

G-LAB FAMILY FROM THE GESTAMP'S G-LAB PROGRAM



Registration Step by step guide for suppliers

June 2021, Control & Processes Purchasing Dept

1 Supplier Registration, Authorization and Supplier Portal

2 Registration “Step by Step”

3 Supplier Portal Login

4 Adding a new contact

5 Changing main user

6 Modifications

7 Relevant documents

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To be granted access to the Supplier Portal the supplier needs to register (1) and then be internally authorized (2).



Supplier will provide relevant information of the Company such as tax identification and bank details, along with relevant documents to justify that information. It will also appoint the contact to manage relations between Gestamp and the Supplier.

- Company information
- Bank information and attachment required for registration
- Gestamp Buyer email that will authorize your registration.
- Company products & services
- User information
- Acceptance of data protection policy and submission of registration

Internal Authorization process is launched automatically with the information provided on the registration step.

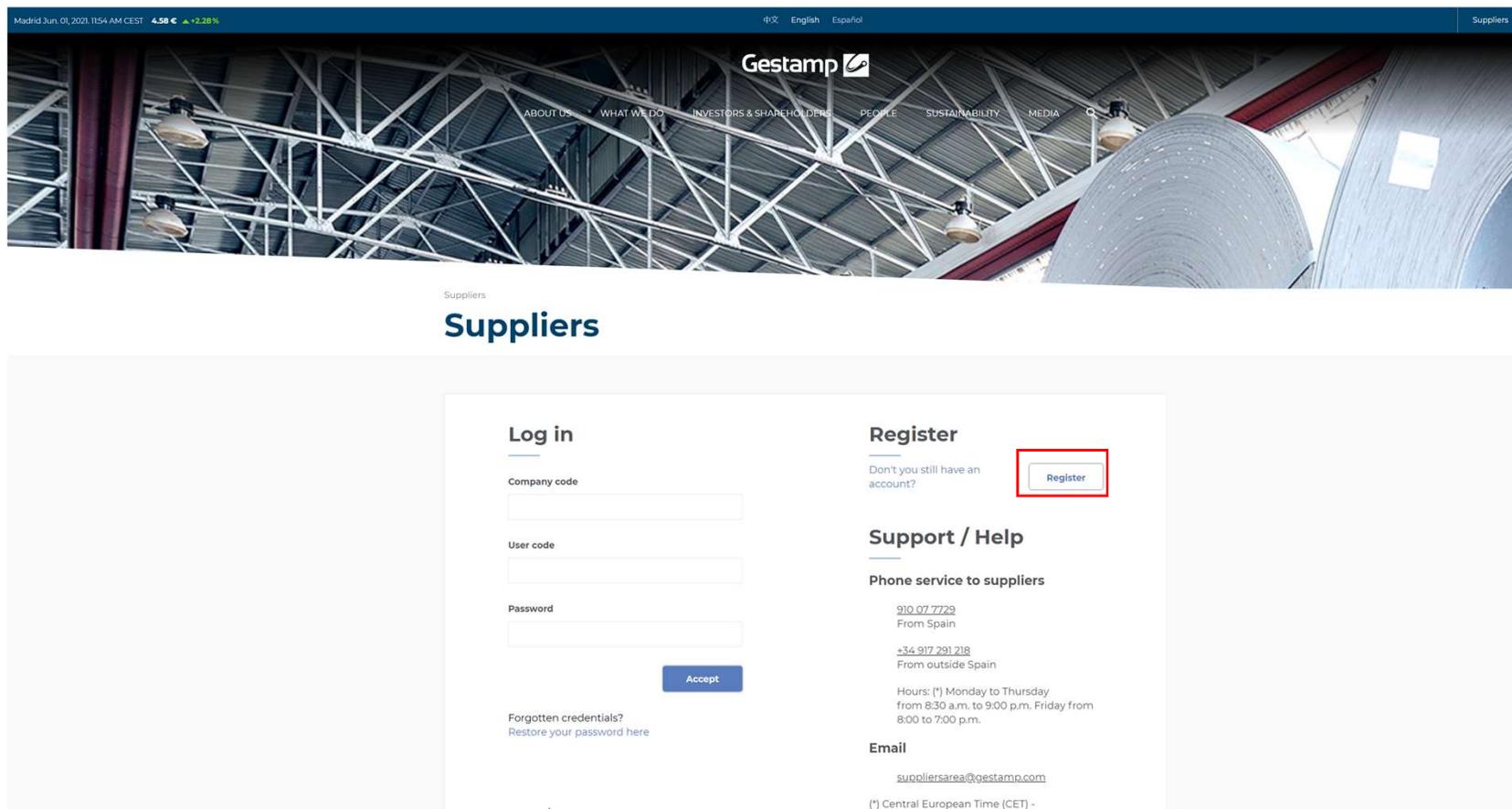
Once the registration is completed and the supplier internally authorized new suppliers will receive **login data** to the Supplier Portal. The Portal is used for all day to day activities in Purchasing and Supplier Quality.

