



SAP SRM (SLM) PORTAL

Post-Launch Supplier Overview

SAP SRM – Basic Information - Supplier

- Effective October 2, 2017, Lear launched SAP SRM. This operating system will be used by all production suppliers to Lear.
- SAP SRM Supplier Portal will be known as “SLM” Supplier Lifecycle Management
- At the start, certain applications within the existing eSRM system will migrate to SAP SRM (SLM), while others will remain within the current SRM operating system:
 - Only **Supplier Management & Contract Management** move to SAP SRM w/Partial Launch <https://slm.lear.com>
 - **Change Management** will remain as it exists today in eSRM (PRF, SQS, SRS, SQT, PO, Eserve) <https://access2.lear.com>

SAP SRM – Basic Information - Supplier

- With the launch of SAP Supplier Lifecycle Management (SLM), Lear has addressed a business need for a full-fledged supplier management application.
- With SAP SLM the following business processes are covered by Lear
 - Supplier Registration (potential suppliers)
 - Supplier Qualification (potential suppliers)
 - Supplier Portfolio Management (existing suppliers)
- **Supplier Portfolio Management provides:**
 - Advanced Supplier Data Management
 - Supplier data can be stored under different sections
 - Existing ADMIN users will be migrated to SLM – Supplier Lifecycle Management
- Suppliers do self-service data maintenance, which is routed through approval workflow and gets synchronized in Lear’s system upon approval.

SLM v. eSRM

- The following applications will be maintained within SAP SRM portal – <https://slm.lear.com>
 - Supplier Administrator Registration for Self
 - And also for users who will maintain supplier data management records
 - Company Data Management – changes to shipping and/or payment address, etc.
 - Upload of certificates (quality, environmental, diversity, etc.)
 - Upload of other attachments/documents required by Lear

THE CREDENTIALS ARE UNIQUE FOR EACH PORTAL

SAP SRM (SLM) - slm.lear.com

eSRM - access2.lear.com

SLM v. eSRM

- User ID and Passwords for the following applications will continue to be maintained within the existing eSRM portal – <https://access2.lear.com>
- Supplier ADMIN User Enrollment is required for all users who access eSRM applications:
 - PROFILE / APQP
 - SQS – Supplier Quote Sheet
 - SQTS – Supplier Quality Tracking System
 - SRS – Supplier Rating System
 - eSERVE – review of invoices, payments

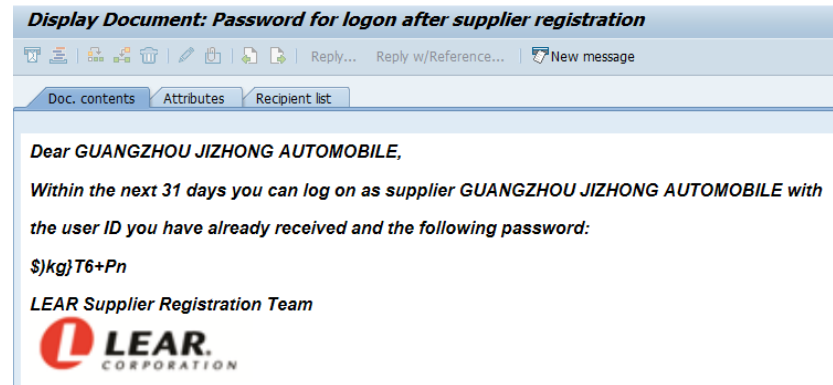
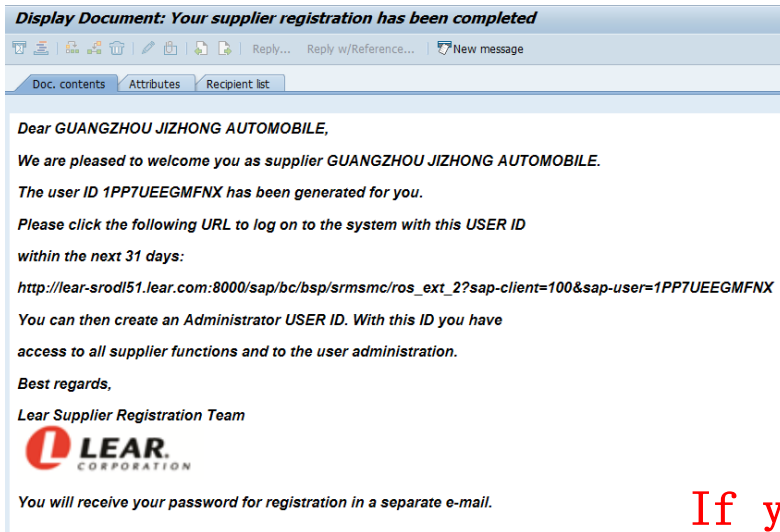
THE CREDENTIALS ARE UNIQUE FOR EACH PORTAL

