



Qualification – Answering qualifications

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1. Purpose

This document is an additional process information about Qualification – Answering qualifications.

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

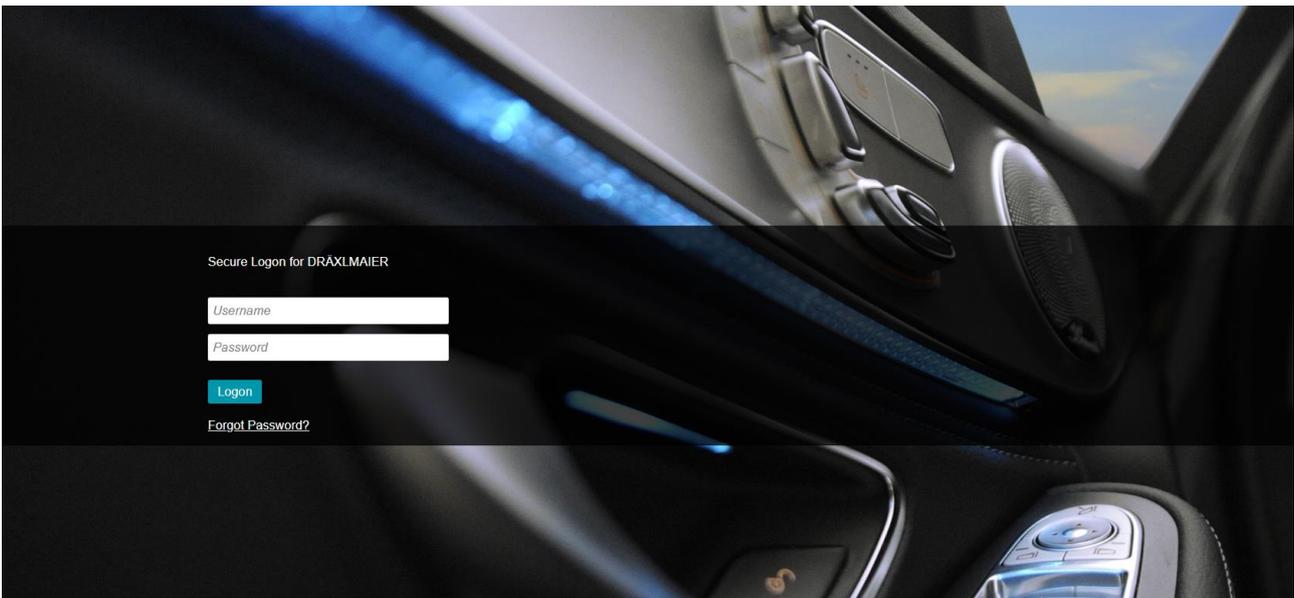
4. Content of the additional process information

In this chapter the topic Qualification – Answering qualifications will be explained in detail.

4.1 Logon to our Supplier Portal

To get started, click on the URL provided in the invitation email to the qualification and log in with your Supplier Portal account data.

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



If you know your registered email, but don't remember your password, please do a password reset on the login page.

If you don't know your registered email anymore, please contact DRX-SupplierPortal@draexlmaier.com.

When doing so, please provide your Supplier-ID number. The number starts with "5" and is 6 charts long.



4.2 Find the qualification you want to answer

If the qualification does not open automatically, please click on the Tab "Qualification New" to see the qualifications that had not been edited yet.

The screenshot shows a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu is titled "Supplier Data Maintenance" and includes several options: "Own Data", "Find User", "Create User", "Company Data", "Attachments", "Certificates", "Qualification New" (highlighted with a red box), "Qualification In Process", "Qualification Submitted", and "Qualification Reopened". The main content area is titled "List of New Qualifications" and features a "Refresh" button and a table of qualifications.

Name
Self-disclosure Requalification 2017
Supplier Connection
Supplier Connection
Supplier Connection
Supplier Connection
Product Safety Officer 2019
Product Safety Officer 2019
Self-disclosure Requalification 2018
Product Safety Officer 2019
Product Safety Officer 2019



Click on the Name of the qualification to open it:

The screenshot shows a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu includes options like '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 'List of New Qualifications' and contains a table with a 'Refresh' button and a list of qualification names. The 'Self-disclosure Requalification 2018' entry is highlighted with a red box.

