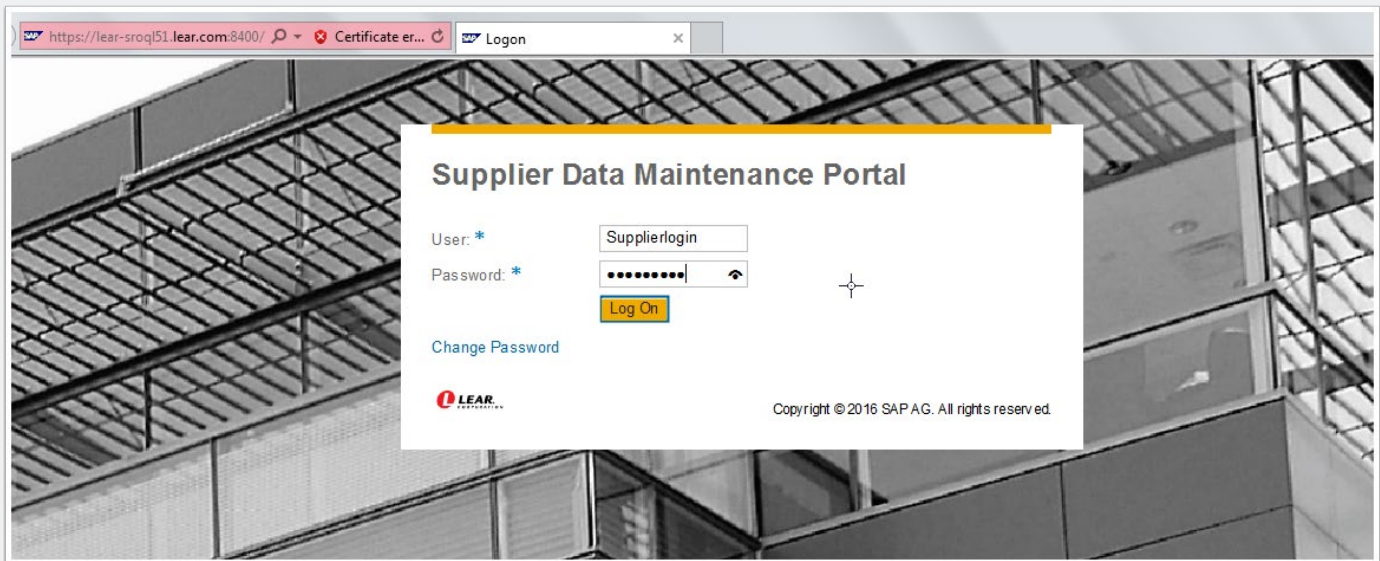


SLM-SELL Side_104.0_Potential Supplier Change Data

Log on to SLM SELL Side

Log in as Supplier with the SELL Side URL

<https://slm.lear.com>



Employee

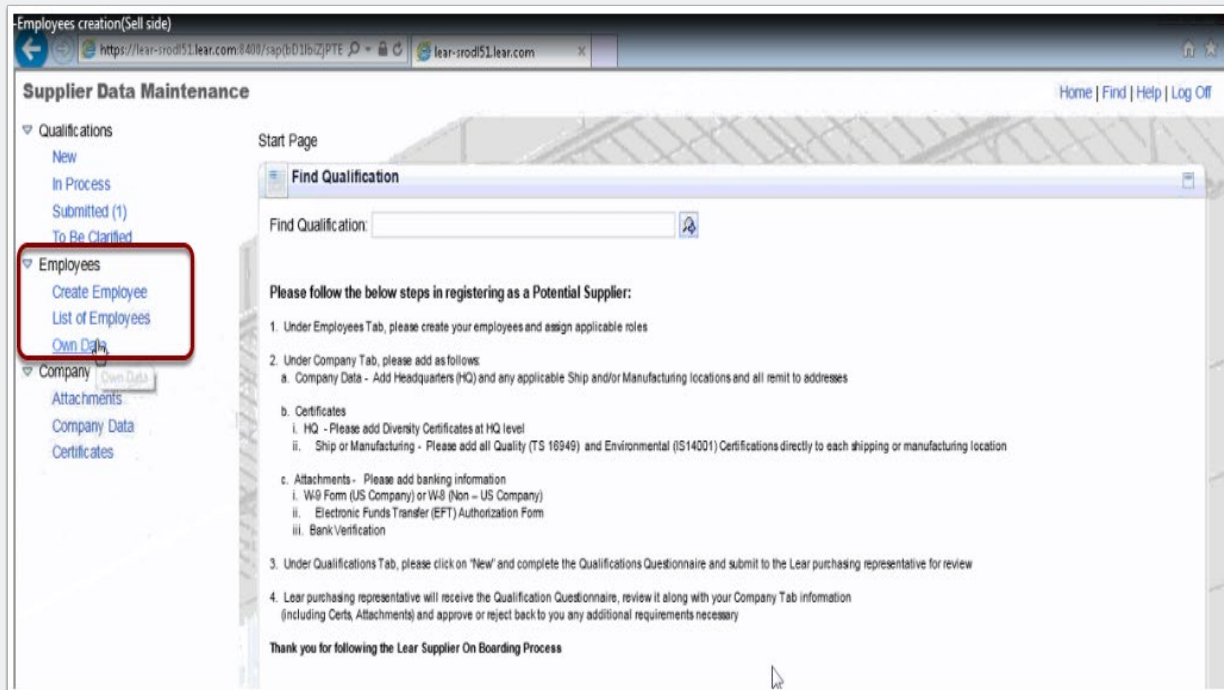
After logging in, you will be directed to the page below .

On the left side there is a navigation panel for all relevant functions you may need as a Supplier.

SLM-SELL Side_104.0_Potential Supplier Change Data

Functions:

- **Create Employee** : As an administrator you can create new employees in your company to access <https://slm.lear.com>.
- **List of Employees** : This list is the overview of all maintained employees in your company and their access rights / roles for this portal. Here you have the possibility to briefly Create/Delete users for this portal.
- By clicking on an entry of a listed employee you can maintain/change their data, role, and system's notifications on your own. You can also name another employee as Administrator if needed.
- **Own Data**: You can change your own data and maintain your account details here.



SLM-SELL Side_104.0_Potential Supplier Change Data

EMPLOYEES: CREATE EMPLOYEE

