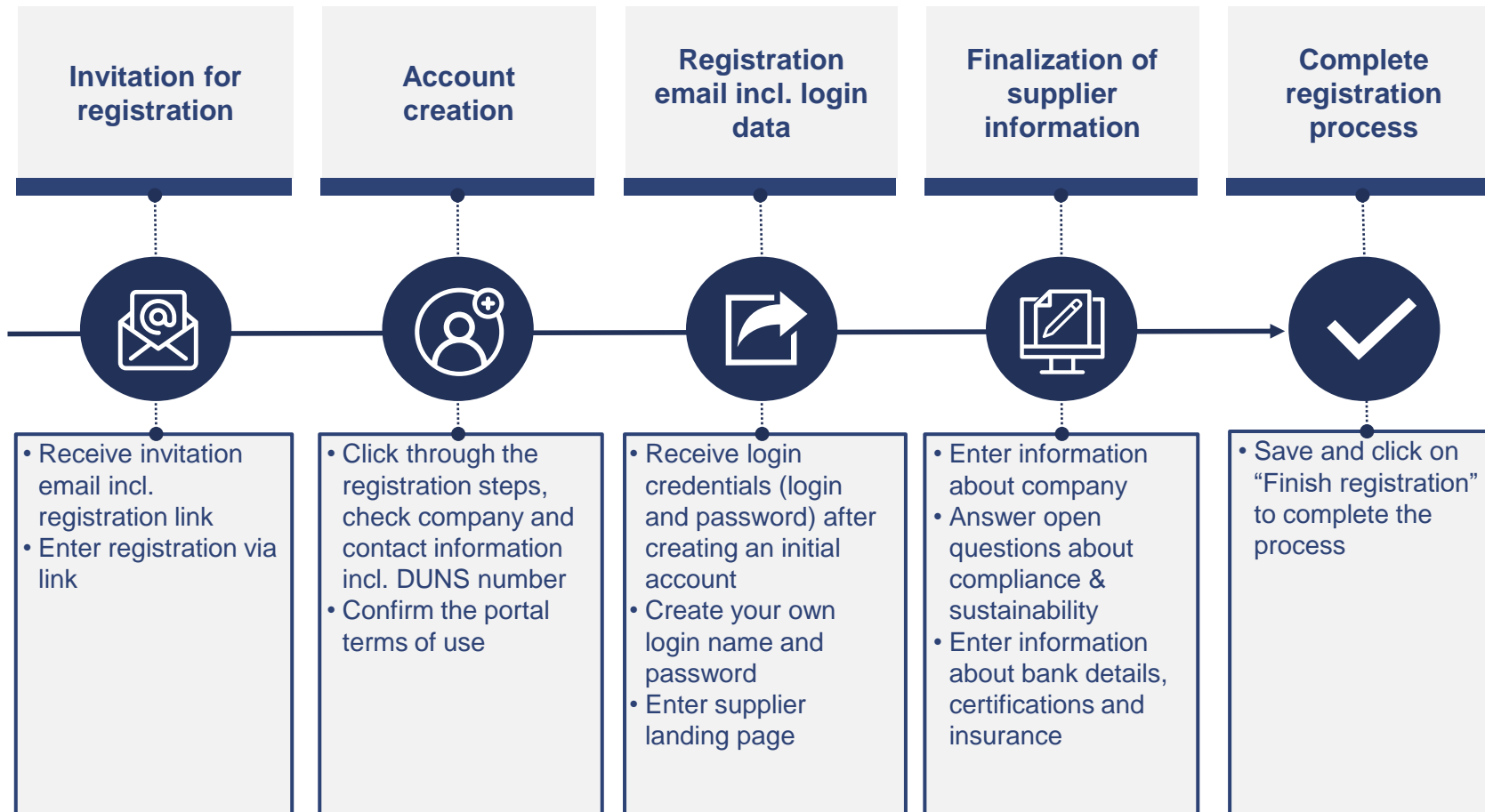


PurONE Registration Guide for suppliers

Version | 2024 - June



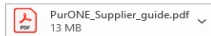
Supplier registration Process overview



Supplier registration

System view:

VOITH PurONE: Invitation for registration in the VOITH supplier portal PurONE



Dear Mr. Max Mustermann,

Welcome to the VOITH supplier portal PurONE!

Our IT purchasing system PurONE promotes inclusive collaboration through digital communication processes with the following benefits:

- A secure exchange of documents
- Transparent and traceable quotation processes
- Optimised and accelerated communication
- Transparent supplier evaluation
- A reliable platform for all purchasing processes

Your invitation has been initiated by the Erika Musterfrau

How Do I get access to PurONE?

Please complete the registration soon so that your services can be viewed and used by all Voith Purchaser.
Please open the link below and follow the steps in PurONE.

https://voithdemo.app11.jaggaer.com/portals/voith/register?crm_person_id=MTkzNzYwMw==d09a1ad5d118479dfbac8152473b41d&l=eng

Who can I contact with questions?

Detailed information about the registration is described in our attached guide.
We will gladly support you with the registration process.

