



Foto: Volker Emersleben

Introducing the new supplier management system

Supplier Management and Rating Tool: "SMaRT"

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This document applies to the Smart Version 5.0.1025.22313

The SMaRT start page

The home page is divided into three parts:

- Left you see your business address and have access to your profile, your documents, master data editing view and user management.
- The middle section shows you open tasks, such as questionnaires to be filled, or to-do items.
- On the right side you will find different types of information that are currently relevant to you.

TEST MUSTERLIEFERANT - HOMEPAGE

Caroline-Michaelis-Str
10115, Berlin
Germany

CATEGORY APPROVAL

Locomotives	✓ Prequalified
Passenger	✓ Approved
Train Cars	

USER MANAGEMENT
View list
Add new user

DOCUMENTS
View documents

SUPPLIER PROFILE
View profile
Update master data
Adjust location (GPS)
Countries of operation

CONTACTS
Max, Musterman
Key-Account Manager

YOUR TASKS

SELF-ASSESSMENTS TO PERFORM
No scheduled assessments

ACTIVE TASKS EXPORT SHOW ALL

TASK	CREATED	DUE	STATUS	
Workshop Implementation new QS-System	5/11/2018	11/30/2018	In progress	🔗
Benachrichtigungstest	7/3/2018	10/3/2018	In progress	🔗
Test LE	7/26/2018	10/26/2018	New	🔗

1 - 3 of 3 items

FOR YOUR INFORMATION ONLY

PLANNED ON-SITE AUDITS
No scheduled assessments

PAST ASSESSMENTS
No scheduled assessments

You have new notifications!
Click on to see more.

0

View your profile data and update them

- You can update your master data. For example, you can change the address, legal information, number of employees, sales data, etc. of your company.
- Once you have been selected by the purchasing department of the Deutsche Bahn AG , you can view your commodities status on the left side of your profile.
- Only the commodities provided during the registration process are displayed.
- In the future, you will be able to expand the scope of your commodities. At the moment this is not yet possible and we ask you to contact your local buyers to contact if you want to add product groups.

The screenshot shows the 'TEST MUSTERLIEFERANT - HOMEPAGE' for a supplier. The interface includes a navigation menu on the left with sections like 'CATEGORY APPROVAL', 'USER MANAGEMENT', 'DOCUMENTS', 'SUPPLIER PROFILE', and 'CONTACTS'. The main content area is divided into three sections: 'YOUR TASKS', 'FOR YOUR INFORMATION ONLY', and 'ACTIVE TASKS'. The 'ACTIVE TASKS' section contains a table with the following data:

TASK	CREATED	DUE	STATUS	
Workshop implementation new QS-System	5/11/2018	11/30/2018	In progress	🔗
Benachrichtigungstest	7/3/2018	10/3/2018	In progress	🔗
Test L.E.	7/26/2018	10/26/2018	New	🔗

Below the table, it indicates '1 - 3 of 3 items'. The 'FOR YOUR INFORMATION ONLY' section includes 'PLANNED ON-SITE AUDITS' (No scheduled assessments) and 'PAST ASSESSMENTS' (No scheduled assessments). A notification bubble at the top right says 'You have new notifications! Click on [bell icon] to see more.'

i FOR YOUR INFORMATION ONLY

"Approved" means:

The Deutsche Bahn, in regards to the documents you provided, has approved your commodity group. Following a successful registration and qualification process Suppliers do not have a legal right to consideration in the context of awards or bidding procedures

Update your profile data

Step 1: Click on the home page on the "update master data".

Step 2: Now, an overview will open with your stored master data. Here you can update or complete your profile data. Simply enter the desired change this in the relevant master data box.

