



# SUPPLIER **PORTAL**

Henkel's online platform supporting day-to-day operations in the area of **Supply Chain, Purchasing and Master Data** between the Henkel companies worldwide and our suppliers

**1 MAIN FEATURES AND BENEFITS**

**2 HOW TO CHECK YOUR INVOICES?**

**3 HOW TO CHECK YOUR OPEN ORDERS?**

**4 HOW TO CONTACT HENKEL?**

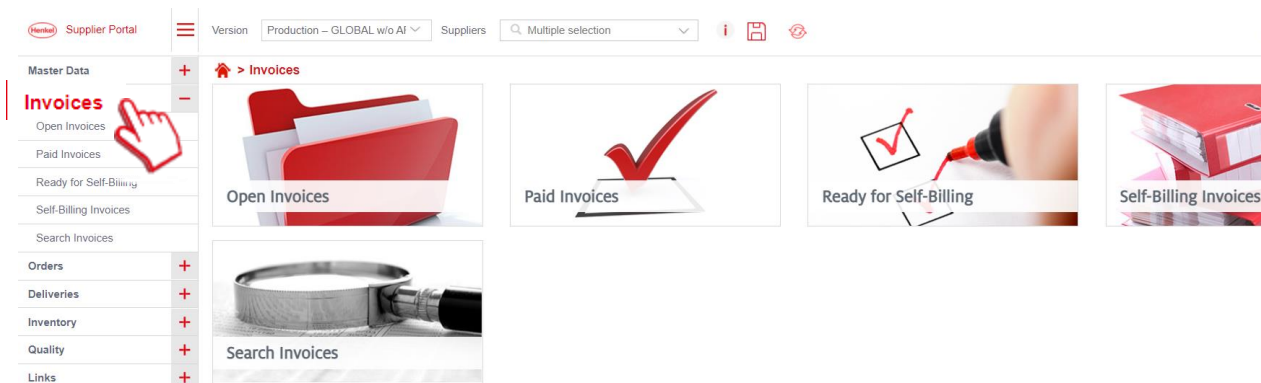


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- Select **Open Invoices** feature to check when your unpaid invoices will be settled
- Select **Paid Invoices** feature to check & download the already paid invoices

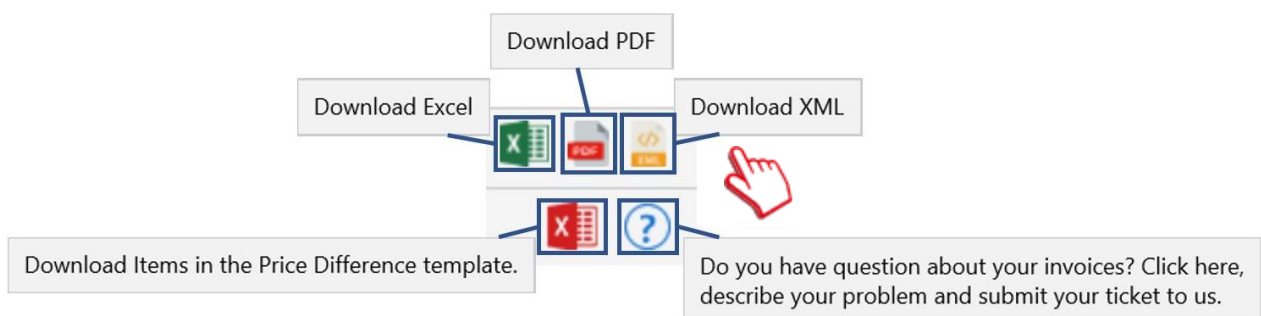
*For suppliers set-up on self-billing process:*

- Select **“Ready for Self-Billing”** to view all orders relevant for self-billing and on which goods receipt was posted, hence these will be included in next self-billing invoice run
- Select **Self-Billing Invoices** feature to download the invoices which were issued by Henkel on your behalf



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- You may download all available data in different formats
- For any **discrepancies in the self-billing invoices**, you may use the **Price Difference** template input the needed information and send it to your Henkel contact



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- Go to **Orders** section
- Select **Short-Term Demand** feature to see our demand up to 3 months
- Select **Long-Term Forecast** feature to see our non-binding demand indication beyond 3 months
- For **Contract Manufacturers** orders and forecast information are found via the **Production Plan** feature

**Note:** If you miss data visibility in specific features, please contact your partner in Henkel Purchasing / Supply Chain



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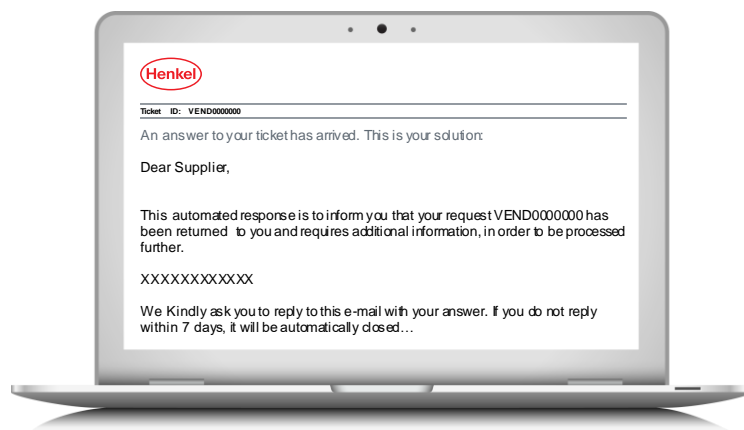
- Select **Download Purchasing Documents** feature to check already issued orders, scheduling agreements and delivery schedules"
- You can download the documents in PDF format by clicking on their number

< Purchasing Document	Item	Item Category	Order Type	Special Process	Document Date	Delivery Date	Reference Nr.
4572727544	1	Subcontracting	Purchase Order	CO-PACKING	29.05.2019	17.06.2019	00000000
4572740833	1	Subcontracting	Purchase Order	CO-PACKING	05.06.2019	15.07.2019	00000000
4572742344	1	Subcontracting	Purchase Order	CO-PACKING	05.06.2019	15.07.2019	00000000
4572742347	1	Subcontracting	Purchase Order	CO-PACKING	05.06.2019	15.07.2019	00000000
4572742358	1	Subcontracting	Purchase Order	CO-PACKING	05.06.2019	15.07.2019	00000000
4572743754	1	Subcontracting	Purchase Order	CO-PACKING	06.06.2019	15.07.2019	00000000
4572743760	1	Subcontracting	Purchase Order	CO-PACKING	06.06.2019	15.07.2019	00000000

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- Supplier Portal is your entry point also to address any **financial concern** (e.g. overdue payment), request **account update** (incl. bank account), **upload Excel invoice** or **raise a critical supply alert** (e.g. force majeure); to do so, please create a "ticket" in '**Enquiries**' section

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Once the ticket is submitted, you will receive an e-mail automatically with the ticket number



If Henkel needs further clarification about your ticket, you will be informed via e-mail



If the ticket was a request, solution will be provided within max. 5 working days (depending on the criticality)