Mit freundlichen Grüßen / Best Regards

PurONE Team
Voith Group

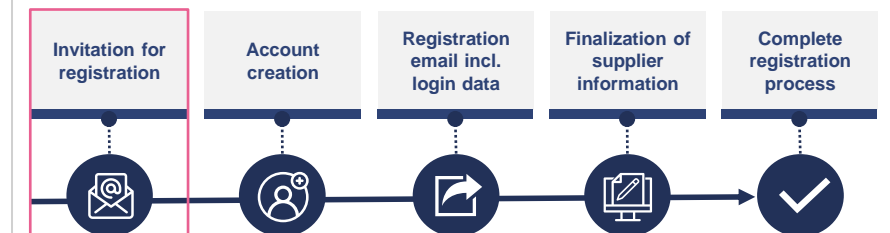
Voith GmbH & Co. KGaA
St. Pöltener Straße 43
89522 Heidenheim, Germany

Phone +49 7321 37 6826

purone@voith.com
www.voith.com

Click guide

1. Supplier receives an invitation email from VOITH.
2. Supplier proceeds the following registration steps.



Supplier registration

Portal registration

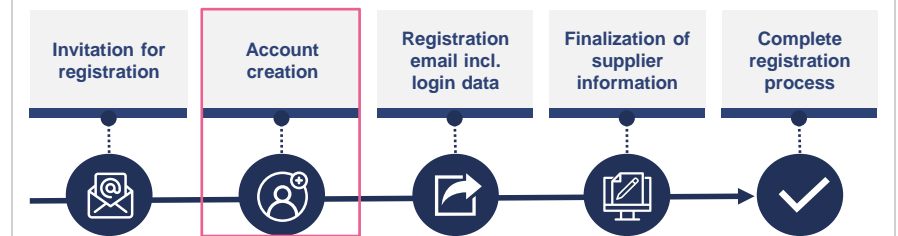
System view:

The screenshot shows the VOITH supplier registration portal. At the top, there is a navigation bar with four steps: 1 GENERAL, 2 PERSON DATA, 3 COMPANY DATA, and 4 CONSENT. The current step is 1 GENERAL. Below the navigation bar, the VOITH logo is displayed. The main content area contains the text "Welcome to the registration of the supplier portal PurONE" and "Please choose a language below". Below this text, there are four buttons for language selection: Chinese, English, German, and Portuguese. The buttons are highlighted with a red border.

Click guide

General

1. Proceed the registration with the link and click through the registration steps as mentioned below.
2. Choose the language in which you want to register.



Portal registration

Enter of person data

System view:

The screenshot shows a registration form with a progress bar at the top containing four steps: 1. GENERAL, 2. PERSON DATA (highlighted), 3. COMPANY DATA, and 4. CONSENT. The VOITH logo is centered below the progress bar. The form is titled 'CONTACT PERSON' and includes the following fields: Salutation* (dropdown menu with 'Mr.' selected), First name* (text input with 'Max'), Last name* (text input with 'Mustermann'), Telephone (text input with a '+' sign and a dropdown menu for area code), Mobile (text input with a '+' sign and a dropdown menu for area code), E-Mail* (text input with 'email@e-mail.com'), and Loginname* (text input with an information icon). At the bottom left, there are 'Back' and 'Continue' buttons, with the 'Continue' button highlighted by a red box.

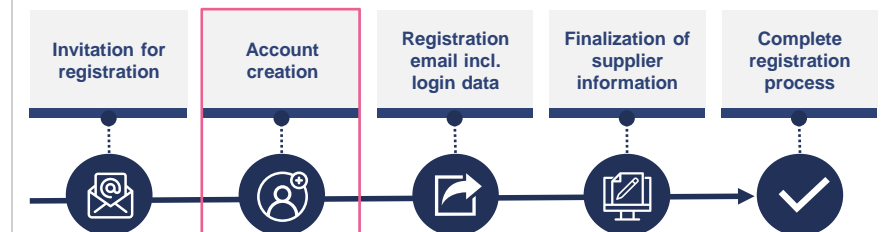
Click guide

Person data

Fill out the contact person data and create a username. Click on 'Continue' to continue your registration.

NOTE

- Please do not use a space when defining your loginname, this will lead to an error.
- The loginname cannot be changed afterwards.



Portal registration

Enter company data

System view:

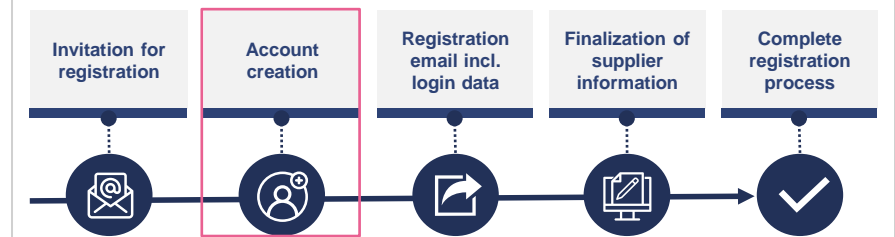
The screenshot shows a registration form with a progress bar at the top containing four steps: GENERAL (checked), PERSON DATA (checked), COMPANY DATA (active), and CONSENT (checked). The VOITH logo is centered below the progress bar. A blue 'D&B Lookup' button is positioned above the 'NUMBER' field. The 'NUMBER' field is labeled 'D-U-N-S*' and contains the value '123456789'. Below this, the 'COMPANY DATA' section includes four 'Company name' fields (1-4) and a 'Street' field, all currently empty.

