

**HENKEL5 & McCOY®**  
**Group**



**HENKEL5 & McCOY®**  
**Shared Services**



# Supplier Portal

## How-To Guide > Register as a Supplier

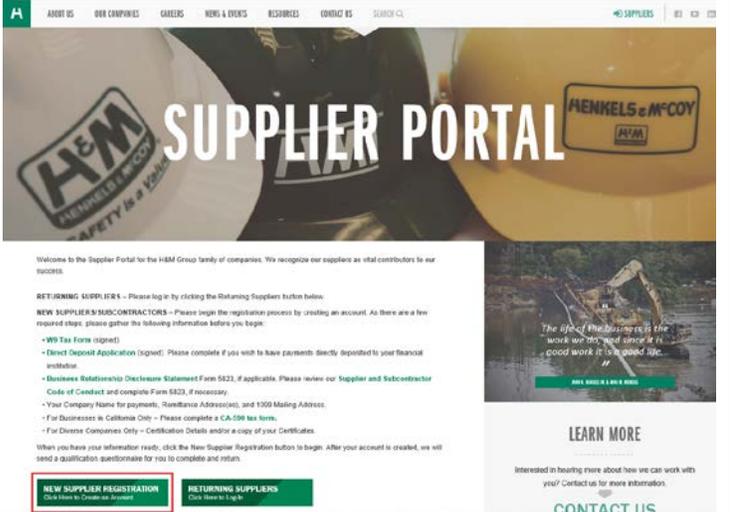


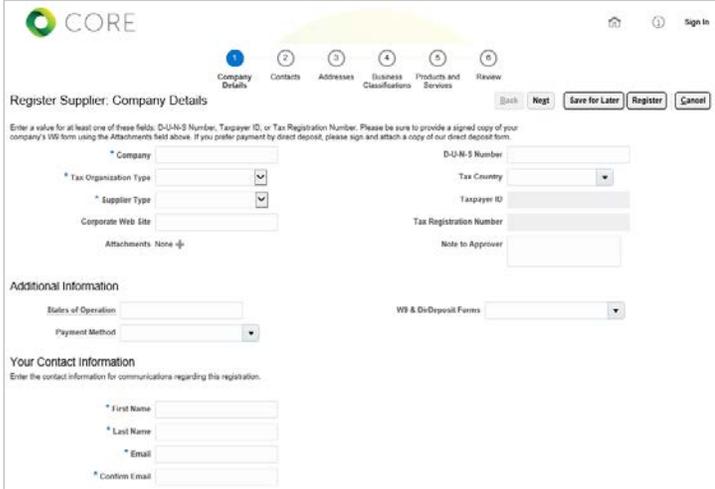
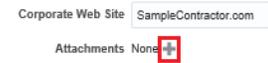
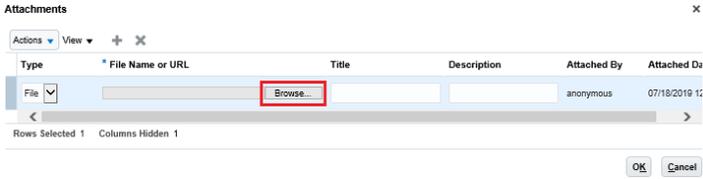
Thomas Craven

**Center of Procurement Excellence**

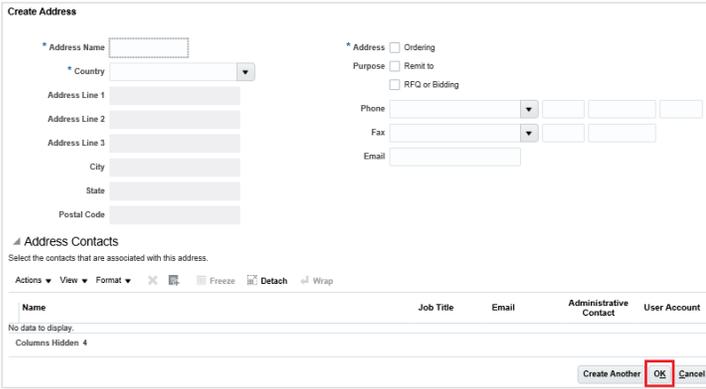
7/18/2019

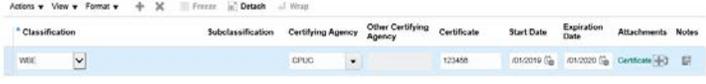
Updated: 7/22/2019

Register as a Supplier	Notes
<p>1. Open your browser to the Henkels &amp; McCoy Group web page <a href="http://www.henkelsgroup.com">www.henkelsgroup.com</a> and select “Suppliers”</p> 	<p>Any potential supplier / subcontractor can register on the platform in this way.</p>
<p>2. On the Supplier Portal page, click the “NEW SUPPLIER REGISTRATION” button to register a new Supplier account on the platform</p> 	

