



Scope: Winkhaus Group

Unit: Procurement

Winkhaus Supplier Portal User Guide

Stand 18.03.2020

Version 1.0

EN

Table of Contents

1. Accessing and logging on to the supplier portal.....	3
2. Navigation bar.....	5
2.1 «Administration menu» item.....	5
2.2 «Product Groups» item	7
2.3 «Company Profile» item	8
2.4 «Requests menu» item	9

Accessing and logging on to the supplier portal

You can access the Winkhaus Supplier Portal via the Winkhaus Homepage www.winkhaus.com.

You arrive at the login screen via the «Company» → «Procurement» menu item:

The screenshot shows the Winkhaus website homepage. At the top, there is a navigation bar with the Winkhaus logo on the left and a search bar on the right. Below the logo, there are several menu items: "Download area", "Contact", "Window technology", "Door locking system", "Access management", "Company", and "Service". The "Company" menu item is highlighted with a red box. Below the navigation bar, there is a large banner with the text "Winkhaus Welcome". Underneath the banner, there are four columns of content, each with an image and a title:

- blueSmart**: The latest generation of access management: blueSmart is one-of-a-kind combination with passive, key-operated system which communicates its data via virtual network and – if necessary – even with viral command Distribution. [» Read more...](#)
- Parallel action fittings**: Natural ventilation even when you are not at home: Parallel action is setting new standards. With the additional parallel offsetting of the sash by 6mm, windows can meet builders' current requirements on safety, sustainability and energy efficiency. [» Read more...](#)
- autoLock AV3**: You can expect more from this innovative residential door locking system: It locks securely, operates smoothly and provides an especially tight seal. The automatic security door lock can also be adapted to the user's individual needs with a frame-side magnetic trigger. [» Read more...](#)
- Customer Service**: [» Service](#)

Below these columns, there is a section with a red box around the "» Procurement" link. The text below it reads: "In order to be able to guarantee our high quality level at all times, we rely on long-term business relationships with reliable suppliers who would like to commonly achieve our ambitious goals with us."

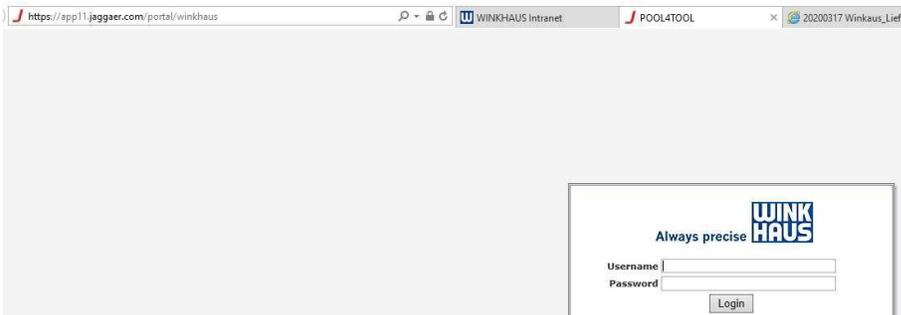
Further down, there is a section titled "» Supplier portal" with a red box around the "» To the supplier portal" link. The text below it reads: "Our web-based supplier portal is provided for the exchange of drawings, enquiries and offers, as well as for transparent supplier evaluation. This is where you can enter the password-protected section. Only registered suppliers may access this section."

For faster access, you can also enter the URL directly in your internet browser:

<https://app11.jaggaer.com/portal/winkhaus>

and then save the address permanently as Winkhaus Supplier Portal in your favourites folder.

Whichever access method you choose, the following Winkhaus Supplier Portal login mask will then appear:



Now enter your access data and press the **“Login”** button. We recommend that you copy your username and password from the login email that you received and paste them into the fields provided.

