

# Training document for suppliers – administrate company data 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 Change company data .....	4
4.3.1 General Informationen and Address of your Company .....	6
4.3.2 Communication .....	7
4.3.3 Bank- und tax data .....	8
4.3.3.1 Bank data .....	8
4.3.3.2 Tax data .....	11
4.4 Attachments .....	12
4.4.1 Upload attachments .....	13
4.4.2 Download supplier evaluation .....	13
4.5 Certificates .....	14
4.5.1 Upload certificates .....	14
4.5.2 Monitor certificate status .....	15
5. Applicable documents .....	16

## 1. Purpose

This document is an additional process information about Administrative company data/ attachments and certificates 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 Administrative company data/ attachments and certificates 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 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.

#### 4.1.2 Log on to the Supplier Portal

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

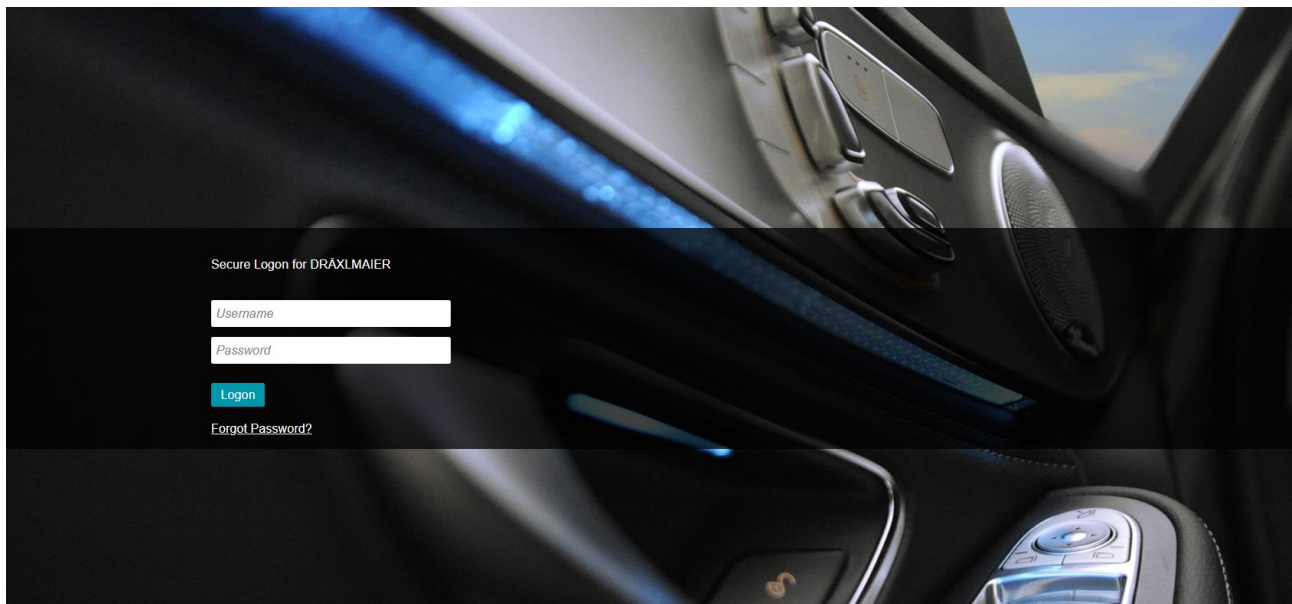
Log on by using your email and password you just gave yourself.

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



DRÄXLMAIER

Richtlinie [Titel der Richtlinie]



