

# Supplier Manual Sourcing for Hochland SE

For:  
Hochland SE  
Kemptener Str. 17  
88178 Heimenkirch



- hereinafter referred to as the highlands -

version V 1.0  
Created by Onventis GmbH  
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Updated

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## 1. General Information

### 1.1. Purpose of this document

The purpose of this document is to describe the entire area of order processing in Onventis.

### 1.2. document information

<b>name</b>	Supplier_Guide_Order_processing_Onventis_Hochland_v1.0.docx
<b>document version</b>	1.0
<b>creation date</b>	28.05.2019
<b>version date</b>	28.05.2019
<b>Created by</b>	Onventis

### 1.3. version history

version	date	Updated from	Remarks and
1.0	28.05.2019	Onventis	Initial Version

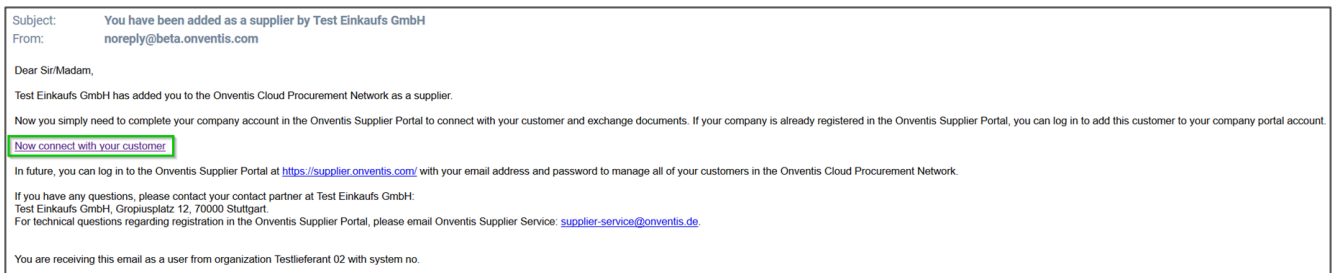
### 1.4. prerequisites

Before you can submit bids for RFX's, you must meet some basic requirements. You require the following for bidding:

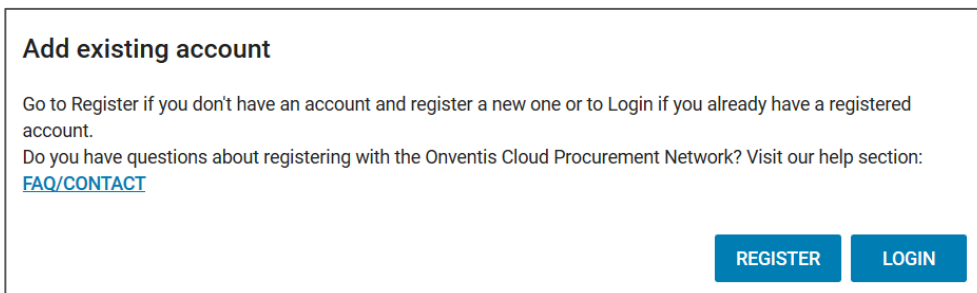
- Access to the Onventis Supplier Portal: The Onventis Supplier Portal gives you access to your customer's supplier account. Via the Onventis Supplier Portal you centrally maintain your organization master data, manage your users and can create additional supplier accounts for new customers. You log into the Onventis Supplier Portal with a central login (e-mail address) and can open all linked supplier accounts from there. If you do not yet have access to the Onventis Supplier Portal or do not yet have a supplier account, please contact your customer so that he can register for you.
- Supplier account: You can open your supplier account via the Onventis Supplier Portal. This is your own section in Onventis Buyer, which allows you to process orders and upload catalogs.
- Access data: In order to log in to the Onventis Supplier Portal and open your supplier account, you need the corresponding login data. If you do not have these, you can have them sent to you (again) by your customer at any time. See chapter 1.5Registration in the Onventis Supplier Portal.  
In addition, you can also use the "Reset password" function, which you can access directly via the login screen. Enter your e-mail address there. You will then receive an email with a link to reset your password.

## 1.5. Registration in the Onventis Supplier Portal

After your customer has created a supplier account, you will receive an e-mail containing a link to register to the Onventis Supplier Portal. To add a customer to your portal or to register your company in the portal, select the link "Now connect with you customer". You will be redirected to the Onventis Supplier Portal. Here you can register as a company in the Onventis Supplier Portal or log in with an existing account and link the new supplier account.



If you create a new access to the portal (button <Register>), you will be automatically identified and forwarded to registration step 2 "Personal data".



In step 2 of the registration, "Personal data", enter all relevant data for creating a personal user account. Mandatory fields are marked with an asterisk (\*).

1 Identification — 2 Personal Data — 3 Email Validation — 4 Company Data

Your Onventis account as "Demo Vendor Catalogmanagement" has been identified. Please complete your new Onventis Supplier Portal user profile if necessary and choose a new password:

*i* The registration is free of charge. You can add further users to your company account after the registration.

