

Supplier Portal Isringhausen

Guideline for applicants

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Isringhausen-Ring 58

32657 Lemgo

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Guideline

Your company wants to become a partner of Isringhausen. Then apply for our supplier portal!

If you have any questions or need help with the registration process, please see the FAQ attached or contact our support hotline: support.astras@allocation.com

1 General information

You start the process by following the link “New registration” within the supplier section on our website.

Once you are in the registration form, you can navigate with the buttons displayed in the bottom: “Back”, “Next”, “Save temporarily”, “Finish registration” and “Cancel”. If one of them is disabled, the option is not available.

Please keep in mind that the system logs you off once you have been inactive for 30 minutes. This is a security setting. In the bottom right corner of your screen, the time remaining until the automatic logoff is displayed. You will not be logged off while using the system actively (e.g. clicking).

The tree structure on the left hand side shows you, which step of the registration process you are in by highlighting the current menu item in bold, showing the already completed menu items in black and upcoming ones in grey.

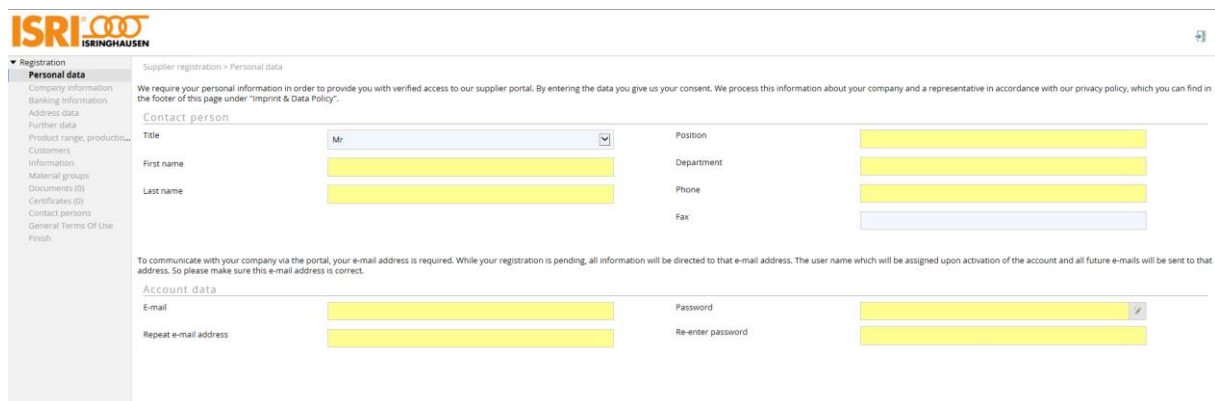
If you have an error within a menu item, e.g. have not filled in all mandatory fields or used a wrong format, the menu item with the error will be marked red within the tree structure. Within the tab, the field causing the error will be marked red as well. You will not be able to submit your registration until you fixed this error.

Once the registration process is completed and the registration submitted, it will be transferred to our responsible buyer who will check your registration. Please allow some time for this process. Once your registration is approved, you will receive your username and password and will then be able to login, update your company data, add documents and take part in events.

2 The registration process

2.1 Personal data

1. Please insert all information requested. Mandatory fields are marked yellow.
2. To communicate with your company via the portal, your e-mail address is required. While your registration is pending, all information will be directed to that e-mail address. The user name which will be assigned upon activation of the account and all future e-mails will be sent to that address. So please make sure this e-mail address is correct.
3. The password you can create here will be your password once you have access to the supplier platform. You can either generate a random password or create your own. If you generate a random one, please make a note of it. If you create your own password, please keep in mind that it has to have a length of at least 6 characters and should contain letters as well as numbers. Furthermore, the system is case sensitive.



ISRI ISRINGHAUSEN

Registration > Personal data

Supplier registration > Personal data

We require your personal information in order to provide you with verified access to our supplier portal. By entering the data you give us your consent. We process this information about your company and a representative in accordance with our privacy policy, which you can find in the footer of this page under "Imprint & Data Policy".

