

AirSupply User Management

SupplyOn – the Supply Chain Business Network



User Management

My User Account

- › “The "My user account" menu is used when a user wants to maintain their own user profile
 - This tab is available for every user
 - It can be used to e.g. change name or mail address; view existing user roles...

The image shows a screenshot of the SUPPLYON user management interface. The top navigation bar includes 'My SupplyOn', 'SupplyOn Services', 'Administration', and 'News'. The 'Administration' menu is open, showing 'My User Account' highlighted. Below this, a sub-menu lists 'User Management', 'Company', 'Logistics Settings', and 'Suppliers' Rollout'. The main content area shows the 'My user: My master data' page with tabs for 'My master data', 'My roles', 'My service settings', 'My substitutes', and 'Privacy settings'. Each tab is circled in red. Dashed blue arrows point from these tabs to callout boxes: 'My master data' points to a box explaining it's for displaying and managing the user profile; 'My roles' points to a box explaining it's for displaying assigned roles or requesting new ones; 'My service settings' points to a box explaining it shows assigned sites under 'Supply Chain Collaboration' for AirSupply data; 'My substitutes' points to a box explaining it's not used for AirSupply; and 'Privacy settings' points to a box explaining it's used to control permissions for newsletters and surveys. The main page also shows fields for 'User ID*', 'Trg-b-02', 'Mobile phone:', and 'Language*'. A 'Save' button and a 'Discard changes' button are visible.

“My master data” menu: used to display and manage your own user profile

“My roles” menu: used to display assigned roles or request new roles

“My service settings” menu shows under “Supply Chain Collaboration” the assigned sites. This is important to see the AirSupply data

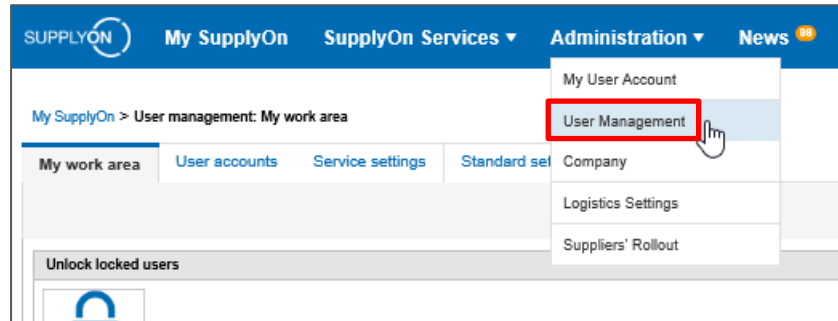
“My substitutes” menu: not used for AirSupply

“Privacy settings” menu: used to control permission for receiving SO newsletters and for participating within SO surveys

