

KÄRCHER

makes a difference



ONBOARDING PROCESS FOR NEW SUPPLIERS

SLC Support, May 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
 - General topics
 - Quality management
 - Sustainability
- Confirmation of Kärcher qualification documents
 - Quality Assurance Agreement
 - Declaration of Substances
 - Code of Conduct

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...](#)

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

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 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

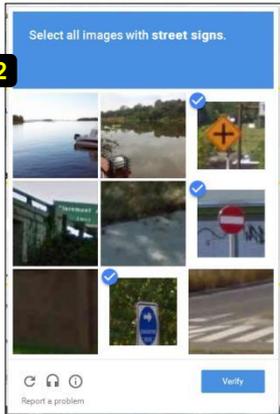
I'm not a robot

reCAPTCHA
Privacy - Terms



2

Select all Images with street signs.



Report a problem

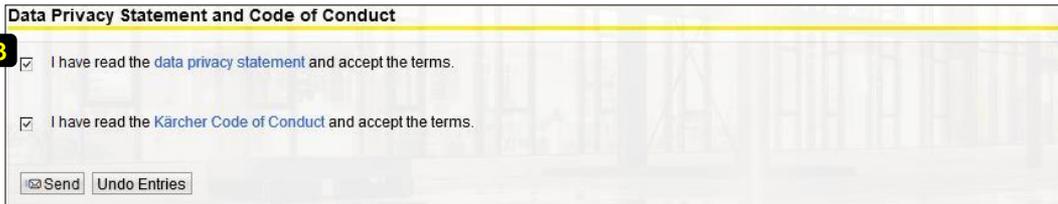
Verify

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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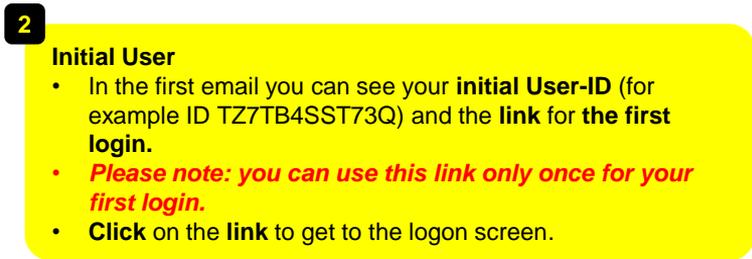
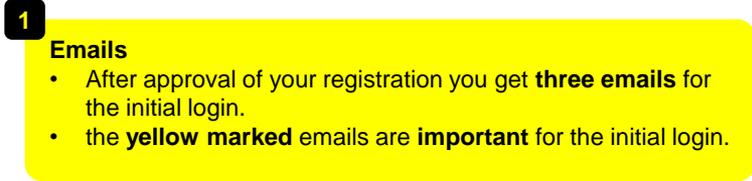
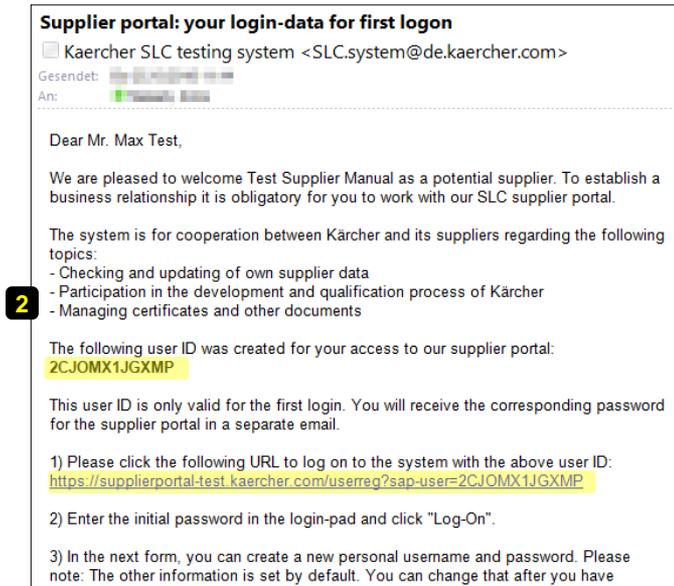
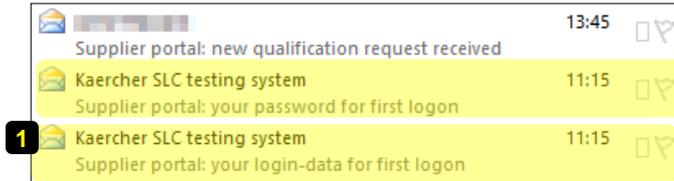
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only for production material suppliers

