

Draexlmaier Group

Training document for suppliers – Registration in the „DRÄXLMAIER Supplier Portal“

Version April 2019

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1. Registration as a new Supplier

To get access to the DRÄXLMAIER Group Supplier Portal, it is necessary to complete a two-step registration process.

These two steps are 1. Supplier registration and 2. User registration.

1.1. Supplier registration

Please click on the following link to open the registration form:

<https://supplier-portal.draexlmaier.com>

Please consider the following points when completing the form:

Fields that are marked with a red star* are mandatory fields. The form can only be completed and send if these fields are filled out.

Welcome to the Supplier Registration Page

Please consider the following guidelines: indicate your phone and fax number without country code, indicate the address with which the company is registered by the responsible tax office and consider that you have to type in your data like company name, address etc. with Latin/Roman alphabeth characters.
In case of questions adding your bank- and/or tax-data, please contact our support (SCFLieferanten@draexlmaier.de).
* Fields marked with an asterisk are mandatory

General Company Information

[Get your free D-U-N-S number here *](#)

* Company Name:

D-U-N-S Number:

* Register Number:

* Language:

* Homepage:

Currency:

Address

* Country:

Region:

District:

* City: / * Postal Code:

Company Postal Code:

* Street: / * House Number:

Building: / Floor: / Room:

The company registration number (also known as the company number, registration number) is used to identify your company and verify the fact that it is an entity registered.

Please enter the address with which the company is registered by the responsible tax office here.

PO Box Address

PO Box:

PO Box Without Number

Other City: / Postal Code:

Other Country:

Communication

* Phone Number: / Extension:

Fax Number: / Extension:

* E-Mail (for purchase order):

Bank Data

Bank Country:*

Bank Name:*

Branch:

Bank Code:

SWIFT / BIC:

IBAN:

Bank Account Number:*

Controll Key:

Currency:

Tax Data

Tax Number:*

VAT Registration Number:

In case of questions regarding the bank- and tax data, please contact our responsible colleagues via Email:
SCFLieferanten@draexlmaier.de

Product Categories *

No product categories selected
Please add a maximum of 10 product categories.

In section Product Categories you can recommend your company for our purchasing departments. Click „Add“ to see the variety of categories you can select from.
Please note, that the selection of product categories is limited to a maximum of 10 categories.

Selection of Product Categories

Select the product categories you can supply

Find:

Available Product Categories

Expand All Collapse All

Category Name
<input type="checkbox"/> E Electric Systems
<input type="checkbox"/> I Interior Systems
<input type="checkbox"/> G facility management
<input type="checkbox"/> N Investment and Consumer Goods
<input type="checkbox"/> N01 Equipment and machinery for inhouse production
<input type="checkbox"/> N02 Tools / molds / fixtures / jigs for inhouse production
<input type="checkbox"/> N05 Milling cutter
<input type="checkbox"/> N07 Spare parts for equipment, machinery, tools, fixtures
<input type="checkbox"/> N08 Transport. Devices, Lift trucks
<input type="checkbox"/> N09 Logistic services
<input type="checkbox"/> N10 Packaging
<input type="checkbox"/> N11 Loading devices
<input type="checkbox"/> N12 Transport
<input type="checkbox"/> 63 Air freight
<input type="checkbox"/> 64 Sea freight
<input type="checkbox"/> 65 Courier services
<input type="checkbox"/> 66 truck transport national
<input type="checkbox"/> 67 truck transport international
<input type="checkbox"/> N13 IT Hardware
<input type="checkbox"/> N14 IT Software

Back 1 2 Forward

Open the complete variety of product categories by clicking on the +-symbol. Choose a maximum of 10 categories to be able to send the form. Complete your selection by clicking „OK“.


Data Privacy Statement

The company has read and irrevocably accepts the herewith provided [DRÄXLMAIER Group DRX Supplier Portal Terms of Use](#) and the [Supplier Sustainability Policy](#).

Confirm the DRÄXLMAIER Group Terms of use before sending the form.

Here you also find the link to the DRÄXLMAIER Terms of Use, as well as to the sustainability policy.
<https://www.draexlmaier.com/en/supplier-portal/gtc/>

You will find the following message after your registration had successfully been transmitted:



DRÄXLMAIER

Thank you.

Your request for registration has been sent out to the responsible purchasing organization.

The registration form will now be forwarded to the responsible buyer according to the selected product categories.

Please note that it may take some time until your registration is taken care of.

Please do not register again while waiting for approval!

The buyer will carefully check your registration and either approve or reject it. Either way you will be informed via email.

Approval of supplier registration:

If your registration is being approved, you will receive two separate emails with the login data for the user registration.

These will include your LIEF-Number (LIEF000xxxx) and a generated password.

These login data are only valid for 30 days.

Furthermore you will be informed to fill out, sign and send back our Non-Disclosure Agreement.

1.2. User registration

After your company registration had been approved, you need to complete your user registration next to be able to log on to the DRÄXLMAIER Group Supplier Portal. Please complete your user registration as soon as possible as your login data are only valid for 30 days.

Please login with your login-data (LIEF000xxxx and password), that had been provided via email, through the following link: <https://supplier-portal.draexlmaier.com/userreg>



1. Enter your User (LIEF000xxxxx)
2. Enter your password. Capital letters and other letters are differentiated.
3. Select a language.
4. Click "Log on".

