



What has made us strong in the analog world,
makes us even stronger in the digital world.
We pioneer motion

SQUANDO

Supplier Qualification and Onboarding

User Guide - Supplier

We pioneer motion

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E-mail notification from Schaeffler

Schaeffler Deutschland **SCHAEFFLER**

Dear K M,

Schaeffler requires information about your company to integrate you as a new supplier for our company. With this E-Mail you're getting a link to fill all relevant information which is needed to establish a sustainable business relationship. With this integrated Supplier Information Management (SIM) forms you can administrate your company profile easily and free of charge.

Schaeffler will manage the whole onboarding process via this tool. Therefore please provide your information as soon as possible (click on the link below).

[Activate Your Account](#)

After you've set a password you can use the link below to access your registration form
[Squando Supplier Registration](#)

Please note that the registration link is only valid for a short period of time.

Not providing this information in a timely manner may impact your ability to do business with Schaeffler. Let us know if you are unable to do so for any reason.


When you get notification the e-mail that you are invited to be onboarded in Schaeffler's Squando system, use [Activate Your Account](#) link, to activate the account and set your password.

You will be asked to provide an authentication code, which will be sent in a separate e-mail (this can take some minutes).

Use [Squando Supplier Registration](#) link, in case you have closed the page and need to go back to the Form to submit your information. You will need to enter your password created previously and you will also receive an authentication code by e-mail.

If you have any issue, please address it to your Schaeffler contact person.

Login to Squando

SCHAEFFLER 

Two-Factor Authentication

Account: test6@existiert.net


We have sent you a code by email. Please enter this code and choose Continue.

Email Code *

Not receiving texts?

[Request New Code](#)

[Continue](#)

SCHAEFFLER 

Activate Your Account

Squando [Quality Assurance]

1 An account has been created for you with Identity Authentication for use with Squando [Quality Assurance]. The account information we already have for you is below.

To begin using your account for Squando [Quality Assurance], set a password below.

TELL US ABOUT YOURSELF

First Name

Last Name *

Email *

SET PASSWORD

Password *

Re-Enter Password *

[Continue](#)

Activate your account by entering the **authentication code** you have received in your e-mail and setting a **password** (password is needed if you want to go back to the form after closing the page before submitting it).

Then you can continue filling out the form.

Overview of the Form

Supplier Onboarding SCHAEFFLER

General Data ✓ **Company Basic Information** 2 Company Addresses 3 Contact Details 4 Company Details 5 Identifications 6 Taxes

Business Status ✓
Documents ✓
Contracts ✓
Legal Requirements ✓
Quality Management ✓
Product related confirmation according standards ✓
Sustainability ✓
Information Security ✓
Review ✓

Company Basic Information

Please enter your company information in the description field.

Company Name *
Company 40
Enter your company name

Communication language *
Select language

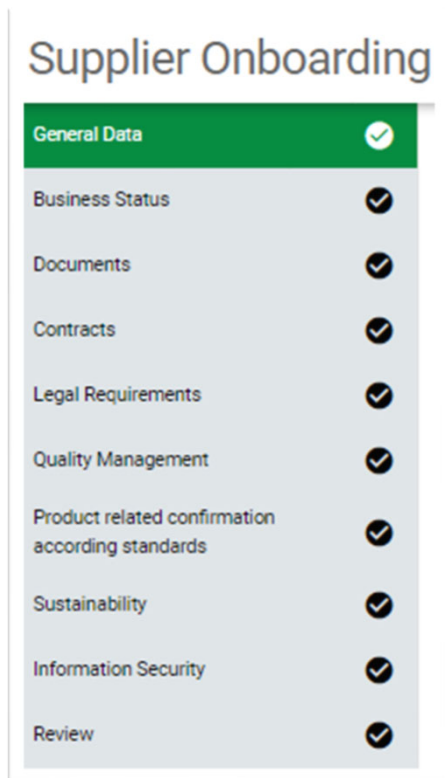
Website
Enter website

Company Name in local characters
Enter your company name in local characters

Use these buttons to save your progress and to navigate to the next page.

SAVE NEXT

Navigation in the Form



On the left side you have a panel with all the sections of the form.

The part in which you are is lighted green.

When you have filled the form, you can switch between form sections on the left to go back to the area, which needs to be changed.

You can also see the progress on the top of the page for each section:



Filling out the Form

Company Name *
Company 40

Enter your company name

Communication language *
Select language

All fields marked with the red star * are mandatory and the form cannot be submitted without filling them.

For drop-down fields, you can use the search function or choose an option from the list.

Company Name *
Company 40

Enter your company name

Communication language *
eng

English

Filling out the Form

For [Company Address](#), [Contact Details](#), [Identifications](#) and [Taxes](#), you can add cards.

Click on the pencil to update the information in the added card and fill out all the mandatory fields and what you have available.

For address, contact and taxes you can add multiple cards. You are also able to delete the cards.

The screenshot shows the 'Supplier Onboarding' interface. At the top right is the 'SCHAEFFLER' logo. A progress bar at the top indicates the current step: 'Company Addresses' (step 2), with previous steps 'General Data' (step 1) and 'Company Basic Information' (step 2) completed, and subsequent steps 'Contact Details' (step 3), 'Company Details' (step 4), 'Identifications' (step 5), and 'Taxes' (step 6) pending. On the left is a sidebar menu with items: 'General Data', 'Business Status', 'Documents', 'Contracts', 'Legal Requirements', 'Quality Management', 'Product related confirmation according standards', 'Sustainability', 'Information Security', and 'Review', each with a checkmark. The main content area is titled 'Company Addresses' and includes an attention note: 'Attention: House Number is mandatory for all countries, except China. For Countries India and Mexico Region is mandatory. For Brazil, District (Bairro) is also mandatory.' A modal window for 'Address 1' is open, showing a 'Default' status and a pencil icon for editing. The modal contains the following fields: Street, House Number, Street 2, Postal Code, City, District, Country (pre-filled with 'Germany'), Region, Po Box, Po Box - Postal Code, and Company Address in local characters. An 'ADD NEW' button is located on the right side of the main content area.