First you have to fill out the contact details for the new employee and click on "Create".

Supplier Data Maintenance Home | Find | Help | Log Off

Start Page > Create Employee
Create

Messages

Information: User creation only possible for existing and accepted contact persons

Contact Details

Title:* Mr. [v]
Academic Title: [v]
First Name:* Ross
Last Name:* Tony
Function: [v]
Department: [v]
Language:* English [v]
E-Mail:* Ross@gmail.com [x]
Country:* / Phone Number:* / Extension: [v] [v] [v]
Country: / Fax Number: / Extension: [v] [v] [v]

Data Privacy Statement

Yes, I have read the data privacy statement and accept the terms.

Certificates

Academic Title: [v]
First Name:* Ross
Last Name:* Tony
Function: [v]
Department: [v]
Language:* English [v]
E-Mail:* Ross@gmail.com
Country:* / Phone Number:* / Extension: USA [v] 6666887 [v]
Country: / Fax Number: / Extension: [v] [v] [v]

User Details

User: [v]
Password: [v]
Confirm Password: [v]
Date Format: DD.MM.YYYY [v]
Decimal Format: 1.234.567.89 [v]
Time Zone: [v]

Roles

Role Name
<input type="checkbox"/> Employee Administrator
<input type="checkbox"/> Qualification Expert
<input type="checkbox"/> Supplier Master Data Manager