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

Info: Supplier registration must be completed prior to admin. registration

Contact Details

Title:	Ms.	Phone Number / Extension:	234234	234234
First Name:	Daniela	Fax Number / Extension:		
Last Name:	Pircher	E-Mail:	pircher@aqua.de	
Academic Title:		Language:	German	
Department:		Country:	Germany	

Create Your Administrator Account

User*	LIFF00000028	Please give yourself a permanent password.
Password*		
Confirm Password*		

Formats and Settings

Date Format:	DD.MM.YYYY	Enter a time zone
Decimal Format:	1.234.567,89	
Time Zone:		

Data Privacy Statement

I have read the [data privacy statement](#) and accept the terms

Confirm the Terms of use and complete your user registration by clicking „create“.

After the data had been submitted successfully, you will see the following message:

Your administrator account has been created.

Please note that your account activation may take up to 10 minutes! Only after this time is possible to log on DRX supplier portal.

Please continue here: [Login](#)

2. Login after user registration

After you completed the user registration, you can log on to the supplier portal.

Please note, that this will only be possible at least 30 minutes. After the user registration had been completed, as the data needs to be transferred to the supplier portal first.

2.1. Browsersettings for a successful login

To avoid error messages when login in, we recommend to use one of the following browsers:

- Internet Explorer 8/10/11 or
- Google Chrome
- Firefox

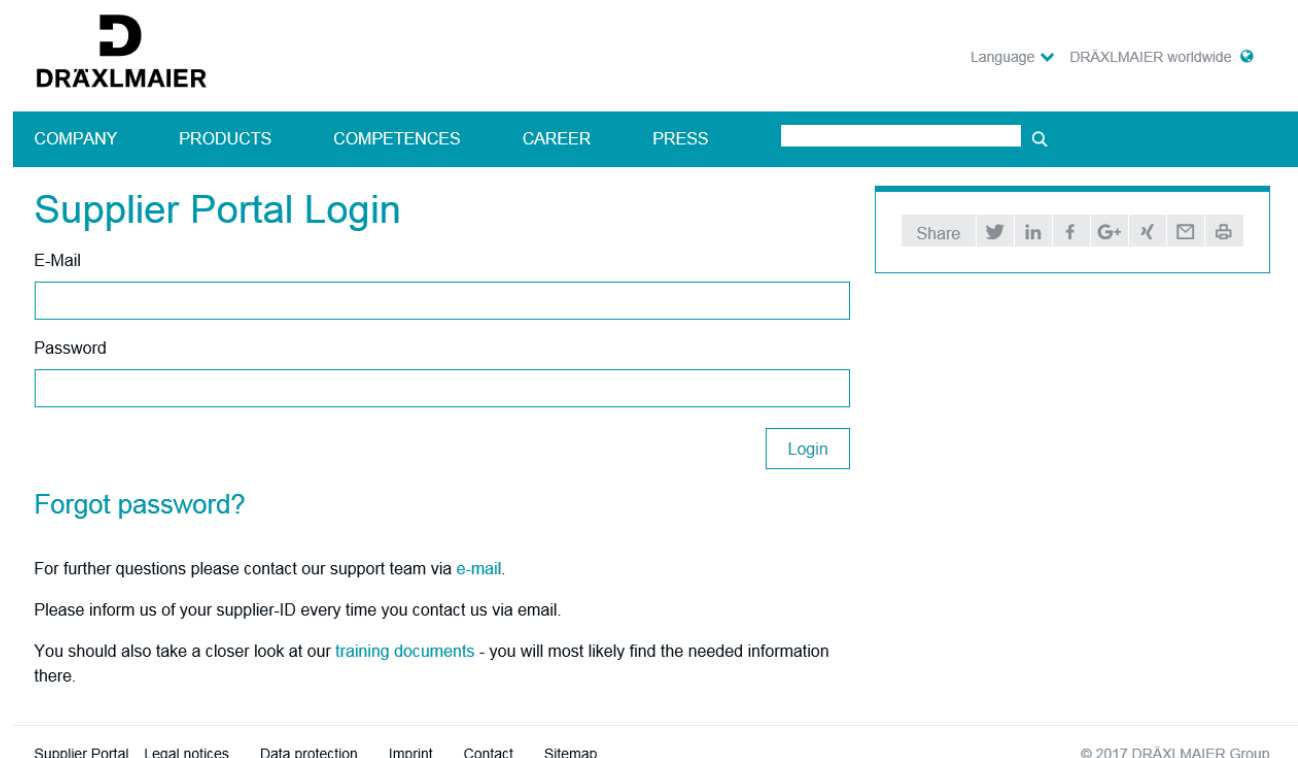
Also, please use the "Private- or incognito mode" to browse our website.

2.2. Log on to the Supplier Portal

Log on to our website is now possible. Please go to: <https://www.draexlmaier.com/en/login/supplier/>

Log on by using your email and password you just gave yourself.

Users that had been created since 12.12.2017 log in with their LIEFxxxx-number instead of email-address.



The screenshot shows the DRÄXLMAIER website header with the logo and navigation menu (COMPANY, PRODUCTS, COMPETENCES, CAREER, PRESS). The main content area is titled "Supplier Portal Login" and features two input fields for "E-Mail" and "Password", followed by a "Login" button. A "Forgot password?" link is also present. A social sharing bar is visible in the top right of the login area. The footer contains links for "Supplier Portal", "Legal notices", "Data protection", "Imprint", "Contact", and "Sitemap", along with the copyright notice "© 2017 DRÄXLMAIER Group".