

Supplier Onboarding

A thick, horizontal orange bar with rounded ends, positioned below the title.

Version 1.0

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1 Self-registration

New suppliers who are interested in working with EnBW can register and introduce themselves via our purchasing portal.

1.1 Self-registration

The screenshot shows the EnBW supplier portal login page. At the top, there is a language selector set to 'English' (callout 1). Below the header, a 'Login' button is visible. A message bar indicates 'Login must have a value' and 'Password must have a value'. The main content area is titled 'Willkommen auf dem Einkaufsportal' and includes a welcome message and a description of the portal's purpose. To the right, there is an 'IDENTIFICATION' section with fields for 'Login*' and 'Password*', a 'Login' button, and links for 'Lost your password?' and 'Connection SSO'. Below the identification section, there are two callouts: callout 2 points to a 'New Supplier? Introduction' link, and callout 3 points to a list of links including 'Data protection', 'Help Desk', and 'Imprint'.

- (1) Please select your language
- (2) Click here for self-registration
- (3) Important information for the cooperation with EnBW AG

The screenshot shows the EnBW security control page. At the top, there is a language selector set to 'English'. Below the header, a 'Browser check' button is visible. The main content area is titled 'Security Control' and includes a message 'Please solve this captcha in order to continue.' Below this, there is a captcha image showing the characters '6721'. A callout 4 points to the captcha image, and a callout 5 points to the 'Submit' button.

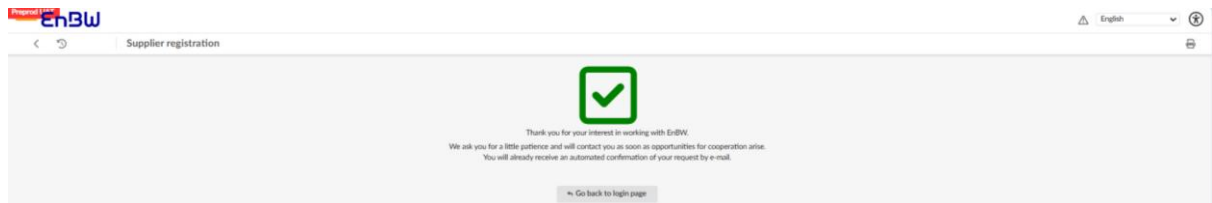
- (4) Please answer the security question
- (5) And submit

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The screenshot shows the 'New Supplier? Register Now' page on the EnBW portal. The form is titled 'Supplier registration' and contains several sections with red boxes highlighting specific areas:

- 6** points to the **Company Information** section, which includes fields for Supplier, Company Name, Group Affiliation, E-Mail, Phone number, and Address (Street, City, Country, Postcode).
- 7** points to the **Security Control** section, which includes a field for 'Enter the characters as they appear above'.
- 8** points to the **Submit request** button.

- (6) Please complete all mandatory fields,
(7) Answer the 2nd security question and
(8) Send the application.
You will then receive the following message



You will also receive the following e-mail:

Dear Ms. Musterfrau,

Thank you for your introduction in our supplier portal.

With this e-mail we would like to inform you that we have received the data you entered in our portal. We have taken note of your interest in working with us and will now check your details carefully.

Our team will be working intensively over the next few days to ensure that we have a complete picture of your company. Should any further questions arise during the review, we will be happy to get in touch with you.

Please understand that it may take some time to review your information. We look forward to the possibility of a potential collaboration.

Kind regards

EnBW Procurement

EnBW Energie Baden-Württemberg AG
Durlacher Allee 93 · 76131 Karlsruhe · Germany

EnBW Energie Baden-Württemberg AG · Company Headquarter: Karlsruhe
Court of Registry: · Register No: HRB Nr. 107956
Chairman of the Supervisory Board: Lutz Feldmann
Executive Committee: Dr. Georg Stamatelopoulos (Chairman), Thomas Kusterer (Deputy Chairman), Dirk Güsewell, Peter Heydecker, Colette Rückert-Hennen

This is an automatically generated email, please do not reply.

1.2 Checking your application

Experience has shown that it can take a few days to check your application. If your application is approved, you will receive the following e-mail.

Dear Ms. Musterfrau,

Welcome to our EnBW supplier portal!
We would like to inform you that the registration of your company Muster GmbH was successful.

