

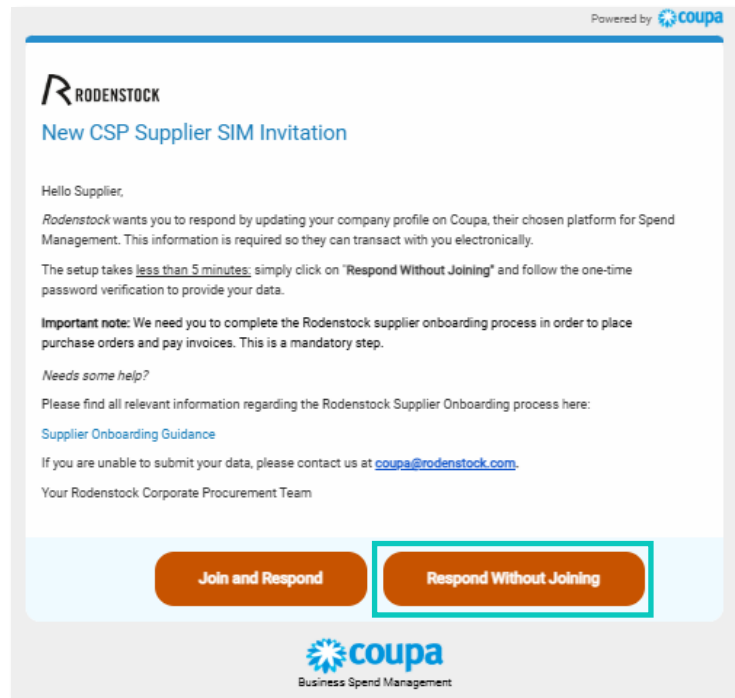


SUPPLIER ONBOARDING PROCESS LIGHT – WITHOUT LOGIN

QUICK GUIDE FOR SUPPLIERS

SUPPLIER ONBOARDING PROCESS LIGHT – WITHOUT LOGIN

Invitation email for the supplier onboarding process



You will be notified by email that Rodenstock would like to add you as a supplier or you will be asked to update information such as your company name, address, or contact details.

Quick Onboarding without Login, directly by email:

To do this, please click on **Respond Without Joining** to fill out the supplier self-assessment form digitally and complete the supplier onboarding process directly by email.

Note

Please also check your spam folder if the invitation is not in your inbox!

SUPPLIER ONBOARDING PROCESS LIGHT – WITHOUT LOGIN

Request a one-time password

EasyFormResponse#11638: Zugriff überprüfen

Ihr Zugriff auf diese Seite ist abgelaufen. Fordern Sie über die Schaltfläche unten ein Einmalkennwort an, mit dem Sie auf die Seite zugreifen können. Sie erhalten das Einmalkennwort per E-Mail.

Einmalkennwort anfordern

Sie haben bereits ein Konto? [Einloggen](#)

Sparen Sie Zeit und Geld mit Coupa



Bestellungen



Rechnungen



Zahlungen

Konto erstellen

[Mehr über Coupa erfahren](#)

You will receive a system message allowing you to request a one-time password. To do so, please click on the **Request one-time password** button.

Note

If you already have access to the **Coupa Supplier Portal** you can simply log in and request a link between your portal and the Rodenstock portal if necessary. If this link already exists, you can easily submit any missing data via the **Supplier Information** tab.

SUPPLIER ONBOARDING PROCESS LIGHT – WITHOUT LOGIN

Enter one-time password

1



Your Coupa Verification Code

Below is the secure verification code you requested. Enter the 6-digit code in Coupa to verify it's you.

804727

If you didn't request this code please contact us at supplier@coupa.com.

2

Email Verification

We sent a one time verification code to

@gmail.com

Didn't receive the Verification Code? [Request a New Code](#)

Next

1. After requesting the one-time password, you will be taken to the email verification process. An automatically generated email with a verification code has been sent to the email address you provided.
2. Please enter the Coupa code you received in the verification box.

Note

Please also check your spam folder!