Step 1

TEST MUSTERLIEFERANT - HOMEPAGE

Caroline-Michaelis-Str
10115, Berlin
Germany

CATEGORY APPROVAL
Locomotives Prequalified
Passenger Train Cars Approved

USER MANAGEMENT
View list
Add new user

DOCUMENTS
View documents

SUPPLIER PROFILE
View profile
Update master data
Adjust location (GPS)
Countries of operation

CONTACTS
Max, Musterman
Key-Account Manager

YOUR TASKS

SELF-ASSESSMENTS TO PERFORM
No scheduled assessments

ACTIVE TASKS EXPORT SHOW ALL

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Test LE	7/26/2018	10/26/2018	New

1 - 3 of 3 items

Step 2

MASTER DATA UPDATE

Basic information

Name: TEST MUSTERLIEFERANT
Short name: TEST MUSTERLIEFERANT

Legal form: select
Established:

Tax ID: 10101010
Trade register ID: 23232323
Registering body: Berlin-Charlottenburg
D-U-N-S Number: 868686868

Ownership structure: AG

Agents/Distributors:

Top management:

Has frame contract:
Contract expiration date:

Web site: https://www.deutschebahn.com/en/business/sup

Location

Street: Caroline-Michaelis-Str
5

Profile

Size: Mid-cap

Annual turnover + add
Supplier's annual turnover
Period: Currency: Value: Actions

No records to display.

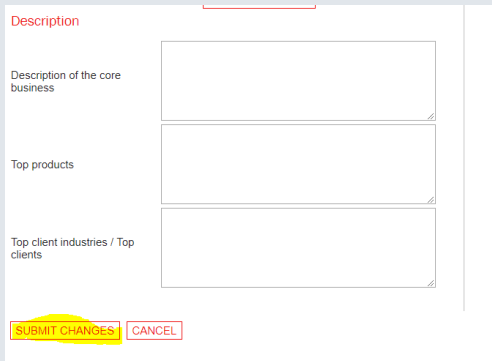
Ratings
Other ratings (please describe and indicate date of rating)
S&P Global Ratings: AA-stabil A-1+
Moody's: Aa1/stabil B-3

Total employees

Office/Admin: 250
Management: 20

Update your profile data

3. Then click "submit adjustment" on the lower left side of the screen.



Description

Description of the core business

Top products

Top client industries / Top clients

SUBMIT CHANGES CANCEL

4. Following fields require the approval of our internal Supplier Data department :

- City
- Country
- DUNS Number
- Legal form
- Postcode
- Province
- Street
- Tax ID
- Trade register ID
- Vat EU ID
- Vat Tax ID

Your master data updates have been forwarded for approval.

All Master Data changes will be highlighted in yellow until approved. You can overwrite the data at any time before they are reviewed and resubmit them again.

Upload documents and certificates

- You can upload documents such as certificates, CSR reports, etc..
- Documents can be assigned an expiration date and an email reminder so that a colleague of your choice receive a notification before or after the expiration date.
- Documents can be deleted only 24 hours after the initial upload.

The screenshot shows the 'DOCUMENTS' tab of a company profile. It features two tables for document management:

Supplier Rating			
NAME	TYPE	VALID TO	
20180305 114456	Supplier Rating	-	[Download]
Lieferantenbewertung Test	Supplier Rating	-	[Download]

Company Information			
NAME	TYPE	VALID TO	
Organigramm 2017	Company Information	12/11/2018	[Download]

Below the tables is a 'Quick preview' of an organizational chart titled 'Organigramm'. The chart shows a hierarchy starting with 'Direktion' at the top, branching into 'Filiabibliotheken' and 'Bibliothek Schmiedenhof'. Under 'Filiabibliotheken' are 'Leseförderung Kinder' and 'Basel West'. Under 'Bibliothek Schmiedenhof' is 'Eingangszonen'.