- **Purchasing:** Gestamp buyers publish RFQs on the supplier portal where suppliers can submit their offers.
- **Quality:** All supplier quality relevant communication takes place on the Supplier Portal i.e. submitting and accepting non conformities, action plans, PPAP request submission etc.

2 Registration “Step by Step”

Suppliers that are not already registered are invited to register by following the steps explained on the next slides.

Click on the link to start the registration: <https://www.gestamp.com/Suppliers>



2 Registration “Step by Step”

Suppliers need to accept the following documents to proceed. They must be downloaded to activate the accept button.

- Portal conditions of use
- Requirements regarding Social Responsibility
- Legal notice
- General Purchasing & Contracting Conditions



To proceed with the sign up process, the following contract must be read and accepted.

VERY IMPORTANT, READ CAREFULLY!

PURCHASING PORTAL CONDITIONS OF USE

Subscription as a SUPPLIER in the GESTAMP AUTOMOCIÓN Purchasing Portal is subject to prior reading and acceptance of the following clauses. You cannot register without giving your consent. Whenever you access and use the Portal, it is assumed that you expressly and fully agree, with no reservations whatsoever, to the full contents of these Conditions and to the Legal Notice and

PORTAL
CONDITIONS
OF USE

In order to supply products/services to any company of the Gestamp Automocion Group, it is mandatory to accept the General Purchase and contracting conditions and the GESTAMP AUTOMOCIÓN requirements regarding social responsibility towards its suppliers.

To continue with the registration process you must open the following files and then click "Yes, I Accept":

- [Legal notice](#)
- [General purchase and contracting conditions](#)
- [Requirements regarding social responsibility](#)

CLICK HER TO OPEN EACH
INDIVIDUAL DOCUMENT

Shall you click on "No, I refuse", the process will not continue and your company will not become a GESTAMP AUTOMOCIÓN supplier. If you wish to print out the contract, you may do so by clicking on the following button.

Yes, I accept

No, I refuse

Print

CLICK HER TO ACCEPT AND
PROCEED.

2 Registration “Step by Step”

STEP 1: Fill in all mandatory fields (marked with *) regarding your company information.

Supplier registration: Company (Step 1 of 4)

This registration form is the first step of your authorization process in this Portal. After the 4 steps of the registration form are completed, you will receive an email to confirm receipt of your registration request. When your access to the Portal is authorized, you will receive a second notification email, and then will be able to login with the credentials you selected.

To register the company, fill in the details requested below and click on 'Next'.

This process requires you to assign a code, that you pick, for your company. You and all registered users with your company will then use this company ID code to access the portal.

* Fields marked with an asterisk are mandatory.

Company code (*): 1	145689	Use your Tax ID Code as your company code. See Tax ID field below. This will be part of your Login.
Company name (*):	bla bla car	
Street (*):	bla bla street	
Post/Zip code (*):	59555	
City (*):	gotenburg	
Country (*):	Saudi Arabia	
State / County (*):	Saudi Arabia	
Currency (*):	Euro	
Tax Code. (*): ?	48712569	Introduce your Tax Identification Number (VAT No, TVA, UST, INN) preceded by Country Code (GB, FR, DE, RU...) without spaces or hyphens between.
Annual revenues:	(x 1000 EURO)	
Gestamp references ?		
Certifications: ?		
Company URL:		
Remarks (*): ?	Gestamp contact	Introduce the email address of the Gestamp person that invited you to register.
(Indicate the Gestamp contact person who has asked you to complete the registration process on the portal)		

Next >>

Log in

Company code	1
User code	
Password	
Accept	

STEP 2: Choose the company products and services that your Company provides. Available options correspond with Gestamp’s internal categories of purchasing material. If you are not sure which ones to choose please ask your Gestamp contact for help. Multiple selection is possible.

Supplier registration: Company products/services (Step 2 of 4)

You must now specify your company activities.

Use the tree to select the activities.

When you have finished selecting the activities, click on 'Next'.

Activity Selection: (Scroll down the activities list to the 4th level to select your company's activities.)