Click guide

Company data

DUNS number

- The DUNS is a unique identifier number that is globally available and externally assigned by the company called Dun&Bradstreet (D&B). This number is mandatory in supplier registration.
- Voith internally, we already assigned the DUNS to suppliers. Please check the DUNS number and correct it if necessary. If your DUNS number is empty, please enter the correct DUNS number provided by D&B. Nevertheless, please check your DUNS number.
- If you do not have your DUNS number on hand, you can enter your company details (name, address, etc.) and use the function 'D&B Lookup' (please see an use case on the next page)



Portal registration

Enter company data

System view:

1

GENERAL PERSON DATA 3 COMPANY DATA 4 CONSENT

VOITH

D&B Lookup

DUNS	Company	Street
315540203	Voith GmbH & Co. KGaA	St.-Pöltener-Str. 43 89522 Heidenheim an der Brenz
314285182	Voith Management GmbH	St.-Pöltener-Str. 43 89522 Heidenheim an der Brenz
312574993	Voith Financial Services GmbH	St.-Pöltener-Str. 43 89522 Heidenheim an der Brenz
315499462	Heidenheimer Gießerei GmbH & Co. KG	Stiewingstr. 101 73433 Aalen
537651994	Voith Patent GmbH	St.-Pöltener-Str. 43 89522 Heidenheim an der Brenz

NUMBER

D-U-N-S* ⓘ ⓘ

123456789

COMPANY DATA

Company name*

TestCompany

Company name 2

Company name 3

D&B Lookup

2

NUMBER

DUNS* ⓘ ⓘ Request DUNS No.

This field is mandatory

Click guide

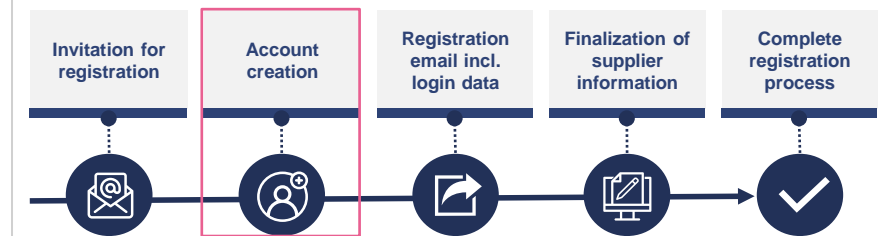
Company data

DUNS number

1. You can enter your company details (name, address, etc.) and use the function 'D&B Lookup'.

1 Click on 'D&B Lookup' if you would like to verify your DUNS number or if you do not have your DUNS number on hand. Select the correct DUNS number by clicking on the company name. Then confirm the selection by clicking on 'Apply'.

2 If the 'D&B Lookup' does not provide the correct DUNS number – you can request your DUNS number on the D&B website directly. Therefore, please click on 'request DUNS No.' Please check the company name if necessary. Please contact purone@voith.com if you cannot find your DUNS number.



Portal registration Consent

System view:

GENERAL PERSON DATA COMPANY DATA **4** CONSENT

VOITH

To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.

I agree and accept [Supplier Access Terms](#).

To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of Voith GmbH in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile.

Acceptance of VOITH supplier portal PurONE WebEDI agreement. With accepting this, the order transmission is not automatically changed to WebEDI. You can discuss such a changeover with your Voith contact.

Acceptance of VOITH supplier portal PurONE General Terms of Use

Back **Accept and Submit**

GENERAL PERSON DATA COMPANY DATA CONSENT

VOITH

Thank you for creating an account.
Please start your registration now.

You can now log into the supplier portal PurONE. Please click on the link "Open the supplier portal PurONE."
The password has been sent to your email address.

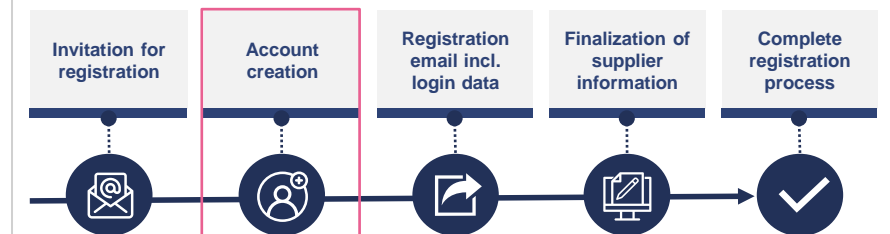
[Open the supplier portal PurONE](#)

Click guide

Consent

Please read all the information and confirm by clicking on the checkbox. Click on 'Accept and Submit' to finish your account creation.

You will receive an e-mail with the username and an one-time password as log-in credentials.



Portal registration Log-in credentials

System view:

VOITH PurONE: Your registration in the VOITH supplier portal PurONE



no-reply@app11.jaggaer.com
An Max Mustermann

Antworten Allen antworten Weiterleiten

Dear Mr. Max Mustermann,

Thank you for creating an initial account on the VOITH supplier portal PurONE.

Please fill in the additional required data to complete the registration process.

