



What has made us strong in the analog world,
makes us even stronger in the digital world.
We pioneer motion

SQUANDO - Supplier Qualification and Onboarding

Supplier User Guide

Submitting your registration to become a production material supplier for Schaeffler

We pioneer motion

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1

E-mail invitation from Schaeffler

E-mail notification from Schaeffler

Schaeffler Deutschland

Dear

Schaeffler requires information about your company to integrate you as a new supplier. You must create and activate an account (you will receive a security code as two-factor authentication to validate your user).

[Activate Your Account](#)

If you do not complete filling out the information immediately after activating your account, **you must use the link below** to complete the process.

[Squando - Access to Supplier Registration Form](#)

The account is only used during the onboarding process and will not be used for any other business transaction after that.

This **Supplier Onboarding Form** allows you to submit all company information and documents required for your registration as a new supplier in one step and free of charge.

Once you have submitted the Supplier Onboarding Form you will not be able to make any changes.

Not providing this information in a timely manner may impact your ability to do business with Schaeffler.

Let us know if you are unable to do so for any reason.

Further background information and training material can be found here:
[Supplier Guide - Onboarding as supplier for Schaeffler](#)

Sincerely,

Schaeffler Group

1. When you get notification the e-mail that you are invited to be onboarded in Schaeffler's Squando system, use **Activate Your Account** link, to activate the account and set your password.
 - You will be asked to provide an authentication code, which will be sent in a separate e-mail (this can take some minutes).
2. Use **Squando - Access to Supplier Registration Form** link, in case you have closed the page and need to go back to the form to submit your information. You will need to enter your password created previously and you will also receive an authentication code by e-mail.

If you have any issue, please address it to your Schaeffler contact person.

2

Login to Squando

Login to Squando

Step 1 – Authentication code

Step 2 – Setting a password

Activate your account by:

Step 1: entering the **authentication code** that you have received in your e-mail

Step 2: setting a **password** (password is needed if you want to go back to the form after closing the page without submitting it).

After clicking on **Continue**, you will be redirected to the registration form.

3

Overview of the form

Overview of the Form

Supplier Onboarding

Progress bar: 1 General Data (checked), 2 Company Basic Information (checked), 3 Company Addresses, 4 Contact Details, 5 Company Details, 6 Identifications, 7 Taxes

Company Basic Information
Please enter your company information in the description field.

Company Name *
Company 40
Enter your company name

Communication language *
Select language

Website
Enter website

Company Name in local characters
Enter your company name in local characters

SAVE **NEXT**

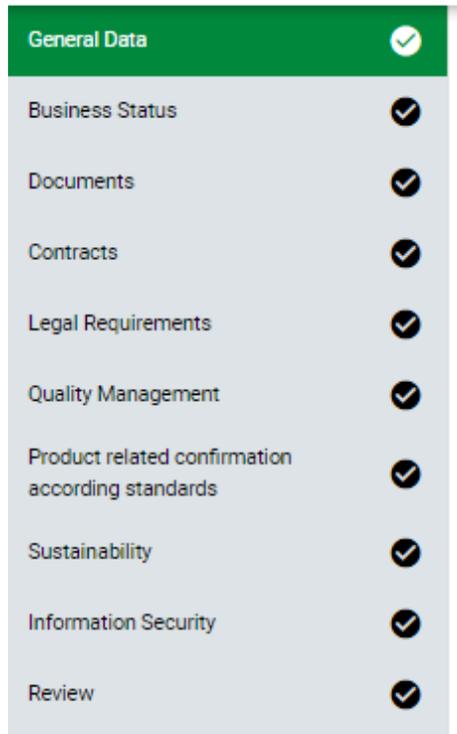
i Use these buttons to save your progress and to navigate to the next page.

4

Navigation in the form

Navigation in the Form

Supplier Onboarding



Left side menu: you have a panel with all the sections of the form.

The part in which you are is lighted green.

When you have filled the form, you can switch between form sections on the left side to go back to the area, which needs to be changed.

Top menu: you can also see the progress on the top of the page for each section:



5

Filling the form out

Filling the form out

i All fields marked with the red star * are mandatory and the form cannot be submitted without filling them.

i For drop-down fields, you can use the search function or choose an option from the list.

Company Name *
Company 40

Enter your company name

Communication language *

Select language

Company Name *
Company 40

Enter your company name

Communication language *
eng

English

Filling the form out

For Company Address, Contact Details, Identifications and Taxes, you can add cards. Click on the pencil to update the information in the added card and fill out all the mandatory fields and what you have available.

