

Supplier Guide – newtron online portal

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Supplier Guide – Newtron online portal

1. Access

To access the Newtron portal, please use the following link:

<https://www.newtron.net/web/nmarkets/portal=hawle&lang=en>

We recommend that you add our link to your favorites list or bookmark it.

The portal is best used with one of the following browsers:

The following browser versions are supported



Login Login: <input type="text"/> Password: <input type="password"/> <input type="button" value="→ Login"/> Request new password	Registration as supplier Not yet registered? <input type="button" value="✓ Supplier Registration"/>	Contact Do you have questions about the basis- or professional account, feel free to contact us: +49 351 439 58 538 Or write us an email support-test@newtron.ag
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Welcome to the Hawle purchasing platform!

If you already have access data to the portal, please use the **Login** area in the top left corner of the screen to log on.

To register for a Login, please click on the button

Registration

Please complete your company information. All fields marked with a star * are mandatory fields and must be completed. Other fields are optional information.

The registration as a supplier for the Basic Access is free of charge.

Registration

Company information

Company name: ? *

Corporate form(s): ?

Branch of industry:

Company description:

DUNS number: ?

[Search for DUNS number](#)
[Request DUNS number](#)

Company address

Company name: * +

Street / Street number: * +

Zip code / City: * +

State:

Country: * ↻

Homepage:

Please let us know how you found out about us:

Details:

Contact person

Title: ▼

First name: *

Last name: *

Position:

Phone: ? *

Mobile/Cell phone: ?

Fax: ?

Email: *

Language: * ▼

Time zone: * ↻ 🔍

After filling out the company data, please also enter the contact details of a contact person.

After completing the information, please click on to finish your registration request.

Your information will now be verified by our Customer Services Team and registered on our system. The verification of your information may take up to 1 business day. We appreciate your patience!

An Email containing your personal access information will be sent to you as soon as your registration is verified by Customer Service.

With your personal access data in hand you will now be able to log on using the link provided in the Email or the link below:

<http://www.newtron.net/web/nmarkets/lang=en>

Login

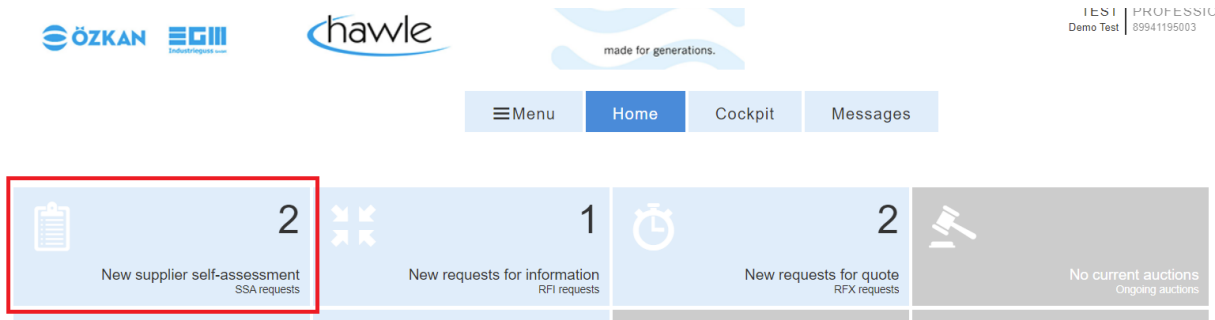
Login:

Password:

[Request new password](#)

2. Processing of Supplier Self-Assessments

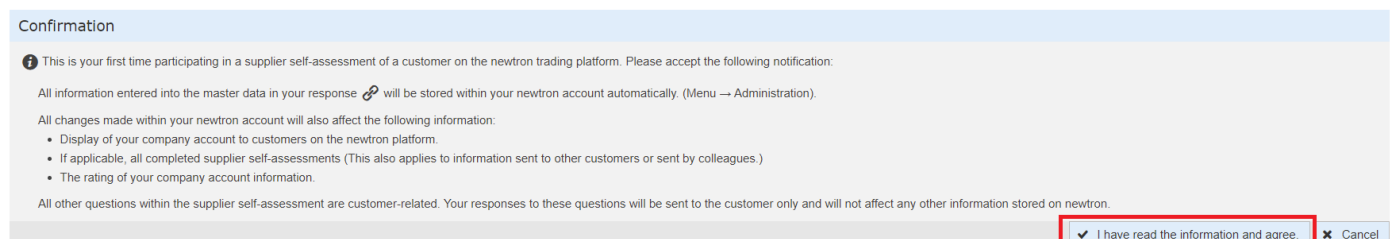
Please click on the box **New supplier self-assessment (SSA)**.