You can log-in using the following link: <https://app11.jaggaer.com/portals/voith/>

Your log-in credentials are:
Username:
Password:

Mit freundlichen Grüßen / Best Regards

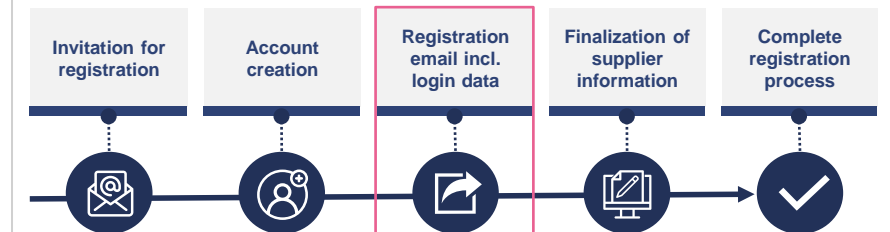
PurONE Team
Voith Group

Voith GmbH & Co. KGaA
St. Pöltener Straße 43
89522 Heidenheim, Germany

Click guide

Consent

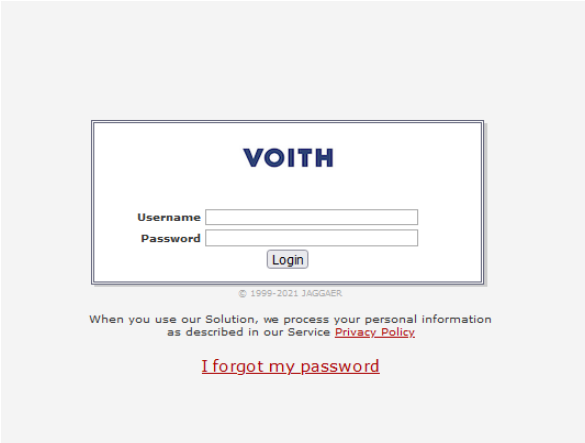
Please use the log-in credentials in the email.



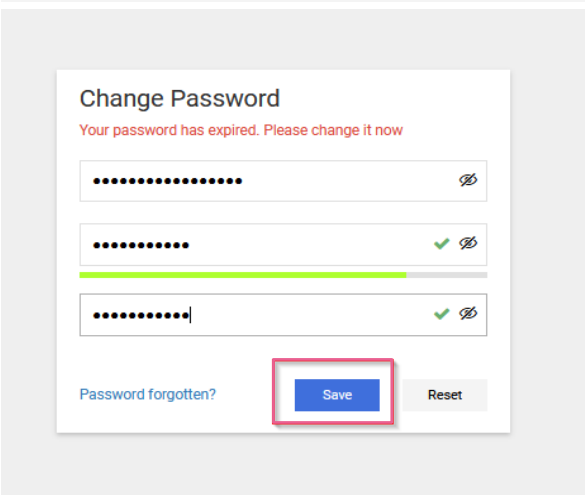
Portal registration Log-in credentials

System view:

1



2

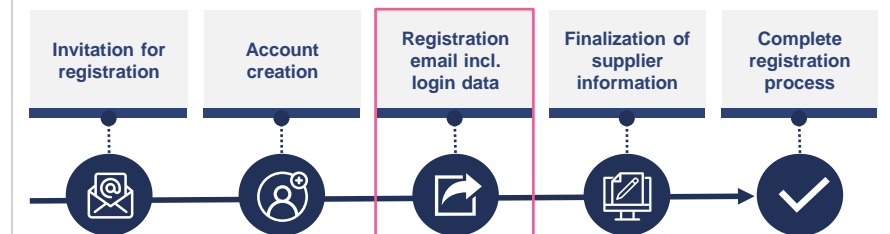


Click guide

- 1 Type in your log-in credentials and click on 'Login'
- 2 Type in your old password once again and change your password in the change password tab and click on 'Save' to access the portal

NOTE

Please consider the requirements for the newly assigned password (e.g. one special character and number, etc.)



Portal registration

Supplier information and company profile

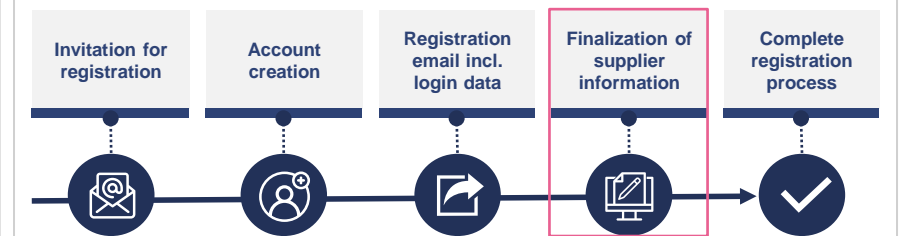
System view:

The screenshot shows the Supplier Portal Dashboard. At the top, there is a navigation bar with a home icon, a database icon, a document icon, a magnifying glass icon, a printer icon, a wrench icon, and a gear icon. The main content area is titled "Supplier Portal Dashboard" and features a red notification bar that reads: "Your registration has not been finished yet. Please click on the arrow to complete the registration:". Below this, there are two tabs: "My PurONE" (selected) and "Documents". The dashboard is divided into several sections: "COMPANY PROFIL" (with a database icon), "GUIDE FOR SUPPLIER PORTAL" (with a book icon), "PURONE SUPPORT" (with a location pin icon), and "VOITH SUPPLIER ECOSYSTEM" (with a globe icon). On the right side, there are three sections: "VOITH NEWS & INFORMATION" (with a gear icon and an upward arrow), "WORKLIST - RFQ'S" (with an upward arrow), and "WORKLIST - NEW OR CHANGED ORDERS" (with an upward arrow). Each of these sections contains the text "No entries found." A red box highlights the arrow in the notification bar.

Click guide

Complete the registration

Click on the arrow in the red bar to finish your registration.