Contact person

Title	Mr	Position	
First name		Department	
Last name		Phone	
		Fax	

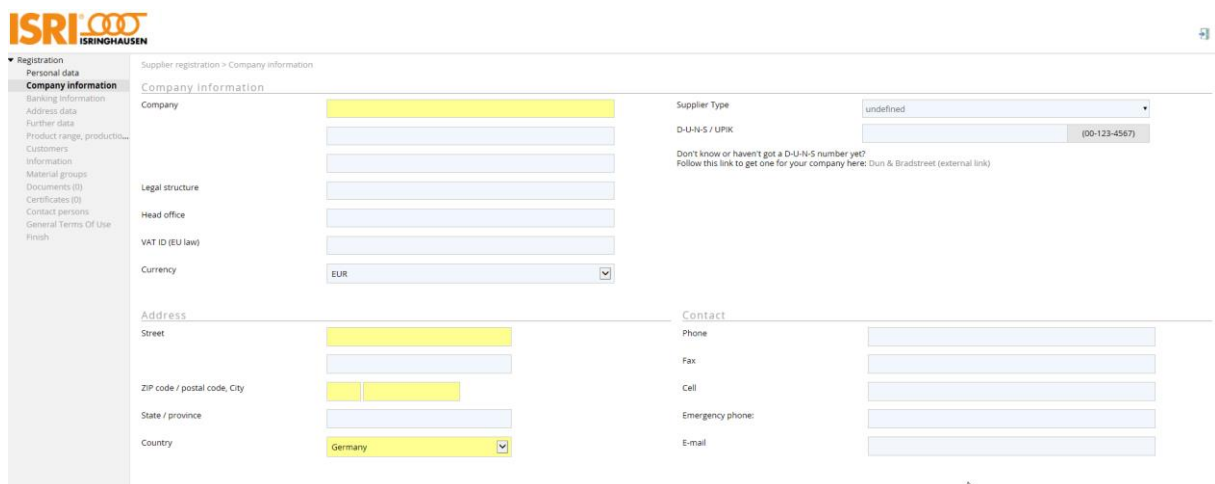
To communicate with your company via the portal, your e-mail address is required. While your registration is pending, all information will be directed to that e-mail address. The user name which will be assigned upon activation of the account and all future e-mails will be sent to that address. So please make sure this e-mail address is correct.

Account data

E-mail		Password	
Repeat e-mail address		Re-enter password	

2.2 Company information

1. Please provide the required company information and contact details.
2. You can find further details about the D-U-N-S Number in the FAQ attached.



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Registration > Company information

Supplier registration > Company information

Company information

Company		Supplier Type	undefined
		D-U-N-S / UPIK	(00-123-4567)
Legal structure		Don't know or haven't got a D-U-N-S number yet? Follow this link to get one for your company here: Dun & Bradstreet (external link)	
Head office			
VAT ID (EU law)			
Currency	EUR		

Address

Street		Phone	
		Fax	
ZIP code / postal code, City		Cell	
State / province		Emergency phone:	
Country	Germany	E-mail	

2.3 Banking information

1. Please provide your banking information. IBAN is the international bank account number. BIC, also known as SWIFT-Code or SWIFT-BIC is the Bank Identifier Code. Both are needed for international transactions in case of future awarding.



Supplier registration > Banking Information

Banking Information

Account Owner

Name of Bank

IBAN

BIC

2.4 Address data

1. Please provide further company data.
2. Please name other locations of your company, not just for production but also for order, invoice, etc.



Supplier registration > Address data

Delivery Address

Delivery address deviates from company data

D&B D-U-N-S® Number (delivery address)

Company (delivery address)

Street (delivery address)

ZIP code, city (delivery address)

Country (delivery address)

VAT-No. (delivery address)

Phone no. (delivery address)

Fax no. (delivery address)

E-mail (delivery address)

Internet (delivery address)

Bank details (delivery address)

Order Address

Order address deviates from company data

D&B D-U-N-S® Number (order address)

2.5 Further data

1. Please provide corporate social responsibility data.



- ▼ Registration
- Personal data
- Company information
- Banking Information
- Address data
- Further data**
- Product range, productio...
- Customers
- Information
- Material groups
- Documents (0)
- Certificates (0)
- Contact persons
- General Terms Of Use
- Finish

Supplier registration > Further data

Corporate Social Responsibility

Have you implemented a system which considers all aspects of your Corporate Social Responsibility?

