

# Supplier Self Registration (SSR)

Support Manual



# Supplier Self Registration Login-Page



- **Step 1:** Please enter the following link: <https://wocogroup.synertrade.com>
- **Step 2 :** The login-Page will appear and you can select the language, by clicking on the flag
- **Step 3 :** Afterwards, by clicking on the button **“Supplier Self Registration”** the registration process will start



# Supplier Self Registration Welcome Page



- Introduction, link to the Woco website and contact details
- Click on “**Next**” to continue

The screenshot shows the Woco Supplier Self Registration Welcome Page. At the top left is the Woco logo with the tagline "Powered by Technology". Below the logo, the status is "Status: Not submitted". A navigation bar contains several tabs: "Welcome Page" (active), "Company & Contact", "Detailed Information", "Manufacturing sites", "Material Group Assignment", "Certificate Overview", "Documents", and "Additional Information". Below the navigation bar, there are links for "Non-Disclosure Agreement (NDA)", "Finalization", and "Logout". The main heading is "Welcome to Supplier Self Registration (SSR)". The text explains that the next eight steps will request company information for verification and that the process will take approximately 5-10 minutes. A list of required information/documents is provided, including company details, DUNS No., production photos, product liability insurance, and credit information. Mandatory fields are marked with a red asterisk (\*). Contact information for Woco Industrietechnik GmbH is provided, including address, phone, and email. A red-bordered button with a blue arrow and the text "Next" is located at the bottom right of the page.

# Supplier Self Registration Company & Contact



- Please, enter your company data, mandatory fields are marked with a red asterisk (\*)
- Click on “**Next**” to continue

**For your information:** The icon next to the title in the tab

- will remain yellow if you only fill in the mandatory fields
- will turn green, if you fill in all the information

Status: Not submitted Support: please click [here](#)

Welcome Page **Company & Contact** Detailed Information Manufacturing sites Material Group Assignment Certificate Overview Documents Additional Information

Non-Disclosure Agreement (NDA) Finalization Logout

### Step 1/9 – Company and Contact Details

Would you please fill in your company and contact details in the form below. After this step the system will automatically create a login and a password. As soon as you click the "Next" button the system will send login and password to your e-mail address.

Mandatory fields are marked with a red asterisk(\*).

Click "Next" to continue.

**Company information**

Company	*	<input type="text"/>
Address	*	<input type="text"/>
City	*	<input type="text"/>
Postal/Zip code	*	<input type="text"/>
State		<input type="text"/>
Country	*	<input type="text"/>
Phone	*	<input type="text"/>
Fax	*	<input type="text"/>
Email	*	<input type="text"/>
Website		<input type="text"/>
D&B DUNS No.	*	<input type="text"/>
Regional tax code	*	<input type="text"/>
Mother company	*	<input type="text"/>
Country of mother company	*	<input type="text"/>

**Next**

# Supplier Self Registration

## E-Mails- receiving login data and preliminary password



Dear Max Mustermann,

Thanks for registering with the supplier portal of Woco Group. You are now receiving you login data.

Platform: <https://wocogroup.synertrade.com>

User name: Max Mustermann

Login: [supplier-management@de.wocogroup.com](mailto:supplier-management@de.wocogroup.com)

The password will be sent to you in a separate email.

In case of questions regarding the platform usage please contact support +49-6056-78-7577 or email [supplier-management@de.wocogroup.com](mailto:supplier-management@de.wocogroup.com).

Best regards

Woco Group  
Supplier Management

This is an automated generated message; please do not reply to this email."

Dear Max Mustermann,

You are now receiving you access data.

URL: <https://wocogroup.synertrade.com>

Password: TTzEP7Be#0

You will be able to change your password as soon as your company has been awarded the status ""potential"".

Please login in order to complete your company data. Afterwards our internal approval process will begin.

In case of questions regarding the platform usage please contact support +49-6056-78-7577 or email [supplier-management@de.wocogroup.com](mailto:supplier-management@de.wocogroup.com).

Best regards

Woco Group  
Supplier Management

This is an automated generated message; please do not reply to this email.

