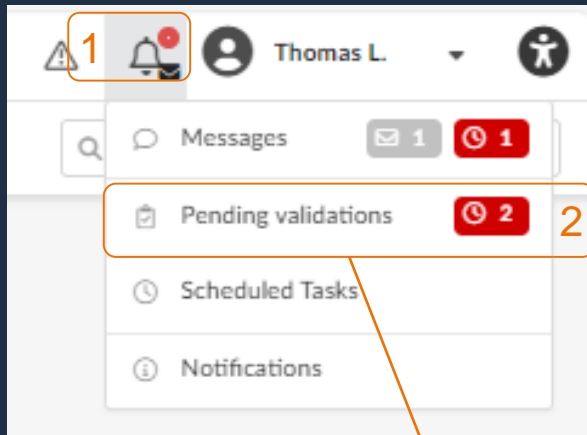


06

RENK Supplier Portal - **External Guide**

Pending Validations

Pending Validations – Supplier collaboration requested



“Pending validations” leads to the to do list.

The 'To do list' page shows a filter for 'Status: To be validated'. The table below lists two records:

Process	Object	Action	Forwarded on
RENK Full Assessment	RENK Supplier Risk Assessment - Supplier ABCDE	Gather Information	9/14/2023
RENK Full Assessment	RENK Supplier Compliance Questionnaire - Supplier ABCDE	Gather Information	9/14/2023

2 Record(s)

Pending Validations – How to manage open requests

Search filters for pending validations:

- Status: To be validated
- From: [Calendar icon]
- To: [Calendar icon]
- Search: [Search icon]
- Reset: [Reset icon]

Search pending validations by status and by date.

Process	Object	Action	Forwarded on	Action's date (UTC+2)	Due date	Status
RENK Full Assessment	RENK Supplier Risk Assessment - Supplier ABCDE	Gather Information	9/14/2023			
RENK Full Assessment	RENK Supplier Compliance Questionnaire - Supplier ABCDE	Gather Information	9/14/2023			

2 Record(s)

Overview of pending validations with different information.

The pencil or the blue highlighted font leads to the activity.

Pending Validations – Page & Grid Settings

Right mouse button in column header opens grid settings

1	Process	Object	Action
	RENK Full Assessment	RENK Supplier Risk Assessment - Supplier ABCDE	Gather Information
	RENK Full Assessment	RENK Supplier Compliance Questionnaire - Supplier ABCDE	Gather Information

2 Record(s)

Grid settings overview.

Hide/Unhide columns.
Changes apply immediately.
Possible data export to Excel.

Due date	Status

The cogwheel/settings button opens grid settings.



Pending Validations – Example: Answering a Questionnaire

Status: To be validated From: To: Search Reset

Filters Status: To be validated x

Process	Object
RENK Full Assessment	RENK Supplier Risk Assessment - Supplier ABCDE
RENK Full Assessment	RENK Supplier Compliance Questionnaire - Supplier ABCDE 1

2 Record(s)

Example on this activity to fill out the questionnaire.

The Questionnaires menu opens.

Answer Questionnaire : RENK Supplier Compliance Questionnaire

Close Submit

Overview

- Reporting / Grievance Mechanism 0 / 2
- Governance and Ethics 0 / 5
- Human Rights and Labor Rights 0 / 6
- Environmental Sustainability 0 / 4
- Supplier Management 0 / 5

Supplier: Supplier ABCDE
Answered by: Last Thomas 2

Answer Questionnaire

Access Questionnaire OR Download in Excel 2007-2010 format (xlsx) Download in Excel 97-2003 format (xls) Click or Drag to add a file

3

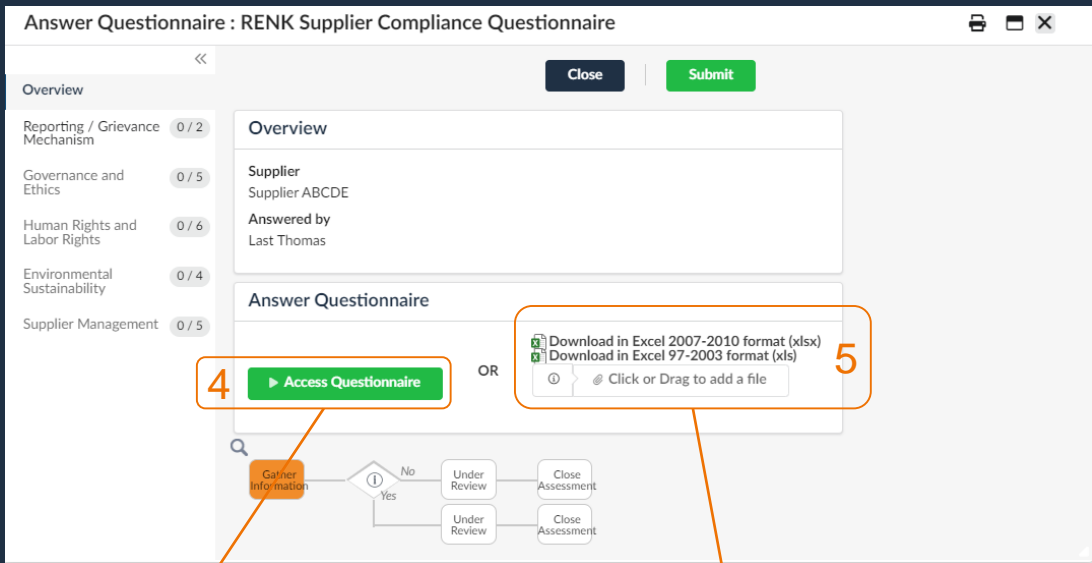
```
graph LR; A[Gather Information] --> B{1}; B -- No --> C[Under Review]; B -- Yes --> D[Under Review]; C --> E[Close Assessment]; D --> F[Close Assessment];
```

