Support for suppliers

Guidelines for supplier registration and the bidding process

Additional information regarding area of validity

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1 Registering on the portal

1.1 Speculative applications by suppliers

The starting point for applications to become a supplier of products and/or services is the SRG SSR website at http://www.srg.ch. Go to the "who are we / and then click on "Procurement management" to tender platform".

Here you can find all relevant information to be provided by suppliers to SRG SSR and tpc”.

Procurement management

The SRG SSR procurement management team advises internal departments about purchasing goods and services.

Procurement management evaluates and supplies needs-based products on the best terms. This is how procurement management contributes toward the success of the company.

Tender platform

SRG SSR and tpc switzerland ag operate a joint tender platform to communicate with suppliers concerning offers and quotations for goods and services. Interested companies can register on our central database and introduce themselves.

Our buyers use this database to contact suppliers. Registration is useful but non-binding for the SRG and tpc switzerland ag.

The purchasing department of the SRG and tpc switzerland ag announce purchases and invite suppliers to issue a quotation.
1.2 Registering on the platform

As a general rule, access to and registration on the platform will be triggered by SRG in the form of an automated email to the supplier, asking them to register on the supplier portal by clicking on the integrated link.

Sehr geehrter Joachim König,

Sie wurden eingeladen sich auf unserem Lieferantenportal zu registrieren.

Öffnen Sie dazu bitte den Link: https://srdemo.pool4tool.com/portal/srg/register.php?cm_person_id=NgUIMDQ4-a9d4e3c9f7f3846b51870978d09b875a03&F=per

Und folgen Sie den Anweisungen auf der Webseite.

Dann bekommen Sie Ihre Zugangsdaten und können das Lieferantenportal verwenden.

Mit freundlichen Grüßen

Pool4tool

Dies ist eine automatisch generierte Email, bitte nicht antworten.
You will first be asked whether or not you already have an account. If not, your "Allgemeine Firmendaten / General company information" and your contact data must be filled in (at least the compulsory fields, marked *). After you have agreed to the portal's terms of use and clicked on "Überprüfen / Check", your login data can be transmitted to SRG SSR by clicking on "Abschicken / Send".

Allgemeine Firmendaten

Firmenname*: Film gmbh
Straße*: Allmendstrasse
Postleitzahl*: 9000
Ort*: Luzern
Land*: Schweiz
Währung*: CHF - Schweizer Franken
Telefon*: 41 35 555 555
Fax:
E-Mail: marco.berlin@srgr.ch
D-U-N-S*:

Mehr über SRG SSR

www.srgssr.ch/

English

D&B Lookup

Ich stimme zu, dass die POOL4TOOL AG die im Zuge der Registrierung im Lieferantenportal der SRG SSR bekanntgegebenen Daten des von mir vertretenen Unternehmens sowie meine Kontaktdaten automatisierungsunterstützt für den Zweck verwendet, dass alle Kunden der POOL4TOOL AG über die 2relation.com-Plattform auf diese Daten zugreifen können.

Der Widerruf dieser Zustimmungserklärung ist jederzeit möglich und bewirkt die Unzulässigkeit der weiteren Verwendung der bekanntgegebenen Daten.
Errors or empty fields will be shown in red, and once these have been corrected successfully the data can be sent.

Ich habe bereits einen POOL4TOOL-Account ☐

Fehler!

Ein Fehler ist aufgetreten. Bitte überprüfen Sie alle markierten Felder!

DUNS: If you do not know your DUNS number, you can click on D-U-N-S* and search for it directly. This is a link to the D&B website where you can look up your own number. If you do not have a number, you can also create one directly.
## Daten zur Kontaktperson

| Anrede*: | Herr: 
| Vorname*: | Joachim 
| Nachname*: | König 
| Abteilung: | --- 
| Telefon*: | 41 35 550 5555 
| Mobil: | 
| Fax: | 
| E-Mail*: | marco.bertini@srsgsr.ch 
| Loginname*: | joachim.koenig |

☑ Ich stimme zu, dass die POOL4TOOL AG die im Zuge der Registrierung im Lieferantenportal der SRG SSR bekannten Daten des von mir vertretenen Unternehmens sowie meine Kontaktdaten automationsunterstützt für den Zweck verwendet, dass alle Kunden der POOL4TOOL AG über die Zrelation.com-Plattform auf diese Daten zugreifen können.

Der Widerruf dieser Zustimmungserklärung ist jederzeit möglich und bewirkt die Unzulässigkeit der weiteren Verwendung der bekannten Daten.

