

# Instruction Online Registration

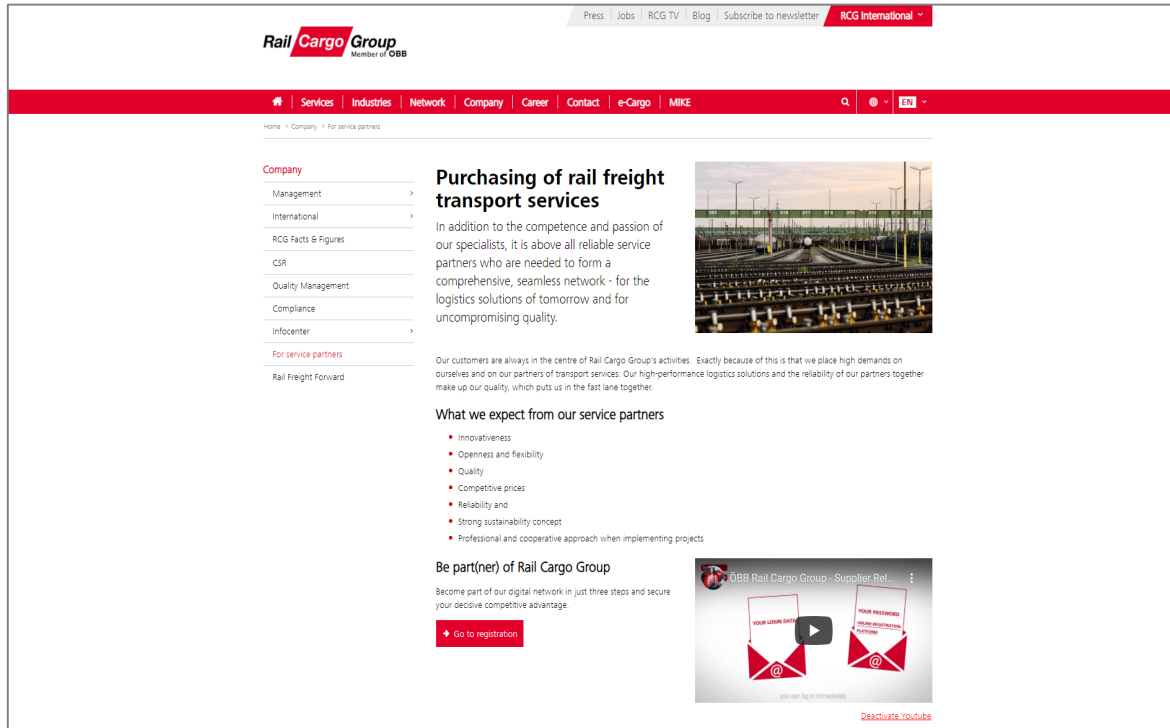
BE **PART(NER)** OF  
RAIL CARGO GROUP

## Required Documents for registration

**Before** getting started with the **online registration**, we ask you to **prepare** the following **documents**:

- 1 Your company presentation
- 2 Quality certificates (e.g.: ISO 9001, ISO 14001, ISO 45001, GMP+, ...)
- 3 Confirmation of liability insurance\*
- 4 Proof of a membership (e.g.: UIC, RNE, CIT, VgVV, AVV, ATTI, ...)
- 5 Safety certificate/certifications (SC)\*

**Note:**  
Please note that depending on the services offered, different **MUST-documents \*** may be required to confirm your qualification.

