

# Guide – Supplier Registration and Initial introduction on how to complete a supplier self-assessment (SSA)

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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.

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

This guide briefly explains the registration process and how to complete supplier self-assessments (SSA).

The guide consists of the following chapters:

[Chapter 1](#)      How to register as a supplier on the newtron platform

[Chapter 2](#)      Completion of an SSA

[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** would like to invite you to their Supplier Self-assessment and is kindly asking you to complete all questions marked as required.

„Presentation of customer to supplier“

To access the internal questionnaire, please register using the following link: [register now](#).

In general, all public SSA's of our customers can be accessed after a successful registration under the menu option: Supplier Self-Assessment.

Kind regards

Your Customer Services Team  
newtron AG

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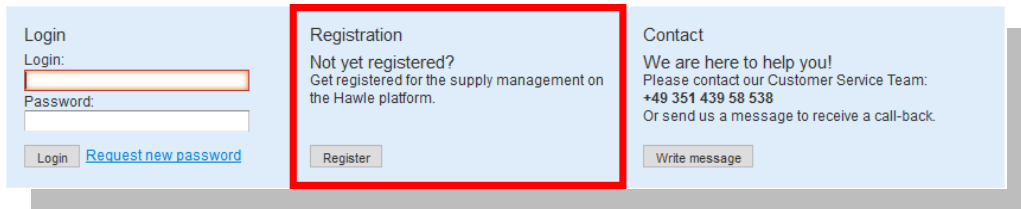
newtron AG | Budapester Straße 3-5 | D-01069 Dresden | Germany | [www.newtron.ag](http://www.newtron.ag)



## 1.2. REGISTRATION

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

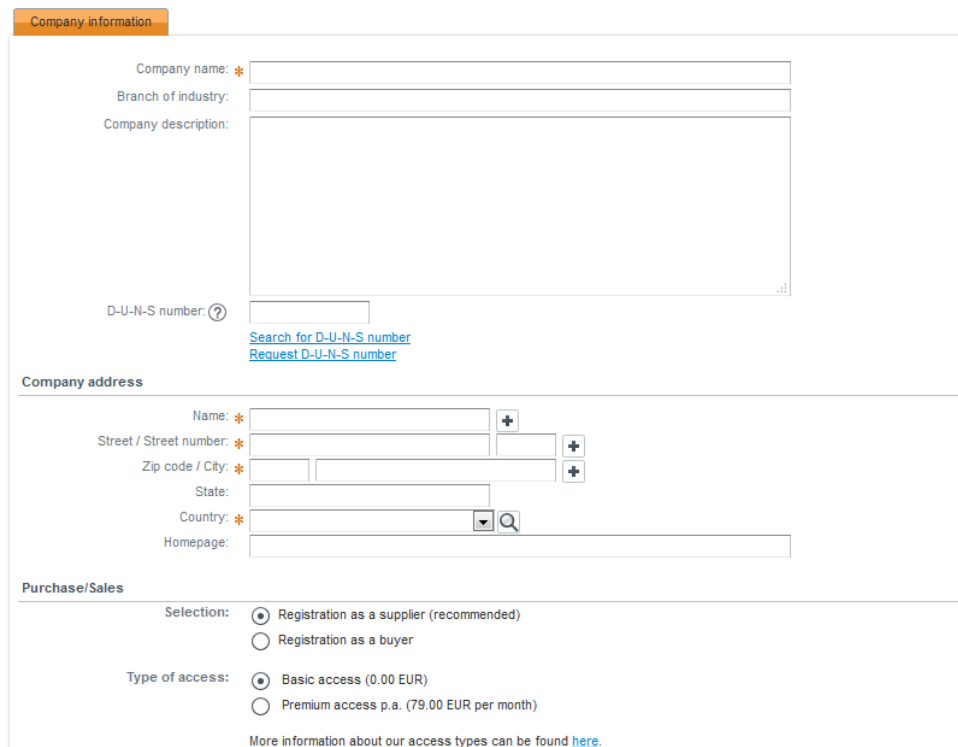
To register, please click on the „**Register**“ button.



