

INSTRUCTION FST SUPPLIER PORTAL

Content

1. GENERAL REMARKS
2. PRE-REGISTRATION
3. REGISTRATION
4. LOG-IN FOR REGISTERED SUPPLIERS

- 2 -

1. GENERAL REMARKS

You will find the FST supplier portal with these links:

Initial registration for supplier application: <https://www.pool4tool.com/portal/fst/register.php>

Log-in for registered suppliers: <https://www.pool4tool.com/portal/fst/login.php>

If you cannot access these sites, the websites are possibly blocked in your company. In both cases, please contact your internal IT.

Should the technical problems with the program continue, please contact our technical administration directly (Sip.Registration@fst.com).

- 3 -

2. PRE-REGISTRATION

The link <https://www.pool4tool.com/portal/fst/register.php> will take you directly to the initial registration.

I'm already a supplier for POOL4TOOL

General company data

5 1

Company name* 2

Street*

Street 2:

Zip code*

City*

Country* 3

Currency*

Telephone*

Fax:

Homepage:

E-Mail*:

More about Freudenberg Sealing Technologies GmbH & Co. KG

Deutsch

4

Contact person data

Salutation*

First name*

Last name*

Telephone*

Fax:

E-Mail*:

Loginname*:

*I agree the compliance policy.
[FST Corporate Compliance Policy V02_1 Nov13.pdf](#)

*I agree the Secrecyagreement.
[Secrecyagreement.pdf](#)

For a successful pre-registration you need to fill all fields marked with an asterisk (*).

- If you have a DUNS-number, please enter it into field 1. Click on the field 4 "D&B Lookup" and most of the mandatory fields will be filled automatically by the system.
- If you do not know your DUNS-number, please enter your company name and the country of your company headquarter into the fields 2 and 3.

- 4 -

- Click on the field 4 “D&B Lookup“ and most of the mandatory fields will be filled.
- If you do not have a DUNS-number, please click on field 5 „DUNS Legal Entity“ and you will be linked to the UPIK-website where you can easily request your DUNS-number.

Please keep in mind that the DUNS-number is absolutely necessary for the pre-registration. If this mandatory field is not filled, you cannot register.

After finally agreeing to our terms and conditions and our non-disclosure agreement, your data will be checked again (click on “Check data”).

If all mandatory fields are filled in correctly, the button „Send“ will appear at the bottom of the register mask and your pre-registration will be directed to the FST Purchasing Department.

In the next step, your pre-registration data will be checked and you will receive an e-mail with the log-in data and the link with the entry mask.

- 5 -

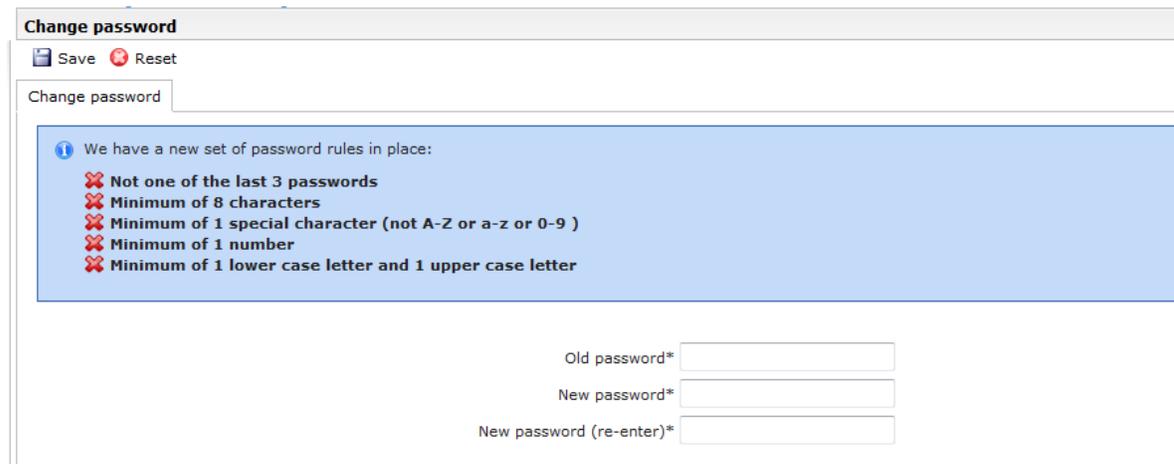
3. REGISTRATION

Enter the username and the password (you received them by mail) into the entry mask below.



The image shows a login form for Freudenberg Sealing Technologies. It features the company logo at the top, followed by two input fields labeled 'Username' and 'Password'. Below these fields is a 'Login' button. At the bottom of the form, there is a small footer that reads 'Powered by POOL4TOOL V4 -- © 1999-2014 POOL4TOOL AG' and a red link for 'Lost password?'.

The following screen appears:



The image shows a 'Change password' screen. At the top, there are 'Save' and 'Reset' buttons. Below them is a section titled 'Change password' with a blue background. This section contains an information icon and the text 'We have a new set of password rules in place:'. Below this, there are four red 'X' icons indicating failed password rules: 'Not one of the last 3 passwords', 'Minimum of 8 characters', 'Minimum of 1 special character (not A-Z or a-z or 0-9)', and 'Minimum of 1 number'. At the bottom of the screen, there are three input fields labeled 'Old password*', 'New password*', and 'New password (re-enter)*'.

