

SLM-SELL Side_107.0_Existing Supplier Change Data

This function is used for making changes to existing supplier information. After logging into the system, you will be directed to the page shown below. On the left side there is a navigation panel for all relevant functions you may need as a supplier.

Key Note

- If Existing Supplier is in approval routing process then Supplier **cannot** edit information (New address add or Employee maintenance).

The following error messages show on screen:

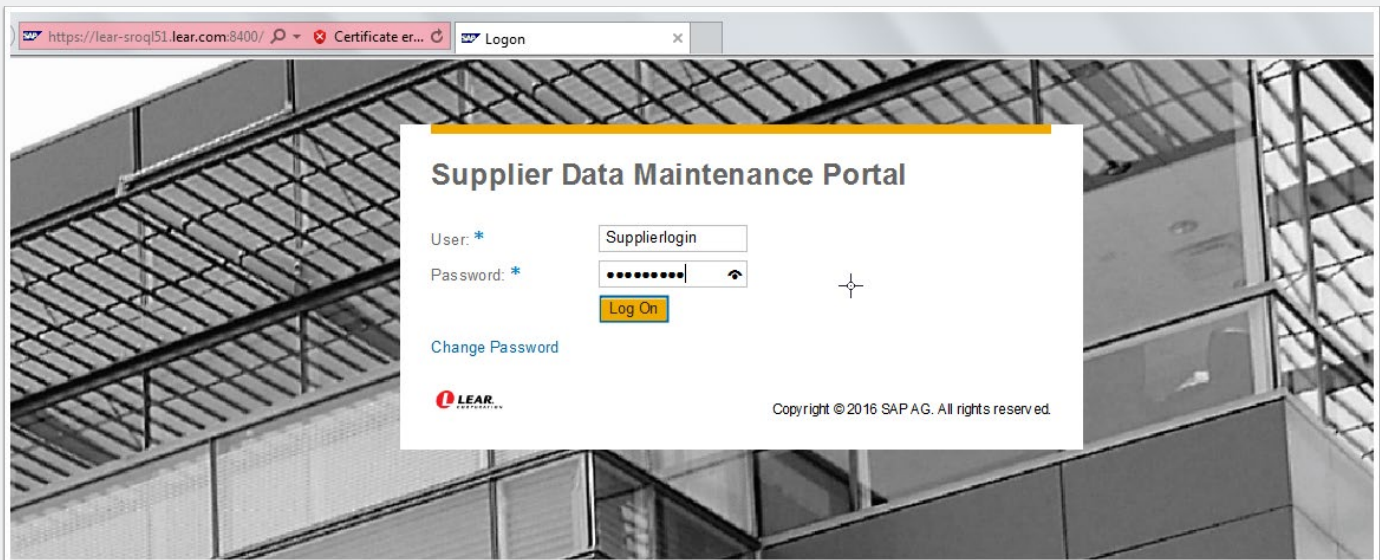
- If Click on Company Data:
 - Information: Changes are in approval; editing is currently not possible
 - Information: Workflow Approval is In Progress
- If Click on Create Employee-->"Create" Button disabled
 - Information: Workflow Approval is In Progress
- If Click List of Employee-->Click on Employee Name to open Employee details -->"Edit" Button disabled
 - Information: Workflow Approval is In Progress
- If Click on Own Data.-->"SAVE" Button disabled
 - Information: Workflow Approval is In Progress

SLM-SELL Side_107.0_Existing Supplier Change Data

Log on to SLM SELL Side

Log in as Supplier with the SLM SELL Side URL.

