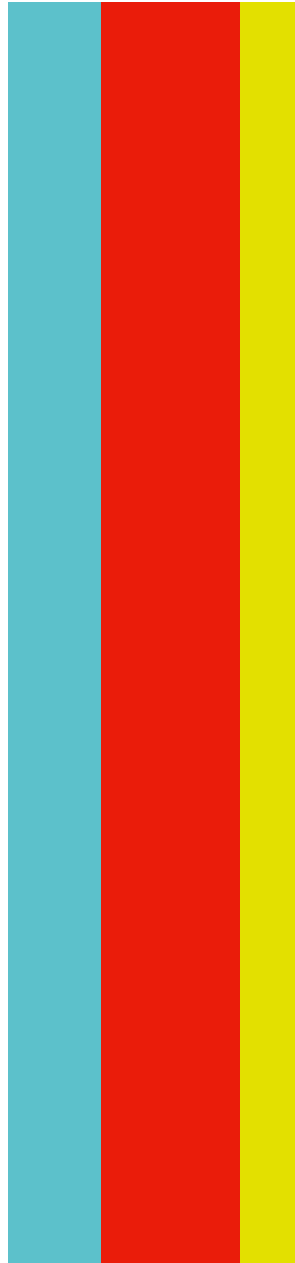


E.ON Supply Chain
04.10.2018

Supplier Onboarding

Step-by-step instructions

e.on



Introduction

Dear supplier,

to maximize the value of interaction with suppliers and to ensure groupwide transparency on suppliers and their products and services E.ON uses a consistent approach of tool-aided supplier relationship management (SRM).

Supplier Onboarding is the process step of the SRM process ensuring that existing and new suppliers meet certain criteria to comply with E.ON's minimum requirements. Most of the steps related to the Supplier Onboarding process are conducted within an online portal.

As a new Suppliers you must use the Supplier Self Registration (SSR) to enter your company information. After a successful SSR you are already allowed to be invited to tenders and eAuctions.

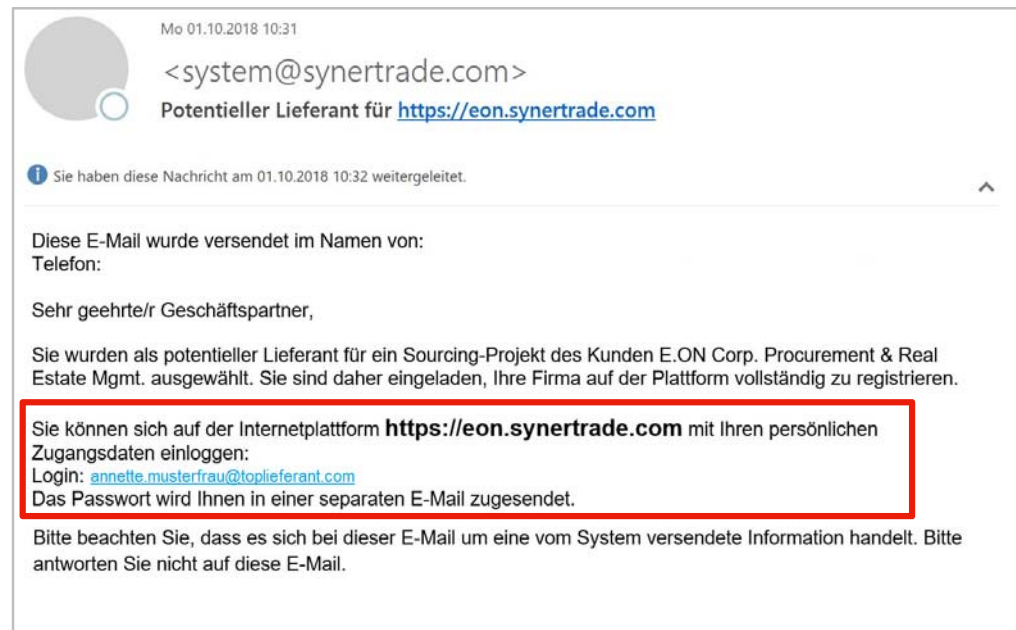
Within the further steps of the Supplier Onboarding process you may –if required- be asked to fill out questionnaires and provide documents and certificates via the online portal. Once you have successfully passed the Supplier Onboarding process you get the material-group specific approval to receive Purchase Orders.

