# SynerTrade handbook for Suppliers



The KAMAXpro portal is the cloud-based supplier portal at KAMAX, operated by the external provider SynerTrade. All potential suppliers are invited to this platform and can independently maintain their company data, as well as upload bank details, documents or certificates.

If you have any questions/ problems/ comments, please contact: <u>backoffice\_scm\_eu@kamax.com</u>

# Content

Email invitation	2
Sign in	2
Terms and Conditions on the platform	3
Password	3
Self-registration – Starting page	4
Company & Contact Information	4
Non-Disclosure-Agreement und Business Partner Guideline	5
Bank accounts	5
Certificates	6
Documents	7
Terms & Conditions	8
Log out	8
	Sign in Terms and Conditions on the platform Password Self-registration – Starting page Company & Contact Information Non-Disclosure-Agreement und Business Partner Guideline Bank accounts Certificates Documents Terms & Conditions

**NOTE:** During the supplier self-registration process, your data is saved at all times. If you pause the supplier self-registration process, you can continue from the point where you were last working.

#### 1. Email invitation

To register in our KAMAX portal, you will be sent two e-mails. One e-mail contains the user name, this is always your e-mail address and the link to the start page, and a separate e-mail with an initial password. The supplier registration will only take place after KAMAX has sent you an invitation.

Alle Ungelesen • Neuest A Heute Emma Hubner (Test) SSR: New Supplier CAUTION: This email is	es Element ↓	Antworten Aller antworten Weiterleiten C Chat  Do 20.07.2023 14:21  Emma Hubner (Test) <info@synertrade.kamax.com> SK: New Supplier  An Hubner, Emma  Diese Nachricht wurde mit der Priorität "Hoch" gesendet.</info@synertrade.kamax.com>
Emma Hubner (Test) SR: Password CAUTION: This email is	0 ! 14:21	
		Dear Emma Hubner, You have been selected as a potential supplier by Generic client. To access the KAMAXpro portal ou need your personal access codes: Login: emma.hubner@kamax.com25 The password will be sent to you in a separate email. Thank you. This is an automated email, please do not reply.

#### 2. Sign in

Click on the <u>Link</u> and you will get to the login. You will now be asked to enter your login and password. At the same time, you have the possibility to change the language. Also, as a note - SynerTrade requires enabled popups for the website.

**Note**: If you copy the initial password from the received e-mail, please make sure that no space is inserted at the end. This causes that the login is not possible.

WELCOME, please enter your o	redentials
Login	
Password	9D
	Forgot Password or Login?
Sign in	
🗹 Keep me signed	
🗙 Change languag	e

#### 3. Terms and Conditions on the platform

After successful login, please first check the terms of use for the use of the SynerTrade platform. If you have read the terms of use completely, please check the box "I agree with the terms and conditions" and click "Agree".

Should you click on "Reject", it will not be possible to register on the platform. Therefore, if you have any questions regarding the Terms of Use, please contact us to discuss any questions/ambiguities that may arise.



#### 4. Password

Please change the password according to our security policy, which will be displayed to you. Once you have created a new password click "Save".

	2770
۲	<ul> <li>Length: min. 6 - max.10</li> <li>Number of numeric characters: min. 1 - max.</li> <li>Number of special characters: min. 1 - max.5</li> </ul>
•	<ul> <li>Number of capital letters: min. 1</li> <li>Password not matching</li> </ul>
	25

## 5. Self-registration – Starting page

After successfully changing your password, you will automatically be taken to the selfregistration home page. Here you will find our contact information incl. e-mail address, which you can contact if you have any questions.