You can use the following link to check your data in our EnBW supplier portal and make any necessary changes: [Login: EnBW Procurement](#)

Your login name corresponds to your e-mail address. The password you entered during registration is required in the Password field. If necessary, the "Forgot password" option is available in the login window.

Once you have successfully logged in to our EnBW supplier portal, you can manage your company and contact details. There you will find an overview of your contracts and orders, as well as invitations to participate in tenders. Please note that you must confirm the principles of the Supplier Code of Conduct for our co-operation.

Information on the most frequently asked questions and how to use our EnBW supplier portal can be found in the form of explanatory videos on our website at the following link: <https://www.enbw.com/lieferanten/einkaufssystem-ivalua.html>

We look forward to working with you!

Kind regards

EnBW Procurement

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This is an automatically generated email, please do not reply.

In case of a rejection, you will receive an individual e-mail from the responsible purchaser

2 First-time registration with the invitation email

To register, you will receive two invitation emails from EnBW with the following content:
The invitation to your personal account (if you add other colleagues to your company account later, they will also receive this e-mail):

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Dear Ms. Musterfrau,

We would like to inform you that you have just been added as a contact for the company "Musterfirma". You have therefore been given access to the <https://www.einkauf.enbw.com/> portal.

Your user ID for the login is: musterfrau@mustergmbH1.de Please set a password within 7 days:

[Activate password](#) 1

You can then access the portal via the following link: [Login](#) If you are processing this e-mail after the 7 days have expired, please use the "Forgot password" function in the login dialog.

Please note the information displayed on the right-hand side of the Warnings / Messages frame.

Ivalua allows you to manage your company and contact data, provides you with an overview of all contracts and orders and automatically sends you invitations to participate in tenders.

If you have any queries, you can contact your responsible buyers, who are listed under the "Contacts" tab.

The invitation to your company's account:

Dear Ms. Musterfrau,

In order for us to process your company data correctly and to enable a potential collaboration, we would like to ask you to complete the missing information for registration via the following link: <https://env04-pre.ivalua.app/buyer/enbw/prepevol12/c2yd3/page.aspx/de/usr/login>

If you require any assistance during the completion process, please do not hesitate to contact your responsible buyers listed under the "Contacts" tab.

We appreciate your time and effort and look forward to working with your company.

Thank you in advance for your cooperation.

Kind regards

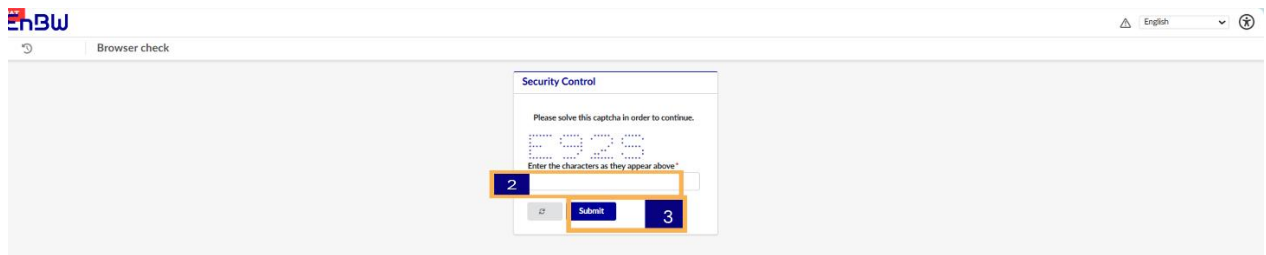
EnBW Procurement

(9) Use this link to start the registration / initial login to your account.

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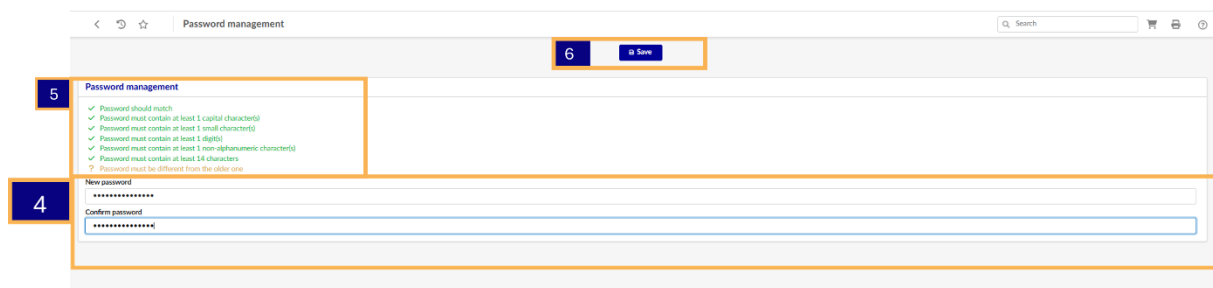
2.1 Login and password change

When you start the registration process, the following screen appears.



