

# GFT Synertrade: Supplier Self-Registration Guide

How to register in GFT procurement platform



# GFT – Synertrade Supplier Self-Registration Guide

## Introduction

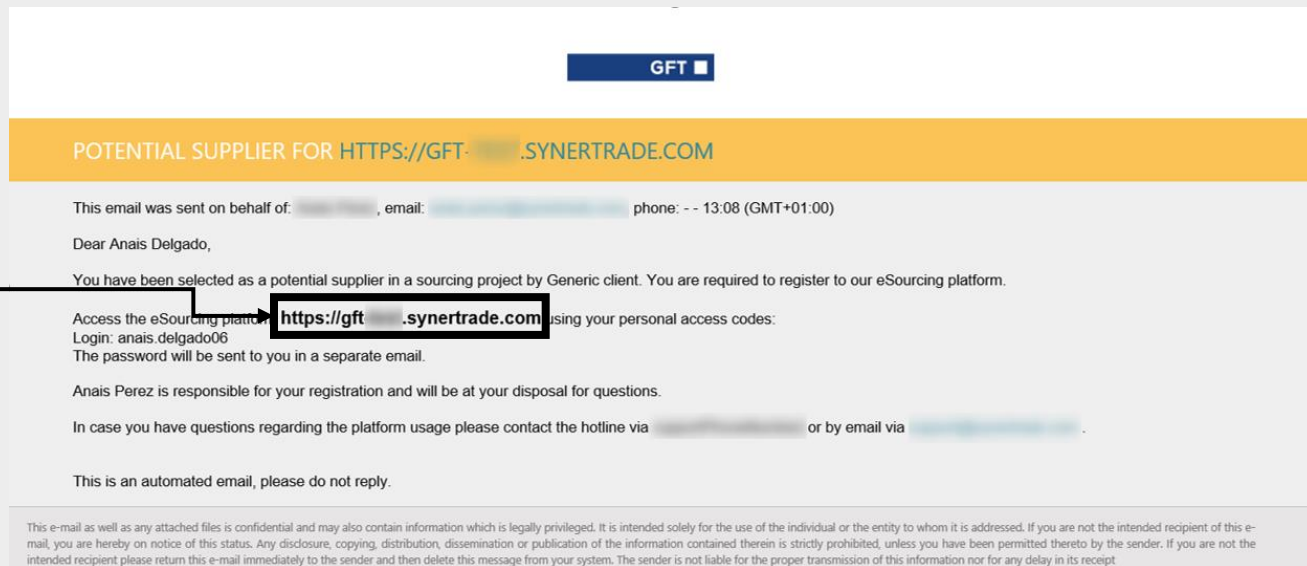
This guide is for potential new suppliers to GFT and will show you how to access the GFT Synertrade supplier portal and self-register your company details.

- **What is the Synertrade Supplier portal?**
  - The supplier portal allows you to go to a website, see a list of all your purchase orders from GFT and submit invoices for those Purchase orders.
  - You will also be able to update your company information, add your colleagues for access and take part in 'Quick RFPs'
  - You will receive an email with your login details and password. Our preference is that you should register quickly so that you can view the system and ensure you can login.
  - Invoices submitted via the supplier portal will be processed electronically through the portal and you will have visibility of your invoice status as it moves through our approval process.
  - All invoices submitted via portal will also show the payment data once GFT pays the invoice. Both of these things will give you more visibility of your invoice and help ensure you are paid in a timely manner based on your payment terms with GFT

# Access GFT Supplier Portal (1)

- You should have received two emails to self register as a supplier :
  - One containing your Login
  - One containing your password

1. Click on the Link to open the application in your browser



# Access GFT Supplier Portal 2)

- Enter your credentials

3. Enter your Login and Password details on the Access Page opened on your browser

NOTE: if you copy and paste your credentials be careful not to copy a blank space

2. The Page language can be changed. Click "Change Language" and Select your preferred one

4. Click on "Sign In"

WELCOME, please enter your credentials

Login

Password

Show password

Keep me signed

SIGN IN

Forgot Password or Login?

Change language

Accelerate Test of Compatibility

POTENTIAL SUPPLIER FOR HTTPS://GFT.SYNERTRADE.COM

This email was sent on behalf of [redacted], email: [redacted], phone: -- 13:08 (GMT+01:00)

Dear Anais Delgado,  
You have been selected as a potential supplier in a sourcing project by Generic client. You are required to register to our eSourcing platform.  
Anais Perez is responsible for your registration and will be at your disposal for questions.

In case you have questions regarding the platform usage please contact the hotline via [redacted] or by email via [redacted].

This is an automated email, please do not reply.

HTTPS://GFT.SYNERTRADE.COM (BY [redacted]): PASSWORD

Dear Anais Delgado,  
A new temporary password has been generated for your account. Please enter here this password, together with your login:  
url: <https://gft.synertrade.com>  
Password: OOnanYyh7a  
After the initial login, please follow these two steps:  
1. You will be first required to enter a new personal password (please ensure you follow the password rules).  
2. Once logged in, please click on your user name link on top right corner of the screen. Check and save the personal settings for your profile (language, time zone, etc.).

Should you have any questions regarding how to use the platform please contact support [redacted] or email [redacted].

This is an automatically generated message, please do not reply to this email.

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## Access GFT Supplier Portal (3)

- You will need to read and accept the General Data Protection Regulation before accessing your self-registration

If you wish to accept the GDPR terms, then:

1. Check the box "I agree to the above terms and conditions"
2. Click "Agree"

The screenshot shows a 'Privacy Notice' form. A blue box on the left contains instructions: 'If you wish to accept the GDPR terms, then: 1. Check the box "I agree to the above terms and conditions" 2. Click "Agree"'. Two black arrows point from this box to the form: one points to a checkbox labeled 'I agree to the above privacy notice', and the other points to the 'AGREE' button at the bottom right of the form. The form text includes: 'Dear Data Subject, The following document sets out the rules under which GFT Group (henceforth as: GFT) operates and processes your personal data as a GFT business partner for invoice and payment handling purposes within GFT. Your personal data is processed based on GFT legitimate interest to which you can object at any time. Contact details: Your personal data controllers through joint-controlment are: GFT Technologies SE, Schelmenwasenstr. 34, 70567 Stuttgart, Germany, T: +49 711 62042-0, F: +49 711 62042-101, Email: info@gft.com, Internet: www.gft.com, Managing Directors: Marika Lulay (CEO), Dr. Jochen Ruetz (CFO), Chairman of the Administrative Board: Ulrich Dietz, Data Protection Officer: Ernst O. Wilhelm. And the GFT Company with which you are contracted with. You can find the list of GFT Companies with their contact details HERE. If you are interested in exercising your privacy rights for your personal data gathered for invoice and payment handling purposes, please contact us through purchase@gft.com. You can contact us for the submission of complaints regarding our privacy'.

## Access GFT Supplier Portal (4)

- You now reach a screen where you need to change your password.
- Your new password will allow you to save your changes and come back at a later time to further complete your registration if needed.

You will need to:

- Repeat your new chosen password twice
- Respect the characters restrictions that show in the box to the right

Change password

Enter a new password:

Enter new password:

Re-enter new password:

- Length: min. 8 - max.10
- Number of numeric characters: min. 1 - max.5
- Number of special characters: min. 1 - max.5
- Number of capital letters: min. 1
- Password not matching

[CANCEL](#) [SAVE](#)

Once set, click on "Save"

# Self-Registration – Welcome Page

- You have now entered the self-registration: read the overview on the Welcome page, you can come back to this page to see Support Contact in case of questions

**GFT** Supplier Self Registration Status: Not submitted  
Support: please click [HERE](#)

WELCOME PAGE COMPANY & CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS CERTIFICATE OVERVIEW DOCUMENTS TERMS AND CONDITIONS LOG OUT

## Welcome to the Supplier Self-Registration

The following pages will guide you through the registration process step by step.

The steps are:

- 1/6 Company and contact
- 2/6 Company Contacts
- 3/6 Additional information
- 4/6 Certificates
- 5/6 Documents
- 6/6 Terms and conditions

The time approx. to complete the registration will be 5-10 minutes.

For further company information please contact GFT  
For assistance with registration, please contact the support team:

Support Department  
Tel .: [redacted]  
Email: [redacted]

Click "Accept" to proceed to your registration → **ACCEPT** **REJECT**

# Self-Registration – Company & Contact (1)

## ▪ Add your Company Details

**Supplier Self Registration** Status: Not submitted  
Support: please click [HERE](#)

WELCOME PAGE COMPANY & CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS CERTIFICATE OVERVIEW DOCUMENTS TERMS AND CONDITIONS LOG OUT

Welcome to the self registration of your company in our supplier database.  
This is step 1/6.  
Please complete the fields below with company and personal data.  
Mandatory fields are marked red . Click "Next" to continue.

**COMPANY INFORMATION**

Company

Address

Address 2

City

Postal code

Country

Region

Language

Phone 1

Fax

Email address

Currency

Regional tax code

1. Fill your Company Address details

2. Select the Company Language (Orders will be received in this language)

3. Add the General Contact Details of your company

4. Select the currency your Company works with

5. Add your Company Tax Code. This code can be of different nature depending on your company location (i.e.: VAT for EU companies)



# Self-Registration – Company & Contact (2)

- Scroll Down and fill your Contact Details

Supplier Self Registration

Status: Not submitted  
Support: please click [HERE](#)

WELCOME PAGE COMPANY & CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS CERTIFICATE OVERVIEW DOCUMENTS TERMS AND CONDITIONS LOG OUT

Region

Language English (UK)

Phone 1

Fax

Email address

Currency EUR - Euro

Regional tax code

Contact information

First name Anais

Last name Delgado

Login anais.delgado@s

E-mail anais.perez@synertrade.com

Phone

Country

Contact type  
Commercial contact  
Invoicing contact

NEXT

1. Check that your First and Last Name are correctly spelled

2. Add your work phone number

3. Select the country where you are based

4. Select your contact type, so GFT might contact you or one of your colleague depending on the matter

5. Once you have filled this information, click on "Next" to save and proceed to next step

# Self-Registration – Company Contacts

- Add contacts from your organization (optional)

The screenshot shows the 'Supplier Self Registration' interface. The top navigation bar includes 'GFT' and 'Supplier Self Registration'. The status is 'Not submitted'. The breadcrumb trail is: WELCOME PAGE > COMPANY & CONTACT > COMPANY CONTACTS > COMPANY BANK ACCOUNTS > CERTIFICATE OVERVIEW > DOCUMENTS > TERMS AND CONDITIONS > LOG OUT. A message indicates 'This is step 2/6. Please indicate your colleague. After you have saved your data, click "Next" to continue your registration Generic client.' Below this is a search bar and a dropdown menu. The main content area features a 'New contact' button and a table of contacts. The table has columns for NO., CONTACT TYPE, FIRST NAME, LAST NAME, DEFAULT CONTACT, EMAIL ADDRESS, TELEPHONE, LANGUAGE, and COUNTRY. Row 1 is highlighted with a black box, and a dropdown menu is open over the 'CONTACT TYPE' column, showing 'Commercial contact' and 'Invoicing contact'. Row 2 shows a contact with the name 'Anais Delgado' and telephone '678393939'. At the bottom right, there are 'PREVIOUS' and 'NEXT' buttons, with 'NEXT' highlighted with a blue box. Four numbered callout boxes provide instructions: 1. Click on 'New Contact', 2. Fill the New Contact Details, 3. Click on 'Apply' to save your changes, and 4. Once finished, click on 'Next' at the bottom right.

3. Click on "Apply" to save your changes

1. Click on "New Contact"

2. Fill the New Contact Details

4. Once finished, click on "Next" at the bottom right

NO.	CONTACT TYPE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	LANGUAGE	COUNTRY
1	Commercial contact Invoicing contact			<input type="checkbox"/>			English (UK)	Spain
2	Commercial contact	Anais	Delgado	<input checked="" type="checkbox"/>		678393939	English (UK)	Spain

# Self-Registration – Bank Accounts (1)

- Add the company Bank Accounts (mandatory)

Supplier Self Registration | Status: Not submitted | Support: please click [HERE](#)

WELCOME PAGE | COMPANY & CONTACT | COMPANY CONTACTS | COMPANY BANK ACCOUNTS | CERTIFICATE OVERVIEW | DOCUMENTS | TERMS AND CONDITIONS | LOG OUT

This is step 3/6. Please indicate your company's bank accounts.  
After you have saved your data, click "Next" to continue your registration Generic client.

Apply | Close

CHOOSE TYPE

Type: No Sepa  
No Sepa  
Sepa

New

NO. | DEFAULT | TYPE | BANK KEY

BANK CITY | BANK COUNTRY | REGION | BANK BRANCH

1. Click on "New"

2. Select the type of bank account  
3. Click "Apply"

# Self-Registration – Bank Accounts (2)

- Fill the Bank Account details

Supplier Self Registration

Status: Not submitted  
Support: please click [HERE](#)

WELCOME PAGE COMPANY & CONTACT COMPANY CONTACTS COMPANY BANK ACCOUNTS CERTIFICATE OVERVIEW DOCUMENTS TERMS AND CONDITIONS LOG OUT

COMPANY BANK ACCOUNT DETAILS (NON SEPA)

Save Back to Overview

3. Click "Back to Overview"

2. Click "Save"

1. Fill the Bank Account Details  
All fields underlined in red are mandatory

4. Back on the list click "Next"

PREVIOUS NEXT

Bank key

Bank SWIFT code

Bank account number

IBAN

Payment currency

Bank name

Bank street

Bank city

Bank country

Region

Bank branch

Bank account holder

Bank Account ownership

# Self-Registration – Certificates

- Add your organization certificates as this will increase your chances to work with GFT

The screenshot shows the 'Supplier Self Registration' interface. The top navigation bar includes 'WELCOME PAGE', 'COMPANY & CONTACT', 'COMPANY CONTACTS', 'COMPANY BANK ACCOUNTS', 'CERTIFICATE OVERVIEW', 'DOCUMENTS', 'TERMS AND CONDITIONS', and 'LOG OUT'. The current page title is 'Supplier Self Registration' and the status is 'Not submitted'. A message indicates 'This is step 4/6. Please indicate your company's certificates. You can name existing and planned certificates. After you have saved your data, click "Finish" to send the data to the Generic client.'

The main content area features a search bar and a table of certificates. A 'New' button is highlighted in the top left. The table has columns for 'NO.', 'CERTIFICATE NAME', 'ALTERNATIVE NAME', 'CERTIFICATION AUTHORITY', 'VALID FROM', 'VALID UNTIL', 'DOCUMENTS/COMMENTS', 'REMINDE ME PRIOR TO CERTIFICATE EXPIRATION', and '(X DAYS BEFORE EXPIRAT'. The first row shows a certificate with 'VALID FROM' 26.04.2021 00:00 and 'VALID UNTIL' 26.04.2023 23:59. A callout '1. Click "New"' points to the 'New' button. A second callout '2. A line appears. Select the Certificate you are going to upload. If the certificate you want to upload is not listed, select "others"' points to a dropdown menu in the second row that is open, showing options like 'DIN ISO 9001:2018', 'DIN ISO 14001', 'DIN ISO 50001', 'IATF 16949', 'EMAS Verordnung', 'OHSAS 18001', and 'NDA'. A third callout '3. Add the "From" / "To" certificate validity dates. Attach the certificate document clicking on the + icon' points to the date input fields and a plus icon in the same row. A fourth callout '4. To save this information, click button "Apply"' points to a green checkmark icon in the first column of the second row.

# Self-Registration – Documents

- Add other documents you would like to share with GFT

The screenshot shows the 'Supplier Self Registration' interface. At the top right, it indicates 'Status: Not submitted' with a support link. The navigation menu includes 'WELCOME PAGE', 'COMPANY & CONTACT', 'COMPANY CONTACTS', 'COMPANY BANK ACCOUNTS', 'CERTIFICATE OVERVIEW', 'DOCUMENTS', 'TERMS AND CONDITIONS', and 'LOG OUT'. A message states: 'This is step 5/6. Please upload your documents. After you have saved your data, click "Finish" to send the data to the Generic client.' Below this, an 'Advanced Upload' button is highlighted with a callout box: '1. Click "Advanced Upload"'. The main section is titled 'DOCUMENTS' and contains a table for uploading documents. The table has columns for 'NO.', 'TYPE', 'NAME OF THE DOCUMENT / LINK', 'CONTENT', 'COMMENT', and 'STATUS'. There are five rows, each with a 'File' type and a 'Select file' button. The first row's 'NAME OF THE DOCUMENT / LINK' and 'CONTENT' cells are highlighted with a callout box: '2. Select your document and write the document name Repeat this step on below rows to add several documents'. An 'Upload' button is located above the table, with a callout box: '3. Click "Upload"'. A 'Back to overview' button is also visible.

NO.	TYPE	NAME OF THE DOCUMENT / LINK	CONTENT	COMMENT	STATUS
1	File		Select file		
2	File		Select file		
3	File		Select file		
4	File		Select file		
5	File		Select file		

# Self-Registration – Terms and Conditions

- To finalize your registration and advise GFT, you will need to accept the Terms and Conditions

The screenshot shows the 'Supplier Self Registration' interface. At the top, there is a blue header with the GFT logo on the left and 'Status: Not submitted' with a support link on the right. Below the header is a navigation menu with tabs: WELCOME PAGE, COMPANY & CONTACT, COMPANY CONTACTS, COMPANY BANK ACCOUNTS, CERTIFICATE OVERVIEW, TERMS AND CONDITIONS (highlighted), and LOG OUT. The main content area displays the title 'Terms & Conditions cu2s'. Below the title, a message states: 'You have accepted the Terms and Conditions' followed by 'General conditions of use of the site'. The text explains that the site is for personal information and that access is subject to the present 'General Conditions'. At the bottom right of the content area, there are three buttons: 'PREVIOUS', 'ACCEPT' (highlighted with a black border), and 'REJECT'.

1. Click "Accept" to finalize your registration

# Shaping the future of digital business

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GFT Smart Technology Solutions GmbH