

# Supplier Registration Process

## 1 Overview

The supplier registration process at TGW my SRM enables all our existing suppliers to update their supplier data and offer a more concise and better structured portfolio to TGW. For new suppliers it gives the possibility to get in contact with TGW Purchasing.

Please note, that RFQs for **mechanical/electrical installations and system components** will be processed within the SRM-Tool exclusively. To participate at an RFQ in the future, we require your detailed information in mySRM. Your company can be considered for RFQs, as soon as your registration is finished completely.

Process for **existing** TGW suppliers



Process for **potential** TGW suppliers



If you have any questions, please consult our in-house support directly at [mysrm@tgw-group.com](mailto:mysrm@tgw-group.com).

## 2 Process description

1. **Registration:** Complete all mandatory fields and confirm.
2. **Receive username/password:** You will receive an e-mail with your username and password sent by the system.
3. **Login + complete supplier profile:** Open the link in this e-mail and log in with the forwarded username and password. Please change your password. Then fill in your data advisedly. Mandatory fields are marked with an asterisk [\*]. You will find a detailed description including screenshots below.
4. Acceptance by TGW:
  - a. **Existing** suppliers: The responsible buyer of TGW will receive and evaluate your data. The registration process for existing suppliers ends here. From now on, **strategic purchase topics** will be performed and operated within the SRM suite.
  - b. **Potential** suppliers: The responsible buyer of TGW will receive and evaluate your data. Finally the next registration process will be released or declined.
5. **Complete extended profile:** You will receive an e-mail that you are released for the extended profile. Click on the link in the e-mail and log in with your existing username and password. If you forgot your password, follow the instructions at the log-in-page by clicking on “forgot password”. Fill in the required data like done at step 3.
6. **Acceptance by TGW:** The responsible buyer of TGW will receive and evaluate your data. Finally you will get approved or declined. In consequence, you will receive an e-mail with your supplier status.

### Privacy Statement:

All data submitted by you will be kept strictly confidential and processed within TGW’s global purchasing team for purchasing related purposes only.

### 3 Detailed description: complete supplier profile

**General note:**

If you cannot complete the entire questionnaire at once, you can save and continue with filling your profile at any time.

#### 3.1 General Data

I'm already a supplier for POOL4TOOL

If you have already got a Pool4Tool Account you can accelerate your registration process by checking this box

**General company data**

Company name\*: *Please enter your full company name, including legal status.*

Street\*:

Zip code\*:

City\*:

Country\*:

Continent:

Homepage:

VAT code:

Telephone\*:

D-U-N-S\*:

Plants\*:

*Please let us know which TGW unit(s) you would like to supply with your products or services (square checkbox) and define you primary TGW unit (round checkbox).*

Europe

- TGW Mechanics GmbH - (Austria)  
Collmannstrasse 2, 4600 Wels
- TGW Systems Integration GmbH - (Austria)  
Flugplatzstrasse 10a, 4600 Wels

**More about TGW Logistics Group**

Internet presence TGW

Deutsch

Click here for the German version

Please enter your telephone number:  
First field: country code (without 00 or +)  
Second field: region code  
Third field: Telephone number

Please enter the D-U-N-S number of your company. You can click on the link D-U-N-S to request your number on the internet page of UPIK. Additionally, you can request a number there as well, if your company does not have a D-U-N-S number yet.

Please let us know which Unit(s) you deal with (Round Checkbox) and which TGW unit should be your primary plant (square checkbox).

**Contact person data**

Salutation\*:

First name\*:

Last name\*:

Title:

Department:

Telephone:

E-Mail\*:

Loginname:

Enter your personal data

Enter your E-Mail-Adress.

A login name will be generated automatically. You can change the login name manually in this field.

\* Please accept the general terms and conditions of mySRM.

[General Terms of Use mySRM.pdf](#)

I agree that POOL4TOOL AG uses the data, entered in the course of the registration on the supplier portal of TGW Logistics Group, 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.

Click here to accept terms of usage. Please note, this is a mandatory field.

Click here to check your data and publish your profile, once you have filled in everything correctly. Therefore you have to click "send".

For suppliers, who received an invitation from TGW: your company data is already entered, please verify if the data is correct.

