

Self-registration in Supplier Portal is done via the buy:source page <https://buysource.app.lufthansa.com> and consists of four steps: (steps marked with * are necessary for Supplier Portal registration)

1. **Company & contact data***: information used to verify the identity of the requestor & to assign the correct SAP creditor account
2. Material group assignment (not relevant and therefore preselected)
3. Country assignment (not relevant and therefore preselected)
4. **Company contacts***: you need to select the Finance role: on the line with your contact click on the three dots to select “Open” and mark the checkbox for **Finance role**:

NO.	TITLE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TENDER ROLE	ORGANIZATION UNIT TENDER	FINANCE ROLE	ORGANIZATION UNIT FINANCE
1	Mr.					<input checked="" type="checkbox"/>	<input data-bbox="1006 703 1039 745" type="button" value="+"/>	<input checked="" type="checkbox"/>	<input data-bbox="1242 703 1274 745" type="button" value="+"/>

In addition, you can choose the Lufthansa Group Companies relevant for you in "Organization Unit Finance": click the plus sign, select them in the pop-up and confirm with "Apply".

Additional options:

- You may select "**Tender role**" if your company wants to participate in Lufthansa Group biddings
- Under "**New contact**" you can create a new line for additional persons in your company and assign roles to each of them

In the final page you need to confirm your application with the “**Register**” button.

All done! Now you just need to wait for us to check and approve your submission; it may take a few days.

More detailed information can be found under “Quick Guides”

Want to become our SUPPLIER?

APPLY HERE!

WELCOME, please enter your credentials

User name

Password

Show password

Keep me logged in

LOG IN

Unable to log in?

QuickGuides Accelerate Test of Compatibility

(in case of questions check FAQ on the next page)

FAQ

1. I started the registration, but did not finish it. Now when I try to do it again, it tells me my email is already in use.
If you interrupt the registration process after providing contact data, it is already saved in the database, so you cannot start a new registration with it. In order to continue, go to the login page and use as username your name (the structure is "name.lastname"). Since you probably haven't set a password yet, click on "Unable to log in?" and then enter again your user name and email address. Afterwards you'll receive an email how to set up a new password. With these credentials, you will be able to log in and continue the registration.
2. My login does not work/password reset email is not received.
Please contact support.lufthansa@synertrade.com, they can resend the password reset email or check if your account is locked and needs to be reset.