



voestalpine Supplier Portal Documentation

Version 02
15.02.2016

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1. Registration process

To register in the voestalpine Supplier Portal, open <https://www.pool4tool.com/portal/voestalpine/register.php?l=eng> in your browser. A registration form will appear. Please fill out the obligatory fields and click on "Check". All compulsory fields are marked with " * ". Click on "check data" to check the data. NB: This will not submit the data.

Important: Please enter your DUNS number so that your company can be clearly identified. Click on D-U-N-S to open the URL <https://www.upik.de/en/dunsanfordern.html>. You can search your company's DUNS number here. If your company has not yet applied for a DUNS number, you can get one from D&B on the UPIK website.



I'm already a supplier for POOL4TOOL

General company data

Company name*:

Street*:

Street-number:

Zip code*:

City*:

Country*: ▼

Currency*: ▼

Telephone*:

Fax:

E-Mail:

Homepage:

D-U-N-S*:

Plants*:
 voestalpine Stahl Linz

More about voestalpine AG

>
<http://www.voestalpine.com/group/de/>
 Deutsch

Sollten Sie keine DUNS Nr. haben, klicken Sie bitte auf D-U-N-S um eine anzufordern*

Contact person data

Salutation*: ▼

Title:

First name*:

Last name*:

Department: ▼

Telephone*:

Mobile:

Fax:

E-Mail*:

Loginname*:

I agree that POOL4TOOL AG uses the data, entered in the course of the registration on the supplier portal of voestalpine AG, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of POOL4TOOL to have access via the 2relation.com platform.
The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.

Check data

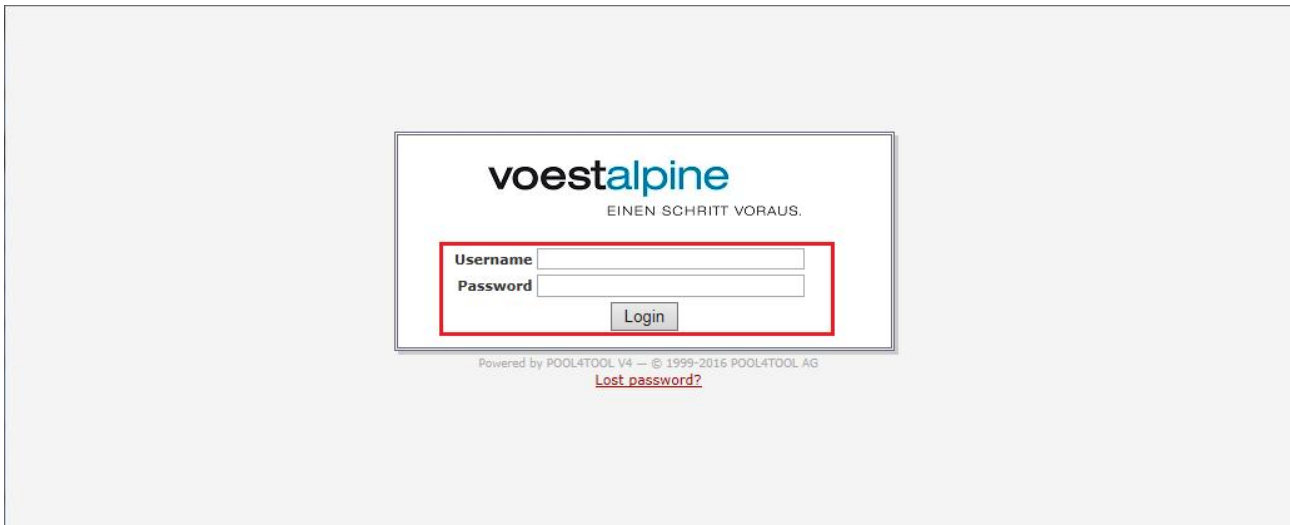
When all the entries fill the requirements, the "Send" button will appear. Click on this to continue the registration process. NB: The company POOL4TOOL AG is legally obliged to declare the following. It is not necessary to accept the declaration of consent to continue the registration.

I agree that POOL4TOOL AG uses the data, entered in the course of the registration on the supplier portal of voestalpine AG, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of POOL4TOOL to have access via the 2relation.com platform.
The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.