For contact and Tax IDs you can add multiple cards. You are also able to delete the cards.

Supplier Onboarding

General Data ✓

Business Status ✓

Documents ✓

Contracts ✓

Legal Requirements ✓

Quality Management ✓

Product related confirmation according standards ✓

Sustainability ✓

Information Security ✓

Review ✓

✓ Company Basic Information

✓ **Company Addresses**

3 Contact Details

4 Company Details

5 Identifications

6 Taxes

Company Addresses

Attention: House Number is mandatory for all countries, except China.
For Countries India and Mexico Region is mandatory.
For Brazil, District (Bairro) is also mandatory.

Address 1 ✎

Default

Street

House Number

Street 2

Postal Code

City

District

Country
Germany

Region

Po Box

Po Box - Postal Code

Company Address in local characters

ADD NEW

6

Confirmations and attachments

Confirmations and attachments

You can find important information and links in the form by clicking on the green button. Important documents for Schaeffler are marked in yellow.

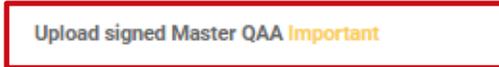
Quality Assurance Agreement

The quality assurance agreement is a summary of international quality standards and Schaeffler's requirements going beyond these. These are the foundation for cooperation and serve to pass on customer-specific requirements that must be complied with.

The purpose of a Quality Assurance Agreement is to safeguard the Quality Management system used by suppliers and to commit suppliers to observing Schaeffler-specific/customer-specific requirements.

This is a minimum requirement to be part of Schaeffler Supplier base.

Please, click on the box "SCHAEFFLER MASTER QUALITY AGREEMENT" to download the document, sign and upload the file to continue your application.



Mandatory documents are marked in red, and the **form cannot be submitted without uploading them**. Use + on the right to upload the attachments.

1 Schaeffler Supplier Code of Conduct

2 Conflict Minerals / Critical Raw Materials

3 Risk-Exposure

Schaeffler Supplier Code of Conduct

In order to meet our responsibility as well the expectations of our customers and stakeholders regarding to sustainability, we have defined corresponding requirements for our suppliers in our Supplier Code of Conduct. The acceptance of our Schaeffler Supplier Code of Conduct is therefore a mandatory basis for all existing and future business relationships.

Please, click on the box "Schaeffler Supplier Code of Conduct" to download the document, sign and upload the file to continue your application.



Upload signed Supplier Code of Conduct **Mandatory**



Confirmations and attachments

Use + in the upper right corner to upload the attachments. Please remember to choose the right **validity date** for your certificates and documents.

The **comment field is also mandatory**, and you can add the description of the document only, e.g. ISO 9001.

IATF 16949 Important +

☰ ISO 9001 Important

Certificate.pdf

Valid Until

Field is required

IATF 16949 Important

< August > < 2023 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CLOSE

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Submitting the form

Submitting the form

If you went through all the steps, please confirm that provided information is correct and **submit the form** (in the right down corner).

Submission

[SQUANDO PRIVACY POLICY](#)

I hereby confirm that all relevant information is provided and correct

Comment to Schaeffler

Enter comments

[BACK](#) [SAVE](#) [SUBMIT](#)

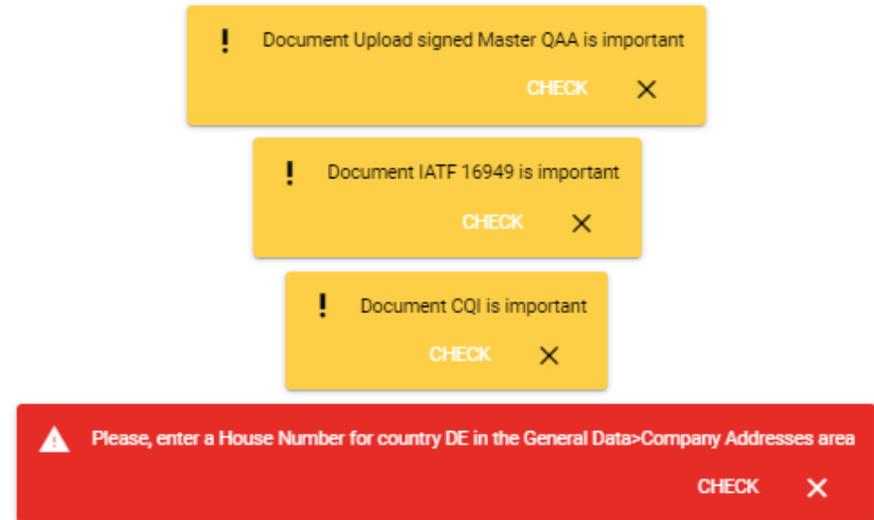
Submitting the form

You will be informed if any **mandatory** fields are missing through **red messages**.

