

SynerTrade handbook for Suppliers



The KAMAXpro portal is the cloud-based supplier portal at KAMAX, operated by the external provider SynerTrade. All potential suppliers are invited to this platform and can independently maintain their company data, as well as upload bank details, documents or certificates.

If you have any questions/ problems/ comments, please contact: backoffice_scm_eu@kamax.com

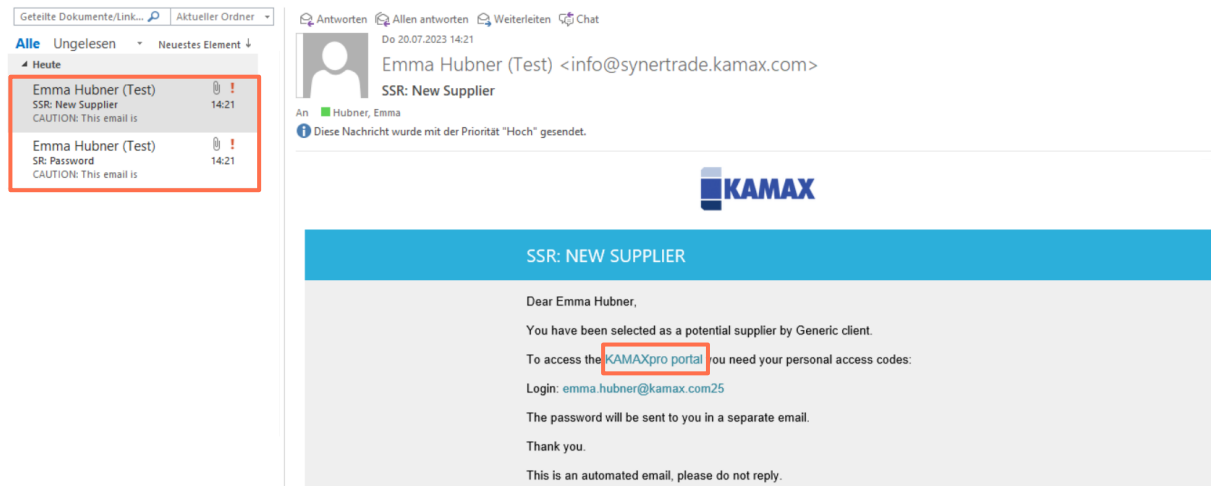
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NOTE: During the supplier self-registration process, your data is saved at all times. If you pause the supplier self-registration process, you can continue from the point where you were last working.

1. Email invitation

To register in our KAMAX portal, you will be sent two e-mails. One e-mail contains the user name, this is always your e-mail address and the link to the start page, and a separate e-mail with an initial password. The supplier registration will only take place after KAMAX has sent you an invitation.

