

Supplier Self Registration

Step-by-step instructions



Introduction

Dear supplier,

to maximize the value of interaction with suppliers and to ensure groupwide transparency on suppliers and their products and services E.ON uses a consistent approach of tool-aided supplier relationship management (SRM).

Supplier Onboarding is the process step of the SRM process ensuring that existing and new suppliers meet certain criteria to comply with E.ON's minimum requirements. Most of the steps related to the Supplier Onboarding process are conducted within an online portal.

As a new Suppliers you must use the Supplier Self Registration (SSR) to enter your company information. After a successful SSR you are already allowed to be invited to tenders and eAuctions.

Within the further steps of the Supplier Onboarding process you may –if required- be asked to fill out questionnaires and provide documents and certificates via the online portal. Once you have successfully passed the Supplier Onboarding process you get the material-group specific approval to receive Purchase Orders.

This guide serves the the purpose of helping you perform a successful Supplier Onboarding. In case of questions regarding the process please contact your responsible E.ON purchaser. For technical questions about the usage of the online portal please contact the provider SynerTrade via phone (+49-800-5893334) or mail (support.eon@synertrade.com).

Invitation to the E.ON Supplier Self Registration (SSR)

Congratulations!

- As soon as you receive this email you are invited as a potential supplier for E.ON.
- Please use the link and login provided in the email to access the portal.
- The one-time login password is sent in a separate email.

From: Christina Schmitz [<mailto:system@synertrade.com>]
Sent: Thursday, 14. February 2019 09:42
To: Black, Peter <Peter.Black@topsupplier.com>
Subject: Invitation to E.ON Supplier Self Registration

Dear Peter Black,

We invite you to register your company Topsupplier as a potential supplier for E.ON.
Attached to this mail, you find the respective click guide to assist you.

To start this process, please access our eSourcing platform <https://eon.synertrade.com> using your personal access credentials:

Login: Peter.Black@topsupplier.com

The password will be sent to you in a separate e-mail.

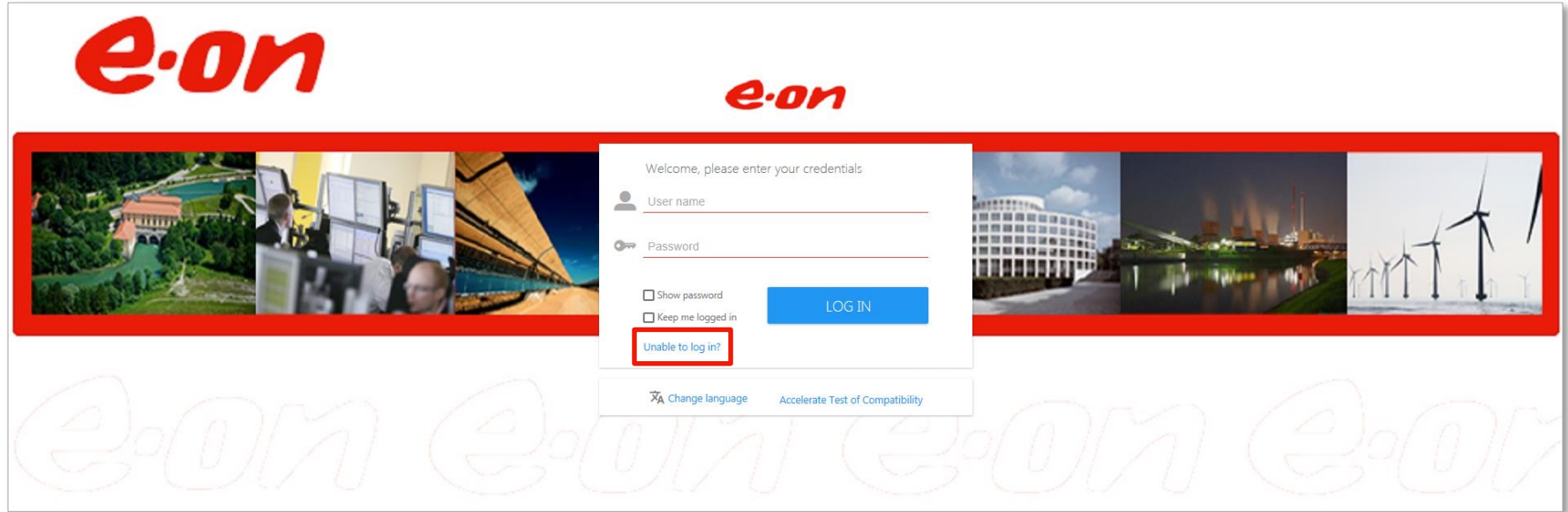
This email was sent on behalf of: Christina Schmitz, email: christina.schmitz2@eon.com, phone: 0

Christina Schmitz will be at your disposal for eventual questions during the registration process.

This is an automatic email, please do not reply.

<https://eon.synertrade.com>

Login into the online portal



- Please use the link and login provided in the email to access the portal.
- The one-time login password is sent in a separate email.
- In case you forgot or lost your password, you can retrieve it by clicking the link "Unable to log in?"

