

This is how to register with SupplyOn

Thank you for choosing SupplyOn!

In the following paragraphs you will find useful information regarding the registration procedure. We recommend you print out this documentation as it can be of assistance during the online registration process.

The registration process is done once you have completed all six steps. You can disrupt and resume the registration process at any time.

Attention: The registration is initially non-binding, which means that you will not conclude a legal contract with SupplyOn.

Your e-mail invitation

You have received an e-mail from SupplyOn whose subject is the „Invitation to register for SupplyOn services“. Please copy the registration code contained in the e-mail.

Open the registration homepage http://www.supplyon.net/register_now.html and insert the registration code in the entry field. Then click the "Register" button.

Step 1: Create an Administrator

The SupplyOn administrator is the contact person between your company and SupplyOn. Enter the personal data of the SupplyOn administrator and an user identification which contains between 6 and 30 characters. Your password must contain between 8 and 20 characters. It should include at least one special character, an upper and lower case, and a number. Click the "Save and next"-button.

Step 2: Verify your Address

Your customer has already transferred some of your company data to SupplyOn. Supplement the missing information and click the "Save and next" button. If the existing data is incorrect, click on the „Change Address" button. It may take several days to check your entries because your customer must give his approval. You can continue to carry out your registration once all entries have been checked. SupplyOn will send you an e-mail to this effect.

Step 3: Approve Services

SupplyOn will now show you a list of services which you are invited to use. Furthermore you have the possibility,

to join to an existing contract of an already registered company or group. Please click on the check box „My company wishes to join the contract of a company or group already registered with SupplyOn“, enter the enrollment number and click on the "Save and next" button.

Note: You will receive the enrollment number from the SupplyOn administrator of the company or group which is already registered. After the SupplyOn administrator of the registered company has approved your wish to join the contract, you will receive an e-mail and can then use the booked services.

Step 4: Enter Invoice Data

Please confirm here your invoice address and enter the VAT-ID and fax-number.

In case your invoice address differs from the displayed address, click on the check box „Different Invoice Recipient“. Please enter the VAT-ID and fax-number for the different invoice recipient as well as for the invoice address.

Note: Please enter the fax-number without the country code.

Step 5: Verify Entries

Please check the contract data you have entered. If all data is correct, click on the „Save and next"-button to complete the registration.

Note: In case you have to change your address, it may take several days to check your entries because your customer must give his approval. You can continue to carry out your registration once all entries have been checked. SupplyOn will send you an e-mail to this effect.

Step 6: Download contract

Please download the contract. Your browser's pop-up blocker should be turned off.

Now sign the contract and fax it to SupplyOn

+49(0)811-99997-341

Once we have checked your entries, we will activate your company to use the services within the next two working days. A message will be sent to you by e-mail.

Your registration with SupplyOn has been successful.

For any further information please feel free to contact us at any time:

Customer Registration

Our toll free number

In Germany please dial:

0800. 78 77 59 66

outside of Germany:

+800. 78 77 59 66 / 1.866. 78 77 59 66 from USA & Canada / 01800. 123 323 1 from Mexico

Fax: +49 811 99997 341

Registration@SupplyOn.com