



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

## Content

1. Purpose .....	2
2. Area of application .....	2
3. Definition of terms, abbreviations .....	2
4. Content of the additional process information .....	2
4.1 Login after user registration .....	2
4.1.1 Browsersettings for a successful login .....	2
4.1.2 Log on to the Supplier Portal .....	2
4.2 Access to your companies profile .....	4
4.3 Add users to your companies profile .....	4
4.3.1 Set up user accounts for employees .....	4
4.3.2 Acitvate user accounts .....	6
4.3.3 Lock user accounts .....	9
4.3.4 Delete user accounts .....	9
5. Applicable documents .....	12



## 1. Purpose

This document is an additional process information about administrate user accounts in the „DRÄXLMAIER Supplier Portal“.

## 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 topic administrate user accounts in the „DRÄXLMAIER Supplier Portal“ will be explained in detail.

### 4.1 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.

#### 4.1.1 Browsersettings for a successful login

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

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

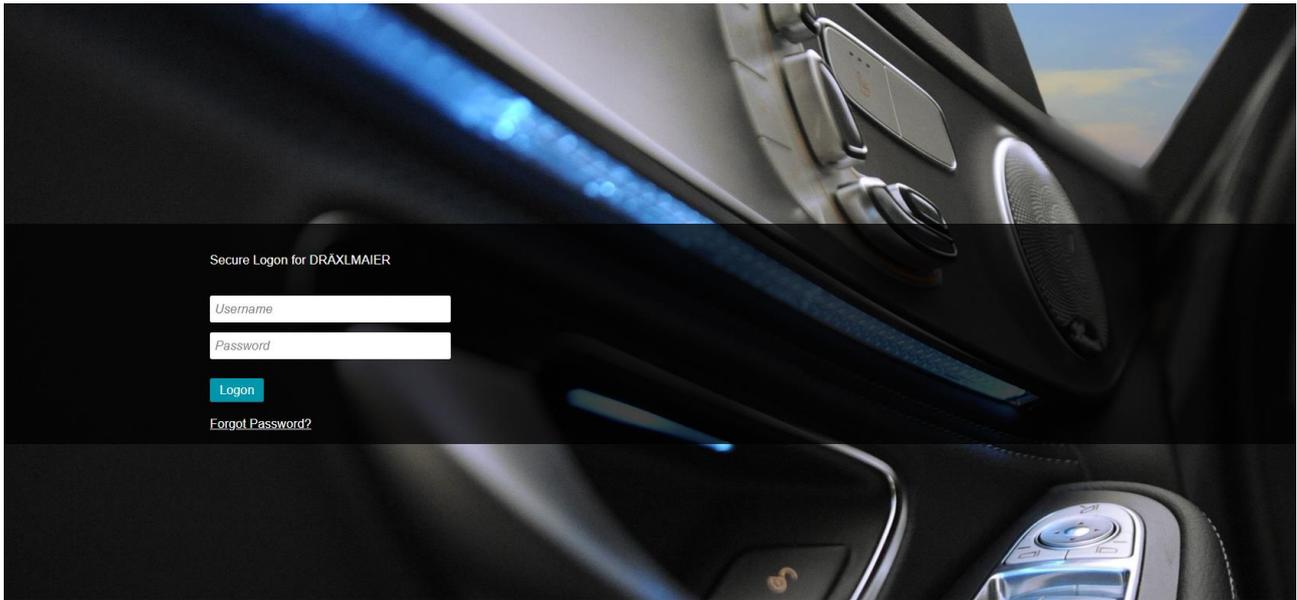
Also, please use the "Private- or incognito mode" to browse our website.

