SeSS Portal

Manual for Suppliers

Introduction

Thank you for registering on the KIRCHHOFF Automotive Supplier Portal SeSS (Strategic eSourcing Solution)!

After registering, please enter your company information and send it to us.

For new suppliers, we use this information to decide whether to select you for our supply base. For existing suppliers, the registration process is shorter.

We will briefly explain the steps necessary for registration and how to use the portal after successful registration.

Some minor details in the some of the screenshots differ to the actual system.

Note: For advanced browser performance we would recommend to use Google Chrome or Mozilla Firefox.

Content

1 Initial SignIn

To SignIn and Register to the KIRCHHOFF Supplier Portal you have received an invitation by email.
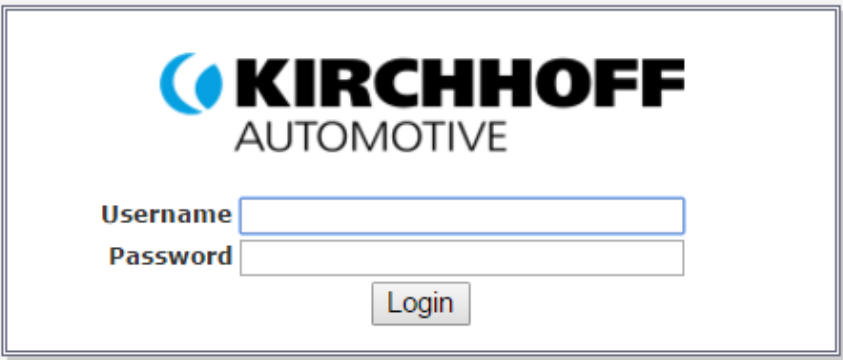
sample:

"Dear Vendor,

You were invited by KIRCHHOFF to register in the KIRCHHOFF supplier portal. For that purpose, please open the following link:
https://www.pool4tool.com/portal/kirchhoff/register.php?crm_person_id=MjAyNzUwNg==-0cdff9673e90e20b17086bd2d5c7f4f5&l=eng
and follow the instructions on the website. After successful registration, you will receive a confirmation email and will be able to work in the KIRCHHOFF supplier portal.

Comments:
If you have any questions concerning the registration process, please contact the provider of our supplier portal POOL4TOOL using the following contact data:

Support Hotline: +43-1-80 410 50

support@pool4tool.com
Best regards,
KIRCHHOFF supplier portal"

Use this link to create your individual password in the registration. Please use this link to access the portal using these details.
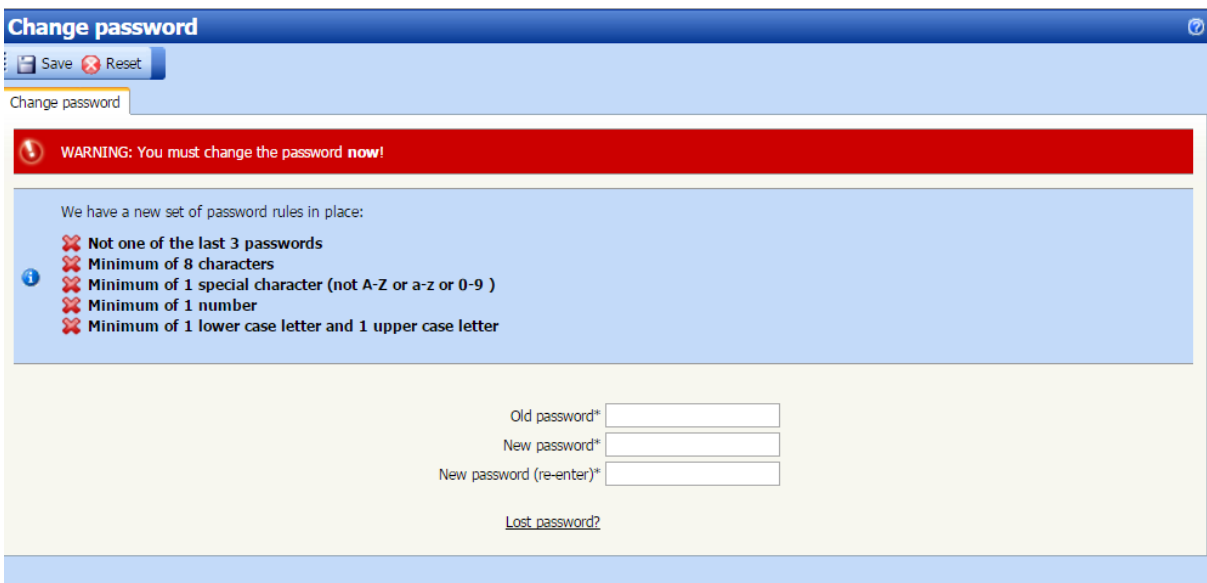
https://www.pool4tool.com/portal/kirchhoff/

Once you have logged in for the first time, you must change your password

There are some password rules. Once you have saved your new password, the registration page will automatically load.

Change password

Save | Reset

Change password

WARNING: You must change the password **now!**

We have a new set of password rules in place:
- 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)
- Minimum of 1 number
- Minimum of 1 lower case letter and 1 upper case letter

Old password*
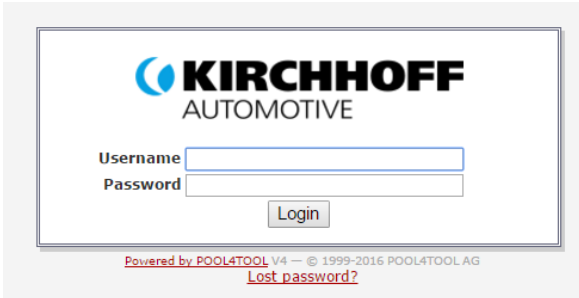
New password*

New password (re-enter)*

Lost password?

Important: Please make a note of your username. You need it when re-setting your password, for example.

2 Registration

If you would like to register on the KIRCHHOFF Automotive supplier portal, go to the URL:

https://www.pool4tool.com/portal/kirchhoff/

and enter your username and password. The password must be changed every 45 days.
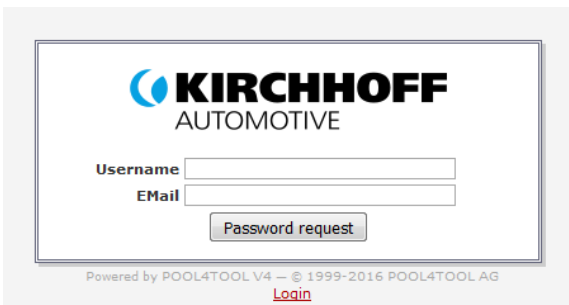
If you forget your password, you can re-set it. Click on "Forgotten password" on the lower margin of the registration mask.

Enter your username and email address on the next page. If these match, POOL4TOOL will send you a link where you can enter a new password.
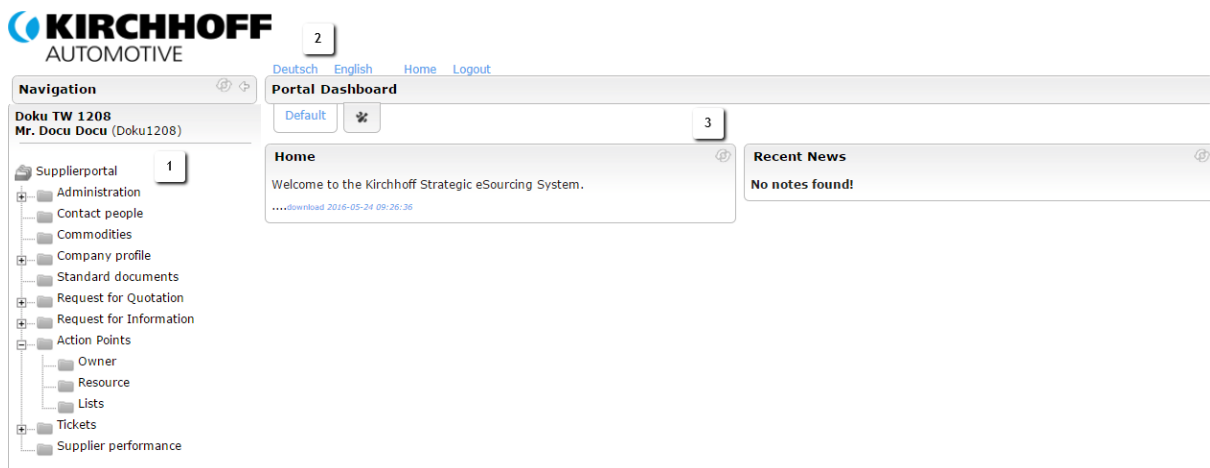
3 Homepage

Once you have registered, after logging in, you will see the homepage.

The POOL4TOOL application is divided into 3 main sections:

In one of these, you will find a navigation area (1), including your name and your company. The menu items are described in the following chapters.

In the upper area (2), you will find the side navigation with a selection of languages, a link to the homepage, and a link to log-out. The SESS is currently only available in German.
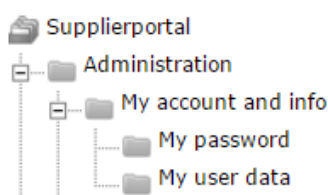
You will see module-specific information in the content area (3). The homepage has a short welcome text with general notices and a blackboard with current news.

3.1   Basic settings

This chapter describes the basic settings of the system.

