

# PurONE

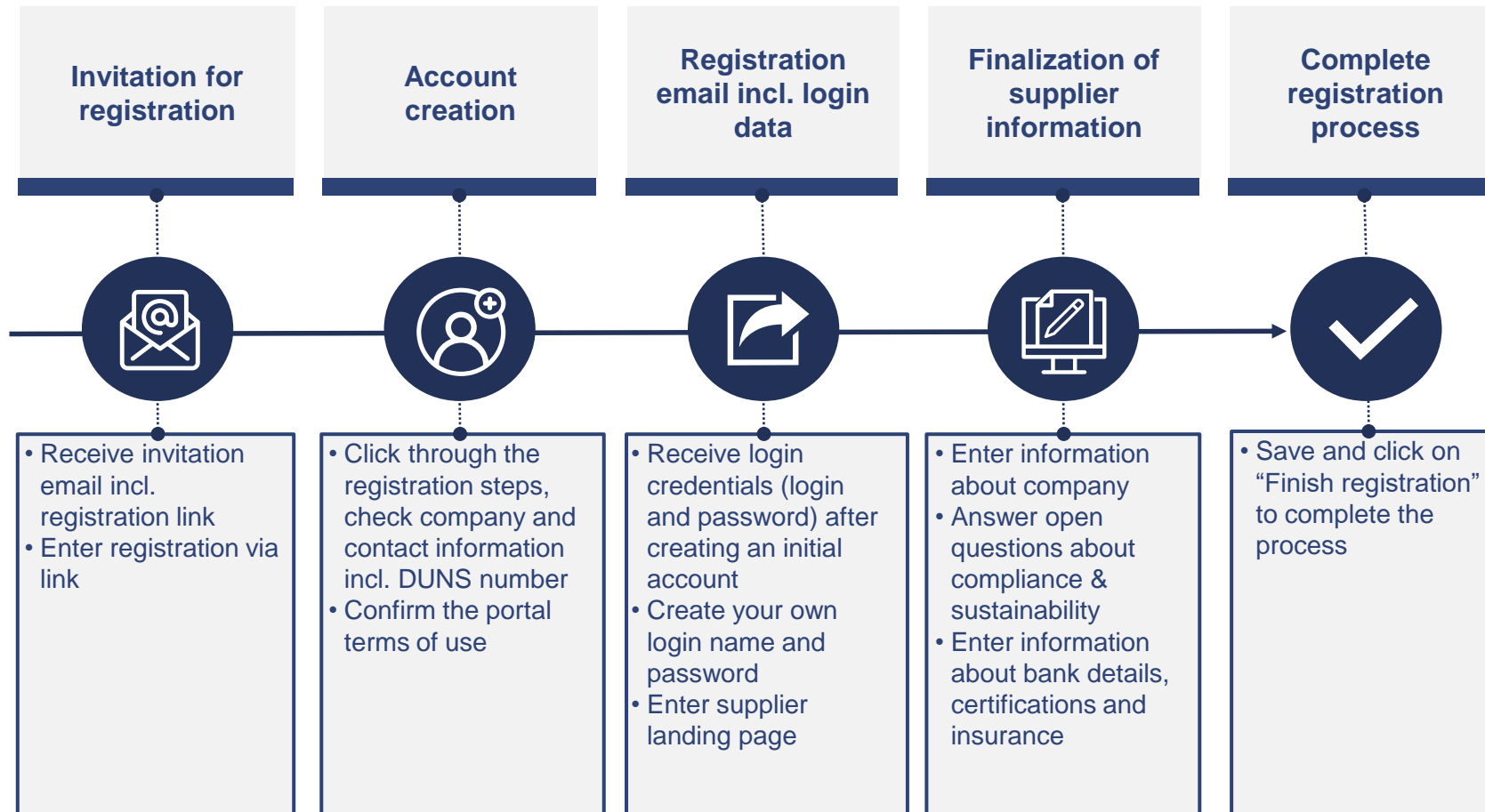
## Registration Guide for suppliers

Version | 2024 - February



# Supplier registration

## Process overview



# Supplier registration

VOITH

## System view:

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



**VOITH**

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](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

