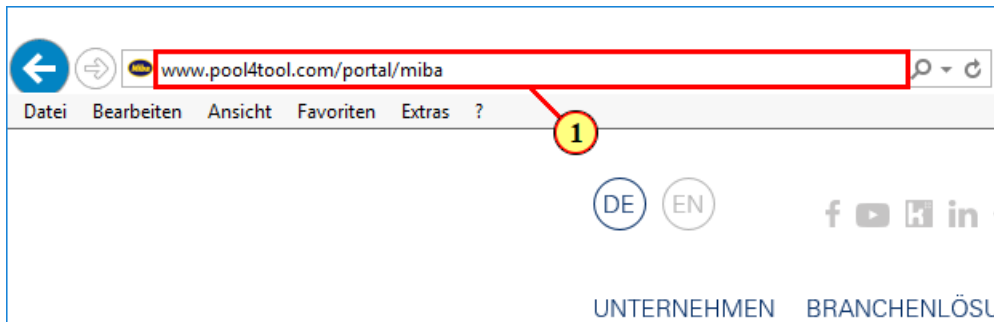
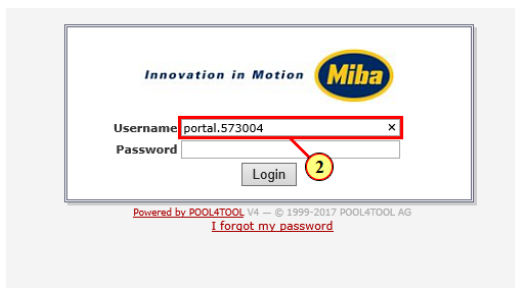


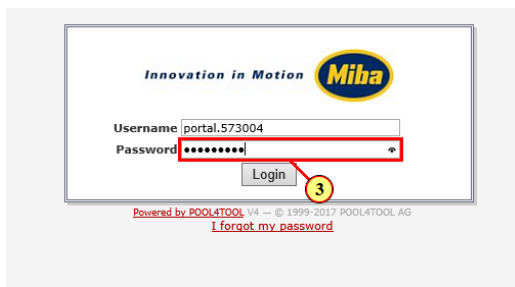
1 How to enter my supplier portal



(1) Open the supplier portal by typing in the following URL: www.pool4tool.com/portal/miba



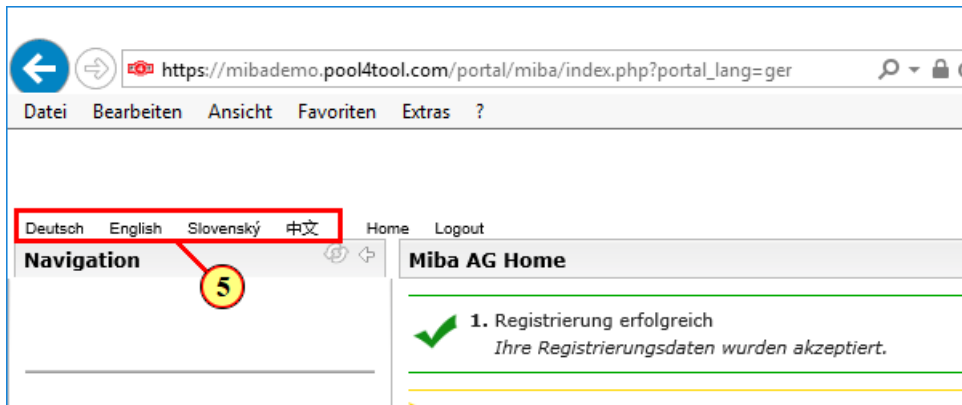
(2) Insert your username.



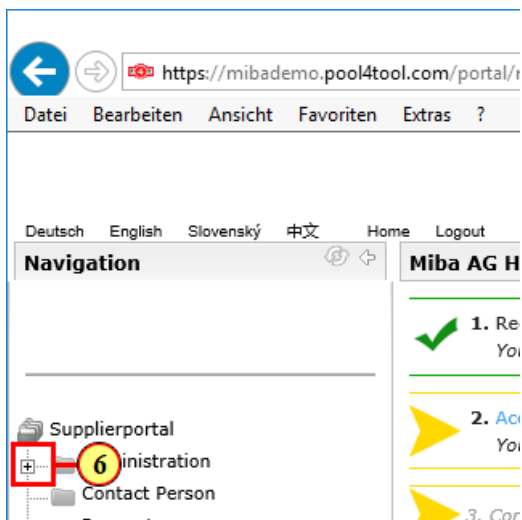
(3) Insert your password.



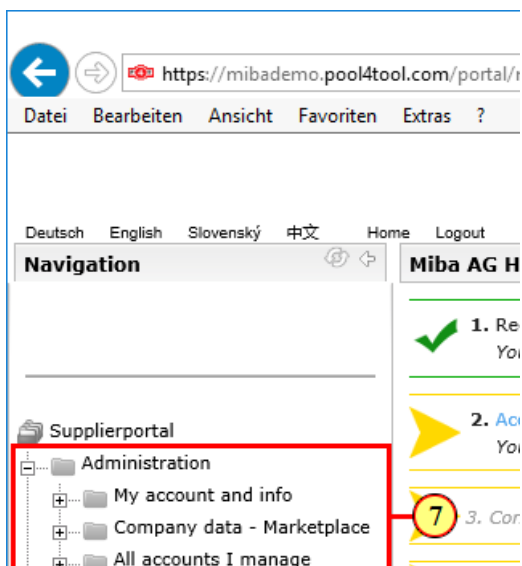
(4) Click **Login**.



(5) You can change the language settings here.



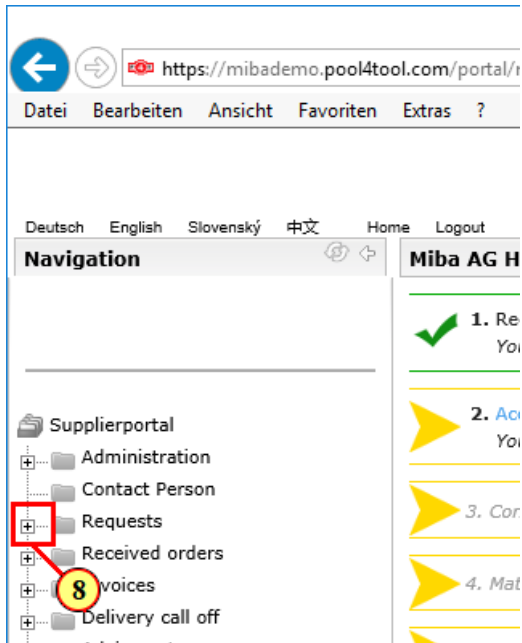
(6) Click  on **Administration**.




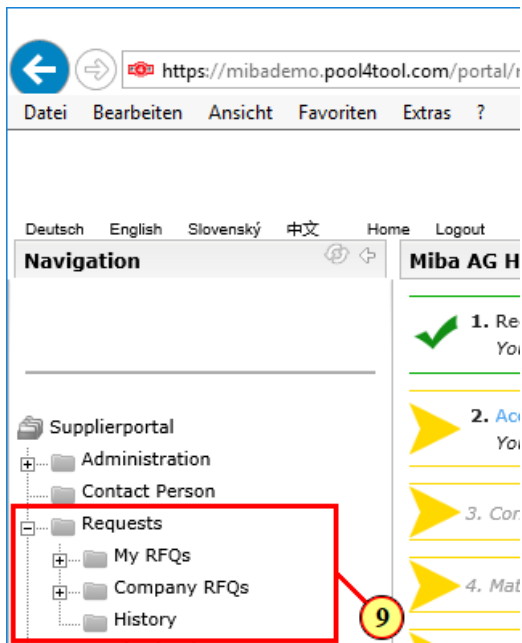
(7) **Within Administration:**

Find here the basic data and settings of your account.

For more information watch the tutorial "How to manage user data"



(8) Click  on **Requests** .

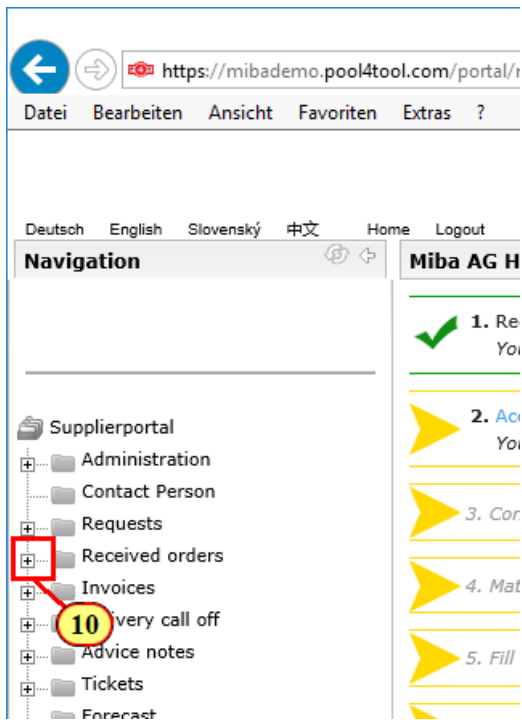


(9) **Within Requests:**

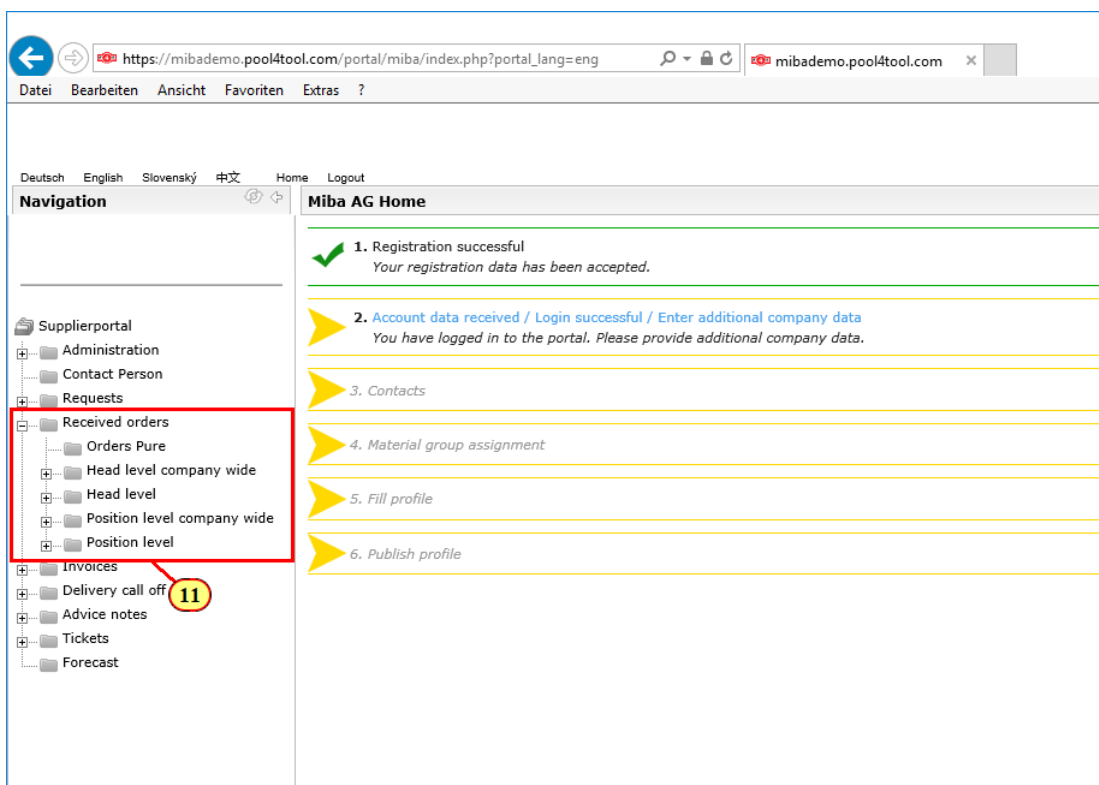
Find there the Request for Quotation that Miba sends you.

State your offer and send it back to Miba.

For more information watch the tutorial "How to work on RFQs".



(10) Click  on **Received Orders**.



(11) **Within Received Orders:**

Find here Miba's orders for your company. You will receive an E-Mail for every order by Miba and have the possibility to directly click on the link there.

For more information watch the tutorial "How to see my orders".



Should you have any additional questions that are not answered in this tutorial please watch the further tutorials or contact the Pool4Tool Support.

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