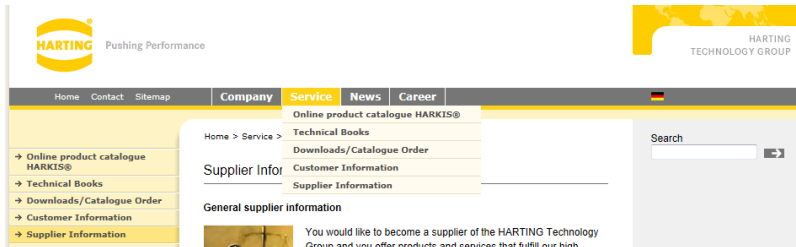


Guideline for vendors for the vendor registration of HARTING

Level 10/2011

If you want to become a vendor for HARTING please register yourself under the following link:

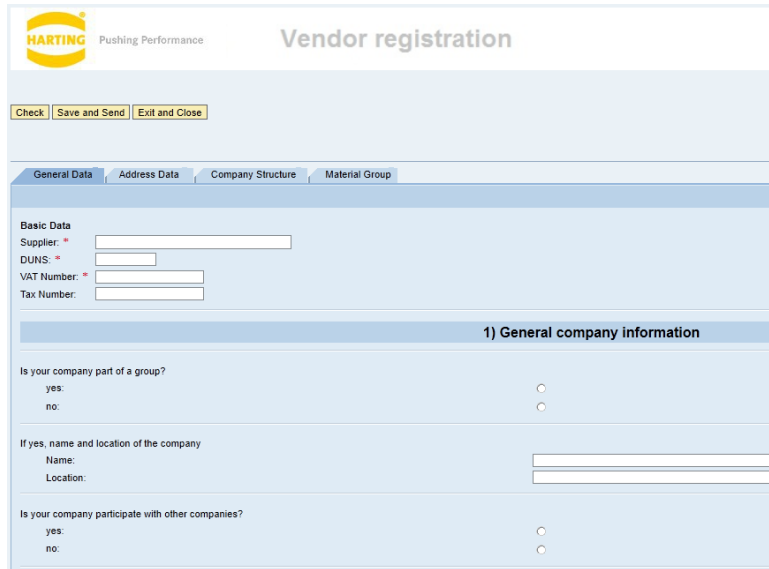


- www.HARTING.com
 - Service
 - Supplier Information

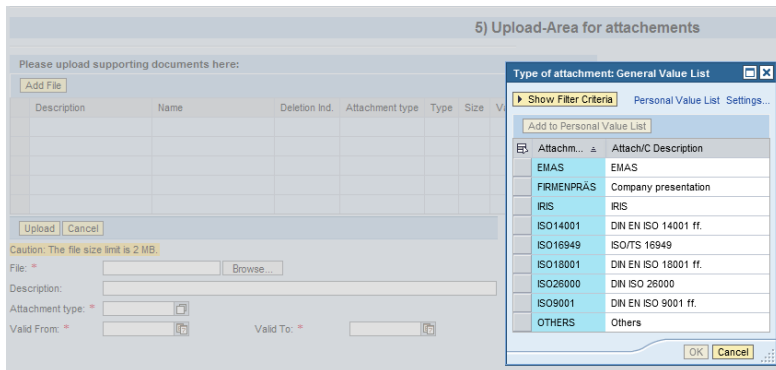


- An other possibility is that an purchaser of our company invites you to register. In the mail which you will get you can click on the given link and are directly forwarded to the vendor registration.

