



Guideline for suppliers

To complete and update the
supplier questionnaire

Contents of the guideline

1. Access to the supplier questionnaire

1.1 Process flow

1.1 Suppliers without login data

1.2 Suppliers with login data

2. Handling of the supplier questionnaire

2.1 Layout of the supplier questionnaire

2.2 Advices to complete the questionnaire

2.3 Update of information in the supplier questionnaire

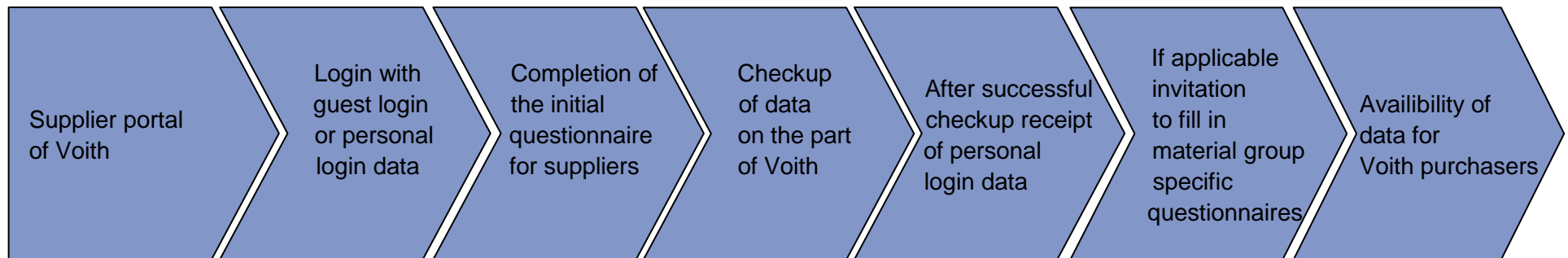
1 Access to the supplier questionnaire

1.1 Process flow

1.2 Suppliers without login data

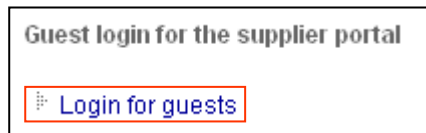
1.3 Suppliers with login data

1.1 Process flow



1.2 Suppliers without login data

- As you have no personal login data, please take the guest login for your access:
www.voith.com/purchasing-supplierportal.htm



- For a successful registration in our supplier database, please accept our General Terms of Use. The General Terms of Use are available for download.

The usage of the Voith supplier portal is based exclusively on the general terms of use.

I accept the general terms of use.

[Download the Voith general terms of use.](#)

- After completion of the initial questionnaire and successful checkup of the data, you will get an e-mail with your login data, which you can use for your next access.

1.3 Suppliers with login data

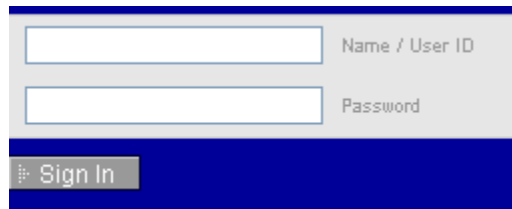
- If you already have user data for our supplier database, please use our login for registered suppliers under the following page:
www.voith.com/purchasing_supplierportal.htm



Login for the supplier questionnaire

[Login as a registered supplier](#)

- With entering your user name and password you achieve the supplier questionnaires.



