MANUAL SLC-SUPPLIER-PORTAL

KÄRCHER Supplier Management

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SLC Introduction

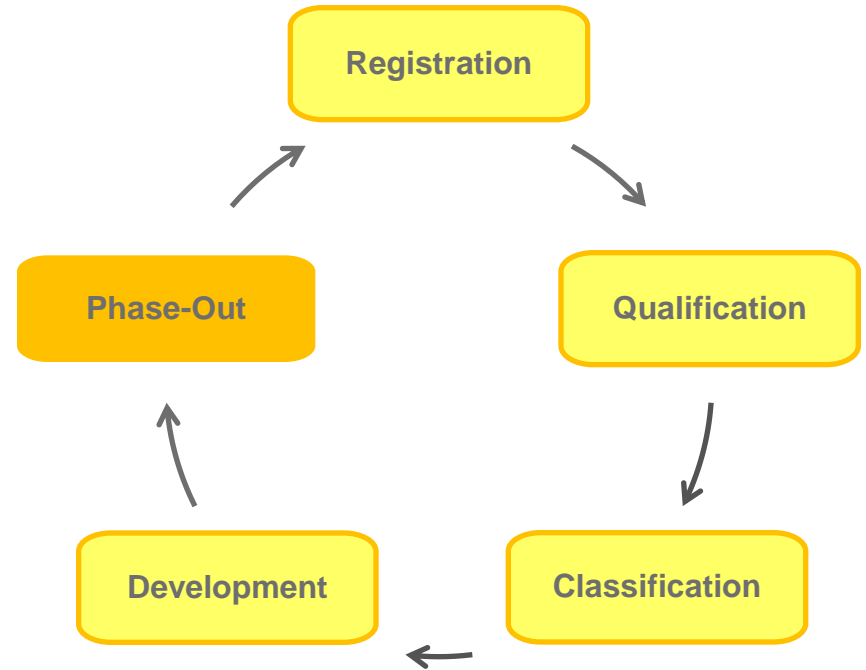Login

System's features

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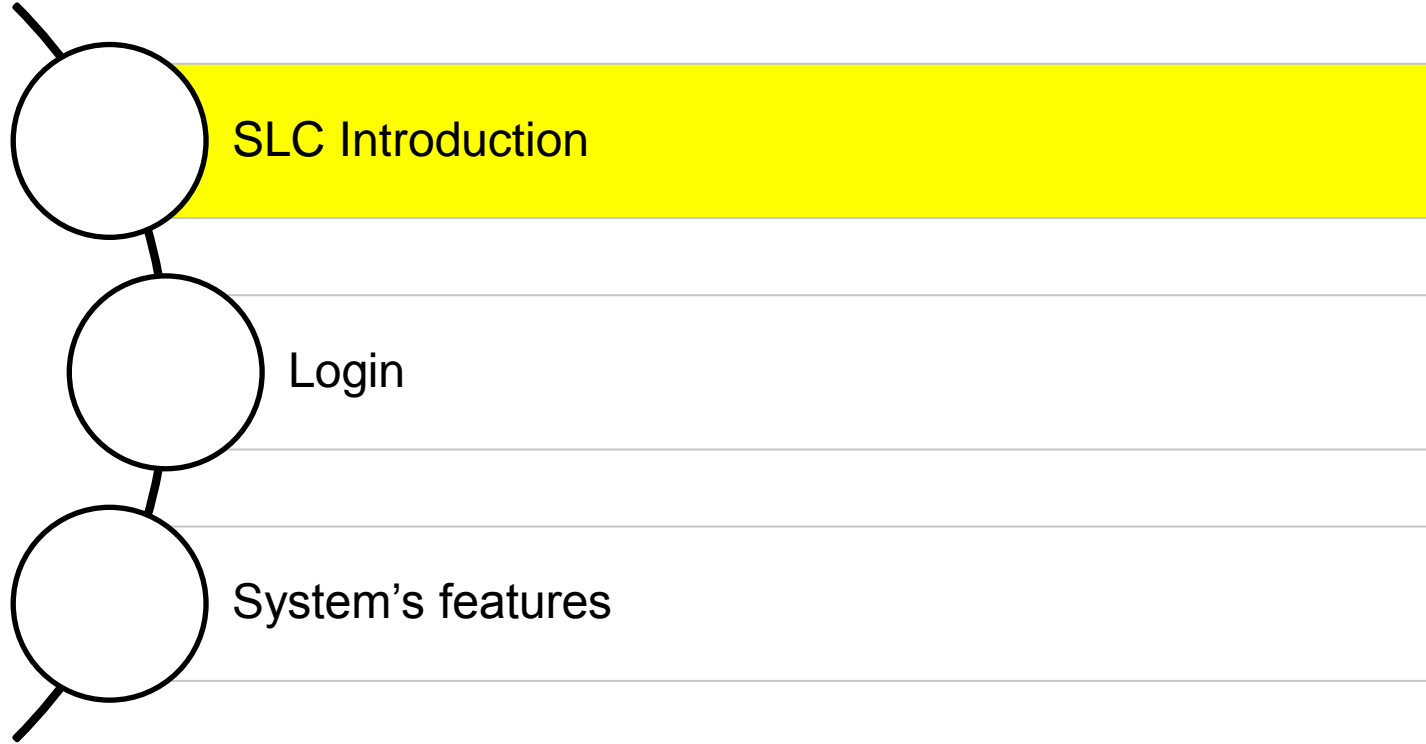
INTRODUCTION TO THE SLC