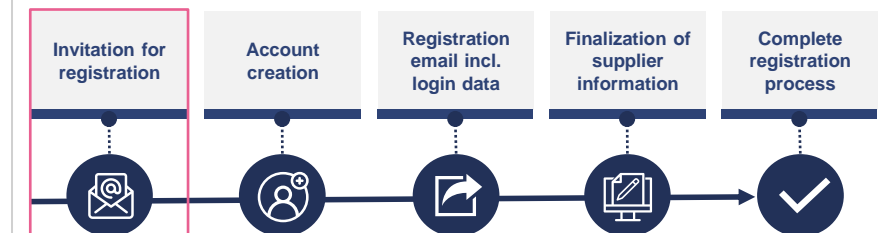
Voith GmbH & Co. KGaA  
St. Pöltener Straße 43  
89522 Heidenheim, Germany

Phone +49 7321 37 6826

[purone@voith.com](mailto:purone@voith.com)  
[www.voith.com](http://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:

1 GENERAL

2 PERSON DATA

3 COMPANY DATA

4 CONSENT

VOITH

Welcome to the registration of the supplier portal PurONE

☐ Already Jaggaer Direct supplier

Please choose a language below

Chinese

English

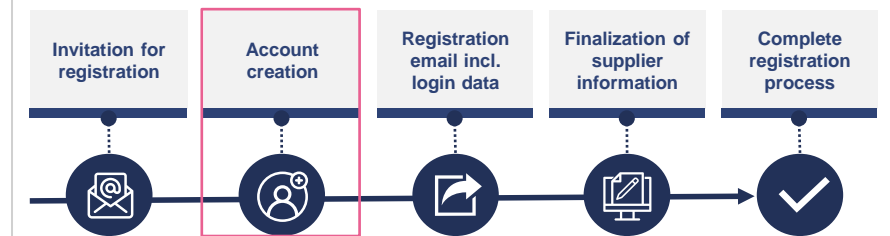
German

Portuguese

### Click guide

#### General

1. Proceed the registration with the link and click through the registration steps as mentioned below.
2. Check the box "Already Jaggaer Direct supplier" if you have already an account in JAGGAER. Please activate the box. This process will synchronize your basic data.
3. Choose the language in which you want to register.



# Portal registration

## Enter of person data

### System view:

1 GENERAL 2 PERSON DATA 3 COMPANY DATA 4 CONSENT

VOITH

CONTACT PERSON

Salutation\*  
Mr.

First name\*  
Max

Last name\*  
Mustermann

Telephone  
+ -- Area Number

Mobile  
+ -- Area Number

E-Mail\*  
email@e-mail.com

Loginname\* ⓘ

Back Continue

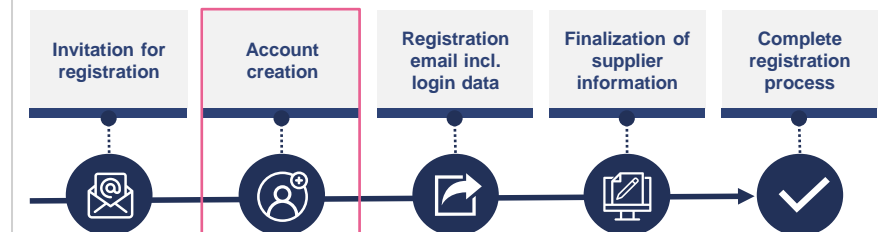
### Click guide

#### 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:

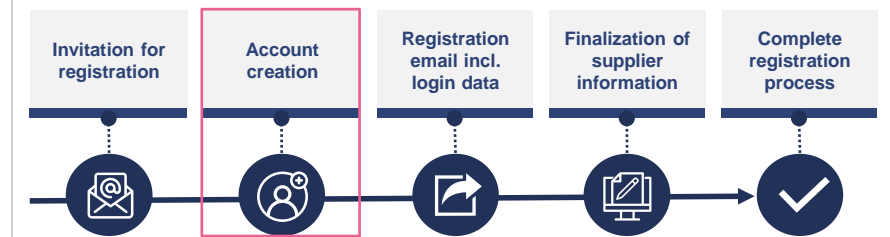
The screenshot displays the 'Enter company data' step in the VOITH portal registration process. At the top, a progress bar shows four steps: GENERAL (checked), PERSON DATA (checked), COMPANY DATA (active, highlighted with a red circle), and CONSENT (checked). Below the progress bar is the VOITH logo. A 'D&B Lookup' button is visible. The 'NUMBER' section contains a 'D-U-N-S\*' field with a red border, containing the value '123456789'. Below this, the 'COMPANY DATA' section includes four 'Company name' fields (1-4) and a 'Street' field, all with red borders. The 'Company name\*' field contains the text 'TestCompany'.

