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1. Introduction

To ensure a secure and stable access to the Beiersdorf SRM Supplier Portal, we have developed a new portal access with SAP UI5 and SAP FIORI technology.

SAP UI5 is one of the most well-known interface technologies and is optimally suitable to design lean business applications. As framework based on HTML5, SAP UI5 guarantees responsivity and can therefore be applied on any end device.

Using this technology means you're working on a virtual server of the Beiersdorf AG with highest security level but we are able to avoid problems known from the past caused by some incompatibilities between your browser version and our Supplier Portal.

Problems solved by the new portal access:

- You will automatically logged out if the internet connection will be terminated.
- You can immediately login without any waiting time.

Please make sure that the Zoom-settings of used browser are minimum at 100% to be sure that all needed information will be displayed.

In case of any technical problems during the login process please contact the Beiersdorf User Help-Desk under Tel. +49 40 4909 3000 or by e-mail at the following e-mail-address mailto:Supplier.Portal@Beiersdorf.com.

This manual is applicable for raw material suppliers of the Beiersdorf AG and describes in detail the login process to the Beiersdorf SRM Supplier Portal.

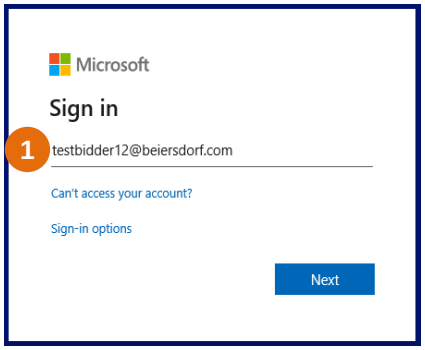
2. First Log-in to the Beiersdorf SRM Supplier Portal

To protect the Beiersdorf network even better from cyberattacks, 2-factor authentication (MFA) is also activated for external business partners. When attempting to log in to the Beiersdorf network, via a "non-Beiersdorf account", a prompt appears asking to use a second security factor. The process for setting up the second factor is a Microsoft standard.

Please copy the link and open it in a private or incognito window of your browser to start the login procedure:
https://bdf-prod-foundry-azure.launchpad.cfapps.eu20.hana.ondemand.com/site/blue-launchpad#Shell-home

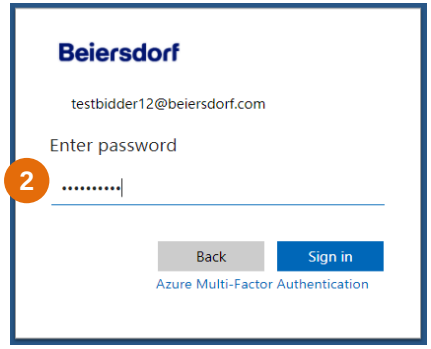
We recommended to use an incognito or private web browser session to ensure you are not signed in with another Microsoft account.

To log in to the system, you will need the user ID you are familiar with (EX42...) and the newly generated Microsoft ID (EX42...@Beiersdorf.com). The same password is used for both IDs. If you need a new Password please send your request to: mailto:Supplier.Portal@Beiersdorf.com

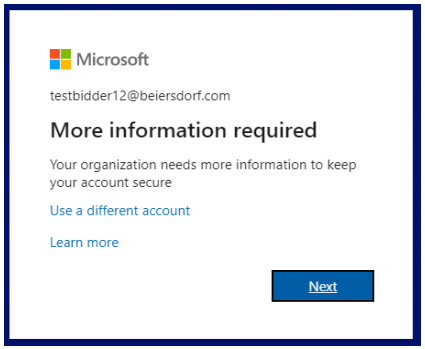


1 Please enter your user name / user ID as following: User_ID@Beiersdorf.com. Your user ID starts with EX42….

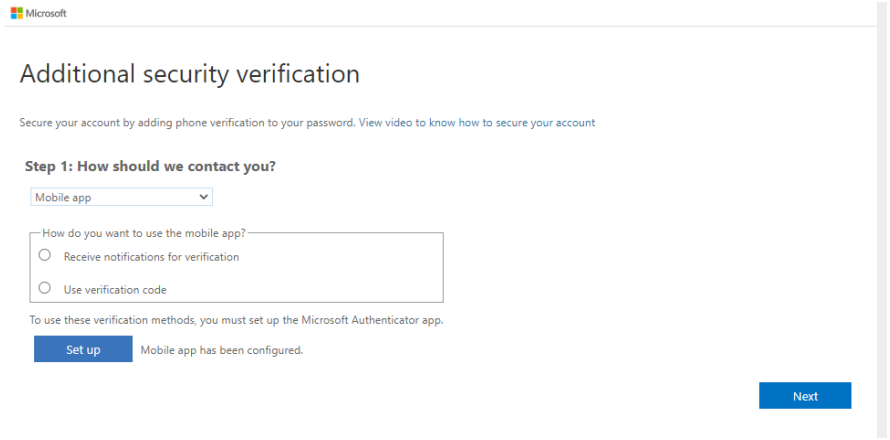
2 After clicking on “Next” the following screen should appear where you have to enter your known password.



After clicking on “Sign in” only for the initial login, the setup process for the 2-factor authentification will be started and the following screen should appear.