INITIAL LOGIN



INITIAL LOGIN

3



SAP NetWeaver

User:* 2CJOMX1JGXMP

Password:*

Language: English

Log On

[Change Password](#)

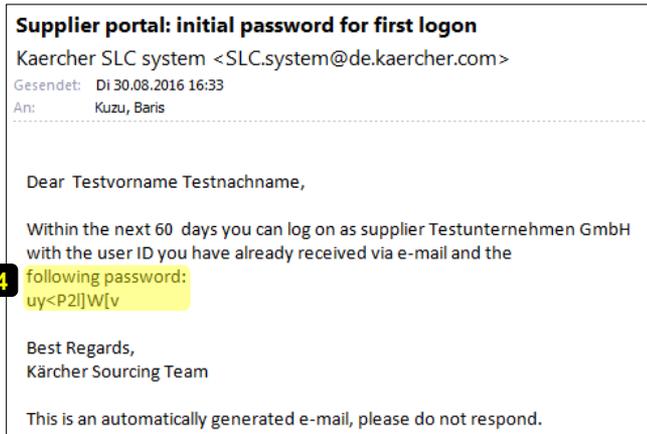
KÄRCHER

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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.

- ### 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"/>
- ### Create Your Administrator Account

* User:

* Password:

* Confirm Password:
- ### Formats and Settings

Date Format:

Decimal Format:

Time Zone:
- ### 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!



Name	Created On	Deadline
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

2 1 3

Previous Next Edit Save Print Preview Close

Qualification: new PM component supp ... Response Status: New

Supplier: Test Supplier Manual Deadline: 25.10.2018

Submission Date: -

1 2 3 4 5 6

Introduction Procurement / General topics Quality Management Sustainability Qualification Qualification Documents Data Privacy Statement

Data Privacy Statement

Data Privacy Statement

Yes, I have read the data privacy statement and accept the terms.

4

Submit

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.

GENERAL QUALIFICATION REQUIREMENTS

SUPPLIERS OF NON-PRODUCTION MATERIAL AND SERVICES

Orders via Procurement system.



Mandatory documents to be signed:

- Code of conduct

SUPPLIERS OF PRODUCTION MATERIAL AND PURCHASED GOODS

Orders via SAP ERP system.

Kärcher decides if an on-site audit is needed.

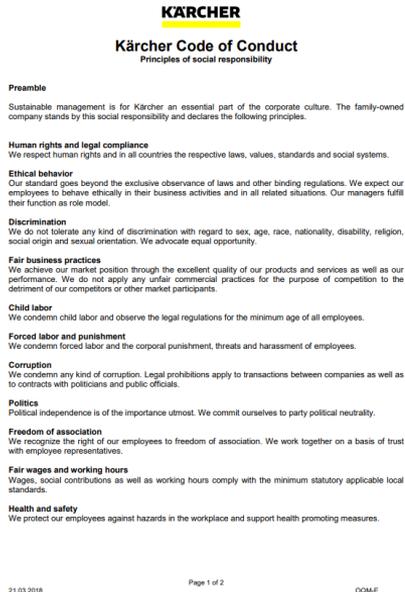


Mandatory documents to be signed:

- Code of conduct
- Declaration regarding substances
- Quality assurance agreement

QUALIFICATION DOCUMENTS

CODE OF CONDUCT (COC)



Kärcher puts high emphasis on sustainable management as an essential part of the corporate culture.