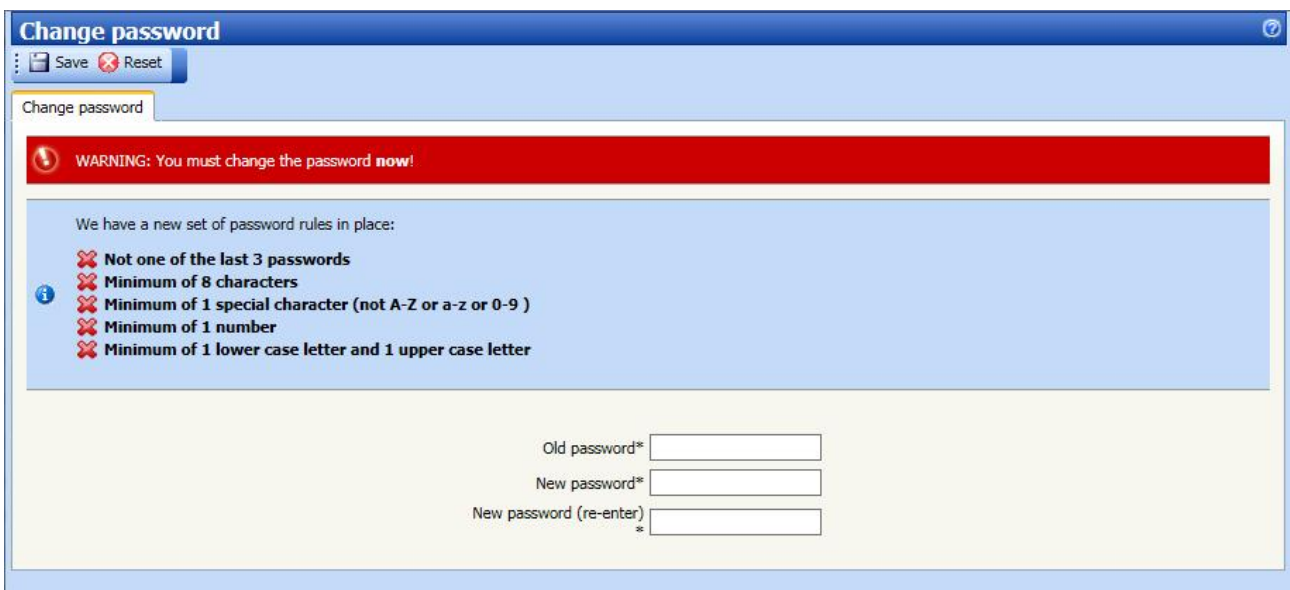
| Send |

| Back |

Once you have successfully registered, you will receive an email from the POOL4TOOL system. This email contains your log-in details (log-in name and initial password) and the access link for POOL4TOOL. Enter these details into the log-in mask in the Supplier Portal and click log in.



You will be obliged to change your password when you first log in.



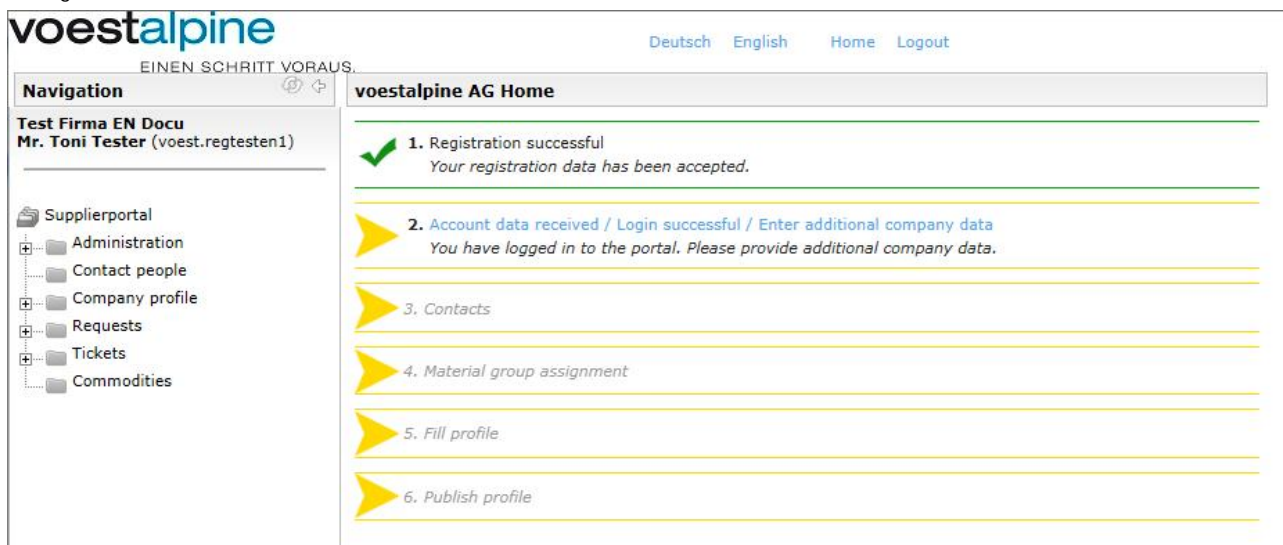
You will then need to perform the following actions:

- Fill in basic information about your company
- Enter contact points
- Enter categories that you can supply
- Answer the company profile questionnaire
- Publish your company profile
- The responsible buyer will then validate the information.
- Positive/negative response

The individual steps are explained in more detail in this chapter.

To complete the registration, check and update your contact and company information, define your portfolio using the commodities, and enter additional information in the company profile.

These steps are clearly shown in POOL4TOOL, one after the other. If you are an existing supplier but do not yet have a POOL4TOOL account and are being added as a new contact, available information will already be shown to be checked at registration.



The screenshot shows the voestalpine Supplierportal interface. At the top, there are language options (Deutsch, English), Home, and Logout. Below the header, the user is identified as 'Test Firma EN Docu Mr. Toni Tester (voest.regtesten1)'. The main content area displays a progress list for registration steps:

- 1. Registration successful (marked with a green checkmark) - Your registration data has been accepted.
- 2. Account data received / Login successful / Enter additional company data (marked with a yellow arrow) - You have logged in to the portal. Please provide additional company data.
- 3. Contacts (marked with a yellow arrow)
- 4. Material group assignment (marked with a yellow arrow)
- 5. Fill profile (marked with a yellow arrow)
- 6. Publish profile (marked with a yellow arrow)

The left sidebar contains a navigation menu with categories: Administration, Contact people, Company profile, Requests, Tickets, and Commodities.

Steps that have been completed are marked in green. Steps that have not yet been completed are marked in yellow.

