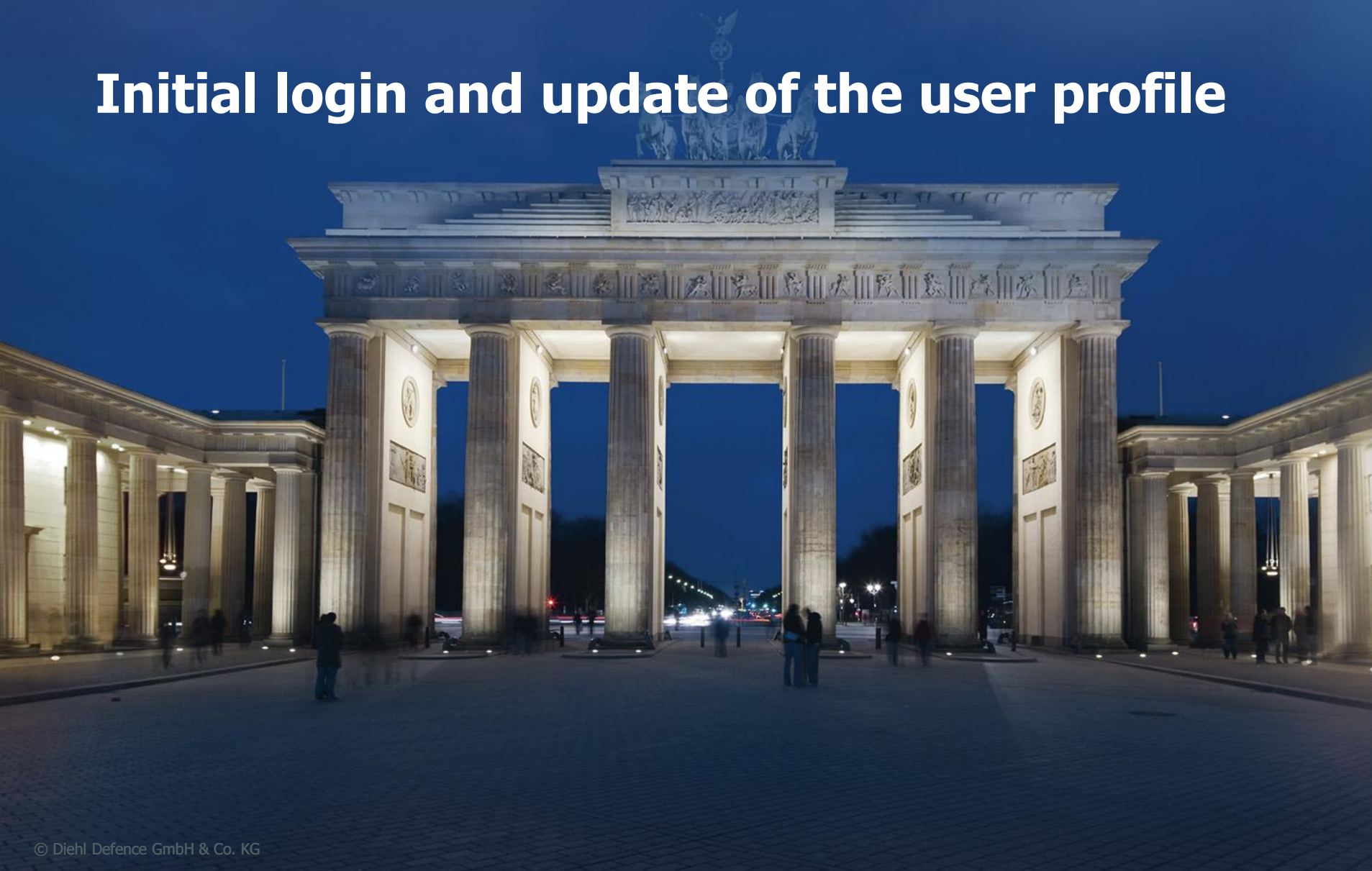


Supplier Platform

Initial login and update of the user profile

DIEHL
Defence



FUNCTION OF THE PLATFORM

Function of the platform:

Diehl Defence GmbH & Co. KG has implemented a new platform for its purchasing processes. The introduction is intended to increase competitiveness through efficiency in communication and interaction and through increased transparency with optimized processes. The platform should bring the supplier relationship to a new level.

