



# LE-Portal Handout

Confirmation of a supplier declaration

Date: Feb 2019

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## Technical requirements

Die following Browsers are supported:  
Microsoft™ Internet Explorer 10 or higher,  
Mozilla™ Firefox 28 or higher,  
Safari 8 or higher,  
Google Chrome™ 43 or higher.

## General approach

As soon as you, the supplier, receive a request to issue a still pending supplier declaration, please proceed like the following.

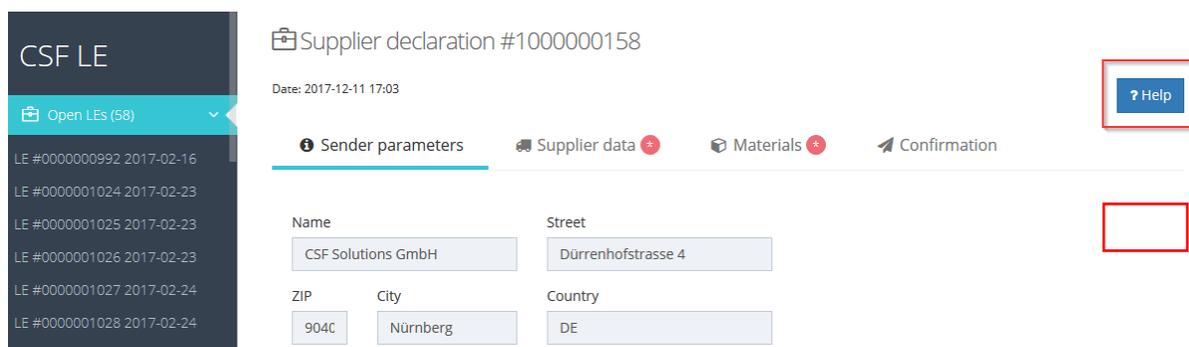
Dear Sir or Madam,

Supplier declarations are missing for some goods we received from you.  
We employ a web portal to facilitate the submission for you.  
Please use the following link   
  
 in order to submit the supplier the declaration.

Exemplary text

Best regards.  
Your LE-Team

You are automatically directed to the LE-Portal after confirming the link you received via mail. You can see all pending supplier declarations, which still have to be issued for the respective customer, on the left side of the LE-portal. The LE you reached by clicking on the link sent by the customer is displayed on the right side of the portal. You there have four-tab straps (sender data, supplier data, materials and confirmation) for editing at your disposal. You are initially directed towards the sender data tab strap and able to switch to other views by clicking on the respective tab straps. The supplier handout opens automatically by clicking on the help-button.



The screenshot shows the CSF LE portal interface. On the left is a sidebar with a list of LEs. The main area displays a form for 'Supplier declaration #1000000158' dated 2017-12-11 17:03. The form has four tabs: 'Sender parameters' (active), 'Supplier data', 'Materials', and 'Confirmation'. The 'Sender parameters' tab contains input fields for Name (CSF Solutions GmbH), Street (Dürrenhofstrasse 4), ZIP (904C), City (Nürnberg), and Country (DE). A 'Help' button is visible in the top right corner, and a red box highlights an empty area in the bottom right corner.

Tab straps which are open for the supplier's entries are marked by stars. Already edited, respectively done areas are checked off.

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

### *Features for editing and supplier declaration feedback:*

- **Sender data:** You can see mail and address of the supplier declaration sender, that is the customer, in the sender data area. The declaration is issued for the customer whose address is entered for identification, here.
- **Supplier data:** Address as well as contact data of the he who is responsible supplier company employee who can render every assistance in the case of professional consultation, are displayed here. Contact data may be changed if needed.
- **Materials:** Data regarding the delivered material is to be entered here. Status, Item number, designation, commodity code, country of origin as well as trading zone records are displayed in an overview. A dialogue providing a more detailed view is accessed by clicking on the "Edit-Button" on the right side of the chart. Addressed table columns may be managed here. The item status changes from "open" to "done" in the overview depending on editing.
- **Confirmation:** The name of the issuing employee as well as his position in the supplying company have to be entered here before feeding the supplier declaration back. The LE is bindingly emitted at this point.

General and special information regarding the supplier is displayed after clicking on the delivery data tab strap. The grey colored fields are not changeable. Fields like contact person, telephone, fax and company position (see red marking) can be adapted if required.

