

Supplier Portal Fehrer Group

Guideline for applicants

© F.S. Fehrer Automotive GmbH & Co KG

Heinrich Fehrer Straße 1-3

97456 Kitzingen

Content

1	GENERAL INFORMATION	3
2	THE REGISTRATION PROCESS	4
2.1	General data	4
2.2	Company Information	4
2.3	Information	5
2.4	Further contact details	5
2.5	Further company data	6
2.6	Banking information	6
2.7	Production Capabilities	7
2.8	Customers and Suppliers	7
2.9	Labor Agreement	8
2.10	Engineering / R&D	8
2.11	Quality	9
2.12	Logistics	9
2.13	Environment	10
2.14	Comments	10
2.15	Documents	11
2.16	Certificates	12
2.17	Material groups	13
2.18	General Terms of Use	14
2.19	Finish	14
3	FAQ – FREQUENTLY ASKED QUESTIONS	15
3.1	General Questions	15
3.1.1	The System logs me off automatically. Why?	15
3.1.2	Questions about pop-up blocker	15
3.1.3	Why should Pop-ups of the supplier portal not be blocked?	15
3.1.4	I already turned off the pop-up blocker in my browser but still cannot see any pop-ups	15
3.1.5	I receive a safety-warning when I download a file from the platform.	16
3.2	Questions about registration	16
3.2.1	What is a product safety manager?	16
3.2.2	What is a DUNS-Number	16
3.2.3	I receive an error message when I try to submit my application:	16
3.3	Questions about login	16
3.3.1	Why have I not received my login details yet?	16

Guideline

Your company wants to become a partner of the Fehrer Group? Then apply for our supplier portal!

If you have any questions or need help with the registration process, please see the FAQ attached or contact our support hotline: support.astras@allocation.com

1 General information

You start the process by following the link "New registration" within the supplier section on our website.

Once you are in the registration form, you can navigate with the buttons displayed in the bottom: "Back", "Next", "Save temporarily", "Finish registration" and "Cancel". If one of them is disabled, the option is not available.

Please keep in mind that the system logs you off once you have been inactive for 30 minutes. This is a security setting. In the bottom right corner of your screen, the time remaining until the automatic logoff is displayed. You will not be logged off while using the system actively (e.g. clicking).

The tree structure on the left hand side shows you, which step of the registration process you are in by highlighting the current menu item in bold, showing the already completed menu items in black and upcoming ones in grey.

If you have an error within a menu item, e.g. have not filled in all mandatory fields or used a wrong format, the menu item with the error will be marked red within the tree structure. Within the tab, the field causing the error will be marked red as well. You will not be able to submit your registration until you fixed this error.

Once the registration process is completed and the registration submitted, it will be transferred to our responsible buyer who will check your registration. Please allow some time for this process. Once your registration is approved, you will receive your username and password and will then be able to login, update your company data, add documents and take part in events.

2 The registration process

2.1 General data

1. Please insert all information requested. Mandatory fields are marked yellow.
2. To communicate with your company via the portal, your e-mail address is required. While your registration is pending, all information will be directed to that e-mail address. The user name which will be assigned upon activation of the account and all future e-mails will be sent to that address. So please make sure this e-mail address is correct.
3. The password you can create here will be your password once you have access to the supplier platform. You can either generate a random password or create your own. If you generate a random one, please make a note of it. If you create your own password, please keep in mind that it has to have a length of at least 6 characters and should contain letters as well as numbers. Furthermore, the system is case sensitive.

1 Supplier registration > General data

Please provide us with personal data of the main contact or the individual in your company who is going to use the portal in the future.

Contact person

Title: Mr
Position:

First name:

Last name:

Department:

Phone:

Fax:

To communicate with your company via the portal, your e-mail address is required. While your registration is pending, all information will be directed to that e-mail address. The user name which will be assigned upon activation of the account and all future e-mails will be sent to that address. So please make sure this e-mail address is correct.

Account data

2 E-mail:
Repeat e-mail address:

3 Password: Generates a random password.
Re-enter password:

2.2 Company Information

1. Please provide the required company information and contact details.
2. You can find further details about the D-U-N-S Number in the FAQ attached.

1 Supplier registration > Company information

Company information

Company:

Legal form:

Head office:

VAT ID (EU law):

Currency: EUR

Supplier Type:

2 D-U-N-S / UPIK: (00-123-4567)
Don't know or haven't got a D-U-N-S number yet?
Follow this link to get one for your company here: [Dun & Bradstreet \(external link\)](#)

Address

Street:

Contact

Phone:

2.3 Information

1. Please provide business-related details about your company.
2. From now on, you have the option to save your application temporarily and proceed later on. To save the registration, please click the "Save temporarily" button. You will then receive an e-mail which contains a link back into the registration so that you can finalize it.

