

Draexlmaier Group

Training document for suppliers – administrate user accounts in the „DRÄXLMAIER Supplier Portal“

Version April 2019

Content

1. Login after user registration.....	3
1.1. Browsersettings for a successful login	3
1.2. Log on to the Supplier Portal	3
2. Access to your companies profile.....	4
3. Add users to your companies profile	5
3.1. Set up user accounts for employees	5
3.2. Activate user accounts.....	6
3.3. Lock user accounts.....	10
3.4. Delete user accounts	11

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. Browser settings for a successful login

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

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

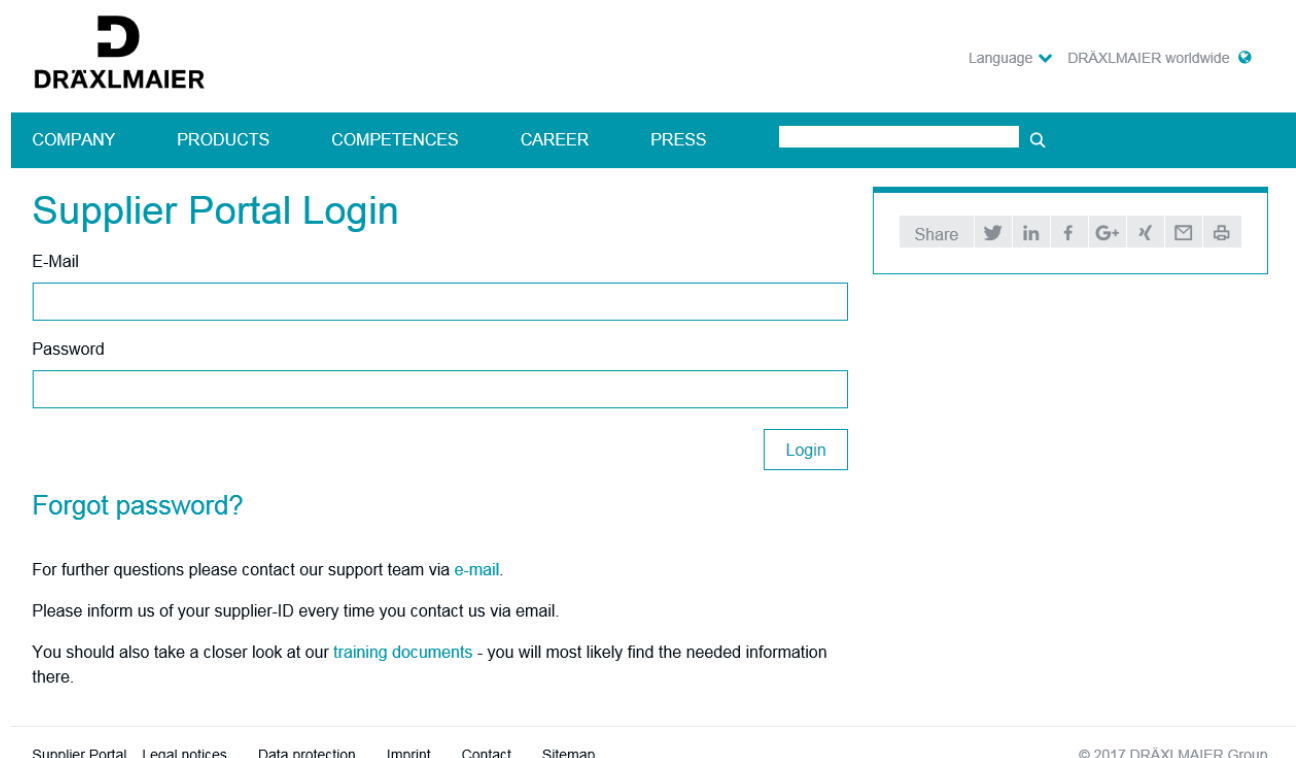
Also, please use the "Private- or incognito mode" to browse our website.