Portal registration

Supplier information and company profile

System view:

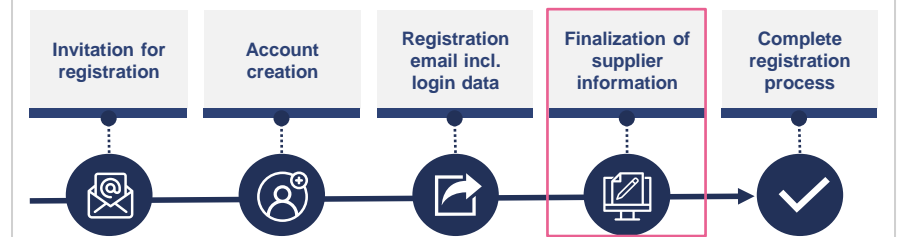
The top screenshot shows the 'Registration - Base Data' form. It includes a 'DBB Lookup' section, a 'NUMBER' section with a 'DUNS*' field containing '123456789', and a 'COMPANY DATA' section with 'Company name*' (Test Unternehmen), 'Company name 2', and 'Company name 3' fields. A 'Continue' button is highlighted in red.

The bottom screenshot shows the 'Registration - Base Data' form with the 'PO-BOX' section expanded. It includes 'Post-office box', 'Zipcode post-office box' (80833), and 'COMPANY CONTACT DETAILS' with a 'Homepage' field. A 'Continue' button is highlighted in red. Below the form, there is a checkbox for agreement: I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of Voith in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile.

Click guide

Base Data

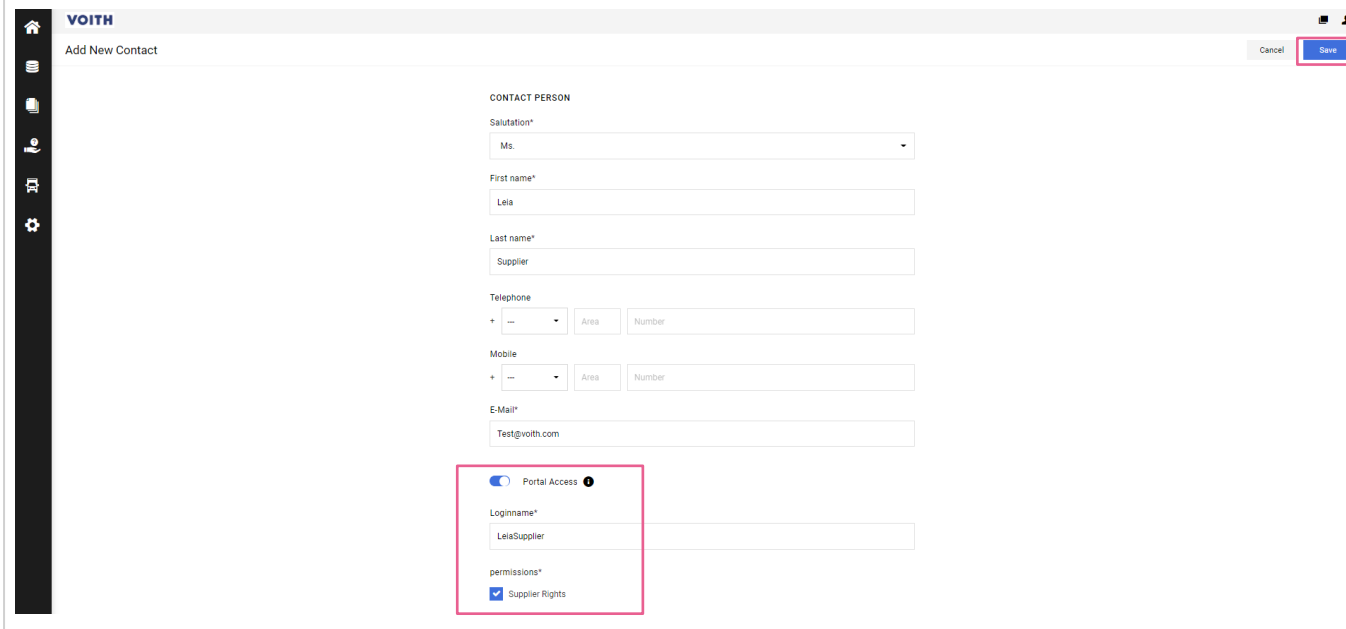
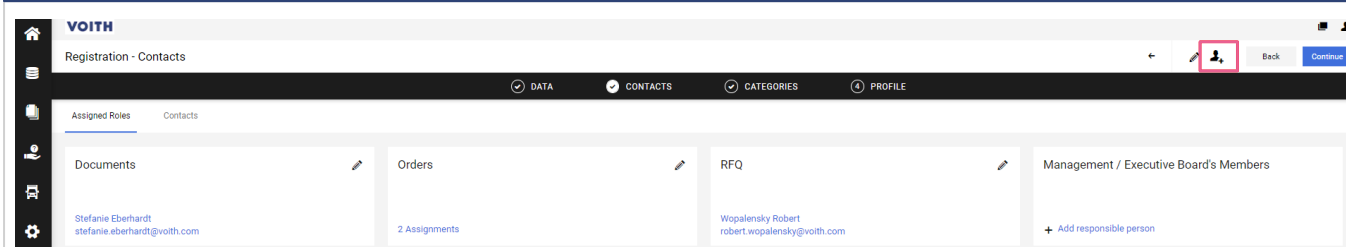
Please verify the data that was entered when creating your account and click on 'Continue'. Normally, no further input is required.



