





Want to become our SUPPLIER?

[APPLY HERE!](#)

WELCOME, please enter your credentials





☐ Show password

☒ Keep me signed

[Forgot Password or Login?](#) [QA](#)

[Change language](#) [Accelerate Test of Compatibility](#)

Lenze Supplier Self Registration (SSR) Quick Guide

This quick guide is intended for our current suppliers who want to share and update their company information and for new companies who want to apply to become a Lenze supplier.

This document contains step by step instructions how to fill in and submit the data.

Any questions related to accessibility and technical challenges within the system should be directed to **Support.SynerTrade@lenze.com**



Access to the Platform

1. Self registration / Access to your account

For NEW SUPPLIERS

How to navigate

Step 1: Open your internet browser
i.e. Firefox (recommended),
Chrome, IE, Edge

Step 2: Navigate to
<https://lenze.synertrade.com>

Step 3: Click “**Apply here**”
as a new supplier

For REGISTERED SUPPLIERS

If you are registered as a supplier
already use the Login

**In case of a pop-up warning –
please follow the instructions of
your browser**

The screenshot displays the Lenze website's login and registration page. At the top, the Lenze logo is prominently featured. Below the logo, the text 'WELCOME, please enter your credentials' is visible. The page is divided into two main sections. On the left, there is a registration prompt: 'Want to become our SUPPLIER?' followed by a blue button labeled 'APPLY HERE!'. On the right, there is a login form with fields for 'Login' (username) and 'Password'. Below these fields are checkboxes for 'Show password' (unchecked) and 'Keep me signed' (checked). A blue button labeled 'SIGN IN' is positioned to the right of the password field. Below the 'SIGN IN' button, there is a link that says 'Forgot Password or Login?'. At the bottom of the page, there is a footer with a language selector icon and the text 'Change language', and a link that says 'Accelerate Test of Compatibility'. The background of the page shows a blurred image of a warehouse or industrial setting.

Self registration Process

1. Agree to Terms and Conditions

Terms & Conditions (please scroll down and accept)

SynerTrade Applications - General Terms of Use
Scope of the User Agreement
This User Agreement covers all platforms and applications approved for use by SynerTrade SA and all its affiliated companies (hereinafter referred to as SynerTrade), in detail the platform SynerTrade Accelerate in the installed version.
Data transfer to third parties (Accelerate)
Accelerate requires connection to third-party systems (Lobster and SAP) to ensure the consistency of business process transactions. Data belonging to your account (e.g. account ID) may also be transferred. In addition the connection is performed via single sign-on. This also includes data associated with your account (e.g. account ID, name, and language). By accepting these terms of use, you agree to the disclosure of this data to this third parties.
Data storage and use
Stable communication between business partners is essential to ensure business processes in the applications. When setting up your account and creating business transaction data, Trade's applications need therefore to store data, some of which may also be of a personal nature. The storage of contact information is needed to gather information on different business partners, both within the (purchasing) organization and between the (purchasing) organization and its suppliers. For this purpose, we store your personal data (including your name, address, email address, landline number, mobile number and your fax number). If you are involved in the purchasing processes (e.g. in inquiries, bid invitations, auctions, contracts, purchase orders, etc.), this data can be displayed to the other users involved in these processes (who are also authorized in each case to access such processes).
In addition, business-critical transaction data selected for auditing purposes will be stored in internal logs, as this is required in order to maintain effective control of business processes. This involves both access (read-only mode) to critical data, files or application pages, and changes to this data (write mode), made on your account.

☐ I agree to the above terms and conditions

REJECT AGREE

Please read the conditions and agree

and push the “Agree”-button

Self registration Process

2. Welcome Page

At this page you find further instruction behind the “**here**”- button and also information where to contact in case you would have any technical challenges submitting your data.

The screenshot shows the 'Supplier Self Registration' interface. The top navigation bar is blue with the Lenze logo on the left and the status 'Status: Not submitted' on the right, with a link to 'Support: please click HERE'. Below the navigation bar is a horizontal menu with several options: 'WELCOME PAGE' (highlighted with a blue box), 'COMPANY & CONTACT', 'COMPANY CONTACTS', 'DETAILED INFORMATION', 'REQUIRED DOCUMENTS', 'MATERIAL GROUP ASSIGNMENT', 'CERTIFICATE OVERVIEW', 'DOCUMENTS', 'COMPLETION OF SELF REGISTRATION', and 'LOG OUT'. The main content area has the heading 'Welcome to Supplier Self Registration'. Below this, a paragraph states: 'The following screens will guide you through the registration process step by step. It will take approximately 5-10 minutes to complete the registration. For further company and subsidiaries information please click here.' The word 'here' is underlined and has a blue box around it, with an arrow pointing from the text box above to it. Below this paragraph, it says 'For assistance with registration please contact support:' followed by contact information for 'Lenze Operations GmbH'. At the bottom of the page, there is a blue button labeled 'NEXT', which is also highlighted with a blue box. An arrow points from the text box below to this button.

