



Automation by innovation.



Documentation Supplier Registration

Change History

Revision	Created by	Create date/Change date	Reason for Change
0	Bod	20.1.2015	Initial creation of documentation Supplier Registration

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1 General

The Supplier Registration process of KEBA provides all potential suppliers the possibility to get in contact with the purchasing department of KEBA in a structured and formal way. The registration process is the first step to become approved supplier at KEBA and is mandatory for all potential suppliers.

The registration process is a multi-stage process.

In the first stage you fill out your general company and contact data, before you have to fill out the “Small Supplier Profile”. The small supplier profile contains mainly general questions to your company. After releasing the small profile the responsible lead buyer will check your profile.

If the information is Ok in terms of content and completeness you are invited to fill out the “Big Supplier Profile”. The results of the big profile will also be checked by the responsible lead buyer. The big supplier profile contains further, more detailed questions to your company depending on the chosen “type of business”.

If the content and the completeness of your answers meet the expectations of KEBA, you will be released for the KEBA Supplier Data Base and get the status “Released for RFQ” (Request for Quotation).

If questions occur during the process or if results are not satisfying for KEBA, you will be contacted via email by the purchasing department.

This documentation should provide assistance for answering the questions, help to avoid any misunderstandings and ensure an efficient run through the process.

Mandatory questions are marked with „*“. These questions have to be answered completely to release the profiles. Optional questions must not be answered, though completeness will be valued and well considered in the decision process.

You can stop the process and save the answers at any point in the process. When you enter again later, all answers are available and you can move on with answering the questions.

If further questions occur, do not hesitate to contact the sourcing department of KEBA (sourcing@keba.com).

2 First Time Registration – General Data

By choosing <https://www.pool4tool.com/portal/keba/register.php?!=eng> you can start with the registration.

I'm already a supplier for POOL4TOOL

General company data

Company name*: Bodis Body Shop
Street*: Body Street
Street-number*: 6
Zip code*: 4041
City*: Bodcity
Country*: Austria
Currency*: EUR - Euro
Telephone: 43 01 546578
43 732 123456
Fax: 43 732 654321
E-Mail: bod@keba.com
D-U-N-S:
Homepage: www.bodis-body-shop.com

If you already have a Pool4Tool Account, you can move on without fill out this form by setting the flag.

Contact person data

Salutation*: Mr.
First name*: Body
Last name*: Bod
Department*: Administration
Telephone*: 43 732 123456
Mobile: 43 664 9876541
Fax: 43 732 123456
E-Mail*: bod@keba.com
Loginname*: body.bod

If you want to publish your company data at the Pool4Tool Market Place, please set the flag. For applying as a supplier for KEBA this is not necessary.

I agree that POOL4TOOL AG uses the data, entered in the course of the registration on the supplier portal of KEBA, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of POOL4TOOL to have access via the 2relation.com platform.
The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.

By pressing the „check data“ button you can check if you have filled out the form completely . If yes, the button changes to “send” and you can complete the first step of the registration by pressing the button.

After sending the form the following screen appears and you will receive an email with the login data for the portal.



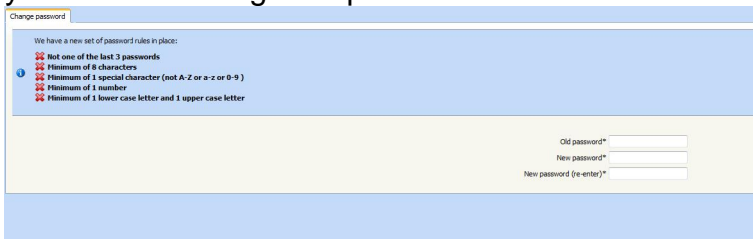
Registration finished successfully.

We thank you for your registration.
You may now log into the Portal.
Your personal password has been
sent to your email address.

