



BUY:SOURCE

Supplier Self Registration process

For the following procedure please use the browser **Internet Explorer**

You could reach the application buy:source over the link: <https://buysource.app.lufthansa.com>

Want to become our SUPPLIER?

APPLY HERE!

WELCOME, please enter your credentials

Password _____

Show password

Keep me logged in

LOG IN

[Unable to log in?](#)

[Accelerate Test of Compatibility](#)

[Important information](#)

At first, please click "**Apply here**" to start the Supplier Self Registration process.

Next you be requested to accept the terms and conditions. For this please read the Data Protection Notice and applying the check mark.

Terms and Conditions

Data Protection Notice

1. Processing of personal data
The Lufthansa Group uses a platform for representing an interface between Lufthansa Group buyers and suppliers.

These following personal data are processed:
- Personal Data (Pre- and Surname, Business Address, Section, Functional Ownership)
- Communication Data (e. g. telephone, email)

2. Legitimacy of the processing of personal data
The permissible processing of your personal data is based on the execution of your activity for the Lufthansa Group.

3. Use of your data
We use the data described above only to provide the appropriate services, according to the requirements of your area of responsibility.

4. Disclosure of your data
In the course of providing services your personal data is being processed by our service software provider in the sense of order processing. Your personal data will not be disclosed to third parties, unless there is an official obligation.

I have read the above terms and conditions

[CANCEL](#) [READ](#)



1. STEP: COMPANY & CONTACT

On the next page please fill out the form with the dates of your company and your personal contact information. Required fields are marked with a red line.

Please note: The field "Login" is filled out automatically. You could not make an entry there.

Then click on the button "Next" to finish the registration.

2. STEP: MATERIAL GROUP ASSIGNMENT

On this page please select the suitable Material Groups for which products and/or services you wish to provide us. You could see on the right site an overview of your previous selection.

Based on your selection you will receive automatically invitations via e-mail for open tenders, which be published in the particular Material Group.



3. STEP: COUNTRY ASSIGNMENT

Thereafter, under the "Country assignment" tab, please select the regions, countries or locations in which you can offer and deliver goods and/or services.



4. STEP: COMPANY CONTACTS

With use of the button "New contact" you create a new line for a contact person in your company.

Set a check mark in the column "Tender role", if your company want to participate in Lufthansa Group tenders.

If you request the function "Finance role", you get access to the processing status of the invoices and information about the payment of your invoices in the Lufthansa Group (e.g. "in process" or "paid").

Please note: This authorization process may take a few days. Only after the verification you could see the information.

Lufthansa Group Supplier Self Registration

COMPANY & CONTACT MATERIAL GROUP ASSIGNMENT COUNTRY ASSIGNMENT COMPANY CONTACTS ACCEPTANCE

This is step 4/5. 1. for other colleagues: Use the button "New contact" for this purpose. For each contact, please specify which of the two currently available functions: "Tenders and Auctions" > checkbox "Tender Role" and / or "Invoice in activated. 2. additionally select the Lufthansa companies. Important: Press on three dots on the left side of the line and choose "Apply" to save the changes. After you have saved your data, click on "Next" to continue with the registration

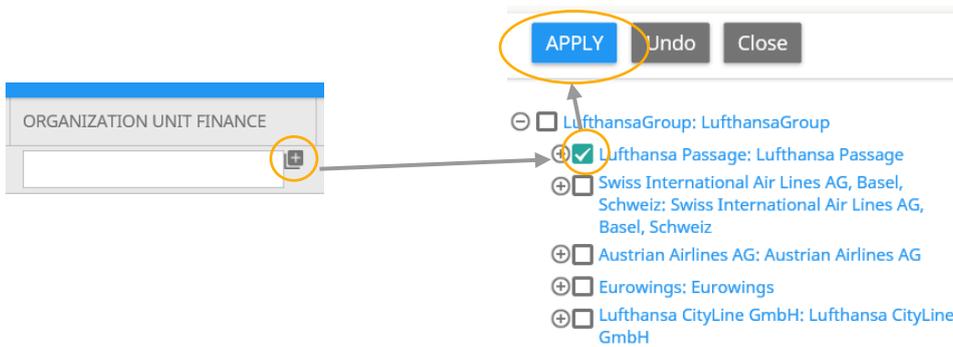
Search [] All [v]

New contact

NO.	<input type="checkbox"/>	↔	TITLE	FIRST NAME	LAST NAME	DEFAULT CONTACT	EMAIL ADDRESS	TENDER ROLE	ORGANIZATION UNIT TENDER	FINANCE ROLE	ORGANIZATION UNIT FINANCE
1	<input checked="" type="checkbox"/>	:	Mr.	[]	[]	<input type="checkbox"/>	[]	<input checked="" type="checkbox"/>	[]	<input checked="" type="checkbox"/>	[]



In the column "**Organization Unit Finance**" please click on the plus sign besides the input field. It opens a new window. In this please select the Lufthansa Group Companies for which you supply and square. Your entry will be confirm with "**Apply**".



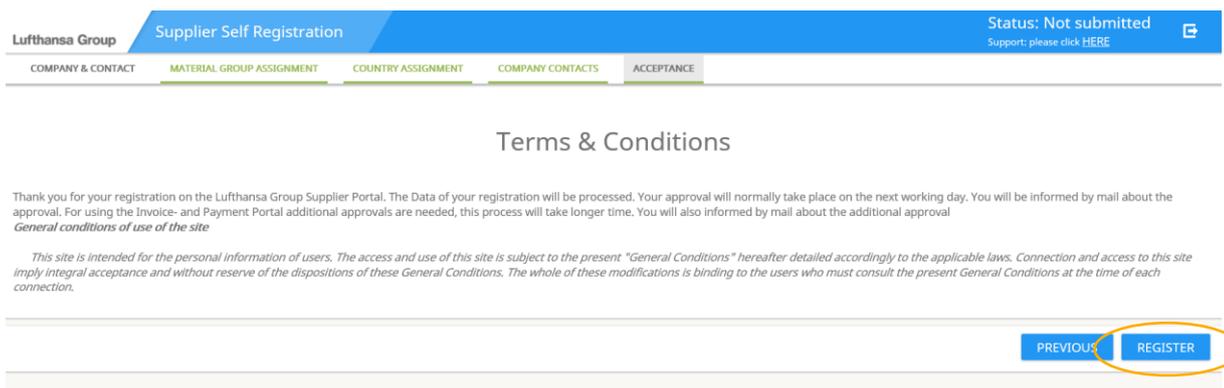
When you filled out the required fields, at next click the Button "**Next**".

PREVIOUS

NEXT

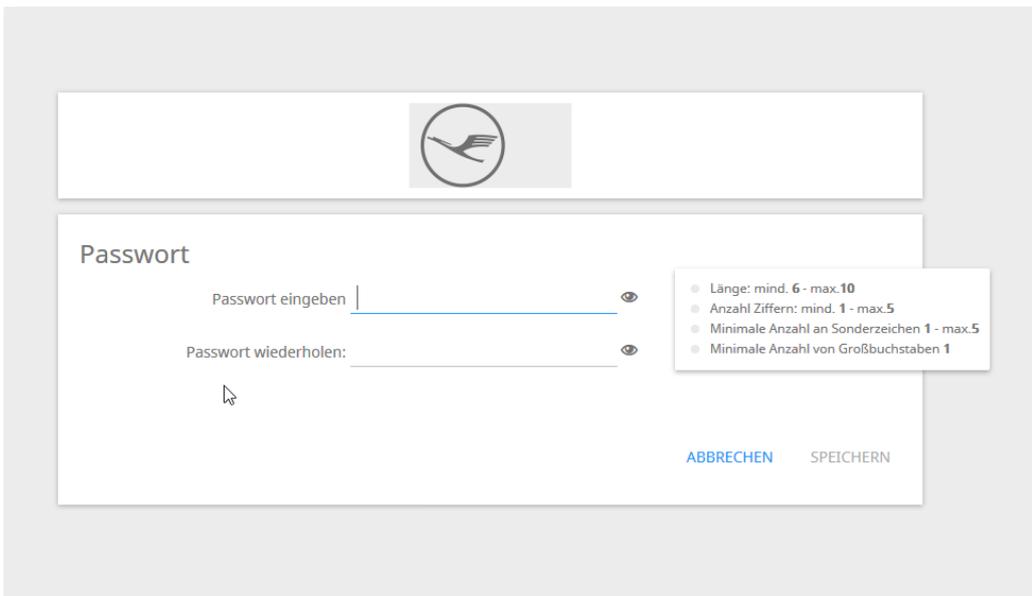
5. STEP: ACCEPTANCE

The registration process is completed when you click on "**Register**" under the "Acceptance" tab.





After the registration you will receive another e-mail with the request to change your automatically generated password into a private one.



The LogIn could be different than your name. The system generates automatically. In this case please note the e-mail which will be sent to you after "Registration".

After the change of your password you are successfully registered on buy:source and could use this tool in the future.



Additional, open tenders of the Lufthansa Group will be published on Lufthansa-Group Webseite:

DE: <https://www.lufthansagroup.com/lieferanten/ausschreibungen.html>

EN: <https://www.lufthansagroup.com/en/suppliers/public-sourcing-activities.html>

SUPPORT

If you have any questions, please do not hesitate to contact the supplier-hotline.

Deutschland:	Tel. +49 8912089334
USA:	Tel. +1 855 789 3737
China:	Tel. +86 4001209296

E-Mail: support.lufthansa@synertrade.com

By creation of a ticket please always add a precise error message and also a screenshot of the complete section.