Documentation

Supplier Portal
Pool4Tool:
The Supplier Registration Process
Table of Contents

1 Introduction ................................................................................................. 2
2 New Supplier Registration Process .................................................................. 3
  2.1 Filling in the registration form ................................................................. 3
  2.2 Maintaining the small profile ................................................................. 5
  2.3 Checking and unlocking the small profile .............................................. 10
  2.4 Maintaining the extended profile ........................................................... 11
  2.5 Unlocking an extended profile ............................................................... 12
  2.6 Successful registration ........................................................................... 13
3 Registration process for existing suppliers ................................................... 14
1 Introduction

This document describes the process for applying to be a supplier via the SICK Supplier Portal. The diagram below shows an overview of the complete process with individual steps then described in detail.

To prevent any problems occurring during the processes described below, we recommend using one of the following browsers:

- Mozilla Firefox, Version 3.0 or above.
- Internet Explorer, Version 8 or above.
2 New Supplier Registration Process

2.1 Filling in the registration form

A form is available on the SICK homepage for suppliers applying to use the portal to enter their basic data. The e-mail address for the contact person is particularly important as the initial password is sent to this address. Once you have entered all the required data, select “Check data”. All fields will then turn gray. Click the “Send” button.
2.2 Maintaining the small profile

2.2.1 E-mail with access data

After filling in the basic data, the supplier will be sent an e-mail containing their access data and a link to the SICK supplier portal.

Dear Mr. Demonstation,

Thank you for your registration!

Your login: tim.demonstration
Your password: ********

Please use the following link to login:
http://sickdemo.portal.sick.com/

Please fill in the required data. After that we will accommodate you to our supplier pool.

Further information can be found at: http://www.sick.com/procurement

In case of questions please contact: supplier-portal@sick.de

Best regards

SICK AG - Corporate Procurement

2.2.2 The overview window

The six individual steps you need to run through will appear in the overview window before you can publish the small profile. Once you have entered the required data for one step, you will automatically be forwarded to the overview window. A green checkmark will be visible next to the steps you have already performed.
2.2.3 Company basic data
You need to enter additional basic data here. Any fields you have already filled in in the registration form will be filled in by default here. Confirm your changes by pressing “Save”.

<table>
<thead>
<tr>
<th>Company name</th>
<th>1* Test1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Established</td>
<td></td>
</tr>
<tr>
<td>Street*</td>
<td>Teststreet 1</td>
</tr>
<tr>
<td>Zip code*</td>
<td>11111</td>
</tr>
<tr>
<td>City*</td>
<td>Testtown</td>
</tr>
<tr>
<td>Country*</td>
<td>United States</td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td>USD (unchangeable)</td>
</tr>
<tr>
<td>Telephone*</td>
<td>01 111 111</td>
</tr>
<tr>
<td>Fax</td>
<td>01 111 112</td>
</tr>
<tr>
<td>Homepage</td>
<td><a href="http://www.test.com">www.test.com</a></td>
</tr>
</tbody>
</table>

2.2.4 Person responsible for messages
Under “Person responsible for messages”, you will need to define who is responsible for various business processes (supplier profile, long-term supplier declaration and sourcing) and is therefore to be sent questions by e-mail via the portal about long-term supplier declarations or prices. In addition, the company director and quality manager should be entered here.
To start with, the person who performs the registration process is assigned as the contact person for all roles/functions. In the lower section of the screen, additional employees at the supplier can be entered as new contact persons. It is important to decide here whether the employee you enter also requires a password to use the portal so they can maintain the data in the Supplier Portal.

When you select the appropriate checkmark (Create portal user), the log-in name and password fields will open up automatically. Once you click on "New user", the new portal user will be sent their user data automatically by e-mail and will then become available as a contact person for the above-named processes and functions.

Note: Employees created as contact persons only without a portal user CANNOT be assigned to the Supplier Profile, LLE and Sourcing roles/functions.
2.2.5 Commodities assignments

Under commodities assignments, the supplier defines the commodities they can deliver. By selecting the main commodity (circular selection field), you control which purchaser processes the application. Clicking “Save” will take you back to the overview window again.

2.2.6 Entering the small profile

This profile is subdivided into various categories (Technology, Logistics etc.).
Clicking “Save & Continue” will take you to the next category.
Once you have filled in all mandatory fields and saved them, the “Publish” button will appear. Clicking this will grant SICK public access to your data.
You will then be taken to the overview screen again where all items should now appear with a green checkmark. The registration process for suppliers is completed for now and your application will be processed by SICK.