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 'Supplier Portal Login' page. At the top left is the DRÄXLMAIER logo. At the top right, there is a language selection dropdown set to 'DRÄXLMAIER worldwide'. Below this is a navigation bar with links for COMPANY, PRODUCTS, COMPETENCES, CAREER, and PRESS, followed by a search bar. The main heading is 'Supplier Portal Login'. There are two input fields: 'E-Mail' and 'Password'. A 'Login' button is positioned below the password field. To the right of the input fields is a social sharing widget with icons for Share, Twitter, LinkedIn, Facebook, Google+, Print, Email, and Print. Below the login form, there is a link for 'Forgot password?'. A paragraph of text provides contact information for the support team via e-mail and mentions training documents. At the bottom, there is a footer with links for Supplier Portal, Legal notices, Data protection, Imprint, Contact, and Sitemap, and a copyright notice for © 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 calls-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

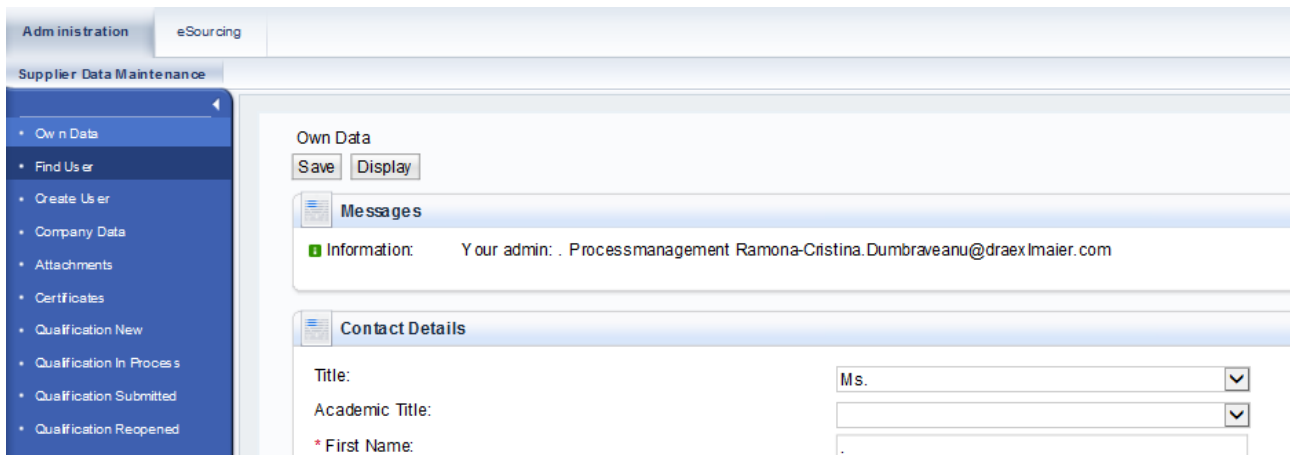
Please find the DRÄXLMAIER Group Information Security Directive for external companies and partners here.

Logout

SLC

In the **Supplier Lifecycle Management Tool (SLC)** you can manage and maintain your company's

You will see the following window:



The screenshot shows the 'Supplier Data Maintenance' window. The left sidebar contains a menu with options: Own Data, Find User, Create User, Company Data, Attachments, Certificates, Qualification New, Qualification In Process, Qualification Submitted, and Qualification Reopened. The main content area is titled 'Own Data' and includes 'Save' and 'Display' buttons. Below this is a 'Messages' section with an 'Information' message: 'Your admin: . Processmanagement Ramona-Cristina.Dumbraveanu@draexlmaier.com'. The 'Contact Details' section contains form fields for 'Title' (with a dropdown menu showing 'Ms.'), 'Academic Title' (with a dropdown menu), and '* First Name' (with a text input field).

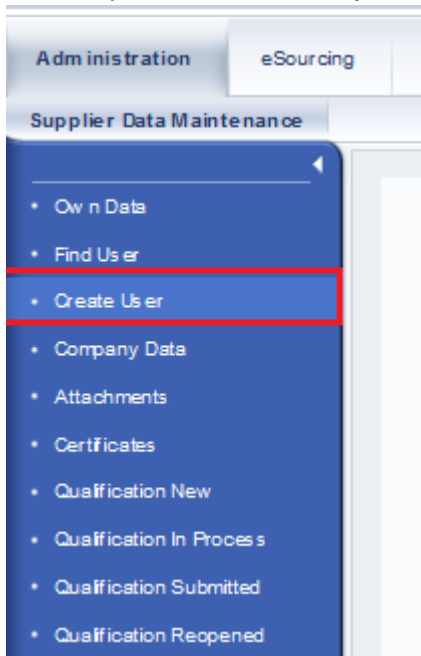
3. Add users to your companies profile

If additional employees of your company need access to the Supplier Portal, e.g. to answer RFQs, then you can administrate additional accounts as follows.

