



Documentation

Supplier Portal

Pool4Tool:

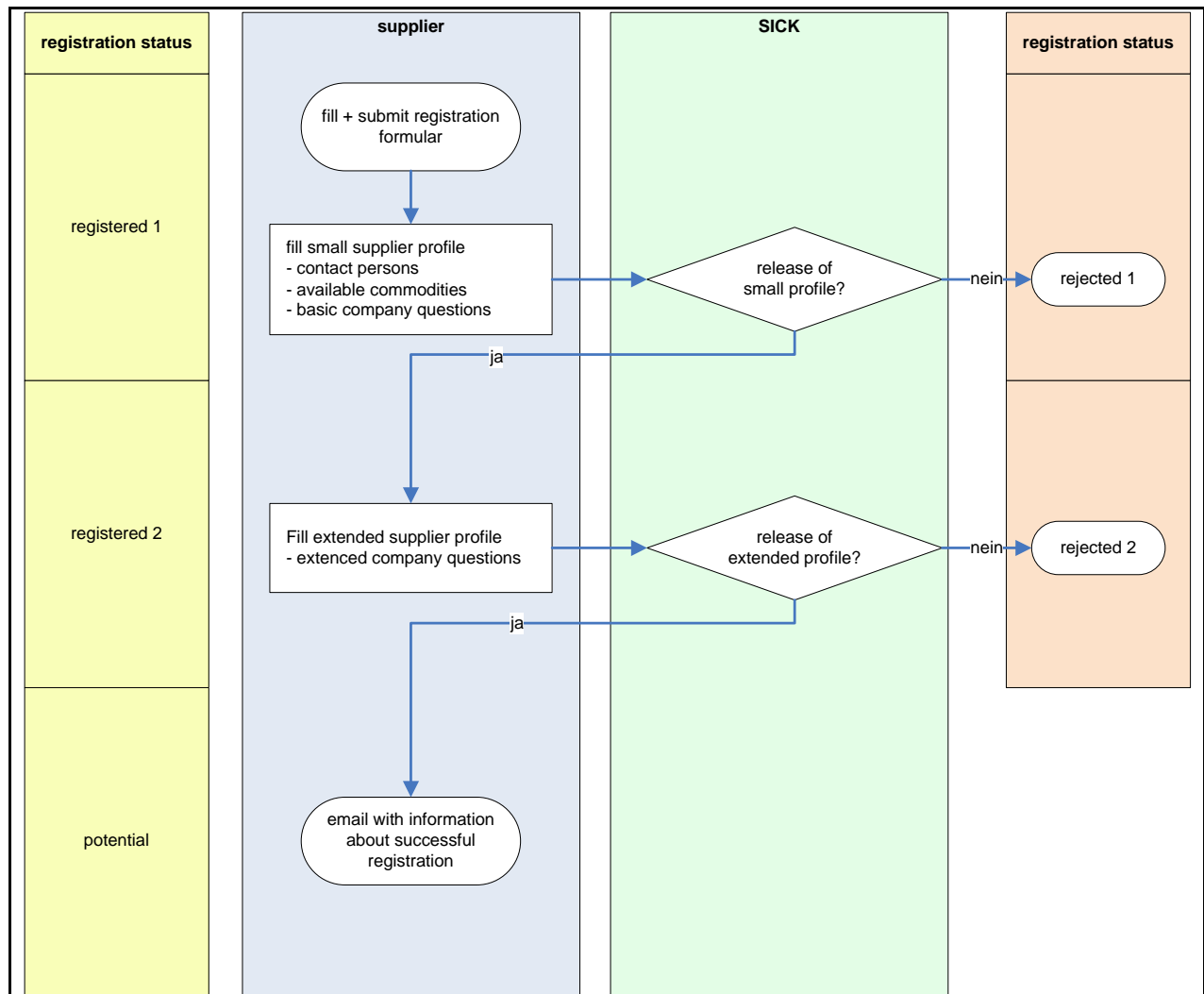
The Supplier Registration Process

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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.

1. General company data

Company name*:	<input type="text" value="Test1"/>		
Company name 2:	<input type="text"/>		
Street*:	<input type="text" value="Teststreet 1"/>		
Zip code*:	<input type="text" value="11111"/>		
City*:	<input type="text" value="Testtown"/>		
Country*:	<input type="text" value="United States"/>		
Currency*:	<input type="text" value="USD - US dollar"/>		
Telephone*:	<input type="text" value="01"/>	<input type="text" value="111"/>	<input type="text" value="111"/>
Fax:	<input type="text" value="01"/>	<input type="text" value="111"/>	<input type="text" value="112"/>
E-Mail*:	<input type="text" value="test@test.com"/>		
Homepage:	<input type="text" value="www.test.com"/>		
D-U-N-S*:	<input type="text" value="123456789"/>		

2. Contact person data

Salutation*:	<input type="text" value="Mr."/>		
First name*:	<input type="text" value="Dan"/>		
Last name*:	<input type="text" value="Demonstration"/>		
Telephone*:	<input type="text" value="01"/>	<input type="text" value="111"/>	<input type="text" value="119"/>
Fax:	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-Mail*:	<input type="text" value="dan.demonstration@test.com"/>		
Loginname*:	<input type="text" value="tim.demonstration"/>		

I have read the Terms of Service ([Link](#)) and agree to them.*: ☒

I have read the privacy policy ([Link](#)) , agree to it and agree to the storage of my data.*: ☒

[Check data](#)

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. Demonstration,

Thank you for your registration!

Your login: tim.demonstration
Your password: [REDACTED]

Please use the following link to login:
<http://sickdemo.pool4tool.com/portal/sick/>

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.

Supplier Portal	Sick Home
Navigation Test1 Mr. Dan Demonstration (tim.demons)	<div>  1. Registration successful <i>Your registration data has been accepted.</i> </div>
	<div>  2. Account data received / Login successful / Enter additional company data <i>You have logged in to the portal. Please provide additional company data.</i> </div>
	<div>  3. Message responsibility </div>
	<div>  4. Commodity assignment </div>
	<div>  5. Fill profile </div>
	<div>  6. Publish profile </div>

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".

Company basic data

 Save

Company basic data

Company name

1* Test1

2

3

Established

Street*

Teststreet 1

Zip code*

11111

City*

Testtown

Country*

United States

State

Currency

USD (unchangeable)

Telephone*

01 111 111

Fax










01 111 112

Homepage

www.test.com

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.

Contact people		
 Save		
Area	Assignments	Multiple selections
 Supplier profile	Demonstration, Dan 	
 LTVD	Demonstration, Dan 	<i>No multiple selections possible</i>
 Sourcing	Demonstration, Dan 	<i>No multiple selections possible</i>
Managing Director	Demonstration, Dan 	<i>No multiple selections possible</i>
Quality	Demonstration, Dan 	<i>No multiple selections possible</i>

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.

New user	
Salutation*	--- 
First name*	<input type="text"/>
Last Name*	<input type="text"/>
Telephone*	<input type="text"/> <input type="text"/> <input type="text"/>
Fax	<input type="text"/> <input type="text"/> <input type="text"/>
Email*	<input type="text"/>
Title	<input type="text"/>
Language*	--- 
Department	--- 
Create portal user	<input type="checkbox"/>
<input type="button" value="New user"/>	

Contact people		
Save		
Area	Assignments	Multiple selections
Supplier profile	Demonstration, Dan ▼	
LTVD	Demonstration, Dan ▼	No multiple selections possible
Sourcing	Demonstration, Dan ▼	No multiple selections possible
Managing Director	Smile, Susan ▼	No multiple selections possible
Quality	Demonstration, Dan	No multiple selections possible
	Smile, Susan	

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.

Commodities	
Save	
Please select one or more commodities, which you are able to supply, by using the checkboxes. Select the primary commodity by using the radiobutton, the responsible buyer will then receive your application !	
Commodities	
<input type="checkbox"/> <input type="radio"/> N non-production material	
<input type="checkbox"/> <input type="radio"/> P production material	
<input type="checkbox"/> <input type="radio"/> PEL electronics / printed circuit boards	
<input type="checkbox"/> <input type="radio"/> PELAE electronic drives / magnets	
<input type="checkbox"/> <input type="radio"/> PELBG electronic component parts	
<input type="checkbox"/> <input type="radio"/> PELBT electronic component parts	
<input type="checkbox"/> <input type="radio"/> PELEM electromechanical components	
<input type="checkbox"/> <input type="radio"/> PELLP printed circuit boards	

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.

