DRÄXLMAIER

Reset password

Content

Internal: All rights reserved. Distribution within DRÄXLMAIER Group, customer and partners

Version 0.9

Printouts are only valid at the date of printing and are not covered by document control.
In case of missunderstandings with translated versions of this document, refer always to the original document.

1. Purpose

This document is an additional process information about password reset.

2. Area of application

This document is used for DRAEXLMAIER global.

3. Definition of terms, abbreviations

| Term	Definition
SLC	Supplier Lifecycle Management
Abbreviations	All further relevant abbreviations you can find in the D-World abbreviations list D-World -> Worldwide -> Service -> Abbreviations

4. Content of the additional process information

In this chapter the password reset will be explained in detail.

4.1 Reset password

Go to: idp.draexlmaier.com

Please click on "Forgot password " button :
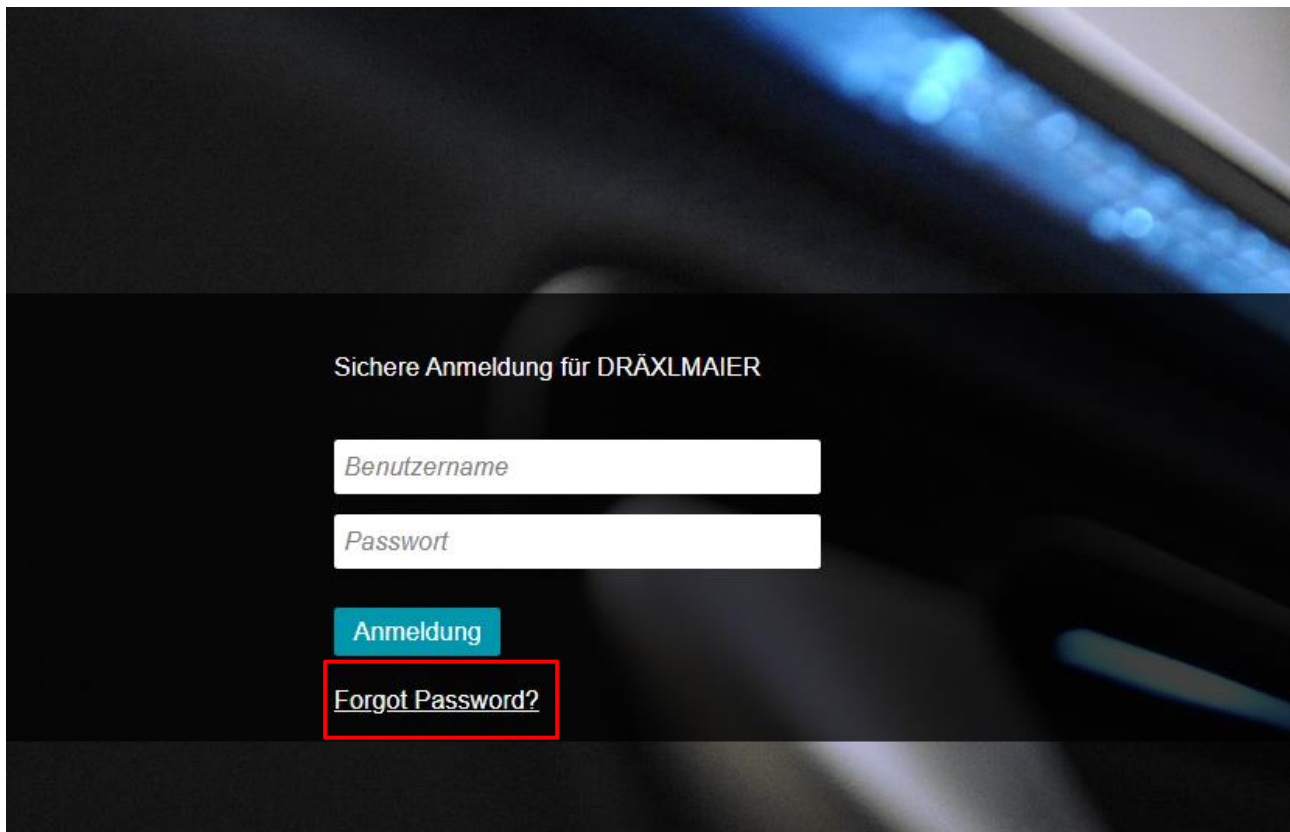
The following window will show up :

Reset your supplier portal password

User LIEFxxxxxxxx*

_____

Send request

Fields marked with * are mandatory!

Type your e-mail address:

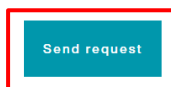# Reset your supplier portal password

User LIEFxxxxxxxx*

Your e-mail address

_____

Send request

Fields marked with * are mandatory!