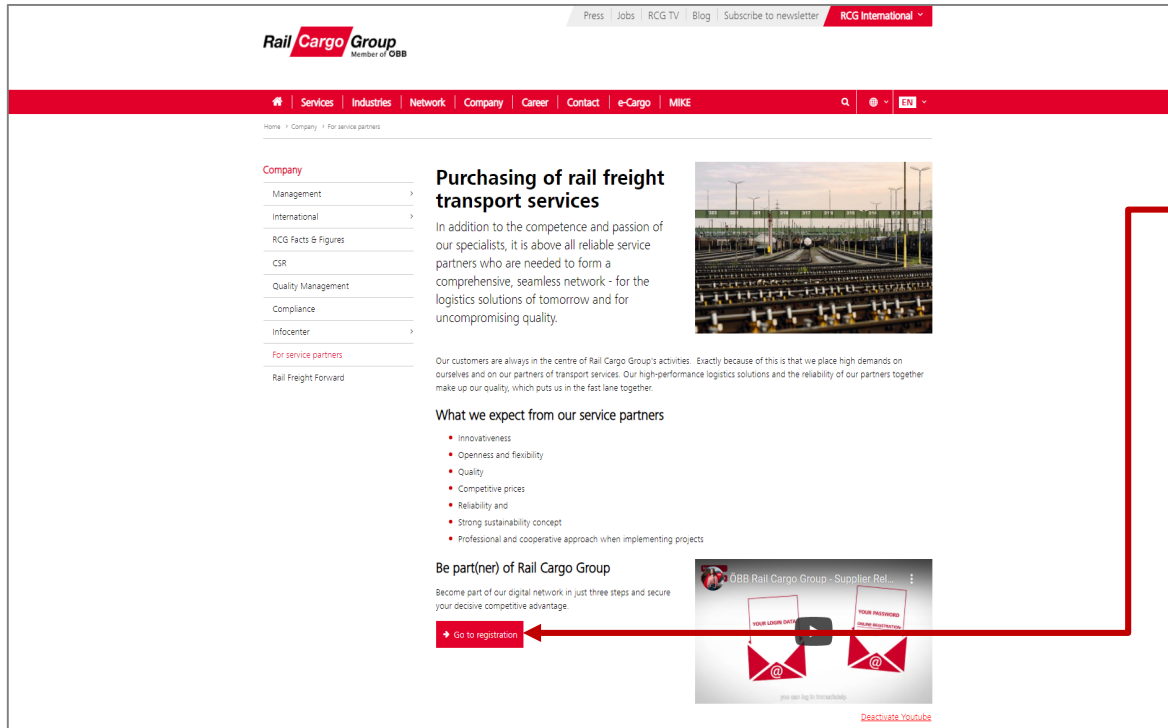


## Step 1:

Visit the RCG website for service partners.

<https://www.railcargo.com/en/company/for-service-partners>

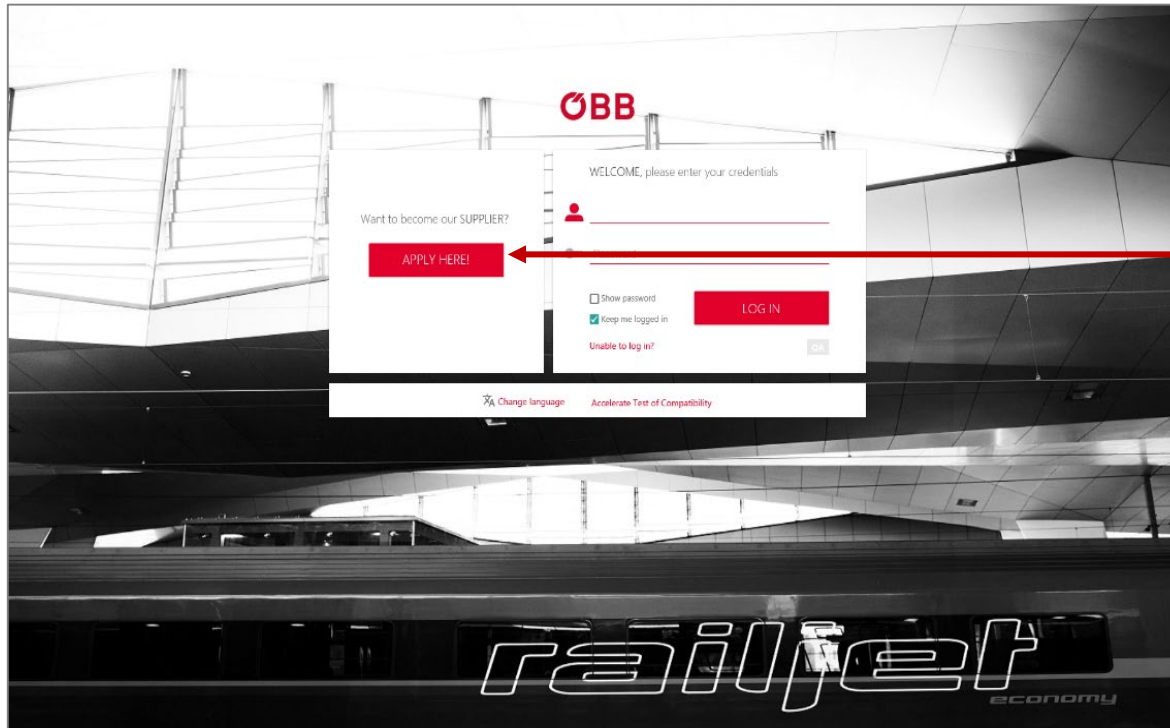
# Link for the registration



## Step 2:

Click on the red button “Go to registration”.

## Access to the registration tool



**Step 3:**

**Click on the red button “APPLY HERE”.**

## Terms of use for the registration tool

Geschäftsbedingungen

Die Rechtsgrundlage der Datenverarbeitung ist die Einwilligung des registrierten Unternehmens gegenüber der ÖBB-Holding AG.  
Mit der Nennung einer natürlichen Person als Kontakt- oder Ansprechperson bestätigt das registrierte Unternehmen, dass es über eine datenschutzrechtliche Rechtsgrundlage im Sinne des Art 6 GDPR verfügt, die genannte Kontaktperson im Rahmen ihrer beruflichen Aufgaben gegenüber der ÖBB Holding AG als Ansprechperson bekanntzugeben und überdies, dass die genannte Person über die Datenweitergabe sowie ihre Rechte als betroffene Person im Sinne des Datenschutzrechtes informiert worden ist.

Ich stimme den oben genannten Bedingungen zu

ABLEHNEN AKZEPTIEREN

### Step 4:

Make yourself familiar with the **terms of use**.