# Supplier Self Registration

## Detailed information



- Please, enter your data on this page, mandatory fields are marked with a red asterisk (\*)
- Click on “**Next**” to continue

**For your information:** The icon next to the title in the tab

- will remain yellow if you only fill in the mandatory fields
- will be green, if you fill in all the information

# Supplier Self Registration Manufacturing Sites



- **Step 1:** To enter a new manufacturing site click on the icon “new” in the menu
- **Step 2:** Enter the data
- **Step 3:** Click on “apply” to save the data
- If applicable, repeat steps 1-3
- **Step 4:** Click on “Next” to continue

Status: Not submitted

Support: please click [here](#) (Logout)

Non-Disclosure Agreement (NDA) Finalization Logout

**Step 3/9 – Locations**

Please enter your company's locations below.

After you have saved the data please click "Next" to continue registration.

Menu Search: [ ]

1 **New** Manufacturing site Site address City Postal code Product description Type

0 Records Found Return 10 Records

Please enter your company's locations below.

After you have saved the data please click "Next" to continue registration.

Menu Search: [ ]

No.	Manufacturing site	Site address	City	Postal code	Product description	Type
2	*New manufacturing	*-Test	*-	*		Administration Production

1 Record found

3 **Apply**  
Cancel

4 **Next**

# Supplier Self Registration Material Group Assignment



- **Step 1:** Click on the relevant Material Group
- **Step 2:** Select at least one material group by clicking on the relevant sub-commodity
- **Step 3:** Click on “**Next**” to continue

**For your information:** the icon next to the title in the tab is red because you cannot continue with the registration process until at least one material group has been selected

Status: Not submitted

Support: please click [here](#) (Logout)

Welcome Page Company & Contact Detailed Information Manufacturing sites **Material Group Assignment** Certificate Overview Documents Additional Information

Non-Disclosure Agreement (NDA) Finalization Logout

### Step 4/9 – Commodities

The following list shows the commodities of Woco Group. Please choose at least one commodity you want to supply Woco with.

Click "Next" to continue registration.

#### Material group

Search:

- Elastomere
- Metal
- 1** Plastic
- Raw Materials
- Investment Goods/Non-Production-Materials

Your Selection:

Previous **3** Next

#### Material group

Search:

- Elastomere**
  - EL - other elastomers
  - EL - trading goods elastomer
  - EL - rubber assemblies
  - EL - tools
  - EL - diaphragm
  - EL - o-rings
  - EL - gear cover
  - EL - form tubes
  - EL - cushion,rub.bearing,stuff
  - EL - pedal parts
  - 2** EL - plug and wire seals
  - EL - grommet and gaiter
  - EL - seals
- Metal
- Plastic
- Raw Materials
- Investment Goods/Non-Production-Materials



# Supplier Self Registration Certificate overview



- **Step 1:** To add a new certificate, please click on „New“
- **Step 2:** Select a certificate name from the Drop-Down and enter the data
- **Step 3:** Upload a copy of the relevant certificate
- If applicable, repeat steps 1-3

Status: Not submitted Support: please click [here](#) (Logout)

Welcome Page Company & Contact Detailed Information Manufacturing sites Material Group Assignment **Certificate Overview** Documents Additional Information

Non-Disclosure Agreement (NDA) Finalization Logout

### Step 5/9 – Certificates

Please select your certificate(s) and upload it additionally as a PDF-file.

To upload the certificate(s) you have to select under the "Menu" button "New". Please fill in the data and scroll to the right and press the yellow icon.

Please consider that you have to upload a certificate for each selected certification.

After you have saved the data please click "Next" to continue registration.

1 **Menu** Search:

**New**

No.	Certificate name▲	Alternative name	Manufacturing site	Certification authority	Valid from	Valid until	Status	Remind me prior to certificate expiration	(x days before expiration)	Remind me as certificate expires	Responsible email address: Inform the following person: (please insert one or multiple email addresses separated by comma or semi-colon)	Comment	Documents / Certificates

0 Records Found Return 10 Records

**Menu** Search:

No.	Certificate name	Alternative name	Manufacturing site	Certification authority	Valid from	Valid until▼	Comment	Documents / Certificates
<input checked="" type="checkbox"/>	* ISO/TS 16949 -2				* 14.10.2015	* 14.10.2017		<input type="text" value="0"/>

3

# Supplier Self Registration

## Certificate overview



- **Step 4:** To upload a new certificate click on the icon “**upload document**”
- **Step 5:** Click on “**browse**” to select the document from your computer
- **Step 6:** To upload the document click on the icon “**upload**” in the menu
- **Step 7:** To save the document click on the icon “**save**” in the menu
- **Step 8:** Click on the icon “**close**” in the menu
- **Step 9:** Click on “**Next**” to continue

