

<b>Title:</b>	<b>Registration and Application at the KNDS Deutschland supplier portal for new suppliers</b>
<b>Description:</b>	<p>Instructions related to the module: SRM</p> <p>It describes the necessary steps for suppliers in the KNDS Deutschland supplier portal who want to apply at KNDS Deutschland as supplier</p>
<b>Contact:</b>	<p>KNDS Deutschland – EL31 lieferantenportal@knds.de</p>

Document history	Department	Date	Changes
Version 2023-03	EL31	10.03.2023	n.a.
Version 2023-06	EL31	14.06.2023	KNDS
Version 2023-06	EL31	25.07.2023	Screenshots updated
Version 2024-04-08	EL31	08.04.2024	KNDS Deutschland / Screenshots

**Agenda**

1	Welcome.....	3
2	Points of contact .....	3
3	Entering the portal .....	3
4	Registration for new suppliers .....	4
5	Application process .....	7
6	Extended company profile .....	9
7	Further procedure of the application .....	10
8	Main menu of the supplier portal .....	10

## 1 Welcome

### Targets

The background to these instructions is to explain to suppliers who would like to become a KNDS Deutschland supplier, to explain the process and the individual steps that are necessary for this.

### Please note

Data management is an essential component for efficient cooperation. Therefore, it is of importance that your entries are not only correct, but also entered in suitable formats. Please note the given instructions of the supplier portal.

## 2 Points of contact

[lieferantenportal@knds.de](mailto:lieferantenportal@knds.de)

For technical support and other matters relating to the supplier portal

## 3 Entering the portal

Depending on whether you are already a KNDS Deutschland supplier or would like to apply as a new KNDS Deutschland supplier, the process steps will differ for you.

If you are not sure whether you are already listed as a KNDS Deutschland supplier, please contact us at [lieferantenportal@knds.de](mailto:lieferantenportal@knds.de) and provide us the following data:

- Your contact details
  - o Name
  - o Department
  - o Telephone number
  - o E-mail address
- Company name
- Company address
- DUNS

We will be happy to provide you with information on which procedure is the right one for your company.

## 4 Registration for new suppliers

Suppliers who would like to become a KNDS Deutschland supplier must register on our homepage and follow the application process described below.

Please understand that other applications cannot be accepted.

Go to <https://www.knds.de/en/purchasing/supplier-questionnaire/> and click on *Apply as new supplier* and fill in all the relevant fields.



**KNDS Supplier Portal**

**General company data**

Company name*:	<input type="text"/>
Company name 2:	<input type="text"/>
Street*:	<input type="text"/>
Street 2:	<input type="text"/>
Street-number:	<input type="text"/>
Zip code*:	<input type="text"/>
City*:	<input type="text"/>
Country*:	<input type="text" value="---"/> ▼
PO Box:	<input type="text"/>
Zip PO Box:	<input type="text"/>
Currency*:	<input type="text" value="EUR - Euro"/> ▼
Telephone:	<input type="text"/> <input type="text"/> <input type="text"/>
Fax:	<input type="text"/> <input type="text"/> <input type="text"/>
Homepage:	<input type="text"/>
E-Mail*:	<input type="text"/>
D-U-N-S*:	<input type="text"/>
VAT code:	<input type="text"/>
Tax number:	<input type="text"/>

**More about KNDS  
Deutschland**

[Homepage](#)

[English](#)  
[Deutsch](#)

[D&B Lookup](#)

**Contact person data**

Salutation*:	<input type="text" value="---"/> ▼
First name*:	<input type="text"/>
Last name*:	<input type="text"/>
Department:	<input type="text" value="---"/> ▼
Telephone*:	<input type="text"/> <input type="text"/> <input type="text"/>
Mobile:	<input type="text"/> <input type="text"/> <input type="text"/>
Fax:	<input type="text"/> <input type="text"/> <input type="text"/>
E-Mail*:	<input type="text"/>
Loginname*:	<input type="text"/>

Please make sure to enter all information in the appropriate formats. Format errors can also lead to delays in your registration and application.

