

This is how to register with SupplyOn

Thank you that you have decided to use SupplyOn!

With the following paragraphs you will find useful information to the registration procedure. We recommend you to print out this documentation as it can be of assistance during the online registration process.

The registration process is finished once you have completed all eight steps. You can break up and resume the registration process at any time.

Attention: With the online registration you will not conclude a legal contract with SupplyOn.

Registration E-Mail

Open the registration e-mail with the subject „Registration invitation for SupplyOn Service“. With this e-mail you will not only find important information to SupplyOn, but also the registration code. Please copy the code and afterwards click on the internet link. After the registration start page has opened, please paste the registration code in the input field down to the right and then click on „Start“.

Step 1: Defining a SupplyOn Administrator

Here you will define the SupplyOn Administrator who will be the future contact person between your company, your customer and SupplyOn.

The SupplyOn-Administrator has the following tasks:

- Regular maintenance of the company profile in SupplyOn
- Creation, modification and deactivation of user accounts/administrator accounts within your company
- Allocation of rolls and rights for the users
- Booking of further SupplyOn Services
- Main contact person for the interests of your company's customers and SupplyOn regarding the use of the SupplyOn services

Enter not only the personal data of the SupplyOn administrator but also define a user ID that is between 6 and 30 characters long. The password must be 8 to 20 characters long, must contain at least one special character, one capital and one lower case letter.

Please remember your user ID and password and keep your login data confidential. SupplyOn employees will never ask you for your password.

With the language selection you are defining how the SupplyOn administrator will be contacted by SupplyOn via e-mail or telephone.

Click "save and continue" to proceed.

Step 2: Company Data

To organize the registration as easy as possible your customer has already provided us with your company data. If the data are not correct, you have the possibility to correct them by clicking on "data change". The registration can then only be continued after SupplyOn has reviewed the changes. Concerning this we will inform you via e-mail.

In case the shown data have major discrepancies from the actual company data (e.g. D-U-N-S number, company name or address) the verification can take a couple of days as we will have to contact your customer(s).

Thank you for understanding this delay. By means of this procedure SupplyOn will avoid further data inconsistencies.

Complete your company data with the „**functional entity type**“ as well as the proper time zone and click on „save and continue“ to save your data.

Step 3: How would you like to register your company with SupplyOn?

Here you can select if you will register

- a) as an independent company or
- b) join an already registered company and/or corporate group with SupplyOn.

a) Registration as an independent company

The registration as an independent company is intended for individual enterprises and corporate groups that are registering for the first time with SupplyOn. Subsidiaries as well as associated companies can then join your SupplyOn contract if you allow this (see „Joining an already registered company and/or corporate group with SupplyOn“). If this is the case please select the option "My company wishes to be registered as an independent entity", then click on „save and continue“.

Should the main office of your company be within the European Union we will need the VAT identification number of your company. In this case you will be redirected to the company data profile. Here please select the tab "tax numbers" where you will be able to enter this information. Enter the VAT identification number and optional the tax number. After clicking on „save and continue“ you will proceed to Step 4 of the registration.

We are available around the clock for further inquiries:

Customer Registration (toll free)
 Phone: +800. 78 77 59 66
 USA and Canada: 1866. 78 77 59 66
 Fax: +49 811 99997 341
Registration@SupplyOn.com

This is how to register with SupplyOn

b) Joining an already registered company and/or corporate group with SupplyOn

When your company is connected to an already registered corporate group and/or corporate association, it is not necessary to sign a separate contract with SupplyOn as the SupplyOn Services can be used with the existing contract.

For the authorisation, you will need the entry number of the SupplyOn contract holder which can be obtained from the SupplyOn administrator of the registered company and/or corporate group.

If this is the case please select "My company wishes to join the contract of a company or group already registered with SupplyOn" and enter the entry number in the input field. Click on "save and continue" and wait until you receive a system message. The SupplyOn administrator of the registered company will be informed automatically via e-mail about the membership application. After his confirmation you will receive an e-mail and can then continue the booking of the SupplyOn Service(s).

! From here on only relevant for companies registering as an independent company !

Step 4: Define the invoice recipient

Here you will see the company address. Should the invoice address differ from the company address you will have the possibility to correct it by clicking „wrong invoice address“.

Step 5: In which extent will you be using SupplyOn?

You can select between two price models: SupplyOn CONNECT and SupplyOn PROFESSIONAL. With SupplyOn CONNECT you can use one SupplyOn Service with one of your customers. Selecting SupplyOn PROFESSIONAL you will have unlimited access to all SupplyOn Services with your customers as well as many other attractive benefits. Detailed information regarding the service offers from SupplyOn are available to download on this page. Click on "save and continue" after selecting a price model.

Step 6: Define the payment method

Here you can select the method of payment: bank transfer or debit note. Please note, the payment method „debit note“ is only possible for companies with the principal office in Germany. After clicking on the button "save and continue" you will proceed to the next step of the registration.

Step 7: Verify contract data

Here you will find the summary of the entered contract data. By clicking "back" you will have the possibility to modify the "payment method" as well as the "price model". If you would like to modify your company data or contract status please contact our Customer Registration Team.

To send the data to SupplyOn please click "accept".

Step 8: Download the contract

Besides the overview of your data, the general terms and conditions (GTC) and the specification of services of SupplyOn are available to download as well as the contract.

Please download the contract and fax the signed document to: +49(0)811-99997-341. Alternatively you can also send the contract via mail to SupplyOn.

(Note: The Popup-Blocker must be deactivated in order to download the contracts)

After reviewing the documents and booking the registration fee SupplyOn will activate your company for the SupplyOn Services. Regarding this you will receive a separate e-mail notification.

We are very pleased to welcome you as our new customer!

We are available around the clock for further inquiries:

Customer Registration (toll free)
 Phone: +800. 78 77 59 66
 USA and Canada: 1866. 78 77 59 66
 Fax: +49 811 99997 341
Registration@SupplyOn.com