(10) Answer the security prompt.

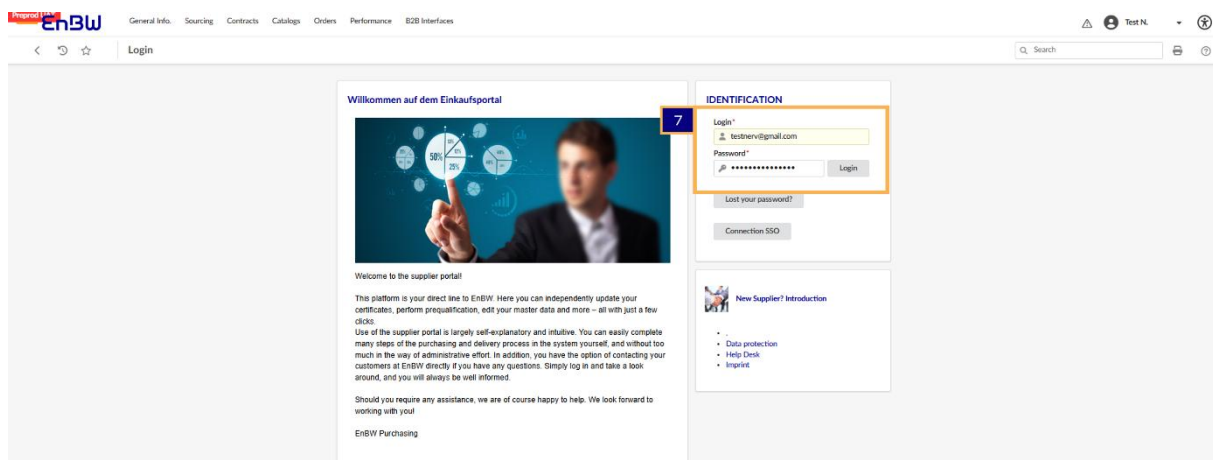
(11) Click on Confirm or Submit.



(12) Set a new password and confirm it.

(13) If all conditions are met, the text appears in green. If individual conditions are not met, they are displayed in red.

(14) Save the password.



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(15) Now you can log in with the new password and the login data from the invitation email. The login data remains constant and cannot be changed.

2.1.1 General terms of use

Before you can use the portal, you must accept the General Data Protection and Terms of Use.

1 You have to accept the terms and conditions in order to continue.

- Please click here to access the enBW General terms of use for the enBW Supplier Portal.
- We have made the "General terms of use for the enBW Supplier Portal" available for you.
- Please click here to access the enBW Data protection information for suppliers, business contact persons and other business contacts.
- We have made the "data protection information for suppliers, business contacts and other business contacts" available for you.

2 ☒ accept the terms and conditions

3 Acknowledge

- (1) You will always find the latest versions under this link.
- (2) Activate the check box.
- (3) And click on Confirm.

2.2 Your homepage

1 Onboarding Progress

2 Draft Purchasing

3 Validations

4 My settings

5 English

6 Logout

Process	Object	Action	Due date
SM: Supplier Creation	SM: Supplier Creation - TestLeaf (E2B50001)	Complete registration	
SM: enBW PQ Level	PQ level 1 - TestLeaf	Answer questionnaire	

Here you will always find:

- (1) The current status of the onboarding process
- (2) An overview of warning and error messages

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- (3) Your orders, information requests, registration requests
- (4) Your personal settings for your account
- (5) The language set for your account
- (6) Here you can open the individual tasks or orders.