3.2   User settings

After initial log-in, please review your user settings and information under Administration → My user data

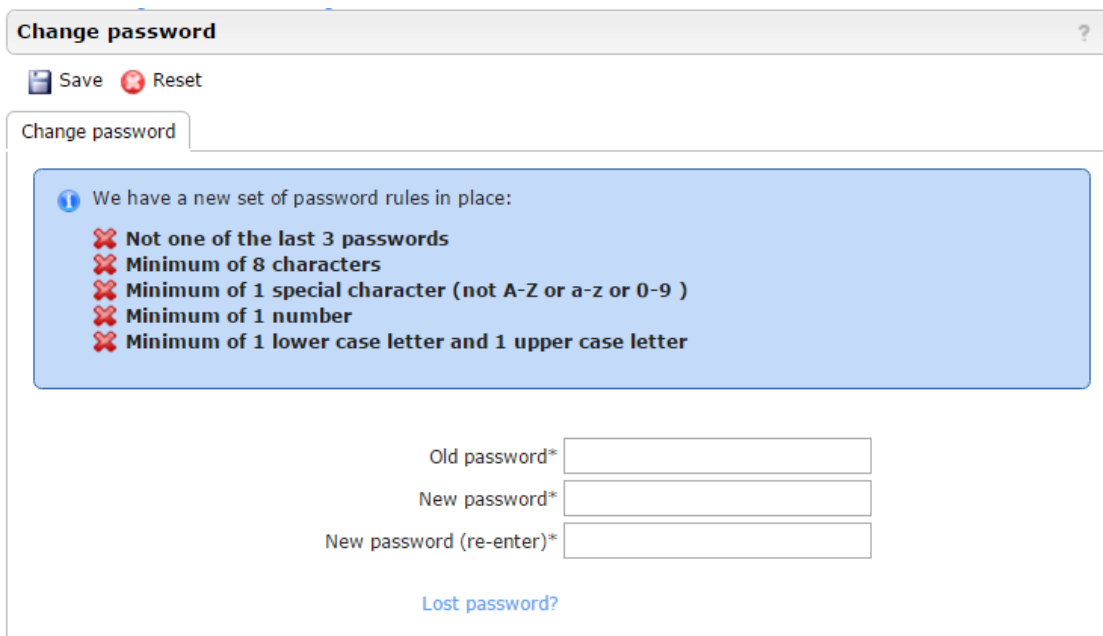The following settings are particularly important:

- All required fields
- Decimal settings (commas)
- The data format
- Your time zone

Important: Please save your changes

3.3   Change password

You can change your password at any time in Administration →"My password".

There are some password rules.

4 Initial registration

To complete the registration, check and update your contact and company information, define your portfolio using the categories and locations, and enter additional information in the company profile.

These steps are clearly shown in POOL4TOOL, one after the other.
If you are an existing supplier but do not yet have a POOL4TOOL account and are being added as a new contact, available information will already be shown to be checked at registration.

Steps that have been completed are marked in green. Steps that have not yet been completed are marked in yellow.

4.1 Enter further company information

After initial registration, you will then need to enter further company information. Please click on "Receive log-in details / Log-in successful / Update additional company information"

You will then see an overview of the information you have already entered:

Please check this information and confirm it by saving it.

Important: Please enter your DUNS number so that your company can be clearly identified.

You can search or apply for a number for your company by going to

https://www.upik.de/en/dunsanfordern.html.

If you do not have a DUNS number, please enter "NODUNS" and then apply for one from D&B after registration.

This step is completed once the company information has been saved.

4.2   Enter Points of Contact

Please click on "3. Points of Contact" to enter points of contact for KIRCHHOFF Automotive into the system. You should already be listed as a contact.

You can now review your contact information. To do this, please use the edit icon in the menu column of the contact list.

You can also continue to add users. If these users should be given access to the Supplier Portal, please confirm "Create portal user" and enter a username.

Please confirm the contact list at the end by saving the information:
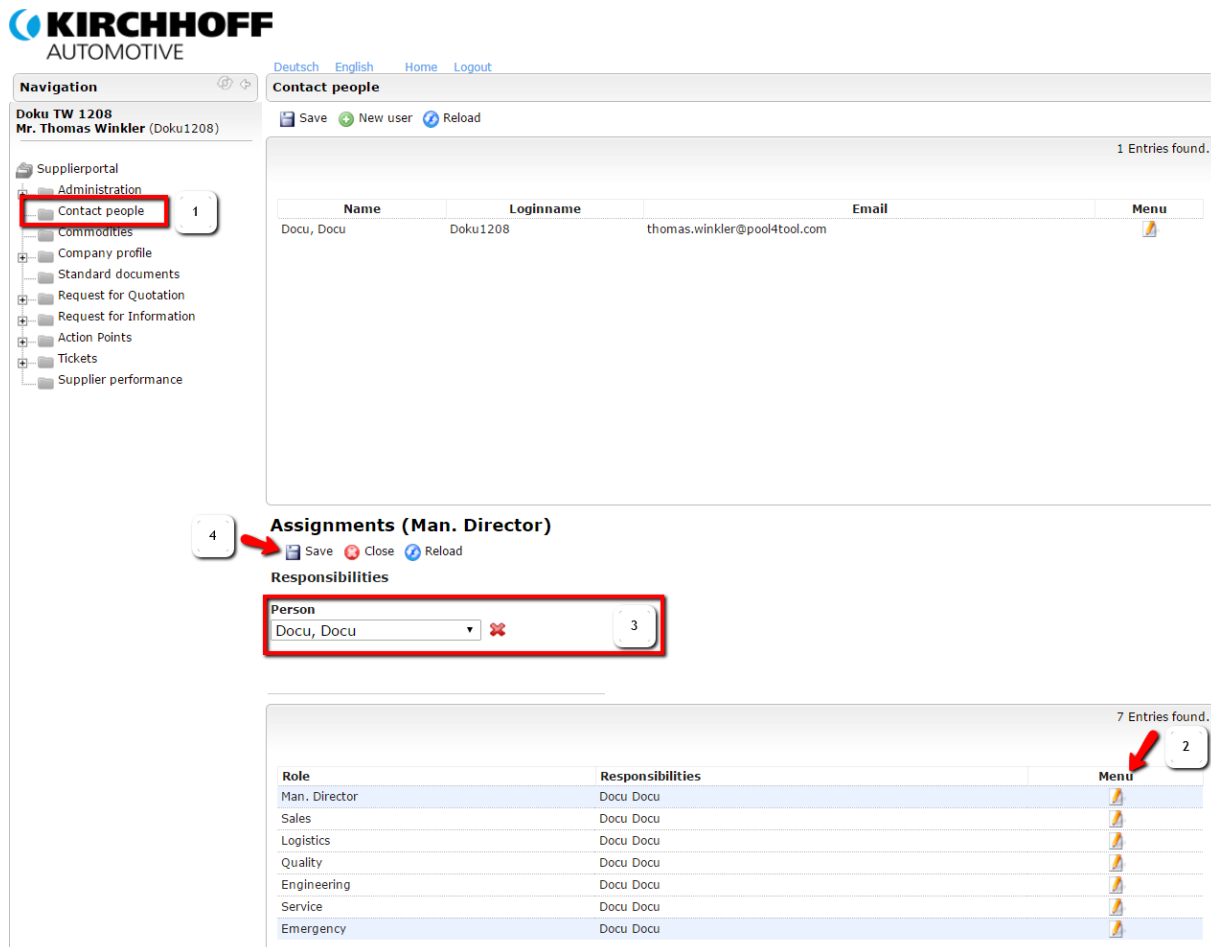
4.3   Enter message responsibilities

POOL4TOOL allows you to enter particular individuals, whose information is maintained by you as the supplier. The Points of Contact will then be notified, for example, when new documents are requested or there has been a security breach.

In "Point of Contact" in the navigation, you can enter the individuals you should receive these emails. If you have entered multiple portal users, you can select multiple persons in some areas:

The following is a list of valid message responsibilities:

Area	Description
Document Approval Exchange	Document processing in the Document Exchange module
Point of Contact / Site Manager for Darmstadt	Point of Contact for security breaches for the locations Darmstadt and Hohenbrunn.
Point of Contact / Site Manager for Gernheim	Point of Contact for security breaches for the Gernheim.

Important: Where possible, please enter all message responsibilities and keep them up-to-date (for example, personnel changes)

Category assignment

Enter your portfolio using categories and locations in category assignment. Please click on "4. Category assignment" to assign:

KIRCHHOFF Automotive 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
Responsibilities for the different areas

4. Material group assignment
Click here to get the list of material groups.

5. Fill profile

6. Publish profile

Commodities

Save Expand all Collapse all

Please choose only Material Groups that meet with your core busines
http://www.kirchhoff-automotive.com/ptEN/company/purchasing/m

Commodities

- ☑ non production material
  - ☐ Capital
  - ☐ Equipment
  - ☑ Indirect materials
    - ☐ (welding) gases
    - ☐ Adhesives
    - ☑ CAD-Hardware
      - ☑ ○ CAD-Hardware - CAD-Hardware
    - ☐ CAD-Software
    - ☑ Cameras, photo art.
      - ☑ ● Cameras, photo art. - Cameras, Photo Articles
    - ☐ Chemicals-miscell.
    - ☐ Colours and paint
    - ☐ Cutting oil (Cooling
    - ☐ Energy - miscell.
    - ☐ Fuels (not f.car/tru
    - ☐ heating oil

You can select multiple categories belonging to your portfolio that you would like to offer to KIRCHHOFF Automotive, or that you already supply to KIRCHHOFF Automotive. You can open and close the categories by clicking on "+" and "-".

You can enter multiple categories using the checkboxes on the left (square, on the left before the name). Please limit your selection to the most important categories.

You can select your main category using the radio button (circle, on the right before the name). You may only select one.

Please save your selection to move on to the next step.

4.4   Update and publish profile

In the next step, you must enter further information into the company profile. Please click on "5. Update profile".

You will now see a form with further questions. Obligatory fields are marked with " * ", but please answer every question if possible.

Important: You can save your answers at any time. To complete the process and submit your profile to KIRCHHOFF Automotive for review, you must publish the profile at the end. You can change your information after check and approval by KIRCHHOFF Automotive.

4.5   Complete registration

By publishing your profile, the information is sent to KIRCHHOFF Automotive to be checked.

KIRCHHOFF Automotive 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**
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.

ⓘ OK!! Registered successfully, buyer is checking conditions... Thank you very much!

If you are accepted as a supplier and your profile is approved, you will receive notification of this. If not, you will be informed of the rejection by email.

You can view the information you have entered at any time using the navigation in the Supplier Portal.

Navigation

Doku TW 1208
Mr. Docu Docu (Doku1208)

📁 Supplierportal
　⊞ Administration
　　 Contact people
　　 Commodities
　⊞ Company profile
　　 Standard documents
　⊞ Request for Quotation
　⊞ Request for Information
　⊞ Action Points
　⊞ Tickets
　　 Supplier performance

Important: You can only edit your information after it has been reviewed by KIRCHHOFF Automotive.