### Click guide

#### Company data

##### DUNS number

- The DUNS is an 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

VOITH

D&B Lookup

NUMBER

D-U-N-S\* ⓘ

123456789

COMPANY DATA

Company name\*

TestCompany

Company name 2

Company name 3

D&B Lookup

NUMBER

DUNS\* ⓘ ⓘ Request DUNS No.

This field is mandatory

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

### Click guide

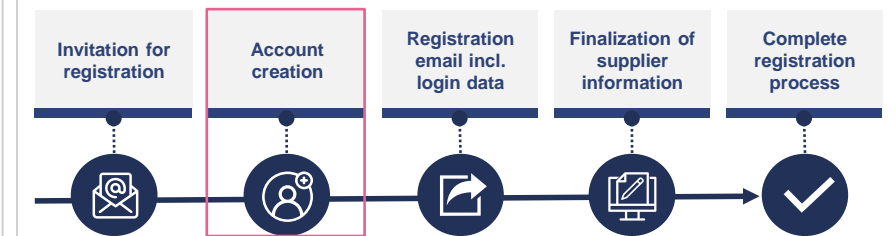
#### Company data

##### 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](mailto: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.

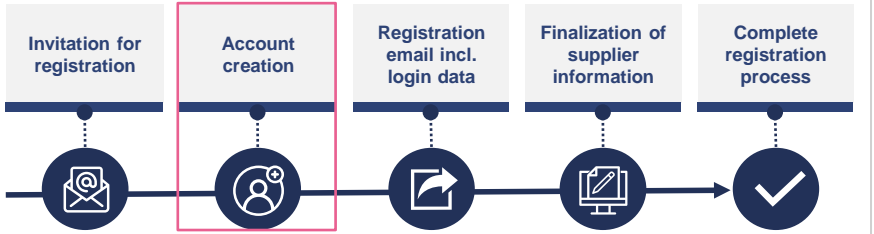
[Open the supplier portal PurONE](#)

### 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

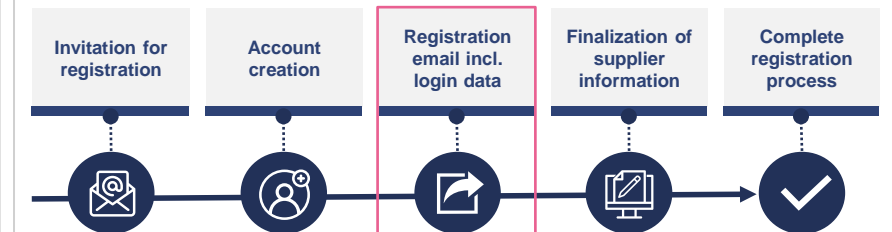
PurONE Team  
**Voith Group**

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

### Click guide

#### Consent

Please use the log-in credentials in the email.

