

# **INITIAL REGISTRATION IN THE SUPPLIER PORTAL**

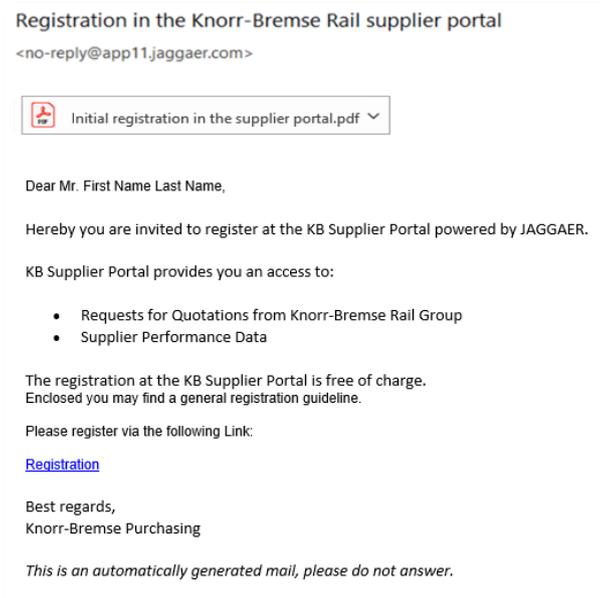
## **QUICK GUIDE for SUPPLIERS**

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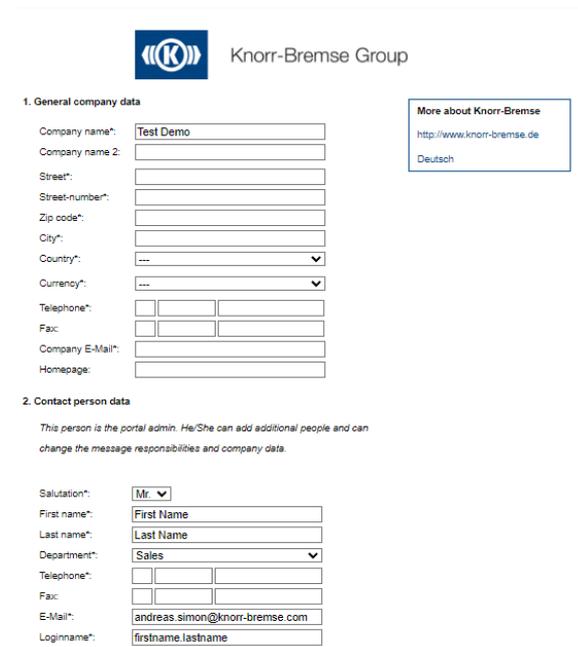
# 1 Initial Registration Process

First, you create your account in the SUPPLIER PORTAL. To register, click on the link you received with the invitation email:



The link will take you to the first registration screen where you can select the language you want to register in (you can change the language at any time after registration).

Please enter requested data (also check and probably correct data that was already entered by Knorr-Bremse).



 Knorr-Bremse Group

**1. General company data**

Company name\*:

Company name 2:

Street\*:

Street-number\*:

Zip code\*:

City\*:

Country\*:

Currency\*:

Telephone\*:

Fax:

Company E-Mail\*:

Homepage:

**2. Contact person data**

This person is the portal admin. He/She can add additional people and can change the message responsibilities and company data.

Salutation\*:

First name\*:

Last name\*:

Department\*:

Telephone\*:

Fax:

E-Mail\*:

Loginname\*:

**More about Knorr-Bremse**  
<http://www.knorr-bremse.de>  
Deutsch

- Note: Fields marked with \* are mandatory

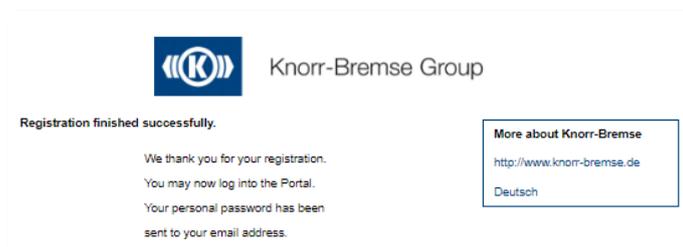
- Please carefully check your email address!
- You may change your predefined login name here.