Gender: Male

First Name\*: Carl

Last Name\*: Catalogmanager

Position: E-Procurement Manager

Email\*: catalogmanager-01@demovendor.com

New Password\*: ●●●●●●

Repeat Password\*: ●●●●●●

I accept the [Privacy Statement\\*](#)

We will send you an email in order to validate your address. Please click on the link within 24 hours in order to proceed with the registration of your company

[← BACK](#)
CREATE NEW ACCOUNT

After sending the form data via the button < Create new account> you will receive an e-mail to the address entered in the E-mail (Login) field.

1 Identification — 2 Personal Data — 3 Email Validation — 4 Company Data

Thank you for registering your personal account. We have sent an email to catalogmanager-01@mailinator.com, please click on the link within 24 hours in order to continue your company registration.

Call up the mail in your mailbox and confirm your e-mail address by clicking the corresponding text link "Confirm e-mail address" in the e-mail.

**Activate your Onventis account**  
noreply@onventis.de [ noreply@onventis.de ]

---

Dear Carl Catalogmanager,

We are sending you this email because you have registered your Onventis user account.  
Please click on the following link to verify your email address, activate your account and proceed with your company registration:

[Confirm email](#)

Best regards,  
Your Onventis Team

After you have clicked the "Confirm Email Address" link in the confirmation email, step 3 of the "Email Validation" registration process will automatically appear in your browser. You will receive confirmation that the e-mail address has been validated. Click the <Next> button to proceed to the next step of the registration process.

In an intermediate step, they are asked to authenticate themselves with the previously validated e-mail address and the password specified in step 1.

In step 4, "Company data", enter the company name, address and other data about your company. When the VAT identification number is entered, a check is made as to whether this number is already registered in the VIES (Value Added Tax Information Exchange System) and an automatic duplicate check of the users registered in the portal is carried out.

If a company with this number has already registered in the Onventis network, the company cannot be added. A note appears in the input field:

If you still want to continue the registration by clicking the button <Complete registration>, the following dialog allows you to contact the administrator of the existing company account by message:

If a company does not have a VAT ID, registration can also be carried out without this information. For this purpose, the corresponding check mark must be set.

VAT ID	_____
	<input checked="" type="checkbox"/> My company does not have a VAT ID

Confirm the General Terms and Conditions of Use and complete the registration by clicking the corresponding button.

Identification
 Personal Data
 Email Validation
**4**  Company Data

Please complete your company data:

Company name*	Demo Vendor Catalogmanagement	
Company name 2	_____	
Address line 1*	Gropiusplatz 10	
Address line 2	_____	
Postal code*, City*	70563	Stuttgart
Country*	Germany <span style="float: right;">▼</span>	
Region	Baden-Württemberg <span style="float: right;">▼</span>	
Main contact email*	catalogmanager-01@demovendor.com	
Main contact phone*	+49711 123456789	
Fax	+49 711 68687512	
Homepage	https://www.onventis.de/	
VAT ID*	DE128936602	
DUNS	_____	
Tax ID	_____	
Currency*	EUR	
Management	_____	
Register	_____	
Register Number	_____	

I accept [General Terms and Conditions](#)\*

i The registration is free of charge.

COMPLETE REGISTRATION

After completion of the registration, you will receive a confirmation by e-mail. You are now officially part of the Onventis Network. In the next steps, you can create additional users in your company and give them access to the Supplier Portal. You can link vendor accounts of other existing customers via customer management and assign them to your employees. In addition, you can now start maintaining your supplier profile and enrich it with interesting information about your company.

**Your Onventis Supplier Portal Registration - Next Steps**

---

Dear Carl Catalogmanager,

Thank you for registering your company for the Onventis Supplier Portal. From now on you will be able to access your Onventis customers on <https://supplier-beta.onventis.com>.

Your next steps:

1. [Complete and publish your Supplier Profile](#) and be found by more than 550 buying organizations on the Onventis Platform.
2. [Create user accounts for your coworkers](#), in order to grant them access to your Onventis customers and the Supplier Profile.
3. [Add your company's existing Onventis customer accounts](#) and assign the right users to their accounts, so that you and your coworkers are able to access and manage all your Onventis customers through the Onventis Supplier Portal.

Best regards  
Your Onventis team

## 1.6. Login to the Onventis Supplier Portal and open your supplier account

The login to the Onventis Supplier Portal takes place for all users of the platform via a central entry page:

<https://supplier.onventis.com/>

**Tip: Save this link in your favourites list so that you can reach the account quickly at any time for processing orders or catalogues.**

By logging in with an e-mail address and the corresponding password, each user access is unique and assigned to a supplier organization. After successful authentication, the user accesses the dashboard of his supplier account.

Please log in to the Onventis Supplier Portal using your email address and your password.

