

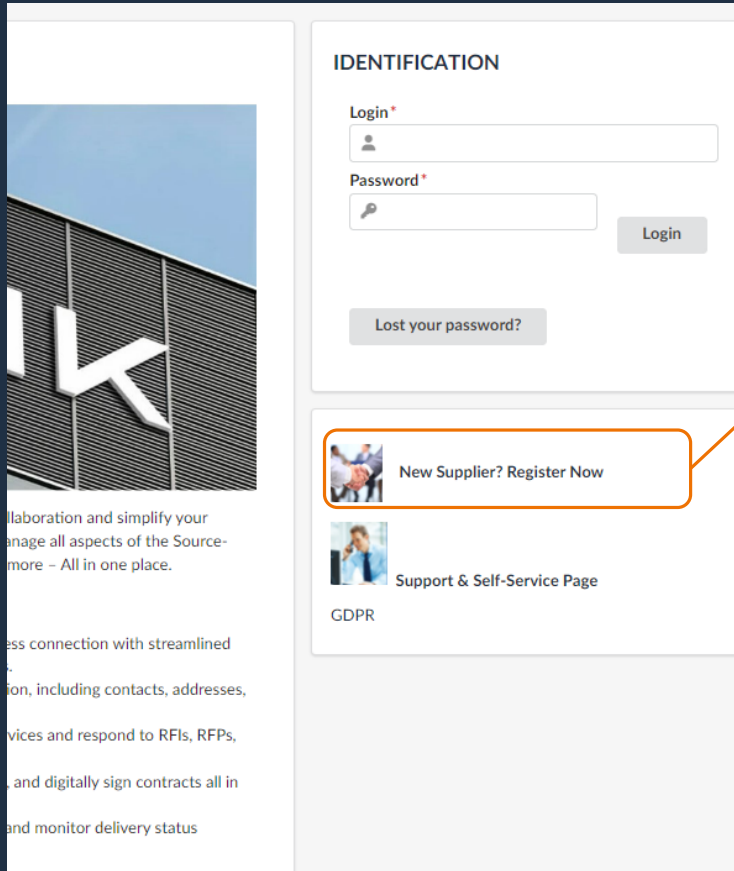
08

RENK Supplier Portal - **External Guide**

Self-Registration

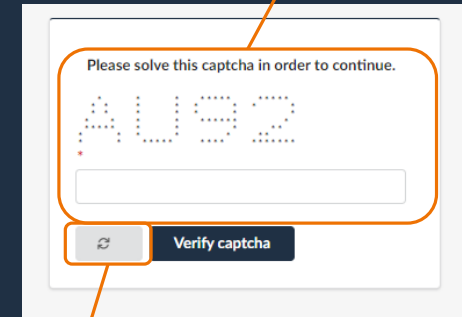
How to register

This link leads you to the registration page: <https://supplier-portal.renk.com>



If you would like to register, please follow the link "New supplier? Register now"

Please fill in the captcha code (security code) as shown in the example image and confirm it.



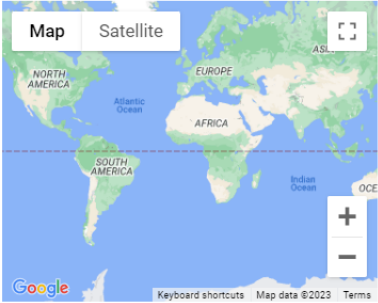
If the characters are not clearly recognizable, you can renew the captcha code using this button.

