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## **Instructions ZKW Supplier Portal**



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## CONTENT

<b>1 GENERAL</b>	<b>3</b>
<b>2 REGISTRATION</b>	<b>4</b>
<b>3 DRAW UP AN ADMINISTRATOR USER</b>	<b>5</b>
<b>4 ANSWER QUALIFICATION</b>	<b>8</b>



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## 1 GENERAL

To connect with the Supplier Portal at ZKW please use following links:

Registration: <https://srm.zkw.at:6400/registrationEN>

Main menu: <https://srm.zkw.at:6400/supplierdata>

Request for quotation: <https://srm.zkw.at:6400/bidding>

If you have any problems with the connections please check if port 6400 or the website **srm.zkw.at** is blocked. If so please contact your internal IT department.

Nevertheless if you have problems to connect please contact our IT-Service Desk ([IT.ServiceDesk@zkw.at](mailto:IT.ServiceDesk@zkw.at))





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## 3 DRAW UP AN ADMINISTRATOR USER

With a positive completion of your registration you will receive three emails from us. In the first mail a link for your user registration including the user name is obvious. You can click on it in the mail directly. You can see the user ID between the brackets (in this case QL22AIJHA4R)

Sehr geehrte(r) Frau/Herr Herr Sebastian Test-<(>,<)>  
wir freuen uns Sie als potentiellen Lieferanten bei unserer Lieferantenregistrierung begrüßen zu dürfen.  
Bitte folgen Sie so bald wie möglich diesen Link, um sich mit Ihrer persönlichen Benutzer ID (QL22AIJHA4RJ) anzumelden:  
<https://srm.zkw.at:6400/useradmin?sap-user=QL22AIJHA4RJ>

Sie können anschließend einen Benutzer mit der Rolle „Verwalter von Mitarbeitern“ anlegen. Mit diesem Benutzer haben Sie Zugriff auf alle Funktionen der Lieferantenqualifizierung und der Benutzerverwaltung.

Mit freundlichen Grüßen  
ZKW Supplier Sourcing - Team

Sie erhalten Ihr Kennwort für die Registrierung mit einer separaten E-Mail.

A second mail contains the password.

Once you have entered the user name and password you get on the side of the user registration. This action of user registration is executed once. Afterwards you get access to the tool with the link of the main menu (see the link above). This user is the administrator. You can define other users as administrator later if wanted.

### User Registration

Welcome to the User Registration page.  
After you have filled out the required fields, you will be created as an administrator user for your company.  
The prerequisite for this is that your company has been registered with us.  
\* Fields marked with an asterisk are mandatory

#### Contact Details

Title:	<input type="text" value="Mr."/>	Phone Number / Extension:	<input type="text" value="0043 7416"/>	<input type="text" value="2145"/>
First Name:	<input type="text" value="John"/>	Fax Number / Extension:	<input type="text"/>	<input type="text"/>
Last Name:	<input type="text" value="Smith"/>	E-Mail:	<input type="text" value="exampleSAP@hotmail.com"/>	
Academic Title:	<input type="text"/>	Language:	<input type="text"/>	
Department:	<input type="text"/>	Country:	<input type="text" value="USA"/>	

#### Create Your Administrator Account

User:*	<input type="text" value="John Smith"/>	<input type="checkbox"/>
Password:*	<input type="password" value="....."/>	<input type="checkbox"/>
Confirm Password:*	<input type="password" value="....."/>	<input type="checkbox"/>

#### Formats and Settings

Date Format:	<input type="text" value="DD.MM.YYYY"/>
Decimal Format:	<input type="text" value="1.234.567,89"/>
Time Zone:	<input type="text" value="Pacific Time (Los Angeles)"/>

#### Data Privacy Statement

I have read the [data privacy statement](#) and agree on them.



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Please complete the fields marked in red. With the applied administrator user you can upload enterprise data or create and change new users from your company.

As confirmation of the user registration you will get a successful notification:

### Your administrator account has been created.

Please continue here: [Login](#)

Please save a copy of this link for future processing.

Close

Over the link *Login* you get directly to the main menu of the Supplier Portal. You can get to the main menu with the link provided above too. It would be advantageous to store the link in your favorites of your internet browser.

The screenshot shows the 'Supplier Data Maintenance' interface. On the left is a navigation menu with categories: Qualifications (New (1), In Process, Submitted, To Be Clarified), Employees (Create Employee, List of Employees, Own Data), and Company (Attachments, Company Data, Certificates). The main area is titled 'Start Page' and contains a search box labeled 'Find Qualification:' with a magnifying glass icon.

In the first chapter of the main menu you can edit and send the required qualification questionnaires.

The second chapter is aimed at employee management. You can add new employees or change and modify existing employees concerning their roles in the Supplier Portal. The contact person who should answer the requests of inquiries has to be given the role as *Bidder*. You can assign this role under the chapter *employees – list of employees* by clicking on the particular name of the employee. After pressing the Edit-Button you can change the role. Then click on the box for SAP SRM: Bidder and save it with pressing the save button.

The screenshot shows the 'Edit' button highlighted with a red box in the breadcrumb navigation: [Start Page](#) > [List of Employees](#) > [Display Employee](#). Below it is the 'Contact Details' form with the following fields:

Title:*	Mr.
Academic Title:	
First Name:*	John
Last Name:*	Smith
Function:	
Department:	
Language:*	English
E-Mail:*	exampleSAP@hotmail.com
Country:*/ Phone Number:*/ Extension:	USA
Country: / Fax Number: / Extension:	



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**User Details**

User: JOHN SMITH  
Password:   
Confirm Password:   
Date Format: DD.MM.YYYY  
Decimal Format: 1.234.567,89  
Time Zone: Pacific Time (Los Angeles)

**Roles**

	Role Name
<input checked="" type="checkbox"/>	SAP SRM: Bidder
<input checked="" type="checkbox"/>	Sell-Side: Employee Administrator
<input checked="" type="checkbox"/>	Sell-Side: Qualification Expert
<input checked="" type="checkbox"/>	Sell-Side: Supplier Master Data Manager

In the final chapter *Company* you can upload documents (Word, Excel, etc.) or change your corporate data and manage your certificates.



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## 4 ANSWER QUALIFICATION

The third mail includes a link to the questionnaire *Supplier Self Registration*. Please fill it out with dates to your company. You will only come to the questionnaire if you complete the administrator user registration before.

[Previous](#) [Next](#) [Close](#)

Qualification: Supplier Self Assessment  
Supplier: John Smith AG

Response Status: Submitted  
Deadline: 02.01.2014  
Submission Date: 13.12.2013



### Introduction

Bitte füllen Sie die die nachfolgenden Fragen vollständig aus. Dieser Fragebogen wird für Ihre spätere Lieferantenbewertung herangezogen. Please fill out the following questions completely. This questionnaire will be used for your future supplier evaluation.

\* Fields marked with an asterisk are mandatory

The questionnaires can be answered in the following languages:

Language:

[Previous](#) [Next](#) [Close](#)

On the first page you will see an introduction of the questionnaire.

On the second page you have to answer the questionnaire. As same for the registration for a successful notification the fields with an asterisk (\*) are required. Finally, you can send the questionnaire to the ZKW purchasing department. If you don't want to send the questionnaire after your entries immediately you can save it and deal with it later. You get to the questionnaire with the link in the mail or over the main menu under the chapter *qualification – in process*.

You have to upload some documents for answering some questions. Please take note that only files in PDF and XCL format can be uploaded in the questionnaire.

The ZKW purchasing department will get in contact with you afterwards.