Uploading documents and certificates

1. Step: Click on the home page on the left side on the „View Documents“
2. Step: Now click on the „Add New“.

Step 1

The screenshot shows the DB home page. The left sidebar contains several menu items: '10115, Berlin Germany', 'CATEGORY APPROVAL' (with sub-items 'Locomotives' and 'Passenger Train Cars'), 'USER MANAGEMENT' (with sub-items 'View list' and 'Add new user'), 'DOCUMENTS' (with 'View documents' highlighted in yellow), 'SUPPLIER PROFILE' (with sub-items 'View profile', 'Update master data', 'Adjust location (GPS)', and 'Countries of operation'), and 'CONTACTS' (with sub-items 'Max, Musterman', 'Key-Account Manager', and 'Receives emails'). The main content area shows 'YOUR TASKS' with sections for 'SELF-ASSESSMENTS TO PERFORM' and 'ACTIVE TASKS'.

Step 2

The screenshot shows the 'TEST MUSTERLIEFERANT - COMPANY PROFILE' page. The 'DOCUMENTS' tab is selected, and the 'ADD NEW' button is highlighted in yellow. Below the button, there are two sections: 'Supplier Rating' and 'Company Information'. Each section contains a table with columns for 'NAME', 'TYPE', and 'VALID TO'. The 'Supplier Rating' section has two rows of data, and the 'Company Information' section has one row of data. Navigation controls are visible at the bottom of each table.

NAME	TYPE	VALID TO
20180305 114456	Supplier Rating	-
Lieferantenbewertung Test	Supplier Rating	-

NAME	TYPE	VALID TO
Organigramm 2017	Company Information	12/31/2018

Uploading documents and certificates

Step 3:

- Now please select the appropriate document type in "Type",
- Select the appropriate file via "Select files..." and type the "Name".
- You can add a description.
- Then, set the relevant "DB business Unit" on the drop-down menu and set the validity of the document on the date picker
- In addition, you can set an expiration date for the document:

ADD
step 3
✕

Type * ▼
 Select document type

File * Select files...

Name * [Text Input]

Description [Text Area]

Supplier TEST MUSTERLIEFERANT

DB BU ▼
 Deutsche Bahn AG

Year ▼
 2018

Valid from [Date Picker] to [Date Picker]

ADD
CANCEL

Current Tasks

- On the home page you can see the current tasks assigned to you.
- By clicking on one you can add requested informations.
- In addition, you can, if you are responsible for the task, add subtasks, comments and documents.
- New tasks assigned to you by the DB staff will also be notified by email.

YOUR TASKS

SELF-ASSESSMENTS TO PERFORM
No scheduled assessments

ACTIVE TASKS EXPORT SHOW ALL

TASK	CREATED	DUE	STATUS	
Workshop Implementation new QS-System	5/11/2018	11/30/2018	In progress	
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Test LE	7/26/2018	10/26/2018	New	

1 - 3 of 3 items

EDIT TASK

TASK NAME
Workshop Implementation new QS-System

DESCRIPTION
Tasks for the workshop based on attached document

DUE DATE 11/30/2018 **STATUS** In progr **PRIORITY** Normal

PROGRESS
0%

RELATED TO + add

- Deutsche Bahn AG, Berlin, Germany
- TEST MUSTERLIEFERANT, Berlin, Germany

Attachments + add

- Workshop QS Implementation
Details for Workshop Quality

Subtasks

- Explain new features
 - New (OVRVEIFPXT, XBEPWYSTQI)
- Guide through Roll-Out Plan
 - New (Management, Lieferant)

Persons involved

- OVRVEIFPXT, XBEPWYSTQI (Supervisor)
- Management, Lieferant (Responsible)
- TEST MUSTERLIEFERANT

Change log hide

DATE	CHANGE	BY
5/11/2018	Subtask created - Guide through Roll-Out Plan	OVRVEIFPXT, X