If planned: until which date

Status allgemein

Quality Management Standard IATF 16949

2.6 Production capabilities

1. Please detail your in-house production capabilities within this section.
2. If you are a supplier for plastic parts, please provide detailed information about your technologies by ticking the boxes according to your abilities.
3. If you are a supplier for metal parts, please provide detailed information about your technologies by ticking the boxes according to your abilities



- ▼ Registration
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- Certificates (0)
- Contact persons
- General Terms Of Use
- Finish

Supplier registration > Product range, production plants and R&D

Product survey and machinery (especially automotive products)

Production methods

Method	Manufacturing Plant	Location for R&D
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

2.7 Customers

1. Please provide information about your main customers

Supplier registration > Customers

Main customers

Customer	Country	Percentage of sales
1 <input type="text"/>	<input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>	<input type="text"/>
4 <input type="text"/>	<input type="text"/>	<input type="text"/>
5 <input type="text"/>	<input type="text"/>	<input type="text"/>

Automotive customers

Customer	Country	Percentage of sales
1 <input type="text"/>	<input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>	<input type="text"/>
4 <input type="text"/>	<input type="text"/>	<input type="text"/>
5 <input type="text"/>	<input type="text"/>	<input type="text"/>

2.8 Information

1. Please provide further information

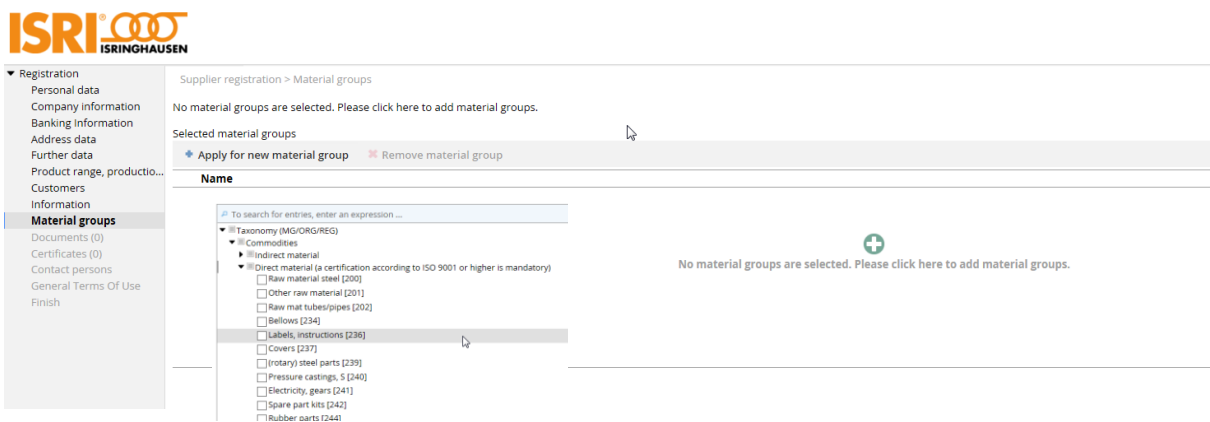
Supplier registration > Information

Information

Dated	<input type="text" value="12/12/2019"/>	Employees total	<input type="text"/>
Website	<input type="text"/>	Employees administration	<input type="text"/>
Year of incorporation/formation	<input type="text"/>	Employees production	<input type="text"/>
Sales last FY (in Euro)	<input type="text"/>	Employees QM	<input type="text"/>
Export share %	<input type="text"/>	Number of employees R&D	<input type="text"/>
Production facilities	<input type="text"/>	Reference customers	<input type="text"/>

2.9 Material groups

1. Please select the material groups you want to apply for. This is mandatory to proceed the registration.
2. To add a new material group, you can either press the “Apply for new material group”- button in the top left corner or click the area where the green plus sign is shown. This opens a new window where you can select the material group.
3. To display all material groups, you can open the tree structure into further detail by clicking the blue triangle on the left beside the checkboxes. This opens the underlying subcategories.
4. Please select all material groups you want to apply for by ticking their checkboxes.
5. Confirm your selection with “OK”.



The screenshot shows the 'Supplier registration > Material groups' page. On the left is a navigation menu with 'Material groups' selected. The main content area has a header 'Supplier registration > Material groups' and a message: 'No material groups are selected. Please click here to add material groups.' Below this is a section for 'Selected material groups' with two buttons: 'Apply for new material group' and 'Remove material group'. A table with the column 'Name' is shown, containing a search bar and a tree structure of material groups. The tree structure includes 'Commodities', 'Indirect material', and 'Direct material (a certification according to ISO 9001 or higher is mandatory)'. Under 'Direct material', there are several sub-items with checkboxes: 'Raw material steel (200)', 'Other raw material (201)', 'Raw mat tubes/pipes (202)', 'Bellows (234)', 'Labels, instructions (236)', 'Covers (237)', '(rotary) steel parts (239)', 'Pressure castings, S (240)', 'Electricity, gears (241)', 'Spare part kits (242)', and 'Rubber parts (244)'. A green plus sign icon is visible on the right side of the page, indicating where to click to add new material groups.