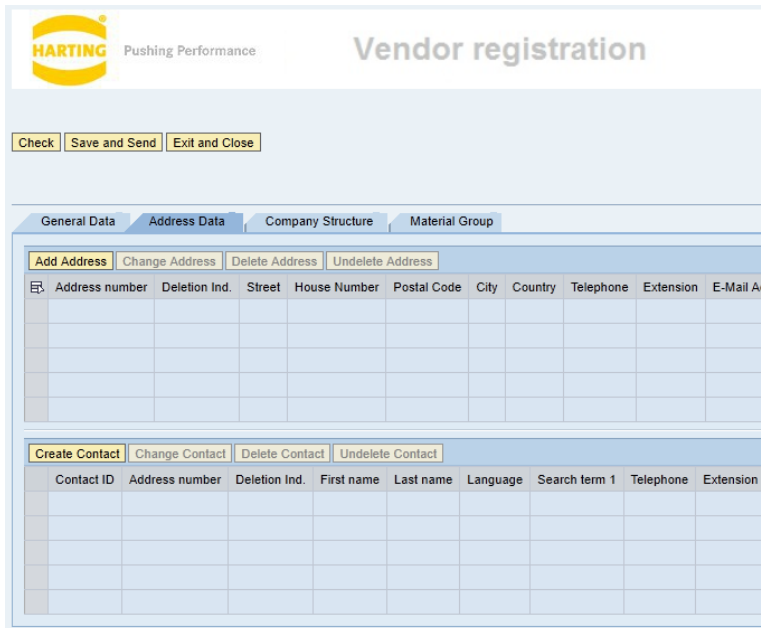
Registration – General Data



- Fill in all fields and navigate yourself through all slides
- Mandatory fields are marked with a “star”
- On the first slide you maintain the general data for your company



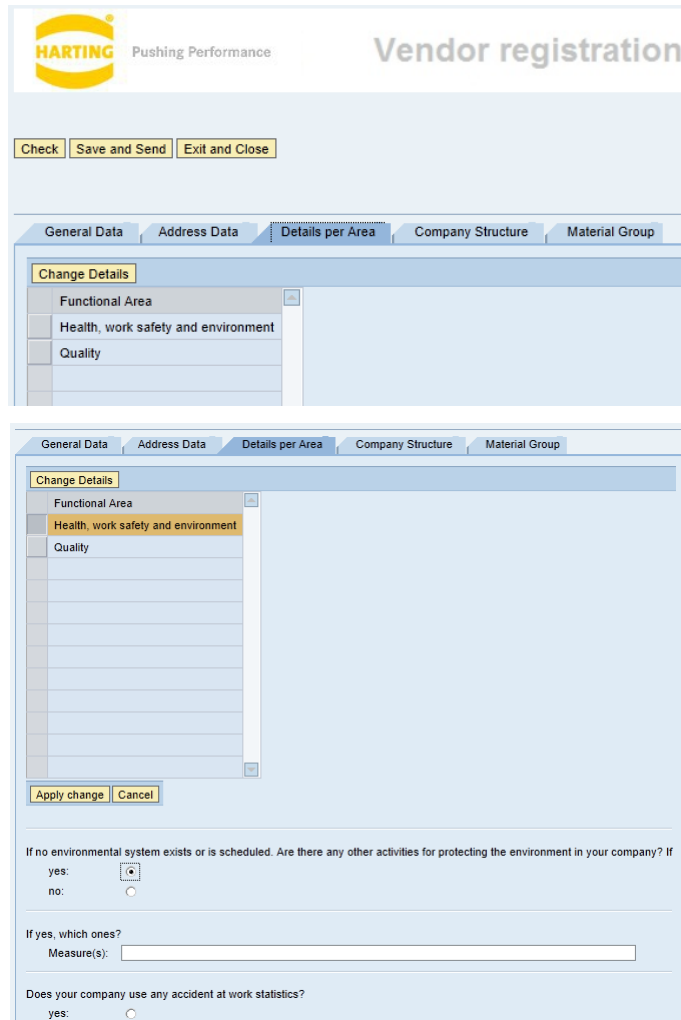
- Please add documents and attachments (certificates, company presentation etc.) in the upload area at the bottom of the page. Therefore you click on **Add File** afterwards on **Browse...** select your file, enter all fields and click at the end on **Upload**



The screenshot shows the 'Vendor registration' interface with the 'Address Data' tab selected. The interface includes a HARTING logo and 'Pushing Performance' tagline. Below the logo are buttons for 'Check', 'Save and Send', and 'Exit and Close'. The 'Address Data' tab is active, showing a table with columns: Address number, Deletion Ind., Street, House Number, Postal Code, City, Country, Telephone, Extension, and E-Mail Address. Above the table are buttons for 'Add Address', 'Change Address', 'Delete Address', and 'Undelete Address'. Below the table is a section for 'Create Contact' with buttons for 'Create Contact', 'Change Contact', 'Delete Contact', and 'Undelete Contact'. This section has a table with columns: Contact ID, Address number, Deletion Ind., First name, Last name, Language, Search term 1, Telephone, and Extension.

- On the next slide “Address Data” you have to maintain a company address and a contact address
- Therefore you have to click on „Add Address“ and afterwards accordingly on „Create Contact“. With “Insert” your entries were saved.