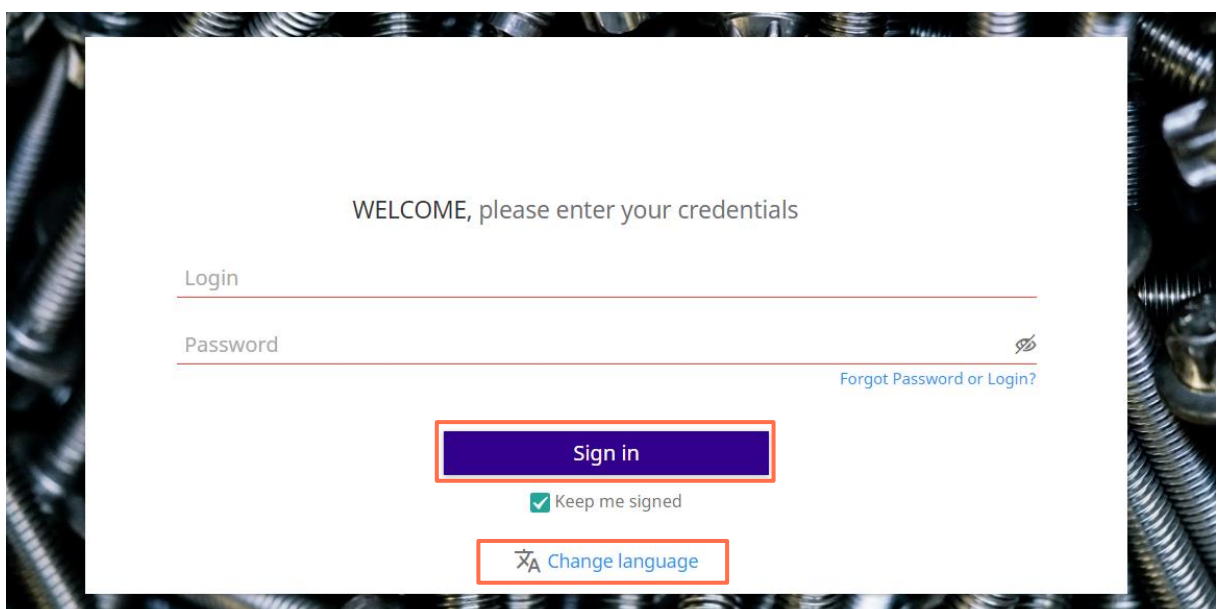


The screenshot shows an email inbox on the left with two messages from Emma Hubner (Test) regarding 'SSR: New Supplier'. The first message is titled 'CAUTION: This email is' and the second is 'SR: Password CAUTION: This email is'. The main part of the image shows the content of the 'SR: NEW SUPPLIER' email. The email header includes the KAMAX logo and the subject 'SSR: NEW SUPPLIER'. The body of the email reads: 'Dear Emma Hubner, You have been selected as a potential supplier by Generic client. To access the KAMAXpro portal you need your personal access codes: Login: emma.hubner@kamax.com25 The password will be sent to you in a separate email. Thank you. This is an automated email, please do not reply.'

2. Sign in

Click on the [Link](#) and you will get to the login. You will now be asked to enter your login and password. At the same time, you have the possibility to change the language. Also, as a note - SynerTrade requires enabled popups for the website.

Note: If you copy the initial password from the received e-mail, please make sure that no space is inserted at the end. This causes that the login is not possible.



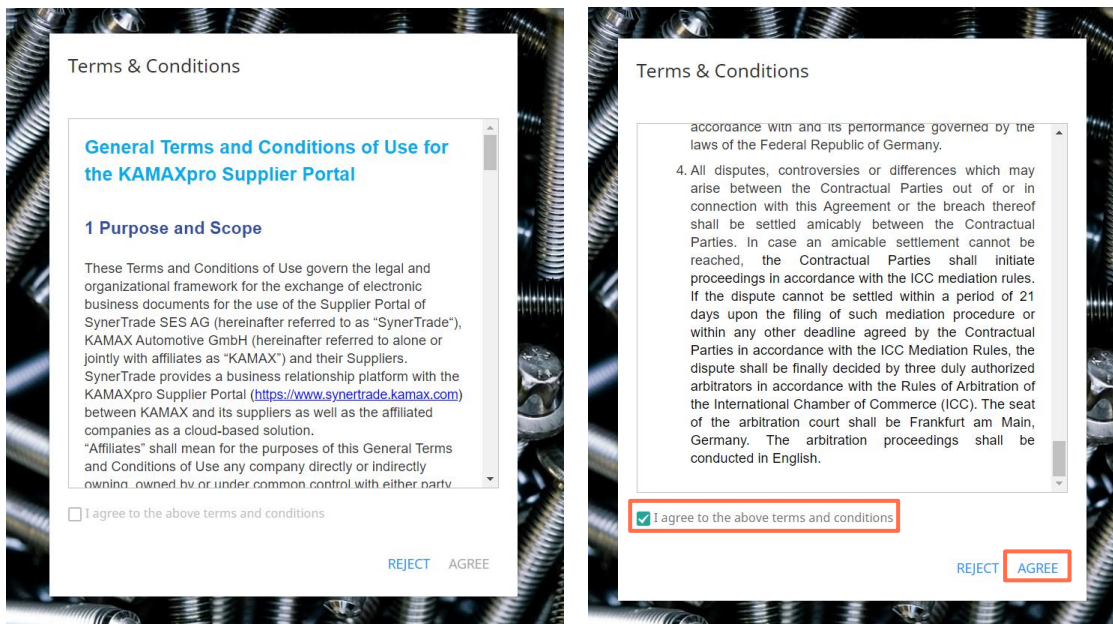
The screenshot shows the login page with the following elements:

- Header: WELCOME, please enter your credentials
- Input fields: Login and Password (with a visibility toggle icon on the right)
- Link: [Forgot Password or Login?](#)
- Button: **Sign in** (highlighted with a red box)
- Checkbox: Keep me signed
- Link: [Change language](#) (highlighted with a red box)

