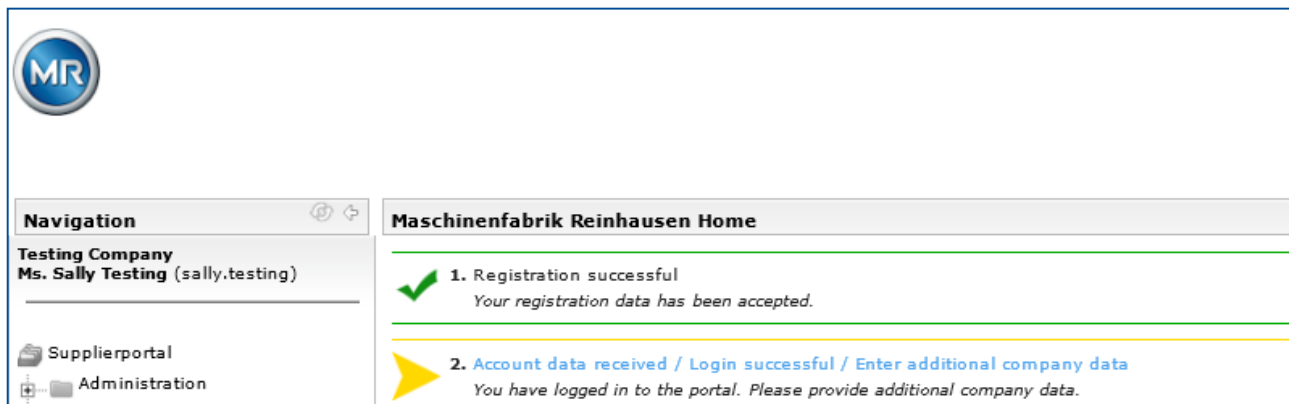
- ✘ Not one of the last 3 passwords
- ✘ Minimum of 8 characters
- ✘ Minimum of 1 special character (not A-Z or a-z or 0-9)
- ✘ Minimum of 1 number
- ✘ Minimum of 1 lower case letter and 1 upper case letter

Old password*

New password*

New password (re-enter)*

The registration can now be continued



MR

Navigation

Testing Company
Ms. Sally Testing (sally.testing)

Supplierportal

Administration

Maschinenfabrik Reinhausen Home

✓ **1. Registration successful**
Your registration data has been accepted.

➤ **2. Account data received / Login successful / Enter additional company data**
You have logged in to the portal. Please provide additional company data.

VERIFICATION CORPORATE DATA

Please fill out the supplier questionnaire step by step

2. Account data received / Login successful / Enter additional company data
You have logged in to the portal. Please provide additional company data.

Verify the corporate data and save it.

Navigation
Testing Company
Ms. Sally Testing (sally.testing)

- Supplierportal
- Administration
- Company profile
- Commodities
- Requests
- Actions
- Complaints
- Special releases

Company basic data

Save

Company basic data

Company name*: Testing Company

Street*: Test Ave

Street-number: 1158

Zip code: 12345

City*: Testcity

Country*: United States

Telephone*: Include 0 before Citycode
US 0555 12356-0

Fax: Include 0 before Citycode
US 0555 123456-1

E-Mail:

D-U-N-S*: Link to external site
123456789

Please define the contact persons



3. Contacts

Responsibilities for the different areas

| Add , update and /or delete contact persons

Navigation

Testing Company
Ms. Sally Testing (sally.testing)

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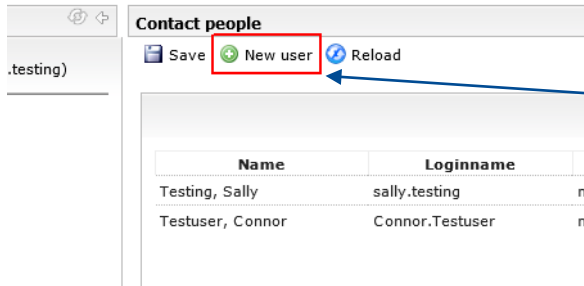
Contact people

Save New user Reload

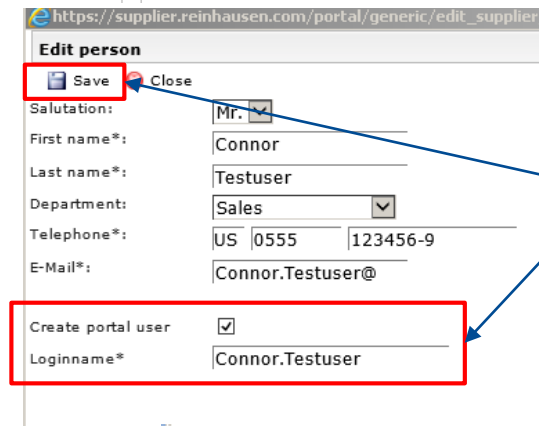
1 Entries found.