After the initial log in



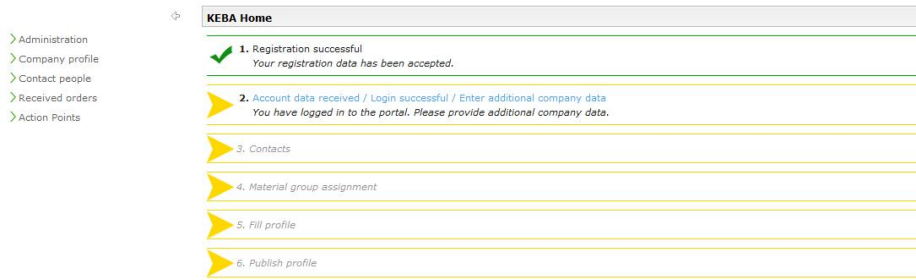
you have to change the password:



Please consider the password rules!

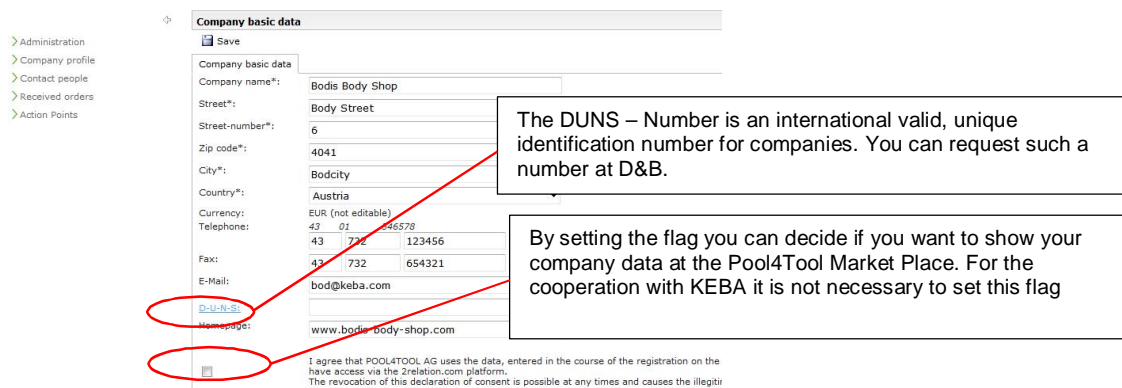
Now you are registered to the portal and can start answering the questions for the small supplier profile.

3 Small Supplier Profile



The green ticks and the yellow arrowheads show the progress of the registration.

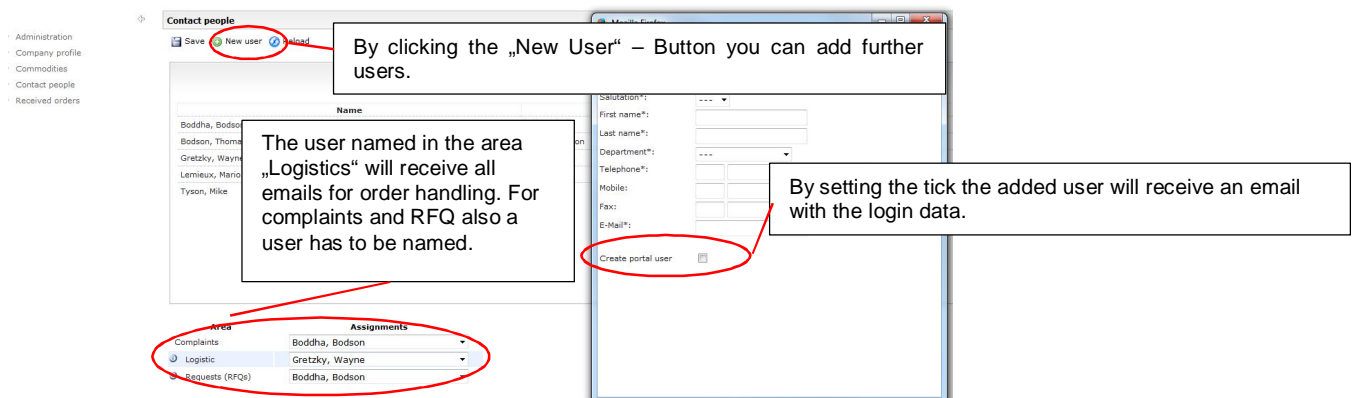
3.1 Additional Company Data:



Here you can double check if company data is correct and complete.