Welcome to the Supplier Self Registration

- After successful login you will see the welcome page of the online portal.
- All the tabs displayed are part of the registration process.
- In order to **"SAVE"** and jump to each section you always need to click **"NEXT"**.

e-on Supplier Self Registration Status: Invited
Support: support.eon@synertrade.com

WELCOME PAGE COMPANY AND 1ST CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS LOCATION/SITES CERTIFICATES DOCUMENTS CODE OF CONDUCT FINALIZATION

Welcome to the E.ON Supplier Self Registration (SSR) platform.

Welcome to the E.ON Supplier Self Registration (SSR) platform. You will be guided through all registration steps. The complete SSR process should take 5-10 min.

The mandatory fields are marked in RED, and the mandatory documents (e.g. from drop down fields) are identified with an asterisk (*). Feel free to provide all relevant information about your company, besides the mandatory fields and documents.
Please note that you are responsible for the correctness of the provided information. If you have questions, please contact our support team.
Support e-mail address: support.eon@synertrade.com

Phone numbers:
USA: +1-855-789-3737
FR: +33-800-945-798
FR: +33-9-75-18-44-85
ES: +34-900-803648
IT: +39-800-976023
DE: +49-800-5893334
RO: +40-31-6301727
BR: +55-800-8923571
CN: +86-4001209296
UK: +44 20 3856 4347
CZ: +420 228 881 008
SE: +46 8 525 009 31

Supplier Guide: [EN](#) | [DE](#)

NEXT

Supplier Self Registration: Tab "COMPANY AND 1ST CONTACT"

- Please enter the requested contact information for your company and the first contact person.
- Mandatory fields are **underlined red** (this also applies to the field on the following pages).
- Click on "**NEXT**" (button in the lower right corner) to get to the next sheet.

e-on Supplier Self Registration Status: Invited
Support: support.eon@synertrade.com

WELCOME PAGE **COMPANY AND 1ST CONTACT** COMPANY CONTACTS COMPANY BANK ACCOUNTS LOCATION/SITES

Step 1/8 of the supplier self-registration process.

i Please complete the fields below with your company and your personal data. Mandatory fields are marked in RED. Click "Next" to continue with the next step.

COMPANY INFORMATION

Company Topsupplier

Name 2 Products and Services

Address / House No EON-Allee 3-5

Postal code 84036

City Landshut

State _____

Country Germany

Language English (UK)

Phone _____


Fax _____

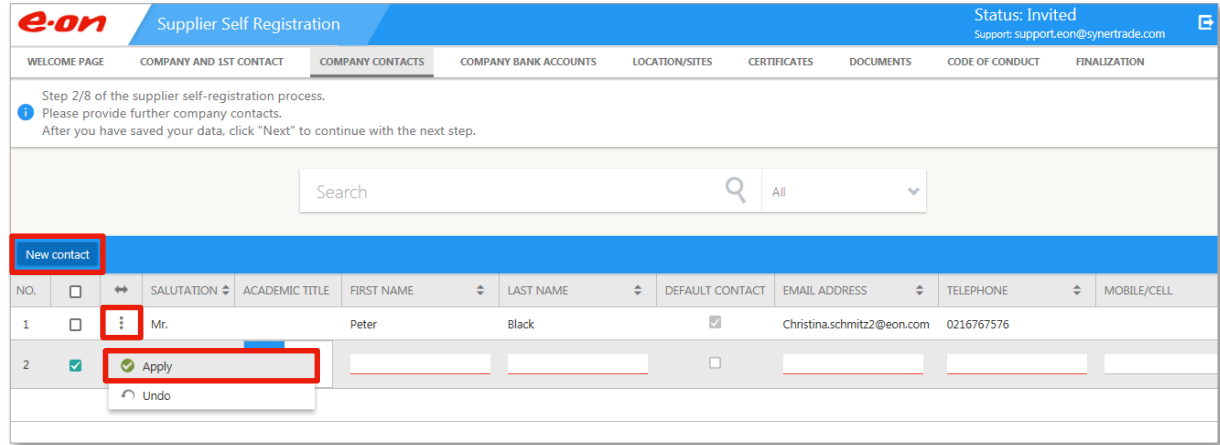
E-mail info@topsupplier.com

Website _____

Please enter the email address of the future contact person. All communication / transmission of Purchase Orders after release of supplier Self Registration will be done via this email address!

Supplier Self Registration: Tab "COMPANY CONTACTS"

- Click on **"New contact"** to create one or several new contact persons.
- Enter all mandatory contact information.
- Click on  and then on **"Apply"** to save your entries for a contact.
- Click on **"NEXT"** (button in the lower right corner) to get to the next sheet.



Supplier Self Registration


Status: Invited
support: support.eon@synertrade.com

WELCOME PAGE COMPANY AND 1ST CONTACT **COMPANY CONTACTS** COMPANY BANK ACCOUNTS LOCATION/SITES CERTIFICATES DOCUMENTS CODE OF CONDUCT FINALIZATION

Step 2/8 of the supplier self-registration process.
Please provide further company contacts.
After you have saved your data, click "Next" to continue with the next step.


