

Oerlikon – Supplier Quick Guide

User Administration



SupplyOn AG
05/2015
Version 1.0

User Administration – My SupplyOn

www.SupplyOn.com

The screenshot shows the SupplyOn website's login interface. At the top, there is a blue navigation bar with a green 'SupplyOn.com' button and several menu items: 'LÖSUNGEN', 'BRANCHEN', 'BERATUNG', 'REFERENZEN', 'TRAINING', 'SUPPLYON FÜR LIEFERANTEN', and the 'SUPPLYON' logo. The main content area is titled 'Anmeldung zu SupplyOn Services'. It features two login methods: a standard username/password login and a login using a certificate. The standard login has input fields for 'Benutzername*' (containing 'username') and 'Kennwort*' (containing '*****'), with a green 'Login' button. Below these are links for 'Kennwort vergessen?' and 'Hilfe und Support'. The certificate login section is titled 'Mit Zertifikat anmelden' and includes the text 'Im Browser oder auf Smartcard installiertes Zertifikat.' and another green 'Login' button, along with a 'Hilfe und Support' link. On the right side, there is a 'Unser Customer Support: Rund um die Uhr für Sie da' section with a phone icon, the text 'Telefon (kostenfrei)', and contact numbers for Germany (+49 0800 78775966) and other countries (+49 0800 78775966). Below this are three checked checkboxes for 'Fragen zu Registrierung und Preisen', 'Fragen zur Nutzung der Services', and 'Fragen zur Nutzung von AirSupply'.

- Enter the User ID provided to you in the registration process
- Enter initial password

Access to SupplyOn

Change initial password

The Company Site of SupplyOn | SupplyOn for Suppliers | Contact

Contact

Telephone (free of charge)
from Germany: 0800.78775966
from USA/Canada: 1.866.787.7596
from Mexico: 01.800.123.3231
from China: 4001.203.357
from Japan: 0120.778166
from Korea: 080.648.0880
from other countries: +800.78775966

E-mail
[Questions on registration and prices](#)
[Questions on the use of our services](#)
[Questions on the use of AirSupply](#)

Change password

Old password

New password

Repeat password

Help and support
[Forgot password?](#)
[Forgot user ID?](#)
[Help and support](#)
[Customer support](#)

Availability
[SupplyOn Service Status](#)

Password rules

- ✓ You must enter at least 8 characters.
- ✓ You may only enter 20 characters.
- ✓ You must enter at least 1 uppercase letters.
- ✓ You must enter at least 1 lowercase letters.
- ✓ You must enter at least 1 special characters.
The following special characters are allowed: -_/()\$%&?!
+*#<>=
- ✓ You must enter at least 1 numerical characters.

- When changing the initial password the SupplyOn password rules need to be followed

My SupplyOn | SupplyOn Services | Administration | Log Out

SUPPLYON

TEST SYSTEM (QAS - 2013-B): Acceptance Oerlikon OMF OBA - Düspohl (Acceptance Oerlikon QAS), Sonja

My SupplyOn: SupplyOn Services

SupplyOn Services | Discussions and notifications | Notifications | Discussions (0)

Management Cockpit

Transparency at a click: An overview of processes with your business partner.

- ▶ [Overview on all processes with your business partner.](#)
- ▶ [Help](#)

Düspohl (Acceptance Oerlikon QAS), Sonja

Upload image.

Administration

- [My User Data](#)
- [Company Master Data](#)
- [Company Profile \(Business Directory\)](#)
- [Contract and Invoice](#)

SupplyOn WebEDI / VMI

- In the SupplyOn Services view, the supplier has got direct access to the services booked
- Via the administration links, quick and easy access is provided to the relevant pages

My SupplyOn | SupplyOn Services | Administration | Log Out | SUPPLYON

TEST SYSTEM (QAS - 2013-B): Acceptance Oerlikon OMF OBA - Düspohl (Acceptance Oerlikon QAS), Sonja

My SupplyOn:Discussions and notifications

[SupplyOn Services](#) | [Discussions and notifications](#) | [Notifications](#) | [Discussions \(0\)](#)

Filter (companies, contacts) More x Filter

April 30, 2015 5:26:55 PM

You have received new roles

The following roles: UMDDefault, WebEDISellerReleases, WebEDISellerPO_OR, UMAAdmin, CompanyAdmin, ControlPointAdmin, WebEDISellerPO,

April 30, 2015 5:26:51 PM

A new initial password has been set by Sonja Düspohl

Düspohl (Acceptance Oerlikon QAS), Sonja

Upload image.

