

<b>Title:</b>	<b>Registration and Application at the KNDS 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 supplier portal who want to apply at KNDS as supplier</p>
<b>Contact:</b>	<p>KNDS – EL31 lieferantenportal@knds.de</p>

Document history	Department	Date	Changes
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**Agenda**

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## 1 Welcome

### Targets

The background to these instructions is to explain to suppliers who would like to become a KNDS 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 supplier or would like to apply as a new KNDS supplier, the process steps will differ for you.

If you are not sure whether you are already listed as a KNDS 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 supplier must register on our homepage and follow the application process described below.

Please understand that other applications cannot be accepted.

Go to <https://sp.kmweg.de/portal/KNDS/register.php> and click on *Apply as new supplier* and fill in all the relevant fields.



**KMW Lieferantenportal**

Ich habe bereits einen JAGGAER Direct-Account

**Allgemeine Firmendaten**

Firmenname*:	<small>Firmenname UND Rechtsform</small>	<input type="text"/>
Straße*:		<input type="text"/>
Straße 2:		<input type="text"/>
Haus-Nr*:		<input type="text"/>
Postleitzahl*:		<input type="text"/>
Ort*:		<input type="text"/>
Land*:	---	<input type="button" value="v"/>
Postfach:		<input type="text"/>
PLZ Postfach:	<small>Nur Ausfüllen, sofern auch ein Postfach angegeben wird</small>	<input type="text"/>
Währung*:	---	<input type="button" value="v"/>
Telefon:	<small>Landesvorwahl / Ortsvorwahl / Telefonnummer</small>	<input type="text"/>
E-Mail*:		<input type="text"/>
Fax:	<small>Landesvorwahl / Ortsvorwahl / Faxnummer</small>	<input type="text"/>
Internetpräsenz:		<input type="text"/>
Ust ID Nr:	<small>Keine Leerzeichen verwenden und NUR für EU Länder!</small>	<input type="text"/>
Steuernummer:		<input type="text"/>
D-U-N-S*:	<small>9 Ziffern OHNE Leerzeichen oder -</small>	<input type="text"/>

**Mehr über Krauss-Maffei Wegmann GmbH & Co.KG**

Homepage

English

Deutsch

**Daten zur Kontaktperson**

Anrede*:	---	<input type="button" value="v"/>
Vorname*:		<input type="text"/>
Nachname*:		<input type="text"/>
Abteilung:	---	<input type="button" value="v"/>
Mobil:	<small>Landesvorwahl / Vorwahl / Telefonnummer</small>	<input type="text"/>
Fax:	<small>Landesvorwahl / Ortsvorwahl / Faxnummer</small>	<input type="text"/>
E-Mail*:		<input type="text"/>
Loginname*:		<input type="text"/>
Telefon*:	<small>Landesvorwahl / Ortsvorwahl / Telefonnummer</small>	<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 supplier portal

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Ich akzeptiere die Allgemeine KMW Einkaufsbedingungen

[Allgemeine Einkaufsbedingungen KMW Stand 01 10 2019 DEU.PDF](#)

\*Ich akzeptiere die Nutzungsbedingungen des KMW-Lieferantenportals

[2019-10-14 Nutzungsbedingungen KMW-Lieferantenportal.pdf](#)

\*Hiermit bestätigen wir die Einhaltung gesetzlich geregelter Arbeitsstandards und -rechte sowie Umweltstandards.

Ich bin damit einverstanden, dass JAGGAER die im Rahmen der Registrierung auf dem Lieferantenportal von Krauss-Maffei Wegmann GmbH & Co.KG, des von mir vertretenen Unternehmens sowie meiner Kontaktdaten auf EDV-gestützte Weise nutzt, damit alle Kunden von JAGGAER Direct über das JAGGAER Supplier Network Zugang erhalten.

Ein Widerruf dieser Einverständniserklärung ist jederzeit möglich und führt zur Rechtswidrigkeit der weiteren Verwendung dieser veröffentlichten Daten.

[Datenschutzerklärung der KMW](#)

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.

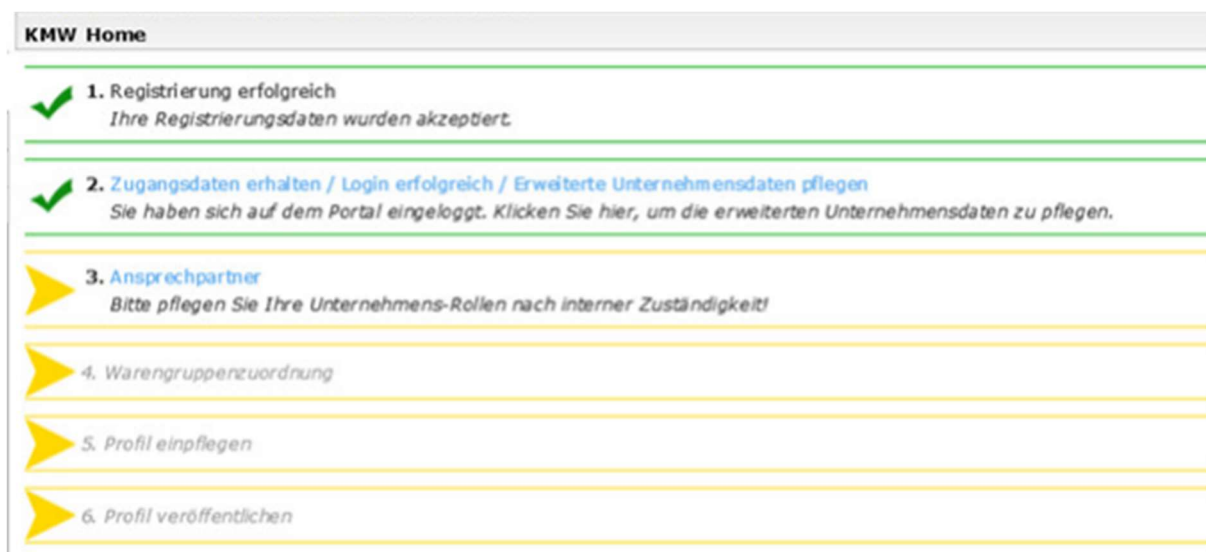
### 5 Application process

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.

## Application at the KNDS supplier portal

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. 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 profile starts your application process at KNDS. Your details will be forwarded to the responsible strategic buyer, who will assess your application.

Speichern Veröffentlichen Download

Bitte füllen Sie ALLE Pflichtfelder in ALLEN Kategorien aus und klicken Sie anschließend auf 'Veröffentlichen'!  
Fortschritt beim Pflegen der Pflichtfelder: 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 profile can be published again.

Allgemein Regulation, Risk & Compliance Geschäftlich Produktion Zertifikate Qualität

**Lieferantenprofil ändern - Allgemein**

⚠ Kategorien, in welchen sich leere Pflichtfelder befinden:

- Geschäftliches
- Allgemein
- Zertifikate
- Produktion
- Qualität
- Regulation, Risk & Compliance

Fortschritt beim Pflegen der Pflichtfelder: 23%

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.

Allgemein Regulation, Risk & Compliance Geschäftlich Produktion Zertifikate Qualität

**Lieferantenprofil ändern - Allgemein**

✓ Fortschritt beim Pflegen der Pflichtfelder: 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 does not use the supplier portal for general tendering.

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