

## Quick Guide

### Supplier self-registration



→ KION e-source  
Better Together – Be Part of the digital KION World

# KION e-source

## Supplier self-registration

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Go to the KION e-source page by clicking on the link in your invitation e-mail.



Dear Sir or Madam,

The KION Group and its brand companies Dematic, Linde Material Handling, STILL, Baoli, Fenwick and OM would like to tend the relationship with our suppliers more intensively, especially in the context of the Corona crisis and its resulting effects on our daily business. Simultaneously, we aim at reducing the workload for you and for us. We, furthermore, want to ensure that the mutual exchange of information on the latest developments enables both parties to take appropriate measures to successfully overcome this crisis. Hence, we invite you to communicate with us via our new supplier portal in the future.

You will enjoy the following benefits with the rollout of our new supplier portal:

- You can update your company's data in the portal on your own: This way you can assure your complete product and service portfolio as well as your licenses and certifications are known to our purchasing staff.
  - You may also update your company's contact people: Thus you can keep your contact information up to date anytime and request further user accounts for your colleagues if applicable.
  - You have the opportunity to participate and be considered in suitable tenders and receive invitations as well as access to electronic requests for quotation: You can find the latest documents and information on the request for quotation in the Supplier Portal and place your offer online
- ... and much more.

We have pre-registered you in our supplier portal. Please complete your data in the [Supplier self-registration](#), so that we can finally activate your account.

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**2** Complete the **personal data** for the contact person of your company.

Fields highlighted in green are **mandatory**.

Supplier registration > Personal data

Please provide us with personal data of the main contact or the individual in your company who is going to use the portal in the future.

Contact person

Title Mr	Position
First name x	Department
Last name x	Phone
	Fax

To communicate with your company via the portal, your e-mail address is required. While your registration is pending, all information will be directed to that e-mail address. The user name which will be assigned upon activation of the account and all future e-mails will be sent to that address. So please provide a valid e-mail address.

<< Back   **Next >>**   Save temporarily   Finish registration

Account data

E-mail	Password
Repeat e-mail address	Re-enter password

<< Back   **Next >>**   Save temporarily   Finish registration

**3** On the bottom of the page you will be able to set your **account data**.

Click „**Next**” to continue.

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**4** Complete **company information** and **address** data.

**5** At this stage you are able to **save** your data **temporarily** and amend it later.

Click „**Next**” to continue.

**Company information**

ID  
8ab181207dc8e582017ee3d998092ca6

Company  
TestTest

Legal structure

Supplier number

Short name

Supplier Type  
Direct material

D-U-N-S / UPIK  
(00-123-4567)

Don't know or haven't got a D-U-N-S number yet?  
Follow this link to get one for your company here: [Dun & Bradstreet \(external link\)](#)

**Address**

Street  
testtest

ZIP code / postal code, City  
1234 xxxxx

State / province

Country  
Poland

**Contact**

Phone

Fax

Cell

Emergency phone:

E-mail

<< Back   **Next >>**   Save temporarily   Finish registration

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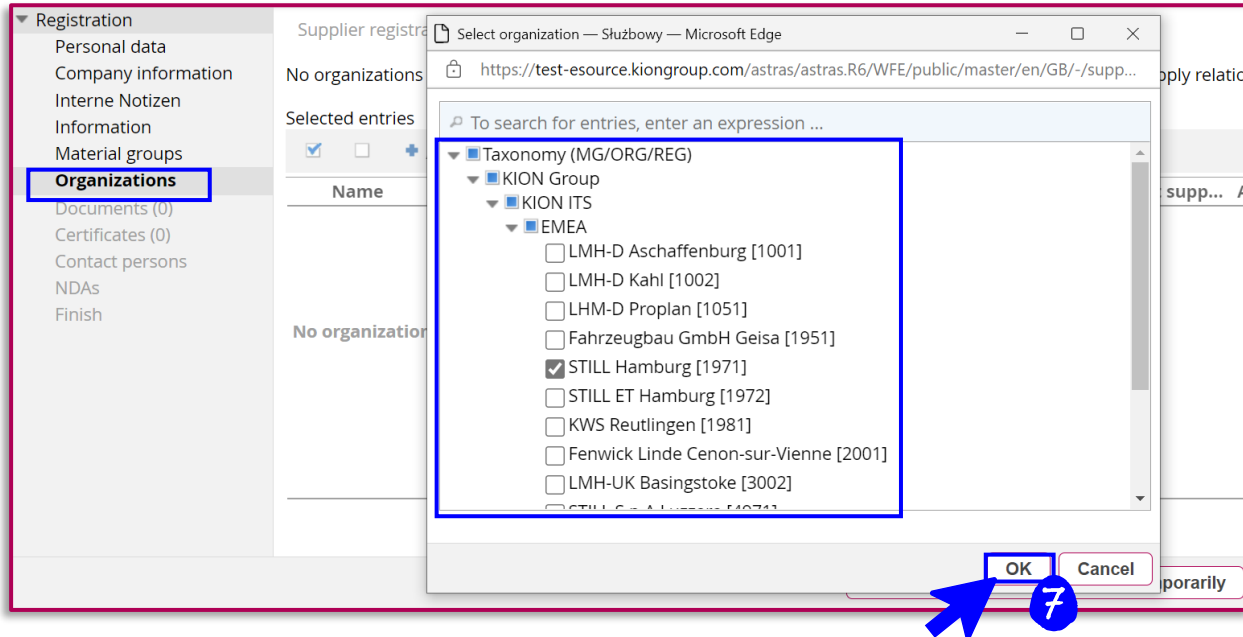
**6** In the tab **Material groups** choose your relevant material groups and click „OK”. Click „Next” to continue.