#### 4.1.2 Log on to the Supplier Portal

Log on to our website is now possible. Please go to: [Login-Logout | Supplier \(draexlmaier.com\)](#)

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.**





## 4.2 Access to your companies profile

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

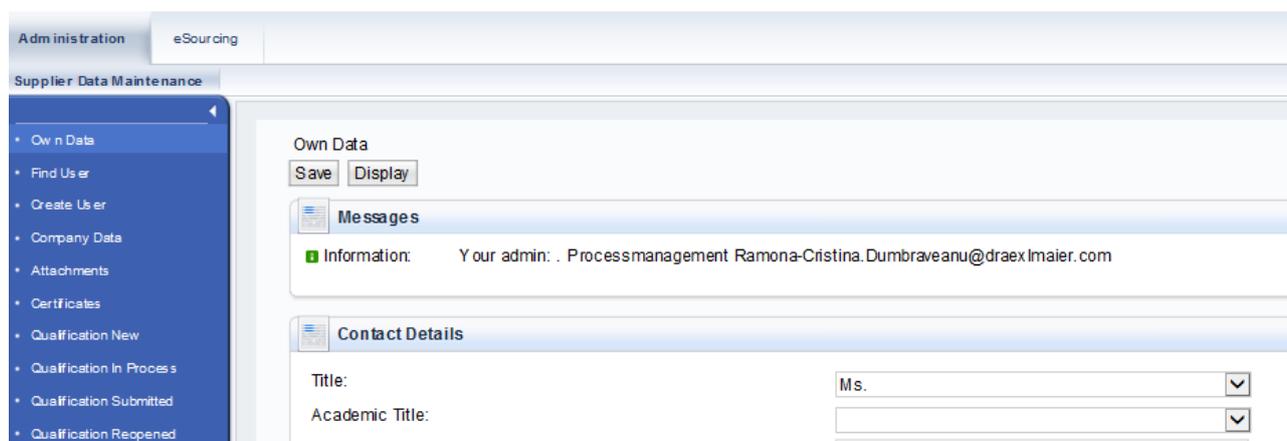
Supplier Lifecycle Management

# Login to SLC

Here you can login to the Supplier Lifecycle Management (SLC-Portal). In this portal you can find your general company data, eSourcing, Demand Viewer, TISS and the SAP sampling.

[→ SLC Portal](#)

You will see the following window:



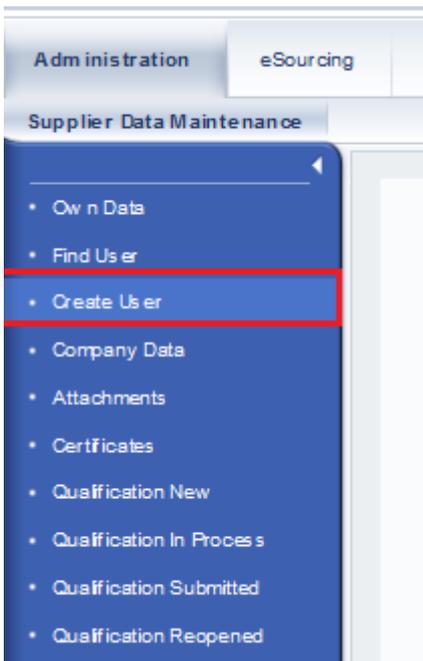
## 4.3 Add users to your companies profile

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.

### 4.3.1 Set up user accounts for employees

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



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:

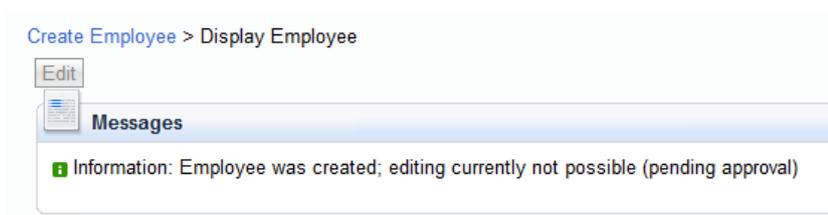
\* E-Mail:

\* Country: / \* Phone Number: / Extension:

Country: / Fax Number: / Extension:

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

Richtlinie [Titel der Richtlinie]



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

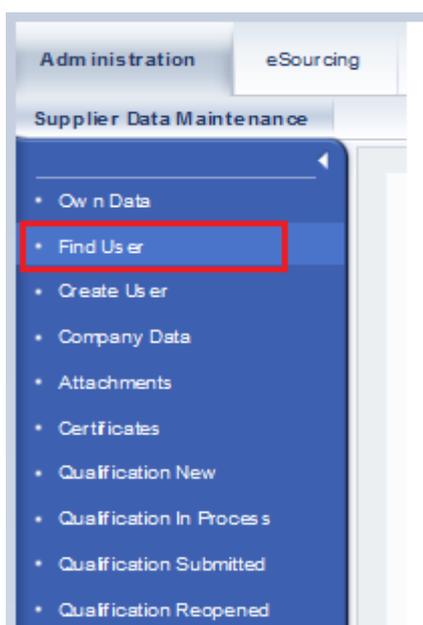
Please note that the approval may take some time.