## 4.2 Access to your companies profile

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

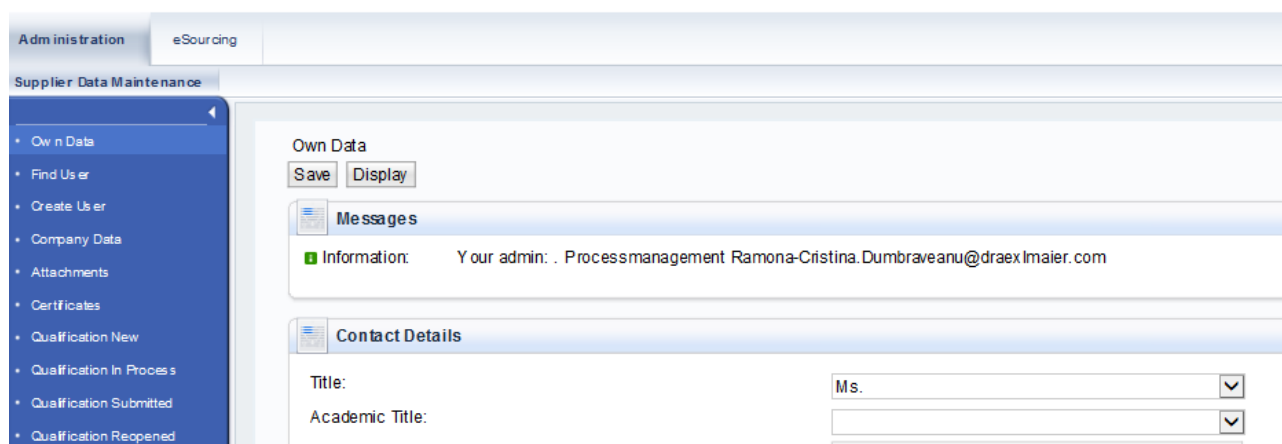
Supplier Lifecycle Management

# 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 Change company data

Go to menu point "company data":



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 Portal\_Sammelzugänge

D-U-N-S Number:

\* Language: [dropdown]

Homepage:

Tax Jurisdiction Code:

Legal Form: [dropdown]

Type of Registration: [dropdown]

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 Portal\_Sammelzugänge

D-U-N-S Number:

\* Language: [dropdown]

Homepage:

Tax Jurisdiction Code:

Legal Form: [dropdown]

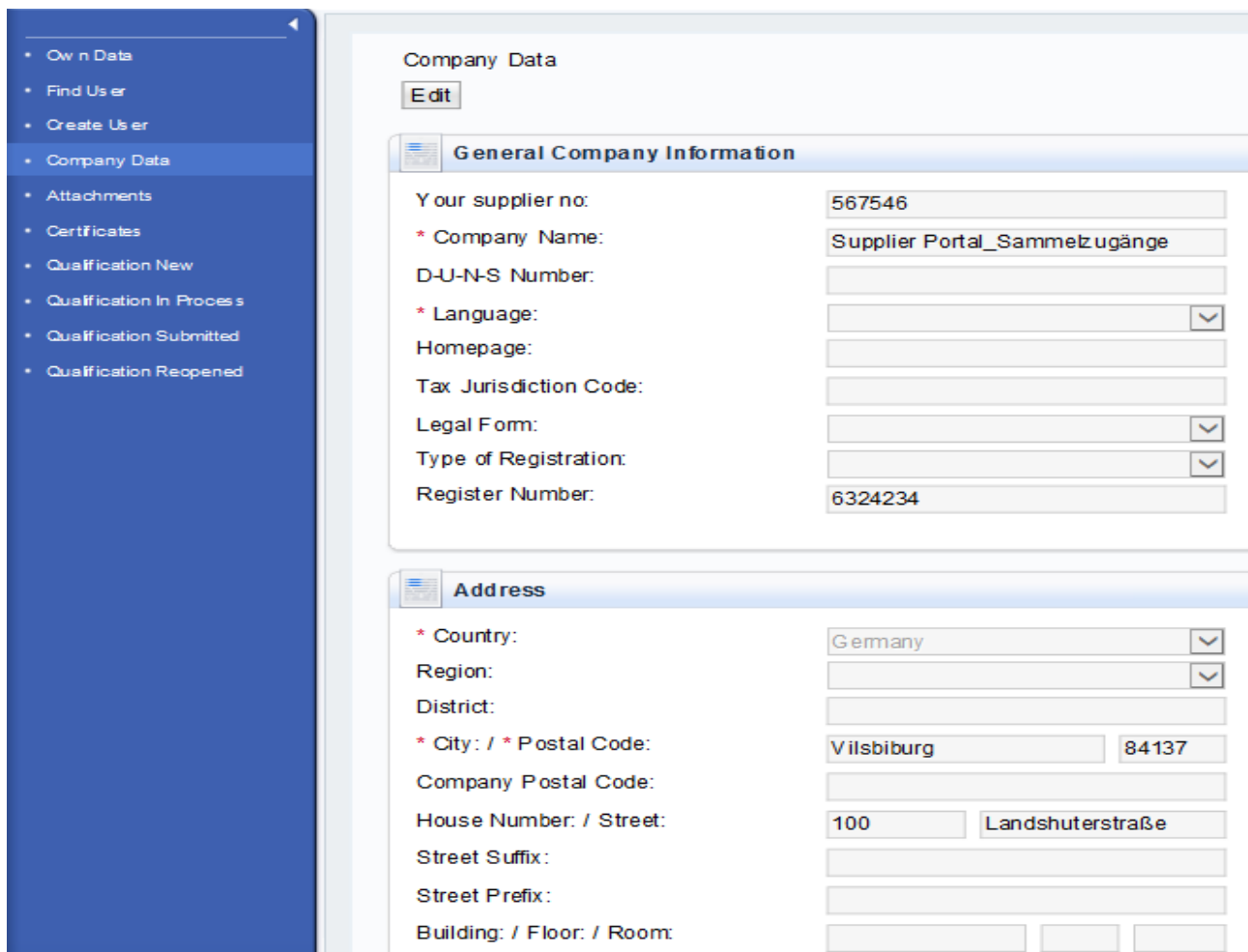
Type of Registration: [dropdown]

