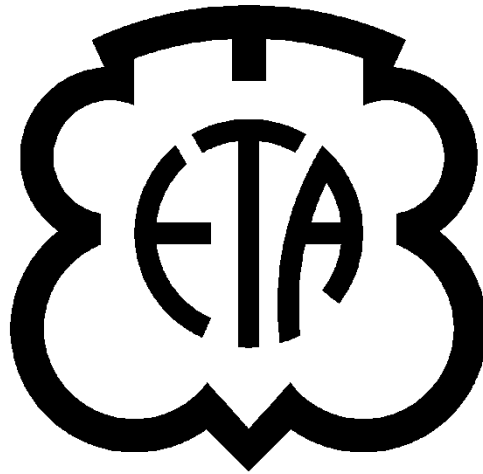


ETA SA Supplier Portal

Instruction for Suppliers



Welcome

The Supplier Portal is to improve the quality and effectiveness of our communication with you.

The Portal is valuable in the management of quality certificates, social responsibility, in the exchange of documents and supplier performance evaluations.

In order for this communication to work efficiently, reliable basic data is necessary. It's for this reason that the questionnaires need to be thoroughly completed, and you check your data, and if necessary updated, at least once a year.

The self-registration process goes through the following phase:

You are guided through several steps in which you provide information regarding the name of your company, your address, contact persons, bank details and choose the material groups for which (s) you wish to offer us your products and / or services.

Depending on the material groups selected, a questionnaire that focuses on specific questions will also have to be completed.

After saving and posting your self-registration, we will review your information.

If we are interested, we will contact you.

If your application is not accepted, you will be notified by e-mail.

Completing the questionnaires correctly will allow you to be introduced into our "pool" of potential suppliers, but please be aware this does not signify that you are immediately recognized as an official ETA supplier.

Your data will be treated confidentially and not be passed on to third parties.

If you have any questions, don't hesitate to contact us: procurement@eta.ch

Content

Welcome	2
Initial registration on the ETA supplier portal	4
Company & Contact	5
Company profile	5
Company address	7
Company contacts	8
Material Group Assignment	9
Specific questionnaire	10
Banking data	12
Document	14
Certificates	16
Self-registration finalization	17
ETA Supplier portal	18
Personal setting	19

Initial registration on the ETA supplier portal

Want to become our SUPPLIER?

1

2

APPLY HERE!

WELCOME, please enter your credentials

Key

Password

☐ Show password

☒ Keep me logged in

LOG IN

Unable to log in?

QA

Change language

Accelerate Test of Compatibility

ETA

Supplier Self Registration

Status: Not submitted
Support: please click here

WELCOME PAGE

COMPANY & CONTACT

COMPANY PROFILE

COMPANY ADDRESSES

COMPANY CONTACTS

MATERIAL GROUP ASSIGNMENT

QUESTIONNAIRES

Welcome to the Supplier Self Registration

The following pages will guide you through the registration step by step, it will take approximately 5-10 minutes to complete the initial registration.

The questionnaire not only contains general, logistics and quality questions, but also material group specific questions depending on your supply ambitions.

Correctly completing the questionnaire will register you in the supplier pool from which suppliers are chosen to become validated ETA suppliers.

ETA SA, Manufacture Horlogère Suisse
Schild-Rust-Strasse 17
CH-2540 Grenchen, Switzerland
E-Mail: Procurement@eta.ch

3

NEXT

1	Apply	Click here to start self-registration.
2	Language	Language modification possible.
3	Next	Click on the “next” button (located at the bottom of the form on the right) to proceed to the next step.

Company & Contact

Supplier Self Registration

Status: Not submitted
Support: please click here

WELCOME PAGE

COMPANY & CONTACT

COMPANY PROFILE

COMPANY ADDRESSES

COMPANY CONTACTS

MATERIAL GROUP ASSIGNMENT

QUESTIONNAIRES

This is step 1/10. Welcome to the self-registration for your company in our supplier database. Please complete the fields below with company head office and your contact data. The field "Login" will be automatically created. Mandatory fields are marked red. Click "NEXT" to continue.