By pressing the „save“ – button you will be moved to the next screen “Contacts”.

3.2 Maintenance of (further) Contact People:



You can add further users at a later point as well in the area „Contact People“ in the portal.

By clicking the „Save“ – Button you will be moved to the next screen “Material Group Assignment”.

3.3 Material Group Assignment:

Here you can choose the material groups you want to apply for. You can choose more material groups than one (square checkbox). Additionally you must choose a primary material group (round check box). The primary material group should correspond to the main group you want to apply for. If you cannot find an exactly named material group please choose on, that comes next to your material groups.

The screenshot shows a web interface for selecting material groups. On the left is a navigation menu with items: Administration, Company profile, Contact people, Received orders, and Action Points. The main area is titled 'Commodities' and contains a 'Save' button, 'Expand all', and 'Collapse all' options. Below this is a blue instruction bar: 'Please choose the commodities you want to deliver to our cc'. A search bar labeled 'search commodities:' is present. The main list shows various categories with expandable icons and checkboxes. A red oval highlights the 'Touch sensors resistive' option, which has a selected round radio button. A red line points from a text box to the 'Displays & Touches' category, which has a selected square checkbox. Another red line points from a text box to the 'Touch sensors resistive' option, which has a selected round radio button.

Administration
> Company profile
> Contact people
> Received orders
> Action Points

Commodities
Save Expand all Collapse all
Please choose the commodities you want to deliver to our cc

search commodities:

System Components
Drives
Displays & Touches
LED displays
LCD displays
Touch sensors resistive
Touch sensors capacitive
projectiveTouchsolution
PC Components
Monitors
Software
Metal Parts
Casted
Sheet Metal Parts
Heavy metal+assemblies
Turning & Milling Parts
Extruded Parts
Plastic Parts

Choosing more material groups is possible!

Primary material group must be chosen!

By clicking the „Save“ – Button you will be moved to the next screen „Fill Profile”.

3.4 Fill Profile:

Change supplier profile - General

Save Save & Next Publish profile Print

Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!
Sections containing empty mandatory fields:

- Ownership
- General
- Business
- Products
- Certificates
- Environment
- Technical

Mandatory fields filling progress: 56%

Manufacturer* ---
Distributor* ---
Service Provider* ---

Company Language* ---
Do have a VAT Number?* ---

Mitarbeiter

Total* 123 Sales* 123 Administration* 123 Production 123* Development 123*

Are english speaking employees available for communication to customer?* ---

By selection of Manufacturer/Distributor/Service Provider yes or no all relevant questions for one of the categories are shown:

- Producing companies must select manufacturer
- Distributors and dealers must choose distributor
- Companies from the service industry must choose service provider

The other categories can be answered with no.

If you choose more than one category, more questions have to be answered in the big supplier profile.

Total employees do not have to correspond with employees per area.

By clicking the „Save & Next“ – Button you will be moved to the next screen „Ownership“.

3.4.1 Ownership:

Change supplier profile - Ownership

Save Save & Next Publish profile Print

Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!
Sections containing empty mandatory fields:

- Ownership
- Business
- Products
- Certificates
- Environment
- Technical

Mandatory fields filling progress: 70%

legal form of company* limited company
Year of foundation* 1969
Head Office* Linz
Group Affiliation* Ja
Holding Company* Uni Lever
affiliated companies 14

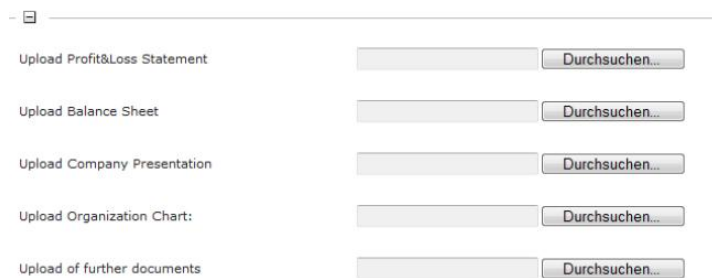
If you have more than three affiliated company please name the three most important ones for our business.