5 Ongoing data maintenance
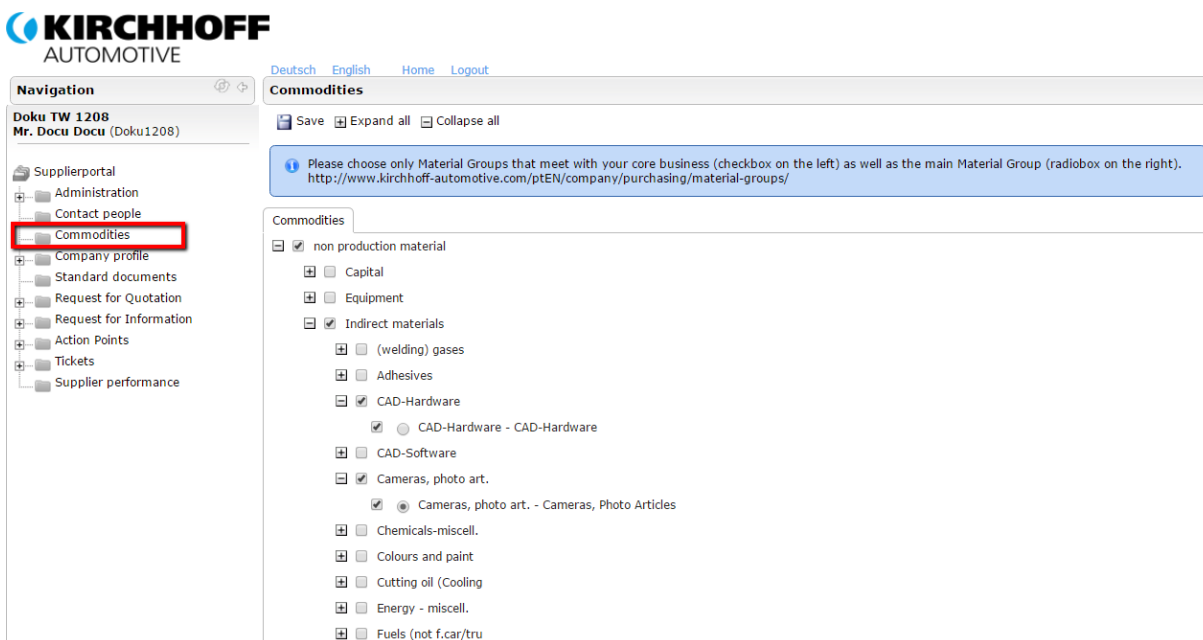
Please keep your data up-to-date in the SESS and make necessary changes at regular intervals.

5.1 Company and contact information

Changes to the company and contact information should be made as soon as they become effective. This helps us to keep your information up-to-date in our system. The Administration chapter explains how to change company and contact information.

5.2 Categories

Please inform us when your product and service portfolio changes. You can add or delete categories in the categories area. You can save your changes by clicking "Save". Every time you change this information, a notification is sent to KIRCHHOFF Automotive.

5.3 Profile information

You can make changes to your profile at any time in the company profile area. You can also save changes while working on them before you publish your changes to be seen by KIRCHHOFF Automotive. In addition to this, the system will request you to update your information at regular intervals.

6 Standard documents

In the standard documents area, you will find relevant documents provided by KIRCHHOFF Automotive, including the supplier handbook, important work documents, and templates.

Important: Please check whether new or updated standard documents have become available, on a regular basis.

Standard documents

7 Entries found.

|◄◄| |◄| |▮| 1/2 ▼ |►►| |►►| ▽
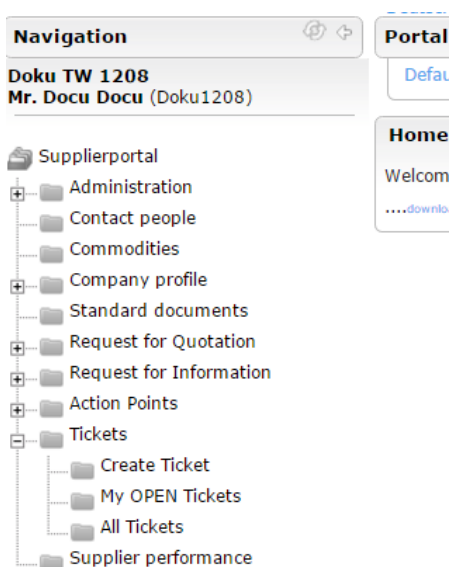
Area	Description	File	Version
Quality	CQI-11 Plating	✎	1
Quality	CQI-12 Coating	✎	1
Quality	CQI-15 Welding	✎	1
Quality	CQI-23 Molding	✎	1
Quality	CQI-9 Heat Treat	✎	2

7 Workflows / Tickets

In the tickets module, KIRCHHOFF Automotive allows you to start your own processes and workflows with KIRCHHOFF Automotive. The following describes the basic functions and individual workflows.

7.1   Basic functions

You will find the ticket module under log-in in the left navigation bar:

Navigation

Doku TW 1208
Mr. Docu Docu (Doku1208)

- 📁 Supplierportal
  - 📁 Administration
  - 📁 Contact people
  - 📁 Commodities
  - 📁 Company profile
  - 📁 Standard documents
  - 📁 Request for Quotation
  - 📁 Request for Information
  - 📁 Action Points
  - 📁 Tickets
    - 📁 Create Ticket
    - 📁 My OPEN Tickets
    - 📁 All Tickets
  - 📁 Supplier performance

Portal

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Home

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The following table explains the actions:

Action	Description
My tickets	This list contains all tickets that you have created or that have been assigned to you.
All tickets	This list contains all tickets for your company.

7.1.1   Ticket lists

The system has two lists. In "My tickets", you will see all the tickets you have created or that have been assigned to you. The "all tickets" list contains all tickets for your company.

All lists then show open tickets only. Activate "Show all historic tickets" to see closed tickets.

Using the paging function above, you can choose the number of inforecords shown (click on "i") or scroll through pages.

The search searches all visible information, e.g. the ticket ID and subject.
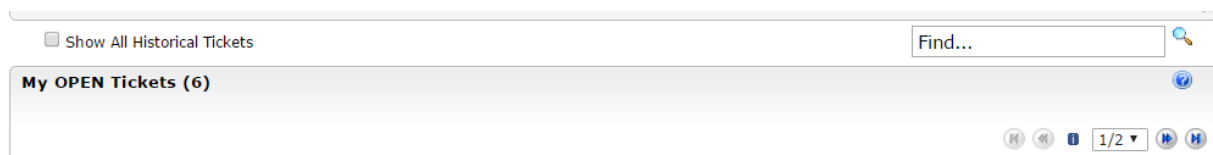
7.1.2   Edit tickets

If you are involved in a KIRCHHOFF Automotive process, you will receive an email. After you have opened the ticket, you can edit it and then send it back to KIRCHHOFF Automotive.

Required fields are marked as such and must always be entered.

Most workflows can be saved while you work on them or sent directly to KIRCHHOFF Automotive. Select an action and save it.
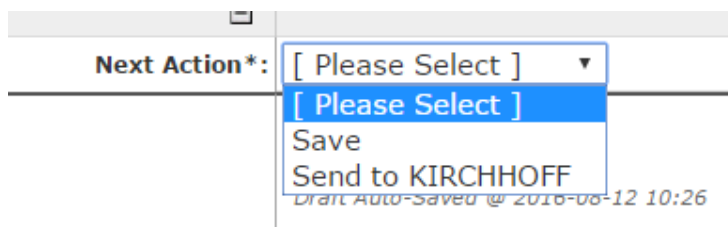
8 Request for Quotation – RFQ

8.1 RFQ Overview

All requests are show under "**Requests** / RFQs", your own under "My RFQs" and all RFQs for your
company under "Company RFQs"
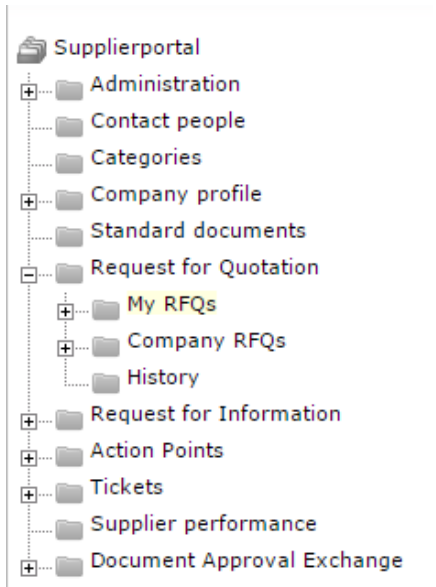
For both areas there are standard filters.
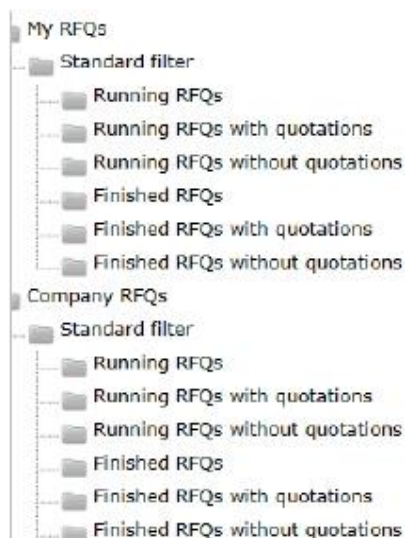
To check new your own RFQ click on "My RFQs" and following list appears:

Menu	RFQ No.	Version	Name	Status	Item #	Quote deadline	Quote Status	Managed by
	293	1 0020200_01283031_RFQ-Manual		◯	2	2015-04-08 23:59	●●●	Invitee
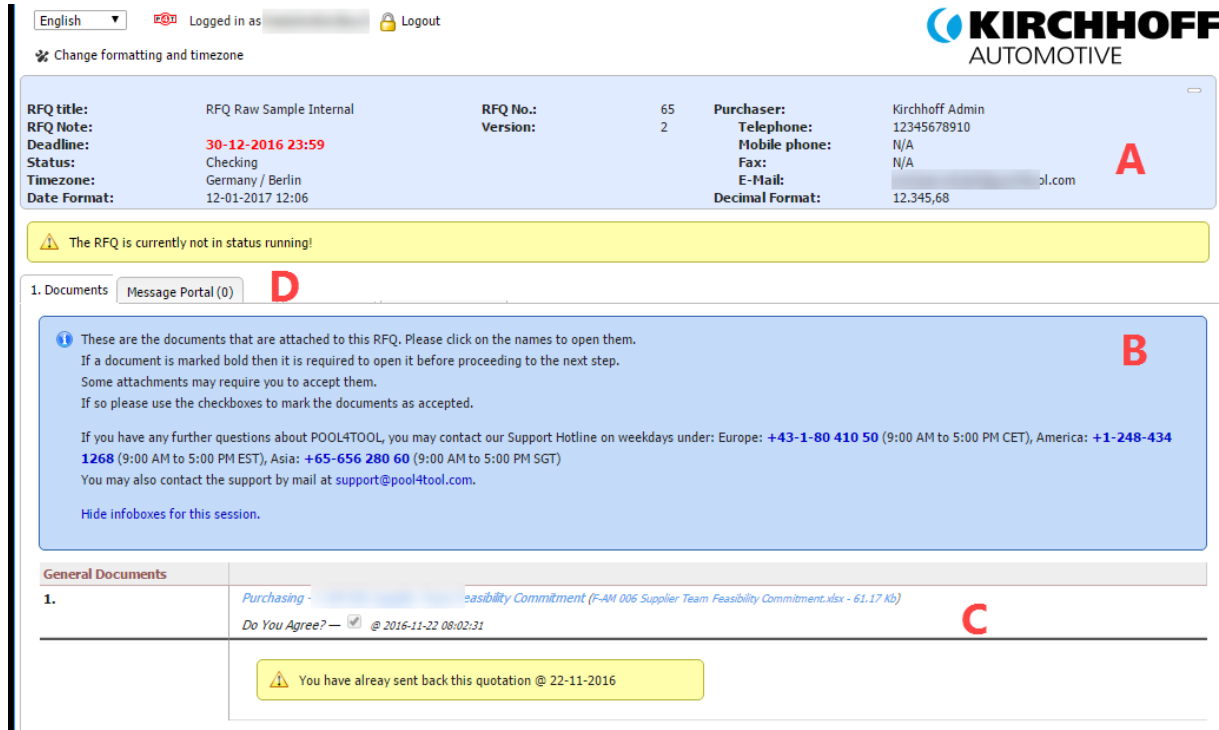
8.2 RFQ

By chosen the folder icon under Menu in RFQ Overview you will be forwarded to the RFQ details.

Column	Column Description
Menu	Folder to open the RFQ People to forward the RFQ to another user (of your company)
RFQ No.	serial number of KIRCHHOFF RFQs
RFQ Version	
Name	RFQ Name
Status	RFQ Status Planned Running Checking Done Cancelled
Item #	Number of positons
Quote deadline	Quote **before** this date is reached
Quote status	Open Quoted Accepted Declined
Managed by	User name of the recipient in your company, if you chose "my RFQ" you will see your RFQs otherwise also RFQs for your colleagues. It is only allowed to quote for "your own RFQs".

8.2.1 Documents

Here are several areas (boxes), which will be explained now. In order being able to see the complete contents of each blue box, please click on the + icon

Area [A]

There are shown several header details for this RFQ, but also the contact details of the RFQ creator. If you have any question regarding this request, please contact this person directly by email or by phone or use the "Message Portal" function [D] to send a message directly over POOL4TOOL.

Area [B]

In each tab there is a box with a short description of what needs to be done in this window and the support email address and telephone number for any support or help.

Area [D]

The first action is required here.

There are general documents like the Purchase Supply Conditions, etc., but KIRCHHOFF is able to provide the technical documents here as well.

- **Bold marked** documents need to be open

- Documents with question "**Do you agree**" need to be confirmed.

If you have already confirmed this document in a former RFQ the checkbox is selected by default and the timestamp of this confirmation is shown here.

If you have opened and/or agreed the necessary documents you are able to go to the "Next Step".

If you cannot agree please get in contact with the shown Kirchhoff Automotive persons.

If you want to decline the entire RFQ it can be done directly in this first tab by choosing "Decline RFQ".

But it is advisable to check all details first (Next Step) and decline later or maybe on item line level only.

8.2.2 Message Portal (Area D)

You are able to send a message to the creator of this request directly.

+/-	Subject	From	To

To*: KIRCHHOFF Automotive , Admin Kirchhoff (kirchhoff.p4t.admin)
Subject*:
Text*:

Send

8.2.3 General

The second tab with general data appears after confirming the documents in first tab. Area [A] & [B] did not change.

Area [D] – Quotation Settings & Supplier Information

The quotation settings are defined by the KIRCHHOFF; the supplier can change the settings, if allowed..
- **Currency**: is editable by supplier, please choose your preferred currency for this offer.
- **Payment & Delivery Condition**: is not editable. If you have already agreed payment and delivery terms with Kirchhoff Automotive, this terms will be taken here, otherwise please offer to Kirchhoff Automotive standard delivery terms
- **Delivery address**: If all items are requested for the same delivery address the address will be shown here, otherwise you can check the requested delivery address on item line level in the next step.

Supplier Information: If you have logged on with an one-time account (one-time user and password), you are able to change your contact data here, but if you have a FIX POOL4TOOL account, please adjust your user data in the administration area.
To confirm your data click on "next Step".
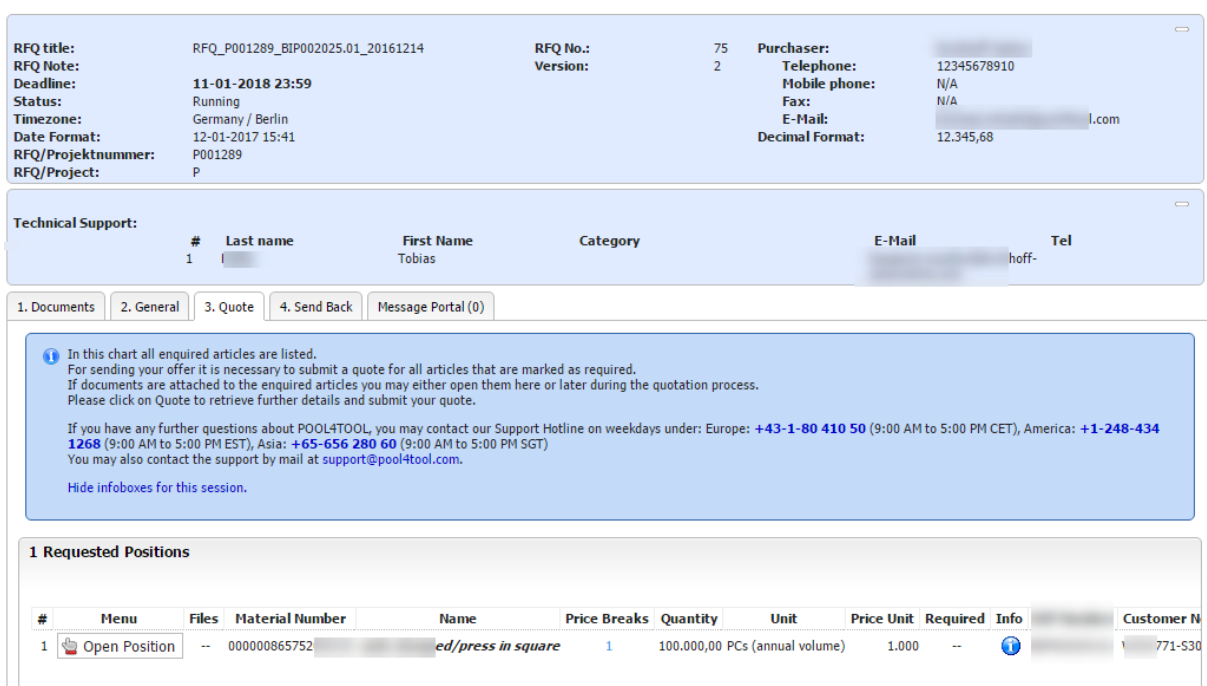
8.2.4 Quote

According to the RFQ mode (default or multiposition), which can be selected by Kirchhoff Automotive, the view in tab 3. Quote is different.

8.2.5 Quote Mode Default

The requested item lines are shown in the third tab Quote. In the default mode each position is

shown and has to be opened and quoted one by one.

The position list contains the following columns:

- Menu: Icon "Open Positon" to quote
- Files: click on   to open attached files. To download all files of all positions you can click on in the task bar.
- Material Number: Kirchhoff Automotive Material Number
- Name: Kirchhoff Automotive Material Description
- Price Breaks: If there are more than two price breaks per position you have a quick check function (mouse over).
- Quantity: Requested Quantity
- Unit: Unit and Type

- Price Unit: Price Unit
- Info: The button can be used to check more details of the item line, e.g. the plant
- Required: If this is marked it is necessary to send the offer for this item
- Quoted: Quoted status

To quote the item click on "Open Position".

Depending on the structure of the item the Position look always a little bit different. In the opened position each opened field can be entered. Mandatory fields must be entered before proceeding to the next position.

After entering all fields click "Save & Next" in order to proceed to the next position or if this was the last position to the "Send Back" tab directly.

Click on "Decline & Next" at the end of the page to decline one position.

8.2.6 Quote Mode Multiposition

In the Multiposition mode the excel file which include the detailed data for the request is directly shown after pressing the "Quote" Butten at the bottom of the overview.

Depending on the used quote mode this picture looks different in Area "Quote". In the actual example there is an excel file which need to be filled offline. Please follow the four steps as described below.

With the first step (click on the link) another window with the excel file appears. Click again on the download file to open the xls.

When you have finished filling the form you are able to upload the excel file to POOL4TOOL again:

1. Mandatory fields need to be filled!

2. The Excel format must stay as .xls (Excel 97-2003).

In order to upload the quoted Excel again to the system select the file which should be uploaded.

Click on "Save & Next" and you will be forwarded to tab 4. Send Back directly.
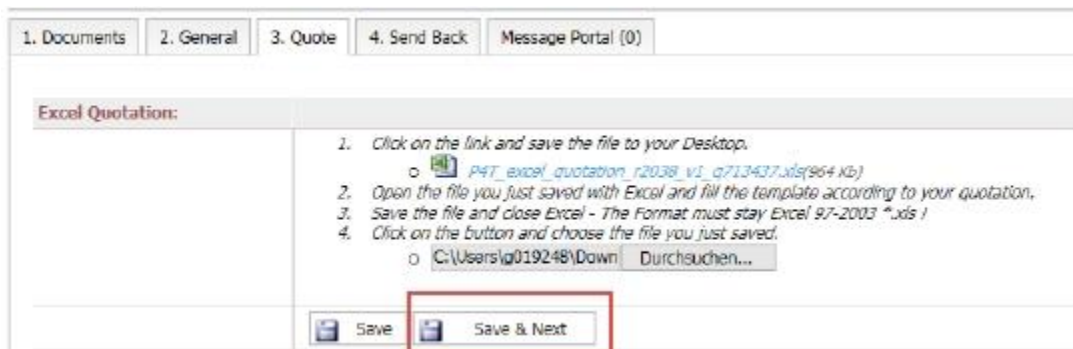
8.2.7 Send back

After all items have been quoted the RFQ has to be sent back to Kirchhoff Automotive in order to finish the quotation. Please insert your internal "Supplier Quote Number" and "Your Sign" and click on "Send Quote to Customer".

Please note that your quote cannot be changed after sending!

9 Request for Information – RFI

9.1 RFI Overview

Request for information are used to retrieve general information from suppliers. The supplier is notified via e-mail about a new RFI.

After logging in, the supplier finds the "Request for Information" item in the navigation area on the left-hand side. Under "New" you will see current / new RFIs, which have not yet been answered.
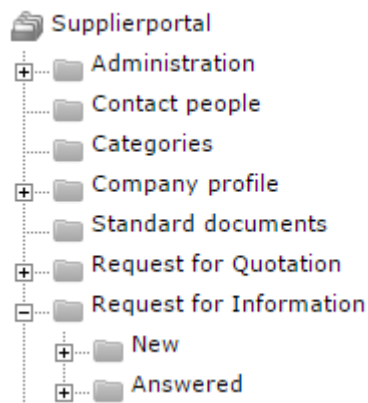
The RFI is opened showing the documents of the RFI. Documents that must be opened are marked in bold, those that have to be agreed have to be cheeked additionally (Do you agree?).
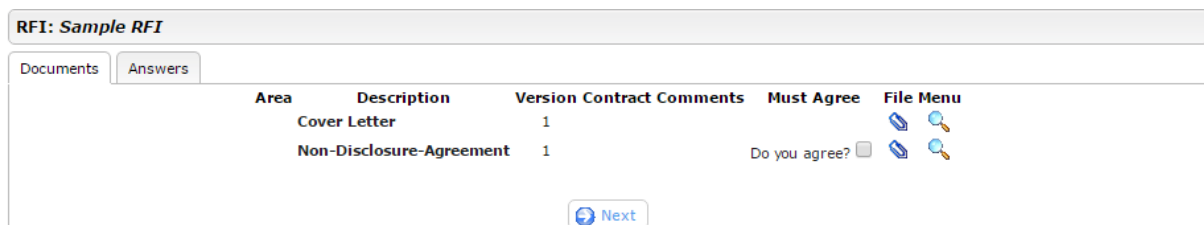
Please take a look at all documents and attachments, as they are relevant for the further procedure.

9.2 Answering an RFI

After clicking the "Next" button in the document session the RFI questions are opened. Each page shows the degree of answered question (percent) that are already answered using the progress bar. In addition, you can see exactly how many more pages follow.

Please answer all questions and proceed to the next page.

As soon as all the questions are answered the questionnaire can be send back to Kirchhoff Automotive.

Now the new tab "Send back" appears in the upper area and all questions are shown in read mode. Af course the supplier is able to revise the answers using the "Answers" tab.

If all answers are answered and all documents are processed the RFI can be send back using the action "Send" in the "Send Back" tab.

10 Action points

The Actions Points module provides task management that is used to keep track of actions, especially for suppliers. Tasks are defined and assigned by KIRCHHOFF. KIRCHHOFF is the "owner" of an action point and the supplier is the "resource".

10.1 Basic functionalities

You will find the Action Points module in the left navigation section:
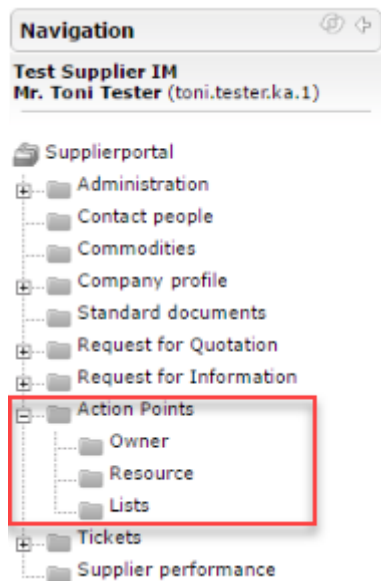
The following table describes the actions that are available:

Action	Description
Owner	As KIRCHHOFF is always the owner of the action points, this list will always stay empty. The list can therefore be ignored.
Resource	This list contains actions that are assigned to you as a supplier.
Lists	Action points can be grouped into action points lists. This link provides all actions point lists that are assigned to the supplier.

10.1.1 Action point resource list

The list Action Points -> Resources contains actions that are assigned to a supplier. After opening the link from the navigation bar, you will see all relevant Action Points:

The filter symbol on the right hand side can be used to open the search options:

After selecting the search options and clicking on the "Filter" button, the list is filtered accordingly.

The action point list contains the following columns:

Column	Description
OK symbol	Indicates that the action point is complete
#	Action point ID
Title	Title and description of the action point
Due	Due date of the action point
Status	Status of the action point
Resource	Name of the supplier contact assigned to the action point
Company	Supplier company Name

List	Assigned action point list. If you click on the name only, action points assigned to that list are shown.
Prio	Priority of the action point
Menu	Not relevant for suppliers.

10.1.2   Process actions

A supplier cannot modify an action point, but you can comment on each point e.g. to inform KIRCHHOFF of an update, enter a comment, or request a status update.

To leave a comment, expand the action point by clicking on the "+" symbol in the list. Then click "Add comment".

You can then:

- Attach a file (1)
- Enter a text comment (2)
- Save or delete the comment (3)

The number of comments is not limited. KIRCHHOFF will be informed of each new comment.

10.1.3   Action point lists

Action points can be grouped into action point lists. This link provides all actions point lists that are assigned to the supplier.

If you click on the name only, action points assigned to that list are shown.

11 Report

You can access the following reports over the supplier portal:

Report	Update cycle	Description
Supplier performance	Monthly	Supplier performance evaluation including logistics, quality, service and certificate assessments.

11.1 Basic functionalities

You will find the Action Points module in the left navigation section:
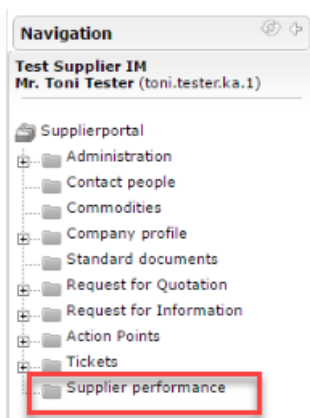
The following table describes the actions that are available:

Action	Description
Sorting	You can sort columns by clicking on the column headers
Excel export	You can export the data to Excel by clicking on the Excel symbol (far right).
Filtering	If filters are available, a separate section called "Filters" is shown above the report. The section can be opened by clicking on the "+" symbol (far right)

11.2 Supplier performance

The Performance Rating consists of hard fact as well as soft fact questions / KPIs. Hard facts are related to transactional data out of the SAP system such as delivery and quality performance. Soft facts are based on incidents. In addition, the certification status of the supplier is assessed in the rating.

Every Quarter the supplier will receive the results of the classification as performed already today.

12 Document Approval Exchange

The module „**Document Approval Exchange**" (DAE) is an optimized way of exchanging documents between KIRCHHOFF Automotive and his partners. The idea of DAE is to exchange documents between customer and supplier via the SeSS web-platform concerning materials, commodities and supplier-specific information.

The Document-approval and –administration via Pool4Tool supports the document management process, the revision of documents, the updating and the distribution of document approvals. All these actions are then recorded and archived on one central system. By using this platform, the supplier always have access to the updated documentation as well as historical versions.

New documents are shown in the navigation tree:
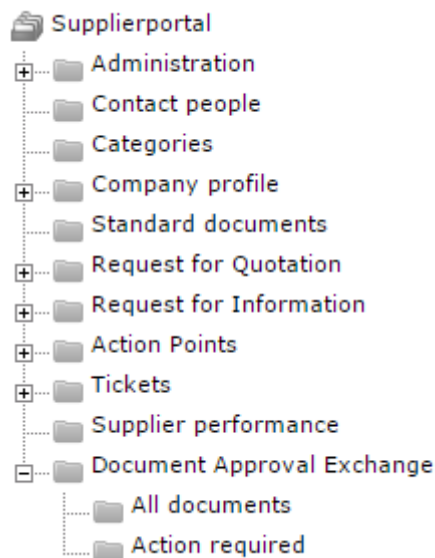
12.1 Show all documents
All documents are shown: this folder contains open and already finished documents.

12.2 Show those documents with actions needed
„Documents with actions needed", contain only those documents, where action is required from supplier's side.

12.3 Document Types
There are four different document types: Request, File to confirm, Simple File as well as File + Upload

The following actions can be processed by the supplier with regard to the different document types:

12.3.1   Request

The supplier can set the status: „send to customer validation" or „can not deliver". Additionally the supplier has to upload the document and add an expiry date. In case that the supplier cannot provide the document, he has state a reason for that.

12.3.2   File to confirm

The supplier can set the following status:

- Read (when opening the document)
- Accepted
- Declined: If supplier chooses this option, a reason has to be provided.

12.3.3   Simple File

The supplier can confirm that he has seen the document.

