



# Registering in the Supplier Portal

Supplier Guide

## Contents

1. General.....	3
2. System Requirements .....	4
3.1. New Registration by Prospective Suppliers .....	5
3.2. Registration by Existing Suppliers .....	6
4. Signing in to the Supplier Portal.....	6
5. Steps in the Registration Process .....	7
5.1. Step 1 - Registration .....	7
5.2. Step 2 - Company Data .....	7
5.3. Step 3 - Contact Persons .....	8
5.4. Step 4 - Product Groups.....	9
5.5. Step 5 - Questionnaire and Certificates.....	10
5.6. Step 6 - Publishing Your Profile .....	11
6. Queries by the Purchasing Department .....	11

## 1. General

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Registering in the Silbitz Group Supplier Portal offers all suppliers the possibility of structured and electronically collaboration with the Purchasing Department of the Silbitz Group. Passing through the registration process is obligatory for prospective suppliers to be released for inquiries after the approval process by the Purchasing Department. For existing suppliers, it is necessary to check the supplier profile and to complete it if necessary.

The registration process is multi-level and can be carried out in a short time. In the first step, general company and contact data are queried, then contact persons for various areas can be maintained and the product groups to be supplied selected. A two-page supplier questionnaire has to be filled in under the company profile section. On the second page, certificates held by your company can be uploaded for different categories. By entering the validity date, you will be informed automatically in the future before the certificate expires and can update it in the supplier portal.

Mandatory fields are flagged with an asterisk (\*) and must be completed. Optional questions do not have to be completed, however, the completeness of the questionnaire has a positive influence on the decision.

The individual steps during processing can be saved with "Save" and continued at a later time. Only by "Publish" the profile is transferred to the Purchasing Department and initiates the review and approval process.

If the registration is complete and corresponds to the expectations of the Silbitz Group, you are accepted as a supplier in our supplier pool and set to the status "Released". Should questions arise during the review and approval process or if the results do not meet the expectations of the Silbitz Group, you will be notified by email by the responsible buyer.

## 2. System Requirements

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Cooperating with the Silbitz Group over the Pool4Tool platform is web-based. The IT equipment you use for this therefore needs to meet minimum requirements.

- PC with at least 1 GHz processor and 256 MB RAM
- Screen resolution of at least 1024 x 786 (recommended: 1280 x 1024)
- Internet connection with at least 56 Kbit/s (recommended: ISDN or better)
- Firewall settings must allow outgoing HTTP and HTTPS connections
- Internet browser installed (see below)
- Java JRE 7

You can perform a compatibility check on the Pool4Tool homepage using the following link:

[https://www.pool4tool.com/browser\\_check.php](https://www.pool4tool.com/browser_check.php).

The following summary lists the browsers Pool4Tool supports and their respective versions:

Browser	Version	Supported
Internet Explorer 	11.0 or higher	Yes
Firefox 	4 or higher	Yes
Chrome 	20 or higher	Yes
Safari 		No
Opera 		No

Chrome and Firefox can be used with the default settings. If you use Internet Explorer, please check whether the existing settings match the settings recommended by Pool4Tool to avoid errors. The related browser documentation along with the recommended settings and setup guide are available under the following link:

<https://www.pool4tool.com/cms/fileadmin/techn. Downloads/Browserdocumentation.pdf>.

### 3.1. New Registration for Prospective Suppliers

Prospective new suppliers can begin the registration process on the registration page following the link [www.pool4tool.com/portal/sgr/register.php?l=eng](http://www.pool4tool.com/portal/sgr/register.php?l=eng)

I'm already a supplier for POOL4TOOL

**General company data**

Company name\*: Demosupplier

Street\*: Dr.-Maruschky-Str. 2

Zip code\*: 07613

City\*: Silbitz

Country\*: Germany

Telephone\*: +49 36693 129625

Fax: +49 36693 80255

E-Mail\*: info@silbitz-group.com

Homepage: www.silbitz-group.com

**D-U-N-S\*:** 123456789

The DUNS-number is an international standard to clearly identify companies. Please visit [www.upik.de](http://www.upik.de) for further information and to check for your DUNS-number.

