

KÄRCHER

makes a difference



ONBOARDING PROCESS FOR NEW SUPPLIERS

SLC Support, January 2019

EVERY NEW SUPPLIER NEEDS TO BE REGISTERED AND QUALIFIED THROUGH KÄRCHER SLC SYSTEM

1 REGISTRATION

- Supplier self-registration
- Start of Kärcher internal approval workflow according to the selected purchasing categories and delivery regions
- after approval: creation of vendor record & sending of system credentials

2 INITIAL LOGIN

- Creation of personal account

3 QUALIFICATION

- Questionnaire regarding

- Bank Data
- General topics
- Quality management
- Sustainability
- Confirmation of Kärcher qualification documents
- Code of Conduct
- Quality Assurance Agreement
- Declaration of Substances

only for production material suppliers

1

REGISTRATION

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GENERAL COMPANY INFORMATION

You want to become a supplier of Kärcher? Please fill out the registration form under <https://supplierportal.kaercher.com/registration?sap-language=en>

(fields marked with * are mandatory)

General Company Information

1 * Company name: [More...](#)
(including legal form)

2 D-U-N-S Number:

* Language:

Homepage:

Tax Jurisdiction Code:

Address

* Country:

Region / States:

District:

* City: / * Postal Code:

House Number: / * Street:

Building: / Floor: / Room:

PO Box Address

PO Box:

PO Box Without Number

Other City: / Postal Code:

Other Country:

Other Region:

Communication

C.C: / * Company phone no.:

C.C: / Fax Number:

* Company E-Mail Address:

(for PO transmission)

1

Company name (including legal form)

- Fill in your company name in the respective language and **letters of your country**.
- For additional space, click on **More...**
- *Example: → Кәрхер Центр на Беговой*

2

2 – D-U-N-S Number

- Dun & Bradstreet provides a **D-U-N-S Number**, a unique nine digit identification number, for each physical location of your business.
- It can only be used once for registering.
- *Example: → 123456789*

GENERAL COMPANY INFORMATION

General Company Information

* Company name: [More...](#)

(including legal form)

D-U-N-S Number:

* Language:

Homepage:

Tax Jurisdiction Code:

Address

* Country:

Region / States:

District:

* City: / * Postal Code:

House Number: / * Street:

Building: / Floor: / Room:

PO Box Address

PO Box:

PO Box Without Number

Other City: / Postal Code:

Other Country:

Other Region:

Communication

C.C: / * Company phone no.:

C.C: / Fax Number:

* Company E-Mail Address:

(for PO transmission)

3

4

5

3

Country

- As soon as you select the country, the country code ("C.C.") for phone and fax numbers is automatically filled in.

4

Address Data

- Fill in the address data in the respective language and letters of your country.
- For **Brazil**, Region/State is also mandatory.
- For **Turkey**, Title is also mandatory (appears above Company name when country is selected).
- Example: → Country: *Russia*
City: *Москва*
Postal Code: *141407*
House Number: *1*
Street: *ул.Беговая*
Building: *к.1*

5

Company E-Mail Address

- Each e-mail address can only be used once for registering
- A second registration with the same e-mail address will be rejected.

GENERAL COMPANY INFORMATION

6 Will you supply in a country other than your home country?:
The international address is a copy of the local address. You have to maintain this address in latin characters.

International Address

* Internat. Company Name: [More...](#)

* Country:

Region / States:

District:

* City: / * Postal Code:

House Number: / Street:

Building: / Floor: / Room:

PO Box Address

PO Box:

PO Box Without Number

Other City: / Postal Code:

Other Country:

Other Region:

Communication

C.C: / * Company phone no.:

C.C: / Fax Number:

* Company E-Mail Address:

(for PO transmission)

6

International Address

- If you tick this checkbox, you should enter the **same** address and communication info as above, but this time in **Latin letters**.
- Example: → Internat. Company Name: Kerher Centr na Begovoj*

CONTACT DETAILS

Contact Details

1 Title:

* First Name:

* Last Name:

Academic Title:

* Department:

* Function:

* Country:

C.C. / * Phone Number:

Mobile phone number:

C.C. / Fax Number:

* E-Mail of contact person:

* Language:

Kaercher reference:

2 * Do you have a current company presentation?:
 Yes No

1

Contact Details

- Fill in all the information about the contact person who will receive an email with a link for logging into the company's account.

2

Company Presentation

- Select **Yes** to upload your company presentation.
- Click on **Browse...** to select your presentation.
- Click on **Add Attachment** to upload it.

SELECTION OF PRODUCT CATEGORIES

Product Categories *

No product categories selected

1

Selection of Product Categories

Product categories

Find:

Available Product Categories: Open the hierarchy and select on the lowest level the product categories you can supply.

Category Name

- NPM Non Production Material
- PM Production Material
- C00 Finishing
- C01 Forming tool metal parts
- C02 Machined parts
- C03 Plastic parts
- C04 Sealings / Gaskets / Insulation
- C05 Welding & Soldering (metal and plastics)
- E00 Batteries and chargers
 - E00A00 Batteries/Lithium-Ionen
 - E00A01 Batteries Lead
 - E00B00 Chargers Lithium-Ion
 - E00B01 Chargers Lead
- E01 Cables
- E02 Electronics
- E03 Electrical motors & Pumps
- M00 High pressure cleaners
- M01 Vacuum Cleaners
- M02 Floor cleaner
- M03 Sweepers

◀ Back 1 2 3 Forward ▶

2

1

Product Categories

- Click on **Add** to add product categories.

2

Selection of Product Categories

- Select the product categories (max. 8 categories) you can supply by ticking the respective entry in the list.
- You can search a category by typing it into the **Find** field and clicking on **Go**.
- Confirm your selection with **OK**.

DELIVERY REGIONS

Delivery regions *

No Production Site selected

1

Select one production site

Delivery regions

Find:

Available production site: Open the hierarchy and select on the lowest level the site(s) you can supply to.

Delivery regions

Americas

Asia-Pacific

Europe

Germany

Italy

Romania

CER Curtea de Arges

2

Minority / Women Owned Business (If you are not an US-based supplier, please tick "none") *

3

Large Business	<input type="checkbox"/>	Small Business	<input type="checkbox"/>	Small Disadvantaged Business	<input type="checkbox"/>	HUB Zone Business	<input type="checkbox"/>
Women Owned Business	<input type="checkbox"/>	Veteran Owned Business	<input type="checkbox"/>	Service Disabled Veteran	<input type="checkbox"/>	None	<input type="checkbox"/>

1

Delivery regions

- Click on **Add** to add delivery regions.

2

Selection of delivery regions

- Select all the delivery regions you want to supply by ticking the respective entry in the list.
- You can search a region by typing it into the **Find** field and clicking on **Go**.
- Confirm your selection with **OK**.

3

Selection of delivery regions

- If you selected the USA as one of your delivery regions, you need to tell us, what kind of business you own.
- Tick at least one of the offered business types.

CAPTCHA & PRIVACY STATEMENT

1

Captcha *

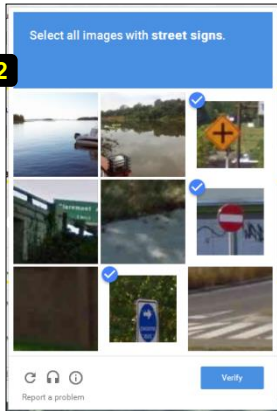
I'm not a robot

reCAPTCHA
Privacy - Terms



2

Select all Images with street signs.

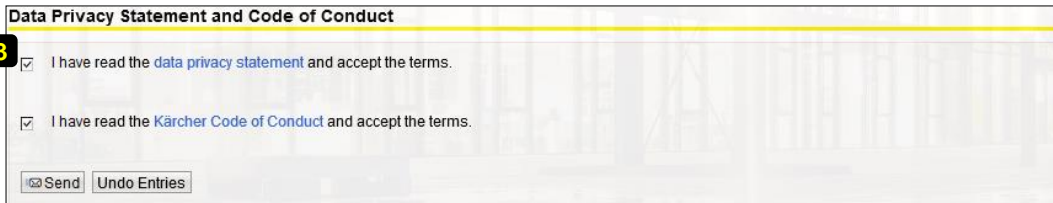


3

Data Privacy Statement and Code of Conduct

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

I have read the [Kärcher Code of Conduct](#) and accept the terms.



1

Captcha

- Tick the checkbox "I'm not a robot"

2

Captcha

- Tick all the images described in the blue box on top.
- Click on **Verify** in the bottom right corner.

3

Data Privacy Statement and Code of Conduct

- Read the **data privacy statement** and the **Kärcher Code of Conduct**.
- Tick both checkboxes.
- When everything is filled in, click on **Send**.
- If you made any mistakes, you will get an error message on top of the page. Correct the mistakes and click on **Send** again.