12.3.4   File and Upload

The customer can set the following status:

- Seen
- Upload response file: in case that this option was chosen, the supplier has to upload the document
- and add an expiry date.
- Decline: in case that this option was chosen, the supplier has to add a comment with the reason for
- declining.

12.4 File processing

12.4.1 Request

- Requested files have to be provided by the supplier. Please click on the red flagin order upload the file.

- Please upload the document and enter an expiration date

12.4.2 File to confirm

- Please click on the file in order to see the document or to download the document to save it locally.

- Please click on „comment" in order to see the communication log and to read the additional comments submitted by Kirchhoff Automotive.

- Please click on the red flag (this is mandatory) in order to finish the confirmation. The supplier can alternatively choose „accepted" or „declined" .

12.4.3   Simple File

- Please click on the file in order to see the document or to download the document to save it locally.
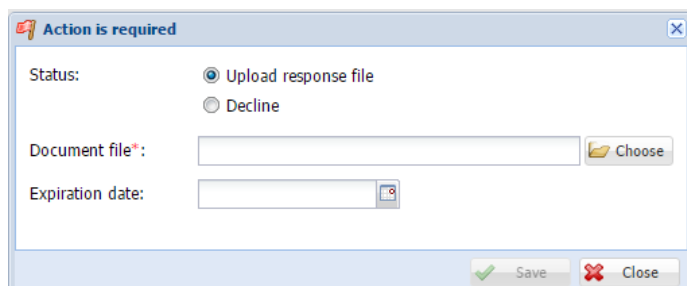
12.4.4   File and upload

- Please click on the file in order to see the document or to download the document to save it locally.

- Please upload the response document and enter an expiration date

13 Long-term Supplier Declaration (LTSD)

13.1 Overview

Requests for issuing the long-term supplier's declaration are sent to suppliers via e-Mail. After logging in, the supplier finds the respective requests in the navigation area on the left-hand side (LTSD).
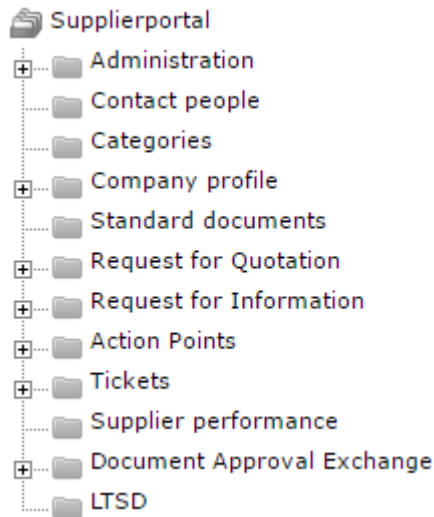
13.2 LTSD Processing

13.2.1 Cumulation

Immediately the system opens a pop-up window requiring that you specify a cumulation.

You will find detailed information on cumulation in the Pan-European

Mediterranean zone at:

http://ec.europa.eu/taxation_customs/customs/customs_duties/rules_origin/preferential/article_783_en.htm

Press "Save" to proceed to the LTSD list screen.

13.2.2 List Screen

This screen lists all the materials (including material numbers - where known) that you have declared to us over the last year. Remember that we require a declaration on the country of origin and the preferential origin status for each material.

There are two options when processing materials:

1. Processing materials individually

2. Processing materials in Excel

Both options are described in greater detail in the next chapters

13.2.3   Processing materials individually

To process a material, select the magnifying glass icon:
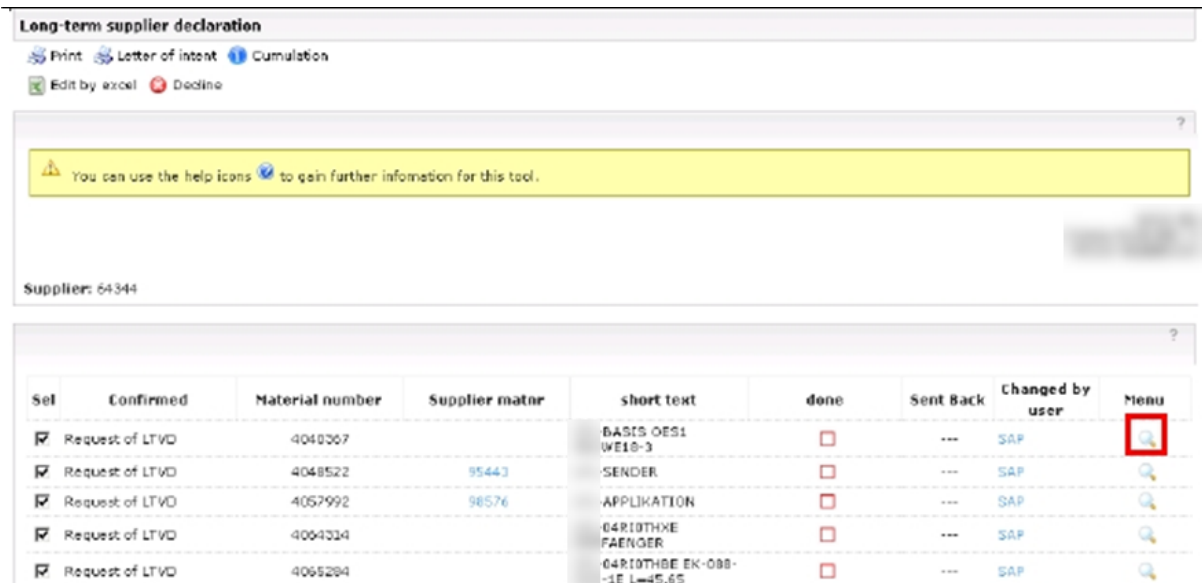
The system then opens the preference data for the material "Information section".
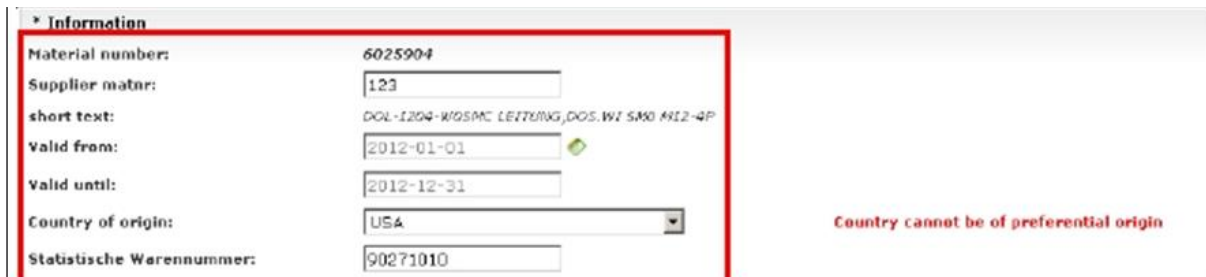
The following fields are relevant:

Material no.:	This is value is predefined and cannot be edited
Vendor material no.:	The default value matches the data specified in our system and can be changed, if required.
Validity dates:	Specified automatically. The valid from date (shows the start date of the LTSD) is changeable. The valid until date is always the 31.12 of the respective year. This date is not changeable.
Country of origin:	Please maintain the corresponding country of origin for the material.The system performs a plausibility check for the data entered (i.e. if the country of origin is not of preferential origin, then all preference zones are automatically set to not of preferential origin).
Commodity code:	Internationally standardized system of names and numbers for classifying traded products. This field is optional.
Preference zone:	The preference zones defines, if the material is of preferential

	origin in the corresponding zone.
	Green ・: Of preferential origin
	Red X: Not of preferential origin

13.2.4 Processing materials with Excel

Instead of individual processing, an alternative option has been provided to process the entire material list in Excel. To use this option, press the "Edit by Excel" button.

The system opens the following window. Press the "Download Excel file" button. The system then generates the Excel report.

To open the report, click on the blue link.

Report created

Download file:
ltvd_48974_editing.xls *(51 Kb)*

The system opens the file in Excel. You must check and, if necessary, change all the fields highlighted in yellow. Use the corresponding country keys for the country of origin.

The "Countries" workbook in the Excel file lists the respective country keys.

Scroll right to enter your preference details and information on commodity keys.

Declaration of origin according (EU) VO1207/2001

Supplier LLE ID: 5566

Legend
OK: Of preferential origin
NOK: Not of preferential origin
ASK: Unaudited

Material number	Plant	Supplier matnr	Material name	Country of origin	Valid from	Valid until
6020352		123	DOI ...5KM0 ANSCH-LTG.DOS M12* 8	DE	2012-01-01	2012-12-31
6021067		456	CO F.COMBICON RT	HU	2012-01-01	2012-12-31
6025904		DO	LEITUNG.DOS.WI 5M0 M12-4P	US	2012-01-01	2012-12-31
6034415		EL	EC 5M0 4*AWG26 M12/RJ45	DE	2012-01-01	2012-12-31

It also lists the preference zones for which we require entries. You can specify the following entries:

OK: Of preferential origin in the corresponding zone

NOK: Not of preferential origin in the corresponding zone

ASK: No preference specification (OK/NOK) has been made yet

If applicable, please enter the commodity code. When you have filled out all the fields, save the file locally on your computer.

Preferential original status (OK/NOK)

OK	OK	NOK	NOK	ASK	ASK	ASK

To upload the Excel file to Pool4Tool, press the "Edit by Excel" button again.

The system then opens the window displayed above. First click on the "Browse" button to specify the file path. Then select "Upload Excel file".
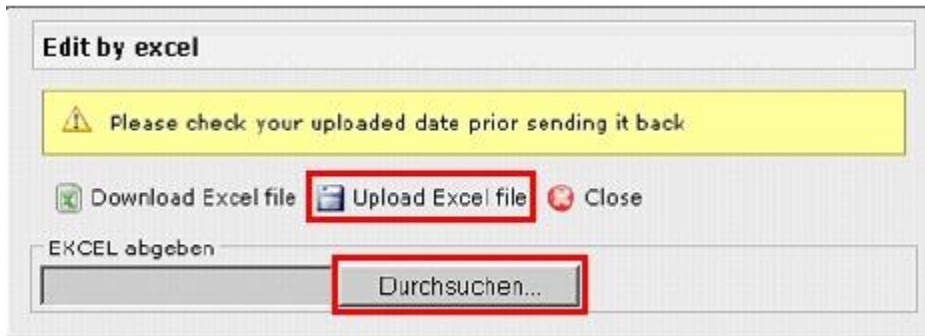
The system also performs a plausibility check for the entries you make here. If a material is of preferential origin, even though the country of origin is a third country, the system automatically corrects this and issues a corresponding message.

