

# Supplier Portal – Quick Guide



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**VON ARDENNE** 

# Supplier Portal – Quick Guide

As a business partner or even potential business partner, you have received an invitation for the VON ARDENNE supplier portal from the VON ARDENNE purchasing department. As part of the qualification process, you will be asked to deposit specific information and documents in the portal.

Please note that you assign your own password via the "Reset password" process before logging in for the first time.



The screenshot shows the login interface of the Von Ardenne Supplier Portal. At the top, the Von Ardenne logo and name are displayed on a dark blue background, along with a language selection dropdown menu currently set to "English". Below this, there is a "Client" dropdown menu with "von Ardenne" selected. The "Username" field contains the placeholder text "Benutzername", and the "Password" field contains the placeholder text "Passwort". A "Reset Password" link is located at the bottom left of the form, and a blue "Login" button is at the bottom right. Three callout boxes with red lines pointing to the interface elements provide additional information: "Reset password" points to the "Reset Password" link; "Language selection" points to the "English" dropdown; and "Your username corresponds to your email address." points to the "Username" field.

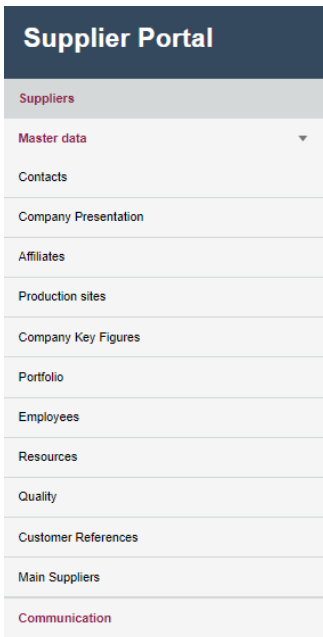
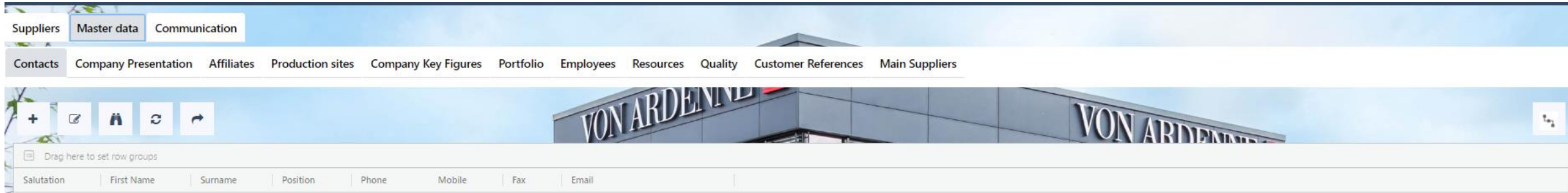
Reset password


Language selection

Your username corresponds to your email address.

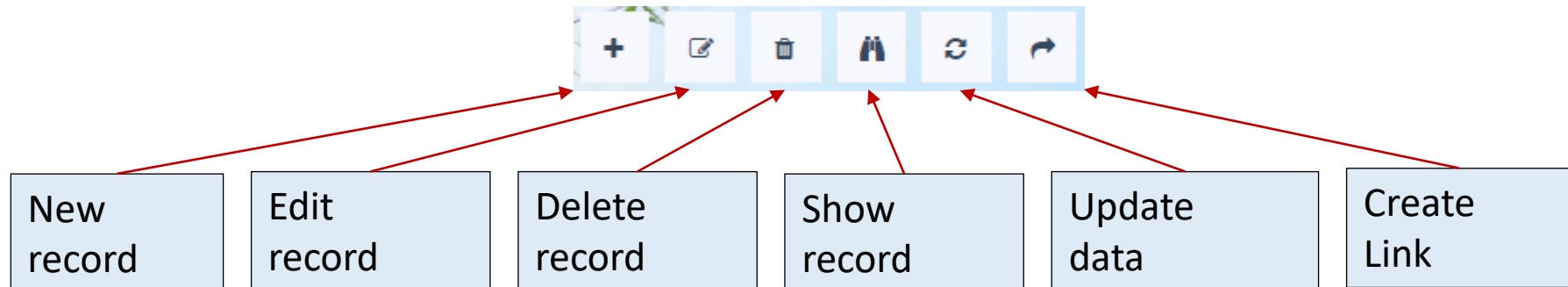
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The portal is divided into different tabs, which can also have several levels. To open the contents, please simply click on the desired tab.