Search All

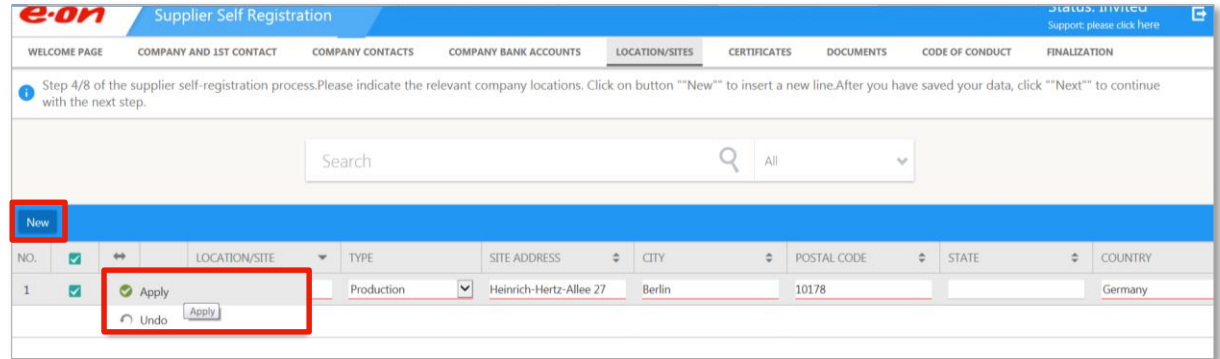
New contact

NO.	<input type="checkbox"/>	SALUTATION	ACADEMIC TITLE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	MOBILE/CELL
1	<input type="checkbox"/>	Mr.		Peter	Black	<input checked="" type="checkbox"/>	Christina.schmitz2@eon.com	0216767576	
2	<input checked="" type="checkbox"/>			<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Apply
Undo

Supplier Self Registration: Tab "LOCATIONS/SITES"

- Click on **"New"** to enter new locations/sites.
- Click on  and then on „Apply“ to save your entries.
- Click on **"NEXT"** to get to the next sheet.





Supplier Self Registration

WELCOME PAGE COMPANY AND 1ST CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS LOCATION/SITES CERTIFICATES DOCUMENTS CODE OF CONDUCT FINALIZATION

Step 4/8 of the supplier self-registration process. Please indicate the relevant company locations. Click on button "New" to insert a new line. After you have saved your data, click "Next" to continue with the next step.

Search All

New

NO.		LOCATION/SITE	TYPE	SITE ADDRESS	CITY	POSTAL CODE	STATE	COUNTRY
1	<input checked="" type="checkbox"/>	 Apply  Undo	Production	Heinrich-Hertz-Allee 27	Berlin	10178		Germany

Supplier Self Registration: Tab "CERTIFICATES"

Step 5/8 of the supplier self-registration process. As a minimum, the Business must upload a letter head certificate. After you have saved your data, click "Next" to continue with the registration process.

Search

New

NO.	<input type="checkbox"/>	CERTIFICATE NAME	ALTERNATIVE NAME	CERTIFICATE DOCUMENT	LOCATION/SITE	CERTIFICATION AUTHORITY	VALIDITY
1	<input checked="" type="checkbox"/>	Apply	*Letter Head	Letter head	1	+	Top Supplier AG

Undo Apply

It is mandatory for your registration that you upload a letter head of your company according to the instructions below. Please label the document as „*Letter Head“. After uploading the letter head you have to fill in the additional columns. In the fields "Valid from" you have to enter the date of today, "Valid until" you have to enter the date "31.12.2099" and "National Authority" you have to enter a random number like 0.

The minimum requirements for the letter head is your signature and the following information: name, address, tax and bank data. You find an example on the following side.

- Click on "New" to upload new certificates.
- Select the relevant certificate in the drop-down in the column "CERTIFICATE NAME".
- Please enter for each certificate the **validity dates** in the fields "VALID FROM" and "VALID UNTIL".
- You can upload related documents by clicking on **+** (see description on next page).
- Click on **:** and then on "Apply" to save your entries.
- Click on "NEXT" to get to the next sheet.

E.ON SE · P.O. Brüsseler Platz 1 · 45131 Essen · Germany

E.ON
Supply Chain
Organisation

Please enter your company information
(same as entered in the self registration
Optional: with company logo)

E.ON SE
Brüsseler Platz 1
45131 Essen
Germany
www.eon.com

January 31, 2019

Please enter the date

Example Letterhead for Supplier Onboarding

Dear Sir or Madam,

Yours sincerely,



Please sign the letter head

Mr. Max Mustermann

Please write your name in printed letters

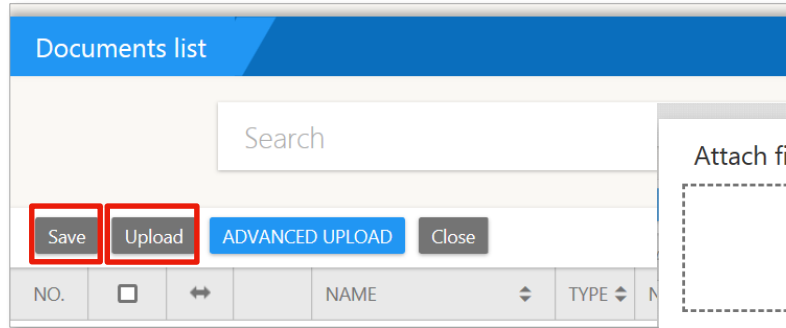
Please add your further company information, with Tax Number and VAT ID
Number (in line with what you added in the self registration).
Bank information is not required.

