DRÄXLMAIER

DRAEXLMAIER Group

What's new on the Supplier Portal?

A comprehensive overview

Content

1. General

Mit der Einführung des neuen Supplier Portals der DRÄXLMAIER Group haben wir uns zum Ziel gesetzt, intuitiver und zielgerichteter zu informieren.

Es gibt Änderungen sowohl in dem Layout der Homepage als auch inhaltlich in der Struktur des Menüs. Unseren bestehenden und zukünftigen Lieferanten stehen weiterhin jedoch alle relevanten Informationen, Dokumente & Prozesse zur Verfügung.

Dieses Dokument dient dazu, Sie durch das neue Portal zu führen und Ihnen lange Suchzeiten zu ersparen. Falls dennoch Fragen offen bleiben, wenden Sie sich bitte an unseren Support.

1.1 For registered suppliers

Already registered suppliers with their own LIEF account can log in via the login button. This is located on the Login/Logout page.

Supplier Portal Webpage

Login
to the protected area

Your Login Status:

Pages and content for registered supplier are **not** shown.

After the login the home page of the supplier portal will be opened and you can also see the protected pages and contents.

→ Login to the protected area

Furthermore, there is a distinction between documents that are publicly available and protected documents that can only be viewed after login.

Protected documents are, for example, the technical delivery specifications, as well as certain documents from the areas of quality, logistics and customs.
These documents will only be displayed after you have successfully logged in, so we recommend that you always log in as the first step before navigating to the relevant areas.

1.2 New: Infobox for document updates

In the future, you will find an overview of all documents that have been updated or versioned in the last 6 months on the "News" page.

This way you can quickly check whether all documents relevant to you are still up to date or whether an update has taken place. In case of updates, the DRÄXLMAIER Group will not automatically notify you by e-mail, therefore we kindly ask you to have a look at the infobox regularly.

Updates of Documents

Here you can find an overview of updates for all documents in the supplier portal:

- Supplier Evaluation - 29th June 2022
- Escalation Program - 24th June 2022
- Complaint Cost Recovery Directive for Direct Material - 8th March 2022
- CAX - Roadmap - 10th February 2022
- Closing Hours Distribution Centers - 16th December 2021
- Invoice and delivery addresses - 30th September 2021
- Invoices in electrical/digital form - 24th September 2021

1.3 New: Sustainability

The topic of sustainability has become one of the major focus topics of the DRÄXLMAIER Group. Therefore, in the future we will inform you on a separate page (tab: Sustainability) about how we are committed here and how we want to guarantee and establish sustainability in our supply chain.

1.4 New: Tool Management

In the old version of the Supplier Portal, documents for external operating resources could be found under Quality. Now tool management has its own page (tab: Collaboration > Tool management) with additional information about the process and new documents.

1.5 New: Changes in the structure

Here you will find a brief summary of the most important changes in the structure:

➢ The jump to the other DRX portals SLC (Evaluation / Qualification / Data Maintenance / SAP Sampling) and ePPAP (Initial Sampling) can no longer be found in the menu bar, but on "Login/Logout"

➢ The areas Contracts, Quality, Logistics, Tool Management, Data Exchange and TLV can be found as subpages of the menu item *Collaboration*.

➢ The documents on supplier management (e.g. information on supplier evaluation) can no longer be found under *Quality*, but directly under *Collaboration*.

2   A brief overview

For better clarity, the menu of the new Supplier Portal has been slimmed down compared to the old design. Here you can find a short overview of the new pages:

Procurement   News   Sustainability   **DRÄXLMAIER**   Collaboration   Login/Logout   Support   🔍

Collaboration →

Data Exchange	Contract Documents
Information Security	Certifications
Logistics	Tool Management
Quality	
Technical Delivery Specifications	

➤ **Homepage = Procurement**

➤ **News:** Document Updates / News / Relevant Group Initiatives

➤ **Sustainability**

➤ **Collaboration:** Sustainability / Supplier Management / important Informationen, Documents & Processes from the areas
   o Data exchange: EDI / design data / invoicing by e-mail / electronic initial sampling / change notifications
   o Information security
   o Logistics
   o Quality
   o Technical Delivery specifications
   o Contract Documents
   o Tool Management

➤ **Login/Logout:** Login to Secure Documents, SLC and QMS for Sampling/Registration.

➤ **Support:** Training documents / Mailboxes & Contact

➤ **Search = Magnifier**

3 The new structure

Below you will find a detailed description of the individual (sub-) pages of the new Supplier Portal with hints where you can find which information in the future.

3.1 Homepage

➢ **Login-Button SLC** – Via the login button you can log in to the SLC System with your LIEF account and password.

3.2 News

➢ **Documents Updates –** Here you will find an overview of all documents that have been updated or versioned in the last 6 months. This allows you to quickly check whether all documents relevant to you are still current or whether an update has taken place.

➢ **News –** All important news (e.g. on the current COVID-19 regulations for suppliers) are summarized centrally here.

➢ **For registered Suppliers –** This section provides you with jumping off points to the documents in the areas of quality, logistics, TLV and tool management. You can also jump from here to the two portals SLC (supplier management / evaluation / qualification / data maintenance / SAP sampling) and ePPAP (initial sampling).

➢ **Synapsis –** The global implementation of an SAP S/4HANA system also has an impact on our suppliers. That's why you can find out more about this Group initiative here.

➢ **Feedback –** Here you can give us feedback on our Supplier Portal. We are continuously working on improvements and also welcome positive feedback so that we know what is important to you.

3.3 Sustainability

This part of the Supplier Portal is dedicated to the topic of sustainability, which is eminently important for DRÄXLMAIER. It is about our responsibility, our sustainability in the supply chain, the S-Check as well as the evaluation of sustainability. You will also find important documents on the topic of sustainability.

3.4 Collaboration

A strong cooperation with our suppliers is important to us as DRÄXLMAIER Group and is based on a respectful, honest and fair interaction with each other, as well as compliance with our values. Therefore, we have summarized these points for you here and linked our Code of Conduct.

In addition, you will find all relevant documents on our supplier management (supplier evaluation, escalation management and supplier self-disclosure).

The subpages provide you with an overview of all information, documents and processes relating to contract documents, quality, logistics, technical delivery specifications and tool management.

3.4.1 Data exchange

➢ **EDI –** Here you will find all relevant information on the subject of communication via EDI: general information, technical connection, procedures and message formats.

➢ **Constructional Data –** For the exchange of design data the DRX-CAX portal is linked here. In addition, the latest version of the CAD Roadmap and information about the JT2GO Viewer for the exchange of JT/CGM files are located here.

➢ **Invoicing by e-mail –** General terms and conditions for the transmission of invoices in electronic/digital form.

➢ **Electronic initial sampling –** Here you will find the link to the QMS portal (ePPAP) and the SLC (SAP sampling), the portal for electronic initial sampling of your components, as well as to the corresponding training documents.

➢ **Sending change notifications –** The sending of Product change notices (PCN) for electronics and electrics is described here.

3.4.2 Information Security
➢ Here you will find everything important about information security at DRÄXLMAIER.

3.4.3 Logistics

The information on this page is partly only accessible for registered suppliers after successful login.

➢ **Logistics requirements –** This item contains the general logistics requirements as well as further information about delivery forms, goods labeling and containers.

➢ **Customs and invoice requirements –** Please note that this information about invoice specifications for transport & customs, invoice and delivery addresses as well as the long-term supplier declarations are only available for registered suppliers after login

➢ **Delivery and collection information –** The opening hours of the goods receipt are only visible for registered suppliers after login. Here you will find all relevant information on delivery & collection for the Distribution Centers Vilsbiburg, Bremen and Landau.

➢ **Transport to Europe –** This item is an overview of all relevant information about transportation to Europe: shipping regulations, parcel service, general cargo, procedure - notification/collection/delivery, notification, time window for delivery, cargo securing.

3.4.4 Quality

➢ **General documents:** Here you will find guidelines, as well as various documents for cooperation in quality.

➢ **Complaint process:** Here you will find all the necessary information regarding our complaint process.

➢ **Interior:** All necessary information about the interior quality is stored here.

3.4.5 Technical delivery specifications

The technical delivery specifications are part of the protected area and therefore only available for registered suppliers after successful login.

- ➤ **General Technical delivery specification -** Here you will find the general technical delivery specification (ATLV) as well as the applicable documents safety technical delivery specification (STLV) and the appendix ESD protection.