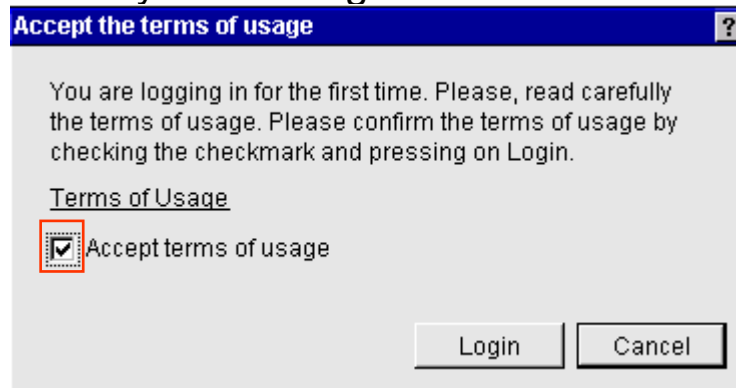
Name / User ID

Password

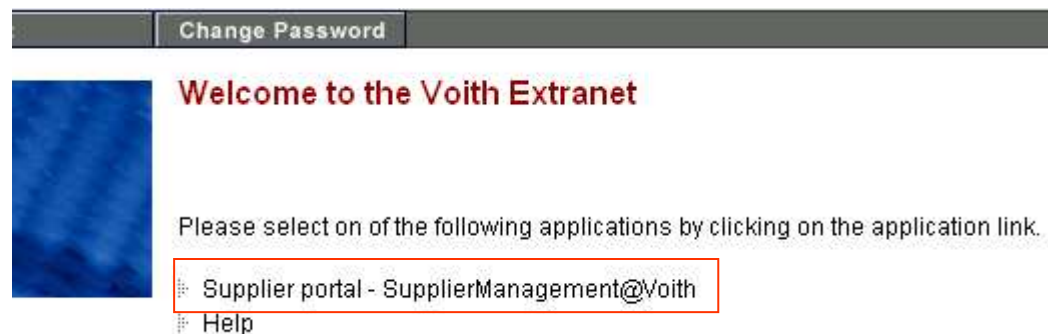
[Sign In](#)

1.3 Suppliers with login data

- To get access to your questionnaires, please accept our General Terms of Use within your first login. The General Terms of Use are available for download.



- Please select the application **Supplier portal –SupplierManagement@Voith** in the Voith Extranet



1.3 Suppliers with login data

- Under the menu item **supplier questionnaire** you can see your questionnaires. With double click you can open it and fill in your answers.

The screenshot shows the 'Supplier Questionnaire' application interface. On the left, a sidebar contains two menu items: 'Supplier Questionnaire' and 'Tools', both highlighted with a red box. The main content area is titled 'Supplier Questionnaire' and features a search filter with a dropdown menu set to 'begins with' and a text input field. To the right of the search field, there is a 'State' dropdown menu set to 'equals to' and a 'no' button. Below the search area is a table with two columns: 'Questionnaire' and 'Supplier'. The table contains three rows: 'Casting' with 'D-00004, Xcitec AG', and 'Initial supplier questionnaire' with 'D-00004, Xcitec AG'. The 'Casting' row is highlighted in blue.

Questionnaire	Supplier
Casting	D-00004, Xcitec AG
Initial supplier questionnaire	D-00004, Xcitec AG

- Under the menu item **tools** you can change your personal user applications e.g. change the language for the supplier questionnaires.

2 Handling of the supplier questionnaire

2.1 Layout of the supplier questionnaire

2.2 Advices to complete the questionnaire

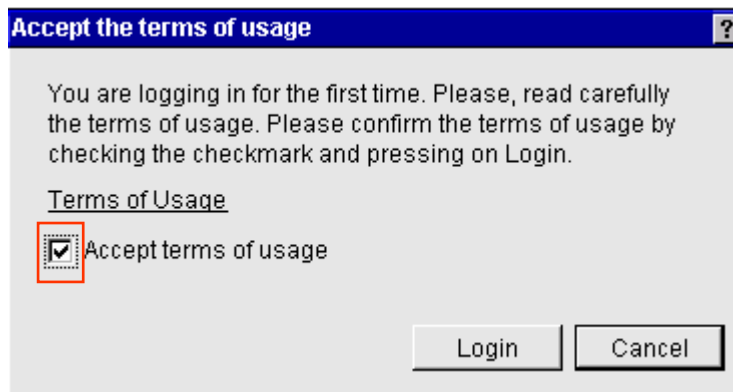
2.3 Update of information in the supplier questionnaire

2.1 Layout of the supplier questionnaire

- The supplier questionnaire contains several questionnaires. The first questionnaire contains overall information about your company. All companies should complete the first questionnaire. You achieve the first questionnaire directly with your first login.
- Furthermore there exist specific questionnaires for special material groups like casting and forging. Detail information about these material groups are asked.
- If Voith needs further information, beside the first questionnaire, you will get an invitation to complete the specific questionnaires.