Chairman of the
Supervisory Board:
Dr. Karl-Ludwig Kley

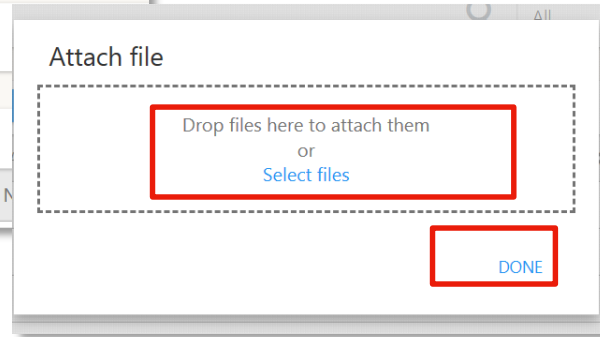
Board of Management:
Dr. Johannes Teyssen
(Chairman)
Dr.-Ing. Leonhard Birnbaum
Dr. Thomas König
Dr. Marc Spieker
Dr. Karsten Wildberger

Registered Office: Essen
Essen District Court
HRB 28196
Tax No. 6106/6861/0016
Tax Id. No. DE119356834

Upload documents in document list



Caution: Documents will not be uploaded to the document list unless you click „Save“!



- Click on **“Upload”** to upload new documents.
- A window will pop up. There you can add one or more documents via “Drag & Drop” or by selecting them in a browser (link “Select files”).
- After successful upload close the window by clicking **“DONE”**.
- Save your changes in the document list by first clicking on **“Save”** and then on **“Close”**.

Supplier Self Registration: Tab "DOCUMENTS"

Supplier Self Registration

Status: Invited
Support: please click here

WELCOME PAGE COMPANY AND 1ST CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS LOCATION/SITES CERTIFICATES DOCUMENTS CODE OF CONDUCT FINALIZATION

Step 6/8 of the supplier self-registration process. Please share with us further relevant documents about your company (e.g. company presentation(s), your internal Code of Conduct, overview of machinery park, product specifications). After you have saved the documents, you can proceed to the next step.

Upload

Supplier Self Registration

Status: Invited
Support: please click here

WELCOME PAGE COMPANY AND 1ST CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS LOCATION/SITES CERTIFICATES DOCUMENTS CODE OF CONDUCT FINALIZATION

Back to overview Upload

UPLOAD DOCUMENT

NO.	TYPE	NAME OF THE DOCUMENT / LINK	CONTENT	COMMENT
1	File		<input type="text"/> <input type="button" value="Durchsuchen..."/>	
2	File		<input type="text"/> <input type="button" value="Durchsuchen..."/>	
3	File		<input type="text"/> <input type="button" value="Durchsuchen..."/>	
4	File		<input type="text"/> <input type="button" value="Durchsuchen..."/>	
5	File		<input type="text"/> <input type="button" value="Durchsuchen..."/>	

- If needed, you can upload further documents for E.ON.
- Click on **"Upload"**. A window will pop up. You can select documents for upload.
- Click on **"NEXT"** to get to the next sheet.

Supplier Self Registration: Tab "CODE OF CONDUCT"

e-on Supplier Self Registration Status: Invited
Support: please click here

WELCOME PAGE COMPANY AND 1ST CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS LOCATION/SITES CERTIFICATES DOCUMENTS **CODE OF CONDUCT** FINALIZATION

Step 7/8

Dear Supplier,

1 E.ON expressly recognises the ten principles of the UN Global Compact and actively supports these fundamental principles in the application of stringent ethical and moral business standards. These principles also play an important role in the relationship between E.ON and its Supplier Code of Conduct.

Please download the complete [E.ON Supplier Code of Conduct](#) and confirm that you accept it by selecting 'Yes' in the corresponding field below.

Publish

LEVEL	QUESTION	ANSWER
1	BY SELECTING THE ANSWER YES, I CONFIRM THAT MY COMPANY ACCEPTS THE EON CODE OF CONDUCT	YES ▼

- On this sheet you need to accept the E.ON Supplier Code of Conduct.
- You can download this document in different languages via the link.
- Select **"YES"** in the drop-down list and click **"Publish"**.
- Click on **"NEXT"** to get to the next sheet.