1.1 Update basic company data

After initial registration, you will then need to enter further company information. Please click on "Account data received / Log-in successful / Enter additional company information"

You will then see an overview of the information you have already entered:

voestalpine EINEN SCHRITT VORAUS. Deutsch English Home Logout

Navigation Test Firma EN Docu Mr. Toni Tester (voest.regtesten1)

Supplierportal

- Administration
- Contact people
- Company profile
- Requests
- Tickets
- Commodities

Company basic data Save

Company basic data

Company name*: Test Firma EN Docu

Company name 2:

Street*: Test

Street-number*: 112

Zip code*: 12234

City*: Test

Country*: Comoros

Currency: AMD (not editable)

Telephone*: 69 56455 565554

Fax:

E-Mail:

Homepage:

D-U-N-S*: Sollten Sie keine DUNS Nr. haben, klicken Sie bitte auf D-U-N-S* um eine anzufordern
788745548

I agree that POOL4TOOL AG uses the data, entered in the course of the registration on the supplier portal of voestalpine AG, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of POOL4TOOL to have access via the 2relation.com platform. The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.

Please check this information and confirm it by saving it.

This step is completed once the company information has been saved.

voestalpine AG Home

- 1. Registration successful**
Your registration data has been accepted.
- 2. Account data received / Login successful / Enter additional company data**
You have logged in to the portal. Please provide additional company data.
- 3. Contacts**
Responsibilities for the different areas
- 4. Material group assignment**
- 5. Fill profile**
- 6. Publish profile**

1.2 Enter contact people

Please click on "3. Contacts" to enter contacts for voestalpine into the system. You should already be listed as a contact. To enter additional users, please use the "new user" icon, which will then be explained on the next page. Then update your contact people for voestalpine.

To do this, please use the edit icon  in the menu column of the contact list.

voestalpine Deutsch English Home Logout

EINEN SCHRITT VORAUSS.


Navigation Contact people

Test Firma EN Docu
Mr. Toni Tester (voest.regtesten1)




Supplierportal
Administration
Contact people
Company profile
Requests
Tickets
Commodities

Save New user Reload

1 Entries found.



Name	Loginname	Email	Menu
Tester, Toni	voest.regtesten1	[REDACTED]	

3 Entries found.

Role	Responsibilities	Menu
CEO	Toni Tester	
Sales	Toni Tester	
Contact Person Content	Toni Tester	

You can also continue to add users. If these users should be given access to the Supplier Portal, please confirm "Create portal user".

Edit person

 Save  Close

Salutation*: ▾

Title:

First name*:

Last name*:

Department: ▾

Telephone*:

Mobile:



Fax:

E-Mail*:

Create portal user

If you check "Create portal user", a new text field will appear where you can enter the user's log-in name. The new user will receive their log-in details (chosen username and initial password) by email to access the voestalpine Supplier Portal. The user can then use the details to log in to the voestalpine Supplier Portal themselves.

Edit person

 Save  Close

Salutation*:

Title:

First name*:

Last name*:

Department:

Telephone*:

Mobile:

Fax:




E-Mail*:

Create portal user

Loginname*

Please confirm the contact list at the end by saving the information:

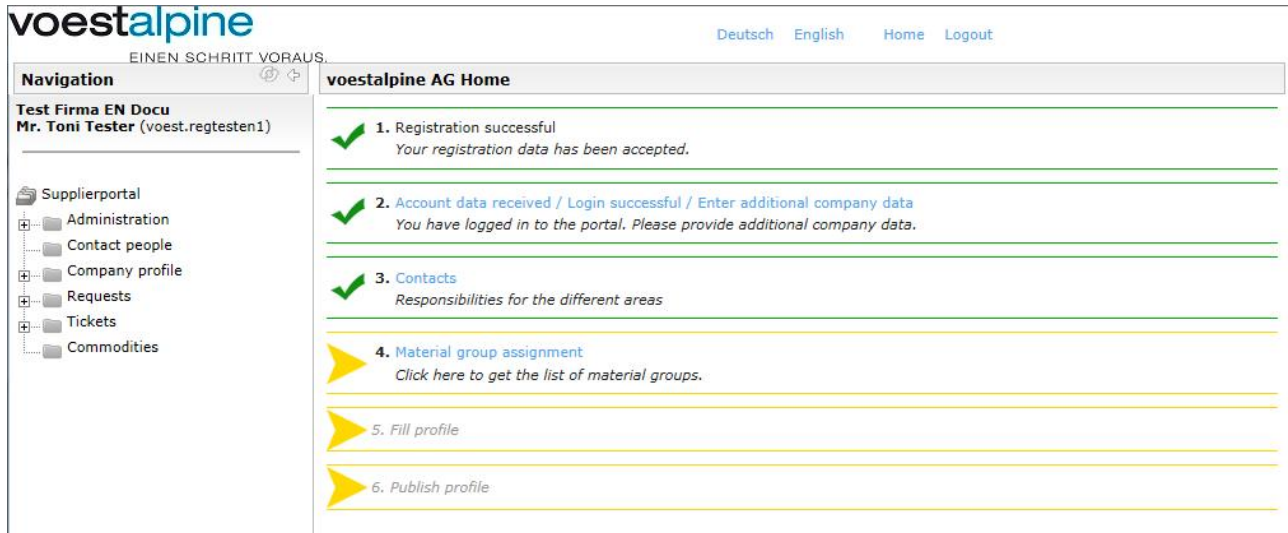
Contact people

 Save  New user  Reload

Name	Loginname	
Tester, Toni	voest.regtesten1	andreas

1.3 Category assignment

Enter your service portfolio using commodities in the material group assignment. Please click on "4. Material group assignment" to assign:



The screenshot shows the 'voestalpine AG Home' portal interface. At the top left is the 'voestalpine' logo and the text 'EINEN SCHRITT VORAUSS'. On the right, there are links for 'Deutsch', 'English', 'Home', and 'Logout'. A left-hand navigation menu is titled 'Navigation' and includes 'Test Firma EN Docu Mr. Toni Tester (voest.regtesten1)' and a 'Supplierportal' section with sub-items: Administration, Contact people, Company profile, Requests, Tickets, and Commodities. The main content area, titled 'voestalpine AG Home', displays a progress list with six items:

- 1. Registration successful
Your registration data has been accepted.
- 2. Account data received / Login successful / Enter additional company data
You have logged in to the portal. Please provide additional company data.
- 3. [Contacts](#)
Responsibilities for the different areas
- 4. [Material group assignment](#)
Click here to get the list of material groups.
- 5. [Fill profile](#)
- 6. [Publish profile](#)

You can enter multiple commodities using the checkboxes on the left. Please expand the category with "+" and specify your selection.

