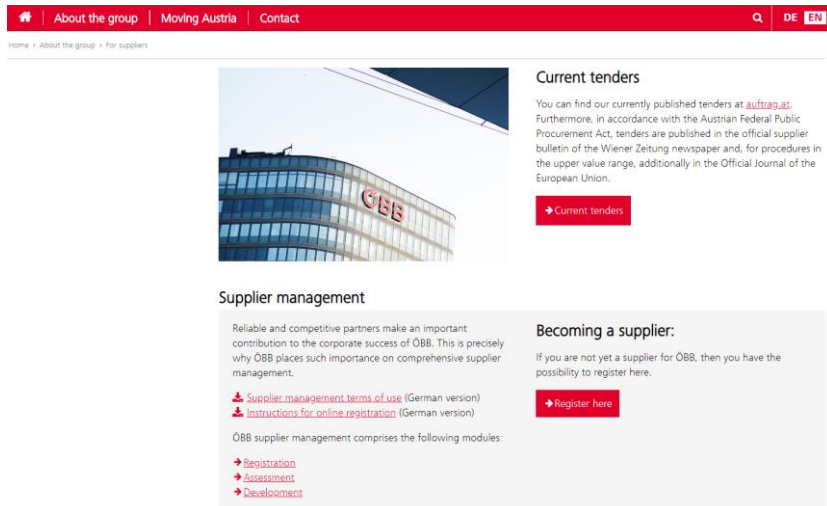


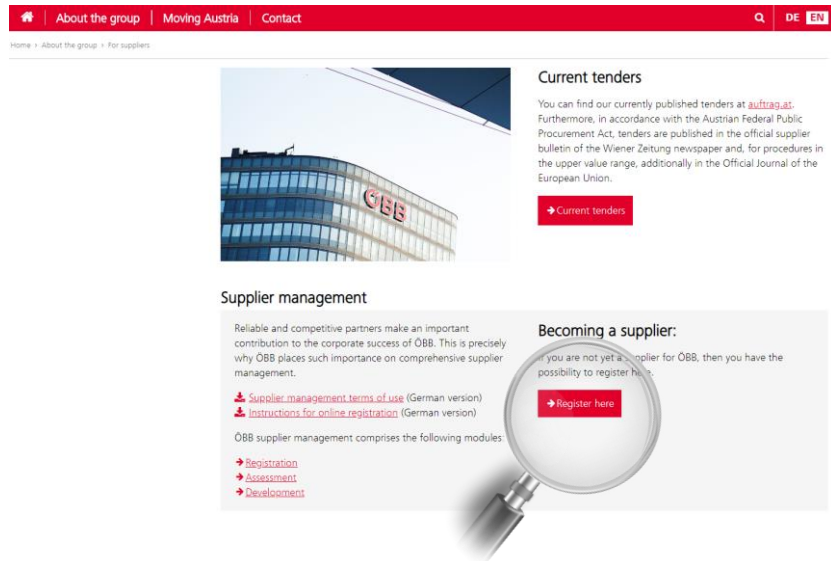
Instruction Supplier Self-Registration



Step 1:

Visit the ÖBB site for suppliers.

<https://konzern.oebb.at/en/about-the-group/for-suppliers>



The screenshot shows the ÖBB website's header with navigation links: Home, About the group, Moving Austria, and Contact. Below the header, there is a section for "Current tenders" with a red button labeled "Current tenders". To the left of this section is an image of the ÖBB building. Below the "Current tenders" section is a section for "Supplier management" which includes a magnifying glass graphic over a "Register here" button. The "Supplier management" section also contains text about reliable and competitive partners, links to "Supplier management terms of use" and "Instructions for online registration" (both in German), and a list of modules: Registration, Assessment, and Development.

Home > About the group > For suppliers

About the group | Moving Austria | Contact

Q DE EN

Current tenders

You can find our currently published tenders at auftrag.at. Furthermore, in accordance with the Austrian Federal Public Procurement Act, tenders are published in the official supplier bulletin of the Wiener Zeitung newspaper and, for procedures in the upper value range, additionally in the Official Journal of the European Union.