Please confirm the one-time notification on the next screen. Your general information such as the company name and address will be taken over into the Newtron trading platform and are then visible in the trading directory to all registered users.

Supplier self-assessment - Editing

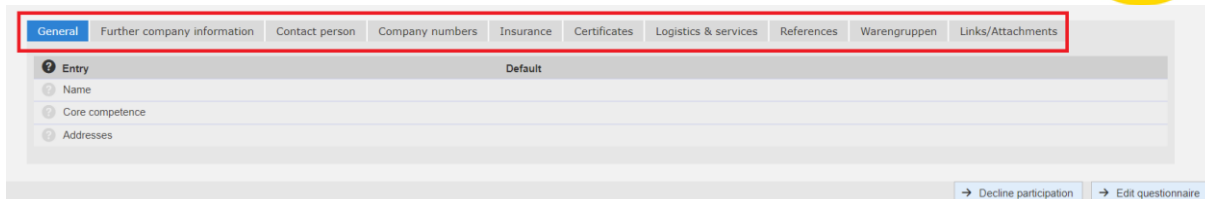
Trainings-LSA
Isa106657



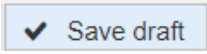
After accepting the one-time notification, you will be directed to the processing area of the SSA.

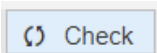

In case there are more than one questionnaire available, please click on  to proceed with fulfilling the SSA.

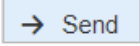
2 Active participation			
SSA			
No. ▲	Description ^	Company ^	Response
			Editor Date ✕
Isa103502	LSA Standard	Newtron GmbH	- ✕
Isa106657	Trainings-LSA	Dilbert Großeinkauf	- ✕



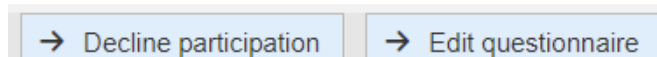
Please complete all tabs. All fields marked with a star * are mandatory fields and must be completed.

You have the option to save the questionnaire and continue processing it at a later point in time. To do so, please click on  and log out. All entries will be stored on the system and when you log back in you may continue completing the entries.

The entered data can be checked for completeness using the button . If mandatory field wasn't completed, an error message will be shown and the corresponding field will be marked with .

After completion of all information including all required fields, please finish the SSA by clicking on . The buyer will receive a notification that you have completed the SSA and can now invite your company to future online requests on the platform.

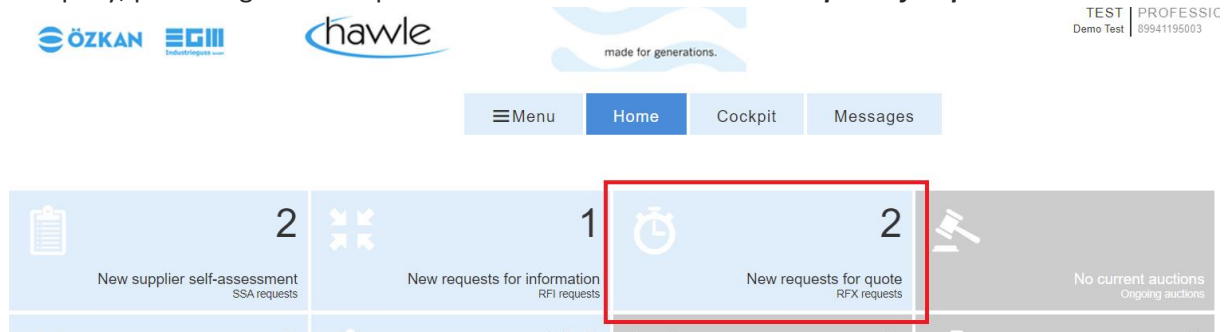
In case you are not willing to answer the questionnaire, you can decline the participation. For that go to Menu -> Supplier Self-Assessment -> click on the Isa-number (on the left) -> click on the button "decline participation" at the bottom right corner.



3. Processing of Requests


3.1. Request for Quote

If you have received a notification Email from the platform regarding a request from a purchasing company, please log on to the platform and click on the box **New requests for quote**.



The next screen **Overview RFQs** will provide you with a list of all requests:



The system will show all currently running requests. The **Filter** options on the top of the screen will allow you to search for finished requests or define various other filter options. Further filter criteria become visible via .