Notifications

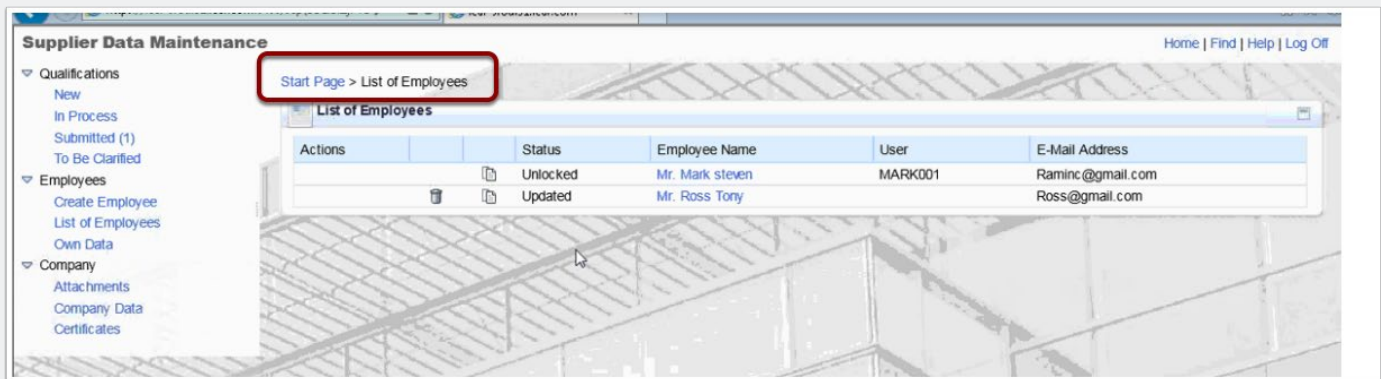
<input type="checkbox"/> E-Mail Notification
<input type="checkbox"/> Notification About Qualification Request

SLM-SELL Side_104.0_Potential Supplier Change Data

EMPLOYEES: LIST OF EMPLOYEES

All the maintained employees in your company with their status, names, user account name and related e-mail addresses are listed here.

Employee is now ready to work in slm.lear.com portal according to their maintained roles

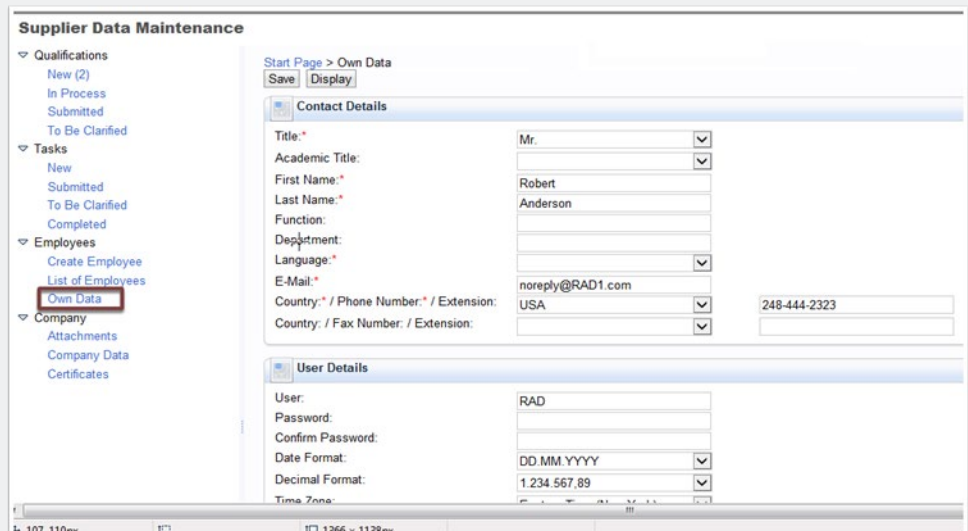


EMPLOYEES: OWN DATA

With this function the user has the possibility to maintain his/her own data. This data is the same as entered.(e. g.during the registration process.)

Available Roles:

- Supplier Master Data Manager; this person is responsible for the company's master data, uploading certificates and attachments.
- Employee Administrator; this person is responsible for the user management of your company's users



SLM-SELL Side_104.0_Potential Supplier Change Data

Log Off from SELL Side

Click on "Log Off" to log off from the system.

