

Guidelines for the Supplier Registration and Connect Booking Processes

Which of the 4 existing scenarios apply to you?

SupplyOn, the shared supply chain collaboration platform in the manufacturing industry



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Supplier Registration and Connect Booking Processes

4 existing scenarios

Scenario 1:

Supplier company not registered yet with SupplyOn, with 1 location only and requiring to have his own Master Contract for the usage of one service (e.g. AirSupply)

Scenario 2:

Supplier company not registered yet with SupplyOn and with several locations worldwide and requiring to join an existing Master Contract

Scenario 3:

Supplier company already registered with SupplyOn via his own contract regardless of the number of locations worldwide, and requiring to confirm the usage of the service connect for a new customer

Scenario 4:

Supplier already registered via the contract of a parent company regardless of the number of locations worldwide, requiring to confirm the usage of the service connect for a new customer and waiting for the approval of the Master Contract holder

Supplier Registration and Connect Booking Processes

Actors involved on Supplier side



Service Contact

The Supplier Service Contact is the user identified by the Customer to register his company with SupplyOn or to confirm a Service Connect (e.g. AirSupply) for the Supplier



Supplier Company Administrator

The Supplier Company Administrator is the user defined during step 1 of the registration process.

He is responsible for the following tasks:

- Approval of the Service Connect (e.g. AirSupply) when it is requested by a Customer
- Maintenance of company master data used in SupplyOn services, by using the Supplier cockpit on the SupplyOn portal
- Maintenance of users including user accounts (creation, password reset) and roles (assignment) by using the SupplyOn portal (only for other Customers than Airbus)
- Assignment of existing users to one or several Control Points depending on the Supplier company structure defined with SupplyOn



Master Contract holder

The Master Contract holder manages the commercial topics such as:

- Approval of Master Contract joining request(s) made by child divisions/locations
- Approval of the Connect request(s) (e.g. AirSupply) made by child divisions/locations
- Invoices

Example of Company Registration (Scenario 1)

Supplier company with 1 location and not registered yet

M. France (Paris)

DUNS: 275145076

SUPPLIER ERP ID: 0000103026



- 1 One Master Contract to be signed
1 registration with 1 DUNS number handled by the Service Contact invited by the Customer
Completion of **6 registration steps process**



