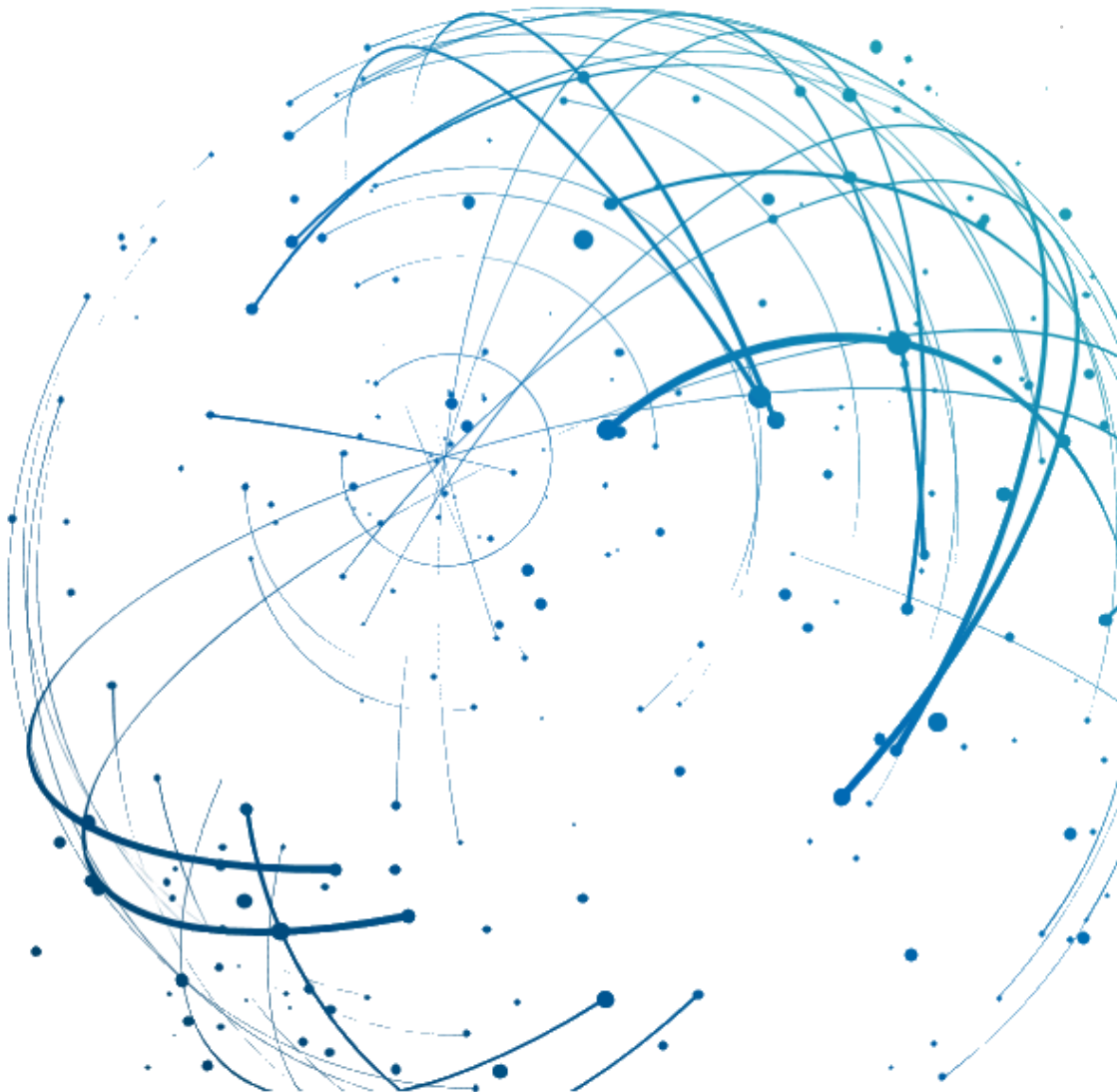


SupplyOn

# Click Guide: Initial Registration

## Capacity Management Assessment (CMA)



**Contact**

<https://contact.supplyon.com/en/>

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Version: 1.0

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# 1 Initial Registration

Before you register your Company with SupplyOn for the first time, you will be informed by Airbus about the initiative with SupplyOn. To be able to work with Airbus on the SupplyOn platform, you only need to register your company and create user accounts for your colleagues.