Email  
catalogmanager-01@demovendor.com

---

Password  
●●●●●●●●

---

**LOGIN**

[RESET PASSWORD](#)

---

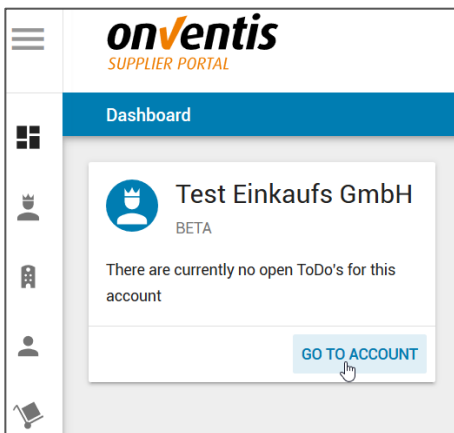
Is your company not yet registered in the Onventis Supplier Portal?

[LEARN MORE](#) [SIGN UP](#)

After logging in to the OSP, the user is taken to the portal home page, the dashboard. On this dashboard, each user receives an overview of all customers assigned to his user. Users can use these "customer tiles" to jump

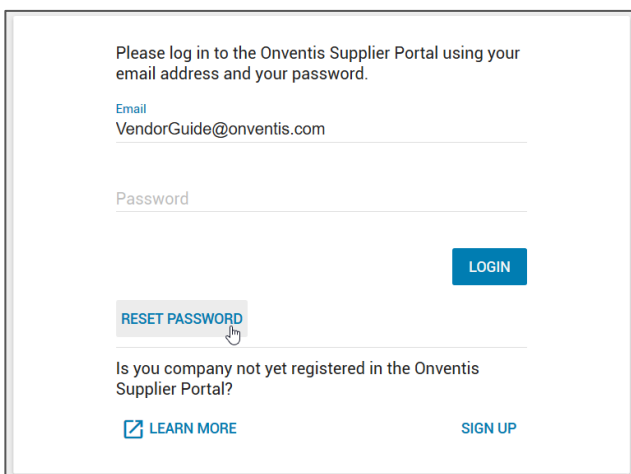


into the supplier account. The user is automatically authenticated and forwarded to the start page of the respective supplier account without an additional login.

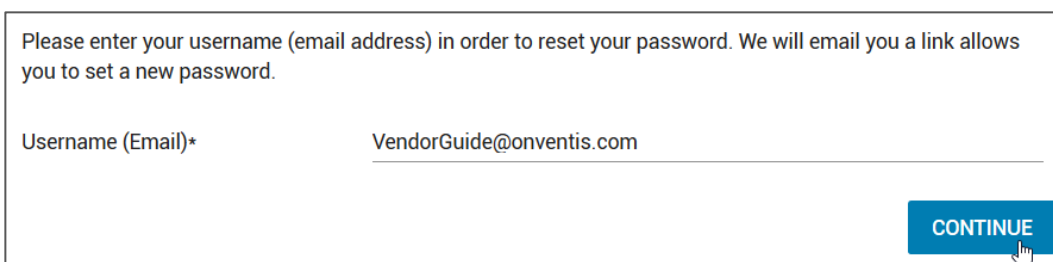


### 1.7. Password reset

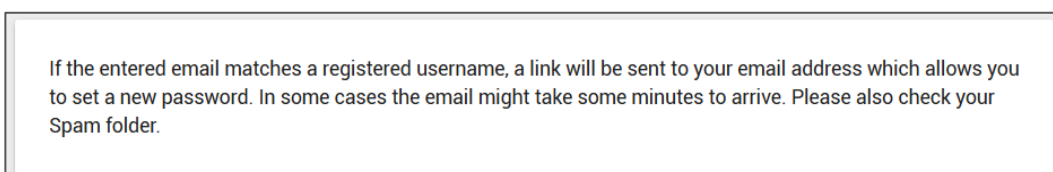
If the password of the access data is no longer known, it can be reset at any time by clicking on the button <Reset password> in the login window.



In the following dialog you can enter the e-mail address with which you would like to log in to the portal.



If this e-mail address is known, an e-mail containing a link will be sent to this address. The password can then be reset by clicking on the link in the corresponding e-mail.



## 2. Call for tenders / Offers for price inquiries

The following chapter gives an overview of the individual steps of the calls for tenders: confirmation of participation and submission of a tender.

The tendering process can include various process steps. These are displayed in the "Status" column in the order overview. The following process steps are possible:

- **PU**            Publication
- **CP:**           Confirmation of participation
- **BS:**           Bid Submission
- **AL:**           Allocation

Each process step can have a special status:

- **Dark blue:**        Process step completed
- **Light blue:**      Process step must be completed by the customer
- **Orange:**          Process step must be done by yourself

## 2.1. Dashboard overview

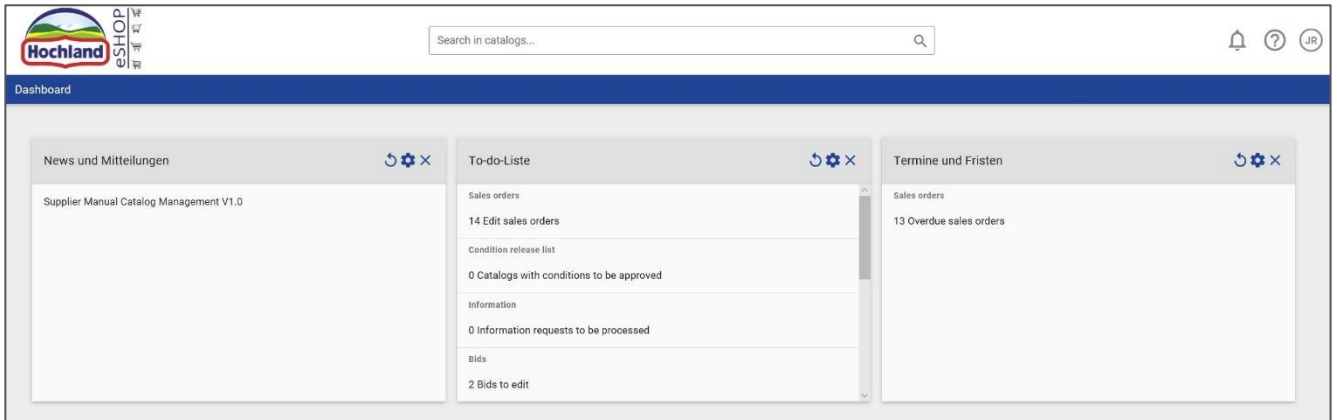
In your dashboard you will find the different widgets. Among other things, the to-do list. If you do not see these widgets, please add them using the <+> button at the bottom right of the screen.

Onventis recommends that all users create their own dashboards. Each user must make the settings individually.

The following overview shows the possibilities of the individual widgets of the dashboard:

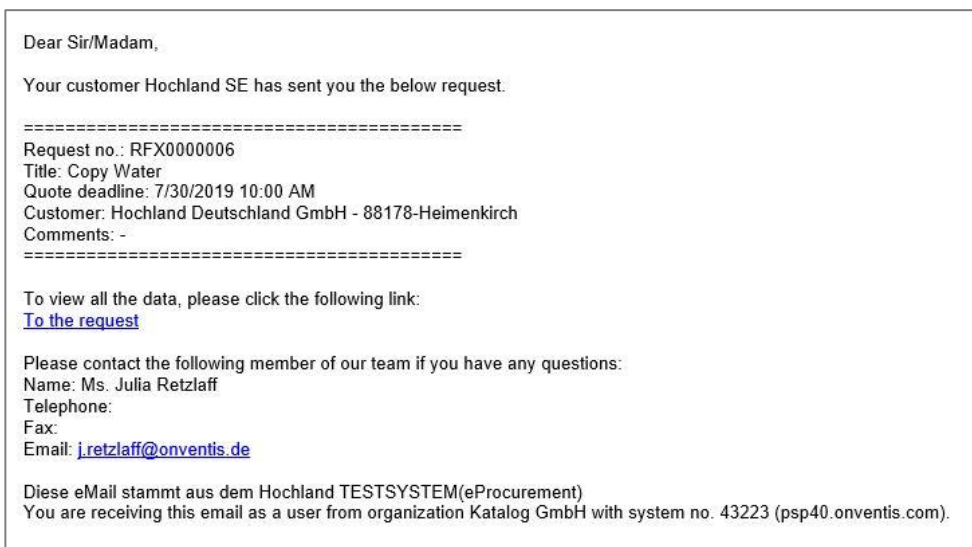
- News and announcements
  - Internal messages to users with relevance to the platform or other internal organizational processes or events.
  - Integration of guidelines for internal users and suppliers
  - Integration of further important information such as terms of purchase, terms of use, etc.
- to-do list
  - Shortcuts to important procedural processes such as approvals, conditions to be released, confirmation of order changes or goods receipts, etc.
  - Increased efficiency as the processes can be processed faster and restricted to the processes to be processed and reduced to a minimum
- Dates and deadlines
  - Quick overview of all overdue processes
- Recently opened documents
  - Shortcut to the tasks and configurations you last edited
  - Increase efficiency by quickly finding your way back to the topics you worked on last
- RSS feeds
  - Possibility of integrating external information sources for a quick market analysis

In the "to-do list" you will find all filtered orders from the respective customer that require confirmation, information or offers that need to be processed. Another widget also shows dates and deadlines.



**Abb. 1:** Dashboard - Widgets

If the customer has invited you to a new tender, you will be notified by e-mail and system message. It is possible to log in directly to the call for tenders via a link within this e-mail or to access the call for tenders via your registration in your respective account using the methods below.



**Abb. 2:** Invitation to tender by e-mail

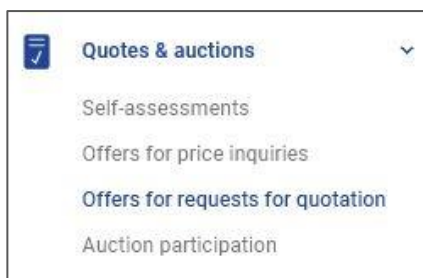
Depending on the customer's settings, a PDF file may be attached to the tender e-mail.