Register as a Supplier	Notes
<p><b>3.</b> You will then be redirect to the first step in the registration process “Company Details” <sup>1</sup>. This establishes your company profile in the Portal. The first section of the form requests company name, contact, and tax information.</p> 	<p>Items marked with an asterisk (*) are required fields.</p> <p><b>Note:</b> Supplier registration is generally a two step process that requires the supplier to log back into the Portal to respond to a qualification questionnaire.</p> <p>Please make sure the contact email you provide is typed in correctly and goes to a person in your company that is capable of responding to future requests for additional information.</p>
<p><b>4.</b> Note that attachments can be a little tricky. You click on the plus sign (“+”) in the Attachments field.</p>  <p>That will open a pop-up window. Click on the plus sign (“+”) to add an entry.</p>  <p>Then click on the “Browse” button that appears.</p> 	<p>Please ensure you attach a signed copy of your company</p> <ul style="list-style-type: none"> <li>• W9 tax form</li> <li>• CA590 tax form (California only)</li> <li>• Direct Deposit Request form (if requesting bank payment)</li> <li>• Business Relationship Disclosure form (if applicable)</li> </ul>

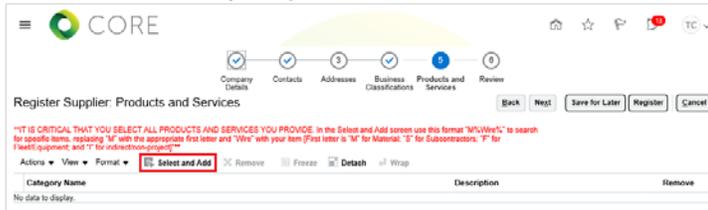
Register as a Supplier	Notes
<p>5. Click on the “Next” button  to proceed to the next step “Contacts” . There you will see a contact entry created from the name and email you entered on the previous page.</p>  <p>You can accept this entry as the contact and go onto the next step (<i>recommended</i>)</p> <p>or click the edit icon  <b>Edit</b> to make changes</p> <p>or alternately click on the create icon  <b>Create</b> to create an additional contact entry.</p>	<p> (OPTIONAL)</p> <p>At any time during the registration process, you can press the “Save for Later” button. This will save your work so far and send you an email link to continue when you are ready. Note: for security purposes, this “Save for Later” mechanism will NOT save your company tax ID. You will have to reenter the ID when you resume.</p>

Register as a Supplier	Notes
<p>6. Click on the “Next” button  to proceed to the next step “Addresses” . Then click on the create icon  Create to create an address entry</p>  <p>This will open a “Create Address” pop-up window. Enter your address data and press the “OK” button to save.</p> 	<p>You must enter at least one address. If your company has multiple addresses, you can enter them here.</p> <p>For “Address Name”, suggest you use state and city (e.g. “PA-Harrisburg”).</p> <p>The “Address Purpose” section includes checkboxes for</p> <ul style="list-style-type: none"> <li>• “Ordering” (where orders, POs will be sent)</li> <li>• “Remit to” (where check payments will be sent - direct deposit handled separately)</li> <li>• “RFQ or Bidding” (where requests for quote “RFQ” or request for bid information will be sent)</li> </ul>

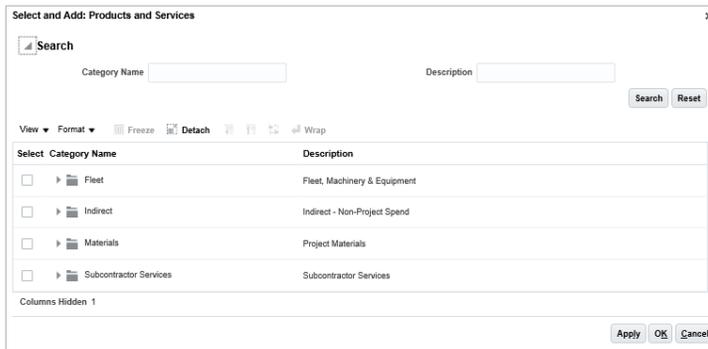
Register as a Supplier	Notes
<p>7. Click on the “Next” button  to proceed to the next step “Business Classifications” .</p>  <p>If your company does not have an active diversity certification, simply click the “None” checkbox  None of the classifications are applicable</p> <p>If your company is diverse, click on the create icon  <b>Create</b> to create a classification entry and enter the appropriate details</p> 	<p><b>Note:</b> If you are entering a diversity certification for your company, make sure that you</p> <ul style="list-style-type: none"> <li>• Attach a copy of your certificate</li> <li>• Enter the             <ul style="list-style-type: none"> <li>○ Classification</li> <li>○ Certifying Agency</li> <li>○ Certificate number (Certificate)</li> <li>○ Start Date</li> <li>○ End Date</li> </ul> </li> </ul>