SAP SRM (SLM) - slm.lear.com

eSRM - access2.lear.com

Access and Log In – SLM – Migrated Suppliers

- System generated emails were sent to all enrolled ADMINISTRATORS when users were migrated to SLM
 - Email #1 contained SAP SRM temporary ID
 - Email #2 contained SAP SRM temporary Password



If your Supplier Administrator did NOT receive the emails, please notify us via supplieraccess@lear.com

Access and Log In – SLM - Migrated Suppliers

- Open email #1, clicks on link. Logon screen appears with system generated USER ID already populated
- Open email #2 which contains system generated PASSWORD
- Copy and paste PASSWORD into PASSWORD field on Logon screen

Notes:

- *Do NOT change language must be English*
- *Do NOT check "Accessibility" box*



SAP NetWeaver

User: * 1PP7UEEGMFNX

Password: *

Language: English

Accessibility

Log On

[Change Password](#)

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SLM – USER ID / PASSWORD

Initial Log in Screens

**** PLEASE FOLLOW THEM IN ORDER ****

1. You will receive a system generated email from Lear (please add slm.lear.com as a safe site on your computer).
2. Email will contain your temporary USER ID and temporary PASSWORD and a link to enter the SLM Portal.
3. The screen you are presented with looks like this:



4. Enter your temporary USER ID and temporary PASSWORD provided in the email and "log on"
5. The screen you are presented with looks like this:

The image shows a screenshot of the SAP NetWeaver user registration and settings screen. The form is divided into several sections:

- Personal Information:** First Name, Last Name (stevn), Academic Title, Department, Function, Fax Number / Extension, E-Mail (Raminc@gmail.com), Language (English), Country (USA).
- Create Your Administrator Account:** User* (Mark001), Password* (masked with dots), Confirm Password* (masked with dots). There are three status indicators: a green square, a green circle, and a red circle.
- Formats and Settings:** Date Format (DD MM YYYY), Decimal Format (1,234,567.99), Time Zone.
- Data Privacy Statement:** A checkbox and text stating: "Access to this network or system is limited to authorized users only. I understand that by proceeding with this access attempt I am confirming that I am an authorized user and I agree that use of this system or its resources is governed by the policies set forth in the Information Security Practices Manual. I understand that the corporation reserves the right to monitor all computer related activities."

SLM – USER ID / PASSWORD

Initial Log in Screens

6. Update your information and create your NEW UNIQUE USER ID and NEW UNIQUE PASSWORD
7. Select “Create” and log out of this browser session.
8. Open a NEW browser window and type in <https://slm.lear.com>
9. You will be presented with this screen:



10. Enter the NEW USER ID and PASSWORD that you just created and select “Log On”
11. This completes the process. At this point, you are logged into the SAP SRM (SLM) Portal and can review the information Lear has on record for your company.

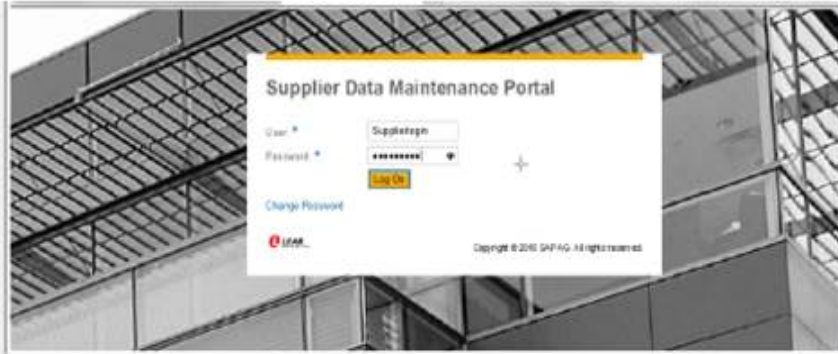
SLM – USER ID / PASSWORD

Unique Account Created

Since you were able to successfully change your system generated USER ID and PASSWORD into your own UNIQUE USER ID and PASSWORD, you will need to take the following steps to re-gain access to the portal.