Activities

- Level 1
 - GENERAL SUPPLIES
 - Level 2
 - COMPUTER SCIENCE
 - Level 3
 - HARDWARE
 - Level 4
 - HARDWARE/STORAGE CABINS
 - HARDWARE/NETWORK ELECTRONIC EQUIPMENT
 - HARDWARE/BACKUP SYSTEMS
 - HARDWARE/WORKSTATIONS
 - HARDWARE/PRINTING SYSTEMS
 - HARDWARE/ELECTRONIC NETWORK MAINTENANCE
 - HARDWARE/PRINTING SYSTEMS MAINTENANCE
 - HARDWARE/SERVER AND CABIN MAINTENANCE
 - HARDWARE/OTHER HARDWARE MAINTENANCE

<< Back Next >>

2 Registration “Step by Step”

STEP 3: Fill in all necessary fields to set up the first user which will be the **main user**. Only the main user can add more users once the supplier has access to the Supplier Portal. Write down your **User and Password** to login later. The user and password must contain at least six characters.

Supplier registration: Details of the main user (Step 3 of 4)

Please enter your user's information below: pick a user code and password and complete your contact information. Once your access is authorized as main user for the Portal, you will be able to create additional users under your company's account and assign another user as main user if necessary. Click next when all mandatory fields are completed.

* Fields marked with an asterisk are mandatory. For security reasons, the user and password must be at least six characters long.

User (*) :	<input type="text"/>	2
Password (*) :	<input type="text"/>	3
Confirm password (*) :	<input type="text"/>	
Name: (*) :	<input type="text"/>	
Last name (*) :	<input type="text"/>	
Tax ID #:	<input type="text"/>	
Department (*) :	<input type="text"/>	
Position (*) :	<input type="text"/>	
Telephone (*) :	<input type="text"/>	
Tel.: Mobile:	<input type="text"/>	
Fax:	<input type="text"/>	
Email (*) :	<input type="text"/>	
Language (*) :	English <input type="button" value="v"/>	
Desired email format:	<input checked="" type="radio"/> HTML <input type="radio"/> Text	
<input type="button" value=" << Back"/>		<input type="button" value=" Next >>"/>

This will be part of your LOGIN.

Log in

Company code	<input type="text"/>	
User code	<input type="text"/>	2
Password	<input type="text"/>	3
<input type="button" value=" Accept"/>		

STEP 4: Accept the Data Protection Policy for suppliers and submit the registration form. You can download the policy by clicking on the link.

Supplier registration: Confirm registration (step 4 of 4)

Press the 'Send' button to complete your registration.

You have completed the information required to request authorization in the Portal.

Once your information is reviewed, we will authorize your access and you will receive a second notification email. Then you will be able to login to the private area of the Portal.

I have read and accept the Data protection policy provided through the following link.

<< Back

Send



Last step of registration on Supplier Portal.

2 Registration “Step by Step”

Shortly after registration (less than 1 Minute) you should receive a **confirmation email** from noreplyFS@gestamp.com to confirm that your registration process was finished successfully and will initiate the internal authorization process. Check your spam folder should you not see it on your main inbox.



Gestamp

Notification of registration request in portal

We inform you that we have successfully received your request registration in our Corporate Suppliers Area.

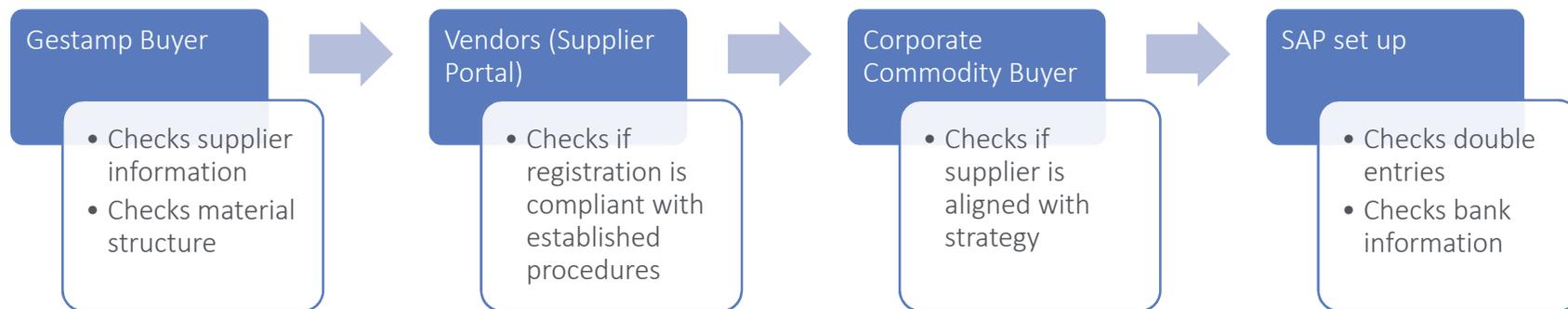
The receipt of this notification does not involve your account activation, please, ask your contact in Gestamp to request your authorization internally. Once you have been authorized you will receive your access codes and you will be able to participate in the purchasing processes where your are invited to offer.