Registration – Details per area



Vendor registration

Check Save and Send Exit and Close

General Data Address Data **Details per Area** Company Structure Material Group

Change Details

Functional Area

Health, work safety and environment

Quality

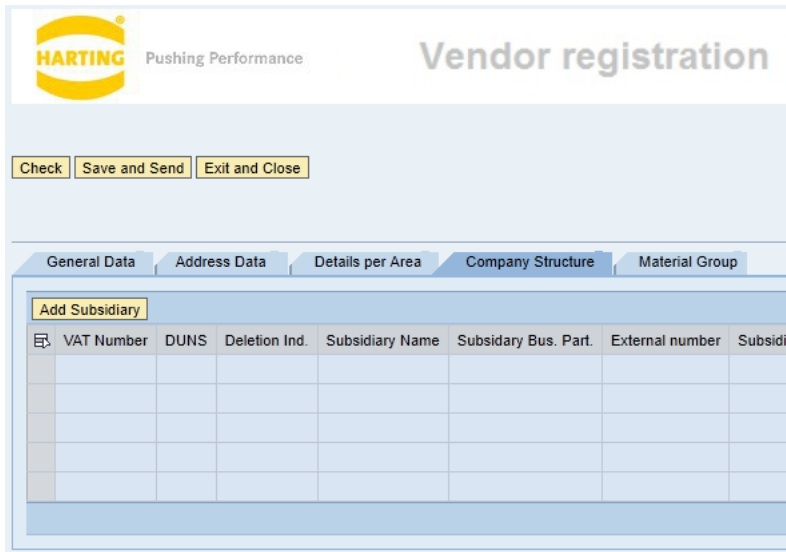
Apply change Cancel

If no environmental system exists or is scheduled. Are there any other activities for protecting the environment in your company? If
 yes:
 no:

If yes, which ones?
 Measure(s):

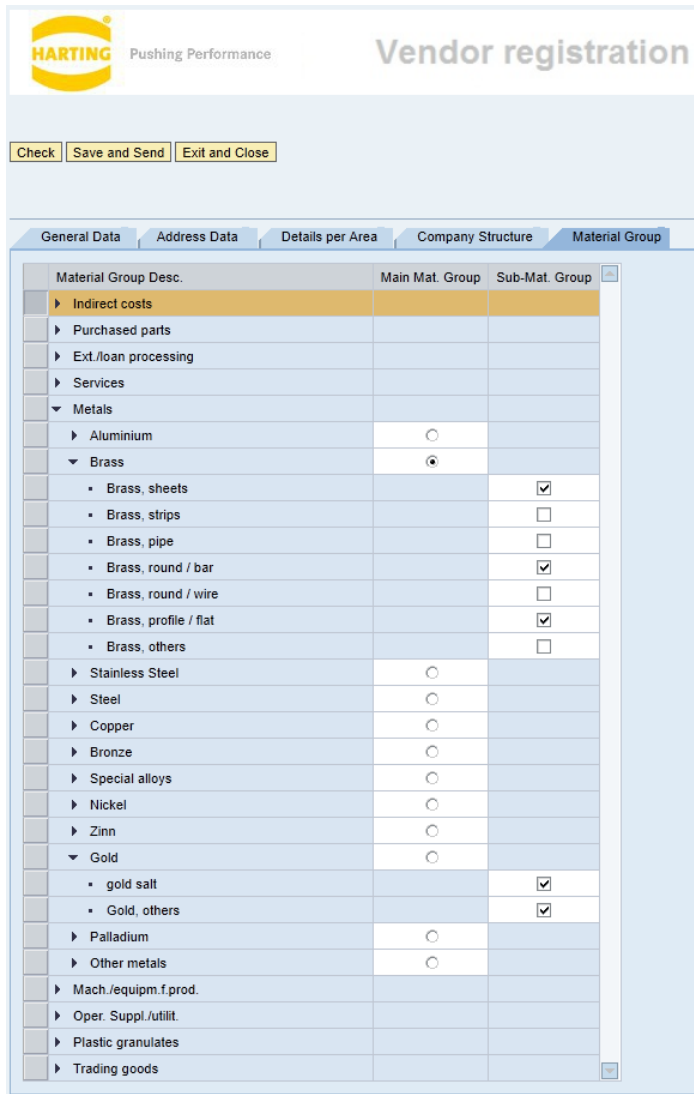
Does your company use any accident at work statistics?
 yes:

- The next slide „Details per area“ appears if you have given insufficient information on the „General Data“ slide
- Should „Function Areas“ appear during your registration you have to mark them one after the other and click on the button „Change Details“
- The opened fields you have to enter completely and save them with a click on „Apply changes“
- If a purchaser needs further information after the registration in the „Function Area“ a new point called „Finescan“ will appear. You will get more information about it in a mail if a finescan is requested



The screenshot shows the HARTING Vendor registration interface. At the top left is the HARTING logo and the tagline 'Pushing Performance'. The main title is 'Vendor registration'. Below the title are three buttons: 'Check', 'Save and Send', and 'Exit and Close'. The interface has several tabs: 'General Data', 'Address Data', 'Details per Area', 'Company Structure', and 'Material Group'. The 'Company Structure' tab is active, and within it, there is a sub-tab 'Add Subsidiary'. Below this sub-tab is a table with the following columns: VAT Number, DUNS, Deletion Ind., Subsidiary Name, Subsidiary Bus. Part., External number, and Subsidiary ID. The table is currently empty.

- On the slide „Company Structure“ you can add some subsidiaries with a click on „Add Subsidiary“
- Afterwards just fill the opened fields and click on „Insert“ to add the subsidiary data



Material Group Desc.	Main Mat. Group	Sub-Mat. Group
▶ Indirect costs		
▶ Purchased parts		
▶ Ext./loan processing		
▶ Services		
▼ Metals		
▶ Aluminium	<input type="radio"/>	
▼ Brass	<input checked="" type="radio"/>	
▪ Brass, sheets		<input checked="" type="checkbox"/>
▪ Brass, strips		<input type="checkbox"/>
▪ Brass, pipe		<input type="checkbox"/>
▪ Brass, round / bar		<input checked="" type="checkbox"/>
▪ Brass, round / wire		<input type="checkbox"/>
▪ Brass, profile / flat		<input checked="" type="checkbox"/>
▪ Brass, others		<input type="checkbox"/>
▶ Stainless Steel	<input type="radio"/>	
▶ Steel	<input type="radio"/>	
▶ Copper	<input type="radio"/>	
▶ Bronze	<input type="radio"/>	
▶ Special alloys	<input type="radio"/>	
▶ Nickel	<input type="radio"/>	
▶ Zinn	<input type="radio"/>	
▼ Gold	<input type="radio"/>	
▪ gold salt		<input checked="" type="checkbox"/>
▪ Gold, others		<input checked="" type="checkbox"/>
▶ Palladium	<input type="radio"/>	
▶ Other metals	<input type="radio"/>	
▶ Mach./equipm.f.prod.		
▶ Oper. Suppl./utilit.		
▶ Plastic granulates		
▶ Trading goods		

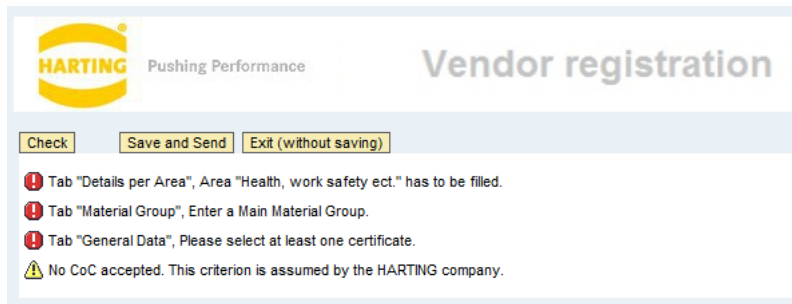
- On the slide „Material Group“ you define your main material groups and further sub-material groups which you can also deliver
- With the information from the main material group the suitable material group manager is determined
- With a click on the arrows the corresponding sub-material groups for the selection become visible
- As main material group you can only select one. Sub-material groups you can select as much as you can deliver



- Your registration is now complete
- With a click on „Check“ you can check if you have answered all obligatory questions

- With a click on „Save and Send“ your vendor registration is transmitted to us

- If the vendor registration is incomplete you can not save and will get an error message



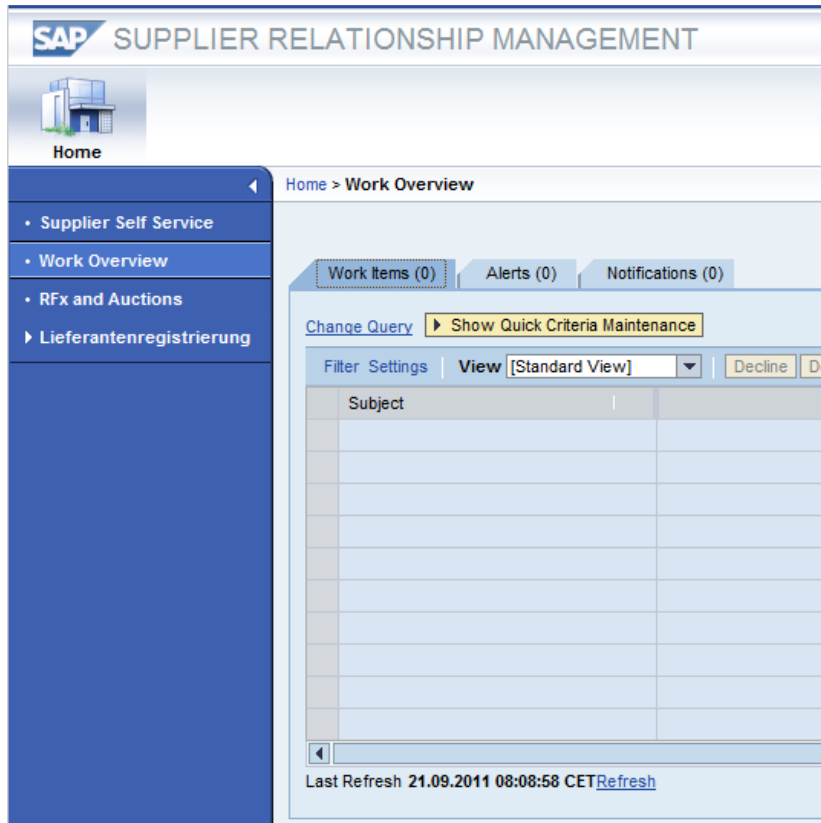
Registration submitted

Thank you for your registration. You may close this window now.

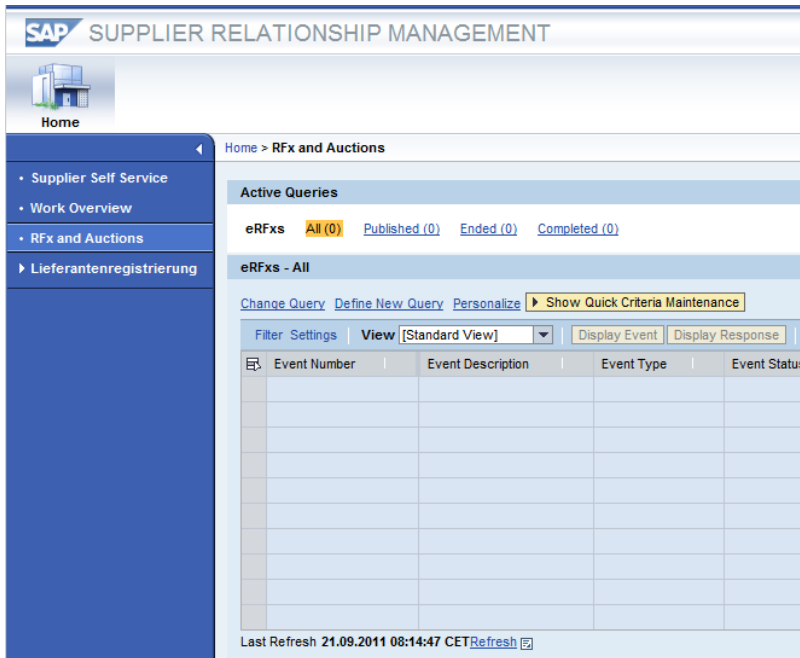
- After the registration is finished you will get directly a mail
- After the registration is arranged and approved by an employee of HARTING you will get a mail with your username and directly afterwards another mail with the password and the link to our supplier portal
- If you get a mail because you are invited please directly log in at our supplier portal and fill in the vendor registration



- With the login data out of the mail you can now log in at our portal to participate on biddings or to change or update your vendor data
- In case of a lost password please contact one of our purchasers