SLC (Supplier Lifecycle) is a software solution for strategic supplier management made by SAP. With this software tool the whole supplier lifecycle can be covered, starting with the supplier registration.

The SLC implementation at Kärcher covers the following functions:

- Supplier registration
- Supplier qualification
- Supplier classification
- Measures & Activities (for supplier development)
- Certificate management
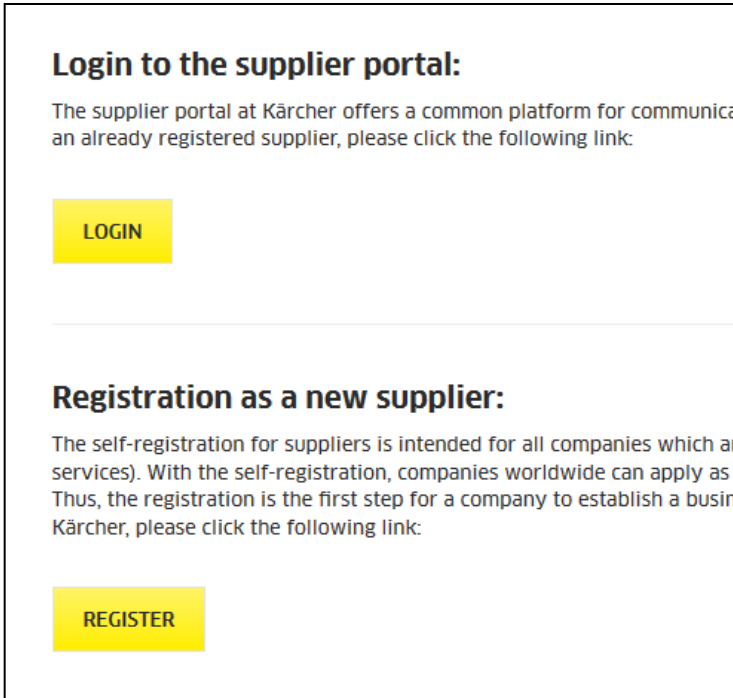- Supplier evaluation/rating (Phase II / 2016)