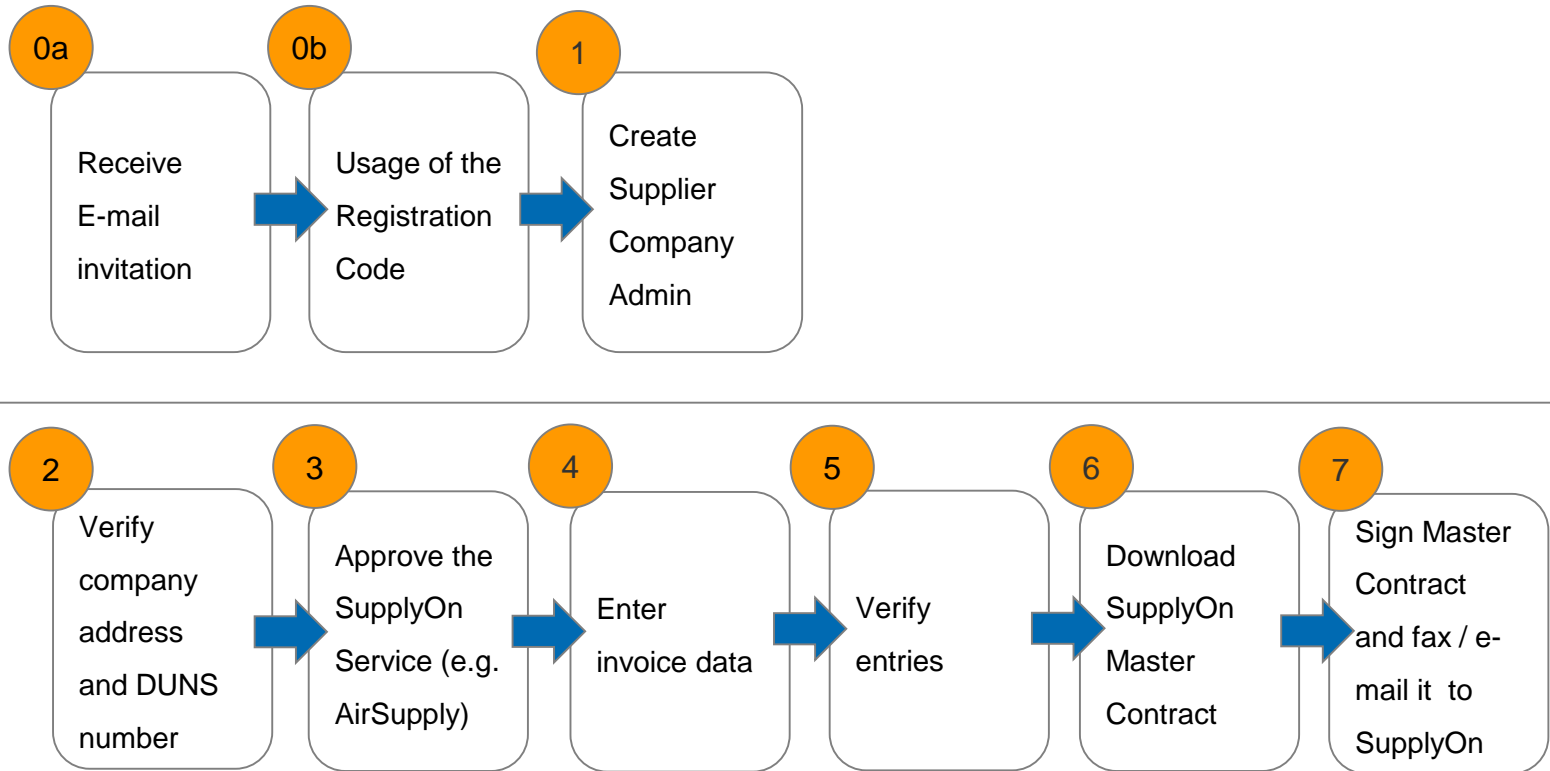
Master Contract holder

Supplier Registration Process (Scenario 1)

Summary of registration process steps

Supplier company not registered yet and requiring his own Master Contract

Service Contact invited by the Customer

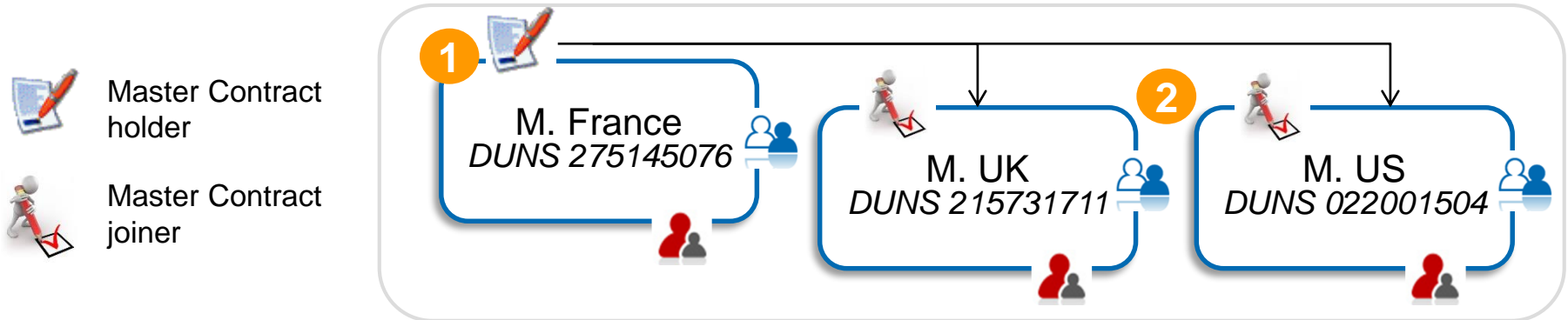


If you stop the registration in the middle of the steps process you can resume it at a later time by accessing www.SupplyOn.com with the defined Administrator user name and password defined in Step 1

Example of Company Registration (Scenario 2)

Supplier company with 3 locations and not registered yet

M. France (Paris)	DUNS: 275145076	SUPPLIER ERP ID: 0000103026
M. UK (London)	DUNS: 215731711	SUPPLIER ERP ID: 0000216803
M. US (Detroit)	DUNS: 022001504	SUPPLIER ERP ID: 0000749302



- 1 One Master Contract to be signed (**first Supplier to register and complete the 6 registration steps process as in Scenario 1**)