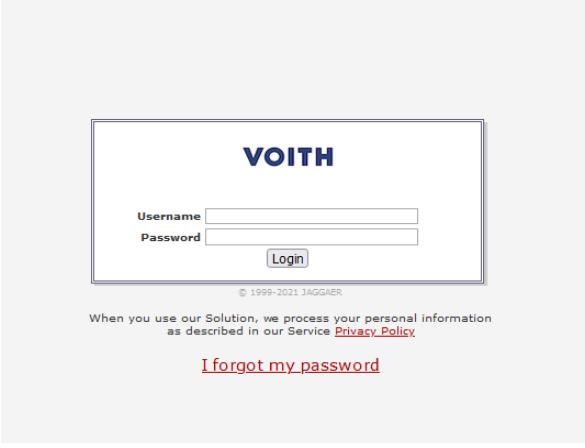


# Portal registration

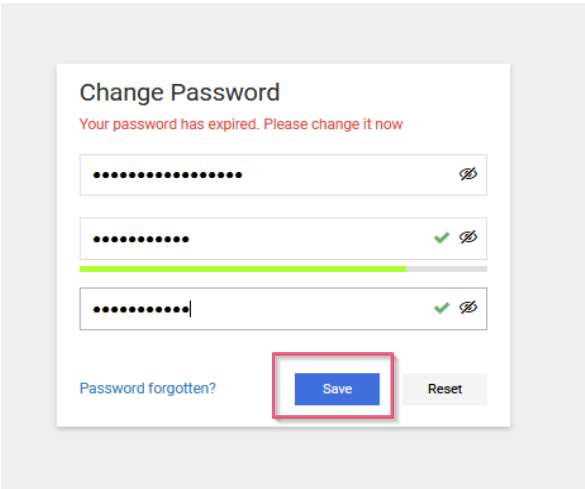
## Log-in credentials

### System view:

1



2

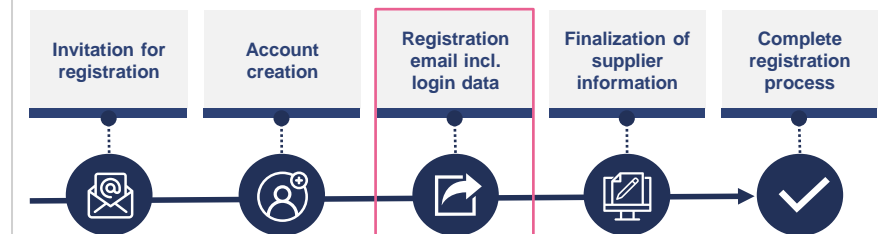


### Click guide

- 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

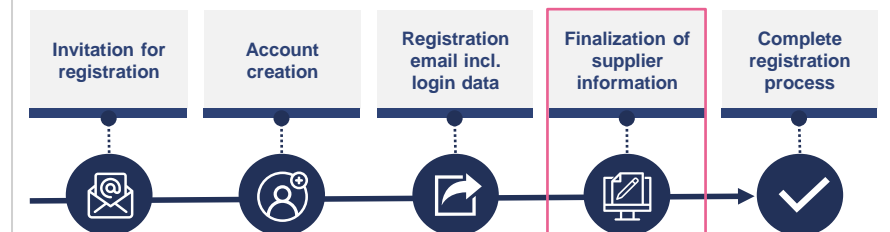
### System view:

The screenshot shows the Supplier Portal Dashboard. At the top, there is a red notification bar with a message: "Your registration has not been finished yet. Please click on the arrow to complete the registration:". A red box highlights an arrow icon in this bar. Below the notification bar, there are tabs for "My PurONE" and "Documents". The main content area is divided into two columns. The left column contains four cards: "COMPANY PROFIL", "GUIDE FOR SUPPLIER PORTAL", "PURONE SUPPORT", and "VOITH SUPPLIER ECOSYSTEM". The right column contains three sections: "VOITH NEWS & INFORMATION" (with a message "There is no data to be shown."), "WORKLIST - RFQ'S" (with a message "No entries found."), and "WORKLIST - NEW OR CHANGED ORDERS" (with a message "No entries found.>").

### 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:

VOITH

Registration - Base Data

1 DATA2 CONTACTS3 CATEGORIES4 PROFILE

Continue

DEB Lookup

NUMBER

DUNS+ ⓘ

123456789

COMPANY DATA

Company name\*

Test Unternehmen

Company name 2

Company name 3

VOITH

Registration - Base Data

1 DATA2 CONTACTS3 CATEGORIES4 PROFILE

Continue

PO-BOX

Post-office box

Zipcode post-office box

80833

COMPANY CONTACT DETAILS

Homepage

Including http://

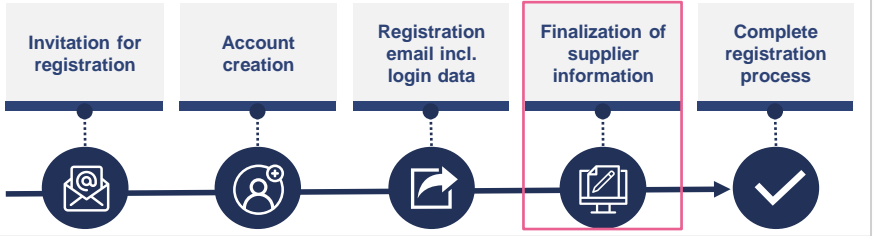
To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