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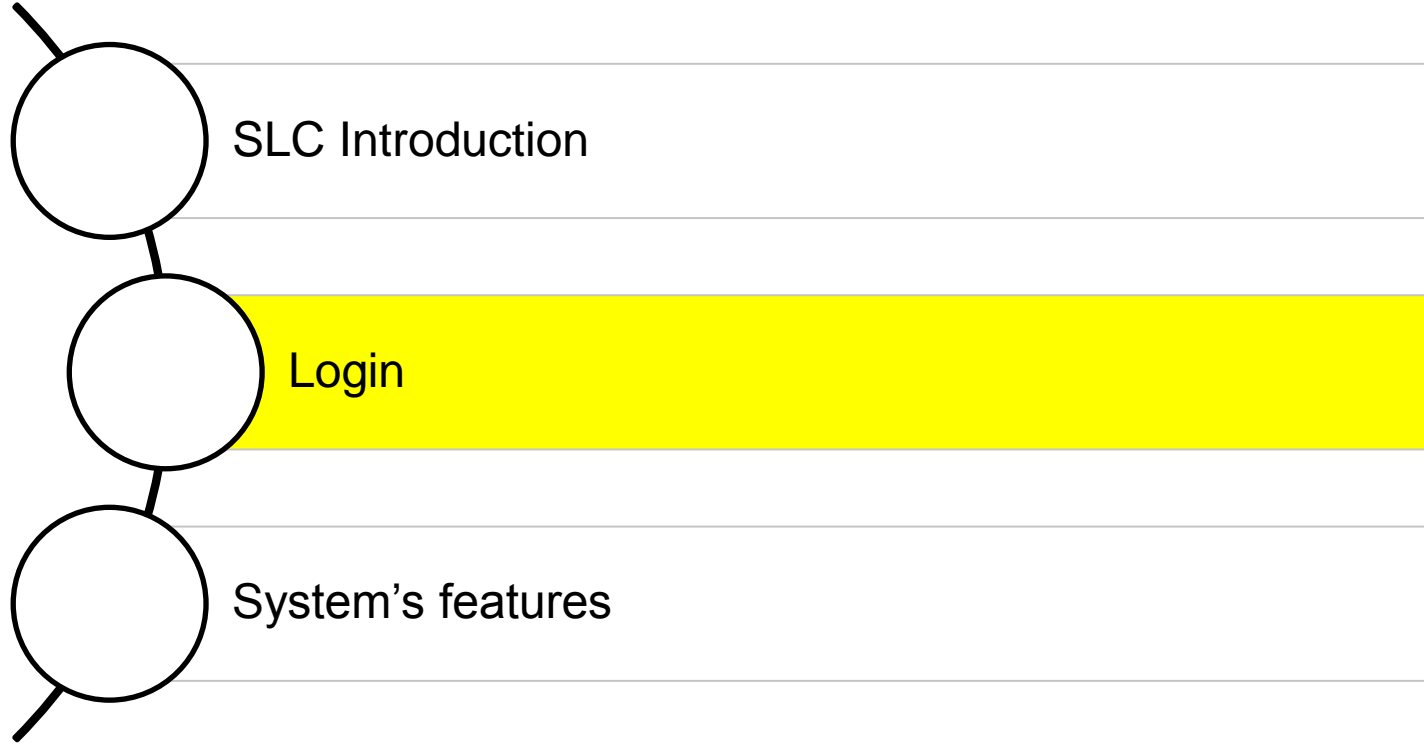
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LOGIN TO OUR PORTAL

Kärcher homepage ⟶ supplier management

Login to the supplier portal:

The supplier portal at Kärcher offers a common platform for communica[...]
an already registered supplier, please click the following link:

LOGIN

Registration as a new supplier:

The self-registration for suppliers is intended for all companies which a[...]
services). With the self-registration, companies worldwide can apply as [...]
Thus, the registration is the first step for a company to establish a busin[...]
Kärcher, please click the following link:

REGISTER

Access to the supplier portal for existing or recently-registered suppliers can be found on the supplier's area of our homepage or with this link:

https://supplierportal.kaercher.com/supportal

If you are not an existing supplier for Kärcher but you are interested in delivering to Kärcher, you may register to become a supplier at our registration page:

https://supplierportal.kaercher.com/registration?sap-language=en

A username and an initial password will be sent to you by system's e-mail after successful registration and approval of your request by the responsible buyer in Kärcher's Procurement department.