The family-owned company stands by this social responsibility.

For a proper confirmation of the COC a legally binding signature is needed on the last page.

In special cases the code of conduct of the supplier can be accepted after agreement with Kärcher.

KÄRCHER

QUALIFICATION DOCUMENTS

DECLARATION OF SUBSTANCES REGARDING KN 050.032

Suppliers declaration of substances¹⁾ according to Kärcher standard 050.032²⁾

KÄRCHER

Please forward to³⁾

Company:

Supplier No.:

Address:

Name:

Function:

Phone:

E-mail:

(Responsible Kärcher organisation):

(Responsible Kärcher purchaser):

(Address, street):

(Address, city):

(Address, country):

Please insert ⁴⁾

The Kärcher group, consisting of Alfred Kärcher GmbH & Co. KG and its affiliated companies, puts great emphasis on environmentally friendly products. In the KN 050.032 you find a list of prohibited and delectable substances, which may not be included respectively must be declared in products, materials and resources which are delivered to the Kärcher group.⁵⁾

Confirmation / Declaration:

We confirm that we have taken note of the Kärcher standard KN 050.032 and that the materials and products supplied to Alfred Kärcher GmbH & Co. KG, its affiliated companies or to third parties appointed by those do not contain substances⁶⁾ which are prohibited or to be declared by the Kärcher standard KN 050.032, and/or⁷⁾ substances placing on the market is prohibited by the current legislation and by the legislation being valid at the date of delivery.⁸⁾

Our products supplied to Alfred Kärcher GmbH & Co. KG, its affiliated companies or to third parties appointed by those particularly contain none of the substances that are prohibited by the EU directive 2002/95/EG (ROHS) and 2011/65/EU (ROHS2) (date related to homogeneous materials, substances see Kärcher standard 050.032²⁾) and/or substances mentioned on REACH candidate list in a concentration > 0,1% – substances see <https://echa.europa.eu/candidate-list-table>. All applied ROHS exemptions according to Annex III of 2011/65/EU (ROHS2) are listed explicitly in the table below.⁹⁾

This applies to all products, except the following declared ones:¹⁰⁾

Product	Item number in Kärcher group	Substance	Concentration	Drawing reference (please specify on the...)	Proposed substitute substance (please specify 2)	unit	ROHS exemption No. 11)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

More than 7 item numbers are affected, please ask for a list of the parts supplied by you at the purchasing department responsible for you.¹²⁾

Given an example for declaration of substances¹³⁾

Product	Item number in Kärcher group	Substance	Concentration	Drawing reference	Proposed substitute substance (please specify 2)	unit	ROHS exemption No. 14)
example 1)	6-00-000-00	example 1)	100%	example 1)	example 1)	1.0000	example 1)
example 2)	6-00-000-00	example 2)	100%	example 2)	example 2)	1.0000	example 2)
example 3)	6-00-000-00	example 3)	100%	example 3)	example 3)	1.0000	example 3)

Date: Name (plain writing): Signature & Company stamp¹⁵⁾ (legally binding):

¹⁾ The declaration form and the Kärcher standard 050.032 „Environmentally compatible products – consultant“ substances are available at shop.karcher.de/050032

²⁾ This substance is currently required by drawing: jesma → → CDMA/ven/ban/bw 150120175



Kärcher puts high emphasis on environmentally friendly products. The Kärcher standard KN 050.032 provides information regarding prohibited and delectable substances.

For a proper confirmation the supplier shall indicate only materials **not** matching with the KN 050.032. A legally binding signature is needed even if no entries have been made in the table so all materials are conform with the KN 050.032.



