

# SUPPLIER SELF-REGISTRATION

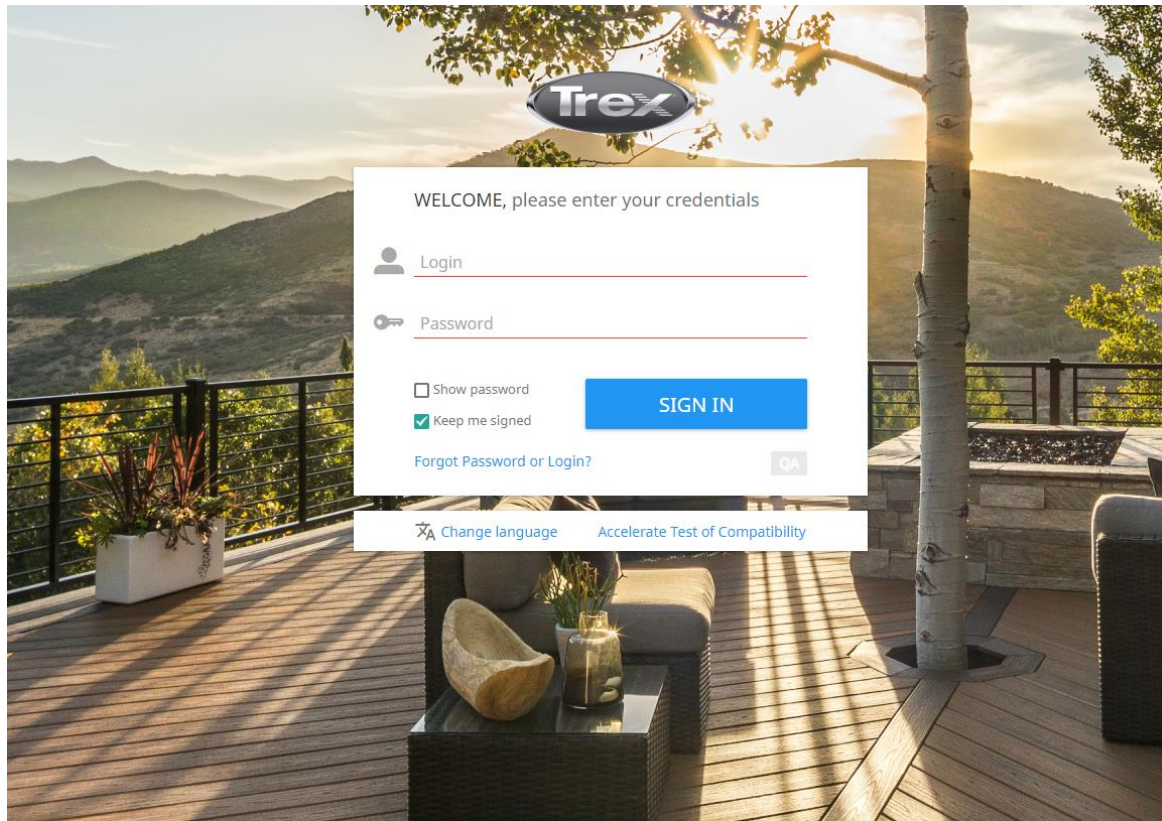
Supplier User Guide





# Vendor portal logon

## New Vendors



- Use username and password issued to your email.
- Once information is entered, click SIGN IN

The first tab is the welcome page which may contain some general info about the SSR process as well as whom to get in contact with in case support is needed.

Click on Next to proceed to the next tab.



On the „Company & Contact“ tab the potential supplier must fill in all the mandatory fields such as: company, country, contact information, etc.



The fields marked with red are the mandatory fields. The potential supplier must fill in all the mandatory fields to be able to click on „Next“ and proceed to the next step. **Please note** that the mandatory fields may differ from the ones displayed on the screenshot.



