

02

RENK Supplier Portal - **External Guide**

Supplier Homepage

Supplier Homepage - Overview

The screenshot displays the RENK Supplier Portal interface. At the top left, there is a red banner for 'UAT Maint - V1.0' and the RENK logo. The page title is 'General Info.' and the user is identified as 'Thomas L.'. The main content area is divided into several sections:

- Announcement:** A placeholder indicating '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 states: 'The following items require your attention: Banking Information is not created or not approved'.
- Validations:** A table with 2 results:

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. At the top left is the RENK logo. To its right is a 'General Info.' tab. Below the logo is a navigation bar with back, refresh, and star icons. The main content area is divided into several sections: a left sidebar with 'Company Profile', 'Suggest Collaboration Plan', and 'Review Client' buttons; an 'Announcement' section with the text 'The content is not set'; an 'Onboarding Progress' section with a checklist: 'Gathering Basic Data' (checked), 'Compliance & Risk Assessment' (checked), 'Activation Pending' (checked), and 'Active Supplier' (checked); and a notification box with a warning icon and the text 'The following items require your attention: Banking Information is not created or not approved'. At the bottom are 'Performance Scoring' and 'Spend Analysis' sections.

The RENK logo leads at any time back to the homepage.

This menu option provides access to the different modules of the Supplier Portal.

Here you can see any announcements relevant to you.

Navigation to go back to previous screen, see a list of recently visited screens and manage favorites.

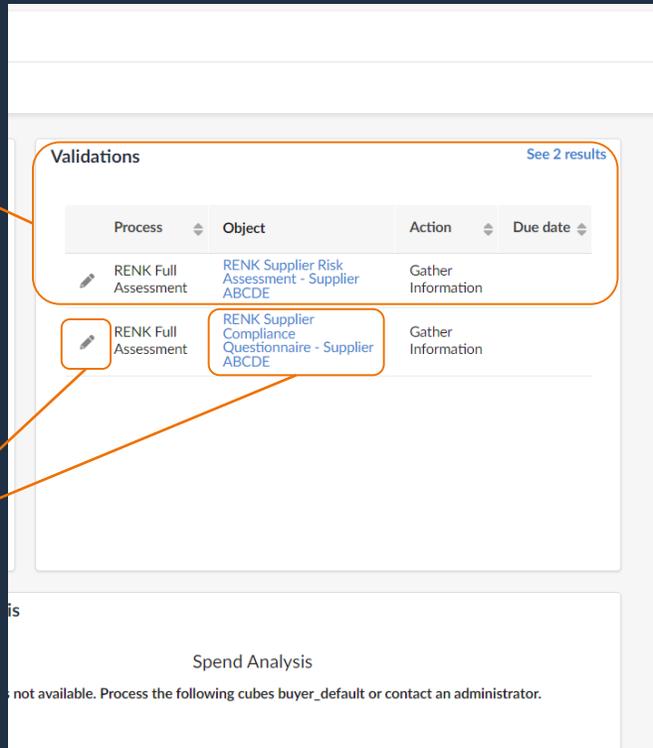
These buttons will lead to company profile, suggested collaboration plans and client review.

Notifications about alarms/tasks that need attention are shown here.

Status and overview of registration/onboarding progress.

Supplier Homepage - Overview

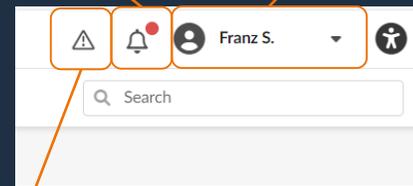
Open validations, questionnaires or tasks that need completion.



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.