→ Current tenders

Supplier management

Reliable and competitive partners make an important contribution to the corporate success of ÖBB. This is precisely why ÖBB places such importance on comprehensive supplier management.

Supplier management terms of use (German version)
Instructions for online registration (German version)

ÖBB supplier management comprises the following modules:

- Registration
- Assessment
- Development

Becoming a supplier:

If you are not yet a supplier for ÖBB, then you have the possibility to register here.

→ Register here

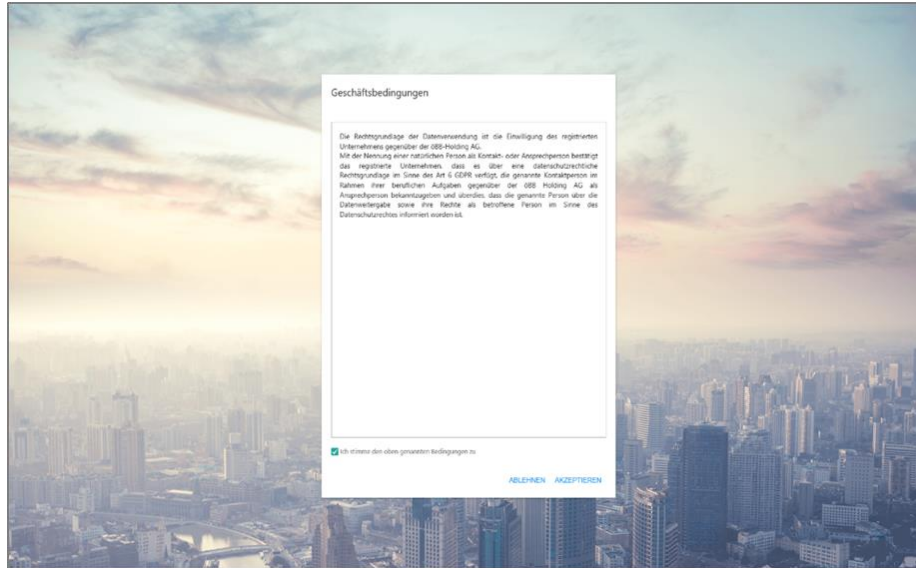
Step 2:

Click on the red button
“Register here”



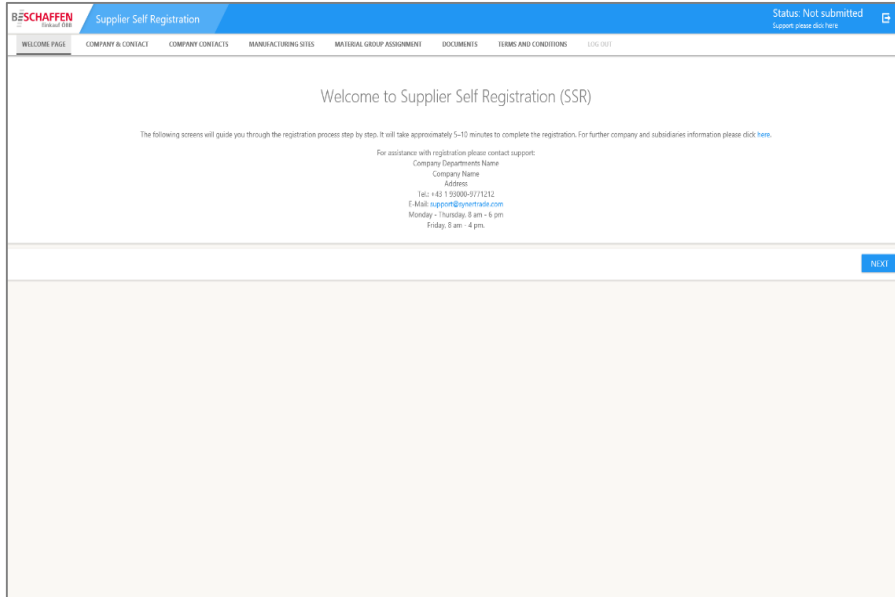
Step 3:

Click on the red button **“APPLY HERE”**



Step 4:

Make yourself familiar with the **terms of use**



BESCHAFFEN Supplier Self Registration Status: Not submitted
Support please click here

WELCOME PAGE COMPANY & CONTACT COMPANY CONTACTS MANUFACTURING SITES MATERIAL GROUP ASSIGNMENT DOCUMENTS TERMS AND CONDITIONS LOGIN

Welcome to Supplier Self Registration (SSR)

The following screens will guide you through the registration process step by step. It will take approximately 5–10 minutes to complete the registration. For further company and subsidiaries information please click [here](#).