Portal registration

Supplier information and company profile

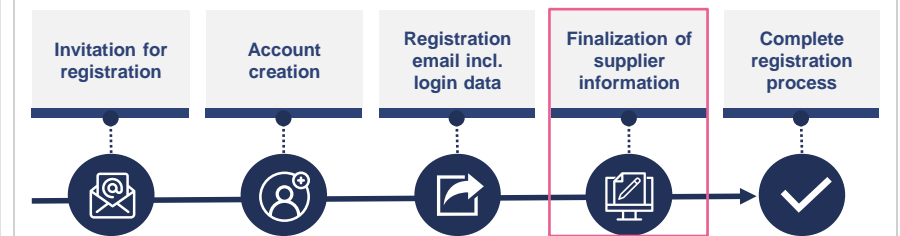
System view:



Click guide

Contacts (Assigned roles) Adding supplier contact person

1. Click on the Person-icon to add a new contact person in the supplier portal
2. Type in the necessary data for the new contact
3. Decide, if the contact person needs access to the VOITH supplier portal. If yes, please active the 'Portal Access'. Fill in a username for the contact person and tick the box for the portal permissions / supplier rights
4. Click on 'Save' located in the upper right to save the contact person



Portal registration Supplier information and company profile

System view:

VOITH
Registration - Contacts

DATA CONTACTS CATEGORIES PROFILE

Assigned Roles	Contacts		
Documents Meier Max lennart.neubauer@huz.de	Orders Meier Max lennart.neubauer@huz.de	RFQ Meier Max lennart.neubauer@huz.de	Management / Executive Board's Members Meier Max lennart.neubauer@huz.de
Construction/ Product Mgmt. Meier Max lennart.neubauer@huz.de	Production Meier Max lennart.neubauer@huz.de	Quality Meier Max lennart.neubauer@huz.de	Logistics Meier Max lennart.neubauer@huz.de
Compliance Contact Meier Max lennart.neubauer@huz.de	Material Compliance Contact Meier Max lennart.neubauer@huz.de		

Click guide

Contacts (Assigned roles)

Please click on 'Continue'.

```
graph LR; A[Invitation for registration] --> B[Account creation]; B --> C[Registration email incl. login data]; C --> D[Finalization of supplier information]; D --> E[Complete registration process]; style D stroke:#f00,stroke-width:2px
```

Portal registration

Supplier information and company profile

System view:

The screenshot shows the 'Registration - Contacts' page in the VOITH portal. The top navigation bar includes 'DATA', 'CONTACTS', 'CATEGORIES', and 'PROFILE'. The 'CONTACTS' tab is active, and the 'Contacts' sub-tab is highlighted. Below the navigation, there is a table with columns for Name, Login name, E-Mail, Telephone, and Portal Access. The first row shows a contact with ID 'DD', login 'dsf, da', and telephone '+1 230455 000 123'. The second row shows a contact with ID 'PP' and name 'Pan, Peter'. A 'Continue' button is visible in the top right corner of the page.

Name	Login name	E-Mail	Telephone	Portal Access
DD dsf, da			+1 230455 000 123	✗
PP Pan, Peter				✓

Click guide

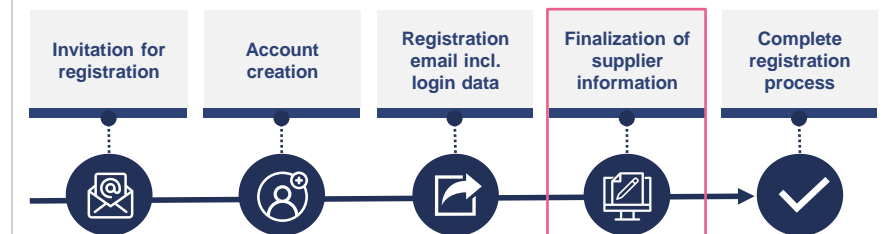
This process step is not mandatory for registration and can be completed later. Please "click" on continue if you want to proceed with the registration.

Contacts

1. Click on 'Contacts' at the upper left corner of the contacts tab to get an overview of your contact person.
2. Click on 'Continue' to continue with the registration process

NOTE

If one user is already registered in VOITH supplier portal PurONE, it is his responsibility to add and maintain new users



Portal registration

Supplier information and company profile

System view:

Registration - Material Groups

DATA CONTACTS MATERIAL GROUPS PROFILE

Search for category...

Material Group Overview. Please click on your selection. Expand All | Close All

- NPM Non-production material and services
- PM Production Material**
- 30 Semi-finished products and primary materials from steel
- 35 Semi-finished products and primary materials from non-ferrous metal
- 40 Electric, electronic
- 42 Hydraulic**
- 4201 Hydraulic systems
- 4206 Hydraulic connection systems
- 44 Pneumatic
- 46 Valves, screw fittings, piping systems
- 48 Small parts according to standard and drawing