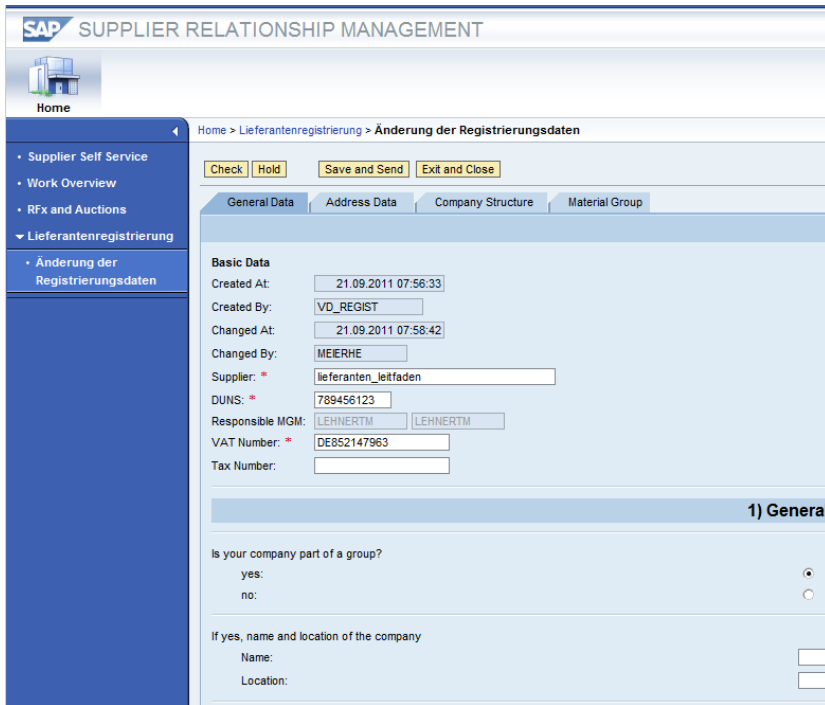


- After a successful login you can find under point “Work Overview” your Work Items, Alerts and Notifications
- Examples are that your offer has been accepted or rejected or that some data of a bidding on which you are active changed
- It is important that you always click on “Refresh” when you change the slide. Otherwise you can not be sure that you work with current and updated data



The screenshot displays the SAP Supplier Relationship Management (SRM) interface. The main header reads "SAP SUPPLIER RELATIONSHIP MANAGEMENT". A navigation menu on the left includes "Supplier Self Service", "Work Overview", "RFx and Auctions", and "Lieferantenregistrierung". The main content area is titled "Home > RFx and Auctions". It features a section for "Active Queries" with filters for "eRFxs", "Published (0)", "Ended (0)", and "Completed (0)". Below this is a section for "eRFxs - All" with options to "Change Query", "Define New Query", "Personalize", and "Show Quick Criteria Maintenance". A table with columns "Event Number", "Event Description", "Event Type", and "Event Status" is visible, but it is currently empty. At the bottom, it shows "Last Refresh 21.09.2011 08:14:47 CET" and a "Refresh" button.

- Under point “RFx and Auctions” the current biddings are displayed on which you can take part or for which you already placed an order
- Also you can see answers and results of biddings which already ended or for which you placed an order
- The function of biddings will be implemented in the next step



The screenshot displays the SAP Supplier Relationship Management (SRM) interface for vendor registration. The main title is "SAP SUPPLIER RELATIONSHIP MANAGEMENT". The breadcrumb navigation shows "Home > Lieferantenregistrierung > Änderung der Registrierungsdaten". The left sidebar contains a menu with "Lieferantenregistrierung" expanded to "Änderung der Registrierungsdaten". The main content area has tabs for "General Data", "Address Data", "Company Structure", and "Material Group". The "General Data" tab is active, showing a form with the following fields:

Basic Data	
Created At:	21.09.2011 07:56:33
Created By:	VD_REGIST
Changed At:	21.09.2011 07:58:42
Changed By:	MEIERHE
Supplier: *	lieferanten_leitfaden
DUNS: *	789456123
Responsible MGM:	LEHNERTM LEHNERTM
VAT Number: *	DE852147963
Tax Number:	

Below the form, there is a section titled "1) General" with the following questions and options:

- Is your company part of a group?
 - yes:
 - no:
- If yes, name and location of the company
 - Name:
 - Location:

- Under point „Vendor registration“ your data form the registration is display and you can edit it in case of changes for example in address or contact person

Thank you for your registration!

In case of questions or helpful suggestions feel free to contact the responsible purchaser