SUPPLIER SELF-ASSESSMENT FORM

Company Information



Lieferant Selbstauskunft || Supplier Self Assessment

Supplier data update form

Lieferanteninformationen

1

1. Firmendaten / Company Information

* Firma / Company

offizieller Firmenname / Supplier Legal Entity Name

Angezeigter Name

Handelsname / Doing Business As Name

* Betriebsland/-region

Good and Services Provided

Knappe Beschreibung Ihrer Kernprodukte und -services / Short description of your core products and services

Anzahl Mitarbeiter / Number of employees

Auswählen

Umsatz YTD / Turnover YTD

bitte in € angeben / please provide in €

Umsatz Vorjahr / Turnover Last Year

bitte in € angeben / please provide in €

* UST-ID / VAT-ID

DUNS

1. Please fill in your company details in all required * fields.
2. Please note that the **UST-ID / VAT-ID** varies depending on the country of operation. For Germany, two letters and nine digits are required, e.g., DE123456789 without spaces.

2

SUPPLIER SELF-ASSESSMENT FORM

Contact Information

2. Kontaktdaten / Contact Information

* Primäre Adresse

Adresszwecke

Einige Optionen auswählen



* Region

Land/Region

Deutschland



Bundesstaat/Region

Keine



ISO-Code (Bundesland/Kanton)

Adressenname

* Adresszeile

Adresszeile 2

Adresszeile 3

Adresszeile 4

* Ort

* Postleitzahl

Standortcode

Note

Your main office is your primary address:

important: Region – Country/region and state/region must both be specified; the ISO code is filled in automatically based on this information.

Address line indicates the street name here.

Please also check all other details and complete all required fields.

SUPPLIER SELF-ASSESSMENT FORM

Financial Information

3.Finanzdaten / Financial Information

*Zahlungsempfängeradressen

Fügen Sie mindestens eine Rechnungsadresse hinzu, indem Sie das korrekte Rechnungsstellungsfeld ausfüllen oder eine vorhandene Rechnungsadresse auswählen.

Zahlungsempfänger hinzufügen

*Bankdaten / Banking Information

*Bankname

*Bankland/-region

Adresse der Bank

Region/Staat der Bank

Bankleitzahl

*Kontonummer

*IBAN

*SWIFT-Code (BIC)

*Bankkonto ist aktiv / Bank account is active

Aktiv

*Bevorzugte Währung

EUR

1

In the next step, we ask you to provide us with your payment recipient address. This step is essential for supplier setup. Without this information, the self-disclosure process cannot be completed.

1. Please note that fields marked with * are required. The onboarding process cannot continue if these have not been completed. The additional fields are optional..

Note

The fields **Account Number**, **IBAN** and **SWIFT code** require a specific number of digits. You can see the minimum number of digits required by clicking on the blue icon next to the respective text field.

SUPPLIER SELF-ASSESSMENT FORM

Compliance

1

4.Compliance

4.1 General Compliance Terms / Allgemeine Compliance Anforderungen

Rodenstock Code of Conduct

 Rodestock_Coc.pdf

* Wir haben den Rodenstock Code of Conduct gelesen und akzeptieren ihn in dieser Form / We have read Rodenstock Code of Conduct and accept it in this form

☐

Verschwiegenheitsvereinbarung / Non-disclosure Agreement

 Rodestock_NDA.pdf

* Wir haben den die Verschwiegenheitsvereinbarung von Rodenstock gelesen und akzeptieren Sie / We have read Rodenstock NDA and accept it

☐

1. In the Compliance section, you will be asked to carefully read our CoC & NDA and accept them electronically.

Please note that fields marked with * are mandatory. The self-disclosure form cannot be submitted without confirming these fields. If you have any questions about the general compliance requirements, please contact the responsible purchaser.

Note

You may be asked for further certificates and ESG information in this section. Information on this can be found on the following page.

SUPPLIER SELF-ASSESSMENT FORM

Compliance - Certificates

4.3 Zertifikate / Certificates

1

Qualitätsmanagement / Quality Management

* ISO

- ☐ ISO 9001
☐ ISO 13485
☐ kein Zertifikat vorhanden / no certificate enclosed

* Wir produzieren REACH konform / We produce in conformity with REACH

☐

ESG

* ISO 14001

Gültigkeitsdatum

TT.MM.JJ 

* Ablaufdatum

TT.MM.JJ 

* Anhänge

Hinzufügen [Datei](#)

Beschreibung

2

1. Furthermore, as part of quality management, you will be asked to provide your current ISO certificates in digital form. It is necessary to specify the validity of ISO 9001 and 13485.
2. If neither certificate is available because they are not required for your products or services, please select **no certificate enclosed**. Please note that in this case, you must provide a reason for the missing certificates.