Lenze Supplier Self Registration Status: Not submitted
Support: please click [HERE](#)

WELCOME PAGE COMPANY & CONTACT COMPANY CONTACTS DETAILED INFORMATION REQUIRED DOCUMENTS MATERIAL GROUP ASSIGNMENT CERTIFICATE OVERVIEW DOCUMENTS COMPLETION OF SELF REGISTRATION LOG OUT

Welcome to Supplier Self Registration

The following screens will guide you through the registration process step by step. It will take approximately 5-10 minutes to complete the registration. For further company and subsidiaries information please [click here.](#)

For assistance with registration please contact support:

Lenze Operations GmbH
Global Purchasing- Processes & Systems
+495154 82 1840
+495154 82 2405
E-Mail: Support.SynerTrade@lenze.com

To move further hit the “**Next**”-button at the bottom of the page

NEXT

Self registration Process

3. Company & Contact

At this page you will need to fill in the basic contact information about your company and yourself for further contacts by Lenze. Please note that all the fields marked with a red color are mandatory to fill in.

WELCOME PAGE

COMPANY & CONTACT

COMPANY CONTACTS

DETAILED INFORMATION

REQUIRED DOCUMENTS

MATERIAL GROUP ASSIGNMENT

CERTIFICATE OVERVIEW

DOCUMENTS

COMPLETION OF SELF REGISTRATION

LOG OUT

This is step 1/8.

Please complete the fields below with company and personal data.

Mandatory fields are marked red . Click "Next" to continue.

COMPANY INFORMATION

Company

Address

Address 2

Address 3

Address 4

City

Postal code

State

Country

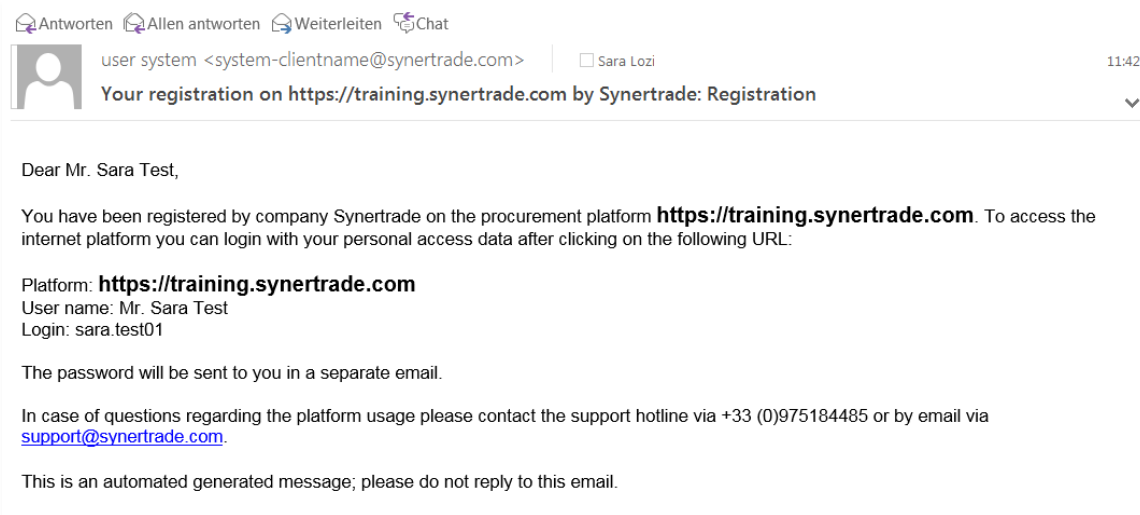
Once all the data is filled, hit the “Next”-button at the bottom of the page