COMPANY INFORMATION

Company

Name 2

Name 3

Address / House No

Building Code

Room

Floor

Street 2

Street 3

Street 4

Postal/Zip code

City

If the mandatory fields are empty or incorrect, this symbol will appear on the right  and the corresponding field will be red.

1	Step instruction	Assistance and explanation of the information to be entered.
2	Entry fields	Fields marked in red are mandatory.
3	Supplier status	Not submitted = Self-registration process not yet completed.
4	Next	Click on the “next” button (located at the bottom of the form on the right) to proceed to the next step.

At the end of step 1/10, you will automatically proceed to the next step and receive a Welcome E-Mail with your login (e.g. hans.muster@xxx.yy) and an E-Mail with your initial password (to be entered on your next login)

5

Company profile

Here you enter more information about your company.



Supplier Self Registration

Status: Not submitted
Support: please click here

WELCOME PAGE

COMPANY & CONTACT

COMPANY PROFILE

COMPANY ADDRESSES

COMPANY CONTACTS

MATERIAL GROUP ASSIGNMENT

QUESTIONNAIRES

DOCUMENTS

This is step 2/10. Please complete the fields below, mandatory fields are marked red. Click "NEXT" to continue.

Publish

LEVEL	QUESTION	ANSWER																								
1	COMPANY INFORMATION																									
2	Year of foundation																									
3	Company languages	German																								
4	Please indicate your Group or Company structure	<table><thead><tr><th>COMPANY STRUCTURE</th><th>NAME</th><th>CITY</th><th>DUNS NO.</th></tr></thead><tbody><tr><td>Group</td><td></td><td></td><td></td></tr><tr><td>Group</td><td></td><td></td><td></td></tr><tr><td>Group</td><td></td><td></td><td></td></tr></tbody></table>	COMPANY STRUCTURE	NAME	CITY	DUNS NO.	Group				Group				Group											
COMPANY STRUCTURE	NAME	CITY	DUNS NO.																							
Group																										
Group																										
Group																										
5	Contact partners	<table><thead><tr><th></th><th>FIRST NAME</th><th>NAME</th><th>EMAIL</th><th>PRE-ELECTION</th><th>PHONE</th></tr></thead><tbody><tr><td>CEO</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>PRODUCTION MANAGER</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>QUALITY MANAGER</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>		FIRST NAME	NAME	EMAIL	PRE-ELECTION	PHONE	CEO						PRODUCTION MANAGER						QUALITY MANAGER					
	FIRST NAME	NAME	EMAIL	PRE-ELECTION	PHONE																					
CEO																										
PRODUCTION MANAGER																										
QUALITY MANAGER																										

1	Step instruction	Assistance and explanation of the information to be entered.
2	Next	Click on the “next” button (located at the bottom of the form on the right) to proceed to the next step.

Company address

In this step, you enter your company’s address(s) (If for example your invoice address differs from that of your normal business address).

Supplier Self Registration

Status: Not submitted
Support: please click here

WELCOME PAGE

COMPANY & CONTACT

COMPANY PROFILE

COMPANY ADDRESSES

COMPANY CONTACTS

MATERIAL GROUP ASSIGNMENT

QUESTIONNAIRES

DOCUMENTS

This is step 3/10. Please indicate your company’s addresses. After you have saved the data click “NEXT” to continue.

Search

All

New

NO.

☐

ADDRESS TYPE

DEFAULT

SUPPLIER NAME 1

SUPPLIER NAME 2

SUPPLIER NAME 3

SUPPLIER NAME 4

STREET 1

1

☒

☒

☐

1

3

2

1	Step instruction	Assistance and explanation of the information to be entered.
2	New	Click on the “New” button to create an address entry line. Once you have completed the fields for your first address, click “New” if you need to create a new address entry line. If not, go to point 3.
3	Next	Click on the “next” button (located at the bottom of the form on the right) to proceed to the next step.

Company contacts

You can enter other contact persons here. These people will also receive the data necessary to access the ETA Supplier Portal.