If you have received the following information, you have finished the first step successfully. You will receive an E-Mail from [mail@pool4tool.com](mailto:mail@pool4tool.com) including your login data (login and password).

**Registration finished successfully.**

We thank you for your registration. You may now log into the Portal.

Your personal password has been sent to your email address.

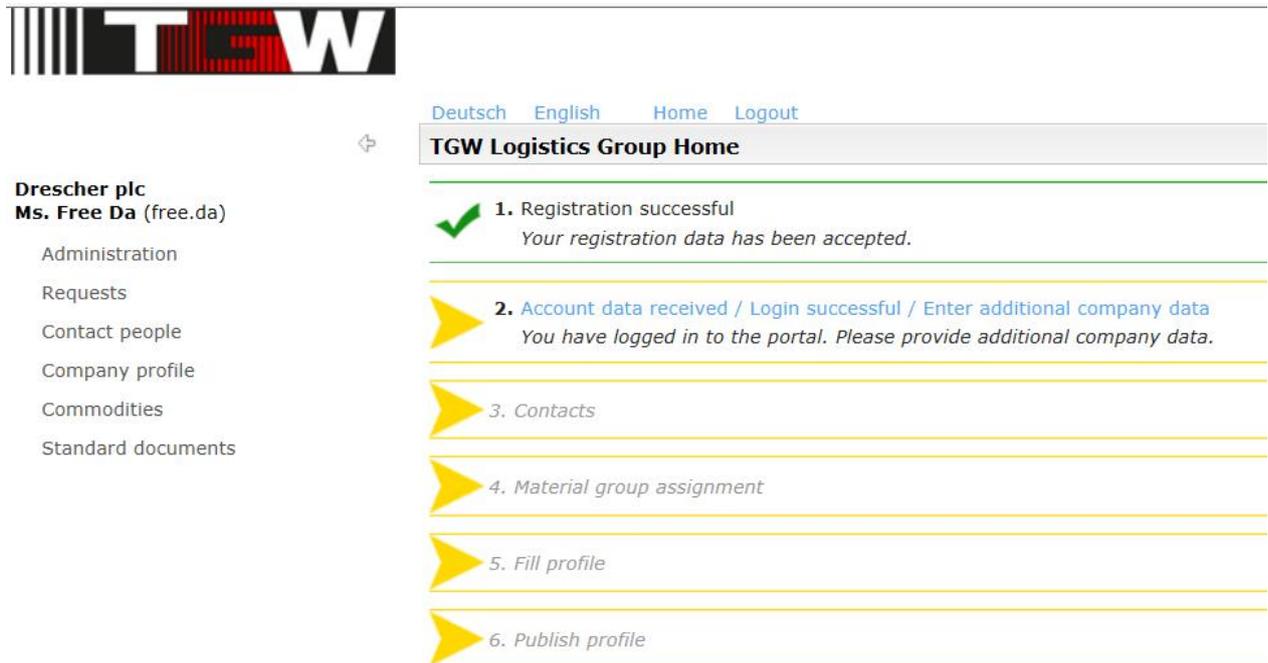
After your initial registration, you will get an e-mail with your login-data. You will be requested to change your password and complete the small company profile.

## 3.2 Detail Data

Please note: In the following section the 2-step registration process for new suppliers will be explained. (small profile / conditional release/ big profile /general release)

Existing suppliers will find the questions of the “small profile” and “big profile” at once.

After you log-in, you will find an overview of your next steps.



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**TGW Logistics Group Home**

**Drescher plc**  
Ms. Free Da (free.da)

- Administration
- Requests
- Contact people
- Company profile
- Commodities
- Standard documents

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
4. Material group assignment
5. Fill profile
6. Publish profile

You will be able to check and update your data at any time. If you don't have the time to complete your profile at once, you can save your data and continue at a later stage.

By clicking on “save and next” you will get to the next level.