You can search for a commodity directly in the search field.

search commodities:

X

- P11501 / Fuels
- P21102 / Slabs
- P22103 / H-r unpic. st. strip
- P32203 / Fire detection syst.
- P33702 / Lubrication tech.
- P33703 / Parts lubric. techn.
- P46005 / Brakes
- P47101 / Lubricants
- P47304 / Abrasives
- P71102 / Fire prevention
- P71201 / Demolition works

EINEN SCHRITT VORAUSS.

[Deutsch](#) [English](#) [Home](#) [Logout](#)

Navigation

Test Firma EN Docu
Mr. Toni Tester (voest.regtesten1)

- Supplierportal
- Administration
- Contact people
- Company profile
- Requests
- Tickets
- Commodities

Commodities

Please open the commodity tree and chose your main commodity on the lowest level (round radio button). Furthermore you can add more commodities from your product and service portfolio (square shaped checkbox).

Commodities

search commodities:

- Raw materials
- Semifinished and finished steel products
- NewPurchases,Expansion of manufacturing plants and machines
- Maintenance, Repair and Operations
- Transports & Logistics
- Services
- Construction
- Information technology & telecommunications

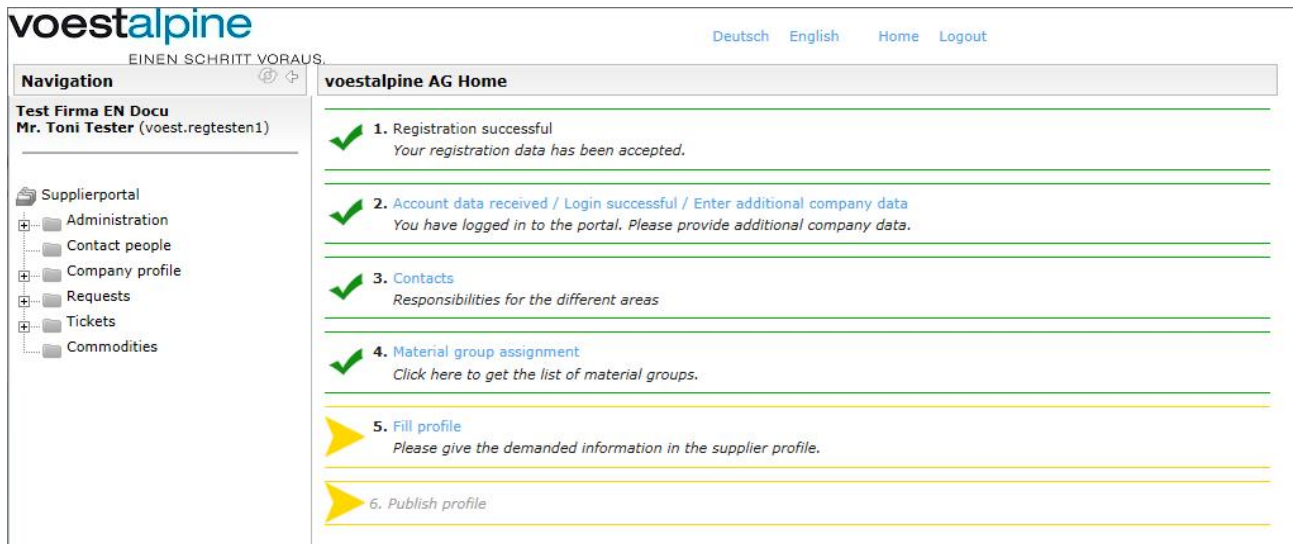
You can enter multiple commodities using the checkboxes on the left (square, on the left before the name). Please limit your selection to the most important commodities.

You can select your main commodity using the radio button (circle, on the right before the name). You may only select one.

Please save your selection to move on to the next step.

1.4 Fill and publish profile

In the next step, you must enter further information into the company profile. Please click on "5. Fill profile". You can change your information after check and approval through voestalpine.



voestalpine Deutsch English Home Logout







EINEN SCHRITT VORAUSS

Navigation

Test Firma EN Docu
Mr. Toni Tester (voest.regtesten1)

- Supplierportal
 - Administration
 - Contact people
 - Company profile
 - Requests
 - Tickets
 - Commodities

voestalpine AG Home

-  **1. Registration successful**
Your registration data has been accepted.
-  **2. Account data received / Login successful / Enter additional company data**
You have logged in to the portal. Please provide additional company data.
-  **3. Contacts**
Responsibilities for the different areas
-  **4. Material group assignment**
Click here to get the list of material groups.
-  **5. Fill profile**
Please give the demanded information in the supplier profile.
-  **6. Publish profile**