1

Supplier Self Registration

Status: Not submitted
Support: please click here

WELCOME PAGE

COMPANY & CONTACT

COMPANY PROFILE

COMPANY ADDRESSES

COMPANY CONTACTS

MATERIAL GROUP ASSIGNMENT

QUESTIONNAIRES

DOCUMENTS

i

This is step 4/10. Click "NEW CONTACT" and indicate the data of your Key-Account Manager. Note that the included contacts will be automatically provided with a Login. Click "NEXT" to save and continue.

2

Search

Q

All

3

New contact

NO.	☐	+	FUNCTIONS	ACADEMIC TITLE	TITLE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TEL
1	☐	+	Procurement		Mr.	Philippe	Calame	☒	philippe.calame@eta.ch	032
2	☒	☒		Dr. Prof.	Mr.			☐		

1	Step instruction	Assistance and explanation of the information to be entered.
2	New contact	Click on the "New Contact" button to create an additional contact entry line. After completing the fields of your additional new contact, repeat the operation as many times as you have contacts to enter. If not, go to point 3.
3	Next	Click on the "next" button (located at the bottom of the form on the right) to proceed to the next step.

Material Group Assignment

Select one or more material groups that you would like to deliver.

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

WELCOME PAGE COMPANY & CONTACT COMPANY PROFILE COMPANY ADDRESSES COMPANY CONTACTS **MATERIAL GROUP ASSIGNMENT** QUESTIONNAIRES DOCUMENTS

i This is step 5/10. You are currently not assigned to any Material Group. Please search in our Commodity structure to identify the products and services you wish to provide us.

2 **1**

Search bar: [Show full list](#)

- ⊕ Finance, sponsoring, health
- ⊕ Garage
- ⊕ **Non watch products**
 - ✓ Technical production equipments
 - ✓ Electr. watch components
 - ✓ Habillement watch components
 - ⊕ Joint watch components
 - ⊕ Watch components
 - ⊕ Service
 - ⊕ Investment
 - ⊕ Real Estate
 - ⊕ Raw Material
 - ⊕ Packaging
- ⊕ Finance, sponsoring, health
- ⊕ Garage
- ⊖ **Non watch products**
 - ✓ Clothing
 - ✓ Protective equipement
 - ✓ Work shoes
 - ☐ Safety and health / first aid
 - ☐ Stationery
 - ☐ Printing / Advertising speciality
 - ☐ Software, License

Your Selection:

- Clothing
- Protective equipement
- Work shoes

You have selected 3 record(s)

3

1	Step instruction	Assistance and explanation of the information to be entered.
2	Material groups	Open a material group (+) and select one or more areas that suit you. Repeat the operation in other material groups if necessary.
3	Next	Click on the “ next ” button (located at the bottom of the form on the right) to proceed to the next step.

Specific questionnaire



Supplier Self Registration

Status: Not submitted
Support: please click here

WELCOME PAGE

COMPANY & CONTACT

COMPANY PROFILE

COMPANY ADDRESSES

COMPANY CONTACTS

MATERIAL GROUP ASSIGNMENT

QUESTIONNAIRES

DOCUMENTS

This is step 6/10. Please answer of all questionnaires below.
 After you have saved your data, click "Finish" to send the data to ETA.

1

Search

All

NO.	QUESTIONNAIRE	TAB	INFORMATION SHEET TYPE	STRUCTURE STATUS	COMPLETED (%)	LAST CHANGE	LAST CHANGED BY
1	ETA Materialgroup specific questions (V4)	ETA Materialgroup specific questions (V4)	Self Registration	Online	0%		
		2					

1	Step instruction	Assistance and explanation of the information to be entered.
2	Questionnaire	Open the specific questionnaire relating to the material group you have selected.



Supplier Self Registration

Status: Not submitted
Support: please click here

WELCOME PAGE
COMPANY & CONTACT
COMPANY PROFILE
COMPANY ADDRESSES
COMPANY CONTACTS
MATERIAL GROUP ASSIGNMENT
QUESTIONNAIRES
DOCUMENTS

ETA MATERIALGROUP SPECIFIC QUESTIONS (V4)

Back to overview
Save as draft
Publish
Cancel
Export
Print

LEVEL	QUESTION	ANSWER																					
1	THE INFORMATION REQUESTED IS IMPORTANT IN YOUR SELECTION PROCESS AND WE STRONGLY RECOMMEND THAT ALL QUESTIONS ARE COMPLETED TO BEST MEASURE YOUR CAPACITY FOR EXISTING AND FUTURE BUSINESS. ALL INFORMATION PROVIDED IS STRICTLY CONFIDENTIAL AND FOR INTERNAL USE ONLY																						
2	Do you accept ETA's General Terms of Purchase of ETA SA?	☐ Yes ☐ No																					
2.2	LINK TO ETA'S GTCP: HTTPS://SRM.ETA.CH/ETA_AEB_EN.PDF																						
3	QUALITY MANAGEMENT SYSTEM																						
3.1	Are you certified?	☐ No ☐ Yes, please upload your certificates under the certificate tab.																					
3.1.1		<table> <tr> <th></th><th>ISO-9001</th><th>VDA 6.1</th><th>TS 16949</th><th>EN9100</th><th>ISO 13485</th><th>OTHERS</th></tr> <tr> <td>YEAR OF CERTIFICATION:</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>VALID UNTIL:</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>		ISO-9001	VDA 6.1	TS 16949	EN9100	ISO 13485	OTHERS	YEAR OF CERTIFICATION:							VALID UNTIL:						
	ISO-9001	VDA 6.1	TS 16949	EN9100	ISO 13485	OTHERS																	
YEAR OF CERTIFICATION:																							
VALID UNTIL:																							
4	ENVIRONMENTAL, HEALTH & SAFETY MANAGEMENT AND CORPORATE RESPONSIBILITY																						
4.1	Are you certified?	☐ No ☐ Yes, please upload your certificates under the certificate tab.																					
4.1.1		<table> <tr> <th></th><th>ISO-14001</th><th>OHSAS 18001</th><th>SA 8000</th><th>OTHERS</th></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </table>		ISO-14001	OHSAS 18001	SA 8000	OTHERS																
	ISO-14001	OHSAS 18001	SA 8000	OTHERS																			

3	Questionnaire	Complete the questionnaire.
4	Publish	Click on the “Publish” button. A message will appear confirming that your questionnaire is “published”.

Banking data

Please enter your bank accounts

The first screenshot shows the 'Supplier Self Registration' interface with the 'Banking Data' menu selected. A blue box labeled '1' points to the 'Banking Data' menu. A blue box labeled '3' points to the 'New' button. A blue box labeled '4' points to the 'Attachment' button. A blue box labeled '5' points to the 'Delete' button.

The second screenshot shows the 'Supplier Self Registration' interface with the 'Banking Data' menu selected. A blue box labeled '2' points to the step instruction: 'This is step 7/10. Click on "New" and enter the details of your company. Upload a copy of the bank details under "attachement". Click on "apply" to save your entry and continue.' A blue box labeled '3' points to the 'New' button. A blue box labeled '4' points to the 'Attachment' button. A blue box labeled '5' points to the 'Delete' button.

1	Banking data	Select the "Banking data" menu.
2	Step instruction	Assistance and explanation of the information to be entered.
3	New	Click on the "New" button to create an address entry line and bank details. Enter your bank details (bank name, address, account number, currency, account holder, etc.).
4	Attachment	Click on the (+) button to open the download window. Download a document / copy of your bank details (pdf or jpg format).
5	Delete	If you have created an overprint line, select the line ☒ and click

Set-up/edit a document

File

8

Apply
Save
Cancel
Close

ENTER LINK OR DOCUMENT TITLE (MAX. 250 CHARACTERS):

6

SELECT A FILE TO UPLOAD:

Parcourir...

7

ENTER COMMENT:

250 characters left

9

6	Document	Enter the name of the document (eg: UBS contact details).
7	Parcourir	Select the file to import.
8	Apply	Click on the “Apply” button. The download window closes and returns to the “Banking data” Menu page.
9	Next	Click on the “next” button (located at the bottom of the form on the right) to proceed to the next step.

Document

Here you are able to add files, links and texts, for example business reports, D&B-reports, or company presentations.

Supplier Self Registration

Status: Not submitted
Support: please click here

WELCOME PAGE COMPANY & CONTACT COMPANY PROFILE COMPANY ADDRESSES COMPANY CONTACTS MATERIAL GROUP ASSIGNMENT QUESTIONNAIRES DOCUMENTS

i This is step 8/10, Click on "advanced upload" to upload your documents. You can upload for exemple documents such as catalogues and/or price lists. Click on "NEXT" to continue.