For assistance with registration please contact support:
Company Departments Name
Company Name
Address
Tel: +43 1 93000-9771212
E-Mail: support@konzerneinkauf.com
Monday - Thursday: 8 am - 6 pm
Friday: 8 am - 4 pm

NEXT

Step 5:

In case you should need **help during the registration**, please contact our **support**.

Ssupport

ÖBB Business Competence Center GmbH

Phone: +43 1 93000-9771212

E-Mail: konzerneinkauf.info@oebb.at

Monday– Thursday, 08:00 – 16:00

Friday, 08:00 – 12:00

Enter company data and contact data

The screenshot shows the 'Supplier Self Registration' page for BE-SCHAFFEN. The status is 'Not submitted'. The page is divided into several tabs: WELCOME PAGE, COMPANY & CONTACT (active), COMPANY CONTACTS, MANUFACTURING SITES, MATERIAL GROUP ASSIGNMENT, DOCUMENTS, TERMS AND CONDITIONS, and LOG OUT. A welcome message states: '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.' The main form area is titled 'COMPANY INFORMATION' and contains the following fields: Company (Red-Test), Address (Street 1234), City (City), Postal code (0000), Country (Austria), Phone (0123456789), and DUNS DUNS No. 1 (00 000 0000). Below these fields is a paragraph explaining the DUNS number: 'Please specify here your DUNS & Bradstreet Number of your company. The DUNS Number will be provided only once per company and because of that it is unique and identifies a company all over the world. If your company does not have a DUNS & Bradstreet yet, you can use the link below to order one FOR FREE.' A link 'DUNS DUNS No.' is provided. Below this is a section for 'Contact Information' with fields for First name (Test-First-Name), Last name (Test-Last-Name), and E-mail (test@test.at). The E-mail field has a red 'X' next to it, indicating it is mandatory. A 'NEXT' button is located at the bottom right of the form.

Step 6:

Please fill in at least all the **mandatory fields, underlined in red.**

Note: The DUNS number is a unique identifier for companies.

The DUNS number of your company can be found by clicking on the following link:

https://www.upik.de/upik_suche.cgi

Definition of contact person

The screenshot shows the 'Lieferanten-Selbstregistrierung' (Supplier Self-Registration) page for B2B-SCHAFFEN. The status is 'Nicht abgegeben' (Not submitted). The current step is 7, 'Kontaktperson definieren' (Define contact person). A search bar at the top allows for finding existing contacts. Below it, a table lists the contact details for a selected contact (ID 1). The table has columns for various fields, some of which are underlined in red to indicate they are mandatory. The 'Weiter' (Next) button is visible at the bottom right.

Nr.	Titel	Vorname	Nachname	Standardkontakt	E-Mail-Adresse	Telefonnummer	Fax	Sprache	Abteilung	Kommentar	Adresse	Funktion	Stadt	Postleitzahl	Land
1		Technische	Technische					Deutsch							Österreich

Step 7:

ATTENTION: Click into the **line with the contact person** and **complete at least all mandatory fields**, which are **underlined in red**. This is because only a part of your contact person's general data, has automatically been adopted from step 6.

Please proceed by clicking on „**Next**“.

Note: If you do not complete all the mandatory fields in this step, your registration cannot be concluded successfully.

Step 8:

Afterwards, please continue by clicking on „**Next**“.