This guide serves the the purpose of helping you perform a successful Supplier Onboarding. In case of questions regarding the process please contact your responsible E.ON purchaser. For technical questions about the usage of the online portal please contact the provider SynerTrade via phone (+49-800-5893334) or mail (support.eon@synertrade.com).

Invitation to the E.ON Supplier-Self-Registration (SSR)

Congratulations!

- As soon as you receive this eMail you are invited as a potential supplier for E.ON.
- Please use the link and login provided in the eMail to access the portal.
- The one-time login password is sent in a separate eMail.





<https://eon.synertrade.com>

Login into the online portal

e-on

Willkommen, bitte Zugangsdaten eingeben

 brian.happy@topsupplier.com



Passwort zeigen

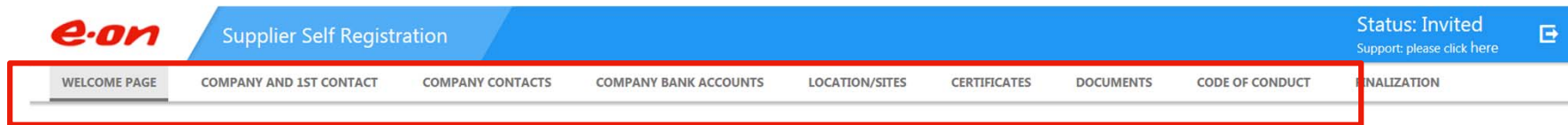
Angemeldet bleiben

[Anmelde-Probleme?](#)

[Sprache ändern](#) [Accelerate Kompatibilitätstest](#)

- Please use the link and login provided in the eMail to access the portal.
- The one-time login password is sent in a separate eMail.
- In case you forgot or lost your password, you can retrieve it by clicking the link "Can not log in?"

Welcome to the Supplier-Self-Registration



Welcome to the E.ON Supplier Self Registration (SSR) platform.

Welcome to the E.ON Supplier Self Registration (SSR) platform. You will be guided through all registration steps. The complete SSR process should take 5-10 min.

The mandatory fields are marked in RED, and the mandatory documents (e.g. from drop down fields) are identified with an asterisk (*). Feel free to provide all relevant information about your company, besides the mandatory fields and documents.

Please note that you are responsible for the correctness of the provided information. If you have questions, please contact our support team.

NEXT

- After successful registration you will see the welcome page of the online portal.
- All the tabs displayed are part of the registration process.
- In order to „SAVE“ and jump to each section you always need to click “NEXT”.

Supplier Self Registration: Sheet „Company and 1st Contact“

Supplier Self Registration

COMPANY AND 1ST CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS LOCATION/SITES CERTIFICATES DOCUMENTS CC

supplier self-registration process.

Complete the fields below with your company and your personal data. Fields are marked in RED. Click "Next" to continue with the next step.

COMPANY INFORMATION

Company Top Supplier

Name 2 Products and Services

Address / House No E.ON-Allee 3-5

Postal code 84036

City Landshut

State _____

Country Germany ▼

Language English (UK) ▼

Phone _____

Fax _____

E-mail info@topsupplier.com ✕

Website _____

PERSONAL INFORMATION

Company and 1st contact

- Please enter the requested contact information for your company and the first contact person.
- Mandatory fields are underlined red (this also applies to the field on the following pages).
- Klick on „NEXT“ to get to the next sheet..

Please enter the e-mail address of the future contact person. All communication / transmission of Purchase Orders after release of supplier Self Registration will be done via this e-mail address!

Supplier Self Registration: Sheet „COMPANY CONTACTS“

e-on Supplier Self Registration Status: Invited
Support: please click here

WELCOME PAGE COMPANY AND 1ST CONTACT **COMPANY CONTACTS** COMPANY BANK ACCOUNTS LOCATION/SITES CERTIFICATES DOCUMENTS CODE OF CONDUCT FINALIZATION

This is step 2 / 8 of the supplier self-registration process.
Please indicate your colleagues. After you have saved your data, click "Next" to continue your registration.