Advanced Upload

DOCUMENTS

No records found

PREVIOUS NEXT

1	Documents	Select the "Documents" menu.
2	Step instruction	Assistance and explanation of the information to be entered.
3	Attachment	Click on the "Advanced Upload" button to open the download window. Download the/ documents of your choice.



Supplier Self Registration

Status: Not submitted
Support: please click here

WELCOME PAGE
COMPANY & CONTACT
COMPANY PROFILE
COMPANY ADDRESSES
COMPANY CONTACTS
MATERIAL GROUP ASSIGNMENT
QUESTIONNAIRES
DOCUMENTS

Back to overview
Upload

4

UPLOAD DOCUMENT

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

5

1	File	Select the file type to download
2	Document / Link	Enter Document Name / Link
3	Parcourir	Select the file/link to download.
4	Upload	Click on the "Download" button. The download window closes and returns to the "Documents" menu
5	Next	Click on the "next" button (located at the bottom of the form on the right) to proceed to the next step.

Certificates

Here you can download files from your certificates (e.g. ISO, etc.)
Downloading works the same way as downloading documents.



Supplier Self Registration

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

[WELCOME PAGE](#) [COMPANY & CONTACT](#) [COMPANY PROFILE](#) [COMPANY ADDRESSES](#) [COMPANY CONTACTS](#) [MATERIAL GROUP ASSIGNMENT](#) [QUESTIONNAIRES](#) [DOCUMENTS](#)

This is step 9/10, Click on "New" and upload your certificates under "DOCUMENTS/COMMENTS". After you have saved your data, please click on "CONTINUE" to continue the registration.

1

Search

All

2

New

3

CERTIFICATE NAME

4

next

NO.	☐	☐	CERTIFICATE NAME	ALTERNATIVE NAME	MANUFACTURING SITE	CERTIFICATION AUTHORITY	VALID FROM
1	☒	☒	others				

1	Step instruction	Assistance and explanation of the information to be entered.
2	New	Click on the “New” button to create a certificate entry line.
3	Certificat	Enter the certificate information
4	Next	Click on the “next” button (located at the bottom of the form on the right) to proceed to the next step.

Self-registration finalization

Thank you for this detailed information. It will now be examined by our Service Procurement Buyers.



Supplier Self Registration

Status: Not submitted
Support: please click here

WELCOME PAGE

COMPANY & CONTACT

COMPANY PROFILE

COMPANY ADDRESSES

COMPANY CONTACTS

MATERIAL GROUP ASSIGNMENT

QUESTIONNAIRES

DOCUMENTS

Registration

You have accepted the Terms and Conditions
If your data is complete, please click "REGISTER"

