



DRÄXLMAIER

SLC - MultiSupplierLogin

Trainings document for SUPPLIERS

Date | Topic of the presentation | First name Last name | Organizational unit
Internal: All rights reserved. Distribution within DRÄXLMAIER Group, customer and partners.

WE CREATE CHARACTER

SLC-User migration process

Why is the SLC-User migration necessary?	Page 4
Advantages after the migration	Page 5
What will change after the migration?	Page 6
What is the LIEF-ID?	Page 7
How will be the process of the SLC-User migration?	Page 8
How do I know if I am one of the affected SLC-User?	Page 10
Where does the supplier get help?	Page 11

Application of these two possibilities

Option 1: Supplier wants to manage one supplier account	Page 13
Option 1: Supplier wants to manage several supplier accounts	Page 14
Supplier side – Password change and Password Recovery	Page 15
Supplier side: New additional SLC-User	Page 17
SLC view (Supplier side): SLC-Account - Own Data	Page 19

SLC-User migration process

Why is the SLC-User migration necessary?

Current set-up

Supplier-Account : email address 1:1

Example

561254: frieda@msl1.de (Frieda Gold)

561284: sebastian@msl1.pl

562468: manfred@msl1.at

- Owner of all three supplier accounts should be Frieda Gold but with the current set-up this was not possible.

New set-up

Supplier-Account : email address n:1

Example

561254: frieda@msl1.de (Frieda Gold)

561284: frieda@msl1.de (Frieda Gold)

562468: frieda@msl1.de (Frieda Gold)

- With the new set-up Frieda Gold can be the owner for all three supplier accounts.

Advantages after the migration

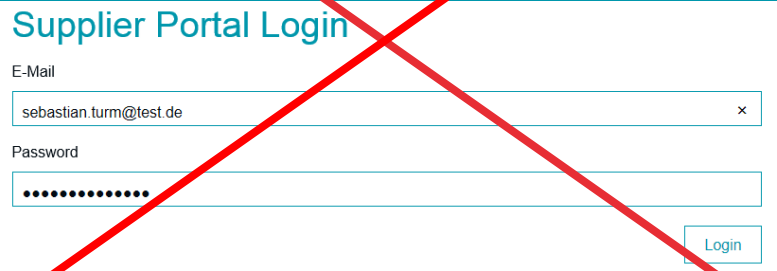
- There is now the possibility that one person can manage more/all SLC supplier accounts of one supplier's company
- This one person will get all information related to the different accounts with the identical email
- In case this one person, will change the password, it will be changed for all LIEFxxxxxxx with the identical email
- Email address change is now possible

What will change after the migration?

- The SLC LOG-IN USERNAME -> new log-in username: LIEFxxxxxxx
- All other settings remains the same, e.g. password

OLD before migration:

Username log-in: **email address**



Supplier Portal Login

E-Mail

sebastian.turm@test.de

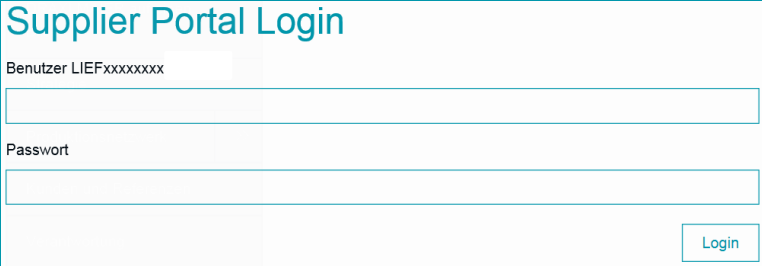
Password

.....

Login

NEW after migration:

Username log-in: **LIEFxxxxxx**



Supplier Portal Login

Benutzer LIEFxxxxxxx

.....

Passwort

.....

Login

Supplier Portal Homepage: <https://www.draexlmaier.com/supplier-portal/>

What is the LIEF-ID?

- LIEF-ID is the new log-in username for the SLC-User
- LIEF-ID will replace the email address log-in (old way)
- LIEF-ID format: LIEFxxxxxxx
- LIEF-ID will be provided during the migration process to the SLC-User via email notification
- LIEF-ID is the technical SLC Username

- LIEF-ID is no supplier account number !

How will be the process of the SLC-User migration?

Before the migration

- A few days before the SLC-User will be migrated, the SLC-User will receive an information per email (DRX-SupplierPortal@draexlmaier.de)
- Bevor the migration starts the SLC-User will receive an system based email (DRX-SupplierPortal@draexlmaier.de) with the migration start information and the new log-in username, the LIEFxxxxxx

During the migration

- The SLC-User can't log-in in SLC during the user migration
- eSourcing log-in is also not possible
- The migration of each SLC-User takes only a few minutes
- There is no action from the supplier side required

How will be the process of the SLC-User migration?

After the migration

- After the migration the SLC-User will again receive a system based email (DRX-SupplierPortal@draexlmaier.de) with the information that the migration was successful and again with the LIEFxxxxxx
- All settings remains the same beside the new log-in username: LIEFxxxxxxxxx
- Password is not affected from the migration, password remains the same
- Possible now, identical email address can be used for different SLC supplier accounts.
 - If a SLC-User wants to manage several supplier accounts, the SLC-User has to add the identical email to all required supplier accounts.

How do I know if I am one of the affected SLC-User?

- When you have received the SLC-User Migration information email (DRX-SupplierPortal@draexlmaier.de)
- And your SLC-User account was created before the 12th of December 2017
- And you are still using your email to log-in to the SLC-portal then your SLC-User will be migrated

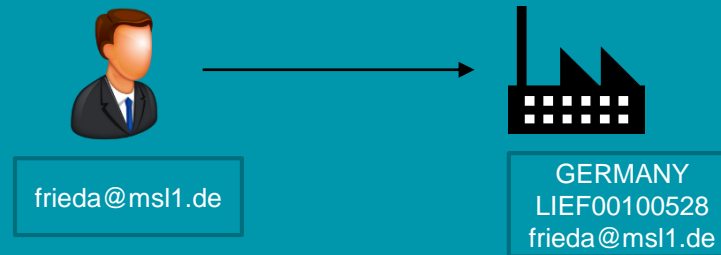
Where does the supplier get help?

- If you should have difficulties with the log-in, the DRX-Supplier-Portal will help you
mailto: DRX-SupplierPortal@draexlmaier.de
- And a detailed training document “SLC-User migration” is available on the [Supplier Portal Homepage](#)

Application of these two possibilities

Option 1: Supplier wants to manage one supplier account

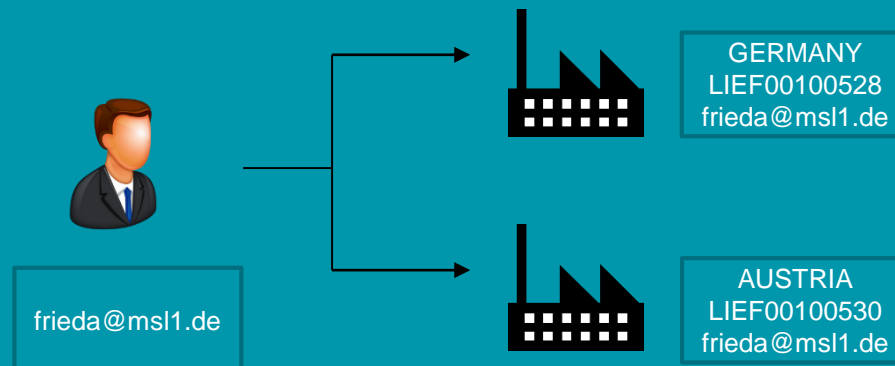
- If a SLC-User wants to manage still only one supplier account, no action from the SLC-User is required
- After the migration, all other settings remains the same beside the new log-in username: LIEFxxxxxxx



Option 2: Supplier wants to manage several supplier accounts

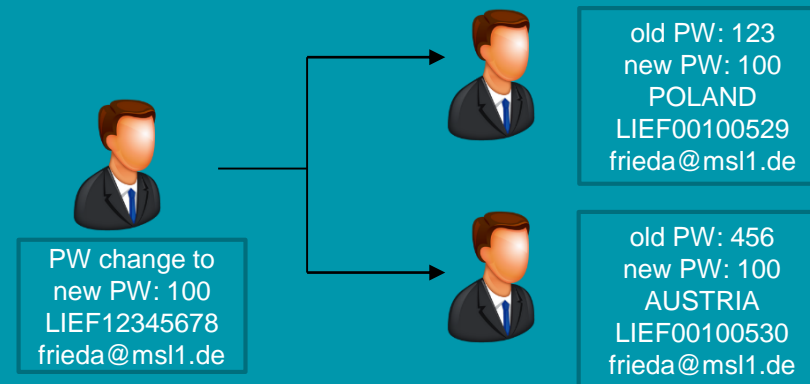
To manage several supplier accounts with identical email

- If a SLC-User wants to manage several supplier accounts, the SLC-User has to request at the admin of each supplier account that he/she will be added with the identical email to the required supplier accounts
- After the migration, all other settings remains the same beside the new log-in username: LIEFxxxxxxx



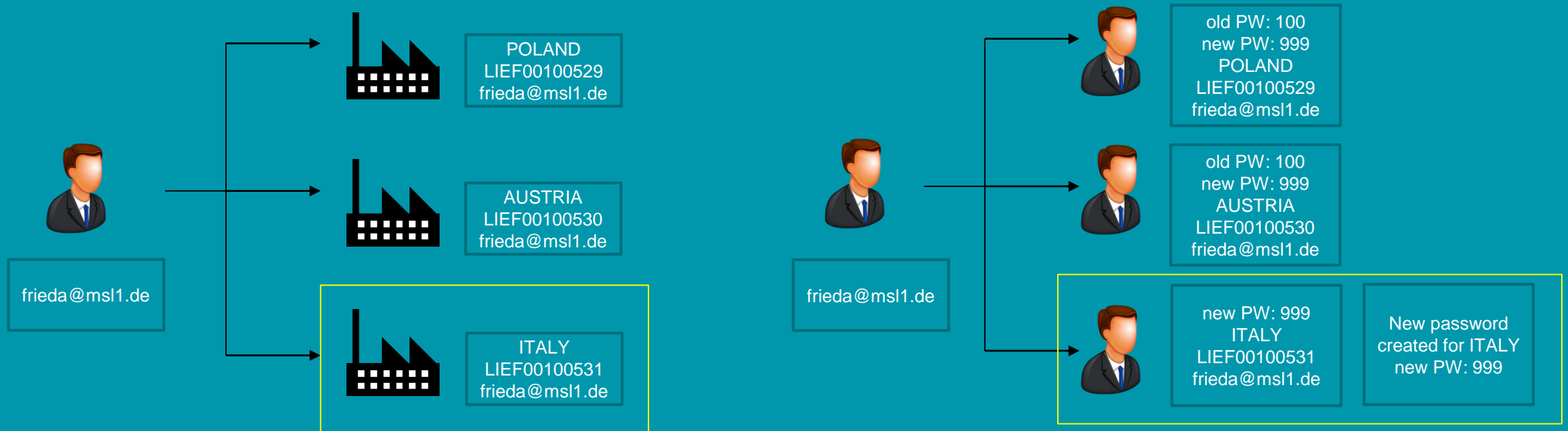
Supplier side: Password change and Password Recovery

- Password: All SLC-Users with identical email address have the same password.
- Password Recovery: If a SLC-User's password is changed (password recovery), all other passwords of the SLC-User with the identical email are automatically changed and a notification email is sent.



Supplier side: New additional SLC-User

- If a new SLC-User (e.g. below ITALY) will be created for another supplier account, this chosen password will be then automatically used for all LIEFxxxxxxx with the identical email
- Note: If the SLC-User want to keep the existing password, the SLC-User has to use existing password which is already used



SLC view (Supplier side): SLC-Account - Own Data

User Details

User: *at password change: The password of already existing users (see table below) will be changed to this password!*

1 Password:

Confirm Password:

Date Format:

Decimal Format:

Time Zone:

2 **additional users at other suppliers**

User	Vendor	Company Name	City	Country
LIEF00100529	570084	MSL One GmbH	Hamburg	DE
LIEF00100531	570010	Blumentopf KG	München	DE

If you want to log in with another user, you must log out first to be able to log in again. The password is identical for all of your users.

3 **Roles**

	Role Name
<input checked="" type="checkbox"/>	Employee (not needed if Manager of supplier master data ...)
<input type="checkbox"/>	eSourcing Access
<input type="checkbox"/>	Manager of supplier master data and employees

1. Password change : all user passwords having the identical email address will be changed
a email will be sent to email address to inform about the password change
(e.g. 3 users with identical email address -> 3 emails will be sent)
2. New table „additional users at other suppliers“ is available to get the full picture
3. Table „Roles“ is only visible if actual user is admin.



DRÄXLMAIER

DRÄXLMAIER Group
Company

Landshuter Straße 100
84137 Vilsbiburg | Germany

Supplier Portal

DRX-SupplierPortal@draexlmaier.de

www.draexlmaier.com