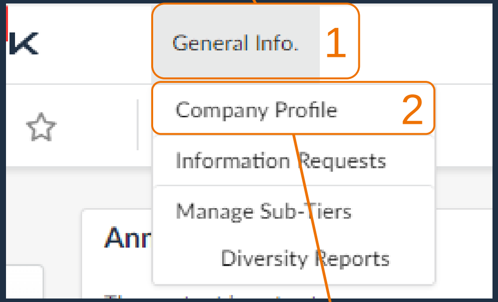
07

RENK Supplier Portal - **External Guide**

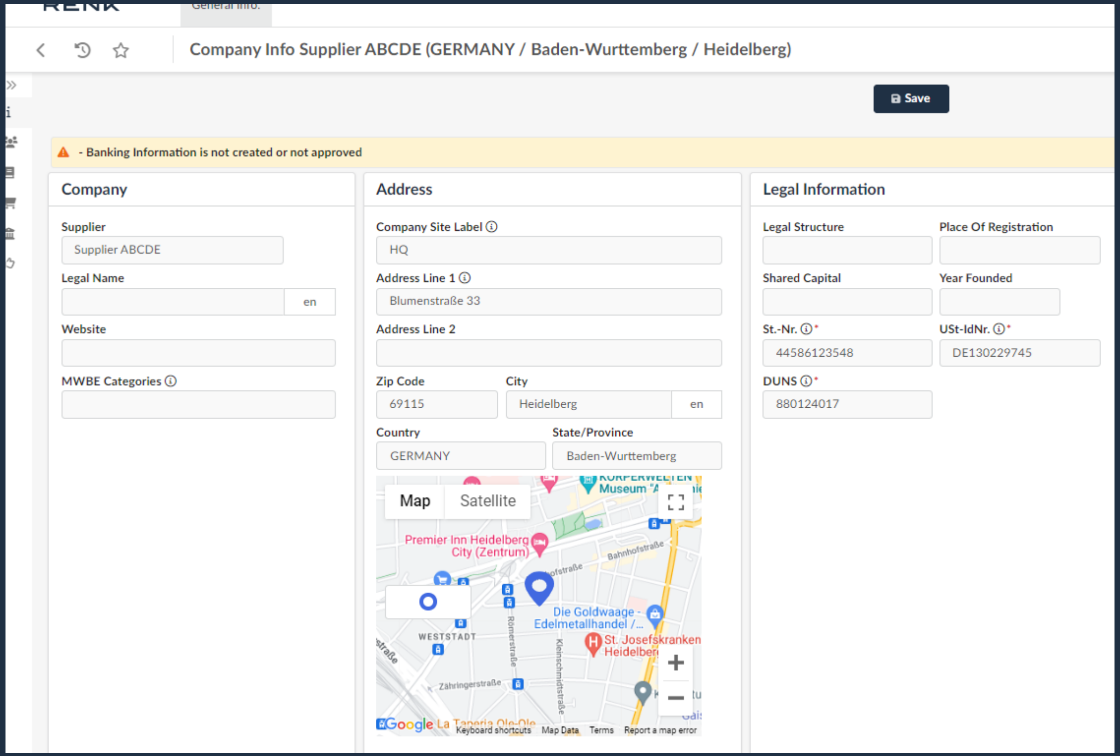
General Information

General Information: Company Profile

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



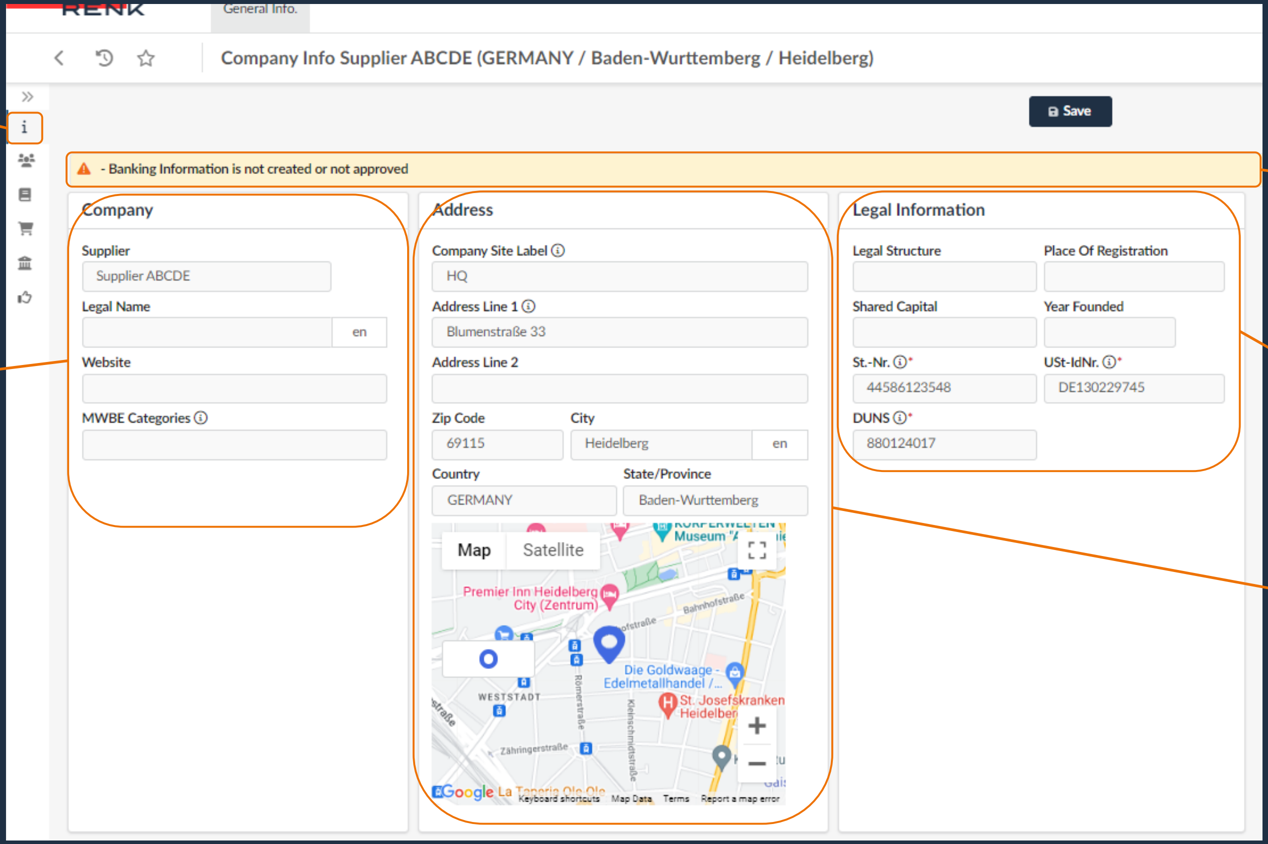
“Company Profile” leads to the profile page