If your company already has an account with Pool4Tool, you can skip this step by ticking the "I'm already a supplier for POOL4TOOL" box.

The DUNS number allows us to uniquely identify your company in our Supplier Management System. If you do not know your DUNS number, you can search for it or apply for one at [www.upik.de](http://www.upik.de).

**Plants\*:**

- EUROCAST Košice - (Slovakia)  
Vstupný areál U. S. Steed, 04454 Košice
- Silbitz Group GmbH - (Germany)  
Dr.-Maruschky-Strabe 2, 07613 Silbitz
- Silbitz Group Staßfurt AWS GmbH - (Germany)  
An der Lieche 5, 39418 Staßfurt
- Silbitz Guss GmbH - (Germany)  
Dr.-Maruschky-Strabe 2, 07613 Silbitz
- ZGG-Zeltzer Guss GmbH - (Germany)  
Naumburger Straße 52, 06712 Zeltz

Select one or more Silbitz Group plants you wish to supply.

**Contact person data**

Salutation\*: This person is the portal admin and can add additional people, change message responsibilities and company data. Mr.

First name\*: John

Last name\*: Doe

Department\*: Administration

Telephone\*: +49 36693 129625

E-Mail\*: john.doe@silbitz-group.com

Loginname\*: You will receive your password via E-mail after successful registration. john.doe

You can open the Supplier Code Of Conduct by clicking on the link shown. Please read it in full and confirm acceptance by ticking the box.

I have read the Silbitz Group Supplier Code of Conduct and confirm adherence by my company.  
[SilbitzGroup\\_SupplierCodeOfConduct.pdf](#)

I agree that POOL4TOOL AS uses the data, entered in the course of the registration on the supplier portal of Silbitz Group GmbH, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of POOL4TOOL to have access via the 2relation.com platform. The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.

You can publish your company data for the Pool4Tool marketplace if you wish to. However, this is not necessary to cooperate with the Silbitz Group.

[Check data](#)

Once you have completed all the fields, click on "Check Data" to check your entries. Once your entries have been checked, the button changes to "Send" and you can send the form.

### 3.2. Registration for Existing Suppliers

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Existing suppliers of the Silbitz Group are invited by the responsible purchaser to register in the supplier portal by e-mail. This e-mail contains a specific link, which leads to a registration page pre-filled with your company data. These data must be checked and, if necessary, updated or supplemented.

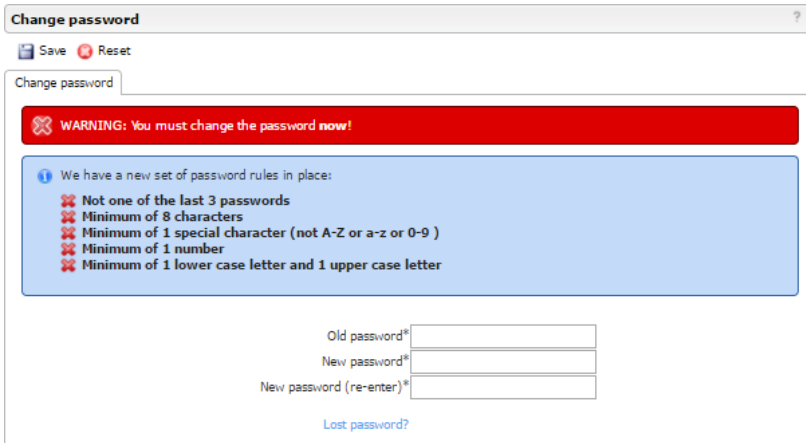


All the points below apply to both prospective and existing suppliers.

### 4. Log in to the Supplier Portal

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Once you have submitted the registration form, the contact person receives an email containing the initial access data for the Silbitz Group Supplier Portal [www.pool4tool.com/portal/sgr](http://www.pool4tool.com/portal/sgr). The password must be changed the first time you log on. Please select a password that complies with the listed password rules.



