

09

RENK Supplier Portal - **External Guide**

Change Request

Login

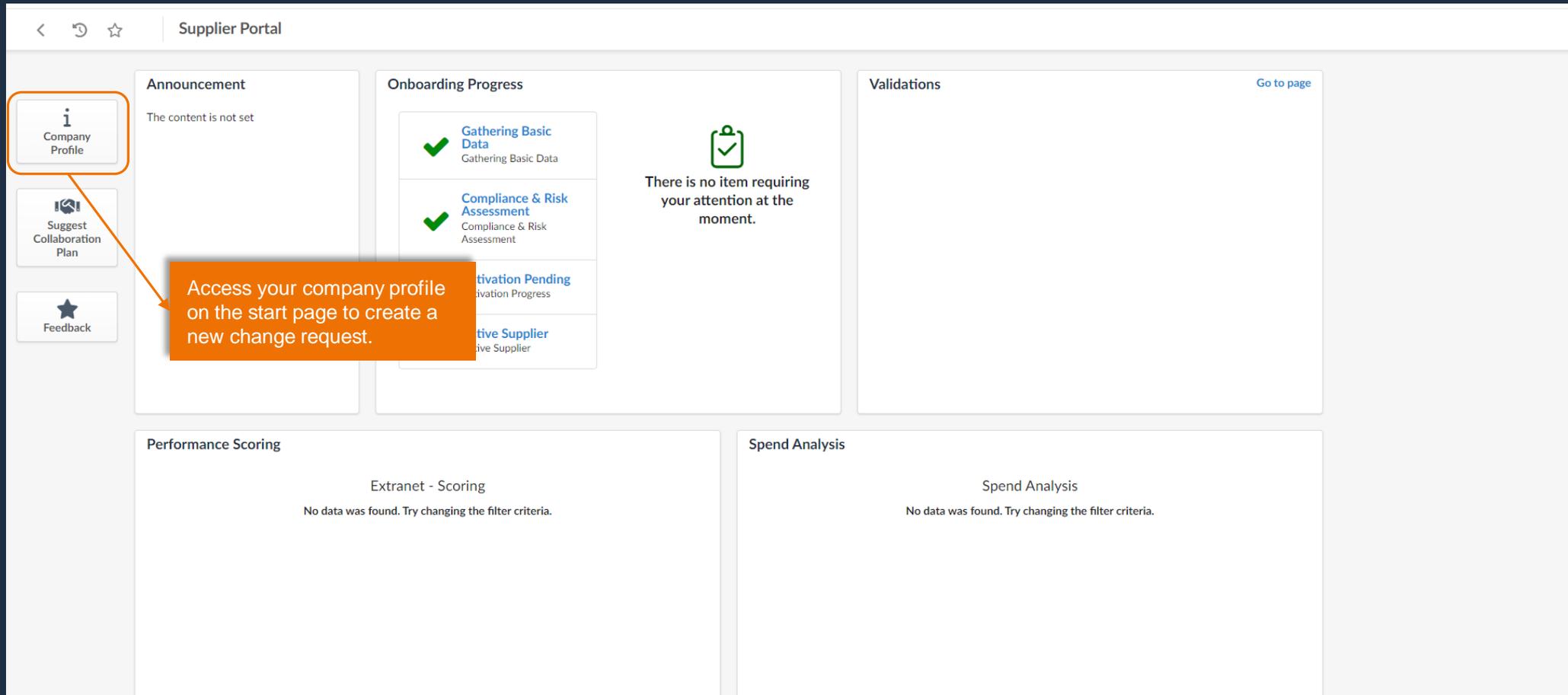
This link will lead you to the login page: <https://supplier-portal.renk.com>

The screenshot shows the login interface of the RENK Supplier Portal. On the left is a banner with the RENK logo and a building image. The main content area is titled "IDENTIFICATION" and contains a login form with two input fields: "Login *" (with a person icon) and "Password*" (with a key icon). A "Login" button is positioned to the right of the password field. Below the form is a "Lost your password?" link. Further down, there are links for "New Supplier? Register Now" and "Support & Self-Service Page".

Enter your login details (login and password) and press the Enter key or click on Login. This will take you to your start page.

If you have lost your login password, you can request a new temporary password.

Homepage



Create Change Request

Company Info Sample Supplier (GERMANY / Bayern / München)

Save Request Information Change

Company Information

Company Information

Supplier: Sample Supplier

Legal Name: en

Website:

Address

Company Site Label:

Address Line 1: Clarita-Bernhard-Str. 18

Address Line 2:

Zip Code: 81249 City: München

Country: GERMANY State/Province: Bayern

Legal Information

Legal Structure:

Place Of Registration:

Shared Capital:

Year Founded:

St.-Nr. *:

USt-IdNr. *: DE128244978

DUNS *: 341424125

Click on the "Request Information Change" button to create a new change request.

You need to enter a reason for the change here. Please note that this is a mandatory field.

Reason for Change Request

Reason for change request*

Company

Supplier: Kartoffel-Kiste Gaststättenbetriebs...

Legal Name: en

Website:

Address

Company Site Label: HQ

Address Line 1: Kanzlerstr. 15

Legal Information

Legal Structure:

Shared Capital:

Year Founded:

St.-Nr. : 0777444111

USt-IdNr. *: USt-IdNr. must have a value

DUNS *: 325361988

Save Cancel Submit

Other fields are marked as mandatory fields in the system, recognizable by the asterisk symbol (*).