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.

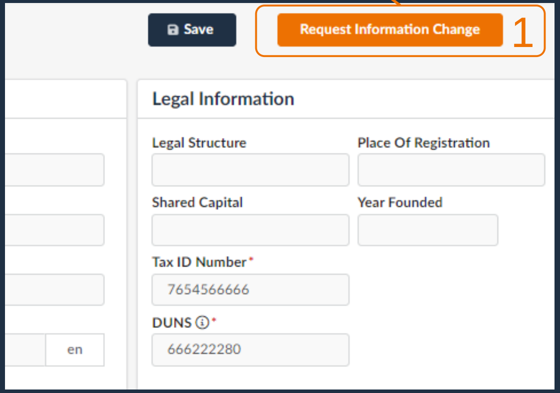
Main address of the company.

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

RENK

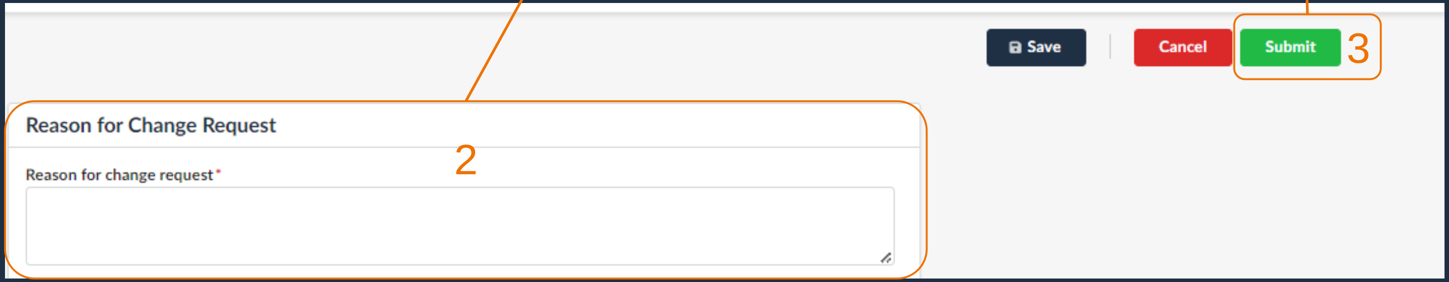
General Information: Company Profile – Create a Change Request