**** PLEASE FOLLOW THEM IN ORDER ****

1. You will receive a system generated email from Lear (please add slm.lear.com as a safe site on your computer).
2. Email will contain your USER ID (that you created) and temporary PASSWORD and a link to enter the SLM Portal.
3. Open a NEW browser window and type in <https://slm.lear.com>
4. You will be presented with this screen:



5. Enter the NEW USER ID and PASSWORD that you just created and select “Log On”
6. This completes the process. At this point, you are logged into the SAP SRM (SLM) Portal and can review the information Lear has on record for your company.

Administrator – SLM Data Maintenance

- At this point, the ADMIN will have new credentials for SLM Portal and will be ready to verify migrated data:
 - Company data
 - HQ
 - Shipping addresses
 - Payment addresses
 - Certificates
 - Required certifications are on file
 - Upload if missing/expired:
 - IATF 16949:2016 (ISO 9001)
 - ISO 14001 or Environmental Policy Statement
 - Diverse Supplier (N. America only)

Administrator – SLM Data Maintenance

Employees

Supplier Registered Contacts:

- Users who can do Data Management
- Users who may respond to Qualification

Supplier Data Maintenance

Start Page > List of Employees

| Actions | Status | Employee Name | User | E-Mail Address |
|---------|----------|-------------------------|--------|--------------------------|
| | Unlocked | Ms. GEMMA-nag MULLENDER | SUPER1 | naggemma@superstar.co.uk |

Supplier Data Maintenance

Start Page > Own Data

Save Display Maintain Workflow Route

Contact Details

Title: * Ms.

Academic Title: Bachelor of Arts

First Name: * M aria

Last Name: * Sistu

Function: President

Department:

Language: *

E-Mail: * msistu@lear.com

Country: * / Phone Number: * / E extension: Mexico +526566881100

Country: / Fax Number: / Extension:

Your Picture Here

User Details

User: M SISTU

Password:

Confirm Password:

Date Format: DD MM YYYY

Decimal Format: 1,234,567.89

Time Zone: Mountain Time (Denver)

Note:

- Do NOT change language must be English

Administrator – SLM - Data Maintenance Employees

- Administrator will:
 - Update ADMIN data, Create Employee, Update Employee
- Once updates have been made, Workflow Approval Route is required for changes – Lear buyer email required

The screenshot displays the 'Supplier Data Maintenance' interface. On the left, a navigation menu includes 'Qualifications', 'Tasks', 'Employees', and 'Company'. The 'Company' section is highlighted with a red box. The main area shows the 'Create Employee' form with fields for 'Contact Details' and 'Data Privacy Statement'. A 'Request Approval' dialog box is overlaid on the form, containing the following information:

- Select Product Type (SSC) you request
- Product Type (SSC): CHEMICALS - ADDITIVE S/SPECIALTY
- Region: Seating North America
- Company Code: Seating
- Buyer E mail: buyer@lear.com

The dialog box has 'OK' and 'Cancel' buttons. A red box highlights the dialog box. To the right of the dialog box, a red note reads: 'Note: Do NOT change language must be English'.

Remember: Buyer email address must be entered for Workflow Approval

Administrator – SLM Data Maintenance

Company Information

- Supplier Master Data
 - comprises key information about Suppliers, including their identification, addresses, and contacts.
- When Suppliers update their master data on the SELL side of the SAP SLM system, the changes they make are replicated to the BUY side.

Note:

- Do NOT change language must be English

Supplier Data Maintenance

Start Page > Company Data

General Company Information

Company Name: AS-Super Stars Are Us

D-U-N-S Number:

Language: English

Website:

Tax Jurisdiction Code:

Currency:

Your logo here

Diversity Status:

Ethnicity Type:

Council Type:

Expiration Date:

Comments:

Address List

| Country | Region | District | City | Postal Code | Company Postal... | House Number | Street | Street Prefix | Street Suffix |
|---------|--------|----------|-------------|-------------|-------------------|--------------|--------|---------------|---------------|
| GB | | | Super Ville | TH6 7DF | | | | | |
| DE | | | Munich | 80789 | | | | | |
| US | AL | district | Stars | 12345 | | | street | Street 2: | Street 4: |

Address Name: Super Star Nation

Address Type: HQ

Country: United Kingdom

Region:

District:

City: / Postal Code: Super Ville TH6 7DF

Company Postal Code:

House Number: / Street:

Street Suffix:

Street Prefix:

Building: / Floor:

PO Box Address

PO Box:

Other Country:

Other City: / Postal Code:

PO Box Without Number:

Communication

| Phone Number | Extension | Country | Standard Number |
|--------------|-----------|----------------|-----------------|
| 02896 | 0097099 | United Kingdom | |

No result found

E-Mail Address

Standard E-Mail Address

Administrator – SLM - Data Maintenance

Company Information

- Maintain Company Data for HQ, REMIT and shipping addresses
- Maintain Workflow Route sends changes to Lear buyer for approval (email required)

The screenshot shows the 'Supplier Data Maintenance' interface. On the left is a navigation menu with categories: Qualifications, Tasks, Employees, and Company. The 'Company' category is highlighted with a red box, containing sub-items: Attachments, Company Data, and Certificates. The main area displays 'General Company Information' for 'M ana Supplier'. A 'Request Approval' dialog box is open, highlighted with a red border, containing fields for Product Type (SSC), Region, Company Code, and Buyer Email. Below this is an 'Address List' table with one entry for Mexico, Chihuahua, Juarez. The 'Address Name' field is populated with 'M ana Supplier HQ'.

| Country | Region | District | City |
|---------|--------|----------|--------|
| MX | CHI | | Juarez |

| | |
|----------------------|-------------------|
| Address Name: | M ana Supplier HQ |
| Address Type: | HQ |
| Country: | M exico |
| Region: | Chihuahua |
| District: | |
| City: / Postal Code: | Juarez 32540 |

Note:

- *Do NOT change language must be English*

Remember: Buyer email address must be entered for Workflow Approval

Administrator – SLM Data Maintenance Attachments

- Lear supports a strategy of becoming “paperless” wherever feasible by facilitating the attachment of scanned documents thus reducing the need for multiple copies.

Supplier Data Maintenance

Start Page > Attachments

List of Attachments

Description:

File Name: Browse... Add Attachment Maintain WorkflowRoute

| Status | File Name | Description | Created By | Created On/At | File Size |
|------------------------|-------------------|-------------|-------------|---------------------|-----------|
| New (Pending Approval) | SEATING ASIA.docx | ISO cert | Maria Sistu | 05.09.2017 11:13:17 | 24 kB |
| New (Pending Approval) | Questionaries.pdf | ISO-2 cert | Maria Sistu | 05.09.2017 11:13:42 | 265 kB |

Note: 25 MB (ea.) maximum size allowed for images or PDF files

Administrator – SLM Data Maintenance Attachments

- Click on “Attachment” Tab
- Maintain Workflow Route selected for approval, enter details
- Add / Upload Attachment
- Workflow is initiated pending Buyer approval – email required

The screenshot displays the 'Supplier Data Maintenance' application. On the left, a navigation menu includes 'Qualifications', 'Tasks', 'Employees', and 'Company'. The 'Company' section is highlighted with a red box, and 'Attachments' is selected. The main area shows the 'Attachments' page with a 'List of Attachments' table and a 'Request Approval' dialog box. The dialog box is highlighted with a red circle and contains the following fields:

- Select Product Type (SSC) you request
- Product Type (SSC): BREAKIN CHARGE
- Region: Electrical Europe
- Company Code: E-Systems
- Buyer E mail: buyer@lear.com
- OK and Cancel buttons

| Status | File Name |
|------------------------|-------------------|
| New (Pending Approval) | SEATING ASIA.doc |
| New (Pending Approval) | Questionaries.pdf |

| File Size |
|-----------|
| 24 kB |
| 265 kB |

Remember: Buyer email address must be entered for Workflow Approval

Administrator – SLM Data Maintenance Certificates

Suppliers to Lear have multiple addresses. Each of these addresses have different certificate requirements.