Important documents are indicated by **yellow messages**, but you can submit the form without uploading them.

You need to **check and close each message individually**.

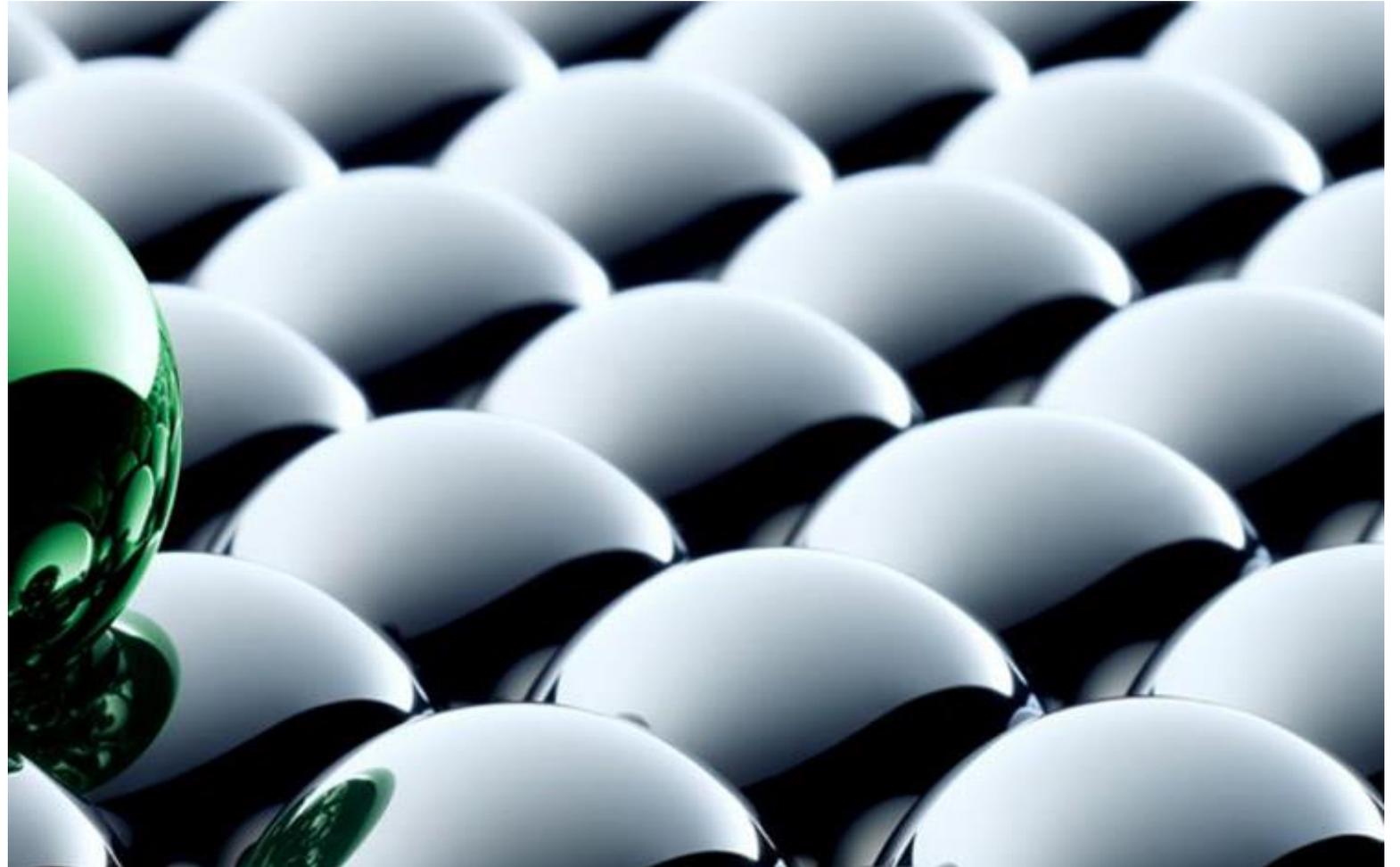
After you have checked all the messages, you can go back to **Review** section and click on **Submit** again to complete the request.



Thank you!

Now that you have submitted all your information, Schaeffler will analyze it.

You will be contacted by the responsible person in case of any extra information is required or about the next step regarding your business with Schaeffler!



SCHAEFFLER