Documents list You have downloaded 0 of 0 documents

Menu

4 Upload document Close

No.	Expired	Buyer access	Document link	Document owner	User type	Company	Folder	Comment	Last change	Text fragments

0 Records Found

Menu

Back to overview

6 Upload Mass files upload

Type	Name of the document / Link	Content
File	* ISO 16949_Etimex.pdf 5*  Durchsuchen...	ISO 16949_Etimex.pdf
File	* <input type="text"/> *  Durchsuchen...	Keine Datei ausgewählt.
File	* <input type="text"/> *  Durchsuchen...	Keine Datei ausgewählt.
File	* <input type="text"/> *  Durchsuchen...	Keine Datei ausgewählt.
File	* <input type="text"/> *  Durchsuchen...	Keine Datei ausgewählt.

Documents list

Menu

Save 7

Upload document

Close 8

9 Next

# Supplier Self Registration Documents



- **Step 1:** To enter a new document click on the icon “new”
- **Step 2:** Click on “browse” to select the document from your computer
- **Step 3:** To upload the document click on the icon “upload” in the menu
- **Step 4:** Click on “Next” to continue

Status: Not submitted

Support: please click [here](#) (Logout)

Welcome Page Company & Contact Detailed Information Manufacturing sites Material Group Assignment Certificate Overview Documents Additional Information

Non-Disclosure Agreement (NDA) Finalization Logout

Menu

New

Step 6/9 – Company Presentation and Credit Information

In this step, please provide a company presentation and credit information. Additionally, please also upload a credit information. To upload the documents you have to click the Menu

Documents  
No records found

Previous

Menu

Back to overview

Upload 3

Mass files upload

	Name of the document / Link	Content	Comment	Status
1	File * LSR_Schulungsunterlage_V	* Durchsuchen... LSP2 Schulungsunterlage_28.05		
2	File *	* Durchsuchen... Keine Datei ausgewählt.		
3	File *	* Durchsuchen... Keine Datei ausgewählt.		
4	File *	* Durchsuchen... Keine Datei ausgewählt.		
5	File *	* Durchsuchen... Keine Datei ausgewählt.		

Next 4

# Supplier Self Registration

## Additional information 1/4



- **Step 1:** You can open the questionnaire by clicking on the title

**For your information:** the icon next to the title in the tab is red because you cannot finish the registration process until the questionnaire from the tab "Additional Information" has been published

Status: Not submitted Support: please click [here](#) (Logout)

Navigation tabs: [Welcome Page](#) [Company & Contact](#) [Detailed Information](#) [Manufacturing sites](#) [Material Group Assignment](#) [Certificate Overview](#) [Documents](#) **[Additional Information](#)**

Non-Disclosure Agreement (NDA) [Finalization](#) [Logout](#)

### Step 7/9 – Additional Information

Please answer the following specific questionnaire to insurance and warranty by clicking on the title of the questionnaire. This questionnaire has to be released by the menu button "Publish" to finish this step.

After you have saved the data please click "Next" to continue registration.

Search:

No.	Questionnaire	Tab	Status	Information Sheet Type	Type	Completed (%)	Last change	Last change by
1	<b>Insurance and Warranty</b>	Insurance and Warranty		Self Registration		0%		

1 Record found   Return  

[Previous](#) [Next](#)

# Supplier Self Registration

## Additional information 2/4



- Please enter your data in the questionnaire, mandatory fields are marked with a red asterisk (\*)
- **Step 2:** Click on the yellow folder to upload the Cover Note of the Insurance Company
- **Step 3:** Click on **“browse”** to select the document from your computer
- **Step 4:** To save the document click on the icon **“apply”** in the menu

The image shows a screenshot of a web application interface. On the left is a questionnaire titled 'Insurance and Warranty' with a 'Menu' dropdown. The questionnaire contains several questions with radio button options, some marked with a red asterisk (\*). The last question asks to upload a 'Cover Note of Insurance Company' and has a red box around the upload icon and a red number '2'. On the right is a 'Set-up/edit a document' dialog box. It has a 'File' dropdown, a 'Menu' dropdown, and a 'Document title (max. 250 characters):' field. The 'Apply' button is highlighted with a red box and a red number '4'. The 'Cancel' button is also highlighted with a red box and a red number '3'. The dialog box also shows 'Save', 'Close', and 'Enter comment:' fields.

