

KONE Supplier Self Registration Quick Guide – SSR Questionnaire

This quick guide is intended for supplier who want to share their company information and potentially become one of the KONE’s suppliers. This document contains step by step instructions how to fill in and submit the data. The information provided by the supplier is stored at KONE for potential supplier screening purposes. Any questions related to accessibility and technical challenges within the system should be directed to support.kone@synertrade.com. For questions related to the content of the questionnaire, please contact the sourcing@kone.com email..

This quick guide provides instructions for

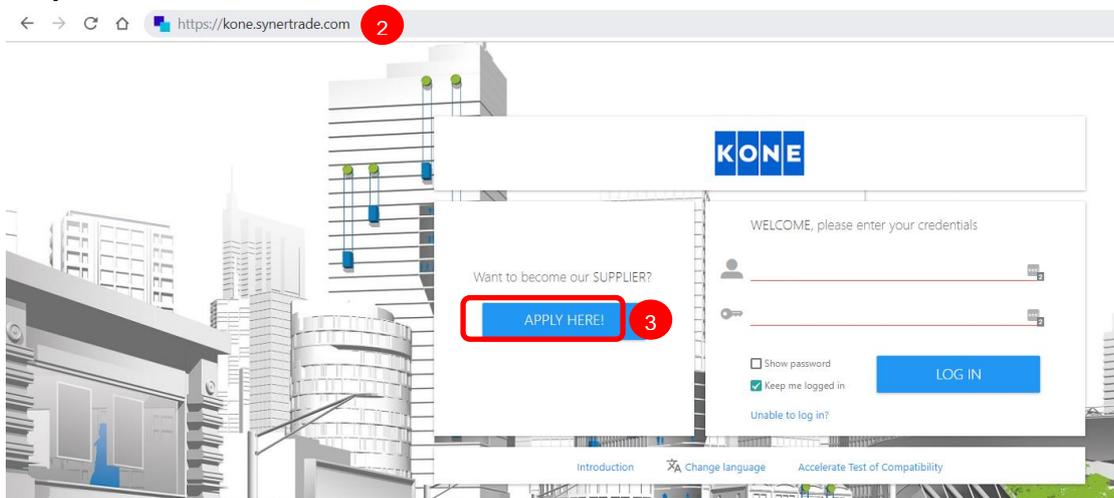
1. **How to navigate** and
2. **How to fill in the data**

1. How to navigate

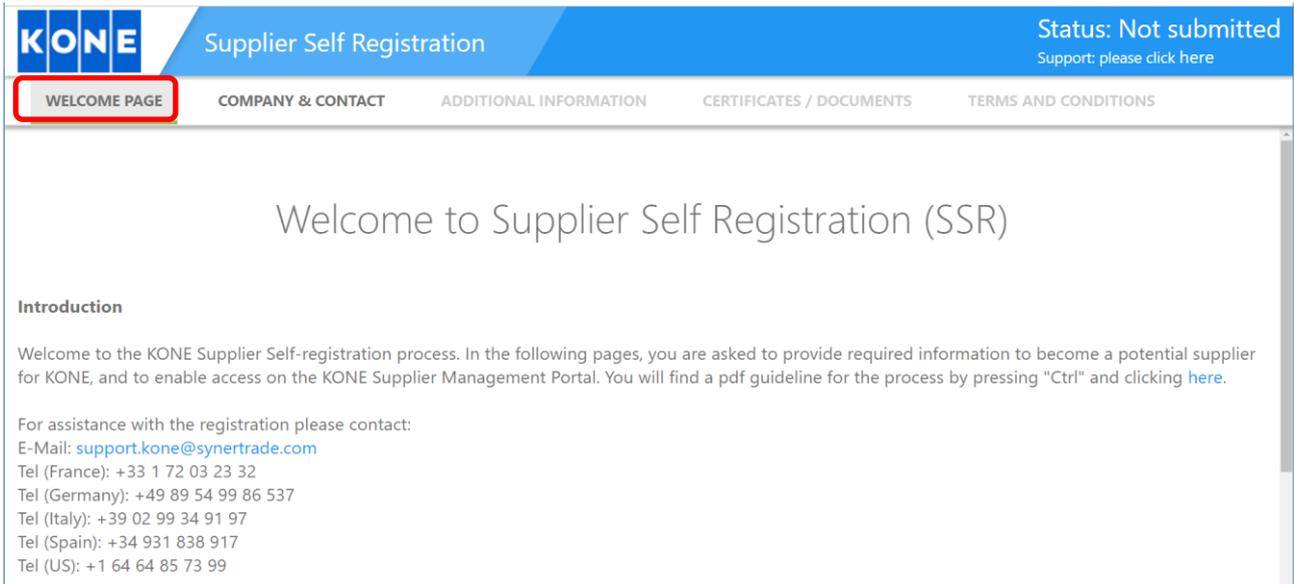
Step 1: Open your internet browser (i.e. Chrome, IE, Edge, Firefox)