# Application at the KNDS Deutschland supplier portal **KNDS**

---

I accept the General terms and conditions of purchase of KNDS

Deutschland

[General terms and conditions of purchase KNDS Deutschland GmbH & Co.](#)

[KG 20240408\\_ENG.pdf](#)

\*I accept the general Terms of Usage of the KNDS Deutschland-

Supplier Portal

[2024-04-08 Terms of use KNDS Deutschland GmbH Co. KG-Supplier](#)

[Portal.pdf](#)

\*We hereby confirm our compliance with statutory labour standards and rights as well as environmental standards.

I agree that JAGGAER uses the data, entered in the course of the registration on the supplier portal of KNDS Deutschland, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of JAGGAER Direct to have access via the JAGGAER Supplier Network.

The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.

Datenschutzerklärung der KNDS Deutschland

[Check data](#)

After accepting the mandatory conditions, you can have your entries checked; and if your details are complete, you have the option of registering.

After completing the registration, you will receive an automated e-mail from the supplier portal with your personal login data.

If you are not provided with login data via e-mail, please make sure that your e-mail programme has not moved the e-mail into the spam folder.

Please log in to the supplier portal with your login data and assign a personally chosen password.

You are now registered.

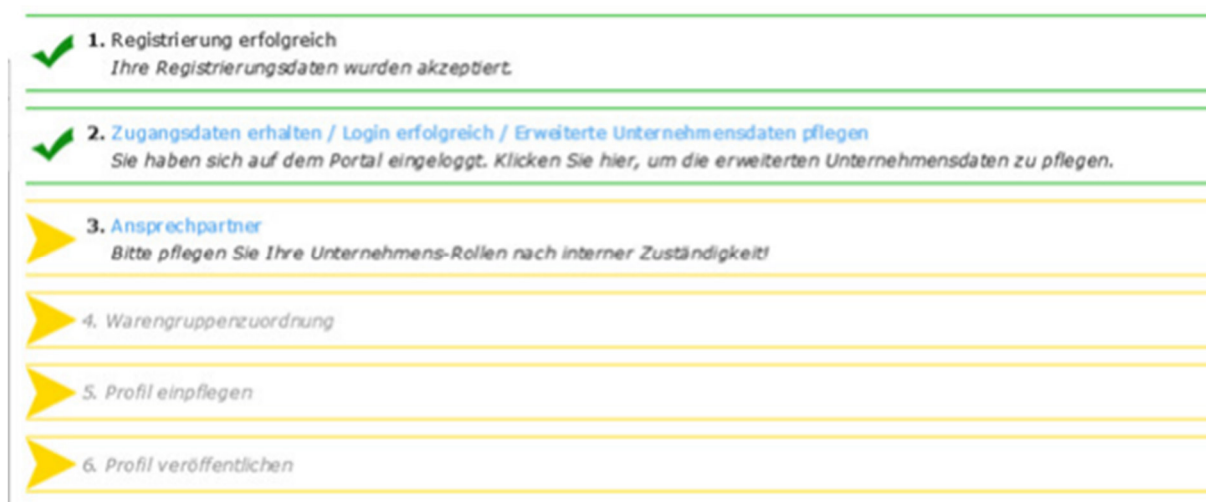
## 5 Application process

Your application has NOT yet finished with the registration.

Please proceed as follows to start the application process.

Log in to the supplier portal and carry out the actions indicated there. To do this, use the menu shown, and not the supplier portal menu.

Click on the next step (in the picture: 3rd Ansprechpartner contact person), complete the necessary entries and save them. You will then return to the menu shown.



To 3. Contact people:

Maintain the relevant contact persons of your company there, if they are necessary for the application process.

Additions can also be made at a later date after your application has been successful.

To 4. Categories:

In order for your application to be forwarded to the responsible buyer, it is important to make the correct product group assignment.

The supplier portal differentiates between checkboxes (square) and radio buttons (round).

You use the checkboxes to represent your service/supply portfolio. These can be assigned several times.