Selection of the service portfolio

The screenshot shows the 'Supplier Self Registration' portal for B&SCHAFFEN Einkauf ÖBB. The status is 'Not submitted'. The user is at 'Step 4/6' and is prompted to search for products and services. The left sidebar shows a tree structure of material groups. The main area displays a list of services with checkboxes. A magnifying glass is positioned over the 'Rail - Eisenbahnverkehrsunternehmen' section, which is expanded. The services listed under this section are: 'Ganzzugverkehr' (checked), 'Einzelwagenverkehr' (checked), 'Lastmile' (unchecked), 'Verschub / Rangierleistung' (unchecked), 'Infrastruktur' (unchecked), 'Wagenmeisterleistung' (unchecked), 'Schadwagenmanagement' (unchecked), 'Außergewöhnliche Sendungen' (unchecked), and 'Gefahrgut / RID' (checked). Below this, there are links for 'Rail - Spedition', 'Equipment/Personal', and 'Terminal (Intermodal)'. At the bottom, there are links for 'Warehousing', 'Zusatzleistungen', 'Sea', 'Air', and 'Test Mg for testing'.

Step 9:

In front of you is now a **pedigree** consisting of **3 levels**.

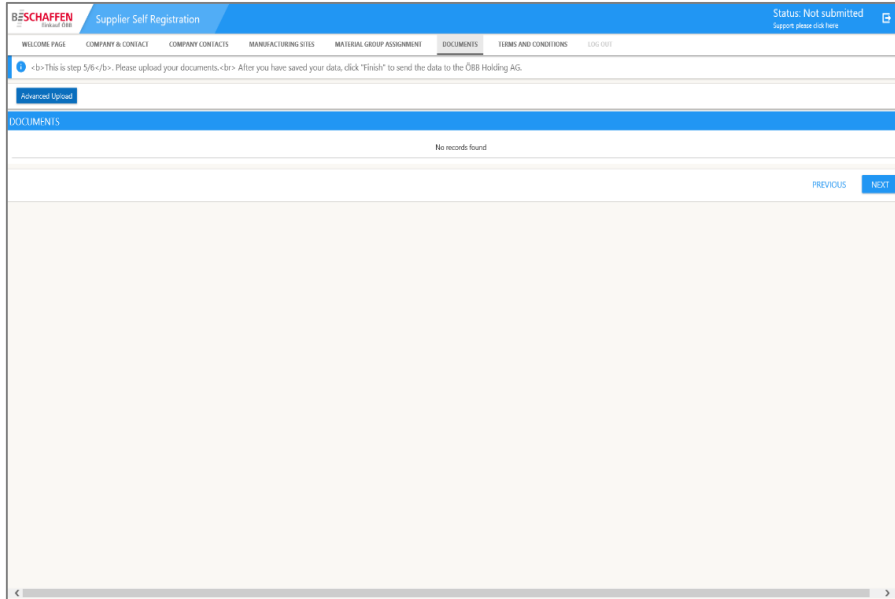
Expand the **1st level "Transport services in national and international rail freight traffic"** by clicking on the **"+" symbol**, to the left of the **main material groups**.

Now **level 2** opens. Expand **all other relevant categories** that you offer by using the **"+" symbol** again.

This is followed by **level 3**, with the detailed services. Now you can select your **relevant service portfolio** here.

Afterwards, continue by clicking on **"Next"**.

Upload company presentation (Step 1)



Step 10:

Please press the button **“Advanced Upload”** and upload a **presentation of your company**.

For more details look step 11.

Upload company presentation (Step 2)

