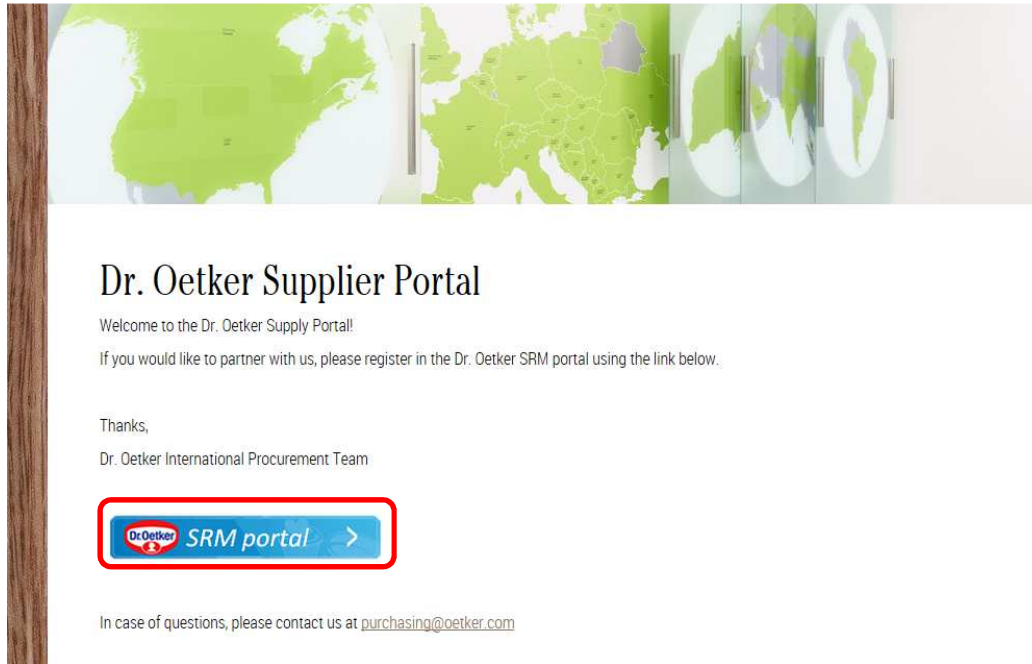


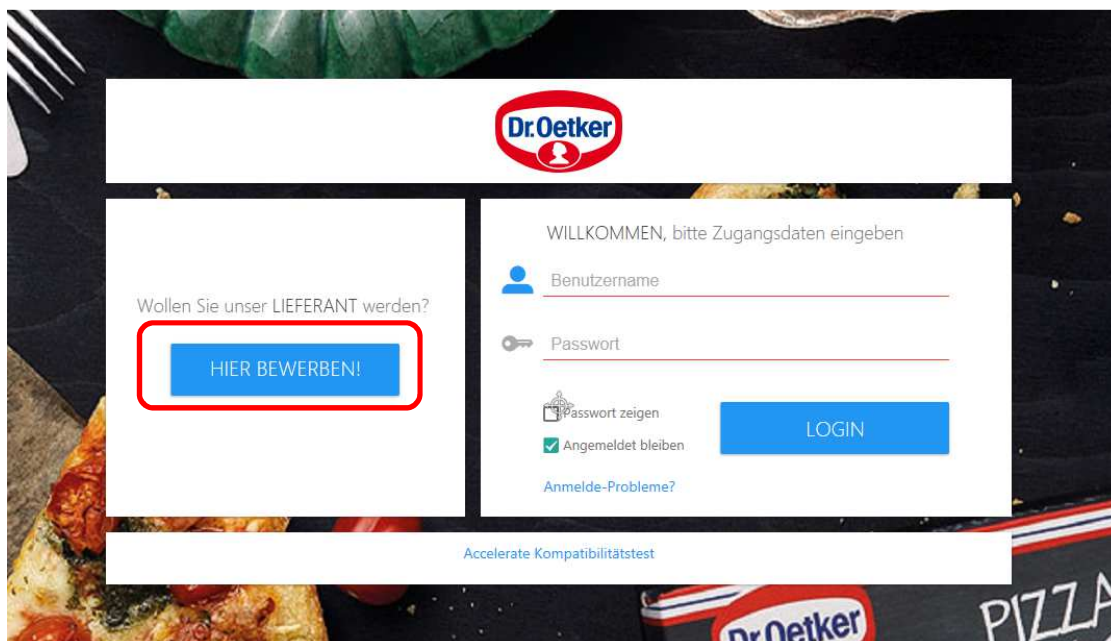


# LOOP

By clicking on SRM portal you'll be routed to the initial screen of our SRM tool called LOOP.