1 Supplier registration > Information

Information

Dated
05/19/2016

Homepage

Year of incorporation/formation

Sales last FY (in Euro)

Export share %

Production facilities

Employees total

Employees administration

Employees production

Employees QM

Number of employees R&D

Reference customers

<< Back Ne **2** Save temporarily Finish registration Cancel

2.4 Further contact details

1. You can provide up to 5 further contact details. These information help improving the communication between the Fehrer group and your company.
2. Choose the right position of your further contacts from the following options: CEO, head of plant, head of quality, head of development, head of logistics, product safety manager, other. Especially the product safety manager is important to us, who has knowledge about the manufacturing processes, risk assessment methodologies and relevant regulations for product safety and reliability. Hence, we kindly ask you to indicate the product safety representative's details in this section.

1 Supplier registration > Further contact details

Further contact details

Contact 1

Contact

Position
please select

Phone no.

Mobile No.

email-address

Language skills

English
 German
 Chinese

Others

Contact 2

Contact

Position
please select

Phone no.

Mobile No.

email-address

Language skills

English
 German
 Chinese

Others

Contact 3

Contact

Position
please select

please select
CEO
Head of plant
Head of quality
Head of development
Head of logistics
Product safety manager
Other

Language skills

English
 German
 Chinese

Others

2

2.5 Further company data

1. Please provide further company data.
2. Please name other locations of your company, not just for production but also for sales, logistics, etc. If you do not have any other locations, then fill in "No other locations".

Supplier registration > Further company data

1 Further company data

Company registration number

Parent Company

Asset value in EUR k

2 Other locations (Production, Sales, Logistics centre etc.)

Type of business in % (e.g. Industry 40%; Automotive 30%; Consumer Electronics 30%)

Number of years in business

Automotive

Other

Annual sales in EUR k

2 years ago

Last year

This year (forecast)

Annual spend/buy in EUR k

2 years ago

Last year

This year (forecast)

2.6 Banking information

1. Please provide your banking information. IBAN is the international bank account number. BIC, also known as SWIFT-Code or SWIFT-BIC is the Bank Identifier Code. Both are needed for international transactions in case of future awarding.

Supplier registration > Banking Information

1 Banking Information

Account Owner

Name of Bank

IBAN

BIC

2.7 Production Capabilities

1. Please detail your inhouse production capabilities within this section.
2. If you are a supplier for plastic parts, please provide detailed information about your technologies by ticking the boxes according to your abilities.
3. If you are a supplier for metal parts, please provide detailed information about your technologies by ticking the boxes according to your abilities.

1 Supplier registration > Production Capabilities (inhouse)

2 Technologies Plastics

3 Technologies Metal

2.8 Customers and Suppliers

1. Please provide information about your main customers as well as main sub-tier suppliers.

1 Customers and Suppliers

Main customers

Main customers (as % of total sales).

Automotive (OEMs)

Automotive (others)

Others

Main Sub-Tier Suppliers

Main Sub-Tier Suppliers (as % of total spend)

Raw Material

2.9 Labor Agreement

1. Please provide information about your company's labor agreements.

- Registration
- General data
- Company information
- Information
- Further contact details
- Further company data
- Banking Information
- Production Capabilities (inhouse)
- Customers and Suppliers
- Labor Agreement**
- Engineering / R&D
- Quality
- Logistics
- Environment
- Comments
- Documents (0)
- Certificates (0)
- Material groups
- General Terms Of Use
- Finish

1 Supplier registration > Labor Agreement

Labor Agreement

Do you have a labor union agreement?
If yes, provide the end date.

Do you have no-strike agreement?

Are there any governmental regulations affecting your workforce? (limited weekly hours, weekend work etc.)

2.10 Engineering / R&D

1. Please provide information about your company's engineering/R&D capabilities.

- Registration
- General data
- Company information
- Information
- Further contact details
- Further company data
- Banking Information
- Production Capabilities (inhouse)
- Customers and Suppliers
- Labor Agreement
- Engineering / R&D**
- Quality
- Logistics
- Environment
- Comments
- Documents (0)
- Certificates (0)
- Material groups
- General Terms Of Use
- Finish

1 Supplier registration > Engineering / R&D

Engineering / R&D

Do you have in-house tooling design and manufacturing?

Can your company amortize tooling?