For example, you will be asked to enter the VAT ID here, as this field requires a value and this has not yet been entered.

Possible changes

If you wish to change the non-editable fields, you can inform us via the "reason for change request" field.

Not all visible fields are editable, as these fields are filled via a direct interface to the D&B database. These fields are highlighted in grey.

The RENK Supplier Portal is directly connected with the databases of Dun & Bradstreet. Related to the company's unique DUNS number, registered company details are pulled automatically. According to this function, some individual data are not editable (i.e. Name, Address).

Editable fields are highlighted in white. Here you can update your company information yourself.

Submit Request

Reason for Change Request

Reason for change request*

Value for St.-Nr. is not stored and must be filled with this change request.

Company

Supplier
Sample Supplier

Legal Name
en

Website

Address

Company Site Label

Address Line 1
Clarita-Bernhard-Str. 18

Address Line 2

Zip Code
81249

City
München

Country
GERMANY

State/Province
Bayern

Legal Information

Legal Structure
-

Place Of Registration

Shared Capital

Year Founded

St.-Nr.*
0110011001

USt-IdNr.*
DE128244978

DUNS*
341424125

Save Cancel Submit

After you have entered your changes and provided a reason, you can save the request and submit it for approval.

Your data has been saved and the change request has been sent to the RENK contact person. After approval, your change will take effect and be visible in your company profile.

✓ Data has been saved
i Validated successfully

Reason for Change Request

Reason for change request*

Value for St.-Nr. is not stored and must be filled with this ch

Note on open Change Request

The screenshot displays the Supplier Portal interface with several sections:

- Announcement:** The content is not set.
- Onboarding Progress:** A list of four items, each with a green checkmark:
 - Gathering Basic Data (Gathering Basic Data)
 - Compliance & Risk Assessment (Compliance & Risk Assessment)
 - Activation Pending (Activation Progress)
 - Active Supplier (Active Supplier)
- Validations:** A table with one row of data and a link to "See 1 result".
- Performance Scoring:** Extranet - Scoring. No data was found. Try changing the filter criteria.
- Spend Analysis:** Spend Analysis. No data was found. Try changing the filter criteria.

A yellow warning box in the Onboarding Progress section contains the text: "The following items require your attention: Change request in progress". An orange callout box points to this warning with the text: "On the home page you will see a note that your change request is still in progress."

Process	Object	Action	Due date
Full Assessment	RENK Supplier Risk Assessment - Kartoffel-Kiste Gaststättenbetriebs-GmbH	Gather Information	

Change Request Overview

You can use the Change Log to view the change requests you have created.

The screenshot shows a web interface for managing change requests. On the left is a navigation menu with items like 'Company Information', 'Contacts', 'Documents & Certs.', 'P2P Information', 'Qualifications', and 'Change Log'. The main area displays a table of change requests. A yellow banner at the top indicates '- Change request in progress'. The table has columns for 'Created on', 'Requester', 'Reason', 'Status', 'Modified on', and 'Approver'. A single record is shown with a status of 'Approval in progress' and an approver of 'Tim TEST'. A 'Save' button is visible in the top right corner.

You can use this icon to edit the change request if it has not yet been submitted for approval ("Initialized" status). Change requests that have been submitted can no longer be edited by you.

Here you can see the current status.

Here you can see which RENK contact person your change request has been sent to for approval.

Note: Please submit the created change request for approval or cancel it. Open or unprocessed change requests block the creation of further change requests, as only one open change request can be active at a time.

Changes Requested

Created on	Requester	Reason	Status	Modified on	Approver
02/04/2024	Test1 XPham	Ust-ID	Approved	02/04/2024	tim TEST

1 Record(s)

You can bview your change request via this symbol.

Object label	Old Value	New Value
Suppliers		
Tax ID Number	DE114447777	DE696988751

2 Record(s)

You can track the change history here. The old and new values of the corresponding objects are listed.

Cancel Change Requests

Reason for Change Request

Reason for change request*

Value for St.-Nr. is not stored and must be filled with this change request.

Company

Supplier
Sample Supplier

Legal Name
en

Website

Address

Company Site Label

Address Line 1
Clarita-Bernhard-Str. 18

Address Line 2

Zip Code
81249

City
München

Country
State/Province

Legal Information

Legal Structure
Place Of Registration

Shared Capital
Year Founded

St.-Nr. 0110011001
USt-IdNr. DE128244978

DUNS 341424125

Save Cancel Submit

If you decide not to submit the change request for approval after all, or if you have inadvertently created a change request, you can cancel it by clicking "Cancel".

Change Log

Created on	Requester	Reason	Status	Modified on	Approver
11.12.2023	Martin Beispiel		Cancelled	11.12.2023	Martin Beispiel
11.12.2023	Martin Beispiel		Cancelled	11.12.2023	Martin Beispiel
11.12.2023	Martin Beispiel		Cancelled	11.12.2023	Martin Beispiel

1 2 > 4 Record(s)

You can view your change requests via the change log. Here you will find a list of open, canceled or approved change requests.

Approval of Change Requests