Important:

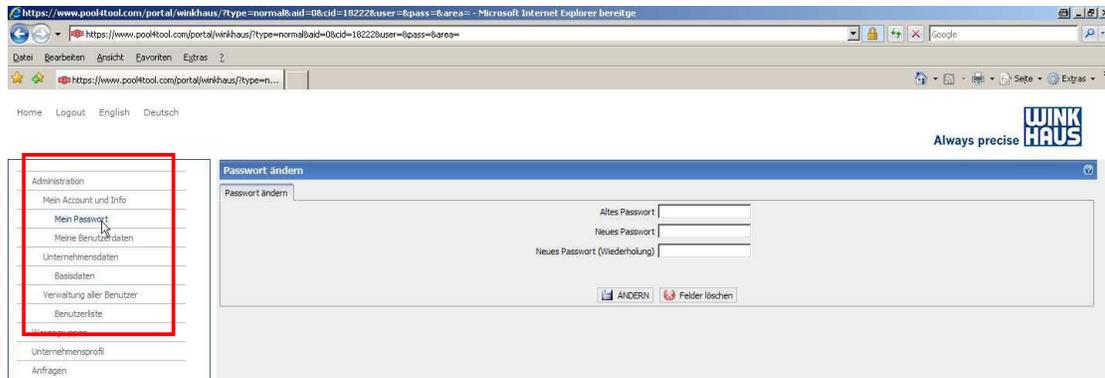
You receive your initial access data directly by email from our service provider Jaggaer.

Please keep this data safely.

(In the next chapter (2.1) entitled Administration, we will explain how you can change the initial password and create new users).

Navigation bar

2.1 «Administration» menu item



- This menu item lets you:
- change your password or user data
- update basic data for your company
- create new users (user list)

Changing your password or user data:

You should change the initial password which you received by email before you continue. To do this, please click «Administration» – «My Account and Info» – “My Password”. Fill out the relevant fields in the mask that appears and click “modify”. To activate the new password, you must log off briefly from the supplier portal via “**Logout**” and log in again with your new password.

To modify **user data**, please click menu item «Administration» – «My Account and Info» – “My User Data”. The following fields can be changed:

The most important fields are:

- First and last name The most important fields are:
- Gender
- Telephone, mobile/fax numbers, email address
- Language (user interface language)
- Main language (default Supplier Portal display language)
- Hidden (you do not appear as a user in your company's user list)
- Hide data (your data is not visible in the Jaggaer Market Place)
- My calendar is:
 - **Private:** your calendar cannot be viewed by other users in your company
 - **Open (no details):** others users from your company can see your calendar but no details are show
 - **Open:** others users from your company can see your calendar together will all details.

Change your settings and click **“save”**.

Change user or creating new users:

If you also want to enter a different username (Login name) in addition to changing a password or create an additional user to be used as e.g. a “Company User” for several persons, please use the menu item «Administration» – «All accounts I manage» – “User data”.

Please note: Already existing user can be changed with click on icon  in the user list.

New user:

After clicking the “Add User” button in the user list, the following screen will appear in which you must enter all relevant mandatory fields (marked with “*”) for creating a new user.

The most important fields are:

- **Login name**
(This must be unique for all users of the portal, i.e. it is not possible to enter it more than once. If the chosen Login name is already allocated, an error message will appear and you must choose a new name. The login name is limited to a length of 20 characters)
- **First name, Last name, Gender, Email address**
- **Language**
(Your user interface language)

- **Main language**
(You can select the default display language here for the portal.
Caution: The standard default setting is English)
- **Authorizations**
(You normally give a new user the “User” authorization. If you check the “Admin” box, the new user will be given admin rights allowing him, for example, to add new users himself or delete existing ones. Furthermore, this user can view and edit all requests from Winkhaus, regardless of to whom the email requests from Winkhaus were sent)
- **Notification**
(When you check this box, an email containing the username and the password is produced and sent to the specified email address. The new user is informed about his account in this way.)

You manage your company's portal users yourself, i.e. you can create, delete and block users by means of the “User List”.

Updating/verifying the basic data for your company

As a Winkhaus listed supplier, we already have basic information about your company which is shown under the «Company Data» – «Basic Data» menu item. Please verify the data shown there and complete the entries about your company as necessary. Always confirm verification/changes by clicking “**change**” so that you can proceed to the next menu item which is «Product groups».