2

INITIAL LOGIN

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INITIAL LOGIN

	 [Redacted]	13:45	 
	Supplier portal: new qualification request received		
	 Kaercher SLC testing system	11:15	 
	Supplier portal: your password for first logon		
1	 Kaercher SLC testing system	11:15	 
	Supplier portal: your login-data for first logon		

Supplier portal: your login-data for first logon

Kaercher SLC testing system <SLC.system@de.kaercher.com>

Gesendet: [Redacted]

An: [Redacted]

Dear Mr. Max Test,

We are pleased to welcome Test Supplier Manual as a potential supplier. To establish a business relationship it is obligatory for you to work with our SLC supplier portal.

The system is for cooperation between Kärcher and its suppliers regarding the following topics:

- Checking and updating of own supplier data
- Participation in the development and qualification process of Kärcher
- Managing certificates and other documents

The following user ID was created for your access to our supplier portal:
2CJOMX1JGXMP

This user ID is only valid for the first login. You will receive the corresponding password for the supplier portal in a separate email.

1) Please click the following URL to log on to the system with the above user ID:
<https://supplierportal-test.kaercher.com/userreg?sap-user=2CJOMX1JGXMP>

2) Enter the initial password in the login-pad and click "Log-On".

3) In the next form, you can create a new personal username and password. Please note: The other information is set by default. You can change that after you have

1

Emails

- After approval of your registration you get **three emails** for the initial login.
- the **yellow marked** emails are **important** for the initial login.

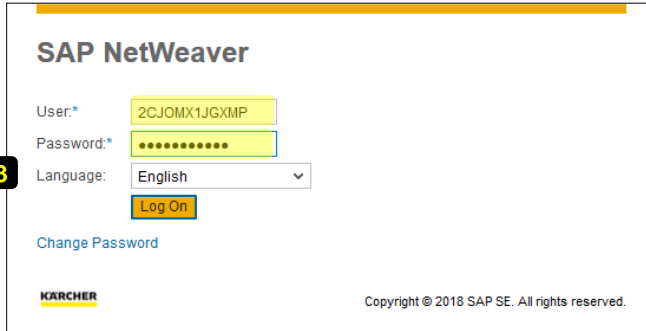
2

Initial User

- In the first email you can see your **initial User-ID** (for example ID TZ7TB4SST73Q) and the **link for the first login**.
- **Please note: you can use this link only once for your first login.**
- **Click on the link** to get to the logon screen.

INITIAL LOGIN

3



SAP NetWeaver

User:* 2CJOMX1JGXMP

Password:*

Language: English

Log On

[Change Password](#)

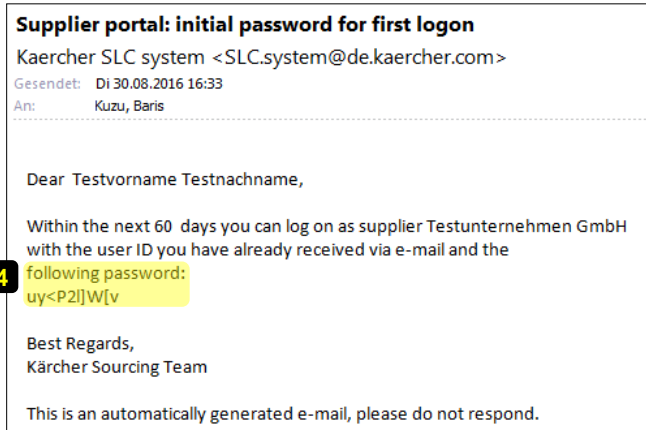
KÄRCHER

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3 Initial login page

- After that you get to the logon screen and your **User-ID** was automatically filled in the username field.
- You can find your **password** in the second mail

4



Supplier portal: initial password for first logon

Kaercher SLC system <SLC.system@de.kaercher.com>

Gesendet: Di 30.08.2016 16:33

An: Kuzu, Paris

Dear Testvorname Testnachname,

Within the next 60 days you can log on as supplier Testunternehmen GmbH with the user ID you have already received via e-mail and the following password:

uy<P2]]W[v

Best Regards,
Kärcher Sourcing Team

This is an automatically generated e-mail, please do not respond.

4

Password

- Now you must **copy** the generated password and **insert** it into the logon screen in the **password field**.
- Then **click** on „sign on“.

USER REGISTRATION

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.