2.2 Advices to complete the supplier questionnaire

- Please accept with your first login our general Terms of Use. The General Terms of Use are available for download.



2.2 Advices to complete the supplier questionnaire

- The questionnaires are divided in different chapters. You can see the chapters on the left side of the questionnaire.

Titel
Introduction
① Company data
② Production program, products
② Corporate data
② Insurances
② Management systems
② Industrial safety and protection of the environ
② Process industry certifications
② Automotive certifications
② Nuclear engineering certifications
② Marine certifications
② Railroad certifications
② Additional information
② Comment (internal)

Initial supplier questionnaire

Welcome in the corporate Voith supplier portal!

Please provide your company data, the offered products and services as well as your certifications in the supplier questionnaire.

Please keep in mind that the underlined fields are mandatory.

If you don't have admission to the supplier portal yet, but use the guest login, you can't save your data if the questionnaire is still in completion.

Information regarding technical system requirements as well as a guidance how to fill in the questionnaires are available on the Voith webpage.

Your SupplierManagement team

Zurück Weiter

2.2 Advices to complete the supplier questionnaire

Titel
Introduction
✓ Company data
⚠ Production program, products
❓ Corporate data
❓ Insurances
❓ Management systems
❓ Industrial safety and protection of the environr
❓ Process industry certifications
❓ Automotive certifications
❓ Nuclear engineering certifications
❓ Marine certifications
❓ Railroad certifications
❓ Additional information
❓ Comment (internal)

- The green check mark beside the chapter shows, that all mandatory fields are completed.
- A yellow exclamation mark beside the chapter shows, that some mandatory fields of the chapter are not filled.
- A white question mark shows, that no fields of the chapter are filled.

2.2 Advices to complete the supplier questionnaire

- Mandatory fields are underlined fields.
- Inside the questionnaire you achieve with click on the button „next“ the following chapter.
- With click on the button „back“, you achieve the previous chapter.
- With click on the chapter heading you get into the accordant chapter.

The screenshot displays a web-based questionnaire interface. On the left, a sidebar titled 'Titel' lists various chapters. The 'Company data' chapter is highlighted with a green checkmark and a red box. The main content area contains several input fields: 'Contact person: phone' (with the value '445454'), 'Contact person: e-mail' (with the value 'maxmustermann@muster.de'), and a dropdown menu for 'Focus of business activities' (set to 'keine'). Below these are checkboxes for 'Business languages', with 'English' selected. At the bottom, there are navigation buttons: 'Zurück' and 'Weiter' (highlighted with red boxes), and a footer with 'Drucken', 'Abschliessen', 'Entwurf Speichern', and 'Abbrechen'.

2.2 Advices to complete the supplier questionnaire

- Under the button „save draft“, you have the opportunity to buffer and complete the questionnaire later. With the guest login you cannot buffer.
- With click on the button „closure“ the data are delivered to the Voith group.

The screenshot shows a web-based questionnaire interface. On the left, there is a vertical list of categories, each with a question mark icon: management systems, Industrial safety and protection of the environr, Process industry certifications, Automotive certifications, Nuclear engineering certifications, Marine certifications, Railroad certifications, Additional information, and Comment (internal). The main area contains a dropdown menu for 'Focus of business activities' with 'keine' selected. Below it, the 'Business languages' section has several checkboxes: German (unchecked), English (checked), French (unchecked), Spanish (unchecked), Portuguese (unchecked), Italian (unchecked), and Chinese (not supported in applet interface) (unchecked). At the bottom, there are four buttons: 'Drucken' (left), 'Abschliessen' (highlighted with a red box), 'Entwurf Speichern' (highlighted with a red box), and 'Abbrechen' (right). Navigation buttons 'Zurück' and 'Weiter' are also visible above the bottom row.

2.3 Update the data of the supplier questionnaire

- After your registration you have the opportunity to update your supplier information. You can login on the supplier portal and update your data, e.g. upload new certificates.
- After a period of time you will get an automatic e-mail from us, asking you to check your data and certificates on the supplier questionnaire and if necessary to update them.




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Engineered reliability.