Supplier Self Registration: Tab "FINALIZATION"

The screenshot shows the E.ON Supplier Self Registration interface. The top navigation bar is blue and contains the E.ON logo, the text 'Supplier Self Registration', and the user status 'Status: Invited' with the support email 'support.eon@synertrade.com'. Below this is a horizontal menu with tabs: 'WELCOME PAGE', 'COMPANY AND 1ST CONTACT', 'COMPANY CONTACTS', 'COMPANY BANK ACCOUNTS', 'LOCATION/SITES', 'CERTIFICATES', 'DOCUMENTS', 'CODE OF CONDUCT', and 'FINALIZATION'. The 'FINALIZATION' tab is active and highlighted. The main content area displays the message 'Thank you for your registration!' and a paragraph of instructions: 'Step 8/8 of the supplier self-registration process. Have you made sure that all relevant information is provided and correct? Then please proceed by clicking the 'Accept' button. You will get contacted by E.ON for further steps. In case of any question please contact your E.ON buyer.' At the bottom right, there are two buttons: 'PREVIOUS' and 'FINISH PROCESS'. The 'FINISH PROCESS' button is highlighted with a red border.

- Check the data entered and confirm by clicking **"FINISH PROCESS"**.
- **Caution:** After clicking **"FINISH PROCESS"** you cannot change the information entered during the Supplier Self Registration anymore!

Supplier Self Registration: Registration successfully completed

Thank you very much!

- You have completed the Supplier Self Registration. Modifications of your data are only possible upon request by E.ON. Your account to the online platform will be deactivated.
- In case of incomplete or incorrect information your registration will be rejected and sent back to you for correction.
- You will be contacted via email as soon as your registration has been checked and released by E.ON. Then you can already be invited to tenders and electronic auctions.



Supplier Onboarding

Step-by-step instructions



Introduction

Dear supplier,

to maximize the value of interaction with suppliers and to ensure groupwide transparency on suppliers and their products and services E.ON uses a consistent approach of tool-aided supplier relationship management (SRM).

Supplier Onboarding is the process step of the SRM process ensuring that existing and new suppliers meet certain criteria to comply with E.ON's minimum requirements. Most of the steps related to the Supplier Onboarding process are conducted within an online portal.

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This guide serves the the purpose of helping you perform a successful Supplier Onboarding. In case of questions regarding the process please contact your responsible E.ON purchaser. For technical questions about the usage of the online portal please contact the provider SynerTrade via phone (+49-800-5893334) or e-mail (support.eon@synertrade.com).

Continue Supplier Onboarding Process

Congratulations!

- As soon as your company has successfully passed the Supplier Self Registration process you are invited to execute the next steps.
- The link in the e-mail leads to the online platform again, on which you can continue the Supplier Onboarding Process.
- Please use the login credentials provided to you at the beginning of the Supplier Self Registration and the password you selected.

From: Christina Schmitz [<mailto:system@synertrade.com>]
Sent: Thursday, 14. February 2019 10:02
To: Black, Peter <Peter.Black@topsupplier.com>
Topic: E.ON Supplier Self Registration: Next step Supplier Onboarding
Priority: High

Dear Peter Black,

Your company Topsupplier has successfully passed the Supplier Self Registration process. We invite you to execute the next step, Supplier Onboarding.

Please continue by logging-in and completing the requested information on our eSourcing platform:
<https://eon.synertrade.com>

The login credentials were provided to you in two separate e-mails at the beginning of the Supplier Self Registration process.

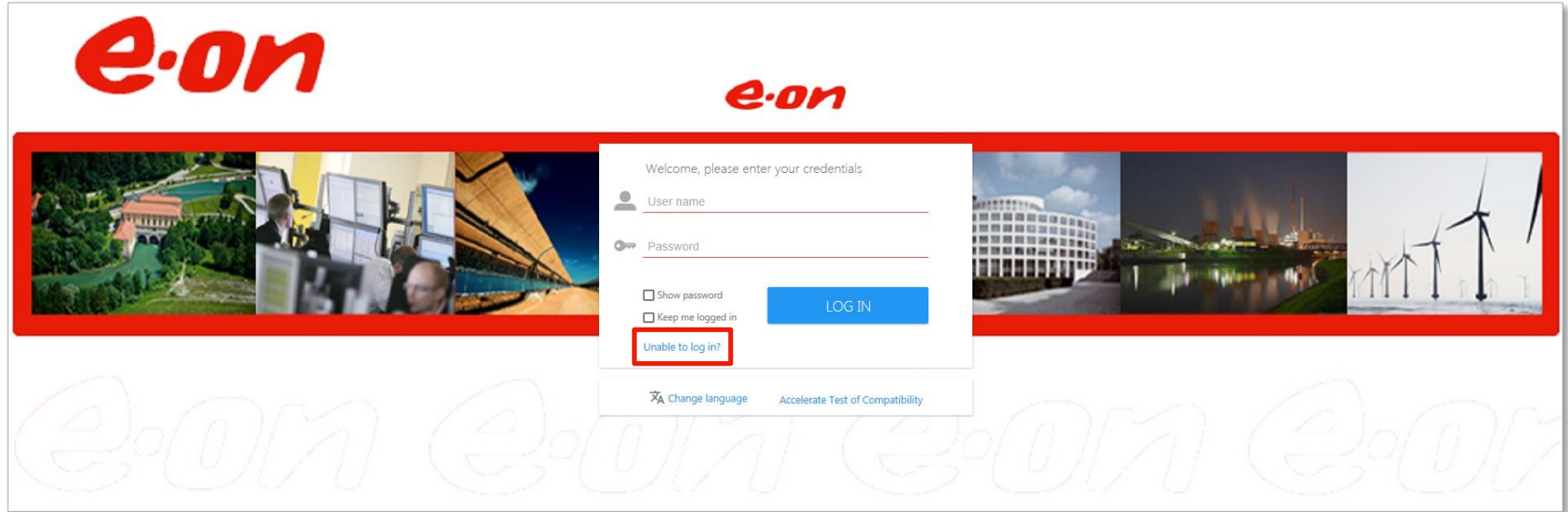
If you do not have your password, click the link on the log-in page.