By clicking the „Save & Next“ – Button you will be moved to the next screen „Business“.

3.4.2 Business:

The more you fill out the questions relating to your business and financial situation completely, the faster you can run through the registration process. Beside this you can avoid further inquiries, which also would stop the registration process.

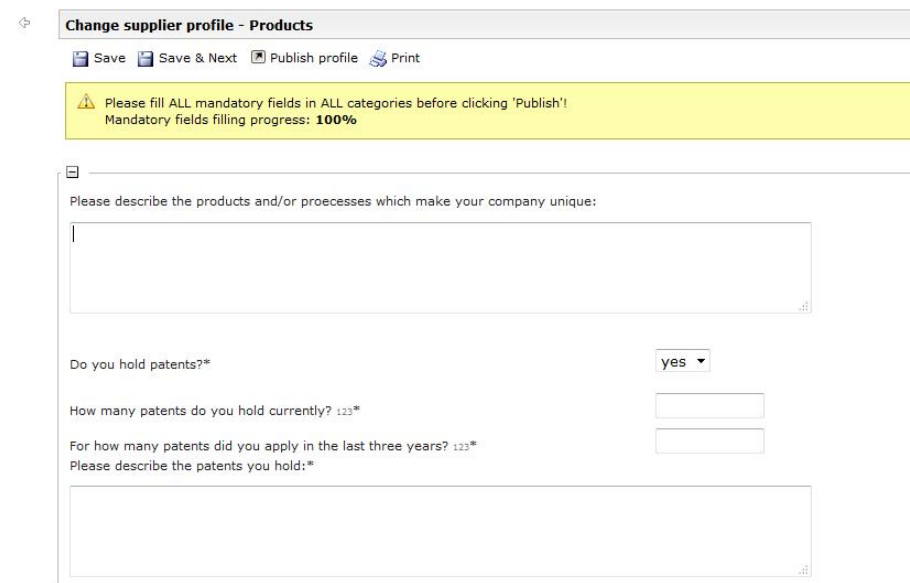
Additionally you can upload relevant documents. Of course these documents will be kept confidentially by KEBA.



A screenshot of a web form section for document uploads. It features five rows, each with a label on the left, a text input field in the middle, and a 'Durchsuchen...' (Search) button on the right. The labels are: 'Upload Profit&Loss Statement', 'Upload Balance Sheet', 'Upload Company Presentation', 'Upload Organization Chart:', and 'Upload of further documents'.

By clicking the „Save & Next“ – Button you will be moved to the next screen „Products“.

3.4.3 Products:



A screenshot of a web form titled 'Change supplier profile - Products'. At the top, there are navigation buttons: 'Save', 'Save & Next', 'Publish profile', and 'Print'. Below this is a yellow warning box with a triangle icon, containing the text: 'Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!' and 'Mandatory fields filling progress: 100%'. The main form area contains a text input field with the prompt 'Please describe the products and/or proecesses which make your company unique:'. Below this are three questions: 'Do you hold patents?*' with a dropdown menu showing 'yes'; 'How many patents do you hold currently? 123*' with a text input field; and 'For how many patents did you apply in the last three years? 123*' with a text input field. At the bottom, there is a text input field with the prompt 'Please describe the patents you hold:*'.

Here you can inform us, what makes your company or your products unique. Beside this you can inform us about patents you actually hold, which could have impact on the cooperation with KEBA.

By clicking the „Save & Next“ – Button you will be moved to the next screen „Technical“.

3.4.4 Technical:

Lieferantenprofil ändern - Technisches

Speichern Speichern & Weiter Veröffentlichen Drucken

⚠ Bitte füllen Sie ALLE Pflichtfelder in ALLEN Kategorien aus und klicken Sie anschließend auf 'Veröffentlichen!' Kategorien, in welchen sich leere Pflichtfelder befinden:

- Zertifikate
- Umwelt
- Technisches

Fortschritt beim Pflegen der Pflichtfelder: 71%

IT Infrastruktur

Verwenden Sie ein ERP-System?*

Welcher ERP System setzen Sie ein?*

betreiben Sie eine FTP Seite?*

Arbeiten Sie bereits mit Lieferantenportalen?*

Gibt es die Möglichkeit einer EDI Anbindung?*

By clicking the „Save & Next“ – Button you will be moved to the next screen „Certificates“.