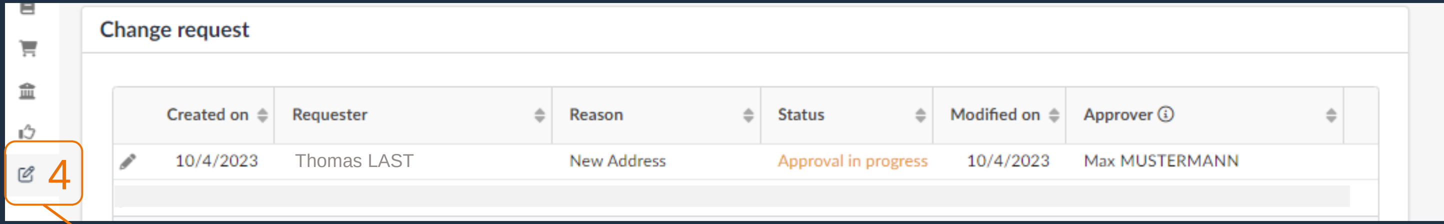
“Request Information Change”.



A reason for the change request need to be described

“Submit” Button requests the change and starts the approval



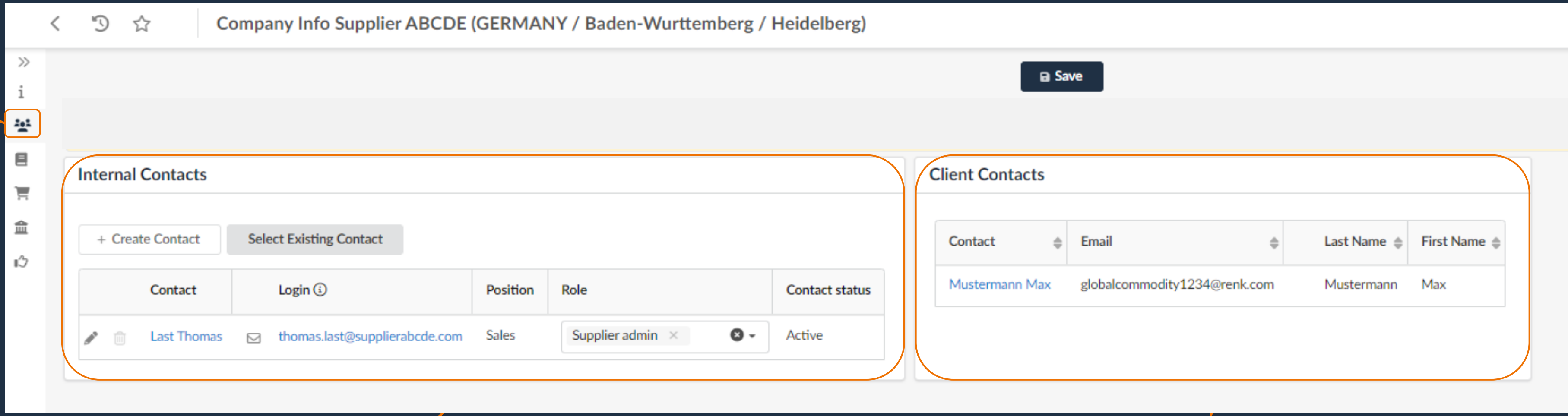


Change Log of current and previous change requests.

! 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”

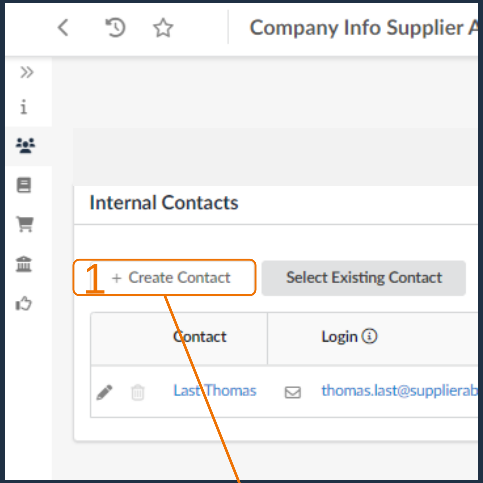


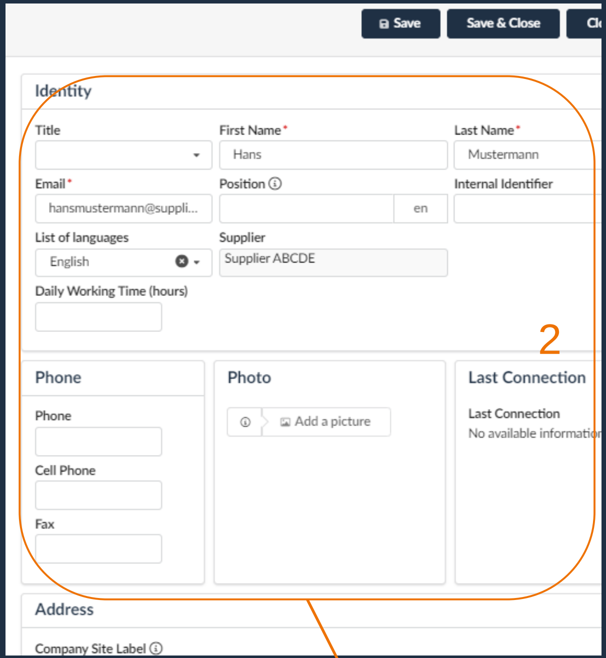
Find current internal (supplier) contacts and/or create new internal contacts.