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LOGIN TO OUR PORTAL (FOR NEW SUPPLIERS)

Creation of an initial administrator account:

- After the approval of your registration by the responsible buyer, you will get two e-mails from the SLC system. These e-mails will be sent to the contact partner e-mail address that was entered during the registration.

- The link in the first e-mail will guide you to the creation of the administrator account with a preliminary user for which you need the initial password from the second e-mail.

- Then you can create your administrator account with your own user name and password of your choosing.

LOGIN-SITE (FOR SUPPLIERS WITH AN ACCOUNT)

The login to the portal is possible as shown on the right side by using the same link as mentioned before.

https://supplierportal.kaercher.com/supportal

Please enter your user name and the password you have chosen to log in. You also may choose between the language English and German for the usage of the portal.

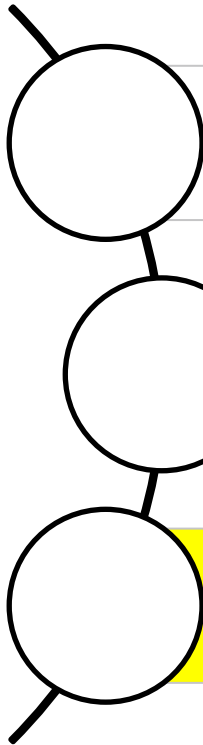By clicking on „log on" you will enter to the portal.

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SYSTEM'S FUNCTIONS – HOME PAGE
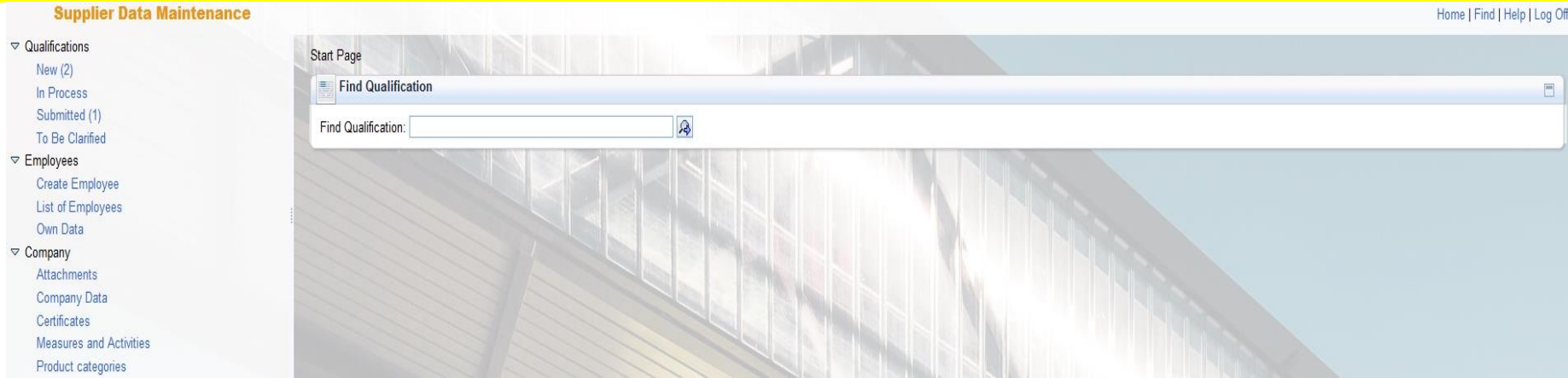
After logging in, you will be directed to the above-shown page. On the left side there is a navigation panel for all relevant functions you may need as a supplier. In the middle of the screen there is the search function for qualifications. On the upper right screen there are four buttons:

- Home: back to the Welcome page

- Find: starts the search function for qualifications

- Help: currently without function, will be implemented soon

- Log Off: to log off the current user

Administrator-Account to manage

5 different Roles:

- Admin

- Initial Account (just for initial admin account creation)

- 3 further/different roles employees

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SYSTEM'S FUNCTIONS – QUALIFICATIONS

Supplier Data Maintenance

▽ Qualifications
　New (2)
　In Process
　Submitted (1)
　To Be Clarified
▽ Employees
　Create Employee
　List of Employees
　Own Data
▽ Company
　Attachments
　Company Data
　Certificates
　Measures and Activities
　Product categories

Functions:
•New
The new qualification requests which have been sent by the responsible buyer at Karcher are shown here. All items listed here have not been started yet.

•In Process
Here you can find the items in progress which you have saved but not yet sent back to the Karcher buyer

•Submitted
Filled-out and successfully submitted items/questionnaires are listed here. You can open all questionnaires here to review your qualification answers at any time.

•To be clarified
If a buyer has questions about a qualification you submitted, you will find these here for your rework.

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SYSTEM'S FUNCTIONS – EMPLOYEES

Supplier Data Maintenance

▽ Qualifications
  New (2)
  In Process
  Submitted (1)
  To Be Clarified
▽ Employees
  Create Employee
  List of Employees
  Own Data
▽ Company
  Attachments
  Company Data
  Certificates
  Measures and Activities
  Product categories

Functions:

- Create Employee
  As an administrator you can create new employees in your company to also use our Portal

- 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 activate/deactivate 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 you want to.

- Own data
  You can change your own data and maintain your account details here

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EMPLOYEES: CREATE EMPLOYEE

At first you have to fill out the contact partner details of the new employee and click on „create".

By clicking on create you will start a workitem to the responsible buyer at Karcher for releasing this new employee as contact partner.

After approval from the Karcher buyer you will be able to maintain/fulfill the rest of the profile („user details"). Therefore you have to enter/edit their roles and notifications.

Start Page > Create Employee
Create

Messages

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

Contact Details

* Title: Mr.
Academic Title:
* First Name:
* Last Name:
* Function:
* Department:
* Language:
* E-Mail:
Mobile phone number:
* Country: / * Phone Number:
Country: / Fax Number:

User Details

User:
Password:
Confirm Password:
Date Format: Confirm Password   :   DD.MM.YYYY
Decimal Format: 1.234.567,89
Time Zone:

Roles

	Role Name
☐	Qualification Expert
☐	Supplier Master Data Manager
☐	Employee Administrator

Notifications

	E-Mail Notification
☐	Notification About Qualification Request
☐	Notification About Changes to Supplier Data
☐	Notification About Changes to Contact Persons
☐	Notification About Task

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EMPLOYEES: LIST OF EMPLOYEES

Start Page > List of Employees

List of Employees

Actions			Status	Employee Name	User	E-Mail Address
		🗋	Unlocked	Ms. Test Lieferant	TESTLIEFERANT1905	gunnar.greiner@de.kaercher.com
🔒	🗑	🗋	Unlocked	Mr. Test Supplier 2	TESTSUPPLIERUSER2	test2@testsupplier2305.localm

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

Status:
• Unlocked
Employee is released for working on this portal according to their maintained roles
• Updated
Updated user profile which has been confirmed by the buyer
• Pending Approval
  New user / employee profile is in the approval process by the Karcher buyer; no activity
  in the system for this employee is possible at this point, until approved by the Karcher
  buyer

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EMPLOYEES: OWN DATA

With this function the user has the possibility to maintain his own data. These data are the same he entered e. g. during the registration process and activation of his user account like contact partner details/information, roles and notifications.

Available roles:
- Qualification Expert; this person has to answer the questionnaires during the qualification process
- Supplier Master Data Manager; this person is responsible for the company's master data and to keep it up to date
- Employee Administrator; this person is responsible for the user management of your company's users

Notifications:
By flagging a dedicated e-mail notification you can activate to get an e-mail as information if a new task for you is available in the system.