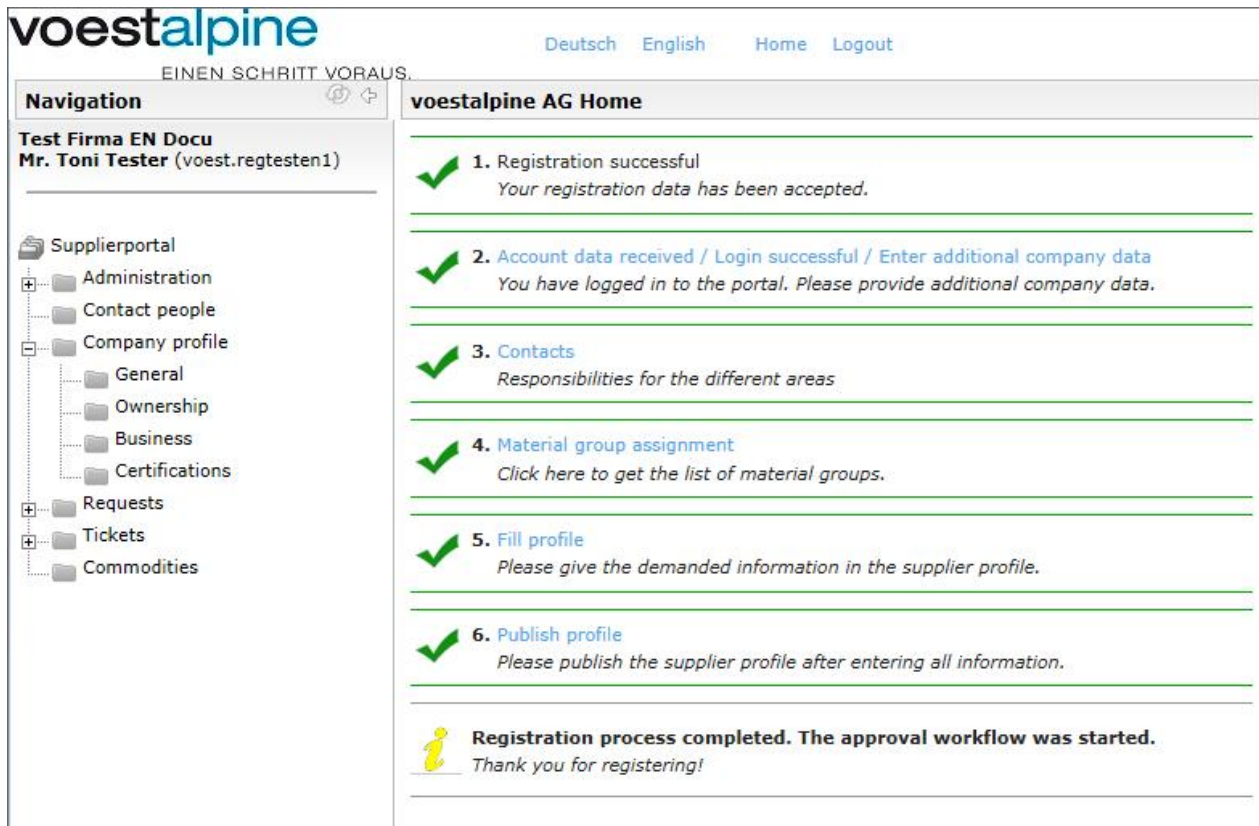
You will now see a form with further questions. Obligatory fields are marked with " * ", but please answer every question if possible. The profile is divided into 6 categories. Once you have filled out 1. General, click on "Save and continue".

Important: You can save your answers at any time. To complete the process and submit your profile for checking, you must publish the profile at the end. You can change your information after check and approval through voestalpine.

If all the mandatory fields have been filled and saved, progress is 100%. Click on "Publish profile" to send the profile to voestalpine to be checked.

1.5 Complete registration

By publishing your profile, the information is sent to voestalpine to be checked.



The screenshot shows the voestalpine supplier portal interface. At the top, the logo 'voestalpine' is displayed with the tagline 'EINEN SCHRITT VORAUS.' and navigation links for 'Deutsch', 'English', 'Home', and 'Logout'. Below the logo, the user is identified as 'Test Firma EN Docu Mr. Toni Tester (voest.regtesten1)'. The left sidebar contains a 'Navigation' menu with categories like 'Supplierportal', 'Administration', 'Contact people', 'Company profile', 'Requests', 'Tickets', and 'Commodities'. The main content area, titled 'voestalpine AG Home', displays a list of six steps, each marked with a green checkmark:

- 1. Registration successful**
Your registration data has been accepted.
- 2. Account data received / Login successful / Enter additional company data**
You have logged in to the portal. Please provide additional company data.
- 3. Contacts**
Responsibilities for the different areas
- 4. Material group assignment**
Click here to get the list of material groups.
- 5. Fill profile**
Please give the demanded information in the supplier profile.
- 6. Publish profile**
Please publish the supplier profile after entering all information.