Tasks : Change status

1. On the Home page, under "active tasks"
2. you can edit the task :

Clement

EDIT TASK

DESCRIPTION

Tasks for the workshop based on attached document

DUE DATE
STATUS
PRIORITY

11/30/2018
In progress
Normal

PROGRESS

0%

RELATED TO + add

Deutsche Bahn AG
 Berlin, Germany

TEST MUSTERLIEFERANT
 Berlin, Germany

Subtasks

- Explain new features
→ New OVRVEIFPXT, XBEPWYSTQI
- Guide through Roll-Out Plan
→ New Management, Lieferant

Persons involved

OVRVEIFPXT, XBEPWYSTQI	Supervisor
DEMO	
Management, Lieferant	Responsible
TEST MUSTERLIEFERANT	

Change log hide

DATE	CHANGE	BY
5/11/2018	Subtask created - Guide through Roll-Out Plan	OVRVEIFPXT, X.
5/11/2018	Subtask created - Explain new features	OVRVEIFPXT, X.
5/11/2018	Person added - Management L.	OVRVEIFPXT, X.
5/11/2018	End date - from 11.08.2018 to 30.11.2018	OVRVEIFPXT, X.
5/11/2018	Status - from New to In progress	OVRVEIFPXT, X.

Attachments + add

Workshop QS Implementation
 Details für Workshop
 Quality
 5/11/2018 ago by XBEPWYSTQI OVRVEIFPXT

Comments + add

No comments added

Tasks : Change status

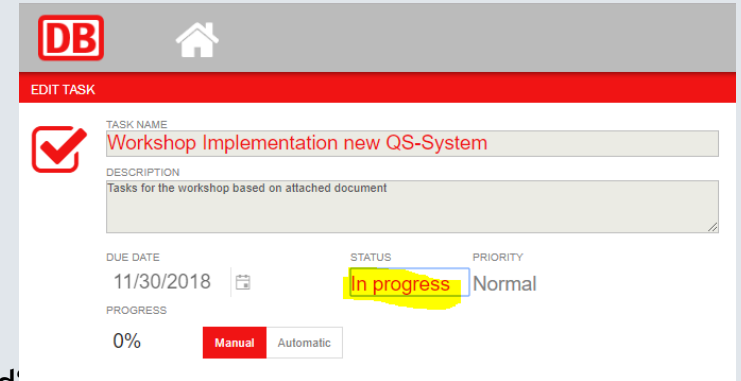
Click on „Status“

You can choose between three status :

- „In Progress" - measure is in progress you
- "Rejected" - you do not accept the measure
- „Submitted" - completing the measure

the DB staff who started this task will be notified.

The DB staff will then update the status to either „Completed“ or „Rejected“. In the latter, you have the possibility to adjust the task again.



The screenshot displays the 'EDIT TASK' interface for a task titled 'Workshop Implementation new QS-System'. The task is marked as 'In progress' (highlighted in yellow) and has a 'Normal' priority. The due date is set for 11/30/2018. The progress is currently at 0%, with 'Manual' and 'Automatic' options available. The description is 'Tasks for the workshop based on attached document'.