The following steps for the registration are necessary:

1. [Open the invitation email](#)

You will receive an email from [registration@supplyon.com](mailto:registration@supplyon.com) which contains a link to register for the service Capacity Management Assessment at SupplyOn in cooperation with your Customer Airbus.

2. [Create your company account](#)

On the registration site, you will create your first user account – this will also be the first company administrator for your company. Also, you will be able to review your company information and correct it if necessary.

3. [Confirm your data](#)

You will receive a confirmation email. You need to click on the provided link to complete the registration.

4. [Start using SupplyOn](#)

You are now able to login to the SupplyOn platform. As the company administrator, you can now create additional user accounts and assign the required user rights (roles). Please have a look into our guide '[Click Guide\\_User Creation\\_CMA](#)' for more information.

In the below Click Guide, we will explain each step of the registration process in detail:

## 1.1 Open the Invitation e-mail

Invitation to register for Capacity Management Assessment (CMA)

SR registration@supplyon.com  
To: SLM-Migration



Click GmbH  
D.U.N.S. 999017167

Dear Ms. Josepha Seller,

Welcome to the registration for the SupplyOn platform.

Your customer Airbus would like to use the SupplyOn service Capacity Management Assessment in collaboration with your company. You can use the service **without any additional costs**.

To be able to use this service, your company has to register with SupplyOn.

The registration will only take a few minutes. To start the online registration process, please click on the following link:

<https://platform.application.gas.supplyon.com/slm/pidreg/initialize?token=603b29e8609990c247cb1878eb9c81ab>

Please copy and paste the link into your browser in case the registration page does not open automatically after clicking on it.

For more information on the registration process and the SupplyOn service CMA, please visit the [Supplier Information Portal](#).

As soon as you have completed the registration, Airbus will be informed that your company is ready to use the service.

**Note:** When you register your company for the first time, you will be assigned the role of Company Administrator. You can transfer this role to another person in your company later on.

We wish you a lot of success in using SupplyOn services together with your customers.

Best regards,  
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our [customer support](#)  
<https://www.supplyon.com>

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos  
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chair of the Supervisory Board, Dr. Tanja Rückert  
Registration Court: Munich, Commercial Register Number: HRB 138283

click here

## 1.2 Create your account

The link will forward you to the page below. Please fill in all mandatory fields (marked with “\*”). Note, that you will not be able to change your user name after you submitted your registration:

## Welcome to the registration at SupplyOn

### Create your user account:

Salutation \*

First Name \* Last Name \*

E-Mail address \* E-Mail address (repeat) \*

User Language \* Phone \*

User Name \* Password \* Password (repeat) \*

### Please check the master data of your company provided by your customer and correct them if necessary:

Company Name \* Click GmbH Company Name 2

DUNS No. 999017167 VAT Number \* 1

BPNL

Street \* Guide Straße 3 Country \* Germany

ZIP Code \* 12345 State/province

City \* Hallbergmoos Time zone \* 2

In case other entities of your company are already registered at SupplyOn, you can join that contract. Please enter the entry number here.

Entry Number 2

I have read the [General Terms and Conditions](#) as well as the [Service Specification](#) and the [Privacy Policy](#) of SupplyOn AG and I agree / accept them. \*

I have read the [Airbus Policy related to Supply Chain Hub](#) and I accept its provisions.  
 Any access to and use of the Supply Chain Hub by the Airbus suppliers and its users is subject to the prior acceptance by the Airbus supplier of this Airbus Policy related to Supply Chain Hub. By selecting "I have read the Airbus Policy related to Supply Chain Hub and I accept its provisions", as a duly empowered representative of the Airbus supplier which registered me as a user of Supply Chain Hub, I agree in the name and on behalf of such Airbus supplier to be bound by the provisions of the Airbus Policy related to Supply Chain Hub. \*

3 • [Airbus SAS\\_GTC\\_3.0.pdf](#)

Submit and continue

1. This field is only visible for European suppliers, who will have to enter their VAT Number (tax number) here. This field will not be visible for suppliers outside of Europe.
2. If you would like to join an already existing contract with SupplyOn, please fill in the entry number (contract number). The contract owning company will then have to accept your request. You will receive the entry number from the company administrator of the parent company. Otherwise, you can ignore that step.
3. It is important to accept the [General Terms and Conditions](#) with SupplyOn and Airbus, otherwise you cannot complete the registration. **You have to accept both to proceed.** When everything is filled out, you can click on "Submit and continue".

