

eCONN  
(Supplier Portal)  
of the MANN+HUMMEL  
Group

October 2016

# Support

- If you have any questions or technical issues during the registration please contact:



**Europe: +49 7141 98-99 00**

**Singapore: +65 65628060**

**China: +86-(10)878-33299**

**USA: +1-248-434-1268**

**E-Mail: [jdsupport@jaggaer.com](mailto:jdsupport@jaggaer.com)**

# Registration Process

## Invitation email

As soon as any M+H employee has started your registration you will receive an e-mail from [mail@pool4tool.com](mailto:mail@pool4tool.com)

Click on the included link to start with the registration.

Von: mail@pool4tool.com  
An: [REDACTED]  
Cc:  
Betreff: Registration Supplier Portal MANN+HUMMEL - Supplier Name

Gesendet: Mi 28.01.2015

Dear Ladies and Gentleman,

MANN+HUMMEL uses a supplier portal for a better and more efficient collaboration. Thereby we would like to make sure that supplier master data and company profile in our systems are up to date. Your registration also both as an existing and new supplier is necessary in order to be able to communicate via this platform.

**Please note that without a registration and up to date master data both the processing of orders and invoices won't always be possible. If you have any questions regarding this, please contact your contact person at MANN+HUMMEL.**

Please open the following link and complete the self questionnaire carefully:  
[https://www.pool4tool.com/portal/mann-hummel/register.php?crm\\_person\\_id=MTEyMjU2Mg==b3ec08e8b8094458842fdd6e3b42b8c9&l=eng](https://www.pool4tool.com/portal/mann-hummel/register.php?crm_person_id=MTEyMjU2Mg==b3ec08e8b8094458842fdd6e3b42b8c9&l=eng)

During the first login, you will be asked to change your password and your username. Please keep this login information in mind. You will need it for further use of the supplier portal.

Registration instructions and further information can be found here:  
<https://www.mann-hummel.com/en/corp/services/supplier-area/faqs/>

If you have any questions regarding the software please contact our hotline at 07141-98 9900 or via mail at [support@pool4tool.com](mailto:support@pool4tool.com)

sincerely  
MANN+HUMMEL GMBH

# Registration Process

## Personal data

- Complete your personal data and click “**Check Data**”
- Every potential supplier of MANN+HUMMEL should have a DUNS Number. For suppliers from some countries it is a precondition for a business relationship with M+H (DUNS mandatory), while for some a DUNS number is optional. Nevertheless it is recommended to have one (e.g. Production material suppliers are not able to see their vendor rating without a DUNS number).
- Click [here](#) for more information about DUNS number

### What is the D-U-N-S® Number?

D-U-N-S® = Data Universal Numbering System of Dun & Bradstreet.

The D-U-N-S® number is a 9-digit numerical code that about 124 million companies worldwide can be identified with. Thereby double entries and confusion can be avoided. It is used as a standard by the United Nations, the VDA, the European Commission or ISO.

The supplier gets its DUNS number [here](#)!

Supplier registration MANN+HUMMEL

We are glad to welcome you on the MANN+HUMMEL supplier portal eCONN in order to make our business relationship more efficient. Before using eCONN (including the verification of the master data) a login name has to be created.

More about MANN+HUMMEL  
[www.mann-hummel.com](http://www.mann-hummel.com)  
[Deutsch](#)  
[Registration instructions](#)

Your personal login name is necessary for future visits on eCONN. For more information can be found on the [MANN+HUMMEL homepage!](#)

I'm already a supplier for POOL4TOOL

D&B DUNS No.:

Contact person data

Salutation\*:

First name\*:

Last name\*:

Telephone (general)\*:

Fax (general)\*:

E-Mail (general)\*:

Loginname\*:

For using the SRM portal please accept the terms of use which can be found here: [Link](#)

We accept the terms of use.\*

I agree that POOL4TOOL AG uses the data, entered in the course of the registration on the supplier portal of MANN+HUMMEL 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.