<https://slm.lear.com>



Employee

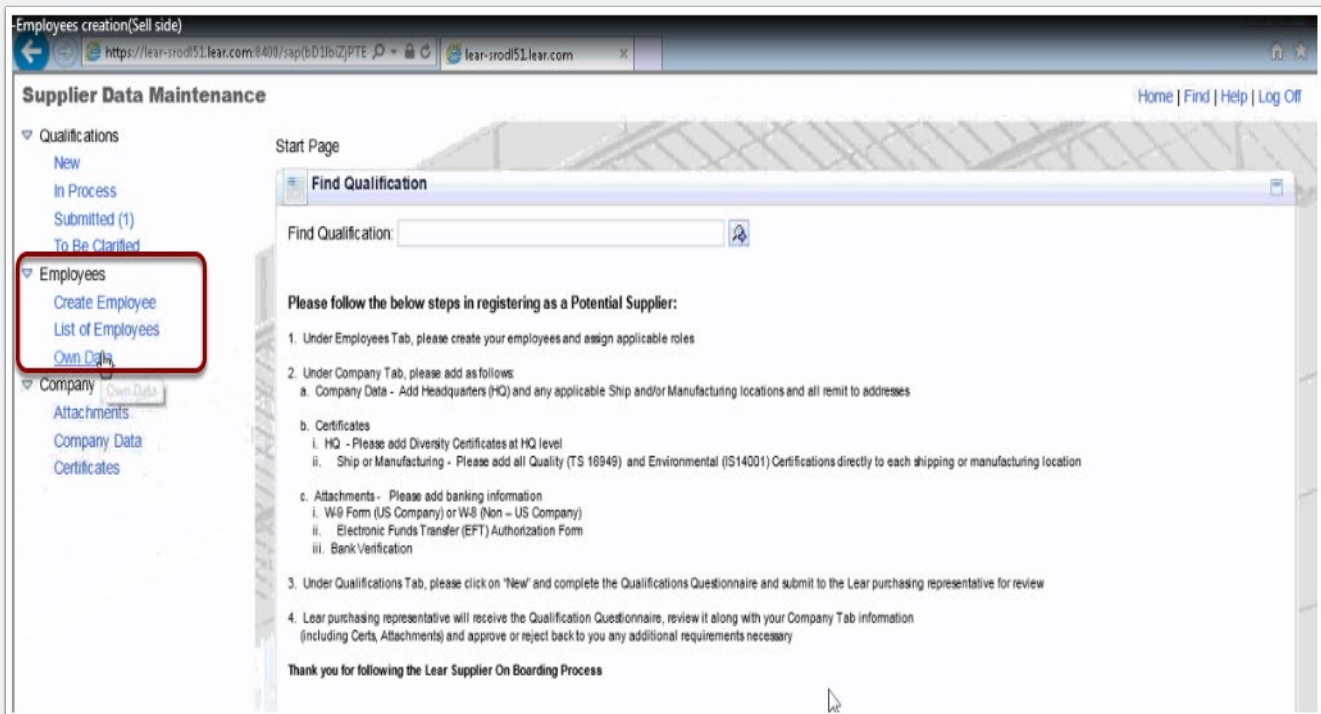
After logging in, you will be directed to the page shown below. On the left side there is a navigation panel for all relevant functions you may need as a Supplier.

Note: No workflow is required to Create, Change or Delete Contact Details

SLM-SELL Side_107.0_Existing 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_107.0_Existing Supplier Change Data

EMPLOYEES: CREATE EMPLOYEE

First you have to fill out the contact partner details of 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.

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_107.0_Existing 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 working slm.lear.com portal according to their maintained roles.

Actions	Status	Employee Name	User	E-Mail Address
	Unlocked	Mr. Mark steven	MARK001	Raminc@gmail.com
	Updated	Mr. Ross Tony		Ross@gmail.com

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_107.0_Existing Supplier Change Data

Supplier Data Maintenance Home | Find | Help | Log Off

Start Page > Own Data
Save | Display

Contact Details

Title: Mr.
Academic Title:
First Name: Robert
Last Name: Anderson
Function:
Department:
Language:
E-Mail: noreply@RAD1.com
Country: USA Phone Number: 248-444-2323
Country: Fax Number:

Switch to display mode to upload an employee picture.

User Details

User: RAD
Password:
Confirm Password:
Date Format: DD.MM.YYYY
Decimal Format: 1,234,567,89
Time Zone: Eastern Time (New York)

Roles

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

Supplier Data Maintenance Hon

Start Page > Own Data
Save | Display

Contact Details

Title: Mr.
Academic Title:
First Name: Steve
Last Name: Parker
Function: 444444.00000000
Department:
Language: English
E-Mail: sunitonline@gmail.com
Country: India Phone Number: 3434857348
Country: Fax Number: 34234

Switch to display mode to upload an employee picture.

User Details

User: SUNIT123
Password:
Confirm Password:
Date Format: YYYY-MM-DD
Decimal Format: 1,234,567,89
Time Zone:

Roles

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

Notifications

Your Picture Here

Click SAVE

NOTE: "Qualification Expert" Role is not used.

SLM-SELL Side_107.0_Existing Supplier Change Data

COMPANY: COMPANY DATA

Note: Before adding New address, supplier must submit all required attachments for the New shipping address in the "Attachments" tab..

The folder "Company Data" is available to maintain your central data like address, etc.

Note: Supplier cannot Update / Delete existing location address. Please contact your Lear Buyer to make the required changes.

As this is a promoted Supplier, it is required to follow Lear approval workflow to add new location data. User must "Maintain Workflow Route", so it will route to Lear approvers.