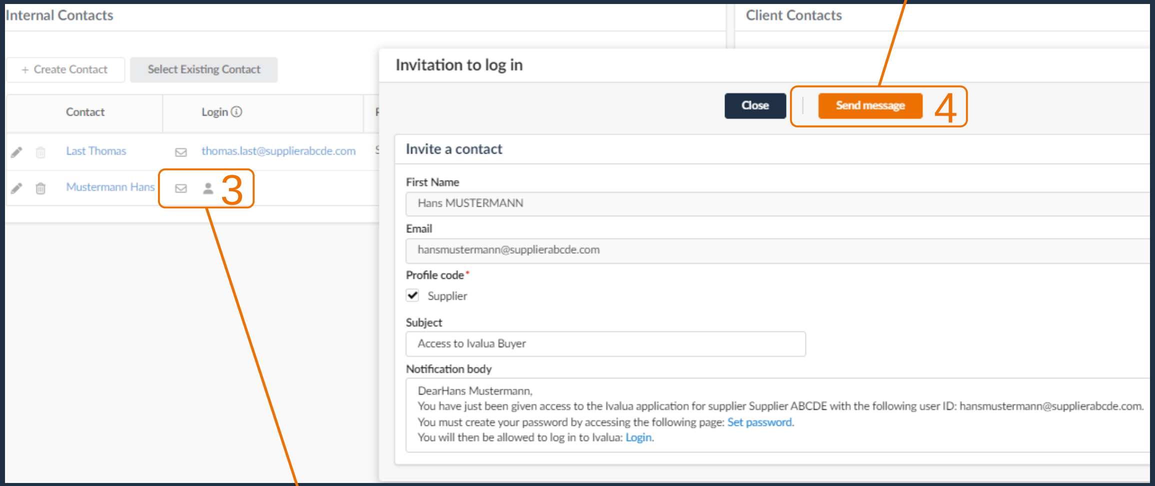
Assigned RENK contacts.

General Information: Contacts – Creation of a new Supplier Contact

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







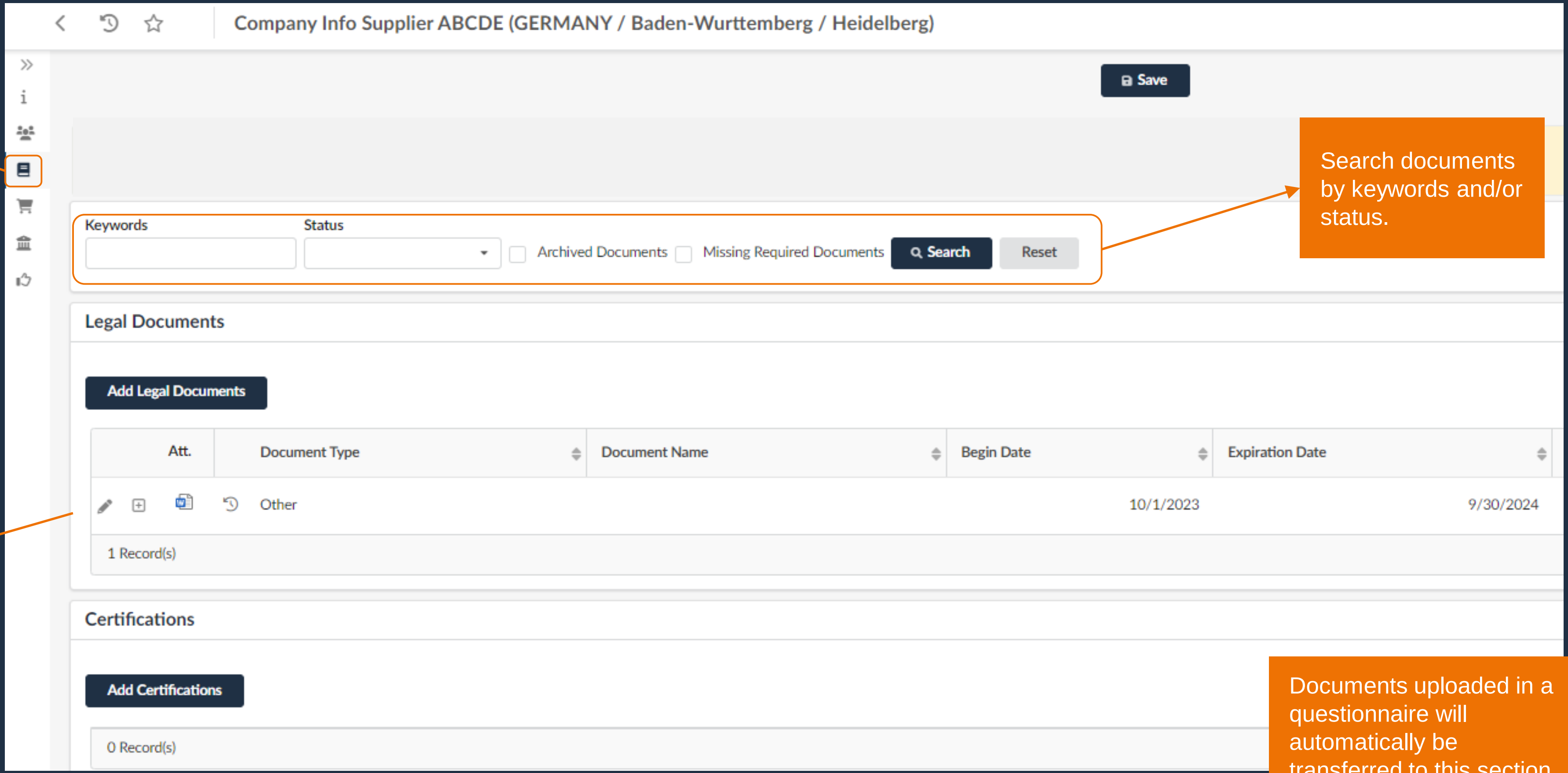
Create a new contact.

