



SSR PROCESS

User Guide - FO Supplier and Buyer Guide



Front Office

Supplier Self Registration Process – Steps to be Completed by Suppliers

Send SSR Request via Supplier Database

synertrade digital dimension econocom

Supplier Database

Cvetelina Dimitrova 12.04.2018 / 14:46 / GMT+02:00

Supplier Database / Supplier database

ALL SUPPLIER COMPANIES

Search [] All []

Advanced search Back to main search Show full list

Supplier search Romania Supplier search filter Fa... Supplier search filter

NEW COMPANY New company (web service query) **Send SSR request** Export to excel Filter Import SSR Requests Export SSR Request file template Export Configure Translation

| NO. | | | COMPANY | COMPANY TYPE | LEVEL | ID | ADDRESS | CITY | POSTAL CODE | STATE | COUNTRY |
|-----|--------------------------|--|----------------------|--------------|-------|----|-------------|------------|-------------|-------|---------|
| 1 | <input type="checkbox"/> | | | | | | Hämeentie 5 | Helsinki | 00530 | | Finland |
| 2 | <input type="checkbox"/> | | | | | | Hämeentie 5 | Helsinki | 00530 | | Finland |
| 3 | <input type="checkbox"/> | | Aihkon AG1 | Group | 5 | 32 | Hämeentie 5 | Helsinki | 00530 | | Finland |
| 4 | <input type="checkbox"/> | | Aihkon AG1 | Group | 5 | 32 | Hämeentie 5 | Helsinki | 00530 | | Finland |
| 5 | <input type="checkbox"/> | | Authentic Industries | Group | 9 | | | Düsseldorf | | | Germany |
| 6 | <input type="checkbox"/> | | Authentic Industries | Group | 9 | | | Düsseldorf | | | Germany |
| 7 | <input type="checkbox"/> | | Autorent | Group | 10 | | | Berlin | | | Germany |

The SSR request is sent by the buyer

Send SSR Request via Tender (Supplier Circle)

The screenshot shows the Synertrade Supplier Database interface. At the top, the user is identified as Cvetelina Dimitrova on 12.04.2018 at 14:50 GMT+02:00. The main navigation bar includes 'Supplier Database' and 'Supplier database'. A search bar is present, along with filters for 'Supplier search Romania', 'Supplier search filter Fa...', and 'Supplier search filter'. A toolbar contains buttons for 'NEW COMPANY', 'New company (web service query)', 'Send SSR request' (highlighted with a red box and a '1'), and 'Export to excel'. Below this is a table of supplier companies with columns for NO., checkboxes, and various icons. A modal window titled 'COMPANY REGISTRATION REQUEST' is open, showing a form with fields for 'SSR Process' (Standard SSR), 'Language' (English), 'Company', 'First name', 'Last name', 'E-mail', and 'Material groups'. The 'Apply' button is highlighted with a red box and a '2'. The background table shows supplier data including 'Authentic Industries' and 'Autorent'.

| NO. | | ADDRESS | CITY | POSTAL CODE | STATE | COUNTRY |
|-----|--------------------------|----------------------|----------|-------------|------------|---------|
| 1 | <input type="checkbox"/> | Hämeentie 5 | Helsinki | 00530 | | Finland |
| 2 | <input type="checkbox"/> | Hämeentie 5 | Helsinki | 00530 | | Finland |
| 3 | <input type="checkbox"/> | Hämeentie 5 | Helsinki | 00530 | | Finland |
| 4 | <input type="checkbox"/> | Hämeentie 5 | Helsinki | 00530 | | Finland |
| 5 | <input type="checkbox"/> | Authentic Industries | Group | 9 | Düsseldorf | Germany |
| 6 | <input type="checkbox"/> | Authentic Industries | Group | 9 | Düsseldorf | Germany |
| 7 | <input type="checkbox"/> | Autorent | Group | 10 | Berlin | Germany |

Welcome Page

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

Welcome to Supplier Self Registration (SSR)

The following screens will guide you through the registration process step by step. It will take approximately 5–10 minutes to complete the registration. For further company and subsidiaries information please click [here](#).
For assistance with registration please contact support:
SynerTrade Supplier Support
SynerTrade SES AG
Bunzlauer Strasse 7, 80992 Munich
Tel: +33 (0)975184485
E-Mail: support@synertrade.com
Monday - Thursday, 8 am - 6 pm
Friday, 8 am - 4 pm.

[NEXT](#)

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.

