

Supplier Portal – Quick Guide



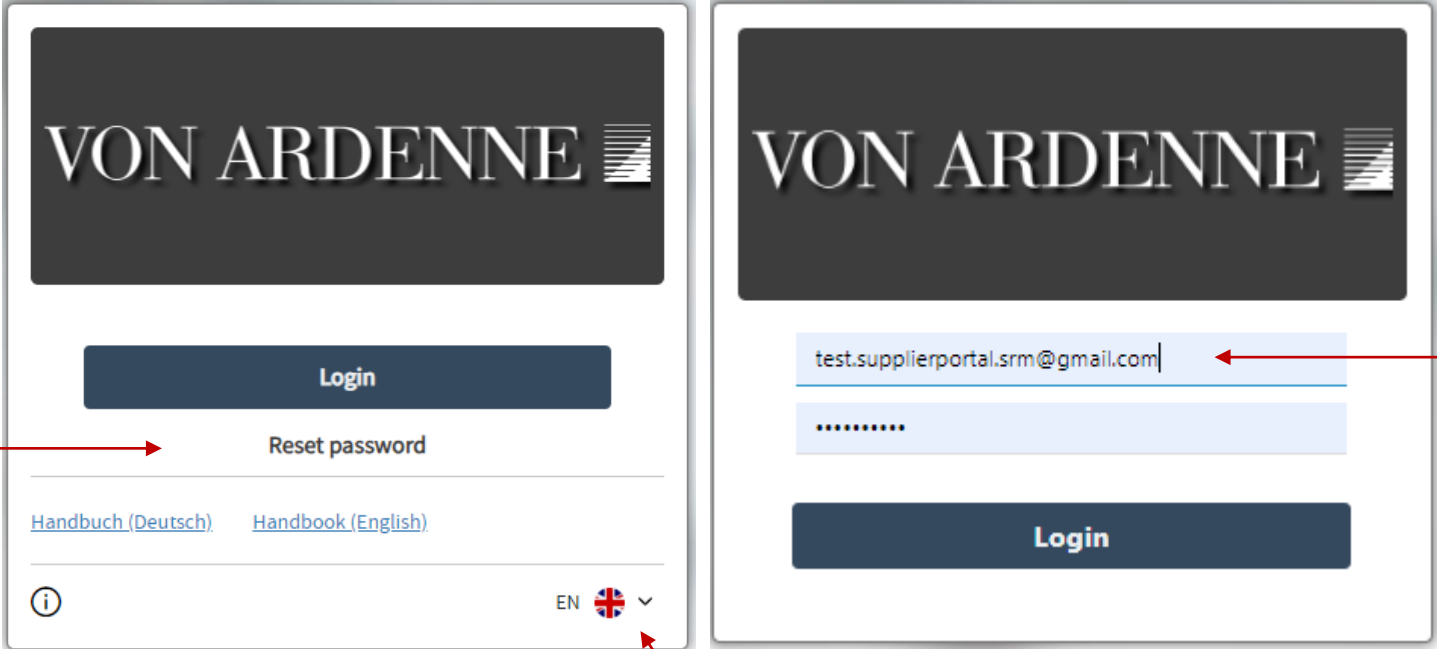
Support:
mailer.srm@vonardenne.com

VON ARDENNE 

Supplier Portal – Quick Guide

As a business partner or even potential business partner, you have received an invitation for the VON ARDENNE supplier portal from the VON ARDENNE purchasing department. As part of the qualification process, you will be asked to deposit specific information and documents in the portal.

Please note that you assign your own password via the "Reset password" process before logging in for the first time.




