

Manual LE-Portal



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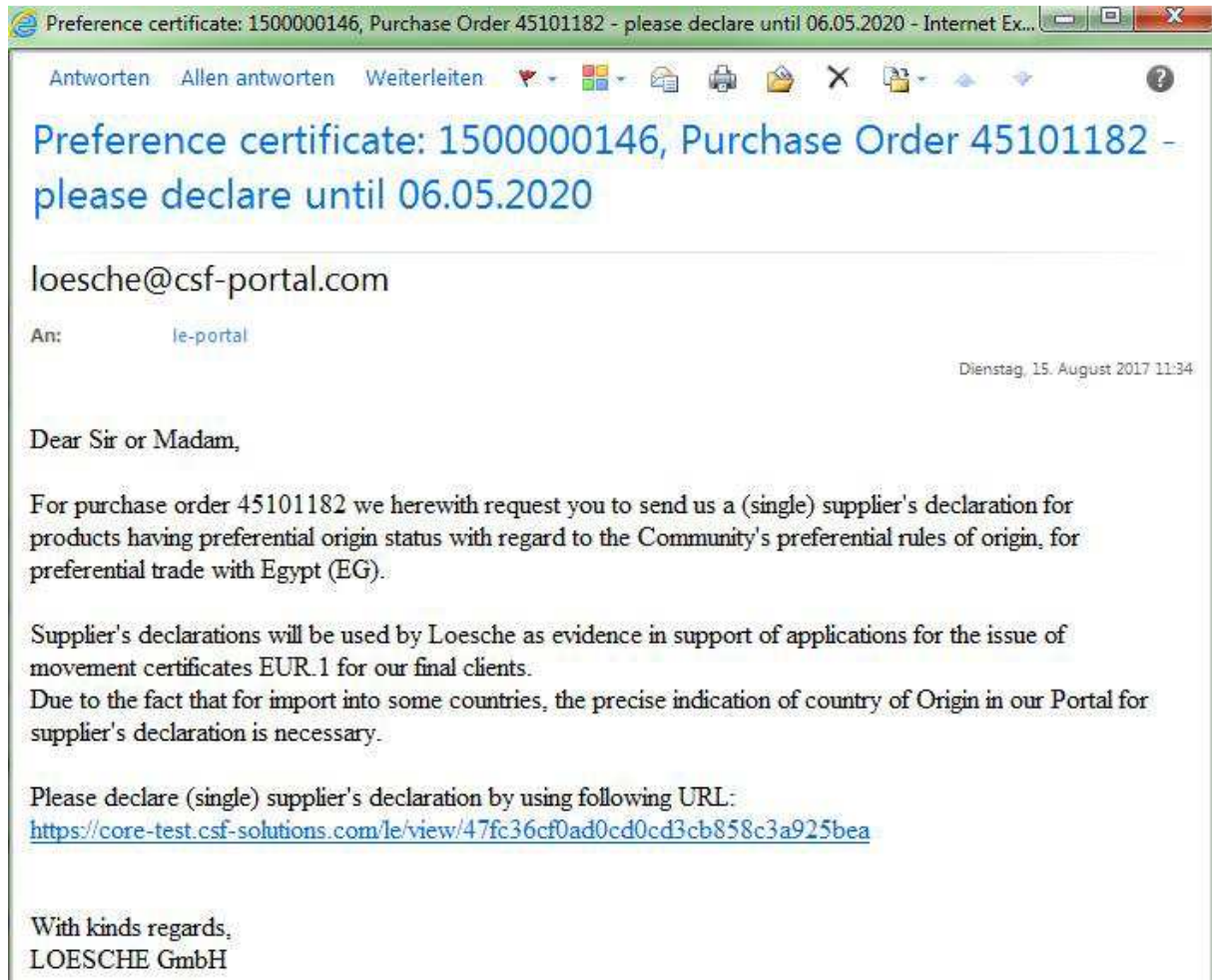
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Request to submit a supplier's declaration

You'll receive our request to submit a supplier's declaration by e-mail:



The mentioned number is the automatically generated ID of the requested declaration for proper archiving in our SAP. It has no further relevance in submitting the declaration.

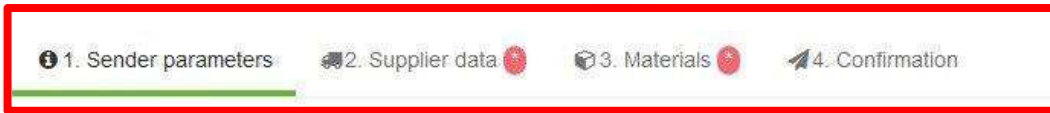
By clicking the mentioned URL you'll be directed to the web portal. A user login or account registration is not required/possible.

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1. Sender parameters

The web portal automatically opens on the first page, with the sender parameters, showing the person in charge at Loesche:

 Supplier declaration #1500000037 Date: 2017-05-10 10:16



Sender parameters


Name	Loesche GmbH		Street	Hansaallee 243	
ZIP	40549	City	Düsseldorf	Country	DE
E-Mail	Olaf.Ricken@loesche.de				

In the upper section of the window you'll find the navigation bar. Via these buttons you'll get to the different input screens. These masks must be filled in order to submit a supplier's declaration.

