

SUPPLYON USER MANAGEMENT & TIFS SCORECARD

user ID creation and access to TIFS scorecards

Version 2 – 15JUN2023

Tables of Contents

1. Create a new user ID
2. Give user access to TIFS scorecard
3. Navigate to TIFS scorecard in SupplyOn

1

Create a New User ID

(only a user with the admin role "UMAdmin" can do these steps)

Open User Management

(click on "Administration" at top and choose "User Management" in dropdown)

The screenshot displays the SupplyOn user interface. At the top, the navigation bar includes the SupplyOn logo, 'My SupplyOn', 'SupplyOn Services', 'Administration', and 'News'. A teal banner at the top right reads 'Open the user management.' Below the navigation bar, the 'Administration' dropdown menu is open, listing several options: 'My User Account', 'My Substitutes', 'User Management' (highlighted with a red box and a mouse cursor), 'Customer Responsible', 'Company', 'Logistics Settings', 'Contract & Invoice', and 'My user administrators'. The main dashboard area contains several tiles: 'Action Management', 'Directory', 'Collaboration Folders', 'Document Management', 'Flexible Survey', 'Logistics & Finance', 'Performance Monitor', 'Problem Solver', and 'Project Management'. Each tile has an 'Open' button. On the left side, there is a user profile for 'Maria Peng' (trg-STD Group (DEMO COMPANY)) and a 'Home' button. On the right side, there are two notification boxes: one asking 'Are you using the best browser?' and another saying 'Congratulations - you have no urgent tasks'. The URL at the bottom of the browser is 'https://platform.application.prd.supplyon.com/iam/faces/index.jsf?lang=EN'.

Click on "Create User"

The screenshot displays the 'User Administration' page in 'My SupplyOn'. The page title is 'My SupplyOn > User Administration'. At the top right, there are navigation options: '+ Create User', 'Filter', 'Search', 'Sort', and 'More'. The main content area is a grid of user cards. Each card shows the user's name, a toggle switch, their user ID, and their areas of responsibility. The 'Create User' button is located at the bottom right of the grid, highlighted with a red dashed box and a cursor.

User Name	Areas of Responsibility	Status
akademos-demo-ca	Company Administration	On
akademos-fenstermacher	Sales	On
akademos-kohl	Shipping, Goods Receipts, Warehouse Management...	On
Nadel, Laura	Quality Management, Shipping, Goods Receipts, W...	On
akademos-nadel		
Rohl, Dorothea	Company Administration, Quality Management	On
akademos-rohl		
Schmid, Petra	Company Administration	On
Pschmid		
Schmied, Paula	Company Administration	On
Pschmied		
Vogel, Johannes	Company Administration	Off
akademos-vogel		

Create User

Fill in Mandatory Fields for New User

Create User

Mandatory fields are clearly marked.

* Marked fields are mandatory

Contact Data

First Name *	0 / 30	Last Name *	0 / 50
Salutation *	▼	Language *	Deutsch ✓ ▼
E-Mail *	0 / 200	Mobile Phone	0 / 20
Phone *	0 / 20	ZIP Code	0 / 10
Country *	Germany ✓ ▼	Street	0 / 40
State / Province	0 / 20		
City	0 / 30		
Time Zone *	(GMT+01:00) Euro... ✓ ▼		

Please select the time zone.

Cancel Save and Close

Important to Select the Correct Time Zone of New User

The image shows a 'Create User' form with the following fields and values:

- Contact Data** (Marked fields are mandatory)
- First Name ***: Laura (5 / 30)
- Last Name ***: Miller (6 / 50)
- Salutation ***: Ms. (dropdown)
- Language ***: English (dropdown)
- E-Mail ***: laura.miller@supplyon.en (24 / 200)
- Phone ***: +498119... (10 / 20)
- Country ***: Germany (dropdown)
- City**: (0 / 30)
- Street**: (0 / 40)
- Time Zone ***: (GMT+01:00) Euro... (dropdown) - This field is highlighted with a red box and a red circle.

Annotations on the form:

- A red callout bubble: "It is important to select the correct time zone of a user." (pointing to the Time Zone field)
- A red callout bubble: "Some services calculate the status using predefined times." (pointing to the City and Street fields)

Buttons: Cancel, Save and Close

Set the Username and Password

Create User

Set the User Name and Password.

Account data

User Name

Please create a unique user name. 0 / 30

Password *

Please enter a password.

Repeat Password *

Please enter the password again.

Areas of Responsibility

<input type="checkbox"/>	Name ↑	Description	More Information
<input type="checkbox"/>	Company Administration	Company master data, use...	More Information
<input type="checkbox"/>	Order Fulfillment, Finance ...	Supply Chain Management.	More Information
<input type="checkbox"/>	Quality Management	Supplier Quality Managem...	More Information
<input type="checkbox"/>	Sales	Sourcing to Contract, Progr...	More Information
<input type="checkbox"/>	Shipping, Goods Receipts, ...	Shipping, goods receipts, w...	More Information

Check Boxes for Areas of Responsibility

The screenshot shows a 'Create User' form with the following sections:

- Time Zone ***: (GMT+01:00) Euro... (checked)
- Account data**:
 - User Name ***: LauraMiller (checked)
 - Password ***: [masked] (checked)
 - Repeat Password ***: [masked] (checked)
- Areas of Responsibility**: A table with columns for Name, Description, and More Information. Each row has a checkbox in the Name column.

A teal callout box is overlaid on the form with the text: "Determine which function the user will have in your company."

<input type="checkbox"/>	Name ↑	Description	More Information
<input type="checkbox"/>	Company Administration	Company master data, use...	More Information
<input type="checkbox"/>	Order Fulfillment, Finance ...	Supply Chain Management.	More Information
<input type="checkbox"/>	Quality Management	Supplier Quality Managem...	More Information
<input type="checkbox"/>	Sales	Sourcing to Contract, Progr...	More Information
<input type="checkbox"/>	Shipping, Goods Receipts, ...	Shipping, goods receipts, w...	More Information

Buttons: Cancel, Save and Close

Click "Save and Close"

(an automatic email will be sent to new user)

Create User

Time Zone *
(GMT+01:00) Euro...
Please select the time zone.

Account data

User Name *
LauraMiller
Please create a unique user name. 11 / 30

Password *

Please enter a password.

Repeat Password *

Please enter the password again.

Areas of Responsibility

<input type="checkbox"/>	Name ↑	Description	More Information
<input checked="" type="checkbox"/>	Company Administration	Company master data, use...	More Information
<input type="checkbox"/>	Sales	Shipping, goods receipts, w...	More Information
<input type="checkbox"/>	Shipping, Goods Receipts, ...	Shipping, goods receipts, w...	More Information

As soon as you save your entries, the new user will automatically receive an e-mail with the user name, in this case 'LauraMiller.'

DO Send Additional Email to New User about Initial Password

The screenshot displays the 'User Administration' page in the SUPPLYON system. The interface includes a navigation bar with 'My SupplyOn', 'SupplyOn Services', 'Administration', and 'News'. The main content area shows a list of users with their details and assigned areas of responsibility. A red box highlights the 'Areas of Responsibility' for Laura Miller, which is 'Company Administration'. A red callout bubble points to the 'Areas of Responsibility' field for Laura Miller, stating: 'In another e-mail the user is informed about the assigned areas of responsibility.' Another red callout bubble points to the 'Areas of Responsibility' field for Laura Pschmid, stating: 'Please inform the user separately about the initial password.' The interface also includes buttons for 'Edit' and 'More' for each user profile.

Name	User Name	Areas of Responsibility
Miller, Laura	LauraMiller	Company Administration
Nadel, Laura	akademos-nadel	Quality Management, Shipping, Goods Receipts, W...
Rohl, Dorothea	akademos-rohl	Company Administration, Quality Management
Schmid, Laura	Pschmid	Company Administration
Schmid, Laura	Pschmid	
Schmid, Laura	akademos-vogel	

Done!

2

Give an Existing User ID Access to TIFS Scorecard

(only a user with the admin role "UMAdmin" can do these steps)

Open User Management

(click on "Administration" at top and choose "User Management" in dropdown)

The screenshot displays the SupplyOn user management interface. At the top, the navigation bar includes 'SUPPLYON', 'My SupplyOn', 'SupplyOn Services', 'Administration', and 'News'. A teal banner at the top right reads 'Open the user management.' Below the navigation bar, the 'Administration' dropdown menu is open, showing options: 'My User Account', 'My Substitutes', 'User Management' (highlighted with a red box and a mouse cursor), 'Customer Responsible', 'Company', 'Logistics Settings', 'Contract & Invoice', and 'My user administrators'. The main content area is a dashboard with various modules: 'Action Management', 'Directory', 'Collaboration Folders', 'Document Management', 'Flexible Survey', 'Logistics & Finance', 'Performance Monitor', 'Problem Solver', and 'Project Management'. Each module has an 'Open' button. On the left, a user profile for 'Maria Peng' is visible. On the right, there are notification cards: 'Are you using the best browser?' and 'Congratulations - you have no urgent tasks'. The URL at the bottom is 'https://platform.application.prd.supplyon.com/iam/faces/index.jsf?lang=EN'.

Click on "More" and choose "Advanced User Administration"

The screenshot displays the 'My SupplyOn > User Administration' interface. At the top right, there are navigation options: '+ Create User', 'Filter', 'Search', 'Sort', and 'More'. The 'More' dropdown menu is open, showing options: 'Advanced User Administration', 'Customer Responsibilities', 'Self Registration', and 'Help & Support'. The main area contains a grid of user profiles, each with a name, a toggle switch, and details for 'User Name' and 'Areas of Responsibility'. A teal callout bubble with the text '...in the advanced mode.' is positioned over the middle of the grid.

Name	Status	User Name	Areas of Responsibility
Decker, Karl	On	akademos-demo-ca	Company Administration
Fenstermacher, Sandra	Off	akademos-fenstermacher	Sales
Kohl, Kristian	On	akademos-kohl	Shipping, Goods Receipts, Warehouse Management...
Miller, Laura	On	LauraMiller	Company Administration
Nadel, Laura	On	akademos-nadel	Quality Management, Shipping, Goods Receipts, W...
Rohl, Dorothea	On	akademos-rohl	Company Administration, Quality Management
Schmid, Petra	On	Pschmid	Company Administration
Schmied, Paula	On	Pschmied	Company Administration, Sales
Vogel, Johannes	Off	akademos-vogel	Company Administration

Click on the "User Accounts" tab

The screenshot displays the 'My SupplyOn > User management: My work area' interface. At the top, there are navigation tabs: 'My work area', 'User accounts', 'Service settings', and 'Standard settings'. A blue callout bubble with the text 'Find the affected user in the user overview.' points to the 'User accounts' tab. Below the tabs, the main content area is divided into several sections: 'Unlock locked users' (showing two locked users: Sandra Fenstermacher and Johannes Vogel), 'These external users are ready for merge' (no users), 'Confirm requested roles' (no roles), and 'Confirm new users' (no users). On the right side, there is a 'Quick and easy' sidebar with links for 'Create user', 'Assign roles', 'Unlock user', and 'Reset password'. The top right corner contains links for 'Help and support', 'Print', and 'Message to support'.

Find the desired user ID, click on the down arrow icon next to the user ID name and choose "Change Roles"

The screenshot shows the SAP User Management interface. At the top, there are navigation tabs: "My work area", "User accounts", "Service settings", and "Standard settings". Below these is a search bar with "Name, user ID, e-mail" and buttons for "Search" and "Reset search". There are also buttons for "Standard User Administration" and "Create new user".

The main content area displays a table of users. The table has columns for "User ID", "Name", "Department", "Status", "E-mail", "Company", "D-U-N-S No.", and "Roles". The user "Schmid, Paula" is selected, and a dropdown menu is open next to her User ID, showing options: "Change Roles", "Service settings", "Create copy", "Specify successor", and "Change user ID".

User ID	Name	Department	Status	E-mail	Company	D-U-N-S No.	Roles
LauraMiller	Miller, Laura		●	laura.miller@supplyon.eu	Akados GmbH	999623213	BusinessDirectorySupp...
Pschmid	Schmid, Petra		●	p.schmid@supplyon.com	Akados GmbH	999623213	BusinessDirectorySupp...
Pschmid	Schmid, Paula		●	srcmailtest@supplyon.com	Akados GmbH	999623213	BusinessDirectorySupp...
akadem	Decker, Karl		●	srcmailtest@supplyon.com	Akados GmbH	999623213	BusinessDirectorySupp...
akadem	Fenstermacher, Sandra		■	srcmailtest@supplyon.com	Akados GmbH	999623213	BusinessDirectorySupp...
akadem	Kohl, Kristian		●	srcmailtest@supplyon.com	Akados GmbH	999623213	???TMTPSellerTOASN...
akademos-naue	Nadel, Laura		●	srcmailtest@supplyon.com	Akados GmbH	999623213	???TMTPSellerTOASN...
akademos-rohl	Rohl, Dorothea		●	srcmailtest@supplyon.com	Akados GmbH	999623213	BusinessDirectorySupp...
akademos-vogel	Vogel, Johannes		■	srcmailtest@supplyon.com	Akados GmbH	999623213	BusinessDirectorySupp...



At the bottom of the table, there are buttons for "Unlock user", "Reset password", "Lock users", "Delete user", "Assign roles", and "Download CSV". Below the table, it shows "9 Entries", "Select all", "Deselect all", "Rows per page 10", and "Page 1 of 1".

There are two roles to assign to the user

Click “Expand” for the section called Quality Management

<input type="checkbox"/> Company Administration (not assigned): Company master data, users and permissions.	Expand	
<input type="checkbox"/> Quality Management (not assigned): Supplier Quality Management (QM).	Expand	
<input type="checkbox"/> Sales (not assigned): Sourcing to Contract, Progress to Order and Supplier Management.	Expand	
Other Roles	Expand	

Check the box for Role ProblemSolverUser

<input type="checkbox"/> Quality Management (not assigned): Supplier Quality Management (QM). Collapse 		
Role	Status	Description
<input type="checkbox"/> BusinessDirectorySupplierStandard	assigned	Editing customized fields.
<input checked="" type="checkbox"/> ProblemSolverUser 	assigned	Problem Solver use. To process complaints the user must be created as customer responsible or be assigned to the case as team member.
<input type="checkbox"/> ProjectMgmtSellerUser	assigned	Participate in projects.
<input type="checkbox"/> TechReviewStandardSellerUser	not assigned	Display all Technical Reviews for company. Edit Technical Reviews in which user added into as part of team.

Then...Click “Expand” for the section called **Other Roles**

<input type="checkbox"/> Company Administration (not assigned): Company master data, users and permissions.	Expand	
<input type="checkbox"/> Quality Management (not assigned): Supplier Quality Management (QM).	Expand	
<input type="checkbox"/> Sales (not assigned): Sourcing to Contract, Progress to Order and Supplier Management.	Expand	
Other Roles	Expand	



Check the box for Role **SCPM Analytics**

Other Roles Collapse 		
Role	Status	Description
<input type="checkbox"/> SCPM AirSupply	not assigned	Grants the user access to the AirSupply SCPM service. Therein contained are reports which provide visibility about various performance-related topics in AirSupply.
<input checked="" type="checkbox"/> SCPM Analytics 	not assigned	View of Supply Chain Performance Management Dashboards.
<input type="checkbox"/> SCPM Analytics (Mobile)	not assigned	Grants the user access to the mobile SCPM service. Therein contained are standard SCPM reports which were adapted for mobile devices.
<input type="checkbox"/> SCPM P2S	not assigned	Grants the user access to the Production to Supply service. Therein contained are reports which provide visibility about the status of production and stock levels.

Click the **SAVE** Button
Done!

To go back to the standard screen, click “User management: user accounts”

My SupplyOn > User management: User accounts > Roles of Petra Schmid Help and support | Print | Message to support

You have assigned the selected areas of responsibility to the user.

Master data **Roles** Service settings Substitutes Privacy settings

You are currently modifying: Schmid, Petra (Aka)

Display Areas of Responsibility

Expand areas of responsibility to display the fine-grained rights management. Expand all | Collapse all

- Company Administration** (assigned): Company master data, users and permissions. Expand
- Order Fulfillment, Finance Processes** (not assigned): Supply Chain Management. Expand
- Quality Management** (not assigned): Supplier Quality Management (QM). Expand
- Sales** (assigned): Sourcing to Contract, Progress to Order and Supplier Management. Collapse

Role	Status	Description
<input checked="" type="checkbox"/> BusinessDirectorySupplierStandard	assigned	Editing customized fields.
<input type="checkbox"/> DMSRegularUser	not assigned	Access to documents in SupplyOn Document Management.
<input checked="" type="checkbox"/> MgmtCockpit_CompLevel_Seller	assigned	Access to cases of the entire company in the SupplyOn Management Cockpit.
<input checked="" type="checkbox"/> Seller	assigned	Bids submission in SupplyOn Sourcing. Note: Please update the settings under "Administration / Customer Responsible" so that the customer is proposed the right users when the RFQ is created.
<input checked="" type="checkbox"/> SurveyRecipient	assigned	Receive surveys.
<input checked="" type="checkbox"/> UMDefault	assigned	Permits processing of a user's own user profile.

Click "Standard User Administration"

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 Standard User Administration

All users Locked users Active users


Advanced Search

User ID	Name	Department	Status	E-mail	Company	D-U-N-S No.	Roles
<input type="checkbox"/> LauraMiller	Miller, Laura		●	laura.miller@supplyon.en	Akados GmbH	999623213	BusinessDirectorySupp...
<input type="checkbox"/> Pschmid	Schmid, Petra		●	p.schmid@supplyon.com	Akados GmbH	999623213	BusinessDirectorySupp...
<input type="checkbox"/> Pschmied	Schmied, Paula		●	srcmailtest@supplyon.com	Akados GmbH	999623213	BusinessDirectorySupp...
<input type="checkbox"/> akados-demo-ca	Decker, Karl		●	srcmailtest@supplyon.com	Akados GmbH	999623213	BusinessDirectorySupp...
<input type="checkbox"/> akados-fenstermacher	Fenstermacher, Sandra		■	srcmailtest@supplyon.com	Akados GmbH	999623213	BusinessDirectorySupp...
<input type="checkbox"/> akados-kohl	Kohl, Kristian		●	srcmailtest@supplyon.com	Akados GmbH	999623213	???TMTPSellerTOASN...
<input type="checkbox"/> akados-nadel	Nadel, Laura		●	srcmailtest@supplyon.com	Akados GmbH	999623213	???TMTPSellerTOASN...
<input type="checkbox"/> akados-rohi	Rohi, Dorothea		●	srcmailtest@supplyon.com	Akados GmbH	999623213	BusinessDirectorySupp...
<input type="checkbox"/> akados-vogel	Vogel, Johannes		■	srcmailtest@supplyon.com	Akados GmbH	999623213	BusinessDirectorySupp...

9 Entries Select all Deselect all Rows per page 10 First Previous | Page 1 of 1 | Next Last

Done!

My SupplyOn > User Administration + Create User Filter Search Sort More

Decker, Karl <input checked="" type="checkbox"/>	Fenstermacher, Sandra <input type="checkbox"/>	Kohl, Kristian <input checked="" type="checkbox"/>
User Name akademos-demo-ca	User Name akademos-fenstermacher	User Name akademos-kohl
Areas of Responsibility Company Administration	Areas of Responsibility Sales	Areas of Responsibility Shipping, Goods Receipts, Warehouse Management...
Edit More	Edit More	Edit More
Miller, Laura <input checked="" type="checkbox"/>	Nadel, Laura <input checked="" type="checkbox"/>	Rohl, Dorothea <input checked="" type="checkbox"/>
User Name LauraMiller	User Name akademos-nadel	User Name akademos-rohl
Areas of Responsibility Company Administration	Areas of Responsibility Quality Management, Shipping, Goods Receipts, W...	Areas of Responsibility Company Administration, Quality Management
Edit More	Edit More	Edit More
Schmid, Petra <input checked="" type="checkbox"/>	Schmied, Paula <input checked="" type="checkbox"/>	Vogel, Johannes <input type="checkbox"/>
 User Name Pschmid	User Name Pschmied	User Name akademos-vogel
Areas of Responsibility Company Administration, Sales	Areas of Responsibility Company Administration, Sales	Areas of Responsibility Company Administration

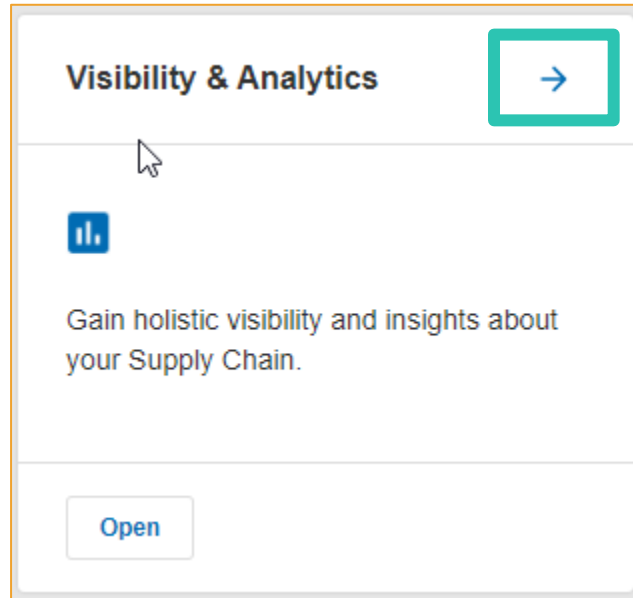
3

Navigate to TIFS Scorecard in SupplyOn

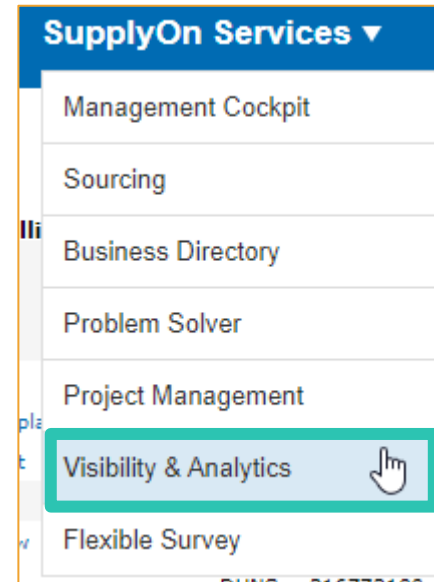
*(only a user with the two roles assigned in
previous slides can do these steps)*

Go to “Visibility & Analytics”

(two ways)



Click arrow for tile on home page



OR Click “SupplyOn Services” menu at top of page and select “Visibility & Analytics”

The TIFS Scorecard Will Show

(you can filter for the month on right sidebar)

The screenshot displays the 'Supplier Score Card' interface. At the top, there is a navigation bar with 'SupplyOn Services', 'News', 'Administration', and 'More'. The main header includes 'Supplier Score Card' and a 'Score Card Month' dropdown set to 'May 2023'. A search bar and 'Download'/'Bookmark' options are also present.

The main content area is divided into several sections:

- Score Card Summary:** Includes 'Quality Performance (%)' and 'Quality Performance Score', both showing '(Blank)'. Below this is a table for 'Quality Performance (IpB) : 95 Pts' with columns for 'IpB Target', 'Current Month IpB', 'Rolling 3 Months IpB', and 'Rolling 3 Status to Target'. A 'Quality Performance Criteria' box provides details on target reductions and incident calculations.
- Quality Certification Status : 5 Pts:** Shows 'Certification Status' as '(Blank)' and 'Monthly Status' as '(Blank)'. A note below reads 'IATF16949 / ISO9001 Certification Status in TIFS System'.
- Escalation Status :** Displays three escalation levels: 'Escalation 1' (Blank), 'Escalation 2' (Blank), and 'Escalation 3' (Blank). Descriptive text below indicates 'Three (3) Concerns', 'Four (4) Concerns', and 'Four Plus (4+) Concerns'.
- Concerns Quality:** A section for quality concerns.
- Score Card Total:** Shows '(Blank)'. Below it is an 'NBH' section, also showing '(Blank)'.
- Summary Tables:** Three tables for 'Score Card Month', 'Score Card R3 Month', and 'Score Card R12 Month'. Each table has columns for 'Formal', 'Quality', 'Warranty', and 'Logistic', all of which are currently '(Blank)'.

On the right side, there is a 'Filters' sidebar. It includes a search bar and a list of 'Score Card Month' filters for May 2023. The 'May 2023' filter is selected and highlighted with a green border.

At the bottom, there is a navigation bar with 'Score Card', 'Appendix A', 'Appendix B', and 'Appendix C'.