Name	Loginname	Email	Menu
Testing, Sally	sally.testing	m.schieber-kunz@reinhausen.com	

MAINTENANCE OF ADDITIONAL USERS



- | Please click on "new user" and maintain the data for a new contact person
- | Decide if this user should receive a separate login. If so please click on "create portal user". The login data will be provided to the maintained email-address
- | If all data is maintained, please "save" it



COMMODITY INPUT

If the contact persons are maintained the commodity input will be requested

✓ Responsibilities for the different areas

➤ 4. Material group assignment
Click here to get the list of material groups.

| Please select the commodity group. By selecting a higher-level group you can choose all subgroups or only individual ones (to see the subgroups please click on ⊕)

| Your main commodity is selected with the radio-button ☉

| Please save the data

| Please note: Radiobuttons ☉ can be selected only once. With a regular checkbox multiple selections are possible

The screenshot shows the Supplier Portal interface for 'Testing Company Ms. Sally Testing (sally.testing)'. The 'Commodities' section is active, displaying a 'Save' button and a message: 'Checkbox = Commodity, Radiobutton = Main commodity'. Below this, a list of commodity options is shown:

- 1 - SemiFinMat/Cut/Thermoplastics
- 2 - Finished prd.-therm.
- 3 - Profiles - thermoplastics
- 4 - Pressed parts therm.
- 5 - Transfer mold.,cast.

MAINTAINING YOUR COMPANY PROFILE

After selecting the commodities please fill out your company data

5. Fill profile

Please give the demanded information in the supplier profile.

- | Mandatory fields are marked with *
- | You can save your data at any time and continue later
- | By clicking on „save & next“ the next category opens automatically

Navigation

Testing Company
Ms. Sally Testing (sally.testing)

- Supplierportal
- Administration
- Company profile
- Commodities
- Requests
- Actions
- Complaints
- Special releases
- Contact people

Change supplier profile - General

Save Save & Next Print

⚠ Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!

Sections containing empty mandatory fields:

- General
- Products
- Business
- Logistics
- Quality
- Environment

Mandatory fields filling progress: 0%

General

	Name	Telephone/fax	e-mail address
Company management*	Testing Hugh		
Sales management*	Testing Sally		
Plant management			
Quality management*	Quality Matt		
Eco representative			
Contract processing			

Number of employees	last year	this year	next year
a) Administration*	120	120	120
b) Production*	100	100	100
Total*	250	250	250

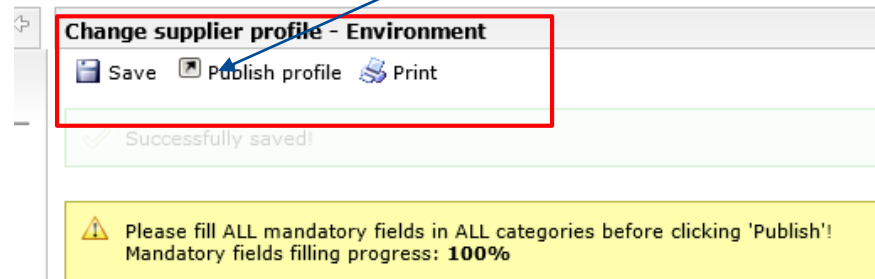
Annual sales	Year before last	last year	this year
in millions of Euros*	480000	490000	500000
Export share*	100000	110000	120000

Number of locations* 123

Locations*

REGISTRATION COMPLETION

To complete your registration please click on "publish profile"



If all requested information is available and your profile is published MR is able to see it



6. Publish profile

Please publish the supplier profile after entering all information.

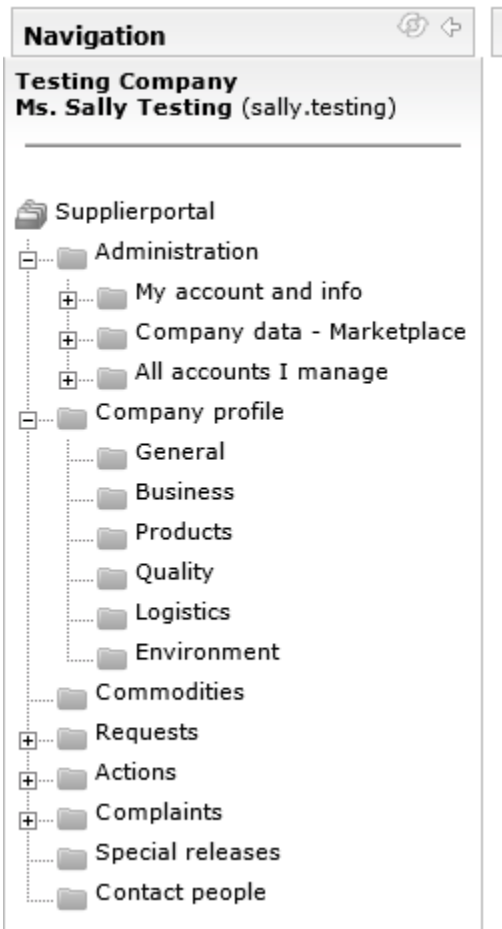


Registration process completed. The approval workflow was started.

Thank you for registering!

IMPORTANT INFORMATION REGARDING YOUR DATA

All information which is maintained by you can be changed **only by you**



- | Change your password and your user data
- | Maintain basic data of your company profile
- | Maintenance of new users (only admin -> always the first user of a company)
- | Maintenance of commodity groups
- | Maintenance of your company profile (supplier questionnaire)

THE POWER BEHIND POWER.

www.reinhausen.com

