

# SLM-SELL Side\_109.0\_Supplier-Attachment Upload

Supplier Master Data Manager in SAP SLM deals with company data on the SELL side and is able to do the following:

- Display company data, including attachments and certificates
- Maintain company data
- Maintain attachments
- Display the status of company data changes that were submitted to the BUY side
- Suppliers can add or change the existing attachments in the supplier master record
- The changes are transferred to the BUY side
- Suppliers can also display attachments that either the Buyer has uploaded or that you have uploaded yourself during registration.
- If Suppliers/Buyer delete an attachment, it is no longer visible to either side.

## The Supplier Attachment Approval Workflow runs as follows:

A supplier uploads a new attachment on the sell side. The changes are transferred to the BUY side.

The approver can either accept or reject the work item.

- If the approver accepts the work item, the process runs as follows:
  - The attachment is transferred to the supplier data.
  - The workflow is completed and the supplier receives an e-mail approval notification.
- If the approver rejects the work item, the process runs as follows:
  - The attachment is not transferred to the supplier data.
  - The workflow is completed and the supplier receives an e-mail rejection notification.

## Key Note

- Attachment is sent to Lear Buyer for approval according to workflow rule.
- 25 MB Maximum size allowed for each attachment (Images or PDF files).

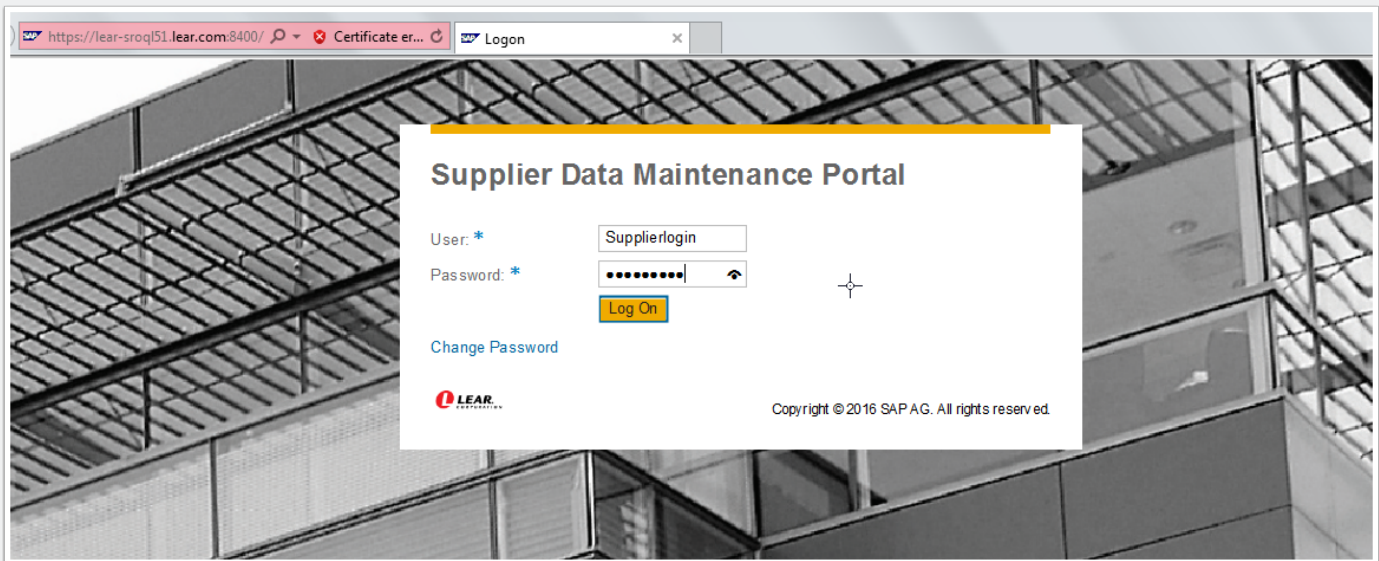
Navigation : Login in SELL side -->Company-->Attachments

# SLM-SELL Side\_109.0\_Supplier-Attachment Upload

## Log on to SLM SELL Side

Log in as Supplier to SLM SELL Side to upload attachment.

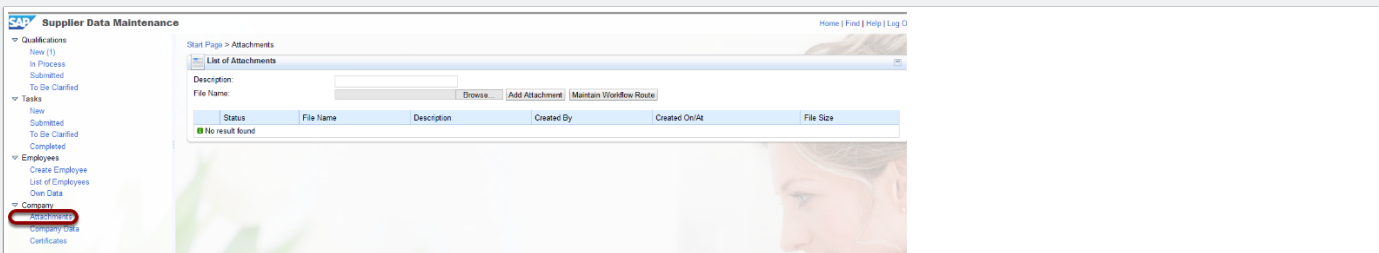
<https://slm.lear.com>



## Add Attachment

The supplier can add attachment by the following steps.

Click on Attachment URL on the left side menu. The section opens.



# SLM-SELL Side\_109.0\_Supplier-Attachment Upload

## Upload Attachment

To add attachment follow the below steps:

1. Enter the "Description" of the attachment in the field: Description.
2. Click on "Browse" to locate the file. Attach the file.
3. Click on "Maintain Workflow Route". A new window opens.
4. Filling the values of the fields: Region, Buyer email (Lear Buyer Email ID (to route approval request directly to specific Buyer). Click on OK.
5. Click on "Add Attachment" button. The attachment is added and can be seen in the table below.
6. A message mentioning that the attachment is added and is pending for approval is displayed.
7. The request has been sent to the Buyer whose email ID you entered.

# SLM-SELL Side\_109.0\_Supplier-Attachment Upload

Home | Find |

Start Page > Attachments

**List of Attachments**

Description:  1

File Name:  3 Browse...  4  2

Status	File Name	Description	Created By	Created On/At	File Size
No result found					

**Supplier Data Maintenance**

- Qualifications
  - New
  - In Process
  - Submitted (1)
  - To Be Clarified
- Employees
  - Create Employee
  - List of Employees
  - Own Data
- Company
  - Attachments
  - Company Data

Start Page > Attachments

**List of Attachments**

Description:

File Name:

Status	File Name
Updated	Daily.xlsx

**Request Approval**

Region:

Buyer E mail:

Start Page > Attachments

**Messages**

Information: Attachment has been created; still pending approval

**List of Attachments**

Description:

File Name:  Browse...

Status	File Name	Description	Created By	Created On/At	File Size
New (Pending Approval)	Attach.docx	Attachment	test user_0001100	24.06.2016 07:26:40	11 kB

# SLM-SELL Side\_109.0\_Supplier-Attachment Upload

## Log Off from SELL Side system

Click on "Log Off" to log off from the system.