Register as a Supplier	Notes
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8. Click on the “Next” button  to proceed to the next step “Products and Services” <sup>5</sup>. Click the “Select and Add” icon to select the products and/or services you provide

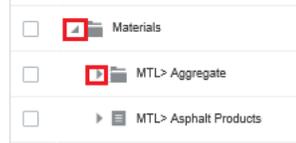


This opens up the “Select and Add” pop-up window

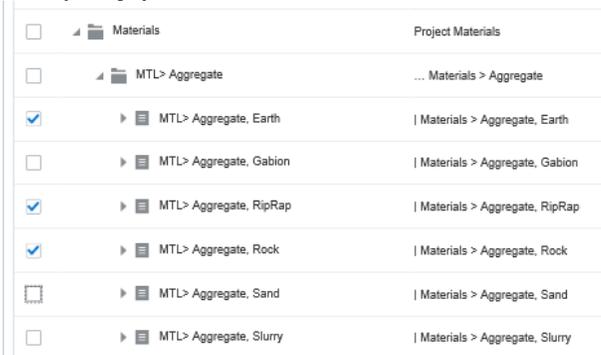


Details on how to select goods and services items below

9. You can work through our list of goods & services, using the arrow “▶” to expand the selection

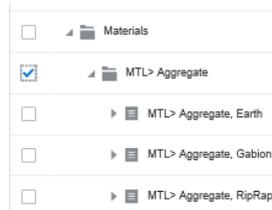


Then select those goods / services that your company provides

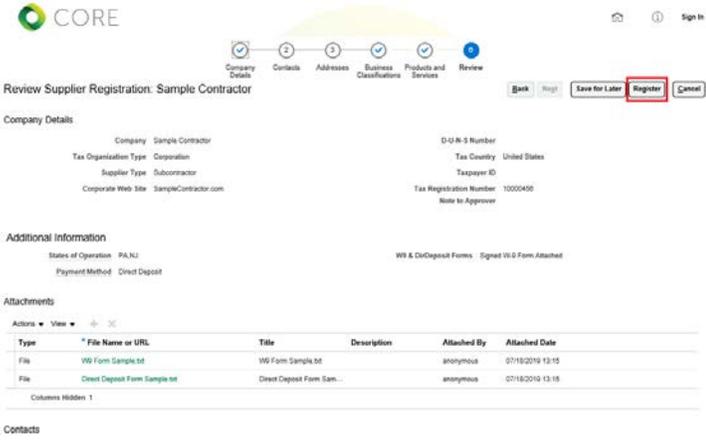
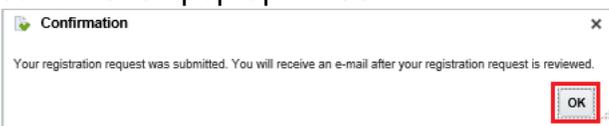
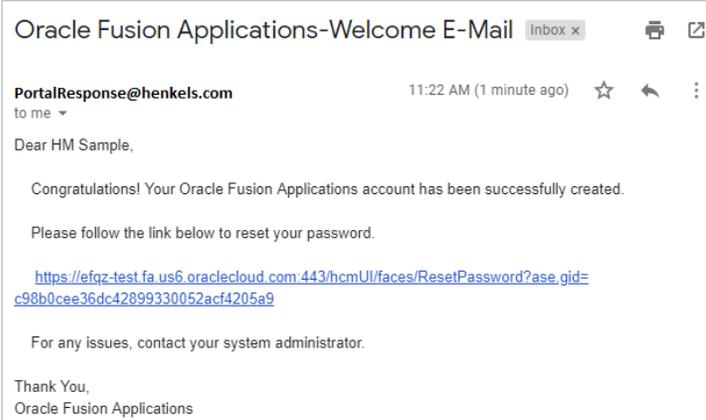


It is important that you select all of the goods and/or services that your company provides. This allows us to search by that information the next time we need to find a supplier.