Link to the supplier platform:

<http://supplierportal.diehl-defence.com/>

Supplier Platform

Generate new password

E-Mail including user data

Homepage

General information

Updating of information



GENERATE NEW PASSWORD

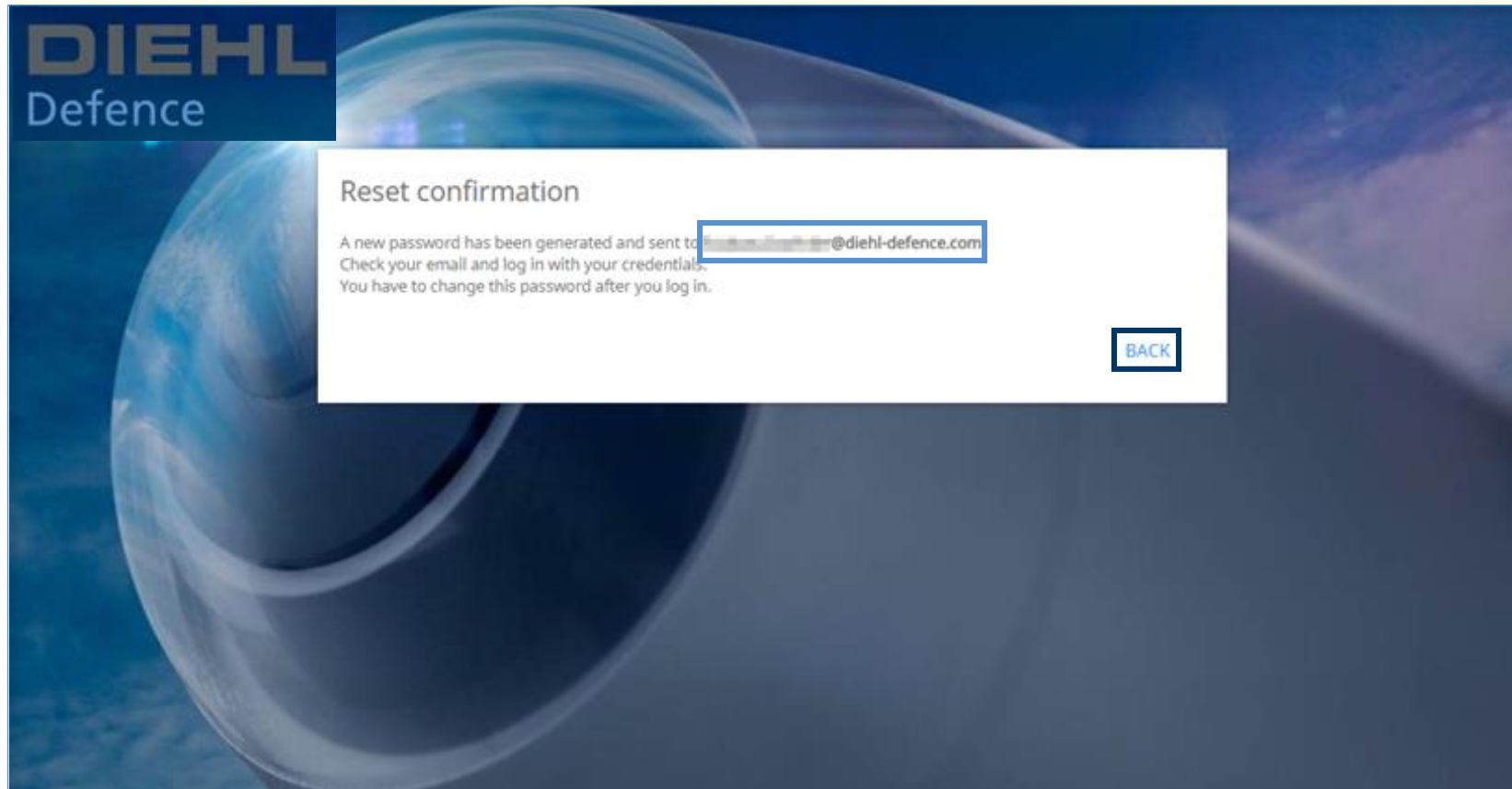
The screenshot shows the DIEHL Defence supplier portal login page. On the left, there is a link to 'Want to become our SUPPLIER?' with an 'APPLY HERE!' button. The main login area includes a 'WELCOME' message, browser recommendations (Google Chrome, Mozilla Firefox, Apple Safari), and input fields for 'Login' and 'Password'. There are checkboxes for 'Show password' and 'Keep me signed', and a 'SIGN IN' button. A 'Forgot Password or Login?' link is highlighted with a red circle and the number '1'. Below the main page, a modal window titled 'Forgot Password or Login?' is displayed. It contains instructions: 'Enter your login and e-mail, then click on "Generate new password". A new password will be generated and sent to you by e-mail. If you cannot remember your login or have problems generating a new password, please contact support:'. It features two input fields: 'Login: Enter your username' (with a red circle and '2' next to it) and 'e-mail address: Enter your e-mail address' (with a red circle and '3' next to it). At the bottom of the modal, there is a 'BACK' button and a 'GENERATE NEW PASSWORD' button (with a red circle and '4' next to it).