In case other entities of your company are already registered at SupplyOn, you can join that contract. Please enter the entry number here.

Entry Number

I have read the [General Terms and Conditions](#) as well as the [Service Specification](#) and the [Privacy Policy](#) of SupplyOn AG and I agree / accept them. \*

I have read the [Airbus Policy related to Supply Chain Hub](#) and I accept its provisions.  
 Any access to and use of the Supply Chain Hub by the Airbus suppliers and its users is subject to the prior acceptance by the Airbus supplier of this Airbus Policy related to Supply Chain Hub. By selecting "I have read the Airbus Policy related to Supply Chain Hub and I accept its provisions", as a duly empowered representative of the Airbus supplier which registered me as a user of Supply Chain Hub, I agree in the name and on behalf of such Airbus supplier to be bound by the provisions of the Airbus Policy related to Supply Chain Hub. \*

• [Airbus SAS\\_GTC\\_3.0.pdf](#)

Submit and continue

After you submitted the registration form, you will be forwarded to the Order Confirmation. At the top you will see the note, that you have to approve your email address. Make sure to also check your junk email folder, if you did not receive the confirmation email:

⚠ Please note: We will send you an e-mail to approve your e-mail address. To finish the registration, click on the link in this e-mail.  
To re-send the e-mail notification containing the link to approve your e-mail address, please click on the following link: [Resend e-mail](#)

## Order Confirmation

Thank you for your order. Please find the details of your data below:

**Your Company Data:**

VAT Number	DE813106562
Company Name	Click GmbH Guide Straße 3, Hallbergmoos, 12345 Germany

---

**Your SupplyOn services:**

Capacity Management Assessment, customer: FIT_Airbus S.A.S Your customer contact: Josepha Buyer slm-migration@supplyon.com	per year 0.00 EUR
Sum of service fees for the first contract year:	0.00 EUR

---

**Your Invoice Data:**

VAT Number	DE813106562
Company Name	Click GmbH Guide Straße 3, Hallbergmoos, 12345 Germany
E-Mail address of acc. dept.	

---

**In case of any questions, please always mention your customer ID 419901. Your contract ID is 351447, the contract start date Feb 1, 2024.**

You will receive an e-mail soon containing this order confirmation and information about the next steps.

## 1.3 Confirm your data

Open the email from [registration@supplyon.com](mailto:registration@supplyon.com) (see below). Click on the highlighted link to approve your email address. You will be forwarded to the order confirmation with the note that you have approved your email address successfully. Now you can login to the SupplyOn platform.

SupplyOn registration: Approval of your e-mail address



registration@supplyon.com

To SLM-Migration

Retention Policy TAG\_DELETE\_90\_Days (90 days)

Expires 09.04.2024

↩ Reply
↩ Reply All
→ Forward
⋮

Mi 10.01.2024 16:15

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)



Company: Click GmbH  
D-U-N-S No.: 999017167

Dear Ms. Josepha Seller,

[Please click here](#) to finish the registration of your company "Click GmbH" at SupplyOn and to approve your e-mail address.

You will be forwarded to the summary of your registration. This summary will be sent by e-mail to you as well.

**Note:**

If you have closed the browser meanwhile, you have to login to SupplyOn first. Please use the user name and the password you defined during the registration.

You can [view and download](#) the SupplyOn privacy notice here.

We wish you much success in using the SupplyOn services.

Best regards  
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our [customer support](#).  
<https://www.supplyon.com>

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos  
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chair of the Supervisory Board, Dr. Tanja Rückert  
Registration Court: Munich, Commercial Register Number: HRB 138283



✓ Your e-mail is successfully confirmed.