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### TGW Logistics Group Home

**Drescher plc**  
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*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*

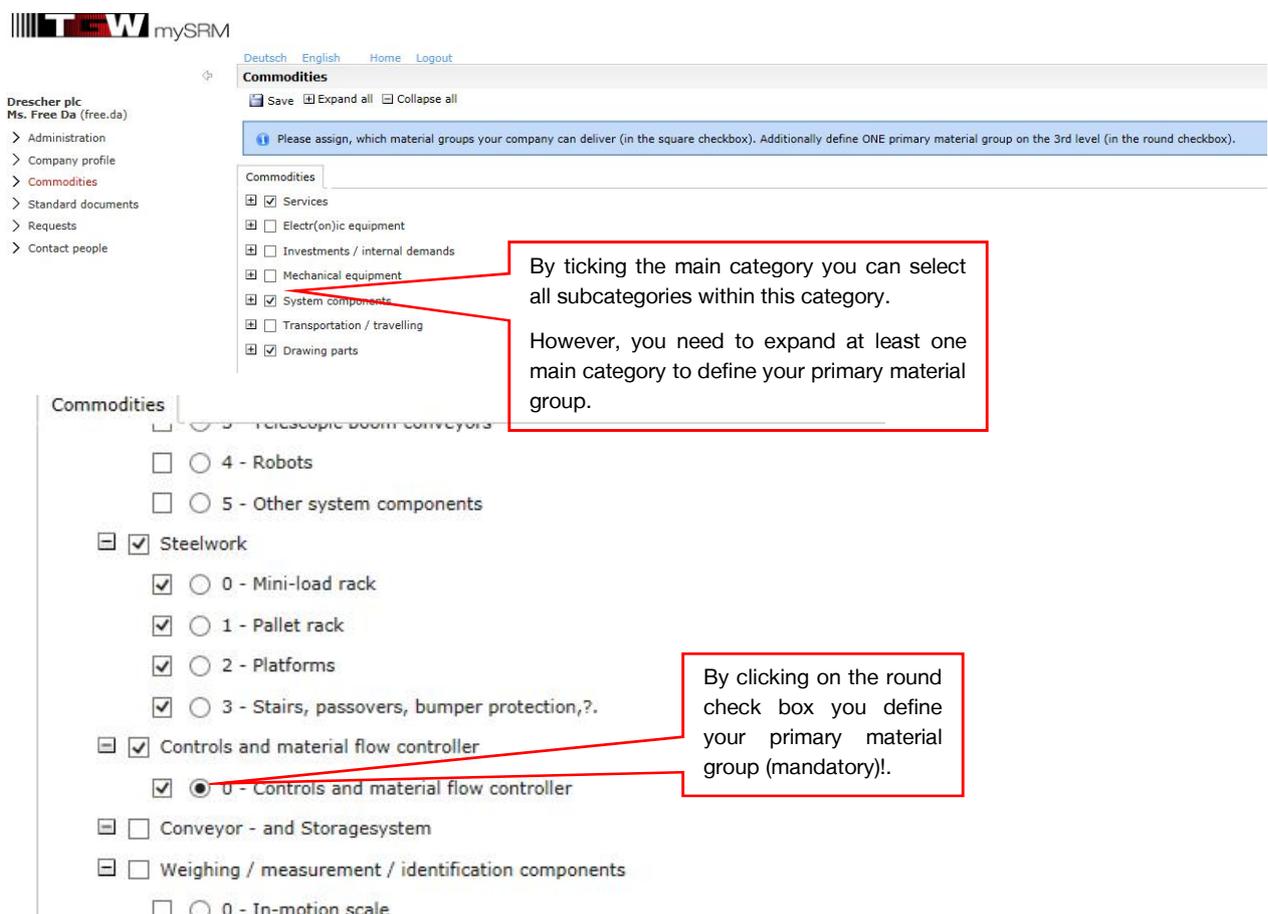
## Contacts:

Please add your company's contact persons and roles here.



### 3.2.1 Commodities

Please assign here, which material groups / commodities you would like to supply to TGW (square checkbox) and define which of those is your primary material group (round checkbox at third level). Based on your selection, you might be asked material group specific questions and based on your primary material group a contact person from TGW Purchasing will be assigned to you.



**Commodities**

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Save Expand all Collapse all

Please assign, which material groups your company can deliver (in the square checkbox). Additionally define ONE primary material group on the 3rd level (in the round checkbox).