2.10 Documents

1. Please upload any documents you want to share within this section. This does not include certificates. They can be uploaded within the next step of the registration.
2. Please press the "New document"-button in the top left corner to create a new document. This opens a new window for detailing and uploading the document.
3. Please add a name for the document.
4. To select the file you want to upload from your computer, please press the "Browse"-button beneath "Upload file", select the document and confirm your selection with "Open". The file must not exceed a size of 100MB.
5. Select a sub type from the menu.
6. Confirm your upload with "OK". The document will then be added to the list.



▼ Registration

- Personal data
- Company information
- Banking Information
- Address data
- Further data
- Product range, productio...
- Customers
- Information
- Material groups
- Documents (0)**
- Certificates (0)
- Contact persons
- General Terms Of Use
- Finish

Supplier registration > Documents


Please upload your company presentation and/or other general documents.

[+ Add document](#) [✖ Delete](#)

Name
No data found

2.11 Certificates

1. Please upload any certificates your company has. This does include not only awarded certificates but also planned ones.
2. Please press the "New certificate"-button in the top left corner to create a new certificate.
3. Please follow steps 3 and 4 as described in the chapter "Documents".
4. Please select a certificate type.
5. In case the certificate is only planned and not awarded yet, please tick the box "Certificate is planned on the date stated below" and add the planned date to the "Planned date" field accordingly.
6. Please give information about the certificate number, the certifier, the issued date and the date of expiry.
7. Confirm your upload with "OK". The certificate will then be added to the list.



Supplier registration > Certificates

Please upload existing certificates or announce planned certificates.

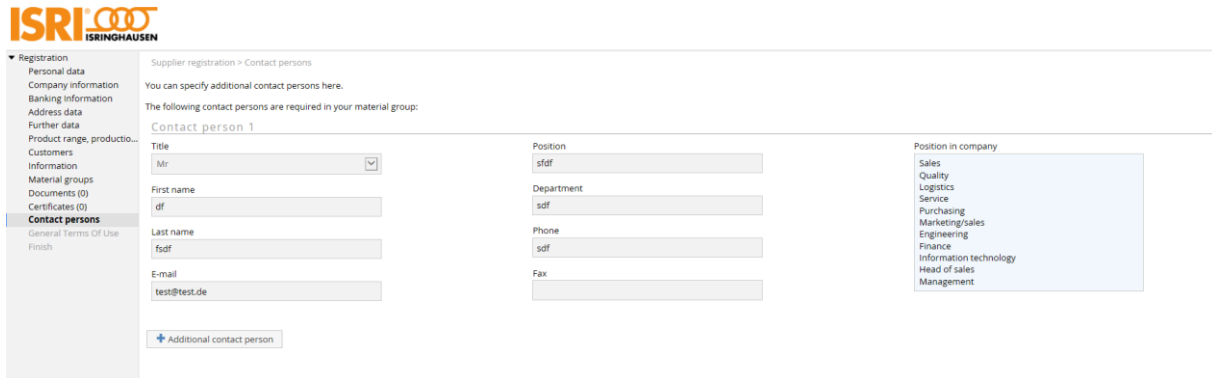
+ Add certificate
 ✖ Delete

Name	Issued date	Certifier
No data found		

- ▼ Registration
- Personal data
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- Certificates (0)**
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- Finish