WELCOME PAGE         COMPANY & CONTACT         NDA AND BUSINESS PARTNER GUIDELINE         COMPANY BANK ACCOUNTS         CERTIFICATE OVERVIEW         DOCUME           WELCOME PAGE         COMPANY & CONTACT         NDA AND BUSINESS PARTNER GUIDELINE         COMPANY BANK ACCOUNTS         CERTIFICATE OVERVIEW         DOCUME           WELCOME PAGE         COMPANY & CONTACT         NDA AND BUSINESS PARTNER GUIDELINE         COMPANY BANK ACCOUNTS         CERTIFICATE OVERVIEW         DOCUME           WELCOME TO KAMAX pro Supplier Self Registration           The following screens will guide you through the registration process step by step. It will take approximately 5–10 minutes to You can save at any time in between and continue with the registration process later on. For further company and subsidiaries           For help with registration, please use the following provided training materials here, or contact our subsidiaries	(SSR)
The following screens will guide you through the registration process step by step. It will take approximately 5–10 minutes You can save at any time in between and continue with the registration process later on. For further company and subsidiaries	complete the registration.
You can save at any time in between and continue with the registration process later on. For further company and subsidiaries	
For bala with registration, placed use the following provided training materials here, or contact our cu	
For help with registration, please use the following provided training materials hele, or contact our sc	sort:
Supply Chain Management KAMAX Automotive GmbH DrRudolf-Kellermann-Str. 2 35315 Homberg (Ohm) <u>Germany</u> e-mail: backoffice.scm.eu@kamax.com	

#### 6. Company & Contact Information

Please fill in your company and contact information. Please click on "Next" to continue with the registration process.

**NOTE:** All fields underlined in red are required fields and a prerequisite for creating a supplier in our SAP system.

VECOME PROT       DAMAGE BUSINESS PARTINE GUIDELINE       COMPANY LANKACCOUNTS       CENTINGTO REVENTION       DECOME NO       REGENTIATION NO COMPLATE       DESCRIPTION         • The fields marked in red are mandatory fields. Please fill them out and save your data. Afterwards, click on "Next" at the right bottom corner to continue to the next page.       Company in page save save the training materials in the "Home" section or contact our support: backoffice_scm_eue/kamax.com         • The fields marked in red are mandatory fields. Please fill them out and save your data. Afterwards, click on "Next" at the right bottom corner to continue to the next page.       Company in the in between and continue the registration process later on.         • The fields marked in red are mandatory fields. Please fill them out and save your data. Afterwards, click on "Next" at the right bottom corner to continue to the next page.       Company in the in between and continue the registration process later on.         • The fields marked in red are mandatory fields. Please fill them out and save your data. Afterwards, click on "Next" at the right bottom corner to continue to the next page.       Company in the in between and continue the registration process later on.         • Company in the in between and continue the registration process later on.       • Control (NIFORMATION       • First name	X Sup	ipplier Self F	Registration						Terms &	Conditions Support: please click	
completed registration. You can save at any time in between and continue the registration process later on. The fields marked in red are mandatory fields. Please fill them out and save your data. Afterwards, click on "Next" at the right bottom corner to continue to the next page. Tor help with registration, please use the training materials in the "Home" section or contact our support: backoffice_scm_eu@kamax.com COMPANY INFORMATION COMPANY	AGE COMP/	PANY & CONTACT	NDA AND BUSINESS PARTNER GUIDELINE	OMPANY BANK ACCOUNTS	CERTIFICATE OVERVIEW	DOCUMENTS	REGISTRATION COMPLI	ETION LOG OUT			
COMPANY INFORMATION         COMPANY INFORMATION         Company       Test Emma       First name       Emma	eted registratio	tion. You can si	ave at any time in between and continue th	e registration process	later on.				user. Additional prof	iles can be maintained	l after
Company     Test Emma     First mama       VAT							r to continue to the i	next page.			
With a state of the state o	NY INFORMATI	TION			<b>▲</b> 0	ONTACT INFORM/	ATION				
Address     E-mail     emma.hubner@kamax.com       City     Phone       Postal code     Phone       County     Functions       County     V       Language     English (UK)       Finall address     Functions       Email address     Functions		Company Te	est Emma				First name Emma			_	
City     Phone       Postal code     Functions       Region     Functions       Country     Implies (UK)       Fhone     Implies (Implies (Im		VAT					Last name Hubne	r		_	
Postal code		Address					E-mail emma	.hubner@kamax.com		_	
Region       Country       English (UK)       Phone       Email address       Payment in Currency		City					Phone			_	
Country v v English (UK) v Phone v Email address v		Postal code					Functions				
Language     English (UK)       Phone       Email address       Payment in Currency     •		Region									
Language     English (UK)       Phone       Email address       Payment In Currency     •		Country		~							
Email address Payment in Currency				~							
Payment in Currency		Phone									
	Em	mail address									
	Payment	t in Currency ·		~							
											N

### 7. Non-Disclosure-Agreement und Business Partner Guideline

Download the NDA and BPG in your preferred language. Review and sign it. Afterwards, upload the document again in the upload field. To open the Business Partner Guideline field, click on the corresponding blue tab and it will expand.