Reset password

Login

Reset password

[Handbuch \(Deutsch\)](#) [Handbook \(English\)](#)

EN  ▼

Reset password

VON ARDENNE

Login

test.supplierportal.srm@gmail.com

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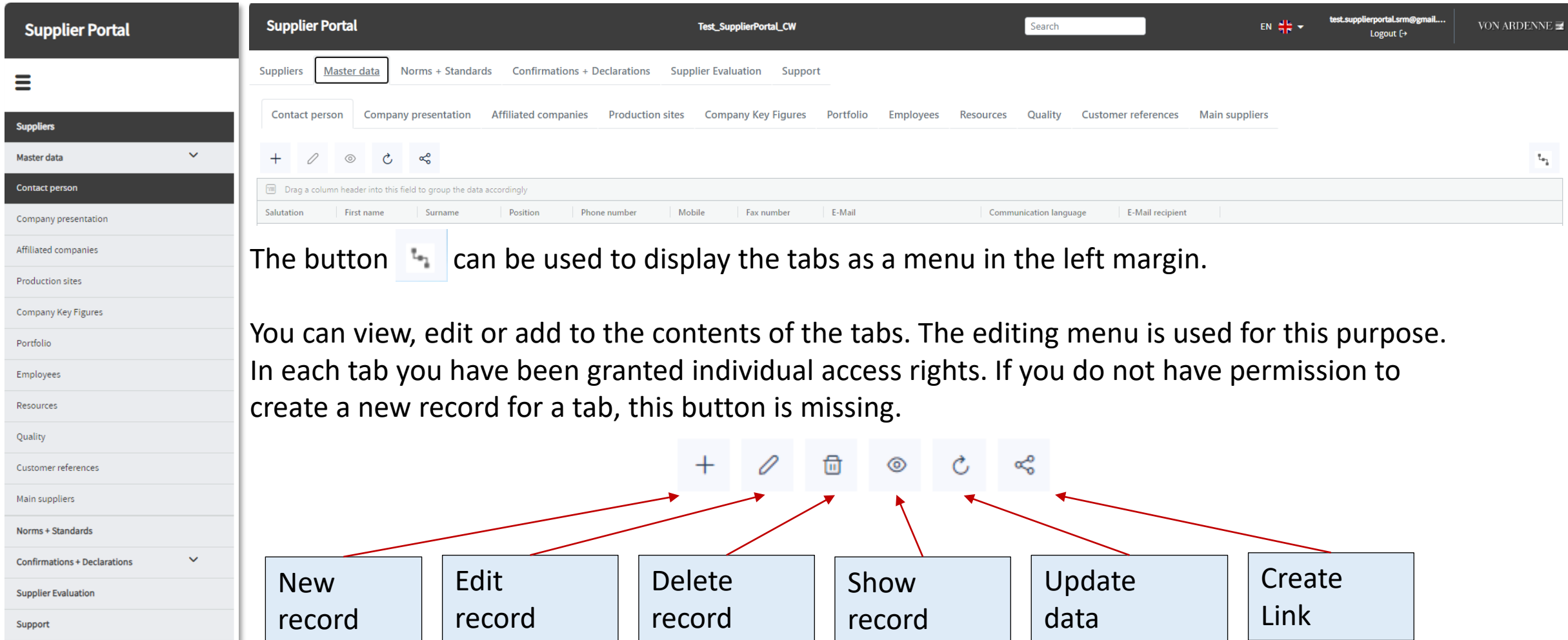
Login


Please find your username in your invitation email. Normally your username corresponds to your email address.

