

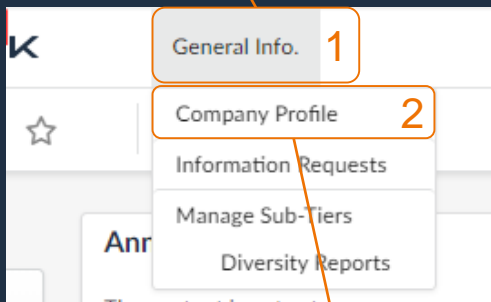
07

RENK Supplier Portal - **External Guide**

General Information

General Information: Company Profile

Mouse hover on "General Info." (from any page) shows the sub-section.



"Company Profile" leads to the profile page

A screenshot of the 'Company Info Supplier ABCDE (GERMANY / Baden-Wurttemberg / Heidelberg)' profile page. The page is divided into three main sections: 'Company', 'Address', and 'Legal Information'. The 'Company' section includes fields for Supplier (Supplier ABCDE), Legal Name, Website, and MWBE Categories. The 'Address' section includes fields for Company Site Label (HQ), Address Line 1 (Blumenstraße 33), Address Line 2, Zip Code (69115), City (Heidelberg), Country (GERMANY), and State/Province (Baden-Wurttemberg). Below the address fields is a map showing the location in Heidelberg. The 'Legal Information' section includes fields for Legal Structure, Place Of Registration, Shared Capital, Year Founded, St.-Nr. (44586123548), USt-IdNr. (DE130229745), and DUNS (880124017). A 'Save' button is located in the top right corner. A warning message at the top states: '- Banking Information is not created or not approved'.

General Information: Company Profile

Company information page.

Company information such as company name and website.

Important notes that need attention are displayed at the top of the page.

Legal information of the company such as tax id and DUNS number.

Main address of the company.

! To change or add company data, a Change Request must be submitted. This first must be approved in order to update/publish new data.

General Information: Company Profile – Create a Change Request

“Request Information Change”.

A reason for the change request need to be described

“Submit” Button requests the change and starts the approval

Reason for Change Request

Reason for change request *

Change request

Created on	Requester	Reason	Status	Modified on	Approver
10/4/2023	Thomas LAST	New Address	Approval in progress	10/4/2023	Max MUSTERMANN

Change Log of current and previous change requests.

! To publish the new data, the change request must first be approved. After approval, the new data is visible to the users. In addition, only one change request can be created at a time. For another one, the existing change request must be approved first.

General Information: Internal & RENK Contacts

“Contacts”

Company Info Supplier ABCDE (GERMANY / Baden-Wurttemberg / Heidelberg)

Save

Internal Contacts

+ Create Contact Select Existing Contact

Contact	Login	Position	Role	Contact status
Last Thomas	thomas.last@supplierabcde.com	Sales	Supplier admin	Active

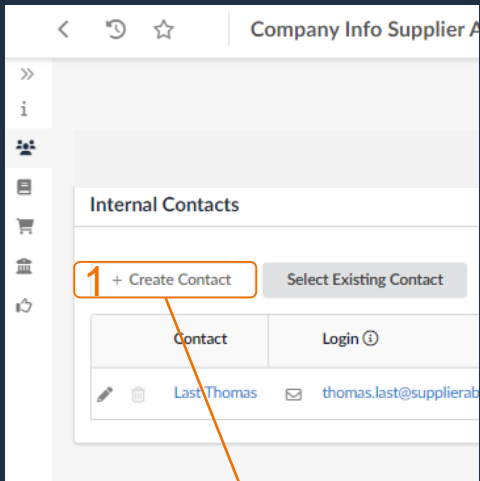
Client Contacts

Contact	Email	Last Name	First Name
Mustermann Max	globalcommodity1234@renk.com	Mustermann	Max

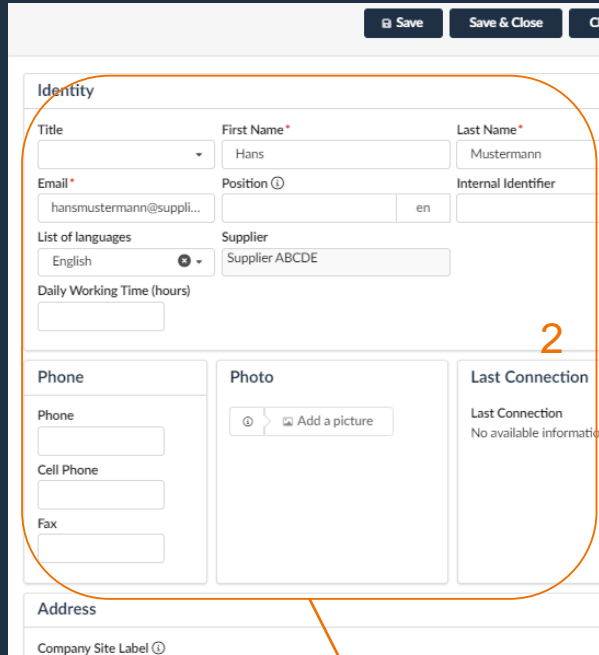
Find current internal (supplier) contacts and/or create new internal contacts.

