

# Guide – Supplier Registration and Initial introduction on how to create an offer

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## 0. INTRODUCTION

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The newtron AG provides a supplier portal which is used for the registration of suppliers and realization of requests for quote and auctions of a multitude of customers, in example the Hawle Austria Group.

For fast and easy use of all functions, please register as a supplier on the newtron trading platform.

This guide briefly explains the registration process and creation of a quote in a negotiation.

The guide consists of the following chapters:

- [Chapter 1](#)      How to register as a supplier on the newtron trading platform
- [Chapter 2](#)      Creation of a quote
- [Chapter 3](#)      Information about the supplier portal



## 1. HOW TO REGISTER AND LOG ON

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### 1.1. INVITATION TO REGISTER

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Your customer will send you an invitation by email to register on the portal.

Invitation

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Dear Sir or Madam,

The **Customer company** invited your company to participate in the request for quote no. [negotiation ID] "**Negotiation title**" and is looking forward to your offer on the newtron trading platform.

The request for quote starts on [negotiation starting date] at XXX o'clock and ends on [negotiation ending date] at XXX o'clock.

To access all requested information, please log on to the newtron trading platform with your Login [your login number] and the matching password under the following link: [log on now](#)

Please submit your offer online. If you do not wish to participate in this request for quote, please submit your refusal online.

To decline participation immediately without providing an explanation, please click on the following link: [decline now](#)

Kind regards

Global Customer Services  
newtron AG

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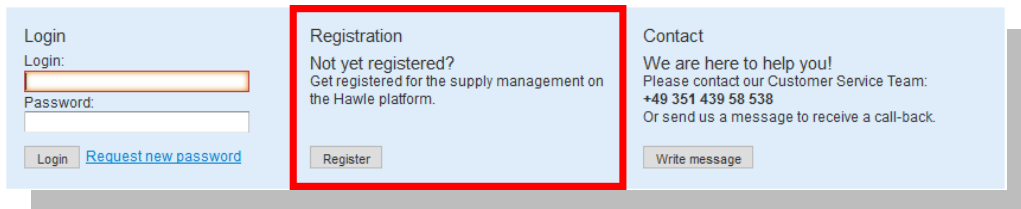
newtron AG | Budapester Straße 3-5 | D-01069 Dresden | Germany | [www.newtron.ag](http://www.newtron.ag)



## 1.2. REGISTRATION

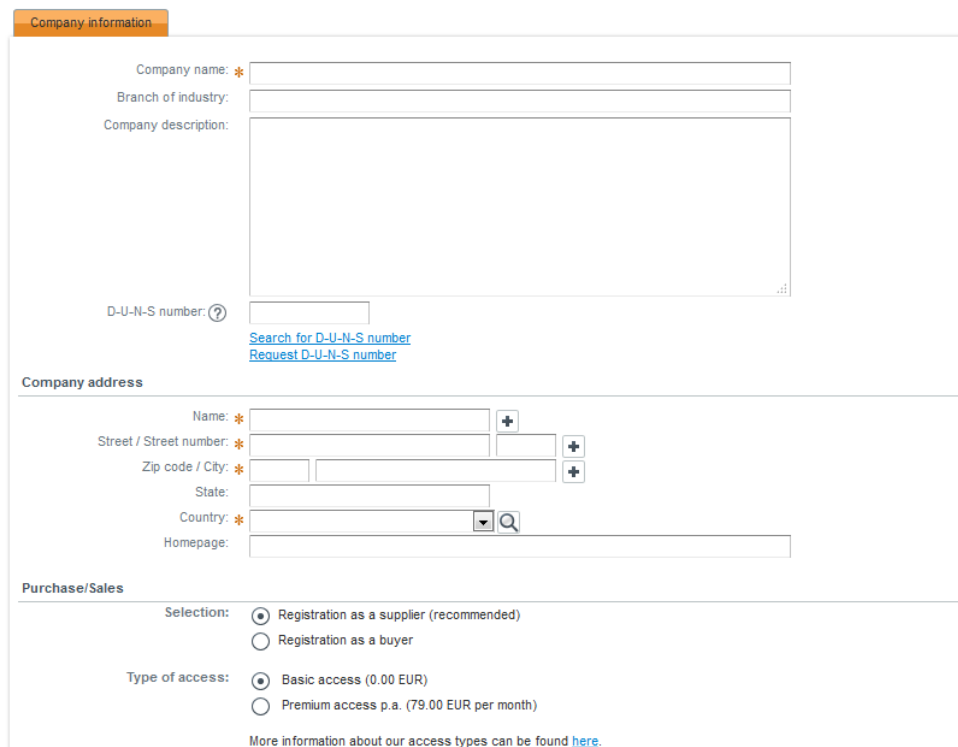
You will be guided directly to the portal by clicking on the link „**log on now**“ in the invitation email.

To register, please click on the „**Register**“ button.



The lines marked with an asterisk must be completed in order to register your company.

### Registration



Below your company information you have the option to select one of the services offered on newtron.

The Basic access allows you to administrate your company profile, respond to supplier self-assessments (SSA) and participate in requests for quote.