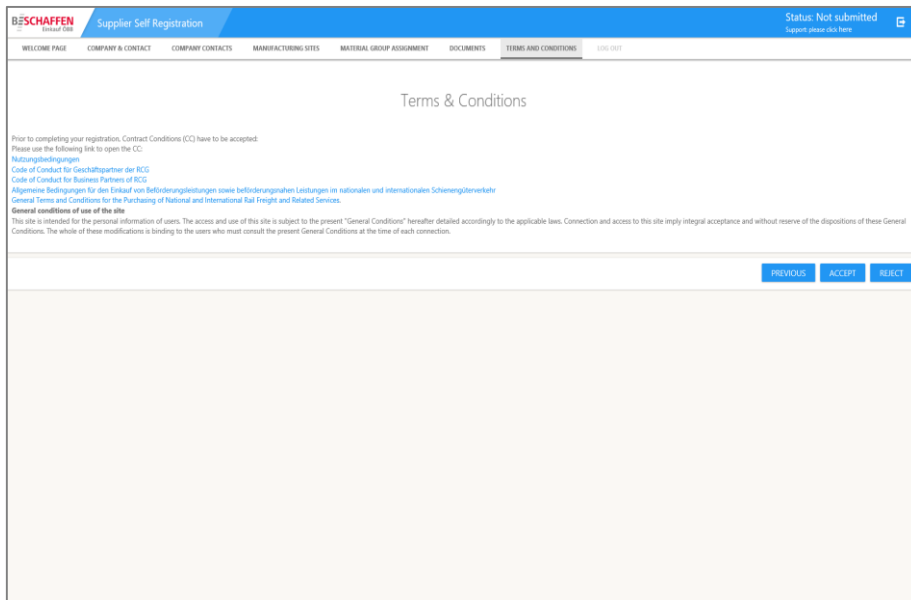
The screenshot shows the 'BESCHAFFEN' Supplier Self Registration interface. The top navigation bar includes links for WELCOME PAGE, COMPANY & CONTACT, COMPANY CONTACTS, MANUFACTURING SITES, MATERIAL GROUP ASSIGNMENT, DOCUMENTS (active), TERMS AND CONDITIONS, and LOG OUT. The status is 'Not submitted' with a link to 'Support please click here'. Below the navigation bar, there are buttons for 'Back to overview' and 'Upload'. The main section is titled 'UPLOAD DOCUMENT' and contains a table with 5 rows for document uploads. Each row has columns for 'NO.', 'TYPE', 'NAME OF THE DOCUMENT / LINK', 'CONTENT', 'COMMENT', and 'STATUS'. The first row is pre-filled with '1', 'File', 'Presentation.pdf', and 'D:\Presentation.pdf'. The other rows are empty. Below the table is a large empty text area for comments.

NO.	TYPE	NAME OF THE DOCUMENT / LINK	CONTENT	COMMENT	STATUS
1	File	Presentation.pdf	D:\Presentation.pdf		
2	File				
3	File				
4	File				
5	File				

Step 11:

Select your **company presentation** with the button **“Browse”** to upload from your PC. Then press the **“Upload”** button.

Then press **“Back to overview”** and proceed with the registration process.



The screenshot shows the 'Supplier Self Registration' interface. The top navigation bar includes links for WELCOME PAGE, COMPANY & CONTACT, COMPANY CONTACTS, MANUFACTURING SITES, MATERIAL GROUP ASSIGNMENT, DOCUMENTS, and TERMS AND CONDITIONS (which is highlighted). The main content area is titled 'Terms & Conditions'. It contains a notice about accepting Contract Conditions (CC) before registration, followed by links to various legal documents: 'Nutzungsbedingungen', 'Code of Conduct for Geschäftspartner der RCG', 'Code of Conduct for Business Partners of RCG', 'Allgemeine Bedingungen für den Einkauf von Beförderungsleistungen sowie beförderungsnahe Leistungen im nationalen und internationalen Schienenpersonenverkehr', and 'General Terms and Conditions for the Purchasing of National and International Rail Freight and Related Services'. At the bottom right of the main content area, there are three buttons: 'PREVIOUS', 'ACCEPT', and 'DECLINE'.

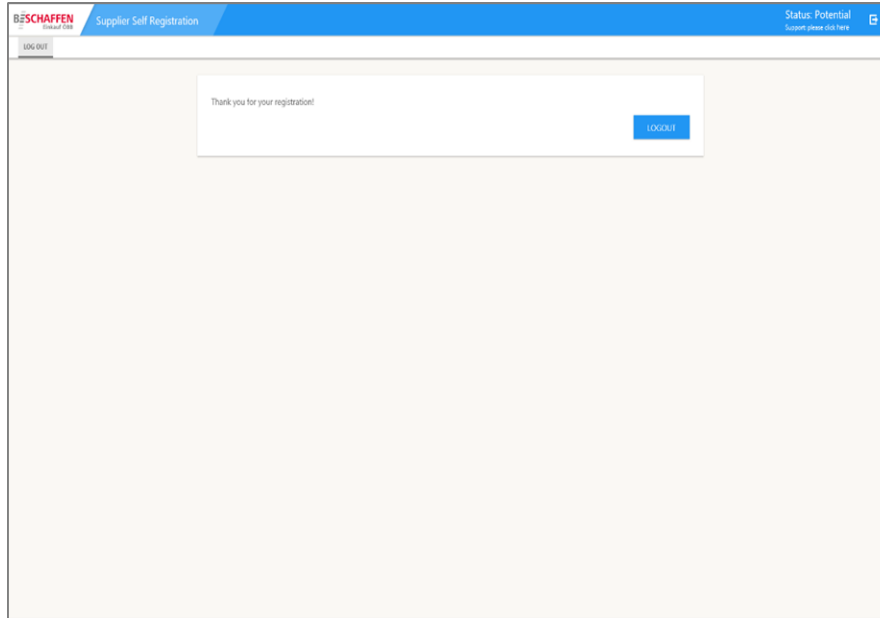
Schritt 12:

Now, please make yourself familiar with our „**Terms of use**“.

Please note, that the **conditions mentioned above apply only** if you have **not yet concluded** a **commercial framework agreement** with Rail Cargo Group (RCG).

To **complete the registration**, please press the **“Accept”** button.

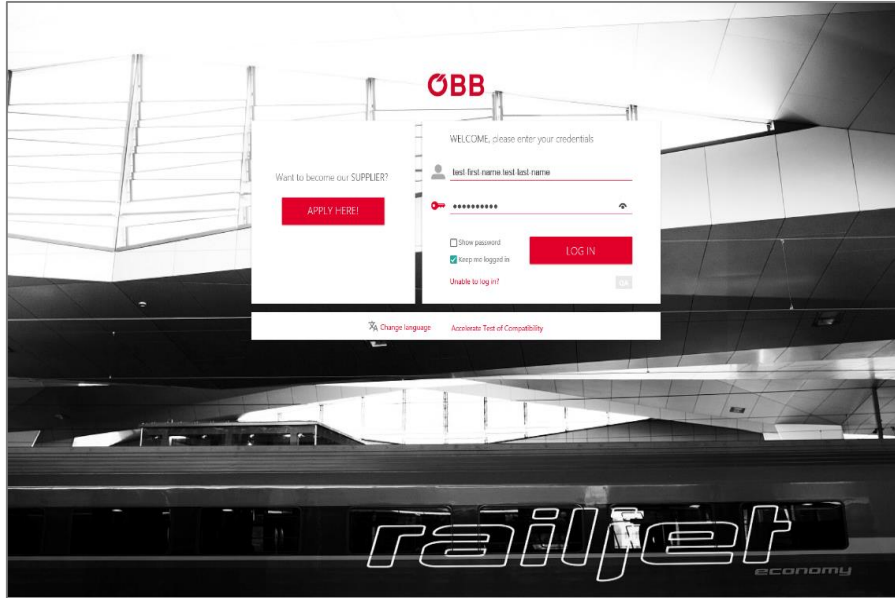
If you want to cancel the registration, press the **“Decline”** button.



Step 13:

Part 1 of 2 of the registration is now **complete**. You will now receive **two e-mails** (required for data protection reasons) - one with your **personal login data** and the other one the **link to the online registration platform**, including your temporary password.

