



## Registering on the Rittal GmbH & Co. KG supplier portal

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## Introduction

Are you interested in establishing a business relationship with Rittal GmbH & Co. KG?  
Then register on our Pool4Tool supplier portal.

We are especially looking for companies that

- have experience of process-oriented cooperation as per DIN EN ISO 9000
- have DIN EN-ISO, VDA or ISOTS certification
- accept our General Conditions of Purchase and Quality Assurance Agreement
- constantly strive to optimise their own processes
- can offer technically sound and competitive services
- would welcome possible involvement in development processes
- can contribute their own technical expertise in terms of production and products
- are willing to become actively involved in the development of cost-effective solutions for production
- demonstrate a marked passion for innovation
- reliably meet delivery deadlines and comply with contract plans/delivery and contract requirements
- can meet deadlines and, in particular, show flexibility in responding to our needs
- offer competitive services at globally competitive terms
- view our customers as their customers
- are willing to sign supply contracts and confidentiality agreements
- are willing to continuously review and optimise the quality of communication and logistical cooperation
- are interested in a long-term partnership based on trust and are willing to provide support and advice as a partner
- are environmentally aware and offer environmentally-sound solutions

If you fulfil these requirements, you've come to the right place and we would like to know more about your company - please register on our supplier portal.

Information on how to register on the supplier portal is contained here.

## What steps are required for registration?

Four small steps are necessary to register with us as a supplier:

1. Complete the supplier registration
2. Log in to the supplier portal with the login details received
3. Select the goods group to be supplied
4. Complete and submit your own short profile

## Where can I register?

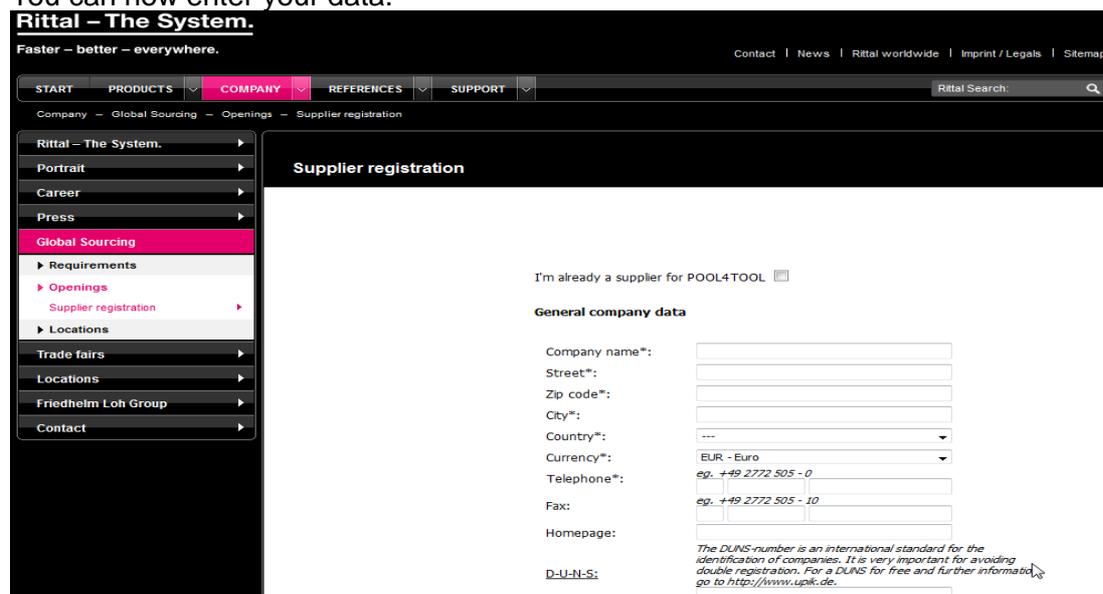
There are two ways to access supplier registration:

1. Visit our homepage [www.rittal.com](http://www.rittal.com).  
In the "Company" menu, select the option "Global Sourcing".  
In addition to our requirement areas, where the supplier registration can be found, you can also learn more about what we expect of our suppliers and also discover our locations.
2. The following link will take you directly to the registration.

[http://www.rittal.com/de-content/de/unternehmen/global\\_sourcing/bedarfe\\_1/registrierung\\_sem/supplierregistriation.jsp](http://www.rittal.com/de-content/de/unternehmen/global_sourcing/bedarfe_1/registrierung_sem/supplierregistriation.jsp)

The following screen then appears:

You can now enter your data.



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START PRODUCTS COMPANY REFERENCES SUPPORT Rittal Search

Company – Global Sourcing – Openings – Supplier registration

Rittal – The System.  
Portrait  
Career  
Press  
Global Sourcing  
► Requirements  
► Openings  
Supplier registration  
► Locations  
Trade fairs  
Locations  
Friedhelm Loh Group  
Contact

**Supplier registration**

I'm already a supplier for POOL4TOOL

**General company data**

Company name\*:   
Street\*:   
Zip code\*:   
City\*:   
Country\*:   
Currency\*: EUR - Euro  
Telephone\*: eg. +49 2772 505 - 0  
Fax: eg. +49 2772 505 - 10  
Homepage:   
D-U-N-S:

The DUNS-number is an international standard for the identification of companies. It is very important for avoiding double registration. For a DUNS for free and further information go to <http://www.upik.de>.

You are also asked to specify a DUNS number during registration.



## What is a DUNS number?

The DUNS (*Data Universal Numbering System*) is an identification number assigned to the company by Bisnode Deutschland GmbH (D&B). This number is only ever used once. Even if a company has been deleted from the registers, the DUNS remains assigned to the company.

## Why do we use the DUNS?

As an international company, using the DUNS offers us certain benefits. We can use it to identify you as a supplier and avoid duplicate registrations on the supplier portal, amongst other things. We can also recognise unwanted and wanted duplicates in the supplier database and handle them accordingly. Not least, the DUNS helps us to understand and use our suppliers' structures.

Example: Our Indian subsidiary needs a product that we can currently only source in Germany. However, we find out using DUNS that our supplier of this product has a subsidiary in India. We can now use this information and save ourselves having to send the product from our warehouse in Germany to India.

## How do I get a DUNS?

The DUNS can be requested free of charge from <http://www.upik.de>. You have 30 days from the date of registration to enter a DUNS no. If this does not take place within 30 days, your profile will be deleted from the portal.

We hope you will understand that you cannot remain registered on the portal for an indefinite period of time without a valid DUNS.

Have you any other questions relating to the DUNS number? Your answers can be found at <http://www.upik.de/faq.html>.

Please submit the completed form. An automatic AEB (compliance screening) check is now conducted on your profile. This is used to find out whether your company is blacklisted.

## What happens after registration?

If registration has been successful, the following message appears:

**Supplier registration**

**Registration finished successfully.**

We thank you for your registration.  
You may now log into the Portal.  
Your personal password has been  
sent to your email address.

Please go to the inbox of the email address you specified during registration to access your confirmation email with your personal login details. If there is no email in your inbox, please check your spam filter.

The link in the email, and successful registration, will take you to the login screen.



**Rittal SRM - Successful registration on the supplier portal / Rittal SRM - Erfolgreiche Registrierung im Lieferantenportal**

**Rittal SCM** An: schnorr.f  
**Bitte Antwort an einkauf**

03.03.2014 16:02  
[Details anzeigen](#)

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▼ 4 Anhänge



2014\_02\_14 Dokumentation Lieferantenportal.pdf



2014\_02\_11\_Terms of use and data privacy statement\_en\_State Feb 2014 (1.01).pdf



Datenschutz- und Nutzungsbedingungen Rittal, Stand Feb 2014 (1.01) - DE.pdf



2014\_02\_14 Dokumentation Lieferantenportal.pdf

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Dear Ms./Mr. tester abc,

thanks a lot for registering on our supplier portal!

Please be sure to add all your company data on the supplier portal, this can be reached at the following link:

<http://www.pool4tool.com/portal/rittal/>

Username: tester.abc  
Password:CCCCP\_A9raUmjoewn

With kind regards

Your Rittal buyer

With technical problems or queries please contact the contact person from the documentation about the supplier portal. Thank you!

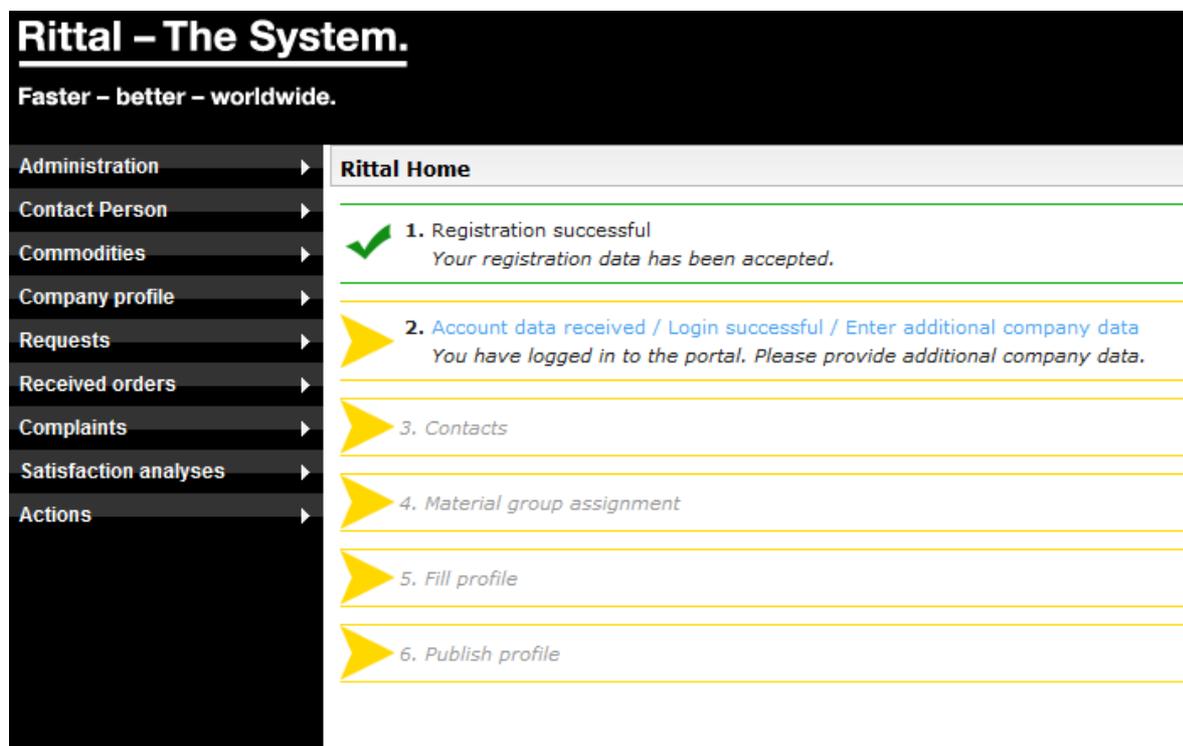
You will be asked to change your password the first time you log in.



You are automatically forwarded to your user account after this.  
You can now view all further steps needed to successfully register as a supplier.

You can check the progress of your registration here. Your aim should be to complete all six steps as quickly as possible.

The first step, registration, has already been successfully completed (green tick).



## How can I check/update my company data in the portal?

In step 2 *Receive login details/login successful/update extended company data*, you have the option again of updating your company's basic information.

**Company basic data**

Company basic data

Company name\*:

Street\*:

Zip code\*:

City\*:

Country\*:

Currency: EUR (not editable)

Telephone\*:

Fax:

Homepage:

**D-U-N-S:**

The DUNS-number is an international standard for the identification of companies. It is very important for avoiding double registration. For a DUNS for free and further information go to <http://www.upik.de>.

I agree that POOL4TOOL AG uses the data, entered in the course of the registration on the supplier portal of Rittal GmbH & Co. KG, 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.

## How can I manage one or more contacts in my portal?

Step 3 *Contacts* is where you can manage your contact details.

A company's first employee to register on the portal can also add additional users for the company using the **New user** field, like an administrator.

**Contact people**

**Area** **Assignments**

Update user:

New user:

---

**New user**

Salutation\*

First name\*

Last Name\*

Telephone\*

Fax

Email\*

Title

Language\*

Department

Create portal user

## How do I manage the commodity groups in which I wish to offer products?

In step 4 *Commodities assignment*, you can select several commodity subgroups within the individual commodity groups.

The **square boxes** can be used to select multiple main commodity and commodity subgroups. Ticking a box (single selection) allows you to define the subgroup you would prefer to supply.

**Commodities**

 Save

Commodities

- Plates & coils, steel/stainless steel**
- Panels, steel/stainless steel**
- Sections, steel/stainless steel**
- Punched, pressed, bent, drawn, lasered and machined parts, cast parts, steel/stainless steel**
- Assemblies, steel/stainless steel**
- Aluminium**
  - Aluminium sections
  - Aluminium plates
  - Aluminium sheet metal parts
  - Aluminium assemblies
- Diecast**
- Cardboard packaging, pallets, boxes, nameplates/rating plates, printed matter**
- Standardised and connection parts, dispatch bags**
- Plastics, seals, viewing windows, paints**
- Climatisation Components, Units**
- Electronics**
- Fans, Fan-Units, Compressors, Pumps, Condensors**
- Electric, Rimatrix Power**
- Supplies and services / MRO**
- IT infrastructure & works**
- Logistics**



## What general company information does Rittal require?

Step 5 *Manage profile* asks you to add further information on your company.

All of these steps should help us to form the best possible relationship with you as the supplier and meet both your and our requirements.

Because of this, we recommend that you add as much detail as possible to this profile.

The more information you provide to us, the greater the likelihood that you will be considered for requests.

You can save the profile during processing without having to upload the data to the portal so that it is directly visible to us. This means you can complete the profile in several sessions.

The profile data is only uploaded to the portal so that it is visible to Rittal in step 6 *Publish profile*.

Mandatory fields are checked before publication and have to be completed where necessary. You are notified if something is missing.

The upload may also take a certain amount of time depending on the Internet connection - please allow for this.

Once all 6 steps have been completed, all six ticks appear green on the homepage. You have now successfully registered on the portal.

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Administration ▶ Rittal Home

Contact Person ▶

Commodities ▶

**Company profile**

Requests ▶

Received orders ▶

Complaints ▶

Satisfaction analyses ▶

Actions ▶

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.*



## What happens after successful registration and interest in your services/profile?

The purchaser responsible for your selected commodity will be notified of your registration. We now decide on a possible cooperation based on our current tendering needs and your information from the goods group assignment as well as your profile.

If our requirements match yours, the relevant purchaser will contact you and invite you to complete your extended profile.

**7. Fill extended profile**  
*Please give the demanded information in the extended supplier profile.*

**8. Publish extended profile**

As we endeavour to get to know you and your company, we would ask that you also take a bit of time here to carefully answer the questions.

Again, the more specific the details, the greater the likelihood of your company being considered during the request/tendering process. You also have the option here of saving the profile during editing.

Please note:

- the data from the registration profile is displayed again in the extended profile. Scroll down with the mouse to see the new questions.
- the extended profile is divided into sections. Click on Save and continue to go to the next section. Mandatory fields are not indicated in the profile and are not immediately obvious. If an error message appears after you have clicked the Save and continue button, please check your details carefully. All mandatory fields must be fully completed in order to continue editing the profile.

You still have the option of changing any details you wish. We would ask that any important change relating to your details in the portal also be updated there.

When saving, please ensure in general to click on the disk symbol itself as the click is otherwise not detected and the information will not be saved.

Once the second profile has been confirmed, you are an approved supplier - CONGRATULATIONS - we are looking forward to working with you

Further information on how to use the supplier portal and its functions can be found in the supplier portal FAQs at:

[http://www.rittal.com/de-de/content/de/unternehmen/global\\_sourcing/bedarfe\\_1/bedarfe\\_3.jsp](http://www.rittal.com/de-de/content/de/unternehmen/global_sourcing/bedarfe_1/bedarfe_3.jsp)



## Frequent errors

Error description	Reason/solution
In spite of saving/clicking a button, the system does not execute that step.	Clicking the "Save" button or any other button only works if you click precisely on the button symbol/text.
It is not possible to complete the large profile as all questions shown have already been filled out.	Scroll down using the mouse. Questions already filled out are displayed again in order to make it easier for you to answer questions relating to the short profile.
All of the questions in the profile have been answered but I am getting a system message stating that the profile is not yet 100% complete.	Check whether all of the fields have really been filled out. Mandatory fields are not indicated but the profile cannot be saved if these have not been completed. Click on "Save and continue". The extended profile is divided into sections. You can access more open questions by clicking on "Save and continue".



## Who to contact in the case of a problem

If you are experiencing problems with the portal or have further questions, please contact the relevant person or email us at [einkauf@rittal.de](mailto:einkauf@rittal.de):

- Administration: Mr Ingo Schmidt  
Tel.: +49 (0)2772/505-2551  
E-mail: [schmidt.ing@rittal.de](mailto:schmidt.ing@rittal.de)
- Commodity groups R01 – R06, R09 and R16: Ms Vesile Ersoy  
Tel.: +49 (0)2772/505-2640  
E-mail: [ersoy.v@rittal.de](mailto:ersoy.v@rittal.de)
- Commodity groups R07, R08, R10: Mr Ingo Schmidt  
Tel.: +49 (0)2772/505-2551  
E-mail: [schmidt.ing@rittal.de](mailto:schmidt.ing@rittal.de)
- Commodity groups R11 – R14: Mr Jens Kempe  
Tel.: +49 (0)2772/505-2076  
E-mail: [kempe.j@rittal.de](mailto:kempe.j@rittal.de)
- Commodity group R15: Mr Stephan Senger  
Tel.: +49 (0)2772/505-2404  
E-mail: [senger.s@rittal.de](mailto:senger.s@rittal.de)
- Commodity group R18: Mr Sören Pässler  
Tel.: +49 (0)2772/505-1913  
E-mail: [paessler.s@rittal.de](mailto:paessler.s@rittal.de)