This email was sent on behalf of: Christina Schmitz, email: christina.schmitz2@eon.com, phone: 0

This is an automatic email, please do not reply.

<https://eon.synertrade.com>

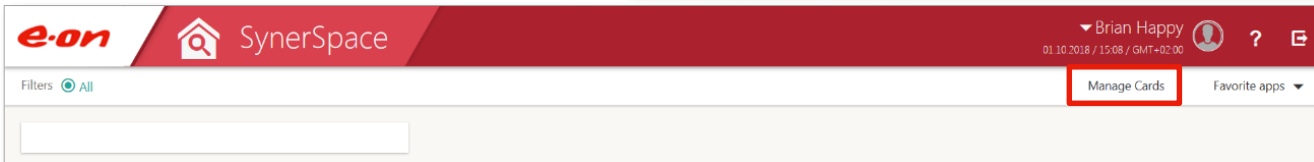
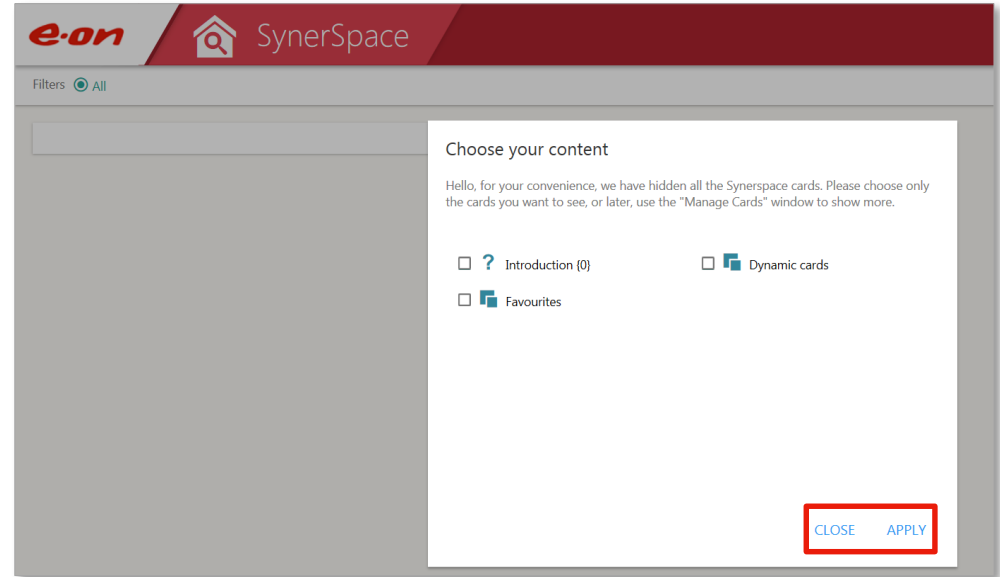
Login into the online portal



- Please use the link and login provided in the email at the beginning of Supplier Self Registration to access the portal.
- Use your selected password.
- In case you forgot or lost your password, you can retrieve it by clicking the link **“Unable to log in?”**

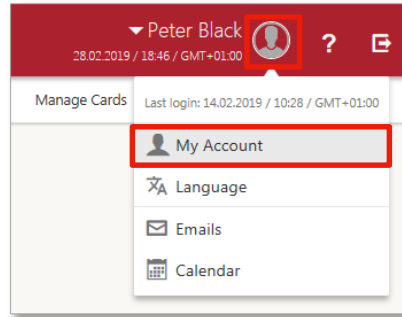
Display settings in online platform

- At your first login at the online platform, you need to select the content to be displayed on your start page (**SynerSpace**).
- Please set the checkmarks and click on **"APPLY"**.
- Our recommendation is to select all cards.
- You can modify these settings anytime by clicking on **"Manage Cards"**.