Company registration details	
Company code	GB875863859
Company name	THERMAPPLY LTD
Address	UNIT 4, RUPERT HOUSE INDUSTRIAL ESTATE, LONDON RD SOUTH
Tax code	GB875863859
Post / Zip code	SK12 1PQ
City	POYNTON
Country	Great Britain
Currency	Libra esterlina - Great Britain pound
Language	English
Webpage	
Remarks	<ul style="list-style-type: none">(MAQ) - (120) - (120) - (100)- COATING/MISCELLANEOUS
Gestamp references	
Quality certificates	

Example
Registration
Confirmation

2 Registration “Step by Step”

Once received, automatic authorization process is launched.



2 Registration “Step by Step”

Once the supplier is authorized he will receive an email from noreplyFS@gestamp.com with the company code and user ID.



Official Approval Notice

We are glad to confirm you, that your company has been authorized as a potential supplier of Purchasing Area Gestamp. We include the data used to register your company.

Portal Access details	
Company ID	SOPORTE
User ID	mme

Company details	
Company Name	Gestamp Automoción, S.L.
Tax ID/DUNS #	B48943864
Postcode	28014
City	Madrid
State	Madrid
Country	España
Currency	Euro
Language	English

Log in

Company code

User code

Password

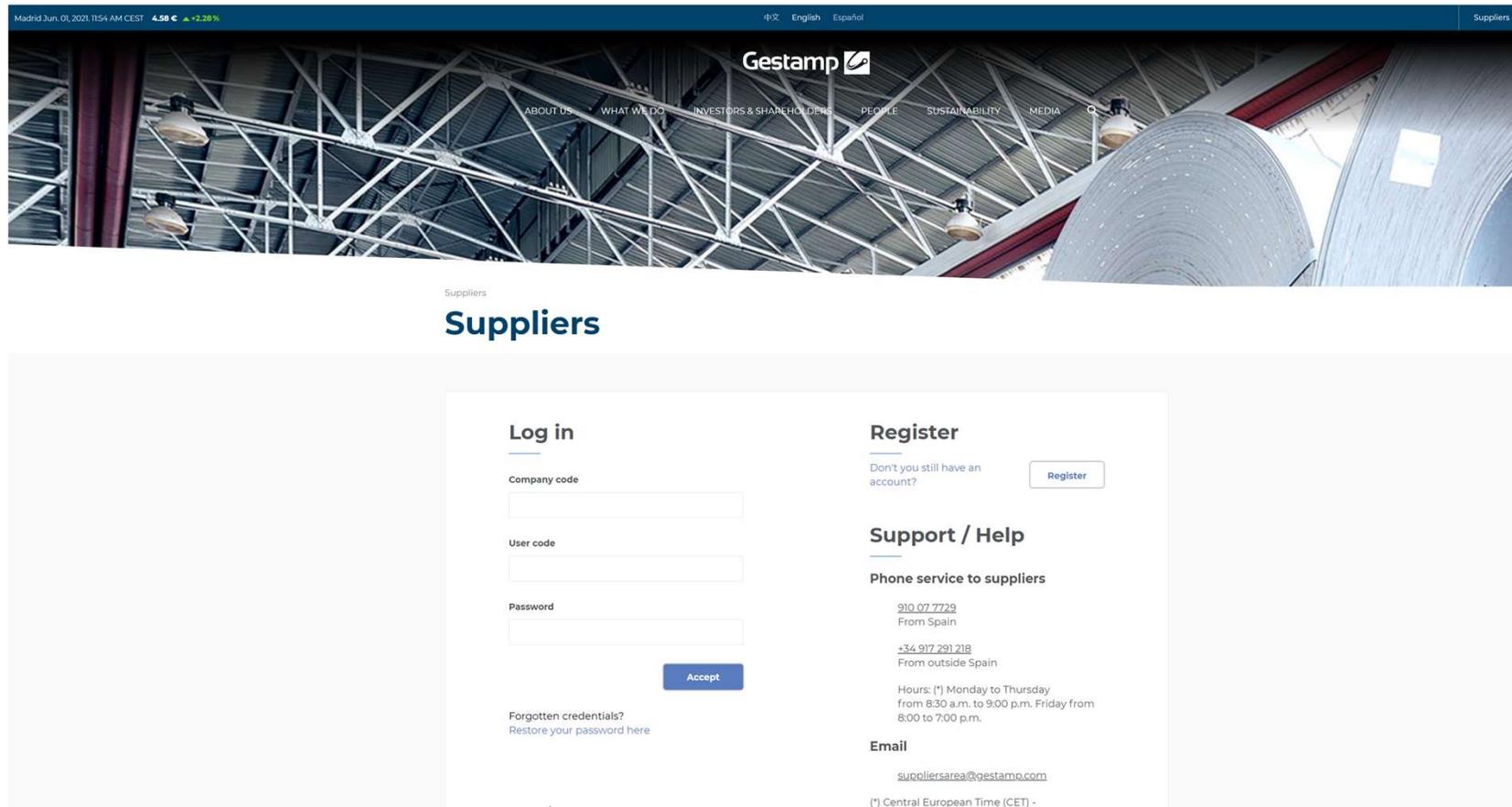
Accept

3 Supplier Portal Login

The Supplier Portal can be accessed on the following link: <https://www.gestamp.com/Suppliers>