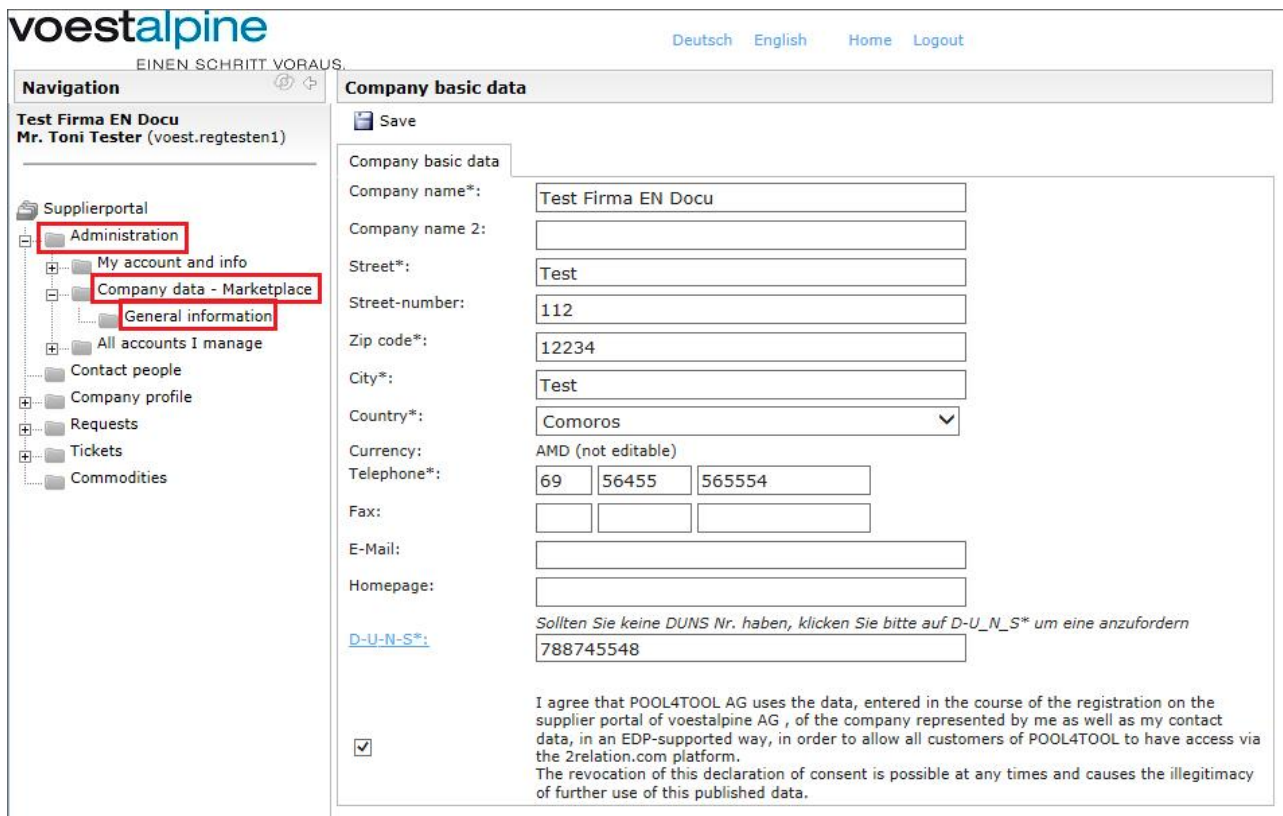
At the bottom of the list, a yellow information icon is followed by the text: **Registration process completed. The approval workflow was started.** *Thank you for registering!*

If you are accepted as a supplier and your profile is approved, you will receive notification of this. If not, you will be informed of the rejection by email.

2. Administration

2.1 Update company data

You can view the information you have entered at any time using the navigation in the Supplier Portal. To change your basic information, go to "Administration" - "Company information - Marketplace" - "General information".



voestalpine Deutsch English Home Logout

EINEN SCHRITT VORAUSS

Navigation Company basic data

Test Firma EN Docu
Mr. Toni Tester (voest.regtesten1)

Supplierportal

- Administration
- My account and info
- Company data - Marketplace
- General information
- All accounts I manage
- Contact people
- Company profile
- Requests
- Tickets
- Commodities

Save

Company basic data

Company name*: Test Firma EN Docu

Company name 2:

Street*: Test

Street-number: 112

Zip code*: 12234

City*: Test

Country*: Comoros

Currency: AMD (not editable)

Telephone*: 69 56455 565554

Fax:

E-Mail:

Homepage:

D-U-N-S*: Sollten Sie keine DUNS Nr. haben, klicken Sie bitte auf D-U_N_S* um eine anzufordern
788745548

I agree that POOL4TOOL AG uses the data, entered in the course of the registration on the supplier portal of voestalpine AG, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of POOL4TOOL to have access via the 2relation.com platform.
The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.

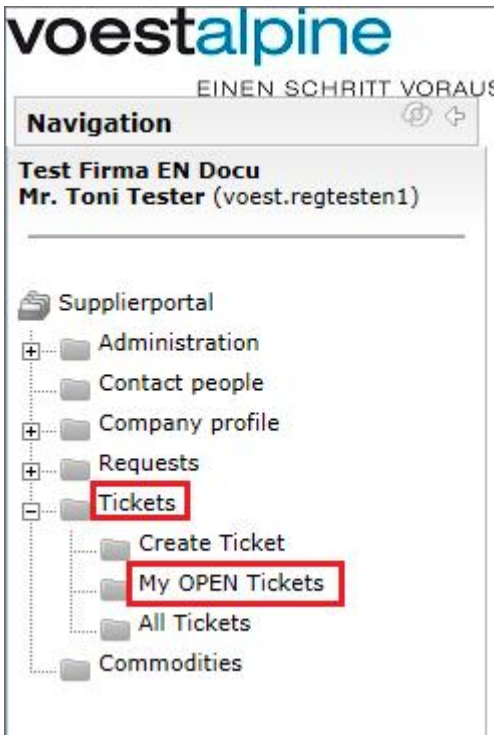
After you have edited your information, click on "Save" to save your changes.

For suppliers with a SAP number:


After you have edited your information, your basic information will be temporarily locked.

You will then receive a ticket. You must attach your commercial register report to this ticket and send it to voestalpine.

Open "Tickets" - "My OPEN tickets" to view your tickets.



You can then view the ticket to change company information.

My OPEN Tickets (1)							
Select	Star	ID	Type	Subject	Created	Modified	Age
<input type="checkbox"/>		UD1420045	Unternehmensdatenänderung	Unternehmensdatenänderung: Test Firma mit SAP NR	2016-02-25 14:27	2016-02-25 14:27	0 D (00:01)

You can open the ticket by clicking either on the ID or on the subject.