To access a request, please click on the ID number (rfx-number) of the request or tick one of the requests and select "Confirm Participation" or "Decline Participation" from the drop-down menu.

In case you have only one request, you will be automatically forwarded to the screen-view of the request.

The screen "View RFX request" informs you about the dates and time of the request, the contact information of the buyer responsible for the request (click on their name) as well as a cover letter regarding the request. To view the buyer's contact information, please click on the highlighted name.




Depending on a request, additional information such as attachments or other text fields may be available online.

View RFX request


Schnellanfrage Papierfalhandtücher
rfx190156

Header

General

Type / ID number:	RFX ID: rfx190156	
Title:	Schnellanfrage Papierfalhandtücher	
Last change:	13 May 2022 10:33	
Buyer:	Stark Industries	
Contact person:	Tony Stark	


Running time

Start:	23 November 2021 11:23	
End:	21 December 2023 12:30	 Offer period will end in 581 Days

RFQ information

Currency: Euro (EUR)

Contract data

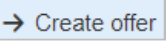
Cover letter:  Sehr geehrte Damen und Herren,

Wir haben Ihr Unternehmen aus dem Lieferantenpool der newtron Handelsplattform ausgewählt und möchten Sie gern als potenziellen Partner in unserer Ausschreibung berücksichtigen.

Informationen zur <IHR FIRMENNAME> finden Sie unter <LINK ZU IHRER HOME PAGE> oder über unsere Firmenpräsentation auf der newtron Plattform.

Wir bitten um Ihr kostenloses und für uns unverbindliches Angebot unter äußerster Preisstellung.

Genauere Spezifikationen finden Sie auf Positionsebene. Es gelten unsere allgemeinen Einkaufsbedingungen, die Sie im Anhang finden.


To process the request, please click on  at the bottom right corner of the screen.

Activities ?



Editing	Messages
Editor: Test	Sent: none
Recent editing: 13-May-2022 10:34	Received (new): none
Status: In progress	

 The status of the request has been set to "In editing".



 Offer period will end in 581 Days

 Update

The next screen is the processing screen for the request and will allow you to complete questions from selection lists, in text fields or price fields.

Under positions you can access the detailed view by opening the folder symbols . Open folders can also be closed again .

The questions might be selection fields, text fields or price fields. Please fill out all mandatory fields marked with *.

After entering, please confirm with confirmation button . The gearwheel in front of each position turns green after editing and is an indication that the entry has been completed .

Positions

No.	Product name	Quantity incl. QU	Position price ?	Calculation price ?
01.	Role	1 Hour(s)		

Standard position

Product description

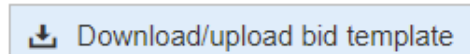
Product name: Role
 Specification (Default): Please find the (skills-) specification of the requested role in the attachments area.

Specification (Response): ?

Product features:

Feature	Value
1. Name of candidate	<input type="text"/>
Date of birth	<input type="text"/>
3. Citizenship & type of residence permit (if not resident)	<input type="text"/>
4. Grade Level	no selection
5. Please upload the CV of the candidate here	0 attachments

You can also use the excel to fulfil the data. This option is particularly recommended for requests with many positions. Once you click on “create offer”, you can find the “download/upload bid template” button at the bottom right corner of the screen.



Download the template.

Excel upload

Creating Offer in RFX request

rfx190156 : Schnellanfrage Papierfalthandtücher

Excel upload

1. Save template:

2. Transfer template: ?

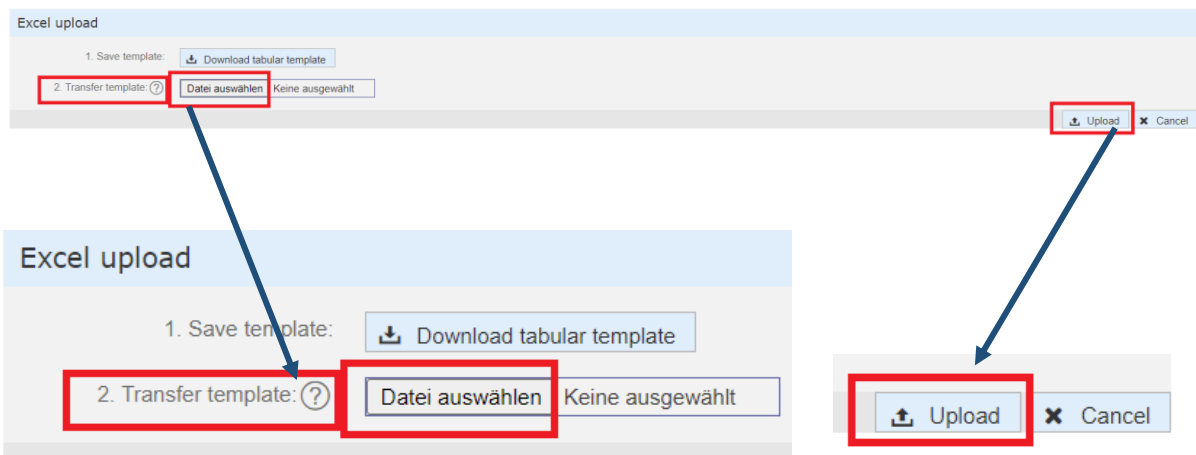
Open the downloaded excel sheet and fill out the red (mandatory) and/or the white (optional) fields. Please do not enter or change anything in the blue fields.

