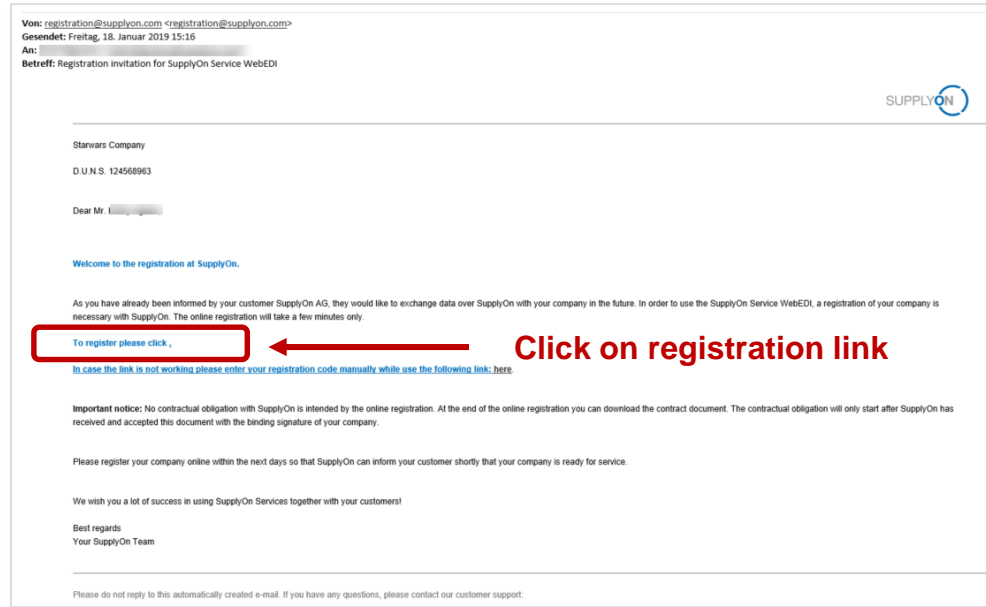
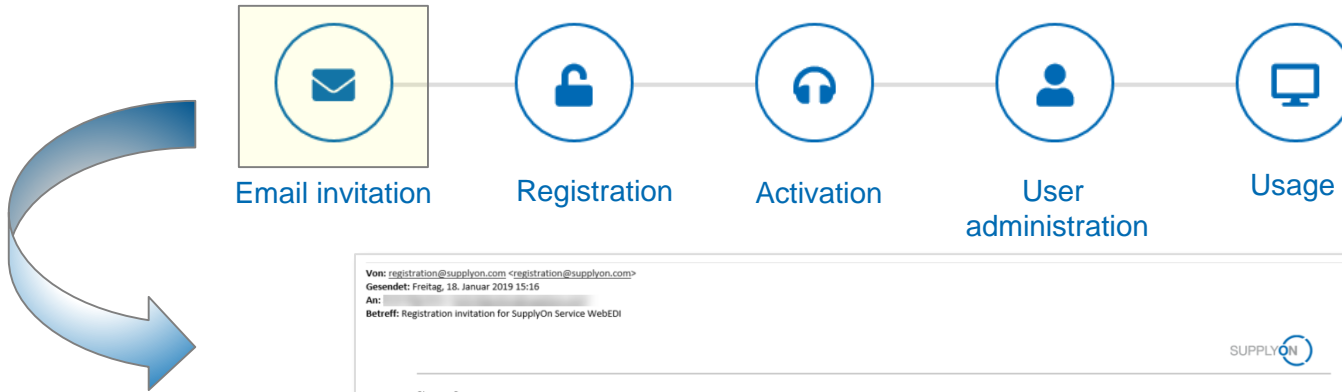


Supplier Online Registration Process – an overview

In 5 min registered



After the customer started the registration process the supplier will receive an email invitation by registration@supplyon.com including the link to start the registration.

Supplier Online Registration Process

Create Company Administrator and check supplier master data

The screenshot shows the 'Welcome to the registration at SupplyOn' page. It is divided into two main sections. The first section, 'Create your user account:', contains several input fields: Salutation (dropdown), First Name, Last Name, E-Mail address, E-Mail address (repeat), User Language (dropdown), Phone, User Name, and Password (with a repeat field). The second section, 'Please check the master data of your company provided by your customer and correct them if necessary:', contains fields for Company Name, Company Name 2, D-U-N-S No. (124568963), Street (Ludwigstr. 49), Country (Bahamas), ZIP Code (85399), State/province, City (Hallbergmoos), and Time zone. There is also a checkbox for 'I have read the General Terms and Conditions...' and a 'Submit and continue' button.

The supplier creates the first user account (= company admin) and checks its master data. All fields with an asterisk (*) are mandatory and need to be filled out.