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2. Supplier data

By clicking 2. "Supplier data" you'll get to the input mask asking for your postal address. The fields should already be filled with the data from our SAP vendor master record. Should you find any errors, please inform us:

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1. Sender parameters 2. Supplier data 3. Materials 4. Confirmation

Supplier data

Name		Street	
<input type="text" value=""/>		<input type="text" value=""/>	
ZIP	City	Country	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
Vendor Number			
<input type="text" value="0000704136"/>			

You may specify variations

Firstname and Lastname	Phone
<input type="text" value="Firstname and Lastname"/>	<input type="text" value=""/>
Fax	Position within company
<input type="text" value=""/>	<input type="text" value="Position"/>
E-Mail	
<input type="text" value="le-portal@loesche.de"/>	

Further on please add the name and position of the person in charge for supplier declarations in your company. E-Mail, phone and fax number can be overwritten for this.

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3. Materials

Point 3 of the navigation bar „Materials“ finally shows you the list of materials, for which we're requesting a supplier's declaration:

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Materials

Bulk Data Change File-Upload: Durchsuchen... Keine Datei ausgewählt.

records Search:

Status	Material number	Your material number	Description	Goods Number	Country of origin	Zones	Actions
open	10166245		HUB	84749010			Edit
open	10166665		HUB COVER	84749010			Edit
open	10166833		HUB COVER	84749010			Edit
open	10169899		SEALING SLEEVE	84749090			Edit
open	10169970		ROCKER ARM	84749010			Edit
open	10170730		SEALING BUSH	84749090			Edit
open	10176982		SEALING BUSH	84749090			Edit
open	10177022		LINING CPL	84749090			Edit
open	10181200		SEALING BAR	84749010			Edit
open	10183914		HUB COVER	84749010			Edit
open	10183932		WEARING RING	84749090			Edit

This list is based on our SAP material numbers as the leading figure. If we have the information stored in SAP, your material number and the goods number are already shown.

Supplier declaration #1500000115 Date: 2017-07-21 12:22

1. Sender parameters 2. Supplier data 3. Materials 4. Confirmation

You can save your data with the "save" button at any point and finish your work at a later time.

By clicking "Bulk Data Change" you can fill in data for all materials in the list:

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Bulk Change Values for all Materials ✕

No supplier's declaration

Langzeit LE LE UZ Sonstiges

Country of origin: DE - Germany ▼ Cumulation: EU - Europäische Union ▼

Issue date: 15.08.2017

Valid from: 15.08.2017 Valid to: 31.12.2017

[Choose all](#)
Preference zone: Preference: please check if applicable

In the upper section of the window please select what kind of declaration you want to make. It could be either a long-term supplier's declaration (Langzeit LE), supplier's declaration (LE), certificate of origin (UZ) or some something else (Sonstiges). In case of a long-term supplier's declaration you'd receive no further request for a declaration with future purchase orders of this material during the validity period.

Please make the correct entries in all the fields, regarding country of origin, cumulation and validity. Country of origin is a mandatory field.

Loesche requires the entry of a specific country. Selecting "EU" sadly isn't sufficient for us.

In the lower section of the mask please check the boxes behind the suitable preferential status. If certain preferential status are illegal based on the statements made above, the corresponding entries will not be selectable.

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Finally confirm your entries by clicking „Apply Data“ at the bottom of the window:

XK	<input type="checkbox"/>
XL (Melilla) XL	<input type="checkbox"/>
XS (Serbia) RS	<input type="checkbox"/>
ZA (South Africa) ZA	<input type="checkbox"/>

In case you'd like to make different statements for certain materials on the list, you can still change them at this point. Click the "Edit" button behind the specific position in the list, which you'd like to change:

Keine Datei ausgewählt.

Search:

Material number	Description	Goods Number	Country of origin	Zones	Actions
	HUB	84749010			
	HUB COVER	84749010			
	HUB COVER	84749010			
	SEALING SLEEVE	84749090			
	ROCKER ARM	84749010			
	SEALING BUSH	84749090			
	SEALING BUSH	84749090			
	LINING CPL	84749090			
	SEALING BAR	84749010			
	HUB COVER	84749010			
	WEARING RING	84749090			

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4. Confirmation

Finally go to step 4 „Confirmation“ of the navigation bar in order to send your declaration:

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1. Sender parameters 2. Supplier data ✓ 3. Materials ✓ **4. Confirmation**

Confirmation

Firstname and Lastname

Cornelia Funke

Position within company

Logistics

- ✓ The signing person declares that all good listed in this document are originating products and follow the rules of origin which apply to the countries participating in the trade. Furthermore he is obliged to provide all documents to customs authorities should they request them. This supplier declaration has been created technically and is also valid without signature and is valid as a declaration of commitment according to Article 63 Par. 3 Order (EU) 2015/2447. It has the same effectiveness like a copy signed by hand.

Send supplier declaration 

Information regarding the concerned person will be taken over from Step 2. Please check the box in front of the disclaimer and click “Send supplier declaration”.

Attention: Changing the data is not possible anymore after this step. Only after talking to our logistics department we can make the declaration available for change again.

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Once the declaration has been send, please print it as a pdf-file by clicking "Print LE":

 LE has already been sent and is locked.

 Supplier declaration #1500000145 Date: 2017-08-15 10:46

 Print LE

Note: The print documents are available for 90 days and then they will be deleted. Please note the legal retention periods.

 1. Sender parameters

 2. Supplier data

 3. Materials

 4. Confirmation

Please add the document to your archive. The data will only be available in the web portal for a short time and is going to be archived cyclically.

Afterwards the finished supplier declarations are no longer accessible in the web portal!