Overview of Self-Registration

< ↻ New Supplier? Register Now

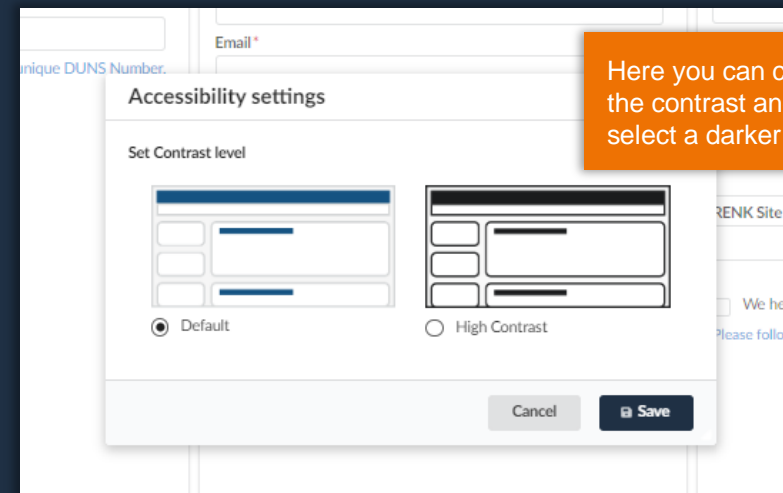
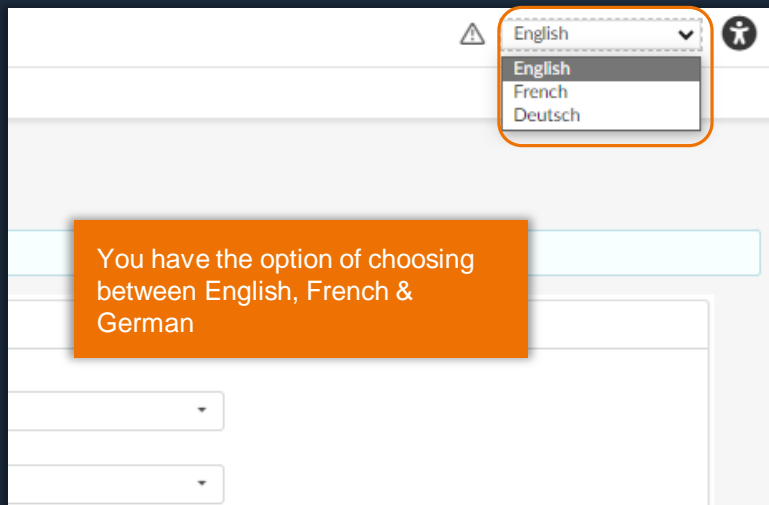
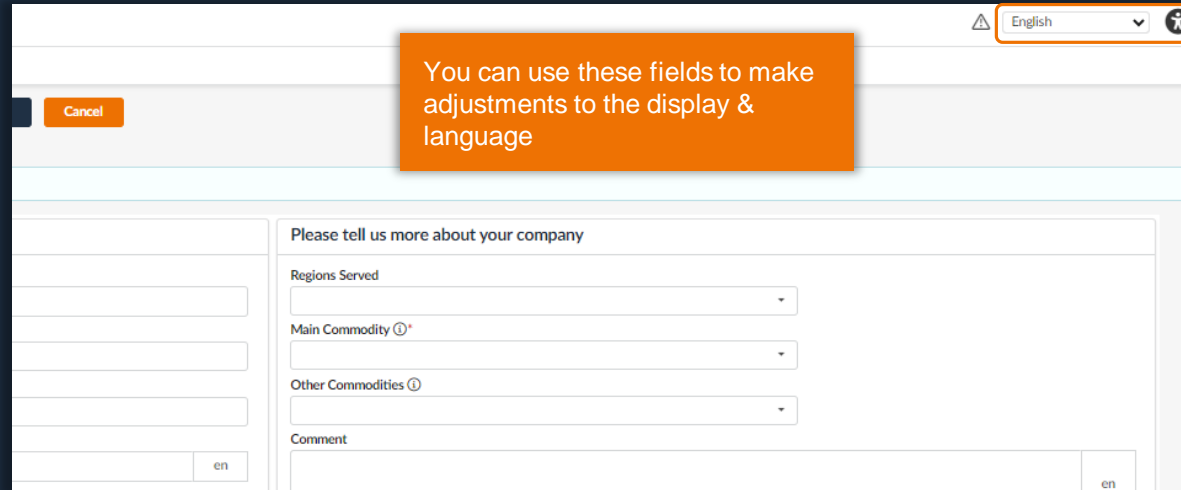
Register Cancel

Fields marked by an asterisk * are mandatory

Company information	Address	Company identifier	Contact Information	Please tell us more about your company
<p>Company Name*</p> <input type="text"/>	<p>Company Site Label ⓘ*</p> <input type="text"/>	<p>Tax ID Number*</p> <input type="text"/>	<p>First Name*</p> <input type="text"/>	<p>Regions Served</p> <input type="text"/>
<p>Legal Name</p> <input type="text"/> en	<p>Address Line 1 ⓘ*</p> <input type="text"/>	<p>Tax ID Number must have a value</p>	<p>Last Name*</p> <input type="text"/>	<p>Main Commodity ⓘ*</p> <input type="text"/>
<p>Legal Form</p> <input type="text"/>	<p>Address Line 2</p> <input type="text"/>	<p>DUNS ⓘ*</p> <input type="text"/>	<p>Email*</p> <input type="text"/>	<p>Other Commodities ⓘ</p> <input type="text"/>
	<p>Zip Code* City*</p> <input type="text"/> <input type="text"/>	<p>Search for your unique DUNS Number.</p>	<p>Position*</p> <input type="text"/> en	<p>Comment</p> <input type="text"/> en
	<p>Country* State/Province</p> <input type="text"/> <input type="text"/>		<p>Password*</p> <input type="password"/>	<p>RENK Site ⓘ*</p> <input type="text"/>
			<p>Confirm password*</p> <input type="password"/>	<p><input type="checkbox"/> We hereby acknowledge and confirm that we will comply with the principles and requirements of the RENK Group Supplier Code of Conduct. ⓘ*</p> <p>Link to RENK Supplier Code of Conduct (SCoC)</p>
			<ul style="list-style-type: none"> × Passwords should match. × The password must contain at least 1 uppercase character(s) × Password must contain at least 1 lowercase character(s) × Password must contain at least 1 digit(s) × Password must contain at least 1 non-alphanumeric character(s) × Password must contain at least 8 characters 	

Here you will find an overview of the self-registration page. This is divided into five different categories.

Change Language and Contrast



General Information

Here you can see that some of the fields are marked with an asterisk *. These fields are mandatory.

Some fields provide you with additional information to assist you.

To do this, move the mouse over the information field. You should then be provided with additional information.

Company Information & Address

Please enter the name of your company first.

You can optionally enter your trade name here.

You can optionally specify your legal form. You can select this via a drop-down menu.

Company information

Company Name*
Supplier Corp.

Legal Name
Supplier M en

Legal Form
Corporation / Incorporated (CORP, INC.)

For the address, enter the name of the company location to be registered.

Among other things, you can specify whether this is a main location or a branch.

Address

Company Site Label*
Supplier Germany HQ

Address Line 1*
Gögginger Str. 73

Address Line 2

Zip Code* 86159 **City*** Augsburg

Country* GERMANY **State/Province*** Bayern

Map **Satellite**
Supplier Germany HQ
(48.3536907, 10.8831264)

The map gives you an additional overview of the location.

Address Line 1*
Gögginger Str. 73 |

- Gögginger Str. 73 Augsburg, Germany
- Gögginger Str. 73 Leinzell, Germany
- Gögginger Str. 73 Munich, Germany
- Gögginger Str. 73 Bad Füssing, Germany

First fill in the address with the street and house number. This will display suggestions in the drop-down menu from which you can select the appropriate address.

By selecting a suggested address, the other fields are filled in automatically. However, these can also be changed manually.

Company Identifier

Exemplary supplier from Germany

Please enter your "Umsatzsteuer-ID" in the appropriate format here.

Please enter your "Steuer-Nummer" in the appropriate format here.

Please enter your DUNS number here. This number is used to uniquely identify your company.
If you do not have it to hand, you can search for it via the link "Search for your unique DUNS Number" or request a new one.

Company identifier

USt-IdNr. ⓘ*

DE123456789

St.-Nr. ⓘ*

1234567891

DUNS ⓘ*

31-619-0842

[Search for your unique DUNS Number.](#)

Exemplary supplier from the US

Please enter your "Employer Identification Number" or your "Social Security Number" in the appropriate format.

Please enter your DUNS number here. This number is used to uniquely identify your company.
If you do not have it to hand, you can search for it via the link "Search for your unique DUNS Number" or request a new one.

Company identifier

EIN / SSN ⓘ*

000-00-0000

DUNS ⓘ*

31-619-0842

[Search for your unique DUNS Number.](#)

Note: The requirements of the system regarding the company identification are automatically changed depending on the country as shown in the picture above.

Contact Information & further Company Data

The image shows a registration form for the RENK Supplier Portal, divided into two main sections: 'Contact Information' and 'Please tell us more about your company'. The form includes fields for personal details, company information, and a code of conduct acknowledgment. Several orange callout boxes provide instructions and tips for each field.

Contact Information

- First Name***: Please enter your first and last name here. (Example: George)
- Last Name***: (Example: Copper)
- Email***: Please enter your company e-mail address here. This email address will be used for the initial creation of a user for your company and can be used to log in in the future. (Example: Supplier.M@example.com)
- Position***: Please enter your function / role in the company here. (Example: Sales)
- Password***: Assign a password with which you will log in in the future. Please note the requirements for creating a password.
 - ✓ Passwords should match.
 - ✓ The password must contain at least 1 uppercase character(s)
 - ✓ Password must contain at least 1 lowercase character(s)
 - ✓ Password must contain at least 1 digit(s)
 - ✓ Password must contain at least 1 non-alphanumeric character(s)
 - ✓ Password must contain at least 8 characters
- Confirm password***: (Placeholder for password confirmation)

Please tell us more about your company

- Regions Served**: You can optionally select the regions that you can supply here. (Example: Europe, North America, Asia)
- Main Commodity ⓘ***: Please select the primary commodity group with which you would like to supply RENK. You can select this via the drop-down menu. (Example: 1011 - Bearings)
- Other Commodities ⓘ**: Optionally, you can select further commodity groups with which you would like to supply RENK.
- Comment**: Optionally, you can send us further information here.
- RENK Site ⓘ***: Please select one or more RENK Sites (locations) for which you would like to register. (Example: RENK AMERICA LLC, RENK GMBH WERK AUGSBURG)
- Code of Conduct**: We hereby acknowledge and confirm that we will comply with the principles and requirements of the RENK Group Supplier Code of Conduct. ⓘ* [Link to RENK Supplier Code of Conduct \(SCoC\)](#). Please confirm the RENK Code of Conduct for Suppliers and other Business Partners. You can access this via the link.

Selection Main Commodity

Please tell us more about your company

Regions Served

Main Commodity ⓘ*

- 1010 - Assemblies
- 1011 - Bearings
- 1012 - Belt
- 1013 - Brakes
- 1014 - Casting
- 1015 - Chain & wheels
- 1016 - Controls
- 1017 - Couplings
- 1018 - Customer order
- 1019 - Direct/Undefined

[Please Click Here To See All Possible Selections](#)

Please click on "See all" under "Main Commodity" to get an overview of all selectable commodity groups.

Please use the "+" symbol to select the corresponding category of the commodity groups you wish to supply (Direct / Indirect).

Commodity selector

Keywords

- + 10 - Direct
- + 20 - Indirect



Commodity selector

Keywords

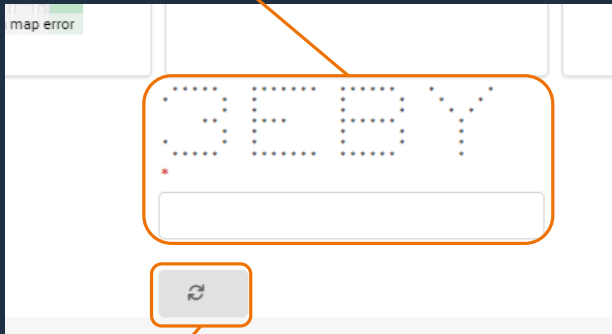
- + 10 - Direct
- + 20 - Indirect
 - 2010 - Auxiliary- and operating materials
 - 2011 - Energy and Utilities
 - 2012 - Facility Management
 - 2013 - HR and Benefits
 - 2014 - Indirect/Undefined
 - 2015 - Information Technology
 - 2016 - Infrastructure
 - 2017 - Logistics
 - 2018 - Lost Molds
 - 2019 - Machines & plants

After selecting the appropriate category, all selectable commodity groups will be displayed.

Please select the corresponding main product groups that you would like to supply.

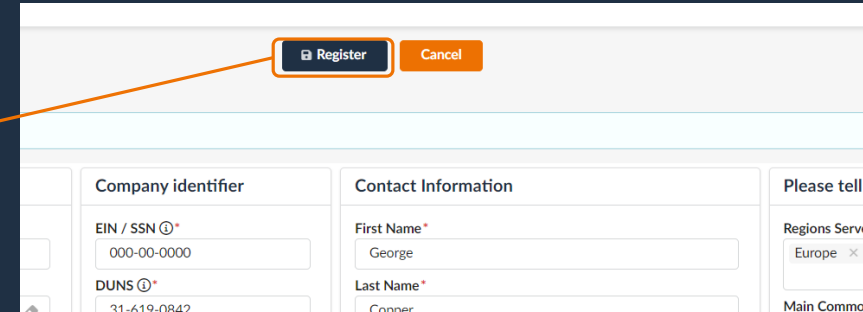
Completion of Self-Registration

Please fill in the captcha code (security code) again, as shown in the example image, and confirm it.

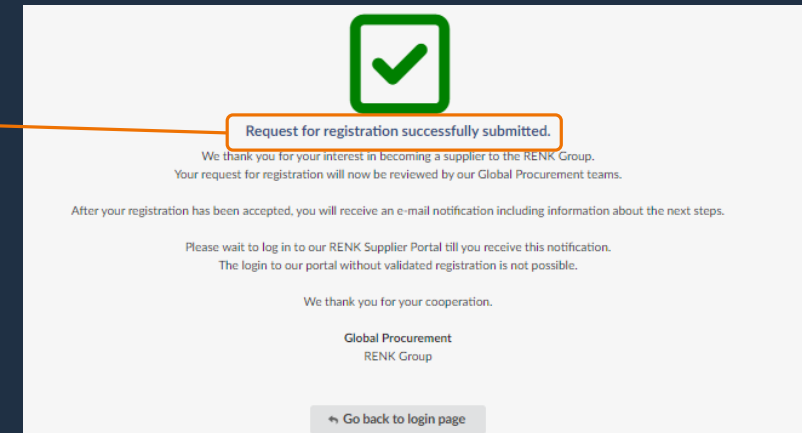


If the characters are not clearly recognizable, you can renew the captcha code using this button.

If you have filled in all the fields correctly and completely, you can complete the registration by clicking on this symbol.



Your self-registration is now complete and will be checked internally by RENK.



! Note: Once your self-registration has been successfully submitted, it will be checked internally by RENK. If your self-registration is accepted, you will be informed accordingly by an invitation email.