# Helpdesk for technical problems

**BESCHAFFEN** Einkauf ÖBB  
Supplier Self Registration  
Status: Not submitted  
Support please click here

WELCOME PAGE COMPANY & CONTACT SMALL & MEDIUM SIZED COMPANIES COMPANY CONTACTS MANUFACTURING SITES MATERIAL GROUP ASSIGNMENT DOCUMENTS TERMS AND CONDITIONS LOG OUT

Welcome to Supplier Self Registration (SSR)

The following screens will guide you through the registration process step by step. It will take approximately 5-10 minutes to complete the registration.

**Comment:**  
By using this platform you agree to our [Terms of Use](#).

**If you need help, please do not hesitate to contact our Support Team:**  
ÖBB Business Competence Center GmbH  
Erdberger Lände 40-48  
A-1030 Wien  
Tel.: +43 1 93000-9771212  
E-Mail: [konzerneinkauf.info@oebb.at](mailto:konzerneinkauf.info@oebb.at)  
Monday – Thursday, 08:00 – 16:00  
Friday, 08:00 – 12:00

NEXT

## Step 5:

In case you should need **help during the registration**, please contact our **support**.

### Support

ÖBB Business Competence Center GmbH  
Phone: +43 1 93000-9771212  
[konzerneinkauf.info@oebb.at](mailto:konzerneinkauf.info@oebb.at)

Monday – Thursday, 08:00 – 16:00  
Friday, 08:00 – 12:00

# Enter company data and contact data

**BESCHAFFEN** Einkauf ÖBB | Supplier Self-Registration | Status: Not submitted | Support please click here

WELCOME PAGE | **COMPANY & CONTACT** | SMALL & MEDIUM SIZED COMPANIES | COMPANY CONTACTS | MANUFACTURING SITES | MATERIAL GROUP ASSIGNMENT | DOCUMENTS | TERMS AND CONDITIONS | LOG OUT

Welcome to the self-registration of your company in the ÖBB supplier database. Please complete the fields below with company and personal data. Please note that your "Login" is assembled of the fields "first name.last name" and cannot be changed after saving. Mandatory fields are marked red. The format of the number field D&B DUNS is xx-yyy-zzzz. Please fill in all three subfields by using the tabulator key. Click "NEXT" to go to the next steps. This is step 1/7.

**COMPANY INFORMATION**

Company Test RU

VAT Number \_\_\_\_\_

Address Street 1234

City City

Postal code 0000

Country Austria

Region \_\_\_\_\_

Phone 0123456789

D&B DUNS No. 1 12 -000 -0000

Please specify here your DUN & Bradstreet Number of your company. The DUNS Number will be provided only once per company and because of that it is unique and identifies a company all over the world. In case your company does not have a DUN & Bradstreet yet, you can use the link below to order one FOR FREE

[D&B DUNS Nr.](#)

commercial register number \_\_\_\_\_

**Contact information**

First name test first name

Last name test last name

E-mail test@testat

**NEXT**

## Step 6:

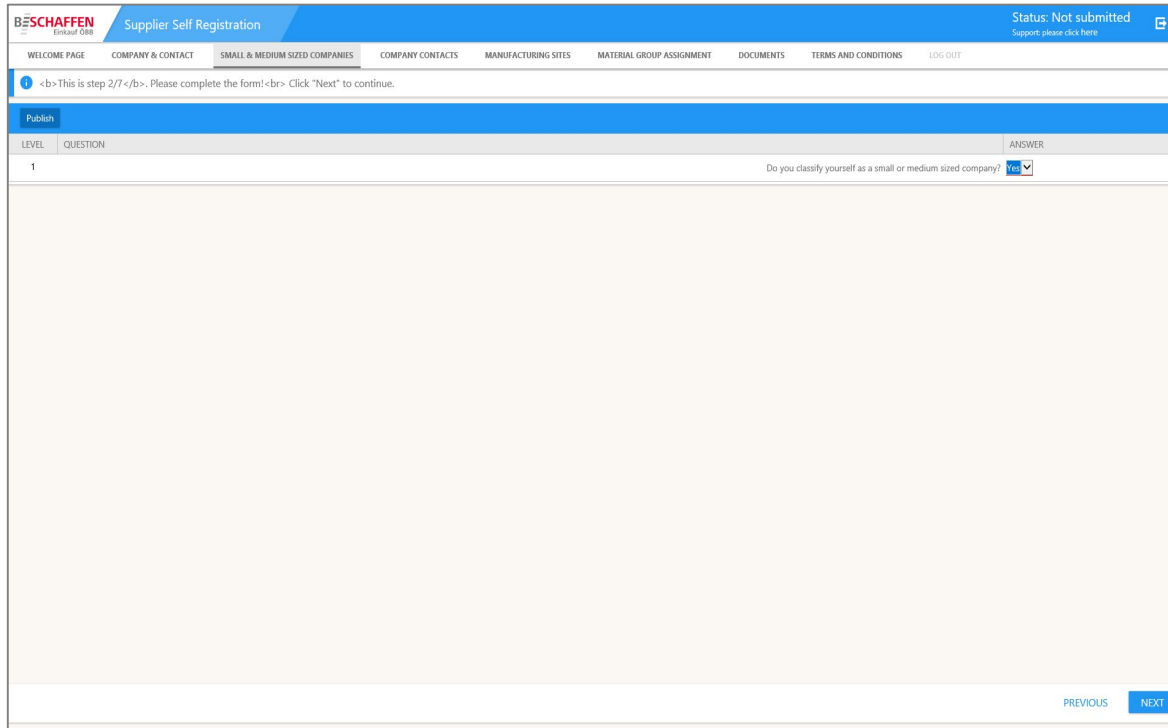
Please fill in at least all the **mandatory fields, underlined in red.**