Company & Contact (1/3)

← → ↻ Sicher | https://training.synertrade.com/ngp43/common/actions/user/SelfRegistrationTabs.do?hdLanguage=EN

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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

Welcome to the self registration of your company in our supplier database.
This is step 1/7.

Please complete the fields below with company and personal data.
Mandatory fields are marked red. Click "Next" to continue.

COMPANY INFORMATION

Company

VAT Number

Address

City

Postal code

State

Country Germany ▼

Phone

Fax

Email address

Contact information, Alarm telephone

Payment in Currency 1 EUR - Euro ▼

Payment in Currency 2 EUR - Euro ▼

Website

D&B DUNS No.

Mother company

Country Of Mother Company Germany ▼

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

Company & Contact (2/3)

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.

Company & Contact (3/3)

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>.
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 Antworten Allen antworten Weiterleiten Chat
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.

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.

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

Company Contacts (1/3)

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

Search

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"/> | + | | Mrs. | Sara | Test | <input checked="" type="checkbox"/> | sara.lozi@synertrade.com | 0049 | | | English | | | - | | - | - | | German |

1 Record exists Show 10 Records

PREVIOUS NEXT

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.

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

Company Contacts (2/3)

The screenshot shows the 'Supplier Self Registration' interface. At the top, there's a navigation bar with 'Supplier Self Registration' and 'Status: Not submitted'. Below it is a breadcrumb trail: WELCOME PAGE > COMPANY & CONTACT > DETAILED INFORMATION > COMPANY CONTACTS > MATERIAL GROUP ASSIGNMENT > CERTIFICATE OVERVIEW > ADDITIONAL INFORMATION > TERMS AND CONDITIONS > LOG OUT. A message box indicates 'This is step 3/7. Please indicate your colleague. After you have saved your data, click "Next" to continue your registration Synertrade.' Below this is a search bar and a table of contacts.

| NO. | <input type="checkbox"/> | <input type="checkbox"/> | ACADEMIC TITLE | TITLE | FIRST NAME | LAST NAME | DEFAULT CONTACT | EMAIL ADDRESS | TELEPHONE | MOBILE/CELL | FAX | LANGUAGE | DEPARTMENTS |
|-----|-------------------------------------|-------------------------------------|----------------|-------|----------------------|----------------------|-------------------------------------|--------------------------|----------------------|----------------------|----------------------|----------|-------------|
| 1 | <input type="checkbox"/> | <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="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | English | |

Annotations with green boxes and arrows:

- Box 1: '1. The supplier must fill in all the mandatory information of the new contact in order to be able to save the changes.' (Arrows point to the title dropdown, first name, last name, email, and telephone fields of row 2).
- Box 2: '2. To save the changes the supplier needs to click on the green checkmark.' (Arrow points to the green checkmark icon in the 'NO.' column of row 2).
- Box 3: '3. To proceed, please click on „Next' (Arrow points to the 'NEXT' button at the bottom right).

Company Contacts (3/3)

← → ↻ Sicher | https://training.synertrade.com/ngp43/common/actions/user/SelfRegistrationTabs.do?hdLanguage=EN

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

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“.

Certificate Overview (1/2)

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 5/7
Please indicate your company's certificates.
You can name existing and planned certificates. After you have saved your data, click "Finish" to send the data to the system.

Search

New

| NO. | <input type="checkbox"/> | ** | CERTIFICATE NAME | ALTERNATIVE NAME | CERTIFICATION AUTHORITY | VALID FROM | VALID UNTIL | CERTIFICATE EXPIRES | RESPONSIBLE EMAIL ADDRESS |
|-----|--------------------------|----|------------------|------------------|-------------------------|------------|-------------|---------------------|---------------------------|
|-----|--------------------------|----|------------------|------------------|-------------------------|------------|-------------|---------------------|---------------------------|

New

| NO. | <input type="checkbox"/> | ** | CERTIFICATE NAME | ALTERNATIVE NAME | CERTIFICATION AUTHORITY | VALID FROM | VALID UNTIL | STATUS | REMINDE ME PRIOR TO CERTIFICATE EXPIRATION (X DAYS BEFORE EXPIRATION) | REM |
|-----|-------------------------------------|-------------------------------------|------------------|------------------|-------------------------|------------|-------------|--------|---|-----|
| 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | others | | | | | | 90 | |

0 Records exist Show 10 Records

PREVIOUS **NEXT**

Additional Information

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“.

Terms and Conditions

← → ↻ 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., registration is now complete.

Click on Logout.



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