

KÄRCHER

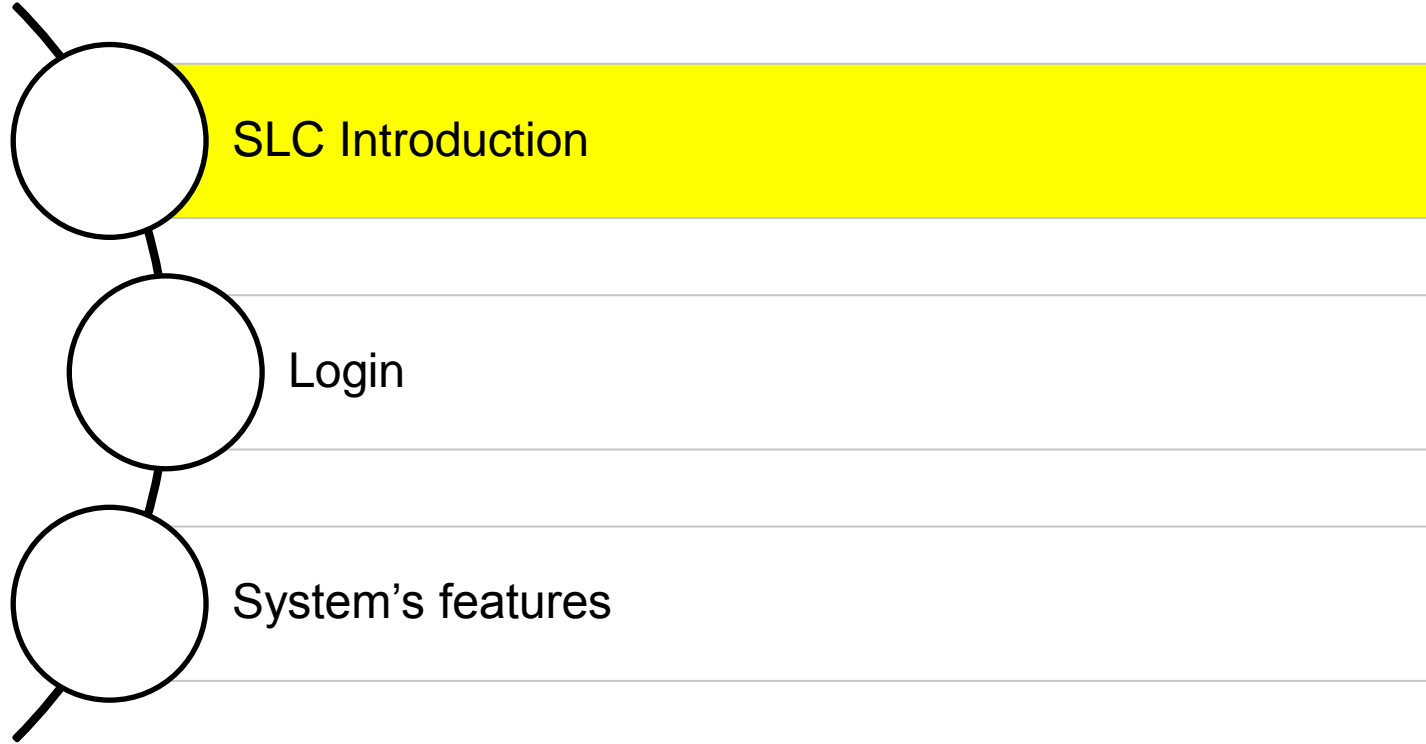
makes a difference



MANUAL SLC-SUPPLIER-PORTAL

KÄRCHER Supplier Management

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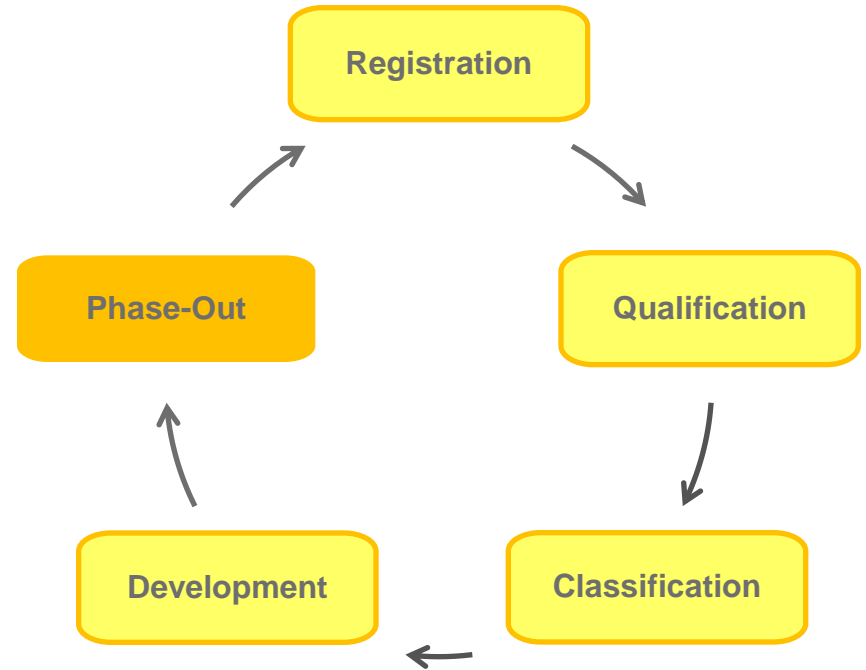


INTRODUCTION TO THE SLC

