

FAQ

Voith supplier portal

FAQ – supplier portal

1. How to login in the supplier portal?
2. What is the user id for the supplier portal?
3. How to reset the password in the supplier portal?
4. How to change the password for the supplier portal?
5. How to fill in the questionnaire?
6. How to finish a questionnaire?
7. When has the information in the portal to be updated?
8. What to do, when the user account is deactivated?

1. How to login in the supplier portal?

1. Go to the Voith Internetpage: supplier portal

<http://voith.com/en/group/purchasing/supplier-portal-175.html>

2. Click on the “login as a registered supplier”

> Login as a registered supplier
 > Guest Login
 > Data Privacy

3. Now you get to the login page of the Voith Extranet. Your user id is the e-mail address.

4. After the login, you will get the start page of the Voith Extranet. Please select the application “Supplier portal – SupplierManagement@Voith”

5. Now you get in the supplier portal. With click on a questionnaire, you can enter your answers.

Supplier Qualification		Supplier Questionnaire	
Logout			
Title	Deadline	State	
Dienstleistungen Gebäudetechnik (only in German available)		Finished	
Initial supplier questionnaire	19.04.2011	Needs update	

2. What is the user id for the supplier portal?

- The user id for the supplier portal is the e-mail address.

Here you can sign in for the Voith Extranet

This is the central entry point for all Voith collaboration applications and services. We offer this service as part of our Voith secure communication strategy. All communication and transmitted data will be encrypted to authenticated users only.

If you are a registered user, please login with your user id and password. You will be directed to the application(s) to which you have access.

max.mustermann@test.de Name / User ID

..... Password

Sign In

3. How to reset the password in the supplier portal?

1. Go to the Voith Internetpage: supplier portal

<http://voith.com/en/group/purchasing/supplier-portal-175.html>

2. Click on the “login as a registered supplier”

> Login as a registered supplier
> Guest Login
> Data Privacy

3. Now you get to the login page of the Voith Extranet. Click on the left side on “Forgotten password”

Voith Extranet
About Voith Extranet
Forgotten Password
Initial Registration

4. Now, please enter your e-mail address.

Voith Extranet
About Voith Extranet
Initial Registration

Password Reset

Dear Customer,

Welcome to the Voith Extranet password reset portal.

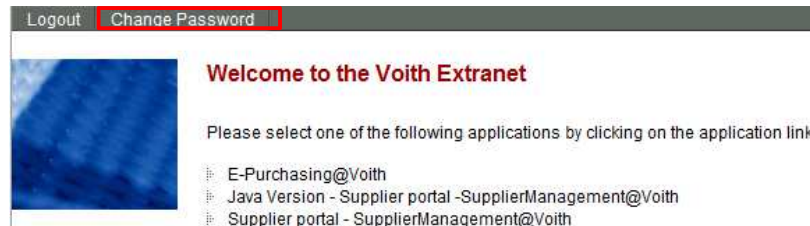
If you are a registered user and have forgotten your password, please type in the E-Mail address of your user in the field below.

E-mail

5. You will receive an e-mail. When you click on the provided link, you can enter a new password.

4. How to change the password for the supplier portal?

1. Go to the Voith Internetpage: supplier portal
<http://voith.com/en/group/purchasing/supplier-portal-175.html>
2. Click on the “login as a registered supplier”
[> Login as a registered supplier](#)
[> Guest Login](#)
[> Data Privacy](#)
3. Now you get to the login page of the Voith Extranet. Your user id is the e-mail address.
4. After the login, you will get on the start page of the Voith Extranet.
5. Click on the button “change password” . There you can enter a new password.



5. How to fill in the questionnaire?

- All questionnaires are available under the menu item “supplier qualification”. To open a questionnaire click on the according title of the questionnaire.

Supplier Qualification		
Supplier Questionnaire		
Title	Deadline	State
Dienstleistungen Gebäudetechnik (only in German available)		Finished
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- The questionnaires are divided in different chapters. You can see the chapters on the left side. The green check mark beside the chapter shows, that all mandatory fields are completed. A yellow exclamation mark beside the chapter shows, that some mandatory fields of the chapter are not filled. A white question mark shows, that no fields of the chapter are filled.

Supplier Management@Voith
Lieferantenportal

Supplier Questionnaire > Initial supplier questionnaire > Introduction
You provided 0 answers. You have questions to answer! 175 questions. 14 mandatory questions are not yet answered.

Introduction

- General terms of use
- Company data
- Production program, products
- Corporate data
- Insurances
- Management systems
- Industrial safety and protection of the environment: Your Supplier Assessment team
- Process industry certifications
- Automotive certifications
- Nuclear engineering certifications
- Marine certifications
- Railroad certifications
- Additional information

Initial supplier questionnaire

Welcome in the corporate Voith supplier portal!
Please provide your company data, the offered products and services as well as your certifications in the supplier questionnaire.
Please keep in mind that the * fields are mandatory.
If you don't have admission to the supplier portal yet, but use the guest login, you can't save your data if the questionnaire is still in completion.
Information regarding technical system requirements as well as a guidance how to fill in the questionnaires are available on the Voith webpage.

Next >

Done

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Introduction

- ✓ General terms of use
- ✓ Company data
- ⚠ Production program, products
- ✓ Corporate data
- ⚠ Insurances
- ✓ Management systems

5. How to fill in the questionnaire?

- Fields, which are marked with a *, are mandatory fields.
 Inside the questionnaire you achieve with click on the button „next“ the following chapter.
 With click on the button „back“, you achieve the previous chapter.
 With click on the chapter heading you get into the accordant chapter.

Supplier Management @ Voith
Lieferantenportal

Supplier Questionnaire > Initial supplier questionnaire > Company data
 You provided 1 answers. You are questioned to answer 176 questions. 13 mandatory questions are not yet answered.

Introduction
 ✓ General terms of use
① Company data
 ① Production program, products
 ① Corporate data
 ① Insurances
 ① Management systems
 ① Industrial safety and protection of the environment
 ① Process industry certifications
 ① Automotive certifications
 ① Nuclear engineering certifications
 ① Marine certifications
 ① Railroad certifications
 ① Additional information

Company: name *

Voith creditor number (if available)

Company: street, number *

Company: zip code *

Company: city *

Business language
 English
 German
 French
 Spanish
 Portuguese
 Italian
 Chinese
 Other business language

Other business language

< Back Next >

Logout Done

6. How to finish a questionnaire?

- To finish the questionnaire, click on „Done“.
- With a click on the button „Release the questionnaire“, you save and finish the questionnaire.
(With click on “Save and exit”, you only save a preliminary result.)

Supplier Management@Voith
Lieferantenportal

Supplier Questionnaire > Initial supplier questionnaire > Company data
You provided 1 answers. You are questioned to answer 176 questions. 13 mandatory questions are not yet answered.

Introduction
 General terms of use
 Company data
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 Marine certifications
 Railroad certifications
 Additional information

Company: name *

Voith creditor number (if available)

Company: street, number *

Company: zip code *

Company: city *

Business language
 English
 German
 French
 Spanish
 Portuguese
 Italian
 Chinese
 Other business language

Other business language

< Back Next >

Logout Done

Save & Release

To export and save the questionnaire on your local computer, please press the button "Print"

Saves a preliminary result made to the questionnaire and opens the main menu.

Saves the changes and finishes the questionnaire. The editing of the questionnaire is finished.

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7. When has the information in the portal to be updated?

- You can login on the supplier portal and update your data at any time.
- When the validity of certificates or documents run out, you will get a reminder to update the information.
- Every year, you will get an e-mail reminder, asking you to check your data and certificates on the supplier portal and if necessary to update them.
- To retain your user account, you have to login at least one time a year.

8. What to do, when the user account is deactivated?

- When your user is deactivated, please contact your Voith contact person.
The Voith contact person has to contact the support hotline to reactivate your user account.
- To retain your user account, you have to login at least one time a year in the supplier portal.

VOITH

Engineered Reliability