



Manual

MANAGEMENT OF COORDINATOR AND CONTACT PERSONS

Iberdrola Group -

TABLE OF CONTENTS

1. Designating the Coordinator and creating Contact Persons.....	3 -
1.1 Designating the first Contact person as the Coordinator.....	4 -
1.2 Creation of multiple Contact Persons and designating the Coordinator.....	6 -
1.3 Viewing and modifying Contact Persons.....	10 -
1.4 Blocking / Unblocking Contact Persons.....	11 -
2. Coordinator's management.....	14 -
2.1 Actions within SRM for modifications.....	14 -
2.1.1 Modify the security code.....	14 -
2.1.2 Assign / Change Coordinator.....	15 -
2.2 Actions when connecting to SRM for passwords reset.....	15 -
2.2.1 Management of user / password.....	16 -
a) Unlocking the user.....	17 -
b) Reject request.....	18 -
c) New password.....	19 -
2.2.2 Security code (Coordinator).....	21 -
2.2.3 Cancel.....	22 -

1. DESIGNATING THE COORDINATOR AND CREATING CONTACT PERSONS

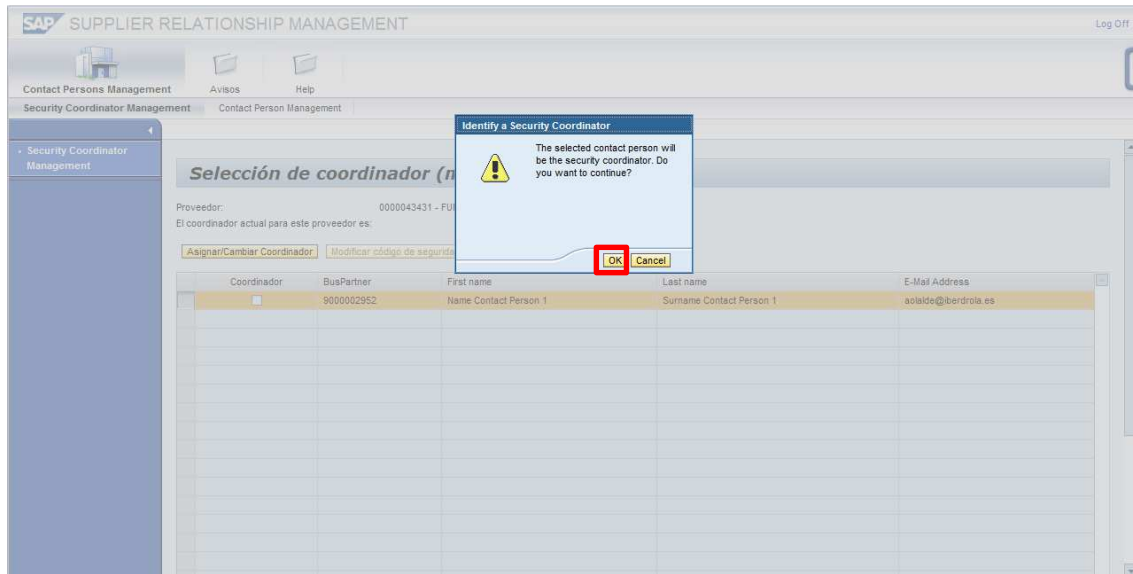
The first time you access the SRM application, by default the system will display the window "Contact Person Management", where the following message will appear prompting you to name a user and password Coordinator for all the persons at your company who log in to SRM:



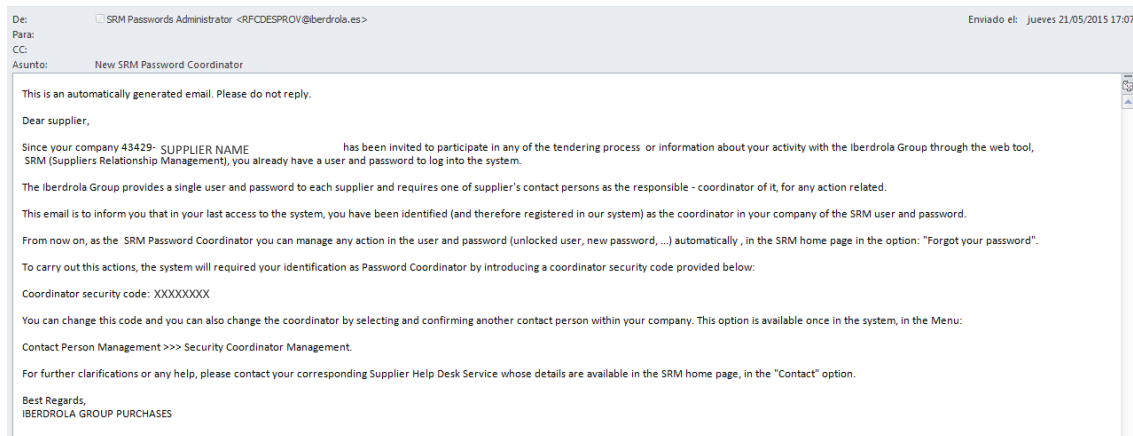
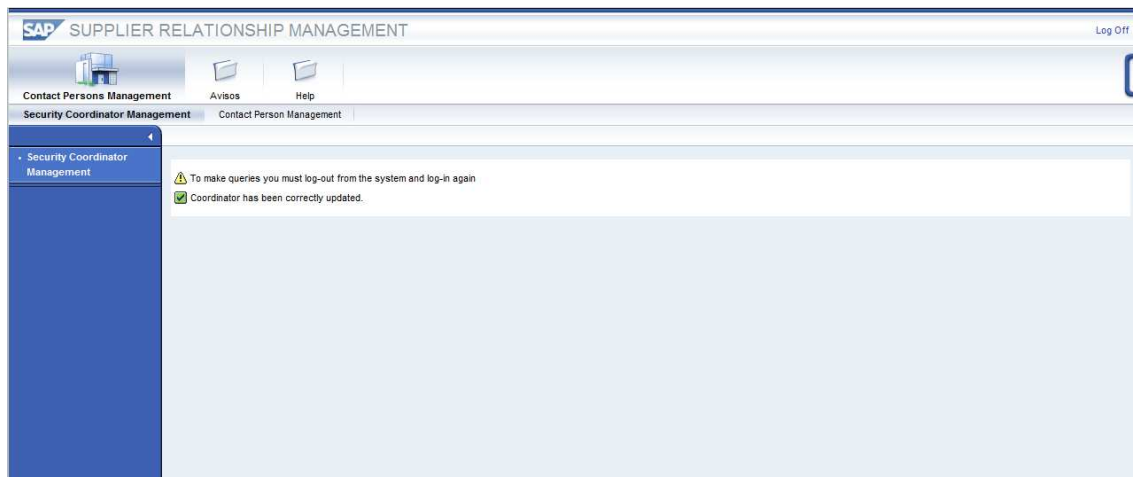
The Coordinator mainly acts as a centralised SRM user and password manager within your company and is the only person with the power to reset the password if locked or forgotten. Once designated in the system, the Coordinator will receive an email containing a security code with which they can access the tool and perform actions that are exclusive to the Coordinator. With this security code, the Coordinator can:

- a) Unlock the user after too many failed login attempts.
- b) Process new password requests from other persons who forgot it.
- c) Name another Coordinator to replace them.
- d) Update their details as Coordinator.
- e) Change the security code.

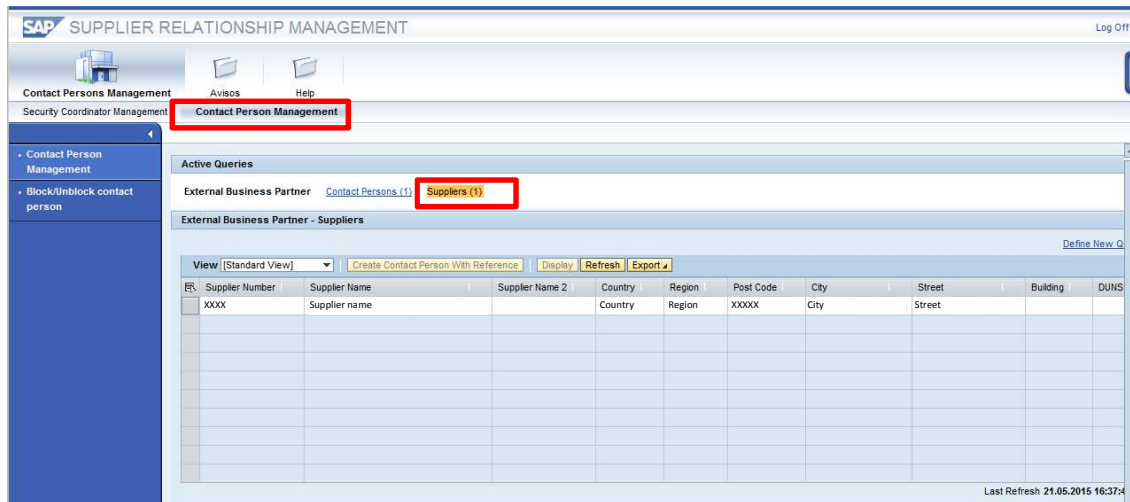
The first time you log in to our SRM application, you must designate the Coordinator from among all the Contact Persons that exist in the system. The person requesting access to SRM and who has received the user and password for the first time will appear as the first Contact Person in the tool:



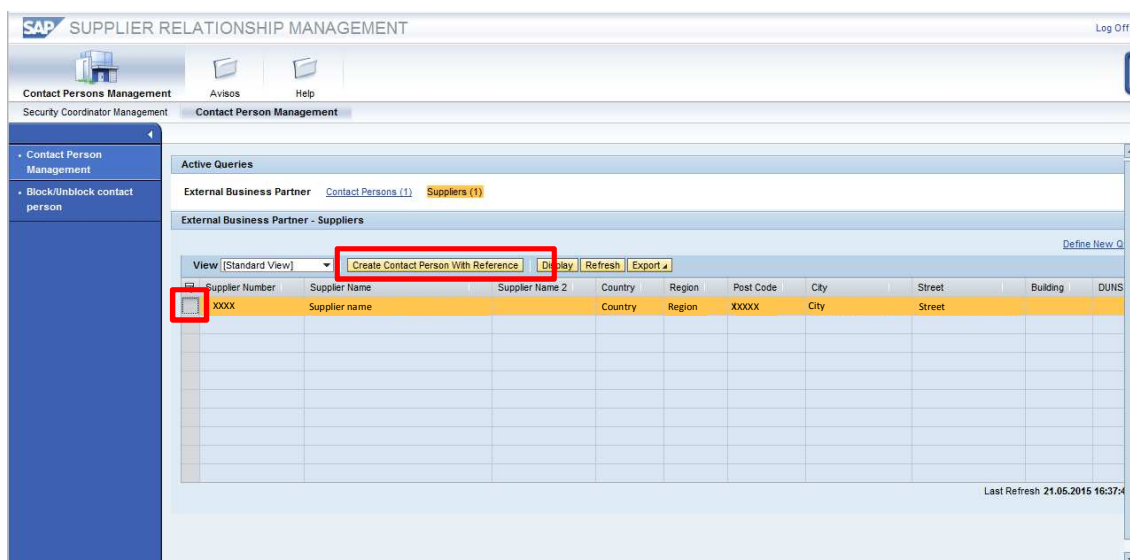
You will receive the following confirmation message and the recently-designated Coordinator will receive an email, at the provided email address, containing their security code:



1.2 Creation of multiple Contact Persons and designating the Coordinator: Alternatively, you can first create one or more additional Contact Persons and then select one to be Coordinator at your company. To do so, click on “Contact Person Management” in the section “Suppliers”, where the company details will be displayed:



Select your company's line by left-clicking on it and then click on “Create Contact Person With Reference”:



A new window will appear containing a form where you have to complete at least the required fields.

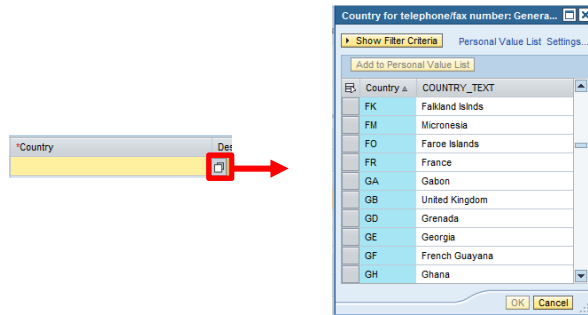
In the tab "Contact Person Data":

- Title
- First name
- Last name
- Language

In the tab "Contact Data" -

- Telephone number
- Country
- Standard (just select this button)
- E-mail address. Bear in mind that this email address will be used for all system notifications and password changes.
- Standard (just select this button)

Select the phone number country from the drop-down list: -



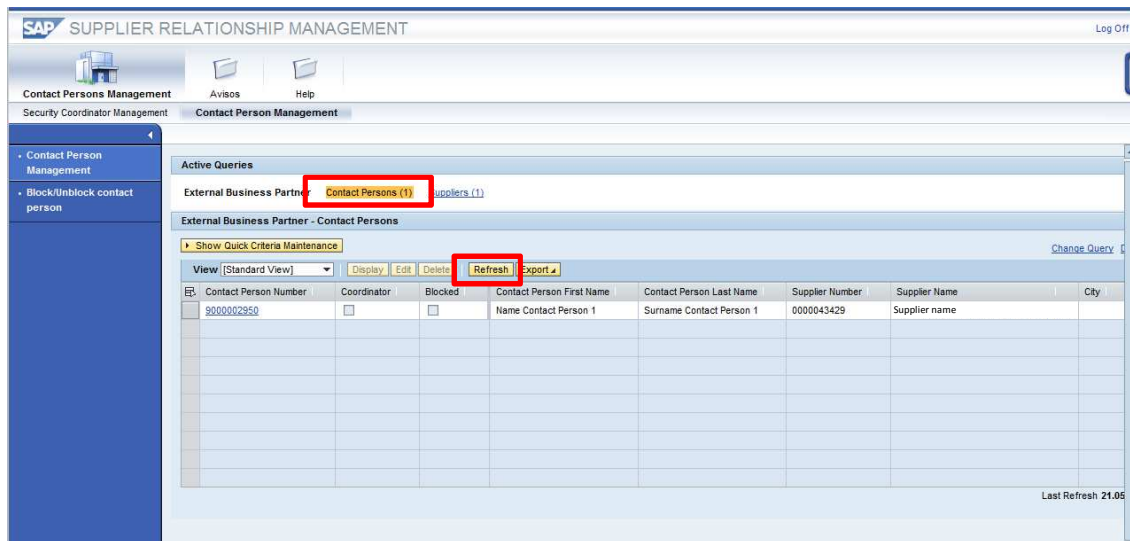
Complete all required fields and click on "Save": -

The image shows the 'Create Contact Person' form in the Floor Plan Manager application. The form has tabs for 'Contact Person Data' and 'Contact Data'. Under 'Contact Data', there are sections for 'Telephone Numbers', 'Fax Numbers', and 'E-Mail Addresses'. Each section has a table with columns for the respective field, extension, country, description, and standard. The 'Save' button is highlighted with a red box.

A message will appear confirming that the Contact Person has been created successfully. Click on "Close" to return to the previous screen:

The image shows the 'Display Contact Person : 9000002951' form in the Floor Plan Manager application. At the top, there is a message box with a green checkmark and the text 'Contact Person 9000002951 Created Successfully for BP 43429 - Display Help'. Below this, the 'Close' button is highlighted with a red box. The form also has tabs for 'Contact Person Data' and 'Contact Data', and sections for 'Telephone Numbers', 'Fax Numbers', and 'E-Mail Addresses'.

To view the Contact Person that you have just added in the section “Contact Persons”, click on “Refresh”:



SAP SUPPLIER RELATIONSHIP MANAGEMENT

Log Off

Contact Persons Management Avisos Help

Security Coordinator Management **Contact Person Management**

• Contact Person Management

• Block/Unblock contact person

Active Queries

External Business Partner: **Contact Persons (1)** Suppliers (1)

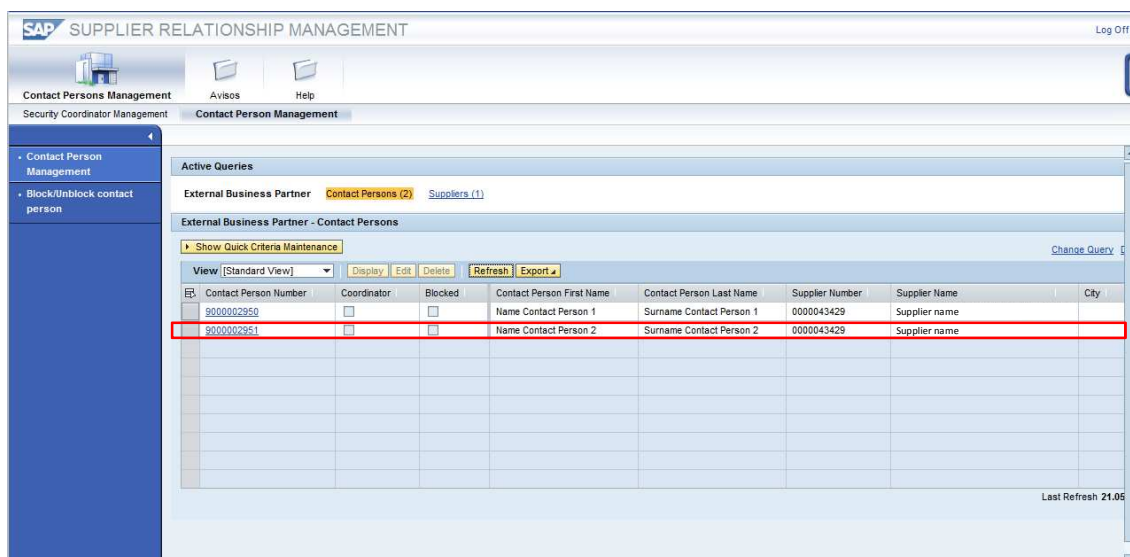
External Business Partner - Contact Persons

Show Quick Criteria Maintenance

View: [Standard View] Display Edit Delete **Refresh** Export

EP	Contact Person Number	Coordinator	Blocked	Contact Person First Name	Contact Person Last Name	Supplier Number	Supplier Name	City
	9000002950	<input type="checkbox"/>	<input type="checkbox"/>	Name Contact Person 1	Surname Contact Person 1	0000043429	Supplier name	

Last Refresh 21.05



SAP SUPPLIER RELATIONSHIP MANAGEMENT

Log Off

Contact Persons Management Avisos Help

Security Coordinator Management **Contact Person Management**

• Contact Person Management

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Active Queries

External Business Partner: **Contact Persons (2)** Suppliers (1)

External Business Partner - Contact Persons

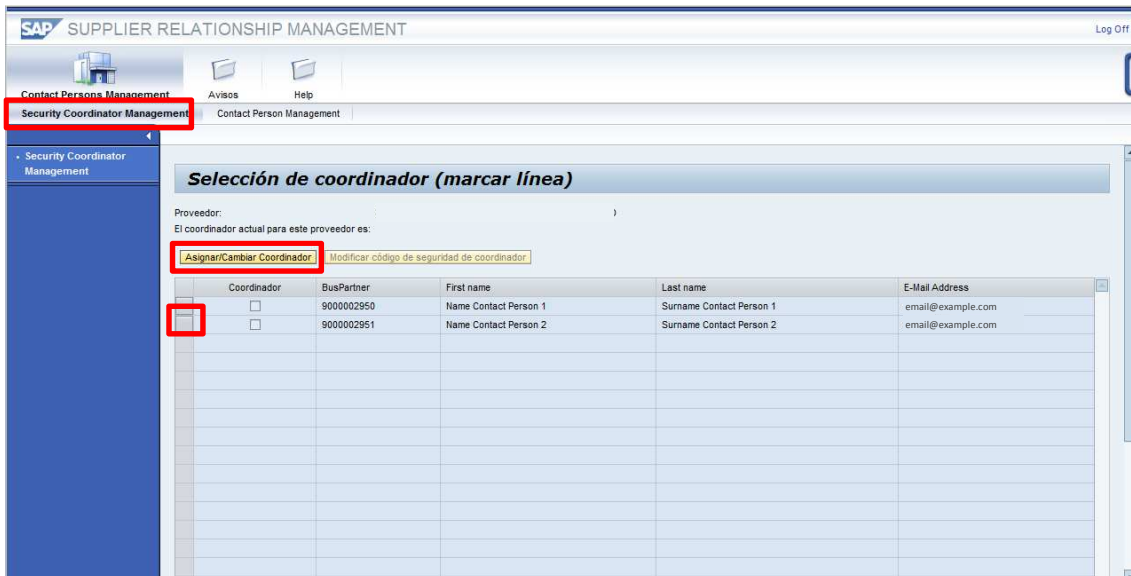
Show Quick Criteria Maintenance

View: [Standard View] Display Edit Delete Refresh Export

EP	Contact Person Number	Coordinator	Blocked	Contact Person First Name	Contact Person Last Name	Supplier Number	Supplier Name	City
	9000002950	<input type="checkbox"/>	<input type="checkbox"/>	Name Contact Person 1	Surname Contact Person 1	0000043429	Supplier name	
	9000002951	<input type="checkbox"/>	<input type="checkbox"/>	Name Contact Person 2	Surname Contact Person 2	0000043429	Supplier name	

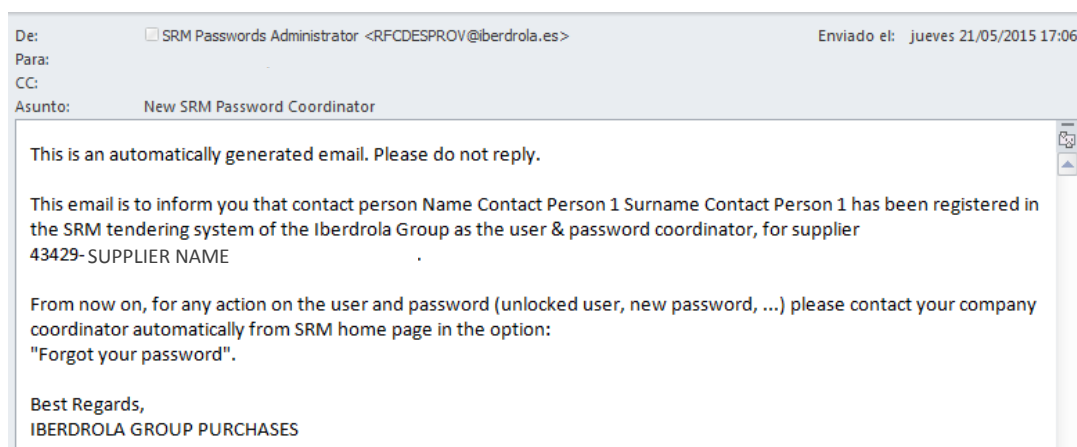
Last Refresh 21.05

You can repeat this process to create as many Contact Persons as you wish and then designate one to be Coordinator, as described above. As soon as the Coordinator has been designated, they will receive an email containing the security code, and all other Contact Persons will receive an email telling them who the Coordinator is at their company:



The screenshot shows the SAP SRM 'Security Coordinator Management' interface. The left sidebar has 'Security Coordinator Management' selected. The main area is titled 'Selección de coordinador (marcar línea)'. It displays a table with columns: 'Coordinador', 'BusPartner', 'First name', 'Last name', and 'E-Mail Address'. Two rows are visible, both with checkboxes in the 'Coordinador' column. A red box highlights the first checkbox. Above the table, there are buttons: 'Asignar/Cambiar Coordinador' (highlighted with a red box) and 'Modificar código de seguridad de coordinador'. The top navigation bar includes 'Contact Persons Management', 'Avisos', and 'Help'.

Coordinador	BusPartner	First name	Last name	E-Mail Address
<input type="checkbox"/>	9000002950	Name Contact Person 1	Surname Contact Person 1	email@example.com
<input type="checkbox"/>	9000002951	Name Contact Person 2	Surname Contact Person 2	email@example.com



If after your first log on you want to add more Contact Persons, you will have to follow this same procedure.

1.3 Viewing and modifying Contact Persons: you can view and change the details of the Contact Persons at any time in the section "Contact Person Management" by selecting the line you wish to view/process and then selecting the corresponding option: