

Draexlmaier Group

# Qualification – Answering qualifications

Training document for DRÄXLMAIER Group Suppliers

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## 1. Logon to our Supplier Portal

To get started, click on the URL provided in the invitation email to the qualification and log in with your Supplier Portal account data.

**Users that had been created since 12.12.2017 log in with their LIEFxxxx-number instead of email-address.**

**DRAXLMAIER**

COMPANY PRODUCTS COMPETENCES CAREER PRESS

### Supplier Portal Login

E-Mail

Password

Login

[Forgot password?](#)

For further questions please contact our support team via [e-mail](#).

Please inform us of your supplier-ID every time you contact us via email.

You should also take a closer look at our [training documents](#) - you will most likely find the needed information there.

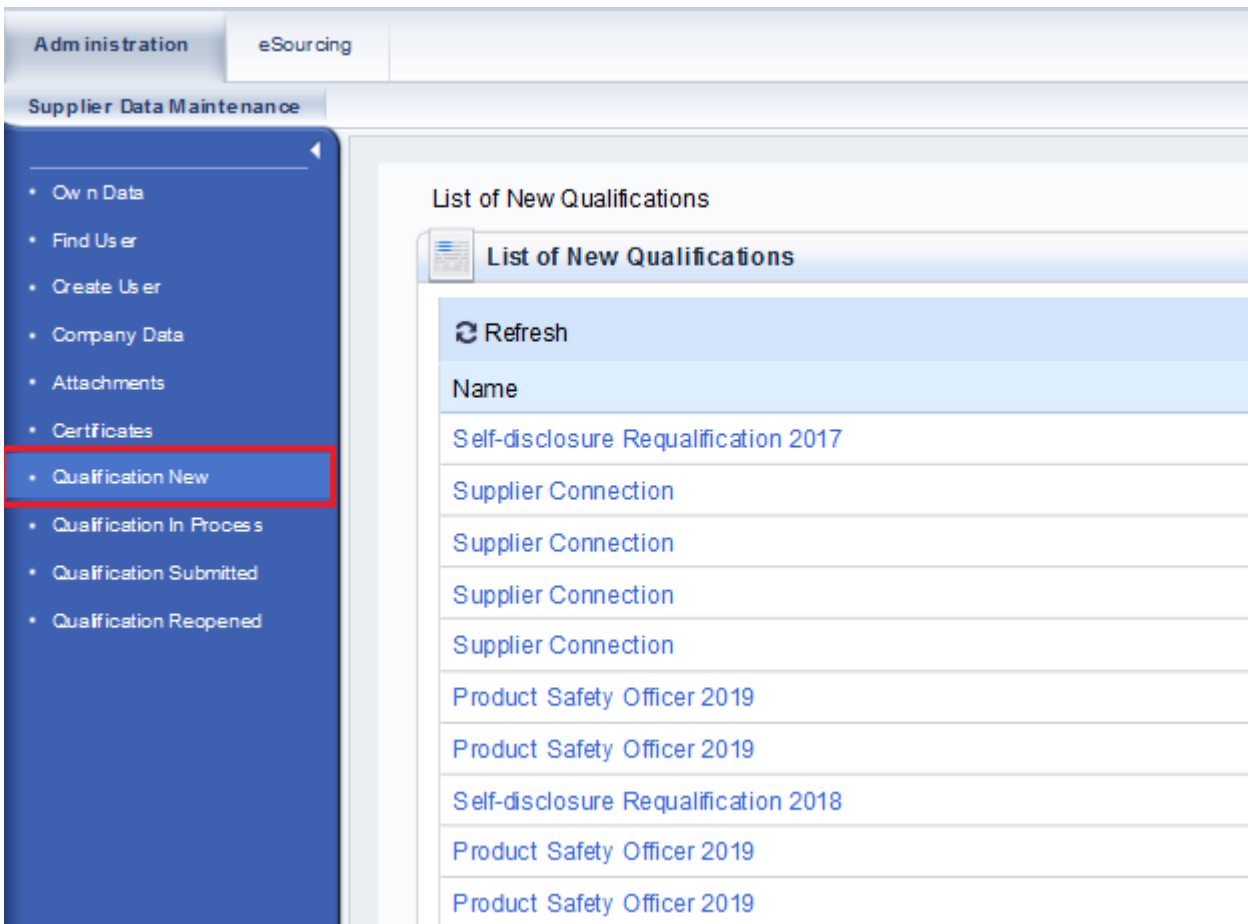
If you know your registered email, but don't remember your password, please do a password reset on the login page.

If you don't know your registered email anymore, please contact [DRX-SupplierPortal@draexlmaier.com](mailto:DRX-SupplierPortal@draexlmaier.com).

When doing so, please provide your Supplier-ID number. The number starts with "5" and is 6 charts long.

## 2. Find the qualification you want to answer

If the qualification does not open automatically, please click on the Tab "Qualification New" to see the qualifications that had not been edited yet.



The screenshot shows the 'Supplier Data Maintenance' section of the DRÄXLMAIER portal. The 'eSourcing' tab is active. In the left-hand navigation menu, the 'Qualification New' option is highlighted with a red border. The main content area displays a 'List of New Qualifications' table with a 'Refresh' button and a list of qualification names.

Name
Self-disclosure Requalification 2017
Supplier Connection
Supplier Connection
Supplier Connection
Supplier Connection
Product Safety Officer 2019
Product Safety Officer 2019
Self-disclosure Requalification 2018
Product Safety Officer 2019
Product Safety Officer 2019

Click on the Name of the qualification to open it:

Administration eSourcing

Supplier Data Maintenance

- Own Data
- Find User
- Create User
- Company Data
- Attachments
- Certificates
- Qualification New
- Qualification In Process
- Qualification Submitted
- Qualification Reopened

### List of New Qualifications

Refresh

Name
Self-disclosure Requalification 2017
Supplier Connection
Supplier Connection
Supplier Connection
Supplier Connection
Product Safety Officer 2019
Product Safety Officer 2019
Self-disclosure Requalification 2018
Product Safety Officer 2019
Product Safety Officer 2019

### 3. Answer the qualification

#### 3.1. Edit the qualification

The following view will show up. Click "Edit" to get started:

**Self-disclosure Requalification 2018** DRA

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Qualification: 
 Response Status:

Supplier: 
 Deadline:

Submission Date:

1 Introduction      2 Self-disclosure Requalification 2018      3 Data Privacy Statement

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**Introduction**

Dear Sir or Madam,  
 Please confirm that annual requalification tests were carried out for your deliveries. General Standards (e.g. IATF) as well as specific requirements need to be considered.  
 Sector and product specific procedures, e.g. creating part families, are permitted.  
 Deviant customer specific agreements remain valid.  
 The DRÄXLMAIER Group reserves the right to request evidence and test results in terms of need or to verify these document visit.

Supplier Management DRÄXLMAIER Group

\* Fields marked with an asterisk are mandatory

The questionnaires can be answered in the following languages:

Language:

---

#### 3.2. Select language

Now you can select the language of the questionnaire (if multiple languages are available):

Qualification:

Response Status:

Supplier:

Deadline:

Submission Date:



## Introduction

Dear Sir or Madam,  
Please confirm that annual requalification tests were carried out for your deliveries. General Stan specific requirements need to be considered.  
Sector and product specific procedures, e.g. creating part families, are permitted.  
Deviant customer specific agreements remain valid.  
The DRÄXLMAIER Group reserves the right to request evidence and test results in terms of need visit.

Supplier Management DRÄXLMAIER Group

\* Fields marked with an asterisk are mandatory

The questionnaires can be answered in the following languages:

Language:

Click "Next" to start the questionnaire:

Qualification:

Supplier:



## Introduction

Dear Sir or Madam,  
Please confirm that annual requalification tests were carried out for your specific requirements need to be considered.  
Sector and product specific procedures, e.g. creating part families, are |  
Deviant customer specific agreements remain valid.  
The DRÄXLMAIER Group reserves the right to request evidence and tes  
visit.

Supplier Management DRÄXLMAIER Group

\* Fields marked with an asterisk are mandatory

The questionnaires can be answered in the following languages:

Language:

### 3.3. Navigate through qualification

Use the "next" button to navigate through the questionnaire.

### 3.4. Complete and submit qualification

#### 3.4.1. Confirm answers

On the last page, you need to confirm that you answered the questions correctly:

## Data Privacy Statement

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Hereby I confirm that all the answers given are correct.

Submit

Previous Next Display Save Print Preview Close

Only if this flag is set, the "submit" button will be visible:

## Data Privacy Statement

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Hereby I confirm that all the answers given are correct.

Submit

Previous Next Display Save Print Preview Close

### 3.4.2. Save qualification answers to submit at a later point

Click "save" if you want to complete and submit the qualification answers at a later point.

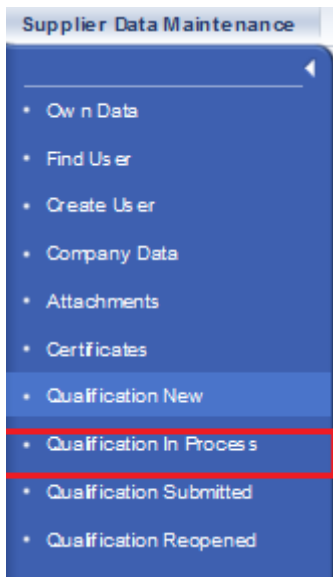
If you only "save" the qualification answers, they will not be submitted to the DRÄXLMAIER Group.

### 3.4.3. Qualifications in process

If you saved, but did not submit your qualification answers yet, they will not be shown in the tab "Qualification new" anymore.

You find these qualifications in your SLC profile in the tab "qualification in process":





### 3.4.4. Submit qualification

Click "submit" if you want to send your answers to the DRÄXLMAIER Group.

**DRÄXLMAIER**

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Qualification::       Response Status::   
 Supplier::       Deadline::   
 Submission Date::

↳ 1 — 2 — 3 — ■  
 Introduction      Number of special freight      Data Privacy Statement

#### Data Privacy Statement

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Hereby I confirm that all the answers given are correct.

It is possible that you cannot submit your answers due to missing content:

If answers to specific questions are mandatory, it is not possible to submit the questionnaire without adding these answers to these questions. The error message will tell you the missing question you still need to answer:

#### Messages

**Errors:** Answer all mandatory questions in questionnaire SF-Special Freights

- Mandatory question 1.1.4.1 has not been answered

↳ 1 — 2 — 3 — ■  
 Introduction      Number of special freight      Data Privacy Statement

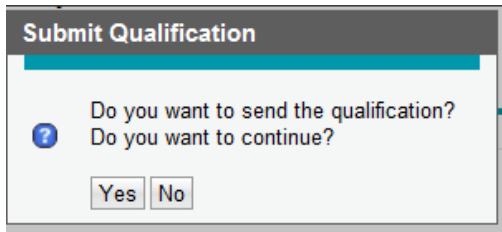
#### Data Privacy Statement

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Hereby I confirm that all the answers given are correct.

After completing the missing answers, please click "submit" again.

You will be asked if you really want to send the qualification next:

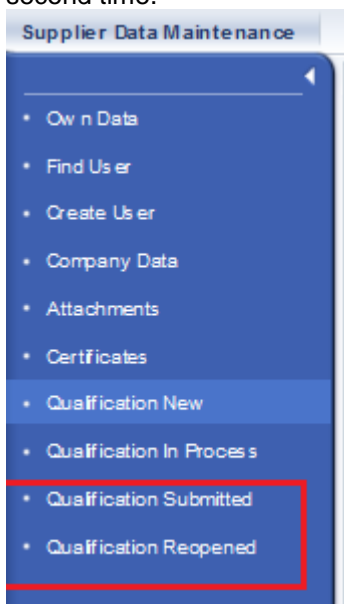


As soon as you click "yes" this qualification is sent to the DRÄXLMAIER Group and cannot be edited anymore.

### 3.4.5. Find submitted qualifications

Submitted qualifications are archived in the tab "Qualification submitted".

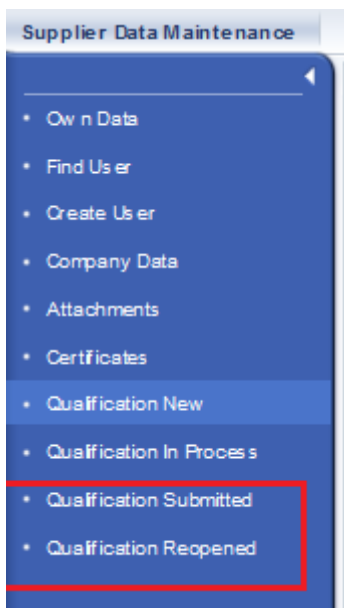
You can see your answers here, but you are not able to edit the answers anymore or send the qualification a second time.



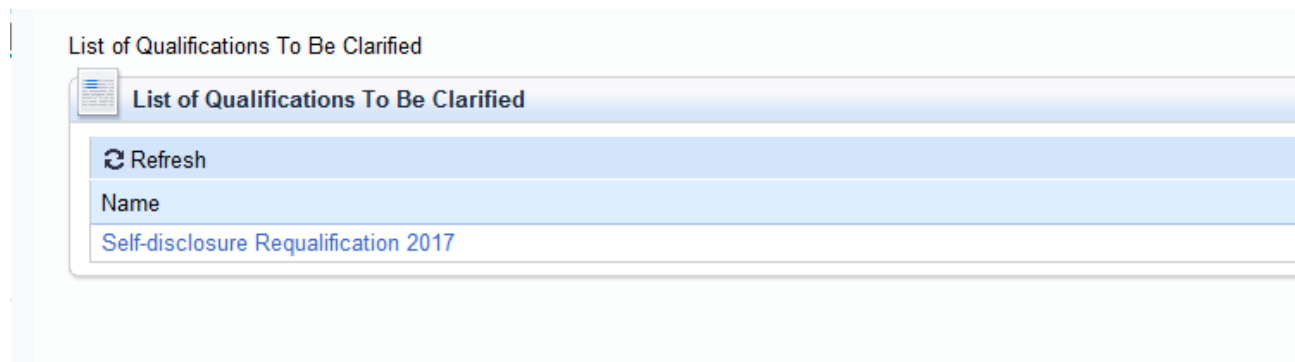
## 3.5. Clarification

It is possible, that we have questions regarding your answers. In this case you will receive a clarification request for the qualification via email.

Please open the qualification to see the topics that need to be clarified. You find the qualifications for clarification in the tab "Qualification reopened":



You find the reopened qualifications here:



Open the qualification.

You will see the message from the responsible DRÄXLMAIER colleague here:

## Self-disclosure Requalification 2017



Previous Next Edit Save Print Preview Close

Qualification:: Self-disclosure Requalifica  
Supplier: Holiday Company

Response Status:: To Be Clarified  
Deadline:: 16.05.2017  
Submission Date:: 10.05.2017

### Communication with Purchaser

22.05.2017 12:00:59 (CET)  
Sent by Bianca Wagner (Purchaser)  
Message:  
Due to our documentation, answer xy seems to be wrong in this qualification. Please check again and submit your answers again.  
Thank you!

You can now answer the qualification even if the deadline had been reached already. Please make sure to click "edit" to be able to enter data in the reopened qualification questionnaire.

When you completed the questionnaire, you need to "save" the qualification answers.

Go to the last page of the qualification by using the "next" button and submit the qualification again to DRÄXLMAIER.