Note

Enquiry only for certain commodity groups!

Additional certificates can be requested, but these are **not required** and are provided on a voluntary basis.

SUPPLIER INFORMATION MANAGEMENT (SIM)

Compliance - LkSG Questionnaire

5. LkSG Questionnaire / LkSG Fragebogen

* 1. Does your company comply with international human rights standards along its supply chain? / Erfüllt Ihr Unternehmen die internationalen Menschenrechtsstandards entlang seiner Lieferkette?

- ☐ Yes / Ja
☐ No / Nein

* 2. Does your company have guidelines or codes of conduct that require your suppliers to comply with environmental standards? / Haben Sie Richtlinien oder Verhaltenskodizes, die die Einhaltung von Umweltstandards bei Ihren Zulieferern vorschreiben?

- ☐ Yes / Ja
☐ No / Nein

* 3. Does your company carry out independent audit of your suppliers' working conditions on regular basis? / Wird regelmäßig eine unabhängige Prüfung der Arbeitsbedingungen bei Ihren Zulieferern durchgeführt?

- ☐ Yes / Ja
☐ No / Nein

* 4. Does your company have a system in place to monitor environmental compliance in your supply chain? / Verfügen Sie über ein System zur Überwachung der Einhaltung von Umweltschutzrichtlinien in Ihrer Lieferkette?

- ☐ Yes / Ja
☐ No / Nein

* 5. Does your company have contractual clauses that oblige suppliers to comply with labor law and environmental protection standards? / Haben Sie Vertragsklauseln, die Ihre Zulieferer verpflichten, die Einhaltung von Arbeits- und Umweltschutzstandards zu gewährleisten?

- ☐ Yes / Ja
☐ No / Nein

* 6. Does your company offer training or support for suppliers to improve compliance with human rights and environmental standards? / Bieten Sie Schulungen oder Unterstützung für Lieferanten an, um die Einhaltung von Menschenrechts- und Umweltstandards zu verbessern?

- ☐ Yes / Ja
☐ No / Nein

* 7. Does your company have a procedure for handling complaints regarding human rights violations or environmental damage in your supply chain? / Gibt es ein Verfahren zur Behandlung von Beschwerden bezüglich Menschenrechtsverletzungen oder Umweltschäden in Ihrer Lieferkette?

- ☐ Yes / Ja
☐ No / Nein

* 8. Does your company base the selection of the suppliers on their commitment to social responsibility and environmental protection? / Basiert die Auswahl Ihrer Lieferanten auch auf deren Engagement für soziale Verantwortung und Umweltschutz?

- ☐ Yes / Ja
☐ No / Nein

* 9. Did your company in the past take measures to remediate environmental damage caused by your suppliers? / Hat Ihre Firma in der Vergangenheit Maßnahmen ergriffen, um Umweltschäden zu beheben, die von Ihren Zulieferern verursacht wurden?

- ☐ Yes / Ja
☐ No / Nein

* 10. Is your company prepared to allow independent audits or inspections of your suppliers' working conditions? / Ist Ihre Firma bereit, unabhängige Audits oder Inspektionen entlang Ihrer Lieferkette zuzulassen?

- ☐ Yes / Ja
☐ No / Nein

Note

After submitting the form for approval please wait until the green notification appears. It indicated, that the form has been sent back to us and is in status **approval pending**.

Note

Enquiry only for certain commodity groups!

The final step in the onboarding process is the LkSG questionnaire. Once completed, please finalize the onboarding process by clicking **Submit for Approval** and sending it off.

Decline

Save

Submit for Approval

Ihre Informationen wurden übermittelt

X

Lieferant Selbstauskunft_ Supplier Self Assessment

Supplier data update form

Genehmigung ausstehend

Lieferanteninformationen

CT US!

please

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to be found at

ion/supplier-



RODENSTOCK

- <http://www.coupa.com/about-us/>
- <https://compass.coupa.com/de-de/products/product-documentation/supplier-resources/for-suppliers>