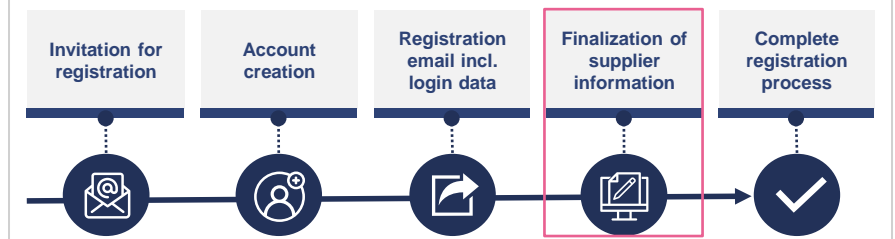
Selected Material Group

- PM Production Material ... - 30 Semi-finished products and primary materials from steel - 3010 Seamless pipe
- PM Production Material ... - 30 Semi-finished products and primary materials from steel - 3020 Welded pipe
- PM Production Material ... - 30 Semi-finished products and primary materials from steel - 3030 Form steel
- PM Production Material ... - 30 Semi-finished products and primary materials from steel - 3040 Steel bar / special profile
- PM Production Material ... - 30 Semi-finished products and primary materials from steel - 3050 Steel plate
- PM Production Material ... - 35 Semi-finished products and primary materials from non-ferrous metal - 3505 Semi-finished products from non-ferrous metal

Click guide

Material Groups

The search function gives you the possibility to find and select several material groups. You can change the selection of the material group at any time.



Portal registration Supplier information and company profile

System view:

Registration - Profile

Back Save Finish

DATA CONTACTS MATERIAL GROUPS PROFILE

General Company Information Certifications

Please fulfill ALL mandatory company information in all panels before clicking on the button 'Send to Voith' in the upper right corner.
Sections containing empty mandatory fields:
• Company Information
• General
Mandatory fields filling progress: 0%

Compliance and Sustainability

Have you established a Compliance Management System within your organisation (e.g. Code of Conduct, guidelines, appointment of Compliance officers)?* Yes

Are your employees trained in and sensitized to Compliance topics such as anti corruption, anti-trust law, money laundering etc.?? Yes

Is there any litigation pending in which your enterprise, its managing directors or employees are involved in cases concerning corruption, money laundering, fraud, anti-trust, tax evasion or similar cases or has there been litigation in the last five years? No

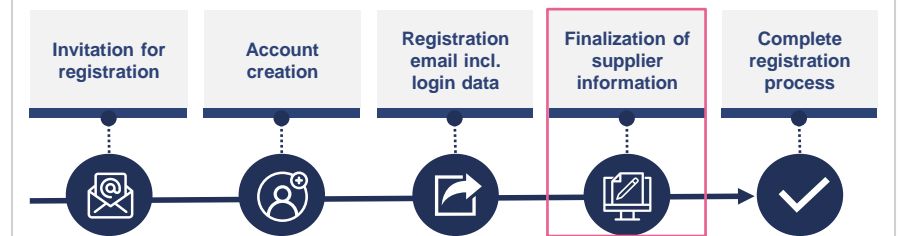
I herewith confirm to the best of my knowledge and belief the correctness of all information provided here and that the company has never directly or indirectly offered/granted and will never directly offer/grant any gifts, cash or non-cash benefits to anyone to induce this person to influence an action or decision to obtain a new deal, to retain an already existing deal or to process a deal or to secure an undue business advantage in another manner. I furthermore confirm that the company did, does and will comply with all relevant laws, in particular those under the cartel legislation and the anti-corruption provisions and did not, does not and will not tolerate any kind of child labour, forced labour, human trafficking, (modern) slavery or wrongful discrimination. We aim to ensure that the above mentioned is also complied with by any third party who is/will be appointed as supplier, distribution partner or other business partner in the context of our business dealings. In addition, I confirm that I have read and understood the Code of Conduct of Voith, which can be viewed online and under this link (<https://voith.com/corp-en/about-us/compliance.html>) and that I have taken action to ensure that all employees of the company who become active within the scope of the business dealings with Voith are acquainted with the regulations contained therein.* Yes, I confirm

In the event of a compliance incident in the business relationship with Voith, Voith must be informed immediately. This will enable joint solutions to be elaborated. Ultimately, failure to provide such confirmation or violation of compliance rules will result in termination of the contractual relationship.* Yes, I confirm

Click guide

Profile

1. Fill out the required fields in the general tab via the dropdown menu and click on 'save'.
2. Please click on tab "Company Information".



Portal registration Supplier information and company profile

System view:

VOITH
Registration - Profile

Back Save Fresh

DATA CONTACTS MATERIAL GROUPS PROFILE

General **Company information** Certificates

Please fulfill ALL mandatory company information in all panels before clicking on the button 'Finish registration!' in the upper right corner. Sections containing empty mandatory fields:

- Company information
- Certificates

Mandatory fields filling progress: 87%

Bank information

Please attach the bank information as an unchangeable document (pdf/icon, for example an official letter head of your company). For supplier located in China or Brazil, please also upload your business license or CNP as a mandatory information. For any supplier located in USA or Canada please also upload your WB (for Canada) or WP (for USA) tax forms and a voided check/bank statements from your bank. For Brazil please include the CNP Chota and for India the GST certificate.*

[Date auswählen] Keine Date ausgewählt

Company data

We would appreciate further information about your product and service range. Your data will be saved in our central database, where Voith purchasers are able to search for appropriate suppliers. Note: Please complete description fields in English.

Name of parent company / group membership

Organization / company structure

Please enclose an organigram. [Date auswählen] Keine Date ausgewählt

Year of incorporation/ formation

Start of Voith relationship

Reference customers

Information about ongoing developments, improvement projects, technologies, etc.

