

Title:	Registration of existing suppliers in the KNDS Deutschland supplier portal
Description:	<p>Manual refers to the module: SRM</p> <p>It describes the registration process and the necessary steps to gain access to the supplier portal as a KNDS Deutschland supplier.</p>
Contacts:	<p>KNDS Deutschland – EL31 lieferantenportal@knds.de</p>

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1 Welcome

Targets

The background to these instructions is to explain to suppliers who are already KNDS Deutschland suppliers the process and individual steps required to gain access to the supplier portal and to finally register via this.

On our own behalf

Data management is an essential component for efficient cooperation. Therefore, it is of particular importance that your entries are not only correct, but also in appropriate formats.

We would therefore like to ask you as a supplier to actively participate here by using your company profile to keep your data up to date, to store corresponding changes within your organisation there and thus to make a significant contribution to the success of our business relationship.

2 Points of contact

- lieferantenportal@knds.de

For technical support and other matters relating to the supplier portal.

- **Einkäufer**

If you are already a KNDS Deutschland supplier, you can also contact your responsible purchaser.

3 Access to the supplier portal

Depending on whether you are already a KNDS Deutschland supplier or would like to apply as a new KNDS Deutschland supplier, the registration process steps differ.

If you are not sure whether you are already listed as a KNDS Deutschland supplier, please contact us at lieferantenportal@knds.de and provide us with the following data:

- Your contact details
 - o Name
 - o Department
 - o Telephone number
 - o E-mail address
- Company name
- Company address
- DUNS

If you, or someone else from your company, already have access to the portal, please use our Supplier Manual as further guidance, which we will be happy to provide on request.

4 Invitation / registration for existing suppliers

Existing suppliers are invited to our supplier portal by KNDS Deutschland. This is done via an automated e-mail notification of the supplier portal.

This ensures that your existing creditor data in our ERP system is correctly linked with your future company profile in the supplier portal.

If you are interested in working with our supplier portal, you are welcome to let us know at lieferantenportal@knds.de.

Please provide us with the following data:

- Your contact details
 - o Name
 - o Department
 - o Telephone number
 - o E-mail address
- Company name
- Company address
- DUNS

After checking your details, you will receive your invitation in the form of an e-mail notification to the e-mail address you provided.

If you do not receive any login data via e-mail, please make sure that your e-mail programme has not moved the e-mail into the spam folder.

5 Registration for existing suppliers

After you have received the invitation, please follow the link to register.

In the first screen, please check the data given there and correct it if necessary. Please pay attention to the correctness of the data as well as to the required formats.



KNDS Supplier Portal

General company data

Company name*:	<input type="text"/>
Company name 2:	<input type="text"/>
Street*:	<input type="text"/>
Street 2:	<input type="text"/>
Street-number:	<input type="text"/>
Zip code*:	<input type="text"/>
City*:	<input type="text"/>
Country*:	--- <input type="button" value="v"/>
PO Box:	<input type="text"/>
Zip PO Box:	<input type="text"/>
Currency*:	EUR - Euro <input type="button" value="v"/>
Telephone:	<input type="text"/> <input type="text"/> <input type="text"/>
Fax:	<input type="text"/> <input type="text"/> <input type="text"/>
Homepage:	<input type="text"/>
E-Mail*:	<input type="text"/>
<u>D-U-N-S*</u> :	<input type="text"/>
VAT code:	<input type="text"/>
Tax number:	<input type="text"/>

More about KNDS Deutschland

[Homepage](#)

[English](#)

[Deutsch](#)

[D&B Lookup](#)

Contact person data

Salutation*:	--- <input type="button" value="v"/>
First name*:	<input type="text"/>
Last name*:	<input type="text"/>
Department:	--- <input type="button" value="v"/>
Telephone*:	<input type="text"/> <input type="text"/> <input type="text"/>
Mobile:	<input type="text"/> <input type="text"/> <input type="text"/>
Fax:	<input type="text"/> <input type="text"/> <input type="text"/>
E-Mail*:	<input type="text"/>
Loginname*:	<input type="text"/>

I accept the General terms and conditions of purchase of KNDS

Deutschland

[General terms and conditions of purchase KNDS Deutschland GmbH & Co.](#)

[KG_20240408_ENG.pdf](#)

*I accept the general Terms of Usage of the KNDS Deutschland-

Supplier Portal

[2024-04-08_Terms of use KNDS Deutschland GmbH Co. KG-Supplier](#)

[Portal.pdf](#)

*We hereby confirm our compliance with statutory labour standards and rights as well as environmental standards.