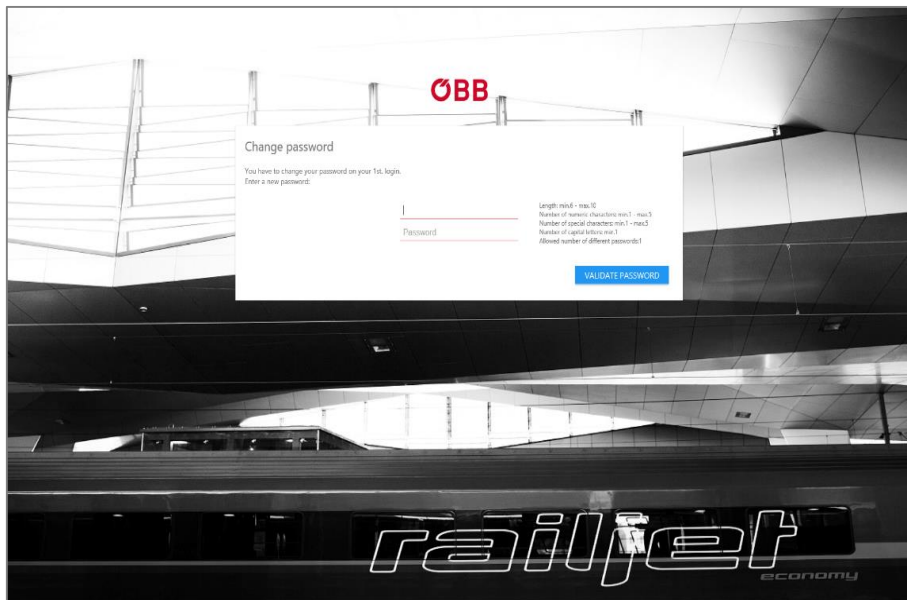
Start registration part 2



Step 14:

Now **click** on the **link**, that you have received in your **e-mail inbox** and login with your **received login data**.

Create new password



Step 15:
Please create a new personal password.

Upload documents as proof of suitability/authority

Note: Please note that depending on the services offered, you may need different mandatory documents * to confirm your qualification.

The screenshot shows the 'BESCHAFFEN' portal interface. At the top, there's a navigation bar with 'Personal Settings', 'Supplier name: Rail-Test', and 'Supplier status: Potential'. Below this is a tabbed interface with 'PROFILE', 'CERTIFICATES', 'DETAILED INFORMATION', and 'FINALIZATION'. The 'COMPANY INFORMATION' section is active, displaying fields for Company (Rail-Test), Address (Street 1234), City (City), Postal code (0000), Country (Austria), Phone (0123456789), Email address, Registration Status (Potential), and Additional info 2. A 'Save' button is located in the top left corner of the form area. Below this is the 'ADDITIONAL INFORMATION' section with fields for 'commercial register number' and 'Provia no.'. The 'HISTORY' section is at the bottom.

Step 16:

Please complete the fields. **Mandatory fields are underlined in red.**

ATTENTION: Please press the button "**Save**", in the **upper left corner**.

After that, please **switch** to the item "**Certificates**" at the top of the **overview bar**.

Upload documents as proof of suitability/authority

The screenshot shows the 'BESCHAFFEN' system interface. The top navigation bar includes 'Personal Settings', 'Supplier name: Rail-Test', 'Supplier status: Potential', and 'Contact'. Below this, the 'CERTIFICATES' tab is selected, showing a search bar with 'All' and a 'Show full list' link. A table with columns for 'NO.', 'CERTIFICATE CODE', 'CERTIFICATE NAME', 'DESCRIPTION', 'MANUFACTURING SITE', 'CERTIFICATION AUTHORITY', 'STATUS', 'VALID UNTIL', 'COMMENTS', and 'DOCUMENTS/COMMENTS' is displayed. The table is currently empty, with a message '0 Records exist' and a 'Show 10 Records' dropdown at the bottom. A 'New' button is visible in the upper left corner of the table area.

Step 17:

To **upload the documents** as proof of suitability/authority, press the **“New”** button in the upper left corner.

B+SCHAFFEN
Herbust 2016

Personal Settings / Supplier name: **Rail-Test** Supplier status: **Potential** Contact:

PROFILE **CERTIFICATES** DETAILED INFORMATION FINALIZATION

[Save](#) [Cancel](#) [Back to overview](#)

CERTIFICATE DETAILS

Select Certificate: **Zertifikat/o.s. (Mit Gültigkeitsangaben)**
 BO 0001
 BO 14001
 CHEAS 18001
 GMP+
 P-Magistrat Versicherung
 UIC Mitgliedschaft
 WIG Mitgliedschaft
 QT Mitgliedschaft
 VgW Mitgliedschaft
 VgW Mitgliedschaft
 ATTI Mitgliedschaft
 F-SBS (Sicherheitsbescheinigung)
 Sonstige Dokumente
others

Alternative name: _____

Status: **valid**

Valid from: _____ Valid until: _____

Certificate Documents: **PLEASE UPLOAD DOCUMENT HERE (click on the marked text)**

Select manufacturing Site: _____

Certificate authority: _____

Remain two previous certificates: ☐ expiration: 90 (x days before expiration)

Renew certificate expires: ☒

Language for email: **English (UK)**

Inform the following person (please insert one or multiple email addresses separated by comma or semi colon):

Comment:

Step 18:

Please select each of your **proof documents individually** and announce the respective **validity period**.

Mandatory certificates are marked with a *.
ATTENTION: Please note **mandatory fields**!

Upload your **documents** here and enter an **e-mail** for notifications.

To **complete** the process, press **“Save”** in the **top left corner**.

Then select the **next** item in the **overview bar** labeled “**Detailed Information**”.

Enter additional information

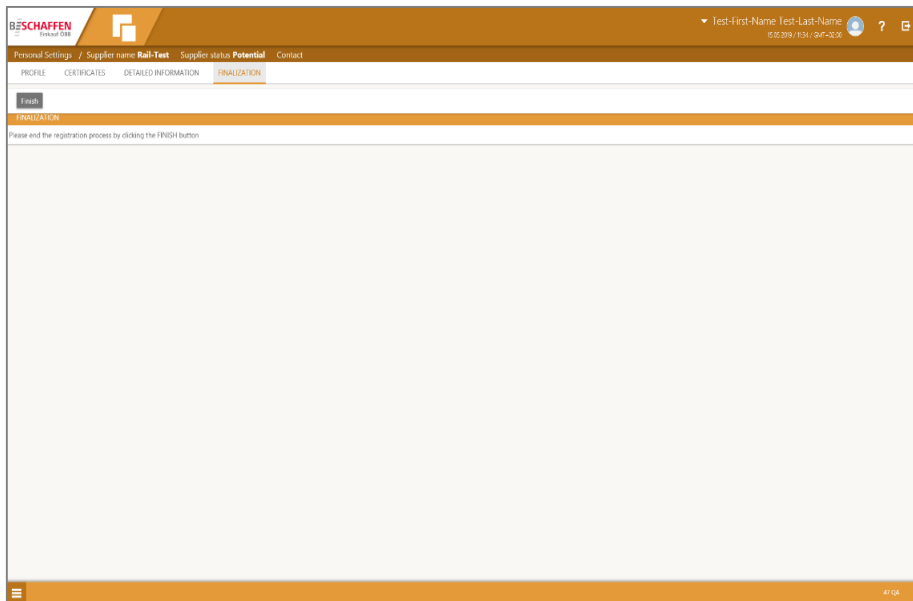
The screenshot shows the 'BESCHAFFEN' system interface. At the top, the user is logged in as 'Test-First-Name Test-Last-Name' with a timestamp of '15.05.2019 13:14:34'. The navigation bar includes 'Personal Settings', 'Supplier name: Rail-Test', 'Supplier status: Potential', and 'Contact'. Below this, tabs for 'PROFILE', 'CERTIFICATES', 'DETAILED INFORMATION', and 'FINALIZATION' are visible, with 'DETAILED INFORMATION' being the active tab. The 'DETAILED INFORMATION' section is divided into two main columns. The left column contains fields for 'Year of Foundation', 'ABA no.', 'ANBO no.', and a checkbox for 'KMU?' (with a note about EU procurement rules). The right column contains fields for 'Employees Total', 'Employees Research & Development', 'Employees Administration', 'Employees Production', and 'Trainees'. Below these is a 'Homepage' field. The 'CONTACT CLIENT' section includes a 'Contact Person (Name, Functions)' field and a dropdown for 'With which Strategic business units have you already worked?'. The 'SALES TREND (EUR) - PLEASE ENTER YEAR IN BRACKETS' section has fields for 'Sales (This Year)' and 'Sales (Last Year)'. The 'COMMENT' section has a large text area for 'Comment' and a smaller one for 'Last Approval Comment'. The 'HISTORY' section at the bottom shows 'Last change' on '15.05.2019' by 'Test-First-Name Test-Last-Name'. A 'Save' button is located in the top left of the form area.

Step 19:

Please add **additional information** about your business.

Then please press the button **“Save”**, top left.

Switch to the **“Finalization”** tab in the **overview bar**.



Step 20:

Click on the **“Finish”** button, **top left**, to complete the registration process.

Step 21:

Once an **internal check** has been completed, you will receive an **on-boarding confirmation by e-mail**.

You are now in our Supplier pool.