If you wish to correct other entries, open the Excel file on your computer, edit your entries and reload the file as described above.

The processing status for all materials is now changed to "green" (for further information, see Chapter "Material Status change").
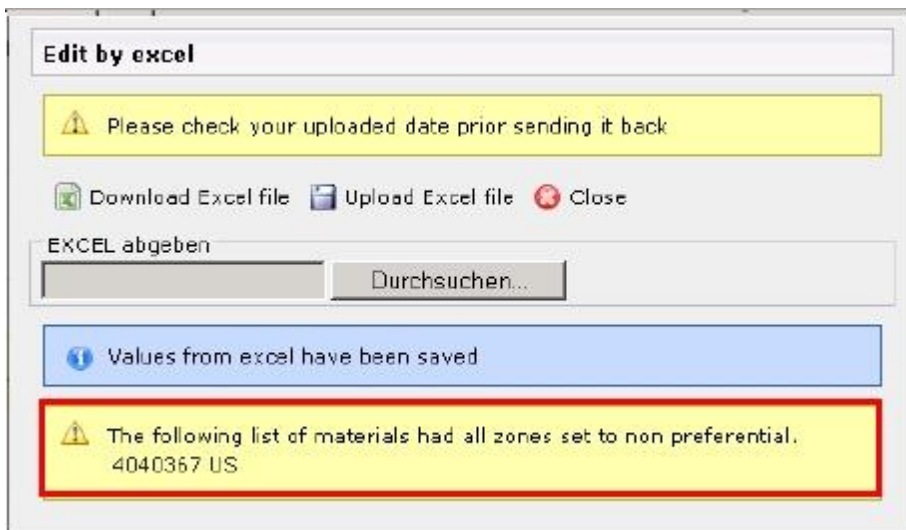
13.2.5   Declining a LTSD

If you cannot specify a status for a LTSD or a material in a LTSD, press the "Decline" button in the overview screen.
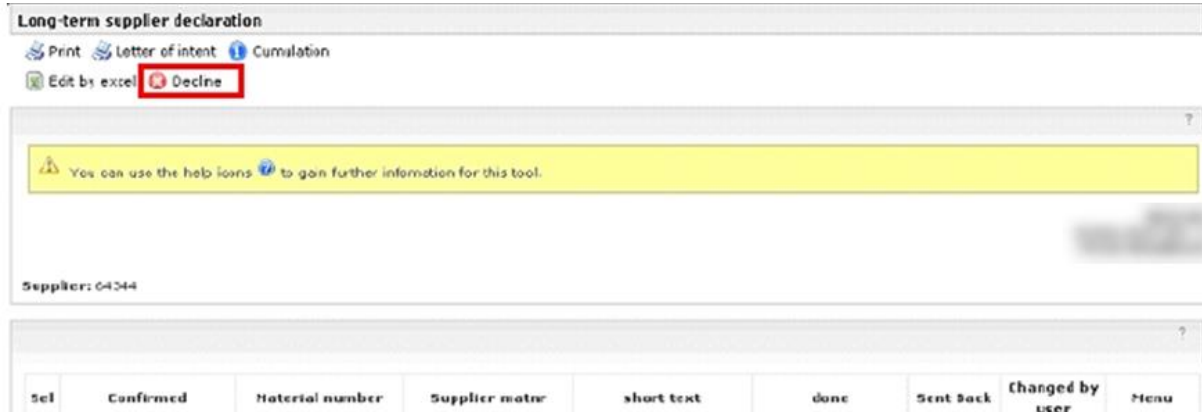
In the subsequent window, you must check "Decline LTVD". Then click on the "Decline" button.

This function is only possible for LTVDs/materials that have not yet been submitted yet.

13.2.6   Material Status Change

As soon as you have completely processed a material, the material status is changed (green check icon). Materials that have not yet been processed have a red box around them.

If you set a material not available the material is changed, too.
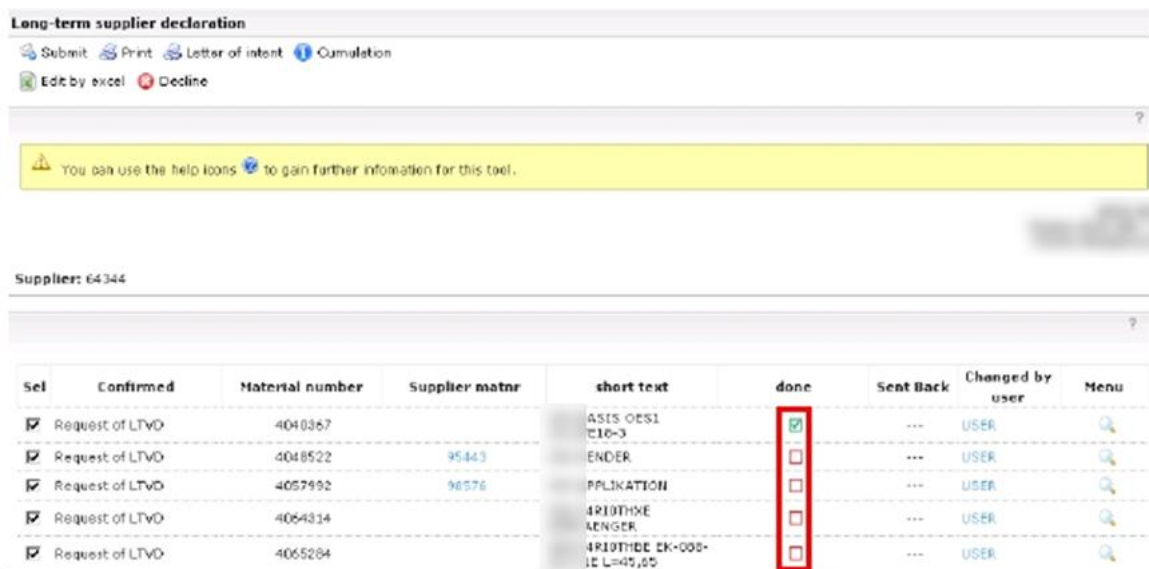
13.2.7   Submitting the LTSD

After processing the materials, the data must be returned to Kirchhoff Automotive electronically. To do this, press the "Submit" button.

You can also return some of the data. I.e. you can process some of the materials, return the data (selected automatically) and run the check for the remaining data later.

Already processed and returned materials can no longer be processed.

Remember that the data cannot be returned if we do not have a letter of intent from you.

The following window appears, in which you must reconfirm submission of the data before it is transferred.

13.1 Additional Functions

13.1.1 Copying preferential status to other zones

When a zone has been processed, you can use the copy function to transfer the value of this zone (preferential origin: yes or no) to the other zones – provided the preference status is the same.
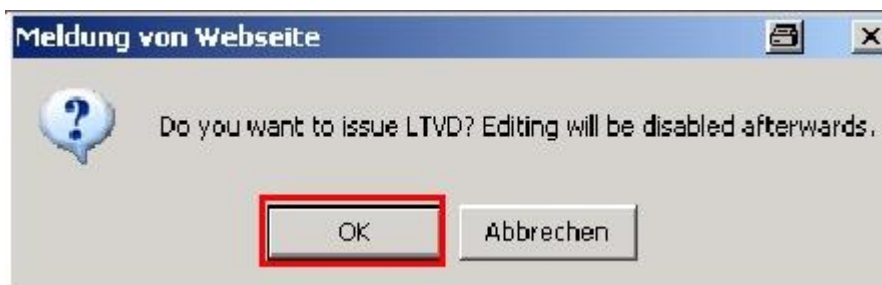

13.1.2 Set material not available

If you don´t deliver a material you can mark it to send us a complete LTSD anyway.
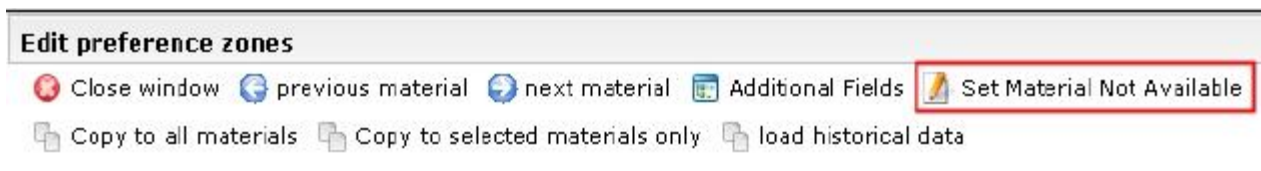
13.1.3 Set Copying to all materials

You can use the "Copy to all materials" button to copy the values from a processed material to all other materials.

The system displays the window displayed below. This is where you can choose whether existing preference zones (i.e. ones that you have already checked) will also be overwritten. Countries of origin

can also be overwritten (this includes default values as well as processed and un processed materials). To overwrite Commodity codes please use "Overwrite Fields".

You use the "Save" button to copy the selected criteria to all materials. The processing status for all materials is now changed to "green" (for further information on status change, see Chapter "Material Status Change").

13.1.4 Set Copying to selected materials

It is also possible to copy the values from a processed material only to selected materials.

When you press the button, the system displays the screen depicted below. While holding down the CTRL key, you can select the individual materials to which you want to copy the values of the processed material. This is where you can choose whether existing preference zones (i.e. ones that you have already checked) will also be 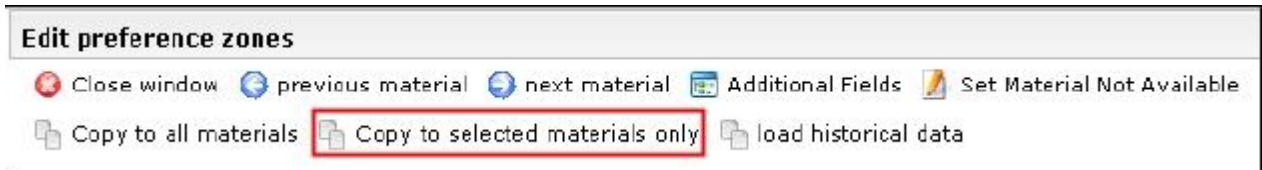overwritten. Countries of origin can also be overwritten (this includes default values as well as processed and unprocessed materials). To overwrite Commodity codes please use "Overwrite Fields".