# Registration Process

## Personal data

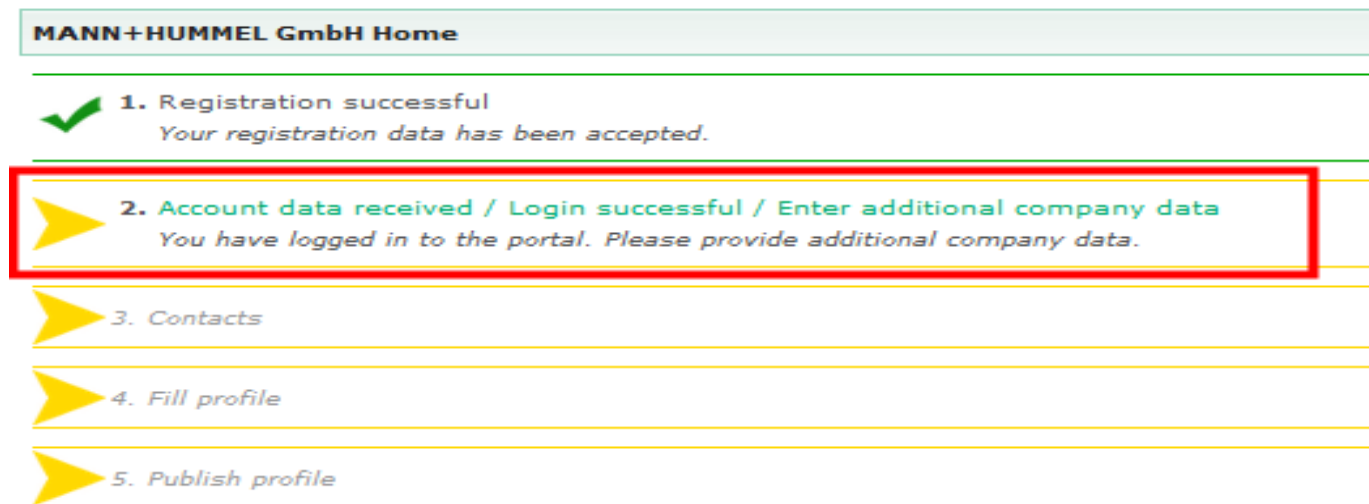
- Before you complete first registration step, please check your data again.
- Click on „Send“ to move to the next step once you have filled in the required fields. Please wait a moment.
- At the same time you will receive an email with your login data and link to the system. Thereby you can return to complete the process later on as well as login at any time to change your data

The image shows two parts of the registration process. The top part is a web form titled "Supplier registration MANN+HUMMEL". It includes a "Please check your inputs" section with a D&B DUNS No. field. Below that is the "Contact person data" section with fields for Salutation, First name, Last name, Telephone (general), Fax (general), E-Mail (general), and Loginname. A "Send" button is highlighted with a red box. To the right is a box with "More about MANN+HUMMEL" and links to the website, a language selector, and registration instructions.

The bottom part is an email confirmation from "mail@pool4tool.com". The subject is "Registration Mann+Hummel". The body text says: "Thank you for your registration! You have to complete your data now." It provides the login "comp1" and password "ASa\_A5lEXc". A link to the portal is provided: <http://www.pool4tool.com/portal/mann-hummel/>. The email also includes contact information for support and registration instructions.

# Registration Process

- You can go on with the second registration step now. Click on “2. Account data received / Login successful / Enter additional company data”
- Finish every registration step by clicking „Save“ You will be automatically forwarded to the next step. This could take a few seconds.
- Please be aware that the registration process requires all 5 steps to be done and check-marked



# Registration Process

## Check general company data

- Company data have to be checked by your contact person and additional mandatory company basic data are supposed to be filled in during this step.
- To continue with the registration click on “Save”.

**Company basic data**

Company basic data

Company name 1\* Shoe Company

2

3

Street\* Oxfordstreet 8

Zip code\* EC1Y 8SY

City\* London

Country\* United Kingdom

State LD - Londonderry

Continent Europe

PO Box

Zip PO Box

Telephone\* 44 7142 55 3879

Fax\* 44 7142 55 983879

Homepage www.shoecompany.com

E-mail info@shoecompany.com

D&B DUNS No.\* 123456789

# Registration Process

## Contacts

- To assure an efficient communication between MANN+HUMMEL and the suppliers, detailed and correct contact information of the contact persons is necessary.

The screenshot shows a vertical list of five steps in the registration process, each with a colored arrow icon and a description. The first two steps are marked with green checkmarks, indicating they are completed. The third step, '3. Contacts', is highlighted with a red rectangular border and a yellow arrow icon, indicating it is the current step. The fourth and fifth steps are marked with yellow arrow icons, indicating they are yet to be completed.

**MANN+HUMMEL 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. Fill profile**
- ▶ **5. Publish profile**



# Registration Process

## Contacts

- The administrator of the supplier portal is assigned to all functions.
- Additional users should be created and assigned to particular areas.
- An additional portal user can be created if necessary. Please click therefore on “create portal user”. The user will get logon data for the supplier portal.
- Click on “Save” to move on.