Template Title		rfx190155 Schnellanfrage Papierfalhandtücher				
Mandatory field - These fields have to be filled out.						
Optional input field - These fields may be filled out by you with additional information.						
Please do not enter any information or make any changes in all other fields.						
Number	Name	Specification	Internal name	Quantity	Price unit	Price
01.	Papierfalhandtücher	Format: 25 x 23 cm Qualität: Recyclingpapier, Zick-Zack-Falzung, 1-lagig Verpackungseinheit: Karton à 5000 Blatt		10,0 Carton(s)	1	

Once you filled out all the mandatory fields, save the template and upload it. Once again find the “download/upload bid template” button at the bottom right corner and upload your file.

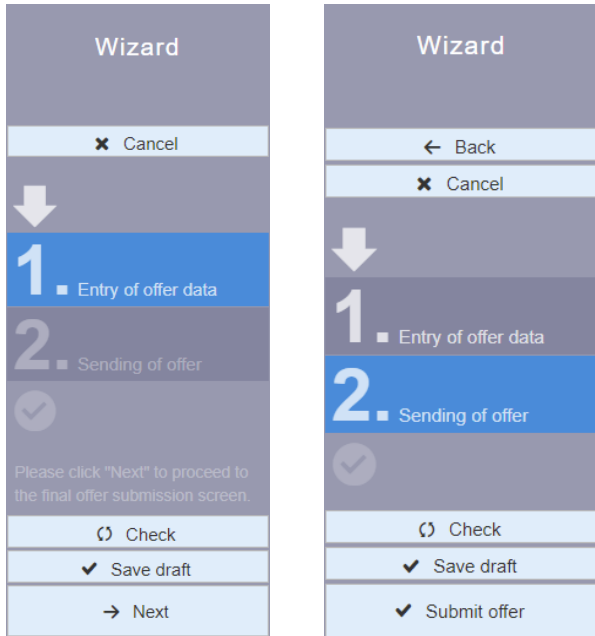
Excel upload

Creating Offer in RFX request
rfx190156 : Schnellanfrage Papierfalhandtücher



The screenshot shows the 'Excel upload' interface in two states. The top part shows the initial state with a '2. Transfer template: ?' button highlighted in red, which points to a 'Datei auswählen' button. The bottom part shows the next step where the 'Datei auswählen' button is highlighted in red, and the 'Upload' button is also highlighted in red. Arrows indicate the flow from the 'Datei auswählen' button to the 'Upload' button.

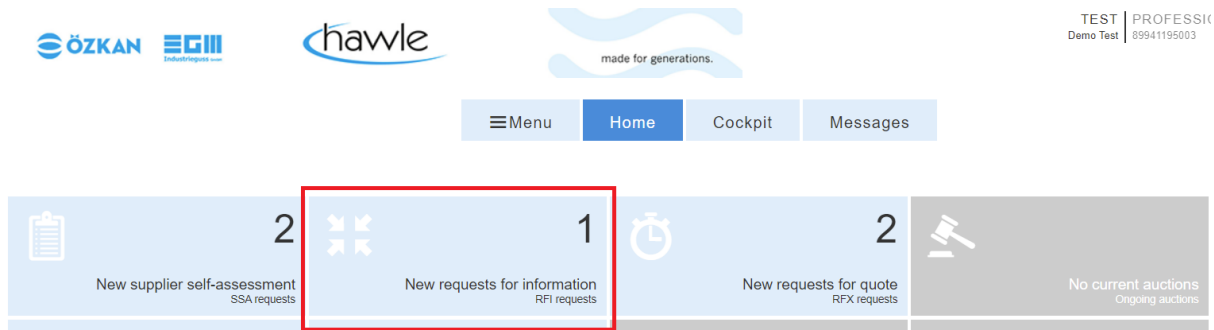
Once all information including all mandatory fields is filled out, please *submit* your *offer*. You can switch to the step of sending the offer by clicking on “Next” on Wizard menu on the right-hand side of the page.



