

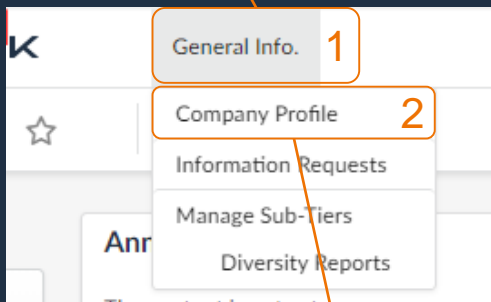
07

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-Wuerttemberg / Heidelberg)' profile page. The page has a 'Save' button in the top right. A yellow warning banner at the top states '- Banking Information is not created or not approved'. The page is divided into three main sections: 'Company', 'Address', and 'Legal Information'.
Company Section:
Supplier: Supplier ABCDE
Legal Name: [input field] en
Website: [input field]
MWBE Categories: [input field]
Address Section:
Company Site Label: HQ
Address Line 1: Blumenstraße 33
Address Line 2: [input field]
Zip Code: 69115 City: Heidelberg en
Country: GERMANY State/Province: Baden-Wuerttemberg
A map of Heidelberg is shown below the address fields.
Legal Information Section:
Legal Structure: [input field] Place Of Registration: [input field]
Shared Capital: [input field] Year Founded: [input field]
St.-Nr.: 44586123548 USt-IdNr.: DE130229745
DUNS: 880124017

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 needs to be described.

“Submit” Button sends the change request and starts the approval.

1

2

3

4

Change Log of current and previous change requests.

Save | Cancel | Submit

Reason for Change Request

Reason for change request *

Legal Information

Legal Structure | Place Of Registration

Shared Capital | Year Founded

Tax ID Number *
7654566666

DUNS ⓘ *
666222280

en

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

! Further information on the subject of change requests can be found in separate training materials.

General Information: Internal & RENK Contacts

Click on the "Contacts" tab to access the contact overview.

The screenshot shows the 'Company Info Supplier ABCDE (GERMANY / Baden-Wuerttemberg / Heidelberg)' page. On the left sidebar, the 'Contacts' tab is highlighted. The main content area is divided into two sections: 'Internal Contacts' and 'Client Contacts'. The 'Internal Contacts' section includes a '+ Create Contact' button, a 'Select Existing Contact' button, and a table with columns for Contact, Login, Position, Role, and Contact status. The 'Client Contacts' section includes a table with columns for Contact, Email, Last Name, and First Name.

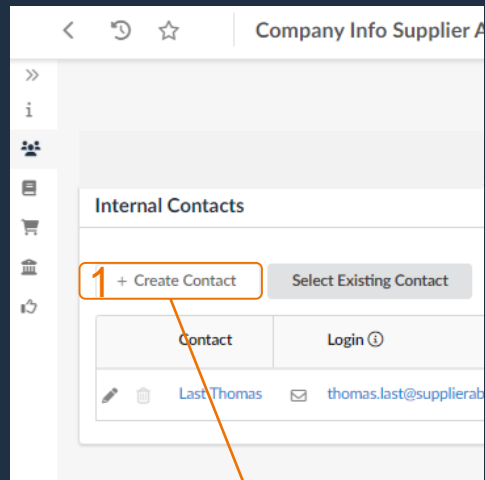
Contact	Login	Position	Role	Contact status
Last Thomas	thomas.last@supplierabcde.com	Sales	Supplier admin	Active

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

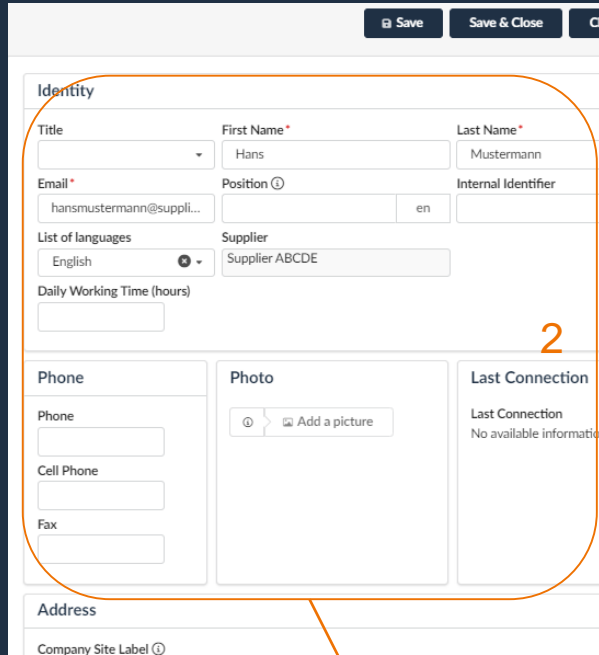
Find current internal (supplier) contacts and/or create new internal contacts.

Assigned RENK contacts.