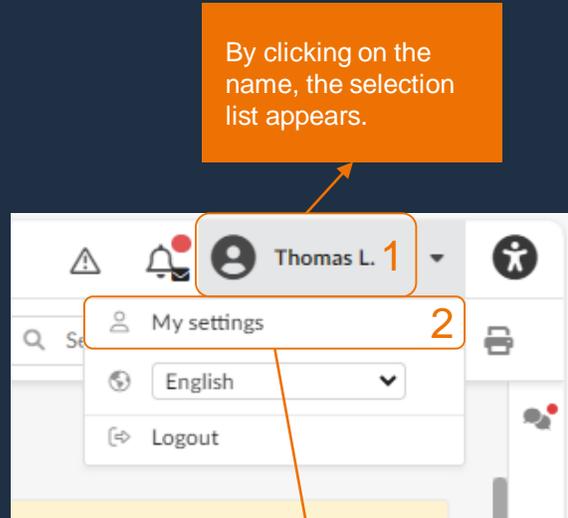
Notifications about alarms that need attention.

03

RENK Supplier Portal - **External Guide**

User Settings

User Settings: Profile



By clicking on the 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), and Internal Identifier.
- Position**: Fields for Position (Sales) and Language (en).
- Supplier**: Field for Supplier (Supplier ABCDE).
- Daily Working Time (hours)**: An empty input field.
- Phone**: Fields for Phone (+49 123456), Cell Phone (+49 7891230546), and Fax.
- Photo**: A field with an 'Add a picture' button.
- Last Connection**: A field showing 'Last Connection 10/3/2023 at 11:04 AM with IP address: 147.161.170.116'.

User Settings: Profile

The tab "Profile" leads to the profile page.

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

View, add or change the user position/role.

View, add or change phone number.

My settings : Mr. Thomas LAST

Identity

Title	First Name*	Last Name*
Mr.	Thomas	Last
Email*		Internal Identifier
thomas.last@supplierabcde.com		
Position ⓘ		
Sales en		
Supplier		
Supplier ABCDE		
Daily Working Time (hours)		

View or change title, first name and last name.

Phone

Phone
+49 123456
Cell Phone
+49 7891230546
Fax

Photo

ⓘ Add a picture

Last Connection

Last Connection
10/3/2023 at 11:04 AM with IP address: 147.161.170.116

Last connection log to the system shows the last log on.

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.



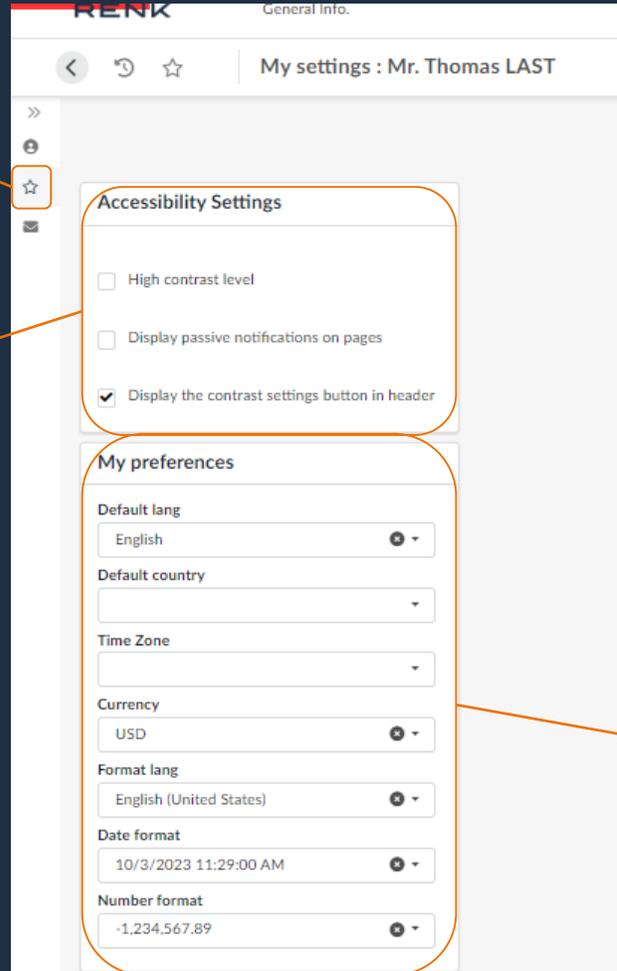
Change of user password.

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

User Settings: General Preferences

The 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.