Enter the initial password into the field „Old password“ and pick a new password.

- 6 -

You will be redirected to the registration site where you can add the profile data of your company. Step by step, our supplier database will take you through the respective registration levels.

Freudenberg Sealing Technologies GmbH & Co. KG Home	
✓ 1. Registration successful	Your registration data has been accepted.
✓ 2. Account data received / Login successful / Enter additional company data	You have logged in to the portal. Please provide additional company data.
✓ 3. Contacts	Please click here to maintain the responsibilities for the different areas
✓ 4. Material group assignment	Click here to get the list of material groups.
✓ 5. Fill profile	Please give the demanded information in the supplier profile.
✓ 6. Publish profile	Please publish the supplier profile after entering all information.

2.) Click on „Account data received (...)“ and the mask with the company basic data will appear. These fields are already filled with the meta data from the pre-registration.

Company basic data	
Company basic data	
D-U-N-S*:	123456789
Company name*:	Muster AG
Street*:	Musterstrasse
Street 2:	3
Zip code*:	12345
City*:	Musterstadt
Country*:	Germany
Currency:	EUR (not editable)
Telephone*:	0049 01234 12- 12345
Fax:	
Homepage:	
E-Mail*:	max.mustermann@musterag.com
FST Corporate Compliance Policy_V02_1_Nov13.pdf Secrecyagreement.pdf	

- 7 -

Here you have the opportunity to add additional information to the already existing data. For the next step of the registration, click on "Save".

3.) Click on „Contacts“ to register additional contact persons or users of your company for the supplier portal. As standard, the system adopts the data you have entered in the register mask initially.

Area	Assignments
CEO	▼
Contact commercial issues	▼
Contact energy management	▼
Contact environment management	▼
Contact finance/accounting	▼
Contact quality issues	▼
Contact SCM/logistics	▼
Contact technical issues	▼
CTO	▼
Head of energy management	▼
Head of environment management	▼
Head of health & safety	▼
Head of quality	▼
Head of sales	▼
Head of SCM/logistics	▼
Head of technology	▼
Responsible for product safety	▼

You can create new contacts/user by clicking on „New user“ (field 1).

- 8 -

The following screen appears:

Enter the contact data of the additional contact here. Choosing the checkbox “Create portal user” (field 1) means that this contact person gets an extra portal access with password. If you do not tick this checkbox, the contact person will only receive notification mails from the workflow of the system.

The added contact person/user appears in the information box (field 2, page 7).

Area	Assignments
CEO	▼
Contact commercial issues	▼
Contact energy management	▼
Contact environment management	▼
Contact finance/accounting	▼
Contact quality issues	▼
Contact SCM/logistics	▼
Contact technical issues	▼
CTO	▼
Head of energy management	▼
Head of environment management	▼
Head of health & safety	▼
Head of quality	▼
Head of sales	▼
Head of SCM/logistics	▼
Head of technology	▼
Responsible for product safety	▼

All established contacts/users can be assigned to different areas of your company by drop-down box.

Click “Save” to continue.

- 9 -

4.) The next step is the “Material group assignment“. Here you can inform us about your service portfolio.

Simply select the industries, industry-segments & material groups that represent your portfolio best. The plus symbol indicates that the industries on the highest level can be broken down further. Please select on the material group level (square checkbox) which commodities/articles/services you can deliver. One of these commodities has to be defined as your main commodity group (round radio button).

You can select as many commodity groups as you want but you can only select one main commodity group. This commodity group should be your strongest and most representative, because depending on your main product group you will be categorized by one of our leadbuyers.

Commodities

Please open the commodity tree and chose your main commodity on the lowest level (round radio button). Furthermore you can add more commodities from your product and service portfolio (square shaped checkbox).

Commodities

- Direct
 - CH
 - Bonding Agents
 - Binder
 - Fillers
 - Plasticizers
 - PTFE
 - Rubber Chemicals
 - Rubber Compounds
 - Rubber Reclaim
 - Silicone
 - Synthetic Rubber
 - Thermoplastic Elastomers
 - Thermoplastic Raw Materials
 - Urethanes
 - ME
 - NMC
- Indirect
- Capital Equipment

Click “Save” to continue.

- 10 -

5.) "Fill profile" –you can tell us more about your company here. The fields marked with an asterisk (*) must be filled for a successful registration. After completion, you can send the profile to the FST Purchasing Department. If you want to edit your data later or if you want to send it later, please press the save-button. You can edit your profile in the main-menu selecting „Company profile“ in the navigation box on the left side.

There are some fields that require document-uploads. Please take note that the files should be uploaded in a pdf- or Excel-format.

6.) „Publish profile“. After the completion of you profile you might want to publish your profile. You can do that by clicking on "publish" – that only works if you have filled all mandatory fields. The status of your publication will be shown in a yellow box (see below).



The system will generate a confirmation mail after successful publication. Your profile will then be checked by our leadbuyers. The registration-process is hereby closed.

4. LOG-IN FOR REGISTERED SUPPLIERS

Registered suppliers will get access through the log-in for registered suppliers:

<https://www.pool4tool.com/portal/fst/login.php>

Here suppliers can work on their masterdata, update certificates and work with the eRFQ-function.