To Add a new location address, follow these steps:

- Click on Company Data
- Click on "Edit" Button
- Click on "Add" Button
- Enter all required information for new location address-->Click on "Update" Button.

Note: Repeat above process for each address add.

- Click on "Maintain Workflow Route". Enter the details as needed.
- Region: Select the Region from the dropdown arrow. This field is required.
- Buyer Email: Lear Buyer Email ID (To route approval request directly to specific buyer).
- Click on OK.
- Click on "SAVE" Button.

USE CAUTION: Once "SAVE" button is clicked, workflow is triggered, and no additional changes are possible.

If no error, successful message is displayed on screen.

SLM-SELL Side_107.0_Existing Supplier Change Data

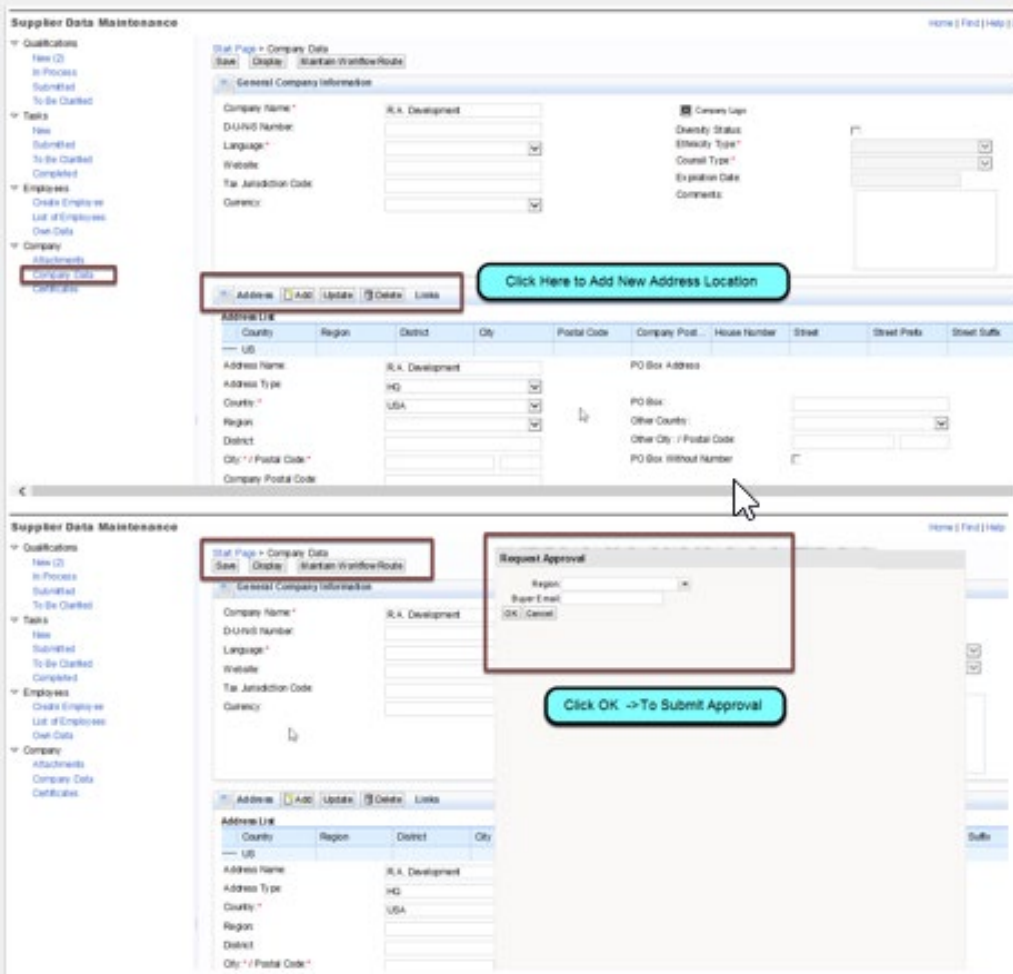
Error: Information: "Changes are in approval; editing is currently not possible"

If an error is displayed, then click on respective row of Address listed, make correction in record.

- Click on "Update" Button.
- Click on "Maintain Workflow Route". Click on OK.
- Click on "SAVE" Button.
- Repeat this process until all records are error free.

Note: Please make sure you are selecting proper record for update and Click on "UPDATE" button after each record data change.

The system returns to "Supplier Data Maintenance" screen.



SLM-SELL Side_107.0_Existing Supplier Change Data

Log Off from SELL Side system

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