On the Supplier Portal you can participate in those negotiations where you are invited to offer.

The same Portal is also used for Supplier Quality issues.



4 Adding a new contact

Initially only the main user has access to the Supplier Portal. But more contacts can be added by the main user once logged in onto the Portal. Each new user will receive an Email by noreplyFS@gestamp.com to set up their password.



The screenshot shows the Gestamp Supplier Portal interface. At the top, there is a navigation bar with the following tabs: HOME, QUALITY, REQUESTS FOR QUOTATIONS, YOUR DETAILS, and YOUR COMPANY. The 'YOUR COMPANY' tab is currently selected, and a dropdown menu is open, showing the following options: Change company details, Change company activities, Attach files, Administer users (highlighted with a red box), and Change main user.

Two blue callout boxes provide instructions:

- Click on Quality to access Certificates and Non Conformities.
- Click on Request for Quotation to access ongoing negotiations, submit offers and view historic offers.

The main content area features a 'Welcome' message and a 'NEWS' section with the following items:

- 10/12/2018 - New Supplier performance indicator guide, available at RELEVANT DOCUMENTS section.
- 26/08/2018 - New User guide – quality aspects, available at RELEVANT DOCUMENTS section.
- 30/07/2018 - New Data protection policy, available at RELEVANT DOCUMENTS

Below the news section is a 'RELEVANT DOCUMENTS' section with a list of links:

- Technical requirements
- How to offer
- How to update supplier data
- General purchase and contracting conditions
- Data protection policy
- Social responsibility
- Gift and benefits acceptance
- Supplier quality manual
- User guide - quality aspects
- Supplier performance indicator guide
- Safety & regulations parts supplier's manual
- Letter encouraging direct material suppliers to get IATF 16949 certified

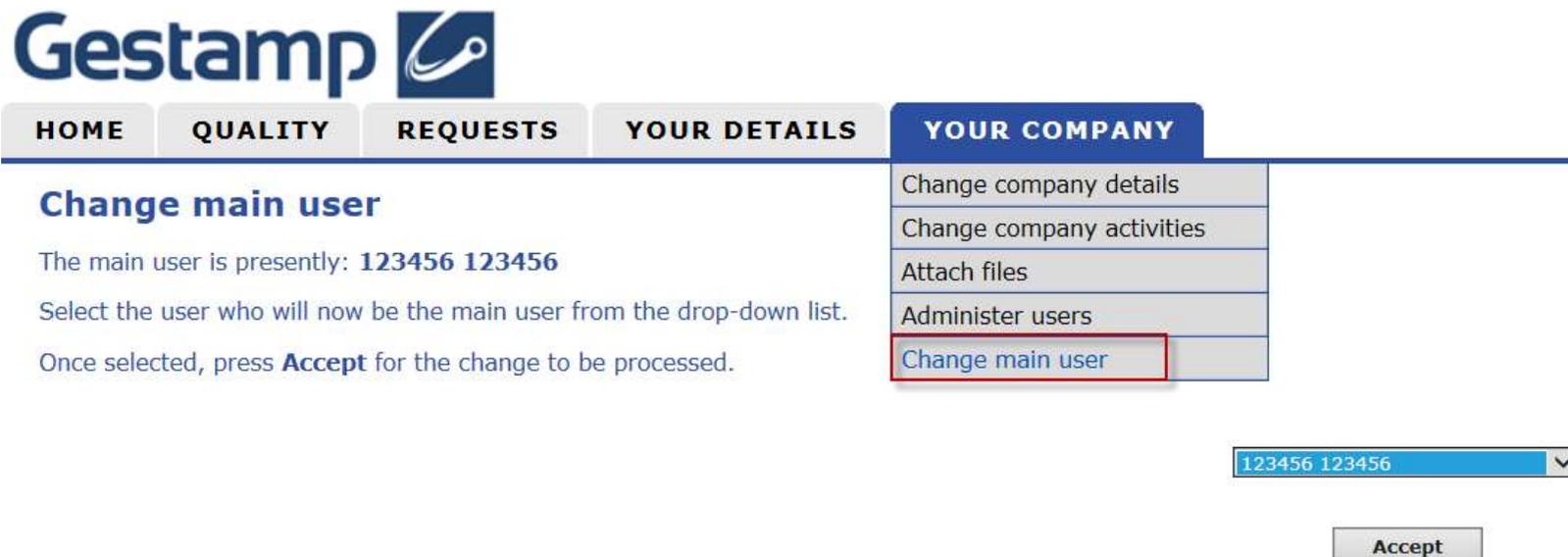
At the bottom of the page, there is contact information: For any further clarifications, please call us at +34 917 291 218 or send an email to suppliersarea@gestamp.com

5 Changing the main user

There are three options to change the main user of the Portal.

1. Option “change main user” (ONLY AVAILABLE TO THE MAIN USER)
2. Selecting the main user and assigning a new one (ONLY AVAILABLE TO THE MAIN USER)
3. Sending an email to suppliersarea@gestamp.com.

OPTION 1:



The screenshot shows the Gestamp portal interface. At the top left is the Gestamp logo. Below it is a navigation bar with tabs: HOME, QUALITY, REQUESTS, YOUR DETAILS, and YOUR COMPANY. The 'YOUR COMPANY' tab is active and has a dropdown menu open. The menu items are: Change company details, Change company activities, Attach files, Administer users, and Change main user. The 'Change main user' option is highlighted with a red box. Below the navigation bar, the 'Change main user' section is visible. It contains the text: 'The main user is presently: 123456 123456', 'Select the user who will now be the main user from the drop-down list.', and 'Once selected, press **Accept** for the change to be processed.' Below this text is a dropdown menu showing '123456 123456' and an 'Accept' button.

5 Changing the main user

There are three options to change the main user of the Portal.

1. Option “change main user” (ONLY AVAILABLE TO THE MAIN USER)
2. Selecting the main user and assigning a new one (ONLY AVAILABLE TO THE MAIN USER)
3. Sending an email to suppliersarea@gestamp.com.

OPTION 2:

Select user

Select the user you wish to modify or delete from the drop-down list or click on **New user** to create a new one.

Modify user details

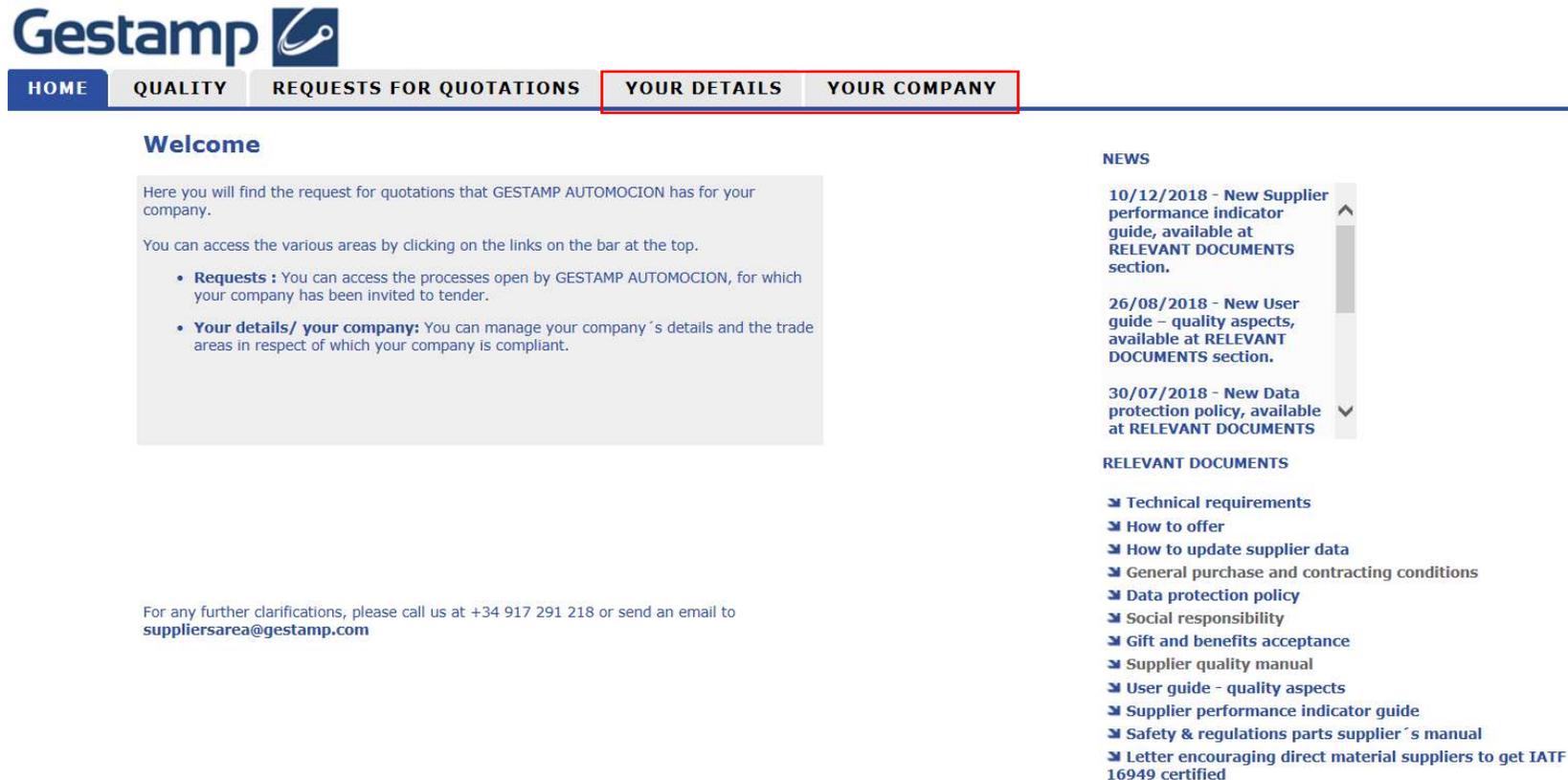
Once the changes have been made, click on **save changes** for the new details to be registered. If you wish to delete the user selected, click on **Delete user**.

* Fields marked with an asterisk are mandatory.

Code (*) :	<input type="text" value="123456"/>
Name (*) :	<input type="text" value="123456"/>
Last name (*) :	<input type="text" value="123456"/>
Tax ID #:	<input type="text"/>
Department (*) :	<input type="text" value="123456"/>
Position (*) :	<input type="text" value="123456"/>
Telephone (*) :	<input type="text" value="123456789"/>
Mobile:	<input type="text"/>
Fax	<input type="text"/>
Email (*) :	<input type="text"/>
Language (*) :	<input type="text" value="English"/>
Desired email format:	<input checked="" type="radio"/> HTML <input type="radio"/> Text
New main user:	<input type="text"/>

Save changes

Apart from the Tax number you can modify any information provided during the registration on the sections “Your Details” and “Your Company”.



The screenshot shows the Gestamp supplier portal interface. At the top, there is a navigation bar with the following items: HOME, QUALITY, REQUESTS FOR QUOTATIONS, YOUR DETAILS, and YOUR COMPANY. The 'YOUR DETAILS' and 'YOUR COMPANY' items are highlighted with a red border. Below the navigation bar, the main content area is divided into two columns. The left column features a 'Welcome' section with a grey background box containing text and a bulleted list of links. The right column contains a 'NEWS' section with three news items, each with a date and a link to 'RELEVANT DOCUMENTS', and a 'RELEVANT DOCUMENTS' section with a list of document titles, each preceded by a small icon.

Gestamp

HOME QUALITY REQUESTS FOR QUOTATIONS **YOUR DETAILS** YOUR COMPANY

Welcome

Here you will find the request for quotations that GESTAMP AUTOMOCION has for your company.

You can access the various areas by clicking on the links on the bar at the top.

- **Requests** : You can access the processes open by GESTAMP AUTOMOCION, for which your company has been invited to tender.
- **Your details/ your company:** You can manage your company’s details and the trade areas in respect of which your company is compliant.

For any further clarifications, please call us at +34 917 291 218 or send an email to suppliersarea@gestamp.com

NEWS

10/12/2018 - New Supplier performance indicator guide, available at RELEVANT DOCUMENTS section.

26/08/2018 - New User guide – quality aspects, available at RELEVANT DOCUMENTS section.

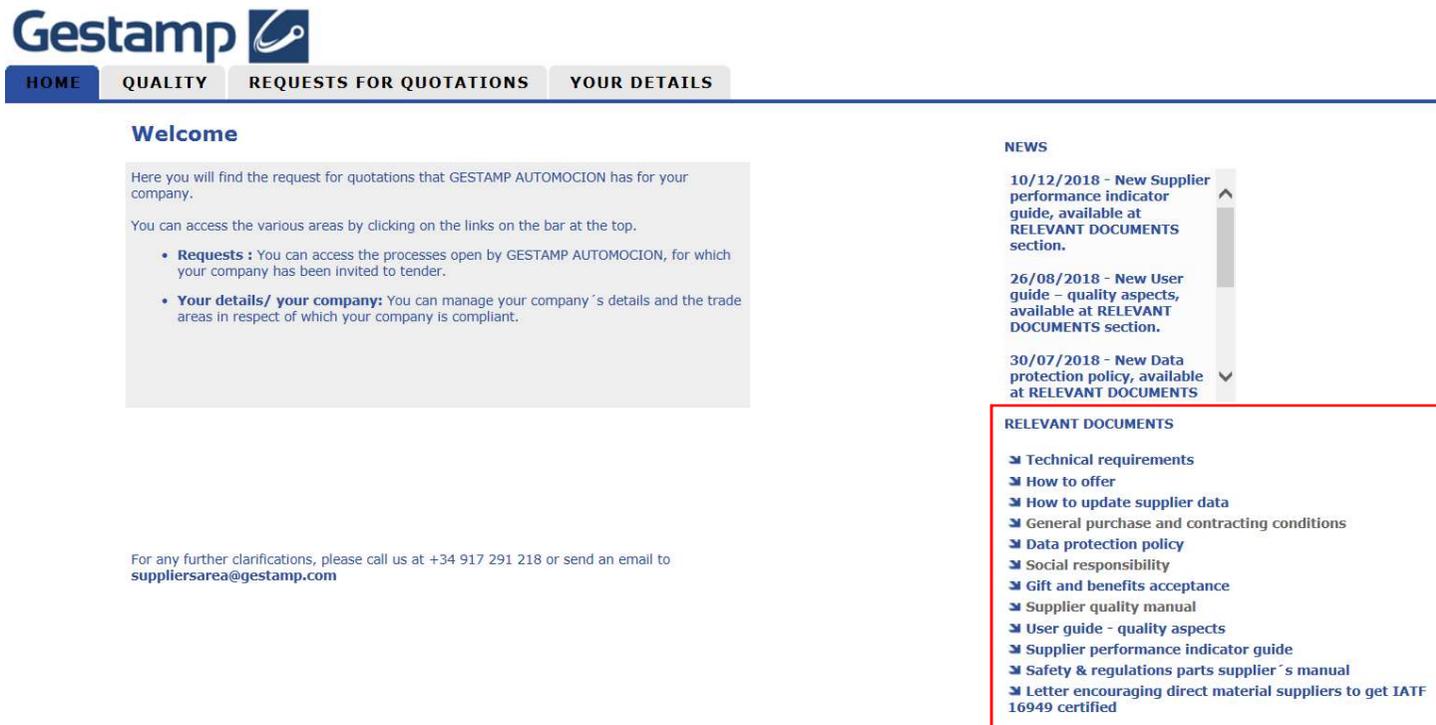
30/07/2018 - New Data protection policy, available at RELEVANT DOCUMENTS

RELEVANT DOCUMENTS

- ✎ Technical requirements
- ✎ How to offer
- ✎ How to update supplier data
- ✎ General purchase and contracting conditions
- ✎ Data protection policy
- ✎ Social responsibility
- ✎ Gift and benefits acceptance
- ✎ Supplier quality manual
- ✎ User guide - quality aspects
- ✎ Supplier performance indicator guide
- ✎ Safety & regulations parts supplier’s manual
- ✎ Letter encouraging direct material suppliers to get IATF 16949 certified

On the initial page of the Supplier Portal the supplier finds a variety of information and manuals that help him further navigate through the portal. Among other things:

- Manual on how to submit offers through the Supplier Portal
- Technical Requirements for a smooth functioning of the page
- Supplier Quality Manual



The screenshot shows the Gestamp Supplier Portal homepage. At the top, there is a navigation bar with the Gestamp logo and four menu items: HOME, QUALITY, REQUESTS FOR QUOTATIONS, and YOUR DETAILS. Below the navigation bar, the page is divided into several sections. On the left, there is a 'Welcome' section with a grey background, containing a paragraph and a list of bullet points. On the right, there is a 'NEWS' section with three news items, each with a date and a brief description. Below the news section, there is a 'RELEVANT DOCUMENTS' section, which is highlighted with a red border. This section contains a list of documents with expandable icons (chevrons) next to each item.

Gestamp 

HOME QUALITY REQUESTS FOR QUOTATIONS YOUR DETAILS

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RELEVANT DOCUMENTS

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- Letter encouraging direct material suppliers to get IATF 16949 certified

If you need help with the registration, need to reset your password, have further technical questions or need support when uploading an offer you can get in touch with our support team via phone or email. Keep in mind that the support is only provided in Spanish and English during CET Opening Time.

Support / Help

Phone service to suppliers

910 07 7729

From Spain

+34 917 291 218

From outside Spain

Hours: (*) Monday to Thursday
from 8:30 a.m. to 9:00 p.m. Friday from
8:00 to 7:00 p.m.

Email

suppliersarea@gestamp.com

(*) Central European Time (CET) -