☒ I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of Voith 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

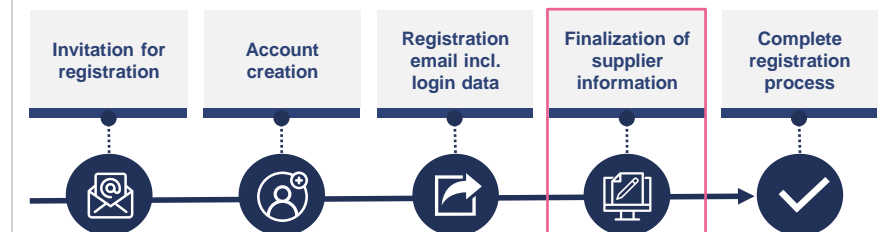
## Supplier information and company profile

### 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

VOITH

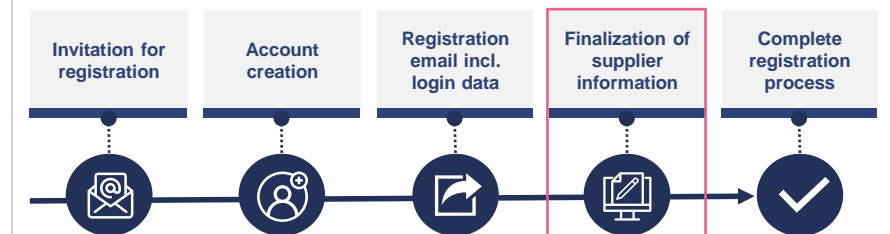
### System view:

The screenshot shows the 'Registration - Contacts' page in the VOITH portal. The page has a dark blue header with the VOITH logo and a navigation bar with tabs: DATA, CONTACTS (selected), CATEGORIES, and PROFILE. The main content area is titled 'Assigned Roles' and 'Contacts'. It displays a grid of roles with edit icons and contact information for 'Meier Max' (lennart.neubauer@huz.de). The roles listed are: Documents, Orders, RFQ, Management / Executive Board's Members, Construction/ Product Mgmt., Production, Quality, Logistics, Compliance Contact, and Material Compliance Contact. A 'Continue' button is highlighted in the top right corner.

### Click guide

#### Contacts (Assigned roles)

Please click on 'Continue'.



# Portal registration

## Supplier information and company profile

System view:

VOITH

Registration - Contacts

DATACONTACTSCATEGORIESPROFILE

Assigned Roles

Contacts

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

- Click on 'Contacts' at the upper left corner of the contacts tab to get an overview of your contact person.
- 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

