# 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 adress; view existing user roles…



**"My master data" menu:** used to display and manage your own user profile

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

**"My roles" menu:** used to display assigned roles or request new roles

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

**"My substitutes" menu:** not used for AirSupply

# 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**)
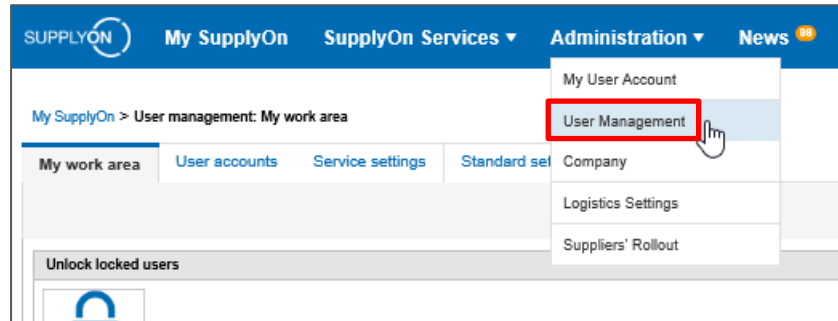


**The administrator can see the locked users and unlock them**

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

# User Management
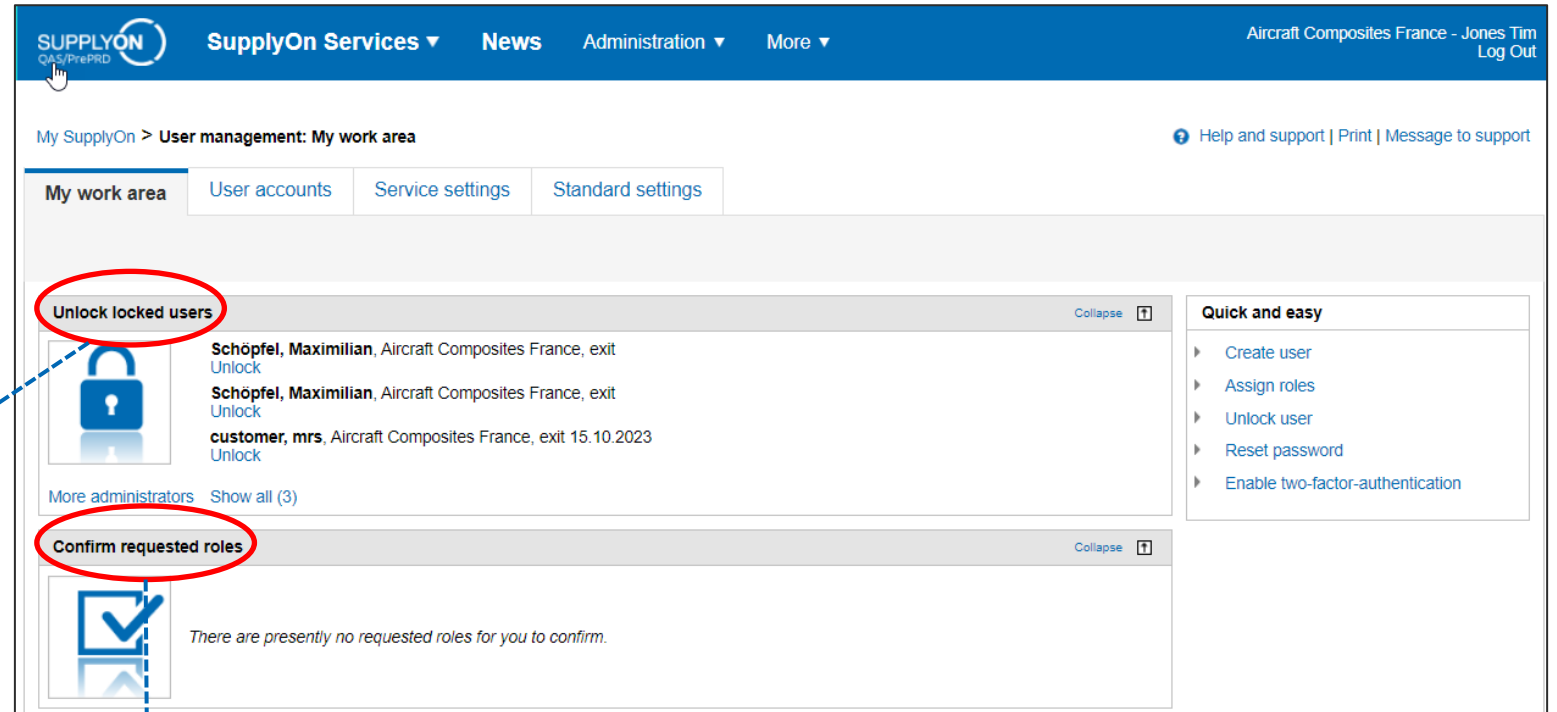## User Management Overview

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



**"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)

Help and support | Print | Message to support

**1**  **2**  **3**

User master data — Assign roles — Service settings

ℹ SupplyOn has created user ID and password.

Leave wizard                                                    Next step

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

Step 1 of 3: Enter user data

### Contact data                                          Collapse ⊞

| | |
|---|---|
| User ID*: | Mobile phone: |
| First name*: | Street: |
| Last name*: | City: |
| Salutation*: Not selected | Zip code: |
| E-mail*: | State/province: |
| Phone*: | Country*: Germany |
| Language*: Deutsch | |
| Password: | |

### Additional information                               Collapse ⊞

| | |
|---|---|
| Fax: | Function: |
| Postbox: | Department: |
| Postbox location : | |
| Postbox postal code: | |
| Time zone*: (GMT+01:00) Europe/Berlin | |

Leave wizard                                                    Next step

# User Management
## User Creation via (2/4)

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

Help and support | Print | Message to support



**1** ──── **2** ──── **3**

User master data        Assign roles        Service settings

ⓘ 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.* | | 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 | ⬇ |

**Click on "Expand" to see the list of all possible roles corresponding to the selected group**

**Back**   **Leave wizard**                                        **Next step**
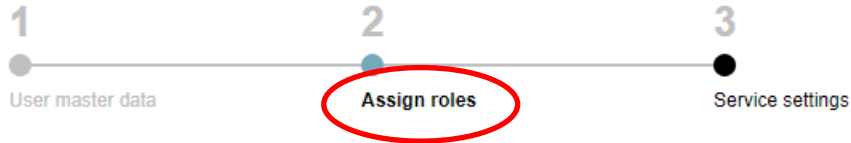
SUPPLYON

# User Management
## User Creation via Wizard (3/4)

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

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

Back    Leave wizard

Next step

# User Management
## User Creation via Wizard (4/4)

› "Select the sites the user is responsible for and confirm with "Save" and "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

# User Management
## Action Buttons

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

# User Management – AirSupply
## Customer standard role set (1/3)

- Required roles for a standard Lilium 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)<br>Management of Network Links (display, create, update, delete)<br>Management of user assignments to CP (display, create, update, delete) |
| NetworklinkAdmin | Management of Network Links (display, create, update, delete)<br>*Note: role not to be used alone but in combination with another Company Administration role* |
| UMAdmin | Create, update, activate, deactivate users<br>Assign additional user roles<br>Reset passwords<br>Enable 2FA functionality to other users |
| SLMROCAII | Deploy suppliers that are completely new to AirSupply for Lilium |
| 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