Company emergency plan

Click guide

Profile

Verify your company master data by uploading a bank information e.g., an official, unchangeable letterhead of your company incl. bank details as pdf-file. Click on 'Search' to upload the obligatory bank information

NOTE

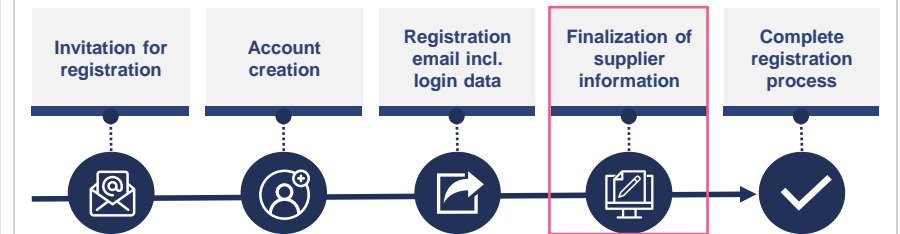
Please complete description fields in English

Example of an unchangeable letterhead

**Board of Management
of the Voith Management GmbH**
Dr. Toralf Haag, Chairman
Stephanie Holdt
Dr. Stefan Kampmann
Dr. Tobias Keitel
Andreas Endters
Cornelius Weitzmann

General Partner
Voith Management GmbH
Reg.-Court Ulm,
HRB 735126
Registered Office:
Heidenheim

Commercial Register Reg.-Court Ulm
HRB 735450, Registered Office: Heidenheim
VAT Reg. No.: DE 114 194 819
Tax No.: 64003/09448
Bank Account
Commerzbank AG, Heidenheim
IBAN DE40 6324 0016 0202 9007 00
BIC / Swift Code COBADEFF632



Portal registration

Supplier information and company profile

System view:

VOITH
Registration - Profile

DATA CONTACTS MATERIAL GROUPS PROFILE

General Company information Certificates

Please fulfill ALL mandatory company information in all panels before clicking on the button 'Finish registration' in the upper right corner.
Sections containing empty mandatory fields:
• Certificates
Mandatory fields filling progress: 92%

Name	Certified?	Valid from Y-m-d	Valid until Y-m-d	File
ISO 9001*	...			
ISO 45001*	...			
ISO 14001*	...			
EMAS	...			
ISO 50001	...			
ISO 27001	...			
Cyber Essentials	...			

VOITH
Registrar

DATA CONTACTS MATERIAL GROUPS PROFILE

General Company information Certificates

Please fulfill ALL mandatory company information in all panels before clicking on the button 'Finish registration' in the upper right corner.
Mandatory fields filling progress: 100%

Back Save Finish

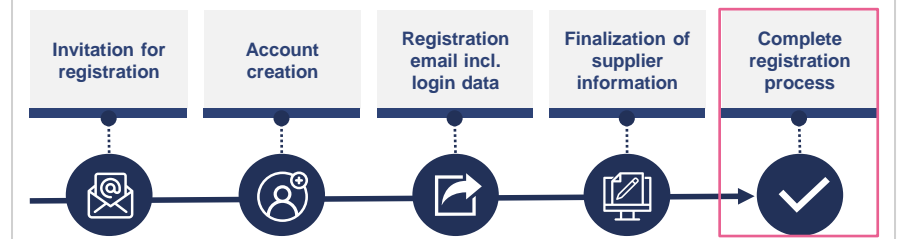
Click guide

Profile

Fill out the certifications tab. Please fill in the fields marked with an **asterisk (*)**. If you are not certified according to the fields marked with an asterisk (*), please select **"No"**. If available, you can add further certificates, then click on "Save".

Finish registration

Click on **"Finish"** to complete the registration process. The button is only available if all mandatory fields are filled out.



Portal registration

Supplier information and company profile

System view:

Von: Voith Supplier Portal PurONE <no-reply@app11.jaggaer.com>

Betreff: VOITH PurONE: Approval of company profile Live Optimierung

Dear Mr. Test

congratulations, your company profile Live Optimierung has been approved. We look forward to working with you.

All other functions of PurONE can be found in our supplier guide. If you would like to use further functions, you can contact us at any time.

Best Regards

PurONE Team
Voith Group

Voith GmbH & Co. KGaA
St. Pöltener Straße 43
89522 Heidenheim, Germany

PurONE hotline: PurONE@voith.com or +49 7321 37 6823

PurONE@voith.com
www.voith.com/supplier_portal

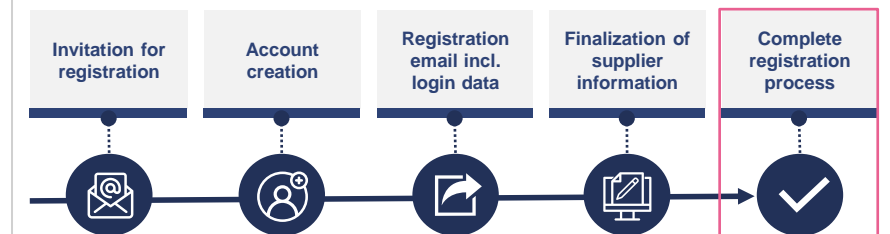
Follow Voith on [Facebook](#), [Instagram](#), [LinkedIn](#), [Twitter](#) and [YouTube](#)!

This Message was automatically generated, please do not reply to this email and refer to the contact details mentioned above.

Click guide

Confirmation

Congratulations! You have successfully completed the registration on PurONE.



**Thank you for your registration
on our Supplier Portal PurONE
We are looking forward to
collaborate!**

Contact:
PurONE Supplier Portal Support
PurONE@voith.com
+49 7321 37 6823

