

SLM-Sell Side_110.0_Supplier Self- Service Password Reset Utility

Supplier Self-service password reset is an SAP SLM Lear feature that enables Supplier contact person to reset their passwords without needing to contact Supplier Administrator.

Key Note

- Contact persons who previously logged into SAP SLM (slm.lear.com) can use Supplier Self-service password reset.
- Supplier Self-service password reset utility is not applicable for users who have not logged in previously.
- Contact person must know their User ID and Email Address to use this utility.
- A temporary password will be sent to the email address of Contact person.

Successful Password Reset

Supplier Contact person can use following step by step process to reset password for their own User ID.

- Open up a browser: <https://slm.lear.com>.
- Click on the '**Reset / Unlock Password**' link.
- New "**Unlock/Reset Password**" screen open to enter values for User ID and Email Address.
- Enter values in field: **User ID, Email Address**.
- Click on "**Send me a New Password**" to get New password.
- "**Password Reset Successfully**" display message on screen and a temporary password will be sent to the email address of Contact person.

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Supplier Data Maintenance Portal

User: *

Password: *

[Change Password](#) [Reset / Unlock Password](#)

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If you have forgotten your password and want to reset it, click on the 'Reset / Unlock Password' link.

Unlock/Reset Password

Please provide your User ID/Email. A temporary password will be sent to the address.

User ID: * Enter values in field: User ID, Email Address.

Email Address: *

Used to close current tab and cancel the reset request.

Click to "Send me a New Password" to get New password.

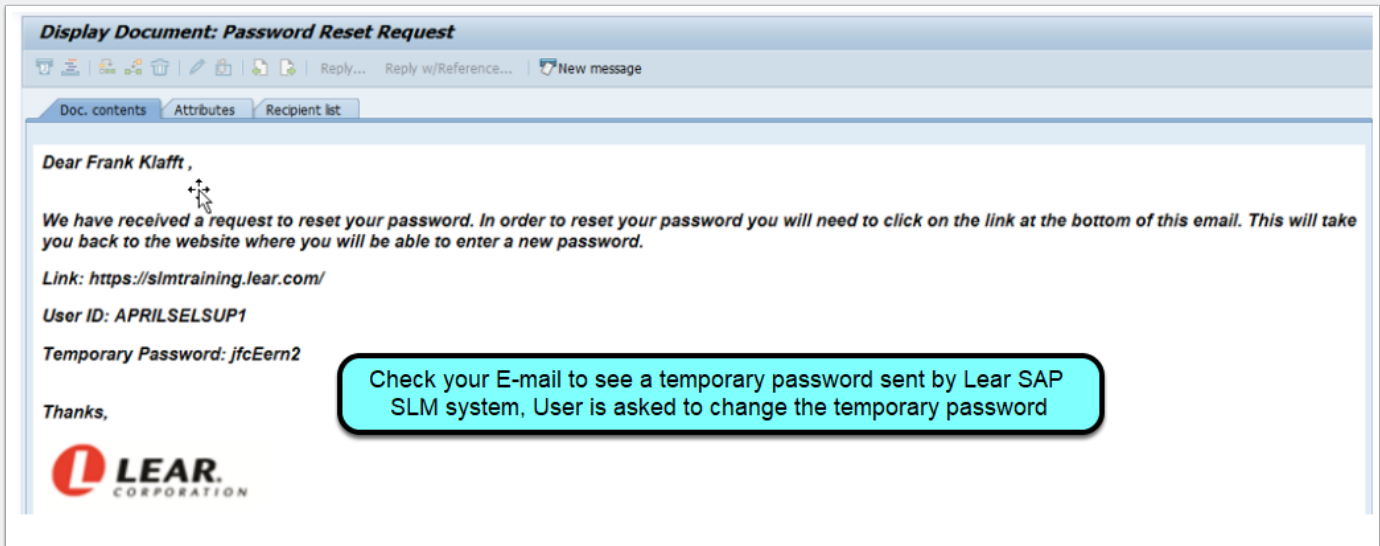
Unlock/Reset Password

Password Reset Successfully

Used to close current tab.

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Successful Password Reset: A temporary password will be sent to the email address of contact person



Unsuccessful Password Reset

Supplier Self Service Password Reset utility has been developed as an add-on for users to reset their own passwords without the intervention of Lear Supplier Administrator.

User cannot reset password in following case:

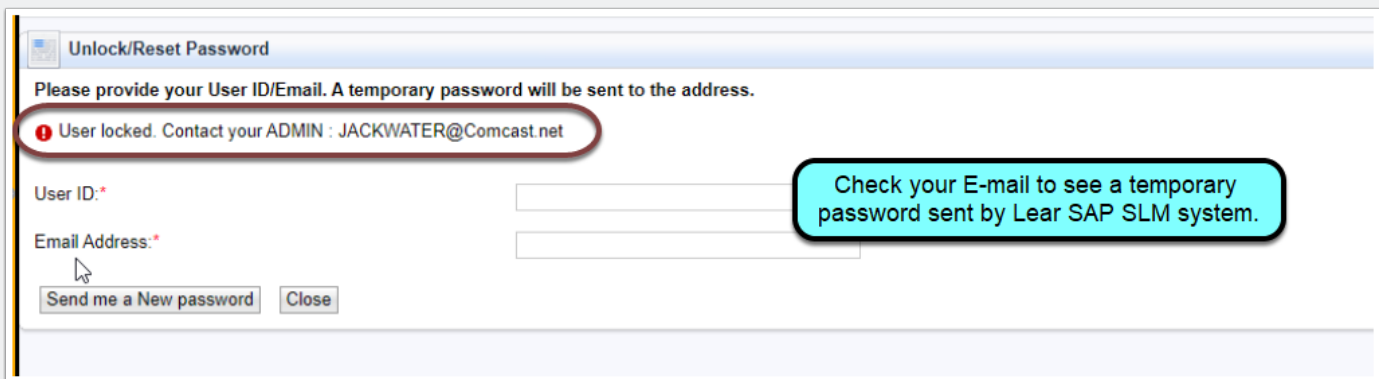
- User should not be able to reset the password if User ID is locked or contact person has been deleted in system by Lear or Supplier Administrator.
- While resetting password If wrong value of User ID or Email ID entered on screen.

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Case 1: If User ID locked or contact person is deleted in system by Lear or Supplier Administrator:

There are many cases where Lear SLM Administrator or Supplier Administrator locked users or deleted contact persons. (i.e.contact person left organization or moved to a different role.)

This utility restricts such supplier users to reset their password. If such user wants to access Lear SLM system, then they need to contact their own Supplier Administrator.



The screenshot shows a web browser window titled "Unlock/Reset Password". The main heading reads "Please provide your User ID/Email. A temporary password will be sent to the address." Below this, a red error message is displayed: "User locked. Contact your ADMIN : JACKWATER@Comcast.net". To the right of the form, a blue callout box contains the text: "Check your E-mail to see a temporary password sent by Lear SAP SLM system." The form includes two input fields: "User ID:*" and "Email Address:*". At the bottom of the form, there are two buttons: "Send me a New password" and "Close".

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Case 2: If the wrong value of User ID or Email ID is entered on screen:

User needs to enter proper values of User ID and Email ID on screen to validate. If user fails to enter proper values then they will need to contact Lear Supplier Administrator by Email at supplieraccess@lear.com.

Unlock/Reset Password

Please provide your User ID/Email. A temporary password will be sent to the address.

User ID:*

Email Address:*

Unlock/Reset Password

Please provide your User ID/Email. A temporary password will be sent to the address.

! Your credentials cannot be validated. Please email supplieraccess@lear.com for account reset.

User ID:*

Email Address:*

If user fails to remember values then contact Lear Supplier Administrator by email at supplieraccess@lear.com.