Pool4Tool Instruction Manual
Supplier Registration and Application
Table of Contents

1 Intent and Purpose ..................................................................................................................3
2 General Information ..............................................................................................................3
3 Portal Registration ...............................................................................................................4
4 Simple Supplier Portal ..........................................................................................................6
5 Extended Supplier Profile ....................................................................................................11
6 Logging in through the Pool4Tool Website .........................................................................12
7 Data Maintenance ................................................................................................................13
  7.1 Areas of Responsibility ......................................................................................................13
  7.2 Adding a New User ...........................................................................................................13
  7.3 My User Data ....................................................................................................................14
  7.4 Company Data ..................................................................................................................15
  7.5 Contacts ...........................................................................................................................16
  7.6 Commodity Groups .........................................................................................................16
  7.7 Company Profile .............................................................................................................17
1 Intent and Purpose
This instruction manual is intended to help suppliers who register as potential Bühler suppliers on the Pool4Tool supplier portal. It describes how the registration process works on the portal and how the data are maintained for the portal, if the supplier has been approved as a potential Bühler supplier.

2 General Information

The supplier registration process offers potential Bühler suppliers the opportunity to apply to Bühler’s purchasing department in a structured way.

Registration is a multi-step process.

The first step involves entering the contact data before you fill in the simple supplier profile. This profile includes general questions about the company and is evaluated by the particular Bühler buyer after the supplier has published it.

If the buyer approves the profile, you will be invited to fill in the extended supplier profile. In turn, the particular buyer evaluates that profile once it has been published. The extended profile includes more in-depth questions about the company.

If the results meet Bühler’s expectations, you will be accepted as a potential supplier and entered in our supplier database.

Mandatory questions are marked with an "*" and must be answered. Optional questions do not have to be answered; however, the completeness of the supplier profile will be assessed and does have a decisive effect on the final decision.

If any questions or problems come up, please send your questions any time to the following e-mail address: info.procurement@buhlergroup.com
3 Portal Registration

You may upload the following page if you wish to register as a potential supplier to Bühler: https://www.pool4tool.com/portal/buehler/register.php. Please fill in the data as completely as possible.

The “DUNS” number is issued by Dun & Bradstreet (D&B) and is a 9-digit code that allows companies to have a unique identification. You can find your DUNS number by clicking on the link that is stored in the D-U-N-S field.

Check the information about your company and your personal contact information, and adjust it as needed.
As a rule, we suggest you use “first name.last name” as your log-in name; however, you may choose any name you wish to use.

In order to complete your registration, you must confirm that you have read the general terms of purchase.

Now click on “Review”.

Please check the data on the next page again. If all of the information is correct, click on “Send”. You may correct any incorrect information by using the “Back” button.

You will now be redirected to the following page:

Registration finished successfully.

We thank you for your registration. You may now log into the Portal. Your personal password has been sent to your email address.

This means that you have registered successfully.
4 Simple Supplier Portal

You will now receive an e-mail message from Pool4Tool. This message contains your access data and the link to the P4T portal.

Enter your username and the password that was sent to you.

After you have registered successfully, you will be prompted to select a new password. Please comply with the set password rules.

You will now be automatically redirected to the simple supplier profile in the Pool4Tool portal.
Process each of the steps shown and save your entries by clicking on “Save”. You will then be automatically redirected to the overview page.

The following information must be maintained:

2. Account data received / Login successful / Enter additional company data
This is where you can check and complete the data that was already recorded during registration. When you have saved the information, you will be automatically redirected to the overview page.
3. Contacts
In step 3, define the contacts and communications staff. This will determine who your contact is for each role.

You have the option on this page to record additional contacts. Use the “New User” field.

There are two options at your disposal. If you fill in the required fields and do not enter a check mark for “Create Portal User”, this contact will only be recorded in the system as an informational item and can be assigned to the roles of “Sales” and “Quality”. For the roles of “Order Processing”, “Supplier Profile”, “Contracts” and “Ratings”, you may only record users with a portal user since notifications for these roles are sent.
Please also enter the job title of the contact so that it can be filed accordingly.

If you wish to create a new portal user, place a checkmark next to “Create Portal User” so that the user is also provided access to the supplier portal. That user will then receive the login data by e-mail and will then be able to log in to the portal as well.

### 4. Commodity Group Assignment

This is where you can indicate the commodity groups you are able to supply. In order to redirect you to the appropriate contact at Bühler, you have to select a main commodity group. You can make this selection by navigating to the lowest level and clicking on the round button. If you are unable to find an appropriate commodity group, please select the commodity group that fits the best.
5. Inserting a Profile

You can publish the profile as soon as you have filled in all of the required fields. This means that your information will be visible to Bühler from that point onwards.

6. Publish Your Profile

The “Publish” button appears after you have backed up the data. After that, you will not be able to make any more changes to your supplier profile. Once you have published the profile, the approval process begins at Bühler and you will be informed by e-mail whether your registration has been accepted.

If the purchaser responsible for your account still has some questions pending, you will be notified by e-mail. You will then be able to edit your profile and revise questions.

Once you have revised any pending questions, the profile is republished which then triggers the approval process again.
5 Extended Supplier Profile
As soon as the simple supplier profile has been approved, you will receive a message by e-mail with a request to fill in the extended profile. This profile contains in-depth questions that have to be answered.

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
   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.

7. Fill extended profile
   Please give the demanded information in the extended supplier profile.

8. Publish extended profile
Once all mandatory questions have been answered, the supplier profile can be published and the approval process for the expanded supplier profile can be started by the particular Bühler buyer. As soon as the approval process has been completed, you will be notified about the decision by e-mail.

6  logging in through the Pool4Tool website


Click on the "Log In" button.

Enter your user name and password and click on “POOL4TOOL”.
You will now be redirected to your Pool4Tool supplier portal and will be able to process your orders.

7 Data Maintenance

7.1 Areas of Responsibility

Suppliers are responsible for maintaining their data. The first user created is automatically defined as the Admin. This Admin may add additional users (also Admins) which will allow multiple people to access the portal.

7.2 Adding a New User

Navigate to the Administration and go to: Managing all users / list of users. You will be able to see a list of all Pool4Tool users at your company. Click on the “Add Users” button to add a new user.

Provide all of the required information and then click on “Add”.

[Image of Pool4Tool supplier portal and administration interface]

Anleitung Pool4Tool für Lieferanten
7.3 My User Data
You will be able to manage your own user data, such as your password or e-mail address under “My Account and Info/My User Data”.

![User data form](image)
7.4 Company Data

You will be able to manage your company’s data under “Company Data – Marketplace / Basic Data.”
7.5 Contacts
If your contacts at Bühler should change, please adjust the information under “Contacts” accordingly.

7.6 Commodity Groups
You will be able to update the assignment to the particular commodity group under “Commodity Groups.”
7.7 Company Profile

You may edit and update your answers on the supplier profile under "Company Profile" anytime. You may navigate directly to the subject area you wish to work on. Once you have made all the changes you wanted to, you may republish the profile.