Contact person

Title:	unknown	▼
First name: *	<input type="text"/>	
Last name: *	<input type="text"/>	
Position:	<input type="text"/>	
Phone: *	<input type="text"/>	<input type="text"/>
Mobile/Cell phone:	<input type="text"/>	<input type="text"/>
Fax:	<input type="text"/>	<input type="text"/>
Email: *	<input type="text"/>	
Language: *	English	▼
Time zone: *	Etc/GMT (GMT +0:00; GMT)	▼ 🔍 👁

Register Cancel

Download

 [General terms and conditions](#)

After completing your company information, please go on to the tab **„Contact person“** and enter all necessary information. Once both tabs have been completed, please click on **„Register“**.

The newtron Customer Service Team will check your registration and – if applicable – will synchronize the information with already existing company entries or create a new company account for you. Once all information has been verified we will provide you with your personal access information via email.



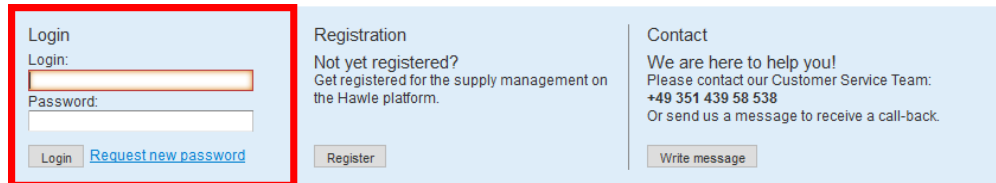
### 1.3. LOGIN

After receipt of your personal access information, please log on to the newtron trading platform using either one of the following links:

[www.newtron.ag](http://www.newtron.ag) (Homepage: go to Login Platform)

or

[www.newtron.net/web/nmarkets/](http://www.newtron.net/web/nmarkets/)

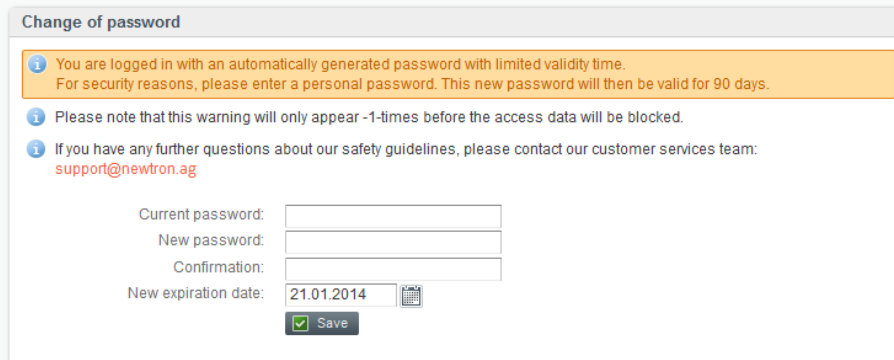


The screenshot shows the Hawle login interface. On the left, there is a 'Login' section with a red border. It contains a 'Login:' label, a text input field, a 'Password:' label, another text input field, and two buttons: 'Login' and 'Request new password'. To the right of the login section is a 'Registration' section with the heading 'Not yet registered?' and the text 'Get registered for the supply management on the Hawle platform.' Below this is a 'Register' button. Further right is a 'Contact' section with the heading 'We are here to help you!' and the text 'Please contact our Customer Service Team: +49 351 439 58 538 Or send us a message to receive a call-back.' Below this is a 'Write message' button.

For security reasons we have provided you with a temporary password first which you will be able to change into a personal password after your first login. To do so, please follow the instructions on your screen.

The password validity time is limited to 3 months. After 3 months, you will be asked to change the password. If you wish to extend the password validity time, please contact the newtron Customer Services Team.

### Security advice



The screenshot shows a 'Change of password' form. At the top, there is a yellow warning box with an information icon and the text: 'You are logged in with an automatically generated password with limited validity time. For security reasons, please enter a personal password. This new password will then be valid for 90 days.' Below the warning box are three information icons with the following text: 'Please note that this warning will only appear -1-times before the access data will be blocked.' and 'If you have any further questions about our safety guidelines, please contact our customer services team: support@newtron.ag'. Below this text are four input fields: 'Current password:', 'New password:', 'Confirmation:', and 'New expiration date:'. The 'New expiration date:' field has a date picker showing '21.01.2014'. At the bottom of the form is a 'Save' button with a green checkmark icon.