Add all appropriate contact information.

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

General Information: Documents & Certifications

“Documents & Certs."



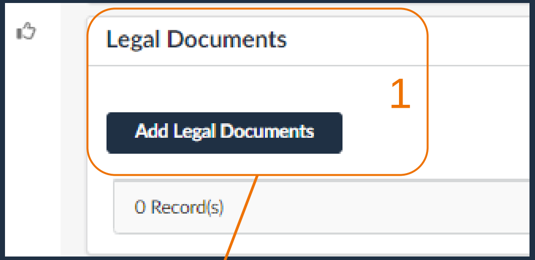
Search documents by keywords and/or status.

Current documents are displayed and can be edited or updated.

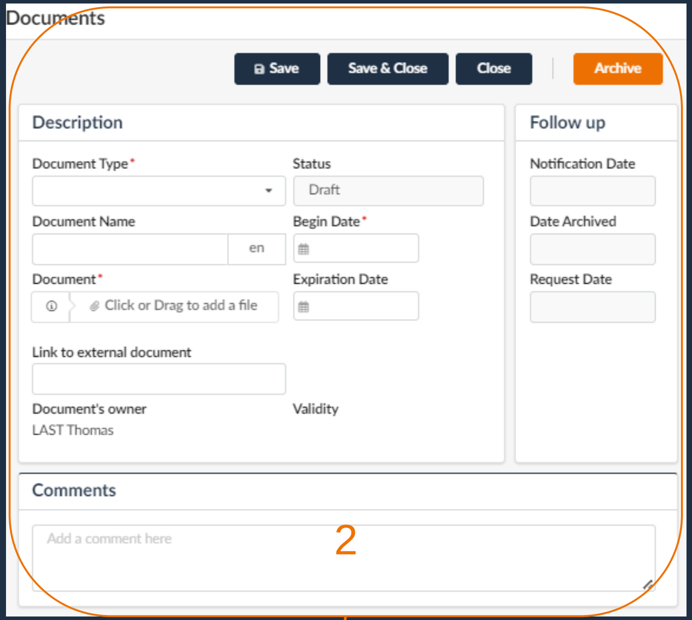
Documents should always be kept up-to-date.