DUE DATE	STATUS	PRIORITY
11/30/2018	In progress	Normal

PROGRESS: 0%

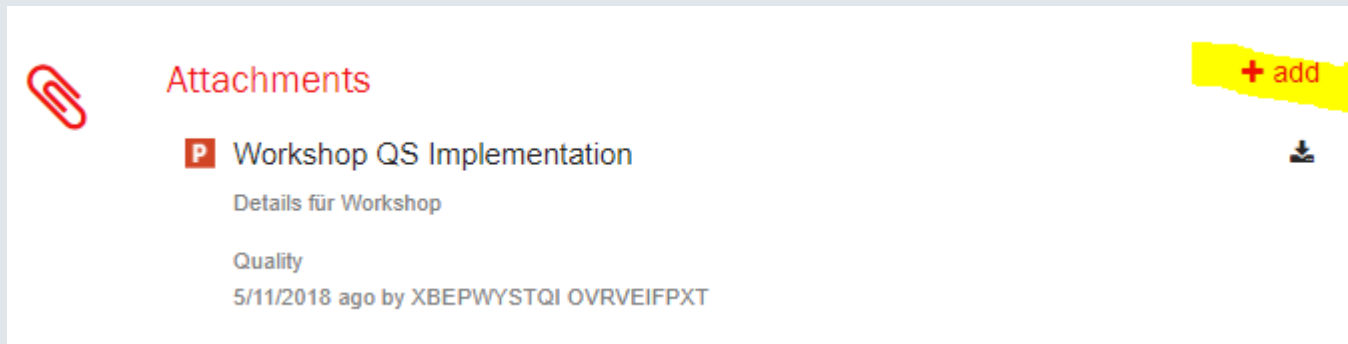
Tasks: Add an Attachment

When editing a measure, you can upload documents.

The systems of tasks related documents is similar to the one for the upload of profile documents (see slide 9).

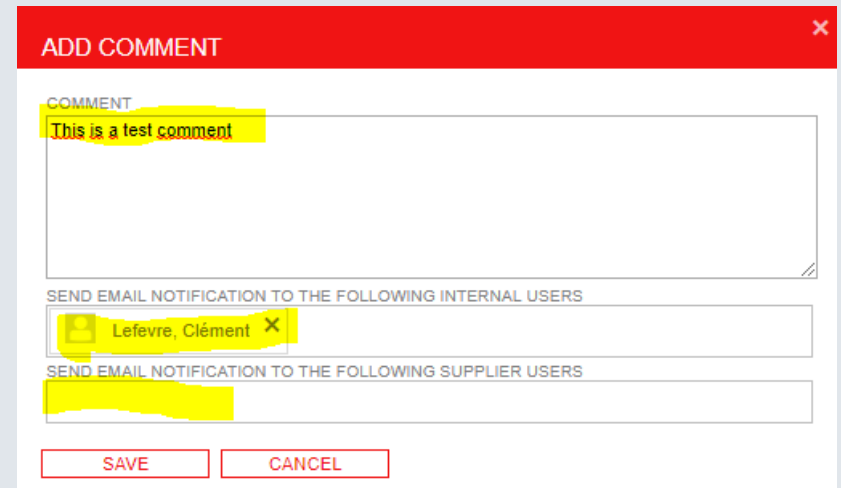
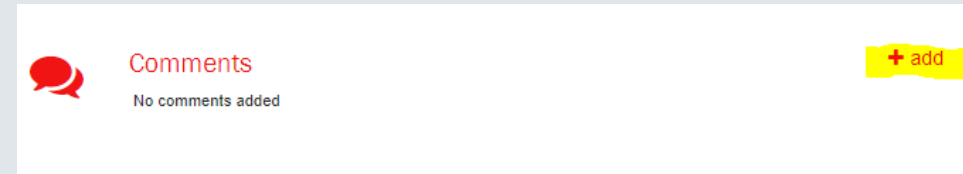
Step 1 : Click in the detail view of the action to „Add“.

Step 2 : Go with the same procedure as described on Slide 9 described.



Tasks: Add a Comment

1. Step: Click Comments in the detail view of the action in the section on „add“.
2. Step: Now write your comments in the comments field.
3. Step: Enter the name of your colleagues and DB staff that must be informed by email about your comment.
4. Step: Click "Save".

