

Sensata Technologies

Supplier Portal Registration and Profile Management

Frequently Asked Questions

Introduction:

This document provides the most common questions and instructions for the Supplier Portal Registration and Profile Management process. If you need more help, please feel free to reach out your main Sensata Sourcing Contact for more support.

FAQs:

- 1. Q. What can I do if I did not receive email notification after register?**
R. Please reach out to your Sensata Procurement contact for help. He/she may confirm that your registration took place and if there are any errors with e-mail address. If everything is okay and you still do not receive any portal notifications, please contact your ST Procurement and they will issue an IT ticket on your behalf.
- 2. Q. Is it possible to add more than one address?**
R. Yes, in the Address Book Section, you can create as many as Addresses as required. It is important that each Address has the proper Site Name that could easily identify supplier locations, manufacturing sites or offices. For example, if you are adding different Manufacturing Facilities, you can specify them with the City Name or Country.
- 3. Q. Is it necessary to add more than one contact on Contact Directory section?**
R. The Contact Directory will allow us to Send Notifications to SLM USERS and Contact Directory. If necessary, you can add as many as contacts information as your deem necessary to ensure those in your company receive proper notification (e.g. Customer Service, Quality, Accounts Receivable, Sales).
- 4. Q. Do I have to click on apply for all Business Classification?**
R. No. Only click on those applicable business classifications that are relevant to your company. This helps us to better understand the business of your company.
- 5. Q. If my Certificates are approaching their expiration date, is it possible to upload a new one?**
R. Yes, feel free to upload the New Certificate as soon as it is available. SLM allow us to ensure information in the Supplier Portal is properly updated.
- 6. Q. Is it necessary to upload a hard copy of each Certificate?**
R. Yes, certificates must be uploaded as part of the supplier set up process.
- 7. Q. I cannot find the Business Classification my company has on the list, what should I do?**
R. The Business Classification disclosed list is based on the most common classification identified in our supply base. If any certificates are not in the list, please upload the certificate in Attachment Section and include a Note to Buyer. Sensata can then evaluate adding the business classification in the future.
- 8. Q. What Company Type should I select if I am and individual and I represent myself?**
R. If you are an Individual provider of Services and represent yourself, then you are a "Private" Company. Please select "Private" as Company Type.

New / Prospective Supplier Registration Instructions:

BASIC INFORMATION	
Company Details	
Field	Instructions
Company Name	Fill company name Exactly as it is shown in your Tax / VAT registration, please make sure all upper/lower cases and special characters are included where necessary.
Tax Country	Click on the flag to look for the Country Name and select the correct Country for your Company.
Tax ID	Please fill tax id Exactly as it shown on your Tax/VAT Registration.
DUNS Number	The Dun & Bradstreet D-U-N-S Number is a unique nine-digit identifier for business. Fill DUNS # if applicable exactly as it is shown.
Contact Information	
E-mail	Fill your E-mail address.
First Name	Fill First Name
Last Name	Fill Last Name
Phone Area Code	Fill Phone Area
Phone Number	Fill Phone # without first digits of Phone Area Code
Phone Extension	Fill Extension if applicable
COMPANY DETAILS	
Prospective Supplier Registration: Additional Details	
Alternative Supplier Name	If there are any Acronyms, Aliases, or Nicknames used to easily recognize your Company, please state here.
Note to Buyer	Please fill in Name of your Sensata Sourcing contact, Sensata Make Site with whom new business is expected, Payment Terms, and if there has been any VDA audit performed previously.
Address Book	
Create Address	Click on Create to add your company address. You can add as many addresses as required but keep in mind this address should be use for business purposes E.g. Manufacturing Sites, Sales, etc.
Address Name	State how you wish to identify this address, this could be City, Country of the location, Manufactory Site Name, Head Quarter Office, etc.
Country	Fill Country of Address
Address Line 1 to 4	Use these lines to fill Address Street and Number
City/Town/Location	Fill City, Town, Location
County	Fill County
State/Region	Fill State / Region
Postal Code	Fill Postal Code
Phone Code Area	Fill Phone Area
Phone Number	Fill Phone Without Code Area
Fax Number	Fill Fax Number
E-mail Address	Fill E-mail Address
Purchasing Address	Check this option if the address to be created shall receive Sensata Purchase Orders
Payment Address	Check this option if the address will be Selling Goods or Services to Sensata and is required to be paid in the future
RFQ Only	Check this Section if the purpose is only RFQ, no Purchase Order nor Payment can be released under this Address.
Contact Directory	
Contact Title	Select one title if desired
First Name	Fill First Name
Last Name	Fill Last Name
Alternative Name	Fill Alternative Name
Job Title	Fill Job Title
Department	Fill Department, E.g. Sales, Finance, Quality.

Contact Directory	
Contact E-mail	Fill Contact E-mail
URL	Fill Company URL
Phone Area	Fill Phone Area
Phone Number	Fill Phone Number without Phone Area
Phone Extension	Fill Phone Extension
Alternative Phone Area	Fill Alternative Phone Area
Alternative Phone Number	Fill Alternative Phone Number
Fax Area Code	Fill Fax Area Code
Fax Number	Fill Fax Number
Supplier User Account	Check if the Contact should be a Supplier Portal User
Business Classification	
Classification	Sensata has listed all potential Business Classifications based on our experience and current supply base. If there is a classification that is not on the List, please include it in the Attachment Section and add a note to buyer to this effect.
Applicable	Check all Applicable Classifications for your company
Certificate Number	Fill Certificate Number
Certifying Agency	Fill the Name of Agency that issued the Certificate
Expiration Date	Provide Expiration Date as it appears on Certificate.
ADDITIONAL INFORMATION	
Company Type	Select between Options Public: A public company is a business whose shares can be freely traded on a stock exchange or over the counter. Also known as a publicly traded company, publicly held company, or public corporation. Private: A private company is a firm held under private ownership, if you are an Individual that represents yourself, then you are considered a private company.
Product Classification	Select the one that best suit to your company: Services, Goods or Both.
Commodity Classification	Select the classification that best describe your goods and services, you can select up a maximum of four commodities.
Industry Classification	Select the Industry your products and services support, you can select more than one industry if necessary.
ATTACHMENTS	
Attachments	Attach all documents that support the information provided such as Tax ID / VAT Registration, W9, Business Classification Certificates, etc.