If you do not want to go to the tender via e-mail, you can also go to the "Offers" via the "To-do List". By clicking on the link of the offers to be processed, you will be forwarded to the offer list. All quotations to be processed are displayed.

No.	Title	Customer	Bidding deadline	Validity period for bid	Total	Status
000004	Angebot zu: Wasser Request for quotation no.: RFX0000005 1 Line Item(s)	Hochland Deutschland GmbH, Heimenkirch	12.07.2019	-	0,00 EUR	Being processed
000002	Angebot zu: Wasser Version 2 Request for quotation no.: RFX0000003 1 Line Item(s)	Hochland Deutschland GmbH, Heimenkirch	28.05.2019	30.06.2019	3,50 EUR	Sent
000001	Bids to: Brillenputztücher Request for quotation no.: RFX0000001 1 Line Item(s) 1 Question(s)	Hochland Deutschland GmbH, Heimenkirch	31.03.2019	-	0,00 EUR	Being processed

**Abb. 3:** Offers to be processed

Alternatively, you can also call up the list of offers to be processed via "Offers & Auctions" on the left in the menu bar.



**Abb. 4:** Offers & Auctions" Menu

## 2.2. Confirm participation

To confirm or reject participation in the RFX, click the RFX you want in the Bid Summary.



**Abb. 5:** Decline / Confirm participation

The customer will be informed of your participation by e-mail. You now have the opportunity to enter your data and submit an offer.

### 2.3. Preparation of the offer

In the basic information of the query, you will find an overview of all relevant data in relation to the query.

In the Vendor data area, you can enter a contact person and under the conditions, you can enter a quotation validity. In the Miscellaneous area, you can add cross-offer remarks or attach files. In order to submit an offer, the contact person and the validity of the offer must be specified.

<b>Supplier data</b>	
Company:	Katalog GmbH, Wuppertal
Contact person: *	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
E-mail: *	j.retzlaff@onventis.de
<b>Conditions</b>	
Bidding deadline:	31.03.2019 (dd.mm.yyyy) 00:00 (hh:mm)
Bid valid until: *	<input type="text"/> (dd.mm.yyyy)
Currency:	EUR
<b>Miscellaneous</b>	
External comment:	<input type="text"/>
Internal comment:	<input type="text"/>
File(s):	- <input type="button" value="Selection..."/>

**Abb. 6:** Supplier data and miscellaneous

One or more file can be attached by selecting < Selection>.

The requested article prices can be stored in the <items>. If a given quantity scale is inquired, these can be deposited, by clicking on the desired article the scale opens.

Line item ▲	Item	Quantity
1	Wasserkästen (New)	1 Box (Quantity scale available)

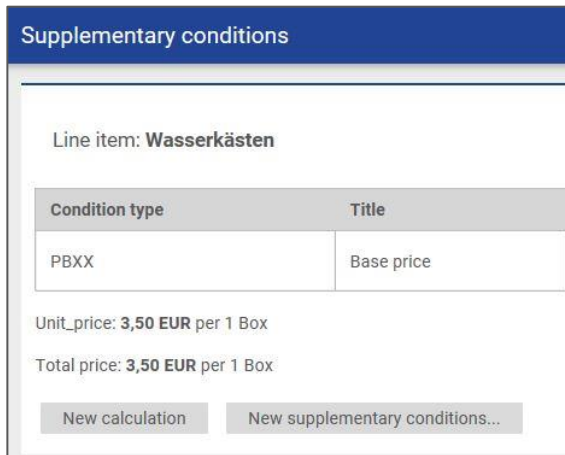
**Abb. 7:** quantity scale

You can now enter an article number, the unit price and the corresponding scale prices. If your customer uses this option, you can also define additional conditions. To do this, please use the <edit> field under surcharges/discounts.

Surcharges/Reductions:	Plus supplementary conditions: <input type="button" value="Edit ..."/>
------------------------	---

**Abb. 8:** Surcharges/Discounts

You can select and add appropriate additional conditions by choosing <New additional condition>.



**Abb. 9:** New supplementary condition

In addition to entering the offer via the web interface, it is also possible to export an Excel file via the <item export> and <item import> functions, edit it and then import it via the import function. This makes it easier to process a request with many items.



**Abb. 10:** Item export/import

In the "Questions" tab, the customer can include general and specific questions. These can be answered in the corresponding tab.

## 2.4. Submit an offer

To submit a binding offer, go to <Submit offer>. The customer will be informed by e-mail about the submission of your offer. In the overview of offers, the step AN now appears in light blue.



**Abb. 11:** Submit an offer

### 3. Auctions

#### 3.1. Invitation to an auction

Via Onventis your customer has the possibility to invite you to auctions. You will be informed about an auction by e-mail.

