

Draexlmaier Group

Training document for suppliers – Administrate company data/ attachments and certificates in the „DRÄXLMAIER Supplier Portal“

Version Updated January 2021

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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. 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

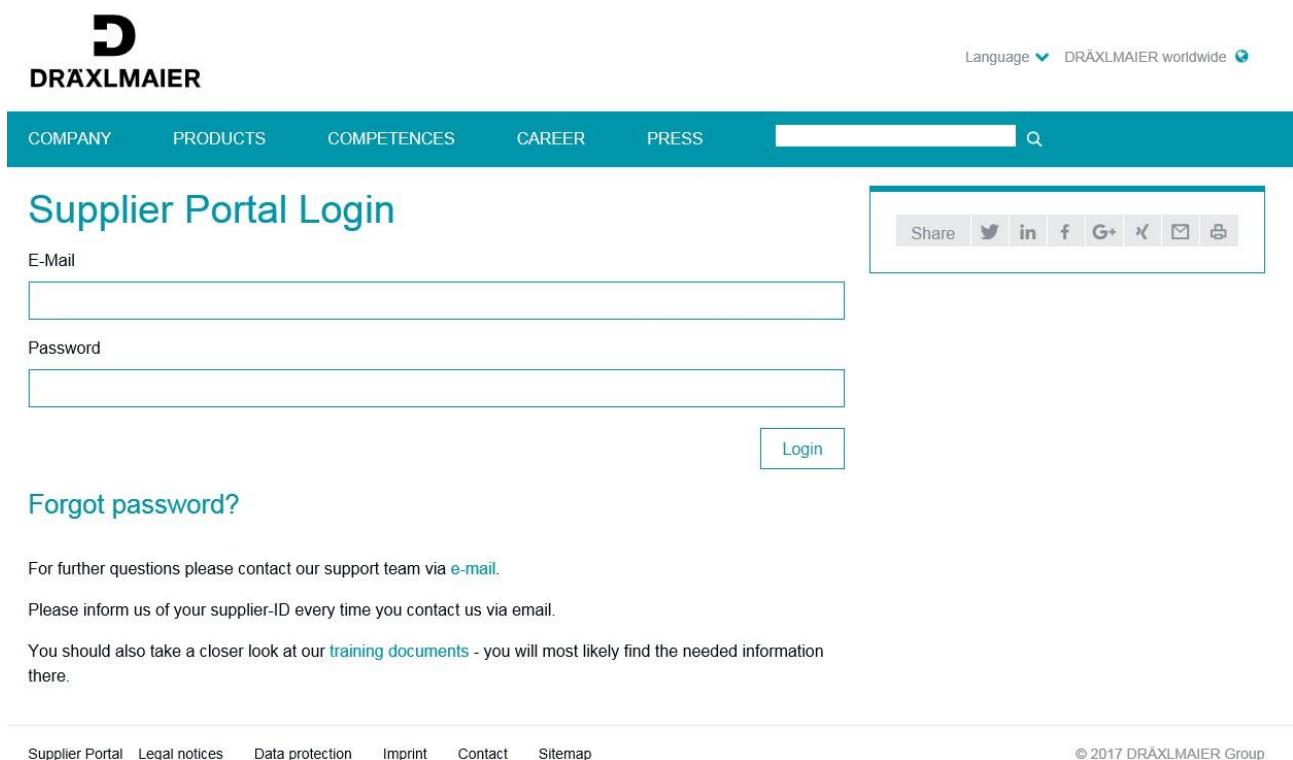
Also, please use the "Private- or incognito mode" to browse our website.

