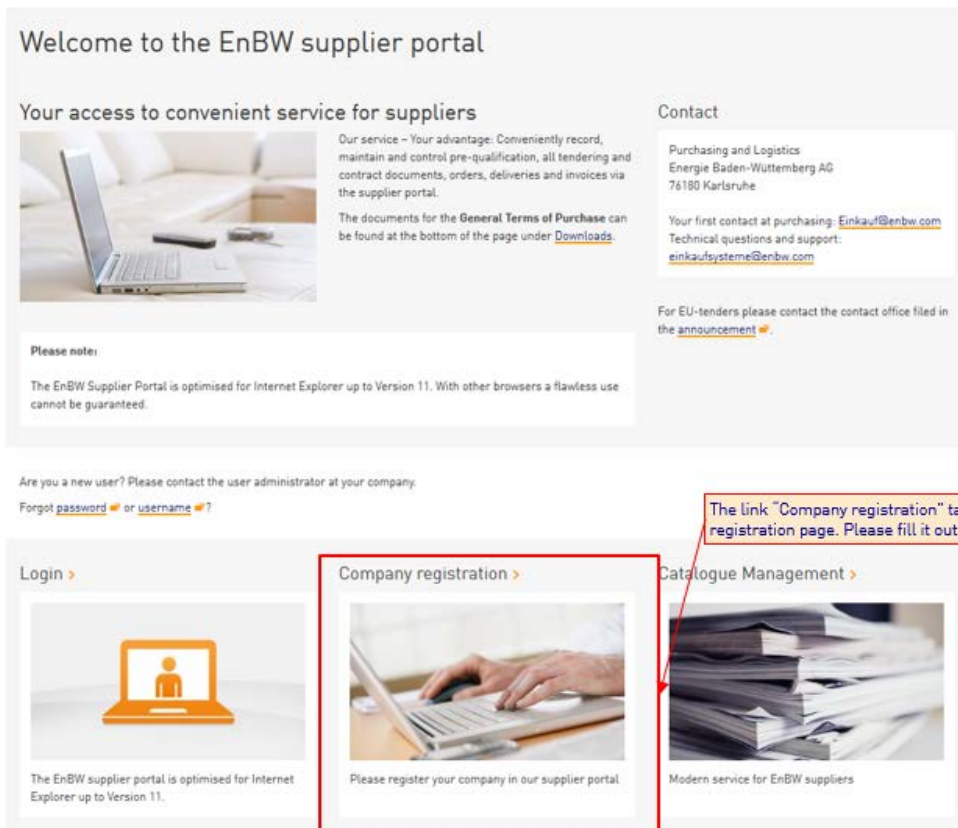


EnBW Supplier Portal – Registration Quick Guide

1. In order to use the portal, you must first register. To register, please visit the following address on the Internet:
<https://www.enbw.com/lieferantenportal>



The screenshot shows the EnBW supplier portal homepage. At the top, it says "Welcome to the EnBW supplier portal". Below this, there are three main sections: "Your access to convenient service for suppliers", "Contact", and "Please note".

Your access to convenient service for suppliers
Our service – Your advantage: Conveniently record, maintain and control pre-qualification, all tendering and contract documents, orders, deliveries and invoices via the supplier portal.
The documents for the **General Terms of Purchase** can be found at the bottom of the page under **Downloads**.

Contact
Purchasing and Logistics
Energie Baden-Württemberg AG
76180 Karlsruhe
Your first contact at purchasing: Einkauf@enbw.com
Technical questions and support: einkaufsysteme@enbw.com

Please note:
The EnBW Supplier Portal is optimised for Internet Explorer up to Version 11. With other browsers a flawless use cannot be guaranteed.