Search All

New contact

NO.	<input type="checkbox"/>	↔	SALUTATION	ACADEMIC TITLE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	MOBILE/CELL
1	<input type="checkbox"/>		Mr.		Brian	Happy	<input checked="" type="checkbox"/>	brian.happy@radmanesch.com	12345678	
2	<input checked="" type="checkbox"/>	<input type="button" value="⋮"/>	Mr. <input type="button" value="▼"/>	Dr. Prof.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click on „New Contact“ to create one or several new contact persons.
- Click on and then on „Apply“ to save your entries for a contact.
- Click on „NEXT“ to get to the next sheet.

Supplier Self Registration: Sheet „COMPANY BANK ACCOUNTS“

e-on Supplier Self Registration Status: Invited
Support: please click here

WELCOME PAGE COMPANY AND 1ST CONTACT COMPANY CONTACTS **COMPANY BANK ACCOUNTS** LOCATION/SITES CERTIFICATES DOCUMENTS CODE OF CONDUCT FINALIZATION

Step 3/8 of the supplier self-registration process. Please indicate your company's bank accounts. Mandatory fields are marked in RED. After you have saved your data, click "Next" to continue with the next step.

Search All

NO.	<input type="checkbox"/>	DEFAULT <input type="button" value="v"/>	BANK NAME <input type="button" value="v"/>	STREET <input type="button" value="v"/>	CITY <input type="button" value="v"/>	COUNTRY <input type="button" value="v"/>	BANK ACCOUNT NUMBER <input type="button" value="v"/>	BANK NUMBER
1	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	Max-Plank-Ring 17	Hamburg	Germany <input type="button" value="v"/>	123456789	987654321

- Click on „New“ to enter new bank accounts. You can create a separate account for each currency.
- Click on and then on „Apply“ to save your entries for the bank account.
- Click on „NEXT“ to get to the next sheet.

Supplier Self Registration: Registerkarte „LOCATIONS/SITES“

e-on Supplier Self Registration Status: Invited
Support: please click here

WELCOME PAGE COMPANY AND 1ST CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS **LOCATIONS/SITES** CERTIFICATES DOCUMENTS CODE OF CONDUCT FINALIZATION

Step 4/8 of the supplier self-registration process. Please indicate the relevant company locations. Click on button "New" to insert a new line. After you have saved your data, click "Next" to continue with the next step.

Search All

New

NO.	<input checked="" type="checkbox"/>	<input type="button" value="↔"/>	LOCATION/SITE	TYPE	SITE ADDRESS	CITY	POSTAL CODE	STATE	COUNTRY
1	<input checked="" type="checkbox"/>	<input type="button" value="⋮"/>		Production	Heinrich-Hertz-Allee 27	Berlin	10178		Germany

- Click on „New“ to enter new locations/sites.
- Click on and then on „Apply“ to save your entries.
- Click on „NEXT“ to get to the next sheet.

Supplier Self Registration: Sheet „CERTIFICATES“

Supplier Self Registration

Status: Invited
Support: please click here

WELCOME PAGE COMPANY AND 1ST CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS LOCATION/SITES CERTIFICATES DOCUMENTS CODE OF CONDUCT FINALIZATION

Step 5/8 of the supplier self-registration process. As a minimum, the Business certificate. After you have saved your data, click "Next" to continue. Click on button "New" to insert a new

It is mandatory for your registration that you upload a business letter of your company according to the instructions below. Please label the business letter as „* Letter Head“