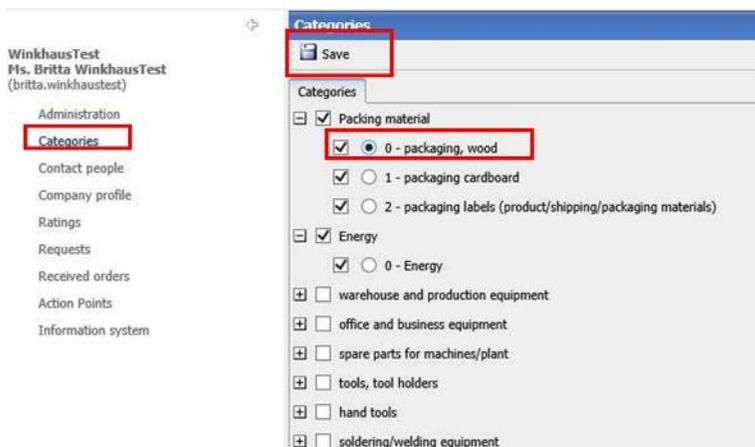
Note:

Changes that you make to person-related master data or company data will be communicated automatically to the Winkhaus system and thus updated in the internal Winkhaus Jaggaer system.

2.2 «Product groups» menu item

Please assign your product range to our product groups with this menu item. Please check the box in front of the Winkhaus product groups that correspond to your company's products. Select your main product/ Winkhaus product group (Symbol: ) and don't forget to „**Save**“ your entries after allocating them.

Example: Product group “packing, wood” was selected as main product.



2.3 «Company profile» menu item

Once you have carried out all the steps previously described, we would now ask you to update your company profile in this menu item and provide us with supplier information:

The «Company profile» menu item includes the categories: «General» – «Products» – «Technology» – «Quality» – «Logistics» – «Environment». The details that we would like from you will take some time. So you can log off from the portal at any time and log on again to continue to work on the company profile/supplier information. In this connection, please observe the following information:

Important:

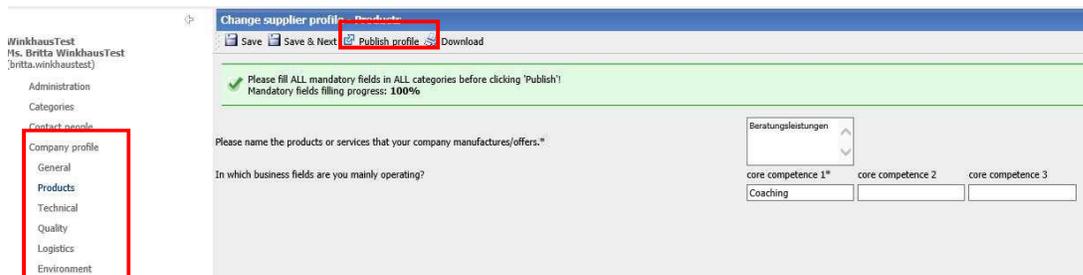
Please make sure that you “**save**” your entries in each category before you switch categories, e.g. from General to Products, or log off from the supplier portal. If you don't, all the entries that you have just made will be lost.

Release details to Winkhaus:

When you have made your entries in the company/supplier profile and have filled out all mandatory fields, a new function button labelled “**release**” will be displayed when you process the last category, e.g. Quality. When you click this button, your entries will be made available to us. Your Winkhaus contact will be informed by email that details have been released.

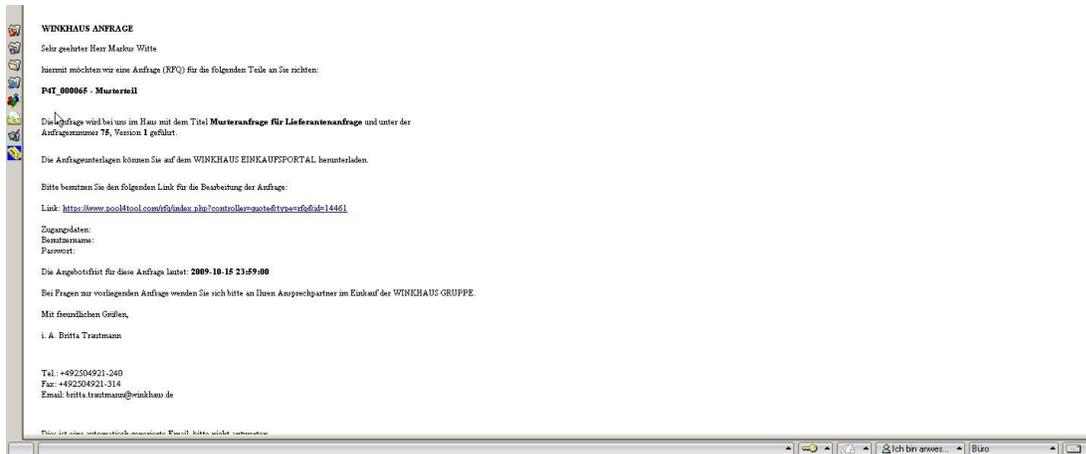
Updating company profile:

You should check your company profile once or twice a year to make sure that it is correct and up to date as parts of the supplier information are included in a later supplier evaluation. With the “**release**” function, you can notify us at any time of any changes that you have made.