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. To the right, there is a language dropdown menu set to "DRÄXLMAIER worldwide". Below the logo 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 located below the password field. To the right of the login form is a social sharing bar with icons for Share, Twitter, LinkedIn, Facebook, Google+, Print, Email, and a document icon. Below the login form, there is a link for "Forgot password?". 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

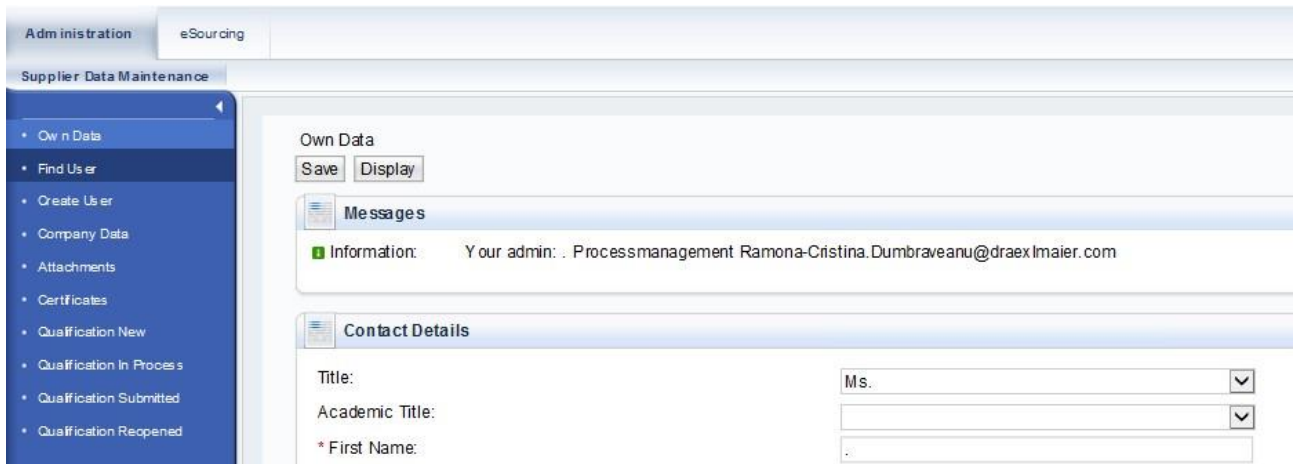
Please find the DRÄXLMAIER Group Information Security Directive for external companies and partners here.

SLC

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

Logout

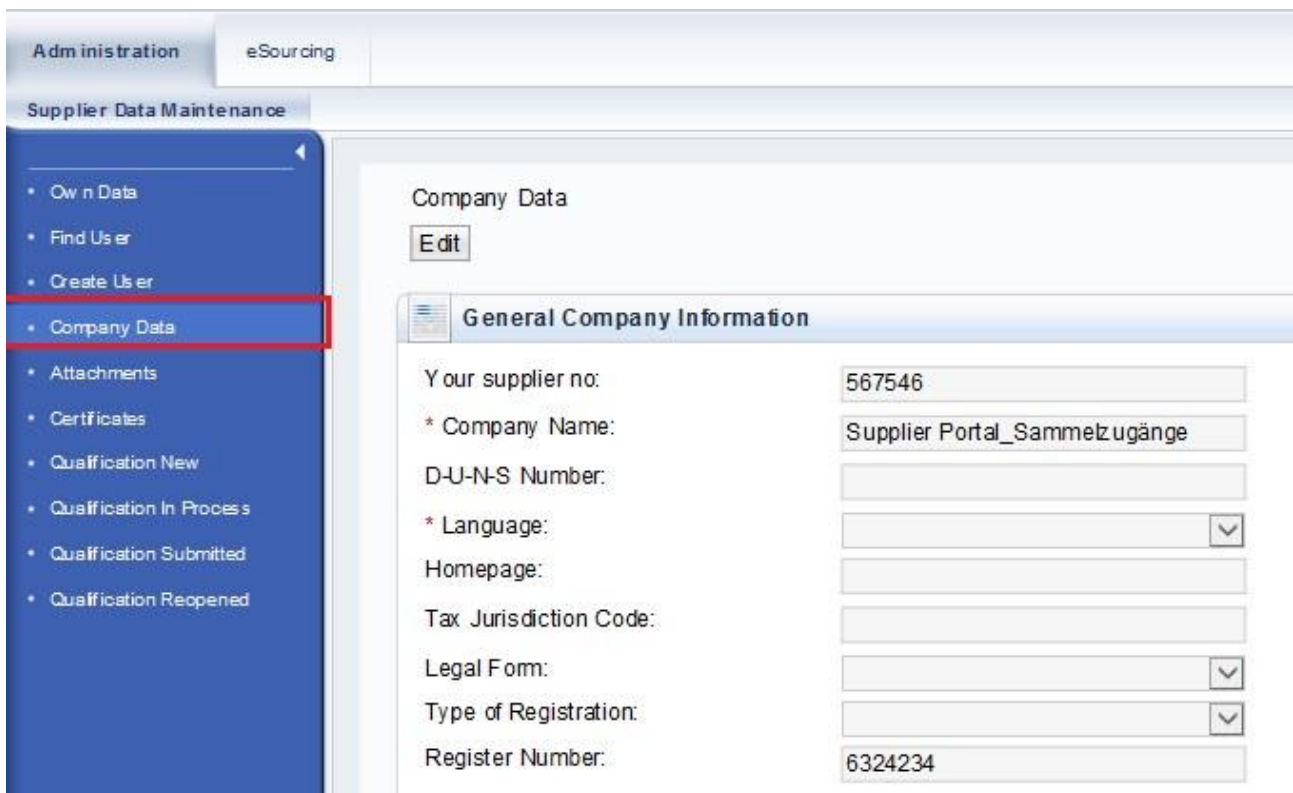
You will see the following window:



The screenshot shows the 'Supplier Data Maintenance' interface. 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 divided into sections: 'Own Data' with 'Save' and 'Display' buttons; 'Messages' with an information message: 'Your admin: . Processmanagement Ramona-Cristina.Dumbraveanu@draexlmaier.com'; and 'Contact Details' with input fields for Title (Ms.), Academic Title, and * First Name.

3. Change company data

Go to menu point "company data":

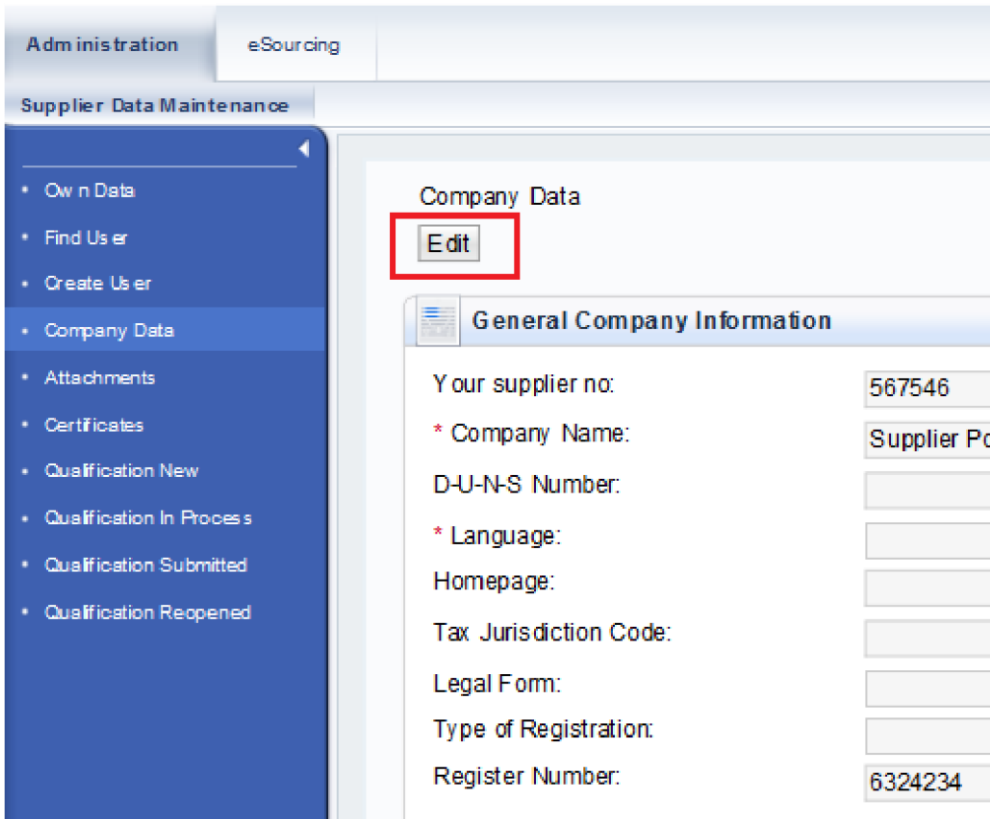


The screenshot shows the 'Supplier Data Maintenance' interface with the 'Company Data' section selected in the sidebar. The 'Company Data' section has an 'Edit' button. Below it is the 'General Company Information' section with the following fields: Your supplier no: 567546; * Company Name: Supplier Portal_Sammetzugänge; D-U-N-S Number: (empty); * Language: (dropdown menu); Homepage: (empty); Tax Jurisdiction Code: (empty); Legal Form: (dropdown menu); Type of Registration: (dropdown menu); Register Number: 6324234.

To change data on this page, you first need to click "edit".

Please note:

After you click "save" on this view, the company profile will be locked until the changes data had been approved from the DRÄXLMAIER Group.



Administration eSourcing

Supplier Data Maintenance

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

Company Data

Edit

General Company Information

Your supplier no: 567546

* Company Name: Supplier Po

D-U-N-S Number:

* Language:

Homepage:

Tax Jurisdiction Code:

Legal Form:

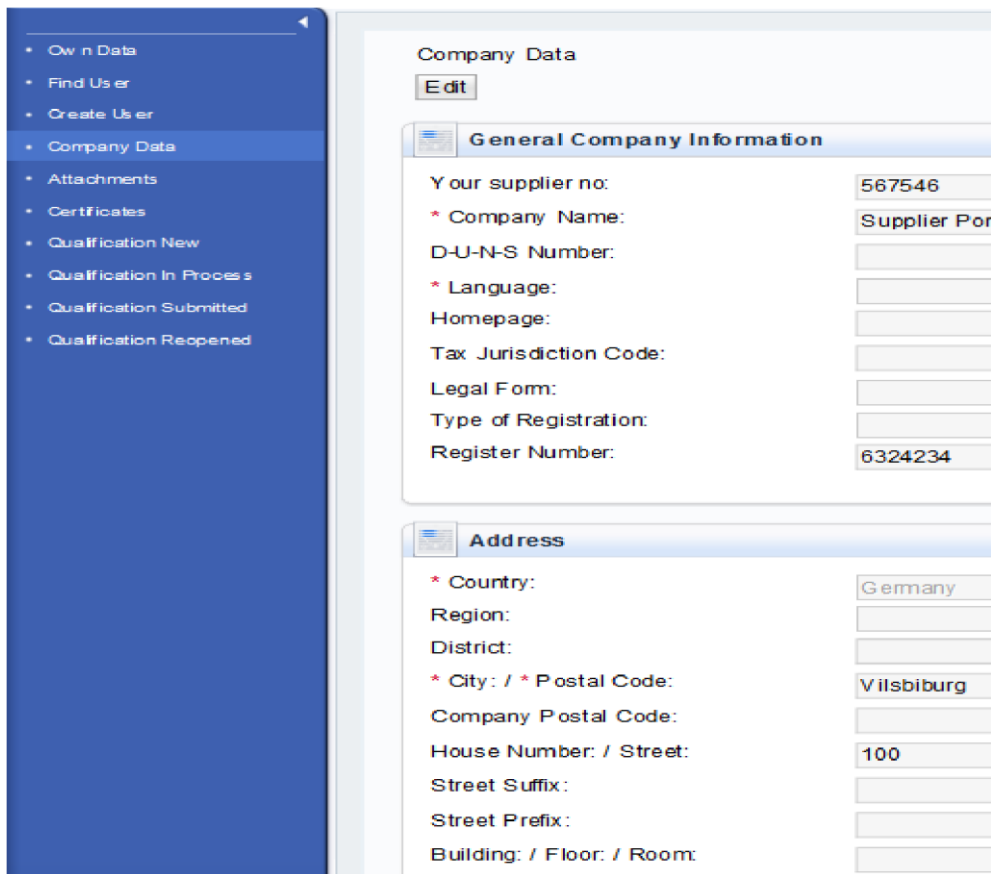
Type of Registration:

Register Number: 6324234

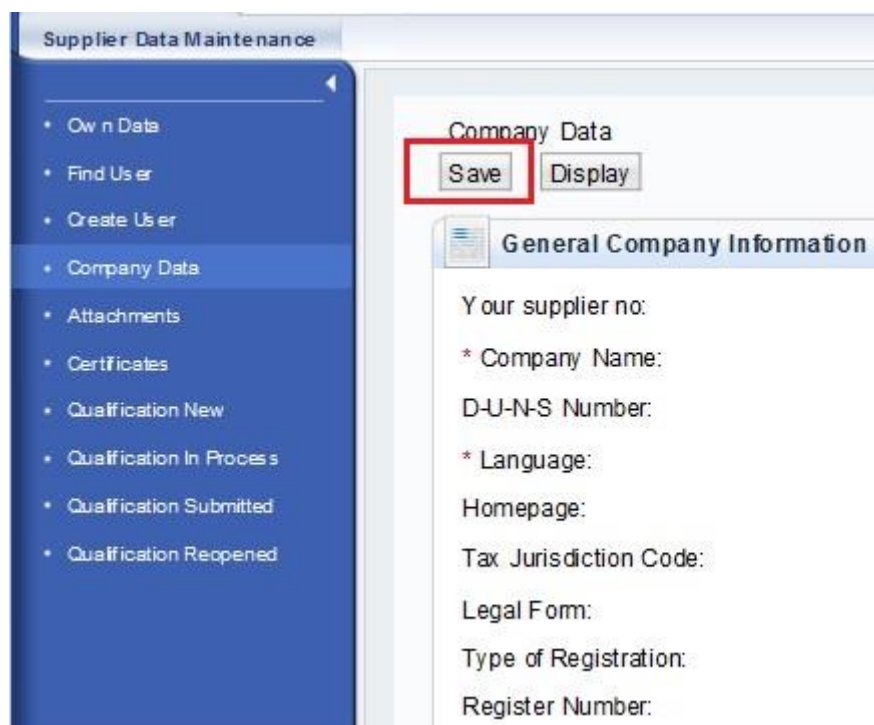
3.1. General Information and Address of your Company

In section "General Company Information" and "Address" you can change/add the following information:

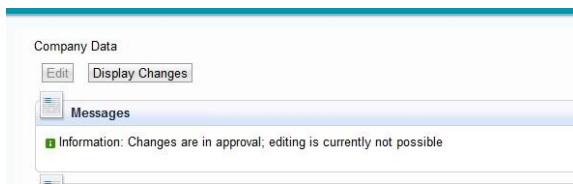
- Legal form
- Type of Registration
- Register Number - Box address - etc.



If you don't need to change more content in the "company data" menu, then you can click "save" to submit your changes to the DRÄXLMAIER Group.



You will find the following message:



3.2. Communication

In the section "Communication" you can add/change the phone- and fax-number, as well as your companies email for purchase orders and price sheets. Please only enter ONE Email!

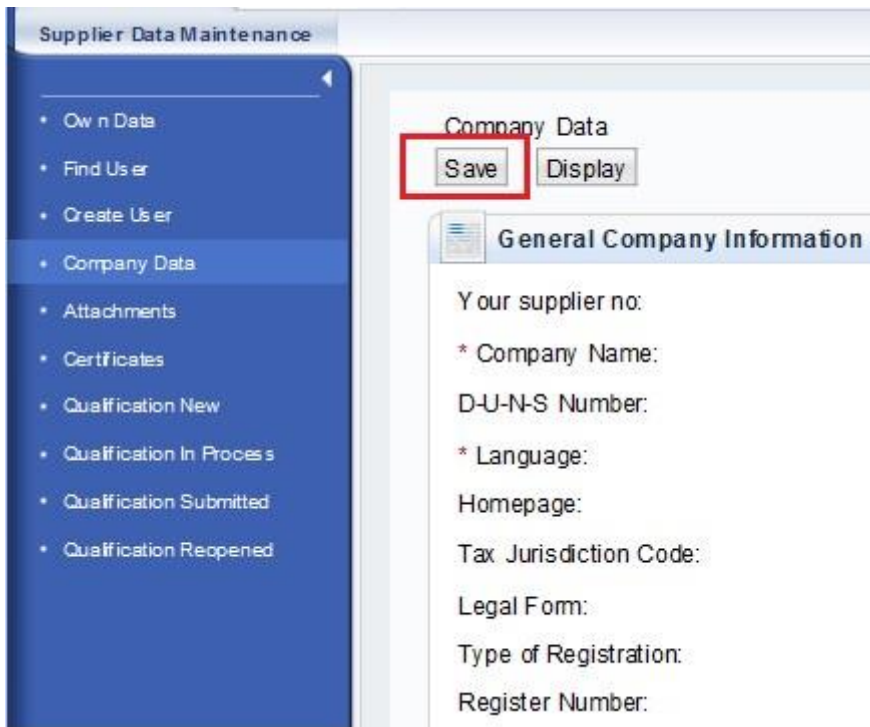
To add a new email for purchase orders and price sheets, please click "New line" below the row "email address":



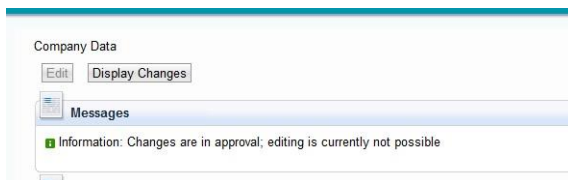
Enter the email you want to use to receive purchase orders and price sheets from now on here:



If you don't need to change more content in the "company data" menu, then you can click "save" to submit your changes to the DRÄXLMAIER Group.



You will find the following message:



3.3. Bank and tax data

3.3.1. Bank data

In case of changing the bank data, please get in contact with your responsible buyer via email and CC our support : SCFLieferanten@draexlmaier.com

3.3.2. Tax data

While you are in "edit-mode" you can also change your company's existing tax numbers or enter additional tax numbers.

To add a new tax number, please click "New Line".

You can select the type of tax number via dropdown menu. Fill out the tax number field without using any spaces.

Bank and Tax Details

In case of questions regarding adding or changing of bank- and/or tax-data, please contact our support (SCFLieferanten@draexlmaier.de).

Country	Bank Key	Account Number	Control Key	Bank Reference	Account Holder	IBAN	SWIFT Code	Collection Auth.	Input Help
No result found									
<input type="button" value="New Line"/>									
Tax Type						Tax Number			
Germany: VAT Registration Number						DE736400361			
<input type="text"/>						<input type="text"/>			
<input type="button" value="New Line"/>									

If you do not need one or more of the existing tax numbers in your profile, you can delete them via using the bin-symbol.

If you don't need to change more content in the "company data" menu, then you can click "save" to submit your changes to the DRÄXLMAIER Group.

Supplier Data Maintenance

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

Company Data

General Company Information

Your supplier no:

* Company Name:

D-U-N-S Number:

* Language:

Homepage:

Tax Jurisdiction Code:

Legal Form:

Type of Registration:

Register Number:

You will find the following message:

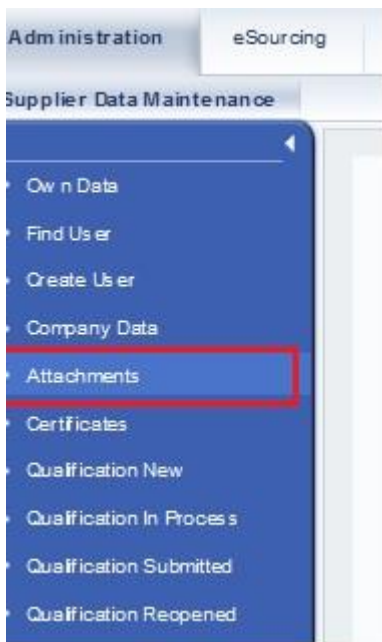
Company Data

Messages

Information: Changes are in approval; editing is currently not possible

4. Attachments

In "Attachments" you can upload different attachments that you want to share with the DRÄXLMAIER Group. This menu also allows you to download attachments that the DRÄXLMAIER Group is providing to you, e.g. the supplier evaluation (only for series material suppliers with turnover during the last 12 months).



4.1. Upload attachments

Under this menu item you can upload documents into the Portal.



1. Enter a description of the attachment
2. Click on "search"
3. Select a document per double click, which you want to upload.
4. Please note that the maximum size of the attachments is limited to 5 MB.
5. Click on "add attachments".

You will receive the following message:



If necessary, you can also delete attachments.

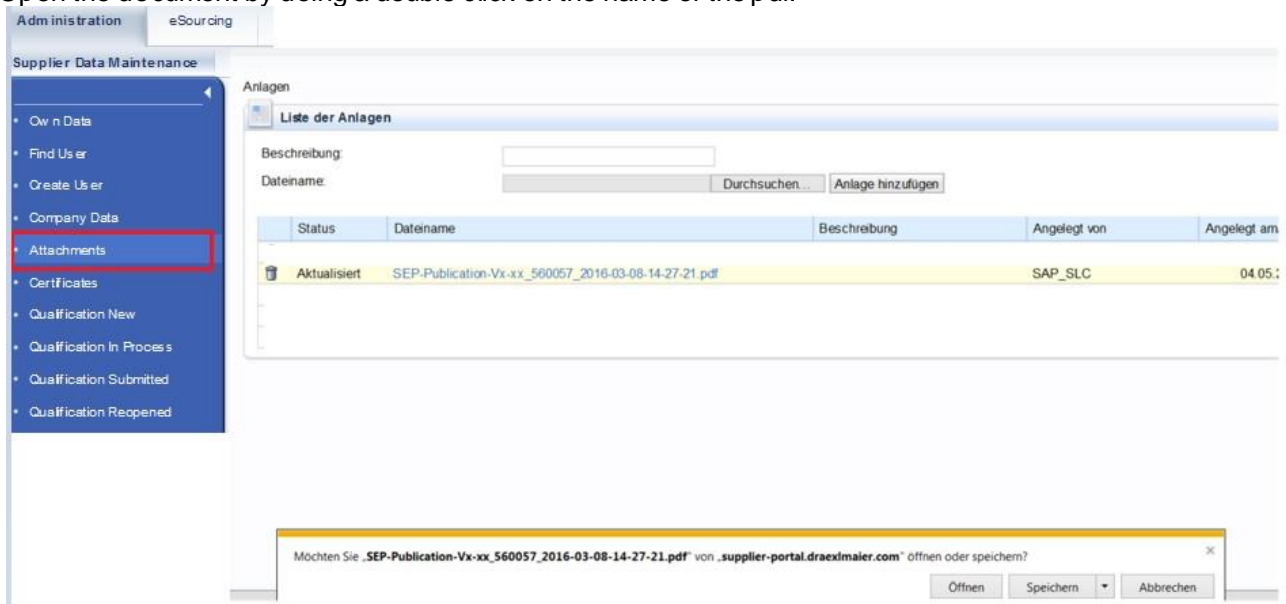
4.2. Download supplier evaluation

In "Attachments" you can download your companies supplier evaluation as a PDF document.

Please note that not all suppliers receive supplier evaluations. Only suppliers that deliver series material and had turnover during the last 12 months receive a monthly supplier evaluation. The supplier evaluation is being provided on the 4th workday of every month.

The supplier evaluation can only be downloaded by users that have the role "Manager of supplier master data and employees".

Open the document by doing a double click on the name of the pdf.



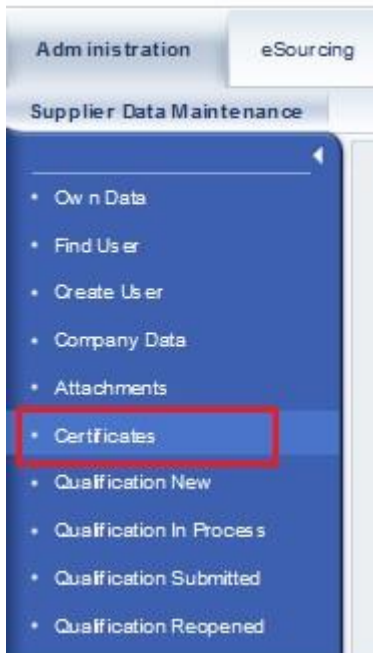
The screenshot shows the SAP Supplier Data Maintenance interface. On the left, a navigation menu is visible with the 'Attachments' option highlighted in red. The main area displays a table titled 'Liste der Anlagen' (List of Attachments) with the following data:

Status	Dateiname	Beschreibung	Angelegt von	Angelegt am
Aktualisiert	SEP-Publication-Vx-xx_560057_2016-03-08-14-27-21.pdf		SAP_SLC	04.05.16

At the bottom of the screenshot, a dialog box is open asking: 'Möchten Sie „SEP-Publication-Vx-xx_560057_2016-03-08-14-27-21.pdf“ von „supplier-portal.draexlmaier.com“ öffnen oder speichern?' (Do you want to open or save 'SEP-Publication-Vx-xx_560057_2016-03-08-14-27-21.pdf' from 'supplier-portal.draexlmaier.com'?). The dialog box has three buttons: 'Öffnen' (Open), 'Speichern' (Save), and 'Abbrechen' (Cancel).

5. Certificates

In "Certificates" you can provide and monitor your certificates.



5.1. Upload certificates

If uploading certificates is enabled, you can do the following:

- You can upload new certificates requested by the purchasing company.
- You can upload updates for certificates that have expired or will expire soon.

Certificates > Upload Certificate

Upload Certificate

Certificates : TS16949 Automobilnorm

Certificate Name:*

Issued By:

Valid To:* 

Never Expires

File Description:

File Name:

Comment:

The following message will appear:



5.2. Monitor certificate status







The status of certificates regarding their expiration is displayed in a traffic light scheme. If a mandatory certificate is completely missing, you are alerted by a red traffic light. Certificates that have not yet been approved by the purchaser responsible are displayed in status Pending Approval.

The colors have the following meanings:

- Red: A certificate that has been marked as mandatory for the related purchasing category has expired or is missing.
- Yellow: The certificate is pending approval by the DRÄXLMAIER Group, or it expires in less than 30 days.
- Green: The certificate expires in more than 30 days.
- Gray: A certificate that has been marked as optional for the related purchasing category is missing.
- Certificates that have not yet been approved by the DRÄXLMAIER Group are displayed in status Pending Approval.

Necessary certificate types are shown:

- Optional Certificate: if available, please add the certificate
- Mandatory Certificate: you have to upload a mandatory certificate

Certificate	Valid To	Expires In	Status	Action
TS16949 Automobilnorm		Optional Certificate Missing	◇	
der Lieferant ist nicht zertifiziert		Optional Certificate Missing	◇	
DIN EN ISO 9001:2008		Mandatory Certificate Missing	●	
Certification not necessary A justification must be given why a certification is not necessary.		Optional Certificate Missing	◇	
Kundenfreigabe vorhanden Ein Nachweis der Kundenfreigabe ist vorzulegen.		Optional Certificate Missing	◇	
Zertifizierung geplant (Termin bis) Ein Terminplan bzw. die Terminbestätigung des Zertifizierers ist beizufügen.		Optional Certificate Missing	◇	

By clicking on "Action" you can see the certificates details.