3.4.5 Certificates:

Here you can select the certificates you hold in your company. In the big supplier profile further questions will be asked and you can name additional certificates.

Change supplier profile - Certificates

Save Save & Next Publish profile Print

⚠ Please fill ALL mandatory fields in ALL categories before clicking 'Publish!' Sections containing empty mandatory fields:

- Certificates
- Environment

Mandatory fields filling progress: 87%

Certifications

Certified according to ISO 9000ff?*

Certified according to DIN EN ISO 14001?*

By clicking the „Save & Next“ – Button you will be moved to the next screen „Environment“.

3.4.6 Environment:

Change supplier profile - Environment

Save Publish profile Print

Please fill ALL mandatory fields in ALL categories before clicking 'Publish!'
Sections containing empty mandatory fields:

- Environment

Mandatory fields filling progress: 91%

Will the mentioned Guidelines and Regulations be carried out accordingly?

ROHS Directive 2001/65/EC*	yes
REACH Directive (EC) 1907/2006 incl. Article 33 obligation for information*	yes
Packaging Directive 94/62/EC*	yes
Battery Directive 2006/66*	yes
Restrictions on marketing and use of certain dangerous substances and preparations according to REACH Regulation 1907/2006 Annex XVII & Annex XIV:*	yes

Which insurances can you provide (product liability, fire,...)? limit of liability in Euro 123

Please confirm that you accept, keep and support the KEBA Code of Conduct.* **ja**

[Link KEBA Code of Conduct](#)

KEBA only cooperates with partners, who accept, support and execute the KEBA Code of Conduct for their self's and also in cooperation with their partners.

3.4.7 Breaks and restart during registration process

Je can stop at every point during the registration process by clicking the “Save”-Button and restart at a later point. All answers will be available when entering the portal again.

To navigate through the profiles you can use “save & Next”-Button or the menu tree in the area “Company Profile” to move between the different categories.

Beside this you can also change basic data, contact persons or commodities until you publish your profile.

Administration
Company profile
General
Ownership
Business
Products
Technical
Certifications
Environment
Commodities
Contact people
Received orders

Use menu tree for navigation through the supplier profile.

3.4.8 Publish Small Supplier Profile

After you have answered all mandatory questions, you should save the profile again. “Mandatory fields filling progress” will show 100%. After that you can publish the profile.

Change supplier profile - General

Save Save & Next Publish profile Print

Please fill ALL mandatory fields in ALL categories before clicking 'Publish!' Mandatory fields filling progress: 100%

Type of business

KEBA 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.
3. Contacts
Responsibilities for the different areas
4. Material group assignment
Click here to get the list of material groups.
5. Fill profile
Please give the demanded information in the supplier profile.
6. Publish profile
Please publish the supplier profile after entering all information.

Registration process completed. The approval workflow was started.
Thank you for registering!

3.4.9 Clearance of Supplier Profile by KEBA

In the next stage the small supplier profile is cleared by the purchasing department of KEBA.

Depending on the content and the completeness of the information you provide the next steps are decided:

- Content and completeness OK: Supplier is invited via email to fill out the big supplier profile.
- Content and completeness requires further inquiries: Purchasing contacts supplier via email.
- Contents and/or completeness is not OK: Supplier is rejected and the registration process is stopped. Supplier will be informed via email.

3.4.9.1 Further inquiries to Supplier Profile by KEBA

If any questions occur, the responsible purchaser will contact you via email. The profile will be reopened and you can answer the questions in the portal.

After answering the questions please save and publish the profile again.

4 Big Supplier Profile

In this stage you are invited to answer more detailed questions to your company. The further questions can be found in the sections „General“ and „Certificates“.

