

# REHAU SUPPLIER PORTAL

## GUIDELINE FOR SUPPLIERS

PUR-GPS  
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## 1 REHAU Supplier Portal

REHAU uses a supplier portal to onboard new suppliers and communicate and exchange with its existing suppliers and partners.

As a new supplier you can register your company under <https://www.rehau.com/sites-en/supplier-portal> (English) or <https://www.rehau.com/sites-de/lieferantenportal> (German) in order to pave the way for a future collaboration with REHAU.

The supplier portal, however, comes with some major benefits for our existing suppliers and partners: it serves as a central exchange platform for documents and data. Therefore, everything is available at one central location – transparent for all parties.

## 2 Self-registration for new suppliers

The registration page for new suppliers is available on the REHAU homepage on the above mentioned sites. Registration can currently be done in English or German.

On the registration page you will be requested to provide general data about your company and the responsible contact persons along with your product spectrum. Therefore, the following entry fields are mandatory in order to complete the registration process.

### 2.1 Mandatory fields

#### General Company Information

- **Title:** Company / Mr. / Ms. / Mrs.
- **Company Name:** Please type in the complete name of your company
- **DUNS No.:** DUNS (Data universal numbering system) is a database for the identification business entities, which allows their identification by a unique numeric identifier. If you do not have DUNS number you can request one under <https://www.dnb.com/de-de/upik-en/>
- **Language**
- **Tax number or VAT number**
- **Country** → The entry of a country triggers the import of the international phone code in the respective field.
- **City /Postal Code**
- **House number / Street**
- **Phone** → The entry of a country triggers the import of the international phone code in the respective field.
- **Email**



## Welcome to the Supplier Registration Page

Would your company like to become part of our supplier network? With your registration you will be giving us the chance to become aware of you! Kindly use the following form to provide first informations on your company. You will be informed by e-mail as soon as your company has been added to our pool of potential suppliers.

\* Fields marked with an asterisk are mandatory

### General Company Information

* Title:	Company	<input type="text"/>
* Company Name:	Sample Ltd.	<input type="text"/>
		<input type="text"/>
* D-U-N-S Number:	111222223	<input type="text"/>
	<a href="#">Link to DUNS number</a>	
	<input type="checkbox"/> No DUNS Number available	
* Language:	English	<input type="text"/>
Homepage:		<input type="text"/>
Tax Jurisdiction Code:		<input type="text"/>
Tax Number:		<input type="text"/>
VAT Reg. No.:	DE999888777	<input type="text"/>
<b>Address</b>		
* Country:	Germany	<input type="text"/>
Region:		<input type="text"/>
District:		<input type="text"/>
* City: / * Postal Code:	Sample City	78543
Company Postal Code:		<input type="text"/>
House Number: / * Street:	123	Sample St.
Building: / Floor: / Room:		<input type="text"/>
<b>PO Box Address</b>		
PO Box:		<input type="text"/>
	<input type="checkbox"/> PO Box Without Number	
Other City: / Postal Code:		<input type="text"/>
Other Country:		<input type="text"/>
<b>Communication data for ordering process</b>		
Phone Number: / *	0049	5345354654
Fax Number: /	0049	<input type="text"/>
* E-Mail:	info@sample.local	<input type="text"/>

### Contact details

- **Title**
- **First Name**
- **Last Name**
- **Email** of the contact person
- **Phone** of the contact person → The entry of a country triggers the import of the international phone code in the respective field.
- **Language**
- **Country** → The entry of a country triggers the import of the international phone code in the respective field.

**Contact Details**

* Title:	Mr. <input type="text"/>	Mobile phone:	<input type="text"/>
* First Name:	Max <input type="text"/>	Phone Number: / *	0049 <input type="text"/> 5345354654
* Last Name:	Sample <input type="text"/>	Fax Number: /	0049 <input type="text"/>
Academic Title:	<input type="text"/>	* E-Mail:	max@sample.local <input type="text"/>
Department:	<input type="text"/>	* Language:	English <input type="text"/>
Function:	<input type="text"/>	* Country:	Germany <input type="text"/>

**Product Categories:**

In order to add a product category to your application please click on  to open the overview of the categories.  expands the category and displays the individual material groups. Please choose those categories for which you would like to apply as a supplier by ticking the respective boxes before confirming your choice with the -button.