Language selection

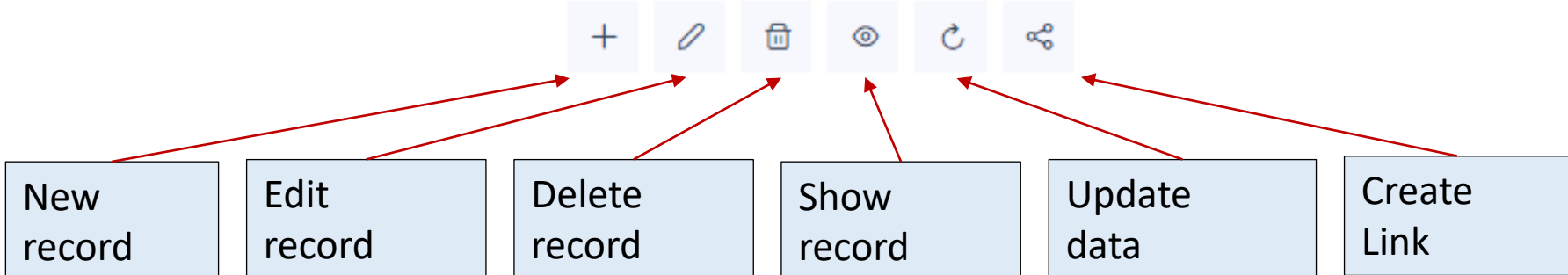
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The portal is divided into different tabs, which can also have several levels. To open the contents, please simply click on the desired tab.



The screenshot shows the Supplier Portal interface. On the left is a sidebar menu with a hamburger icon at the top. The menu items are: Suppliers (selected), Master data (with a dropdown arrow), Contact person (with a dropdown arrow), Company presentation, Affiliated companies, Production sites, Company Key Figures, Portfolio, Employees, Resources, Quality, Customer references, Main suppliers, Norms + Standards, Confirmations + Declarations (with a dropdown arrow), Supplier Evaluation, and Support. The main content area has a dark header with 'Supplier Portal', 'Test_SupplierPortal_CW', a search bar, language selection (EN), user info (test.supplierportal.srm@gmail...), and a logout button. Below the header are tabs: Suppliers (selected), Master data, Norms + Standards, Confirmations + Declarations, Supplier Evaluation, and Support. Under the 'Suppliers' tab, there are sub-tabs: Contact person (selected), Company presentation, Affiliated companies, Production sites, Company Key Figures, Portfolio, Employees, Resources, Quality, Customer references, and Main suppliers. Below the sub-tabs are action buttons: a plus sign (+), an edit icon (pencil), an eye icon, a refresh icon, and a share icon. Below these buttons is a table header with columns: Salutation, First name, Surname, Position, Phone number, Mobile, Fax number, E-Mail, Communication language, and E-Mail recipient. A tooltip above the table says 'Drag a column header into this field to group the data accordingly'. A red box highlights the share icon button, with an arrow pointing to the text 'The button  can be used to display the tabs as a menu in the left margin.'