With the radio button, you specify the product group for which you are applying. This can only be selected once.

English Deutsch Home Logout Privacy Policy

**Categories**

Save Expand all Collapse all

Please choose your main category (radio button) and all other categories (checkboxes)!

Categories

search categories:

Pneumatic/Hydraulic Systems

- Drive/Pumps
- Fittings/Faucet
- Pressure Container
- Cleaner
- Ducts
- Hoses
- Quick Couplings
- Controls
- Valves/Maintenance Units
- Screw Connections (Hydraulics)
- Cylinder Pressure Systems
- Accessories Manufacturer Specific

Tools/Utilities

Standard parts/mechanics

Pneumatic/Hydraulic Systems  
 Drive/Pumps  
 Fittings/Faucet

Checkbox (multiple use)  
Radio-Button (single choice)

## Example:

You are primarily a manufacturer and supplier of seals and would like to supply them to KNDS Deutschland. Your radio button should be placed in the DIN standard parts area. Please do not select other product groups just because seals may be found in other product groups, such as gearboxes or engines.

If you have other products in your range, you can display this as a portfolio with the checkboxes.

## To 5. Company profile:

Enter the first data within the company profile here. As soon as you have filled in at least all the mandatory fields of a page, this page can be saved.

As soon as you have filled in at least all the mandatory fields of the company profile, you can publish your profile.

## To 6. publish profile:

Publishing your company profile starts your application process at KNDS Deutschland. Your details will be forwarded to the responsible strategic buyer, who will assess your application. Please use the button "Save & Next" to be able to publish your company profile.

English Deutsch Home Logout Privacy Policy Help

### Change supplier profile - General

Save Save & Next Download



Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!  
Mandatory fields filling progress: **100%**

If your application cannot be considered, you will be informed of this in an e-mail.

If the strategic buyer is interested in your application, he will enable you to maintain an extended company profile. You will receive another notification e-mail from the supplier portal.



## 6 Extended company profile

If the strategic buyer has accepted your application, you will be asked to maintain an extended company profile in an automated e-mail.

To do this, log in to the supplier portal again and maintain your company profile there.

Please note the following information:

The profile consists of several tabs, which display questions on different topics.

In all tabs, at least all mandatory fields must be filled in so that the company profile can be published again.

Company profile
<b>General</b>
Regulation, Risk & Compliance
Business
Production
Certifications
Quality
Supply Chain Act / ESG


The yellow information box shows in which tabs there are still mandatory fields to be filled in. In addition, the progress is displayed as a percentage.

As soon as you have filled in at least all the mandatory fields on a page, this page can be saved. If at least all mandatory fields have been filled, the information box turns green and you can publish your company profile again.

[English](#) [Deutsch](#) [Home](#) [Logout](#) [Privacy Policy](#) [Help](#)

**Change supplier profile - General**

 Save  Save & Next  Download

 Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!  
Mandatory fields filling progress: **100%**

After publication of your company profile, the final review is carried out by the responsible buyer as well as other instances such as our risk management and Quality department.

## 7 Further procedure of the application

If your application cannot be considered, you will be informed of this in an e-mail.

We would like to inform you that in such cases, your access to the supplier portal will be blocked for security reasons. You are free to reapply at a later date.

Should questions arise on our part during the final check, or corrections to your company profile be necessary, you will either be informed of this via automated e-mail or we will contact you directly.

In the event of a successful application, you will also be informed of this in an automated e-mail.

## 8 Main menu of the supplier portal

You can now make changes and/or additions via the main menu of the supplier portal.



*Administration* is used to manage your company master data.

Under *Contact people* you can create new contacts (with or without your own portal access).

Under *Categories* you can add to or change your delivery and service portfolio.

You can manage your company profile in the *Company profile* section. Please ensure that your data in the company profile is always up to date.

*Requests* and *Received orders* are only relevant to you if we agree this with you at a later date. KNDS Deutschland does not use the supplier portal for general tendering.

We will be happy to provide you with a manual containing further explanations.