**Note**: If you have any questions about the NDA and BPG, please contact your responsible category manager.

KA	MAX	Supplier Self Re	gistration						Terms & Conditions Status: Not submitted Support: please click <u>HERE</u>	₽
WELCO	OME PAGE	COMPANY & CONTACT	NDA AND BUSINESS PARTNER GUIDEL	COMPANY BANK ACCOUNTS	CERTIFICATE OVERVIEW	DOCUMENTS	REGISTRATION COMPLETION	LOG OUT		
() Th fie		2/6. Below you can down	load the KAMAX Non-Disclosur	e Agreement (NDA) and the KAM	IAX Business Partner G	uideline for Supp	oliers in your preferred lang	uage. Afterwards	s, please upload the signed document in the upload	
Publis	h								× ×	*
1	NDA								·	í.
1.1	Please d	ownload the NDA documen	t (English) El	I_KAMAX_NDA_Rev. 02_04.2022_upda	ted.pdf 🛓					
1.2	Please d	ownload the NDA documen	t (German) D	E_KAMAX_NDA_Rev. 02_04.2022_upda	ted.pdf 💻					
1.3	Please d	ownload the NDA documen	t (Spanish) E	_KAMAX_NDA_Rev. 02_04.2022_updat	ted.pdf 🛓					
1.4	Please d	ownload the NDA documen	t (Czech) C	KAMAX_NDA_Rev. 02_04.2022_upda	ted.pdf 💻					
1.5	Please d	ownload the NDA documen	t (Slovak) Si	(_KAMAX_NDA_Rev. 02_04.2022_updat	ted.pdf 🛓					
1.6	Please u	pload here your signed NDA	document	🛙 🖬 🗄	J					
1.7	Please u	se this field for additional de	ocuments upload	<b>□ □</b> ±						
2	BUSIN	ESS PARTNER GUIDELIN	E						•	Ľ
_										1
									PREVIOUS	

### 8. Bank accounts

It is mandatory to provide at least one bank account in the registration process. Please click on "New" to enter a new bank account.

**NOTE:** If you click on "New" several times, several lines will appear, which must then also be filled in. Example: You click 3 times on "New". In this case, 3 new lines will appear, all of which would have to be filled with bank information in order to complete the registration process. Therefore, if this happens only by mistake, please delete the lines that are not required.



Fill in all fields. It is also mandatory to upload an official document confirming the bank data entries. To do this, please click on the plus symbol in the "Bank details file attachment" tab. A new window will then open in which you can select a document (e.g. blank invoice, letter template with bank details, etc.) from your hard drive under "Select file".

Supplier Self Registration		Terms & Conditions Status: Not submitted Support: please click HERE
WELCOME PAGE COMPANY & CONTACT NDA AND BUSINESS PA	THER GUIDELINE COMPANY BANK ACCOUNTS CERTIFICATE OVERVIEW DOCUMENTS REGISTRATION COMPLETION LOG OUT	
This is step 3/6.Please create your company's bank acco		
After you have saved your data, click "Next" on the bott	🗈 https:// <b>kamax-pp.synertrade.com</b> /ngp420/actions/common/attachment/ShowAttachment A <sup>®</sup> Q	
For assistance with registration please contact support:	Set-up/edit a document	
New	File ~	<b>Q Q</b>
NO. 🗆 😝 DEFAULT 🗢 BANK COUNTRY	Apply Save Cancel Close	♦ ATTACHMENT
1 🖬 🗄 🗆 🔄	ENTER LINK OR DOCUMENT TITLE (MAX. 250 CHARACTERS);	± 8 0
	SELECT A FILE TO UPLOAD:	
	Datei auswählen Keine Datei ausgewählt	
	ENTER COMMENT:	
	250 characters left	

Then, click on the three dots under the arrow symbol and select "Apply". To complete the Certificate Overview tab, please click "Next" to go to the next tab "Documents".