Antworten | Allen antworten | Weiterleiten | Chat

user system <system-clientname@synertrade.com> | Sara Lozi 11:42  
Your registration on <https://training.synertrade.com> by Synertrade: Registration

Dear Mr. Sara Test,

You have been registered by company Synertrade on the procurement platform <https://training.synertrade.com>. To access the internet platform you can login with your personal access data after clicking on the following URL:

Platform: <https://training.synertrade.com>  
User name: Mr. Sara Test  
Login: sara.test01

The password will be sent to you in a separate email.

In case of questions regarding the platform usage please contact the support hotline via +33 [support@synertrade.com](tel:+330975184485) Antworten | Allen antworten | Weiterleiten | Chat

This is an automated generated message; please do not reply to this email.

user system <system-clientname@synertrade.com> | Sara Lozi 11:42  
<https://training.synertrade.com> (by Synertrade): Password

Dear Mr. Sara Test,

A new password has been generated. Please enter this new temporary password together with your login:

URL: <https://training.synertrade.com>

Password: 3vIWWzN&j

After first log-in, please follow the 2 steps:

1. You will be required to enter a new personal password (please ensure you follow the password rules set).
2. Once logged in, click the link in the left menu or on your user name in top left corner; check and save your personal settings for your profile (language, time zone etc.).

In case of questions regarding the platform usage please contact support +33 (0)975184485 or email [support@synertrade.com](mailto:support@synertrade.com).

This is an automated generated message; please do not reply to this email.

Once the informaiton on the „Company and contact“ has been completed, the potential supplier will recieve two emails with the credentials for the platform of the client.



This is step 3/7  
Please indicate your colleague.  
After you have saved your data, click "Next" to continue your registration Synertrade.

On each SSR page there is a progress indication (e.g step 3 out of 7) with additional instructions as to what needs to be filled in.

New contact

NO.	<input type="checkbox"/>	++	ACADEMIC TITLE	TITLE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	MOBILE/CELL	FAX	LANGUAGE	DEPARTMENTS	COMMENT	ADDRESS	FUNCTIONS	CITY	POSTAL CODE	STAT	COUNTY
1	<input type="checkbox"/>	<input type="checkbox"/>		Mrs.	Sara	Test	<input checked="" type="checkbox"/>	sara.lozi@synertrade.com	0049			English			-		-	-		German

1 Record exists Show 10 Records

PREVIOUS NEXT

In the Company Contacts tab, the potential supplier can add additional colleagues. To create a new contact, click on „New contact“.

The screenshot shows the 'Supplier Self Registration' interface. At the top, there's a navigation bar with tabs: WELCOME PAGE, COMPANY & CONTACT, DETAILED INFORMATION, COMPANY CONTACTS (active), MATERIAL GROUP ASSIGNMENT, CERTIFICATE OVERVIEW, ADDITIONAL INFORMATION, TERMS AND CONDITIONS, and LOG OUT. A status bar on the right indicates 'Status: Not submitted' and 'Support: please click here'. Below the navigation is an information box stating 'This is step 3/7. Please indicate your colleague. After you have saved your data, click "Next" to continue your registration Synertrade.' A search bar is present. The main area contains a table of contacts. The first row shows a contact named Sara Test with email sara.lozi@synertrade.com and telephone 0049. The second row is a new contact entry with a dropdown menu open showing 'Dr.' and 'Prof.' options. A green checkmark icon is visible in the action column of the second row. At the bottom right, there are 'PREVIOUS' and 'NEXT' buttons. The 'NEXT' button is highlighted with a green box and an arrow pointing to it from a text box.

