

# Supplier User Maintenance

**VIN Training**  
**January 2013**

# Training Content



1. **Overview**
2. **New Features and Access to the Features**
3. **New supplier user request process**
4. **Screen Shots – Adding New Supplier Users**
5. **Screen Shots – Deleting Supplier Users**
6. **Screen Shots – Moving Supplier Administrator User Rights**
7. **Help**

## Overview

The enhancement introduces the ability to maintain supplier users from Supplier Master > Users section.

The presentation combines the existing options and includes the new developed features.

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## New Features and Access to the Features

- I. Supplier Users can be **added** via a new link in Supplier Master > Users section. This will initiate the existing new supplier user request process.
  - This feature is enabled for **all TRW VIN users** and **all supplier users**
  
- II. Supplier Users can be **deleted** via Supplier Master > Users section
  - This feature is enabled for all **TRW Commodity users, SDE users** and the **supplier administrator user.**
  
- III. **Supplier Administrator User rights** can be moved via Supplier Master > Users section
  - This feature is enabled for all **TRW Commodity users, SDE users** and the **supplier administrator user.**

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# Adding New Supplier Users – New Functionality



Code

No Records Found

[Add More](#)

**Users:**

Daniela Neuser IT +49- [REDACTED] [REDACTED] Last Logged on: 10/9/2012 5:19:35 AM 82 Logins	John Doe Materials/Purchasing +1-1111111111111111 <a href="mailto:JOHN.DOE@TESTCOMPANY.COM">JOHN.DOE@TESTCOMPANY.COM</a> Last Logged on: 0 Logins	Peter Mason IT +44- [REDACTED] [REDACTED] Last Logged on: 5/27/2010 10:06:07 AM 11 Logins
PwC Testing IT +1- [REDACTED] [REDACTED] Last Logged on: 0 Logins	Shiv Menon Supplier Administrator Accounting +598- [REDACTED] [REDACTED] Last Logged on: 0 Logins	Shivdev Acc2 After Hours/Emergency +1- [REDACTED] [REDACTED] Last Logged on: 0 Logins
Shivdev DV After Hours/Emergency +1- [REDACTED] [REDACTED] Last Logged on: 2/8/2012 11:03:03 AM 10 Logins	Shivdev Menon Accounting +1- [REDACTED] [REDACTED] Last Logged on: 0 Logins	

[Add More Users](#)

**Note:**

- Mouseover on the text 'Multiple' to view the expanded list.

[Listing](#) [History](#)

**Click on „Add  
More Users“  
Link in the  
Supplier Master  
> Users section  
(last section in a Master  
supplier details view)**

**Link is  
available for all  
VIN users**

# Adding New Supplier Users – New Functionality



TRW Automotive :: Vendor Information Network :: Access Request - Windows Internet Explorer provided by TRW...

**TRW Automotive** Access Request **VIN - Vendor Information Network**

Help Close

### Access Request

Enter information to request for access.

\* = required information.

User Type: TRW Supplier

Supplier Code: 1--98 \* test supplier 1 -Test towr

First Name: \* Last Name: \*

Phone: United States +1 \*

E-mail Address: \*

Contact Type: Select... \* TRW Plant: All Plants Pruszkow \*

Approving VIN Manager's Name: Shiv Menon Approving VIN Manager's E-mail: [REDACTED]

Comments:

**Note:**

- Hold the CTRL key down for multiple selection.
- If supplier code is not known, please contact commodity manager.
- If mapped supplier code is entered, corresponding master supplier code will be considered.

A new page with pre-filled Access Request form will open.

Complete form and click submit.



# Adding New Supplier Users – Current Functionality



TRW Automotive :: Vendor Information Network :: Login - Microsoft Internet Explorer

Adresse <https://vin.trw.com/> Wechseln zu

## TRW Automotive VIN - Vendor Information Network

References | Links | About VIN

To access your secure supplier information online, fill in the login information below and press Login button. By clicking on the Login button, users of this site agree to be bound by the terms of this site [VIN Rules and Regulations](#) and the [TRW Web Site Legal Conditions](#).

