

# CLAAS Supplier Self-Assessment

## If you are a new supplier of CLAAS:

Via the following link you can find the supplier self-assessment:

<https://supplier.claas.com/portal/claas/register.php>

In the first step, please fill out your company and contact data. You will receive an E-Mail with login information to complete the assessment.

Afterwards please click the following link:

<https://supplier.claas.com/portal/claas>

Login: Your temporary login data that you received after your first registration.



## If you are already an existing supplier of CLAAS:

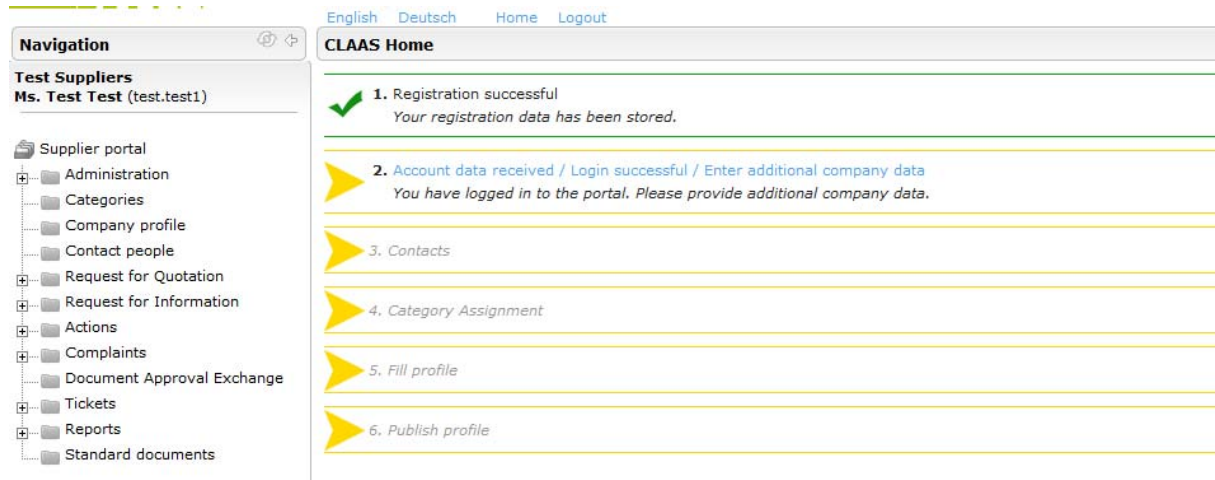
Click the following link for registered suppliers:

<https://supplier.claas.com/portal/claas>

SSO Login: If you are already a CLAAS Supplier (with CLAAS supplier number) please choose "SSO Login" and login with your known credentials that you received.



Please follow the registration steps within the portal. After saving the data, you will find a green check mark in front of the registration task.



## 2. Account data received / Login successful / Enter additional company data

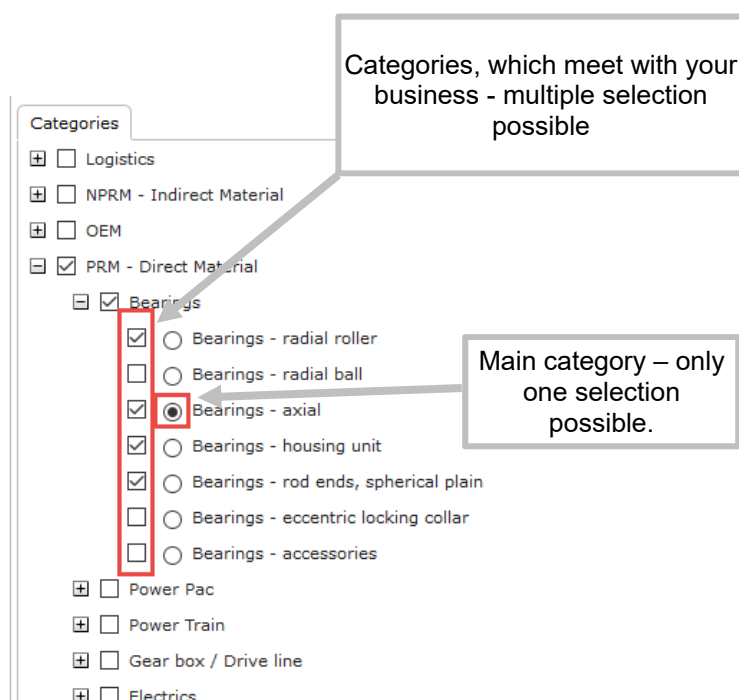
Review and possibly add your company data. Finish this registration step by saving the data.

## 3. Contacts

In the registration step roles and message responsibilities can be assigned to users. This is only possible for existing CLAAS suppliers which already have several users. It is not possible to add contacts in the registration step. If only one person is available in the list just finish this registration step by saving the data. This is valid for all suppliers which would like to apply.

## 4. Category Assignment

You can find a list of our required products or services. Please choose the commodities/cluster, which best describes your business. You can select them via the checkbox on the left. You must choose one main commodity which describes your main business. You can select the main commodity via the radio button on the right.



### **5. Fill profile / Fill extended profile**

Please complete your company profile. The questions will be tailored to your company profile depending on your category assignment. The company profile contains mandatory and optional fields. If a field is mandatory, it is marked with a star. If you click on save the system highlights the mandatory fields which have not been answered.

### **6. Publish profile**

Please do not forget to publish your company profile upon completion. The button "Publish Profile" occurs as soon as you answered all mandatory fields within the company profile. When you publish your profile, the data is transferred to CLAAS. For new potential suppliers an approval workflow is started. For existing CLAAS suppliers an information is sent to the responsible purchaser. Once a year you will be asked to update your supplier profile. If a Certificate is expired, you will be asked to update the certificates.

After publishing your company profile you will receive an e-mail from "CLAAS Supplier Portal" with information about the next relevant steps.

For further questions please contact [claas.purchasing@claas.com](mailto:claas.purchasing@claas.com)