The screenshot displays the 'Supplier registration' page in a web browser. The left sidebar contains a navigation menu with the following items: Registration, Personal data, Company information, Interne Notizen, Information, **Material groups** (highlighted with a red box), Organizations, Documents (0), Certificates (0), Contact persons, NDAs, and Finish. The main content area shows the 'Material groups' tab, which is currently empty, displaying 'No material groups' and a 'Mandatory entry' label. A modal dialog box titled 'Select organization — Służbowy — Microsoft Edge' is open, showing a search bar and a list of material groups under the 'Taxonomy (MG/ORG/REG)' section. The list includes 'Material Groups' and 'Material Groups ITS', with the latter containing several sub-items: Attachments and Truck modifications, Bearings, Batteries and Chargers, Castings, Cabin and Seats, Chains, Counterweights, Drive Motors and Accessories, Drivetrain, and Electrics. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. A blue arrow points to the 'OK' button, and a blue circle with the number '6' is overlaid on the arrow.

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**7** In the **Organizations** tab choose relevant plants you can deliver and click „OK”. Click „Next” to continue.



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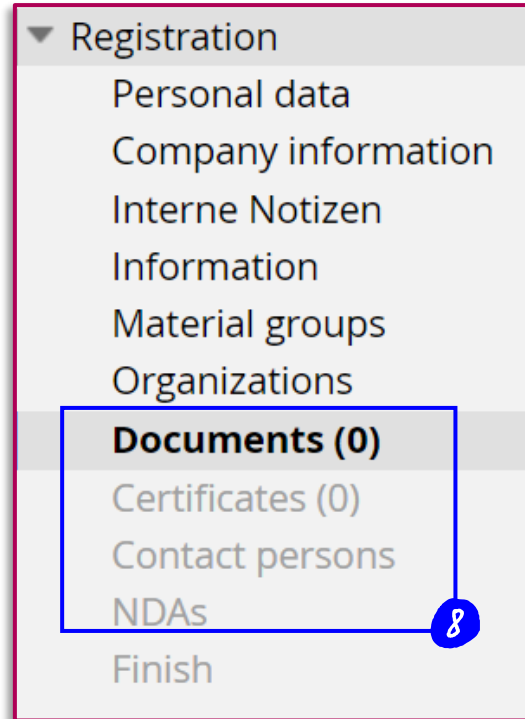
In the **documents** tab you are able to upload any files about your company.

In the **certificates** tab you can add and update certificates from your company.

In the **contact persons** tab you are able to add new contacts from you company.

In the **NDA**s tab you are able to upload NDAs.

All of these fields are optional.

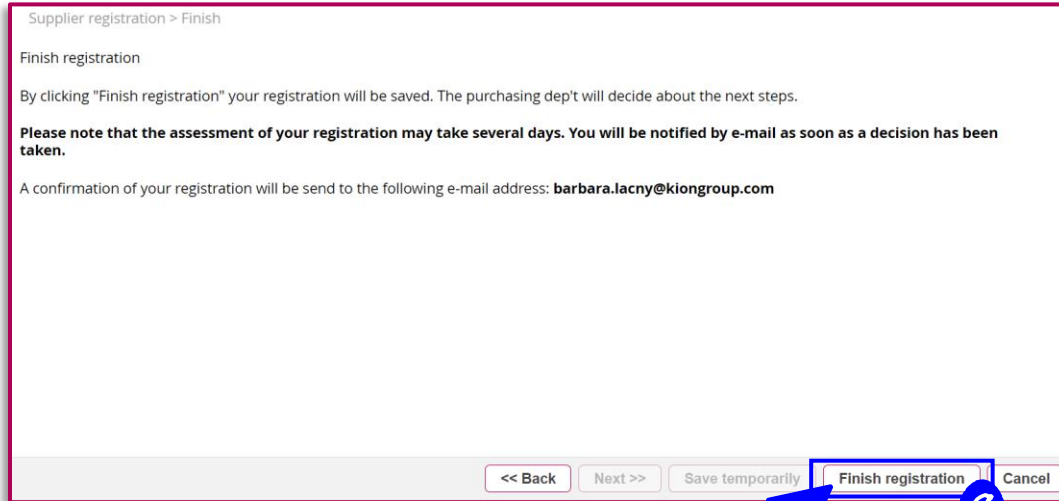


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9 After completing all mandatory fields click on „**Finish registration**”.

**Please note that your registration will be evaluated by the purchasing department. We will notify you about the decision in a couple of days.**



Supplier registration > Finish

Finish registration

By clicking "Finish registration" your registration will be saved. The purchasing dep't will decide about the next steps.

**Please note that the assessment of your registration may take several days. You will be notified by e-mail as soon as a decision has been taken.**

A confirmation of your registration will be send to the following e-mail address: **barbara.lacny@kiongroup.com**

<< Back   Next >>   Save temporarily   **Finish registration**   Cancel

The screenshot shows a web interface for finishing a supplier registration. At the bottom, there is a navigation bar with five buttons: '<< Back', 'Next >>', 'Save temporarily', 'Finish registration', and 'Cancel'. A blue arrow points to the 'Finish registration' button, which is also highlighted with a blue circle containing the number '9'.