The screenshot shows a navigation bar with three sections: Login, Registration, and Contact. The Registration section is highlighted with a red box. It contains the text: "Not yet registered? Get registered for the supply management on the Hawle platform." and a "Register" button. The Login section has fields for "Login:" and "Password:" with a "Login" button and a link for "Request new password". The Contact section has the text: "We are here to help you! Please contact our Customer Service Team: +49 351 439 58 538 Or send us a message to receive a call-back." and a "Write message" button.

The fields marked with an asterisk (\*) must be completed in order to register your company.

### Registration



The screenshot shows the registration form with three main sections: "Company information", "Company address", and "Purchase/Sales". The "Company information" section includes fields for "Company name:", "Branch of industry:", "Company description:", and "D-U-N-S number:". The "Company address" section includes fields for "Name:", "Street / Street number:", "Zip code / City:", "State:", "Country:", and "Homepage:". The "Purchase/Sales" section includes "Selection:" with radio buttons for "Registration as a supplier (recommended)" and "Registration as a buyer", and "Type of access:" with radio buttons for "Basic access (0.00 EUR)" and "Premium access p.a. (79.00 EUR per month)". A link "More information about our access types can be found [here](#)." is provided at the bottom.

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

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

After completing your company information, please enter all necessary information to add a „**Contact person**“. Once you have completed all information, please click on „**Register**“.



**Contact person**

Title:

First name: \*

Last name: \*

Position:

Phone: \*

Mobile/Cell phone:


Fax:

Email: \*

Language: \*

Time zone: \*

**Download**

 [General terms and conditions](#)

The newtron Customer Services 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 platform.

<p><b>Login</b></p> <p>Login:</p> <p><input type="text"/></p> <p>Password:</p> <p><input type="password"/></p> <p><input type="button" value="Login"/> <a href="#">Request new password</a></p>	<p><b>Registration</b></p> <p>Not yet registered?</p> <p>Get registered for the supply management on the Hawle platform.</p> <p><input type="button" value="Register"/></p>	<p><b>Contact</b></p> <p>We are here to help you!</p> <p>Please contact our Customer Service Team:</p> <p><b>+49 351 439 58 538</b></p> <p>Or send us a message to receive a call-back.</p> <p><input type="button" value="Write message"/></p>
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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

**Change of password**

**i** 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.


**i** Please note that this warning will only appear -1-times before the access data will be blocked.

**i** If you have any further questions about our safety guidelines, please contact our customer services team: [support@newtron.ag](mailto:support@newtron.ag)

Current password:

New password:

Confirmation:

New expiration date:  