# Supplier declaration #1000000158

Date: 2017-12-11 17:03

[? Help](#)

[Sender parameters](#)   [Supplier data](#) ✓   [Materials](#) +   [Confirmation](#)

Name	Street	
<input type="text" value="ABC LE GmbH"/>	<input type="text" value="Street 5"/>	
ZIP	City	Country
<input type="text" value="1234"/>	<input type="text" value="Grade"/>	<input type="text" value="IT"/>
Vendor Number		
<input type="text" value="0000100000"/>		

**!** You may specify variations

Firstname and Lastname	Phone
<input type="text" value="Lisa Lieferantenerklärung"/>	<input type="text" value="987665 - 4321"/>
Fax	Position within company
<input type="text" value="999888777 - 666"/>	<input type="text" value="LE"/>
E-Mail	
<input type="text" value="Lisa.Lieferantenerklärung@gr"/>	

You can reach the item overview of materials the supplier declaration has to be issued for by clicking on the material tab strap. The status is initially set to "open" in order to provide a better overview.

# Supplier declaration #1000000158

Date: 2017-12-11 17:03

[? Help](#)

[Sender parameters](#)   [Supplier data](#) ✓   [Materials](#) +   [Confirmation](#)

[Mass Change](#)

Search:

Status	Material number	Your material number	Description	Commodity code	Country of origin	Zones	Actions
<span>▲ open</span>	000000000000000001		Thermostat - ENGLISH				<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

You have the option to set the item status directly to done and transfer specifications to all items in a single step via the Bulk Change Data feature. Maintenance measures on item level have to be carried out by clicking on the Edit-Button within the material department. The editing status of the edited item changes from open to done after actions have been made via the "Edit-Button".

The search feature includes a full-text search which includes all table columns in the material department into the search process.

Mandatory fields like country of origin, date of issue as well as validity dates of the supplier declaration are to be maintained bindingly after clicking on the "Edit-Button" in order to confirm a material. The supplier declaration may not be issued sensibly for the material without these indications. Entry help is present in order to facilitate the entry for you. Depending on the field, these include date fields, preset countries and commodity codes. A single check mark for preference can be set per suggested preference zone in order to assess the preference situation. The single countries are deposited link sensitively per suggested zone.

#
x
Material: Thermostat - ENGLISH

No supplier's declaration

---

**Your comment**  

Your comment

**Material number**

000000000000000001

**Description**

Thermostat - ENGLISH

**Custom field 1**

Benutzerfeld 1

**Custom field 2**

Benutzerfeld 1

**Custom field 3**

Benutzerfeld 1

**Commodity code**

123

**Your material number**

Your material number

**Country of origin**

AT - Austria x v

**Cumulation**

x No cumulation applied x v

**Issue date**

2018-01-29

**Valid from**

2018-01-01

**Valid to**

2018-12-31

**Preference zone**

Choose all  
 Preference: please check if applicable

**CARI CARIFORUM - english**

AG BS BZ DM DO GD GY HT JM KN LC SR TT VC

The supplier declaration can be issued bindingly as soon as all materials are deposited, respectively edited accordingly.

### Saving

You can save the current state of the supplier declaration by clicking the "Save" button and continue working on it at a later time.

## Supplier declaration #0000002511

Date: 2018-02-09 10:11

? Help

Sender parameters   Supplier data    **Materials **   Confirmation

Mass Change

Save

Search:

Status	Material number	Your material number	Description	Commodity code	Country of origin	Zones	Actions
	000000000000000506		Testmaterial12				

Showing 1 to 1 of 1 entries

After confirming a vendor declaration item (not with mass change), the current status is automatically saved:

Successfully saved!

## Submission

The checkbox for authorization to issue has to be clicked in order to ensure submission liability.

## Supplier declaration #1000000158

Date: 2017-12-11 17:03

Sender parameters   Supplier data    Materials    **Confirmation**

Firstname and Lastname

Lisa Lieferantenerklärung

Position within company

LE

-  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 

You are immediately directed to the LE-overview with the information that the LE was sent and is not available for editing anymore, after sending the LE. A supplier declaration is available for answering purposes for 90 days before it is automatically deleted on the LE-portal. Done declarations are deleted after a certain period of time has passed.

The print feature is active after the LE has been sent successfully. You now have the option to print the LE via PDF-print for your own archiving purposes.