NO.		ACADEMIC TITLE	TITLE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	MOBILE/CELL	FAX	LANGUAGE	DEPARTMENTS
1	<input type="checkbox"/>		Mrs.	Sara	Test	<input checked="" type="checkbox"/>	sara.lozi@synertrade.com	0049			English	
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Dr. Prof.	Mr.		<input type="checkbox"/>					English	

2. To save the changes the supplier needs to click on the green checkmark.

1. The supplier must fill in all the mandatory information of the new contact in order to be able to save the changes.

3. To proceed, please click on „Next“.



Browser address bar: <https://training.synertrade.com/ngp43/common/actions/user/SelfRegistrationTabs.do?hdLanguage=EN>

Page Title: Supplier Self Registration

Status: Not submitted  
Support: please click here

Navigation: WELCOME PAGE | COMPANY & CONTACT | DETAILED INFORMATION | **COMPANY CONTACTS** | MATERIAL GROUP ASSIGNMENT | CERTIFICATE OVERVIEW | ADDITIONAL INFORMATION | TERMS AND CONDITIONS | LOG OUT

Information: This is step 3/7. Please indicate your colleague. After you have saved your data, click "Next" to continue your registration Synertrade.

Search: [Search] [All]

New contact

NO.	<input type="checkbox"/>	ACADEMIC TITLE	TITLE	FIRST NAME ↑	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	MOBILE/CELL	FAX	LANGUAGE	DEPARTMENTS	COMMENT	ADDRESS	FUNCTIONS	CITY	POSTAL CODE	STAT	COUNTRY
1	<input type="checkbox"/>		Mrs.	Sara	Test	<input checked="" type="checkbox"/>	sara.lozi@synertrade.com	0049			English			-		-	-		German

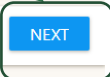
1 Record exists Show 10 Records

PREVIOUS **NEXT**



The potential supplier can edit the contact information by clicking on „Open“, make the changes, and save.

To proceed, please click on „Next“.



1. Click on „New“ to add a new certificate. Please fill in all mandatory fields and click on the green checkmark to save. Please do not forget to upload a certificate.

2. W-9 is required to be added. You will not be able to submit without and updated W-9.

To proceed, please click on „Next“.



Supplier Self Registration

Status: Not submitted  
Support: please click here

WELCOME PAGE COMPANY & CONTACT DETAILED INFORMATION COMPANY CONTACTS MATERIAL GROUP ASSIGNMENT CERTIFICATE OVERVIEW **ADDITIONAL INFORMATION** TERMS AND CONDITIONS LOG OUT

This is step 7/7  
Please answer of all questionnaires below.  
After you have saved your data, click "Finish" to send the data to Synertrade.

Search [ ] All [v]

