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RENK Supplier Portal - **External Guide**

Supplier Homepage

Supplier Homepage - Overview

The screenshot displays the 'Supplier Portal' interface. At the top left, there is a 'UAT Maint - V1.0' status and the 'RENK' logo. The user is logged in as 'Thomas L.' with a profile icon. The main content area is divided into several sections:

- Announcement:** A placeholder box stating 'The content is not set'.
- Onboarding Progress:** A vertical list of steps:
 - Gathering Basic Data (Completed)
 - Compliance & Risk Assessment (Completed, highlighted with a blue box)
 - Activation Pending (In Progress)
 - Active Supplier (Completed)
 A warning box indicates: 'The following items require your attention: Banking Information is not created or not approved'.
- Validations:** A table with 4 columns: Process, Object, Action, and Due date. It shows two rows of validation tasks.

Process	Object	Action	Due date
RENK Full Assessment	RENK Supplier Risk Assessment - Supplier ABCDE	Gather Information	
RENK Full Assessment	RENK Supplier Compliance Questionnaire - Supplier ABCDE	Gather Information	
- Performance Scoring:** A section for 'Extranet - Scoring' with the message 'No data was found. Try changing the filter criteria.'.
- Spend Analysis:** A section for 'Spend Analysis' with the message 'Cube is not available. Process the following cubes buyer_default or contact an administrator.'.

On the left sidebar, there are three main menu items: 'Company Profile', 'Suggest Collaboration Plan', and 'Review Client'. A search bar is located at the top right of the main content area.

Supplier Homepage - Overview

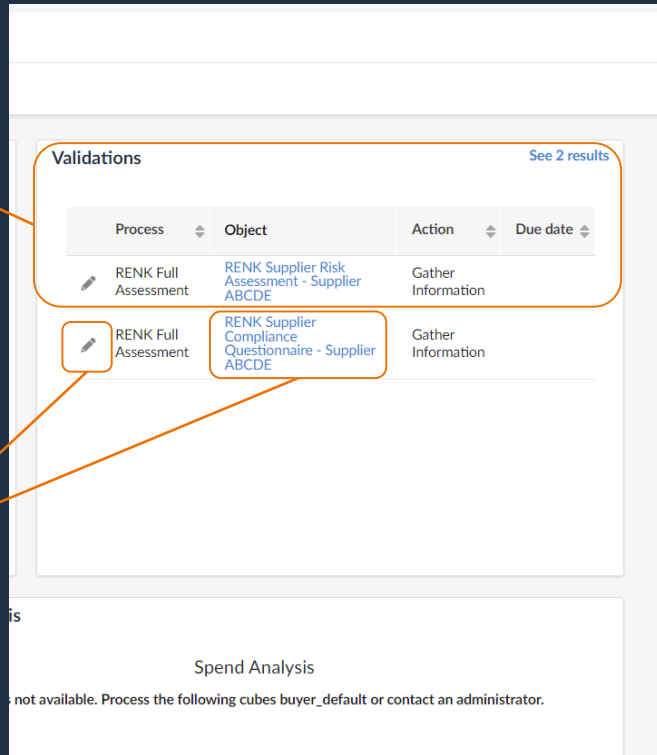
The screenshot shows the Supplier Portal interface with several callout boxes:

- Top Left:** The RENK logo leads at any time back to the homepage.
- Top Right:** This menu options provide access to the different modules of the Supplier Portal.
- Navigation Bar:** Navigation to go back to previous screen, see a list of recently visited screens and manage favorites.
- Left Sidebar:** These buttons will lead to company profile, suggested collaboration plans and client review.
- Onboarding Progress:** Status and overview of registration/ onboarding progress.
- Alerts:** Notifications about alarms/tasks that need attention.

The interface includes sections for: Announcement (The content is not set), Onboarding Progress (Gathering Basic Data, Compliance & Risk Assessment, Activation Pending, Active Supplier), Performance Scoring, and Spend Analysis.

Supplier Homepage - Overview

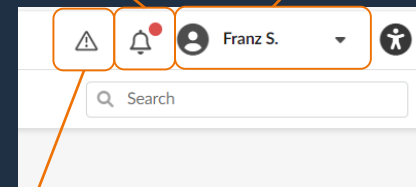
Open validations, questionnaires or tasks that need completion.



The pencil or the blue highlighted text directs to the task.

The message center shows messages, pending validations, scheduled tasks and notifications.

Profile settings, language and logout.