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

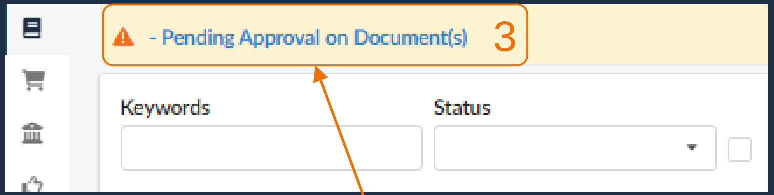
General Information: Documents & Certifications - Add new Documents



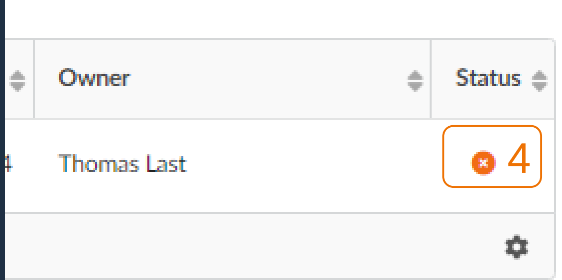
Document should always be uploaded to the appropriate category



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



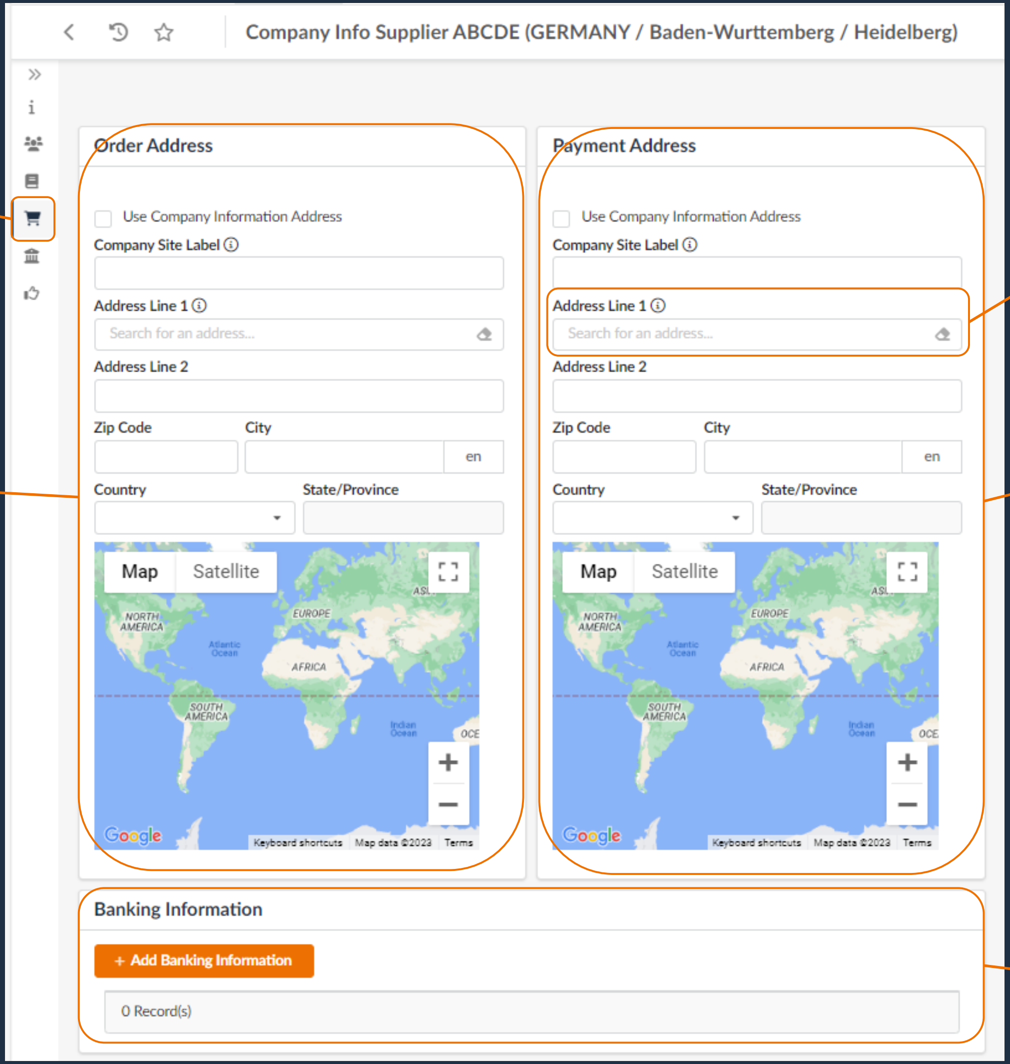
All new document must first be approved by RENK. Pending approval always displays a warning message and the status of the document remains "in progress“.



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.

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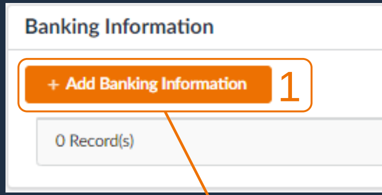
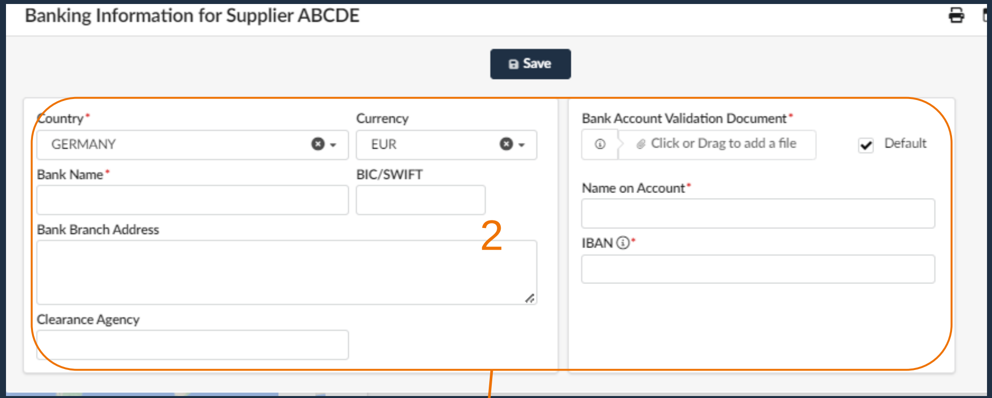
General Information: P2P Information – Add a new Banking Information



"Add Banking Information."

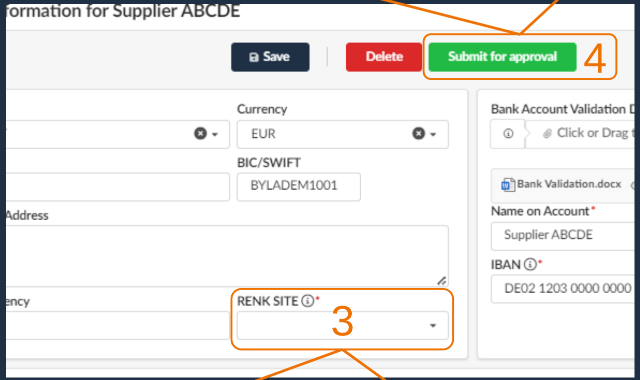


Fill all appropriate fields. The upload of a bank validation document is mandatory. Save after this step.

"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.

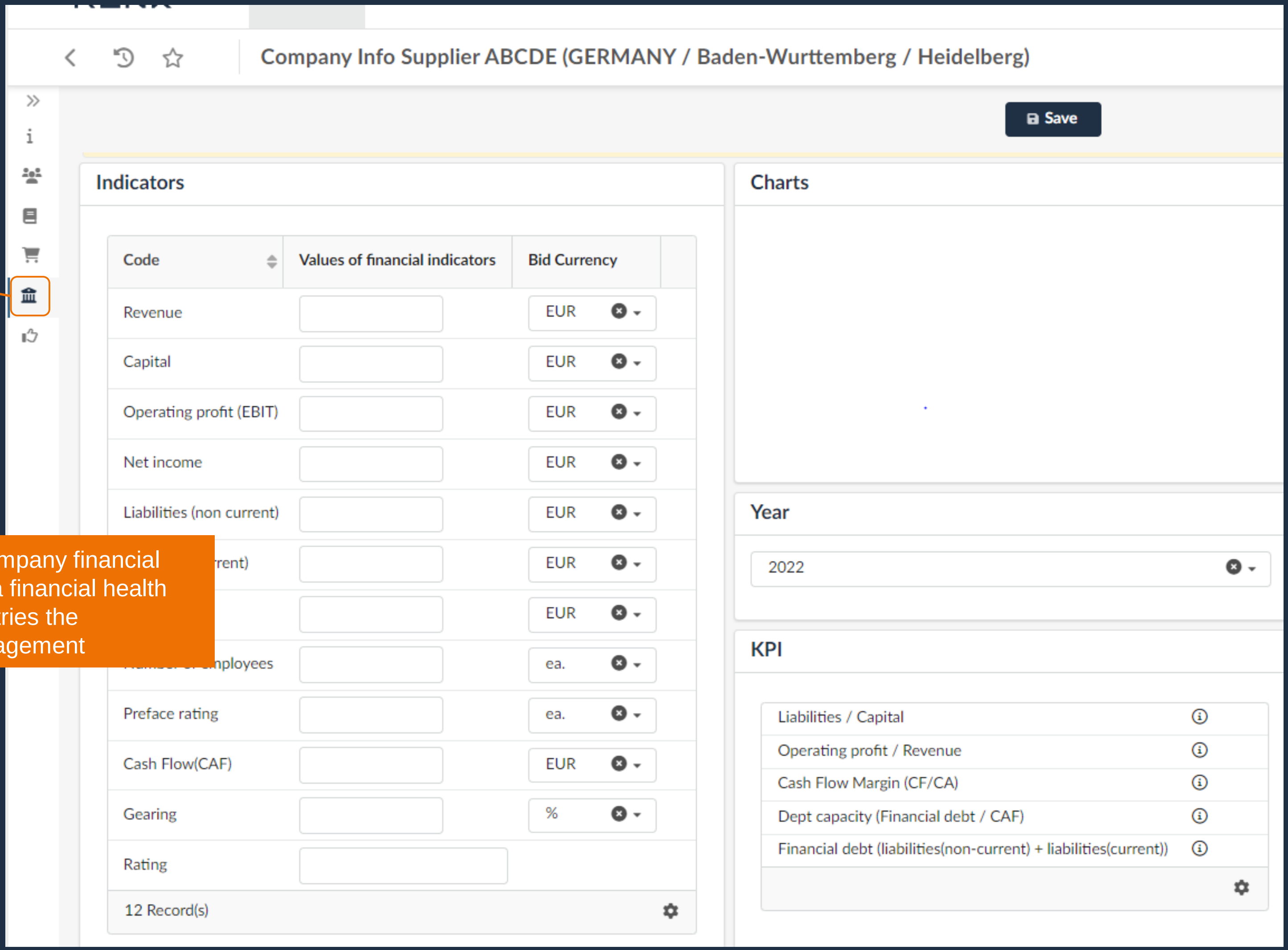
! If a RENK Site cannot be selected, the Supplier Qualification for this RENK Site has not been approved yet. The RENK Site can only be selected after the qualification for this site has been approved by RENK.