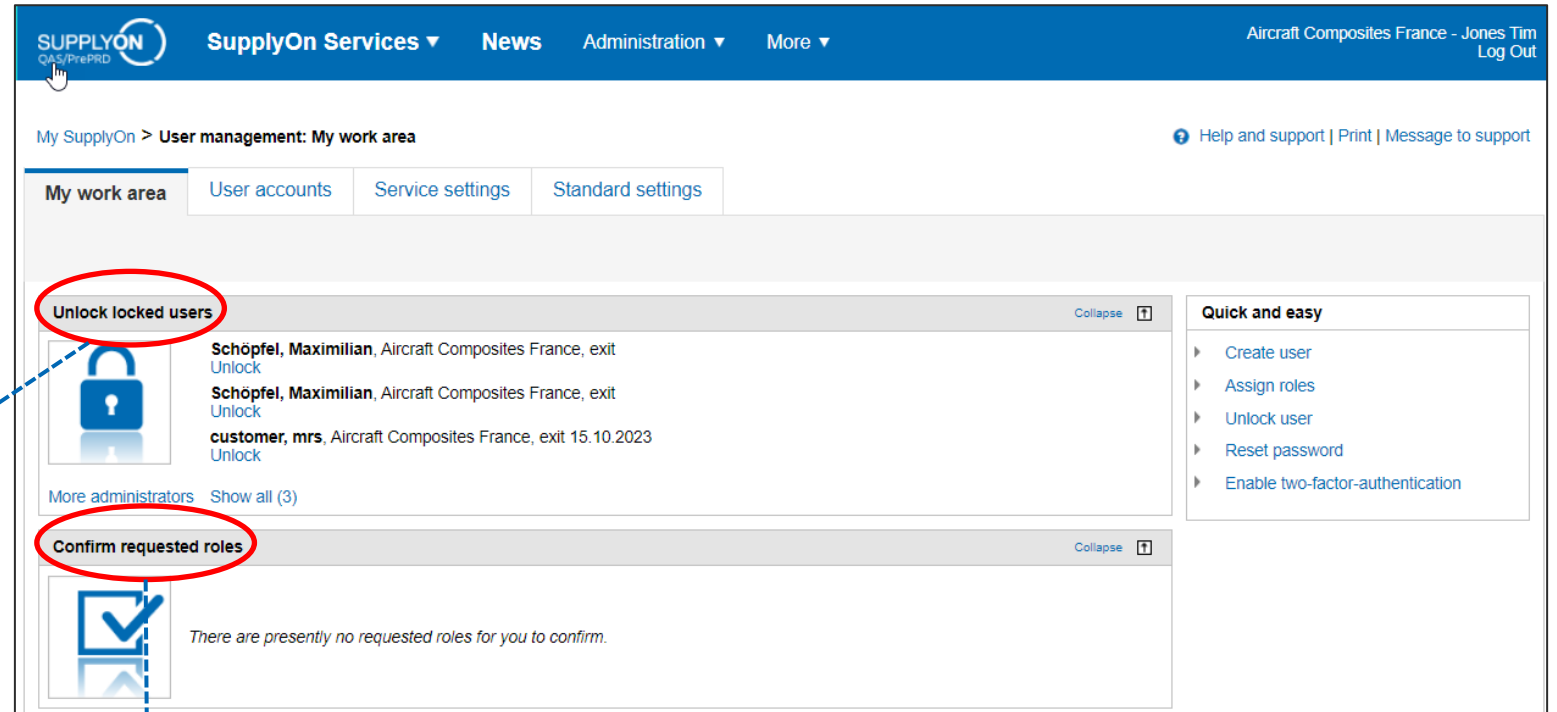
User Management

User Management Overview

- › “User Management” menu is used when a user administrator wants to create new user accounts or change existing accounts
 - Precondition to see this tab is the user administration user role (**UMAdmin**)



The administrator can see the locked users and unlock them



If a user has requested new roles, the administrator can confirm the request

User Management

User Management Overview

- › Use the „Quick and easy“ functions to create new users or to update several user accounts

The screenshot shows the SupplyOn user management interface. The top navigation bar includes the SupplyOn logo, "SupplyOn Services", "News", "Administration", and "More". The user is logged in as "Aircraft Composites France - Jones Tim". The main content area is titled "User management: My work area" and contains several sections: "My work area" (circled in red), "User accounts", "Service se...", "Unlock locked users" (with a list of users and "Unlock" buttons), "Confirm requested roles", and a "Quick and easy" menu (circled in red). The "Quick and easy" menu lists: "Create user", "Assign roles", "Unlock user", "Reset password", and "Enable two-factor-authentication".

“Create user” menu: 3 steps process to create a new user

“Assign Roles” menu: select one or several existing users and assign new roles to them

“Unlock user” menu: select one or several existing locked users and unlock them

“Reset password” menu: select one or several existing users and reset their password by defining a new one

To increase the security, enable two-factor-authentication for your users

User Management

User Creation via Wizard (1/4)

My SupplyOn > User management: My work area > Create user Help and support | Print | Message to support

1 **User master data** 2 Assign roles 3 Service settings

SupplyOn has created user ID and password.

[Leave wizard](#) [Next step](#)

Step 1 of 3: Enter user data

Contact data

User ID*:	<input type="text"/>	Mobile phone:	<input type="text"/>
First name*:	<input type="text"/>	Street:	<input type="text"/>
Last name*:	<input type="text"/>	City:	<input type="text"/>
Salutation*:	<input type="text" value="Not selected"/>	Zip code:	<input type="text"/>
E-mail*:	<input type="text"/>	State/province:	<input type="text"/>
Phone*:	<input type="text"/>	Country*:	<input type="text" value="Germany"/>
Language*:	<input type="text" value="Deutsch"/>		
Password:	<input type="password"/>		

Additional information

Fax:	<input type="text"/>	Function:	<input type="text"/>
Postbox:	<input type="text"/>	Department:	<input type="text"/>
Postbox location :	<input type="text"/>		
Postbox postal code:	<input type="text"/>		
Time zone*:	<input type="text" value="(GMT+01:00) Europe/Berlin"/>		

[Leave wizard](#) [Next step](#)

Define User Id/password of the created user and enter all contact and additional data before clicking on "Next step"

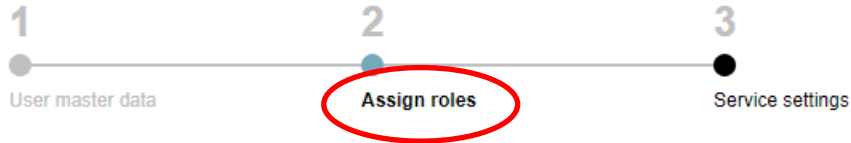
User Management

User Creation via (2/4)

› The second step of the user creation process consists in assigning roles to this user.

My SupplyOn > User management: My work area > Create user

[Help and support](#) | [Print](#) | [Message to support](#)



i You have created the master data.

[Back](#) [Leave wizard](#)

[Next step](#)

Step 2 of 3: Assign roles of Smith, Paul (Lilium GmbH LE)

Expand the groups for a more precise roles assignment.

Click on “Expand” to see the list of all possible roles corresponding to the selected group

[Expand all](#) | [Collapse all](#)

AirSupply related roles (not assigned)

[Expand](#)

Company Administration (not assigned)

[Expand](#)

Quality Management (not assigned)

[Expand](#)

Sourcing and Engineering (not assigned)

[Expand](#)

Suppliers' Rollout (not assigned)

[Expand](#)

User Management (partially assigned)

[Expand](#)

Visibility & Analytics (not assigned)

[Expand](#)

[Back](#) [Leave wizard](#)

[Next step](#)

User Management

User Creation via Wizard (3/4)

› The second step of the user creation process consists in assigning roles to this user.

Role	Status	Description
<input type="checkbox"/> IndBuyer9S-Admin	not assigned	Display 9S-PPS documents. Admin access to all 9S-PPS documents. Initiate 9S-PPS documents.
<input type="checkbox"/> IndBuyer9S-Create	not assigned	Display 9S-PPS documents. Initiate new 9S-PPS documents.
<input type="checkbox"/> IndBuyer9S-NQ-Analytics	not assigned	Display Analytics Dashboard with KPIs for 9S documents and Non-Qualities.
<input type="checkbox"/> IndBuyer9S-Read	not assigned	Display 9S-PPS documents.
<input type="checkbox"/> IndBuyer9S-Step1Manager	not assigned	Assign new team members to all PPS documents.
<input type="checkbox"/> IndBuyerAdmin-All	not assigned	Processing of all relevant data for the purchasing company and status change. Display of stock movements and purchase orders incl. prices.
<input type="checkbox"/> IndBuyerAdmin-DAPrevalidation	not assigned	Management of maintenance windows for customer validation of despatch advices.
<input type="checkbox"/> IndBuyerAdmin-MD	not assigned	Material master data and site master data processing.
<input type="checkbox"/> IndBuyerAdmin-VMI	not assigned	Change VMI goods in transit.
<input type="checkbox"/> IndBuyerAlerts	not assigned	Editing of entries in the Alert Monitor.
<input type="checkbox"/> IndBuyerConcession-Admin	not assigned	Display and modify status of concessions.
<input type="checkbox"/> IndBuyerConcession-Read	not assigned	Display concessions.
<input type="checkbox"/> IndBuyerFCAdmin	not assigned	Deletion of Forecasts. Display of material master data.
<input checked="" type="checkbox"/> IndBuyerFCCollab	not assigned	Forecasts processing (Collaboration). Display of material master data and despatch advices.
<input type="checkbox"/> IndBuyerInvoicing-Read	not assigned	itted electronic invoices.
<input type="checkbox"/> IndBuyerManager	not assigned	Display of all relevant data for the purchasing company. Display of stock movements and purchase orders incl. prices.
<input type="checkbox"/> IndBuyerNCR-Validate	not assigned	Read access to Non Conformance Reports including procurement validation actions.
<input type="checkbox"/> IndBuyerNOE-Read	not assigned	Show Notifications of Escape (NoE).
<input type="checkbox"/> IndBuyerNOE-Write	not assigned	Collaborate on Notifications of Escape (NoE).
<input type="checkbox"/> IndBuyerNonQuality-Read	not assigned	Display Non-Qualities.
<input type="checkbox"/> IndBuyerNonQuality-Write	not assigned	Display Non-Qualities. Creation of new 9S documents based on Non-Qualities.
<input type="checkbox"/> IndBuyerOOCRestricted	not assigned	Display restricted by Ordering Officer Code assigned to the user: forecasts, orders incl. prices, stock movements and material master data. Collaborate on orders.
<input type="checkbox"/> IndBuyerOrderingOfficer	not assigned	Process individual orders and forecasts in acc. with the user's Ordering Officer Code.
<input type="checkbox"/> IndBuyerPOCollab	not assigned	Purchase order processing (Collaboration). Display of material master data and despatch advices.
<input checked="" type="checkbox"/> IndBuyerPOCollabCP	assigned	Purchase order processing (Collaboration) for a site. Display of material master data and despatch advices.
<input type="checkbox"/> IndBuyerSBI	not assigned	Display of purchase orders and stock movements incl. prices. Display of self billing invoices, VMI and despatch advices.
<input checked="" type="checkbox"/> IndBuyerStockmovement	assigned	Display of stock movements incl. prices and material master data.
<input type="checkbox"/> IndBuyerUserConfig	not assigned	Copy table- and search profiles to other users.
<input type="checkbox"/> IndBuyerVMI	not assigned	Vendor Managed Inventory (VMI) processing. Display of material master data, delivery notes and site master data. Display of VMI performance data.

Select the AirSupply roles as defined in this example before clicking on “Next step”

- Don't assign the user roles:
- IndBuyerAdmin-All
 - IndBuyerOOCRestricted
 - IndBuyerOrderingOfficer
 - IndBuyerPOCollab

User Management

User Creation via Wizard (4/4)

› “Select the sites the user is responsible for and confirm with “Save” and “Save and leave”

Back Leave wizard Save and leave

Step 3 of 3: Service settings for Smith, Paul (Lilium GmbH LE)

AirSupply Supply Chain Collaboration

Site (control point) configuration

User assignment	Site (Control Point)	Site ID (Control Point)	Company Code	Purchasing organization
Assigned	Assembly plant	10026867		

Save Discard changes Assign all Unassign all

1 entry Rows per page 10 First Previous Page 1 of 1 Next Last

Additional settings for Supply Chain Collaboration [here](#)

Back Leave wizard Save and leave

User Management

Further Actions

- › The tab “User accounts” shows a list of all SupplyOn users for your company. Search and modify the users if necessary.
- › You can also copy existing user accounts to create new user accounts
 - Don't forget to update the user data and assign the correct plants

My SupplyOn > User management: User accounts Help and support | Print | Message to support

My work area **User accounts** Service settings Standard settings

Name, user ID, e-mail

All users Locked users Active users

Advanced Search

User ID	Name	Department	Status	Company	D-U-N-S No.	Roles
<input type="checkbox"/> Aircraft-mso2	Schöpfel, Maximilian		■	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> SBE-demo-customer	customer, mrs		■	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-aho	Holzwarth, Arvid		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-fs	Stoll, Fabian		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-jhe	Hentrich, Johannes		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-mi	Kebairi, Melissa		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-ms	Schöpfel, Maximilian		■	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-nm	Methner, Noémi		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-sa	Anders, Sören		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-tjo	Jones, Tim		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...

Context menu for aircraft-fs:
Change Roles
Service settings
Create copy
Specify successor
Change user ID

User Management

Action Buttons

› Use the different “Action Buttons” to modify one or several users or create a new user

My SupplyOn > User management: User accounts ? Help and support | Print | Message to support

My work area **User accounts** Service settings Standard settings

All users Locked users Active users

Advanced Search

User ID	Name	Department	Status	Company	D-U-N-S No.	Roles
<input type="checkbox"/> Aircraft-mso2	Schöpfel, Maximilian		■	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> SBE-demo-customer	customer, mrs		■	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-aho	Holzwarth, Arvid		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-fst	Stoll, Fabian		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-jhe	Hentrich, Johannes		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-mke	Kebairi, Melissa		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-mso	Schöpfel, Maximilian		■	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-nme	Methner, Noémi		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-san	Anders, Sören		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...
<input type="checkbox"/> aircraft-tjo	Jones, Tim		●	Aircraft Composites Fra...	999016964	CompanyAdmin, Con...

User Management – AirSupply

Customer standard role set (1/3)

- Required roles for a standard Liliium user to collaborate on POs, view Goods Receipts and set-up alerts
- Additional special user roles can be assigned if required (e.g. for company or user administration)

Role	Permission
IndBuyerPOCollabCP	PO collaboration – the authorization is defined on plant level
	View material master data
	View and modify AirSupply alerts
IndBuyerStockMovement	View Goods Receipt information
IndBuyerFCCollab	Forecast collaboration

User Management – AirSupply

Special business user roles (2/3)

- The following special user roles can be assigned in addition to the standard user roles or can be also assigned individually if the user should be only responsible for specific tasks

Role	Permission
IndBuyerManager	Only read-access to Forecast, Purchase Orders and Stock Movements No possibility for collaboration or making changes
IndBuyerUserConfig	Copy table- and search profiles to other users Very helpful to create a common view for all users
IndBuyerAdmin-All	Contains all AirSupply relevant user roles Allows to change PO line status outside of collaboration -> set PO status to CANCELLED or RECEIVED Role should be only rarely assigned. Do not assign to a normal AirSupply user.

User Management – AirSupply

Company & user management user roles (3/3)

› Company Administration and user management roles should be only assigned to selected users

Role	Permission
CompanyAdmin	Management of company structure
ControlPointAdmin	Management of Control Points (display, create, update) Management of Network Links (display, create, update, delete) Management of user assignments to CP (display, create, update, delete)
NetworklinkAdmin	Management of Network Links (display, create, update, delete) <i>Note: role not to be used alone but in combination with another Company Administration role</i>
UMAdmin	Create, update, activate, deactivate users Assign additional user roles Reset passwords Enable 2FA functionality to other users
SLMROCAII	Deploy suppliers that are completely new to AirSupply for Liliium
CorporateGroupMasterDataAdmin	Master data administration for all companies within a customer group

› For a standard user administrator UMAdmin & ControlPointAdmin are sufficient

› Other mentioned roles are required to onboard suppliers or change the company structure