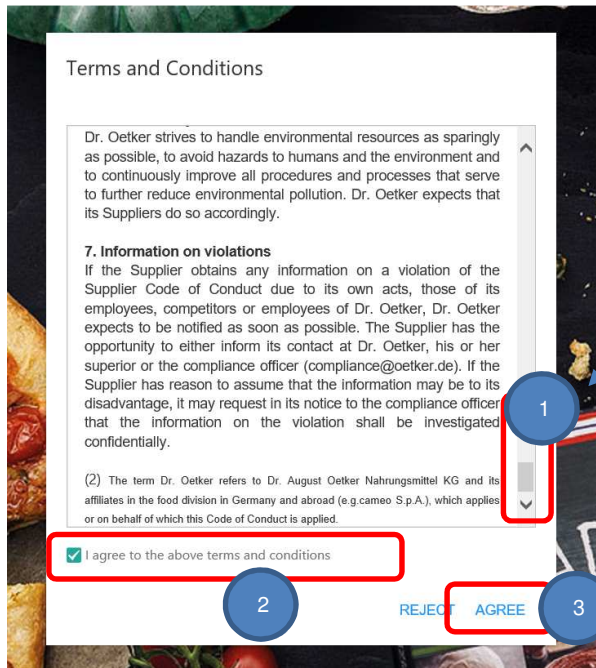
When you are a new supplier for Dr. Oetker please click on the button on the left to register yourself via SSR process





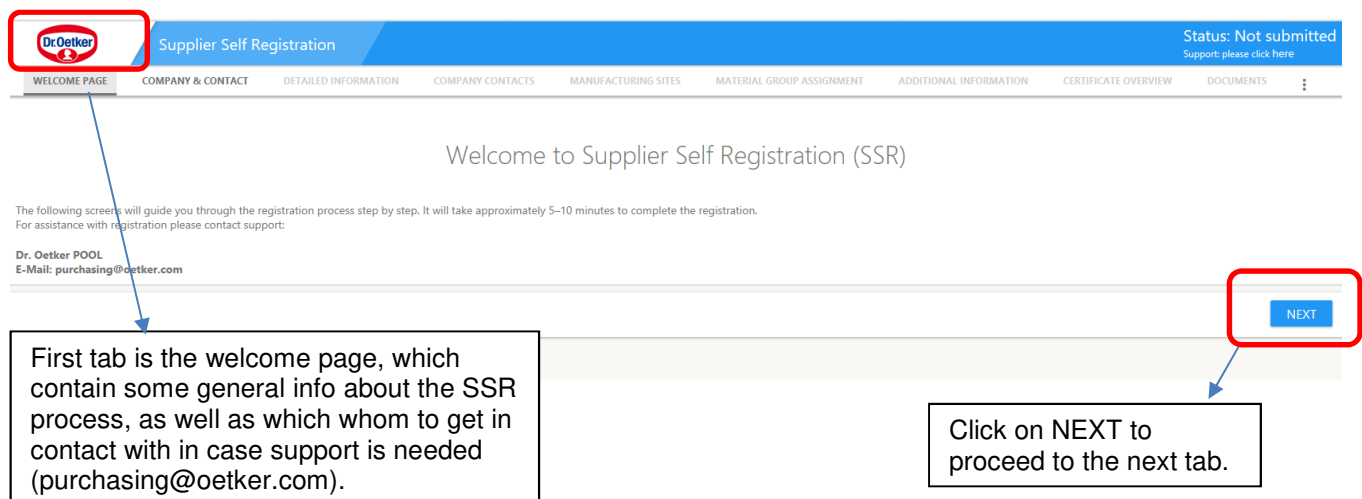
# LOOP

In a first step you have to accept the Terms and Conditions. Please proceed as follows:



First you have to scroll to the end of the text.

## 1.1 Welcome Page





# LOOP

## 1.2 Company & Contact

Please fill in the company and contact information and then click on next. An email with your own credential will be delivered to the email address you will type in the relative field.

**COMPANY & CONTACT**

Welcome to the self registration of your company in our supplier database. This is step 1/10. Please complete the fields below with company and personal data. Mandatory fields are marked red. Click "Next" to continue.

**COMPANY INFORMATION**

Company Tester Company

VAT Number (2 letters, max 11 digits) DE111111111111

Address Teststreet 5

City Bielefeld

Postal code 11111

State \_\_\_\_\_

Country Germany

Phone 0521111111

Fax \_\_\_\_\_

Email address supplier@oetker.com

Status: Not submitted  
Support: please click here

WELCOME PAGE **COMPANY & CONTACT** DETAILED INFORMATION GENERAL COMPANY INFORMATION COMPANY CONTACTS MANUFACTURING SITES MATERIAL GROUP ASSIGNMENT ADDITIONAL INFORMATION

On the "Company & Contact" tab the supplier must fill in all the mandatory fields such as: company, VAT Number, Address

The fields marked with red are the mandatory fields. The potential supplier must fill in all the mandatory fields to be able to click on "Next" and proceed to the next step.

Please follow the process entering your data through all tabs until the end.

Thanks,

Dr. Oetker International Procurement Team