## 2. SUPPLIER PORTAL

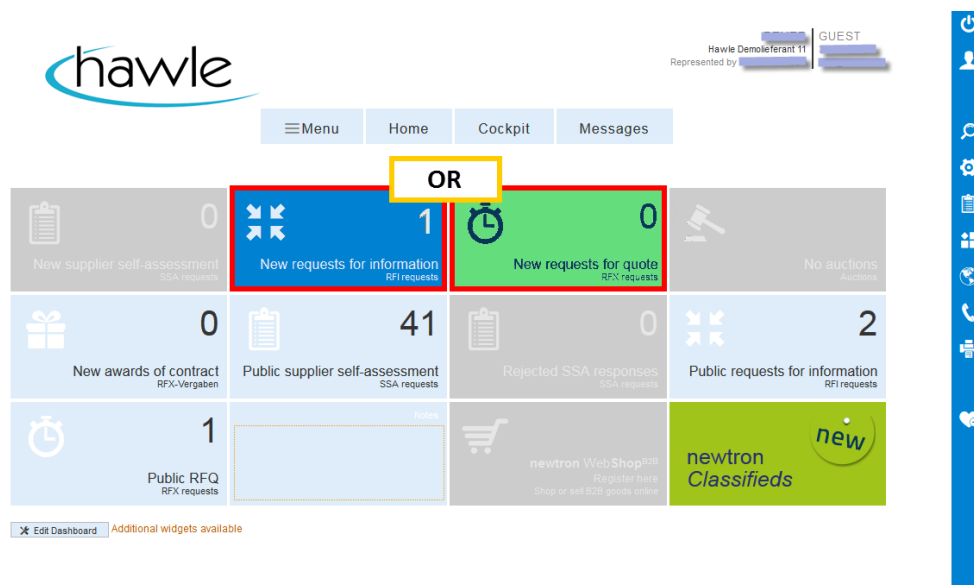
The newtron trading platform is also available in various different customer designs.

If you are using the platform for several customers of ours, you might experience different color designs and logos each time you log on to one of the customer portals.

However, all functions and options are the same on each customer-specific portal.

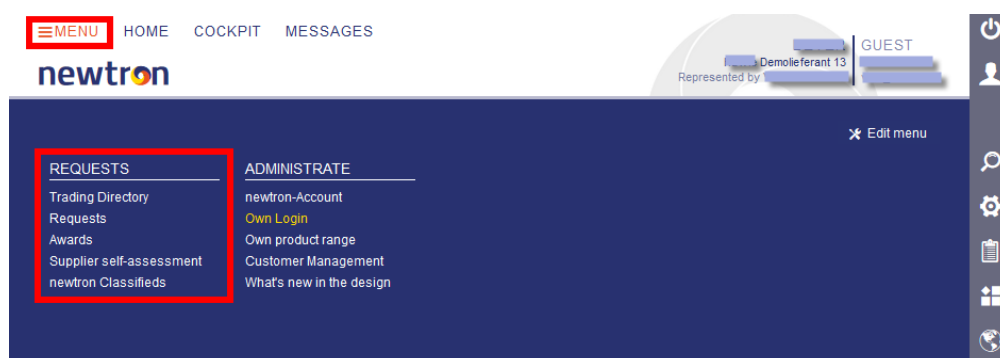
### 2.1. ACCESS A CURRENT NEGOTIATION

After having successfully saved your own personal password, the dashboard (home screen) will be displayed to you. To access Requests for Information (RFI) or Requests for Quote (RFQ), please click on the respective area in the dashboard.



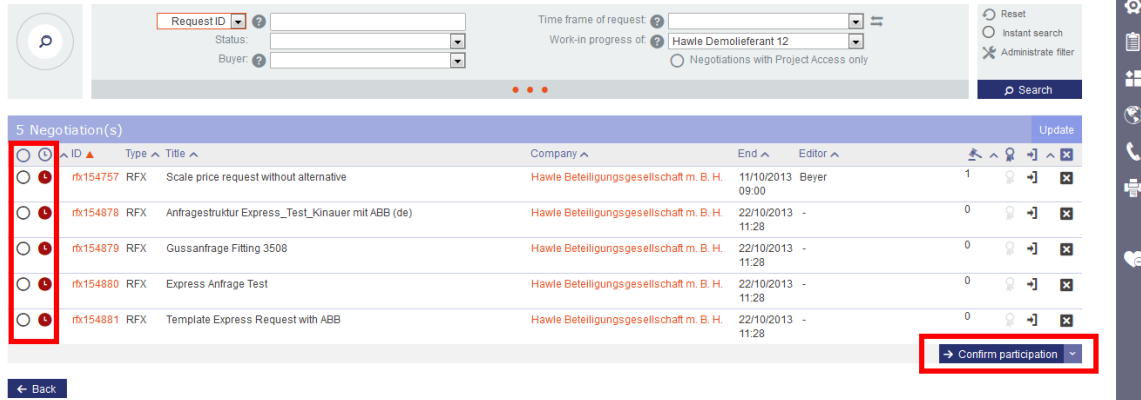
The next page will display all currently running negotiations.

Alternatively, you are able to access an overview of all currently running negotiations independent of the different negotiation types (RFI, RFX, auction) by clicking on **Menu -> Requests -> Requests**.



To „Decline participation“ or „Confirm participation“, simply put a check mark in front of the desired negotiation and click on the button to the right side at the bottom of the overview.