**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.

#### 4.3.2 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.



Richtlinie [Titel der Richtlinie]

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)

Unlocked	Mr. Nudi Richter	LIEF00099424
Updated	Mr. Tom Ganzneu	
Unlocked	Mr. Sepp Faser	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:

Academic Title:

First Name:\*

Last Name:\*

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.**



Richtlinie [Titel der Richtlinie]

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 initial password to the new account. The employee can change the password after a successful login in the menu „own data“

**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.



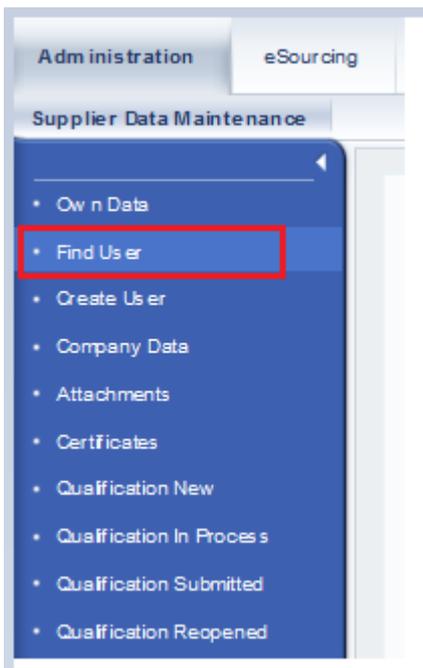
Richtlinie [Titel der Richtlinie]

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.

### 4.3.3 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. Sebastian
			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

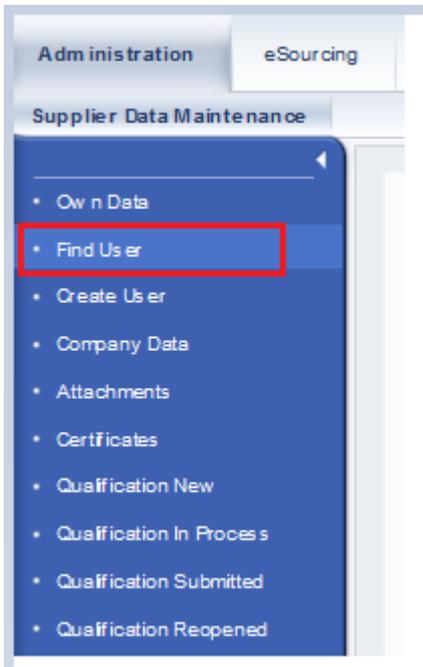
### 4.3.4 Delete user accounts



Richtlinie [Titel der Richtlinie]

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

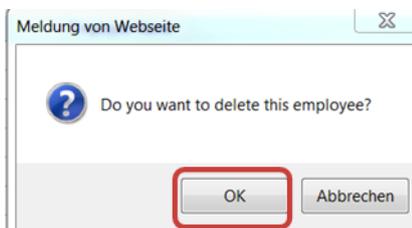
Open the list of users through the menu "find users"



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 Richte
			Updated	Mr. Tom Ganzr
			Pending Approval	Mr. Sepp Auer
			Unlocked	Ms. Heike Him



**DRÄXLMAIER**

Richtlinie [Titel der Richtlinie]

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.



## 5. Applicable documents

Name	Description
1_Training document for suppliers SUPPLIER REGISTRATION + USER REGISTRATION	
2_Training document for suppliers COMPLETE ADMIN-PROFIL incl. ROLES	
3_Reset Passwort	
5_Training document for suppliers ADMINISTRATE COMPANY DATA_BANK DATA_TAX DATA_ATTACHMENTS_SUPPLIER EVALUATIONS CERTIFICATES	
6_Answering Qualifications	