Name
Self-disclosure Requalification 2017
Supplier Connection
Supplier Connection
Supplier Connection
Supplier Connection
Product Safety Officer 2019
Product Safety Officer 2019
Self-disclosure Requalification 2018
Product Safety Officer 2019
Product Safety Officer 2019



4.3 Answer the qualification

4.3.1 Edit the qualification

The following view will show up. Click "Edit" to get started:

Self-disclosure Requalification 2018

DRA

[Previous](#) [Next](#) [Edit](#) [Save](#) [Print Preview](#) [Close](#)

Qualification:
Supplier:

Response Status:
Deadline:
Submission Date:



Introduction

Dear Sir or Madam,
Please confirm that annual requalification tests were carried out for your deliveries. General Standards (e.g. IATF) as well as specific requirements need to be considered.
Sector and product specific procedures, e.g. creating part families, are permitted.
Deviant customer specific agreements remain valid.
The DRÄXLMAIER Group reserves the right to request evidence and test results in terms of need or to verify these document visit.

Supplier Management DRÄXLMAIER Group

* Fields marked with an asterisk are mandatory

The questionnaires can be answered in the following languages:

Language:

[Previous](#) [Next](#) [Edit](#) [Save](#) [Print Preview](#) [Close](#)



4.3.2 Select language

Now you can select the language of the questionnaire (if multiple languages are available):

Qualification:

Response Status:

Supplier:

Deadline:

Submission Date:



Introduction

Dear Sir or Madam,
Please confirm that annual requalification tests were carried out for your deliveries. General Standards (e.g. IATF) as well as customer specific requirements need to be considered.
Sector and product specific procedures, e.g. creating part families, are permitted.
Deviant customer specific agreements remain valid.
The DRÄXLMAIER Group reserves the right to request evidence and test results in terms of need or to verify these documents on site.

Supplier Management DRÄXLMAIER Group

* Fields marked with an asterisk are mandatory

The questionnaires can be answered in the following languages:

Language: ▼



Click "Next" to start the questionnaire:

Qualification:

Supplier:



Introduction

Dear Sir or Madam,
Please confirm that annual requalification tests were carried out for your specific requirements need to be considered.
Sector and product specific procedures, e.g. creating part families, are |
Deviant customer specific agreements remain valid.
The DRÄXLMAIER Group reserves the right to request evidence and tes
visit.

Supplier Management DRÄXLMAIER Group

* Fields marked with an asterisk are mandatory

The questionnaires can be answered in the following languages:

Language:

4.3.3 Navigate through qualification

Use the "next" button to navigate through the questionnaire.

4.3.4 Complete and submit qualification

4.3.4.1 Confirm answers

On the last page, you need to confirm that you answered the questions correctly:



Data Privacy Statement

Hereby I confirm that all the answers given are correct.

Submit

Previous Next Display Save Print Preview Close

Only if this flag is set, the "submit" button will be visible:

Data Privacy Statement

Hereby I confirm that all the answers given are correct.

Submit

Previous Next Display Save Print Preview Close

4.3.4.2 Save qualification answers to submit at a later point

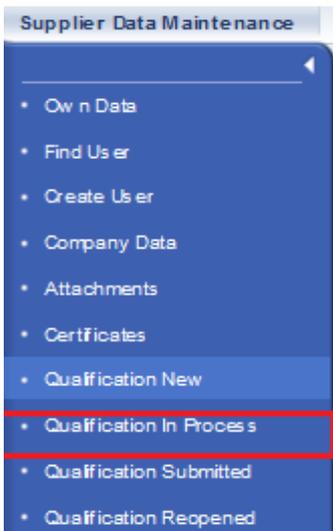
Click "save" if you want to complete and submit the qualification answers at a later point.

If you only "save" the qualification answers, they will not be submitted to the DRÄXLMAIER Group.

4.3.4.3 Qualifications in process

If you saved, but did not submit your qualification answers yet, they will not be shown in the tab "Qualification new" anymore.

You find these qualifications in your SLC profile in the tab "qualification in process":



4.3.4.4 Submit qualification

Click "submit" if you want to send your answers to the DRÄXLMAIER Group.

DRÄXLMAIER

Previous Next Display Save Print Preview Close

Qualification:: Number of special freights
Supplier:: Holiday Company

Response Status:: In Process
Deadline:: 09.05.2017
Submission Date:: -

1 2 3

Introduction Number of special freight Data Privacy Statement

Data Privacy Statement

Hereby I confirm that all the answers given are correct.