[Abschicken]

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Once you have sent your data, successful registration will be confirmed by the message "Registrierung erfolgreich abgeschlossen / Registration completed successfully".

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Registrierung erfolgreich abgeschlossen.

Herzlichen Dank für Ihre Registrierung. Sie können sich in das Portal jetzt einloggen.
Das Passwort wurde bereits an Ihre Emailadresse gesendet.

Mehr über SRG SSR

www.srgssr.ch/
English

[DBS Lookup]
In parallel with this, the supplier also receives an email containing their login data (user name and initial password) to complete the registration process. Log in by clicking on the link in the email.

The login process is system-led. Enter the user name and password you have received, click on "Login" and follow the further instructions that then appear.
The first thing you will have to do is to generate a new personal password. To do this, enter your old password and generate a new one. For security reasons, the new password must comply with the rules stated at the top left of the screen (none of the previous three passwords, at least eight characters, at least one special character (not A-Z, a-z or 0-9), at least one number and at least one upper-case and one lower-case letter). Once you have entered your new password successfully, you will be taken to the supplier platform.

1.3 Managing core data

Your core data are completed by following the eight steps listed below. Suppliers can update, edit and add to their data at any time. SRG has defined compulsory fields (*) which must always be completed.
In step 2, the entries that were made in the basic data entry screen are checked and confirmed once again.

Step 3 allows you to nominate further individuals (contacts) within your company who may access the supplier platform. Clicking on “Neuer Nutzer / New user” opens a window in which you can enter additional users. Then save the data that you have entered.

If you wish, you can enter a user name of your own choosing at this stage, otherwise the system will allocate the name.
The person you have just nominated will now receive an email containing their own login data (login name and password). Additional people can be added and existing users deleted or edited at any time.

Thank you for your registration!

Your login name: roger.schuler
Your password: bAntwoCp4S
In step 4, you can check the boxes next to the groups of goods and services for which you would like to receive enquiries and are able to submit bids. The main group of goods or services must be defined by clicking in the circular field alongside the check box for the group in question. Doing this automatically determines on the SRG page which purchasing manager will be contacted to assess and approve the enquiry/registration.
Step 5 now creates the supplier’s individual profile. Here, too, it is essential that the compulsory fields (*) are completed accordingly.

Please complete the information on your bank and other financial details. This will enable us later on to open a vendor master record in SAP MM so that orders can be placed by the system.

**Change supplier profile - General**

- Save
- Save & Next
- Print

⚠️ Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!
Sections containing empty mandatory fields:
- Ownership

Mandatory fields filling progress: 42%

**Bank Information**

Name financial Institut:* | Bank Unit
--- | ---
Region | Zürich
Street | Paradeplatz
Location | Zürich
SWIFT-code | CRESCHZZ000
Bank code
Postal check
IBAN-Nr.:* | CHE37 0000 0000 00
Language | Deutsch
Value added tax VAT:* | CHE-263.066.956
This form should be completed with general information on your company and its ownership structure. You can also describe your products and services in the second of the two large boxes.

### General Information
- **Legal form of the company**: AG
- **Founding year**: 2013
- **Number of employees**
  - Total amount: 88
  - Number of employees in Switzerland: 67
- **Memberships**:
  - None
- **Associations and Memberships (since when)?**: None
- **Are there personnel dependencies to the SRG (mandates, employment relationships, offices, etc.)?**: Wir sind die beste Firma für...

### Description of the services of the company

### References
- Reference customer 1: Muster Firma 1
- Reference customer 2: 
- Reference customer 3: 
- Company presentation: Durchsuchen...
In this form, please fill in how your company’s turnover has developed. Please give all of the figures for the past few years which the form requests.

Sales development (in CHF) over the past 3 years

Sales 2014 (in CHF)  40'000
Sales 2015 (in CHF)  35'000
Sales 2016 (in CHF)  35'000

Here, please list the certifications that you have been awarded, and include the certificates themselves by uploading an electronic version using the “Datei / File” column. It is important to keep the expiry date of the certification up to date. Suppliers will receive a reminder shortly before this expiry date, asking them to list or to upload the renewed certificate in good time.
Once all of these points have been entered, you must make your data visible to SRG by clicking on "Veröffentlichen / Publish".

The final view indicating that all steps have been completed will then be shown again. This marks the end of the registration process. Data can be added or edited at any time.