To keep it short from now on only open questions will be explained in this documentation.

KEBA 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.
- 3. Contacts
Responsibilities for the different areas
- 4. Material group assignment
Click here to get the list of material groups.
- 5. Fill profile
Please give the demanded information in the supplier profile.
- 6. Publish profile
Please publish the supplier profile after entering all information.
- 7. Fill extended profile
Please give the demanded information in the extended supplier profile.
- 8. Publish extended profile

4.1 Further Questions in the section „General“:

4.1.1 Development Services:

Development

Do you provide development services?*

Please name the services you provide:*

Hardware design

Head Count ¹²³*

Software Design

Head Count ¹²³*

Industrial Design

If you provide development services, please name each service in one field.

This is also requested for the questions to software tools and data formats.

4.1.2 Internal Manufacturing Steps:

Production
Which manufacturing steps are conducted internally?*

Laser Cutting	Stamping
Milling	Glass Cutting
Display Assembly	

Please describe your internal production steps and use one field per step.

4.1.3 External Manufacturing Steps:

Please name the manufacturing steps you conduct externally:

Powder Coating
Galvanizing

Please name external manufacturing steps and use one field per step.

4.1.4 Bottle Necks:

Do you have bottlenecks in your production?*

Please name the bottlenecks:

Laser Cutting
Run In Test

If you have bottle necks in you company, please name the bottle necks and use one field per bottle neck.

4.1.5 Development:

Do you have a documented development process?*

Please explain in short words:

Specify - release by control board - develop -test- review

Please upload relevant documents if available:

comfort.JPG

Durchsuchen...

If you provide development services, you are invited to answer more detailed questions to your development process here. The size of the fields are changeable by "Drag&Drop".

Please also upload all relevant documents.

For development risks and quality measures in development please use on field per risk/measure.

4.2 Further Questions to Certificates:

If answer the questions to certificates with „yes”, please name certifier, date of validation and upload the current certificate.

ISO 9000ff

Certified according to ISO 9000ff?*

Certifier*

since when? Y-m-d*

valid until? Y-m-d*

Upload current certificate:* Achtung.jpg

Have you been audited by a customer in the last 12 months?*

Please name customer and result:

Please use one field for one customer and result.

4.3 Completion of Supplier Registration

If you have answered all questions (progress for mandatory fields is 100%) you can save and publish the big supplier profile by clicking the “Save”-Button. The following screen appears and you can decide whether you want to save or publish.

Lieferantenprofil ändern - Umwelt

Speichern Drucken

Bitte füllen Sie ALLE Pflichtfelder in ALLEN Kategorien aus und klicken Sie anschließend auf 'Veröffentlichen'. Fortschritt beim Pflegen der Pflichtfelder: 100%

Mandatory fields progress must be 100% to publish profile.

Decide if you want to save or publish

Umwelt

Werden die eingehaltenen Anforderungen und Änderungen und Änderungen und Änderungen

ROHS Richtlinie 2011/65/EU*

REACH VO (EG) Nr. 1907/2006 inkl. Artikel 33 Informationspflicht*

Verpackungsrichtlinie 94/62/EG*

Batterierichtlinie RL 2006/66/EG*

Beschränkung des in Verkehrbringens und Verwendung gewisser gefährlicher Stoffe und Zubereitungen: REACH VO(EG) Nr. 1907/2006, Anhang XVII & Anhang XIV:*

5 Clearance of Big Supplier Profile by KEBA

As the last step of the supplier registration process, your profile will be checked again by the responsible lead buyer at KEBA.

The following decisions are possible:

- Content and completeness OK: Supplier be informed via email and will be added to the KEBA Supplier Data Base with the status “released for RFQ”.
- Content and completeness requires further inquiries: Purchasing contacts supplier via email.
- Contents and/or completeness is not OK: Supplier is rejected and the registration process is stopped. The supplier will be informed via email.

5.1 Further inquiries to Supplier Profile by KEBA

If any questions occur, the responsible purchaser will contact you via email. The profile will be reopened and you can answer the questions in the portal.

After answering the questions please save and publish the profile again.