QUALIFICATION DOCUMENTS

QUALITY ASSURANCE AGREEMENT (QAA)

QUALITÄTSSICHERUNGSVEREINBARUNG QUALITY ASSURANCE AGREEMENT		KÄRCHER	
Zulieferer: Alfred Kärcher SE & Co. KG, Alfred-Kärcher-Str. 28-40, 71364 Winnenden, Deutschland		Betreiber: Alfred Kärcher SE & Co. KG, Alfred-Kärcher-Str. 28-40, 71364 Winnenden, Deutschland	
handelt im eigenen Namen sowie im Namen und in Vollmacht für die unter der nachfolgenden Internetadresse aufgeführten und als "Werke" bezeichneten Gesellschaften der Kärcher-Gruppe		acting in its own name and in the name and on behalf of the companies of the Kärcher Group described as "Works" at the following internet address	
http://supplierinfo.karcher.com/Qualifikation_Temp/aktuelle_Kaercher_Werke.pdf		http://supplierinfo.karcher.com/Qualifikation_Temp/aktuelle_Kaercher_Werke.pdf	
- nachfolgend "Kärcher" genannt =		- hereinafter referred to as "Kärcher" =	
unde		ende	
(Please add your company address / bitte Name + Adresse eintragen)			
Supplier / Firmenname (Name)			
Street / Straße (Name)			
Country / Land (Name)			
ZIP + Town / PLZ + Stadt (Name) (Name)			
entsprechend der entsprechenden Produktionsstätte		including the corresponding production site	
- nachfolgend "Lieferant" genannt =		- hereinafter referred to as the "Supplier" =	
Vorbemerkungen		Preliminary remarks	
Zwischen Kärcher und dem Lieferanten besteht entweder bereits eine dauernde Lieferbeziehung für Geräte, Baugruppen und / oder Komponenten (nachfolgend "Vertragswaren" genannt) oder Kärcher tritt mit dem potenziellen Lieferanten in Vertragsverhandlungen über eine solche Lieferbeziehung.		Either Kärcher and the Supplier already have a permanent supply relationship for devices, assemblies and/or components (hereinafter "contractual goods"), or Kärcher is in contractual negotiations with the potential Supplier for such a supply relationship.	
Sofern eine Lieferbeziehung bereits besteht, soll der Lieferant durch geeignete Qualitätsmanagement-Maßnahmen (nachfolgend "QM-Maßnahmen" genannt) die Qualität der an Kärcher zu liefernden Vertragswaren sicherstellen. Der Lieferant liefert im Rahmen dieser Beziehung von Kärcher bestellte Vertragswaren unter Umständen auch direkt an von Kärcher benannte Kärcher-Kunden aus.		If a supply relationship already exists, the Supplier must ensure the quality of the contract goods to be delivered to Kärcher by means of suitable quality management measures (hereinafter "QM measures"). Under certain circumstances, the Supplier may also deliver contractual goods ordered by Kärcher directly to Kärcher customers named by Kärcher.	
Sofern dies noch nicht der Fall ist, will Kärcher über diese Qualitätssicherungsverbarung (nachfolgend "QSV" genannt) die Qualitätstauglichkeit des potenziellen Lieferanten bewerten können. Ein Anspruch des Lieferanten auf Belieferung bzw. eine Verpflichtung zur Abnahme seitens Kärcher ist mit dem alleinigen Abschluss dieser QSV in jedem Fall		If this is not yet the case, Kärcher wishes to be able to assess the quality capability of the potential Supplier through this Quality Assurance Agreement (hereinafter "QAA"). The sole conclusion of this QAA shall not entitle the Supplier to delivery or create an acceptance obligation for Kärcher.	
Ungesichtete Liniensignatur / Signature "Supplier"			
Datum / Date und Stempel and company stamp			
Version: 03.08.2019 / DR-009-C-048 - Seite 1			



As high quality brand Kärcher puts high emphasis in assuring that all parts of the supply chain deliver according to the specifications to satisfy its customers.

For a proper confirmation of the QAA all pages have to have short signatures and the last page an official legally binding signature.

If cables, electronics or purchased goods are supplied additional annexes have to be signed as well.

MAKE A DIFFERENCE
THANK YOU