#### OVERVIEW REQUESTS






Request ID:  Status:  Buyer:  Time frame of request:  Work-in progress of:  Hawle Demolieferant 12

Reset Instant search Administrate filter Search

ID	Type	Title	Company	End	Editor	
rfx154757	RFX	Scale price request without alternative	Hawle Beteiligungsgesellschaft m. B. H.	11/10/2013 09:00	Beyer	1
rfx154878	RFX	Anfragestruktur Express_Test_Kinauer mit ABB (de)	Hawle Beteiligungsgesellschaft m. B. H.	22/10/2013 - 11:28		0
rfx154879	RFX	Gussanfrage Fitting 3508	Hawle Beteiligungsgesellschaft m. B. H.	22/10/2013 - 11:28		0
rfx154880	RFX	Express Anfrage Test	Hawle Beteiligungsgesellschaft m. B. H.	22/10/2013 - 11:28		0
rfx154881	RFX	Template Express Request with ABB	Hawle Beteiligungsgesellschaft m. B. H.	22/10/2013 - 11:28		0

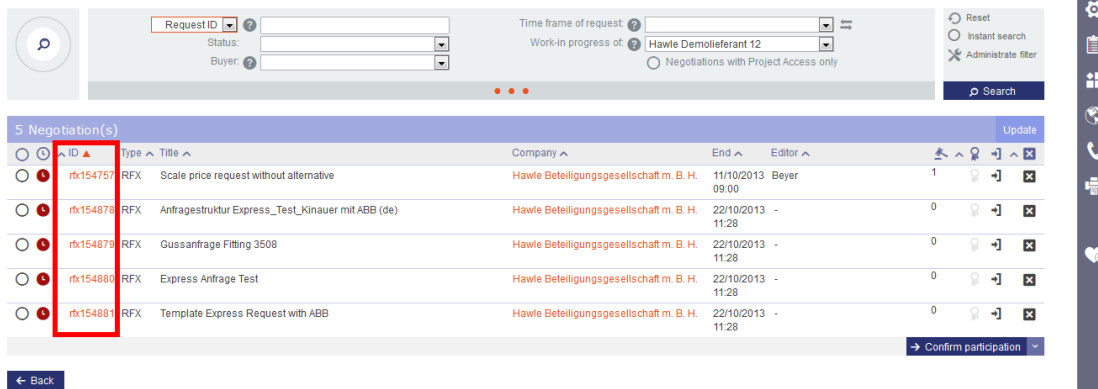
Confirm participation

In the negotiation overview, the current negotiation status is indicated using clocks:

-  Negotiation is currently running
-  Negotiation is finished
-  Negotiation has not yet started

To access all negotiation details which have been entered by the buyer, please click on the desired negotiation ID:

#### OVERVIEW REQUESTS



Request ID:  Status:  Buyer:  Time frame of request:  Work-in progress of:  Hawle Demolieferant 12

Reset Instant search Administrate filter Search

ID	Type	Title	Company	End	Editor	
rfx154757	RFX	Scale price request without alternative	Hawle Beteiligungsgesellschaft m. B. H.	11/10/2013 09:00	Beyer	1
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rfx154879	RFX	Gussanfrage Fitting 3508	Hawle Beteiligungsgesellschaft m. B. H.	22/10/2013 - 11:28		0
rfx154880	RFX	Express Anfrage Test	Hawle Beteiligungsgesellschaft m. B. H.	22/10/2013 - 11:28		0
rfx154881	RFX	Template Express Request with ABB	Hawle Beteiligungsgesellschaft m. B. H.	22/10/2013 - 11:28		0

Confirm participation



**Head information** (such as title, buyer's name & contact information, running time) as well as the **RFQ information** (e.g. contract data, attachments, position details) are displayed in the view screen of the negotiation.

**VIEW RFX REQUEST**  
SCALE PRICE REQUEST WITHOUT ALTERNATIVE  
RFX154757

This page provides an interactive help which will guide you through the process step by step. (Note! This is not a simulation) [Start interactive help](#)

**Overview**

**General**

Type / ID number: RFX ID: rfx154757  
Title: Scale price request without alternative  
Buyer: Hawle Beteiligungs-Gesellschaft m. B.  
Contact person: Susanne Nöbel

**Running time**

Start: 27 September 2013 08:30  
End: 11 October 2013 09:00 ● This RFX has expired!

**RFQ information**

Currency: Euro (EUR)

**Contract data**

Cover letter: Sehr geehrte Damen und Herren,  
wir haben Ihr Unternehmen aus unserem Lieferantenpool ausgewählt und möchten Sie gern als potenziellen Partner in unserer Ausschreibung berücksichtigen.  
Wir bitten um Ihr kostenloses und für uns unverbindliches Angebot.  
Genauere Spezifikationen finden Sie auf Positionsebene. Es gelten unsere allgemeinen Einkaufsbedingungen, die Sie im Anhang finden.  
Angebote die nicht über die Plattform abgegeben werden, können nicht berücksichtigt werden.  
Falls Sie auf eine Angebotsabgabe verzichten, bitten wir Sie Ihre Teilnahme unter Angabe der Gründe online abzusagen.  
Für Fragen zur Nutzung der newtron Handelsplattform kontaktieren Sie bitte das Customer Services Team der newtron AG:  
Europa: +49 351 43958 638  
Nordamerika: +1 313 9180812  
Südamerika: +55 35 30541179  
China: +86 21 61323887  
E-Mail: support@newtron.net  
Für Rückfragen oder falls Sie zusätzliche Informationen wünschen, stehen wir Ihnen gern zur Verfügung.  
Stützpunkt Informationen: No contact person | Informationsmanagement: RFX-Verwalter