**Edit person**

Salutation\*

First name\*

Last Name\*

Telephone\*

Fax

Email\*

Title

Language\*

Department

Create portal user

Loginname\*

**Contact people**

Area	Assignments	Multiple selections	Menu
General Manager	<input type="text" value="Smith,"/>	No multiple selections possible	
Head of Purchasing	<input type="text" value="Smith,"/>	No multiple selections possible	
Head of Sales	<input type="text" value="Smith,"/>	No multiple selections possible	
Administrator Portal	<input type="text" value="Smith,"/>	No multiple selections possible	
Quality contact	<input type="text" value="Smith,"/>	No multiple selections possible	
Development contact	<input type="text" value="Smith,"/>	No multiple selections possible	
Logistics contact	<input type="text" value="Smith,"/>	No multiple selections possible	
Sales contact	<input type="text" value="Smith,"/>	No multiple selections possible	

# Registration Process

## Supplier Profile

- Fill in all required information in your profile
- Depending on the material group/s you will deliver (selected by MANN+HUMMEL) additionally to the general questionnaire a more comprehensive one has to be completed.

**MANN+HUMMEL 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. Fill profile**  
*Please give the demanded information in the supplier profile.*

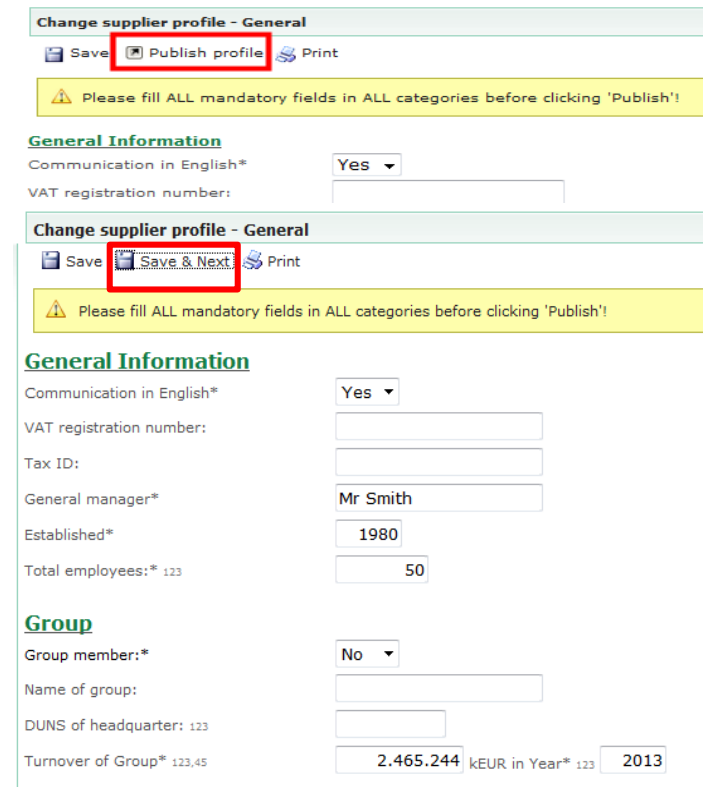
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➤ **5. Publish profile**

# Registration Process

## Short questionnaire

- General information and questions about your company for PM & NPM suppliers.
- The “publish” button is immediately available for NPM suppliers. By clicking this button registration is finished and data are transferred to MANN+HUMMEL. The internal approval workflow will start.
- By clicking “Save” data are stored but not transferred to MANN+HUMMEL.
- As PM supplier click on “Save & Next”. Before you save and go on, you have to fill out the required fields (\*). You will be then forwarded to the next page.



Change supplier profile - General

Save Publish profile Print

Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!

**General Information**

Communication in English\* Yes

VAT registration number:

Change supplier profile - General

Save Save & Next Print

Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!

**General Information**

Communication in English\* Yes

VAT registration number:

Tax ID:

General manager\* Mr Smith

Established\* 1980

Total employees:\* 123 50

**Group**

Group member:\* No

Name of group:

DUNS of headquarter: 123

Turnover of Group\* 123,45 2.465.244 kEUR in Year\* 123 2013

# Registration Process

## Detailed questionnaire – only for PM suppliers

- The following pages have to be completed to be able to evaluate your registration. Use the “Save & Next” button when you are finished.