You can use the "Save" button to copy the corresponding values to the selected materials. The status of the selected materials is now changed to "green" (for further information on status change, see Chapter "Material Status Change").
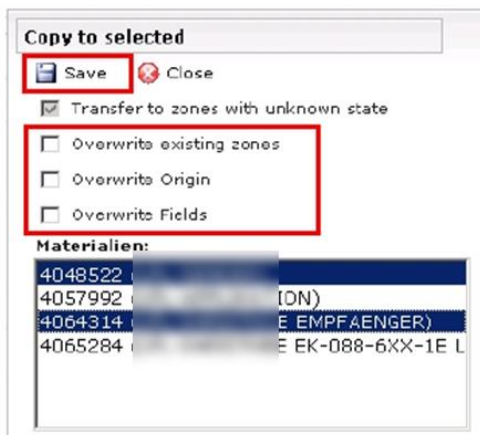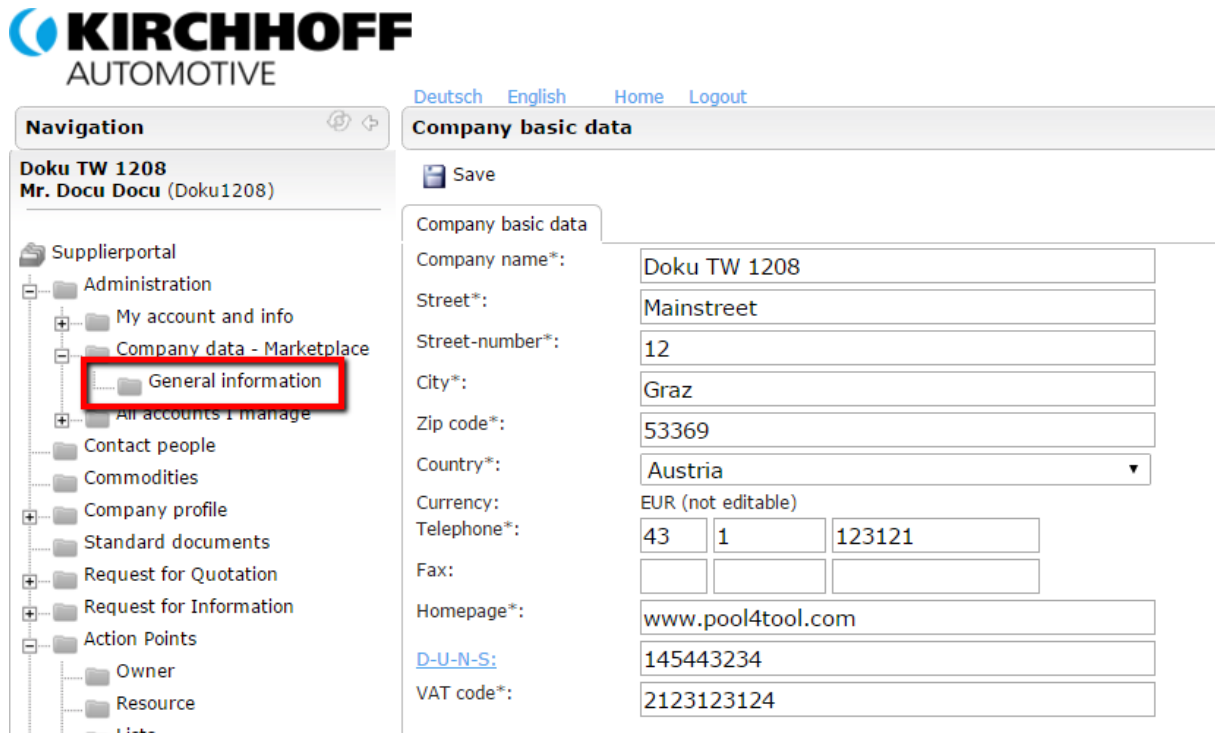
14 Administration

14.1 Update company data

If your company information changes (company name, street, postal code/ZIP code, contact, etc), you can edit your information yourself. You can do this in Administration -> Company data -> Basic data. You can save your changes by clicking "Save". Every time you change this information, a notification is sent to KIRCHHOFF Automotive.

Important: Only Administrators can change basic data

14.2 User administration

User administration is managed by the administrator on the supplier side in the SESS. All other users can only update their own accounts. The main supplier administrator is always the first Point of Contact on the supplier side in the portal. Further administrator rights can be given, but there must always be at least one administrator per supplier.

To update users, please open the user list under Administration -> Administration for all users -> User list
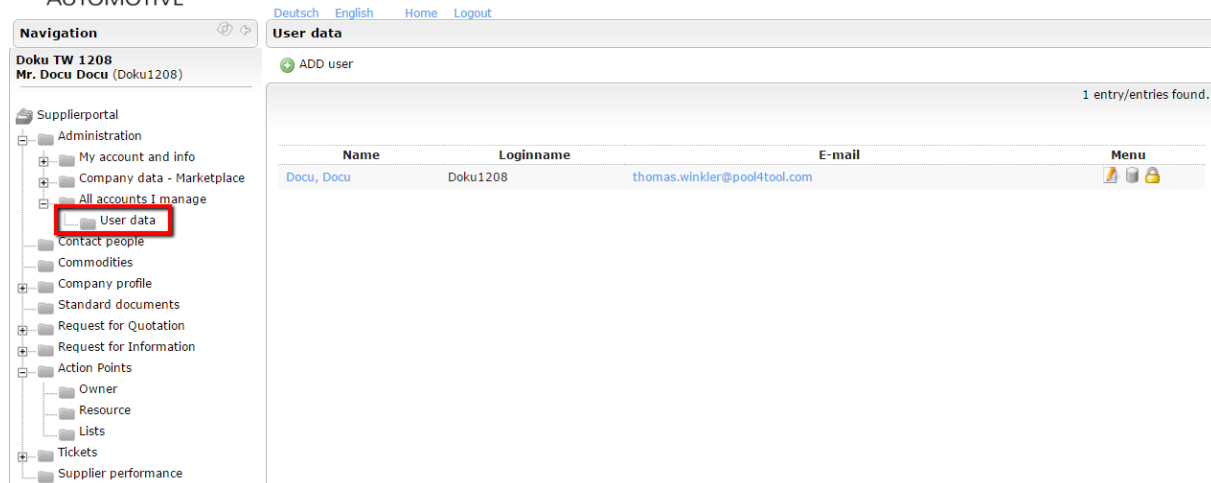
The following actions are available to the administrator in the user list (menu column)

Action	Description
Editing	Edit a user
Delete	Delete a user
Reset password	Reset the password of a colleague (this is notified by email)

When editing a user, you can give administrator rights under "Authorizations". For other settings, please see user settings in the basic settings chapter.

Important: Please review the message responsibilities after editing the user list.
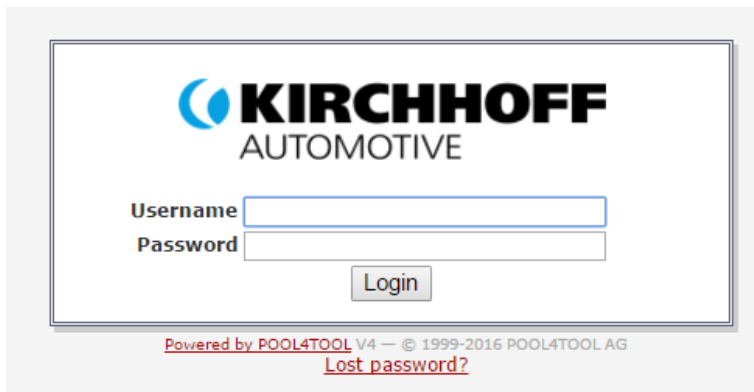
14.3 Glossary

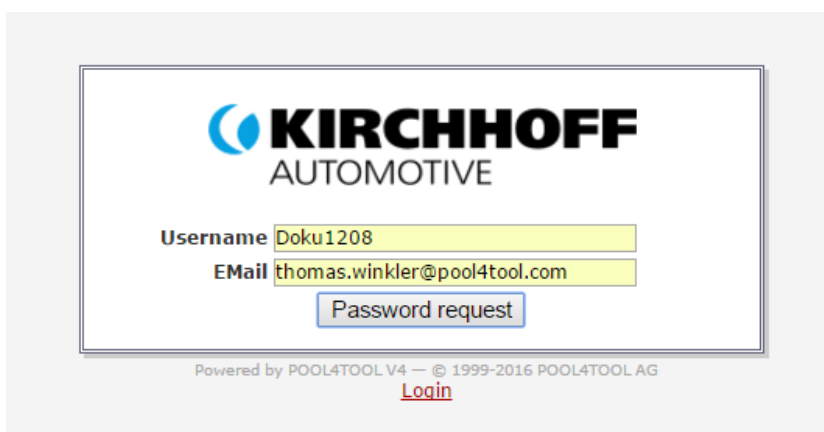| Term	Description
SeSS	**S**trategic **eS**ourcing **S**olution – KIRCHHOFF Automotive Supplier Portal

15 FAQ

15.1 How can I re-set my password?

If you have forgotten your password, you can re-set it yourself. Click on "Forgotten password" on the log-in page.

Enter your username (e.g. peter.mueller, portal.4711) and your email address on the next page and click on "send password".

You will be sent a new password.

15.2 I have forgotten my username. What should I do?

You will find your username in the initial registration email from the SESS. If you cannot access this email, contact a colleague, preferably the administrator of the SESS on the supplier side. They will be able to give you your username.

If this is not possible, please contact Support.

15.3 Version History

Version	Date	Author	Description of changes
0.1	11.2016	P4T	Initial Version
0.2	1.2017	P4T	Revised Version
0.3	2.2017	KA	Revised Version
0.4	3.2017	KA	Revised Version