GIRA

Supplier Manual
SAP – SLC
(Supplier Life Cycle)

Supplier management at Gira

Together! Networked!

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1. Introduction of SLC

Gira maintains supplier relationships with over 1000 suppliers.

The suppliers are no longer merely service providers, but rather value-added partners who play a decisive role in making Gira competitive.

During long-term cooperation, a wide range of information and data is created that is either redundant or, in the worst case, not documented at all.

Our approach:
Direct networking with you!

The five-stage process is based on the life cycle of a Gira supplier relationship.

The SAP-SLC is an SAP solution for strategic supplier management which allows data to be collected and managed in a standardised manner as well as the targeted, interactive processing of topics in the individual phases of joint cooperation.
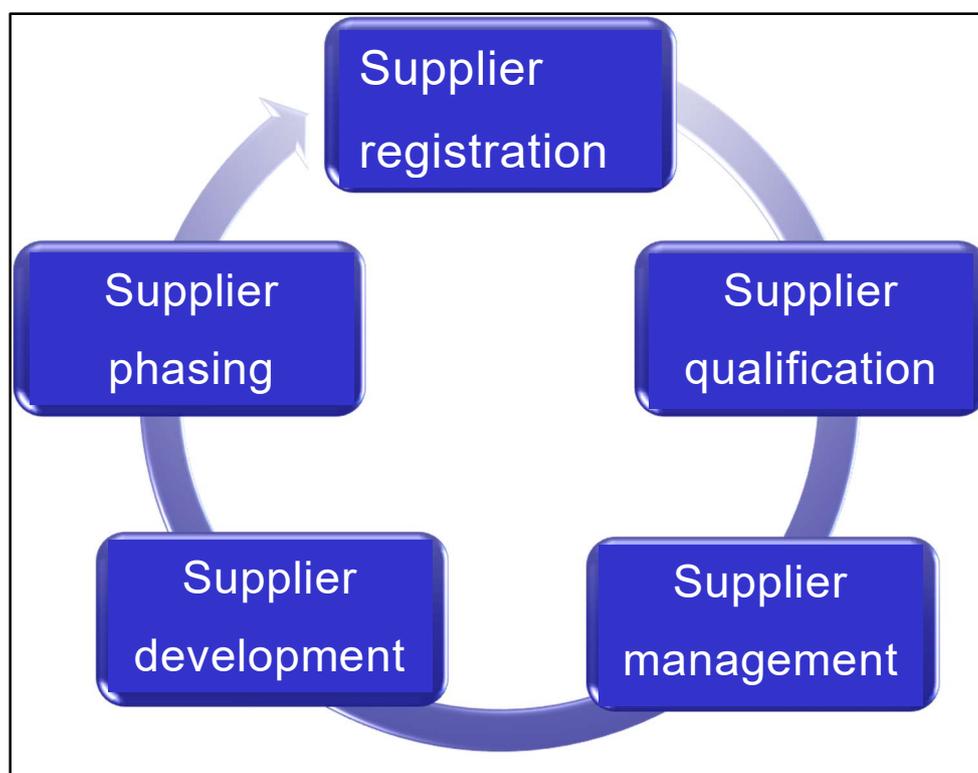
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2. Supplier registration

Embedded in Gira's purchasing home page, potential suppliers have the opportunity to send initial company details to Gira and thus register in the Gira database.

https://www.einkauf.gira.de/de/index.html

Once all mandatory fields have been filled in, the product categories selected, the data protection declaration accepted and the terms and conditions of purchase read, the application can be sent and will arrive at the responsible purchasers' on the buy side for processing in their inbox.

As soon as the responsible purchaser approves the registration, the supplier receives a confirmation e-mail with a link to the sell side and a separate e-mail with the corresponding password for the sell side.