**Contractual information**

Legal terms: Austria law of contract  
Add-on: In addition our Purchasing Terms and Conditions  
Terms of payment: 30 days 2%, 60 days net

**Delivery information**

Address: E. Hawle Armaturenwerke GmbH  
Street / Street number: Wagener Straße 13  
Zip code / City: 4840 Vöcklabruck  
Country: Austria  
Delivery conditions: CFR - Cost And Freight

**General information**

Features: ☒ Voice ☐ 12 Monate  
Given contract period: ☐ 1 ☐ 12 Monate  
Additional information: ☐ ☒ 12 Monate

**Positions**

No.	Product name	Quantity incl. GU
01	o-ring bearing E2 DN250-350	5 Units(s)
02	o-ring bearing E2 DN250-350	4 Units(s)
03	o-ring bearing E2 DN250-350	100 Units(s)
04	o-ring bearing E2 DN250-350	200 Units(s)

To create an offer, please click on „**Create offer**“ at the bottom right hand side of the page.

**Activities** ?

**Editing**

Contact person: Beyer  
Recent editing: 11-Dec-2015 13:10  
Status: New

**Messages**

Sent: none  
Received (new): 1 (0)

⚠ Offer period will end in 10 Days

☒ ☒ Update

[← Back](#) [→ Create offer](#)



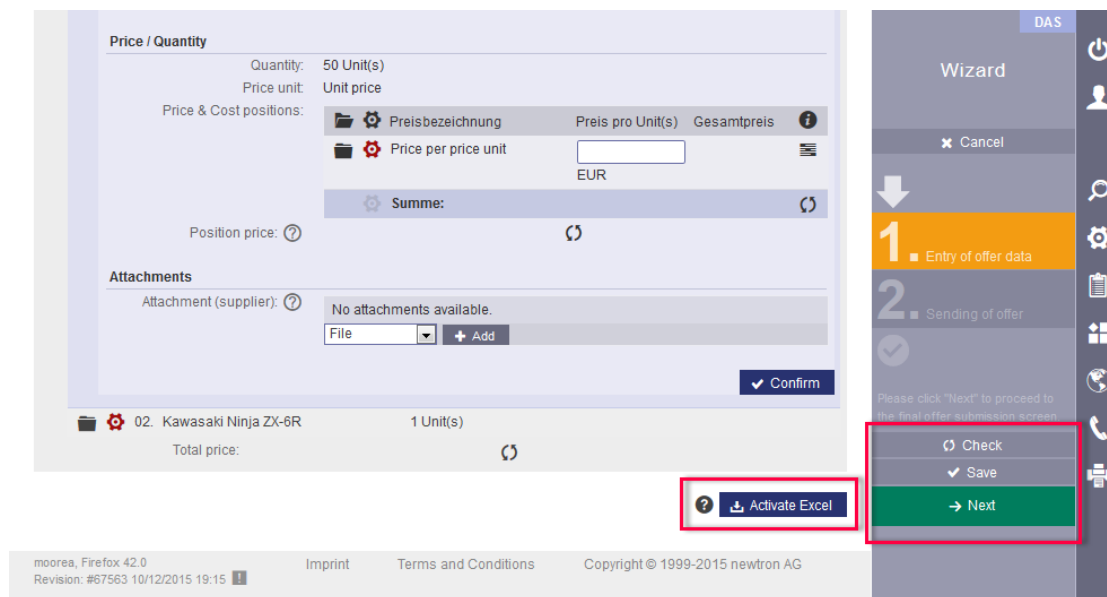
## 2.2. HOW TO EDIT AN OFFER

You are now able to enter all requested information. Please keep in mind that you will also have to fill out all mandatory fields which are marked by an asterisk (\*) in order to complete and send your offer.

You can create your offer directly on the system online by entering all requested information manually or offline via the Excel template.

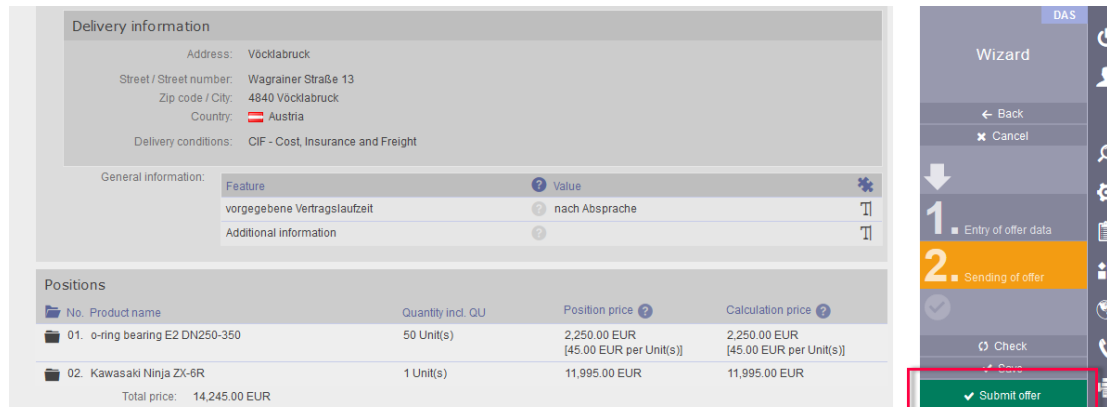
A variety of mouse-overs (question mark symbols) provide additional information and explanations.