☒ Save





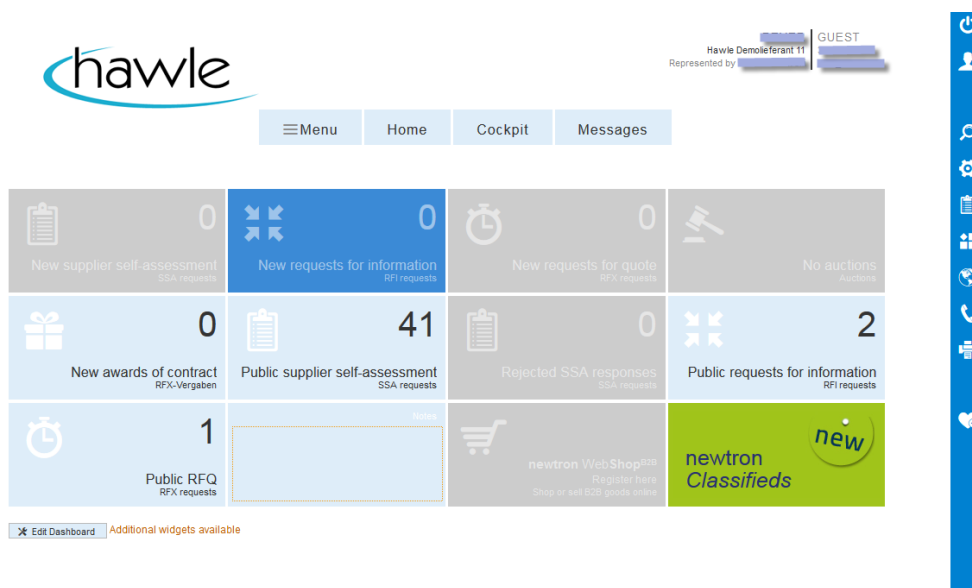
## 2. SUPPLIER PORTAL

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. SELECTION OF THE SUPPLIER SELF-ASSESSMENT

In the first step, we will briefly describe how to complete the supplier self-assessment. After having successfully saved your own personal password, you will access your personal home screen.

To complete the supplier self-assessment, please click on the menu option marked:



The next screen will display an overview of all current SSA questionnaires.

In the upper area you will find the SSA's to which you were invited directly by your customer.

In the lower area you will find all public SSA's of other active customers on the newtron trading platform. You have the option to apply as a supplier to other customers interesting to you and your company.

The SSA overview shows the response/editing status of your questionnaires:

Green symbol -> SSA completed and sent

Yellow symbol -> SSA response in progress

Red symbol -> SSA was declined by customer



-> public SSA



-> by invitation only





## OVERVIEW SSA

Status of response:

Reset  
 Instant search  
 Administrate filter  
 Search

## 2 Active participation

SSA			Response	
No. ▲	Description ^	Company ^		Date
Isa103103	LSA-Basic	Hawle Beteiligungsgesellschaft m. B. H.		-
Isa103104	LSA Standard	Hawle Beteiligungsgesellschaft m. B. H.	Beyer	11/11/2013

## 40 Other SSA questionnaires

1

2

3

<

>

SSA			Response
No. ▲	Description ^	Company ^	
Isa100155	LSA - MAN DEMO	MAN Konzern (Holding)	
Isa100402	LSA Standard (alt)	Schön Kliniken	
Isa100701	Lieferantenselbstauskunft und Langzeiterklärung Heavy Industries - Bewerber	Denke Heavy Industries	
Isa100902	Standard_LSA (newtron)	LM Explicite Roessler	
Isa101102	Lieferantenselbstauskunft zur Bewerbung bei der Unternehmensgruppe Gegenbauer [DEMO]	Unternehmensgruppe Gegenbauer	
Isa101252	LSA Test #970	Aline Superior AG	

To edit the questionnaire, please click on the tool symbol on the right hand side.

2 Active participation					
SSA				Response	
No. ▲	Description ^	Company ^		Editor	Date
Isa103103	LSA-Basic	Hawle Beteiligungsgesellschaft m. B. H.		-	-
Isa103104	LSA Standard	Hawle Beteiligungsgesellschaft m. B. H.		Beyer	11/11/2013



## 2.2. EDITING OF THE SUPPLIER SELF-ASSESSMENT

You may now complete all required information. Please note that all required fields are marked with an asterisk and must be completed before sending the response. You may continue editing the information at a later point in time. To do so, please make sure to save all entries made until that point and exit the SSA. Once all information is completed, please click on "Send".

### SUPPLIER SELF-ASSESSMENT - EDITING

STANDARD SUPPLIER SELF ASSESSMENT  
LSA101402

Head information

Buyer information

ID: Isa100000  
Description: Standard Supplier Self Assessment  
Buyer: Showcase AG

Questionnaire

Question

Response

General

Name \*

Branch of industry

D-U-N-S number \*

Currency \*

Contact person

External contact person \*

Vertrieb: \*

Unternehmensleitung: \*

Company numbers

Number of employees \*

Number entirely: \*

Count Logistics:

Count Marketing/Sales:

Count Product development:

Count Production:

Count Quality assurance:

Count Mold design:

Financial figures \*

Year

Sales volume

Group sales

Result before tax

Profit

2014

References

Customers \*

No customers stored.

+ New entry

Cancel

Check

Save

Send



### 3. ADDITIONAL INFORMATION ABOUT THE SUPPLIER PORTAL

The platform 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.