Assigned RENK contacts.

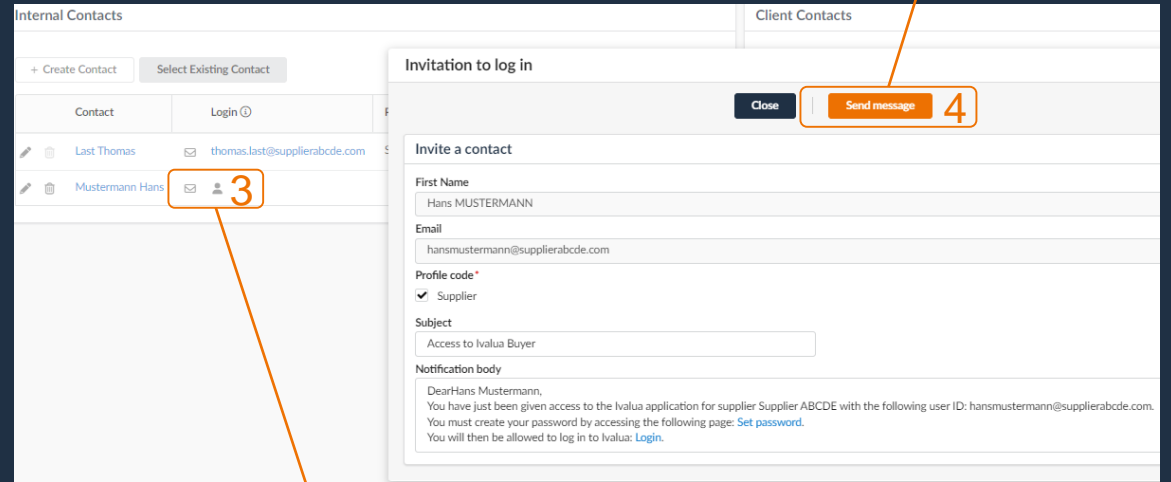
General Information: Contacts – Creation of a new Supplier Contact



Create a new contact.



Add all appropriate contact information.



Click on the letter icon to create an invitation for the new user to access the Portal

"Send message" sends an invitation email the new user with login information

General Information: Documents & Certifications

"Documents & Certs."

Save

Keywords Status Archived Documents Missing Required Documents Search Reset

Legal Documents

Add Legal Documents

Att.	Document Type	Document Name	Begin Date	Expiration Date
	Other		10/1/2023	9/30/2024

1 Record(s)

Certifications

Add Certifications

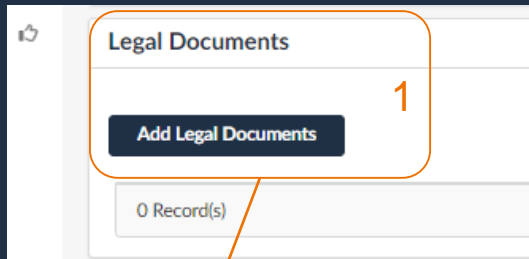
0 Record(s)

Search documents by keywords and/or status.

Current documents are displayed and can be edited or updated. Documents should always be kept up-to-date.

Documents uploaded in a questionnaire will automatically be transferred to this section

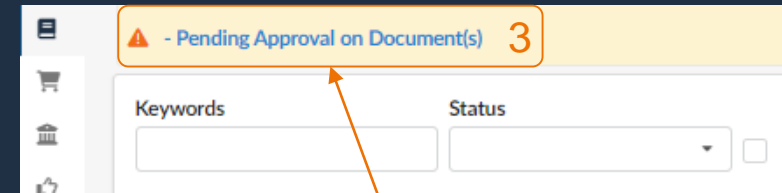
General Information: Documents & Certifications - Add new Documents



Document should always be uploaded to the appropriate category

A screenshot of the 'Documents' form. A red circle highlights the form fields, with the number '2' next to it. The form includes sections for 'Description', 'Follow up', and 'Comments'. The 'Description' section has fields for Document Type, Status, Document Name, Begin Date, Document, Expiration Date, Link to external document, and Document's owner. The 'Follow up' section has fields for Notification Date, Date Archived, and Request Date. The 'Comments' section has a text area for adding comments.

All appropriate fields need to be filled and the document uploaded in this section



All new document must first be approved by RENK. Pending approval always displays a warning message and the status of the document remains "in progress".