Change supplier profile - Environment

Save
 Publish profile
 Print

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

Certificate (ISO 14001)

ISO 14001*

yes

Valid for all Plants?

yes

Include/Attach Certificate*

ISO_14001.pdf

Certificate Validity Date*

2011-11-30

Are your sub-contractors certified?

completely

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.

Sick 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. [Message responsibility](#)
Message responsibility

4. [Commodity assignment](#)
Click here to get to the commodity list.

5. [Fill profile](#)
Please give the demanded information in the supplier profile.

6. [Publish profile](#)
Please publish the supplier profile after entering all information.

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.

https://sickdemo.pool4tool.com/tickets/index.php?cid=6107&controller=ticket&ticket_id=RT732047&ticket=7547

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), the you can forward the ticket to another purchaser.

Lieferantenregistrierung - Registrierung: Test1	
ID:	#RT732047 (Revision: 1)
Ticket Subject*:	Registrierung: Test1
Status:	Offen kleines Profil veröffentlicht
	Created By: CRM - Demonstration Dan @ 2010-10-24 16:38 Responsible Group: Kleines Profil - Freigabe Tickets Assigned To: Waldvogel Steffen (Release Ticket Reassign To...)
Lieferant/Supplier:	Test1
Profilbewertung/Rating:	Lieferant wurde vom automatischen Profilbewertungssystem als relevant eingestuft.
Warengruppen/Commodities:	P: Produktionsmaterial PEL: Elektronik / Leiterplatten PELAE: Elektrische Antriebe / Magnete PELAEU: Lüfter
Dubletten/Doubles:	Company: cmp_1282, Country: AT, Matching: 100%, Vendor number: -, DUNS: 123456789 Company: Test_WM, Country: AT, Matching: 100%, Vendor number: -, DUNS: 123456789 Company: polytron print, Country: DE, Matching: 100%, Vendor number: -, DUNS: 123456789 Company: testwm4, Country: AT, Matching: 100%
Registrierungstyp/Registration type:	Lieferant selbst registriert/Supplier registered by himself.
Info:	Großes Profil aktivieren?
Freigeben/Unlock?*	[Please Select]

Shows the commodities the supplier can deliver.

Does SICK already have similar suppliers? This must always be checked to prevent doubles.

Freigeben/Unlock?*	<div> <div>[Please Select]</div> <div> [Please Select] Ja/Yes Nein/No </div> </div>	Decision as to whether the supplier is unlocked or rejected. Now click Save. The supplier will then receive an e-mail informing them of the decision.
<div> [Attach File] <div> <div>Save</div> <div>Add Comment</div> </div> Draft Auto-Saved @ 2010-10-24 16:41:17 This ticket has 3 Link(s) to other objects. Company: CRM Company #732047 Profile rating: Supplier profile rating #732047 Supplier profile: Supplier profile #30051 </div>		

The small profile entered by the supplier can be called up via this link.

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.pool4tool.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.

Sick Home	
	1. Registration successful <i>Your registration data has been accepted.</i>
	2. Account data received / Login successful / Enter additional company data <i>You have logged in to the portal. Please provide additional company data.</i>
	3. Message responsibility <i>Message responsibility</i>
	4. Commodity assignment <i>Click here to get to the commodity list.</i>
	5. Fill profile <i>Please give the demanded information in the supplier profile.</i>
	6. Publish profile <i>Please publish the supplier profile after entering all information.</i>
	7. Fill extended profile <i>Please fill the additional profile questions.</i>
	8. Publish extended profile <i>Please also publish the additional questions.</i>
	Registration process completed. Your conditions will be checked one last time. <i>Thank you for registering!</i>

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.

https://sickdemo.pool4tool.com/tickets/index.php?cid=6107&controller=ticket&ticket_id=RT732047&ticket=7547

