Supplier Platform

Initial login and update of the user profile
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
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 adress for both text boxes.
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.
Dear Max Mustermann,

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

URL: https://diehl-defence-suppliertrade.com
Password: HNBt8f

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.

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

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)
GENERAL INFORMATION

1. Menu

2. Navigation

1. The menu is used for navigation inside the platform. It is opened with the symbol « » (always be found at the bottom left).

2. By clicking in the individual menu items, you can access the corresponding drop-down list.

- 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!
### GENERAL INFORMATION

|---------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------|
| • All changes must be saved before changing the pages/ tabs with the button ![Save](save.png) (always found in the top left corner). | • To upload files use the button ![Upload](upload.png).  
  • 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](#) | • 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 |
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

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.
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.
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
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.
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 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

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»