- Services
  - Electr(on)ic equipment
  - Investments / internal demands
  - Mechanical equipment
  - System components
    - Transportation / travelling
    - Drawing parts

**Commodities**

- 3 - Telescopic boom conveyors
- 4 - Robots
- 5 - Other system components
- Steelwork
  - 0 - Mini-load rack
  - 1 - Pallet rack
  - 2 - Platforms
  - 3 - Stairs, passovers, bumper protection,?.
- Controls and material flow controller
  - 0 - Controls and material flow controller
- Conveyor - and Stagesystem
- Weighing / measurement / identification components
  - 0 - In-motion scale

By ticking the main category you can select all subcategories within this category.

However, you need to expand at least one main category to define your primary material group.

By clicking on the round check box you define your primary material group (mandatory)!.

Please note, your primary material group will define which contact person at TGW will be assigned to your company for the first steps in the approval process.

By clicking on “save” you will get to the next stage.

### 3.2.2 Company profile

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**Change supplier profile - General**

Save Save & Next Publish profile Print

**The profile has already been finished!**

Small Profile - General - Company details

D&B Score  D&B File

Global Ultimate DUNS <sup>123</sup>   

D&B Rating Date <sup>Y-m-d</sup>

Company Locations

- Europe
- Asia
- North America
- South America
- Africa
- Australia

Company Participations

Year Company Formed

Organization Chart

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Small Profile - General - Additional information

Comments

Additional documents (product information, ...)

Please fill in your last D&B rating score and the date of the last rating (if available). Additionally, we ask you to upload your last rating.

In case of group structure, please fill in your Global Ultimate DUNS no. The D-U-N-S Number belonging to a business' worldwide ultimate parent company

Please upload additional information here.

The more concise you enter your company data the faster the registration and approval process will be completed.

Additionally, you can upload relevant documents to support your registration.

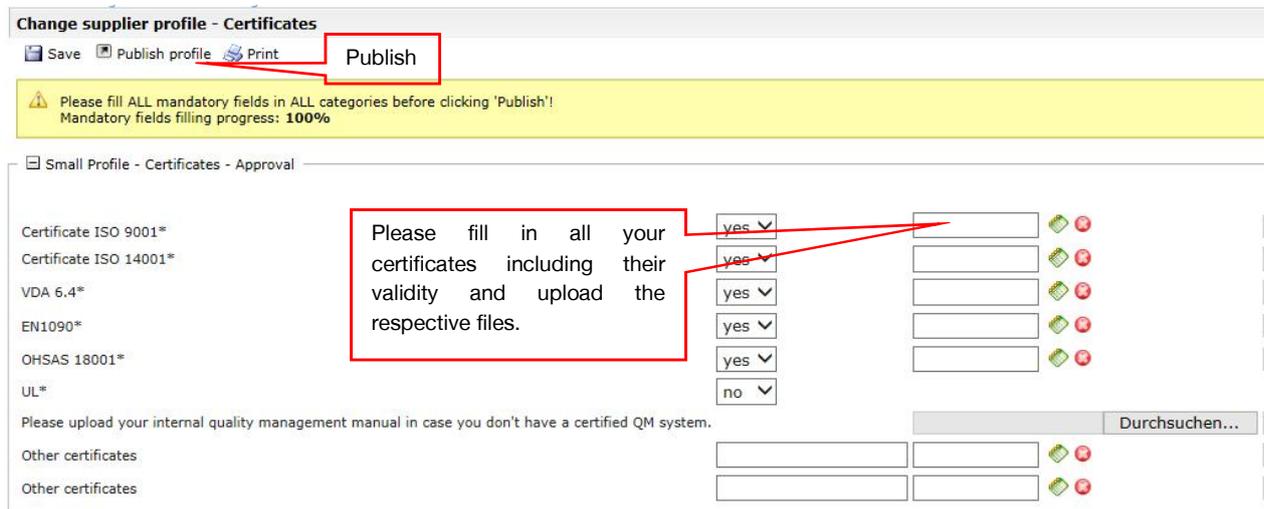
By clicking on “Save & Next” you will get to the next step.

### 3.2.3 Business information

Insert here the general payment and delivery conditions that are applicable for TGW.