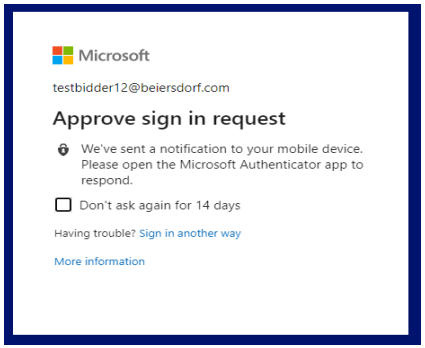
After clicking on “Next” the Microsoft standard process for setting up the second factor authentification will be started.



You can use this authentification process by using 3 different ways: Mobile App, Authentification phone, Office Phone

We would recommend to use the mobile App. Please follow the Microsoft instructions to setup the security verification.

After Setup this process at the end you should get the following screen

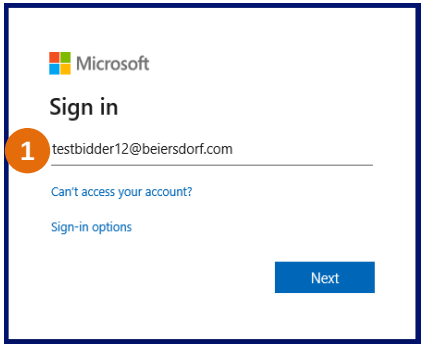


After confirm the security verification you are working on a virtual server of Beiersdorf. A detailed description of how to use the Beiersdorf SRM system can be found in Chapter 4.

3. Standard Log-in to the Beiersdorf SRM Supplier Portal

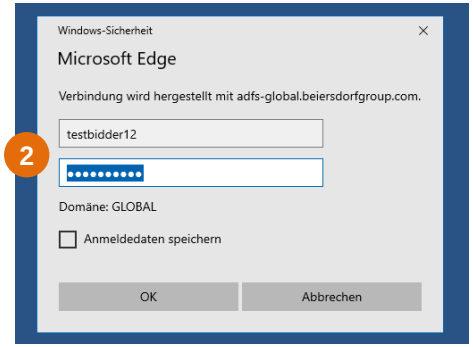
Please copy the link and open it in a private or incognito window of your browser to start the login procedure:
https://bdf-prod-foundry-azure.launchpad.cfapps.eu20.hana.ondemand.com/site/blue-launchpad#Shell-home

To log in to the system, you will need the user ID you are familiar with (EX42...) and the newly generated Microsoft ID (EX42...@Beiersdorf.com). The same password is used for both IDs. If you need a new Password please send your request to: mailto:Supplier.Portal@Beiersdorf.com

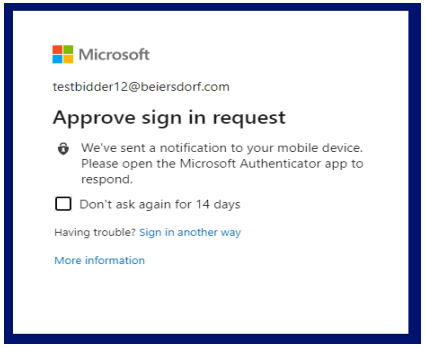


1. Please enter your user name / user ID as following: User_ID@Beiersdorf.com . (your user ID starts with EX42….)

2. After clicking on “Next” the following screen should appear where you have to enter your User-ID (w/o Beiersdorf.com) and known password.

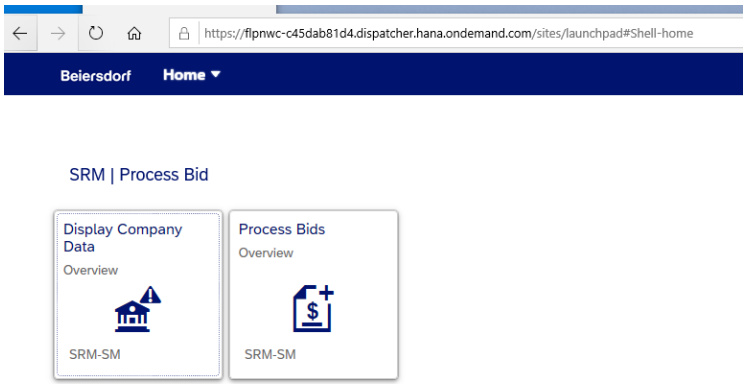


After clicking on OK the Microsoft 2-factor authentification will request your approval to sign in.