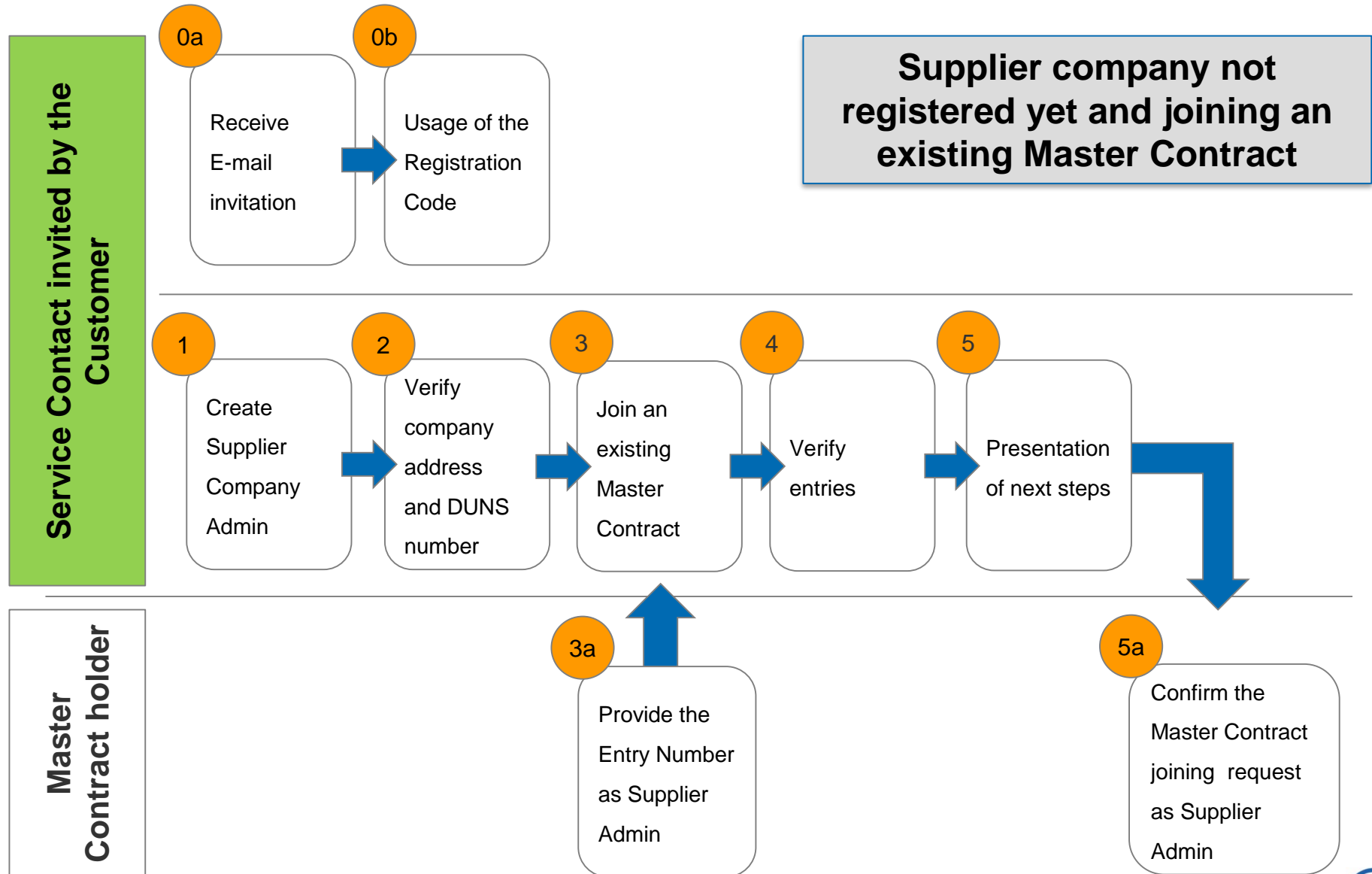
1 registration with 1 DUNS number handled by the Service Contact invited by the Customer

- 2 Once the Master Contract is signed by the first Supplier, all other Supplier locations can register to join the Master Contract holder (**completion of 5 registration steps only**)

2 registrations with 2 DUNS numbers handled by the Service Contacts invited by the Customer in coordination with the Supplier Company Administrator of the first registered location

Supplier Registration Process (Scenario 2)

Summary of registration process steps



Example of Company Registration (Scenario 3)

Supplier company already registered via his own contract

M. France (Paris)

DUNS: 275145076

SUPPLIER ERP ID: 0000103026



1 One Master Contract already existing

Approval of the Service Connect (e.g. AirSupply) via the Supplier cockpit handled by the Supplier Company Administrator in coordination with the Service Contact invited by the Customer



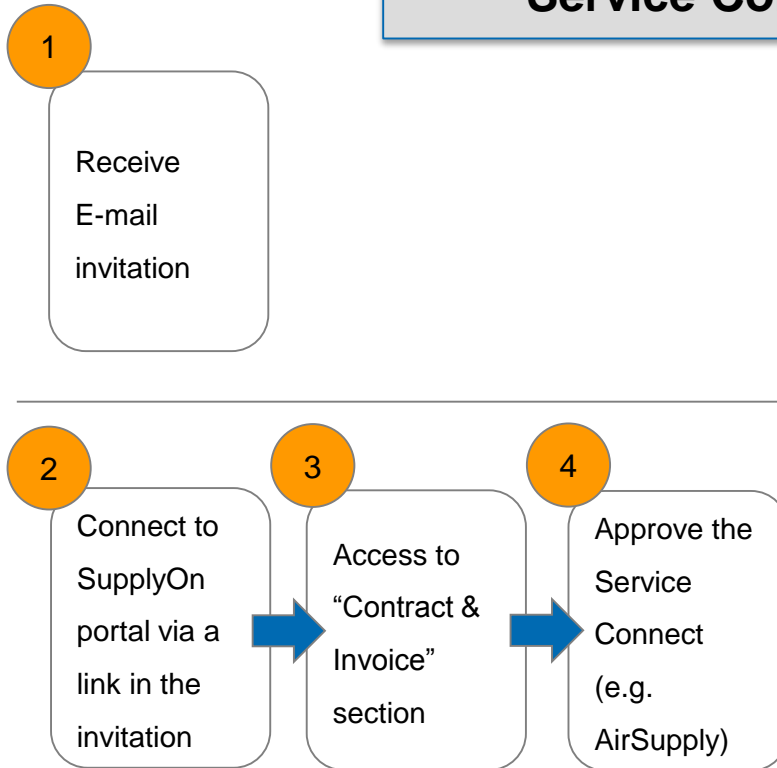
Master Contract holder

Supplier Registration Process (Scenario 3)

Summary of registration process steps

Supplier company already registered via his own contract and confirming the Service Connect (e.g. AirSupply)

Supplier Company Administrator in coordination with the Service Contact invited by the Customer



Example of New Connect Booking (Scenario 4)