- ➤ **TDS Injection molds EKB –** This item provides an overview of all EKB-specific documents for injection molds.

- ➤ **TLV Injection molds DST/Interior –** Here you will find all DST-specific documents for injection molds: TLV, mold regulations incl. annexes & machine regulations. You will also find all necessary information regarding mold regulations and machine regulations.

3.4.6 Contract documents

- ➤ **GTC – Production material –** The global terms and conditions of purchase (Global Terms and Conditions) for production material including equipment are stored here in various languages.

- ➤ **GTC – Services & Production equipment –** The Global Terms and Conditions for Services & Production Equipment are stored here in various languages. You will also find additional documents for construction services.

- ➤ **NDAs –** Both uni- and bilateral non-disclosure agreements are linked here in different languages. Please note that it is no longer necessary to submit a completed NDA for the registration process. If a NDA is required, you will be informed by the responsible purchaser.

- ➤ **Terms of Use Supplier Portal:** Here you can find everything about the terms of use of our supplier portal.

- ➤ **Affiliated Companies:** Here you will find a list of affiliated companies after login.

3.4.7 Tool Management

- ➤ **General instructions:** Here you can find the general specifications of the mold management as well as the specifications for injection molding simulation.

- ➤ **Inventory:** There you will find the documents for the inventory.

- ➤ **Tool Kick-Off:** Here you will find the required documents for the Tool Kick-Off.

- ➤ **Tool Tracking:** Here you will find the templates of the mold schedules for injection molding and metal, as well as a completed example. These schedules must be sent updated weekly.

- ➤ **EWFT Sample report:** Here you can find the report on the tool rod sampling.

3.5 Login/Logout

- ➤ Login/logout to the protected area, to the SLC and to the QMS portal for initial sampling.
- ➤ Registration: This page provides all information for possible future suppliers. Here you can find out what the DRÄXLMAIER Group as a customer offers its suppliers, but also what we expect from our suppliers. In addition, the registration process is briefly described as well as our purchasing portfolio.

3.6 Support

➢ **Training documents –** Here you will find a collection of all training materials for the SLC and ePPAP portals.

➢ **Mailboxes & phone numbers –** If you have questions that are not answered by the training materials, you can always contact these relevant mailboxes and phone numbers.

4 FAQs

4.1 General

What is the "Login for registered suppliers"?
Registered suppliers with their own LIEF account and password can log in to view additional documents, as not all documents are publicly available. In addition, after logging in, the SLC can be opened without entering further login data.
Who do I contact with questions?
If you have any questions, please take a look at the training documents first to see if your question can already be answered there: *Support > Training Documents*. As a second step, you can get in touch with the relevant contact. Under *Support > Personal Contact* you will find all relevant mailboxes and contact persons you can turn to.
Will I be informed when documents are updated on the Supplier Portal?
Generally, suppliers are not notified by email when documents are updated or versioned. However, an infobox is maintained on the news page that lists all document updates from the last 6 months.

4.2 Further Portals

Where is the jump to the SLC?
In the old Supplier Portal, the SLC was located as an extra tab in the menu. Now you can access the SLC as follows: *Login/Logout > SLC*
How can I access the e-sourcing (tenders)?
The jump to e-sourcing is done through the SLC.
Where is the jump to the ePPAP (initial sampling portal)?
In the old Supplier Portal, the ePPAP was located as an extra tab in the menu. Now you can access the ePPAP as follows: *Login/Logout > ePPAP*
Where is the jump to the DRX-CAX portal (constructional data)?
Until now, the link to the DRX-CAX portal was to be found under the menu item "EDI". In the new version of the Supplier Portal it is stored under *Data Exchange > Design Data*.

4.3 Documents

Which documents are only accessible in the protected area?
Not publicly accessible are all documents of the technical delivery specifications as well as customs, invoice specifications and opening hours of the goods receipt. In addition, some documents and templates of quality are available only after login, as well as information on the complaint process.

Where can I find the "Code of Conduct"?
In the old Supplier Portal, the Code of Conduct was located on the home page, now it is located here: *Cooperation > What we expect*

Why are the supplier management documents no longer to be found under Quality?
Since supplier evaluation now includes many other aspects that are no longer driven solely by quality, the relevant information can now be found under Collaboration > Supplier Management, as can documents on escalation management. The supplier rating itself can be accessed in the SLC as before.