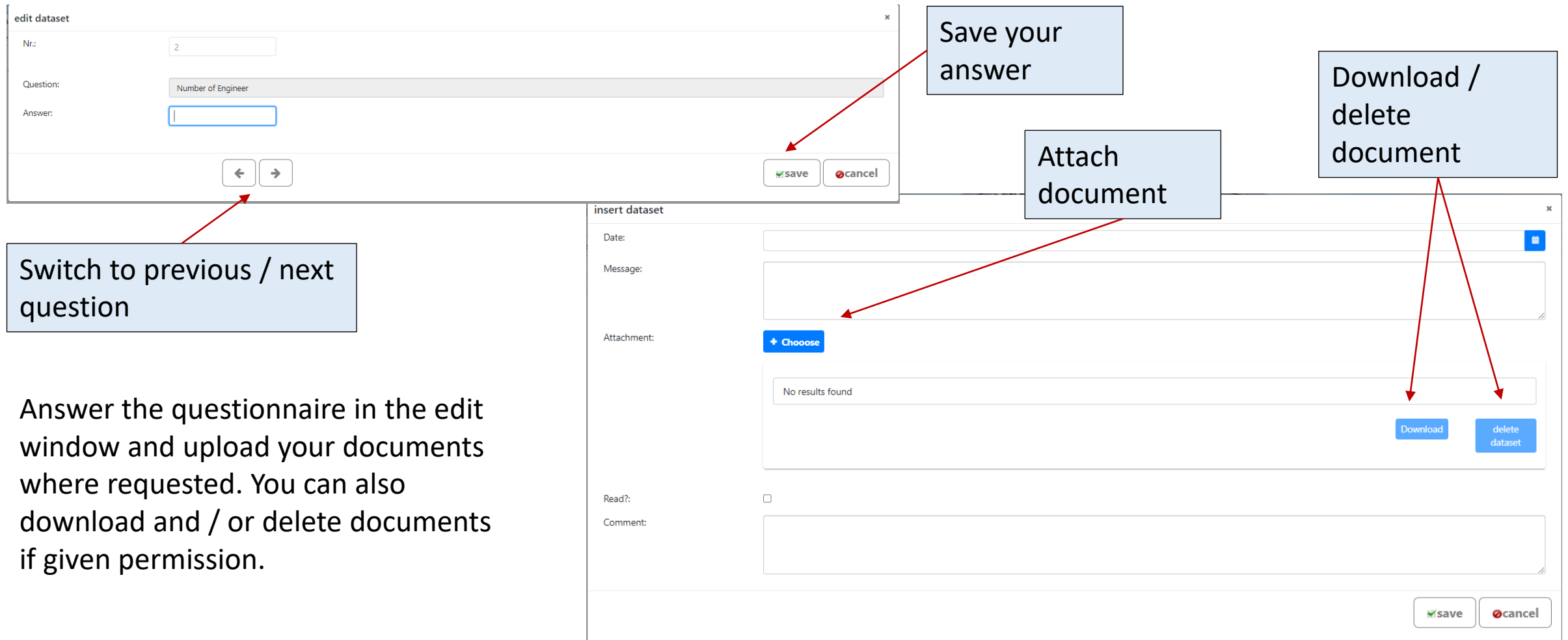
The button  can be used to display the tabs as a menu in the left margin.

You can view, edit or add to the contents of the tabs. The editing menu is used for this purpose. In each tab you have been granted individual access rights. If you do not have permission to create a new record for a tab, this button is missing.



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To answer questions, open the desired line by double-click or by click on the "edit" button. If necessary, create a new record.



The image displays two overlapping windows from the Supplier Portal. The top window, titled "edit dataset", contains a form with the following fields: "Nr:" with the value "2", "Question:" with the text "Number of Engineer", and "Answer:" with a text input field. Below the form are navigation arrows (left and right) and "save" and "cancel" buttons. A callout box labeled "Switch to previous / next question" points to the navigation arrows. The bottom window, titled "insert dataset", contains a form with the following fields: "Date:", "Message:", "Attachment:" with a "+ Choose" button, "Read?:" with a checkbox, and "Comment:". Below the form are "Download" and "delete dataset" buttons. A callout box labeled "Attach document" points to the "+ Choose" button, and a callout box labeled "Download / delete document" points to the "Download" and "delete dataset" buttons. A callout box labeled "Save your answer" points to the "save" button in the "edit dataset" window.

Save your answer

Attach document

Download / delete document

Switch to previous / next question

Answer the questionnaire in the edit window and upload your documents where requested. You can also download and / or delete documents if given permission.