The workflow visual shows the status of the questionnaire workflow. Orange means open, green means completed.

Notice: All questionnaires are reviewed RENK internally after submission before they get released. !

Pending Validations – Example: Answering a Questionnaire

Questionnaire section overview. Every area can get directly opened.

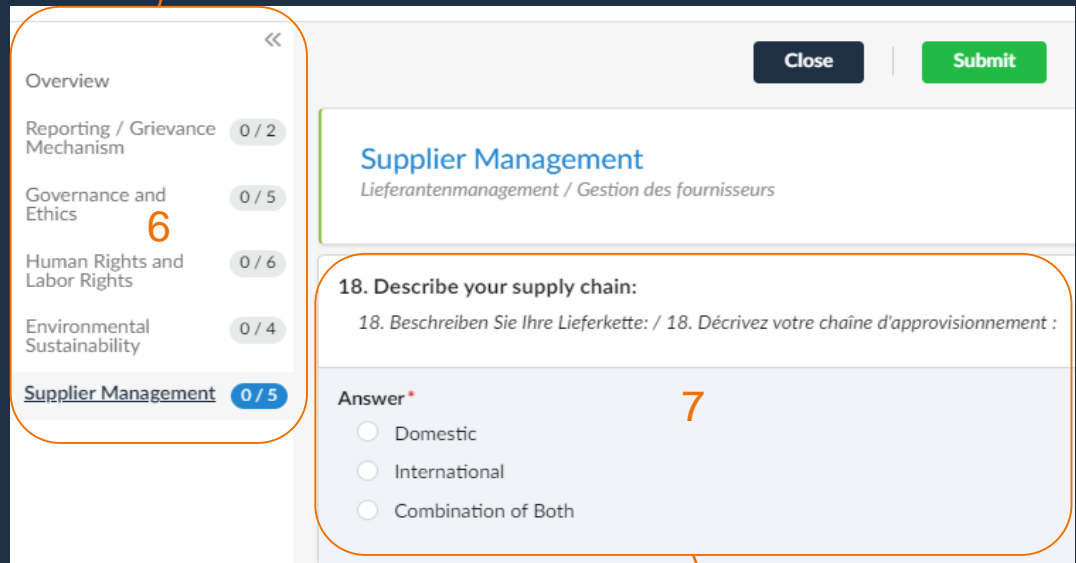


4

5

“Access Questionnaire” to process the questionnaire direct in the Portal.

A download of the questionnaire to process in Excel is possible, i.e. if multiple business units on supplier side needs to get involved. Upload after completion via “Click or Drag to add a file”. The Portal automatically processes the answers.



6

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Direct processing in an eForm. Different answer options such as multiple choice or free text are possible. Completion/Processing can be done in multiple steps, the portal saves the last updates and progress.

Pending Validations – Example: Answering a Questionnaire

Overview

Reporting / Grievance Mechanism 1 / 4

Governance and Ethics 0 / 5

Human Rights and Labor Rights 0 / 6

Environmental Sustainability 0 / 4

Supplier Management 1 / 5

1. Does your company publish a Corporate Social Responsibility (CSR)/Sustainability Report?

1. Veröffentlicht Ihr Unternehmen einen Corporate Social Responsibility (CSR) Bericht / Nachhaltigkeitsbericht? 1. Votre entreprise publie-t-elle un rapport sur la responsabilité sociale des entreprises (RSE) et la durabilité ?

Answer *

Yes

No

1.1. Please upload the most recent report. 8

1.1. Bitte laden Sie den jüngsten Bericht hoch. / 1.1. Veuillez téléverser le dernier rapport.

Document *

Click or Drag to add a file 9

Begin date *

Questions can have logical checks, depending on content, additional questions can appear. Mandatory answers are marked with a red star *

After completion the "Submit" Button will send the questionnaire to RENK.

If a questionnaire cannot be completed immediately, click "Close". Previous answered questions are saved.

Some questions may need a necessary upload of a document.

! After a questionnaire or task is completed, it disappears from the "pending validations" page.