2.3 Supplier registration/ supplier creation

Please complete your general data

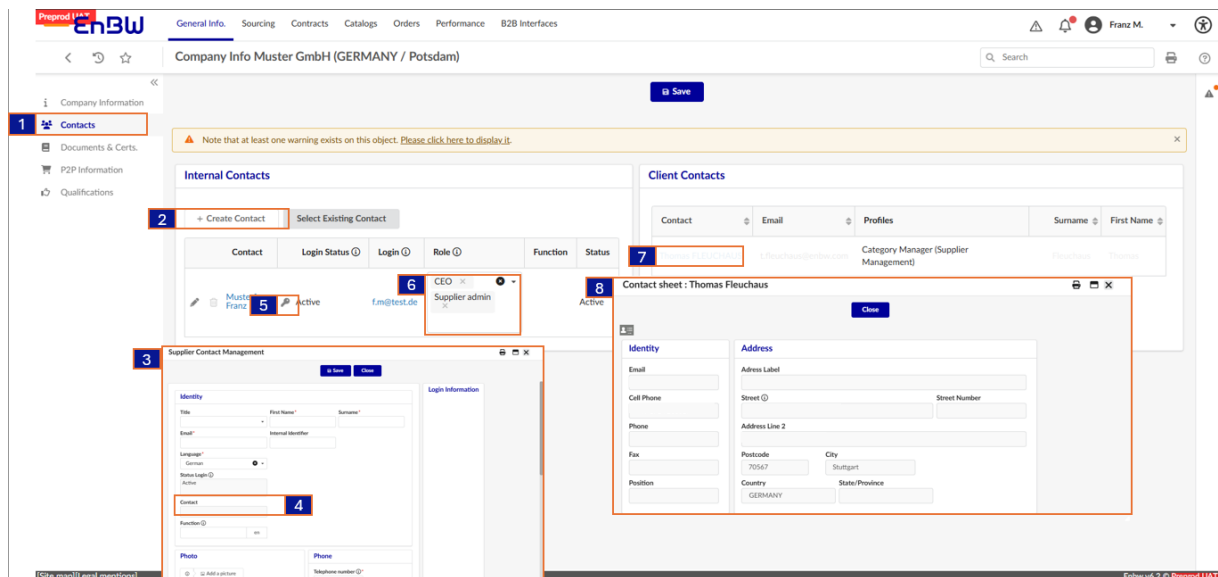
The screenshot shows the 'General Information' tab of the supplier registration form. The form is titled 'Atacama Corp. (GERMANY / Frankfurt am Main)'. It contains several sections: 'Company', 'Legal Information', and 'Address'. The 'Company' section includes fields for 'Company Name', 'Group affiliation', 'Language', 'Currency', 'E-Mail', 'Phone number', 'Order dispatch email address', and 'Homepage'. The 'Legal Information' section includes fields for 'Company Form', 'Commercial Register Number', 'Place Of Registration', 'Tax Number', 'Year Founded', 'VAT ID', and 'DUNS'. The 'Address' section includes fields for 'Name affix', 'Street', 'Street Number', 'Additional address information', 'Postcode', 'City', 'Country', 'Postfach', 'P.O. Box Postcode', and 'P.O. Box City'. A map is also visible at the bottom of the address section. Numbered callouts are placed over the form: (1) points to the 'General Info' tab, (2) points to the 'Company Profile' tab, (3) points to the 'E-Mail' field, (4) points to the 'Order dispatch email address' field, (5) points to the 'Legal Information' section, and (6) points to the 'Submit registration' button.

- (1) Under the menu item "General information"
- (2) My supplier card you will find your company data stored with us.
- (3) Please enter a general e-mail address (not a personal one) whose incoming inbox is permanently processed, and
- (4) the e-mail address to which we may send our orders (here, too, please personal e-mail address so that you will receive our orders even if you are on vacation or sick).
- (5) The details of the commercial register no. and place of registration, VAT ID and DUNS No. make it easier for us to validate your data.
- (6) Please send the registration.

3 Your supplier contacts

3.1 Add or remove additional colleagues

If you want to create an account for other colleagues, you can do this in self-service without a change request.
Please also always remember to delete colleagues who leave your company from your contacts.



- (1) Open the Contacts tab.
- (2) Create a new contact.
- (3) Enter contact details.
- (4) Please specify here which function, sales territory or product the colleague the colleague is responsible for.
- (5) You can use the letter icon to send the colleague an invitation to the portal.
- (6) Please indicate which role (see next paragraph) the colleague has.
- (7) Here you can find your contacts at EnBW and call up their contact details.
- (8) Call up their contact details

3.2 The role of your colleagues

You can assign the following roles to your colleagues.