Administration

[My User Data](#)
[Company Master Data](#)
[Company Profile \(Business Directory\)](#)
[Contract and Invoice](#)

- Messages: you will find contributions to discussions between customer and supplier. You can also use Messages to communicate to the colleagues in your company.
- Events: SupplyOn automatically creates an entry for every event for which an e-mail notification was submitted by SupplyOn services

User Administration – My User Account

My User Account

My master data

My SupplyOn | SupplyOn Services | Administration | Log Out

SUPPLYON

TEST SYSTEM (QAS - 2013-B): Acceptance Oerlikon QAS, Sonja

My SupplyOn > My user: My master data

My master data | My roles | My settings | Privacy settings

Save | Discard changes

Contact data

| | | | |
|--------------|--|-----------------|--|
| User ID*: | acceptance-oerlikon-cpm-sdu | Mobile phone: | <input type="text" value="1"/> |
| First name*: | <input type="text" value="Sonja"/> | Street: | <input type="text"/> |
| Last name*: | <input type="text" value="Düspohl (Acceptance Oerlikon QAS)"/> | City: | <input type="text"/> |
| Salutation*: | <input type="text" value="Ms."/> ▼ | Zip code: | <input type="text"/> |
| E-mail*: | <input type="text" value="sonja.duespohl@supplyon.com"/> | State/province: | <input type="text"/> |
| Phone*: | <input type="text" value="+49-811 99 99 7-263"/> | Country*: | <input type="text" value="Germany"/> ▼ |
| Language*: | <input type="text" value="English"/> ▼ | | |

[Change Password](#)

- The user verifies the own user accounts, changes or adds information
- Fields marked with an asterisk are mandatory fields

My SupplyOn | SupplyOn Services | Administration | Log Out

SUPPLYON

TEST SYSTEM (QAS - 2013-B): Acceptance Oerlikon OMF OBA - Düspohl (Acceptance Oerlikon QAS), Sonja

My SupplyOn > My user: My roles

My master data | My roles | My service settings | My substitutes | Privacy settings

Expand the groups for a more precise roles assignment.

Request Discard changes

| Role | Status | Description |
|---|--------------|--|
| <input checked="" type="checkbox"/> CompanyAdmin | assigned | Manage company data. For suppliers, the authorizations of the roles "BusinessD For suppliers using the Problem Solver, "ProblemSolverAdmin" is included. |
| <input checked="" type="checkbox"/> ControlPointAdmin | assigned | Creation and administration of sites in the Supply Chain Directory. Article data a |
| <input checked="" type="checkbox"/> CorporateGroupMasterDataAdmin | not assigned | Master data administration for companies within a group. |

Contract and Invoice (not assigned)

Logistics and Finances (partially assigned)

Management Cockpit (not assigned)

Sourcing and Engineering (not assigned)

User Management (partially assigned)

Request Discard changes

- To request a new role a flag needs to be set and the button “Request” needs to be clicked
- The administrator will assign you a new role

Administration – My User Account

My service settings – Logistics & Finance (Auto)

here.' A mouse cursor is pointing at the link."/>

- The Logistics & Finance (Auto) tab is only used by the administrator; users can be deactivated/activated on a control point and e-mail notification settings performed
- The relevant process is described in the 'User Management' and 'Control Point Setup'

My User Account

My substitutes

- For Document Management the main user defines substitutes, who are going to take responsibility during the main user's absence
- With the 'Add substitutes' button the user adds users who have already got an user account. Substitutes can be created for a period or permanently.
- This functionality is not available for Logistics & Finances

My User Account

Privacy settings

My SupplyOn | SupplyOn Services | Administration | Log Out | SUPPLYON

TEST SYSTEM (QAS - 2013-B): Acceptance Oerlikon OMF OBA - Düspohl (Acceptance Oerlikon QAS), Sonja

My SupplyOn > My user: Privacy settings

My master data | My roles | My service settings | My substitutes | Privacy settings

Save | Discard changes

The protection of your personal data and compliance with the statutory requirements on data protection are matters of great importance for SupplyOn. Therefore, we seek your permission to specify, and keep a record of this information. The notifications which you, as a user of SupplyOn Services, receive per e-mail when messages are waiting for you in the system are not sent without your permission. Your permission can be revoked by changing the entries below.

| | | |
|--|--|------------------------|
| <input type="radio"/> Subscribe to Newsletter | <input checked="" type="radio"/> No subscription to newsletter | (Updated Apr 30, 2015) |
| <input type="radio"/> Receive invitations to surveys | <input checked="" type="radio"/> Do not receive invitations to surveys | (Updated Apr 30, 2015) |

Save | Discard changes

- The user has got the option to subscribe to a newsletter and/or receive invitations to surveys
- By selecting the relevant checkbox this service is either activated or deactivated

User Administration – Support

Support

SupplyOn assists you in using its solutions:

User hotline – available 24/7

- SupplyOn provides its users with a hotline in eight different languages (German, English, French, Spanish, Italian, Portuguese, Korean and Chinese).
- The hotline is available 24/7 and assists you quick and competent, if you have any questions concerning SupplyOn.
- **Telephone (free of charge)**
 - from Germany: 0800.78 77 59 66
 - from USA/Canada: 1.866.78 77 59 66
 - from Mexico: 01800.123 32 31
 - from China (North): 10800.7490127
 - from China (South): 10800.4900114
 - from any other country: +800.78 77 59 66
- **E-mail:**
Customer-Support@SupplyOn.com
- **Online Help:**
SupplyOn provides you with a comprehensive online help, available for all functionalities and for all screens the supplier is currently working in