OK! Registered successfully, buyer is checking conditions... Thank you very much!
2.3 Checking and unlocking the small profile

Once the supplier has published their small profile, the responsible purchaser for the main commodity will receive an e-mail requesting them to check the data they have entered.

Dear purchaser,

A company which supplies one of your commodities has been registered on the portal and is deemed to be relevant. Please check the accompanying ticket and institute the following steps.


By clicking on the link and entering your login data, you will be taken to the following screen showing the supplier's registration information. By clicking on the red text "Reassign to..." (top right), you can forward the ticket to another purchaser.

<table>
<thead>
<tr>
<th>Lieferantenregistrierung - Registrierungsticket</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ID:</strong></td>
</tr>
<tr>
<td><strong>Ticket Subject:</strong></td>
</tr>
<tr>
<td><strong>Status:</strong></td>
</tr>
<tr>
<td><strong>Created By:</strong></td>
</tr>
<tr>
<td><strong>Responsible Group:</strong></td>
</tr>
<tr>
<td><strong>Assigned To:</strong></td>
</tr>
<tr>
<td><strong>Reassign To...</strong></td>
</tr>
</tbody>
</table>

**Shows the commodities the supplier can deliver.**

**Does SICK already have similar suppliers? This must always be checked to prevent doubles.**
2.4 Maintaining the extended profile

If the small profile was unlocked in the previous process step, the supplier will receive an e-mail requesting them to fill in the extended profile.

Dear Sir or Madam,

Thank you for your current registration data.

In order to complete the registration process, we require additional information which we would ask you to supply at this point. Please use the following link to login. Username and password can be found in the registration E-Mail:

https://sickdemo.polk4tool.com/portal/sick

Further information could be found at: http://www.sick.com/procurement

In case of questions please contact: supplier.portal@sick.de

Thank you for your cooperation.

Best regards,

SICK AG • Corporate Procurement

In the extended profile, you can maintain other general and commodity-related questions. The subsequent process is the same as that described under 2.2.6 "Entering the profile".

When you have published the extended profile, green checkmarks will be visible next to all the steps. The registration process for supplier is now complete.
2 New Supplier Registration Process

2.5 Unlocking an extended profile

The purchaser will be informed about publication of the extended profile via e-mail.

Dear purchaser,

A company has completed the registration process. Please check the accompanying ticket and institute the following steps:


The procedure for unlocking the ticket and the information shown in it corresponds to the steps described under 2.3 “Checking and unlocking the small profile”.
2.6 Successful registration

The supplier will be informed via e-mail when the extended profile is unlocked and their company has been accepted into the SICK Supplier Database.

Dear Sir or Madam,

Thank you for taking time to complete the registration process. We’ve added you to our supplier database and will contact you shortly.

Best regards

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If the supplier cannot be taken into account for RFQs or similar at present, they will be informed of this. These suppliers will however be saved in the supplier pool and may be unlocked at any time.
3 Registration process for existing suppliers

This chapter describes the process for inviting an existing SICK supplier to register and hence register them in the Pool4Tool.

First the required supplier needs to be located in Pool4Tool under CRM/SRM => Contacts.
The relevant companies will appear in the results.
Clicking once on the company name will open up the relevant detailed information. Company's basic data will now appear, among other details (address, DUNS no...). The supplier's contact persons can also be maintained here. If the supplier has entered additional contact persons/portal users (as described under 2.2.4 “Person responsible for messages”), these will also appear here.

Clicking once on the person who ought to register on the portal will open up a form containing detailed information on this person. If a person is not stored as a contact person, they can be added to the contact list box by clicking “Add person”. When you select the “Portal registration” icon, the registration request will be sent off.

The window below will now open up. If you want to send the supplier another message in addition to the default e-mail text, this can be entered here. When you click “Send” afterwards, the supplier shall be sent the registration request by e-mail.
The e-mail the supplier receives will contain a link to a registration form that is already filled in (see also 2.1 “Filling in the registration form”). The subsequent registration process is very similar to the registration process for new suppliers but differs in the following points:

- All commodities to which the company has been assigned by SICK will be preselected for the supplier automatically. Where an unlocking status has already been assigned for these commodity groups (i.e. not “???”), the commodities cannot be deselected by the supplier. The supplier can also add further commodities at any time.

- The supplier can enter their extended profile directly. The small profile does not need to be unlocked by the responsible SICK employee (See 2.3). The subsequent process corresponds to the steps described under 2.5 “Unlocking an extended profile” and 2.6 “Successful registration”.