Confirmations & Attachments

You can find important information & links in the form. Important documents for Schaeffler are marked in yellow.

Quality Assurance Agreement

The quality assurance agreement is a summary of international quality standards and Schaeffler's requirements going beyond these. These are the foundation for cooperation and serve to pass on customer-specific requirements that must be complied with.

The purpose of a Quality Assurance Agreement is to safeguard the Quality Management system used by suppliers and to commit suppliers to observing Schaeffler-specific/customer-specific requirements.

This is a minimum requirement to be part of Schaeffler Supplier base.

Please, click on the box "SCHAEFFLER MASTER QUALITY AGREEMENT" to download the document, sign and upload the file to continue your application.

SCHAEFFLER MASTER QUALITY AGREEMENT

Upload signed Master QAA **Important**

Mandatory documents are marked in red, and the form cannot be submitted without attaching them. Use + on the right to upload the attachments.

Schaeffler Supplier Code of Conduct

Conflict Minerals / Critical Raw Materials

Risk Exposure


Schaeffler Supplier Code of Conduct

In order to meet our responsibility as well as the expectations of our customers and stakeholders regarding sustainability, we have defined corresponding requirements for our suppliers in our Supplier Code of Conduct. The acceptance of our Schaeffler Supplier Code of Conduct is therefore a mandatory basis for all existing and future business relationships.

Please, click on the box "Schaeffler Supplier Code of Conduct" to download the document, sign and upload the file to continue your application.

SCHAEFFLER SUPPLIER CODE OF CONDUCT

Upload signed Supplier Code of Conduct **Mandatory**



Confirmations & Attachments

Use + in the right upper corner to upload the attachments.

Please remember to choose the **right validity date** for your certificates and documents.

The **comment field** is also mandatory, and you can add the description of the document only, e.g. ISO 9001.

The screenshot displays a user interface for document management. At the top, there is a header area with the text "IATF 16949 Important" and a yellow circular button with a plus sign (+) in the top right corner. Below this, a document entry for "ISO 9001 Important" is shown. It includes a file name "Certificate.pdf" and a "Comment (required)" text input field. To the right of the comment field is a "Valid Until" date picker, which is currently empty and has a red border with the text "Field is required" below it. A calendar pop-up is open, showing the month of August 2023. The date "9" is selected and circled. The calendar has a green header and a "CLOSE" button in the bottom right corner. Below the ISO 9001 entry, another document entry for "IATF 16949 Important" is partially visible.

Submission of the Form

If you went through all the steps, please confirm that provided information is correct and **submit the form** (in the right down corner).

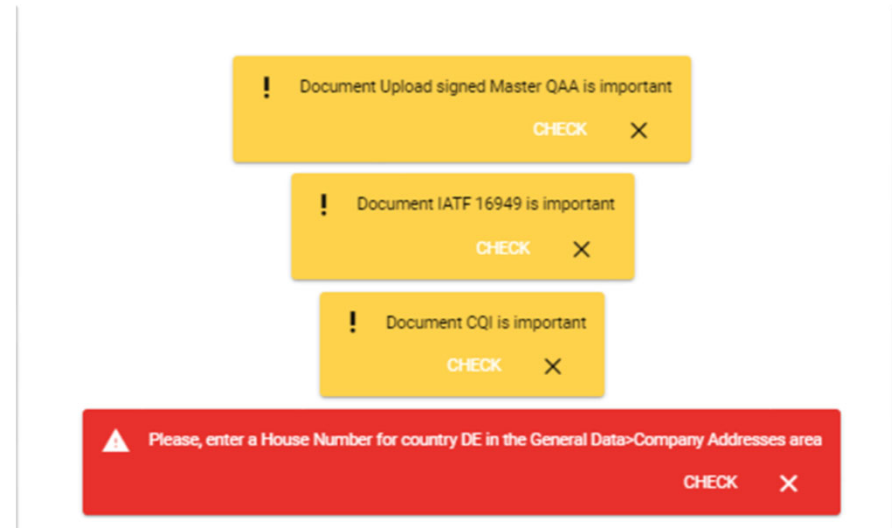
The screenshot shows a web form titled "Submission". At the top left, there is a green button labeled "SQUANDO PRIVACY POLICY". Below it, a checkbox is highlighted with a yellow circle, followed by the text "I hereby confirm that all relevant information is provided and correct". Underneath is a text input field with the placeholder "Comment to Schaeffler" and the instruction "Enter comments". In the bottom left corner, there is a "BACK" link. In the bottom right corner, there are two buttons: "SAVE" and "SUBMIT", with the "SUBMIT" button highlighted by a yellow circle.

Submission of the Form

You will be informed if some **mandatory** or **important** fields are missing with notifications messages.

You need to check and close which message individually.

After you have checked all the messages, you can go back to **Review** section and click on **Submit** again to complete the request.



Thank you!

Now that you have submitted all your information, Schaeffler will analyze it.

You will be contacted by the responsible in case of any extra information is required or about the next step regarding your business with Schaeffler!



SCHAEFFLER