You may also save all entered information and finish your offer at a later point in time. Please make sure to click on “Save”.



The screenshot shows the 'Price / Quantity' section with fields for Quantity (50 Unit(s)), Price unit (Unit price), and Price & Cost positions. Below this is the 'Attachments' section with a file upload area. The 'Wizard' sidebar on the right shows the progress: 1. Entry of offer data, 2. Sending of offer. The 'Next' button is highlighted in green. A red box highlights the 'Activate Excel' button at the bottom of the main form.

Once all requested information is filled out, please click on “**Submit Quote**” to send your offer to the purchasing company. Please note that the responsible buyer will not be able to access your offer until you have sent it.



The screenshot shows the 'Delivery information' section with fields for Address, Street / Street number, Zip code / City, Country, and Delivery conditions. Below this is the 'Positions' section with a table of items. The 'Wizard' sidebar on the right shows the progress: 1. Entry of offer data, 2. Sending of offer. The 'Submit offer' button is highlighted in green.

No.	Product name	Quantity incl. QU	Position price	Calculation price
01.	c-ring bearing E2 DN250-350	50 Unit(s)	2,250.00 EUR [45.00 EUR per Unit(s)]	2,250.00 EUR [45.00 EUR per Unit(s)]
02.	Kawasaki Ninja ZX-6R	1 Unit(s)	11,995.00 EUR	11,995.00 EUR
Total price:		14,245.00 EUR		



### 3. ADDITIONAL INFORMATION ABOUT THE SUPPLIER PORTAL

The supplier portal allows you to edit your company profile on the platform to present your company in the trading directory. In addition to a complete company profile you are also able to participate in inquiries and requests of many purchasing companies, or you can order ad hoc items in the newtron WebShop.

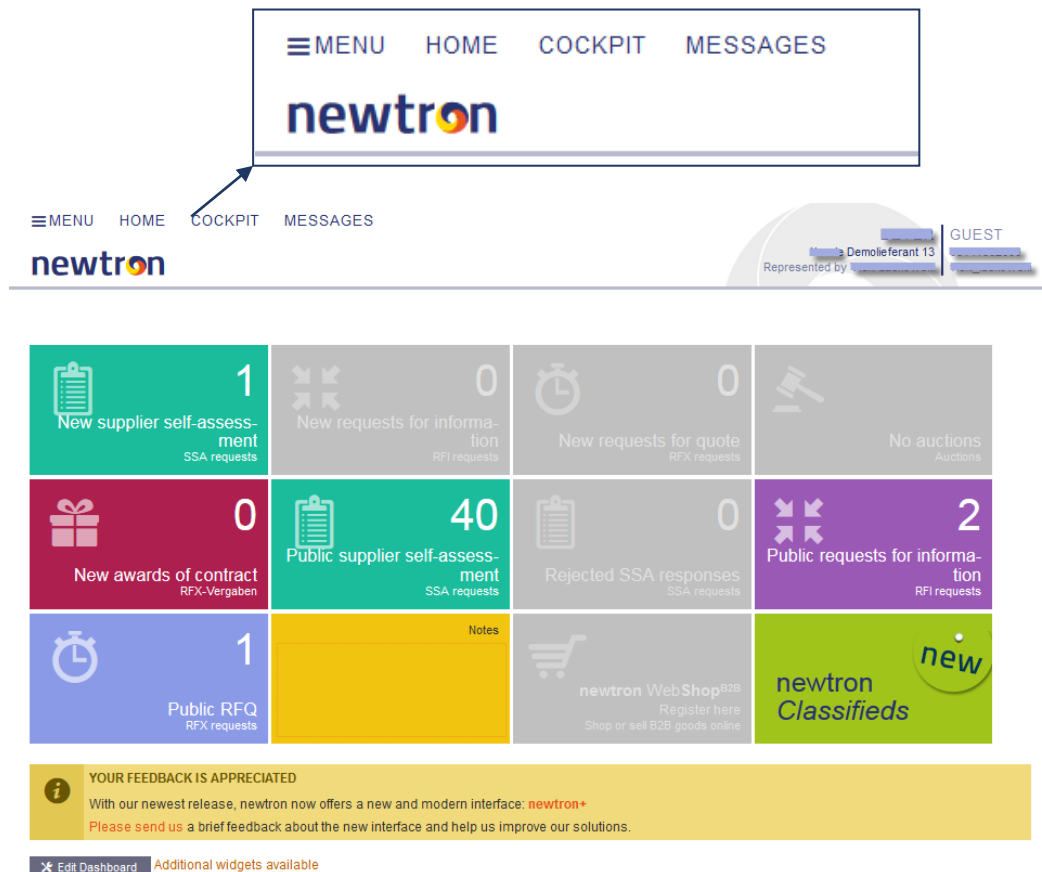
#### 3.1. DASHBOARD

Once you have logged on you will arrive at the platform dashboard. This home screen allows you to access all functions of the market place approved for your user account.