Supplier Online Registration Process (Optional) Enter / Verify invoice data

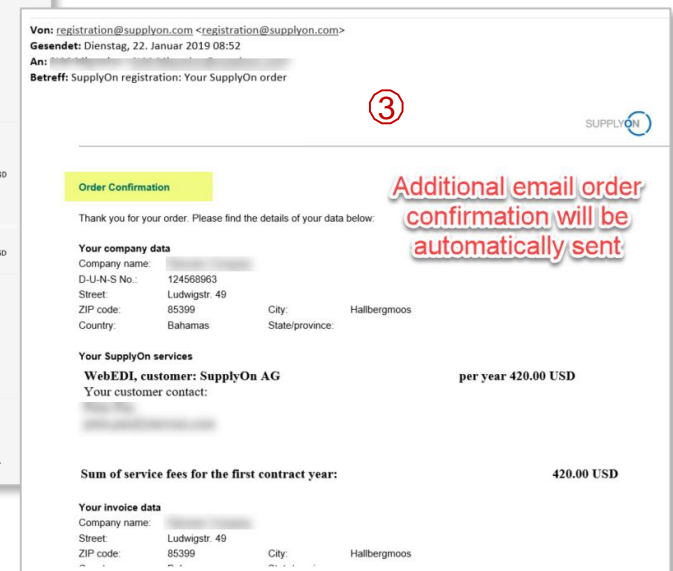
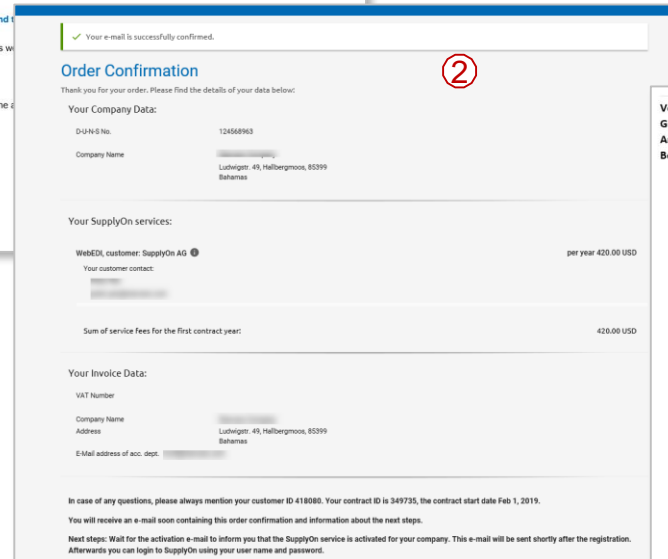
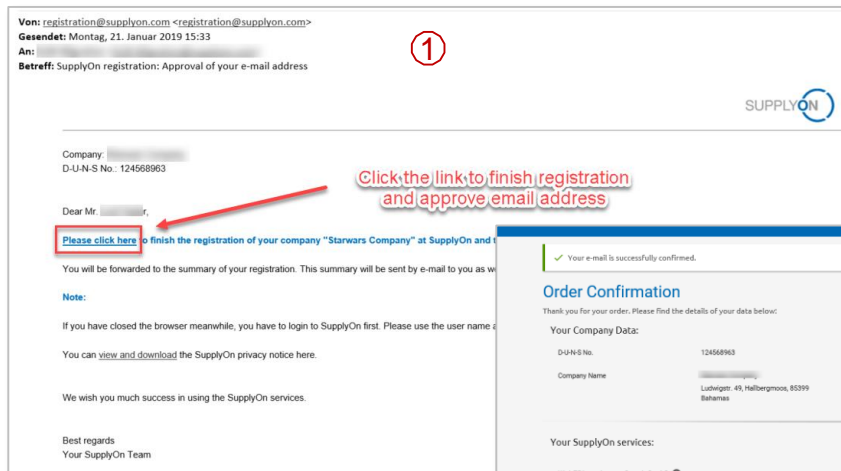
The screenshot displays the 'Supplier Online Registration Process' interface. At the top, the 'SUPPLYON' logo is visible. Below it, a message states: 'Please find below an overview of the selected SupplyOn services:'. A service card is shown with a checked box, 'WebEDI, customer: SupplyOn AG', and a price of 'per year 420.00 USD'. Below this, it says 'Your customer contact:' followed by a blurred name and address. A summary line indicates 'Sum of service fees for the first contract year: 420.00 USD'. The main section is titled 'As a final step, please check and add your invoice data:'. It shows 'Invoice recipient:' with a blurred name and address: 'Ludwigstr. 49, 85399 Hallbergmoos'. A red box highlights the 'E-Mail address of acc. dept.' field, with a red arrow pointing to it. Below this, a checked box indicates 'I want to add a different invoice recipient'. A form with several fields is shown: 'Company Name *', 'City *', 'ZIP Code *', 'Country *', 'Street *', 'VAT Number', and 'E-Mail address of acc. dept. *'. A red arrow points to the 'Company Name *' field. A red text box with the instruction 'Enter email address for invoice recipient or add different invoice recipient' is positioned between the 'E-Mail address of acc. dept.' field and the 'Company Name *' field. At the bottom right of the form is a green 'Order now' button. The footer contains '© 2019 SupplyOn AG' on the left and '沪ICP备17053441号-1' on the right.

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This step is only required if the supplier has been rolled out for a chargeable service.

Supplier Online Registration Process

Supplier confirms registration via email and gets order confirmation.



Important: With the online registration the supplier concludes a legally valid contract!
After successful registration the supplier will receive an email order confirmation.