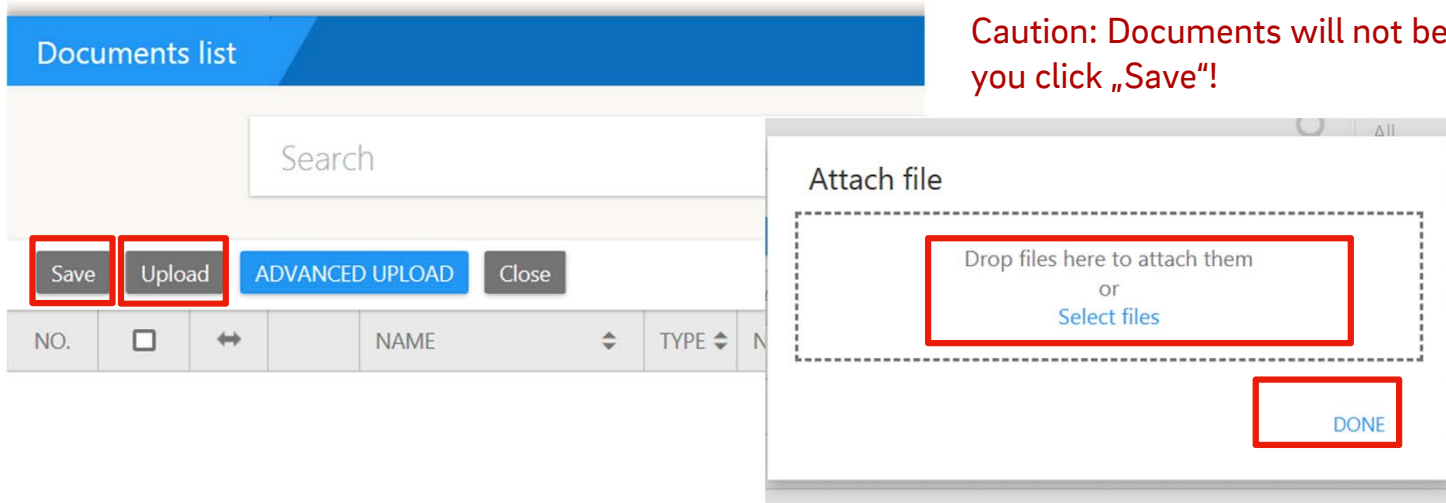
New

NO.		CERTIFICATE NAME	VALIDITY DATE	CERTIFICATION AUTHORITY	VALIDITY DATE
1	<input checked="" type="checkbox"/>	Apply	Letter head	1	Top Supplier AG

Apply

- Click on „New“ to upload new certificates.
- Select the relevant certificate in the drop-down in the column „Certificate Name“ .
- Please enter for each certificate the validity dates in the fields „Valid from“ and „Valid until“.
- You can upload related documents by clicking on (see description on next page).
- Click on and then on „Apply“ to save your entries.
- Click on „NEXT“ to get to the next sheet.

Upload documents in document list



Caution: Documents will not be uploaded to the document list unless you click „Save“!

- Click on „Upload“ to upload new documents.
- A window will pop up. There you can add one or more documents via „Drag & Drop“ or by selecting them in a browser (link „Select files“).
- After successful upload close the window by clicking „DONE“.
- Save your changes in the document list by first clicking on „Save“ and then on „Close“.

Supplier Self Registration: Sheet „DOCUMENTS“

Step 6/8 of the supplier self-registration process. Please share with us further relevant documents about your company (e.g. company presentation(s), your internal Code of Conduct, overview of machinery park, product specifications). After you have saved your data, click "Next" to continue with the next step.

Upload

DOCUMENTS

Back to overview **Upload**

NO.	TYPE	NAME OF THE DOCUMENT / LINK	CONTENT	COMMENT
1	File	<input type="text"/>	<input type="text"/> <input data-bbox="1451 783 1541 799" type="button" value="Durchsuchen..."/>	<input type="text"/>
2	File	<input type="text"/>	<input type="text"/> <input data-bbox="1451 831 1541 847" type="button" value="Durchsuchen..."/>	<input type="text"/>
3	File	<input type="text"/>	<input type="text"/> <input data-bbox="1451 871 1541 887" type="button" value="Durchsuchen..."/>	<input type="text"/>
4	File	<input type="text"/>	<input type="text"/> <input data-bbox="1451 919 1541 935" type="button" value="Durchsuchen..."/>	<input type="text"/>
5	File	<input type="text"/>	<input type="text"/> <input data-bbox="1451 959 1541 975" type="button" value="Durchsuchen..."/>	<input type="text"/>

- If needed, you can upload further documents for E.ON.
- Click on „Upload“. A window will pop up. You can select documents for upload.
- Click on „NEXT“ to get to the next sheet.