Supplier company already registered via contract of a Parent Company

M. France (Paris) DUNS: 275145076

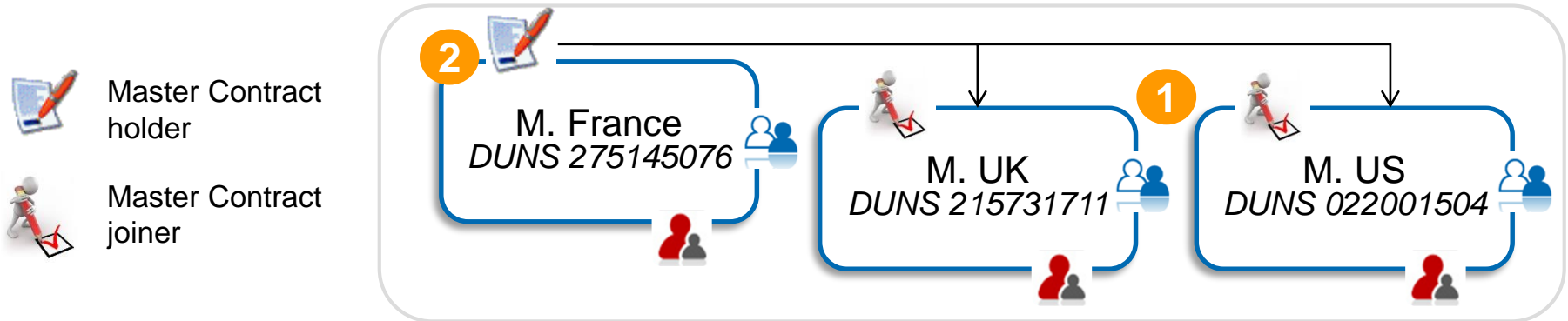
SUPPLIER ERP ID: 0000103026

M. UK (London) DUNS: 215731711

SUPPLIER ERP ID: 0000216803

M. US (Detroit) DUNS: 022001504

SUPPLIER ERP ID: 0000749302

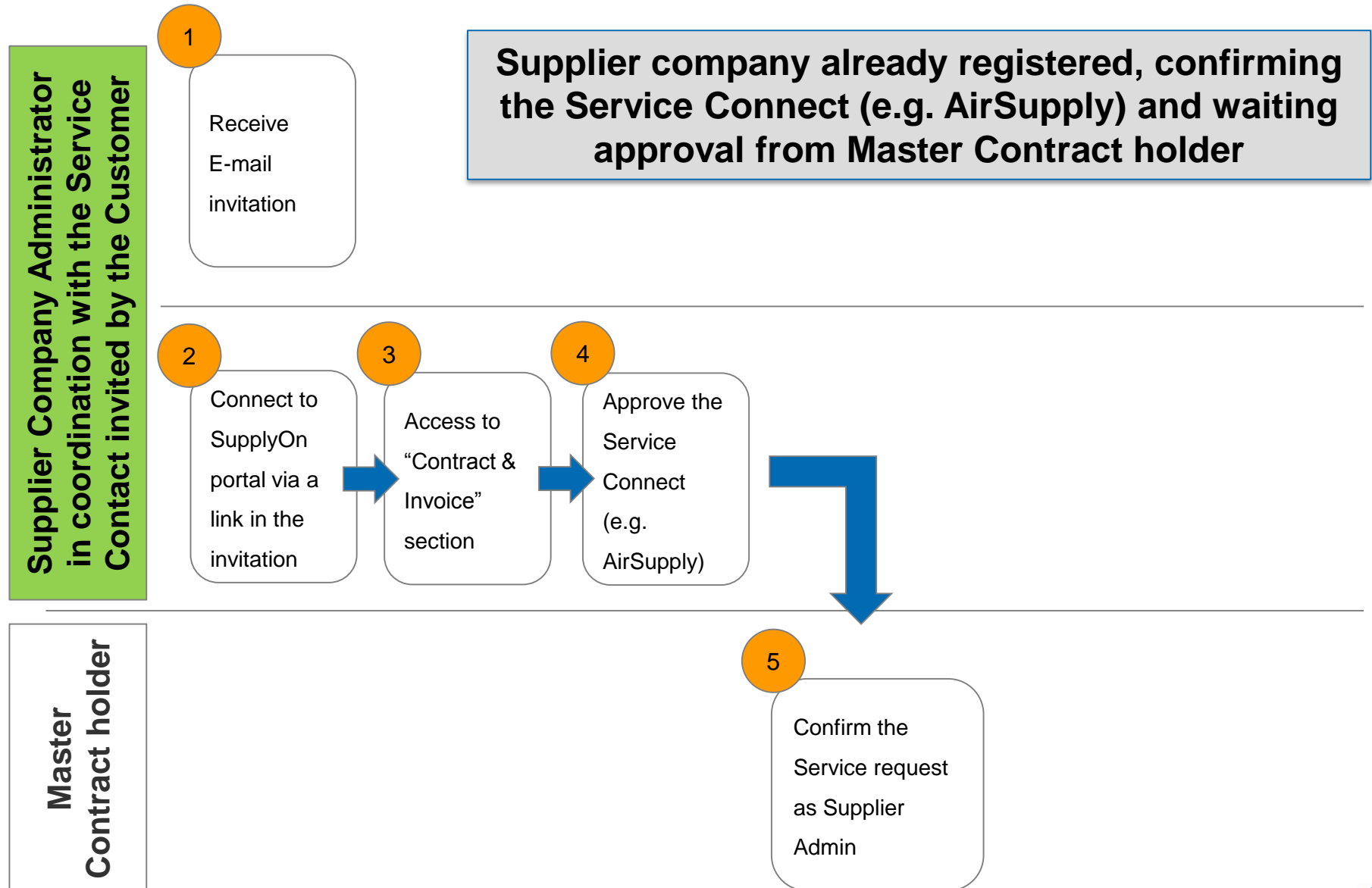


1 Approval of the Service Connect (e.g. AirSupply) via the Supplier cockpit handled by the Supplier Company Administrator in coordination with the Service Contact invited by the Customer

2 Approval of the Service request via the Supplier cockpit handled by the Master Contract holder Supplier Administrator

Supplier Connect Booking Process (Scenario 4)

Summary of connect booking process steps



Supplier Registration and Connect Booking Processes

Dedicated Customer Support

Contact

Telephone - free of charge and around the clock

from Germany: 0800.78775966
from the USA and Canada: 1.866.787.7596
from Mexico: 01.800.123.3231
from China: 4001.203.357
from Japan: 0120.778166
from Korea: 080.648.0880
from all other countries: +800.78775966

Note: If you have any dial-in problems, please call +49.811.99997-0

E-mail addresses

Questions regarding your registration:
Registration@SupplyOn.com
Questions on the use of our services:
Customer-Support@SupplyOn.com
Questions on the use of AirSupply:
AirSupply-Support@SupplyOn.com

Should you have any question regarding your SupplyOn cockpit, the Registration Process or the Connect Booking Process, please contact our dedicated Customer Support by telephone (free toll number) or by e-mail



Any Questions

SupplyOn AG

**Ludwigstraße 49
85399 Hallbergmoos**

www.SupplyOn.com

A large green circle with a white border, containing the word "Contact" in white text. A dotted green line connects the bottom of the "Any Questions" box to the top of this circle.

Contact