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SYSTEMS'S FUNCTIONS - COMPANY

Supplier Data Maintenance

▽ Qualifications
   New (2)
   In Process
   Submitted (1)
   To Be Clarified
▽ Employees
   Create Employee
   List of Employees
   Own Data
▽ Company
   Attachments
   Company Data
   Certificates
   Measures and Activities
   Product categories

Functions:
- Attachments
- Company Data
- Certificates
- Measures and Activities
- Product Categories

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COMPANY: ATTACHMENTS

List of Attachments

Description:

File Name: [Durchsuchen...] [Add Attachment]

* Folder: Supplier-Uploaded Documents ▼

Status	File Name	Description	Created By	Created On/At	File Size	Folder
	SLC presentation_Training Sourcing.ppt	Supplier Presentation	Juanjo Gersol	19.05.2016 18:58:04	6252 kB	Company information details

By clicking the folder „Attachments" you have the possibility to get an overview of all files you uploaded to the portal or the responsible buyer uploaded for you. Each file is listed with its status, description, creator/responsible, date, size and the subfolder in which it has been uploaded.

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COMPANY: COMPANY DATA

The folder „Company Data" is available for maintaining your central data like address, central communication data and your tax data.

There is also the possibility for American companies to declare their kind of business if they are e. g. minority owned.

Each change you initiate during your maintenance of data will be sent to the responsible buyer for approval after clicking on save.

You can also edit your delivery regions where you would like to deliver to and add any location if you prefer on any time.

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COMPANY: CERTIFICATES

Certificate	Valid To	Expires In	Status	Action
ⓘ No result found				

In the folder „Certificates" you can get an overview about your uploaded certificates and their status (like for the attachments, too, but with extended functionality).

These certificates shown in this list have been requested during the qualification process. Their validity is tracked and you will get automatic reminders in case a certificate will expire in the near future. You will then have the possibility to upload the new version accordingly.

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COMPANY: MEASURES AND ACTIVITIES

Under the folder „Measures and Activities" you may find tasks which have been edited from Kärcher stuff for you and should be tracked within the SLC system. By clicking on „edit" you will be able to start working on the dedicated request.

• Measure: this is the overall element and describes the target which has to be achieved
• Activities: the listed activities are belonging to the respective measure with its single requirement/request we want you to work on. In „edit" mode you will be able to change the status to show the progress on each activity to Kärcher. It is also possible to enter another person of your company as responsible who is available within the system.
• Attachments: for each measure / activity you may upload attachments if required or you may find the foreseen documents from Kärcher here
• Comments: for each measure / activity you may send Kärcher a comment or you can get/read a comment from Kächer

COMPANY: PRODUCT CATEGORIES

Start Page > Product Categories List

Submit | Reset

List of Product Categories

Add Product Category

Category Name	Status	Actions
P07A00 Transmissions		🗑
P07B00 Lights (vehicles)		🗑
P07C00 Diesel Motors - Water cooling		🗑
P07C01 Diesel Motors - Air cooling		🗑
P07C02 Gasoline Motors		🗑

The folder „Product Categories" shows you the list of material groups you told Kärcher you want to deliver and the responsible buyer approve your request.

You can also apply to deliver further ones to us by clicking on „add product category" which generates another work item to be approved by the buyer again.

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SYSTEM'S FUNCTIONS: CHANGE/FORGOT PASSWORD

Please follow the link to your regular log-in to the supplier side, there you may find the two functions:

Function „forgot your password":

- Please click on „Forgot your password" to reset your password

- A new window will open with the possibility to enter your user-id or in case you forgot this, too, please enter your e-mail address

- You will then receive an e-mail directly from the SLC system with a link you have to execute. Please follow the instructions to generate a new password for your user account

Function „Change Password":

- Please enter your user name

- Click on „change password" to change your password for the SLC portal

- A new window will open with the possibility to change your password. Please follow the instrucitons accordingly

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MAKE A DIFFERENCE
THANK YOU

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