

Manual

MANAGEMENT OF COORDINATOR AND CONTACT PERSONS

Iberdrola Group -



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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:



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Security Coordinator Management		20.4				
Security Coordinator Management	Selección d	e coordinad	lor (marcar línea)			
El co	eedor: ordinador actual para es signar/Cambiar Coordinad		e seguridad de coordinador			
	Coordinador	BusPartner	First name	Last name	E-Mail Address	
		900002950	Name Contact Person 1	Surname Contact Person 1	email@example.com	

There are two options:

1.1 <u>Designating the first Contact Person as the Coordinator</u>: you can select the person already created as the first Contact Person and designate them to be the user and password Coordinator. To do so, select the entire line by left-clicking on it and then click on "Assign/Change Coordinator":

SAP SUPPLIER R	ELATIONSHIP N	/ANAGEMENT				Log Off
		Ð				ſ
Contact Persons Management Security Coordinator Managem		Help				
	Selección d Proveedor: El coordinador actual para e Asignar/Cambiar Coordina	000004 ste proveedor es:	or (marcar línea) 3431 - FUNDACION CENTRO DE RECURSOS e seguridad de coordinador			
	Coordinador	BusPartner	First name	Last name	E-Mail Address	
		9000002952	Name Contact Person 1	Surname Contact Person 1	aoialde@iberdrola.es	

The following window will appear asking you to confirm your choice. Click on "Ok" to continue:

Contact Persons Managem	ent Avisos	Help				Log C
Security Coordinator Mana	gement Contact Person M	anagement	Identify a Security Coordinat	or		
		le coordinad	or (n be the security you want to co	ontact person will coordinator. Do intinue?		
	Proveedor: El coordinador actual para e Asignar/Cambiar Coordini	ste proveedor es:	e seguride	OK Cancel		
	Coordinador	BusPartner	First name	Last name	E-Mail Address	
		9000002952	Name Contlact Person 1	Sumame Contact Person 1	aolaide@iberdrola.es	

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:

Para: CC: Asunto: New SRM Password Coordinator	SAP SUPPLIER RELATIONSHIP MANAGEMENT	Log Off
Security Coordinator Wangement Coordinator Coordinato		٢
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Paras: C:C:C:C:C:C:C:C:C:C:C:C:C:C:C:C:C:C:C:		
This is an automatically generated email. Please do not reply. Dear supplier, Since your company 43429- SUPPLIER NAME has been invited to participate in any of the tendering process or information about your activity with the lberdrola Group through the web tool, SRM (Suppliers Relationship Management), you aiready have a user and password to log into the system. The lberdrola Group provides a single user and password to each supplier and requires one of supplier's contact persons as the responsible - coordinator of it, for any action related. This email is to inform you that in your last access to the system, you have been identified (and therefore registered in our system) as the coordinator in your company of the SRM user and password. From now on, as the SRM Password Coordinator you can manage any action in the user and password (unlocked user, new password,) automatically, in the SRM home page in the option: "Torgot your password". To carry out this actions, the system will required your identification as Password Coordinator by introducing a coordinator security code provided below: Coordinator security code: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Para:	Enviado el: jueves 21/05/2015 17:07
Ince your company 43429- SUPPLIER NAME has been invited to participate in any of the tendering process or information about your activity with the liberdrola Group through the web tool, SRM (Suppliers Relationship Management), you already have a user and password to log into the system. The liberdrola Group provides a single user and password to each supplier and requires one of supplier's contact persons as the responsible - coordinator of it, for any action related. This email is to inform you that in your last access to the system, you have been identified (and therefore registered in our system) as the coordinator in your company of the SRM user and password. From now on, as the SRM Password Coordinator you can manage any action in the user and password (unlocked user, new password,) automatically , in the SRM home page in the option: "Forgot your password". To carry out this actions, the system will required your identification as Password Coordinator by introducing a coordinator security code provided below: Coordinator security code: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	This is an automatically generated email. Please do not reply.	
This email is to inform you that in your last access to the system, you have been identified (and therefore registered in our system) as the coordinator in your company of the SRM user and password. From now on, as the SRM Password Coordinator you can manage any action in the user and password (unlocked user, new password,) automatically, in the SRM home page in the option: "Forgot your password". To carry out this actions, the system will required your identification as Password Coordinator by introducing a coordinator security code provided below: Coordinator security code: XXXXXXXX You can change this code and you can also change the coordinator by selecting and confirming another contact person within your company. This option is available once in the system, in the Menu: Contact Person Management >>> Security Coordinator Management. For further clarifications or any help, please contact your corresponding Supplier Help Desk Service whose details are available in the SRM home page, in the "Contact" option. Best Regards,	Since your company 43429- SLIPPI IFR NAMF has been invited to participate in any of the tendering process or information about your activity with the iberdrola Group throu	igh the web tool,
From now on, as the SRM Password Coordinator you can manage any action in the user and password (unlocked user, new password,) automatically, in the SRM home page in the option: "Forgot your password". To carry out this actions, the system will required your identification as Password Coordinator by introducing a coordinator security code provided below: Coordinator security code: XXXXXXXX You can change this code and you can also change the coordinator by selecting and confirming another contact person within your company. This option is available once in the system, in the Menu: Contact Person Management >>> Security Coordinator Management. For further clarifications or any help, please contact your corresponding Supplier Help Desk Service whose details are available in the SRM home page, in the "Contact" option. Best Regards,	The Iberdrola Group provides a single user and password to each supplier and requires one of supplier's contact persons as the responsible - coordinator of it, for any action related.	
To carry out this actions, the system will required your identification as Password Coordinator by introducing a coordinator security code provided below: Coordinator security code: XXXXXXXXX You can change this code and you can also change the coordinator by selecting and confirming another contact person within your company. This option is available once in the system, in the Menu: Contact Person Management >>> Security Coordinator Management. For further clarifications or any help, please contact your corresponding Supplier Help Desk Service whose details are available in the SRM home page, in the "Contact" option. Best Regards,	This email is to inform you that in your last access to the system, you have been identified (and therefore registered in our system) as the coordinator in your company of the SRM user and password	rd.
Coordinator security code: XXXXXXXXX You can change this code and you can also change the coordinator by selecting and confirming another contact person within your company. This option is available once in the system, in the Menu: Contact Person Management >>> Security Coordinator Management. For further clarifications or any help, please contact your corresponding Supplier Help Desk Service whose details are available in the SRM home page, in the "Contact" option. Best Regards,	From now on, as the SRM Password Coordinator you can manage any action in the user and password (unlocked user, new password,) automatically, in the SRM home page in the option: "Forgo	t your password".
You can change this code and you can also change the coordinator by selecting and confirming another contact person within your company. This option is available once in the system, in the Menu: Contact Person Management >>> Security Coordinator Management. For further clarifications or any help, please contact your corresponding Supplier Help Desk Service whose details are available in the SRM home page, in the "Contact" option. Best Regards,	To carry out this actions, the system will required your identification as Password Coordinator by introducing a coordinator security code provided below:	
Contact Person Management >>> Security Coordinator Management. For further clarifications or any help, please contact your corresponding Supplier Help Desk Service whose details are available in the SRM home page, in the "Contact" option. Best Regards,	Coordinator security code: XXXXXXXXXX	
For further clarifications or any help, please contact your corresponding Supplier Help Desk Service whose details are available in the SRM home page, in the "Contact" option.	You can change this code and you can also change the coordinator by selecting and confirming another contact person within your company. This option is available once in the system, in the Menu	u:
Best Regards,	Contact Person Management >>> Security Coordinator Management.	
	For further clarifications or any help, please contact your corresponding Supplier Help Desk Service whose details are available in the SRM home page, in the "Contact" option.	



1.2 <u>Creation of multiple Contact Persons and designating the Coordinator</u>: 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:

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Contact Persons Managem Security Coordinator Managem		Help								
4 Contact Person Management	Active Queries									
lock/Unblock contact erson	External Business P		ppliers (1)							
	View [Standard Vie			Refresh Expo						ine Nev
		Supplier Name	Supplier Name 2	Country	Region	Post Code	City	Street	Building	DI
	Supplier Number XXXX	Supplier name		Country	Region	XXXXX	City	Street		
				Country	Region	XXXXX	City	Street		
				Country	Region	XXXXX	City	Street		
				Country	Region	XXXXX	City	Street		

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

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Contact Persons Management Security Coordinator Management	Avisos Contact Person Ma	Help								C
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	Suppler Number	Suppler Name	Suppler Name 2	Country Country	Region Region	Post Code XXXXX	City City	Street Street	Building	DUNS
								L	ast Refresh 21.05.20	15 16:37:4

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



	n			Help
mployee User ID Business Partne	r Type Contact Person Document D	ate 21.05.2015 Business Partner Numb	er Name of Business Partner	
Close Save				
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Company Department:		Internal Mail:		
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my mormation contact person.				
* Required Entry				

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)

or Plan Manager application for O	F - Windows Internet Expl	orer		W McAfee	
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Complete all required fields and click on "Save": -

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

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

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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:



SAP SUPPLIER RI	ELATIONSHIP M	ANAGEMENT				Log Off
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Contact Persons Management	Avisos He	qip				L
Security Coordinator Managem	Contact Person Man	agement				
Security Coordinator Management	Selección de	coordinad	or (marcar línea)			
	Proveedor: El coordinador actual para este		or (marcar mica)) :		
	Asignar/Cambiar Coordinade	Modificar código de	e seguridad de coordinador			
	Coordinador	BusPartner	First name	Last name	E-Mail Address	-
		900002950	Name Contact Person 1	Surname Contact Person 1	email@example.com	
		900002951	Name Contact Person 2	Surname Contact Person 2	email@example.com	
						_
		Identif	y a Security Coordin	nator		
				d contact person will rity coordinator. Do continue?		
				OK Cancel		

De Pa CC	SRM Passwords Administrator <rfcdesprov@iberdrola.es> Enviado el: jueves 21/05/2015 17:06</rfcdesprov@iberdrola.es>
As	D: New SRM Password Coordinator
	is an automatically generated email. Please do not reply.
1	email is to inform you that contact person Name Contact Person 1 Surname Contact Person 1 has been registered in SRM tendering system of the Iberdrola Group as the user & password coordinator, for supplier 29- SUPPLIER NAME
	m now on, for any action on the user and password (unlocked user, new password,) please contact your company rdinator automatically from SRM home page in the option: rgot your password".
	t Regards, RDROLA GROUP PURCHASES

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

1.3 <u>Viewing and modifying Contact Persons</u>: 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:

