

Draexlmaier Group

Training document for suppliers – Complete admin profile for the „DRÄXLMAIER Supplier Portal“

Version April 2019

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1. Login after user registration

After you completed the user registration, you can log on to the supplier portal.

Please note, that this will only be possible at least 30 minutes. After the user registration had been completed, as the data needs to be transferred to the supplier portal first.

1.1. Browsersettings for a successful login

To avoid error messages when login in, we recommend to use one of the following browsers:

- Internet Explorer 8/10/11 or
- Google Chrome
- Firefox

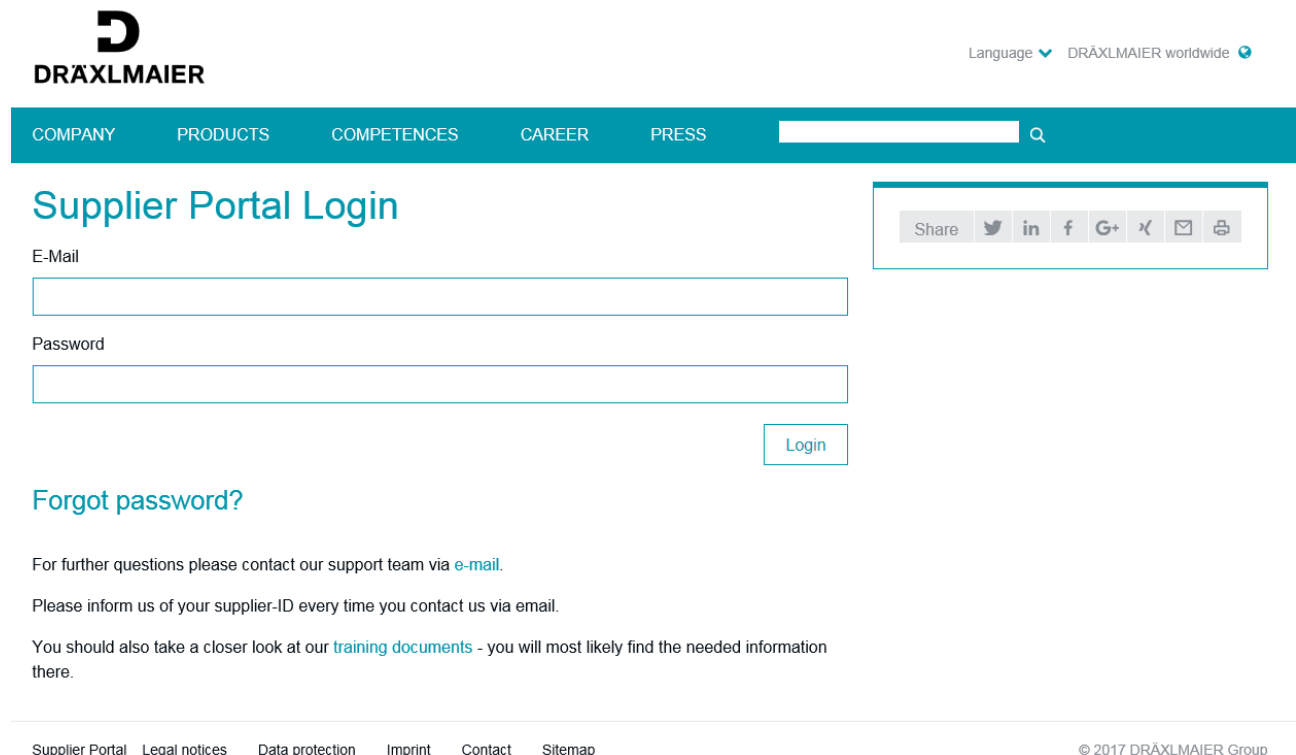
Also, please use the "Private- or incognito mode" to browse our website.

1.2. Log on to the Supplier Portal

Log on to our website is now possible. Please go to: <https://www.draexlmaier.com/en/login/supplier/>

Log on by using your email and password you just gave yourself.

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



The screenshot shows the DRÄXLMAIER website header with the logo and navigation menu (COMPANY, PRODUCTS, COMPETENCES, CAREER, PRESS). Below the header is a search bar and a language selector. The main content area is titled "Supplier Portal Login" and contains two input fields for "E-Mail" and "Password", followed by a "Login" button. There is also a "Forgot password?" link and a social sharing bar with icons for Twitter, LinkedIn, Facebook, Google+, and Email. The footer contains links for "Supplier Portal", "Legal notices", "Data protection", "Imprint", "Contact", and "Sitemap", along with the copyright notice "© 2017 DRÄXLMAIER Group".

2. Access to your companies profile

To get to your companies profile, please click "Supplier lifecycle management tool (SLC)":



LOGISTICS SLC CONTACT

Welcome to the Login-Area of the
DRÄXLMAIER Supplier Portal
here you get full access to all important documents and content

News: New IATF 16949:2016 standard

To all suppliers for direct material:

Dear supplier

Please be informed that all plants of the DRÄXLMAIER Group will upgrade their certifications to the **new IATF 16949:2016 standard** within the transition period ending September 15, 2018.

As a result of this, we must update our supplier requirements regarding the certification of our suppliers as well. All suppliers of the DRÄXLMAIER Group must implement and maintain a quality management system which complies with and is certified to the current version of the DIN ISO 9001 standard as a minimum, with a certification to the current version of the IATF 16949 standard being their goal (see chapter 8.4.2.3 of that standard).

Please be aware that according to global standards requirements, all ISO 9001:2008 and ISO/TS 16949:2009 certificates will become invalid **at the latest on September 15, 2018**.

We therefore kindly ask you to initiate the appropriate steps in updating your certifications in a timely manner.

News

We will continue to adapt and update our systems to the growing demands of the IT environment. In this context, informational documents have also been revised for our suppliers.

The well-known price sheet will continue to serve for matching of data and communication of changes in the future. To simplify the process, we only need notifications from you if you notice discrepancies to the conducted negotiations. Please direct these, via scanned price sheet with handwritten changes, to the responsible buyer.

Should we receive customer nominated products from you, they will be sent as an "order" to you in the future. The format is similar to the above described price sheet, but refers to the customer nomination. The quantities and date of delivering parts take further from the call-off (LAB)

Global Procurement of DRÄXLMAIER Group

Quicklinks

- Operating hours of receiving departments
- Supplier-registration
- SLC-Login
- Training documents SLC
- ePPAP-Login
- Training documents ePPAP
- Contracts
- Contact
- 8-D-Report
- Measuring Specifications Interior Systems
- Transport labels
- Logistics requirements
- Build Index Instruction
- General Technical Delivery Specifications
- send a notification of change/PCN (electric)
- send a notification of change/PCN (electronic)

IT Security Directive

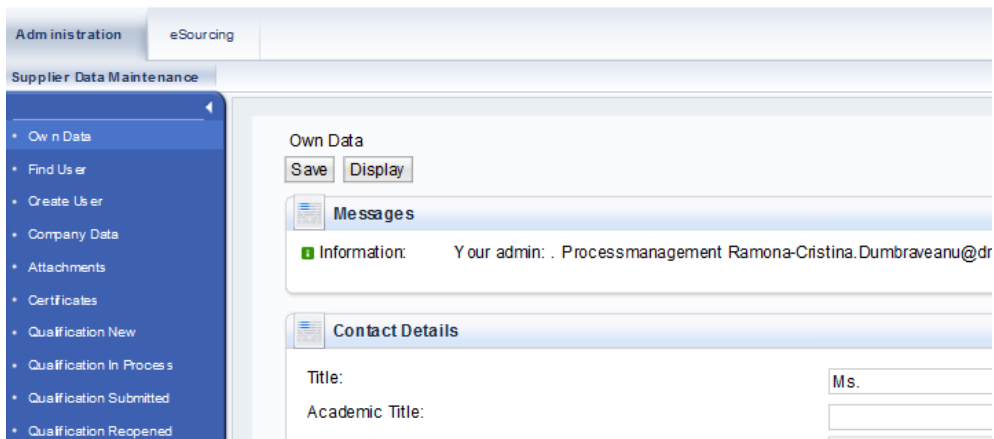
Please find the DRÄXLMAIER Group Information Security Directive for external companies and partners here.