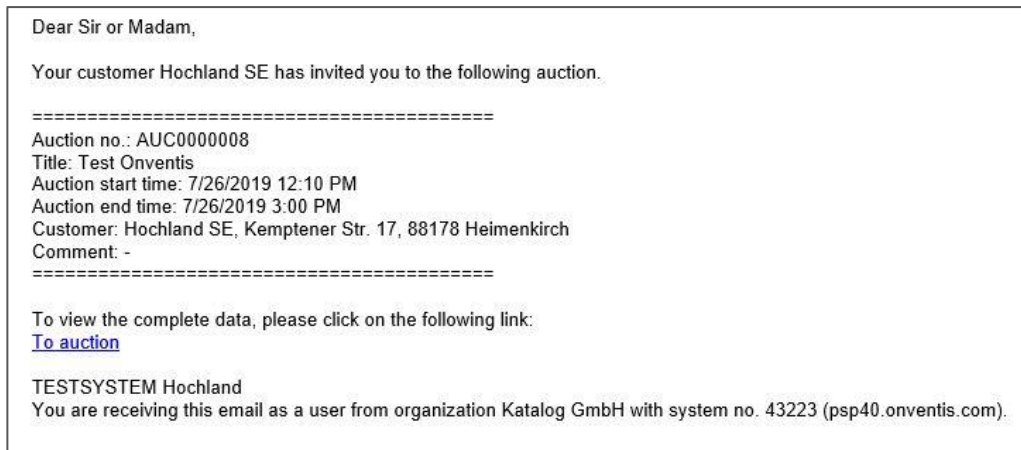


Abb. 12: Email Notification Invitation to Auction

You can go directly to the auction via the link in the e-mail or logged-in via the menu <Offers & Auctions> to get to the auction.

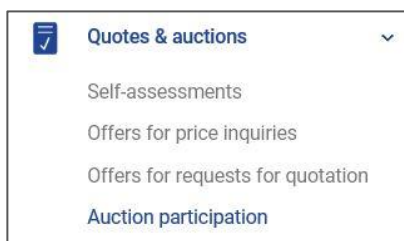


Abb. 13: Auctions & Offers

#### 3.2. Auction history

As with inquiries and purchase orders, the process flow of auctions is represented in the form of a workflow.

- **PU:** Publication
- **CP:** Confirmation of participation
- **CA:** Bid submission
- **AL:** Allocation

Running auctions are additionally marked with a hammer symbol. Paused auctions get the pause symbol. For canceled auctions the delete symbol is used, for archived auctions the tick symbol.



### 3.3. Confirm / cancel participation

To place a bid on the auction, open the auction by clicking on the auction title.

Via the tab <bids overview> you can view the details of the auction. If you want to participate in this auction, you have to <confirm participation>.

If you do not want to participate, you have the possibility to cancel your participation.



**Abb. 14:** Decline / Confirm participation

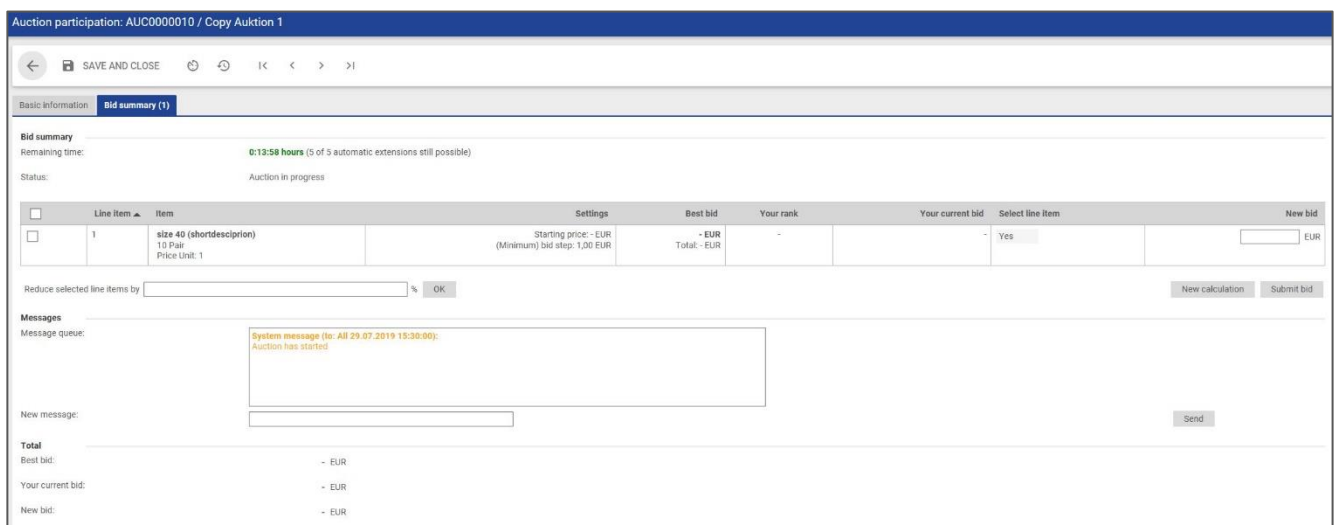
The customer will be informed by e-mail about your acceptance or rejection.

After confirming your participation, you must place your bid once the auction has started.

### 3.4. placing of a bid

A bid for the corresponding auction can only be placed after the start of the auction. Go to the auction and open the article in the tab <bid summary>.