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

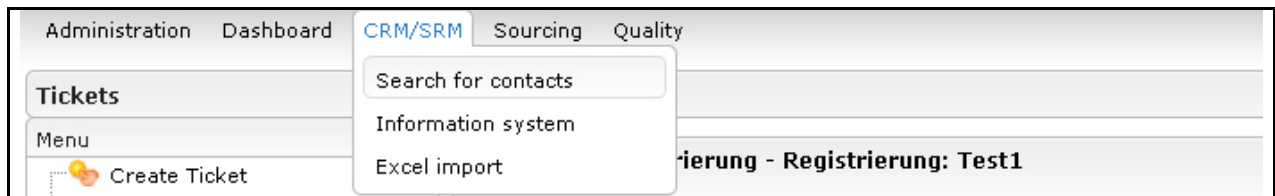
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If the supplier cannot be taken into account for RFQs or similar at present, they will be informed of this. These suppliers will however be saved in the supplier pool and may be unlocked at any time.

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.



CRM/SRM Contacts

Navigation

- Lists
- Commodities**
- Release state
- Continent
- Country
- Expert-query
- Doubles
- History
- Delta Report

Search

Test 1

☐ Assigned ones only

Search

Show all

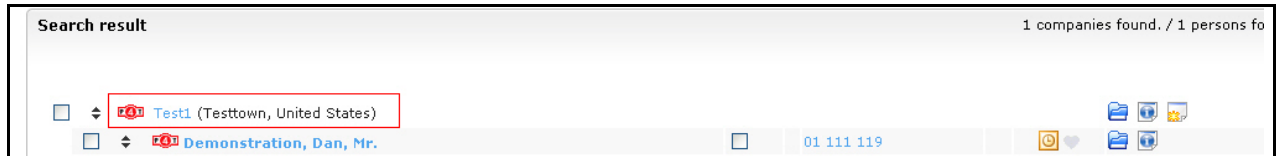
Extended search

Add company

Here you can search for a supplier via a commodity.

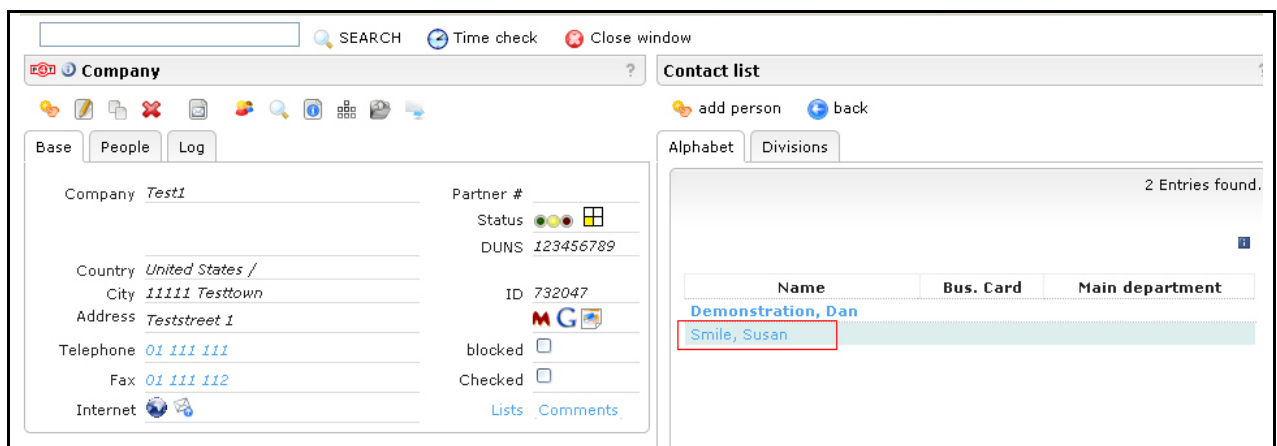
For an unrestricted search, enter the company name or the vendor number of the required supplier. Now click "Search".

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.

Portal Register

 Send  Close Window

 If you need enter a comment in the Textarea below and press send.
If you don't want to send a comment, leave the textbox blank and press send.

My comment...

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”.