- Environmental and Quality certificates are specific to a shipping location and MUST be uploaded for each shipping address
- Diverse Supplier certificate is specific to HQ (N. America only)

Supplier Data Maintenance

- Qualifications
 - New (2)
 - In Process
 - Submitted (7)
 - To Be Clarified (1)
- Employees
 - Create Employee
 - List of Employees
 - Own Data
- Company**
 - Attachments
 - Company Data
 - Certificates

Start Page > Certificates

| Certificate | Valid To | Expires In | Address | Status | Action |
|--|------------|------------------------------|---------|--------|--------|
| Diversity Status Certificate <small>Notes added by display only!</small> | | Optional Certificate Miss... | | | |
| Environmental Status Certificate | | Optional Certificate Miss... | | | |
| Quality Status Certificate | 22.04.2017 | Already Expired | | ● | |
| Super Quality | 22.04.2017 | Already Expired | | ● | |
| ISO | 25.03.2017 | Already Expired | | ● | |
| Distributor Certificate | | Optional Certificate Miss... | | | |
| Heat Treatment Certificate <small>Certificate for supplier -COI(Heat Treatment) certificate</small> | | Optional Certificate Miss... | | | |
| MSME Certificate – (Micro, Small & Medium Enterpri... | | Optional Certificate Miss... | | | |

Supplier Data Maintenance

- Qualifications
 - New (2)
 - In Process
 - Submitted (7)
 - To Be Clarified (1)
- Employees
 - Create Employee
 - List of Employees
 - Own Data
- Company**
 - Attachments
 - Company Data
 - Certificates

Start Page > Certificates > Certificate Details

Certificates:

Certificate Name: Super Quality Comment:

Issued By:

Valid To: 22.04.2017

Uploaded on: 07.02.2017

Certificate Files:

| File Name | File Description | MIME Type Code |
|--------------|------------------|----------------|
| IMG_1975.JPG | Amazing Cert | image/jpeg |

Administrator – SLM Data Maintenance Certificates

- Click on Certificates Tab
- Select Address Type, Name
- Enter Certificate Details
- Maintain Workflow Route selected for approval, complete details
- Upload Certificate
- Workflow is initiated for Buyer approval

The screenshot displays the 'Supplier Data Maintenance' application. On the left, a navigation menu includes 'Qualifications', 'Tasks', 'Employees', and 'Company'. The 'Company' section is highlighted with a red box, and 'Certificates' is selected. The main content area shows the 'Certificates: Environmental Status Certificate' form. A 'Request Approval' dialog box is open, highlighted with a red box, containing the following fields: 'Select Product Type (SSC) you request' (dropdown), 'Product Type (SSC): CHEMICALS - ADDITIVE S/SPECIALTY', 'Region: Seating North America', 'Company Code: Seating', and 'Buyer E mail: Buyer@lear.com'. The dialog also has 'OK' and 'Cancel' buttons.

Remember: Buyer email address must be entered for Workflow Approval

Account Management – eSRM and SLM

- As mentioned, the following applications will remain within eSRM:
 - Supplier ADMIN User Enrollment for applications
 - PROFILE / APQP
 - SQS – Supplier Quote Sheet
 - SQTS – Supplier Quality Tracking System
 - SRS – Supplier Rating System
 - eSERVE – review of invoices, payments
- The Administrator will continue to provide access to these applications for all users, reset passwords, etc.
- This means that Suppliers may have 2 accounts with 2 separate ID's and Passwords:
 - SLM <https://slm.lear.com>
 - eSRM <https://access2.lear.com>

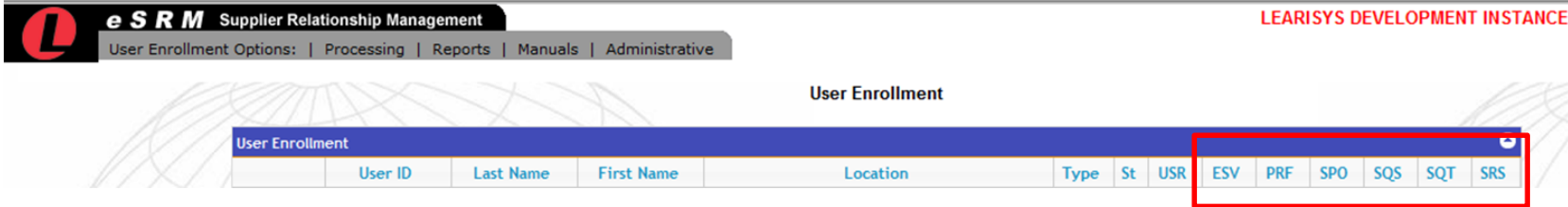
THE CREDENTIALS ARE UNIQUE FOR EACH PORTAL