Note: The DUNS number is a unique identifier for companies.

The DUNS number of your company can be found by clicking on the following link:

<https://www.dnb.com/de-de/upik-en/>





The screenshot shows a web interface for 'Supplier Self Registration' on the 'BESCHAFFEN' portal. The page is titled 'SMALL & MEDIUM SIZED COMPANIES' and is part of a 7-step process. The current step is 'Do you classify yourself as a small or medium sized company?'. The user has selected 'Yes' from a dropdown menu. The interface includes a navigation bar with various menu items, a status indicator 'Status: Not submitted', and a 'Publish' button. The question is displayed in a table with columns for 'LEVEL', 'QUESTION', and 'ANSWER'.

LEVEL	QUESTION	ANSWER
1	Do you classify yourself as a small or medium sized company?	Yes

## Step 7:

Please select yes, if your company is defined as **small- or medium-sized enterprise** (SME), or no if your company is not defined as small- or medium sized enterprise.

According to the Recommendation 2003/361/EG by the European Commission SMEs are defined as having less than 250 persons employed. They should also have an annual turnover of up to EUR 50 million, or a balance sheet total of no more than EUR 43 million.

## Definition of contact person

Supplier Self Registration Status: Not submitted  
Support please click here

WELCOME PAGE COMPANY & CONTACT SMALL & MEDIUM SIZED COMPANIES **COMPANY CONTACTS** MANUFACTURING SITES MATERIAL GROUP ASSIGNMENT DOCUMENTS TERMS AND CONDITIONS LOG OUT

1 This is step 3/7. Please complete your own contact information. To do this, first click on your contact details and complete the mandatory fields, which are marked red. If necessary, please also specify additional contact persons. After saving your details, click "NEXT" to continue your registration.

Advanced search  All Show full list

New contact

NO.	<input type="checkbox"/>	TITLE	FIRST NAME	<u>LAST NAME</u>	DEFAULT CONTACT	EMAIL ADDRESS	TELEPHONE	FAX	LANGUAGE	DEPARTMENTS	COMMENT	ADDRESS	FUNCTIONS	CITY	POSTAL CODE	COUNTRY
1	<input type="checkbox"/>		test first name	test last name	<input checked="" type="checkbox"/>	test@test.at			English (UK)							Austria

1 Record exists Show 10 Records PREVIOUS NEXT

### Step 8:

**ATTENTION:** Click into the **line with the contact person** and **complete at least all mandatory fields**, which are **underlined in red**. This is because only a part of your contact person's general data, has automatically been adopted from step 6.

Please proceed by clicking on „**Next**“.

Note: If you do not complete all the mandatory fields in this step, your registration cannot be concluded successfully.

Supplier Self-Registration | Status: Not submitted

WELCOME PAGE COMPANY & CONTACT SMALL & MEDIUM SIZED COMPANIES COMPANY CONTACTS **MANUFACTURING SITES** MATERIAL GROUP ASSIGNMENT DOCUMENTS TERMS AND CONDITIONS LOG OUT

This is step 4/7. Please indicate your manufacturing sites. Please assign a contact to each site. Simply click on the "Assign contact" button. After you have saved your data, click "NEXT" to continue your registration.

Search [All]

**New**

NO.	MANUFACTURING SITE	SITE ADDRESS	POSTAL CODE	CITY	COUNTRY	PHONE	CONTACT EMAIL ADDRESS
1	<u>Test Site</u>	Rail Way 1234	0000	Test City	Austria	0123456789	<u>test@test.at</u>