Once the data has been processed and evaluated by the purchasing department – which may take several days – you will receive a brief email confirming the status that you have been allocated by SRG. This mail is generated by the system.

If you have been approved as a supplier, you will now receive calls for bids for your particular product/service groups via the supplier portal.
2 The bidding process and price-setting

2.1 The bidding process – invitation

You will be invited to participate in a new request for quotations (RFQ) / bidding round by means of an email asking you to log in to the portal.

Sehr geehrter Herr Heinz Müller

hiermit erhalten Sie eine Anfrage zu folgenden Teilnummern:

P47_000443 - Material A Hend S [Corporate wear / Modetextilien]
P47_000444 - Material A Hend M [Corporate wear / Modetextilien]
P47_000445 - Material A Hend L [Corporate wear / Modetextilien]
P47_000447 - Material A Hend XL [Corporate wear / Modetextilien]
P47_000446 - Material A Hend XXL [Corporate wear / Modetextilien]

Bitte öffnen Sie den Link um die Anfrage zu bearbeiten.

Zugangsdaten:
Benutzername: 
Passwort:

2.2 The bidding process – step 1, confirm the documents

When you log in to the portal, you will first be shown the documents connected with the RFQ concerned. These can be viewed online, and some of them must also be opened and your agreement with their content confirmed. If you do not follow these instructions, for whatever reason, you will not be able to view the actual specifications of the RFQ, neither will you be able to submit a bid.
2.3 The bidding process – step 2, answer the questions

In the next step, you can once again check your contact details and edit them if necessary.

The second (optional) part of this step lists the questions for suppliers that have been determined by the purchasing department together with the specialist unit concerned. In some cases, no questions will be listed. When answering any questions that are given (which will differ for each tendering process), there may also be compulsory questions (*) which must be answered or confirmed to progress further.

2.4 The bidding process – step 3, state your prices

This step lists the items for which a bid can or must be submitted. Whether a bid is compulsory or optional is defined for each individual item. If the price (price calculation) is the same for all items in the RFQ, you can click on “Alle Positionen” to switch to the second option showing multiple items at the same time.

Option 1 – standard view, individual items
Option 2 – multiple items view

With this view, all of the items for which a bid is to be submitted are open, and you can simply enter the prices for each. You can also upload documents for each item which will then be submitted with your bid.

2.5 The bidding process – step 4, ask questions and receive answers

You can use the "Message Portal" tab to send SRG questions about the RFQ. The answers to your questions will then be sent back using the same tab, with notification sent to you by mail.

There is generally a cut-off point (date/time) in the bidding process up to which questions may be asked. These are then collated, answered and made available to all bidders.
2.6 The bidding process – step 5, submit bid

Once you have completed all of the prices, you have the option of entering further information before sending the final bid to SRG. Once the bid has been submitted it is not possible to edit or add to it. If it is essential that an amendment be made, the purchaser may, in exceptional cases, release the bid (return it) within the bidding period.

2.7 The bidding process – award / rejection

You will be notified by email whether you have been awarded the contract or whether your bid has been unsuccessful. The mail will state which items have been awarded to you, and which have not. The purchasing department will subsequently send you binding confirmation of the award by the system in the form of a regular order or contract.

Sehr geehrter Herr xx,

Bemerkung Ihrer Angebot bei der RFQ Drexchens Marketing:

Folgende Positionen wurden akzeptiert:

Brochure D
Brochure F

Folgende Positionen wurden leider abgelehnt:

Brochure E

Für weitere Fragen stehen wir Ihnen gerne zur Verfügung.

Mit freundlichen Grüssen,

Marc Bertini
Tel:
3 Reporting

3.1 Reporting

Suppliers can click on “Persönlich erhaltene RFQs / RFQs received personally” and “Unternehmensweite RFQs / Company-wide RFQs” at any time to check reporting on their current and completed RFQs. This is also where all of the details are stored for later consultation.

Support

3.2 Content-related questions

If you have any content-related questions on the RFQ, please contact the relevant person in the purchasing department directly. Their contact details are always given in the header of the RFQ concerned.

3.3 Technical questions

If you have any technical questions about the portal, please contact the host JAGGAER. Its Support Hotline is available on working days via the following numbers:

Europe: +43-1-80 410 50 (9:00 - 17:00 CET) / America: +1-248-434 1268 (9:00 - 17:00 EST)
Asia: +65-656 280 60 (9:00 - 17:00 SGT)
Alternatively, you can also send an email to jdsupport@jaggaer.com.