SAP SRM (SLM) - slm.lear.com

eSRM - access2.lear.com

Administrator Role – Existing eSRM Account

- Administrators will continue to provide access to eSRM applications for all users under Supplier HQ Entity:



Add Contact Info

| | | |
|--------------|---|-----------------------------------|
| User ID * | <input type="text" value="XYZCONTACT2"/> | <input type="button" value="OK"/> |
| Password * | <input type="text" value="TEST01"/> <input type="text" value="TEST01"/> | |
| First Name * | <input type="text" value="CONTACT2"/> | |
| Middle Init. | <input type="text"/> | |
| Last Name * | <input type="text" value="XYZCO"/> | |
| Phone * | <input type="text" value="222-222-2222"/> | |
| Fax * | <input type="text" value="3334445555"/> | |
| Pager | <input type="text"/> | |
| Mobile | <input type="text"/> | |
| Title | <input type="text" value="DIRECTOR"/> | |
| Email * | <input type="text" value="CONTACT2@XYZ.COM"/> | |

Red * = Required Fields

Fill-out Add Contact Form. Hit Save.

Note – this does not automatically enroll a contact into any Lear applications. This step is explained on the next page.

Fill-out Add Contact Form. Hit Save.

Note – this does not automatically enroll a contact into any Lear applications. This step is explained on the next page.

**** Password: Enter a minimum of 8 characters ****
Must contain characters from these categories:

- UPPERCASE
- lowercase
- Numbers
- Cannot be the same as your USER ID
- Cannot be reused for 365 days

NOTE: Enter "+" for International Phone/FAX

Administrator Role - Existing eSRM Account

- Requirements remain as exist today:
 - Users with PRF (PROFILE) access who do not log in as required are systematically locked for all eSRM applications:

Lear policy is that a process runs every day at 7:00am and revokes access based on the supplier users last logon date. If it's been more than 90 days we revoke their access.

Once the account is revoked, it is then the supplier administrator's responsibility to reactive user accounts – by following the steps explained below, posted on eSRM (manuals tab).

- **ADMIN** inactivate/reactivate/reset user's account – unchecking ALL boxes first, then re-checking them after you reactivate and assign new password
- **USER** once admin has reset your account, clear IE history/cookies and CACHE (CNTRL F5) and having only ONE browser session open in Internet Explorer – attempt to log in.

Internet Explorer ONLY – NO Chrome, Firefox, Mozilla

Supplier Training Docs – www.lear.com



COMPANY

PRODUCTS

COMMUNITY

INVESTORS

SUPPLIERS

CAREERS

CONTACT



Supplier Tab

Under Web Guides –

- + Supplier Development
- + Supplier Diversity
- + Supplier Training
- + Supplier EDI Guides
- + Supplier ISO 14001
- + Tooling Guidelines
- + Logistics Requirements for Suppliers
- + Supplier Presentations

+ Supplier Training and Reference:

- SLM-Sell side_109.0_Supplier-Attachment Upload
- SLM-Sell side_108.0_Supplier-Certification upload
- SLM-Sell side_107.0_Supplier -change data
- SLM-Sell side_106.0_Potential -Certification upload
- SLM-Sell side_105.0_Potential -Attachment Upload
- SLM-Sell side_104.0_Potential -change data
- SLM-Sell side_103.0_Qualification Responses
- SLM-Sell side_102.0_Creation of an initial administrator account for Supplier
- SLM-Sell side_101.0_Supplier Self Registration
- Supplier Registration Questionnaire
- SAP SRM System Launch SUPPLIER Presentation



Conclusion

- Suppliers (Users) may be enrolled in both SAP SRM and eSRM applications
- Access to SLM and eSRM applications **UNIQUE CREDENTIALS FOR EACH**
 - <https://slm.lear.com>
 - <https://access2.lear.com>
- Links to both SLM and eSRM and all training material (PDF documents) will be maintained on Lear's website – www.lear.com
- Admin will continue to enroll users in both SLM and eSRM applications
 - SLM – ONLY users who maintain supplier data records
 - eSRM – users to all eSRM applications
- Administrator who does not know their login credentials:
 - Email supplieraccess@lear.com for account reset
 - Please include the SYSTEM (eSRM or SAP SRM) and PASSWORD RESET in the subject line of email