A screenshot of a table showing document details. The table has columns for 'Owner' and 'Status'. The 'Owner' column contains 'Thomas Last'. The 'Status' column contains a red circle with a white 'x' and the number '4', indicating a pending approval.

Owner	Status
Thomas Last	x 4

General Information: P2P Information – Banking & Transaction Data

“P2P Information”

Add or change an order address if it's different to the main address.

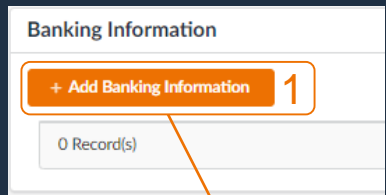
Address search with Google integration. Selected address data will be pre-fill the fields.

Add or change an payment address if it's different to the main address.

Add or change your banking information for payment.

The screenshot displays the 'Company Info Supplier ABCDE (GERMANY / Baden-Wurttemberg / Heidelberg)' page. It features two main address sections: 'Order Address' and 'Payment Address'. Each section includes a checkbox for 'Use Company Information Address', a 'Company Site Label' field, and 'Address Line 1' and 'Address Line 2' fields. The 'Address Line 1' fields have a search icon and a placeholder 'Search for an address...'. Below these are fields for 'Zip Code', 'City', 'Country', and 'State/Province'. Each section also includes a Google Maps interface with 'Map' and 'Satellite' tabs. At the bottom, there is a 'Banking Information' section with a '+ Add Banking Information' button and a table showing '0 Record(s)'. A sidebar on the left contains navigation icons, with a shopping cart icon highlighted by an orange box and labeled 'P2P Information'.

General Information: P2P Information – Add a new Banking Information



“Add Banking Information.”

Fill all appropriate fields. The upload of a bank validation document is mandatory. Save after this step.

“Submit for approval” to forward your request to RENK Accounting

Notice: Bank details needs to be approved first. While pending approval they remain in the status "Draft".



Select one or multiple RENK Sites for which the bank account should be assigned for payment.

The field appears only after user click “Save” in the previous step.

! If a RENK Site cannot be selected, the Supplier Qualification for this RENK Site has not been approved yet. The RENK Site can only be selected after the qualification for this site has been approved by RENK.

General Information: Financial Indicators

“Financial Indicators”

Provide information on the supplier company financial indicators to allow the portal to create a financial health score and support with this entries the RENK Supply Chain Risk Management

Company Info Supplier ABCDE (GERMANY / Baden-Wurttemberg / Heidelberg)

Save

Indicators

Code	Values of financial indicators	Bid Currency
Revenue	<input type="text"/>	EUR <input type="button" value="x"/> ▾
Capital	<input type="text"/>	EUR <input type="button" value="x"/> ▾
Operating profit (EBIT)	<input type="text"/>	EUR <input type="button" value="x"/> ▾
Net income	<input type="text"/>	EUR <input type="button" value="x"/> ▾
Liabilities (non current)	<input type="text"/>	EUR <input type="button" value="x"/> ▾
Liabilities (current)	<input type="text"/>	EUR <input type="button" value="x"/> ▾
Number of employees	<input type="text"/>	ea. <input type="button" value="x"/> ▾
Preface rating	<input type="text"/>	ea. <input type="button" value="x"/> ▾
Cash Flow(CAF)	<input type="text"/>	EUR <input type="button" value="x"/> ▾
Gearing	<input type="text"/>	% <input type="button" value="x"/> ▾
Rating	<input type="text"/>	

12 Record(s)

Charts

Year

2022 ▾

KPI

Liabilities / Capital	<input type="button" value="ⓘ"/>
Operating profit / Revenue	<input type="button" value="ⓘ"/>
Cash Flow Margin (CF/CA)	<input type="button" value="ⓘ"/>
Dept capacity (Financial debt / CAF)	<input type="button" value="ⓘ"/>
Financial debt (liabilities(non-current) + liabilities(current))	<input type="button" value="ⓘ"/>

General Information: Qualifications

"Qualifications"

The screenshot displays the 'Qualifications' section of the RENK Supplier Portal. On the left, a sidebar contains navigation icons, with the 'Qualifications' icon highlighted by an orange box and labeled 'Qualifications'. The main content area is divided into three sections: 'Additional Information', 'Customer References', and 'Questionnaires'. The 'Additional Information' section contains three input fields: 'Regions served' (empty), 'Main Commodity' (filled with '1015 - Chain & wheels'), and 'Comment (Supplier)' (empty). The 'Customer References' section features an 'Add Reference' button. The 'Questionnaires' section on the right shows '0 Record(s)'. The interface is clean and professional, with a light gray background and white text.

This section displays for which main commodity and/or RENK Site the supplier is qualified to supply to the RENK Group. Updates/Changes can be requested via Change Request.