My OPEN Tickets (1)								
Select	Star	ID	Type	Subject	Created	Modified	Age	
<input type="checkbox"/>		UD1420045	Unternehmensdatenänderung	Unternehmensdatenänderung: Test Firma mit SAP NR	2016-02-25 14:27	2016-02-25 14:27	0 D (00:01)	

You can now see the ticket in its open status. Click on "Browse" and select your commercial register report and attach it to the ticket.

Test Firma mit SAP NR Change

[Back](#) [Print Ticket](#)

Unternehmensdatenänderung - Unternehmensdatenänderung: Test Firma mit SAP NR

ID:	#UD1420045 (Revision: 1)	Created By:	CRM - Tester Toni @ 2016-02-25 14:27
Ticket Subject*:	Unternehmensdatenänderung: Test Firma mit SAP NR	Responsible Group:	n/a
Status:	<input type="text" value=""/>	Assigned To:	Tester Toni

Supplier:

commercial register report*:

Actions

next action*:

Comment:

Draft Auto-Saved @ 2016-02-25 14:46

You can then either:

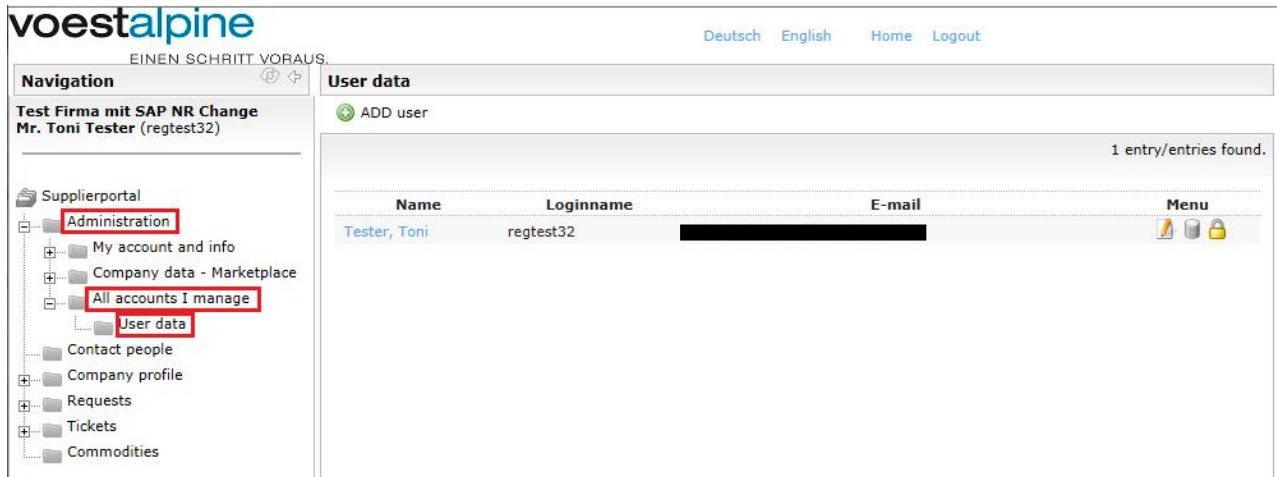
- ❑ Confirm the information and send it to voestalpine: The ticket is then submitted to voestalpine. Your basic information is then unlocked and can be edited again.
- ❑ Save entry: Save your entries in the ticket. You can open the ticket later and send it to voestalpine. Your basic information stays locked until you send the ticket to voestalpine.

Actions	
next action*:	[Please Select]
	Confirm the information and sent it to voestalpine Save entry

2.2 User administration

User administration is managed by the administrator on the supplier side. All other users can only update their own accounts. The first administrator at the supplier is always the first contact (the user that initially entered the supplier) for the supplier in the Portal. Further administrator rights can be given, but there must always be at least one administrator per supplier.

To update users, please open the user list under "Administration" - "All accounts I manage" - "User data".











The following actions are available to the administrator in the user list (menu column)

Action	Description
Editing	Edit a user
Delete	Delete a user
Reset password	Reset the password of a colleague (this is notified by email)

When editing a user, you can give administrator rights under "Permissions".



You are editing **Toni Tester** (regtest32)

First name*	<input type="text" value="Toni"/>
Last name*	<input type="text" value="Tester"/>
Gender*	<input checked="" type="radio"/> male <input type="radio"/> female
Title	<input type="text"/>
Telephone	Country- Area-Code Number <input type="text" value="66"/> <input type="text" value="99"/> <input type="text" value="8888888888"/>
Mobile phone	<input type="text"/> <input type="text"/> <input type="text"/>
Fax	<input type="text"/> <input type="text"/> <input type="text"/>
E-mail*	<input type="text" value="REDACTED"/>
Birthday (Long format)	<input type="text"/> 
Main language	<input type="text" value="English"/> 
Decimal separator	<input type="radio"/> . [DOT] <input checked="" type="radio"/> , [COMMA]
Decimal places	<input type="text" value="2"/>
Force relogin every	<input type="text" value="30 mins"/> 
Short Date Format	<input type="text" value="YYYY-MM-DD"/> 
Long Date Format	<input type="text" value="YYYY-MM-DD"/> 
Short Time Format	<input type="text" value="HH:MM"/> 
Long Time Format	<input type="text" value="HH:MM:SS"/> 
Time Zone	<input type="text" value="Germany / Berlin"/> 
Permissions	<input checked="" type="checkbox"/> User <i>Admin (last Admin of company and therefore unchangeable)</i>
Department	<input type="checkbox"/> Administration <input type="checkbox"/> Engineering <input type="checkbox"/> Human resources <input type="checkbox"/> IT <input type="checkbox"/> Logistics <input type="checkbox"/> Management <input type="checkbox"/> Marketing <input type="checkbox"/> Production <input type="checkbox"/> Purchasing <input type="checkbox"/> Quality <input type="checkbox"/> Sales

If you scroll down, you will find an overview of permissions and departments.