Are you able to produce prototypes?

Do you have CAD system(s)? Specify the system(s) and exchange parameters.

Do you have laboratory with appropriate measuring and test equipment?

2.11 Quality

1. Please provide information about your company's quality system and management.
2. Please upload quality certificates within the "Documents" section which will come up as one of the next steps within the registration process.
3. Please state whether you have a product safety manager and add his contact details within the "Further contact details" section as described in chapter 6.
4. Please read through the "Fehrer Standard PPAP Requirements on the bottom of the window.

The screenshot shows the 'Quality' registration form. On the left is a navigation menu with 'Quality' highlighted. The main form area contains several sections:

- 1** Quality (Section header)
- 2** Do you intend to become registered to ISO/TS 16949? When? (Dropdown menu) Comments (Text area). Note: If you are registered to ISO/TS 16949 or other Quality System, please provide your certificate under the section of "certificates".
- Do you conduct Manufacturing Feasibility analysis? (Dropdown menu) Comments (Text area)
- Do you have a product liability insurance? What is the amount of policy (-ies)? Please provide the policy under the section of "documents". (Dropdown menu) Comments (Text area)
- 3** Please name your product safety manager in the section of "Further contact details". (Dropdown menu)
- Was your company audited by other customers yet? (If yes, please provide the result in the section of "documents".) (Dropdown menu)
- Are you familiar with PPAP? Describe your process. (Dropdown menu) Comments (Text area)
- 4** **Fehrer Standard PPAP Requirement**
Regarding the Automotive VDA 2 and QS-9000 Standards a "production part approval process" and "Initial sample report" is part of the official contract between Fehrer and it's suppliers.

2.12 Logistics

1. Please provide information about your logistic capabilities and system.

The screenshot shows the 'Logistics' registration form. On the left is a navigation menu with 'Logistics' highlighted. The main form area contains the following sections:

- 1** Supplier registration > Logistics
- Head of logistics
- Do you have an ERP system? (Dropdown menu) Comments (Text area)
- Do you use EDI? Specify with whom. (Dropdown menu) Comments (Text area)
- Do you use a freight consolidator? (Dropdown menu) Comments (Text area)
- Main transport types used:
 - Railway
 - Motorway
 - Sea
 - Air
 - Other

2.13 Environment

1. Please provide information about your environment strategy and policy.
2. Please upload environmental certificates within the “Documents” section which will come up as one of the next steps within the registration process.

1 Supplier registration > Environment

Environment

Do you have an environmental strategy / policy? Comments

2 Are you an ISO 14001 registered company? If yes, please provide your certificate in the corresponding section. Comments

Are you familiar with the End-of-Life Vehicle (ELV) Directive 2000/53/EC & IMDS (International Material Data System) and the applicable reporting systems / tools? Comments

2.14 Comments

1. Within this section, you have the possibility to provide any additional comments and information that you want to share, apart from the questionnaire.

1 Supplier registration > Comments

Comments

2.15 Documents

1. Please upload any documents you want to share within this section. This does not include certificates. They can be uploaded within the next step of the registration.
2. Please press the “New document”-button in the top left corner to create a new document. This opens a new window for detailing and uploading the document.
3. Please add a name for the document.
4. To select the file you want to upload from your computer, please press the “Browse”-button beneath “Upload file”, select the document and confirm your selection with “Open”. The file must not exceed a size of 100MB.
5. Select a sub type from the menu.
6. Confirm your upload with “OK”. The document will then be added to the list.

The screenshot displays the 'Documents' section of the Fehrer system. On the left, a navigation menu lists various registration categories, with 'Documents (0)' highlighted. The main content area shows a table header with columns: Name, Date, File name, File type, File size, Created by, Appro..., and Sub type. Below the header is a '+ New document' button. A modal dialog titled 'New document - Mozilla Firefox' is open, containing the following fields and controls:

- General fields:**
 - Name:** An input field for the document name.
 - Comment:** A text area for additional notes.
 - Folder:** A dropdown menu currently set to 'General'.
 - Approved / not editable:** A checkbox.
- Additional fields:**
 - Sub type:** A dropdown menu for selecting the document's category.
- Upload file:**
 - A 'Durchsuchen...' (Browse) button to select a file from the computer.
 - Text: 'Keine Datei ausgewählt.' (No file selected).
 - Text: 'max. 100 MB' (maximum file size).
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right of the dialog.