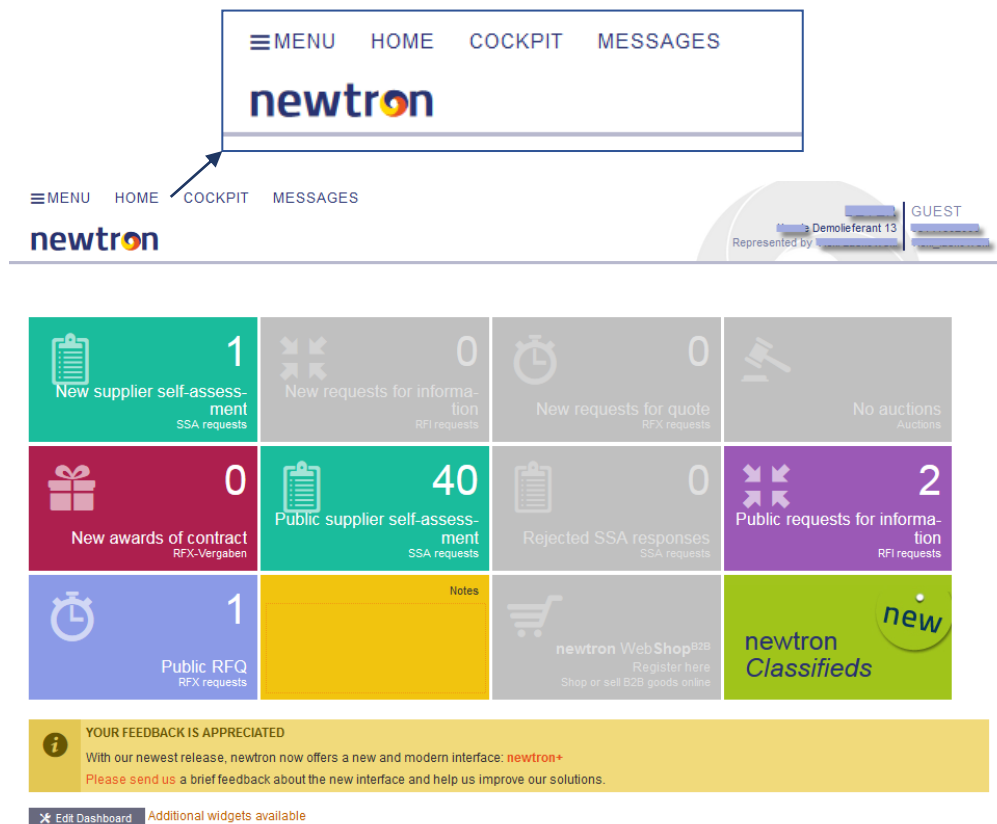
#### 3.1. DASHBORAD

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.