Please click on "Send request" button:

Version 0.9

DRÄXLMAIER

Reset your supplier portal password

User LIEFxxxxxxxx*

_____

Send request

Fields marked with * are mandatory!

You will receive an e-mail with a link to reset your password.
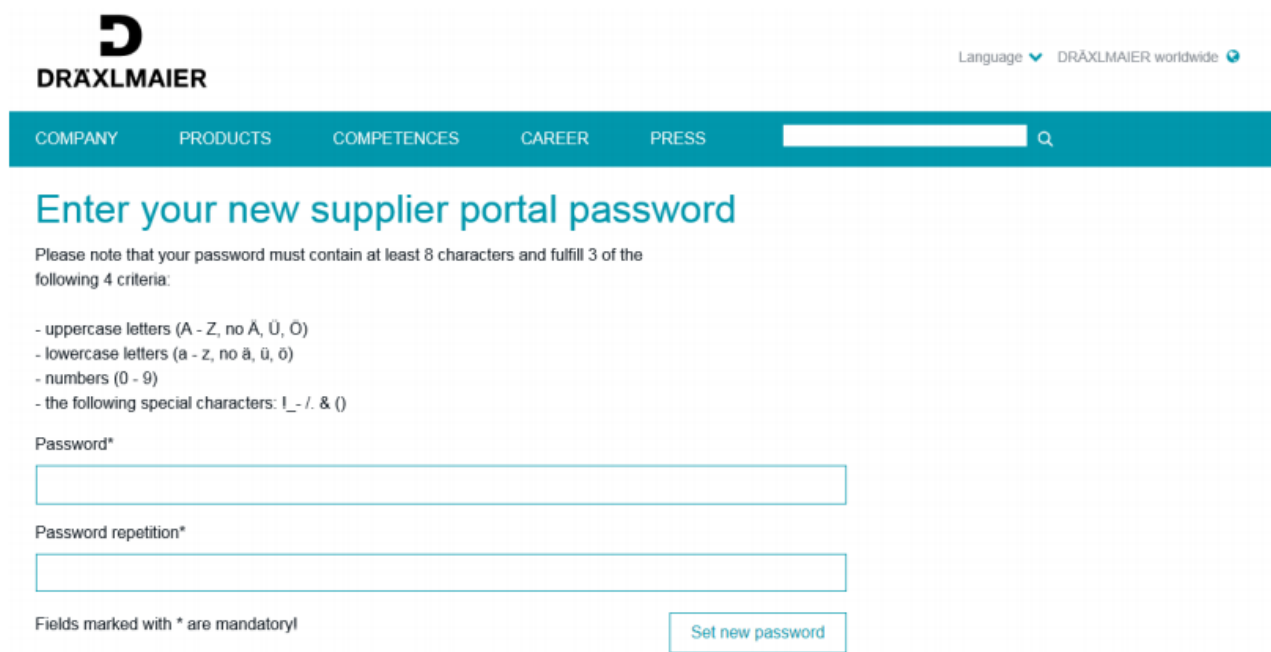
Example for e-mail you will receive:

Dear SLC User,

click on this link to reset your password:
https://qual.draexlmaier.com:50443/nc/en/login/supplier/forgot-password/?tx_drxconnections_pi1%5Btoken%5D=520579e104bcaa1a8f1399e6192914eed8ad15c6&tx_drxconnections_pi1%5Baction%5D=enterNewPassword&tx_drxconnections_pi1%5Bcontroller%5D=SupplierPasswordReset

The password will be changed for your user LIEFxxxxxxxx.

Please click on received link and the next window will show up :

Enter your new supplier portal password

Please note that your password must contain at least 8 characters and fulfill 3 of the following 4 criteria:

- uppercase letters (A - Z, no Ä, Ü, Ö)
- lowercase letters (a - z, no ä, ü, ö)
- numbers (0 - 9)
- the following special characters: !_- /. & ()

Password*

Password repetition*

Fields marked with * are mandatory!

Set new password

Type your new password and please press on "Set new password" button.

Please set up the new password by following the above information Your password has to content uppercase letters, lowercase letters numbers and a following special characters.

After a successful reset password you can log on with your LIEF number and new reset password.

Please notice that you have more than one LIEF number , your password will be reset for all your LIEF accounts.

5. Applicable documents

Name	Description
1_Training document for suppliers SUPPLIER REGISTRATION + USER REGISTRATION	
2_Training document for suppliers COMPLETE ADMIN-PROFIL incl. ROLES	
4_Training document for suppliers ADMINISTRATE USER ACCOUNTS	
5_Training document for suppliers ADMINISTRATE COMPANY DATA_BANK DATA_TAX DATA_ATTACHMENTS_SUPPLIER EVALUATIONS CERTIFICATES	
6_Answering Qualifications	