3. Terms and Conditions on the platform

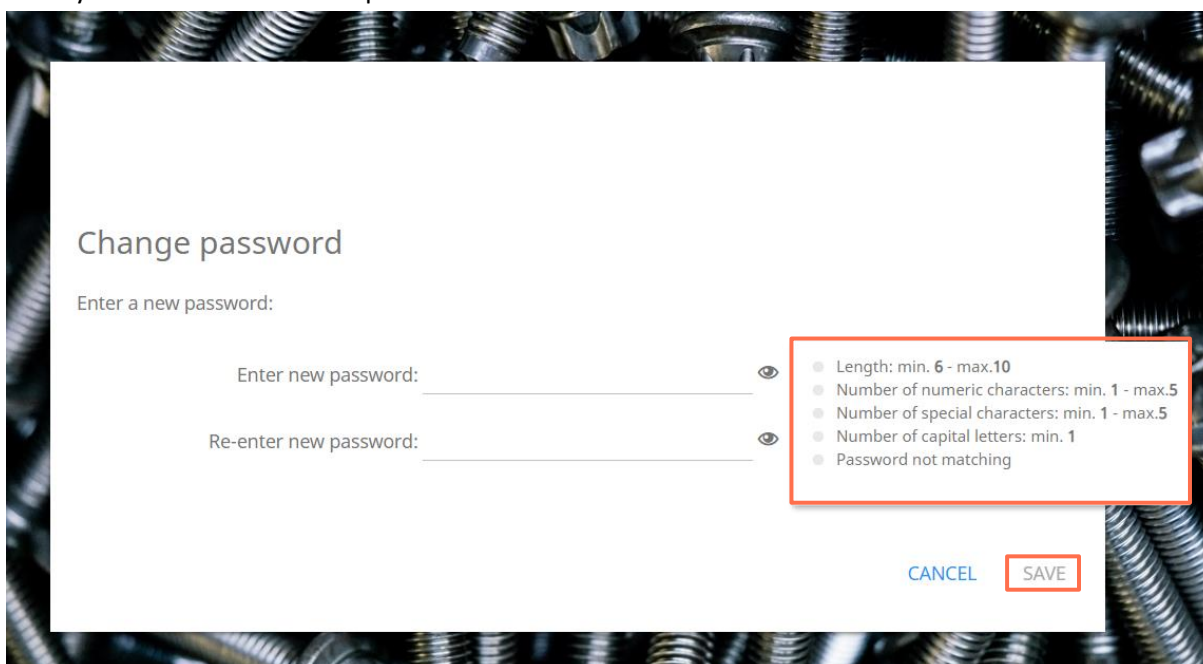
After successful login, please first check the terms of use for the use of the SynerTrade platform. If you have read the terms of use completely, please check the box "I agree with the terms and conditions" and click "Agree".

Should you click on "Reject", it will not be possible to register on the platform. Therefore, if you have any questions regarding the Terms of Use, please contact us to discuss any questions/ambiguities that may arise.



4. Password

Please change the password according to our security policy, which will be displayed to you. Once you have created a new password click "Save".



5. Self-registration – Starting page

After successfully changing your password, you will automatically be taken to the self-registration home page. Here you will find our contact information incl. e-mail address, which you can contact if you have any questions.

Please click on "Next" to start the registration process.

6. Company & Contact Information

Please fill in your company and contact information. Please click on "Next" to continue with the registration process.

NOTE: All fields underlined in red are required fields and a prerequisite for creating a supplier in our SAP system.

7. Non-Disclosure-Agreement und Business Partner Guideline

Download the NDA and BPG in your preferred language. Review and sign it. Afterwards, upload the document again in the upload field. To open the Business Partner Guideline field, click on the corresponding blue tab and it will expand.

Note: If you have any questions about the NDA and BPG, please contact your responsible category manager.

The screenshot shows the 'Supplier Self Registration' interface. The 'NDA AND BUSINESS PARTNER GUIDELINE' tab is active. A message indicates it is step 2/6, where users can download the NDA and BPG in their preferred language and then upload the signed documents. Below the message is a 'Publish' button and a list of upload fields:

Step	Description	File Name	Actions
1	NDA		
1.1	Please download the NDA document (English)	EN_KAMAX_NDA_Rev_02_04.2022_updated.pdf	Download
1.2	Please download the NDA document (German)	DE_KAMAX_NDA_Rev_02_04.2022_updated.pdf	Download
1.3	Please download the NDA document (Spanish)	ES_KAMAX_NDA_Rev_02_04.2022_updated.pdf	Download
1.4	Please download the NDA document (Czech)	CZ_KAMAX_NDA_Rev_02_04.2022_updated.pdf	Download
1.5	Please download the NDA document (Slovak)	SK_KAMAX_NDA_Rev_02_04.2022_updated.pdf	Download
1.6	Please upload here your signed NDA document		Upload, Delete, Refresh
1.7	Please use this field for additional documents upload		Upload, Delete, Refresh
2	BUSINESS PARTNER GUIDELINE		

At the bottom right, there are 'PREVIOUS' and 'NEXT' buttons.