2.16 Certificates

1. Please upload any certificates your company has. This does include not only awarded certificates but also planned ones.
2. Please press the “New certificate”-button in the top left corner to create a new certificate.
3. Please follow steps 3 and 4 as described in the chapter “Documents”.
4. Please select a certificate type.
5. In case the certificate is only planned and not awarded yet, please tick the box “Certificate is planned on the date stated below” and add the planned date to the “Planned date” field accordingly.
6. Please give information about the certificate number, the certifier, the issued date and the date of expiry.
7. Confirm your upload with “OK”. The certificate will then be added to the list.

1 Supplier registration > Certificates

Please upload existing certificates or announce planned certificates.

Name	Date	File name	File type	File size	Created by
<p>2 + New certificate Edit Delete</p>					

3

4

5

6

7 **OK** **Cancel**

2.17 Material groups

1. Please select the material groups you want to apply for. This is mandatory to proceed the registration.
2. To add a new material group, you can either press the “Apply for new material group”-button in the top left corner or click the area where the green plus sign is shown. This opens a new window where you can select the material group.
3. To display all material groups, you can open the tree structure into further detail by clicking the blue triangle on the left beside the checkboxes. This opens the underlying subcategories.
4. Please select all material groups you want to apply for by ticking their checkboxes.
5. Confirm your selection with “OK”.

The screenshot illustrates the process of selecting material groups for registration. On the left, a sidebar menu lists various registration categories, with 'Material groups' highlighted. The main interface shows the 'Supplier registration > Material groups' page, which currently displays 'No material groups are selected. Please click here to add material groups.' Below this, a table lists 'Selected material groups' with a 'Name' column. A yellow box highlights the 'Apply for new material group' button. A dialog box titled 'Select organization - Mozilla Firefox' is open, showing a tree structure of material groups. A yellow box highlights the 'Material group [100]' category, which is expanded to show a list of subcategories, including 'Raw materials [10]', 'FUR polyols / isocyanates [1010000]', 'Additives Activators / Stabilizers / Flame retardant / Colour pastes [1020000]', 'Releasing agent cold foam / Hot foam / Foils (lost releasing foils) [1030000]', 'Adhesive assembly / Web / Web-melt [1040000]', 'Fibreglass coils / Die cut parts [1050000]', 'Rubberized hair / finished/semi-finished parts [1060000]', 'Carbon Fibre Coils [1070000]', 'Components [20]', and 'Decor/Design [30]'. A yellow box highlights the 'OK' button at the bottom right of the dialog.

2.18 General Terms of Use

1. Within this section you need to read through and accept the “Confidential Agreement” of the Fehrer Group as well as the “Terms of Use for participating in sourcing requests, reverse auctions and online-negotiations”. The acceptance of these documents is mandatory to finalize the registration.
2. You can read the confidential agreement and terms of use online by clicking on its name which then displays the text underneath.
3. If you want to print the documents, please click the printer-sign on the right hand side.
4. To accept the documents, please tick the checkboxes beside their names.

1 Supplier registration > General Terms Of Use

General Terms Of Use
Click here to accept single agreements.

4 CONFIDENTIALITY AGREEMENT (Mandatory) 3

2 Terms of Use for participating in sourcing requests, reverse auctions and online-negotiations (Mandatory)

I. General rules

1. F.S. Fehrer GmbH & Co. KG (FE) offers its clients (suppliers) the opportunity of using the ASTRAS software for supporting their own request for quotation/tender (rfx) and negotiation process via the Internet.
2. FE operates a supplier portal (ASTRAS software) where suppliers (participants) can log in and submit offers for supplying goods or services at a specific price.
3. Only legal entities or natural persons aged over 18 may participate in the platform events as businessmen under the German Commercial Code [HGB], after first registering with FE to identify themselves. Access data must be entered for registration on the supplier portal. The participant is given the access data beforehand through the system (via email) or by FE.
4. Participants and buyers are solely responsible for technically adequate internet access (especially with regard to security and performance) and shall ensure that they can be reached telephonically for queries arising during the run time of the event.

2.19 Finish

1. By clicking “Finish Registration”, you submit your registration. It will then be transferred to our responsible buyer who will check your registration. Please allow some time for this process. Once your registration is approved, you will receive your username and password and will then be able to login, update your company data, add documents and take part in events.

1 Supplier registration > Finish

Finish registration

By clicking "Finish registration" your registration will be saved. The purchasing dep't will decide about the next steps.

Please note that the assessment of your registration may take several days. You will be notified by e-mail as soon as a decision has been taken.