Invitation for registration

Account creation

Registration email incl. login data

Finalization of supplier information

Complete registration process

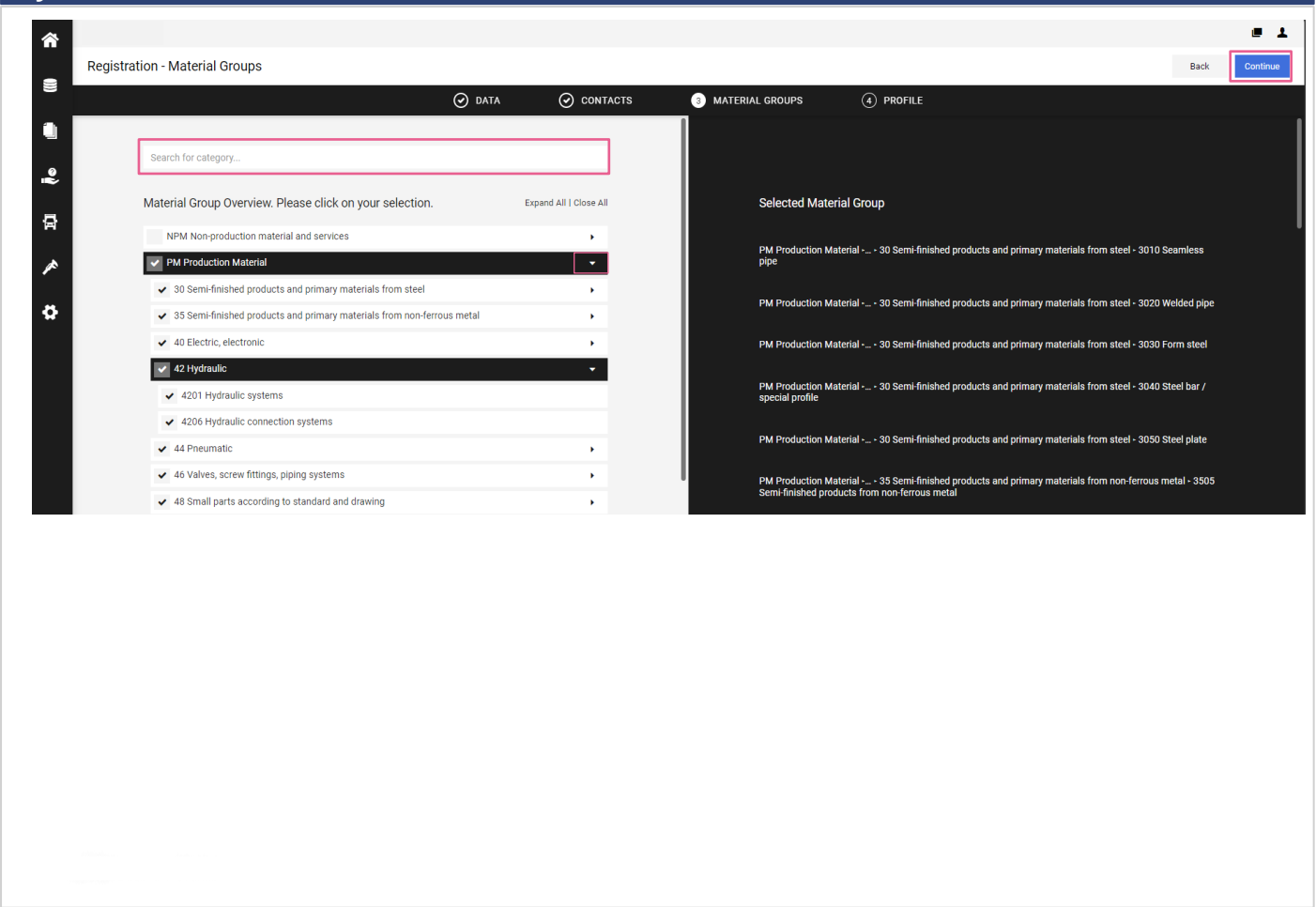
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# Portal registration

## Supplier information and company profile

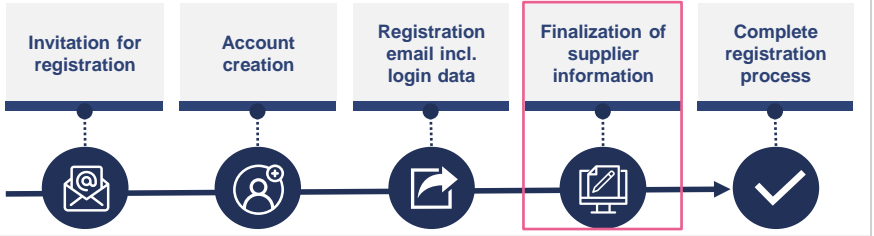
### System view:



### 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

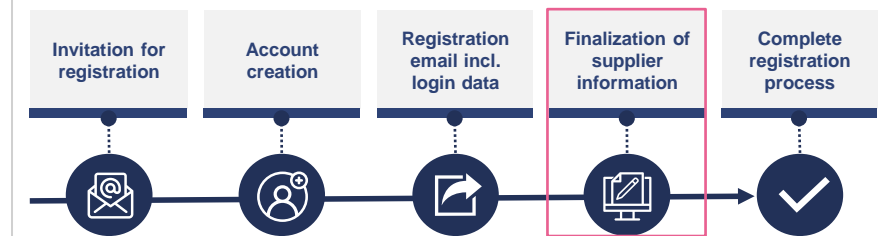
## Supplier information and company profile

### System view:

### 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

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/docx, for example an official letter head of your company). For supplier located in China or Brazil, please also upload your business license or CNPJ as a mandatory information. For any supplier located in USA or Canada please also upload your WB (for Canada) or W9 (for USA) tax forms and a voided check/bank statements from your bank. For Brazil please include the CNPJ Chota and for India the GST certificate.\*  
[Date auswählen] Keine Datei 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. [Datei auswählen] Keine Datei ausgewählt  
Year of incorporation/ formation  
Start of Voith relationship  
Reference customers  
Information about ongoing developments, improvement projects, technologies, etc.  
Company emergency plan

### Example of an unchangeable letterhead

<b>Board of Management of the Voith Management GmbH</b> Dr. Toralf Haag, Chairman Stephanie Holdt Dr. Stefan Kampmann Dr. Tobias Keitel Andreas Endters Cornelius Weitzmann	<b>General Partner</b> Voith Management GmbH Reg.-Court Ulm, HRB 735126 Registered Office: Heidenheim	<b>Commercial Register Reg.-Court Ulm</b> HRB 735450, Registered Office: Heidenheim VAT Reg. No.: DE 114 194 819 Tax No.: 64003/09448 <b>Bank Account</b> Commerzbank AG, Heidenheim IBAN DE40 6324 0016 0202 9007 00 BIC / Swift Code COBADEFF632
---	--	---

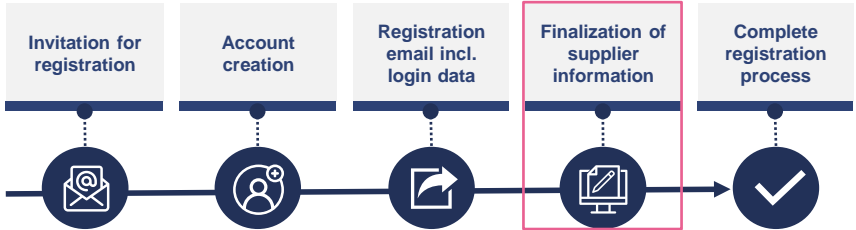
### Click guide

#### 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



# Portal registration

## Supplier information and company profile

System view:

VOITH

Registration - Profile

BackSaveFinish

DATACONTACTSMATERIAL GROUPSPROFILE

GeneralCompany informationCertificates

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%

Certificate

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

Registration

BackFinish

DATACONTACTSMATERIAL GROUPSPROFILE

GeneralCompany informationCertificates

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%

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.

Invitation for registration

Account creation

Registration email incl. login data

Finalization of supplier information

Complete registration process

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# Portal registration

## Supplier information and company profile

### System view:

**Von:** Voith Supplier Portal PurONE <[no-reply@app11.jaggaer.com](mailto: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](mailto:PurONE@voith.com) or +49 7321 37 6823

[PurONE@voith.com](mailto:PurONE@voith.com)  
[www.voith.com/supplier portal](http://www.voith.com/supplierportal)

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

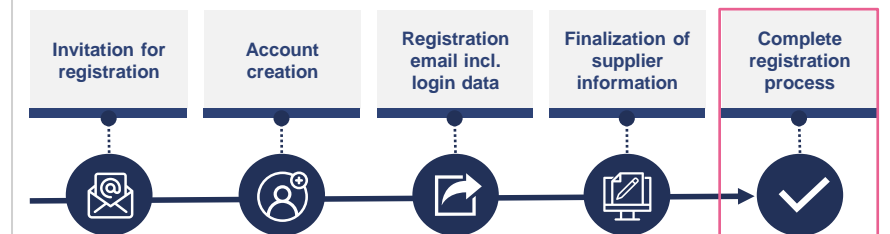
\*\*\*

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