When you submit the form, the system will check your username for duplicates. If the username you have chosen is already in use, you will be informed, and a change is required:

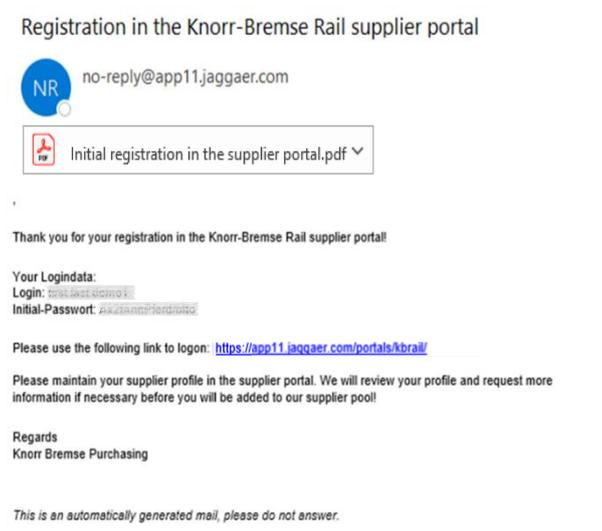
Loginname\*:

Otherwise, the registration process will be carried out and a summary screen is shown where can do a final check on the data. You either can confirm or change it.

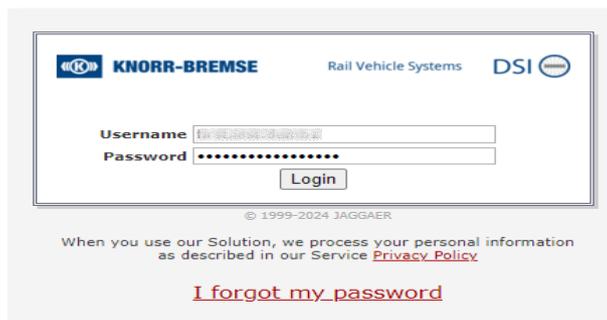
When you submit the form, the system will check your username for duplicates. If the username you have chosen is already in use, you will be informed and asked to change it. Otherwise, the registration process will be carried out and confirmed as follows:



Once you have finished your initial registration you will immediately receive an email with your initial password:



Please follow the link and enter your login name and the password that you copied from the email.



KNORR-BREMSE Rail Vehicle Systems DSI

Username

Password

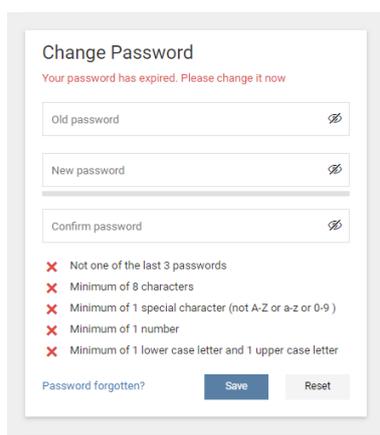
Login

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When you use our Solution, we process your personal information as described in our Service [Privacy Policy](#)

[I forgot my password](#)

In the last step you generate your final personal password:



Change Password

Your password has expired. Please change it now

Old password

New password

Confirm password

- ✗ Not one of the last 3 passwords
- ✗ Minimum of 8 characters
- ✗ Minimum of 1 special character (not A-Z or a-z or 0-9)
- ✗ Minimum of 1 number
- ✗ Minimum of 1 lower case letter and 1 upper case letter

Password forgotten?

After saving your account is finished and you will be directed to the starting page of the Supplier Portal.