# Supplier Self Registration

## Additional information 3/4



- **Step 5:** Please also enter the data concerning the Product Safety Representative in the questionnaire.  
Further information is provided in German, English and Chinese.

\*Contact Info of the Product safety representative:

Product safety representative	
Name	* <input type="text"/>
First Name	* <input type="text"/>
Phone	* <input type="text"/>
E-Mail	* <input type="text"/>

Tasks of the Product Safety Officer (PSO) at the supplier (English version)  
Duties\_of\_the\_PSR\_at\_t

Tasks of the Product Safety Officer (PSO) at the supplier (German version)  
Aufgaben+des+Produkts

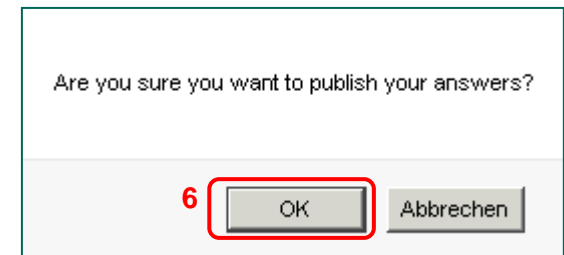
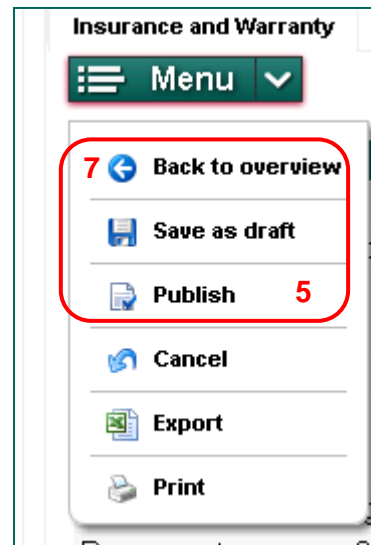
Tasks of the Product Safety Officer (PSO) at the supplier (Chinese version)  
产品安全代表之供应商职

# Supplier Self Registration

## Additional information 4/4



- **Step 5:** You have two options:
  1. To save the questionnaire click on the icon “**save as draft**” in the menu. It is possible to change the data later on.
  2. To publish the questionnaire click on the icon “**publish**” in the menu. Only after publishing the questionnaire, the registration process can be concluded
- **Step 6:** After clicking on “**publish**” a new window will open and you will have to confirm it
- **Step 7:** To finish the questionnaire click on the icon “**Back to overview**” in the menu
- **Step 8:** Finally, click on “**Next**” to continue



# Supplier Self Registration Non-Disclosure Agreement (NDA)



- **Step 1:** Please choose one language by clicking on the corresponding link, the NDA will open as a PDF form
  - fill in the first and the last page
  - Print the document and sign it
- **Step 2:** Click on the yellow folder to upload the NDA
- **Step 3:** Click on “**browse**” to select the document from your computer
- **Step 4:** To save the document click on the icon “**apply**” in the menu
- **Step 5:** Click on “**Next**” to continue

Status: Not submitted Support: please click [here](#) (Logout)

[Welcome Page](#)
[Company & Contact](#)
[Detailed Information](#)
[Manufacturing sites](#)
[Material Group Assignment](#)
[Certificate Overview](#)
[Documents](#)
[Additional Information](#)

**Non-Disclosure Agreement (NDA)** [Finalization](#) [Logout](#)

### Step 8/9 - Non-Disclosure Agreement

Woco concludes with each of its suppliers a Non-Disclosure Agreement.

To complete the registration, it is therefore necessary that you fill out the attached PDF form, print and sign it.

The Woco Non-Disclosure Agreement is available for your use in several languages. Please choose one language by clicking on the corresponding link in order to open the Agreement (Woco):

ENGLISH / GERMAN: [Woco Non-Disclosure Agreement.pdf](#) **1**




ENGLISH / SPANISH: [Woco Non-Disclosure Agreement.pdf](#)

ENGLISH / CHINESE: [Woco Non-Disclosure Agreement.pdf](#)

Afterwards you can upload the signed Non-Disclosure Agreement, also as a PDF, by clicking on the yellow icon.