8. Bank accounts

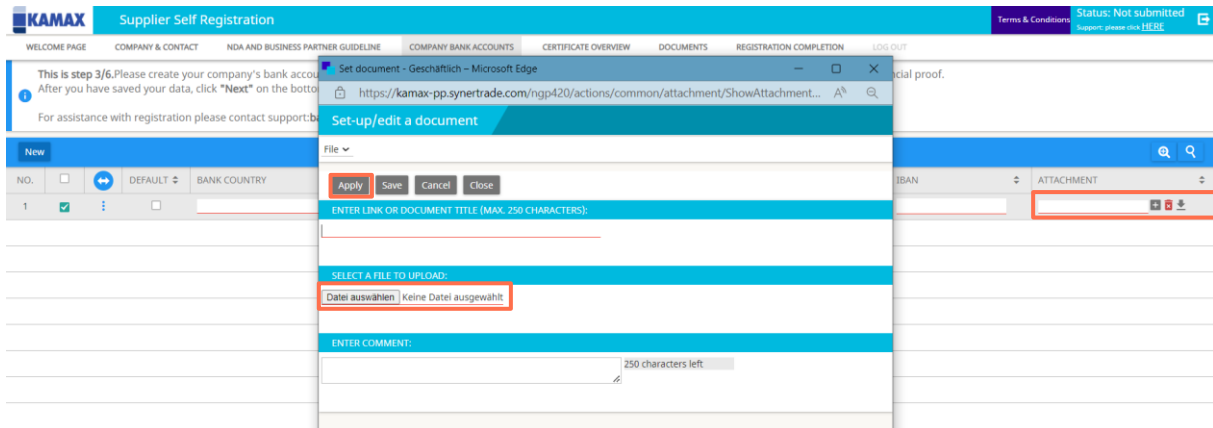
It is mandatory to provide at least one bank account in the registration process. Please click on "New" to enter a new bank account.

NOTE: If you click on "New" several times, several lines will appear, which must then also be filled in. Example: You click 3 times on "New". In this case, 3 new lines will appear, all of which would have to be filled with bank information in order to complete the registration process. Therefore, if this happens only by mistake, please delete the lines that are not required.

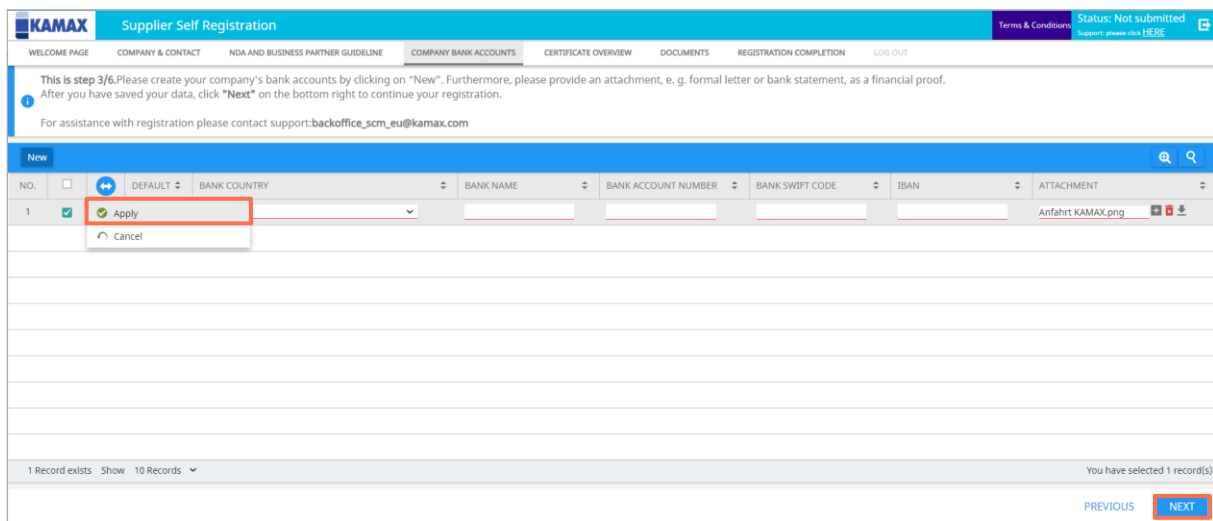
The screenshot shows the 'Supplier Self Registration' interface with the 'COMPANY BANK ACCOUNTS' tab active. A message indicates it is step 3/6, where users should create their company's bank accounts by clicking on "New" and provide an attachment (e.g., formal letter or bank statement) as a financial proof. Below the message is a 'New' button and a table for bank account details:

No.	Default	Bank Country	Bank Name	Bank Account Number	Bank SWIFT Code	IBAN	Attachment
	+						

Fill in all fields. It is also mandatory to upload an official document confirming the bank data entries. To do this, please click on the plus symbol in the "Bank details file attachment" tab. A new window will then open in which you can select a document (e.g. blank invoice, letter template with bank details, etc.) from your hard drive under "Select file".

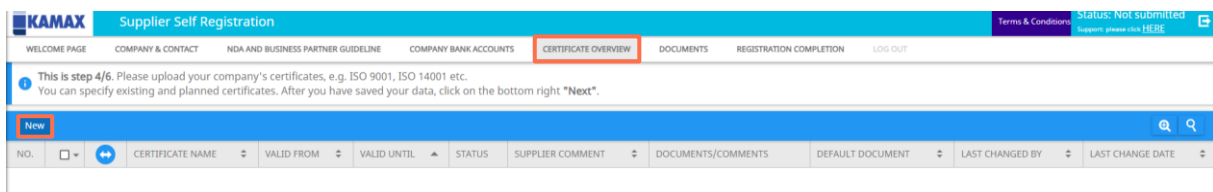


Then, click on the three dots under the arrow symbol and select "Apply". To complete the Certificate Overview tab, please click "Next" to go to the next tab "Documents".

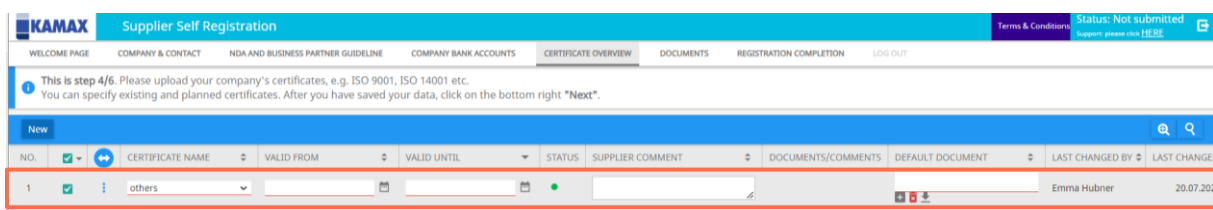


9. Certificates

In this tab you have the possibility to upload certificates of yours which are/could be relevant for the cooperation with KAMAX, e.g. ISO 9001, IATF 16949 or TISAX. To do this, please click on "New" and a new line will appear.



Please select in this line what type of certificate it is as well as the duration of the certificate. Also here it is mandatory to upload a corresponding document (the upload is to be done in the same way as for the bank accounts on the previous page).



Finally, click on the three dots under the arrow symbol and select "Apply". To complete the Certificate Overview tab, please click "Next" to go to the next tab "Documents".

The screenshot shows the 'CERTIFICATE OVERVIEW' tab in the KAMAX Supplier Self Registration system. A table with one record is displayed. A context menu is open over the first row, with the 'Apply' option highlighted. The table columns are: NO., CERTIFICATE NAME, VALID FROM, VALID UNTIL, STATUS, SUPPLIER COMMENT, DOCUMENTS/COMMENTS, DEFAULT DOCUMENT, LAST CHANGED BY, and LAST CHANGE. The status is green, and the last changed by is Emma Hubner on 20.07.2022.

10. Documents

In this tab you can upload all company documents that you consider relevant in your cooperation with KAMAX, e.g. company presentations, existing contracts with KAMAX (e.g. non-disclosure agreements) etc.

Please click on "Advanced Upload" for this.

The screenshot shows the 'DOCUMENTS' tab in the KAMAX Supplier Self Registration system. A message indicates that this is step 5/6 and that users can upload documents like company presentations. Below the message is an 'Advanced Upload' button highlighted in red. The 'DOCUMENTS' section below shows 'No records found'.