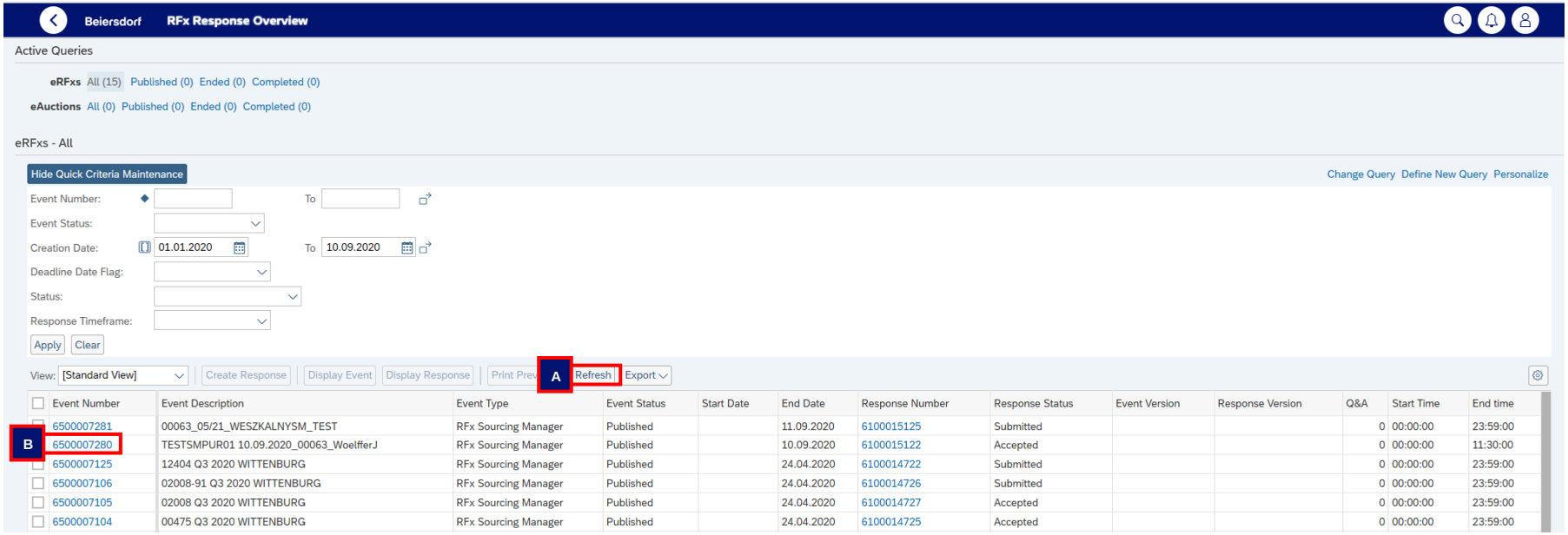
After approve the sign in request you are working on a virtual server of Beiersdorf. A detailed description of how to use the Beiersdorf SRM system can be found in Chapter 4.

4. Working in the Beiersdorf SRM Supplier Portal



This screen shows all your application rights. Today you are only authorized for the SRM Sourcing Manager where you can display your company data or process bids.

By clicking on “Process Bids” you get access to the Personal Object Working List (POWL).



In the POWL, you will find all those events for which you are required to enter your quotations.

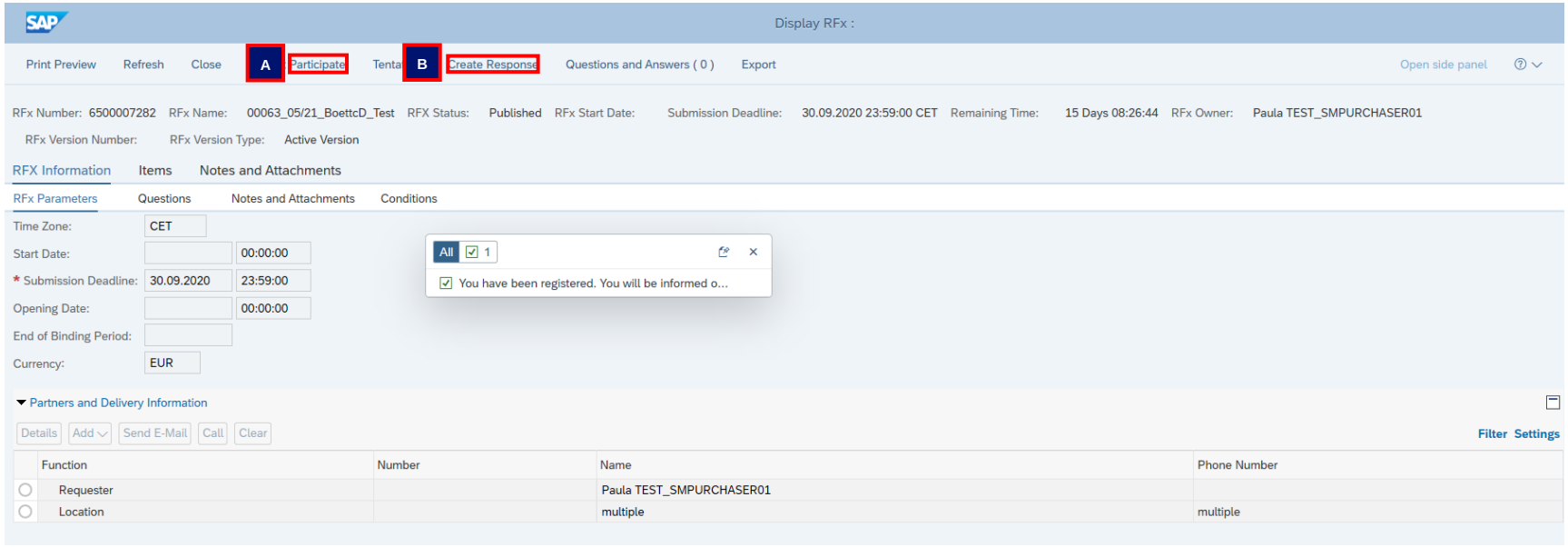
Important: **after type in quick criterias refresh your POWL in order to get all** **A** **updated quotation events.**

Relevant content of the POWL

- Event Number — The RfQ
- Event description — Name of the RfX
- End date — Please enter your quotation until that date
- Response Number — Your own price quotation

B Please click on a specific “Event Number”. A new window will be opened which displays all details of that RfQ.

4.1.Participating in the RfQ Event



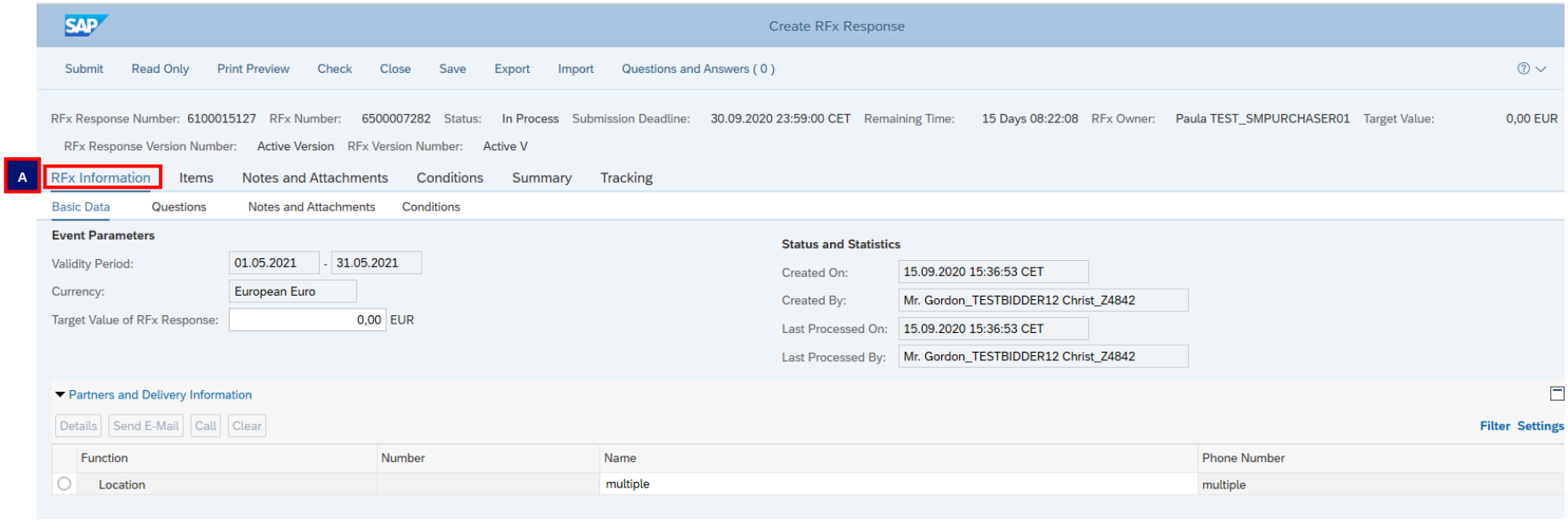
A First, please click on „Participate“. This enables you to participate in the bid (entering your prices and conditions) and to submit the quotation later on.

B Second, click on “Create Response” in order to enter your quotations. A new window with the title “Create RfX Responds” will open.
You have now created your own personal response to the RfQ including your supplier specific raw material data. It has its own “RfX Response Number”. This is where you can enter your price quotation.

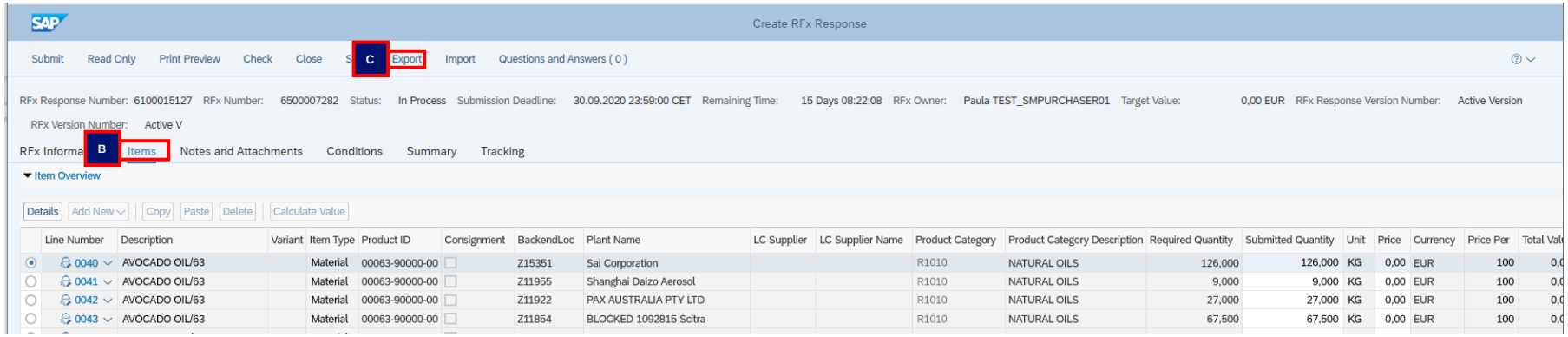
4.1.1. RFQ: Detailed Information

A By clicking on “RfX Infomation”, all relevant information about dates and deadlines is displayed:

- “Validity Period” Validity period of the contract (prices and conditions)
- “Currency” Currency of the quotation (EUR, USD…). **Please note that only one currency can be applied per RFQ**.



B By clicking on “Items”, all relevant information related to the raw material and its demand per destination can be viewed. Information about your trade name can be viewed by clicking on details (see 3.2.2)



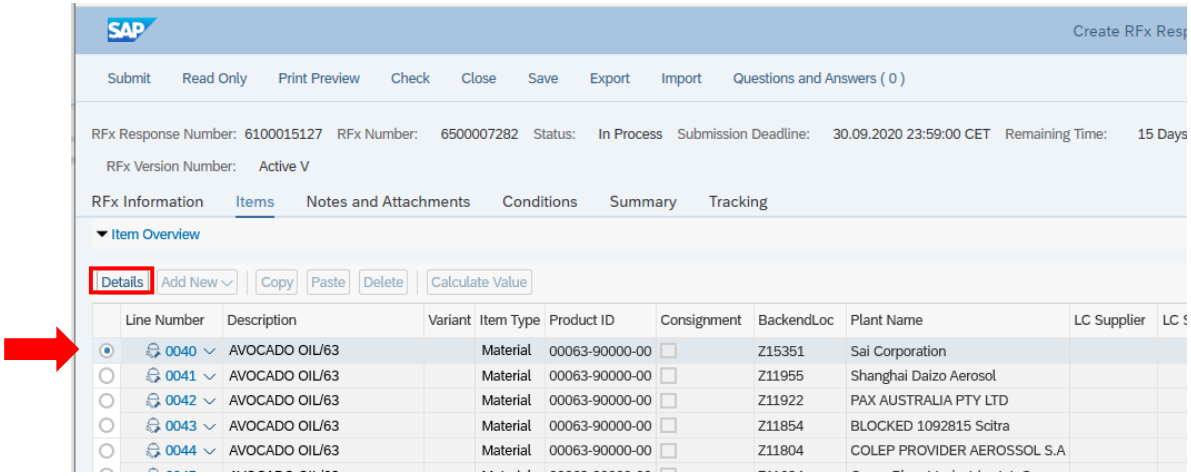
Relevant content on “Items” level:

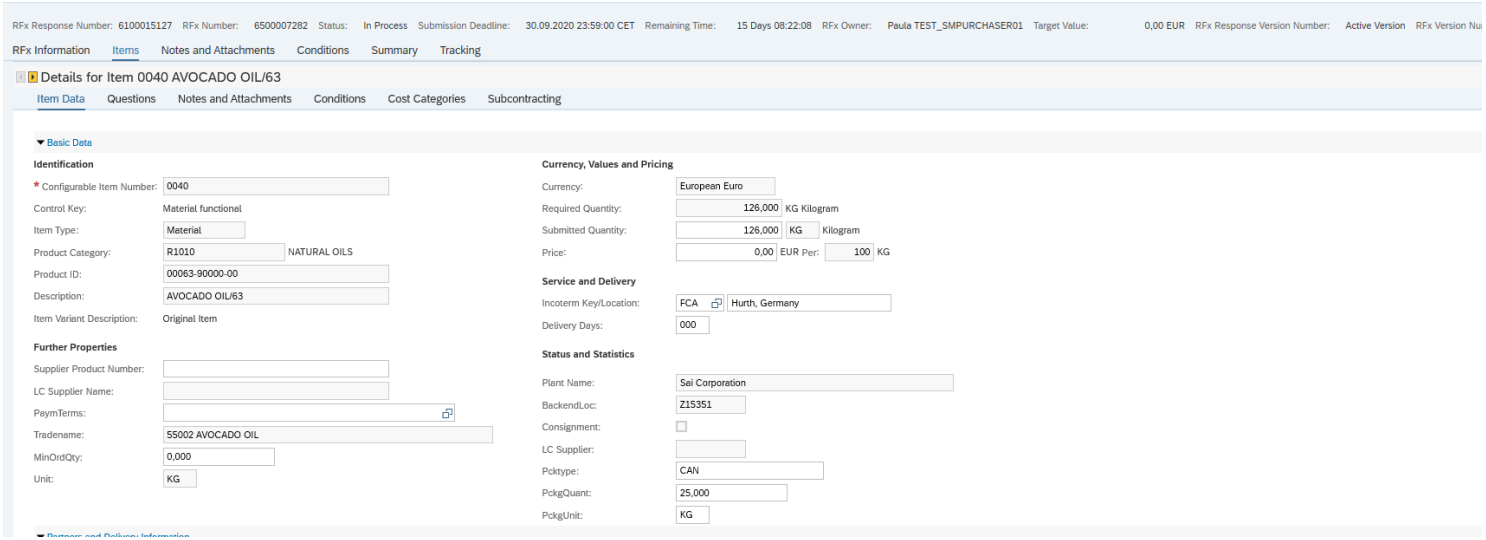
- Description — Internal Beiersdorf name
- Product ID — Beiersdorf’s article number (“NART”)
- Consignment — Box ticked if the material is linked to a consignment stock (filled out by Global Category Manager)
- Plant Name — Production center where the material is needed
- LC Supplier — Local supplier for local supply (if applicable)
- Required Quantity — Demand of the production center (forecast quantity)
- Unit — Quantity unit
- Price — Your price quotation for the destination based on INCOTERM 2020 in Currency of the RfQ per 100KG
- Currency — Currency of the RFQ

C Excel export function: by clicking on the button “export”, all relevant information of the RFQ will be exported / displayed in an excel spreadsheet. This gives you the possibility to work in a more convenient way. Please note that this function is only for your information and internal price requests. It is not possible to import the price into the system by using this excel spreadsheet.

4.1.2. Entering a price quotation

Mark one line (this one will be displayed in darker color) and click on “Details”. A box underneath the list will open which displays all relevant details of the selected line item.



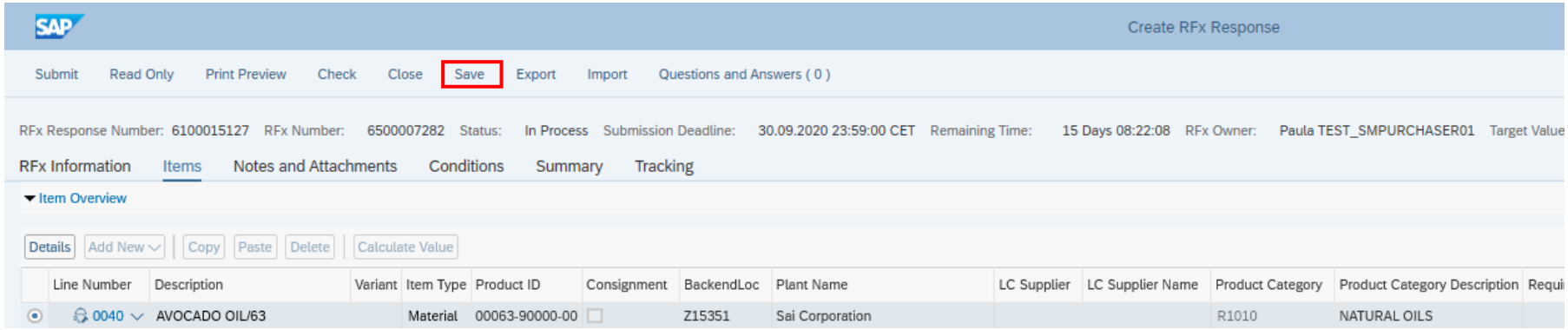


Relevant additional information:

- “Supplier product Number” Your internal product number
- “PaymTerms” Payment term valid for the production center
- “Tradename” Your own tradename
- “MinOrdQty” Minimum Order Quantity (smallest quantity of the material that can be ordered per supply unit and PO item line in accordance to agreed commercial conditions)
- “Submitted quantity” Quantity you can supply according to your packaging unit
- “Price” **Please enter here you price in Currency of the RfQ per 100KG.**
- “Incoterm KeyLocation” INCOTERM valid for the destination according to INCOTERM 2010
- “Delivery Days” Time from order confirmation to INCO in working days
- “Pckgtype” Packaging type e.g. drum, bag, RTC, etc…
- “PckgQuant” Packaging quantity
- “PckgUnit” Packaging unit (always in KG)

Please note: All fields with a white background must be filled. The field "price" will always be empty and you are required to enter the relevant price per 100kg in the relevant currency for that period.
All other fields are filled with information from the previous contracts. Please check if the information displayed is correct. If this is not the case, please overwrite the field with the correct information.
In case no information is available the fields will be blank. In these cases please fill in the relevant information.

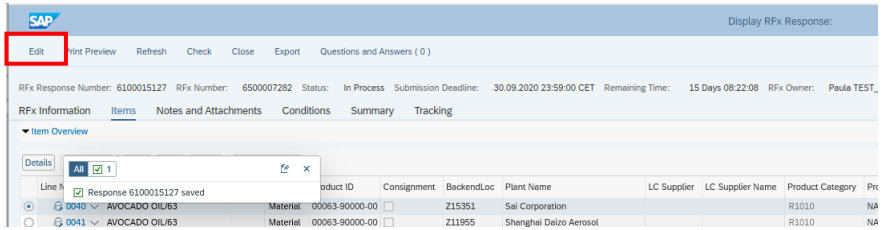
After entering your price quotations, you are able to save the progress by clicking the "save" button. Please note that this will not submit the information entered.



The following message will be displayed:



To proceed, please click the "edit" button.

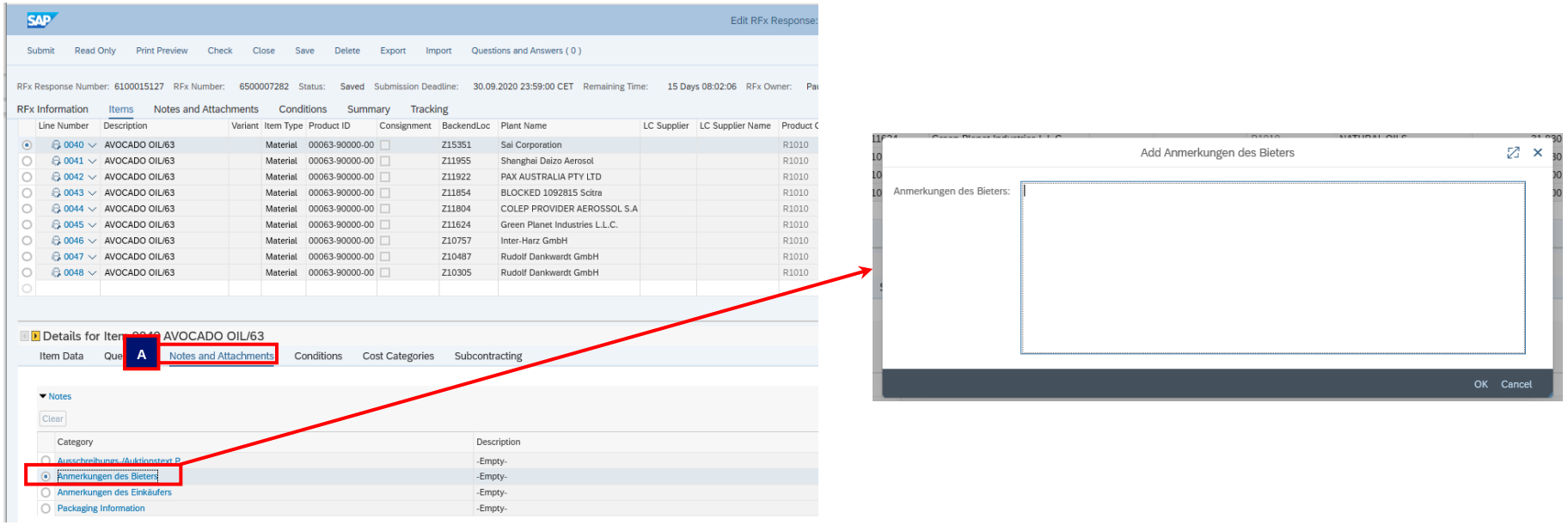


4.1.3. Notes and Attachments

By clicking on the tab **A** “Notes and Attachments” on the detailed item level, you are able to provide further information to your quote e.g. surcharges, currency, etc…

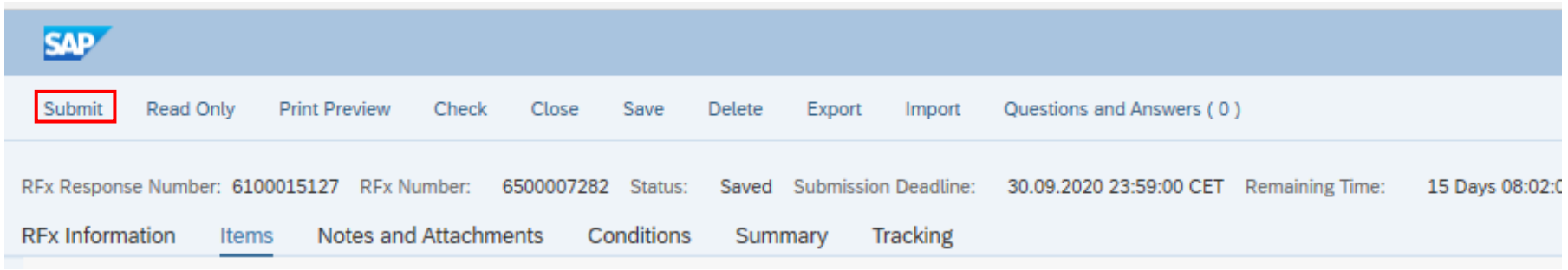
Since only one currency can be applied in one RfQ, we ask you to enter the currency in the notes if it differs from the standard currency of the RFQ.

Click on “Anmerkung des Bieters” (a new window opens) to enter additional information:



4.1.4. Submitting the price quotation

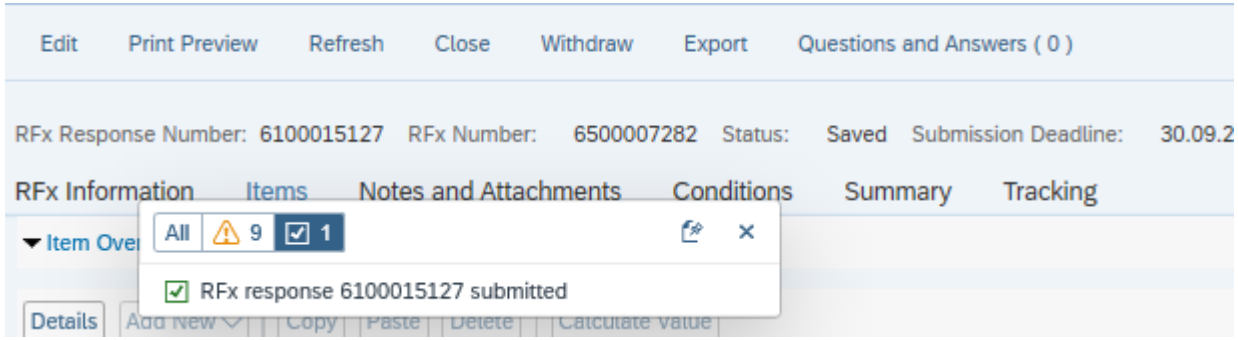
Once all relevant information in the quotation is added and verified, please click the “Submit” button in order to send your quotation to the responsible Global Category Manager via the portal



If the quotation has been “saved”, click on “Edit” button (see 3.2.2). The quotation will change to the “Edit” mode. Now, the “Submit” button will appear.

Please note: each quotation has to be submitted in order to be received and recognized by Beiersdorf. Quotations in the “Save” mode cannot be proceeded by the Global Category Manager.

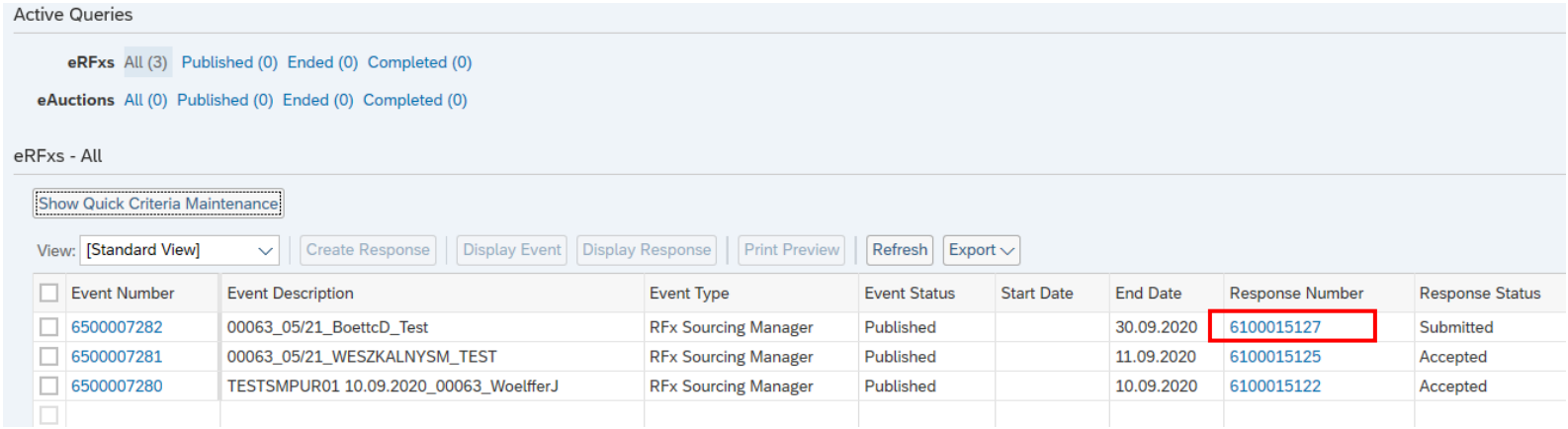
The following message will appear after submitting the quotation:



4.2. Viewing and/or changing submitted quotations

It is possible to change quotations, even if they have already been submitted, as long as the deadline has not been reached. In case a quotation needs to be changed, please proceed as follows:

Go to the POWL (please see 3.1) and click on the number highlighted in blue underneath the title „Response Number“. A new window opens which shows the submitted quotation.



Important

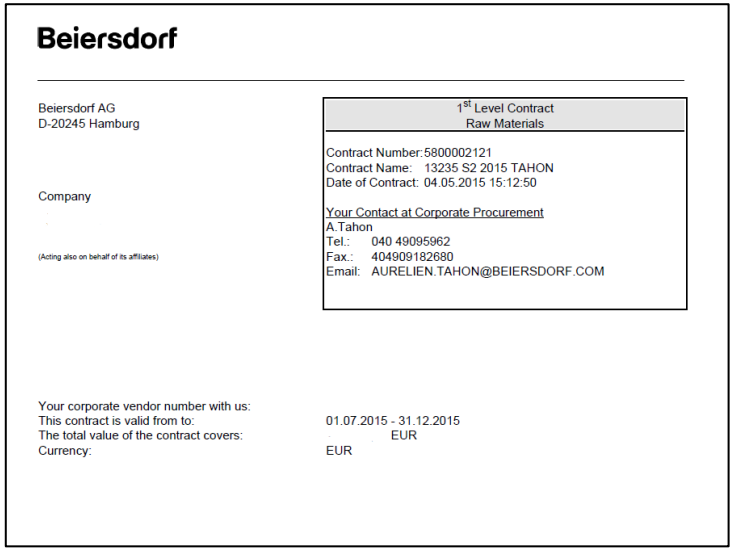
- In case your response number is not shown in the POWL, click on “Refresh”. The response number should appear then.
- Please note that you will be able to change your submitted quotation only if the RfQ is still open
- Your quotation cannot changed if this has been already accepted by the Category Manager

4.3. After submitting the quotation

Once the deadline has expired and all the quotations have been submitted, the Global Category Managers will start the analysis- and comparison phase, followed by the negotiation phase.

After the successful negotiation, the "1st Level Contract" will be generated and sent to the suppliers.

Example of a First Level Contract:



Beiersdorf

Beiersdorf AG
D-20245 Hamburg

Company

(Acting also on behalf of its affiliates)

1st Level Contract
Raw Materials

Contract Number:5800002121
Contract Name: 13235 S2 2015 TAHON
Date of Contract: 04.05.2015 15:12:50

Your Contact at Corporate Procurement
A.Tahon
Tel.: 040 49095962
Fax.: 404909182680
Email: AURELIEN.TAHON@BEIERSDORF.COM

Your corporate vendor number with us:
This contract is valid from to: 01.07.2015 - 31.12.2015
The total value of the contract covers: EUR
Currency: EUR

Information included:

- Supplier company name and details
- General information e.g. terms and conditions
- Related NARTs
- Forecast volume per destination incl. MOQ, price, INCOTERM, etc…
- Payment term

5. Definitions

MOQ: Smallest quantity of the material that can be ordered per supply unit and Purchase Order item line in accordance to agreed commercial conditions

Lead Time: Time from purchase order placement to delivery according to INCO in calendar days

Consignment stock: stock legally owned by one party, but held by another, meaning that the risk and rewards regarding to the said stock remains with the first party while the third party just keeps them (source: Wikipedia)

Price validity: price valid on ordering date