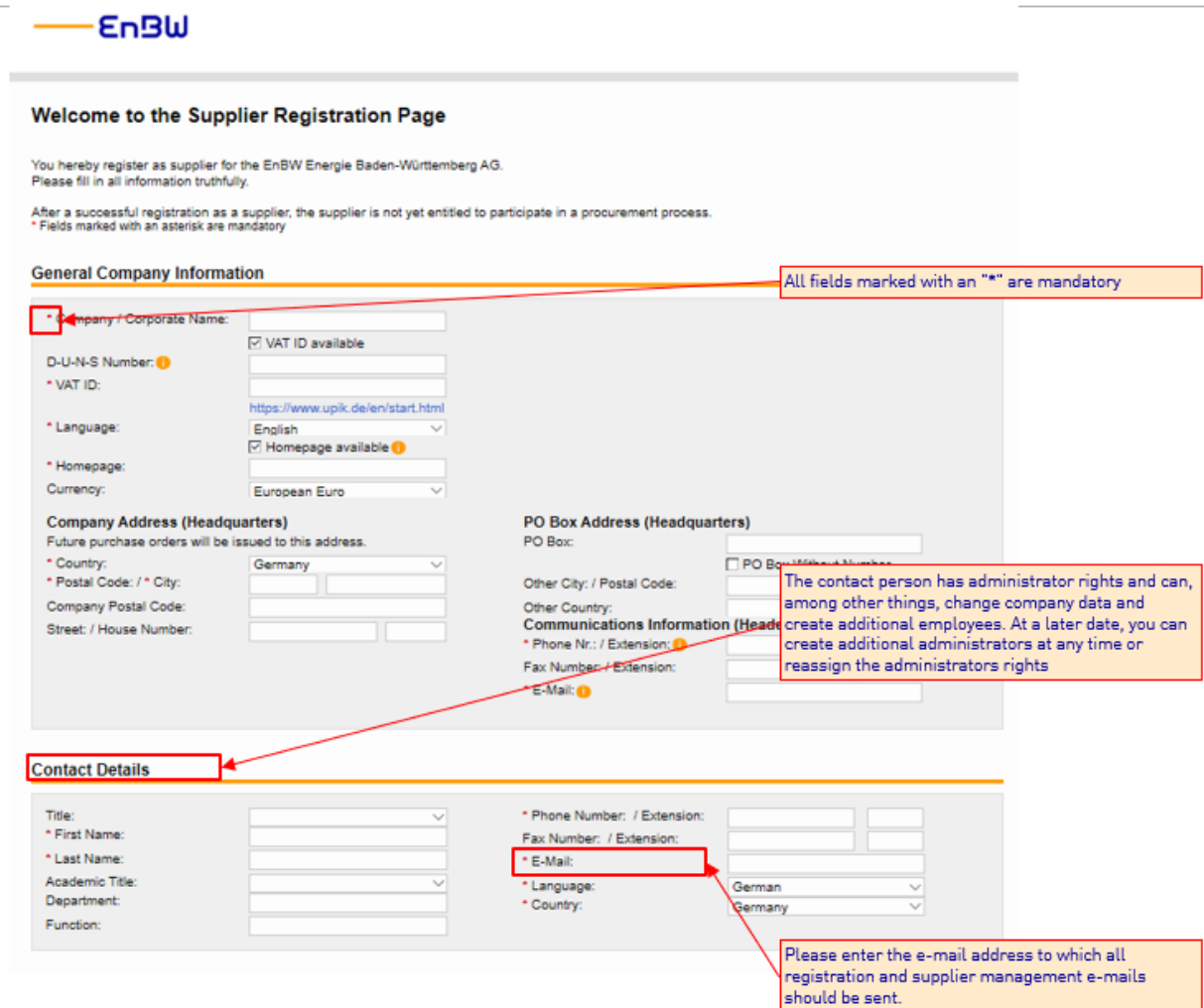
Are you a new user? Please contact the user administrator at your company.
Forgot [password](#) or [username](#)?

The page features three main navigation buttons: "Login", "Company registration", and "Catalogue Management". The "Company registration" button is highlighted with a red border. A red arrow points from a text box to this button.

The link "Company registration" takes you to the registration page. Please fill it out completely!

EnBW Supplier Portal – Registration Quick Guide

2. Fill in the registration form and submit it.



Welcome to the Supplier Registration Page

You hereby register as supplier for the EnBW Energie Baden-Württemberg AG. Please fill in all information truthfully.

After a successful registration as a supplier, the supplier is not yet entitled to participate in a procurement process.
 * Fields marked with an asterisk are mandatory

General Company Information

* **Company Corporate Name:**

VAT ID available

D-U-N-S Number:

* **VAT ID:**

* **Language:**

Homepage available

* **Homepage:**

Currency:

Company Address (Headquarters)
 Future purchase orders will be issued to this address.