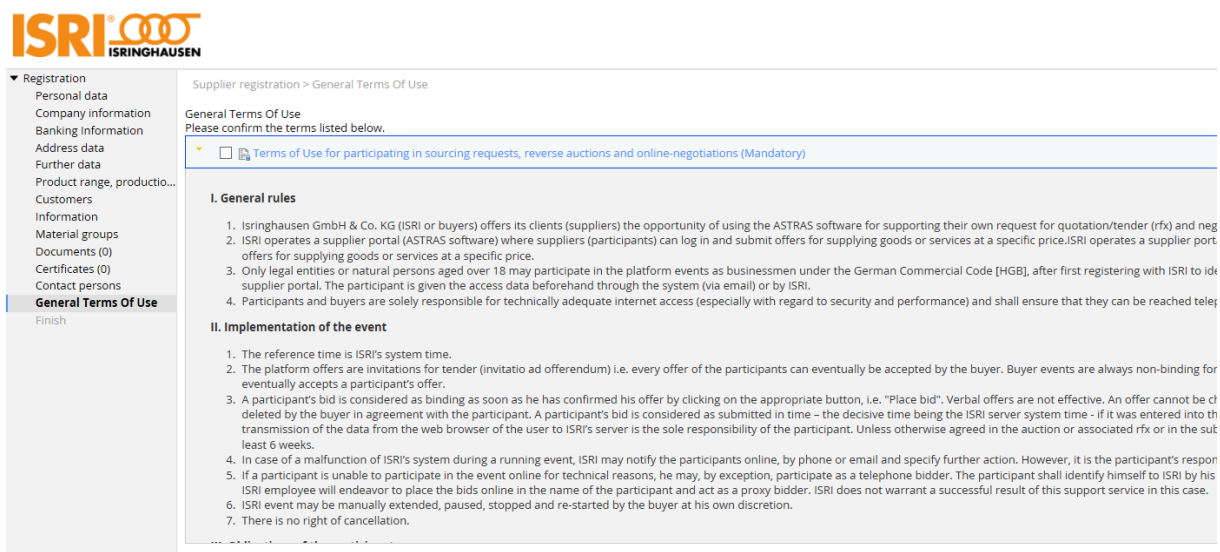
2.12 Contact persons

1. You can provide up to 5 further contact details. These information help improving the communication between Isringhausen and your company.
2. Choose the right position of your further contacts from the following options: CEO, head of plant, head of quality, head of development, head of logistics, product safety manager, other. Especially the product safety manager is important to us, who has knowledge about the manufacturing processes, risk assessment methodologies and relevant regulations for product safety and reliability. Hence, we kindly ask you to indicate the product safety representative's details in this section.



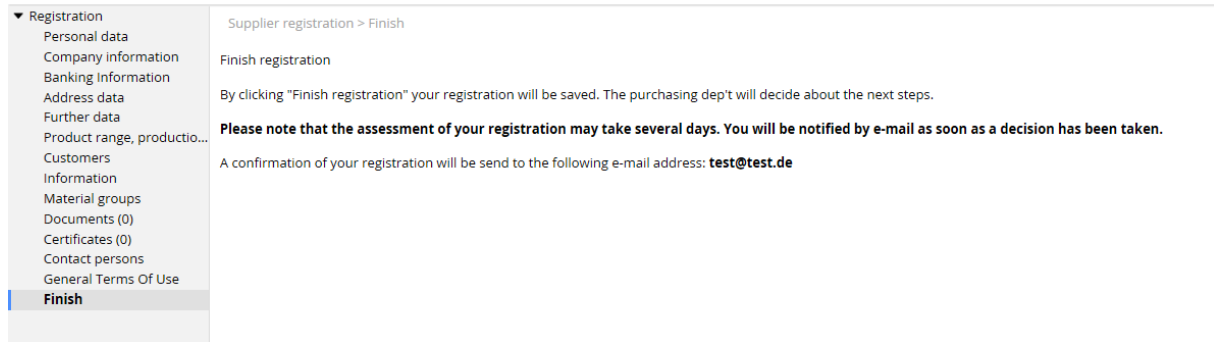
2.13 General Terms of Use

1. Within this section, you need to read through and accept the "Confidential Agreement" of Isringhausen as well as the "Terms of Use for participating in sourcing requests, reverse auctions and online-negotiations". The acceptance of these documents is mandatory to finalize the registration.
2. You can read the confidential agreement and terms of use online by clicking on its name, which then displays the text underneath.
3. If you want to print the documents, please click the printer-sign on the right hand side.
4. To accept the documents, please tick the checkboxes beside their names.



2.14 Finish

1. By clicking "Finish Registration", you submit your registration. It will then be transferred to our responsible buyer who will check your registration. Please allow some time for this process. Once your registration is approved, you will receive your username and password and will then be able to login, update your company data, add documents and take part in events.



3 FAQ – Frequently Asked Questions for applicants

3.1 General Questions

3.1.1 The System logs me off automatically. Why?

This is a security setting. The system logs you off once you have been inactive for 30 minutes. In the bottom right corner of your screen, the time remaining until the automatic logoff is displayed. You will not be logged off while using the system actively (e.g. clicking).