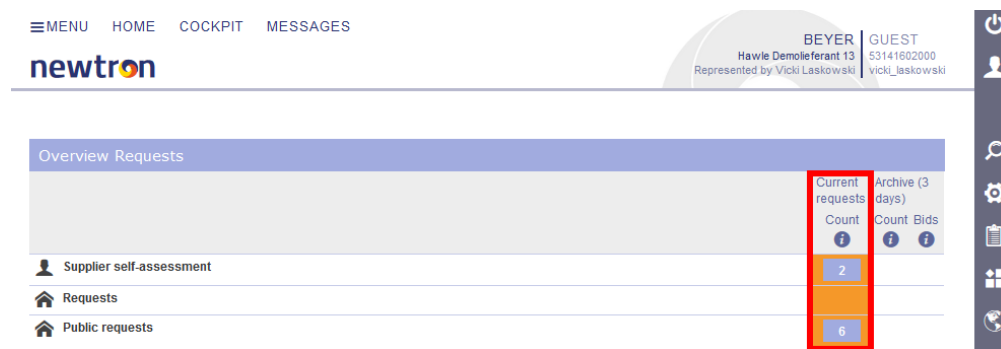


The screenshot shows the newtron dashboard interface. At the top, there is a navigation bar with links: MENU, HOME, COCKPIT, and MESSAGES. Below this is the newtron logo. A blue arrow points to the COCKPIT link. To the right of the logo, there is a section for 'GUEST' with a 'Demolierant 13' and 'Represented by' text. The main dashboard area is a grid of 12 widgets. The first row contains: 'New supplier self-assessment' (1 SSA requests), 'New requests for information' (0 RFI requests), 'New requests for quote' (0 RFX requests), and 'No auctions' (Auctions). The second row contains: 'New awards of contract' (0 RFX-Vergaben), 'Public supplier self-assessment' (40 SSA requests), 'Rejected SSA responses' (0 SSA requests), and 'Public requests for information' (2 RFI requests). The third row contains: 'Public RFQ' (1 RFX requests), a 'Notes' widget, 'newtron WebShop B2B' (Register here, Shop or sell B2B goods online), and 'newtron Classifieds'. At the bottom, there is a yellow banner with the text: '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.' Below the banner is a link: 'Edit Dashboard' and the text 'Additional widgets available'.



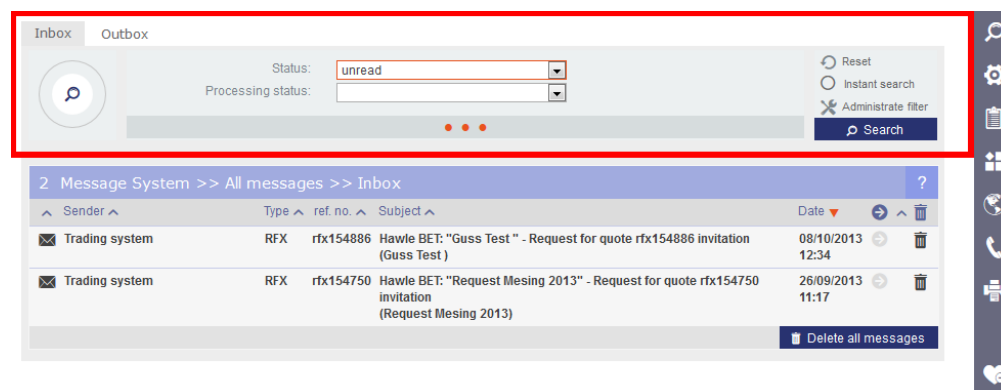
### 3.2. COCKPIT

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.



### 3.3. MESSAGES

In the „**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.



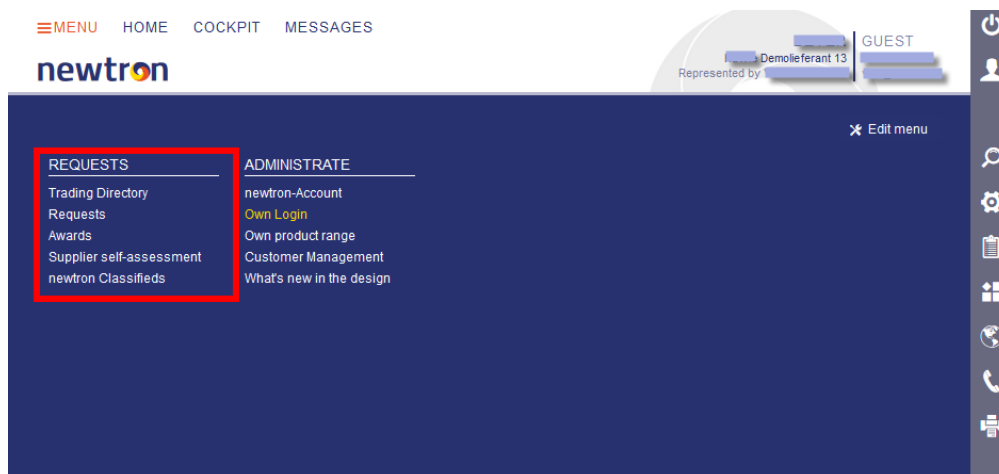

### 3.4. MENU

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.