Logout

SLC

In the **Supplier Lifecycle Management Tool (SLC)**

You will see the following window:



As the companies admin, you know have different options to procede:

- Edit your own data
- Create or administrate users
- Edit company data
- Add attachments
- Answer qualifications (the training document will be send to you then you receive a qualification to answer)

2.1. Edit own data as admin

In the menu "own data" you as the companies admin can edit your account.

Please note the following points:

- **It is not possible to change email**, as the email is used as a unique identification of your account. Login is not possible anymore when you change your email.
- You can add several roles to your own profile. You should already have the admin role since you created your companies account.
- Please do not add the employee role to you own account, as the **admin- and employee roles block each other** which leads to issues when trying to open different menu points in your companies profile.
- The **role eSourcing** gives you **access to our RFQ-portal**
- Only **click "save" after you changed all relevant data** within this menu point. Afterwards **you will not be able to edit the account for approximately 30 minutes** as the changes need to be transported through our systems.

Administration eSourcing

Supplier Data Maintenance

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

Own Data

Save Display

Messages

Information: Your admin: . Processmanagement Ramona-Cristina.Dumbraveanu@draexlmaier.com

Contact Details

Title: Ms.

Academic Title:

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

The role „eSourcing Zugriff“ is necessary if you need access to our RFQ-portal.

You as an admin already have this role. Please note: The admin-role can be given to every other user as well. These users then have the same access and rights as you have.

You as an admin don't need the employee role. This role is relevant for other users of your companies account that shall not have the same rights as you have.

You can also define the types of information employees shall receive via email. E.g. when company data is changed.

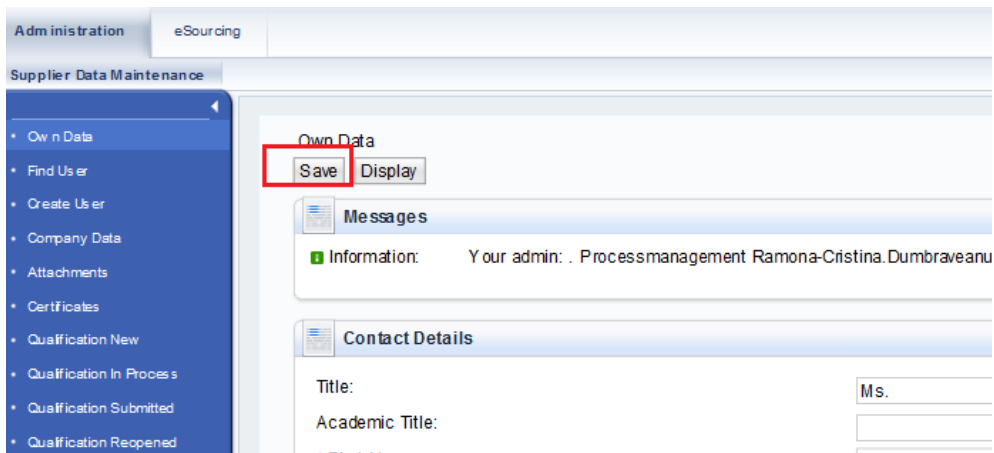
Notifications	E-Mail Notification
<input type="checkbox"/>	Notification About New Qualification Request
<input checked="" type="checkbox"/>	Notification About Changes to Supplier Data
<input checked="" type="checkbox"/>	Notification About Changes to Contact Persons

Qualification request = Info that there is a questionnaire in your profile waiting to be answered by you.

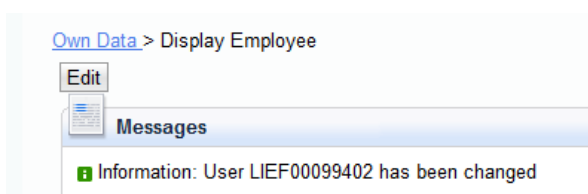
e.g. if bank-data is being changes by the DRÄXLMAIER Group or colleagues of your company.

If a colleague changes his/her profile or a admin changes a user account.

Last: save your changes by clicking on the "save" button on the top of the page:



The following message will show up after you saved your changes:



After you saved the changes, it takes about 30 minutes until the changes had been approved. Until then you cannot change your own data.