Step 2: Navigate to <https://kone.synertrade.com>

Step 3: click “APPLY HERE”



You will be directed to a welcome page of the registration.



Here you can see 5 different process steps:

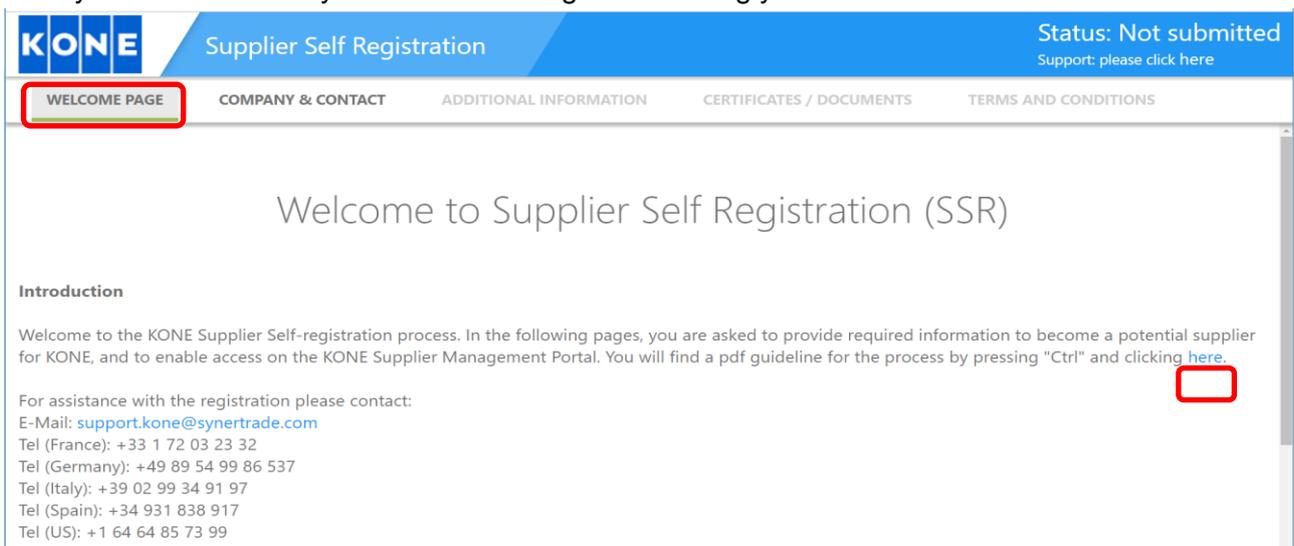
1. Welcome page
2. Company & Contact
3. Additional information
4. Certificates / Documents
5. Terms and conditions

Each of them are described more in detail below:

2. How to fill in the data

2.1 Welcome page

At this page you find this instruction behind the “here”-link and also information where to contact in case you would have any technical challenges submitting your data.



To move further hit the “NEXT” at the bottom of the page.



2.2 Company & Contact

At this page you will need to fill in the basic contact information about your company and yourself for further contacts by KONE. Do note that all the fields marked with a red color are mandatory to fill in.

WELCOME PAGE **COMPANY & CONTACT** ADDITIONAL INFORMATION CERTIFICATES / DOCUMENTS TERMS AND CONDITIONS

Welcome to the self-registration of your company in our supplier database. This is step 1/4. Please complete the fields below with company and personal data. Mandatory fields are marked red. Click "Next" to continue.