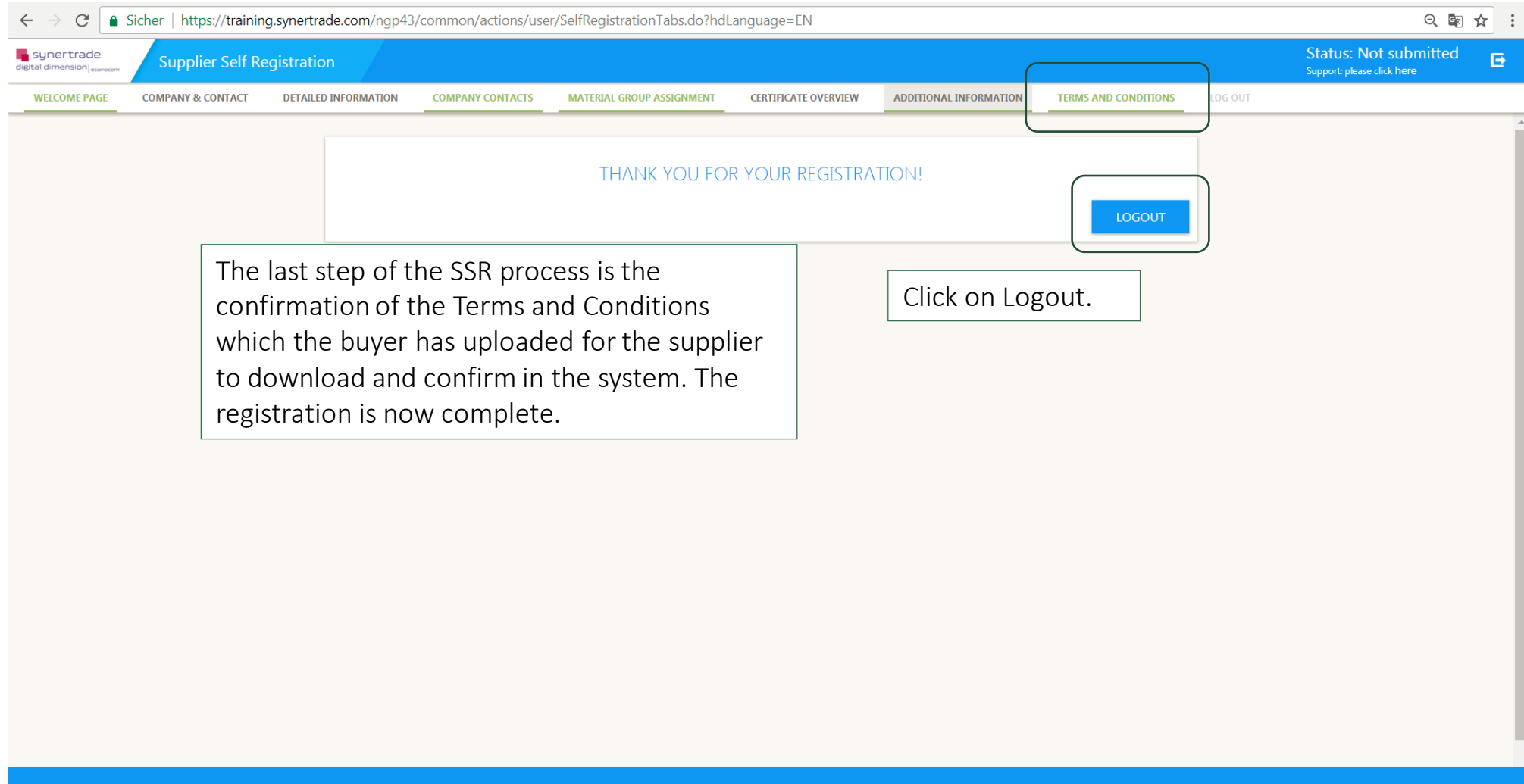
NO.	QUESTIONNAIRE	TAB	-	INFORMATION SHEET TYPE	TYPE	COMPLETED (%)	RELEVANT FOR FOLLOWING BUSINESS UNITS	RELEVANT FOR FOLLOWING MATERIAL GROUPS	RELEVANT FOR FOLLOWING GEOGRAPHICAL ZONES	LAST CHANGE	LAST CHANGE
1	SSR Test Questionnaire	SSR Test Questionnaire	✓	Self Registration	☑	100%	0 selected	0 selected	0 selected		

1 Record exists Show 10 Records

PREVIOUS **NEXT**

In case the buyer has set a questionnaire up for gathering additional supplier information, the potential supplier would be requested to complete this under the tab „Additional Information“. By clicking in the column „Questionnaire“ a form with some mandatory and optional questions would be displayed. The answers have to be published in order to proceed to the next step.

To proceed, please click on „Next“.



← → ↻ Sicher | <https://training.synertrade.com/ngp43/common/actions/user/SelfRegistrationTabs.do?hdLanguage=EN> 🔍 📄 ☆ ⋮

synertrade digital dimension | econocom  
Supplier Self Registration Status: Not submitted  
Support: please click here

WELCOME PAGE COMPANY & CONTACT DETAILED INFORMATION COMPANY CONTACTS MATERIAL GROUP ASSIGNMENT CERTIFICATE OVERVIEW ADDITIONAL INFORMATION **TERMS AND CONDITIONS** LOG OUT

THANK YOU FOR YOUR REGISTRATION!

LOGOUT

The last step of the SSR process is the confirmation of the Terms and Conditions which the buyer has uploaded for the supplier to download and confirm in the system. The registration is now complete.

Click on Logout.





Engineering What's Next  
in Outdoor Living®