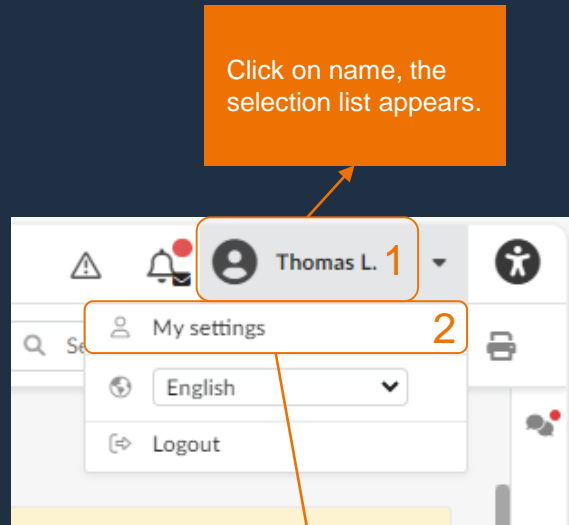
Notifications about alarms that need attention.

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User Settings

User Settings: Profile



Click on name, the selection list appears.

"My settings" leads to the settings page.



A screenshot of the 'My settings : Mr. Thomas LAST' profile page. The page is divided into several sections:

- Identity**: Fields for Title (Mr.), First Name (Thomas), Last Name (Last), Email (thomas.last@supplierabcde.com), Internal Identifier, Position (Sales), and Supplier (Supplier ABCDE).
- Phone**: Fields for Phone (+49 123456), Cell Phone (+49 7891230546), and Fax.
- Photo**: A button labeled 'Add a picture'.
- Last Connection**: A text box showing 'Last Connection 10/3/2023 at 11:04 AM with IP address: 147.161.170.116'.

User Settings: Profile

Tab "Profile" leads to profile page.

View, add or change the user email address.
Notice: This won't change the login.

View, add or change the user position/role.

View, add or change phone number.

View or change title, first name and last name.

Last connection log to the system.

Possibility to upload a picture or a logo of the company.

User Settings: Profile

Address

Company Site Label ⓘ
HQ

Address Line 1 ⓘ
Blumenstraße 33

Address Line 2

Zip Code City Country State/Province
69115 Heidelberg en GERMANY Baden-Württemberg

Map Satellite

Password ⓘ

Current password

New password

Confirm new password

Update Cancel

Two-Factor Authentication

Two-factor authentication is currently **DISABLED**

Verification code will be sent to: t*****@s*****.com

Enable Two-Factor Authentication

Electronic Signature

View, add or change user address. **Notice:** The change does not affect the address of the company profile.



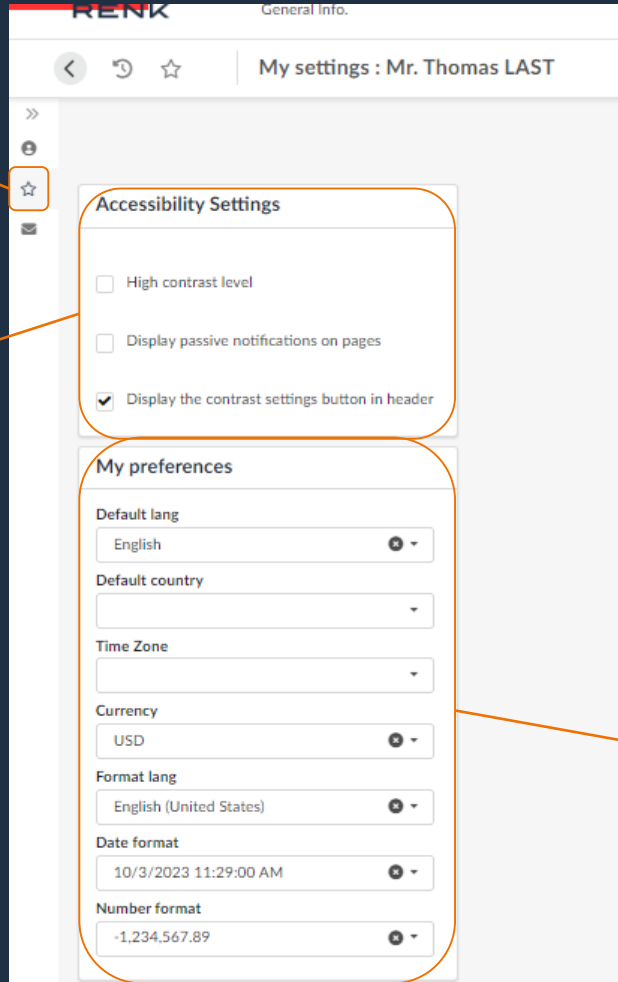
Change of user password.

Maintain electronic signatures in the future. Currently not in use.

User Settings: General Preferences

Tab "General preferences" leads to preferences page.

Application display contrast settings and notification preferences.



Control system settings and formats such as time zone, language, currency, date, and number formats .