КАМАХ	Supplier Se	lf Registrat	ion										Terms &	Conditions Support: please clic	
WELCOME PAGE	COMPANY & CONTA	CT NDA AM	ID BUSINESS PARTNER GUIDELINE	COMPANY	BANK ACCOUNTS	CERTIFICAT	E OVERVIEW	DOCUMENTS	RE	GISTRATION COMPLETION	LOC	i out			
After you	have saved your data	, click "Next"	s bank accounts by clicking or on the bottom right to contin act support: <b>backoffice_scm_eu</b>	ue your re	gistration.	lease provide	an attachm	ent, e. g. forma	l lette	r or bank statement, as	s a fina	ancial proof.			
New															ବ୍ ୧
NO. 🗆	🔂 DEFAULT 🕏	BANK COUNT	RY	÷	BANK NAME	;	BANK AG	COUNT NUMBER	÷	BANK SWIFT CODE	¢	IBAN	¢	ATTACHMENT	÷
1 🜌	Apply			~						·	_			Anfahrt KAMAX.png	🖾 🖻 ±
	Cancel														
1 Record exist	s Show 10 Records	~												You have se	elected 1 record(s)
														PREVIOUS	NEXT

#### 9. Certificates

In this tab you have the possibility to upload certificates of yours which are/could be relevant for the cooperation with KAMAX, e.g. ISO 9001, IATF 16949 or TISAX. To do this, please click on "New" and a new line will appear.

КАМАХ	Supplier Self Re	gistrat	ion											Terms & Cond		Status: Not submitter Support: please click <u>HERE</u>	d
WELCOME PAGE	COMPANY & CONTACT	NDA AM	D BUSINESS PARTN	ER GUIDI	ELINE CO	MPANY	BANK ACCOUNT	CERTIFICATE OVERVI	EW	DOCUMENTS	REGISTRATION COM	PLETION LOG OUT					
• This is step 4/6 You can specify	. Please upload your vexisting and planne	company d certific	y's certificates, ates. After you	e.g. IS have s	O 9001, ISO 1 aved your da	4001 ta, cli	etc. ck on the bo	tom right "Next".									
New																Q	٩
NO. 🗖 🗸 😋	CERTIFICATE NAME	¢	VALID FROM	¢	VALID UNTIL	^	STATUS	SUPPLIER COMMENT	¢	DOCUMENTS/CO	MMENTS	DEFAULT DOCUMENT	¢	LAST CHANGED BY	¢	LAST CHANGE DATE	;

Please select in this line what type of certificate it is as well as the duration of the certificate. Also here it is mandatory to upload a corresponding document (the upload is to be done in the same way as for the bank accounts on the previous page).

EK/	AMAX	(	Supplier Self Re	gistra	tion										Terms & Cond	Status: Not status: Support: please click		Ð
WEL	COME PAG	iE	COMPANY & CONTACT	NDA A	ND BUSINESS PARTNER GUIDELIN	E	COMPANY BANK ACCOUNTS	0	CERTIFICAT	E OVERVIEW	DOCUMENTS	REGIS	TRATION COMPLETION	IG OUT				
0 ;	' <b>his is st</b> 'ou can s	<b>ep 4/6</b> specify	. Please upload your o existing and planned	ompan l certifie	ny's certificates, e.g. ISO 9 cates. After you have save	001, IS d you	5O 14001 etc. ir data, click on the bottor	m rig	ght "Nex	ct".								
New																	ତ୍ର ବ	
NO.	<b>-</b>	0	CERTIFICATE NAME	¢	VALID FROM	¢ ۱	VALID UNTIL		STATUS	SUPPLIER C	OMMENT	¢	DOCUMENTS/COMMENTS	DEFAULT DOCUMENT	¢	LAST CHANGED BY 🗘	LAST CHA	NGE
1		4	others	Ŷ		8	=	1	•			h		CI 🖥 🕹		Emma Hubner	20.0	07.202

Finally, click on the three dots under the arrow symbol and select "Apply". To complete the Certificate Overview tab, please click "Next" to go to the next tab "Documents".