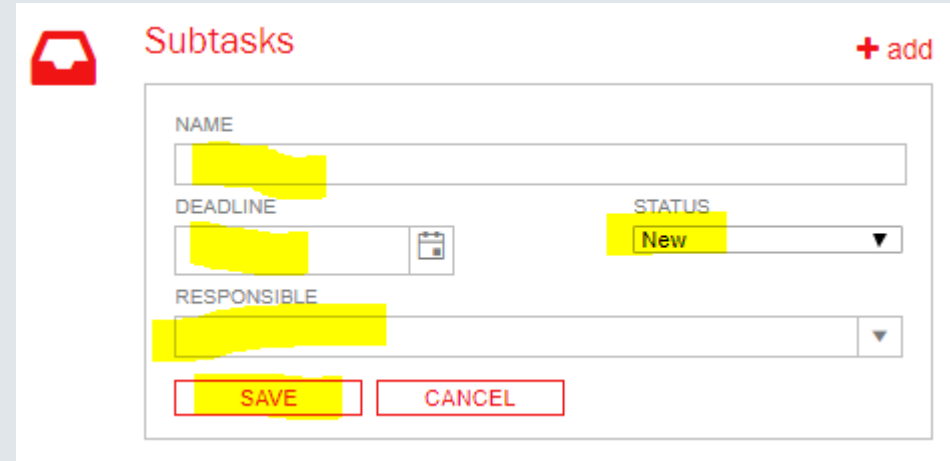


A screenshot of a dialog box titled 'ADD COMMENT' with a red header and a close button (X) in the top right corner. The dialog contains the following elements:

- A text area labeled 'COMMENT' containing the text 'This is a test comment'.
- A section titled 'SEND EMAIL NOTIFICATION TO THE FOLLOWING INTERNAL USERS' with a list of users. One user, 'Lefevre, Clément', is selected and highlighted in yellow.
- A section titled 'SEND EMAIL NOTIFICATION TO THE FOLLOWING SUPPLIER USERS' with an empty list.
- At the bottom, there are two buttons: 'SAVE' and 'CANCEL'.

Tasks : define a sub-task

1. To create a sub-task, click on „add,,.
2. Enter the task Name.
3. Set a deadline for the task is to be processed.
4. Select the appropriate status from „New“
5. Select the person who is responsible for the sub-task. This can be only a contact person for DB.
6. Save the task in "SAVE". The task is now visible in the overview of the measure.

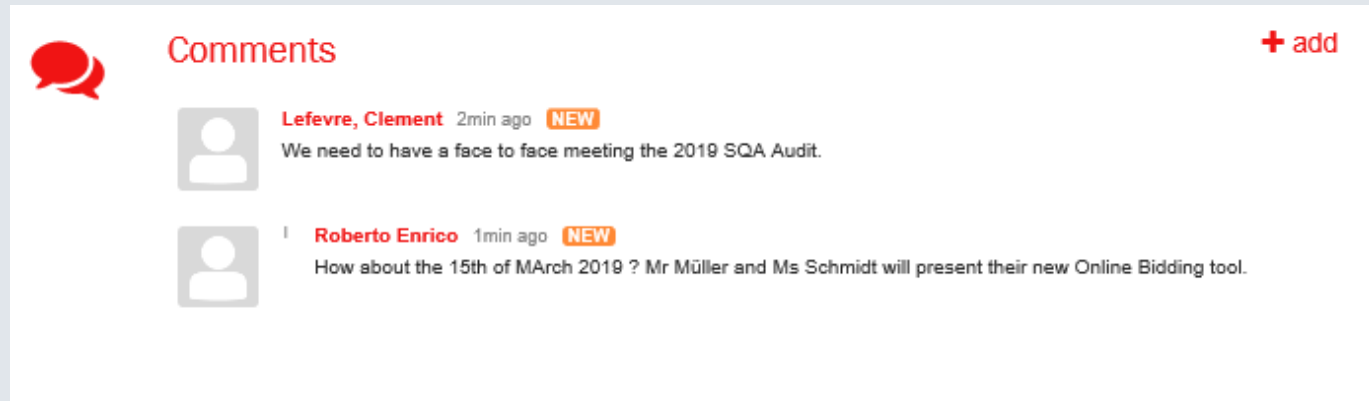


The screenshot shows a 'Subtasks' form with the following fields and controls:

- NAME:** A text input field with a yellow highlight.
- DEADLINE:** A date input field with a calendar icon and a yellow highlight.
- STATUS:** A dropdown menu with 'New' selected and a yellow highlight.
- RESPONSIBLE:** A dropdown menu with a yellow highlight.
- Buttons:** 'SAVE' (yellow highlight) and 'CANCEL' (red border) buttons at the bottom.

Exchange of informations via the comments

- Easy and direct exchange of information.
- Comments can be submitted by suppliers and the Deutsche Bahn AG.

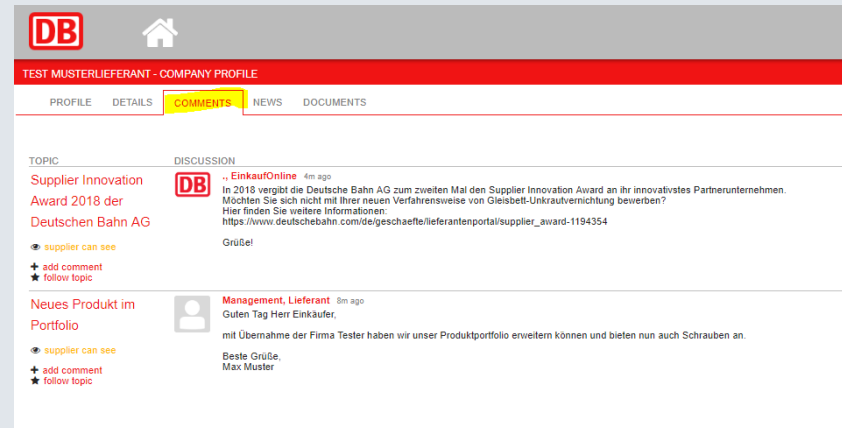
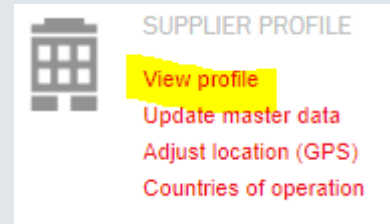


The screenshot shows a 'Comments' section with a red speech bubble icon on the left and a '+ add' button on the right. There are two comments listed:

- Lefevre, Clement** 2min ago **NEW**
We need to have a face to face meeting the 2019 SQA Audit.
- Roberto Enrico** 1min ago **NEW**
How about the 15th of MArch 2019 ? Mr Müller and Ms Schmidt will present their new Online Bidding tool.

Add a comment

1. Step: Click "View Profile" on side bar in the Home menu.
2. Step: Now click on the tab "Comments"
3. Step: Click on "add comment"



Add a comment

Step 4: Fill the comment popup

Step 5: Save.

ADD TOPIC ✕

Topic name

Comment

Sort order

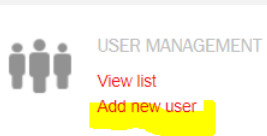
Allow follows

Allow likes

Allow reply

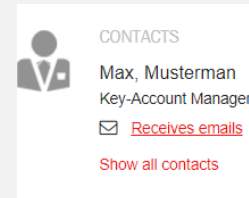
Add a new account

Via „User Management“



- On your home page, click „Add New User“
- Fill your colleague informations
- In the "Important Information“, select the type of User Role you want him/her to grant.
- Once he/she has the user activates, you can add him/her as a contact

Via „Contact“



- Click „Show all contact" on the home page
- Click on „Add a new contact“

- Select the scope of responsibility
- Select „New Contact person“
- Fill the form
- Click on „Send this person an activation email and let him/her log-in to the system“
- Click on „Save“

How to contact us for any additional questions

Einkauf Online

Opening hours:

Monday to Friday : 9:00 to 15:00

Suppliers hotline

Monday to Friday : 9:00 to 15:00

E-Mail (einkauf-online@deutschebahn.com)

Phone: 0049 1806 67 30 40*

Fax/Telefax: 0049 69 26521410