RENK

General Information: Financial Indicators

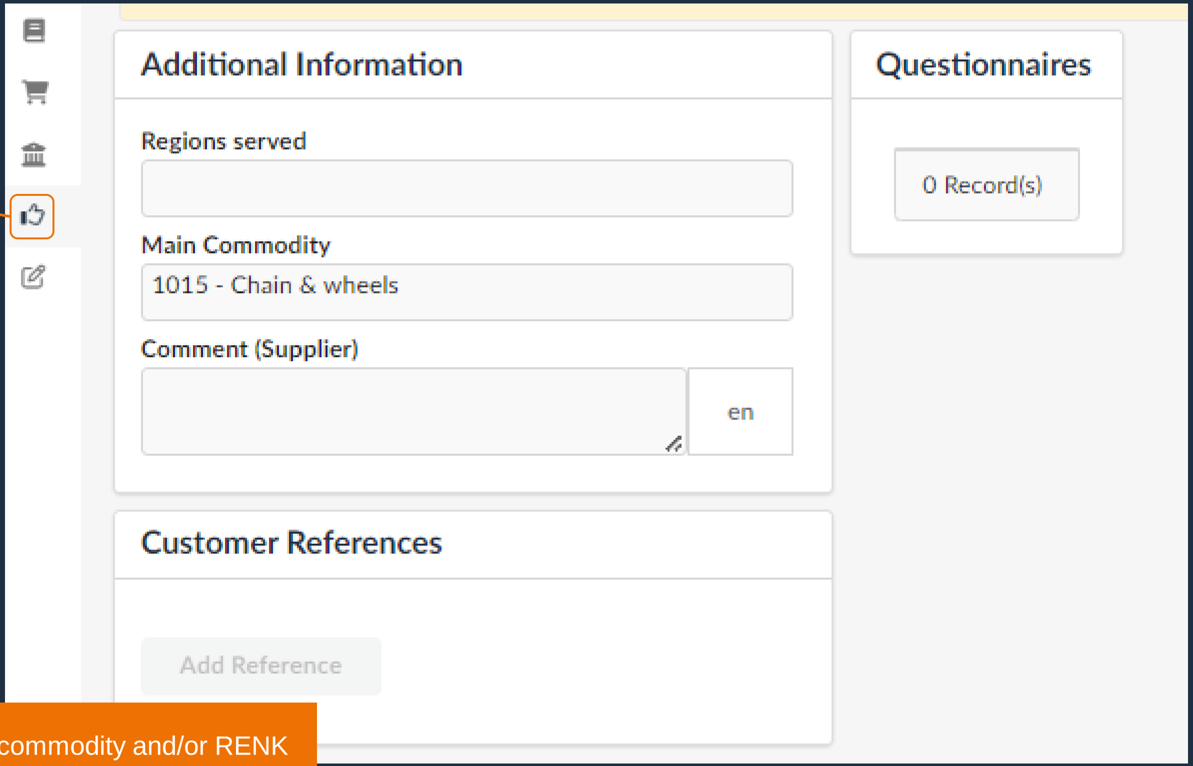
“Financial Indicators”

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



General Information: Qualifications

“Qualifications”



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.