I agree that JAGGAER uses the data, entered in the course of the registration on the supplier portal of KNDS Deutschland, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of JAGGAER Direct to have access via the JAGGAER Supplier Network.


The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.

[Datenschutzerklärung der KNDS Deutschland](#)

After accepting the mandatory conditions, you can have your entries checked; and if your details are complete, you have the option of registering.

After registration, you will receive access data to the supplier portal in an e-mail.

Follow the link <https://sp.kmweg.de/portal/knds?lang=eng> and log in to the supplier portal with your access data.



KNDS

Username

Password

Powered by JAGGAER Direct V4 - © 1999-2023 JAGGAER
[I forgot my password](#)

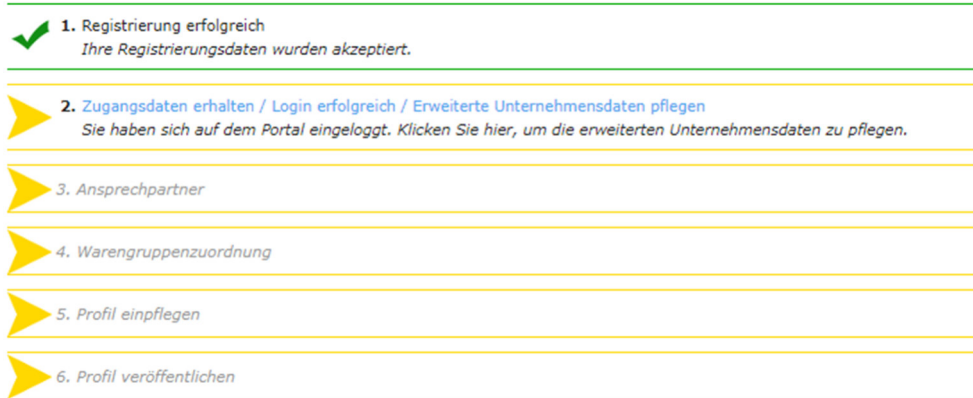
[Datenschutzerklärung der KMW - a company of KNDS](#)

Then enter a personal password for your login.

If you forget your personal password, you can request a new password yourself at any time via the login page.

Please accept the KNDS Deutschland data protection declaration and you will reach the registration menu.

To do this, click on the next step (in the picture: 2.get access data / ...), complete the necessary entries and save them. You will then return to the menu shown.



To 2. access data received / login successful / maintain extended company data:

Please check the master data for your company specified there.

To 3. contact people:

Enter the relevant contact persons of your company here, if they are necessary for the application process.

You can also make additions 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 assign the correct product groups.

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 would like to apply. This can only be used once.

Example:

You are primarily a manufacturer and supplier of seals and would like to supply them to KNDS Deutschland. 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:

Please maintain your company profile here. The profile consists of several tabs, which display questions on different topics.




As soon as you have filled in at least all the mandatory fields of a page, this page can be saved.

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.

If at least all mandatory fields have been filled, the information box turns green and you can publish your company profile again.

[English](#) [Deutsch](#) [Home](#) [Logout](#) [Privacy Policy](#) [Help](#)

Change supplier profile - General

 Save  Save & Next  Download



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

To 6: Publish profile:

Once your company profile has been published, your details will be checked by the responsible buyer.

6 Main menu of the supplier portal

You can now make changes and/or additions via the main menu of the supplier portal.



Lieferantenportal Test-Lieferant
Administration
Contact people
Categories
Company profile
Requests
Received orders

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 Deutschland does not use the supplier portal for general tendering.

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