

SLM-SELL Side_102.0_Creation of an Initial Administrator Account

Once Lear Supplier Approver /Approving Committee of Buyers reviews the newly registered Supplier based on the Self-Registration Form & Questionnaire, they will Accept or Reject the supplier.

Once a supplier is approved, it will be accepted by Purchasing as Potential Supplier.

If the supplier registration is rejected:

If the Supplier Registration is rejected by the responsible Buyer, Supplier will be also informed by email.

Supplier Registration is approved:

You will be informed about the approval of your supplier registration by email

You will also be receiving your access credentials to the User Registration as the Administrator for your company and all users.

For security reasons you will receive your User Name and your Password in two separate emails.

- First Email – Temporary User Name
- Second Email – Temporary Password

In addition, you will be asked to complete your User Registration, as well as to accept the Lear data privacy statement.

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First Email: Temporary User ID for Administrator

Example email from Lear:

Dear Ram Inc,

We are pleased to welcome you as supplier Ram Inc.

The user ID J92ZJDCBQ93K has been generated for you.

Please click the following URL to log on to the system with this USER ID

within the next 31 days:

http://lear-srod151.lear.com:8000/sap/bc/bsp/srsmc/ros_ext_2?sap-client=100&sap-user=J92ZJDCBQ93K

You can then create an Administrator USER ID. With this ID you have

access to all supplier functions and to the user administration.

Best regards,

Lear Supplier Registration Team



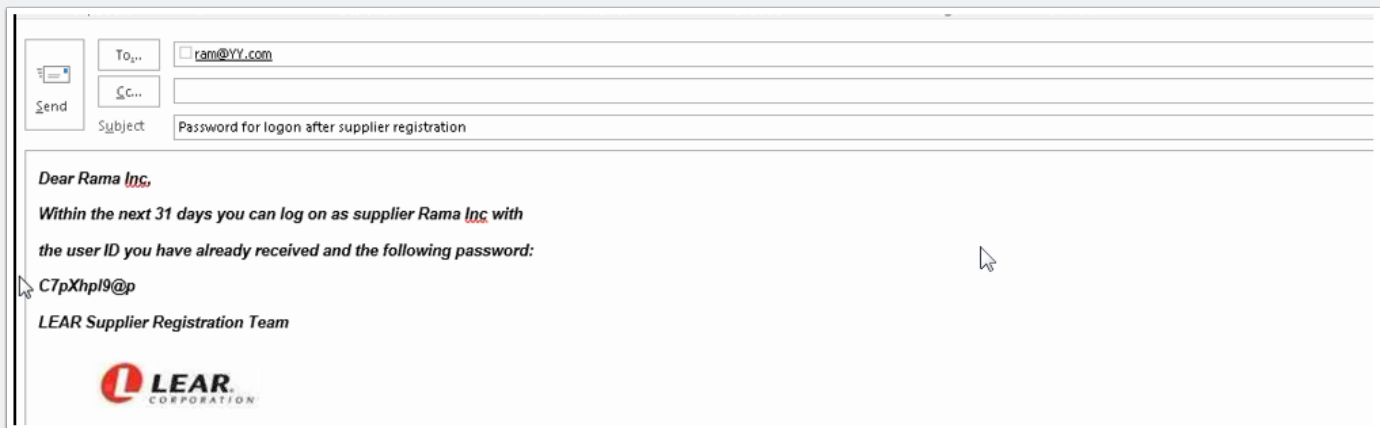
You will receive your password for registration in a separate e-mail.

NOTE: please check your "SPAM" folder if you do not receive....

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Second Email: Temporary Password for Administrator

Example email from Lear:



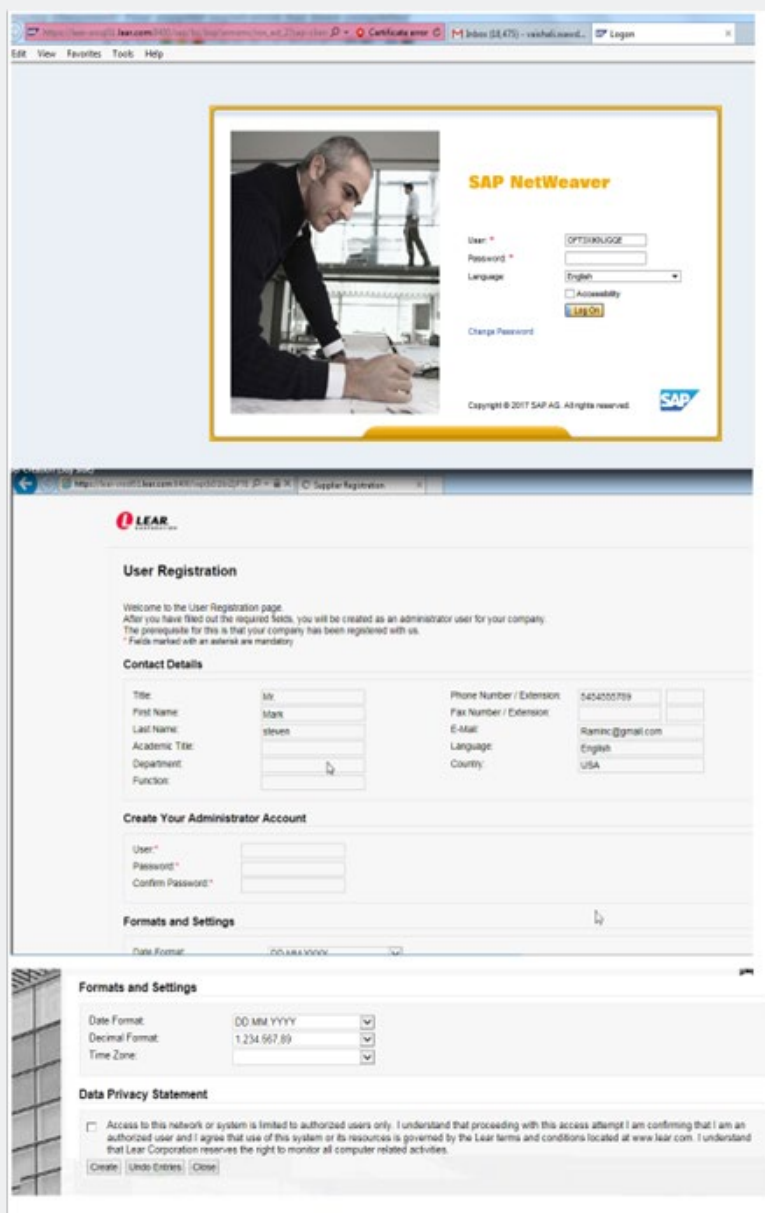
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Creation of an Initial Administrator account:

The link in the first e-mail will guide you to the creation of the Administrator account with a preliminary User ID for which you need the initial Password from the second e-mail.

Then you can create your Administrator account with your own “unique” User Name and Password.



The image shows two screenshots of a web browser. The top screenshot displays the SAP NetWeaver login page with a login form containing fields for User, Password, and Language, along with an 'Log On' button. The bottom screenshot shows the 'User Registration' page, which includes a 'Contact Details' section with fields for Title, First Name, Last Name, Academic Title, Department, Function, Phone Number, Fax Number, E-Mail, Language, and Country. Below this is the 'Create Your Administrator Account' section with fields for User, Password, and Confirm Password. At the bottom, there is a 'Formats and Settings' section with dropdown menus for Date Format, Decimal Format, and Time Zone, and a 'Data Privacy Statement' section with a checkbox and a 'Create' button.

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Click "Create"

Once all user information has been completed, click on Create button to create Initial Administrator account