1

PREVIOUS

REGISTER

REJECT



Supplier Self Registration

Status: Submitted
Support: please click here

WELCOME PAGE

COMPANY & CONTACT

COMPANY PROFILE

COMPANY ADDRESSES

COMPANY CONTACTS

MATERIAL GROUP ASSIGNMENT

QUESTIONNAIRES

DOCUMENTS

2

3

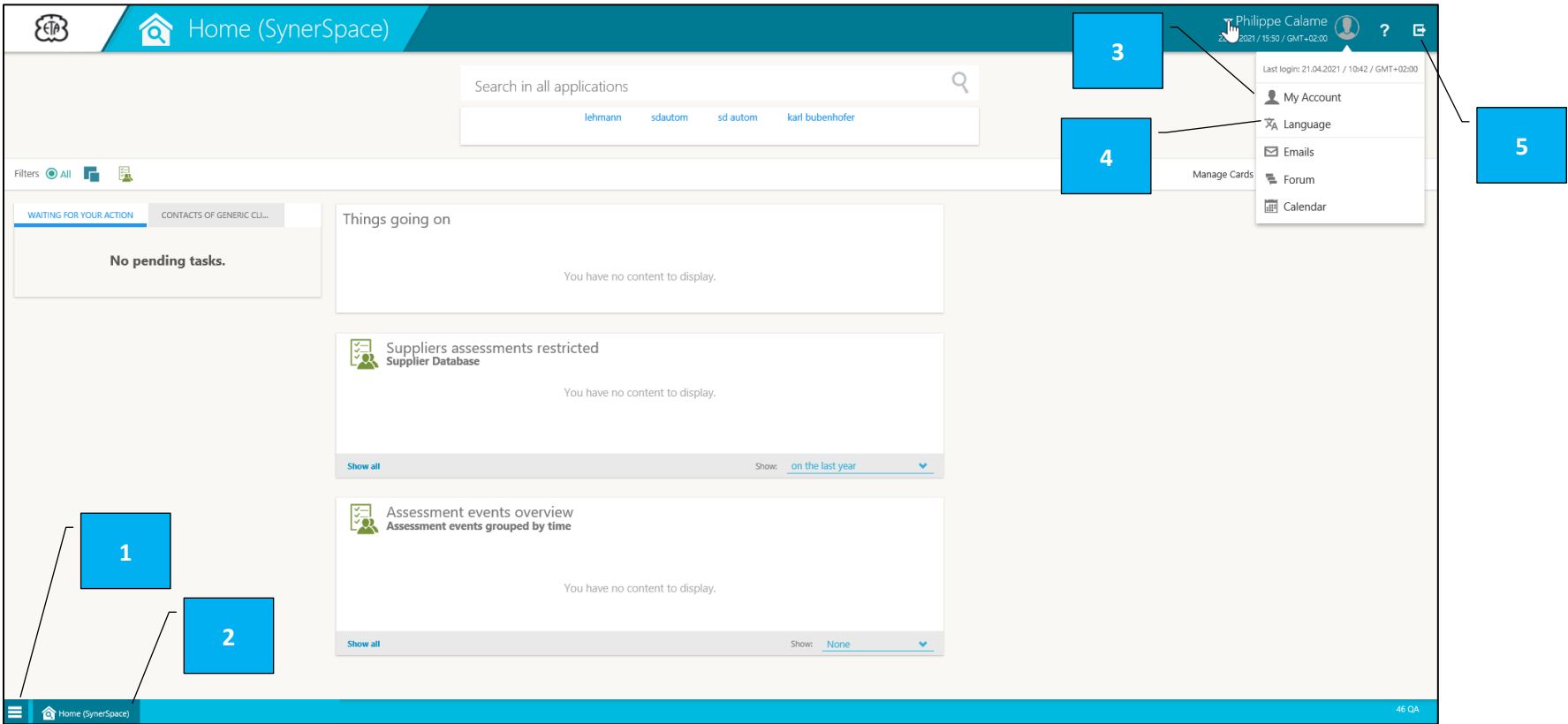
LOGOUT

Your registration has been successful. Your application will be evaluated by our Purchasing Department. You will be informed by E-Mail as soon as a specific need is identified.

1	Register	Click on the "Register" button to finalize your registration
2	Supplier status	Submitted = Self-registration process completed.
3	Logout	Click on the "Logout" button to log out

ETA Supplier portal

After ETA has accepted your registration request, you will receive access to the ETA supplier portal.



1	Menu	Click on the button to access the functionalities
2	Home (Synerspace)	Click on the button to return to the home page
3	My Account	User profile data
4	Language	Change the language of the platform
5	Logout	User logout

Personal setting

In this tab, you can adjust your personal settings, e.g. Language, time zone or number and date format.



Philippe Calame
22.04.2021 / 16:00 / GMT+02:00

?

Contact information

CONTACT INFORMATIONPERSONAL SETTINGSMY TEAM MEMBERSHIPPROXY USERSE-MAILSFAVOURITES

SaveCancelTranslation

SETTINGS

Main languageEnglish (UK)

Secondary languageEnglish (UK)

Time zone(GMT+01:00) Busingen, Vaduz, Zurich

Date/time formatdd.MM.yyyy

Numeric format100.000,36

Decimals2

CurrencyCHF - Swiss Franc

Receive emails with calendar Assessment events

Show online status

Photo (Thumbnail)

Start pageHome (SynerSpace)

Disable Pre-List search