Different short links are accessible through the Menu at the top of the page. By clicking the „Dashboard“-button you will be able to return to your home screen.

The „**Cockpit**“-button guides you to your personal cockpit (please see next page for details).

The „**Messages**“- button will lead you to the message system where you will find all messages that you have received regarding your platform activity.



**newtron** MENU HOME COCKPIT MESSAGES











**newtron** MENU HOME COCKPIT MESSAGES

**newtron** Demoleferant 13 Represented by

**newtron** Classifieds

**YOUR FEEDBACK IS APPRECIATED**  
With our newest release, newtron now offers a new and modern interface: **newtron+**  
Please send us a brief feedback about the new interface and help us improve our solutions.

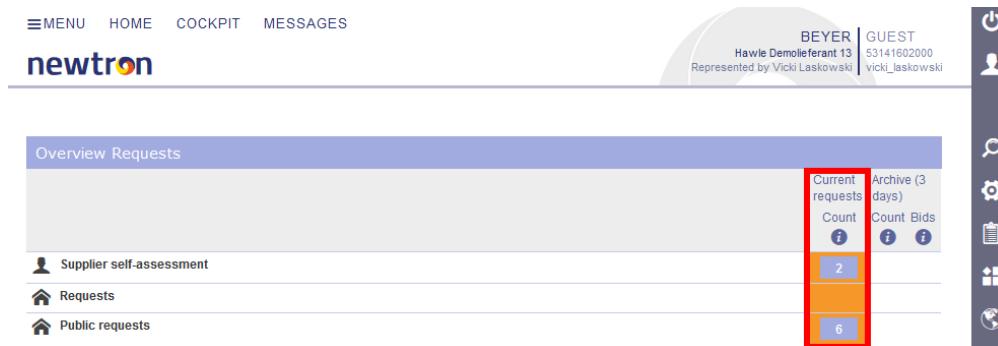
**✖ Edit Dashboard** Additional widgets available

 <b>1</b> New supplier self-assessment SSA requests	 <b>0</b> New requests for information RFI requests	 <b>0</b> New requests for quote RFX requests	 <b>0</b> No auctions Auctions
 <b>0</b> New awards of contract RFX-Vergaben	 <b>40</b> Public supplier self-assessment SSA requests	 <b>0</b> Rejected SSA responses SSA requests	 <b>2</b> Public requests for information RFI requests
 <b>1</b> Public RFQ RFX requests	<b>Notes</b>	 <b>newtron WebShop<sup>B2B</sup></b> Register here Shop or sell B2B goods online	<b>newtron Classifieds</b>



### 3.2. COCKPIT

The **Cockpit** will keep you updated on all currently running negotiations, your own negotiations as well as public negotiations. By clicking on the number to the right in each line an overview of the matching negotiations will be displayed.

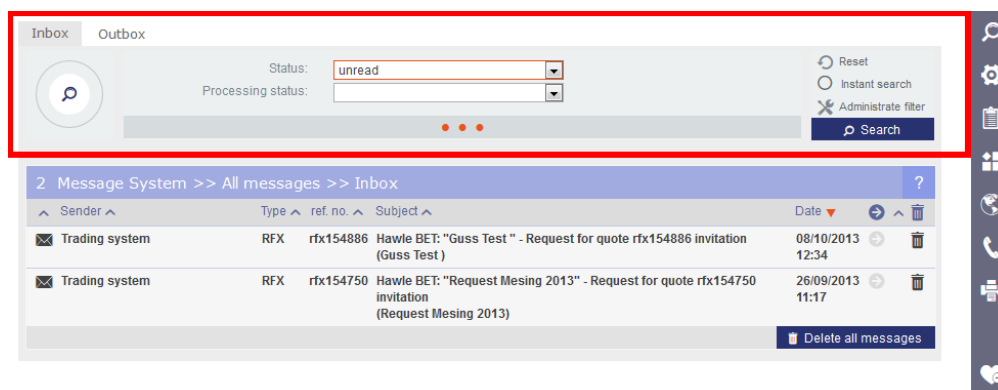


The screenshot shows the 'Overview Requests' section of the Cockpit. A table lists various requests, with a red box highlighting the 'Current requests' column. The table has columns for 'Current requests', 'Archive (3 days)', and 'Bids'. The 'Current requests' column shows a count of 2 for 'Supplier self-assessment' and 6 for 'Public requests'.