KAA	MAX		Supplier Self Re	egistra											Terms & Co	nditions Status: Not si Support: please click	
WELCOM	ME PAGE		COMPANY & CONTACT	NDA A	ND BUSINESS PARTNER	GUIDELINE	COMPANY BANK ACCO	DUNTS	CERTIFICAT	TE OVERVIEW	DOCUMENTS	REGIS	TRATION COMPLETION	LOG OUT			
This You	s is ste i can s	e <b>p 4/6</b> . pecify	Please upload your existing and planne	compar d certifi	ny's certificates, e.g cates. After you ha	g. ISO 9001, ive saved yo	ISO 14001 etc. our data, click on the	e bottom	right "Ne	xt".							
New																	୍ ୧
10.	•	Θ	CERTIFICATE NAME	¢	VALID FROM	¢	VALID UNTIL	*	STATUS	SUPPLIER CO	MMENT	¢	DOCUMENTS/COMME	NTS DEFAULT DOCUM	ient \$	LAST CHANGED BY 🖨	LAST CHAP
1		•	Apply			<b></b>			•			4		1 1 1 ±		Emma Hubner	20.07
		00	Tancel														
Recor	rd exist	s Sho	w 10 Records 🛩													You have sel	ected 1 reco

#### **10.** Documents

In this tab you can upload all company documents that you consider relevant in your cooperation with KAMAX, e.g. company presentations, existing contracts with KAMAX (e.g. non-disclosure agreements) etc.

Please click on "Advanced Upload" for this.

	Supplier Self Registration	Terms & Conditions Status: Not submitted Support: please click <u>HERE</u>	3					
WELCOME PAGE	COMPANY & CONTACT NDA AND BUSINESS PARTNER GUIDELINE COMPANY BANK ACCOUNTS CERTIFICATE OVERVIEW DOCUMENTS REGISTRATION COMPLETION LOG OUT							
After you have	This is step 5/6. Here you can upload documents, like Company Presentation.  After you have saved your data, click "Next" on the bottom right to continue your registration.							
For assistant	e with registration please contact support: <b>backoffice_scm_eu@kamax.com</b>		_					
Advanced Upload								
DOCUMENTS								
No records found								
		PREVIOUS	ī					

A new window will open. In this new window you can then add the file type, title or link of the document in several existing lines, as well as upload the document. In the tab "Content" you have the possibility to choose between a file, free text or hyperlink in a drop box selection.

In order to upload a document, please click on "Select file" to locate the document on your hard drive. When this is completed, please click on "Upload".

EK/		Supplier Self Re	egistration						Terms & Conditions	
WEL	COME PAGE	COMPANY & CONTACT	NDA AND BUSINESS PARTNER GUIDELINE	COMPANY BANK ACCOUNTS	CERTIFICATE OVERVIEW	DOCUMENTS	REGISTRATION COMPLETION			
Bad	k to overview	Upload								
UPLO	AD DOCUME	INT								
NO.	TYPE	NA	ME OF THE DOCUMENT / LINK		CONTENT			COMMENT		STATUS
1	File	~			Datei auswählen Keine Date					
2	File	~	Datei auswählen Keine Datei ausgewählt							
3	File	¥	Datei auswahien Keine Datei ausgewahit							
4	File	Ŷ			Datei auswählen Keine Date	ei ausgewählt				
5	File	~			Datei auswählen Keine Date	ei ausgewählt				

# 11. Terms & Conditions

In the last tab you have an overview of the general conditions of use of the site. When you have filled in all the previous information, please click "Accept".

Note: Once you click Accept, you will not be able to change the information you entered during the registration process.

KAMAX	Supplier Self Registration								Status: Not submi Support please dick HERE	
WELCOME PAGE	COMPANY & CONTACT	NDA AND BUSINESS PARTNER GUIDELINE	COMPANY BANK ACCOUNTS	CERTIFICATE OVERVIEW	DOCUMENTS	REGISTRATION COMPLETION	LOG OUT			
General conditions of This site is intended f	f use of the site for the personal information	rept" at the bottom right. For assistance w on of users, The access and use of this site whole of these modifications is binding to t	, ith the registration and further is subject to the present "Gen	eral Conditions" hereafter d	he support: backoff etailed accordingly	to the applicable laws. Conne	ction and access to this site im	iply integral accepta	nce and without reserv	/e of the
								PREVIOUS	ACCEPT	REJECT

#### 12. Log out

Thank you for your registration. Once you are interlay approved you will get an e-mail and can log into your account.

<b>ЕКАМАХ</b>	Supplier Self Registration							Terms & Conditions	ed 🕒
WELCOME PAGE	COMPANY & CONTACT	NDA AND BUSINESS PARTNER GUIDELINE	COMPANY BANK ACCOUNTS	CERTIFICATE OVERVIEW	DOCUMENTS	LOG OUT			
		Thank you for your regist	ration!				LOGOUT		