COMPANY INFORMATION

KSMP Supplier ID

ADDRESS DATA

Company Name 1

Company Name 2

Company Name 3

Street

Street 2

Street 3

House number

District

Postal/Zip code

City

Country

Once all the data is filled, hit the "NEXT" button at the bottom of the page; note you'll need to hit "NEXT" button twice, as first one will create you a Login ID into system and only second hit will take you further into the next step.

Mobile/Cell

Fax

Company

NEXT

2.3 Additional information

At this step you'll be asked to answer more detailed questions about your company and which type of products/services you'd be willing to offer to KONE.

WELCOME PAGE COMPANY & CONTACT **ADDITIONAL INFORMATION** CERTIFICATES / DOCUMENTS TERMS AND CONDITIONS

This is Step 2/4. Please answer all questionnaires below. After you have saved your data, click "Finish" to send the data to KONE.

Search All

| NO. | QUESTIONNAIRE | TAB | - | INFORMATION SHEET TYPE | STRUCTURE STATUS | COMPLETED (%) | RELEVANT FOR FOLLOWING KONE UNITS | RELEVANT FOR F |
|-----|----------------------------|---------------------|---|------------------------|------------------|---------------|-----------------------------------|----------------|
| 1 | Company Information | Company Information | ! | Self Registration | Online | 0% | 0 selected | 0 selected |

Click "Company Information" link and fill in the questionnaire. When completed, hit "Publish"-button to submit your answers to KONE.

COMPANY INFORMATION

Back to overview Save as draft **Publish** Cancel Export Print

QUESTION ANSWER

COMPANY INFORMATION

Legal name

Legal registration number

Address of Headquarter

Office locations relevant to KONE

Production / factory / operation locations relevant to KONE

Contact person (name, phone, email)

General company description

Attachment

EMPLOYEES

Total number of employees, in case several facilities please provide an attachment with details

Attachment

FINANCIAL AND LEGAL STATUS

Once the data is published you'll see this appearing in upper left corner:

COMPANY INFORMATION

Back to overview Save as draft Publish Cancel Export Print

11.07.2019 09:08, Published by Bruce Wayne ▾

Now you can proceed to "Certificates / Documents" by clicking the tab (highlighted below), or directly to "Terms and Conditions", if you do not wish to add any additional documents.