Change password ?

Save Reset

Change password

**WARNING: You must change the password now!**

We have a new set of password rules in place:

- Not one of the last 3 passwords
- Minimum of 8 characters
- Minimum of 1 special character (not A-Z or a-z or 0-9 )
- Minimum of 1 number
- Minimum of 1 lower case letter and 1 upper case letter

Old password\*

New password\*







New password (re-enter)\*

[Lost password?](#)

## 5. Steps in the Registration Process

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You have now signed in to the Supplier Portal and should continue with the next steps in the registration process. The registration process sequence and progress you make in the registration process are displayed on the start page. A green tick indicates you have successfully completed a step, while a yellow arrow indicates that you still need to complete a step. The steps need to be completed in a top to bottom order.

Silbitz Group GmbH Home	
	<b>1. Registration successful</b> Your registration data has been accepted.
	<b>2. Account data received / Login successful / Enter additional company data</b> You have logged in to the portal. Please provide additional company data.
	<b>3. Contacts</b>
	<b>4. Material group assignment</b>
	<b>5. Fill profile</b>
	<b>6. Publish profile</b>

### 5.1. Step 1 - Registration


---

This step has already been successfully completed by submitting the registration form. (Items 2.1 or 2.2.).

### 5.2. Step 2 - Company Data

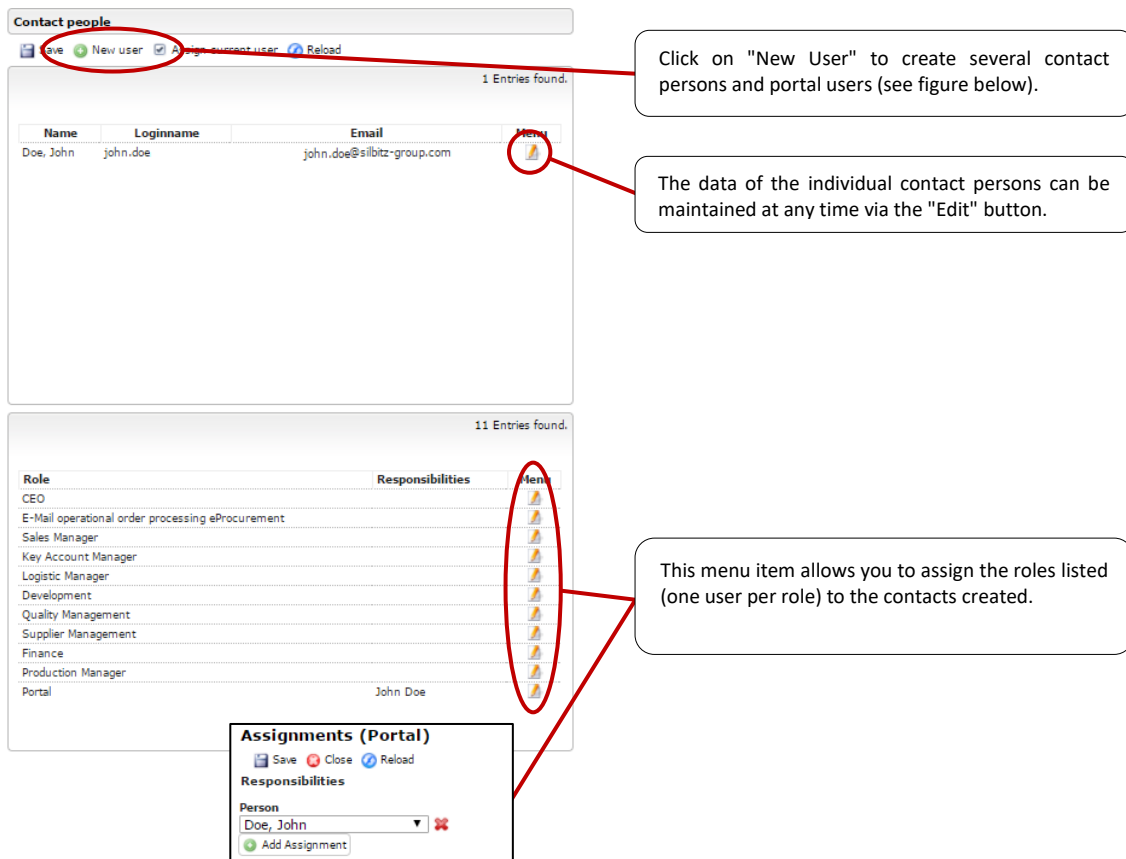
---

In this step, the general company data can be checked and, if necessary, updated. Close the step (also without changes) with "Save".

Company basic data	
	Save
Company name*:	Demosupplier
Street*:	Dr-Maruschky-Str. 2
Zip code*:	07613
City*:	Silbitz
Country*:	Germany
Telephone*:	+49 36693 129625
Fax:	+49 36693 80255
E-Mail*:	info@silbitz-group.com
Homepage:	www.silbitz-group.com
D-U-N-S*:	123456789
<a href="#">SilbitzGroup_SupplierCodeOfConduct.pdf</a>	