	Current requests	Archive (3 days)	Bids
Supplier self-assessment	2		
Public requests	6		

### 3.3. MESSAGES

In the „**My messages**“ area you will find all messages that have been automatically generated by the platform or by a customer. Those messages will also be forwarded directly to your email account. You may narrow down your search for certain messages with the help of our filter options on the top.



The screenshot shows the 'Inbox' section of the Messages interface. A red box highlights the filter options at the top, including 'Status: unread', 'Processing status:', and 'Search'. Below the filters, a table lists messages with columns for 'Sender', 'Type', 'ref. no.', 'Subject', and 'Date'. The table shows two messages from 'Trading system'.

Sender	Type	ref. no.	Subject	Date
Trading system	RFX	rfx154886	Hawle BET: "Guss Test" - Request for quote rfx154886 invitation (Guss Test)	08/10/2013 12:34
Trading system	RFX	rfx154750	Hawle BET: "Request Mesing 2013" - Request for quote rfx154750 invitation (Request Mesing 2013)	26/09/2013 11:17





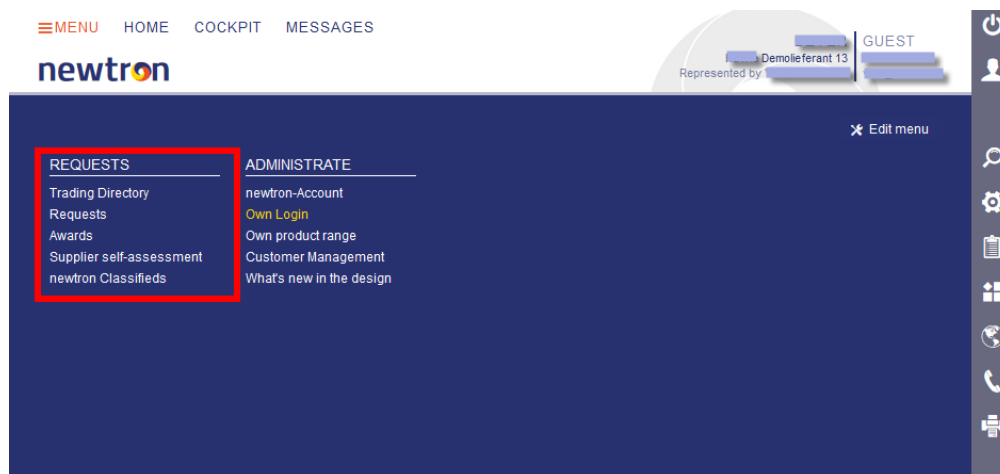
### 3.4. MENU

The **Menu** displays all available platform functions.

The **Trading Directory** allows you to search for other companies delivering and offering a wide variety of services and products.

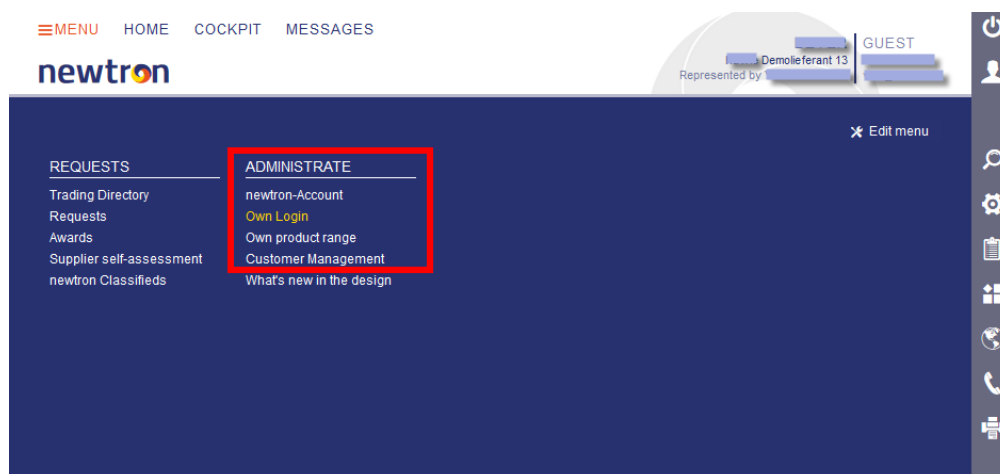
The **Negotiations** option will send you straight into the negotiation overview.

The **Supplier Self-Assessment** option will guide you to all available supplier self-assessments on the platform.



### 3.5. SETTINGS

The „**Administrate**“ section allows you to edit your company profile, presentation and your own Login. We strongly recommend that you create and save a portfolio of your products to-be-displayed in the trading directory and as the basis for receiving invitations to negotiations from new customers.



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### 3.6. SUPPORT

Please note that newtron is constantly seeking to update and adapt the platform according to our customer's wishes and suggestions.

This means that certain areas described in this guide may change in design or wording.

If you wish to receive comprehensive system training or if you have any question about the system functions, please contact the newtron Customer Services Team:

**Contact:**

**newtron Customer Services**

Phone: +49 351 439 58 538

Fax: +49 351 439 58 638

Email: [support@newtron.ag](mailto:support@newtron.ag)