* **Country:**

* **Postal Code: / * City:**

Company Postal Code:

Street: / House Number:

PO Box Address (Headquarters)

PO Box:

PO Box Milepost Number:

Other City: / Postal Code:

Other Country:

Communications Information (Headquarters)

* **Phone Nr.: / Extension:**

Fax Number: / Extension:

* **E-Mail:**

Contact Details

Title:

* **First Name:**

* **Last Name:**

Academic Title:

Department:

Function:

* **Phone Number: / Extension:**

Fax Number: / Extension:

* **E-Mail:**

* **Language:**

* **Country:**

Annotations:

- All fields marked with an "*" are mandatory
- The contact person has administrator rights and can, among other things, change company data and create additional employees. At a later date, you can create additional administrators at any time or reassign the administrators rights
- Please enter the e-mail address to which all registration and supplier management e-mails should be sent.

EnBW Supplier Portal – Registration Quick Guide

Product Categories *

Please provide information about your deliveries and services. You can either navigate using the search function or by opening the structured tree. To register successfully, you must specify a product category.

Please select the product categories you are applying for. You must select at least one category for successful registration.

Selection of Product Categories

Select the product categories you can supply

Find:

A search function is available. You can use this function to search for terms (e.g. "transformer") in the categories

Available Product Categories

Expand All Collapse All

Category Name
<input type="checkbox"/> 14 Logistics (services)
<input type="checkbox"/> 15 Maintenance (service)
<input type="checkbox"/> 16 Food, drink, tobacco goods
<input type="checkbox"/> 19 Information, communication and media technology
<input type="checkbox"/> 20 Packing material
<input type="checkbox"/> 21 Factory, work equipment, tools
<input type="checkbox"/> 22 Construction technology
<input type="checkbox"/> 23 Machine elements, fixing, fittings
<input type="checkbox"/> 24 Office supplies, equipment, technology, paper goods
<input type="checkbox"/> 25 General service
<input type="checkbox"/> 26 Energy, production products, secondary raw materials and residue
<input type="checkbox"/> 27 Electrical, automation, process-engineering, PLC
<input type="checkbox"/> 2702 Electrical drive
<input type="checkbox"/> 2703 Transformer, converter, coil
<input type="checkbox"/> 270306 Petersen coil
<input type="checkbox"/> 270307 Transformer Station
<input type="checkbox"/> 270312 Output transformer
<input type="checkbox"/> 270390 Transformer, converter, coil (others)
<input type="checkbox"/> 270391 Transformer, converter, coil (parts)
<input type="checkbox"/> 2704 Energy supply equipment

If no product categories are displayed, please set the language "German" or "English" as the primary language of your browser.

You can select categories from the second level by marking them.

◀ Back 1 2 3 Forward ▶

Data Privacy Statement

Yes, I have read the Privacy and Terms of Use EnBW-ePortal and agree to the terms.

Please agree to the Privacy and Terms of Use

Now you can send the registration request, The successful sending of your registration request is displayed.

EnBW Supplier Portal – Registration Quick Guide

3. Complete the registration.

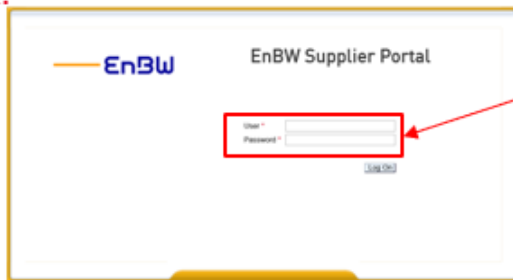
1.



For data protection reasons you will receive 2 e-mails:

- an e-mail with your temporary user-ID and an URL-Link for your initial registration into the EnBW Supplier Portal
- A second e-mail with your temporary password.

2.



Please click on the link in the e-mail using the temporary user-ID. After entering the user-ID and password you will be directed to the user registration by clicking on the „Log-In“ button.

3.

Create Your Administrator Account

* User:

* Password:

* Confirm Password:

The contact details are automatically taken from the registration request. Your user name and password are freely selectable.

4.

Please create another user for a colleague from your company and give him administrator rights so that he can represent you in case of vacation or illness. You can then create additional users.