This will make it easier for us to find the correct contact person for the respective topics.

A contact can take on several roles at the same time. If there is only one contact this contact must have at least the roles of 'main contact person' and 'management'.

No special rights arise from the role!

<u>Role name</u>	<u>Description Roll</u>
Accountant	Contact <u>person for billing</u>
Management	Management
<u>Main contact person</u>	Central <u>contact person for all questions concerning EnBW</u> <u>Responsible for master data maintenance</u>
Quality Manager	Responsible for quality management in the in case of defects or improvement measures
<u>Technical services</u>	Contact <u>person for technical questions, e.g. about products or services</u>
<u>Offer manager</u>	Responsible for the preparation of offers and the processing of tenders
<u>Acceptance of orders</u>	Responsible for the acceptance of orders
<u>Pre-Qualification Manager</u>	<u>Responsible for pre-qualification</u>
<u>Certificate Manager</u>	<u>Responsible for updating certificates</u>
<u>Sustainability mgmt</u>	Responsible for all questions relating to the sustainability
<u>Occupational safety</u>	Responsible for occupational safety issues

4 Product portfolio and delivery range

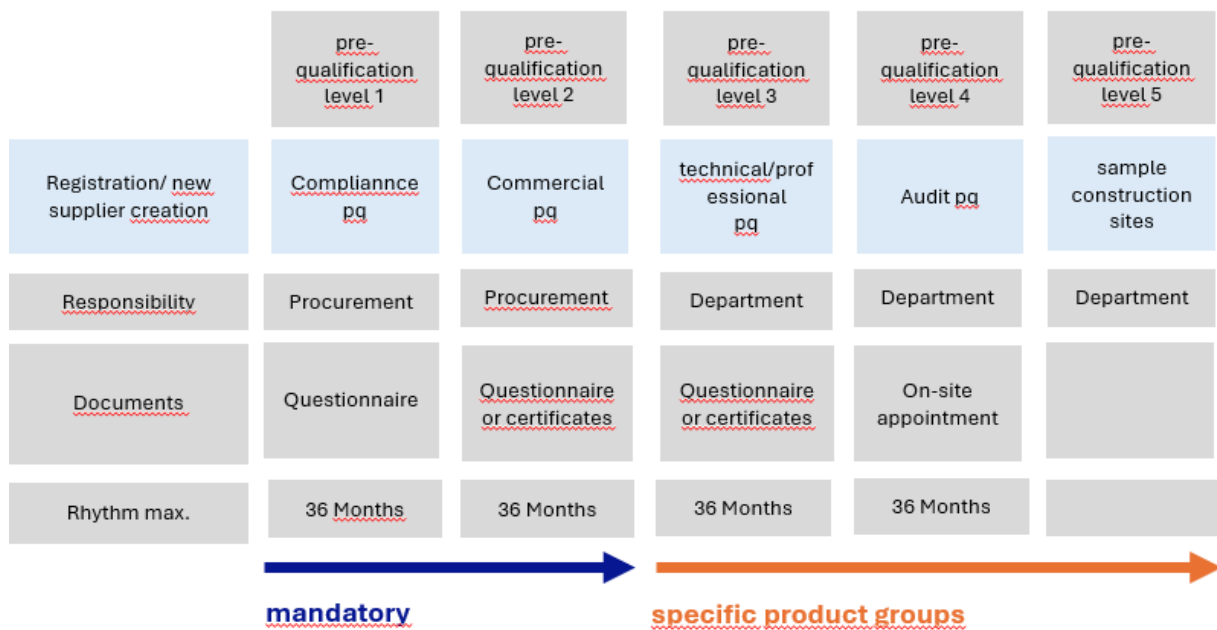
In order to be able to address and commission you in a targeted and customized manner, we need your product portfolio and delivery area.

The screenshot shows the 'Qualifications' tab for 'Muster-Firma GmbH (GERMANY / Musterstadt)'. The interface includes a sidebar with navigation options: Company Information, Contacts, Documents & Certs, P2P Information, and Qualifications (highlighted with a red box and number 1). The main content area has two sections: 'Additional Information' and 'Questionnaires'. The 'Additional Information' section has three fields: 'Regions Served' (highlighted with a red box and number 2), 'eClass / eClassCluster / MainClass*' (highlighted with a red box and number 3), and 'Comment (Supplier)' (highlighted with a red box and number 4). The 'Questionnaires' section shows a table with columns: Campaign, Progress, Major Version, Minor Version, Created on, Validity Date, and Status. The table has one record: 'PQ level 1' with a progress bar at 0%, Major Version 1, Minor Version 1, Created on 10/02/2025, and Status 'In progress'. The 'Customer References' section has an 'Add Reference' button.

- (1) Open the Qualifications tab.
- (2) Enter your delivery areas. Here we have stored a regional structure down to country/city district level.
- (3) Enter your product portfolio as a registered product group.
- (4) You can use the comments or customer references to send us further information.

5 Pre-qualification

To become an EnBW supplier, you must go through the pre-qualification process. Depending on the product group, this can comprise up to 5 stages. Here questionnaires, certificates, on-site appointments/audits and, if necessary, trial construction sites or trial deliveries are used



5.1 Answering questionnaires

The screenshot shows the EnBW Supplier Portal interface. The top navigation bar includes links for General Info, Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. The main content area is divided into several sections:

- Onboarding Progress:** A vertical list of steps: Draft Purchasing (completed), Data preparation Supplier (active), Checking and qualification Purchasing, SAP creation & 2nd BP check BP Team, and Orderable supplier Purchasing (completed). A warning icon indicates missing mandatory documents.
- Validations:** A table showing validation results for various processes. The first row is highlighted with a red box and the number 1.

Process	Object	Action	Due date
1 SM: Prequalification	1st-Stepdown Process ENW - V2 - A.C.M. Bas. Maintenance	Send to supplier to respond	
SM: Prequalification	EnBW/Industrieschwerpunkt-Programme/Qualität 20 - A.C.M. Bas. Maintenance	Send to supplier to respond	
SM: Supplier Creation	SM: Supplier Creation - A.C.M. Bas. Maintenance/Qualität	Complete registration	
SM: EnBW PQ Level 1	PQ level 1 - A.C.M. Bas. Maintenance	Answer questionnaire	

The screenshot shows the EnBW Supplier Onboarding interface. At the top, there is a navigation bar with links: General Info, Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. Below this, the title "Questionnaire : kaufmännischer Fragebogen (Stufe 2)" is displayed. On the left, a sidebar shows "Overview" with a blue box containing the number "2", and "Commercial questions" with a grey box containing "1 / 6". A green "Submit" button is in the top right corner. The main content area is titled "Overview" and contains the following information:

- Supplier
- Answered by: Mustermann (with a blue box containing the number "3")
- Commodity: 22200101 - Tiefbau

Below this, the "Answer Questionnaire" section features a green "Access Questionnaire" button, an "OR" separator, and two download options: "Download in Excel 2007-2010 format (xlsx)" and "Download in Excel 97-2003 format (xls)". A "Click or Drag to add a file" button is also present. At the bottom, a flowchart shows the process: "Initialization" (green box) → "Send to supplier to respond" (orange box) → "Review" (grey box).

(1) Open the task and you will automatically be taken to the questionnaire.

(2) On the overview page you will see

(3) Who is authorized to answer the questionnaire.

Unfortunately, it is currently not possible to forward the questionnaire to a colleague. important that you maintain the correct roles as described in section 3.2.

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- (4) The 'Commercial questions' section then lists all the questions relevant to your product groups.
- questions relevant to your product groups are listed. Please answer these questions truthfully.
- (5) For some questions, you may need to add evidence or certificates. You can simply drag and drop these into the field.
- (6) Once you have answered all the questions, please send the questionnaire.

If you have any queries, you can contact the sender directly as follows:

- (7) In the 'Overview' section, click on the magnifying glass icon to open another window.