Supplier Self Registration: Sheet „Supplier Code of Conduct“

e-on Supplier Self Registration Status: Invited
Support: please click here

WELCOME PAGE COMPANY AND 1ST CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS LOCATION/SITES CERTIFICATES DOCUMENTS

Step 7/8

Dear Supplier,

i E.ON expressly recognises the ten principles of the UN Global Compact and actively supports these fundamental principles through the application of stringent ethical and moral business standards. These principles also play an important role in the relationship with our suppliers. Please download the complete [E.ON Supplier Code of Conduct](#) and confirm that you accept it by selecting 'Yes' in the corresponding field below.

Publish

LEVEL	QUESTION	ANSWER
1	BY SELECTING THE ANSWER YES, I CONFIRM THAT MY COMPANY ACCEPTS THE EON CODE OF CONDUCT	<input type="button" value="YES"/>

Accepting the Supplier Code of Conduct is a mandatory step in the Supplier Self Registration. The process cannot be continued unless the Code of Conduct has been accepted.

- On this sheet you need to accept the E.ON Supplier Code of Conduct.
- You can download this document in different languages via the Link.
- Select „YES“ in the drop-down list and click „Publish“.
- Click on „NEXT“ to get to the next sheet.

Supplier Self Registration: Sheet „FINALIZATION“



Supplier Self Registration

WELCOME PAGE

COMPANY AND 1ST CONTACT

COMPANY CONTACTS

COMPANY BANK ACCOUNTS

LOCATION/S

Caution: After clicking „FINISH PROCESS“ you cannot change the information entered during the Supplier Self Registration anymore.!

Thank you for your registration

7Step 8/8 of the supplier self-registration process.

Have you made sure that all relevant information is provided and correct?

Then please proceed by clicking the 'Finish Process' button. You will get contacted by E.ON for further steps. In case of any question please contact your E.ON buyer. Please download the complete [E.ON Supplier Code of Conduct](#) and confirm that you accept it by selecting 'Yes' in the corresponding field below.

Please download

ing 'Yes' in the corresponding field below.



Registration With Success

PREVIOUS

FINISH PROCESS

➤ Check the data entered and confirm by clicking „FINISH PROCESS“.

Lieferantenselbstregistrierung: Registrierung erfolgreich abgeschlossen



Registration With Success

Thank you very much!

- You have completed the Supplier Self Registration. Modifications of your data are only possible upon request by E.ON.
Your account to the online platform will be deactivated.
- In case of incomplete or incorrect information your registration will be rejected and sent back to you for correction.
- You will be contacted via e-mail as soon as your registration has been checked and released by E.ON. Then you can already be invited to tenders and electronic auctions.

Continue Supplier Onboarding Process



<https://eon.synertrade.com>

- In case of further missing details, the responsible E.ON buyer can reopen your access to the Onboarding process.
- Then you will receive an e-mail asking you to add the missing information in the online platform.
- The link in the e-mail leads to the online platform, on which you can continue the Supplier Onboarding Process.
- Please use the login credentials provided to you and the password you selected.

Display settings in online platform

e-on SynerSpace

Filters All

Choose your content

Hello, for your convenience, we have hidden all the Synerspace cards. Please choose only the cards you want to see, or later, use the "Manage Cards" window to show more.

? Introduction (0) Dynamic cards

Favourites

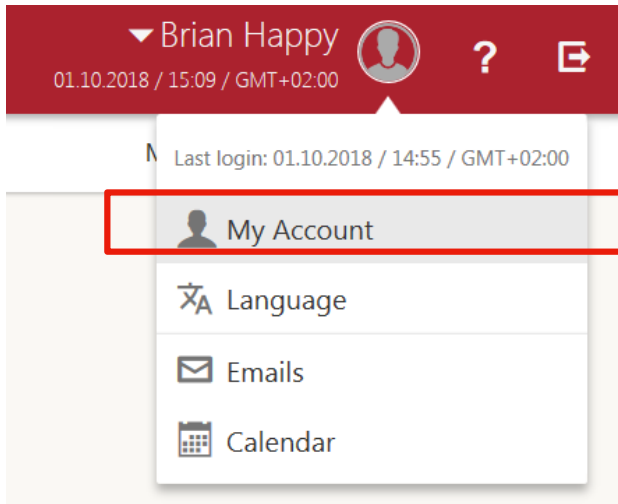
[CLOSE](#) [APPLY](#)

e-on SynerSpace Brian Happy 01.10.2018 / 15:08 / GMT+02:00

Filters All [Manage Cards](#) Favorite apps ▾

- At your first login at the online platform, you need to select the content to be displayed on your start page (SynerSpace).
- You can modify these settings anytime by clicking on „Manage Cards“.

Overview on requested questionnaires

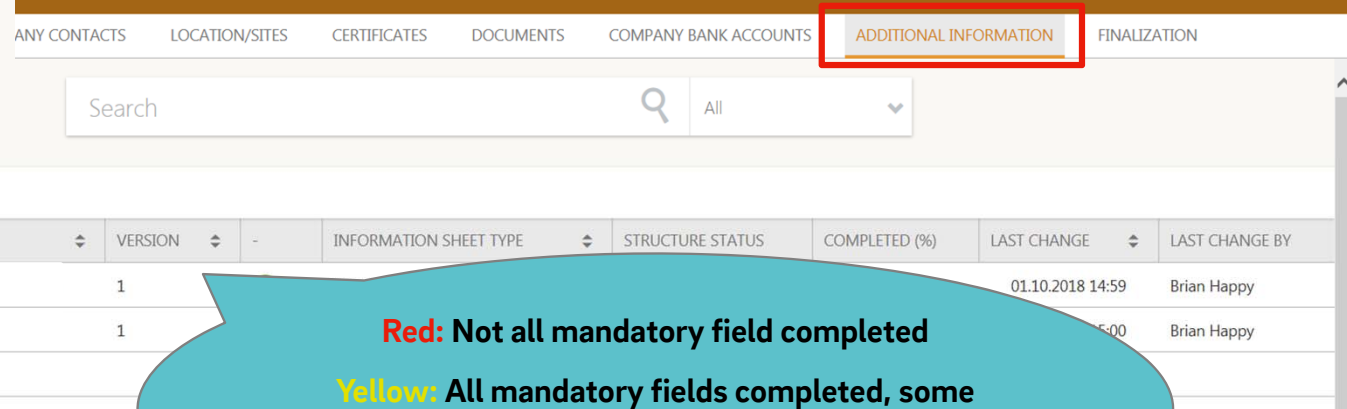


▼ Brian Happy
01.10.2018 / 15:09 / GMT+02:00

Last login: 01.10.2018 / 14:55 / GMT+02:00

- My Account
- Language
- Emails
- Calendar

- To show requested questionnaires please select „ADDITIONAL INFORMATION“ in „My Account“.
- The status of each questionnaire is shown via a traffic light system.
- To fill a questionnaire, please click on the name of the questionnaire.



ANY CONTACTS LOCATION/SITES CERTIFICATES DOCUMENTS COMPANY BANK ACCOUNTS **ADDITIONAL INFORMATION** FINALIZATION

Search [] All []

Configure

NO.	QUESTIONNAIRE	TAB	VERSION	-	INFORMATION SHEET TYPE	STRUCTURE STATUS	COMPLETED (%)	LAST CHANGE	LAST CHANGE BY
1	BOQ Questionnaire		1					01.10.2018 14:59	Brian Happy
2	HSE Questionnaire		1					15:00	Brian Happy

Red: Not all mandatory field completed
Yellow: All mandatory fields completed, some optional informatino missing
Green: All fields completed

Completing a questionnaire

e-on Brian Ha 01.10.2018 / 14:58 / G

Personal Settings **Top Supplier Potential**

PROFILE PERSONAL SETTINGS COMPANY CONTACTS LOCATION/SITES CERTIFICATES DOCUMENTS COMPANY BANK ACCOUNTS **ADDITIONAL INFORMATION**

BOQ QUESTIONNAIRE

Back to overview Save as draft Publish Undo Export Print

LEVEL	QUESTION	ANSWER
1	1. GENERAL	
1.1	APPLICATION OF LAW	
1.1.1	Do you abide by the laws and bylaws of all the countries in which the products/services will be delivered?	<input checked="" type="radio"/> Yes <input type="radio"/> No
1.1.2	Do you fulfill all national laws and regulations in all of your manufacturing/location sites?	<input checked="" type="radio"/> Yes <input type="radio"/> No
1.1.3	Do you abide by the data security laws and bylaws of all the countries in which the products/services will be delivered?	<input type="checkbox"/> E.ON UK <input checked="" type="checkbox"/> E.ON Germany <input type="checkbox"/> E.ON Czech Republic <input type="checkbox"/> E.ON Denmark <input type="checkbox"/> E.ON Hungary <input type="checkbox"/> E.ON Italy <input type="checkbox"/> E.ON North America <input type="checkbox"/> E.ON Romania <input type="checkbox"/> E.ON Sweden
1.1.4	Please specify the countries, where E.ON has operations, to which you can deliver:	<input type="checkbox"/> E.ON UK <input checked="" type="checkbox"/> E.ON Germany <input type="checkbox"/> E.ON Czech Republic <input type="checkbox"/> E.ON Denmark

- Answer the questions in the questionnaire.
- Mandatory fields are underlined red.
- If required, additional documents and certificates need to be uploaded.
- After completing a questionnaire you can „Save as draft” or „Publish”.
- By clicking on „Back to overview” you get back to the overview page of your profile.

Overview on requested questionnaires

Personal Settings **Top Supplier Potential**

PROFILE PERSONAL SETTINGS COMPANY CONTACTS LOCATION/SITES CERTIFICATES DOCUMENTS COMPANY BANK ACCOUNTS **ADDITIONAL INFORMATION** FINALIZATION

Search [] All [v]

NO.	QUESTIONNAIRE	TAB	VERSION	-	INFORMATION SHEET TYPE	STRUCTURE STATUS	COMPLETED (%)
1	BOQ Questionnaire		1	✓	Supplier Information Sheet	Online	100%
2	HSE Questionnaire		1	✓	Supplier Information Sheet	Online	100%

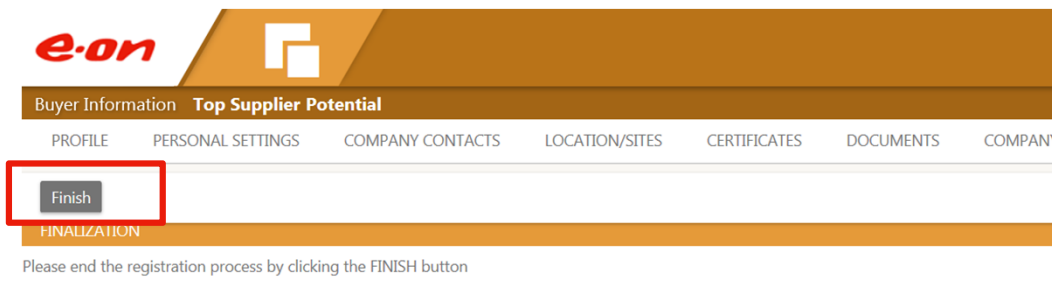
Red: Not all mandatory field completed

Yellow: All mandatory fields completed, some optional informatino missing

Green: All fields completed

- The sheet „ADDITIONAL INFORMATION“ will show you the status and completion rate of the questionnaires.
- After completing all required questionnaires you can close the process by clicking „FINALIZATION“.

Close Supplier Onboarding



**In case of questions regarding Supplier Onboarding,
please refer to the responsible E.ON buyer.**

**For technical questions please refer to the technical
hotline of the supplier SynerTrade
(+49-800-5893334) bzw. per eMail
(support.eon@synertrade.com).**

Thank you very much!

- Close the Supplier Onboarding by clicking „Finish“
- In case of missing or incorrect information, questionnaires will be rejected and sent back to you.
- You will be contacted via e-mail when your information has been reviewed and released. Then you receive an approval to receive purchase orders for products or services in certain material groups.
- We are looking forward to a good cooperation!