Furthermore, let us know if you act as a producer, distributor or service provider (multiple choice possible).

### 3.2.4 Certificates



Please tell us about your certificates and their validity, including a digital copy of your certificate.

You are now at the end of the small profile questionnaire. By clicking on “Publish Profile” you can submit your registration to TGW. The respective buyer will follow up with you.

### 3.3 Data check by TGW purchasing department

Once you have published your profile, the purchaser who is assigned to your primary material group will check your data and decide on the following steps:

- If your profile is concise, clear and interesting to TGW, you will be invited to complete a more detailed and material group specific questionnaire (called “big profile”)
- If something is unclear, the purchaser might get back to you with questions by e-mail. You will then be invited to clarify the doubts by updating your profile where necessary.
  - o Once you have clarified the question within your profile, please “publish” it again in order to start the workflow for the purchaser to evaluate.
- If your profile is either already existing (doubles found), not concise, or not interesting to TGW, the purchaser might decline your application. If so, you will be informed by e-mail.

### 3.4 Big company profile

Once we have checked your general application, we ask you to give us some more details about your company, your products and services. You will be able to save, stop, continue with your profile or check your previous data at any time within the registration process.

After you have received your e-mail that your small profile was accepted, please log in again to fulfill the next steps:

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**TGW Logistics Group Home**

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 **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.*

---

 **7. Fill extended profile**  
*Please give the demanded information in the extended supplier profile.*

---

 **8. Publish extended profile**

#### 3.4.1 Additional general information (bank details)

Please let us know your bank details (for account information).

### 3.4.2 Business information

**Change supplier profile - Business**

**⚠ Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!**  
 Sections containing empty mandatory fields:

- Business
- Certificates

Mandatory fields filling progress: 40%

Small Profile - Business - General Terms

Small Profile - Business - Field of Activity

Big Profile - Business - Turnover

**Annual Turnover**

2014 123	<input type="text"/>	---
2015 123	<input type="text"/>	---
2016 123	<input type="text"/>	---

**EBIT**

2014 123	<input type="text"/>	% of annual turnover
2015 123	<input type="text"/>	% of annual turnover
2016 123	<input type="text"/>	% of annual turnover

**Investments**

2014 123	<input type="text"/>	% of annual turnover
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Please let us know your company key figures. If you don't know the figures of the most recent year yet, simply fill in the planned data.

Please also give us an insight on your company's environment (industry sector, major customers and suppliers, employees ...)

### 3.4.3 Material group specific questions

If you apply for one of the following material groups, you will get more specific questions:

- Controls and material flow controllers
- Mechanical or electrical installations
- Drawing parts

We will not go into detail with these questions. If you have problems filling in the material group specific questions, please contact your TGW purchaser or [mysrm@tgw-group.com](mailto:mysrm@tgw-group.com).

### 3.4.4 IT Information

Please let us know your major IT systems (ERP, CAD ...)

### 3.4.5 Logistics and shipping

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**Change supplier profile - Logistics**

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

Big Profile - Logistic - Shipping

Transport Organisation/Forwarder

Order lead time (time btw. order and delivery- max. 25 working days) <sup>123</sup>

Do you offer credit memo procedures?

As a final step, please let us know your standard transport organization and if you can offer credit memo procedures to TGW.

Please click on “Publish profile”. A Pop-Up will ask for confirmation:

Unter demo.pool4tool.com wird Folgendes angezeigt:

Publish supplier profile?

Once you have published your profile, the respective Purchasing Agent will check your registration and decide about the following steps (see chapter 3.3)

The registration process ends here – you will be informed by e-mail about the further steps.

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## TGW Logistics Group Home

-  **1. Registration successful**  
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*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.*
  -  **7. Fill extended profile**  
*Please give the demanded information in the extended supplier profile.*
  -  **8. Publish extended profile**  
*Please publish the extended supplier profile after entering all information.*
-  **Registration process completed. The approval workflow was started.**  
*Thank you for registering!*

Once you have clicked on “publish profile”, the responsible buyer will check your data and decides about the further steps (accept, questions, decline), as described in 3.3.

Your registration process ends here. You will get further instructions by e-mail.

Thank you very much in advance for your dedicated cooperation.