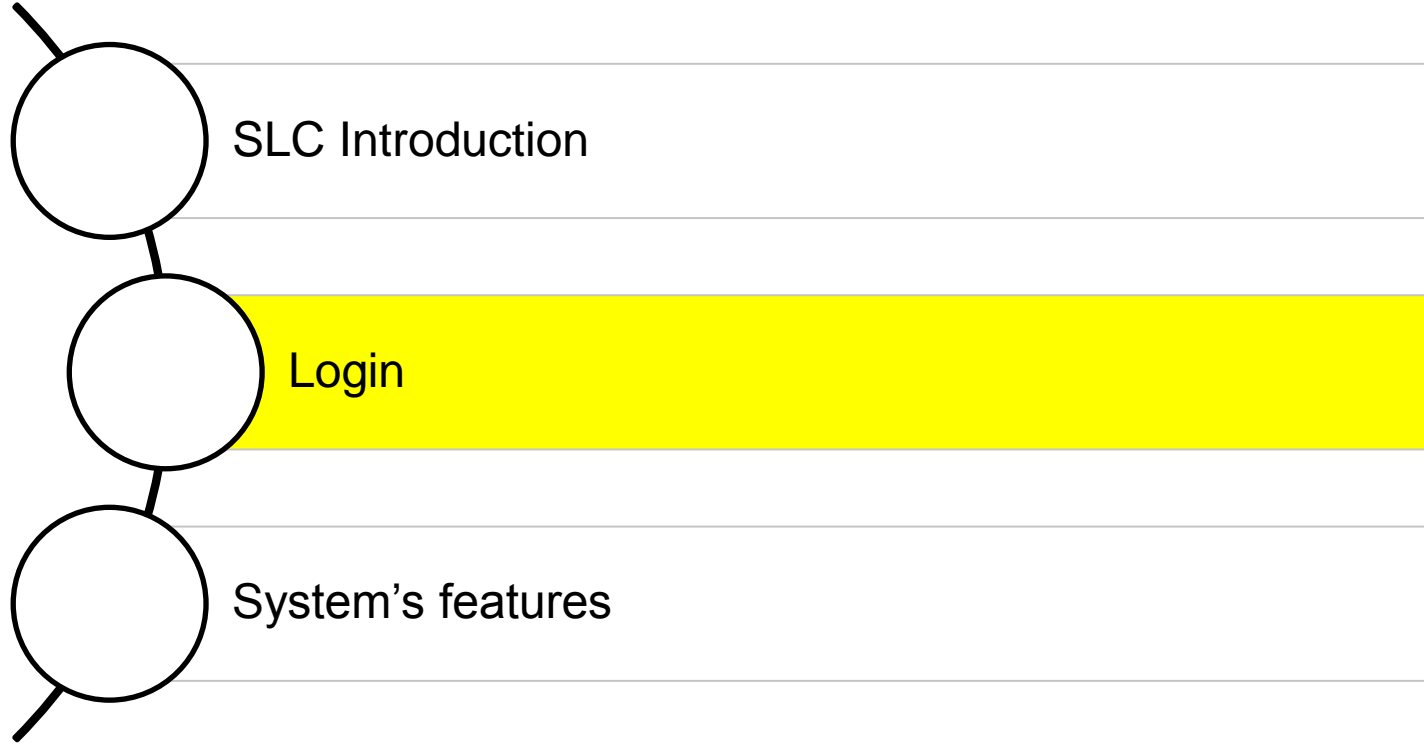
SLC (Supplier Lifecycle) is a software solution for strategic supplier management made by SAP. With this software tool the whole supplier lifecycle can be covered, starting with the supplier registration.

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)

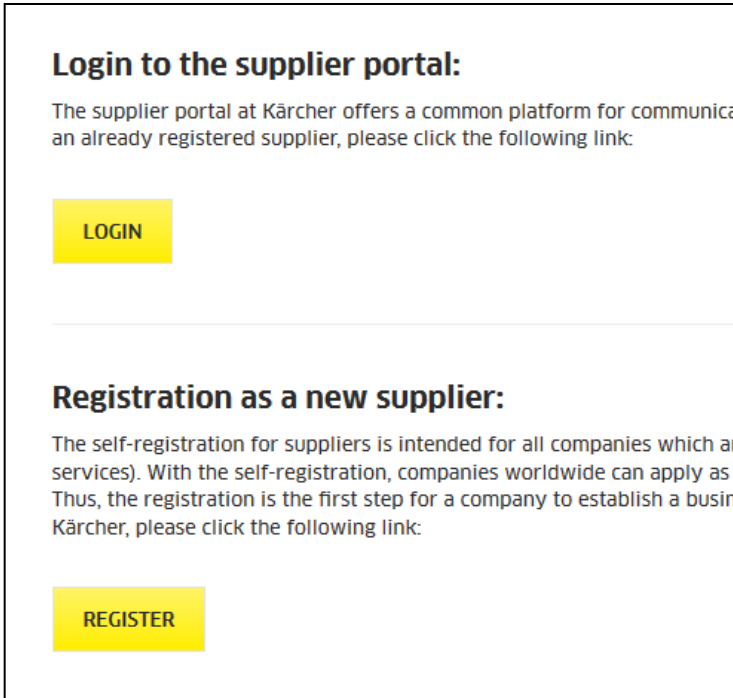


CONTENTS



LOGIN TO OUR PORTAL

Kärcher homepage → supplier management



Login to the supplier portal:

The supplier portal at Kärcher offers a common platform for communication with 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 are interested in delivering to Kärcher (including companies providing services). With the self-registration, companies worldwide can apply as suppliers. Thus, the registration is the first step for a company to establish a business relationship with 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.

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.

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User Registration

Welcome to the User Registration page.
After you have filled out the required fields, you will be created as an administrator user for your company.
The prerequisite for this is that your company has been registered with us.
* Fields marked with an asterisk are mandatory

Contact Details

Title:	Mr.	Country:	Germany
* First Name:	Test	Phone Number:	+49789654123
* Last Name:	Supplier	Mobile phone number:	+49
Academic Title:		Fax Number:	
Department:		* E-Mail of contact person:	slc.support@de.kaercher.com
Function:		Language:	English

Create Your Administrator Account

* User:	
* Password:	
* Confirm Password:	

Formats and Settings

Date Format:	DD.MM.YYYY
Decimal Format:	1.234.567.89
Time Zone:	

Data Privacy Statement

I have read the [data privacy statement](#) and accept the terms.

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.

SAP NetWeaver

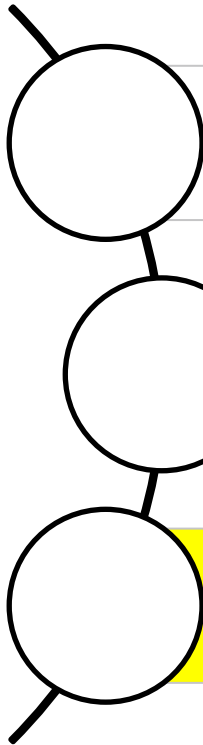


The screenshot shows the SAP NetWeaver login interface. It features three input fields: 'User: *', 'Password: *', and 'Language:'. The 'User' and 'Password' fields are grouped together with a red rectangle. The 'Language' field is a dropdown menu currently set to 'English', also enclosed in a red rectangle. Below these fields is a yellow 'Log On' button, which is circled in red. At the bottom of the form, there are two links: 'Change Password' and 'Forgot your password?'.

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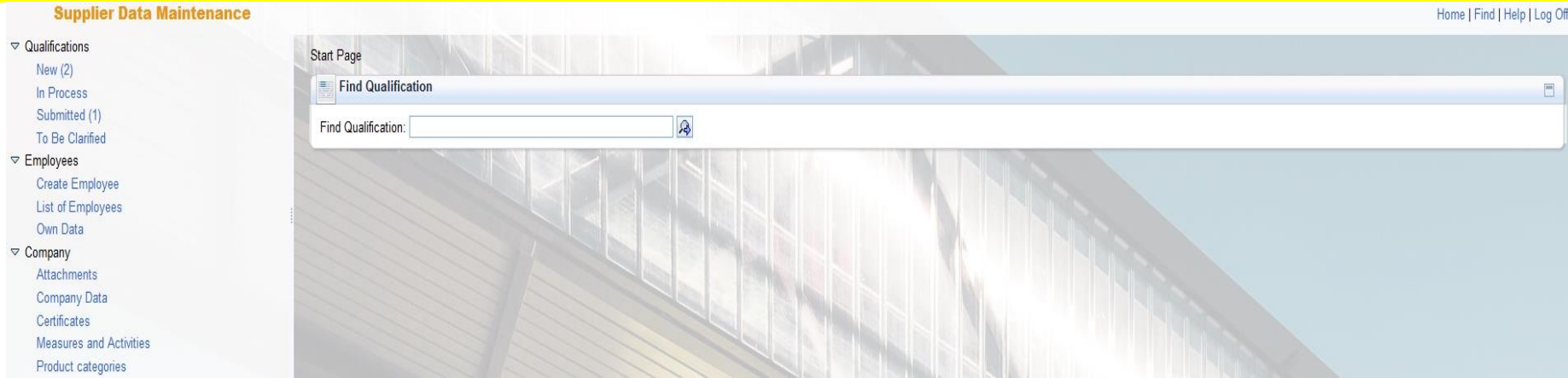
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- SLC Introduction
- Login
- System's features**

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

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 Kärcher 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 Kärcher 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.

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

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 Kärcher for releasing this new employee as contact partner.

After approval from the Kärcher 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: DD.MM.YYYY

Decimal Format: 1.234.567,89

Time Zone:

Roles

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

Notifications

	E-Mail Notification
<input type="checkbox"/>	Notification About Qualification Request
<input type="checkbox"/>	Notification About Changes to Supplier Data
<input type="checkbox"/>	Notification About Changes to Contact Persons
<input type="checkbox"/>	Notification About Task

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 Kärcher buyer; no activity in the system for this employee is possible at this point, until approved by the Kärcher buyer

EMPLOYEES: OWN DATA

Start Page > Own Data

Save Display

Contact Details

* Title: Ms.

Academic Title:

* First Name: Test

* Last Name: Lieferant

* Function: Project Manager

* Department: Sales department

* Language: German

* E-Mail: gunnar.greiner@de.kaercher.com

Mobile phone number:

* Country: / * Phone Number: Germany

Country: / Fax Number:

User Details

User: TESTLIEFERANT1905

Password:

Confirm Password:

Date Format: DD.MM.YYYY

Decimal Format: 1.234.567,89

Time Zone: Central Europe

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.

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

Notifications	
	E-Mail Notification
<input type="checkbox"/>	Notification About Qualification Request
<input checked="" type="checkbox"/>	Notification About Changes to Supplier Data
<input checked="" type="checkbox"/>	Notification About Changes to Contact Persons
<input type="checkbox"/>	Notification About Task

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.

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

COMPANY: ATTACHMENTS

Start Page > Attachments

List of Attachments

Description:

File Name:

* Folder: ▼

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.

COMPANY: COMPANY DATA

Start Page > Company Data
Edit

General Company Information

* Company name including legal form: Testlieferant1905 AW12591 [More...](#)

D-U-N-S Number:

* Language: English

Homepage:

Currency:

Customer Number:

Data is up-to-date: 19.05.2016

Your logo here

Address

* Country: Germany

Region / States:

District:

* City: / * Postal Code: Winnenden 71364

House Number / Street: 87 Neue Waiblinger

Building / Floor: / Room:

E-Mail address for NPM order: info@testlieferant1905.testlocal

Will you supply in a country other than your home country?

Communication

Phone Number	Country	Standard Number
876421357	DE	Germany
New Line		
Fax Number	Country	Standard Number
No result found		
New Line		
E-Mail Address	Standard E-Mail Address	
info@testlieferant1905.testlocal	<input type="button" value="v"/>	
New Line		

Tax number

Tax Type	Tax Number
No result found	
New Line	

Minority / Women Owned Business (If you are not an US-based supplier, please tick "none")

Large Business <input type="checkbox"/>	Small Business <input type="checkbox"/>	Small Disadvantaged Business <input type="checkbox"/>
Women Owned Business <input type="checkbox"/>	Veteran Owned Business <input type="checkbox"/>	Service Disabled Veteran <input type="checkbox"/>

Delivery Regions

[Add](#)

Delivery Regions

- Europe > Germany > Buehlertal
- Europe > Germany > Obersontheim

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.

COMPANY: CERTIFICATES

Start Page > Certificates

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.

COMPANY: MEASURES AND ACTIVITIES

Start Page > Measures & Activities

[Edit](#)

Measures & Activities

No.	Objective	Start Date	End date	Responsible	Status	Comments
1000	Verpackungsschaden nachhaltig beseitigen	19.05.2016	27.05.2016	Test Lieferant	In progress	Display

Attachments

[Add](#)

File Name	Description
No result found	

Activities

No.	Objective	Start Date	End date	Responsible	Status	Comments
1002	Schritt 2: Durchführung eines Prozess-Audits mit dem Lieferanten	19.05.2016	24.05.2016	Test Lieferant	In progress	Display
1003	Schritt 3: Abschluss-Workshop zur Definition der Abstellmaßnahmen	19.05.2016	27.05.2016	Test Lieferant	Finished	Select

Attachments

[Add](#)

File Name	Description
2016-05-1910_58.jpg	Vorlage zum Prozess-Audit

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 Kärcher






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.

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:

SAP NetWeaver

User: *

Password: *

Language: ▼

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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 instructions accordingly

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

MAKE A DIFFERENCE
THANK YOU