The image shows a screenshot of a web-based registration process. On the left is a sidebar menu titled "Company profile" with the following items: General, Business, Products, Technical, Certifications, Quality, Logistics, and Environment. The "Business" item is highlighted with a red box. To the right of the sidebar are four questionnaire pages, each with a "Change supplier profile" title and "Save", "Save & Next", and "Print" buttons. The "Business" page includes an "Address" section with fields for Name, Street, ZIP Code, City, and Country, and a "Quality Standards and Me" section with fields for FMEA\*, Control Plan\*, and MSA\*. The "Products" page includes a "Rubber" section with a "Machine / Technology" subsection and fields for Injection (horizontal\*, vertical\*), tooling size (<500 mm\*, 500 - 1000 mm\*), and Extrusion. The "Technical" page includes a "Product development" section with fields for CAD supported\*, Own product development\*, Own prototype manufacturing\*, and R&D expenditures (in % of turnover) 123, and a "Process and tooling develo" section with a field for Tooling development and design\*. The "Certificates" page includes a "Quality certificates" section with a table for Certificate: Certificate available:\* Vali from from, with rows for ISO 9001 and ISO TS 16949, each with a "yes" dropdown menu.

- If you have quality certificates please attach them (e.g. ISO 9001 and ISO 14001)  
→ Incomplete registrations may be rejected so please provide as much information as possible.

# Registration Process

## Publish profile

### Attention!

Don't forget to publish your profile at the end of the registration process (tab sheet "Environment") otherwise MANN+HUMMEL won't receive your registration. The button appears as soon as all mandatory fields are filled out.

Change supplier profile - Environment

Save Publish profile Print

Successfully saved!

Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!

Environment

IMDS is active.\* No

Please mark the following statements that apply to your company:

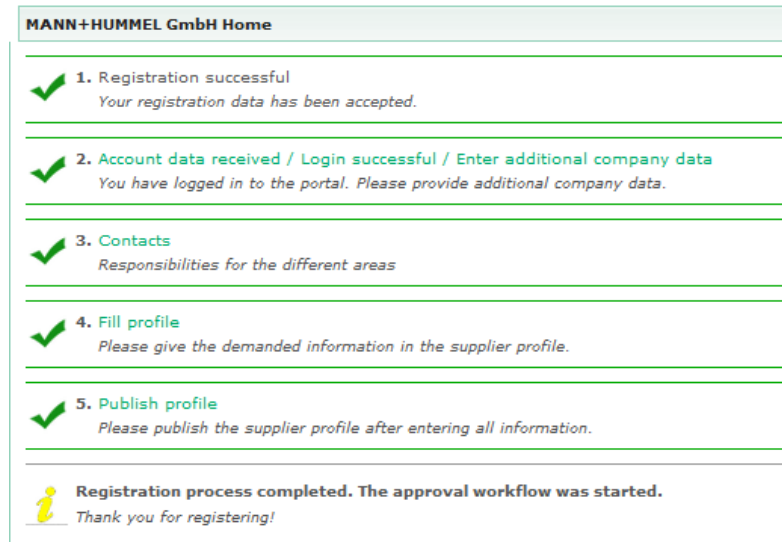
- Environmental protection is a fixed part of our product management.
- Our company operates its production to defined written environmental guidelines.
- Environmental protection activities and results are documented in our company.
- We have defined targets for improving environmental protection in our company.

Publish supplier profile?

OK Abbrechen

# Registration Process

- The registration process is now completed and your contact person at MANN+HUMMEL will be informed.
- The application will run through an internal approval workflow at MANN+HUMMEL.
- The responsible approver might contact one of the contact persons if more information is required.
- Please keep the login data for future changes in your profile.



The screenshot shows a confirmation page titled "MANN+HUMMEL GmbH Home". It features a list of five steps, each marked with a green checkmark, indicating successful completion. The steps are: 1. Registration successful, 2. Account data received / Login successful / Enter additional company data, 3. Contacts, 4. Fill profile, and 5. Publish profile. Below these steps, a yellow information icon is followed by the text: "Registration process completed. The approval workflow was started. Thank you for registering!"

**MANN+HUMMEL 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. Fill profile**  
*Please give the demanded information in the supplier profile.*
- ✓ **5. Publish profile**  
*Please publish the supplier profile after entering all information.*

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

# Support

Don't hesitate to ask our support!

- If you have any questions or technical issues during the registration please contact:



**Europe: +49 7141 98-99 00**

**Singapore: +65 65628060**

**China: +86-(10)878-33299**

**USA: +1-248-434-1268**

**E-Mail: [jdsupport@jaggaer.com](mailto:jdsupport@jaggaer.com)**