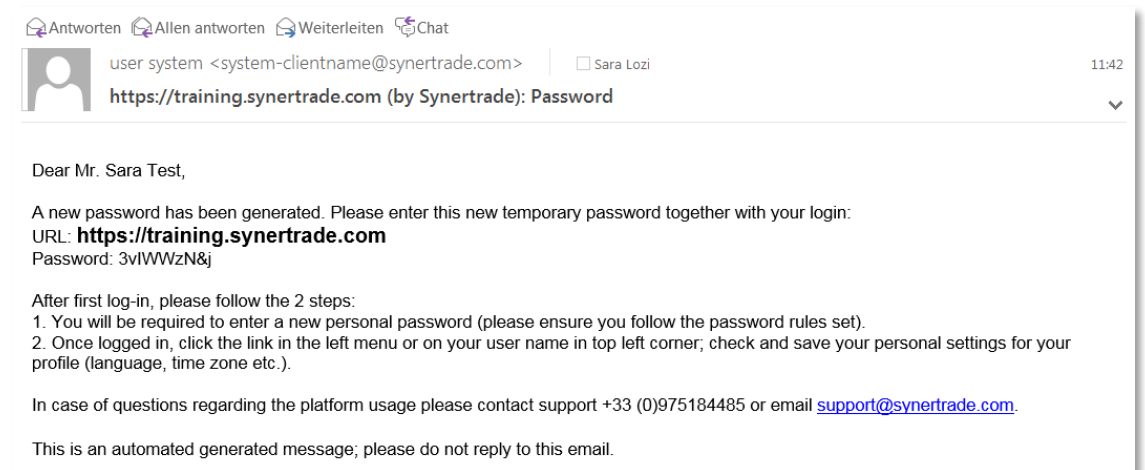
Self registration Process

3. Company & Contact

Once the informaton on the “**Company and contact**” has been completed, you will receive two emails with the credentials for the platform.



Please note by copying the password to make sure not to copy the „space sign“ at the end!!



Self registration Process

4. Company Contacts

WELCOME PAGE

COMPANY & CONTACT

COMPANY CONTACTS

DETAILED INFORMATION

REQUIRED DOCUMENTS

MATERIAL GROUP ASSIGNMENT

CERTIFICATE OVERVIEW

DOCUMENTS

COMPLETION OF SELF REGISTRATION

LOG OUT

This is step 2/8. Please indicate your colleague.
After you have saved your data, click "Next" to continue your registration Generic client.

Search

All

New contact

NO.	<input type="checkbox"/>	<div></div>	ACADEMIC TITLE	TITLE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	MOBILE/CELL	FAX	LANGUAGE	DEPARTMENTS
1	<input checked="" type="checkbox"/>	<div></div>	<div>Dr. Prof.</div>	Mr.			<input type="checkbox"/>					German	
2	<input type="checkbox"/>	<div></div>			Marc	Lindemann	<input checked="" type="checkbox"/>	anja.strohmeier@lenze.com	05487456456			English (UK)	
3	<input type="checkbox"/>	<div></div>					<input type="checkbox"/>					German	

1. Please fill in all the mandatory information of the new contact in order to be able to save the changes

2. To save the changes please click on the green checkmark

3. To proceed, please click on **“Next”-button** at the bottom of the page



Self registration Process

5. Detailed Information

At this step you'll be asked to answer more detailed questions about your company.

WELCOME PAGE

COMPANY & CONTACT

COMPANY CONTACTS

DETAILED INFORMATION

REQUIRED DOCUMENTS

MATERIAL GROUP ASSIGNMENT

CERTIFICATE OVERVIEW

DOCUMENTS

COMPLETION OF SELF REGISTRATION

LOG OUT

This is step 3/8, please complete your detailed information.
Mandatory fields are marked red. Click "Next" to continue.

GENERAL INFORMATION

Founded In

reference customer

number of customer total

spoken and written communication in English possible (yes/no)

Production sites

headquarter

ORGANISATION

number of employees total

number of employees production

number of employees development

Number of administration employees

Corporate compliance

significant shareholding in other companies

PART SPECTRUM

main product group

others

TURNOVER AND MANAGEMENT

Turnover in the last financial year

Sales in the year before last

Investment volume last financial year

MEASURING ROOM / LABORATORY

measuring room available (yes/no)

Laboratory available [yes / no]

CEO

PROCESSES

Please note again that all the fields marked with a red color are mandatory to fill in!

Do not hesitate to leave more information, it will be helpful!

You can upload further documents.

Once all the data is filled, hit the **“Next”-button** at the bottom of the page

PREVIOUS

NEXT

Self registration Process

6. Required Documents

In this step the signature and upload of Code of Conduct is mandatory. Please also upload and take notice of the other documents.

WELCOME PAGECOMPANY & CONTACTCOMPANY CONTACTSDETAILED INFORMATIONREQUIRED DOCUMENTSMATERIAL GROUP ASSIGNMENTCERTIFICATE OVERVIEWDOCUMENTSCOMPLETION OF SELF REGISTRATIONLOG OUT

This is **step 4/8**. Please answer the questionnaire below. Your attention to the documents contained therein will form the basis for our future cooperation. After you have uploaded the files, please click "Publish" to save the data within the system.

Search

All

NO.	QUESTIONNAIRES	INFORMATION SHEET TYPE	STRUCTURE STATUS	COMPLETED (%)	RELEVANT FOR FOLLOWING BUSINESS UNITS	RELEVANT FOR FOLLOWING MATERIAL GROUPS	LAST CHANGE	LAST CHANGED BY
1	Relevant documents	Self Registration	Online	0%	0 selected	0 selected		

1 Record exists

Show

10 Records

PREVIOUS

NEXT

Self registration Process

6. Required Documents – please follow the indicated sequence!

Lenze Supplier Self Registration Status: Not submitted
Support: please click [HERE](#)

[WELCOME PAGE](#) [COMPANY & CONTACT](#) [COMPANY CONTACTS](#) [DETAILED INFORMATION](#) **[REQUIRED DOCUMENTS](#)** [MATERIAL GROUP ASSIGNMENT](#) [CERTIFICATE OVERVIEW](#) [DOCUMENTS](#) [COMPLETION OF SELF REGISTRATION](#) [LOG OUT](#)

[Back to Overview](#) [Save as draft](#) [Publish](#) [Cancel](#) [Export](#) [Print](#)

QUESTION	ANSWER
1. BME-CODE_OF_CONDUCT	<p>1 Please accept</p> <p>2 Select language version</p> <p>3 Download the document!</p> <p>4 Upload all pages of the signed CoC !</p> <p>5 If applicable, please sign and upload the directive</p> <p>6 Save as draft or Publish to finalize this section</p>
2. GENERAL TERMS & CONDITIONS OF PURCHASE	<p>1 Please, take notice of General Terms & Conditions of Purchase</p> <p>2 Download General Terms & Conditions of Purchase</p> <p>3 General Terms & Conditions of Purchase (ENG)</p>
3. BATTERY DIRECTIVE	<p>1 If applicable, please accept our battery directive</p> <p>2 Download battery directive</p> <p>3 Battery directive (ENG)</p> <p>4 Please upload the signed document.</p>
4. CONFIDENTIALITY-AGREEMENT (GERMAN LAW)	<p>1 Please, take notice : Confidentiality-Agreement (German Law)</p> <p>2 Download Confidentiality-Agreement</p> <p>3 Confidentiality-Agreement (German Law) (ENG)</p>

6 You can either **“Save”** your input as a draft and continue later. Please make sure to finalize this section by clicking on **“Publish”**

Self registration Process

7. Material Group Assignment

Lenze

Supplier Self Registration

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

WELCOME PAGECOMPANY & CONTACTCOMPANY CONTACTSDETAILED INFORMATIONREQUIRED DOCUMENTSMATERIAL GROUP ASSIGNMENTCERTIFICATE OVERVIEWDOCUMENTSCOMPLETION OF SELF REGISTRATION

This is **Step5/8**.
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.

Selection includes sub elements

Search

[1]Lenze Material groups
productionmaterial

☐

Active, passive electronic parts

☐ EMS, inverter, cable, trading goods

☐ steel, metal cast

☐ plastic, rubber

☐ metal stamping, c-parts, packaging, similar auxiliary parts

☐ motor parts, application

☐ gear boxes

☐

[02]Lenze Material Groups Indirect

☐ production- & office equipment, general services, consultancy

Please select one material group

Your Selection:

• Active, passive electronic parts

You have selected 1 record(s)

To proceed, please click on “Next”-button at the bottom of the page

PREVIOUS

NEXT

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Self registration Process

8. Certificate Overview – let us know your company certifications

WELCOME PAGECOMPANY & CONTACTCOMPANY CONTACTSDETAILED INFORMATIONREQUIRED DOCUMENTSMATERIAL GROUP ASSIGNMENTCERTIFICATE OVERVIEWDOCUMENTSCOMPLETION OF SELF REGISTRATIONLOG OUT

This is step 6/8. Please indicate your company's certificates.
You can name existing and planned certificates. After you have saved your data, click "Finish" to send the data to the Generic client.

Search

Q

All

New

NO.	<input type="checkbox"/>	<input type="checkbox"/>	CERTIFICATE NAME	ALTERNATIVE NAME	MANUFACTURING SITE	CERTIFICATION AUTHORITY	VALID FROM	VALID UNTIL	STATUS	REMIND ME PRIOR TO CERTIFICATE EXPIRATION
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	others						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1 Record exists

Show

10 Records

PREVIOUS

NEXT

Click on “New”- button to add a new certificate. Please fill in additional fields and click on the green checkmark to save.
Please do not forget to upload the certificate(s).

To proceed, please click on “Next”-button at the bottom of the page

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Self registration Process

9. Final agreement to upload your data

WELCOME PAGECOMPANY & CONTACTCOMPANY CONTACTSDETAILED INFORMATIONREQUIRED DOCUMENTSMATERIAL GROUP ASSIGNMENTCERTIFICATE OVERVIEWDOCUMENTSCOMPLETION OF SELF REGISTRATIONLOG OUT

Completion of self registration

Thank you for your application to Lenze.

Herewith you confirm that your information provided is correct and you agree with the transmission of your data.

As soon as possible we will inform you about the next steps.

Best regards

Lenze Global Procurement

The last step of the SSR process is the final confirmation of the Terms and Conditions. The registration is now complete.

Click on “Accept”

PREVIOUSACCEPTREJECT