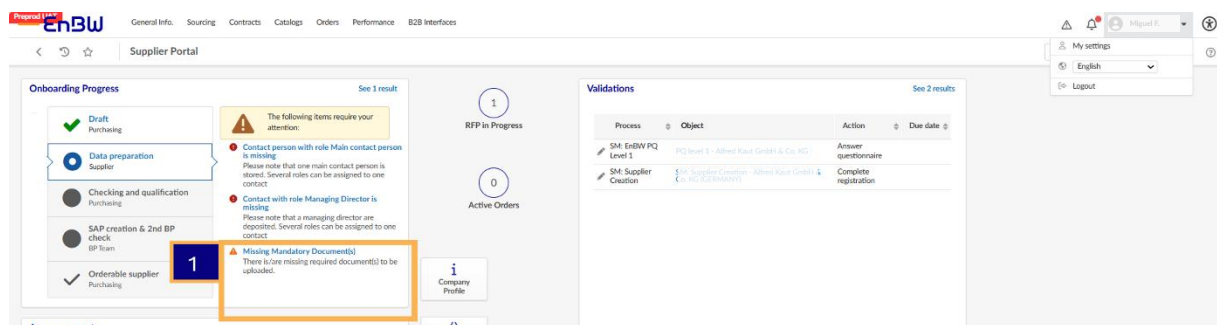
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- (8) Under Initialization you can see who has sent the questionnaire, click to open a window with the contact details.
- (9) Here you can enter a message to the sender and, if necessary, edit it.
- (10) Add a file
- (11) Select the sender and
- (12) click on the 'Save' button to send.

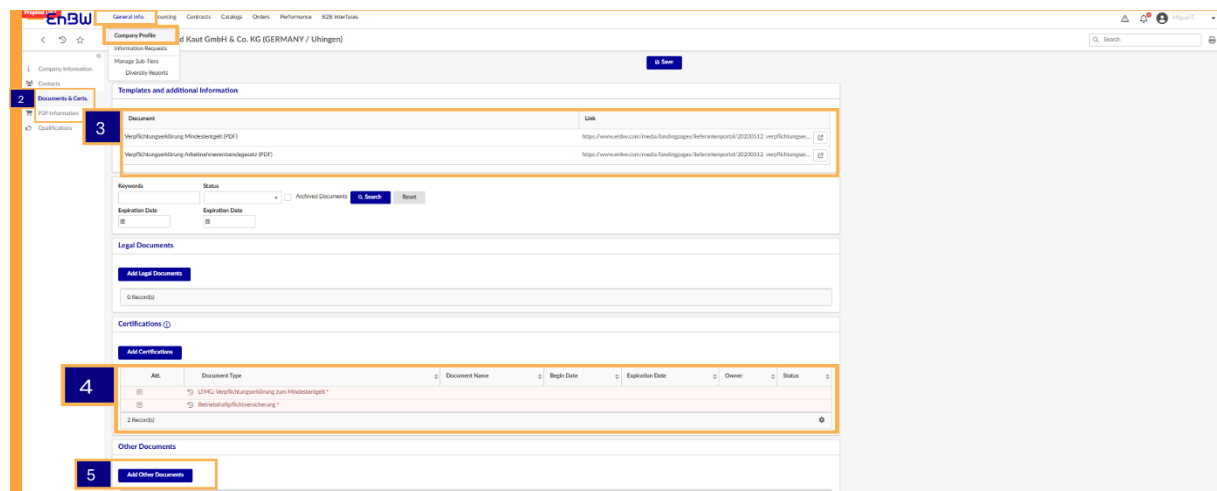
6 Certificates

For some product groups, evidence or certificates must be provided in addition to the questionnaires.

6.1 Overview of certificates and verifications



(1) Missing mandatory certificates are displayed directly on the start page; by clicking on the blue text, you will be taken directly to the "Documents & certificates" section.



Alternatively, you can navigate to the “Documents & certificates” section via the menu items “General information” → “My supplier card” at

- (2) Navigate to the “Documents & certificates” section.
- (3) All EnBW templates relevant to you for the certificates / verifications are linked here.
- (4) The required certificates and proofs are listed in the “Supplier documents” section.
- (5) Other documents that we share with you or that you share with us.

6.2 Upload certificate

- (6) Open the input page for certificates
- (7) You can upload documents using drag and drop
- (8) Enter the start and end date of validity
- (9) Here you can enter internal designations or
- (10) Send us explanations or comments.
- (11) By clicking on “Save”, the document is automatically sent to us and the responsible purchaser is notified of the document to be checked
- (12) Here you can see the current status of the certificate at any time.