WELCOME PAGE COMPANY & CONTACT **ADDITIONAL INFORMATION** **CERTIFICATES / DOCUMENTS** TERMS AND CONDITIONS

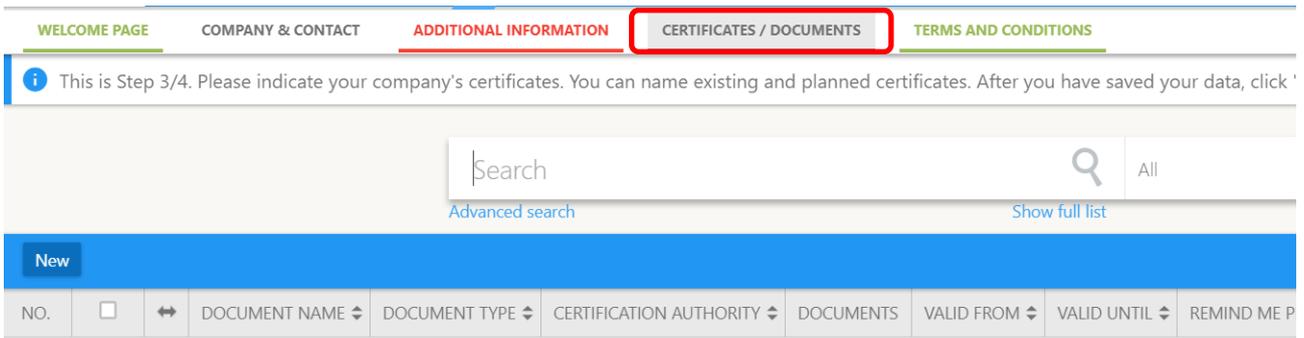
COMPANY INFORMATION

Back to overview Save as draft Publish Cancel Export Print

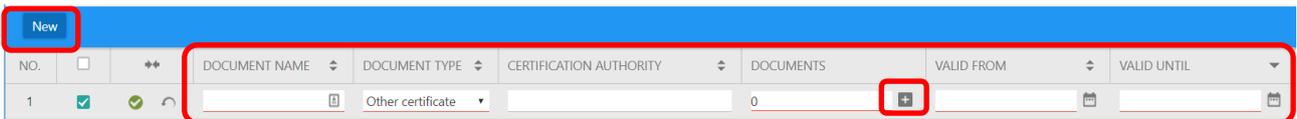
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2.4 Certificates / Documents ****this is an optional step and can be skipped****

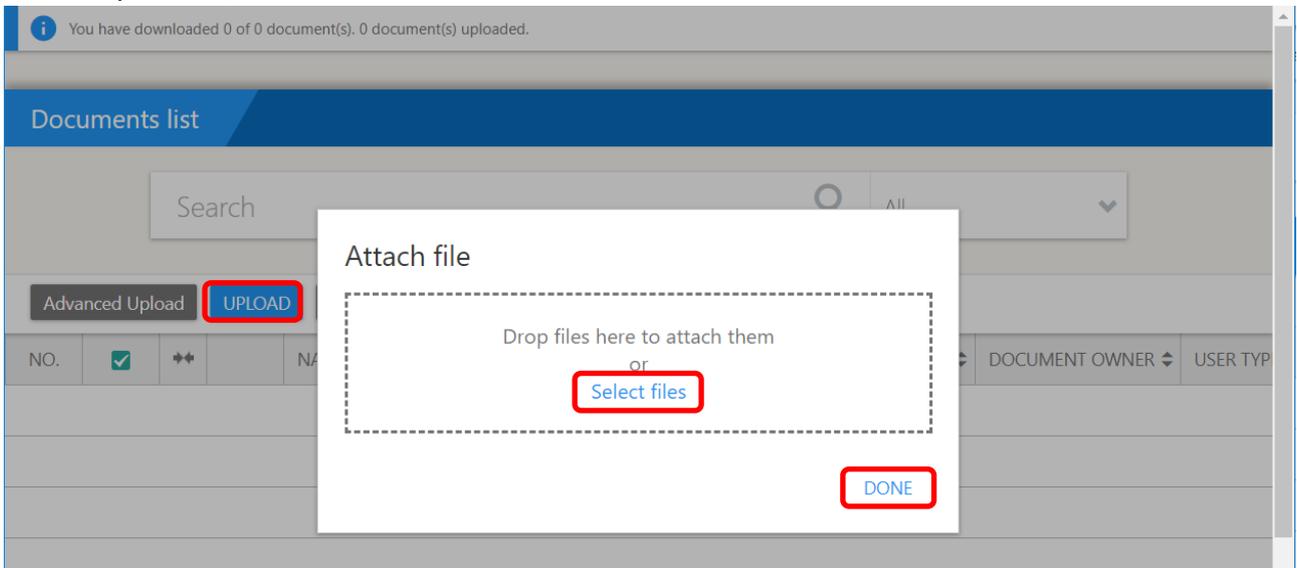
If you wish to leave additional documents, such as certificates, you can do that here.



- Hit “New” and fill in open fields, the document itself can be uploaded by hitting the “+” button.



- Uploading a document hit “UPLOAD” and “Select files”. After the files are selected and uploaded, hit “DONE” and “Close”.



Now you can proceed to “Terms and conditions”, where you still need to “ACCEPT” to submit the data to KONE.

2.5 Terms and conditions

To submit the data to KONE, you need to “ACCEPT” the terms and conditions, which means that the data is stored and can be used by KONE. If you select “REJECT”, your data will be deleted after seven days.

Terms & Conditions

By clicking "Accept" you accept the Term and conditions

By submitting my information on the system, I hereby agree that this data is stored by KONE in its Supplier Collaboration Platform. If you do not approve and click "Reject", your data will be deleted after seven days.

PREVIOUS

ACCEPT

REJECT

Now the process is complete. Please wait until you are contacted by KONE.