In the settings, the start price, if specified by the customer, and the minimum bid steps are displayed for each item. In the column < New Bid> a bid can be placed and confirmed with < Submit Bid>.



**Abb. 15:** bid submission

After the bid has been placed, the current bid is displayed in the column of the same name.



**Abb. 16:** current bid

In the bid overview you can see the remaining time and the status of the auction.

Bid summary	
Remaining time:	0:20:19 hours (4 of 5 automatic extensions still possible)
Status:	Auction in progress

**Abb. 17:** Remaining time and status

At the end of the auction, the customer will be the knocker. You will be informed of the award by e-mail.

### 3.5. Dutch Auction

In addition to the usual English auction, the Dutch auction (reverse auction) is also available. In a typical online auction, the customer auctions an item with a starting price. Multiple suppliers can bid on the item during the auction, and the lowest bid at the end of the auction wins. In a Dutch auction, the auction process is reversed. Here the customer also auctions an item with a starting price, but the difference to the English auction is that the starting price increases during the auction. Suppliers can bid at any time, the longer they wait, the higher the price. In contrast to an English auction, where the highest bids can only be expected at the end of the auction, a Dutch auction can sell the item very quickly because the suppliers are under time pressure. If the bid is too late to reach a high price, the item may already have been sold to another bidder.

### 3.6. Entry of the bid quantity by the supplier at Dutch auctions

In Dutch auctions, the vendor can adjust the quantity he offers. The remaining quantity remains in the auction. So far only the total quantity could be offered.

For the vendor to be able to use the new function, the corresponding setting must be activated by the customer. As soon as the described right is active, the column <Bid quantity> appears on the supplier's tab <Bid overview>. The vendor can choose between a quantity of 0 and the maximum quantity.

Bid summary							
Remaining time:	0:00:16 hours (to next price increase)						
Status:	Auction in progress						
<input type="checkbox"/>	Line Item	Item	Settings	Your current bid	Bid quantity	Select line item	New bid
<input checked="" type="checkbox"/>	1	size 40 (shortdescription) 0 from 10 Pair Price Unit: 1	Starting price: 5,00 EUR (Minimum) bid step: 1,00 EUR	-	10 Pair	Yes	6,00 EUR Total: 60,00 EUR
<input checked="" type="checkbox"/>	2	size 41 (shortdescription) 0 from 10 Pair Price Unit: 1	Starting price: 5,00 EUR (Minimum) bid step: 1,00 EUR	-	10 Pair	Yes	6,00 EUR Total: 60,00 EUR
Submit bid for selected line items							

**Abb. 18:** Submit bid for partial quantity

### Only one bid can be placed during an auction!

The price at the time of bid submission is binding. The price of the remaining quantity increases according to the preset time interval.

If partial quantities of an article are assigned, this is indicated as follows. It is no longer possible to place a bid for this item. All other items are still available for auction.

## 4. Supplier profile and network search

With the Supplier Portal the possibility was created for you as a supplier to design a public company appearance, the so-called **supplier profile**. This profile is automatically published in the **Onventis Cloud Procurement Network** and can therefore be found via the new supplier search in the procurement solution Onventis Buyer as well as in the new **public Onventis supplier search**.

### 4.1. Maintain vendor profile

In principle, any organization registered in the OSP can create a profile and enter its company master data here. It is only the user that can be deposited on the supplier profile in various areas information about the company, which are available in the - subscription, are marked with an asterisk (\*):

- Title wallpaper\*
- company logo
- Company name + suffix
- slogan
- Contact details and contact persons
- basic data
- Legal information
- Brief description of the company
- Product and Service Gallery\*
- Product and service categories (eCl@ss)
- Delivery and service areas
- Customer References\*
- certificates
- eProcurement Integration
- Left
- Public link to profile

The better and more complete this information is maintained, the better your organization can be found in the Onventis Cloud Procurement Network.