As an admin of your company you can create new users, activate users and also block or delete existing users.

3.1. Set up user accounts for employees

In menu point "Create users" you can set up new user accounts for employees of your company:



This screenshot shows the 'Supplier Data Maintenance' window with the 'Create User' option in the left sidebar menu highlighted by a red horizontal line. The rest of the interface is partially visible, showing the 'Administration' and 'eSourcing' tabs at the top.

Fill out the following fields.

Please note that fields marked with a red star* are mandatory fields.

Click "create" to complete the process.

Create Employee

Create

Messages

Information: User creation only possible for existing and accepted contact persons

Contact Details

Title:

Academic Title:

* First Name:

* Last Name:

Function:

Department:

* Language:

* E-Mail:

* Country: / * Phone Number: / Extension:

Country: / Fax Number: / Extension:

After you clicked on "create" you will receive the following message:

Create Employee > Display Employee

Edit

Messages

Information: Employee was created; editing currently not possible (pending approval)

The new account had successfully been created and had been submitted for approval to the DRÄXLMAIER Group.

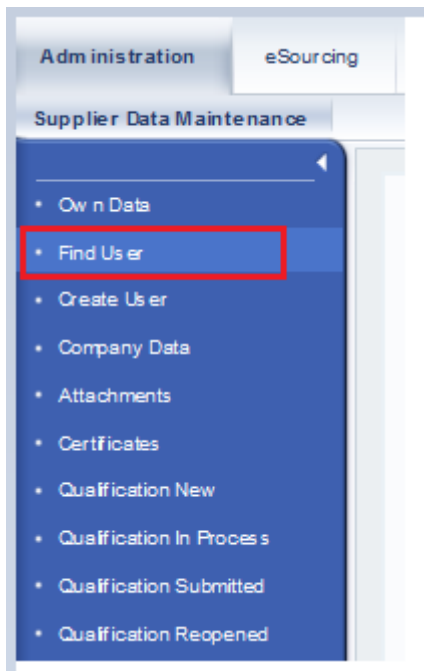
Please note that the approval may take some time.

You as admin will be informed via email as soon as the new account had been approved or rejected on DRÄXLMAIER Group side.

To create additional users, click on the menu point "Create user" again.

3.2. Activate user accounts

After you received the approval for a new account, you need to activate the user.
To do so, please click "Find user":



Here you find a list of all users that have an account for your company.
Please note that the accounts can have different status:

- "Pending approval" = not yet approved on DRÄXLMAIER Group side (cannot be edited yet)
- "Updated" = Account had been approved (can be completed)

Mr.	Unlocked	Mr. Nudi Richter	LIEF00099424
Updated	Mr. Tom Ganzneu		
Unlocked	Mr. Goppner	LIEF00099425	
Unlocked	Ms. Heike Himmel	LIEF00099426	
Pending Approval	Test Mustermann		

Select the account by clicking on the name in blue.

Click "edit" next to change/complete the account.

List of Employees > Display Employee

Edit

Contact Details

Title:	Mr.
Academic Title:	
First Name:*	Tom
Last Name:*	Ganzneu
Function:	
Department:	
Language:*	
E-Mail:*	
Country:*/ Phone Number:*/ Extension:	
Country: / Fax Number: / Extension:	

User Details

Please note the following points when completing the employees account:

- Fields marked with a red star* are mandatory fields
- Give the user a password. He/she can change the password after successful login in the menu "own data" later.
- Give the employee the roles he/she needs
 - o **"eSourcing"**, if the employee needs to have access to our RFQ-portal
 - o **"Manager of supplier master data and employees"** if the employee shall be able to change company data, user accounts and see supplier evaluations. The role also includes the same rights as the "employee" role.
 - o **"Employee"**: This role allows the user to change his/her own data and answer and send qualifications (questionnaires).
 - o Please make sure to never give one user both roles "Employee" and "Manager of supplier master data..." as these block each other.
- **Define, what changes other users shall be informed of via email.**

List of Employees > Display Employee > Edit Employee

Save **Display**

Contact Details

Title: Mr.

Academic Title:

First Name:* Tom

Last Name:* Ganzneu

Function:

Department:

Language:*

E-Mail:*

Country:* / Phone Number.* / Extension:

Country: / Fax Number: / Extension:

User Details

User:

Password:

Confirm Password:

Date Format: DD.MM.YYYY

Decimal Format: 1.234.567,89

Time Zone:

Please give an init new account. The e the password after the menu

Roles

	Role 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.

The admin-role can also be given to additional employees. These then have the same rights as the admin of the company account.

Please note that to see the supplier evaluation, this role is mandatory.

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.

Next, save your changes:

List of Employees > Display Employee > Edit

Save **Display**

Contact Details

Title:

Academic Title:

First Name:*

Last Name:*

Function:

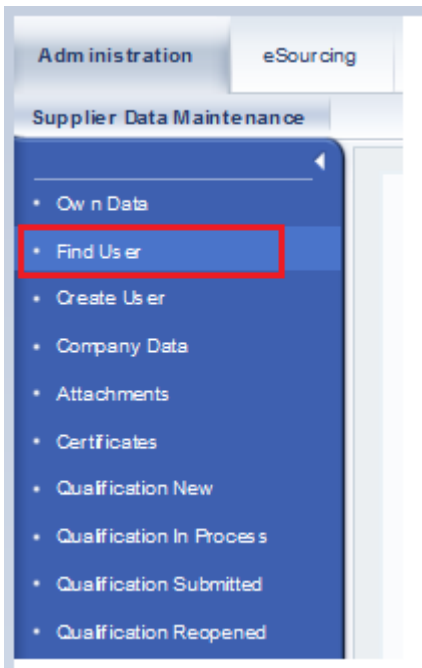
As soon as you clicked "save" the a username (LIEF000XXXXX) is being created for this user.

The employee can now logon with the email and password.

Your responsible buyer of the DRÄXLMAIER Group is, in exceptional cases, also able to create a new user account for you. Your supplier's administrator will receive a message about the creation. You then still have to activate the account as described above.

3.3. Lock user accounts

It might be necessary from time to time to lock users. To do so, you need to go to the menu "find user" first.



Click on the lock-symbol to lock an account.

Actions			Status	Employee N
			Unlocked	Ms. Vanessa
			Unlocked	Mr. Sebastia
			Unlocked	Ms. Andrea
			Unlocked	Mr. Rudi Ric

As long as an account is locked, the user is not able to logon to the supplier portal.

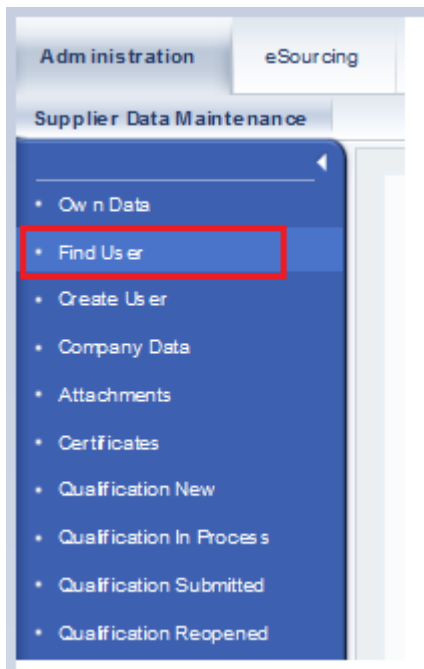
Locked users can also be un-locked again by clicking on the opened lock-symbol:

Actions			Status	Employee
			Unlocked	Ms. Vanes
			Locked	Mr. Sebast
			Unlocked	Ms. Andre


3.4. Delete user accounts

If you do permanently not need a specific user account anymore, you can delete it from the list of users for your company.

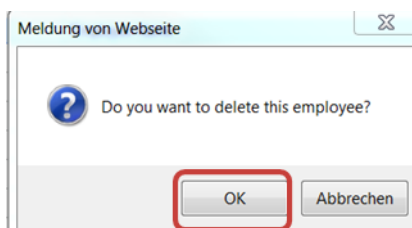
Open the list of users through the menu "find users"











Click on the bin-symbol to delete a user account.

			Unlocked	Mr. Rudi F
			Updated	Mr. Tom C
			Unlocked	Mr. Sepp

You will receive a message asking if you really want to delete the user. If you really want to delete it, click "OK".



Deleting a user also needs approval on DRÄXLMAIER Group side. As long as it had not been approved, you will see the account in the list:

			Unlocked	Mr. Rudi F
			Updated	Mr. Tom G
			Pending Approval	Mr. Sepp /
			Unlocked	Mr. Heike

As soon as the DRÄXLMAIER Group approved the deleting of the account, you will not find the user in your list anymore. You cannot reactive this account.