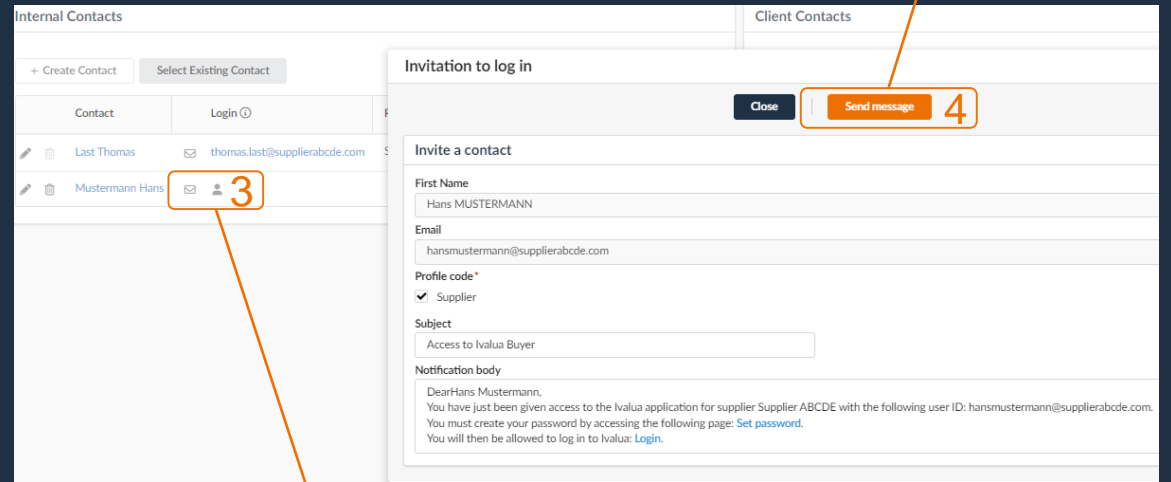
General Information: Contacts – Creation of a new Supplier Contact



Click here to 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

Click on the "Documents & Certifications" tab to access your document overview.

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.

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

Save

Keywords: Status: Archived Documents Missing Required Documents

Legal Documents

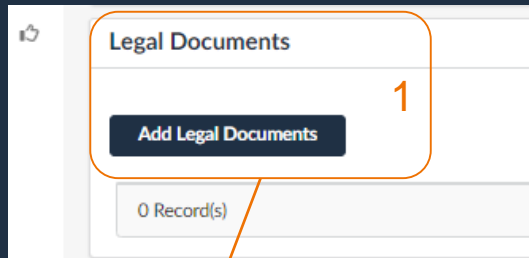
Att.	Document Type	Document Name	Begin Date	Expiration Date
<input type="button" value="edit"/> <input type="button" value="add"/> <input type="button" value="refresh"/>	Other		10/1/2023	9/30/2024

1 Record(s)

Certifications

0 Record(s)

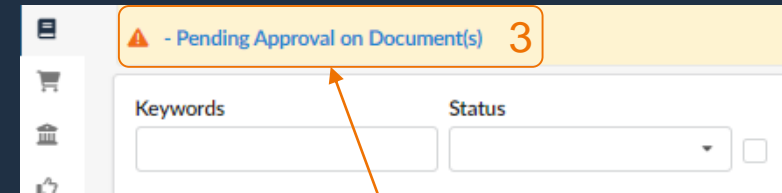
General Information: Documents & Certifications - Add new Documents



Documents should always be uploaded to the appropriate category.

A screenshot of the 'Documents' form. A red circle highlights the entire form area, with the number '2' next to it. The form includes fields for 'Document Type', 'Status', 'Document Name', 'Begin Date', 'Document', 'Expiration Date', 'Link to external document', 'Document's owner', and 'Validity'. There is also a 'Follow up' section with 'Notification Date', 'Date Archived', and 'Request Date'. At the bottom, there is a 'Comments' section with a text input field.

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



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

Owner	Status
Thomas Last	

General Information: P2P Information – Banking & Transaction Data

Here you will find the "P2P information" (Purchase to Pay).

Here you can add or change an order address.

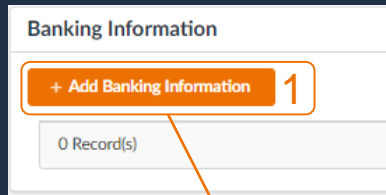
The screenshot displays the 'Company Info Supplier ABCDE (GERMANY / Baden-Wurttemberg / Heidelberg)' page. It features two main address sections: 'Order Address' and 'Payment Address'. Each section includes a checkbox for 'Use Company Information Address', a 'Company Site Label' field, and 'Address Line 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 contains a Google Map. At the bottom, there is a 'Banking Information' section with a '+ Add Banking Information' button and a table showing '0 Record(s)'. A shopping cart icon in the left sidebar is highlighted with an orange box.

Address search with Google integration. Selected address data will be populated in the fields.

Here you can add or change a payment address.

Add or change your banking information for payment.

General Information: P2P Information – Add 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 need 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 the user clicks “Save” in the previous step.

! You can find further information on the subject of banking information in separate training courses.

General Information: Financial Indicators

Here you will find the "Financial Indicators".

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

Company Info Supplier ABCDE (GERMANY / Baden-Wuerttemberg / 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

Here you will find the "Qualifications".

Additional Information

Regions served

Main Commodity
1015 - Chain & wheels

Comment (Supplier)

en

Customer References

Add Reference

Questionnaires

0 Record(s)

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 (comment field of the request).