After the initial registration, the supplier must change their user name and password.
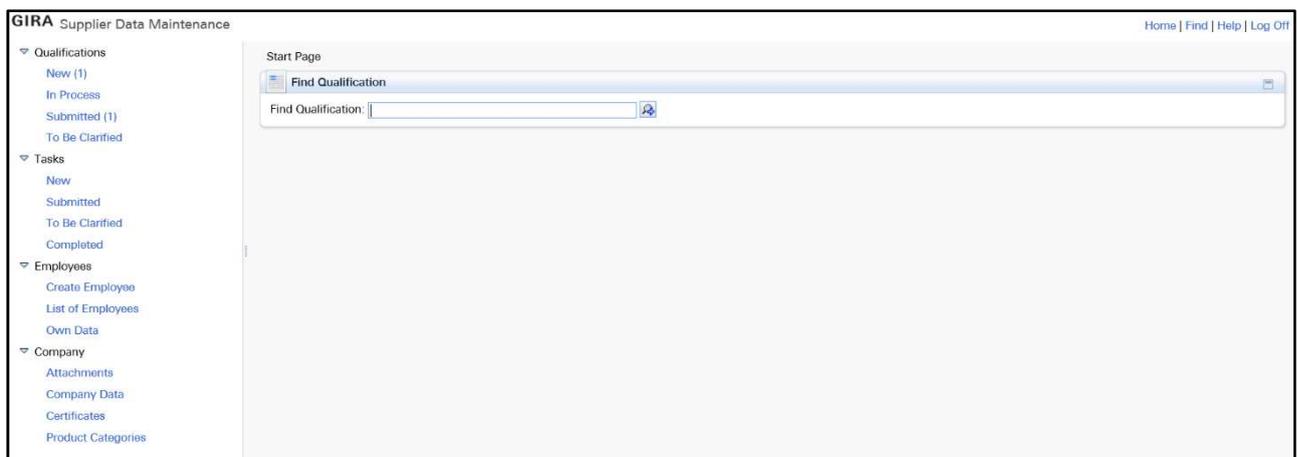
This completes the registration.

3. System functions

The log-in for registered suppliers can be opened on Gira's purchasing home page:
https://www.einkauf.gira.de/de/index.html

After logging in to the supplier portal, the supplier goes to the home page displayed.

On the left is the menu bar with all functions for the supplier.

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The following modules have been implemented at Gira in connection with the introduction of the SLC system:

- Supplier registration
- Supplier qualification
- Activity/task management (for supplier development)
- Employee master data management
- Master data management of company data incl. certificate management

3.1. General information

Master data can be managed bidirectionally within the system. This enables the respective purchaser as well as the supplier's administrator to keep the data up-to-date at all times.

The administrator is the registered contact for new suppliers who register via the website. The administrators for existing suppliers transferred to the SLC have been appointed by Gira.
If the system does not register a login within a year, it automatically sends an e-mail to the supplier's contact person to verify and, if necessary, update the data.

3.2. Supplier qualification

Suppliers are qualified and released for further processing (for example audits) by means of standardised questionnaires.

The minimum number of points to be achieved standardises the requirements for suppliers and enables a consistent and automated supplier selection process.

The results are documented and archived within the database

As soon as the purchaser sends a qualification questionnaire to the supplier, the supplier receives a notification e-mail with a direct link to the sell side.

Functions:
New: This includes all qualification requests that have been sent to the supplier by the responsible purchaser but have not yet been processed.

In process: These qualification requests have been temporarily stored by the supplier, but not yet sent.

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Sent: Completed and already returned requests can be viewed here.

To clarify: Queries from the purchaser to the supplier regarding the completed qualification request. Only those items can be processed here that have been marked for clarification by the purchaser.

3.3. Tasks

Within the framework of supplier development, it is possible to assign tasks to suppliers based, for example, on the results of the vendor evaluation. The interfaces for these tasks are between the supplier and the SQM and purchasing departments.

In principle, a task can be assigned to any employee of the supplier who is included in the list of employees. A prerequisite for this is the sufficient assignment of roles and authorisations by the supplier's administrator.

The required authorisations are (see page 8; Employees):

- Task processor at the supplier
- Notification of the task

The task processor at the supplier receives the information about a new task by e-mail.
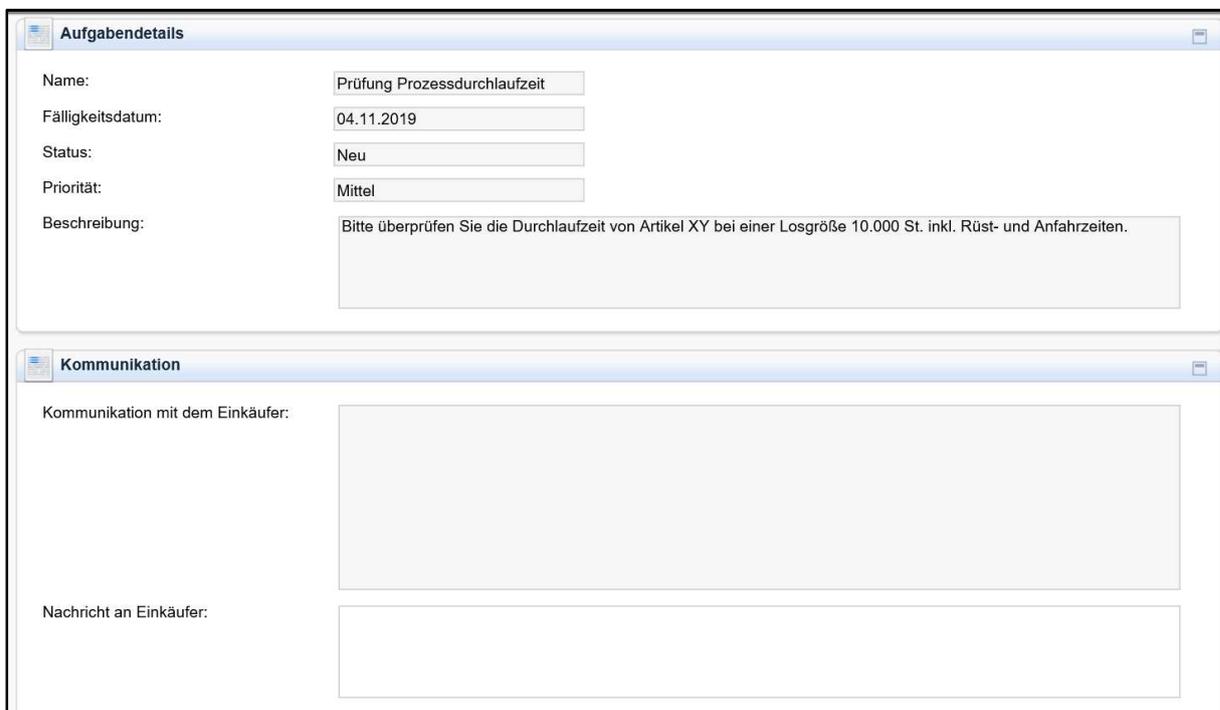
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After logging in to the SLC, the processor will find the new task on the "Tasks" tab.
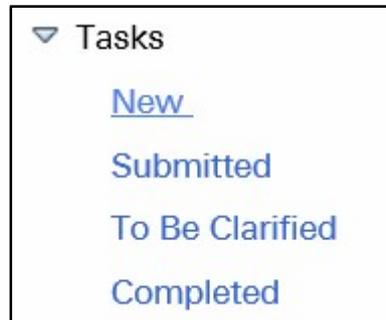
The task contains the task description, the due date and, if applicable, an attached document.

The processor can now send a message to the purchaser and/or upload an attachment if necessary. After clicking on the "Send" button, the purchaser receives the corresponding response in their message inbox on the buy side.

A dialogue within the task is possible until the purchaser declares the task as completed. Completed tasks are then transferred accordingly. The correspondence made there is archived for documentation purposes and can no longer be changed.

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3.4. Employees

The supplier's administrator can maintain their own data as well as add other contacts. The administrator can go to the input mask for the personal data of the other employee via "Create employee".


After entering and saving the data with the "Create" button, the data are transmitted to the responsible purchaser for approval.
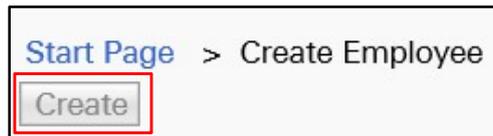
The administrator is informed by e-mail about the approval or rejection of the master data change.

After approval by the responsible purchaser, the administrator must assign other data such as the user name, initial password and authorisations. Using the
list of employees, the administrator can access the input screen of an employee by selecting the respective employee's name to edit the data, it is necessary to click on the "Edit" button.
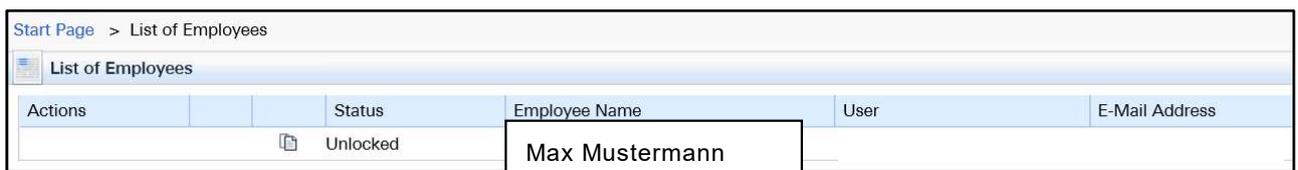
Actions			Status	Employee Name	User	E-Mail Address
			Unlocked	Max Mustermann		

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As soon as the new user wants to log in with the initial password assigned by the administrator, they are prompted to change it.

The minimum requirement for other employees in terms of authorisations should include the following points:

Roles:
- Qualification expert
- Task processor at the supplier

Notifications:
- Notifications for qualification requests
- Notifications for tasks

All other parameters are primarily reserved for the administrator. If desired, however, the supplier is free to appoint one or more other administrators. At least one employee must be an administrator on the sell side. All the checkboxes must be ticked for this purpose.

The administrator can edit the employee data, temporarily lock the employee or delete the employee completely.

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To do so, they must click on the list of employees again and press the respective button (lock or trash).

All changes made must be approved by the responsible purchaser.

Aktionen				Status	Mitarbeitername	Benutzer	E-Mail-Adresse
			🗋	Entsperrt			
🔒		🗑	🗋	Entsperrt	Herr Max Mustermann	MAX	max.mustermann@mu.de

Startseite > Mitarbeiterliste

Mitarbeiterliste

"Own data" tab: The administrator can edit their own data (contact details, user details, roles & notifications) here.

▽ Employees

    Create Employee

    List of Employees

    Own Data

3.5. Company

The following functions are available for the supplier on the "Company" tab:

- Attachment management
- Management of company data
- Certificate management
- Product categories

3.5.1. Attachments

In a common attachment management system, it is possible for GIRA and the supplier to upload, view and, if necessary, edit documents.

Start Page > Attachments						
List of Attachments						
▸ Expand All ▸ Collapse All						
Name	Description	Status	Uploaded By	Uploaded On/At	Size	Action

Common contracts, reports, price lists, etc. are to be managed primarily here.
A new attachment can be uploaded by clicking on the following symbol:

3.5.2. Company data

Information regarding the company can be entered and edited on the "Company data" tab. There are fields for general information about the company, address data and communication.

Changes to the company data must be saved by the supplier and then confirmed by the purchaser.

3.5.3. Certificates

When filling in the qualification questionnaire (newly registered supplier), the supplier is prompted to upload their current certificates into the database, including the validity periods.

The validity of certificates can be monitored by status indicators on both the supplier and GIRA side.

Shortly before the certificate expires, the system will ask the supplier to upload a new certificate.

Start Page > Certificates				
Certificates				
Certificate	Valid To	Expires In	Status	Action

3.5.4. Product categories

If necessary, the supplier can add further product categories to their range of services.

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As soon as the supplier has added the new product category and clicked on "Send", the purchaser will receive this change/addition request for approval/rejection.

4. Questions

If you have any questions, please contact the purchaser responsible for you.

https://www.einkauf.gira.de/de/produktgruppen.html