

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.	<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"/>	<input data-bbox="1460 750 1484 772" 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”

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