Submit

Previous Next Display Save Print Preview Close

It is possible that you cannot submit your answers due to missing content:

If answers to specific questions are mandatory, it is not possible to submit the questionnaire without adding these answers to these questions. The error message will tell you the missing question you still need to answer:



Messages

Errors: Answer all mandatory questions in questionnaire SF-Special Freights
• Mandatory question 1.1.4.1 has not been answered



Data Privacy Statement

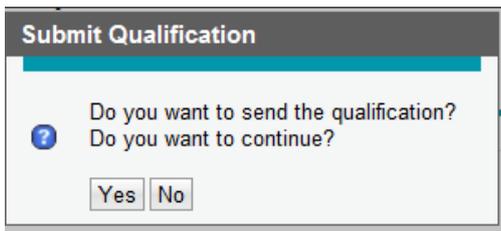
Hereby I confirm that all the answers given are correct.

Submit

Previous Next Display Save Print Preview Close

After completing the missing answers, please click "submit" again.

You will be asked if you really want to send the qualification next:

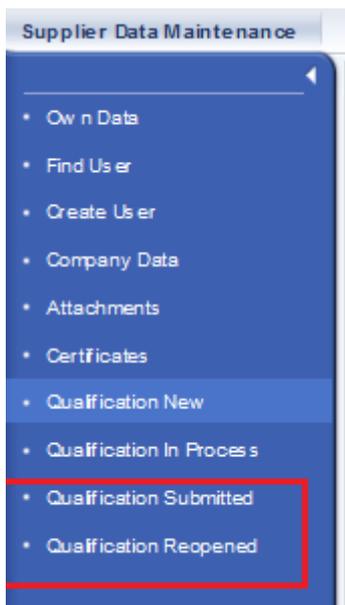


As soon as you click "yes" this qualification is sent to the DRÄXLMAIER Group and cannot be edited anymore.

4.3.4.5 Find submitted qualifications

Submitted qualifications are archived in the tab "Qualification submitted".

You can see your answers here, but you are not able to edit the answers anymore or send the qualification a second time.



4.3.5 Clarification

It is possible, that we have questions regarding your answers. In this case you will receive a clarification request for the qualification via email.

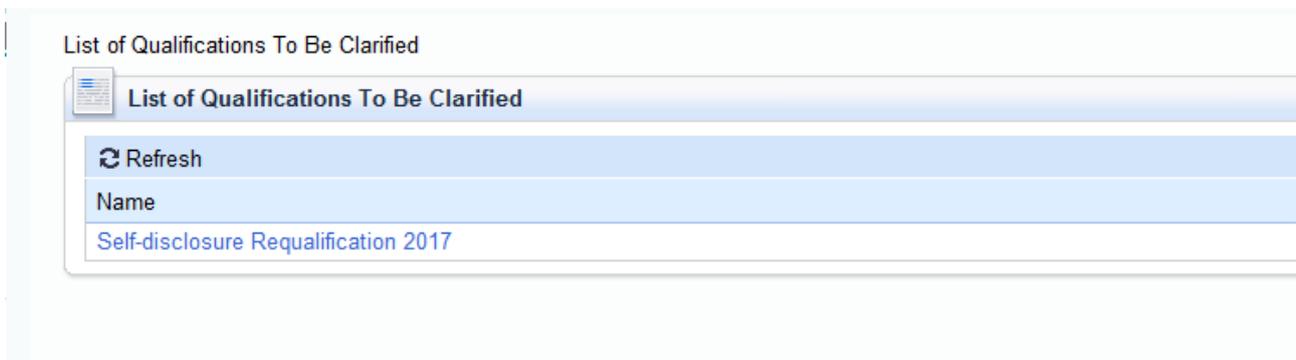
Please open the qualification to see the topics that need to be clarified.
You find the qualifications for clarification in the tab "Qualification reopened":



Richtlinie [Titel der Richtlinie]



You find the reopened qualifications here:



Open the qualification.

You will see the message from the responsible DRÄXLMAIER colleague here:

Self-disclosure Requalification 2017



Previous Next Edit Save Print Preview Close

Qualification:: Self-disclosure Requalifica
Supplier: Holiday Company

Response Status:: To Be Clarified
Deadline:: 16.05.2017
Submission Date:: 10.05.2017

Communication with Purchaser

22.05.2017 12:00:59 (CET)
Sent by Bianca Wagner (Purchaser)
Message:
Due to our documentation, answer xy seems to be wrong in this qualification. Please check again and submit your answers again.
Thank you!



You can now answer the qualification even if the deadline had been reached already. Please make sure to click "edit" to be able to enter data in the reopened qualification questionnaire.

When you completed the questionnaire, you need to "save" the qualification answers.

Go to the last page of the qualification by using the "next" button and submit the qualification again to DRÄXLMAIER.

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	
5_Training document for suppliers ADMINISTRATE COMPANY DATA_BANK DATA_TAX DATA_ATTACHMENTS_SUPPLIER EVALUATIONS CERTIFICATES	