1 Record exists Show 10 Records

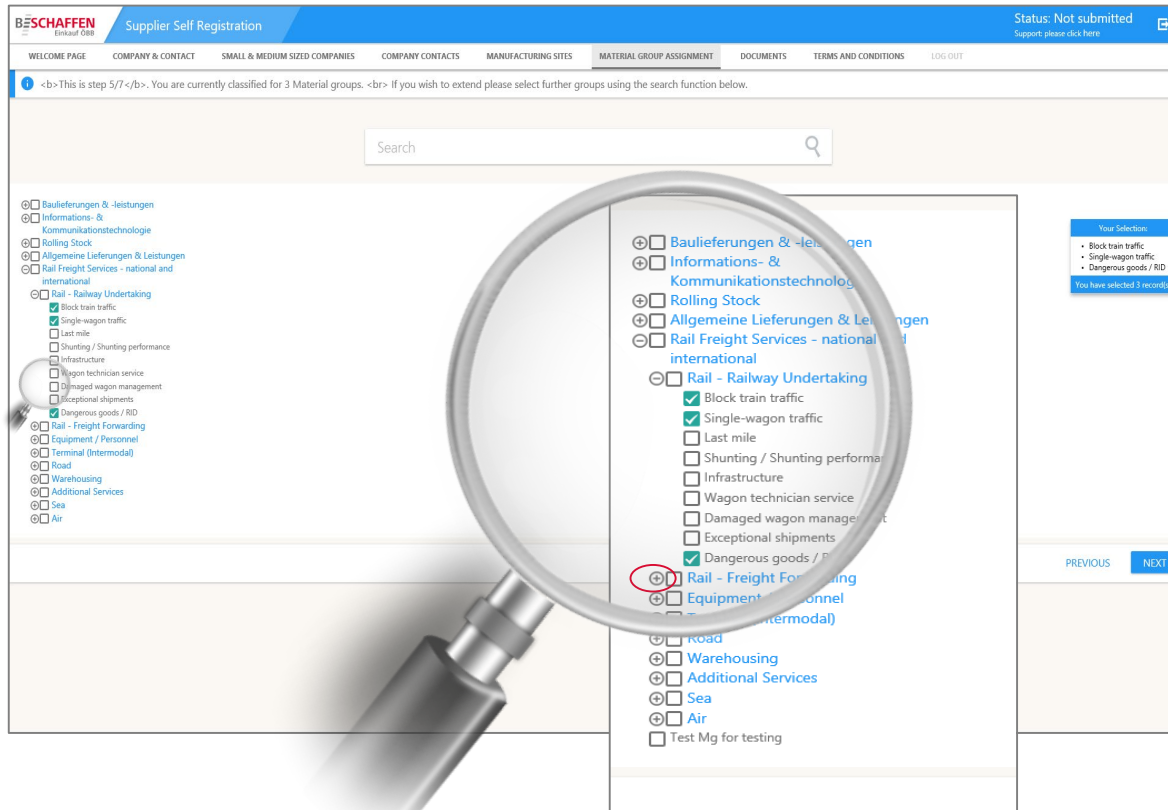
PREVIOUS **NEXT**

## Step 9:

Please add your **main company location**, as well as **additional company locations**, by clicking on the „New“ button. Please **fill in at least all mandatory fields, underlined in red.**

Afterwards, please continue by clicking on „**Next**“.

# Selection of the service portfolio



## Step 10:

In front of you is now a **pedigree** consisting of **3 levels**.

Expand the **1<sup>st</sup> level "Transport services in national and international rail freight traffic"** by clicking on the **" + symbol "**, to the **left of the main material groups**.

Now **level 2** opens. Expand **all other relevant categories** that you offer by using the **" + symbol "** again.

This is followed by **level 3**, with the detailed services. Now you can select your **relevant service portfolio** here.

Afterwards, continue by clicking on **"Next"**.

## Upload company presentation (Step 1)

The screenshot shows the 'Supplier Self Registration' interface. At the top, there is a navigation menu with options: WELCOME PAGE, COMPANY & CONTACT, SMALL & MEDIUM SIZED COMPANIES, COMPANY CONTACTS, MANUFACTURING SITES, MATERIAL GROUP ASSIGNMENT, DOCUMENTS (highlighted), TERMS AND CONDITIONS, and LOG OUT. The status bar indicates 'Status: Not submitted' and 'Support please click here'. A message states: 'This is step 6/7. Please upload your company presentation. After you have saved your data, please click on "NEXT" to send your data to ÖBB.' Below this, there is an 'Advanced Upload' button. The 'DOCUMENTS' section shows 'No records found'. At the bottom right of the document area, there are 'PREVIOUS' and 'NEXT' buttons. The main content area is a large light-colored box with a placeholder text 'Upload company presentation...'. A scroll bar is visible on the right side of the page.

### Step 11:

Please press the button **“Advanced Upload”** and upload a **presentation of your company.**

For more details look step 11.

## Upload company presentation (Step 2)

Supplier Self Registration Status: Not submitted  
Support please click here

WELCOME PAGE COMPANY & CONTACT SMALL & MEDIUM SIZED COMPANIES COMPANY CONTACTS MANUFACTURING SITES MATERIAL GROUP ASSIGNMENT **DOCUMENTS** TERMS AND CONDITIONS LOG OUT

[Back to overview](#) [Upload](#)

NO.	TYPE	NAME OF THE DOCUMENT / LINK	CONTENT	COMMENT	STATUS
1	File	Presentation.pdf	D:\Presentation.pdf	Durchsuchen...	
2	File			Durchsuchen...	
3	File			Durchsuchen...	
4	File			Durchsuchen...	
5	File			Durchsuchen...	

### Step 12:

Select your **company presentation** with the button **“Browse”** to upload from your PC. Then press the **“Upload”** button.

Then press **“Back to overview”** and proceed with the registration process.

Supplier Self Registration

Status: Not submitted  
Support please click here

WELCOME PAGE COMPANY & CONTACT SMALL & MEDIUM SIZED COMPANIES COMPANY CONTACTS MANUFACTURING SITES MATERIAL GROUP ASSIGNMENT DOCUMENTS **TERMS AND CONDITIONS** LOG OUT

## Terms & Conditions

Prior to completing your registration, Contract Conditions (CC) have to be accepted:  
Please use the following link to open the CC:  
Nutzungsbedingungen  
Code of Conduct for Geschäftspartner der RCG  
Code of Conduct for Business Partners of RCG  
General Terms and Conditions for the Purchasing of National and International Rail Freight and Related Services  
Allgemeine Bedingungen für den Einkauf von Beförderungsleistungen sowie beförderungsnahen Leistungen im nationalen und internationalen Schienengüterverkehr.

General conditions of use of the site  
This site is intended for the personal information of users. The access and use of this site is subject to the present "General Conditions" hereafter detailed accordingly to the applicable laws. Connection and access to this site imply integral acceptance and without reserve of the dispositions of these General Conditions. The whole of these modifications is binding to the users who must consult the present General Conditions at the time of each connection.

PREVIOUS ACCEPT REJECT

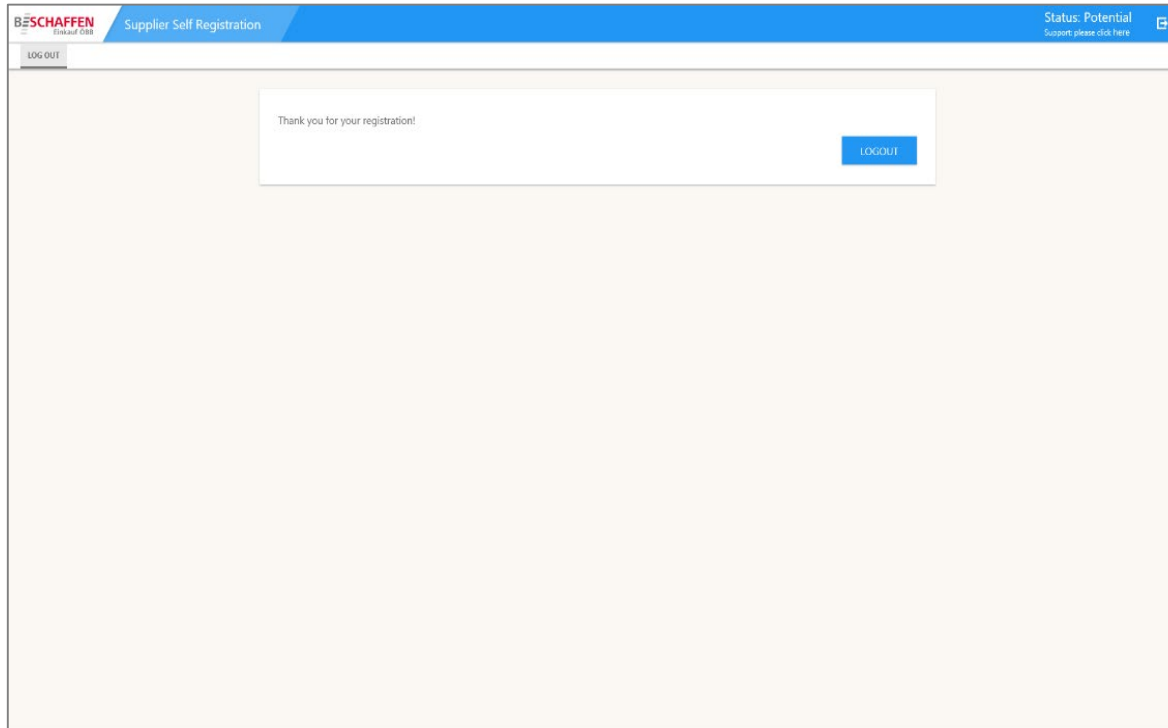
## Step 13:

Now, please make yourself familiar with the **“Code of Conduct for Business Partners of RCG“** and the **“General Terms and Conditions for the Purchasing of National and International Rail Freight and Related Services”**.

Please note, that the **conditions mentioned above apply only** if you have **not yet concluded a commercial framework agreement** with Rail Cargo Group (RCG).

To **complete the registration**, please press the **“Accept”** button. If you want to cancel the registration, press the **“Reject”** button.

# Completion registration part 1

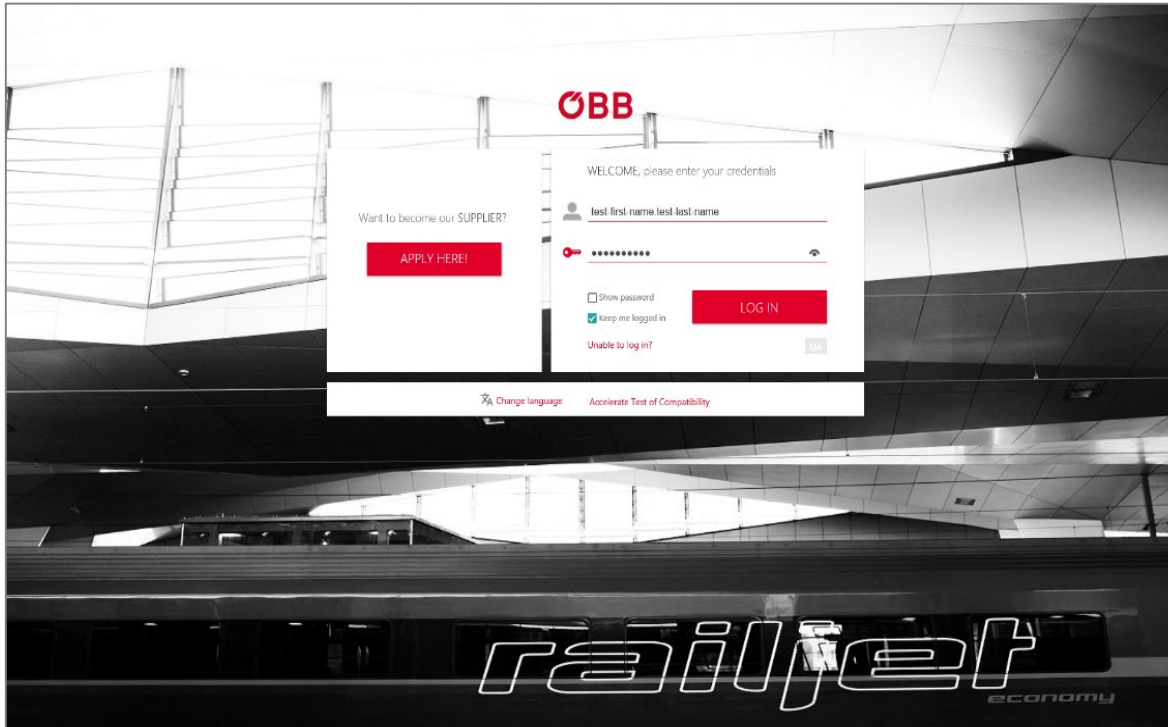


## Step 14:

**Part 1 of 2** of the registration is now **complete**. You will now receive **two e-mails** (required for data protection reasons) - one with your **personal login data** and the other one the **link to the online registration platform**, including your temporary password.



## Start registration part 2



### Step 15:

Now **click** on the **link**, that you have received in your **e-mail inbox** and login with your **received login data**.

## Definition new password



The screenshot shows a 'Change password' form overlaid on a background image of a train and station. The form includes the OBB logo at the top, the title 'Change password', and instructions: 'You have to change your password on your 1st. login. Enter a new password.' Below this is a password input field with a red underline. To the right of the input field, the password requirements are listed: 'Length: min:6 - max:10', 'Number of numeric characters: min:1 - max:5', 'Number of special characters: min:1 - max:5', 'Number of Capital letters: min:1', and 'Allowed number of different passwords:1'. A blue 'VALIDATE PASSWORD' button is located at the bottom right of the form. The background image shows a train with 'railjet' and 'economy' branding on the side, and a modern station structure with a large OBB logo on the ceiling.

### Step 16:

Please create a new personal password.

## Upload documents as proof of suitability/authority

Note: Please note that depending on the services offered, you may need different MUST documents \* to confirm your qualification.

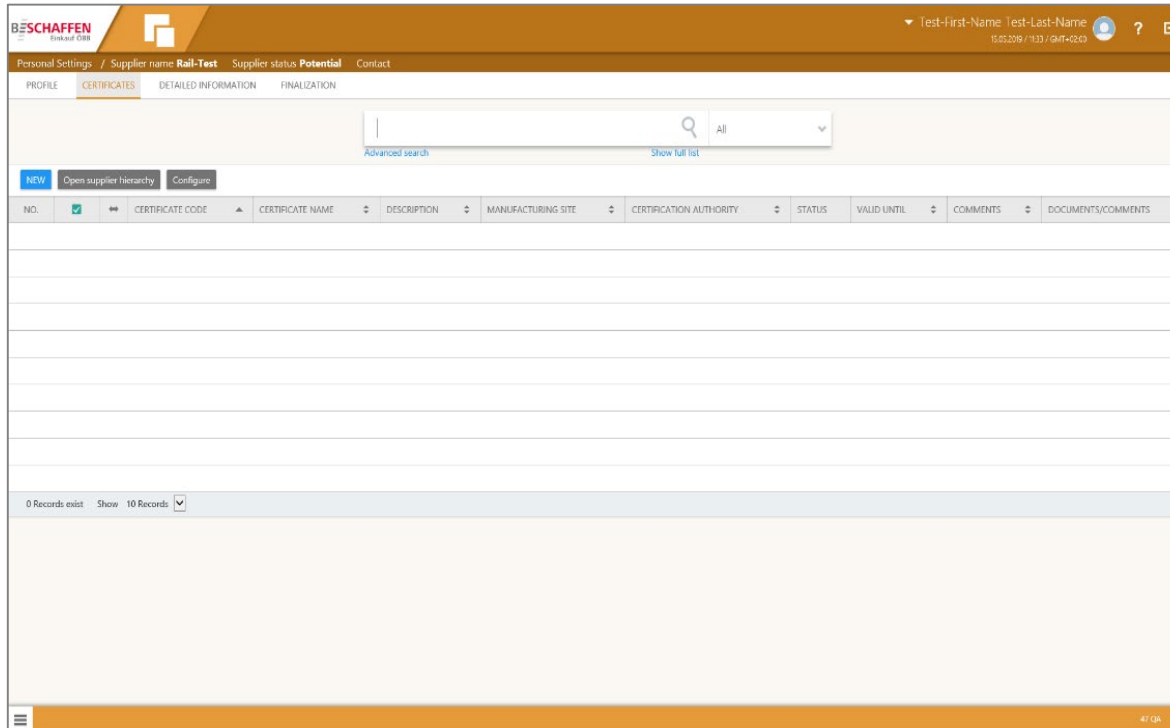
### Step 17:

Please complete the fields.  
**Mandatory fields are underlined in red.**

**ATTENTION:** Please press the button **"Save"**, in the **upper left corner**.

After that, please **switch** to the item **"Certificates"** at the top of the **overview bar**.

# Upload documents as proof of suitability/authority



## Step 18:

To **upload the documents** as proof of suitability/authority, press the **“New”** button in the **upper left corner**.

# Upload documents as proof of suitability/authority

## Step 19:

Please select each of your **proof documents individually** and announce the respective **validity period**. **Mandatory certificates** are marked with a **\***. **ATTENTION: Please note mandatory fields!**

Upload your **documents** here and enter an **e-mail** for notifications.

To **complete** the process, press **“Save”** in the **top left corner**.

Then select the **next item** in the **overview bar** labeled **“Detailed Information”**.

# Enter additional information

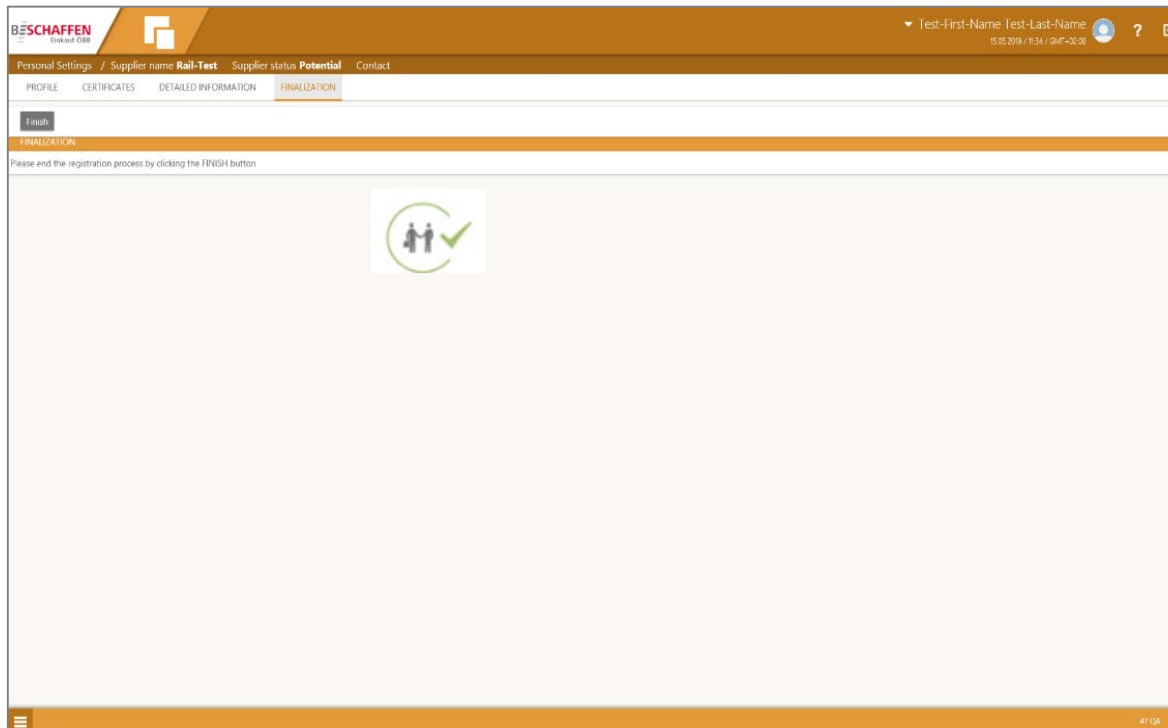
## Step 20:

Please add **additional information** about your business.

Then please press the button **“Save”**, top left.

**Switch** to the **“Finalization”** tab in the **overview bar**.

# Completion of the registration



## Step 21:

Click on the “**Finish**” button, **top left**, to complete the registration process.

## Step 22:

Once an **internal check** has been completed, you will receive an **on-boarding confirmation by e-mail**.

You are now  
**Part(ner) of Rail Cargo Group.**