**Note:** if you select the top level of a section (like Aggregate in this case) it selects all items underneath – even though it doesn’t checkmark them



Register as a Supplier	Notes																																	
<p><b>10.</b> Alternately, you can search by entering text in “Category Name” or “Description” and pressing the “Search” button</p> <p>Search</p> <div style="border: 1px solid red; padding: 5px; display: flex; align-items: center; margin-bottom: 10px;"> <input style="width: 150px; border: none; border-bottom: 1px solid red;" type="text" value="Category Name M%Wire%"/> <input style="width: 150px; border: none; border-bottom: 1px solid red; margin-left: 20px;" type="text" value="Description"/> <div style="margin-left: 20px;"> <input style="border: 1px solid red; padding: 2px 5px;" type="button" value="Search"/> <input style="border: none; padding: 2px 5px; margin-left: 5px;" type="button" value="Reset"/> </div> </div> <p>The list then shows only goods / services that match your search criteria. Select as appropriate.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Select</th> <th style="width: 40%;">Category Name</th> <th style="width: 55%;">Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>▶ MTL&gt; Cable - Copper, 600v Wire</td> <td>  Materials &gt; Cable - Copper, 600v Wire</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>▶ MTL&gt; Cable - Copper, American Wire Gauge (AWG)</td> <td>  Materials &gt; Cable - Copper, American Wire Gauge (AWG)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>▶ MTL&gt; Cathodic Protection, Canistered Wire Anodes</td> <td>  Materials &gt; Cathodic Protection Material, Canistered Wire Anodes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>▶ MTL&gt; Concrete Products, Wire Mesh</td> <td>  Materials &gt; Concrete Products, Wire Mesh</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>▶ MTL&gt; Grounding, Wire</td> <td>  Materials &gt; Grounding, Wire</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>▶ MTL&gt; Wire</td> <td>... Materials &gt; Wire</td> </tr> <tr> <td><input type="checkbox"/></td> <td>▶ MTL&gt; Wire, Accessories</td> <td>  Materials &gt; Wire, Accessories</td> </tr> <tr> <td><input type="checkbox"/></td> <td>▶ MTL&gt; Wire, Aluminum</td> <td>  Materials &gt; Wire, Aluminum</td> </tr> <tr> <td><input type="checkbox"/></td> <td>▶ MTL&gt; Wire, Copper</td> <td>  Materials &gt; Wire, Copper</td> </tr> <tr> <td><input type="checkbox"/></td> <td>▶ MTL&gt; Wire, Grounding</td> <td>  Materials &gt; Wire, Grounding</td> </tr> </tbody> </table>	Select	Category Name	Description	<input type="checkbox"/>	▶ MTL> Cable - Copper, 600v Wire	Materials > Cable - Copper, 600v Wire	<input checked="" type="checkbox"/>	▶ MTL> Cable - Copper, American Wire Gauge (AWG)	Materials > Cable - Copper, American Wire Gauge (AWG)	<input checked="" type="checkbox"/>	▶ MTL> Cathodic Protection, Canistered Wire Anodes	Materials > Cathodic Protection Material, Canistered Wire Anodes	<input type="checkbox"/>	▶ MTL> Concrete Products, Wire Mesh	Materials > Concrete Products, Wire Mesh	<input checked="" type="checkbox"/>	▶ MTL> Grounding, Wire	Materials > Grounding, Wire	<input checked="" type="checkbox"/>	▶ MTL> Wire	... Materials > Wire	<input type="checkbox"/>	▶ MTL> Wire, Accessories	Materials > Wire, Accessories	<input type="checkbox"/>	▶ MTL> Wire, Aluminum	Materials > Wire, Aluminum	<input type="checkbox"/>	▶ MTL> Wire, Copper	Materials > Wire, Copper	<input type="checkbox"/>	▶ MTL> Wire, Grounding	Materials > Wire, Grounding	<p>Search text must be in a specific format “M%Wire%” to search for specific items, replacing the “M” with the appropriate letter:</p> <ul style="list-style-type: none"> <li>“M” for Material</li> <li>“S” for Subcontractors</li> <li>“F” for Fleet / Equipment</li> <li>“I” for Indirect / Non-Project items</li> </ul> <p>And replacing “Wire” with the text of whatever item you are looking for.</p>
Select	Category Name	Description																																
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<p>11. Click on the “Next” button  to proceed to the next step “Review” .</p>  <p>Once you reviewed and are satisfied that the data is correct, press the “Register” button  to submit the information. Then press “OK” on the confirmation pop-up window.</p> 	<p>IMPORTANT! This submission automatically creates a Portal account for your company that will be required to respond the qualification questionnaire</p>
<p>12. The submission automatically creates a Portal account for your company. Click on the link provided and enter the account password</p> 	<p><b>NOTE:</b> The password link is time sensitive, do NOT wait too long to follow the link and set your account password</p> <p><b>IT IS IMPORTANT TO SAVE YOUR COMPANY USERNAME (EMAIL) AND PASSWORD</b> to be able to update your company information and respond to qualification questionnaires</p>