<input type="checkbox"/> I agree that POOL4TOOL AG uses the data, entered in the course of the registration on the supplier portal of Silbitz Group GmbH, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of POOL4TOOL to have access via the 2relation.com platform. The revocation of this declaration of consent is possible at any times and causes the illegitimacy of further use of this published data.	

### 5.3. Step 3 - Contact Persons

Entering the full details of the contact persons responsible at your company enables a smooth communication and the correct assignment of responsibilities. All contacts persons and their details are visible to buyers. If the users are setup as portal users, they also receive their own access data for the Supplier Portal and can process tasks there. Click on "Save" to complete processing this step and exit it.



**Contact people**

Save New user Assign current user Reload

1 Entries found.

Name	Loginname	Email	More
Doe, John	john.doe	john.doe@silbitz-group.com	

11 Entries found.

Role	Responsibilities	More
CEO		
E-Mail operational order processing eProcurement		
Sales Manager		
Key Account Manager		
Logistic Manager		
Development		
Quality Management		
Supplier Management		
Finance		
Production Manager		
Portal		

John Doe

**Assignments (Portal)**

Save Close Reload

Responsibilities

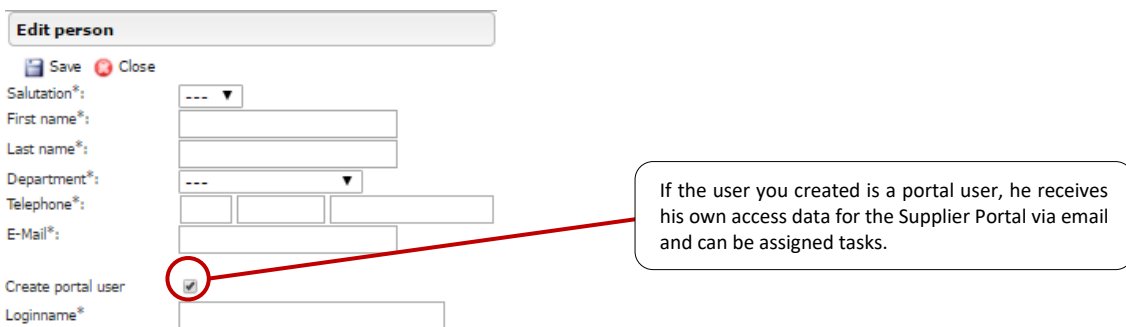
Person  
Doe, John

Add Assignment

Click on "New User" to create several contact persons and portal users (see figure below).

The data of the individual contact persons can be maintained at any time via the "Edit" button.

This menu item allows you to assign the roles listed (one user per role) to the contacts created.



**Edit person**

Save Close

Salutation\*: ---

First name\*:

Last name\*:

Department\*: ---

Telephone\*:

E-Mail\*:

Create portal user

Loginname\*:

If the user you created is a portal user, he receives his own access data for the Supplier Portal via email and can be assigned tasks.