A new window will open. In this new window you can then add the file type, title or link of the document in several existing lines, as well as upload the document. In the tab "Content" you have the possibility to choose between a file, free text or hyperlink in a drop box selection.

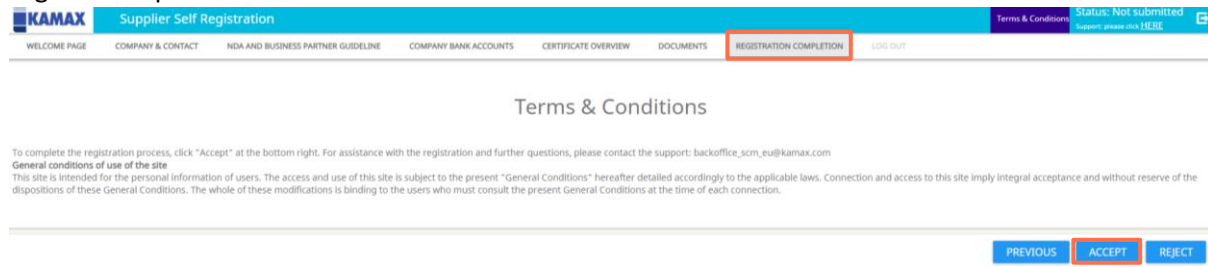
In order to upload a document, please click on "Select file" to locate the document on your hard drive. When this is completed, please click on "Upload".

The screenshot shows the 'UPLOAD DOCUMENT' window in the KAMAX Supplier Self Registration system. The window has a table with 5 rows. Each row has columns for NO., TYPE, NAME OF THE DOCUMENT / LINK, CONTENT, COMMENT, and STATUS. The 'CONTENT' column has a dropdown menu with 'Datei auswählen' highlighted in red. The status is 'Keine Datei ausgewählt'.

11. Terms & Conditions

In the last tab you have an overview of the general conditions of use of the site. When you have filled in all the previous information, please click "Accept".

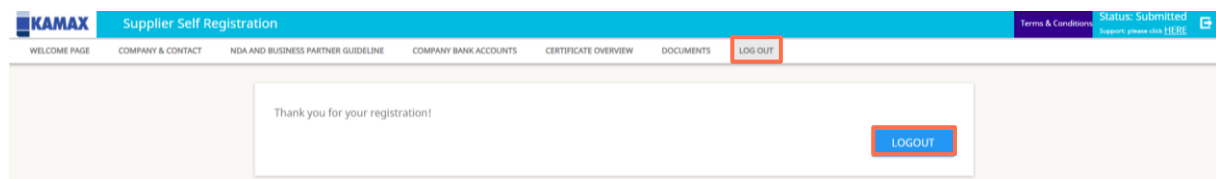
Note: Once you click Accept, you will not be able to change the information you entered during the registration process.



The screenshot shows the 'Terms & Conditions' page in the KAMAX Supplier Self Registration system. The navigation bar at the top includes 'WELCOME PAGE', 'COMPANY & CONTACT', 'NDA AND BUSINESS PARTNER GUIDELINE', 'COMPANY BANK ACCOUNTS', 'CERTIFICATE OVERVIEW', 'DOCUMENTS', 'REGISTRATION COMPLETION' (highlighted with a red box), and 'LOG OUT'. On the right side of the navigation bar, there is a 'Terms & Conditions' link and a status indicator 'Status: Not submitted' with a sub-link 'Support please click HERE'. The main content area is titled 'Terms & Conditions' and contains a paragraph of legal text. At the bottom right, there are three buttons: 'PREVIOUS', 'ACCEPT' (highlighted with a red box), and 'REJECT'.

12. Log out

Thank you for your registration. Once you are interlay approved you will get an e-mail and can log into your account.



The screenshot shows the 'Thank you for your registration!' page in the KAMAX Supplier Self Registration system. The navigation bar at the top includes 'WELCOME PAGE', 'COMPANY & CONTACT', 'NDA AND BUSINESS PARTNER GUIDELINE', 'COMPANY BANK ACCOUNTS', 'CERTIFICATE OVERVIEW', 'DOCUMENTS', and 'LOG OUT' (highlighted with a red box). On the right side of the navigation bar, there is a 'Terms & Conditions' link and a status indicator 'Status: Submitted' with a sub-link 'Support please click HERE'. The main content area features a white box with the text 'Thank you for your registration!' and a 'LOGOUT' button (highlighted with a red box) located at the bottom right.