**LOGIN TO PROCEED** [What is MyTRW ID?](#)

MyTRW ID:

Password:

[Forgot Password?](#)

[New User? Click Here](#)

Click on [F.A.Q](#) if you have any questions.  
This site is best viewed in 1024 x 768 screen resolution.

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and Comments

tranet

**Enter ID and password and Click “Login” or request access to VIN**

# Adding New Supplier Users – Current Functionality



TRW Automotive :: Vendor Information Network :: Access Request - Micros...

**Access Request** **VIN - Vendor Information Network**

Help Close

**Access Request**  
Enter information to request for access.

\* = required information.

User Type: TRW Employee  
First Name: TRW Supplier Last Name: [ ]  
Phone: United States +1 [ ]  
E-mail Address: [ ] \*  
Function: Select... \*  
Select appropriate location for your scope of responsibility.  
Region: All Regions \*  
Product Line: All Product Lines  
Product Group: All Product Groups  
Plant: All Plants \*  
Approving VIN Manager's Name: Select... \*  
Approving VIN Manager's E-mail: [ ]  
Comments: [ ]

**Note:**

Set this drop-down to „TRW Supplier“

# Adding New Supplier Users – Current Functionality



TRW Automotive :: Vendor Information Network :: Access Request - Micros...

**Access Request** **VIN - Vendor Information Network**

Help Close

### Access Request

Enter information to request for access.

\* = required information.

User Type:

Supplier Code:  \*

First Name:  \* Last Name:

Phone:  +1  \*

E-mail Address:  \*

Contact Type:  \* TRW Plant:

Approving VIN Manager's Name:  Approving VIN Manager's E-mail:

Comments:

**Note:**

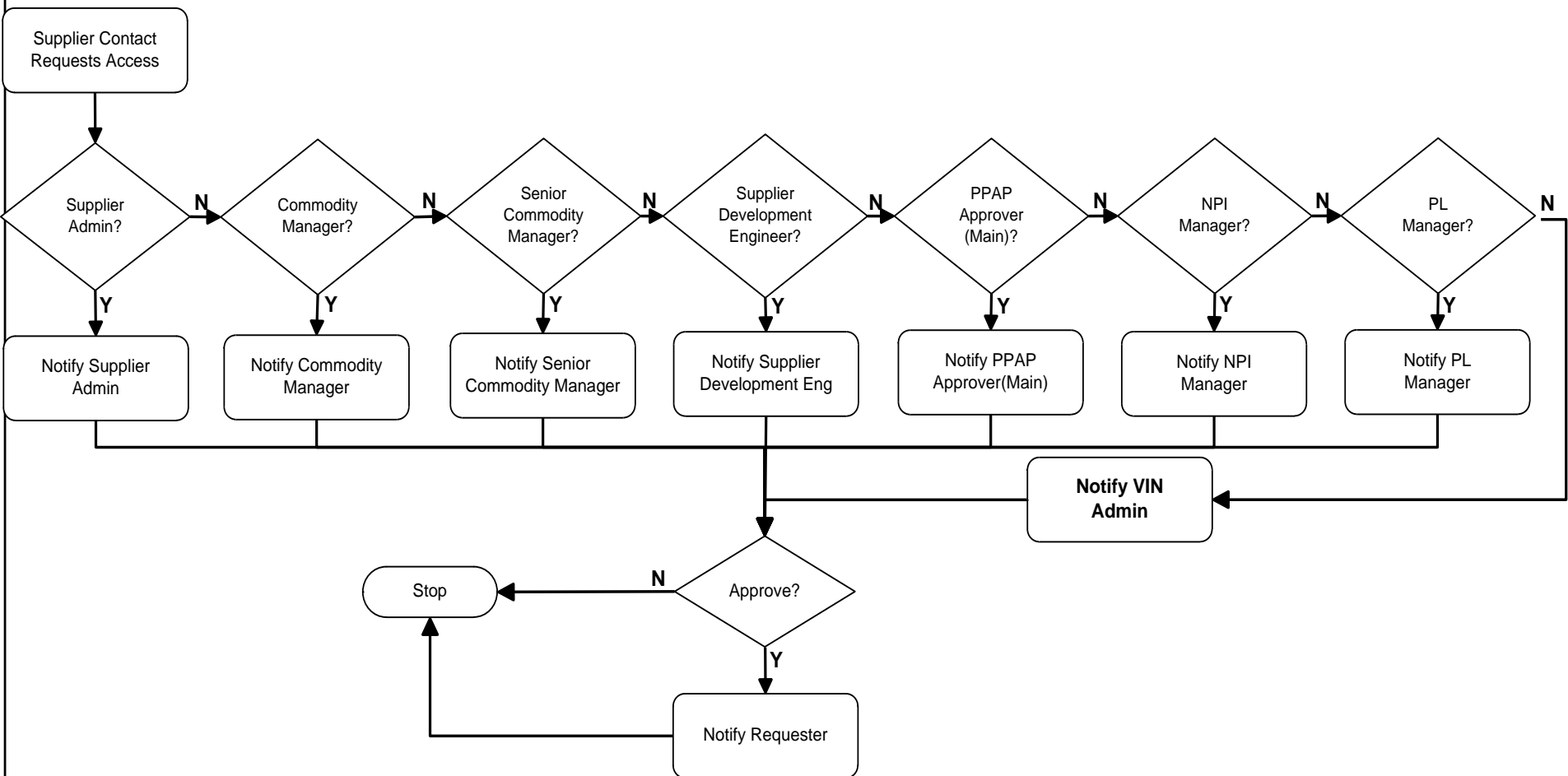
- Hold the CTRL key down for multiple selection.
- If supplier code is not known, please contact commodity manager.
- If mapped supplier code is entered, corresponding master supplier code will be considered.

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## New supplier user request process



## New supplier user request process

- **Requesting supplier user will receive following e-mail notifications**
  - Copy of notification mail to approver for approving the access
  - If access is granted (approved) by approver:
    - Confirmation of approval = access is activated
    - User name & Password
  - If access is denied (rejected) by approver:
    - Confirmation of rejection including reason entered by approver

# New users – Approving Access



**TRW Automotive** VIN - Vendor Information Network

Home | Recent Enhancements <sup>New</sup> | Help | References | Links | About VIN | Contacts

Welcome [redacted], test supplier 1 -Test town January 23, 2012 9:27:47 AM [Logout](#)

**Applications**

- Concern Tracking System
- Manufacturing Purchasing Change Request
- Measure of Performance System
- Program Tracking System
- Supplier Audit Database
- Supplier Master
- Value Management Database (New)

**Announcements**

- [VIN Helpdesk Support Services "How to get help"](#)  
- Fri, Nov 11, 2011
- [Natural Disaster: Thailand Flooding and Impact to Business](#)  
- Wed, Oct 26, 2011
- [D20 Form Updates in GSQM & BPM](#)  
- Tue, Jun 21, 2011
- [IMPORTANT: Supplier Certifications and Contacts](#)  
- Wed, Jun 01, 2011
- [More...](#)

**Pending Tasks**

- [1 Pending Access Request to be Approved.](#)

**TRW Requirements**

- [Purchase Order Terms and Conditions \(P.O.T & C\)](#)
- [Global Supplier Quality Manual \(G.S.Q.M\)](#)

**Message Alert!**  
You have 0 unread messages.  
[Click Here](#)

**My VIN**

- [My Audits](#)
- [My APQP](#)
- [My VM Projects](#)

**My Profile**

- [View / Edit Profile](#)
- [Change Password](#)

**Downloads**

- [G.S.Q.M](#)

**Helpdesk - System Support**  
If you need help using VIN or if you have questions and/or issues with the functionality, please [Submit a ticket](#) to the Helpdesk, or contact [TRW's Global Service Desk](#).

(For urgent matters, please contact [TRW's Global Service Desk](#) by phone so your request is addressed or routed sooner.)

Copyright © 2005 TRW Automotive Inc. All Rights Reserved Questions and Comments

**Approver will get E-Mail with direct link to access request or approver can log in and will have a Pending Task.**

# New users – Approving Access



TRW Automotive :: Vendor Information Network :: Access Request Results - Windows Internet Explorer provided ...

**Security** **VIN - Vendor Information Network**

Excel Help Close

### Access Request Results

View the search results.

Administration > Security > Search Access Requests > Access Request Results

Request #:	Last Name:	Email:
Region: All Regions	Product Line: All Product Lines	Product Group: All Product Groups
Plant: All Plants	Function: All Functions	Status: Submitted
From Date: 01/23/2011	To Date: 01/23/2012	User Type: All Users

1 Found

	Request#	Last Name	First Name	Supplier	Plant	Approver	Status	Reason for Rejection
<input checked="" type="checkbox"/> <input type="checkbox"/>	<a href="#">34679</a>	Doe	John	1--98 - test supplier 1 -Test town	Pruszkow		Submitted	

Vendor Information Network Local intranet 100%

**Approver can approve/reject via these buttons or click on the id to see details.**



# New users – Approving Access



TRW Automotive :: Vendor Information Network :: Access Request Approval - Windows Internet Explorer provide...

**Security** **VIN - Vendor Information Network**

Help Close

### Access Approval

Approve/Reject user request for access.

Administration > Security > Search AccessRequests > [Access Request Results](#) > Access Approval

First Name:	John	Last Name:	Doe
UserType:	TRW Supplier	Access Request Status:	Submitted
Supplier Code:	1--98	Supplier Name:	test supplier 1 -Test town
TRW Plant:	Pruszkow	Contact Type:	Quality
Phone:	+1-12345678	E-mail Address:	JOHN.DOE@COMPANY.COM
Approver Name:	[REDACTED]		
Comments:			

Reason for rejection:

Last Modified On: 1/19/2012 by JOHN.DOE@COMPANY.COM

**Approver can approve/reject via these buttons in detailed view. Reason needs to be provided when rejecting.**

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# Deleting Supplier Users – New Functionality



Code

No Records Found

[Add More](#)

**Users:**

Daniela Neuser IT +49- [REDACTED] [REDACTED] Last Logged on: 10/9/2012 5:19:35 AM 82 Logins	John Doe Materials/Purchasing +1-1111111111111 <a href="mailto:JOHN.DOE@TESTCOMPANY.COM">JOHN.DOE@TESTCOMPANY.COM</a> Last Logged on: 0 Logins	Peter Mason IT +44- [REDACTED] [REDACTED] Last Logged on: 5/27/2010 10:06:07 AM 11 Logins
PwC Testing IT +1- [REDACTED] [REDACTED] Last Logged on: 0 Logins	Shiv Menon Supplier Administrator Accounting +598- [REDACTED] [REDACTED] Last Logged on: 0 Logins	Shivdev Acc2 After Hours/Emergency +1- [REDACTED] [REDACTED] Last Logged on: 0 Logins
Shivdev DV After Hours/Emergency +1- [REDACTED] [REDACTED] Last Logged on: 2/8/2012 11:03:03 AM 10 Logins	Shivdev Menon Accounting +1- [REDACTED] [REDACTED] Last Logged on: 0 Logins	

**Click on Red X  
in the Supplier  
Master > Users  
section**  
**(last section in a Master  
supplier details view)**

**Link is  
available for all  
VIN users**

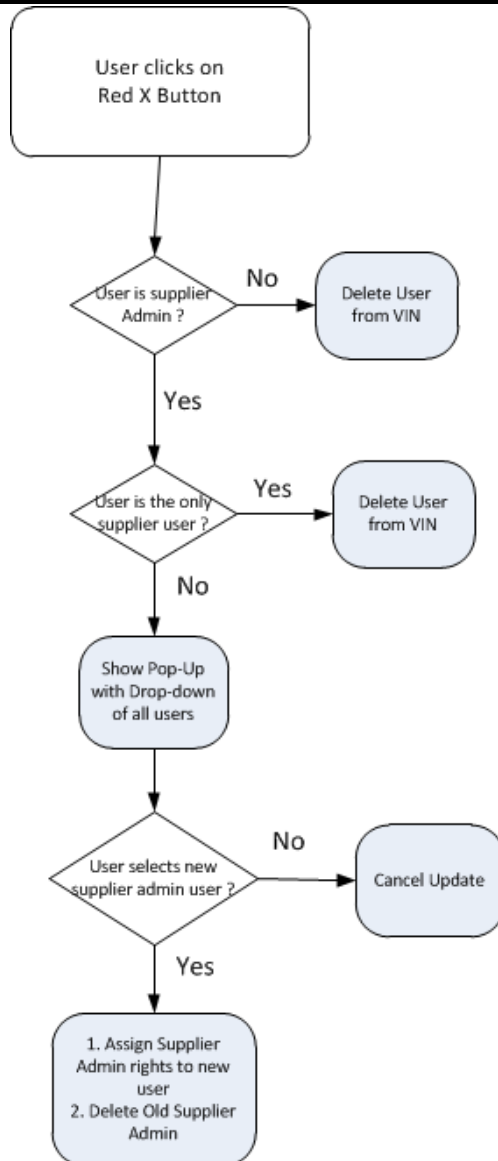
[Add More Users](#)

**Note:**

- Mouseover on the text 'Multiple' to view the expanded list.

[Listing](#) [History](#)

# Deleting Supplier Users – New Functionality



1. Confirm the deletion
2. System will perform the checks shown in the workflow. You might see the screen as shown on next slide

# Deleting Supplier Users – New Functionality



Supplier Administrator Edit -- Webseitendialog

TRW Automotive Supplier Master VIN - Vendor Information Network

**Edit Supplier Administrator**

To select new Supplier Administrator.

Please Select User for New Supplier Administrator:

If supplier user is having Supplier Administrator rights and other users exist, you will be requested to select a new administrator from **existing users** and click on “Update“

**Beside a message which confirms the change, a history entry is generated. (Click on History button in Supplier Master Detail view)**



**TRW Automotive**      **Supplier Master**      **VIN - Vendor Information Network**

[Add Supplier](#)   [Supplier Lookup](#)   [Change Requests](#)   [Reports](#)   [Communications](#)

### Supplier History Listing

To view supplier history details.

Supplier Code: 1--98      Supplier Name: test supplier 1 -Test town.

Change Date ▲▼	Change Description ▲▼	Modified By ▲▼
09-Oct-2012	User Pwc Testing(M [REDACTED] COM) has been deleted from VIN.	Daniela Neuser
	Supplier Administrator has been modified from CH: Mess...	

- 1. Supplier users can be deleted by the VIN Support (GSD / VIN Helpdesk) by creating a ticket. See last slide on how to contact VIN Support.**
- 2. Note: Supplier Admin Rights can only be assigned to existing user accounts, hence the new Administrator is required as input to VIN Support Team.**

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# Moving Supplier Administrator User Rights – New Functionality


Code

No Records Found

 [Add More](#)

Users:

 Daniela Neuser IT +49- [REDACTED] [REDACTED] Last Logged on: 10/9/2012 5:19:35 AM 82 Logins	 John Doe Materials/Purchasing +1-1111111111111 <a href="mailto:JOHN.DOE@TESTCOMPANY.COM">JOHN.DOE@TESTCOMPANY.COM</a> Last Logged on: 0 Logins	 Peter Mason IT +44- [REDACTED] [REDACTED] Last Logged on: 5/27/2010 10:06:07 AM 11 Logins
 PwC Testing IT +1- [REDACTED] [REDACTED] Last Logged on: 0 Logins	 Shiv Menon Supplier Administrator Accounting +598- [REDACTED] [REDACTED] Last Logged on: 0 Logins	 Shivdev Acc2 After Hours/Emergency +1- [REDACTED] [REDACTED] Last Logged on: 0 Logins
 Shivdev DV After Hours/Emergency +1- [REDACTED] [REDACTED] Last Logged on: 2/8/2012 11:03:03 AM 10 Logins	 Shivdev Menon Accounting +1- [REDACTED] [REDACTED] Last Logged on: 0 Logins	

 [Add More Users](#)

Note:

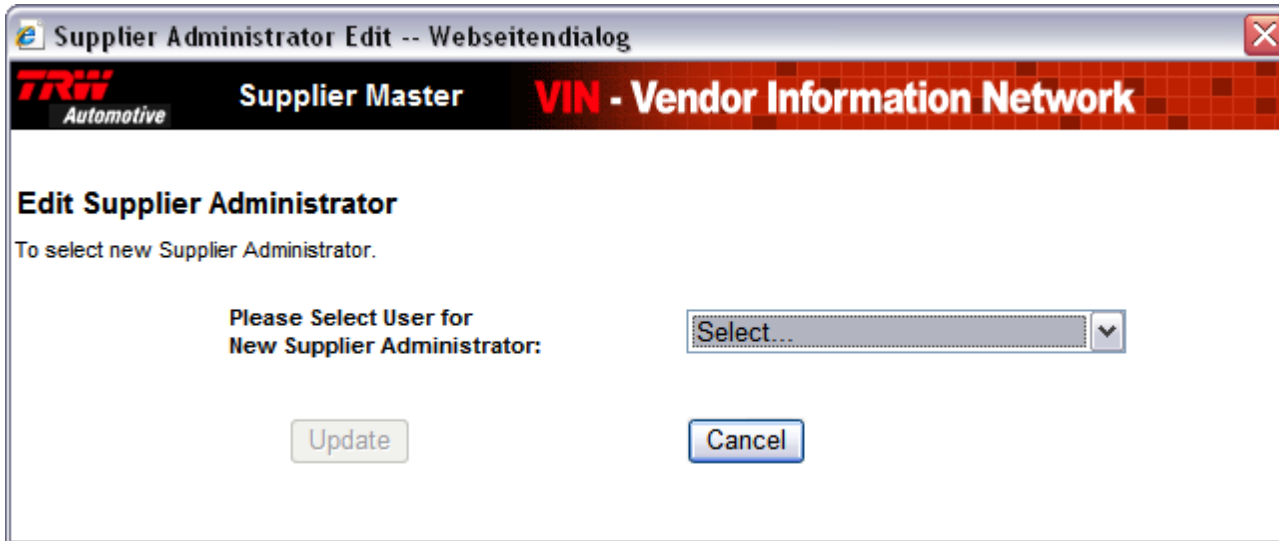
- Mouseover on the text 'Multiple' to view the expanded list.

[Listing](#) [History](#)

**Click on Pen  
Icon in the  
Supplier Master  
> Users section  
(last section in a Master  
supplier details view)**

**Link is  
available for all  
Commodity  
users and  
Supplier  
Administrator**

# Moving Supplier Administrator User Rights – New Functionality



Supplier Administrator Edit -- Webseitendialog

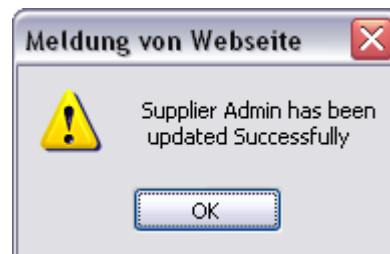
**TRW Automotive** Supplier Master **VIN - Vendor Information Network**

**Edit Supplier Administrator**  
To select new Supplier Administrator.

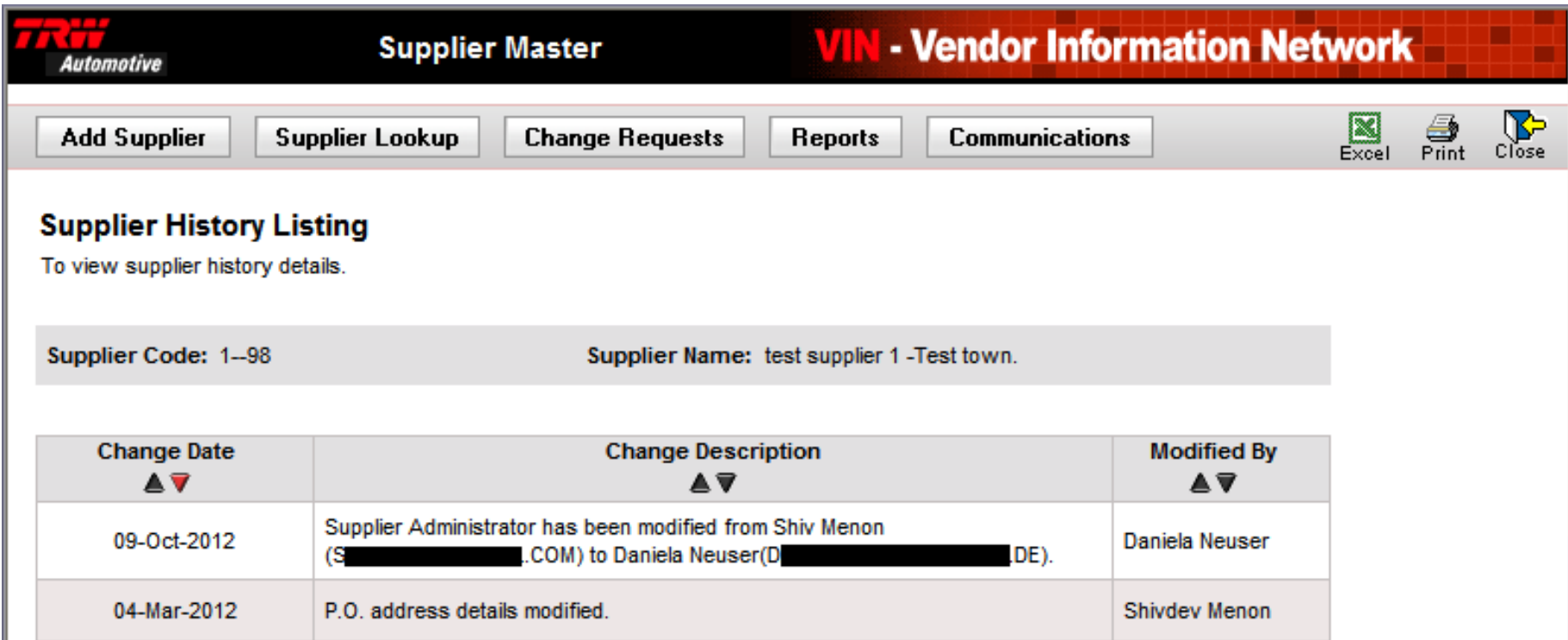
Please Select User for New Supplier Administrator:

You will be requested to select a new administrator from **existing users** and then you click on “Update” to proceed.

Below message will confirm change.



**Beside the message which confirms the change, a history entry is generated. (Click on History button in Supplier Master Detail view)**



The screenshot displays the TRW Automotive Supplier Master interface. The header includes the TRW Automotive logo, the text "Supplier Master", and "VIN - Vendor Information Network". Below the header is a navigation bar with buttons for "Add Supplier", "Supplier Lookup", "Change Requests", "Reports", and "Communications". On the right side of the navigation bar are icons for "Excel", "Print", and "Close".

The main content area is titled "Supplier History Listing" and includes the instruction "To view supplier history details." Below this, there are search filters for "Supplier Code: 1-98" and "Supplier Name: test supplier 1 -Test town.".

A table displays the change history:

Change Date ▲▼	Change Description ▲▼	Modified By ▲▼
09-Oct-2012	Supplier Administrator has been modified from Shiv Menon (S██████████.COM) to Daniela Neuser(D██████████DE).	Daniela Neuser
04-Mar-2012	P.O. address details modified.	Shivdev Menon

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# Help



- For technical issues on VIN, please contact Global Service Desk(GSD):

please create a ticket by selecting

- Help > Help Desk > Create Ticket in VIN
- Questions & Comments link
- contact the Global Service Desk : <https://vin.trw.com/gsd.htm>

TRW Automotive - Vendor Information Network :: Login - Microsoft Internet Explorer

TRW Automotive VIN - Vendor Information Network

Address: <http://vin.ssc.trw.com/login.aspx>

TRW Automotive VIN - Vendor Information Network

To access your secure supplier information online, fill in the login information below and press Login button. By clicking on the Login button, users of this site agree to be bound by the terms of this site [VIN Rules and Regulations](#) and the [TRW Web Site Legal Conditions](#).

LOGIN TO PROCEED What is MyTRW ID?

MyTRW ID:

Password:

Forgot Password? New User? Click Here

Click on [FAQ](#) if you have any questions. This site is best viewed in 1024 x 768 screen resolution.

Secure

Applications: Concern Tracking System, Manufacturing Purchasing Change Request, Measure of Performance System, Part Master, Program Tracking System (Old), Purchase Price Variance, Purchase Summary Report, SOP Interface, Supplier Audit Database, Supplier Master, Value Management Database, Volume and Date Alerts, My Reports, Administration

Welcome Daniela Heuser, TRW Automotive

December 01, 2011 8:53:56 AM Logout

Message Alert: You have 5097 unread messages. [Click here](#)

My VIN: My CSOs, My OP Adjustment, My CSOs, My Programs (PL), My Concerns, My PV, My Audits, My Reports

Downloads: G.S.Q.M. Forms & Documents, PPV CSO Template, PPS BOM Template, PPS PPAP Request Template, CSO 12 month Volume Update Template, PP Request Subst Template

Helpdesk - System Support: If you need help using VIN or if you have questions and/or issues with the functionality, please Submit a ticket to the Helpdesk, or contact TRW's Global Service Desk. (For urgent matters, please contact TRW's Global Service Desk by phone so your request is addressed or routed sooner.)

Announcements: Monthly SOP Update, Global Purchasing Announces Leadership Changes, Engineered Fasteners and Components announces appointment of new director, Purchasing worldwide, Scorecard Training for Employees - Recorded Sessions

Pending Tasks: 12 Pending Access Requests to be Approved, Resolve Date Mismatch, Resolve Price Mismatch, Resolve Past Due CSOs, Renewal Price Changes, 202 Direct suppliers without a commodity

Training - Systems: User Manual, Online Training Module, MOPS: New Scorecard communications, PPS Copying PPAP Documents, Lss Training Schedule, Mass Training Documents

Training - Processes: Module 2 - TRW Sourcing Pipeline Database Training, More Process Training Documents

Quick Links: Co-Action eRFQ Training Registration, e-Sourcing (Co-Action), Inflation Inflation, Logistics Inflation, Monthly Data Load Status, Purchasing Inflation, Sourcing Pipeline DB, Supply Visualization, TRW Facial Calendar

TRW Requirements: Purchase Order Terms and Conditions (P.O. T & C), Global Supplier Quality Manual (G.S.Q.M.)

Global Purchasing Requirements: Purchasing Policy Statements & Forms, Global Purchasing RFQ Management Team, Global Processes Documentation, Roles and Responsibilities

Global Sourcing Process & Documents: Sourcing Process and Documents

USD 2011 OP Exchange Rates: RON, EUR, JPY, GBP, CAD

Questions and Comments

Local Intranet

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