#### 5.4. Step 4 - Product Groups


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Select all the product groups your company can supply here. You can select any number of product categories by ticking the box next to the respective group. If none of the product categories listed in the selection match your product range, please select the nearest option.



Due to system characteristics, some product groups can be selected several times. In such cases, please make a checkmark in each field.

**Categories**

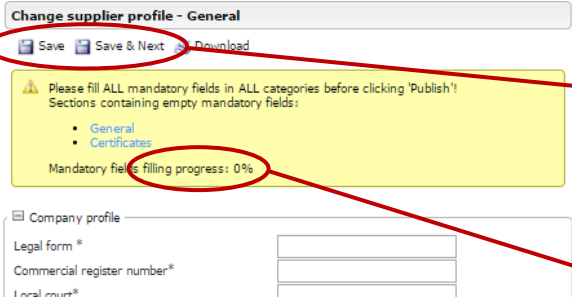
 Save

Categories

- Categories
- Scrap, alloyed
- Scrap, unalloyed
- Pig iron
- Ferroalloys
- Metals
- Inoculants
- Recarburizer
- Graphite electrodes
- Additives
- Abrasives
- Industrial gases
- Sand
- Molding shop materials

## 5.5. Step 5 - Questionnaire and Certificates

The questions on the supplier questionnaire are used to evaluate the potential for a cooperation. The mandatory fields need to be completed in order to continue with the next step. Only numerical values can be entered into the fields marked with the number symbol "123".



**Change supplier profile - General**

Save Save & Next Download

Please fill ALL mandatory fields in ALL categories before clicking 'Publish!'  
Sections containing empty mandatory fields:

- General
- Certificates

Mandatory fields filling progress: 0%

Company profile

Legal form \* [ ]

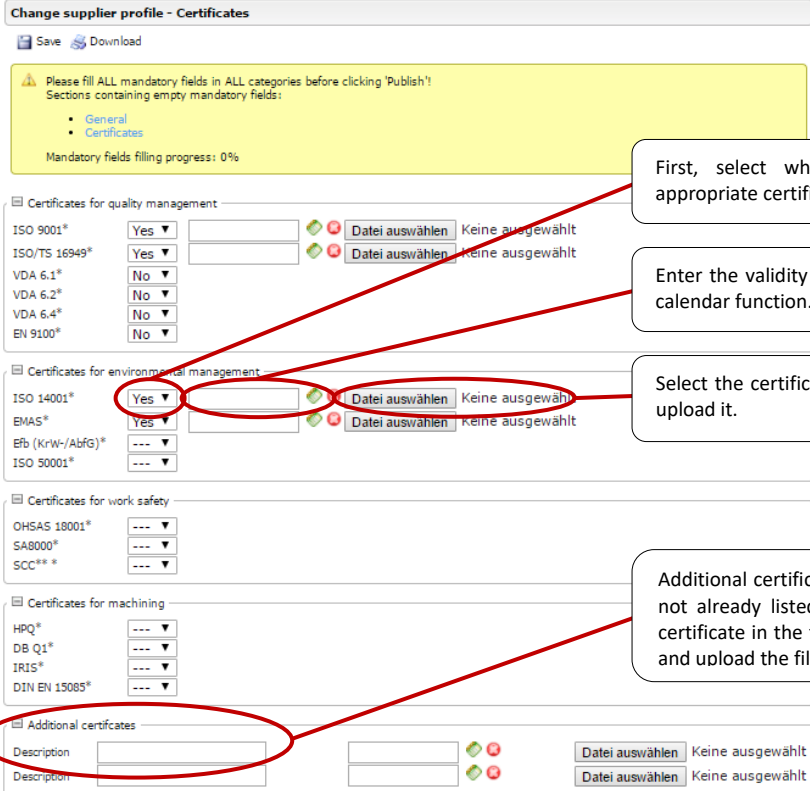
Commercial register number\* [ ]

Local court\* [ ]

"Save" saves the entries made and allows you to continue later.  
"Save & Continue" saves the supplier profile and leads to the next step.