Register Number: 6324234

### 4.3.1 General Informationen 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 Nummer
- Box address
- etc.



The screenshot displays the 'Company Data' section of the DRÄXLMAIER Supplier Portal. On the left is a blue sidebar with a navigation menu. The main content area is divided into two sections: 'General Company Information' and 'Address'.

**Navigation Menu (Left Sidebar):**

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

**Company Data Section:**

Company Data

**General Company Information**

Your supplier no:	567546	
* Company Name:	Supplier Portal_Sammelzugänge	
D-U-N-S Number:		
* Language:		▼
Homepage:		
Tax Jurisdiction Code:		
Legal Form:		▼
Type of Registration:		▼
Register Number:	6324234	

**Address Section:**

* Country:	Germany ▼	
Region:	▼	
District:		
* City : / * Postal Code:	Vilsbiburg	84137
Company Postal Code:		
House Number: / Street:	100	Landshuterstraße
Street Suffix:		
Street Prefix:		
Building: / Floor: / Room:		



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:

#### 4.3.2 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:

### 4.3.3 Bank- und tax data

#### 4.3.3.1 Bank data

While you are in the "edit-mode", you will see the following view in the section Bank- and Taxdata:





You can now either type in your new bankdata directly in this view, or you use the input help.

If you want to add the bankdata manually, please note that you cannot use spaces between the letters and numbers of the IBAN.

If you are using the input help, the following window will open.

Enter as much information as possible to the search fields to find the bank key of your bank.

Depending on the criteria you used for your search, the system will show the the available bank keys.

If you cannot find your companies bank in the list of search results, please contact our support via email:

[SCFLieferanten@draexlmaier.com](mailto:SCFLieferanten@draexlmaier.com)

If the bank you are looking for is shown in the list of results, please select the bank and click " get bank details":



Bank Data Input Help

☒ Bank Key ☐ IBAN

Account Number: 61370024  
Bank Control Key:

**Bank Key Search**

Bank Country:  In case of questions regarding adding or changing of bank data,  
Bank Key:  please contact our support (SCFLieferanten@draexlmaier.de).  
Bank Name:   
City:   
Bank Number:   
SWIFT:   
Bank Branch:

**Bank Key Search Results**

Bank Country	Bank Key	Bank Name	City	Bank Branch
IN	IBKL0000045	IDBI Bank		
IN	IDIB000S027	Indian Bank		
IN	HDFC0001290	HDFC Bank		
IT	0200846040	Bank		
IN	BARB0SHIP00	Bank of Baroda		

Page 1 [Back](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Forward](#) [20](#)

On the bottom of the input help page you will now see the bank details that had been selected. Click "OK" to transfer these data into your companies profile.

IT	0200846040	Bank
IN	BARB0SHIP00	Bank of Baroda

Page 1 [Back](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Forward](#) [20](#)

Bank Country: IN  
Account Number: 61370024  
Bank Key: BARB0SHIP00  
SWIFT: BARB0SHIP00  
IBAN:

The input help window will close automatically when doing so and the bank data can now be seen in your company data:

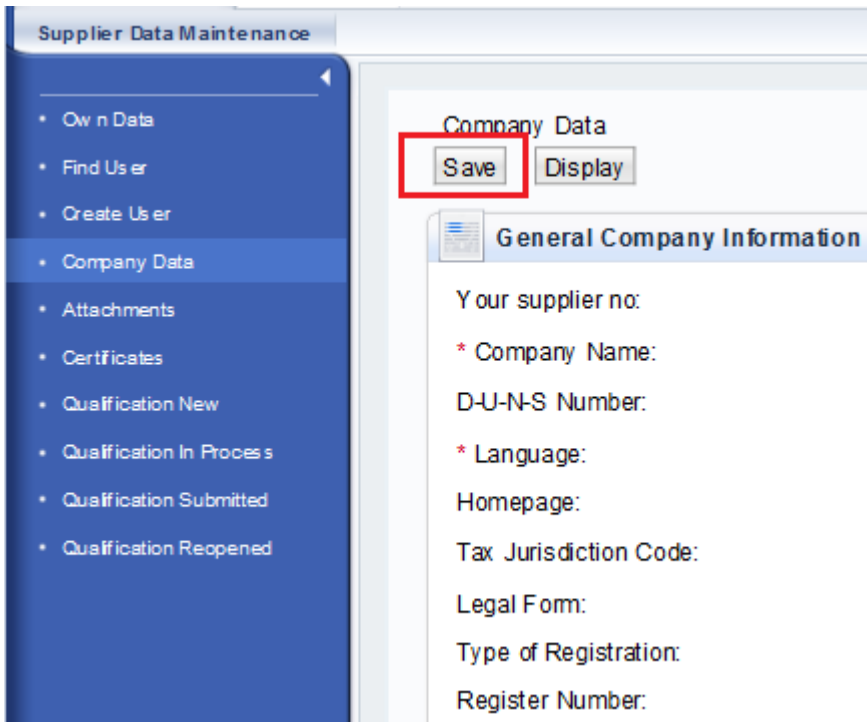
Bank and Tax Details

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

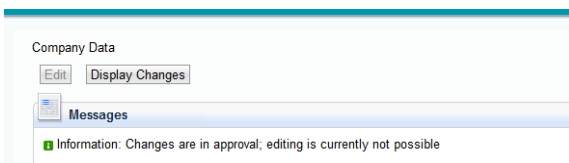
Country	Bank Key	Account Number	Control Key	Bank Reference	Account Holder	IBAN	SWIFT Code	Collection Auth.	Input Help
India	BARB0SH	61370024					BARB0SHIP	<input type="checkbox"/>	

Tax Type	Tax Number
No result found	

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:

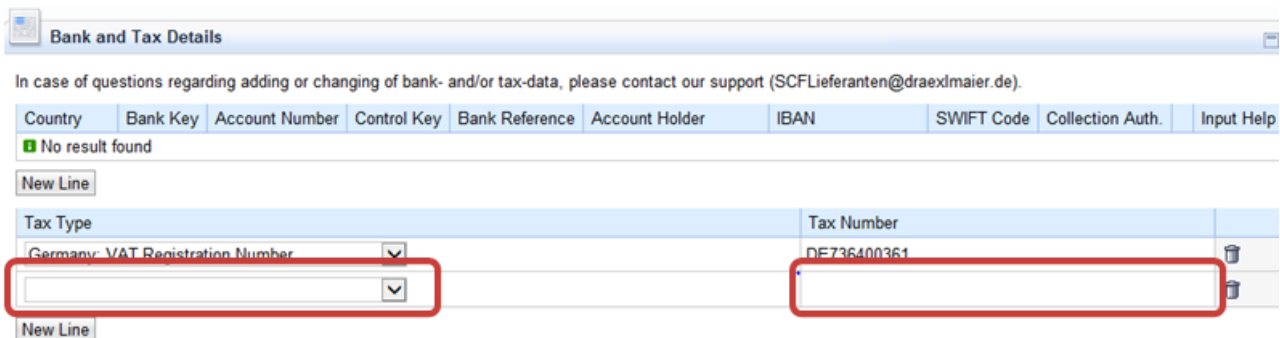


#### 4.3.3.2 Tax data

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.



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

Save Display

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

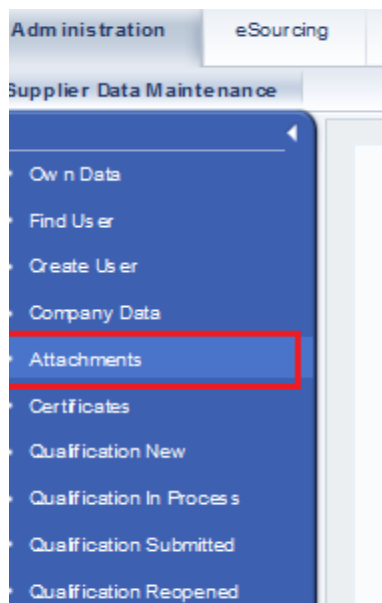
Edit Display Changes

Messages

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

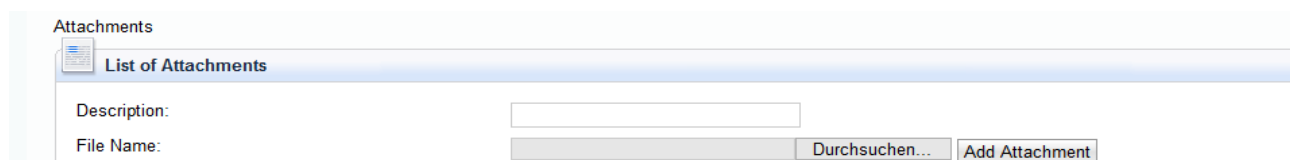
## 4.4 Attachments

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).



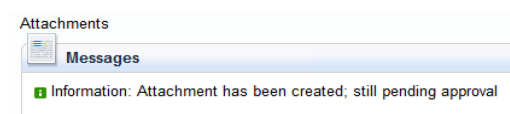
#### 4.4.1 Upload attachments

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.

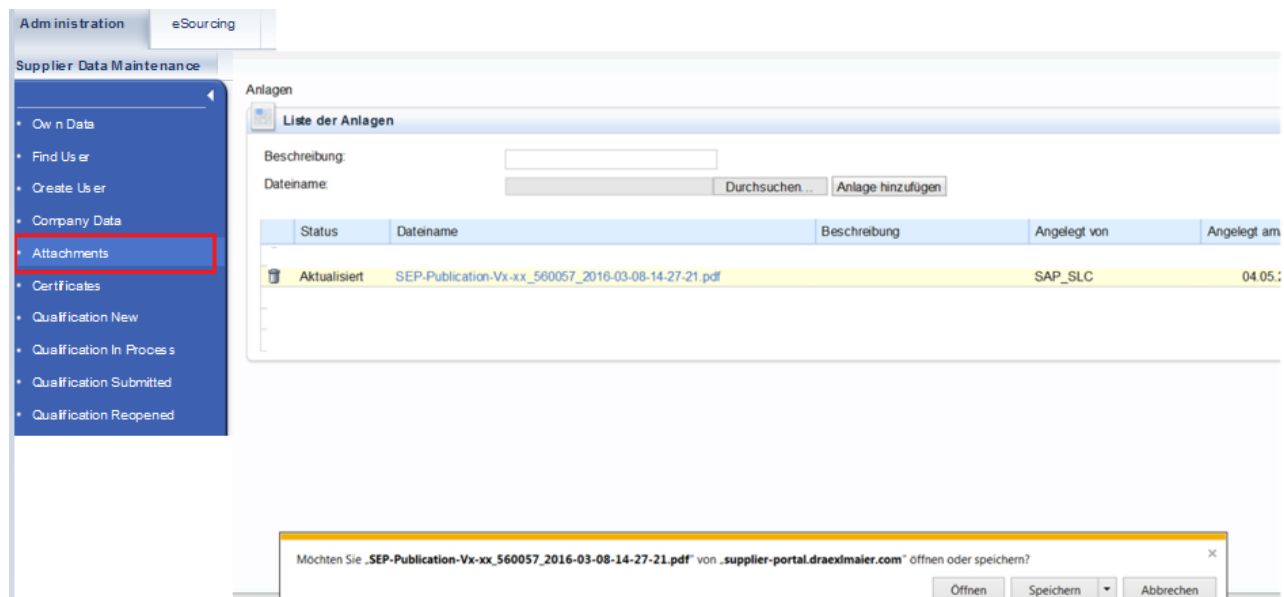
#### 4.4.2 Download supplier evaluation

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.

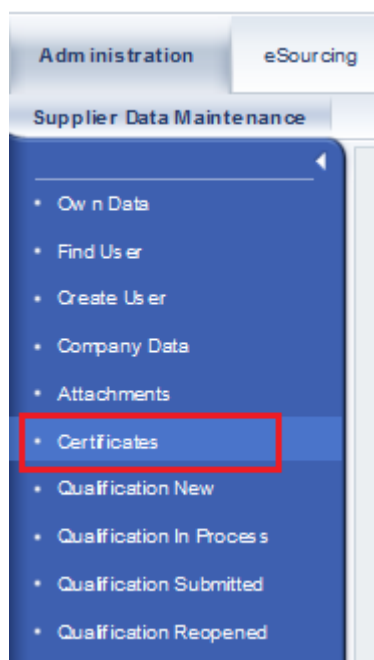
The supplier evaluation can only be downloaded by users that have the role "Manager of supplier master data and employees".

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



## 4.5 Certificates

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



### 4.5.1 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.



Richtlinie [Titel der Richtlinie]

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:

Certificates

Messages

✓ Certificate has been created; still pending approval

#### 4.5.2 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

Certificates

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.



## 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	
4_Training document for suppliers ADMINISTRATE USER ACCOUNTS	
6_Answering Qualifications	