

**GUIDELINE FOR
REGISTRATION
FESTOOL SUPPLIER
PORTAL SLC**

FESTOOL

The instruction down below is a support for the registration to our Festool supplier portal on <https://suppliers.festool.com/registration>. In case you forgot your password for the supplier portal please open the Log-in-mask and click „Forgot your password?“ You can now apply for a new password via E-Mail. In this case please avoid a multiple registration.

1. General Data

General Company Information

Dun & Bradstreet provides a **D-U-N-S Number**, a unique nine digit identification number, for each physical location of your business. It can only be used once for registration.

Company Name:*	<input type="text" value="Example Ltd."/>		
D-U-N-S Number:	<input type="text"/>		
Language:*	<input type="text" value="English"/>	<input type="button" value="v"/>	
Homepage:	<input type="text"/>		
Currency:	<input type="text"/>	<input type="button" value="v"/>	
Address			
Country:*	<input type="text" value="United Kingdom"/>	<input type="button" value="v"/>	
Region:	<input type="text"/>	<input type="button" value="v"/>	
District:	<input type="text"/>		
Street:*/ House Number:*	<input type="text" value="Xample Street"/>	<input type="text" value="17"/>	
Postal Code:*/ City:*	<input type="text" value="W1E 6LB"/>	<input type="text" value="London"/>	
Company Postal Code:	<input type="text"/>		
Building: / Floor: / Room:	<input type="text"/>	<input type="text"/>	<input type="text"/>
PO Box Address			
PO Box:	<input type="text"/>		
	<input type="checkbox"/>	PO Box Without Number	
Other City: / Postal Code:	<input type="text"/>	<input type="text"/>	
Other Country:	<input type="text"/>	<input type="button" value="v"/>	
Communication			
Phone Number:*/ Extension:	<input type="text" value="07270"/>	<input type="text" value="550"/>	
Fax Number: / Extension:	<input type="text"/>	<input type="text"/>	
E-Mail:*	<input type="text" value="example@example.com"/>		

2. Contact persons

Contact Details

Title:*	<input type="text" value="Ms."/>	<input type="button" value="v"/>	Phone Number:*/ Extension:	<input type="text" value="07270"/>	<input type="text" value="55555"/>
First Name:*	<input type="text" value="Anna"/>		Fax Number: / Extension:	<input type="text"/>	<input type="text"/>
Last Name:*	<input type="text" value="Example"/>		E-Mail:*	<input type="text" value="a.example@example.com"/>	
Academic Title:	<input type="text"/>	<input type="button" value="v"/>	Language:*	<input type="text" value="English"/>	<input type="button" value="v"/>
Department:	<input type="text"/>		Country:*	<input type="text" value="United Kingdom"/>	<input type="button" value="v"/>
Function:	<input type="text"/>				

Each **E-mail address** can only be used once for registering. A second registration with the same E-mail address will be rejected.

Fill in all the information about the contact person who will receive an E-mail with a link for logging into the company's account.

3. Product groups

Product Categories *

Click on **Add** to add your product categories. By this your company can be assigned easily to a purchasing category.

<input type="button" value="Add"/>
Category Name
2501 Moulded rubber parts <input type="button" value="trash"/>
2502 Belts and Profiles <input type="button" value="trash"/>
2601 Turned Parts <input type="button" value="trash"/>
2602 Geared Turned Parts <input type="button" value="trash"/>
2701 Milled Parts <input type="button" value="trash"/>

Selection of Product Categories

Select the product categories you can supply

Find:

Available Product Categories

↳ Expand All ↳ Collapse All

Category Name
<input type="checkbox"/> 1100 electronics
<input type="checkbox"/> 1200 Batteries/Charger
<input type="checkbox"/> 1300 Cables
<input type="checkbox"/> 1400 Wires
<input type="checkbox"/> 1500 Motors
<input type="checkbox"/> 1600 Motor components
<input type="checkbox"/> 1700 Chemistry
<input type="checkbox"/> 1800 Sockets
<input type="checkbox"/> 1900 Switches
<input type="checkbox"/> 2000 C-parts
<input type="checkbox"/> 2100
<input type="checkbox"/> 2200 Stamped/Bend parts
<input type="checkbox"/> 2300 Tubes and iron sheets
<input type="checkbox"/> 2400 Non-Ferrous Stamped Parts
<input checked="" type="checkbox"/> 2500 Rubber Parts
<input checked="" type="checkbox"/> 2501 Moulded rubber parts
<input checked="" type="checkbox"/> 2502 Belts and Profiles
<input checked="" type="checkbox"/> 2600 Turned Parts
<input checked="" type="checkbox"/> 2601 Turned Parts
<input checked="" type="checkbox"/> 2602 Geared Turned Parts

Select the appropriate generic term in the hierarchy tree.

If suggested subcategories might not go with your general product category you can easily remove them by an Opt-Out.

You can search a category by typing it into the *Find* field and clicking on Go.

4. Data privacy

Please read our data privacy statement and the terms and conditions of Festool. Tick them to send the supplier registration. If you made any mistakes you will get an error message on top of the page. Correct the mistakes and click on *Send* again.

Data Privacy Statement and Terms and Conditions

I have read the [data privacy statement](#) and agree to the terms.

5. Password

Your application will be checked at Festool Purchasing. After checking and confirmation you will receive two emails with the user name and password for completion of the registrations process. Please consider our password policy:

- min. 1 capital letter
- min. 1 lowercase letter
- min. 1 special Character
- in total a min. of 8 digits

6. Password forgotten

If you have no longer access to your account because of password, please let us know via Email at: einkauf@festool.com. We will get back to you.