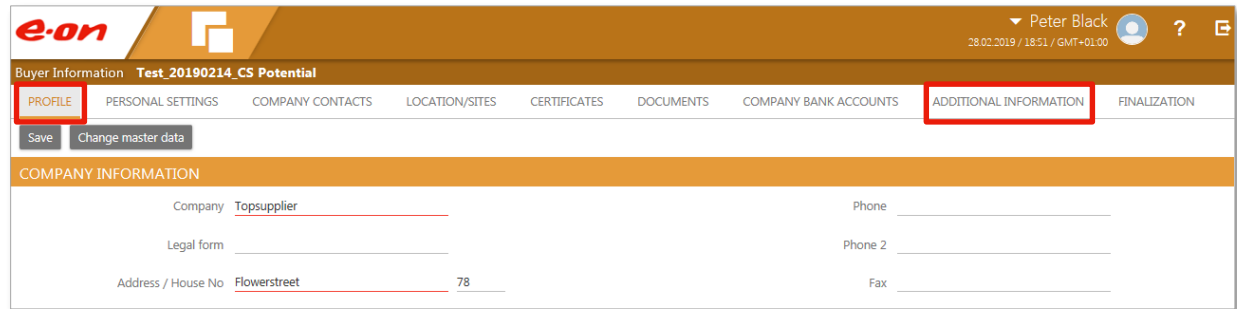


Overview on requested questionnaires

- To show requested questionnaires please click on **"My Account"**.

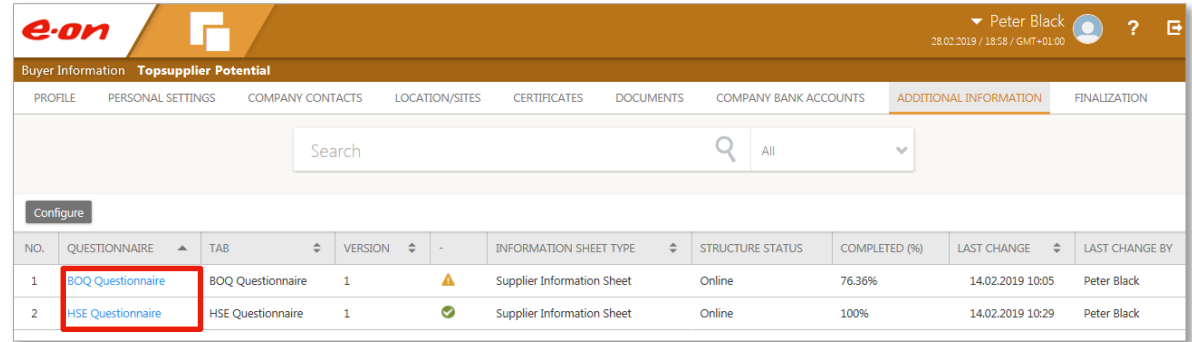


- Afterwards the overview of different tabs appears. You see the tab **"PROFILE"**.
- Click on the tab **"ADDITIONAL INFORMATION"** to see the requested questionnaires.



Questionnaires

- Click on the name of the questionnaire **“BOQ Questionnaire”** or **“HSE Questionnaire”** to open it.
- The types of questionnaires depend on the onboarding target. It could be that you only have to fill out one questionnaire.



The screenshot shows the 'e-on' system interface for 'Topsupplier Potential'. The user is Peter Black, logged in on 28.02.2019 at 18:58 GMT+01:00. The main navigation bar includes 'PROFILE', 'PERSONAL SETTINGS', 'COMPANY CONTACTS', 'LOCATION/SITES', 'CERTIFICATES', 'DOCUMENTS', 'COMPANY BANK ACCOUNTS', 'ADDITIONAL INFORMATION', and 'FINALIZATION'. A search bar is present with the text 'Search' and a dropdown menu set to 'All'. Below the search bar is a 'Configure' button. The main content area displays a table of questionnaires.

NO.	QUESTIONNAIRE	TAB	VERSION	-	INFORMATION SHEET TYPE	STRUCTURE STATUS	COMPLETED (%)	LAST CHANGE	LAST CHANGE BY
1	BOQ Questionnaire	BOQ Questionnaire	1	⚠	Supplier Information Sheet	Online	76.36%	14.02.2019 10:05	Peter Black
2	HSE Questionnaire	HSE Questionnaire	1	✅	Supplier Information Sheet	Online	100%	14.02.2019 10:29	Peter Black

Completing a questionnaire

- Fill in all necessary answers and information to the questions.
- Mandatory fields are **underlined** or **marked in red**.
- If required, additional documents and certificates need to be uploaded.
- After completing a questionnaire you can **"Save as draft"** or **"Publish"**.
- By clicking on **"Back to overview"** you get back to the overview page of your profile.

The screenshot shows the e-on user interface for a questionnaire. The top navigation bar includes the e-on logo and a user profile for Peter Black. The main navigation menu has tabs for Buyer Information, Topsupplier Potential, and Finalization. The current page is titled 'BOQ QUESTIONNAIRE' and features a toolbar with buttons for 'Back to overview', 'Save as draft', 'Publish', 'Undo', 'Export', and 'Print'. A dropdown menu shows the publication date and time: '14.02.2019 10:05, Published by Peter Black'. Below this is a table with three columns: LEVEL, QUESTION, and ANSWER. The table contains three rows of questions related to laws and regulations. A red box highlights the 'Back to overview', 'Save as draft', and 'Publish' buttons.