3.1.2 Questions about pop-up blocker

3.1.2.1 I receive the message "Pop-up blocked"

Allowing pop-ups for this page is necessary for being able to work with the supplier portal. Please edit your pop-up-blocker settings (see 1.2.2. How do I disable my pop-up blocker?) or contact your IT-Support if necessary.

3.1.2.2 How do I disable my pop-up blocker?

Plugins like Google Toolbar or Yahoo Toolbar can block pop-ups as well. In case you are using such a plugin, please adjust its settings so pop-ups do not get blocked. More information about this can be found within the documentation of each plugin.

How to enable display of pop-ups with Microsoft Internet Explorer 9.0:

1. Select "Tools" – "Internet options" – "Privacy"
2. Select "Settings" in the area of "Pop-up blocker" and type in the internet address of the supplier portal, <https://www.astras.net/asp/astras.R6/WFE/public/isri/de/DE/-/login>. If you are not sure about which URL to use, please contact the administrator.
3. Add the URL to the list. Pop-ups of this website will no longer be blocked now.

How to enable display of pop-ups with Mozilla Firefox 18.0:

1. Click Firefox (top left corner)
2. Select "Settings" – "Settings"
3. Switch to the tab "Content"
4. Select "Exceptions"
5. Add the internet address of the supplier portal, e.g.
<https://www.astras.net/asp/astras.R6/WFE/public/isri/de/DE/-/login>. If you are not sure about which URL to use, please contact the administrator.
6. Add the URL to the list. Pop-ups of this website will no longer be blocked now.

3.1.3 Why should Pop-ups of the supplier portal not be blocked?

Pop-ups, which are small windows that the system opens automatically, are necessary for the use of the platform. Most browsers have a feature for blocking those windows since they contain ads. Nevertheless, they are an important element of the supplier platform, which is why they must not be blocked.

3.1.4 I already turned off the pop-up blocker in my browser but still cannot see any pop-ups.

Plugins like Google Toolbar or Yahoo Toolbar sometimes also work with pop-up blockers. In case of using one of those plugins, you need to enable the display of pop-ups for the URL <https://www.astras.net/asp/astras.R6/WFE/public/isri/de/DE/-/login> by them as well. If you have any difficulties, contact your internal IT-Support.

3.1.5 I receive a safety-warning when I download a file from the platform.

This is a global security setting of your browser. Please accept this message (context menu right-click by clicking the message).

3.2 Questions about registration

3.2.1 What is a product safety manager?

The safety of our products is one of our main concerns. For this reason, it is important to prevent faults during engineering as well as the production phase and to ensure rapid correcting measures in case of occurring faults – both at Isringhausen and your company. Hence, we kindly ask you to inform us about your product safety representative for all production plants manufacturing for Isringhausen who has knowledge about the manufacturing processes, risk assessment methodologies and relevant regulations for product safety and reliability.

3.2.2 What is a DUNS-Number

The *D-U-N-S*[®] *Number* (**D**ata **U**niversal **N**umbering **S**ystem) was developed by Dun & Bradstreet and identifies companies clearly.

If you do not know your number anymore, please get in touch via phone or email, contact details are provided on the website www.upik.de (Germany) or <http://www.upik.de/en/> (international). If your company does not have a DUNS number yet, you can apply for it.

3.2.3 I receive an error message when I try to submit my application

If you receive an error message when trying to submit the application, please check any red marked branches within the tree structure on the left hand side. If that is the case, you either forgot to provide some information or filled in an invalid format. Please check the area "Material groups" as well since you have to choose at least one material group you want to apply for.

3.3 Questions about login

3.3.1 Why have I not received my login details yet?

3.3.1.1 You have not finished your registration process yet:

If you have been invited to register with the supplier platform, you can create your own password during the registration process. However, you will receive your user name not until you have finished your registration and have been accepted by our responsible buyer.

3.3.1.2 You have finished your registration but are not accepted yet:

Please allow some time for our responsible buyer to examine your registration after you completed and submitted it. Once your data have been verified successfully, you will receive your username. Your password has been created by you during the registration process.

3.3.1.3 You have not received an invitation to register but have been invited to an RFQ: If you have received the invitation to the event already, please follow the link in the invitation mail. It will forward you to the login site. You can then request a password by using the "Forgot pass-word" feature.