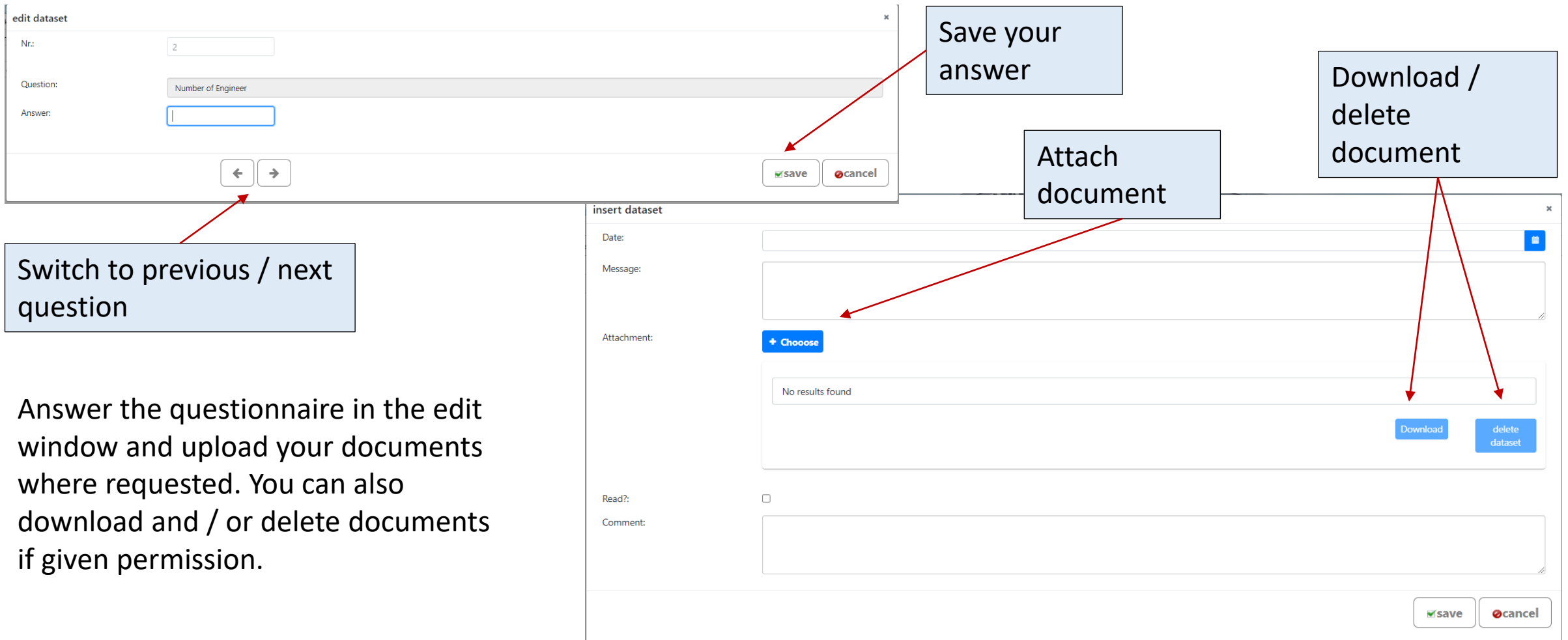
You can view, edit or add to the contents of the tabs. The editing menu is used for this purpose. In each tab you have been granted individual access rights. If you do not have permission to create a new record for a tab, this button is missing.



New record **Edit record** **Delete record** **Show record** **Update data** **Create Link**

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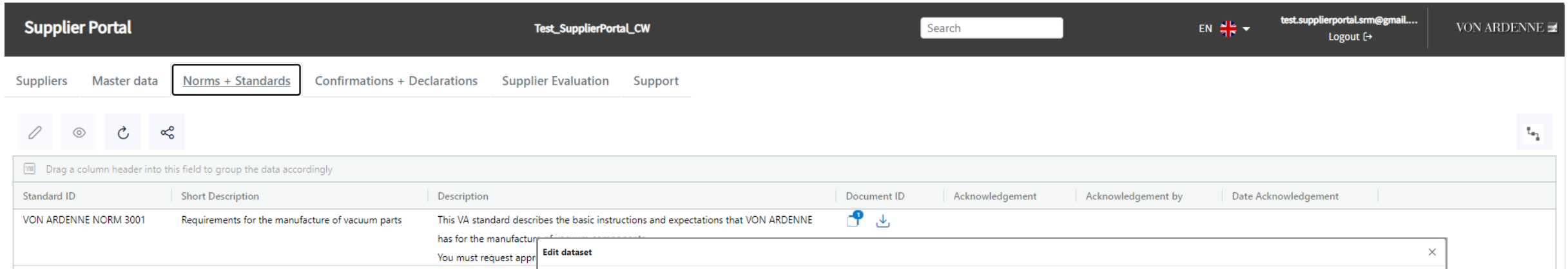
To answer questions, open the desired line by double-click or by click on the "edit" button. If necessary, create a new record.





The image shows two overlapping windows from the Supplier Portal. The top window is titled "edit dataset" and contains the following fields: "Nr:" with the value "2", "Question:" with the text "Number of Engineer", and "Answer:" with a text input field. Below these fields are two navigation buttons (left and right arrows) and two action buttons labeled "save" and "cancel". A callout box labeled "Switch to previous / next question" has an arrow pointing to the navigation buttons. Another callout box labeled "Save your answer" has an arrow pointing to the "save" button. The bottom window is titled "insert dataset" and contains fields for "Date:", "Message:", "Attachment:" (with a "+ Choose" button), "Read?:" (with a checkbox), and "Comment:". Below the "Attachment:" field is a search bar showing "No results found" and two buttons labeled "Download" and "delete dataset". A callout box labeled "Attach document" has an arrow pointing to the "+ Choose" button. A callout box labeled "Download / delete document" has two arrows pointing to the "Download" and "delete dataset" buttons. Both windows have "save" and "cancel" buttons at the bottom right.