LEVEL	QUESTION	ANSWER
1	1. GENERAL	
1.1	APPLICATION OF LAW	
1.1.1	Do you abide by the laws and bylaws of all the countries in which the products/services will be delivered?	<input checked="" type="radio"/> Yes <input type="radio"/> No
1.1.2	Do you fulfill all national laws and regulations in all of your manufacturing/location sites?	<input checked="" type="radio"/> Yes <input type="radio"/> No
1.1.3	Do you abide by the data security laws and bylaws of all the countries in which the products/services will be delivered (UK, DE, CZ, DK, HU, IT, US, RO, SE)?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Overview on requested questionnaires

- The sheet **"ADDITIONAL INFORMATION"** will show you the status and completion rate of the questionnaires.
- After completing all required questionnaires please click on the tab **"FINALIZATION"**.

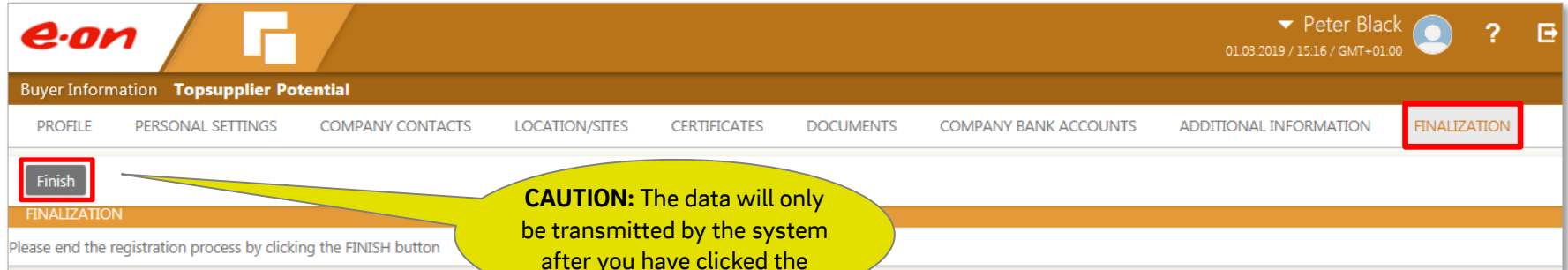
The screenshot shows the 'e-on' interface for 'Topsupplier Potential'. The 'ADDITIONAL INFORMATION' and 'FINALIZATION' tabs are highlighted with red boxes. Below the tabs is a search bar and a 'Configure' button. The main table lists two questionnaires:

NO.	QUESTIONNAIRE	TAB	VERSION		INFORMATION SHEET TYPE	STRUCTURE STATUS	COMPLETED (%)	LAST CHANGE	LAST CHANGE BY
1	BOQ Questionnaire	BOQ Questionnaire	1	▲	Supplier Information Sheet	Online	76.36%	14.02.2019 10:05	Peter Black
2	HSE Questionnaire	HSE Questionnaire	1	✓	Supplier Information Sheet	Online	100%	14.02.2019 10:29	Peter Black

Legend:

- Red:** Not all mandatory fields completed
- Yellow:** All mandatory fields completed, some optional information missing
- Green:** All fields completed

Close Supplier Onboarding Process – Tab “FINALIZATION”



The screenshot shows the e-on supplier onboarding interface. At the top left is the e-on logo. The top right shows the user name Peter Black, a profile icon, a help icon, and a date/time stamp: 01.03.2019 / 15:16 / GMT+01:00. Below the header is a navigation bar with the following tabs: PROFILE, PERSONAL SETTINGS, COMPANY CONTACTS, LOCATION/SITES, CERTIFICATES, DOCUMENTS, COMPANY BANK ACCOUNTS, ADDITIONAL INFORMATION, and FINALIZATION. The FINALIZATION tab is highlighted with a red box. Below the navigation bar is a sub-header with a 'Finish' button, also highlighted with a red box. A yellow callout bubble points to the 'Finish' button with the text: **CAUTION:** The data will only be transmitted by the system after you have clicked the "Finish" button. Below the sub-header is a message: Please end the registration process by clicking the FINISH button.

Thank you very much!

- Close the Supplier Onboarding by clicking **“Finish”**
- In case of missing or incorrect information, questionnaires will be rejected and sent back to you.
- You will be contacted via e-mail when your information has been reviewed and released. Then you receive an approval to receive purchase orders for products or services in certain material groups.
- We are looking forward to a good cooperation!

Contact

In case of questions regarding Supplier Onboarding, please refer to the responsible E.ON buyer.

For technical questions please refer to the technical hotline of the supplier SynerTrade (+49-800-5893334) or via e-mail (support.eon@synertrade.com).

Thank you!

e-on