After checking your provided information and the successful release as a Woco supplier you will also receive an original version of the NDA signed by Woco.

Please click "Next" to submit the data and to continue.

Level	Question	Answer
1	Please upload here your signed and scanned NDA. *	<b>2</b>   

Set document - Mozilla Firefox

https://wocogroup.synertrade.com/main613/actions/common/attachment/ShowAttachmentMain.do?hdTypeCtrl=ID\_3lap5ARh8qc...\_attach

### Set-up/edit a document

File

Menu

**Apply** **4**

Document title (max. 250 characters):

Save

Cancel **Durchsuchen...** **3**

Close

Enter comment: 250 characters left





# Supplier Self Registration Finalization



- Please enter into the comment field whether it is an initiative registration or if you have been invited by a Woco employee (if yes by whom).
- Click on **“Finish”** to submit the data

Status: Not submitted Support: please click [here](#) (Logout)

✓ Welcome Page   ⚠ Company & Contact   ⚠ Detailed Information   ✓ Manufacturing sites   ✓ Material Group Assignment   ⚠ Certificate Overview   ⚠ Documents   ✓ Additional Information

Non-Disclosure Agreement (NDA)   ⚠ Finalization   Logout

Save | Cancel | Print

### Finalization

By clicking on the "FINISH" button you agree that your data will be submitted to Woco Group and complete the registration process.

Comments:

← Previous Finish

# Supplier Self Registration Logout



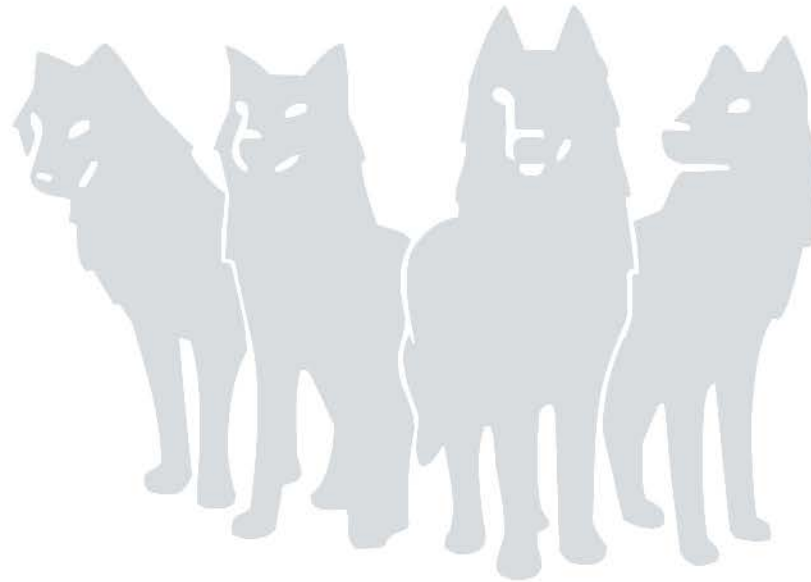
- Click on “**Logout**” to leave the Supplier Self Registration

The screenshot shows a web interface for the Supplier Self Registration process. At the top left, it says "Status: Submitted". On the right, there is a "Support: please click [here](#)" link and a "(Logout)" button highlighted with a red box. Below this is a navigation bar with several tabs: "Welcome Page" (checked), "Company & Contact" (warning), "Detailed Information" (warning), "Manufacturing sites" (checked), "Material Group Assignment" (checked), "Certificate Overview" (warning), "Documents" (warning), and "Additional Information" (checked). Below the navigation bar, there are two more tabs: "Non-Disclosure Agreement (NDA)" and "Logout" (checked). The main content area is mostly blank, with the following text centered:

**Thank you for your registration!**

Your data will be transferred to the commodity manager.  
After our internal approval process you will get further info from us.  
(To log out, click <Logout> at top of screen)

# Thanks for your attention!



Woco Industrietechnik GmbH  
Hanauer Landstraße 16  
63628 Bad Soden-Salmünster  
Deutschland

Telefon: +49 (0) 60 56 / 78-0  
E-Mail: [info@de.wocogroup.com](mailto:info@de.wocogroup.com)  
[www.wocogroup.com](http://www.wocogroup.com)

© Woco Group



Powered by Technology