Available Product Categories	
Expand All Collapse All	
Category Name	
<input type="checkbox"/>	REH_AU Automotive
<input type="checkbox"/>	REH_BIP Bought-in-parts
<input checked="" type="checkbox"/>	REH_BIP_01 Metal 1 - machining
<input checked="" type="checkbox"/>	• WGR_25010 From the bar
<input checked="" type="checkbox"/>	• WGR_25015 Hot stamped
<input checked="" type="checkbox"/>	• WGR_25030 Valves / ball valves
<input checked="" type="checkbox"/>	• WGR_25035 Stainless Steel
<input checked="" type="checkbox"/>	• WGR_25040 Distr. GT + access's
<input checked="" type="checkbox"/>	• WGR_25045 Red brass
<input checked="" type="checkbox"/>	• WGR_25050 Compression ring connectors
<input type="checkbox"/>	REH_BIP_02 Metal 2 - non cutting
<input type="checkbox"/>	REH_IMS Indirect materials and services
<input type="checkbox"/>	REH_INV Investment goods
<input type="checkbox"/>	REH_RAW Raw materials
<input type="checkbox"/>	REH_TRANS Transportation

**Product Categories \***

Add	
Category Name	
WGR_25010 From the bar	
WGR_25015 Hot stamped	
WGR_25030 Valves / ball valves	
WGR_25035 Stainless Steel	
WGR_25040 Distr. GT + access's	
WGR_25045 Red brass	
WGR_25050 Compression ring connectors	

Your selected material groups will be displayed in the registration form. Single material groups can be deselected by clicking the -button at the end of the line.

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## 2.2 Additional information

### Attachments

In this section, you are able to upload attachments, like corporate presentations for the responsible category manager if you would like to provide further information on your company.

### Comment

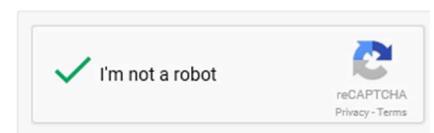
The comment section allows to provide further information to the responsible category manager.

Das Kommentarfeld erlaubt es, dem zuständigen Warengruppenmanager weitere Informationen mitzuteilen. Ebenfalls können Sie auf ggf. bereits geführte Gespräche mit REHAU verweisen und somit sicherstellen, dass Ihre Bewerbung bei der richtigen Person landet.

## 2.3 Complete your registration

After providing all necessary information you are able to send your registration to the responsible category manager at REHAU. For security reasons, you need to undergo the authentication check by checking the respective box.

### Authentication



Moreover, the data privacy statement, the terms and conditions, and the compliance agreement have to be accepted before sending the registration.

When all fields are correctly filled, click on  to finish and send out your application. The system now checks your entries on completeness and displays missing information.

You will be informed about the outcome of your application via email.

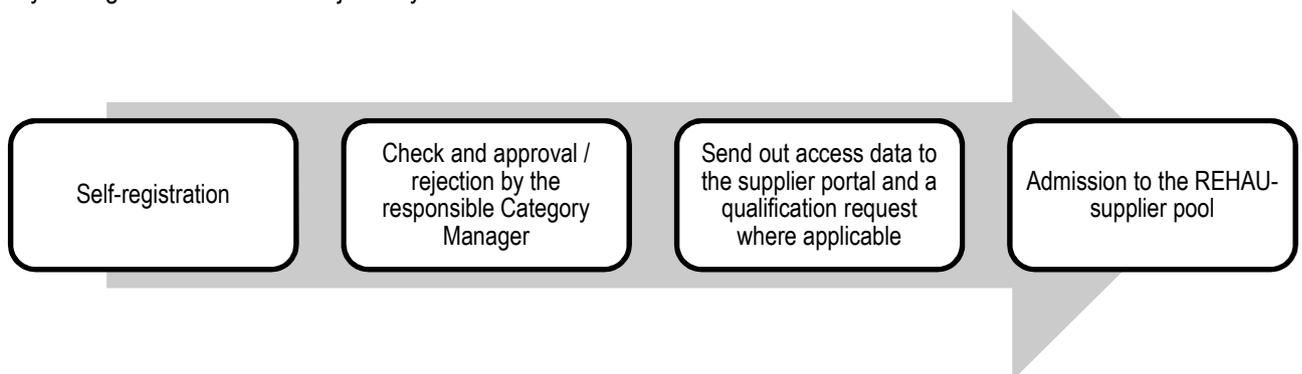
## 2.4 Registration process - overview

After sending out your registration it will be directed to the responsible category manager at REHAU purchasing. He can decide to either reject your application, demand further information about your company or directly approve of the application.

If your registration will be approved your company receives the status *Potential Supplier*, i.e. that depending on the purchasing category you registered for further information will be requested from your organisation in order to assess a future collaboration.

In this case you will be assigned access to our supplier portal. The access information will be sent out to you in two separate emails. One email includes the link for the initial logon which already contains your user name. A second email contains the password for your initial logon. If stipulated by the procedures in the individual purchasing category, you will also receive an invitation to submit further information by filling out a qualification questionnaire.

If your registration has been rejected you will likewise receive an email.



## 2.5 Completion of supplier data – qualification and bank data maintenance

If your application was successful, we will request further information about your company.

This includes a qualification questionnaire, that includes detailed information on your organisation. It's content depends on the category you applied for.

Additionally, bank data must be maintained to be included in our supplier portfolio. A document that proves the correctness of the data is mandatory and must be uploaded under *Attachments*.

### 3 Portal overview and functionalities

The following chapter provides you an overview on the core functionalities of the REHAU-supplier portal and helps you to navigate through the portal.

#### 3.1 Access data and initial login

You will receive you logon data in two separate emails. It will be sent to the email adress of the contact person provided with the registration. If your contact details were created by someone at REHAU, the emails will be sent to the contact person in our system.

The first email contains a link to the initial logon. The corresponding password is sent out with the second email.



After logging on, you will receive an entry mask which shows your contact details. You are required to change your user name and password with that first logon. This data allows you logon to the REHAU supplier portal. Please stor the data thoroughly.

## User Registration

Welcome to the User Registration page.  
After you have filled out the required fields, you will be created as an administrator user for your company.  
The prerequisite for this is that your company has been registered with us.  
\* Fields marked with an asterisk are mandatory

### Contact Details

Title:	<input type="text" value="Mr."/>	Phone Number / Extension:	<input type="text" value="5635"/>	<input type="text" value="56365"/>
First Name:	<input type="text" value="Mark"/>	Fax Number / Extension:	<input type="text"/>	<input type="text"/>
Last Name:	<input type="text" value="Sample"/>	E-Mail:	<input type="text" value="mark@schneider.local"/>	
Academic Title:	<input type="text"/>	Language:	<input type="text"/>	
Department:	<input type="text"/>	Country:	<input type="text" value="Germany"/>	
Function:	<input type="text"/>			

### Create Your Administrator Account

* User:	<input type="text" value="Sample User"/>	<input type="checkbox"/>
* Password:	<input type="password" value="....."/>	<input type="checkbox"/>
* Confirm Password:	<input type="password" value="....."/>	<input type="checkbox"/>

### Formats and Settings

Date Format:	<input type="text" value="DD.MM.YYYY"/>	<input type="button" value="v"/>
Decimal Format:	<input type="text" value="1.234.567,89"/>	<input type="button" value="v"/>
Time Zone:	<input type="text"/>	<input type="button" value="v"/>

### Data Privacy Statement

I have read the [data privacy statement](#) .

## 3.2 Logon to the Supplier Portal

The logon to the supplier portal can be found under <https://supplier.rehau.com/reh/portal> where you can logon with your individual user name and password.

Upon logon, you are able to change the user language or password. If you forgot your password, a reset option is also provided.

After logging on, you are routed to a screen showing different tiles. Go to *Supplier Data Maintenance*.

Benutzer	<input type="text" value="Sample User"/>
Kennwort	<input type="password" value="....."/> <input type="button" value="v"/>
Sprache	<input type="text" value="EN - English"/> <input type="button" value="v"/>

### 3.3 Navigation in the portal

At the left side of the screen you will find a menu bar with the different portal functions. Clicking on the individual menu options will guide you there. Via the button *Log Out* at the upper, right part of the screen you can exit the portal. Please note, that your browser should be closed when leaving the portal since otherwise, problems with other applications that save access data in the background can occur.

### 3.4 Qualification requests

Qualification requests offer REHAU the possibility to request data from our suppliers in a structured way. This can happen directly when a supplier registers in the portal or at a later stage.

**Supplier Data Maintenance** [Home](#) | [Find](#) | [Help](#) | [Log Off](#)

- ▼ Qualifications
  - New (1)
  - In Process
  - Submitted
  - To Be Clarified
- ▼ Tasks
  - New
  - Submitted
  - To Be Clarified
  - Completed
- ▼ Employees
  - Create Employee
  - List of Employees
  - Own Data
- ▼ Company
  - Attachments
  - Company Data
  - Certificates

Start Page > List of New Qualifications

List of New Qualifications

Refresh

Name	Created On	Deadline	Status
Qualifizierung BIP - Metall 1	30.11.2017	20.12.2017	New

You can find all unanswered qualification requests under *New*. With every incoming qualification request, you will also receive an email. In order to answer the questionnaire, open it by clicking on its name.

The navigation through the questionnaire is held easily: a menu bar displays you at which part of the questionnaire you currently are and which points are unanswered.

In the upper, right part of the page you will find the status of your answer and the time until when your answer is expected.

You can also choose the language for your answer.

In the lower part of the page you find action

buttons that allow you to browse (*Next / Previous*), save the current status of your response (*Save*), generate a *print preview*, close the questionnaire or *send* it after completion.

The questionnaire can contain open questions, but also check boxes, where the correct answer need to be chosen. In some cases, attachments are required. By clicking  you can choose a file for upload.

If a qualification request has been edited and saved but not sent, you can find it under *In Process* in the menu bar, while *Submitted* contains those questionnaires returned to purchasing. You can access your sent qualification questionnaires at any time.

It can be the case that a questionnaire that has been submitted is returned to you with a request for qualification. This questionnaire will be displayed under *To be clarified*. In this case, you will be informed which aspects of your reply require further qualification so you can answer those questions only.

### 3.5 Tasks

The tasks functions offers options to jointly work on common projects or plans. Examples can be actions from material group strategies or supplier development projects. Determinations from escalation scenarios can also be tracked here.



The screenshot shows the REHAU logo and the title 'Qualifizierung BIP - Metall 1'. Below the title is a navigation bar with buttons: Previous, Next, Display, Save, Print Preview, Close. The qualification details are: Qualification: Qualifizierung BIP - Metall 1, Supplier: SCHNEIDER and sons. On the right, a box shows: Response Status: New, Deadline: 20.12.2017, Submission Date: -. A progress bar shows three steps: 1 Introduction, 2 Qualification questionnaire Bought In Parts, 3 Data Privacy Statement. Below the progress bar is the 'Introduction' section with a text area and a language dropdown menu set to 'English'. At the bottom, there is another navigation bar with buttons: Previous, Next, Display, Save, Print Preview, Close.

Under *New* you can find tasks, that were assigned to you but are so far not worked at. You will receive an email for every task that has been assigned to you. In order to edit and answer the tasks, it can be opened by clicking on its name. You will then receive an overview of all your tasks and can answer directly in the system and send your answer:

[Startseite](#) > [Neu](#) > Aufgabendetails

Senden

**Aufgabendetails**

Name:

Fälligkeitsdatum:

Status:

Priorität:

Beschreibung:

**Kommunikation**

Kommunikation mit dem Einkäufer: 03.12.2017 18:39:52 (UTC)  
Sent by Vorname07 CategoryManager07SLC (Purchaser)  
Message:  
Dear Mr. Sample,  
  
as discussed in our last workshop, please provide the data on our common packaging concept.  
  
Regards,  
Susann Test

Nachricht an Einkäufer:

**Anlagen vom Einkäufer**

Dateiname	Beschreibung	Dateigröße
Kein Ergebnis gefunden		

**Anlagen für den Einkäufer**

Beschreibung:

Dateiname:

Dateiname	Beschreibung	Dateigröße
Kein Ergebnis gefunden		

It can be the case that a task you already edited and answered will be returned to you asking for further details. These will be displayed under *To be Clarified*. *Submitted* and *Completed* tasks can be found in the respective menus.

### **3.6 Employees**

In the *Employees* section you can create further contact persons of your company. The title, first name, name, language, email, country, and phone data are mandatory data. However, the employee does not receive access to the portal but is only visible in our master data.

You can view all employees of your company that are available in our master data under *List of Employees*. In *Own Data*, you can view, edit or complete your own contact details like name, phone, and email.

### **3.7 Company**

The menu item *Company* allows you the maintenance of general company data, like address of communication data or even the upload of attachments.

Under *attachments* you can upload any documents and share with your contact person at REHAU. Moreover, you can view documents that have been uploaded by a REHAU-employee and shared with you. This means, a central place for data transfer that both parties can access exists.

Under *Company Data* you can maintain address and communication data as well as bank data. Please note, that every change of bank data needs to be supported by an official document of your company that serves as proof. This document needs to be uploaded to *Attachments* → *General Supplier Information*. If you fail to do so, the change of bank data will be rejected by our central supplier master data department.

Depending on the purchasing category, you are registered for, you are required to provide proof or certain certifications, like e.g. ISO 9001. These certificates can be uploaded and managed under *Certificates*. There, you can see which proofs are required and how long existing certificates are valid.

## **4 Support**

Important and helpful information on our supplier portal and supplier and material group management at REHAU can be found at our corporate homepage under Purchasing.

Of course, your contact person at REHAU will help you with any issues concerning the portal. Besides, questions can be directed to [Support\\_SLC\\_purchasing@rehau.com](mailto:Support_SLC_purchasing@rehau.com).

We are looking forward to our common collaboration.