

eCONN
(Supplier Portal) of the
MANN+HUMMEL Group
Update of Certificates &
Questionnaires

May 2019

How to update certificates and questionnaire

- Please use your login name and password to enter the MANN+HUMMEL Supplier Portal

<https://www.pool4tool.com/portal/mann-hummel/index.php>

- If you don't know your password, please click „Lost password?“. If your login name is also unknown, please contact the MANN+HUMMEL Support Hotline (contact information see below)



The screenshot shows the MANN+HUMMEL login portal. At the top, there is a green header with the text "Welcome" on the left and the "MANN+HUMMEL" logo on the right. Below the header, there are two input fields: "Loginname *" and "Password *", each with a small red asterisk. Below these fields is a yellow "Login" button and a link for "Lost password?".

How to update certificates and questionnaire

- You can check your profile (certificates and questionnaire) by clicking on „**Fill profile**“. It is also possible to navigate through your company's profile by using the navigation tool bar on the left side (e.g. company profile → Certifications)

Please note: Step 1. - 4. have to be done (green check mark) in order to fill out your profile and upload certificates. Therefore please go through the registration steps in chronological order.

The screenshot displays the MANN+HUMMEL Home interface. On the left, a navigation menu for 'Lutz AG Mr. Dominik Lutz (lutzag)' includes categories like Administration, Contact Person, Commodities, Company profile, and Requests. The 'Certifications' item under 'Company profile' is highlighted with a red box. On the right, a 'MANN+HUMMEL Home' section lists six registration steps, each with a green checkmark. Step 5, '5. Fill profile', is highlighted with a red box. Below the steps, an information icon indicates that the registration process is completed and the approval workflow has started.

Step	Status	Description
1. Registration successful	Completed	Your registration data has been accepted.
2. Account data received / Login successful / Enter additional company data	Completed	You have logged in to the portal. Please provide additional company data.
3. Contacts	Completed	Responsibilities for the different areas
4. Material group assignment	Completed	Click here to get the list of material groups.
5. Fill profile	Completed	Please give the demanded information in the supplier profile.
6. Publish profile	Completed	Please publish the supplier profile after entering all information.

Registration process completed. The approval workflow was started.
Thank you for registering!

How to update certificates and questionnaire

- To update information, please change the corresponding fields and click “**Save & Next**”
- To upload a new certificate please move your mouse to the corresponding file. Then you will have the possibility to upload a new file or delete an existing certificate

Certificate	Certificate available*	Validity	Number of certificate	Certification company	Certificate
ISO 9001	yes	from: 2014-01-31 to: 2016-02-29	12 5005 5554 112	TÜV SÜD	ISO9001.pdf
ISO TS 16949	yes	from: 2012-12-01 to: 2014-12-31	452 5445 5545	CERTec	ISO TS 16949.pdf

Certificate	Certificate available*	Validity	Number of certificate	Certification company	Certificate
ISO 14001	yes	from: 2013-01-01 to: 2015-02-28	454-4544-1	UniCert	ISO 14001.pdf
EMAS	Yes	from: 2013-10-15 to: 2015-03-31	45-DE-74168	SVEX	EMAS.pdf

Change supplier profile - Environment

Save Publish profile Print

Successfully saved!

Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!

Environment

IMDS is active.*

Please mark the following statements that apply to your company:

Environmental protection is a fixed part of our product management.

Our company operates its production to defined written environmental guidelines.

Environmental protection activities and results are documented in our company.

We have defined a team for intensive environmental protection in our company.

Publish supplier profile?

OK Abbrechen

- Please click on “**Publish**” after each update. The button appears in the last category “Environment” (only if all mandatory fields are filled)

How to update certificates and questionnaire Support

Don't hesitate to ask our support!

- If you have any technical issues please contact our support hotline:



Europe: +49 7141 98-99 00

Singapore: +65 65628060

China: +86-(10)878-33299

USA: +1-248-434-1268

E-Mail: jdsupport@jaggaer.com