Here you see the progress you have made with the mandatory fields. You have to complete all the mandatory fields (\*) to complete the registration process.

The fact that the system automatically manages certificates represents an enormous simplification in the cooperation. Once the certificate has been uploaded, it can be called up at any time by the responsible buyer. Entering the expiry date ensures that the system automatically notifies you before the certificate expires so that you can upload the renewed version. Submitting your certificates by email or fax is not required anymore.



**Change supplier profile - Certificates**

Save Download

Please fill ALL mandatory fields in ALL categories before clicking 'Publish!'  
Sections containing empty mandatory fields:

- General
- Certificates

Mandatory fields filling progress: 0%

Certificates for quality management

ISO 9001\* Yes [ ] [Datei auswählen] Keine ausgewählt

ISO/TS 16949\* Yes [ ] [Datei auswählen] Keine ausgewählt

VDA 6.1\* No [ ] [Datei auswählen] Keine ausgewählt

VDA 6.2\* No [ ] [Datei auswählen] Keine ausgewählt

VDA 6.4\* No [ ] [Datei auswählen] Keine ausgewählt

EN 9100\* No [ ] [Datei auswählen] Keine ausgewählt

Certificates for environmental management

ISO 14001\* Yes [ ] [Datei auswählen] Keine ausgewählt

BMAS\* Yes [ ] [Datei auswählen] Keine ausgewählt

Efb (KrW-/AbfG)\* --- [ ] [Datei auswählen] Keine ausgewählt

ISO 50001\* --- [ ] [Datei auswählen] Keine ausgewählt

Certificates for work safety

OHSAS 18001\* --- [ ] [Datei auswählen] Keine ausgewählt

SAB000\* --- [ ] [Datei auswählen] Keine ausgewählt

SCC\*\* \* --- [ ] [Datei auswählen] Keine ausgewählt

Certificates for machining

HPQ\* --- [ ] [Datei auswählen] Keine ausgewählt

DB Q1\* --- [ ] [Datei auswählen] Keine ausgewählt

IRIS\* --- [ ] [Datei auswählen] Keine ausgewählt

DIN EN 15085\* --- [ ] [Datei auswählen] Keine ausgewählt

Additional certificates

Description [ ] [Datei auswählen] Keine ausgewählt

Description [ ] [Datei auswählen] Keine ausgewählt

First, select whether your company has the appropriate certificate.

Enter the validity date for the certificate using the calendar function.

Select the certificate file in .pdf or .jpg format and upload it.


Additional certificates can be uploaded, if they are not already listed above. Enter the name of the certificate in the text field, select the validity date, and upload the file.

## 5.6. Step 6 - Publish Profile

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After all steps have been saved and all fields have been filled in completely, the profile can be published and submitted to the Purchasing Department for review and approval. The registration process is now complete.

**Change supplier profile - Certificates**  
Save **Publish profile** Download


 Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!  
Mandatory fields filling progress: **100%**

**Silbitz Group GmbH Home**


---

 **1. Registration successful**  
*Your registration data has been accepted.*


---

 **2. Account data received / Login successful / Enter additional company data**  
*You have logged in to the portal. Please provide additional company data.*


---

 **3. Contacts**  
*Responsibilities for the different areas*


---

 **4. Material group assignment**  
*Click here to get the list of material groups.*


---

 **5. Fill profile**  
*Please give the demanded information in the supplier profile.*

---

 **6. Publish profile**  
*Please publish the supplier profile after entering all information.*

---

 **Registration process completed. The approval workflow was started.**  
*Thank you for registering!*

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## 6. Queries by the Purchasing Department

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Your profile will be displayed to the buyer responsible for review. If questions arise or there is a need for further information, you are notified by email. Once the points listed in the ticket are completed, save the changes and re-publish your profile (see Step 6). The buyer is automatically informed about the changes and can continue with the approval process.