## Order Confirmation

Thank you for your order. Please find the details of your data below:

### Your Company Data:

VAT Number	DE813106562
Company Name	Click GmbH Guide Straße 3, Hallbergmoos, 12345 Germany

### Your SupplyOn services:

Capacity Management Assessment, customer: FIT_Airbus S.A.S	per year 0.00 EUR
Your customer contact:	
Joseph Buyer	
slm-migration@supplyon.com	

Sum of service fees for the first contract year:	0.00 EUR
--	----------

### Your Invoice Data:

VAT Number	DE813106562
Company Name	Click GmbH Guide Straße 3, Hallbergmoos, 12345 Germany
E-Mail address of acc. dept.	

In case of any questions, please always mention your customer ID 419901. Your contract ID is 351447, the contract start date Feb 1, 2024.

You will receive an e-mail soon containing this order confirmation and information about the next steps.


At the bottom of the Order Confirmation page, you will find the next steps:

### Next steps:

- Wait for the activation e-mail to inform you that the SupplyOn service is activated for your company. This e-mail will be sent shortly after the registration. Afterwards you can login to SupplyOn using your user name and password.
- Please create another user as SupplyOn administrator, because it gives your company more flexibility in maintaining your users.

You have successfully completed your registration with SupplyOn. Now you can log on for the first time and create additional users. Please find further information on user creation in the document "[Click Guide\\_User Creation\\_CMA](#)".

The SupplyOn service Capacity Management Assessment (CMA) has been activated

 registration@supplyon.com  
To: SLM-Migration



Click GmbH  
D.U.N.S. 999017167

Dear Ms. Josepha Seller,

**Welcome to SupplyOn!**

Your SupplyOn service Capacity Management Assessment with Airbus has just been activated.

Let us help you with the next steps:

As a Company Administrator, please create users and assign roles for your colleagues. For more information on the user creation and the SupplyOn Service CMA, please visit the [Supplier Information Portal](#).

We wish you a lot of success in using SupplyOn services together with your customers.

Best regards,  
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our [customer support](#):  
<https://www.supplyon.com>

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos  
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chair of the Supervisory Board: Dr. Tanja Rückert  
Registration Court: Munich, Commercial Register Number: HRB 138283

## 1.4 Start using SupplyOn

Login with your user name and password you created during the registration. Follow this [link](#) to the login page.

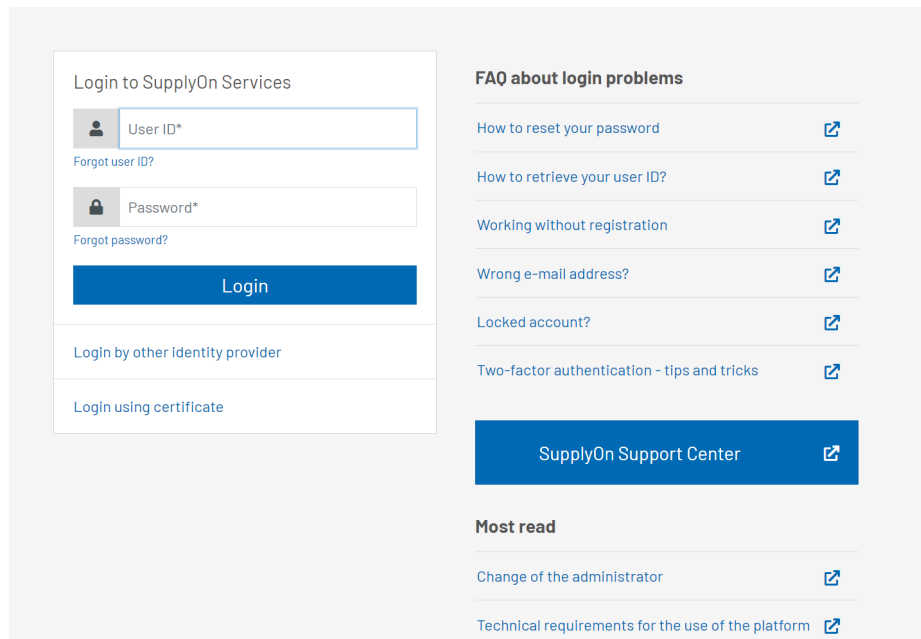


Figure 5: Login page

The following page will appear when you successfully logged in for the first time. Here you can decide if you want to use the Supplier Forum with “Yes” or “No”. The Supplier Forum is a community page, where you can exchange ideas etc. with other suppliers, who use the platform. Either way, click “Ok” and proceed.

✓
All services are available.

**Settings for processing personal data**

The protection of your personal data and compliance with the statutory requirements on data protection are matters of great importance for SupplyOn. Therefore, we seek your permission before sending information to the e-mail address you specified, and keep a record of this information. The notifications which you, as a user of SupplyOn Services, receive per e-mail when messages are waiting for you in the system are not affected. You will continue to receive these e-mails in future.

You can revoke your consent at any time for the future by changing the corresponding entry in your user account on the "Privacy settings" tab.

**Supplier Forum**

Use of the Supplier Forum as an additional offer for supplying companies. In the Supplier Forum, experiences, thoughts and ideas can be exchanged with other users via contributions and comments. [Show details](#)

Yes  
 No

**Policy notice:** Please refer to the SupplyOn privacy policy for details on the use of your personal data. [Show details](#)

OK

**FAQs about login problems**

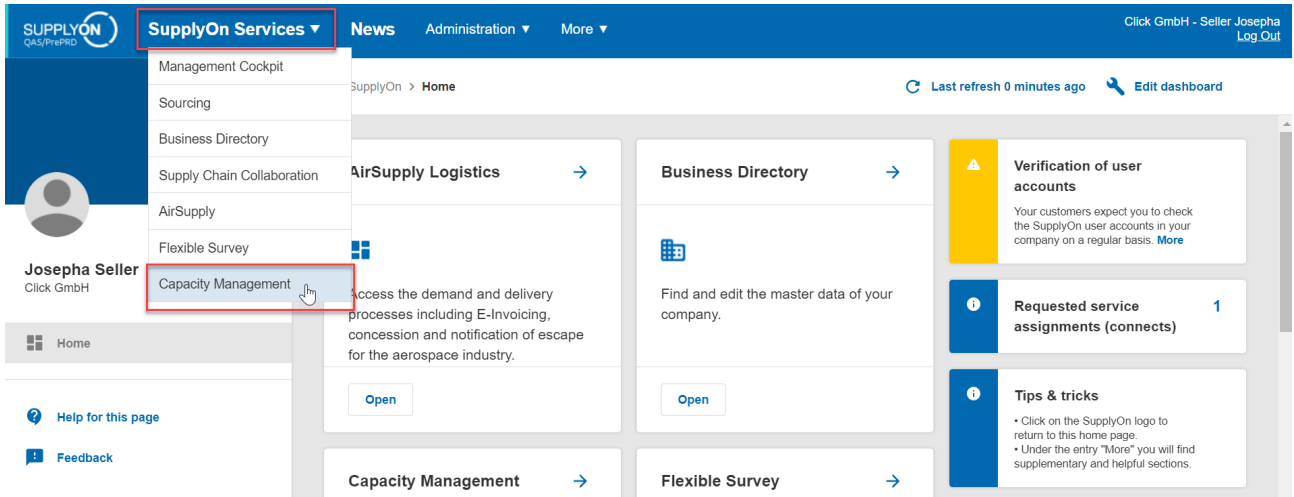
- [Forgotten password?](#) ▼
- [Forgotten user ID?](#) ▼
- [Locked account?](#) ▼
- [Wrong email address](#) ▼

**Further topics of interest**

- [Working without registration](#) ▼
- [I need more roles or rights](#) ▼
- [User administrator of your company](#) ▼

You are now successfully logged in to the SupplyOn Platform. As a next step, we recommend you to create another User with the company administration role and the additional users who will use the Capacity Management Assessment application. You will have to assign Capacity Management Assessment specific roles to your users, find all the details in ["Click Guide\\_User creation\\_CMA"](#)

To get to the service Capacity Management Assessment, click on "SupplyOn Services" and choose "Capacity Management".



After clicking on 'Capacity Management' you will be directed to the Capacity Management Assessment Tool:

