



**Handbook for the Sell Side**

**How to register for  
BME*QualitySourcing.com***

Valid from January 2009  
Version: 3.2

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## 1. **BMEQualitySourcing.com**

Global Sourcing is becoming more and more important. For companies, especially buyers, it is necessary to match with strong and reliable partners respectively suppliers in emerging markets. But these markets are widespread and rarely transparent. Therefore the main question is: How to find the best partners for long time approved business relations?

BMEQualitySourcing.com is an exclusive electronic platform with qualified suppliers, operated by one of the largest associations of purchasing in Europe – the BME.<sup>1</sup> Selling companies present themselves to the buyers of the BME. The sellers are chosen and audited by the BMEnet GmbH.<sup>2</sup> You find the verified data in each supplier profile under "Certificates & Audit | BME QualitySourcing.com".

### **Benefits for Suppliers:**

- Get in contact with European top companies
- Give evidence of your special market portfolio and your capabilities
- Benefit from BME's active marketing
- Be a part of BME's huge network across Europe
- Indicate your references and certificates

### **Your Contacts at BME:**

#### **Headquarter in Frankfurt**

BMEnet GmbH  
Bolongarostrasse 82  
D-65929 Frankfurt / Main  
Germany

Phone: +49 (0) 69/ 308 38-380  
E-Mail: [qualitysourcing@bme.de](mailto:qualitysourcing@bme.de)

#### **Office in China**

BME Shanghai Co. Ltd.  
Suite 1601, Regus Silver Center  
1388 North Shan Xi Road  
Shanghai, P.R.China 200060

Phone: +86 (0)21/ 6149 8271  
E-Mail: [officemanager.sh@bmenet.asia](mailto:officemanager.sh@bmenet.asia)

### **BMEqs.com helpdesk:**

#### **SupplyOn AG**

##### **Phone (free of charge)**

from Germany: 0800.78775966  
from China (North): 10800.7490127  
from China (South): 10800.4900114  
from other countries: +800.78775966

##### **E-mail**

[Registration@SupplyOn.com](mailto:Registration@SupplyOn.com)

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<sup>1</sup> **BME** - The Association Materials Management, Purchasing and Logistics (**AMMPL**) is the international face of the Bundesverband Materialwirtschaft, Einkauf und Logistik e.V. (**BME**) of Frankfurt, Germany. - [www.bme.de](http://www.bme.de) / [www.ammpl.org](http://www.ammpl.org)

<sup>2</sup> **BMEnet GmbH** - 100% subsidiary of BME; operator of BMEQualitySourcing.com

## 2. Registration at BMEQualitySourcing.com

Before you can use the database, firstly you should register for the service.

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

At the end of the registration you are asked to download the contract with our service provider SupplyOn. Please sign this contract and fax it to the address indicated on the contract.

### 2.1. Get in contact with BME

Go to [www.bmequalitysourcing.com](http://www.bmequalitysourcing.com) and fill out the contact form.

### 2.2. Receive your invitation e-mail for registration

You will receive your invitation e-mail from our service provider SupplyOn ([registration@supplyon.com](mailto:registration@supplyon.com)) which invites you to register to BMEQualitySourcing.com. In the e-mail you will find your registration code (for example: 0533fbb24915600587c954b246e25ac9) and a link to the registration page.

Please copy the registration code contained in the e-mail.

Open the BMEqs.com login page <http://www.supplyon.com/bmeqslogin> and insert the registration code in the entry field.

BME Homepage | SupplyOn Homepage | 中文 (Chinese) | Home | Contact

WELCOME TO BME QUALITYSOURCING.COM BASED ON SUPPLYON PORTAL

Username

Password  [Login](#)

[Forgot password?](#)

[Help](#)

[Customer Support](#)

**Contact**

**Telephone (free of charge)**  
from Germany: 0800.78775966  
from USA/Canada: 1.866.787.7596  
from Mexico: 01.800.123.3231  
from China (North): 10800.7490127  
from China (South): 10800.4900114  
from other countries: +800.78775966

**E-mail**  
Questions on registration:  
[Registration](#)  
Questions on how to use the services:  
[Customer Support](#)

**BME QualitySourcing.com**

Your exclusive electronic platform with qualified global suppliers, operated by Europe's largest buyer network - the **BME**.

The difference - on BME QualitySourcing.com you find suppliers with verified and reliable qualification criteria - checked by the **BME**.

**SupplyOn**

Your platform for successful communication with your customers in the areas of Sourcing, Logistics, Finance, Quality and Engineering.

If you are a **Seller** please enter your registration code\* here

[Register](#)

\* You will find your registration code in the **Buyer** invitation. This e-mail will sent to you by SupplyOn.

**How to get Access**

[Go to bmequalitysourcing.com](#)

[BME QS - The exclusive supplier platform](#)

[BME QS - Info for suppliers](#)

[BME QS - Info for buyers](#)

**BME Co-operation Partner**

[Visit the BME Partner page](#)

**TÜVRheinland®**  
Genau. Richtig.

**win2**  
winwinsupply.com

**苏州工业园区企业配套网**  
WWW.ECSIP.COM

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Then click the "Register" button. You will enter the registration.

## Registration at SupplyOn



[Terms & Conditions](#) | [Service Specification](#) | [Help](#)

### Who is SupplyOn?

SupplyOn is one of the world's leading providers of Internet services for the automotive and manufacturing industry. The company provides a platform for the efficient management of business processes. On the right you will see a small selection of the companies who use SupplyOn to collaborate with their business partners.

### What does SupplyOn offer?

SupplyOn offers numerous services to help you optimize the transparency and quality of the processes you share with your customers in the areas of sales, logistics, development and quality management. More efficient processes also deliver benefits within your company because you can download and further process the data received via SupplyOn. By registering with SupplyOn, you increase the visibility of your company and make yourself known to the key players in the automotive and manufacturing sectors.

### How do I register with SupplyOn?

You enter your company data when you first register. You can interrupt registration at any time and continue later. Only when you sign the contract that you download at the end of registration do you enter into a legally binding agreement.

### Register now...

Please enter your registration code.

### What does it cost to use SupplyOn?

**Contact**  
  
**Phone** (toll free):  
From Germany: 0800.78775966  
From USA and Canada: 1.866.78775966  
From Mexico: 01800.12333231  
From Other Countries: +800.78775966  
  
**E-Mail:**  
For questions on registration:  
[Registration@SupplyOn.com](mailto:Registration@SupplyOn.com)  
Questions about use of the solutions:  
[Customer-Support@SupplyOn.com](mailto:Customer-Support@SupplyOn.com)

## 2.3. Create your BMEqs.com administrator

The administrator is the contact person at your company for all concerns regarding the database, e.g. buyer requests or user setup. Enter your personal data and your username which contains between 6 and 30 characters. Your password must contain between 8 and 20 characters. It has to include at least one special character, an upper and lower case, and a number. Click the "Save and continue" button.



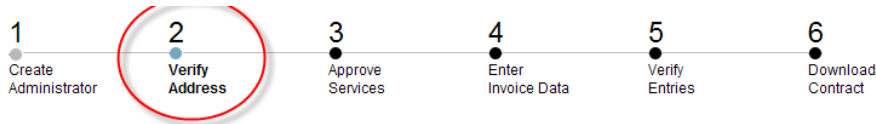
**Step 1/6: Create Administrator**

Please insert all mandatory data to create a SupplyOn Administrator for your company. The SupplyOn-Administrator has the ability to set up new users for your company and will receive messages concerning the use of the related SupplyOn-Services.

Salutation:*	<input type="text" value="Mr."/>
Last name, First Name:*	<input type="text" value="Peng"/> <input type="text" value="Lee"/>
Username:*	<input type="text" value="lpengwuhu"/>
Password:*	<input type="password" value="....."/>
Confirm Password:*	<input type="password" value="....."/>
E-Mail:*	<input type="text" value="bmeqs@supplyon.com"/>
Phone:*	<input type="text" value="+86 512 6262 0866"/>
Language:*	<input type="text" value="English"/>

## 2.4. Verify and complete your company data

We have already transferred your company master data to our service provider SupplyOn. Supplement the missing information and click the "Save and continue" button. If the existing data are incorrect, click on the "Change Address" button. It may take several days to check your entries. You can continue to carry out your registration once all entries have been checked. Registration@supplyon.com will send you an email to this effect.



Save Save and continue

**Step 2/6: Verify Address**

Your customer has already sent us your company data. Please verify the data. If necessary, you can adjust your address by clicking on "Change Address".

Company name: Wuhu Wenyu Art Kindergarten	Company name 2: <input type="text"/>
DUNS: 544756666	Functional entity type:* <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Headquarters</span> ▼
Street: Inside Wuli Primary School,	State: --- ▼
ZIP, City: 241000 Wuhu	Timezone:* <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">(GMT+08:00) CTT</span> ▼
Country: China	Homepage: <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">www.wuhu-kindergarten.cn</span>
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Change Address</span>	
Postbox: <input type="text"/>	Postbox Zip: <input type="text"/>
Postbox Location: <input type="text"/>	Postbox Country: --- ▼

Save Save and continue

## 2.5. Approve the service BMEQualitySourcing.com

You will now see the service BMEQualitySourcing.com which you are invited to use. Click on the "Save and continue" button.



Save and continue

**Step 3/6: Approve Services**

Your customer invited you to use the following Services.

Service	Runnng Expenses	Book Service
<b>QualitySourcing.com</b> BMEnet GmbH Chan, Kwan Wai Phone: +49 69 308 38-347 E-Mail: qualitysourcing@bme.de	0.00 USD per year <a href="#">Details</a>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;"><input checked="" type="checkbox"/></span>
<span style="border: 1px solid #ccc; padding: 2px;">Recalculate Price</span>		
One-time Registration fee	100.00 USD	
<b>Total fee in the first year</b>	<b>100.00 USD</b>	
<input type="checkbox"/> My company wishes to join the contract of a company or group already registered with SupplyOn		

Save and continue

## 2.6. Enter your 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.



Save Save and continue

**Step 4/6: Enter Invoice Data**

Your invoice address:

Company name:	Wuhu Wenyu Art Kindergarten	<input checked="" type="checkbox"/> Different Invoice Recipient	Company name:*	<input type="text"/>
Street:	Inside Wuli Primary School,		Street:*	<input type="text"/>
City:	Wuhu		City:*	<input type="text"/>
Zip:	241000		Zip:*	<input type="text"/>
Country:	China		Country:*	China <input type="button" value="v"/>
Fax:* <input type="text"/>	<input type="text" value="512 6262 0766"/>		Fax:* <input type="text"/>	<input type="text"/>
(Accounts Payable Dept.)			(Accounts Payable Dept.)	
VAT identification no.: <input type="text"/>	<input type="text"/>		VAT identification no.: <input type="text"/>	<input type="text"/>

**Payment Method:**

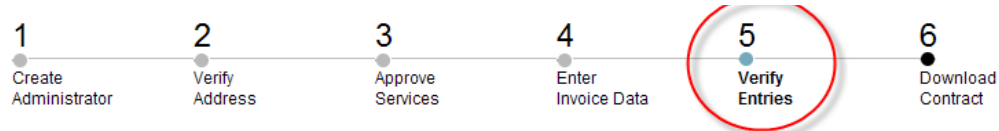
On account (Bank transfer or Credit Card)

Save Save and continue

## 2.7. Verify your entries

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

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



Save and continue

**Step 5/6: Verify Entries**

Thank you for your registration. Please verify all of your entries now.

**Company Data:**

Company name:	Wuhu Wenyu Art Kindergarten
Address:	Inside Wuli Primary School., 241000 Wuhu
VAT Identification Number:	<input type="text"/>

**Different Invoice Recipient:**       **Payment Method:** Bank transfer

**Your Services:**

QualitySourcing.com, BMEnet GmbH	0.00 USD per year
One-time Registration fee	100.00 USD
<b>Total fee for the first year</b>	<b>100.00 USD</b>

Print Page Save and continue

## 2.8. Download your BMEqs.com- and SupplyOn portal contract

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

1 Create Administrator

2 Verify Address

3 Approve Services

4 Enter Invoice Data

5 Verify Entries

6 Download Contract

Complete and close

**Step 6/6: Download Contract**

Your contract number is 344028 and has been applied on 20.10.09 .

**Where to go from here?**

- Download the contract by choosing your preferred language.

Download Contract DE   **Download Contract EN**

Notice: Your contract will be displayed as pdf-document. to open the document, you need the Adobe Reader.

- Sign the contract and send the document by fax to +49 811 99 99 73 41.

SupplyOn will approves your contract within the next 2 working days. You will receive an E-Mail as soon as you can use the SupplyOn-Services.

Complete and close

## 2.9. Sign the contract and fax it to SupplyOn

Now sign the contract and fax it to SupplyOn: **+49(0)811-99997-341**.

Once our partner SupplyOn has checked your entries, SupplyOn will activate your company to use the service within the next two working days. The message "The service BMEQualitySourcing.com has been activated for your company" will be sent to you by e-mail.

https://spin.application.pr.d.supplyon.com/slm/jsp/pdfDownload.jsp - Windows Internet Explorer

1 / 2 81,1% Suchen

**SUPPLYON**

SupplyOn AG - Ludwigstrasse 49 - D-85399 Hallbergmoos

**Applicant:**  
Company  
Wuhu Wenyu Art Kindergarten  
Accounts Payable  
Inside Wuli Primary School,  
241000 Wuhu  
China  
-hereinafter referred to as "Contractual Partner" -

To  
**SupplyOn AG**  
Customer Registration  
Ludwigstraße 49  
D-85399 Hallbergmoos

**FAX NO.:** + 49 (811) 9 99 97-341

Application for the conclusion of a Master Contract on the provision of SupplyOn Services:  
Registration as Supplying Company (SD 3.0)

This Master Contract supersedes all existing contracts and master contracts between the Contractual Partner as Supplying Company and SupplyOn.

**Master Contract**

**Master Contract No.:**  
344028  
**Date:**  
2009/10/20  
**Customer No.:**  
410648

Your registration has been successful!

### 3. How to use BMEQualitySourcing.com

You want to give your potential customers a good overview of your company as well as your products and services. Therefore, we recommend that you create a very detailed profile of your company at BMEQualitySourcing.com and keep it always up to date.

For detailed information about the use of BMEqs.com as seller you can use the document "BMEqs.com\_Use\_Handbook\_Seller\_V3.2.pdf" which is published under

[www.supplyon.com/bmeqslogon](http://www.supplyon.com/bmeqslogon).

#### 3.1. Login to BMEQualitySourcing.com

Go to [www.supplyon.com/bmeqslogon](http://www.supplyon.com/bmeqslogon) and log into BMEQualitySourcing.com with your user name and password (which you defined in step 1 of the registration).

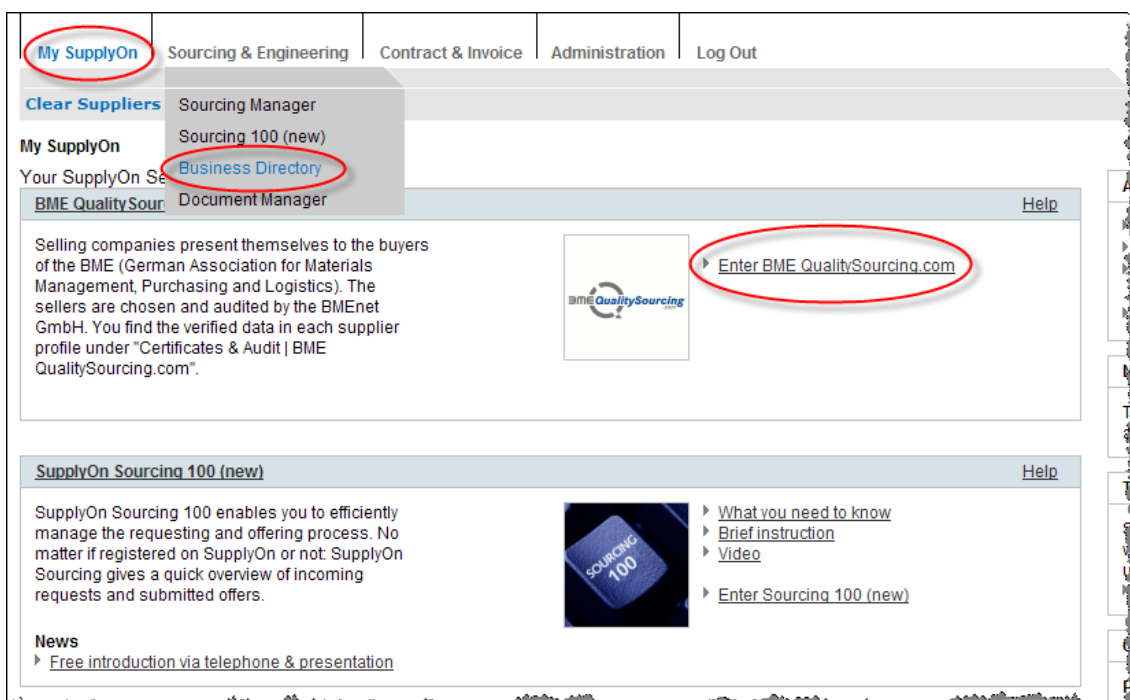


#### 3.2. Landing page "My SupplyOn"

Your first page after login is your personal "My SupplyOn" page. The displayed "service boxes" correspond with your assigned user roles.

#### 3.3. Go to "Sourcing & Engineering | Business Directory"

After login, please click "Enter BME QualitySourcing.com" in the BMEqs.com service box or select "Sourcing & Engineering | Business Directory" on the top navigation bar.



Now you will see your company profile in the BMEqs.com Business Directory.

My SupplyOn | Sourcing & Engineering | Contract & Invoice | Administration | Log Out

SUPPLYON

BMEet China Office

My SupplyOn > Profile of BMEet China Office: Change Address

My profile

Profile of BMEet China Office

Save Export Cancel

Address Company Structure Contact Persons Company Information Certificates & Audit Manufacturing Competences Products (eCl@ss) Contracts

**Company**

Company Name: BMEet China Office Company Name (Line 2):  
 D-U-N-S Number: 999015111 Company short description:  
 Company Homepage: http://www.bme.de  
 Company central e-mail: martin.kuehl@bmenet.asia  
 Founding year:  
 Legal Form:

**Corporate Group**

Corporate Group Company Name: Bundesverband Materialwirtschaft, Einkauf und Logi Corporate Group D-U-N-S Number: 318934551

**Address**

Street, Nr: 1388 North Shan Xi Road  
 ZIP-Code: 200060  
 City: Shanghai  
 Region:  
 Country: CN

### 3.4. Maintain your company profile tab by tab

Select a tab, e.g. "Certificates & Audit" and enter your company data. Click "Save".

My SupplyOn | Sourcing & Engineering | Contract & Invoice | Administration | Log Out

SUPPLYON

BMEet China Office

My SupplyOn > Profile of BMEet China Office: Change Certificates & Audit

You have uploaded the following attachments: BME\_ISO9001.jpg

My profile

Profile of BMEet China Office

Save Export Cancel

Address Company Structure Contact Persons Company Information Certificates & Audit Manufacturing Competences Products (eCl@ss) Contracts

Show level [1] [2] [3] Expand all Collapse all

**Certificates:**

Quality Management System

ISO 9001 Certificate validity (to)\*: 12/21/2010

Certificate document\*: BME\_ISO9001.jpg (44 B) Certificate registration number: 03006Q10156R1K  
 Upload Delete

Certifying agency: Registration numb...: T19001-2000 Certifying agency (name, location, co...: TL Certification Center, China

Remark: The Design, Production and Servicing Process of ADSL Splitter, Transformer & Inductor

ISO/TS 16949 Certificate validity (to)\*:

#### **4. Online help and registration support**

You have two possibilities to get support:

**(1)** Click "Help" or "Help for this page" on the top navigation bar to get online information.

**(2)** Contact the registration support of SupplyOn:

Phone (toll free): + 800. 78 77 59 66

Mailto: [Registration@SupplyOn.com](mailto:Registration@SupplyOn.com)