## 4.2. Advantages of the supplier profile

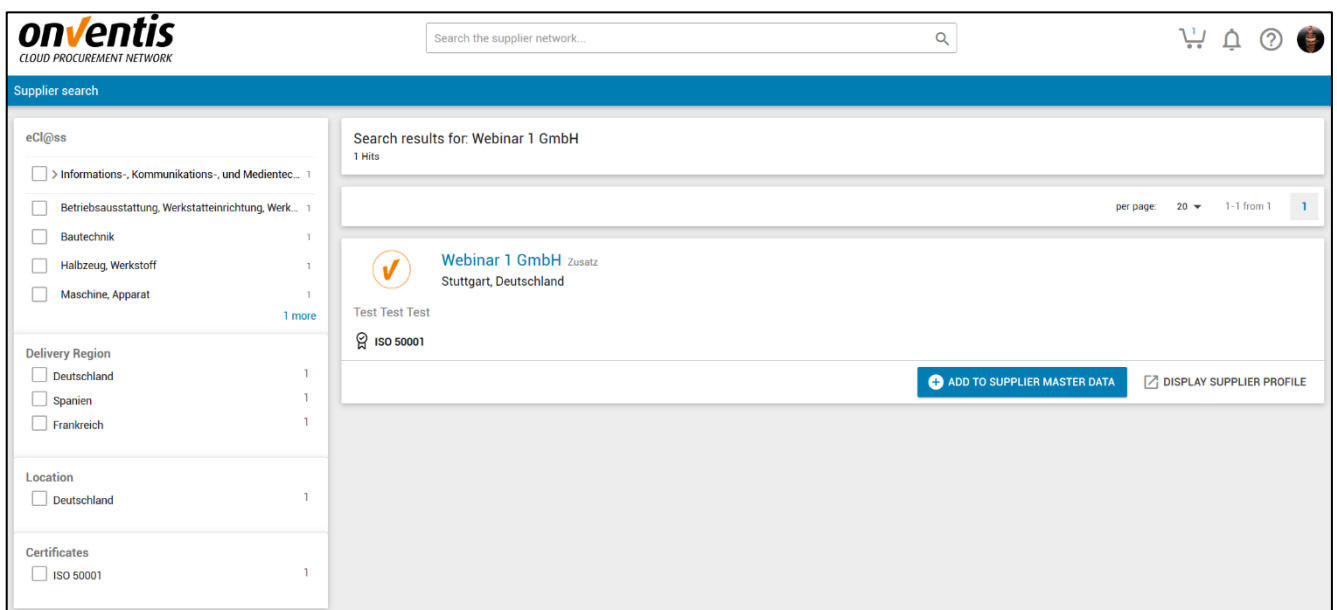
For suppliers, the supplier profile serves the external presentation of their own organization and the searchability in the Onventis supplier network. For purchasing companies, it is possible to identify new suppliers in the Onventis procurement network in addition to searching for already added suppliers in the supplier master. A supplier can be contacted directly via the contact data as well as via a contact form and added to the customer-supplier base in Onventis Buyer at the push of a button.

## 4.3. Supplier Profile in the Onventis Buyer Supplier Network Search

In the procurement solution "Onventis Buyer", purchasing organizations can select the function "Search in supplier network" in the central search field. The prerequisite for using this feature is the activation of the corresponding license. This can be used to find supplier profiles that have been created.



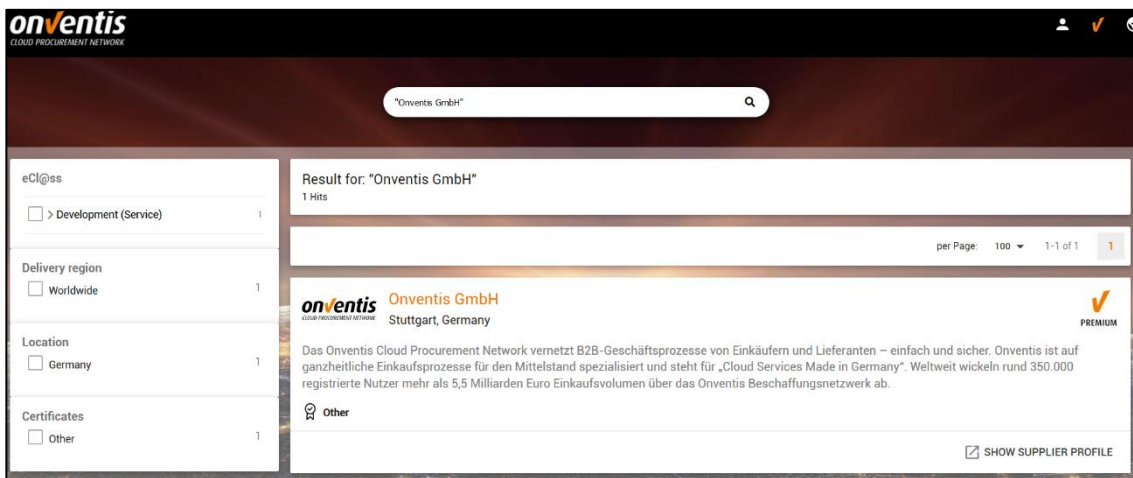
The search results page lists all suppliers whose data from the supplier profile matches the search query. Here a customer can get an overview of potential new suppliers and add them to his supplier master at the push of a button.



## 4.4. Supplier profile in the Onventis Public Supplier Search

A supplier profile can also be found via the "Onventis Public Supplier Search". This public search is included on the following Onventis website: <https://network.onventis.com/>





#### 4.5. subscriptions

There are no additional costs for the registration and use of the Onventis Supplier Portal. The free subscription, which every registered company automatically receives, already includes all basic functions for working with customers in the Onventis Network. Optionally, further fee-based subscriptions can be taken out, which offer additional added value.

#### 4.6. Available subscriptions

The following subscription levels are currently available: -offer with all functions for cooperation with Onventis customers, in particular central customer administration, user and access administration and supplier profile. Package with extended supplier profile areas cover picture, slogan, product gallery, customer references and individual links (see chapter 10) as well as guaranteed searchability in the public supplier search.\*