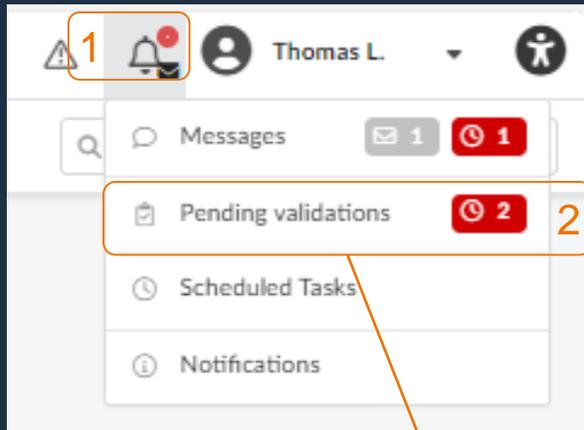


06

RENK Supplier Portal - **External Guide**

Pending Validations

Pending Validations - Supplier collaboration request



“Pending validations” leads to the to do list.

To do list

Status: To be validated

Filters: Status: To be validated

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

The 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

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 Questionnaire 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

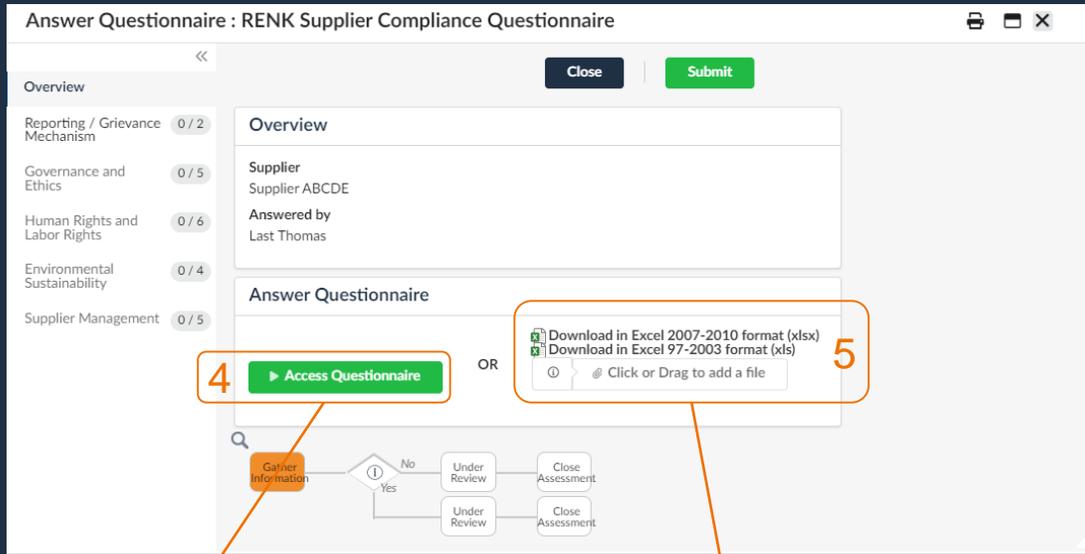
```

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

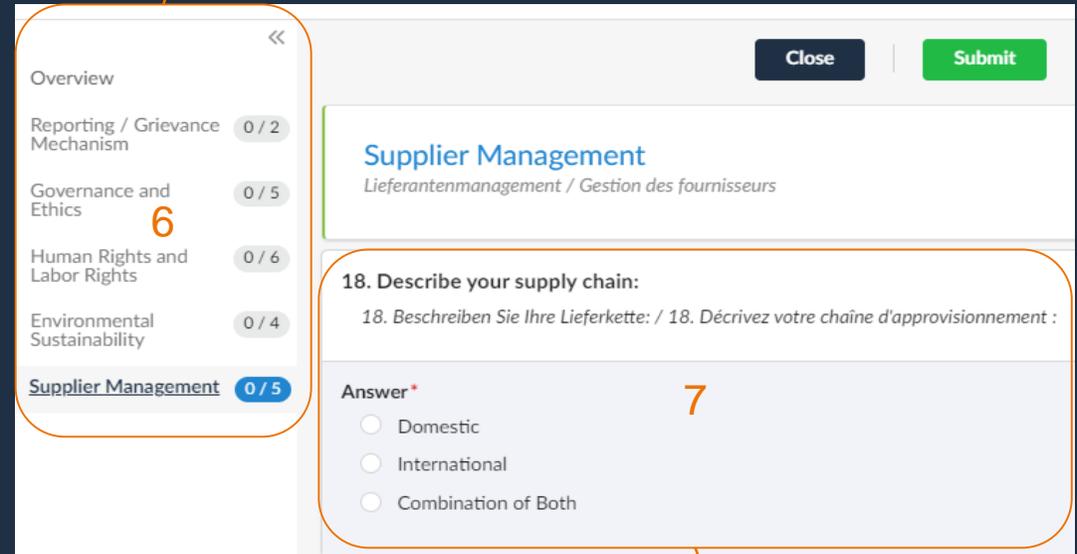
The workflow visual shows the status of the questionnaire workflow. Orange means open, green means completed.

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

Pending Validations - Example: Answering a Questionnaire



Questionnaire section overview. Every area can be opened directly.



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

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

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 latest updates and progress.

Pending Validations - Example: Answering a Questionnaire

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

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

If a questionnaire cannot be completed immediately, click "Close". Previously 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.