A confirmation of your registration will be send to the following e-mail address: **test@test.com**

<< Back Next >> Save temporarily Finish registration Cancel

3 FAQ – Frequently Asked Questions for applicants

3.1 General Questions

3.1.1 The System logs me off automatically. Why?

This is a security setting. The system logs you off once you have been inactive for 30 minutes. In the bottom right corner of your screen, the time remaining until the automatic logoff is displayed. You will not be logged off while using the system actively (e.g. clicking).

3.1.2 Questions about pop-up blocker

3.1.2.1 I receive the message "Pop-up blocked"

Allowing pop-ups for this page is necessary for being able to work with the supplier portal. Please edit your pop-up-blocker settings (see 1.2.2. How do I disable my pop-up blocker?) or contact your IT-Support if necessary.

3.1.2.2 How do I disable my pop-up blocker?

Plugins like Google Toolbar or Yahoo Toolbar can block pop-ups as well. In case you are using such a plugin, please adjust its settings so pop-ups do not get blocked. More information about this can be found within the documentation of each plugin.

How to enable display of pop-ups with Microsoft Internet Explorer 9.0:

1. Select "Tools" – "Internet options" – "Privacy"
2. Select "Settings" in the area of "Pop-up blocker" and type in the internet address of the supplier portal, e.g.
www.allocation.net/asp/astras.R6/WFE/public/fehrer/en/US/-/showLogin. If you are not sure about which URL to use, please contact the administrator.
3. Add the URL to the list. Pop-ups of this website will no longer be blocked now.

How to enable display of pop-ups with Mozilla Firefox 18.0:

1. Click Firefox (top left corner)
2. Select "Settings" – "Settings"
3. Switch to the tab "Content"
4. Select "Exceptions"
5. Add the internet address of the supplier portal, e.g.
www.allocation.net/asp/astras.R6/WFE/public/fehrer/en/US/-/showLogin.
If you are not sure about which URL to use, please contact the administrator.
6. Add the URL to the list. Pop-ups of this website will no longer be blocked now.

3.1.3 Why should Pop-ups of the supplier portal not be blocked?

Pop-ups, which are small windows that the system opens automatically, are necessary for the use of the platform. Most browsers have a feature for blocking those windows since they contain ads. Nevertheless, they are an important element of the supplier platform which is why they must not be blocked.

3.1.4 I already turned off the pop-up blocker in my browser but still cannot see any pop-ups.

Plugins like Google Toolbar or Yahoo Toolbar sometimes also work with pop-up blockers. In case of using one of those plugins, you need to enable the display of pop-ups for the URL www.allocation.net/asp/astras.R6/WFE/public/fehrer/en/US/-/showLogin by them as well. If you

have any difficulties, contact your internal IT-Support.

3.1.5 I receive a safety-warning when I download a file from the platform.

This is a global security setting of your browser. Please accept this message (context menu right-click by clicking the message).

3.2 Questions about registration

3.2.1 What is a product safety manager?

The safety of our products is one of our main concerns. For this reason, it is important to prevent faults during engineering as well as the production phase and to ensure rapid correcting measures in case of occurring faults – both at Fehrer and your company. Hence, we kindly ask you to inform us about your product safety representative for all production plants manufacturing for Fehrer who has knowledge about the manufacturing processes, risk assessment methodologies and relevant regulations for product safety and reliability.

3.2.2 What is a DUNS-Number

The D-U-N-S® Number (Data Universal Numbering System) was developed by Dun & Bradstreet and identifies companies clearly.

If you do not know your number anymore, please get in touch via phone or email, contact details are provided on the website www.upik.de (Germany) or <http://www.upik.de/en/> (international). If your company does not have a DUNS number yet, you can apply for it.

3.2.3 I receive an error message when I try to submit my application:

If you receive an error message when trying to submit the application, please check any red marked branches within the tree structure on the left hand side. If that is the case, you either forgot to provide some information or filled in an invalid format. Please check the area “Material groups” as well since you have to choose at least one material group you want to apply for.

3.3 Questions about login

3.3.1 Why have I not received my login details yet?

3.3.1.1 You have not finished your registration process yet:

If you have been invited to register with the supplier platform, you can create your own password during the registration process. However, you will receive your user name not until you have finished your registration and have been accepted by our responsible buyer.

3.3.1.2 You have finished your registration but are not accepted yet:

Please allow some time for our responsible buyer to examine your registration after you completed and submitted it. Once your data have been verified successfully, you will receive your username. Your password has been created by you during the registration process.

3.3.1.3 You have not received an invitation to register but have been invited to an RFQ:

If you have received the invitation to the event already, please follow the link in the invitation mail. It will forward you to the login site. You can then request a password by using the “Forgot password” feature.