2.4 «Requests» menu item

You will be informed by email about new requests from Winkhaus:



By means of the link contained in the email or by accessing the supplier portal as described in chapter 1, you will arrive again at the entry screen of the supplier portal. Log in there with the access data in the request email, if this was also sent with the email.

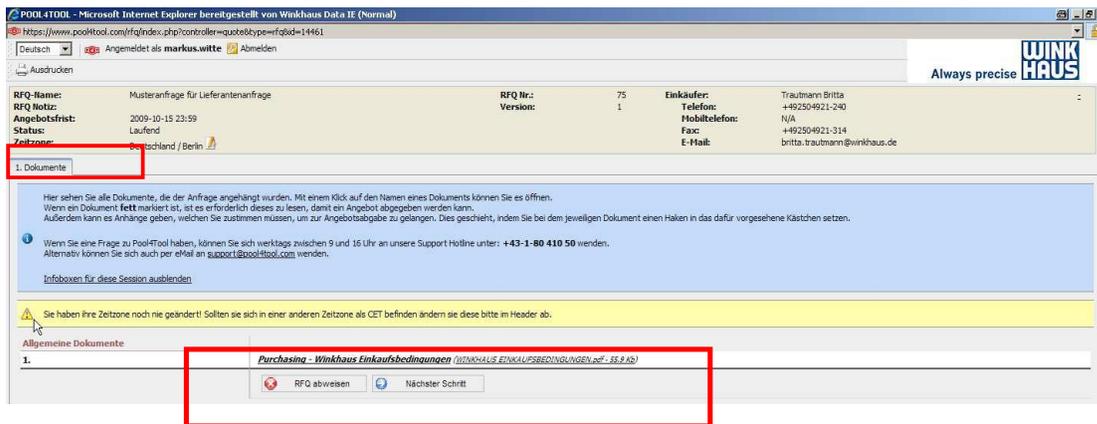
If this is not the case (as in the example shown above), this indicates that you already have a permanent login (User Name/Password) for the Winkhaus Supplier Portal. In this case, please log in with your existing login data and then click the «Requests» menu item:



Then click **“My RFQs”** or place a check at **“Company RFQs”** and start your search:



The request will be opened with a click on the **“folder”** icon:



Tab: Documents

In Tab 1 “Documents”, all documents are listed that are relevant for the request (RFQ = Request for Quotation). You must click the name of the document in order to open it. The purchaser can specify whether a document must be opened or whether you must agree to the conditions in order to proceed to the next step. Documents that must be opened are marked in bold.

In step 1, you have the option of declining to participate should you not wish to submit a quotation for a request. With the **“reject RFQ”** function, you can notify the purchaser about your decision. Once you have clicked the button, you can enter your reason for declining to participate in the note box.

You arrive at the next page by clicking **“next step”**. A new tab will be displayed.

Tab: General

This tab contains the quotation settings and supplier information.

In the **“quotation settings”** area, the purchaser can specify whether the settings can be changed. (The Terms of Payment apply based on the conditions agreed with your company. The Terms of Delivery on which the quotation is based are normally specified by the purchaser in order to allow quotations to be compared).

In the **“supplier information”** area, you will see your personal data which you can change.

RFQ Name: Schließblech RFQ Nr.: 94 Einkäufer: Wittkowski Markus
 RFQ Nr.: Version: 1 Telefon: +49 250 4921-115
 Angebotsfrist: 2009-06-16 23:59 Mobiltelefon: N/A
 Status: Laufend Fax: +49 250 4921-314
 E-Mail: markus.wittkowski@winkhaus.de

1. Dokumente | 2. Allgemein | 3. Angebot | 4. Zurücksenden | Message Portal

Wenn Sie eine Frage zu Pool4Tool haben, können Sie sich werktags zwischen 9 und 16 Uhr an unsere Support-Hotline unter: **+43-1-80 410 50** wenden. Alternativ können Sie sich auch per E-Mail an support@pool4tool.com wenden.

Infoboxen für diese Session ausblenden

Position-Information

Materialnummer: 2822073
 Name: SCHLIESBLECH_SBA_K_61
 Warengruppennummer: 1103
 Angeforderte Menge: 1.000.000 ST (Jahresbedarf)
 Notiz: ZKT+4321 mit Deckel und Flansch verschlossen
 Werknorm: Oberflächenschutz WR-O; Verzinkungstext Nr. 8 vom 16.01.2007
 Verzinkt 10-12µm, in einem alkalischen Elektrolyten, abnormale mit einer Cr3+-haltigen Silberchromatsierung und verzinkt mit einem Ni oder Cr 6-freien Top Coat.
 Beanspruchungsgruppe 4 nach RAL-GS 660 Teil 1 und 2, mit 96h WR muß erfüllt sein.
 Die Bezeichnung nach RAL für den Schichtaufbau lautet:
 Zn 10 µm mit Cr3+-freiem Top Coat oder Ni oder verzinkt
 optische Ansprüche: flackelfrei, keine Schwarzverfärbungen auf dem gesamten Bauteil; gleichmäßiger "warmer Zinkfarbton", keine anhaftenden Top Coat Verkrustungen
 Ausnahme: Die Verzinkung bei der Fa. Collini in Hohenems muss in einem alkalischen, cyanfreien Elektrolyten erfolgen.
 Verpackung: 800 Stk/lose
 Einlagig mit Sicherungsplatte SP 1218 auf einer Europalette
 Lieferadresse: August-Winkhaus-Strasse 31 48291 Telgte Deutschland

Once you have clicked **“open item”**, you will first see the **“information item”** with details about the requested material number, item description, requested quantity, surface and packaging regulations (see note) as well as delivery address.

In the second part of the display, under **“quotation”**, a prespecified quotation structure appears in which you enter your quotation values (the example here is for zinc die cast):

RFQ Name: Musteranfrage für Lieferantenanfrage RFQ Nr.: 75 Einkäufer: Trautmann Britta
 RFQ Nr.: Version: 1 Telefon: +49 250 4921-240
 Angebotsfrist: 2009-10-15 23:59 Mobiltelefon: N/A
 Status: Laufend Fax: +49 250 4921-314
 Zeitzone: Deutschland / Berlin E-Mail: britta.trautmann@winkhaus.de

1. Dokumente | 2. Allgemein | 3. Angebot | 4. Zurücksenden

Angebot

Format: Datum: 1.10.2009
 Drucker: 100/480/77
 Z

Preisart: (ZDF)

Vorgabe Liefergrösse: 1.000
 Lieferzeit Erstmal in Wochen*: 0
 Lieferzeit Serie in Wochen*: 0

Material:

Teilegewicht netto g/Stück: 1.50000
 Abmaß in %*: 0.00000
 Materialpreisbasis EUR/kg: 1.48000
 Materialkosten pro Stück in EUR: 0.00222
 Werkzeug:

Ausbringungsmenge Werkzeug in Stück*: 0

Werkzeugkosten in EUR*:
 Kombiform mit anderen Teilen ?*: keine Kombiform
 Kombiform mit Sperrschieber*: ohne Sperrschieber

Produktion:

Produktionskosten inkl. Gemeinkosten pro Stück*: EUR / 1 ST
 Fertigungszustand*:
 Kosten Galvanik pro Stück*:
 Galvanik Gestell oder Trimmel*: Trommelware
 Verpackung - Kosten / Stück*:
 Angebotspreis EIV/ab Vierk: 0.00222
 Transportkosten DDP Deutschland*:
 Transportkosten DDP Polen Pflichtangabe*:
 Angebotspreis DDP Polen /Stück*: 0.00222
 Angebotspreis DDP Deutschland*: 0.00222

Allgemeine Felder

Anhänge: Durchsuchen
 Bemerkungen:

Speichern & Weiter | Abbrechen & Weiter | Zurück zur Übersicht

If you are unable to submit a quotation for an item, you can use the **“reject & next”** button. In addition, you can leave a comment in the **“remarks”** field explaining why you are not submitting a quotation for this item.

Note regarding editing quotation values:

The fields to be updated by you are marked in bold in the quotation structure. Their input fields have white backgrounds and they are marked as mandatory with a **“*”** icon.

In addition, some fields are already partly prefilled with values by Winkhaus. These are fixed values and cannot be changed. In combination with the quotation values that you enter, quotation values such as material costs per piece, the EX quotation price or the DDP Germany quotation price are calculated automatically by means of the formulas held in the quotation structure:

The screenshot shows the Winkhaus POOL4TDOL quotation form. Key sections include:

- Header:** RFQ Name: Musteranfrage für Lieferantenanfrage; RFQ Nr.: 75; Version: 1; Einkäufer: Trautmann Britta; Telefon: +492504921-240; Mobiltelefon: N/A; Fax: +492504921-314; E-Mail: britta.trautmann@winkhaus.de
- Navigation:** 1. Dokumente | 2. Allgemein | 3. Angebot | 4. Zurücksenden
- Form Fields (Angebot section):**
 - Ausbringungsmenge Werkzeug in Stück*:** 400000
 - Werkzeugkavitaet*:** 4
 - Werkzeugkosten in EUR*:** 3000
 - Kombiform mit anderen Teilen ?*:** keine Kombiform
 - Kombiform mit Sperrschieber*:** ohne Sperrschieber
 - Produktionskosten inkl. Gemeinkosten pro Stück*:** 0.03230 EUR / 1 ST
 - Fertigungsstandort*:** Bremen
 - Kosten Galvanik pro Stück*:** 0.00170
 - Galvanik Gestell oder Trommel*:** Trommelware
 - Verpackung - Kosten / Stück*:** 0.00010
 - Angebotspreis EXW/ab Werk:** 0.0364754
 - Transportkosten DDP Deutschland*:** 0.00070
 - Transportkosten DDP Polen Pflichtangabe*:** 0.01000
 - Angebotspreis DDP Polen /Stück*:** 0.0364754
 - Angebotspreis DDP Deutschland*:** 0.0371754
 - TCO Telepreis DDP Deutschland 1. Jahr:** 1.5371754
 - TCO Telepreis DDP Deutschland 2. Jahr:** 0.7871754
- Remarks (Zurücksenden section):** Auf dieser Seite sind die allgemeinen Informationen und Ihre Angebote nochmals zusammengefasst dargestellt. Falls Sie Ihr Angebot korrigieren möchte, können Sie zu Schritt X Angebot zurückkehren und erneut anbieten.
- Table:**

#	Materialnummer	Name	Warengruppe	Daten	Preiseinheit	Quantität	Bemerkungen
1	84T_000068	Musterief	Zirkdrucksstelle		1	2.000 ST	--
- Signature:** Lieferantangebotsnummer: [input field]; Ihr Zeichen: [input field]; Angebot an den Kunden senden [button]



When you have completed all mandatory fields, you can go on to the last page by clicking **“save and next”**:

Tab: Send back

In Tab 4 **“return”**, you get an overview of the entire request. You must go back to the **“Quotation”** tab if you wish to change the data you entered previously.

Before you send back the quotation to the purchaser, you have the option of entering a supplier number and your reference. Finally, you must click the **“send quotation to the customer”** button. Your quotation will be sent to the purchaser as soon as you click this button and no further changes can be made.

If you wish, you can also **“print”** the quotation or save it as a pdf file on your computer:

Musteranfrage für Lieferantenanfrage

Angebotsfrist: 2009-10-15 23:59:00 CET
RFQ: 75
Lieferant: Witte
August Winkhaus 47
DE 48395 Münster
Telefon 0043 244567 45456
Datum: 2009-10-01

Zahlungsbedingungen: K009 (Gem. unserer EK-Bedingungen 3%, 60 Tage netto)
Lieferbedingungen: DDP (GELIEFERT VERZOLLT (. benannter Ort))
August-Winkhaus-Strasse 31 48291 Telgte Deutschland

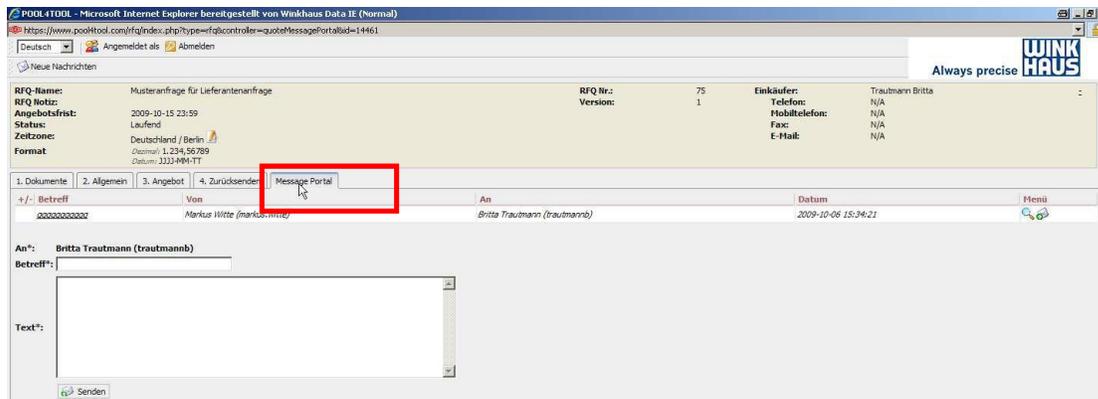
Pos	Materialnummer	Name	angeforderte Menge
1	P4T_000065 - 1754278	Musterenteil	2.000,00 ST

Vorgabe Lieferlosgrösse: 1,000,00000
Lieferzeit Erstmuster in Wochen: 0,00000
Lieferzeit Serie in Wochen: 0,00000
Material
Teilegewicht netto g/Stück: 1,50000
Abbrand in %: 7,00000
Materialpreisbasis EUR/ kg: 1,48000
Materialkosten pro Stück in EUR: 0,0023754

Always precise WINK HAUS
August Winkhaus GmbH & Co. KG
August-Winkhaus-Strasse 31
48291 Telgte
Tel: +49 2504 921-0
Fax: +49 40 9213-354
www.winkhaus.de
Einkäufer / Purchaser:
Britta Traumann
Telefon/Phone: +49 2504 921-240
Telefax/Fax: +49 2504 921-314
Email: britta.traumann@winkhaus.de

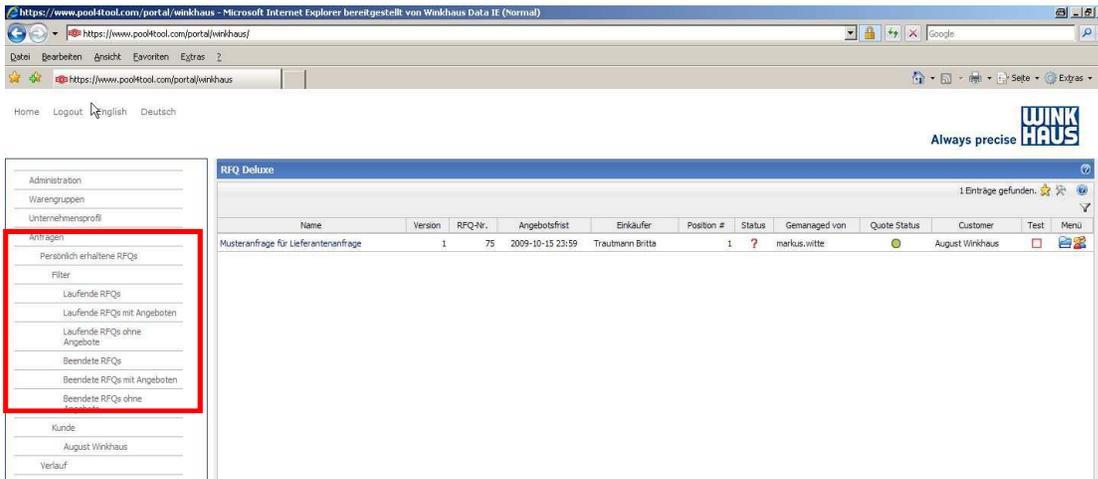
Tab: Message portal:

In Tab 5 “message portal”, you can communicate with the purchaser, i.e. send an email to the purchaser responsible for the request.



Note:

As an alternative to printing the quotation, you can also use the supplier portal for archiving your quotations. With the “requests” menu item, you can view all requests from Winkhaus and your corresponding quotations using various filter functions:



A final note:

Please contact your Winkhaus purchasing contact should you have questions about preparing an online quotation or any general questions about the Winkhaus Supplier Portal.