1 Contact Details

Title:	<input type="text"/>	Country:	<input type="text"/>
* First Name:	<input type="text" value="Testvorname"/>	Phone Number:	<input type="text"/>
* Last Name:	<input type="text" value="Testnachname"/>	Mobile phone number:	<input type="text"/>
Academic Title:	<input type="text"/>	Fax Number:	<input type="text"/>
Department:	<input type="text"/>	* E-Mail of contact person:	<input type="text" value="test@baris.kuzu@de.kaercher.com"/>
Function:	<input type="text"/>	Language:	<input type="text"/>

2 Create Your Administrator Account

* User:

* Password:

* Confirm Password:

3 Formats and Settings

Date Format:

Decimal Format:

Time Zone:

4 Data Privacy Statement

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

1

Contact Details

- Please **ignore** the area of „Contact Details“, because the fields here are **greyed out** and therefore not changeable.

2

Create Your Administrative Account

- You can **change** your **username** and **password** here.
- **Please note: This login data is for future logons to the system.**

3

Formats and Settings

- You can also change your **date format**, **decimal format** and **time zone** here.

4

Data Privacy Statement

- Please **read** the **data privacy statement** and **agree**.
- **Click** on the „**Create**“ Button.

INITIAL LOGIN

5 **KÄRCHER**

Your administrator account has been created.

Please continue here: [Login](#)

Please save a copy of this link for future processing.

KÄRCHER HOME & GARDEN PROFESSIONAL SUPPORT INSIDE KÄRCHER

6

Login to the supplier portal:

The supplier portal at Kärcher offers a common platform for communication between our suppliers and Kärcher. To login to the supplier portal as an already registered supplier, please click the following link:

[LOGIN](#)

5

Confirmation

- The screen with the confirmation appears
- Now **click** on the “**Sign on**” button to go to your profile in the system.

6

Future Login

- Please use one of the two opportunities below to **login** to the system in the **future**:
- **Kärcher Homepage Suppliers Area-> Log-In Supplierportal**
<https://www.kaercher.com/int/inside-kaercher/company/supplier-area.html>
- **Direct Link:** <https://supplierportal.kaercher.com/supportal>

3

QUALIFICATION

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ANSWER A QUALIFICATION REQUEST

Potential new suppliers will receive a qualification request from the responsible purchaser. You will be informed by E-Mail. Please note, that the initial login has to be completed, before entering the qualification request!



List of New Qualifications

Refresh

Name	Created On	Deadline
1 new PM component supplier qualification	25.10.2018	25.10.2018
(!) not to be sent out: Bank data	24.10.2018	03.11.2018

1 Qualifications

- **New:** The new qualification requests which have been sent by the responsible buyer at Kärcher are shown here. All items listed here have not been started yet.
- **In Process:** Here you can find the items in progress which you have saved but not yet sent back to the Kärcher buyer
- **Submitted:** Filled-out and successfully submitted items/questionnaires are listed here. You can open all questionnaires here to review your qualification answers at any time.
- **To be clarified:** If a buyer has questions about a qualification you submitted, you will find these here for your rework.

1

Answer a Qualification Request

- Open the qualification request by clicking on the name.

ANSWER A QUALIFICATION REQUEST

The screenshot shows a web interface for answering a qualification request. At the top, there are navigation buttons: "Previous", "Next", "Edit", "Save", "Print Preview", and "Close". Below these are input fields for "Qualification: new PM component supp ...", "Supplier: Test Supplier Manual", "Response Status: New", "Deadline: 25.10.2018", and "Submission Date: -". A progress bar below the input fields consists of six numbered steps: 1. Introduction, 2. Procurement / General topics, 3. Quality Management, 4. Sustainability Qualification, 5. Qualification Documents, and 6. Data Privacy Statement. The "Data Privacy Statement" step is currently selected and highlighted with a yellow underline.

The screenshot shows the "Data Privacy Statement" section. It features a checkbox with the text "Yes, I have read the data privacy statement and accept the terms." The checkbox is checked. Below the checkbox is a "Submit" button. A yellow callout box with the number "4" is positioned over the "Submit" button.

1

Edit

- if you want to edit the questionnaire, it might be necessary to click on the button **"Edit"** first.

2

Navigation

- use the buttons "Previous" and "Next" to navigate between the different pages of the qualification request.

3

Save

- by clicking the button **"Save"** your answers are saved but not yet send to the responsible purchaser.

4

Submit

- after answering all questions, please confirm the Data Privacy Statement and click on **"Submit"**. The qualification questionnaire will be send to the responsible purchaser and our Quality Department for validation.

MAKE A DIFFERENCE
THANK YOU