Once you have entered some information, you can also "Save draft" and continue editing the offer at a later point in time. It is also possible to “check” the data for completeness here. If all information is complete, you can send the offer via "Submit offer".

3.2. Request for Information

The processing of a request for information is similar to that of a request for quote.



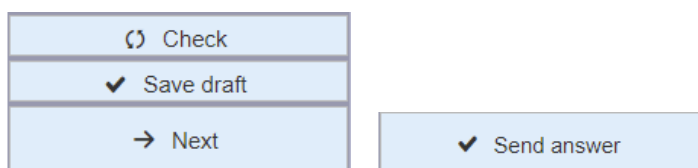
To access the request for information, please click on the ID number (rfx-number) of the request. In the view of the request for information screen, please click on [→ Create answer](#) to begin processing the request.



In the processing screen you can now respond to all requested information.

You may save and store your entered information just like in a request for quote and continue processing at a later point in time.

Once all information is complete, please click on "Next" and "Send answer"



4. Platform Menu

The Dashboard displays all requests and supplier self-assessments available to you.

You will also have access to public requests and public supplier self-assessments available to all suppliers on the platform. Public SSAs allow you to present your company to new customers as a potential supplier. If a public request for quote is interesting to you and matches your offered products/services, you can submit an offer to the respective customer at any time within the deadline of the request.

REQUESTS

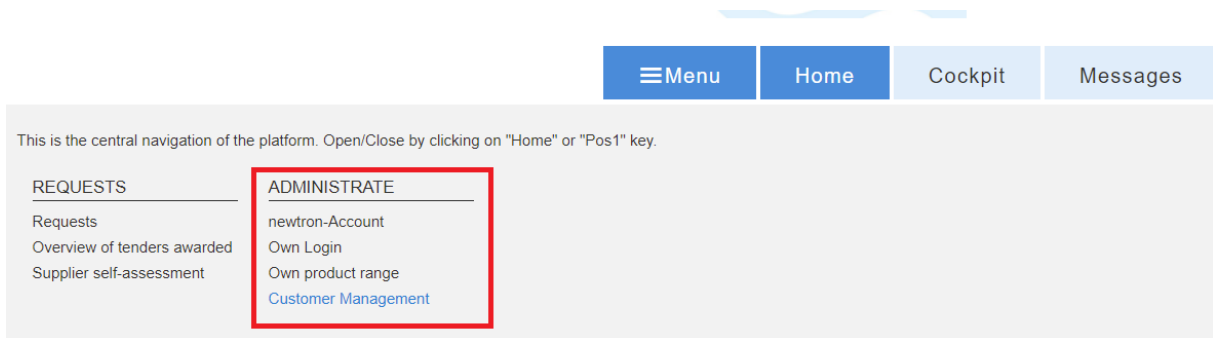
The menu option *requests* and *supplier self-assessments* display all currently running negotiations.

ADMINISTRATE

The menu option *newtron-Account* contains all your company information (e.g. addresses, references, etc.).

The menu option *Own Login* allows you to edit and maintain your personal contact information (e.g. name, phone number, email address, etc.). To assign specific commodity groups to your Login and be

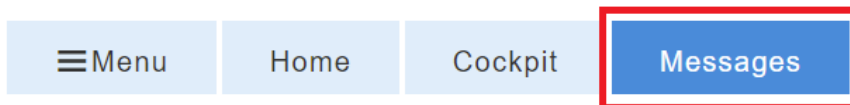
able to receive invitations to matching requests, please click on *Own product range*.
 The *Customer Management* allows you to define whether you wish to be a primary contact person for a specific customer or not.



The Cockpit displays the number of running as well as finished SSAs, requests, as well as public negotiations.



The menu option **Messages** displays any incoming and outgoing messages on the platform, such as invitations or notifications about changes in negotiations. All messages will be also sent to the email address stored in your Login.



5. Contact Information

Contact:

Phone: +49 (0) 351 43 95 85 38

Email: support@newtron.de

Availability:

Monday to Friday from 8:00 a.m. to 6:00 p.m. (CET) (except for national holidays)