By following the link you will be directed to the welcome page of the supplier portal. Please complete the following steps to access the portal.

1. Click on the button «Forgot Password or Login?»
 2. Insert your login
 3. Name your e-mail-address
 4. Click on the button «GENERATE NEW PASSWORD»
- Please use your e-mail address for both text boxes



E-MAIL INCLUDING USER DATA



An e-mail with the new temporary password has now been sent to your specified e-mail address.

Click on «BACK» to return to the homepage.



E-MAIL INCLUDING USER DATA



NEW PASSWORD GENERATED

Dear Max Mustermann,

A new password has been generated. Please enter this new temporary password together with your login:

URI: <https://diehl-defence.synertrade.com>

Password: HH0se&F

After first log-in, please follow the 2 steps:

1. You will be required to enter a new personal password (please ensure you follow the password rules set).
2. Once logged in, click on your user name link in top right corner; check and save your personal settings for your profile (language, time zone etc.).

In case of questions regarding the platform usage please contact support +49 6873 70 748 or email supplierportal@diehl-defence.com.

This is an automated generated message; please do not reply to this email.

This e-mail as well as any attached files is confidential and may also contain information which is legally privileged. It is intended solely for the use of the individual or the entity to whom it is addressed. If you are not the intended recipient of this e-mail, you are hereby on notice of this status. Any disclosure, copying, distribution, dissemination or publication of the information contained therein is strictly prohibited, unless you have been permitted thereto by the sender. If you are not the intended recipient please return this e-mail immediately to the sender and then delete this message from your system. The sender is not liable for the proper transmission of this information nor for any delay in its receipt



CHANGE PASSWORD

DIEHL
Defence

Want to become our SUPPLIER?

[APPLY HERE!](#)

WELCOME, please enter your credentials.
Please use the following Internet browsers to access the Supplier Portal:
Google Chrome, Mozilla Firefox, Apple Safari

Show password

Keep me signed

[SIGN IN](#)

[Forgot Password or Login?](#) [QA](#)

[Legal notice](#) [Change language / Sprache ändern](#) [Accelerate Test of Compatibility](#)

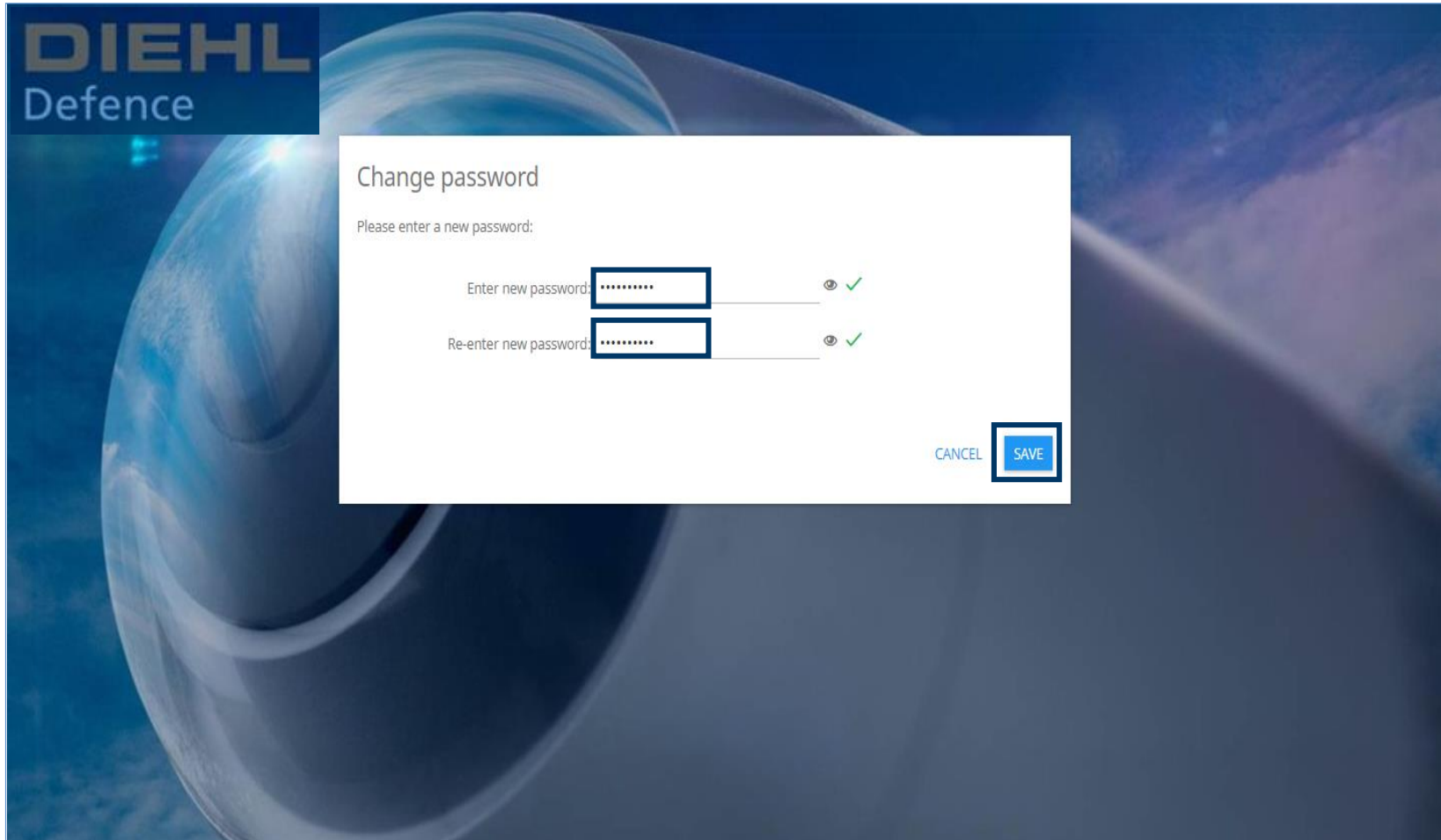
Please make sure that no space is added at the end of the password.

Log on to the platform with the password from the e-mail and your e-mail address.

After the successful login you can choose a new password for your account.





CHANGE PASSWORD





DIEHL
Defence

Change password

Please enter a new password:

Enter new password:  

Re-enter new password:  

[CANCEL](#) [SAVE](#)

Enter an new, self-selected password and confirm the entry by clicking on «SAVE». Afterwards you will be automatically forwarded to the login page.



HOMEPAGE

The screenshot shows the SynerSpace homepage interface. At the top, there is a header with the DIEHL Defence logo, the SynerSpace logo, and user information for Max Mustermann. A dialog box titled "Choose your content:" is displayed in the center. The dialog box contains the following text: "Hello, for your convenience, we have hidden all the Synerspace cards. Please choose only the cards you want to see, or later, use the 'Manage Cards' window to show more." Below the text, there are five content cards, each with a checkbox and a question mark icon: "Introduction (0)", "Editable media card", "Project Favourites", "Valid and expired certificates", and "Dynamic cards". The "APPLY" button at the bottom right of the dialog box is highlighted with a blue border.

At the beginning you can determine which Manage Card should be displayed on the homepage. At the beginning it is recommended to select all cards. You accept your selection after clicking on «APPLY».

(To change this decision later, click on "Select SynerSpace content" on the homepage)

After registering on the platform, you will be taken to the homepage.




GENERAL INFORMATION

1. Menu

2. Navigation

- Many pages consist of several tabs.
- Navigate through the pages by clicking on the individual tabs.
- To navigate successfully you only use the buttons inside the platform.
→ Avoid the use of general internet explorer buttons !

1. The menu is used for navigation inside the platform. It is opened with the symbol «  » (always be found at the bottom left).
1. By clicking in the individual menu items, you can access the corresponding drop-down list.



GENERAL INFORMATION

3. Save

- All changes must be saved before changing the pages/ tabs with the button **Save** / **SAVE** (always found in the top left corner).

4. Upload

- To upload files use the button **UPLOAD**.
- This button opens a pop-up window.
- Complete downloads by making sure that the upload bar is green and then click «END UPLOAD».
- For detailed explanation see: [Updating of information](#)

5. Error message

- Respond to error messages by pressing the [F5] button.
- If error messages are still active, please log out and in again on the platform.
- For questions or existing problems, please contact our support by e-mail: supplierportal@diehl-defence.com or via telephone: +49687370748



HOMEPAGE

DIEHL Defence SynerSpace

Max Musterman
03.11.2020 / 12:55 / GMT+01:00

Filters: All ?

Herzlich willkommen im Lieferanten-Portal von DIEHL Defence.
Im ersten Schritt überprüfen Sie bitte Ihre hinterlegten Stammdaten. Öffnen Sie hierfür den Bereich "Mein Profil". In den unterschiedlichen Reitern werden Ihnen die bereits vorausgefüllten Informationen angezeigt. Diese Daten können Sie bei Bedarf ändern oder anpassen. Wenn Sie Fragen zur Benutzung des Portals haben oder weitere Informationen benötigen, können Sie die Kontaktinformationen auf der "SynerSpace"-Seite über das "?"-Symbol abrufen.

Welcome to the supplier portal of DIEHL Defence
In the first step please check your entered master data. For this purpose, please open the section "My profile". In the different tabs you will see the already pre-filled information. You can change or adapt these data if necessary. If you have any questions regarding the use of the portal or need further information, you can find the contact information on the "SynerSpace" page via the "?" symbol.

Project Favourites
You have no content to display.
Show: All

Valid and expired certificates
Valid until 02.01.2021 (60 days)

Refresh

1. Click on the head icon at the top right of the screen to open a drop-down menu.
2. Click on «My Account» to customise your personal information and settings.



UPDATING OF INFORMATION

DIEHL Defence

Max Mustermann
03.11.2020 / 13:20 / GMT+01:00

Contact information / Supplier name **Supplierportal Service** Contact

COMPANY INFORMATION 1 CONTACT INFORMATION CERTIFICATES / NDA OTHER DOCUMENTS ADDITIONAL INFORMATION PERSONAL SETTINGS COMMUNICATION

SAVE 1

COMPANY INFORMATION 2

Company _____ Creditor no. SAP _____

Street Name & House Number _____ NDA necessary?

Address Addendum _____

Address Addendum 2 _____

City _____ 2

Postal Code _____

Country _____ Region / State _____

Language _____

Phone (e.g. "+49 711 1234 56") _____

Fax (e.g. "+49 711 1234 78") _____

e-mail Address _____

Website _____ Supplier Segmentation _____

ADDITIONAL INFORMATION 3

Payment Terms _____ VAT no. _____

Terms of Delivery _____ 3 D&B DUNS No. _____

Parent Company _____ D&B Parent DUNS No. _____

Order Currency _____

1. Please save your changes by clicking on the button «SAVE» before changing the register tab.
2. All fields marked in red are mandatory fields.
3. Fields that are write protected cannot be changed. (Payment Terms, Terms of Delivery)

1. Open the register tab «COMPANY INFORMATION»
2. Inside the register tab «COMPANY INFORMATION» you can adjust your general address data.
3. Inside the tab «ADDITIONAL INFORMATION» you can enter additional, mostly optional information about your company.



UPDATING OF INFORMATION

DIEHL Defence | Max Mustermann | 03.11.2020 / 13:43 / GMT+01:00

Contact Information / Supplier name **Supplierportal Service** / Contact **Max Mustermann**

COMPANY INFORMATION | **USER** | CONTACT INFORMATION | CERTIFICATES / NDA | OTHER DOCUMENTS | ADDITIONAL INFORMATION | PERSONAL SETTINGS | COMMUNICATION

Search [] All [v]

Export | Configure

NO.	<input type="checkbox"/>	CONTACT TYPE	FIRST NAME	LAST NAME	EMAIL ADDRESS	COMPANY	TELEPHONE	CREATED	CREATED BY	LAST CHANGE	LAST CHANGED BY
1	<input type="checkbox"/>					Supplierportal Service		02.11.2020 12:20		03.11.2020 09:17	Max Mustermann
2	<input type="checkbox"/>					Supplierportal Service		02.11.2020 12:21		03.11.2020 09:17	Max Mustermann
3	<input type="checkbox"/>		Max	Mustermann		Supplierportal Service	07551-2258	18.02.2020 10:03		03.11.2020 13:00	Max Mustermann
4	<input type="checkbox"/>	Quality department	Christian			Supplierportal Service	+49 1624299213	24.03.2020 12:27		03.11.2020 13:00	Max Mustermann
5	<input type="checkbox"/>		Max	Mustermann		Supplierportal Service	123456789	04.06.2020 09:50		03.11.2020 13:00	Max Mustermann
6	<input checked="" type="checkbox"/>	Chairman / President Sales department	Max	Mustermann	supplierportal@diehl-de			11.12.2019 17:51	user system	03.11.2020 13:20	Max Mustermann

6 Records exist | Show 10 Records [v] | You have selected 1 record(s)

411 QA

In the register tab «USER» you can view and change all contacts of your company.

1. CONTACT TYPE
2. FIRST NAME / LAST NAME
3. EMAIL ADDRESS / TELEPHONE

To change an entry, click on the respective position. The fields of the contact person can now be edited.

1. Save the changes by clicking on the three-point menu and the «CONFIRM» button.



UPDATING OF INFORMATION

DIEHL Defence

Contact information / Supplier name **Supplierportal Service** Contact **Max Mustermann**

COMPANY INFORMATION USER **CONTACT INFORMATION** CERTIFICATES / NDA OTHER DOCUMENTS ADDITIONAL INFORMATION PERSONAL SETTINGS COMMUNICATION

Save Undo

CONTACT INFORMATION ADDRESS

Salutation **Mr.**

Contact type **Chairman / President**
Sales department

Company **[REDACTED]**

1 First name _____
Last name _____

2 Login **[REDACTED]**
Password *********

3 Address _____
City _____
Postal/Zip code _____

Country **Germany**

4 Email address **[REDACTED]**
Phone _____
Mobile/Cell _____
Fax _____

User enabled
Related party _____
Tender Role Finance Role

CONTACT DATA

In the register tab «CONTACT INFORMATION» you will find personal information.

1. First Name / Last Name
2. Set new password
3. Address
4. Contact Data



UPDATING OF INFORMATION

1

2

1

NO.	<input type="checkbox"/>	<input type="checkbox"/>	CERTIFICATE CODE	CERTIFICATE NAME	DESCRIPTION	DOCUMENTS/COMMENTS	SUPPLIER IDH NUMBER	ACCREDITATION OFFICE	STATUS	VALID UNTIL	COMMENTS
1	<input type="checkbox"/>	<input type="checkbox"/>	Others	others		0 (view)			●		
2	<input type="checkbox"/>	<input type="checkbox"/>	Others	others		0 (view)			●		
3	<input type="checkbox"/>	<input type="checkbox"/>	Others	others		0 (view)			●		
4	<input type="checkbox"/>	<input type="checkbox"/>	Others	others		1 (view)			●		
5	<input type="checkbox"/>	<input type="checkbox"/>	Others	others		0 (view)			●		

5 Records exist Show 10 Records

In the register tab «CERTIFICATES / NDA» important documents for the cooperation can be deposited.

1. Details of the deposited documents.

1. By clicking the button «NEW» you can add a new certificate.
2. An existing entry can be edited or deleted by clicking on the three-point menu.



UPDATING OF INFORMATION

DIEHL
Defence

Contact information / Supplier name **Supplierportal Service** Contact

COMPANY INFORMATION USER CONTACT INFORMATION **CERTIFICATES / NDA** OTHER DOCUMENTS ADDITIONAL INFORMATION PERSONAL SETTINGS COMMUNICATION

Save Undo Back to Overview

CERTIFICATE DETAILS

Select Certificate: others 1

Alternative name: _____

Status: ● Enabled

Valid from: _____ 2

Valid until: _____ 2

Certificate To Be Returned Before: _____

Certificate Documents 6 3

Select manufacturing site: _____

Accreditation office: _____

Remind me prior to certificate expiration (x days before expiration) 90 4

Remind me as certificate expires.

Language for email: English (UK)

Inform the following person: (please insert one or multiple email addresses separated by comma or semi-colon) 5
 supplierportal@diehl-defence.com

Comment: _____

Last change by: Mr. Max Mustermann

Last change date: 11.09.2020

This is the detail view of a certificate.
The following information can be stored:

1. Type of certificate
2. Period of validity
3. Certificate Documents
4. Selection of the notification type
5. E-Mail address

6. The upload of files is started by clicking this button.



UPDATING OF INFORMATION

The screenshot shows a web interface for updating information. A modal window titled "Attach file" is centered on the screen. Inside this modal, there is a blue dashed rectangular area containing the text "Drop files here to attach them or Select files". Below this area is a button labeled "END UPLOAD". Two numbered callouts are present: a "1" next to the dashed box and a "2" next to the "END UPLOAD" button. The background form is partially visible and includes the following fields and options:

- Select Certificate: others
- Alternative name: [empty field]
- Status: Enabled (with a green dot)
- Valid from: [empty field]
- Valid until: [empty field]
- Be Returned Before: [empty field]
- Duplicate Documents: Upload additional documents (with a document icon)
- Select Manufacturing Site: [empty field]
- Accreditation office: [empty field]
- Remind me prior to certificate expiration (x days before expiration): 90
- Remind me as certificate expires:
- Language for email: English (UK)
- supplierportal@diehl-defence

The upload of the file can now be started:

1. Drag the file into the blue framed field
or
Click on the «Select files» button.
2. After the upload bar has turned green, you can finish the upload by clicking on «END UPLOAD».



UPDATING OF INFORMATION

Contact information / Supplier name **Supplierportal Service** Contact

COMPANY INFORMATION USER CONTACT INFORMATION CERTIFICATES / NDA **OTHER DOCUMENTS** ADDITIONAL INFORMATION PERSONAL SETTINGS COMMUNICATION

1 You have downloaded 0 of 1 document(s). 1 document(s) uploaded.

Search All

5 **2** **1**

Save Extended Upload **UPLOAD** Export ERP documents Configure

NO.	<input type="checkbox"/>	<input type="checkbox"/>	NAME	TYPE	DOCUMENT-NO.	EXPIRED	BUYER ACCESS	DOCUMENT LINK	DOCUMENT OWNER
1	<input type="checkbox"/>	<input type="checkbox"/>	Beispiel Dokument.jpg	File	DOC001720.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supplierportal Service	Max Mustermann
						3	4		

In the register tab «OTHER DOCUMENTS» further documents can be deposited.

1. Upload a single document
2. Upload multiple documents
3. Marking a document as expired
4. Setting the access rights for the purchaser
5. Confirm changes of points 3 & 4 with «SAVE»