Permissions	<input checked="" type="checkbox"/> User Admin (<i>last Admin of company and therefore unchangeable</i>)
Department	<input type="checkbox"/> Administration <input type="checkbox"/> Engineering <input type="checkbox"/> Human resources <input type="checkbox"/> IT <input type="checkbox"/> Logistics <input type="checkbox"/> Management <input type="checkbox"/> Marketing <input type="checkbox"/> Production <input type="checkbox"/> Purchasing <input type="checkbox"/> Quality <input type="checkbox"/> Sales
Main department	<input type="text" value="---"/> ▼

Important: Please check the notification responsibilities after editing the user list. If you have deleted a user, please check that they have not been assigned more than one role (see Chapter 1.2, Update contact points)

2.3 Update Commodities

If your supply range and categories change, you can make the appropriate changes yourself. You can add or delete commodities under "Commodities". You can save your changes by clicking "Save". Every time you change this information, a notification is sent to voestalpine.

The screenshot shows the voestalpine web portal interface. At the top left is the voestalpine logo and the slogan "EINEN SCHRITT VORAUS". On the right, there are language options (Deutsch, English) and links for Home and Logout. The main content area is divided into a left navigation pane and a right main area. The navigation pane, titled "Navigation", shows a tree structure with "Commodities" highlighted in a red box. The main area, titled "Commodities", contains a "Save" button, a blue information box with instructions, a search field, and a list of commodity categories with checkboxes. The categories are: Raw materials, Semifinished and finished steel products, NewPurchases, Expansion of manufacturing plants and machines (checked), Maintenance, Repair and Operations, Transports & Logistics, Services, Construction, and Information technology & telecommunications.

voestalpine
EINEN SCHRITT VORAUS

Deutsch English Home Logout

Navigation

Test Firma mit SAP NR Change
Mr. Toni Tester (regtest32)

- Supplierportal
 - Administration
 - Contact people
 - Company profile
 - Requests
 - Tickets
 - Commodities**

Commodities

Save

Please open the commodity tree and chose your main commodity on the lowest level (round radio button). Furthermore you can add more commodities from your product and service portfolio (square shaped checkbox).

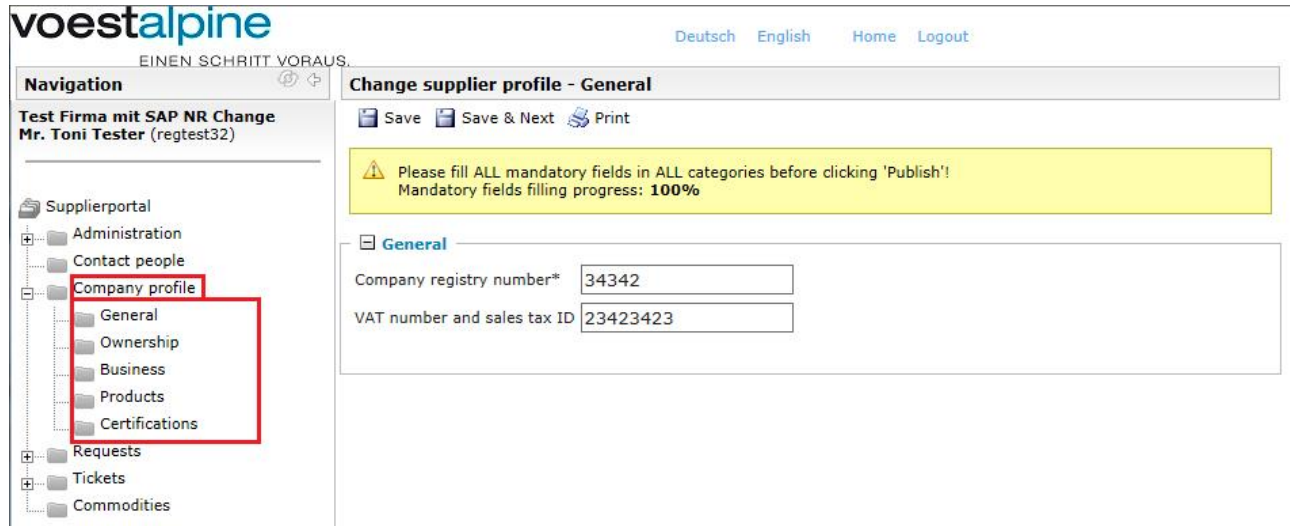
Commodities

search commodities:

- Raw materials
- Semifinished and finished steel products
- NewPurchases, Expansion of manufacturing plants and machines
- Maintenance, Repair and Operations
- Transports & Logistics
- Services
- Construction
- Information technology & telecommunications

2.4 Update your company profile

If you need to make changes after registering, this can be updated in your company profile. Select the category you would like to edit. Click on "Save" to save changes.



voestalpine Deutsch English Home Logout

EINEN SCHRITT VORAUS.

Navigation @ ↩

Test Firma mit SAP NR Change Mr. Toni Tester (regtest32)

Supplierportal

- Administration
- Contact people
- Company profile**
 - General
 - Ownership
 - Business
 - Products
 - Certifications
- Requests
- Tickets
- Commodities

Change supplier profile - General

Save Save & Next Print

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

General

Company registry number*

VAT number and sales tax ID