Answer the questionnaire in the edit window and upload your documents where requested. You can also download and / or delete documents if given permission.

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The screenshot shows the Supplier Portal interface. The top navigation bar includes 'Supplier Portal', 'Test_SupplierPortal_CW', a search bar, language selection (EN), and user information (test.supplierportal.srm@gmail... Logout). The main navigation tabs are 'Suppliers', 'Master data', 'Norms + Standards' (highlighted), 'Confirmations + Declarations', 'Supplier Evaluation', and 'Support'. Below the tabs are icons for edit, view, refresh, and share. A table lists standards with columns for Standard ID, Short Description, Description, Document ID, Acknowledgement, Acknowledgement by, and Date Acknowledgement. A row for 'VON ARDENNE NORM 3001' is visible. An 'Edit dataset' modal is open, showing fields for Short Description, Description, Document ID (with a file upload area containing 'AN_3001_DE.pdf'), Acknowledgement (checked), Acknowledgement by, and Date Acknowledgement. Buttons for 'Download', 'Delete File', 'Save', and 'Abort' are present.

Standard ID	Short Description	Description	Document ID	Acknowledgement	Acknowledgement by	Date Acknowledgement
VON ARDENNE NORM 3001	Requirements for the manufacture of vacuum parts	This VA standard describes the basic instructions and expectations that VON ARDENNE has for the manufacture of vacuum components. You must request approval of deviations using the appropriate form (special approval).	 	<input type="checkbox"/>		

If certain standards are relevant for the product groups to which you deliver, these are provided in the **Norms + Standards tab**.

Please select the standard and click on the button with the pencil. Please download the standard and **confirm** that you have read it.

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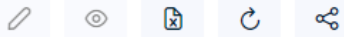
Supplier Portal

Test_SupplierPortal_CW

Suppliers Master data Norms + Standards **Confirmations + Declarations** Supplier Evaluation Support

Open documents

Closed documents



Drag a column header into this field to group the data accordingly

Document name	Status	Date Confirmation	Upload date
Code of Conduct 2024	In progress		

Depending on the document, the following **options** are available for confirmation:

- Confirm VA document in the portal
- Confirm VA document by signature
- Reject VA document and upload an own corresponding document

In the **Confirmations + Declarations tab** your strategic purchaser provides you with documents that you need to confirm.

Edit dataset

Document template: 23 | Code of Conduct (English)

Document name: Code of Conduct 2024

Document description: We ask you to confirm the Code of Conduct of the Von Ardenne Group here in the portal. We provide a brief introduction in the document "VA Code of Conduct - Explanation (1)". In this document you will also find the link to our Code of Conduct.
With the document "VA Code of Conduct - Agreement to the Code (1)" you can join our Code of Conduct. By

VA document: Drag files here to upload

VA Code of Conduct - Agreement to the Code.docx
VA Code of Conduct - Explanation.pdf

Status: in Bearbeitung

The VA document is accepted:

Options: No, we use our own document
Yes, we accept this document

Save without confirmation

Please mark the document for download.

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Confirmation of VA-Document in the portal:

The VA document is accepted:

Confirmation in the portal:

Date Confirmation:

Comment:

Confirmation of VA-Document by signature:

Confirmation by signature:

Upload signed document:


Upload date:

Remark:

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Upload your own corresponding document:

The VA document is accepted:

No, we use our own document 

Upload alternative document:

+
Choose

Drag files here to upload

No files...

Download

Delete File

Upload date:

Remark: