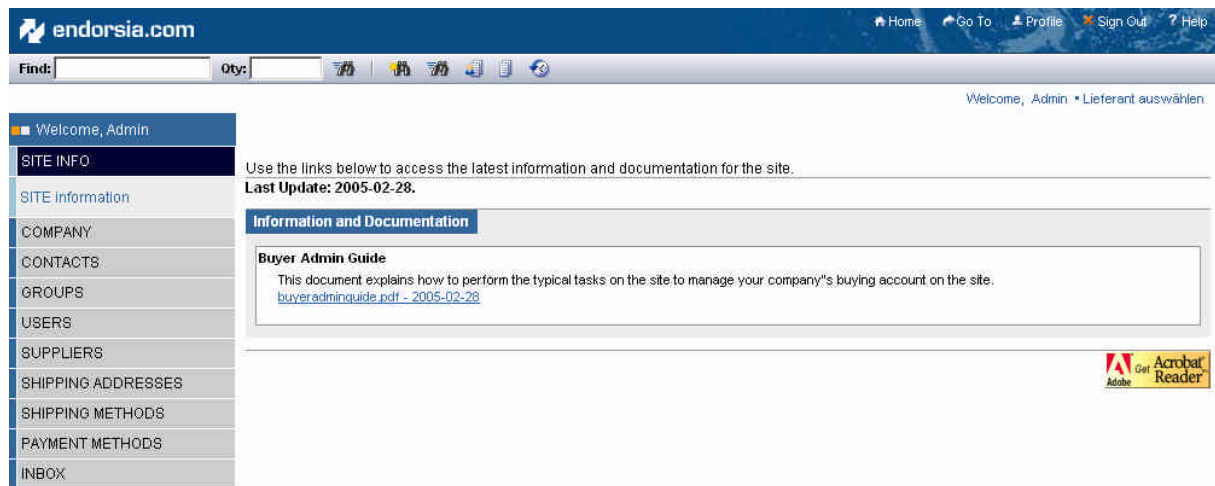







## System administration

After your company has registered on ENDORSIA and the access has been carried out, the company administrator receives an ADMIN-ID and a password to access the administration section of the system.

The sections to administer are listed on the left side of the screen. Payment methods, shipping addresses and shipping types need to be maintained here, also users will be created there and different legitimations can be assigned there. All steps to be done are listed below.



Additional the admin is allowed to search for products, create shopping lists and check the order status. Those sections can be accessed while clicking on the icons:

-  Product Search
-  Quick Search
-  Personal Lists
-  Corporate Lists
-  Order History

The Admin is not enabled to send orders.

## WEBSITE INFO:

A detailed manual of ENDORSIA with all the explanations is directly available in the system. (see link: [buyeradminguide.pdf - 2005-02-28](#) )

Welcome, Admin	
<b>SITE INFO</b>	Use the links below to access the latest information and documentation for the site.
SITE Information	<b>Last Update: 2005-02-28.</b>
COMPANY	<b>Information and Documentation</b>
CONTACTS	<b>Buyer Admin Guide</b>
GROUPS	This document explains how to perform the typical tasks on the site to manage your company's buying account on the site.
USERS	<a href="#">buyeradminguide.pdf - 2005-02-28</a>

## Company:

All the current corporate data are shown. Modifications can be initiated directly via ENDORSIA!

## CONTACT:

You can enter one or more contact persons of your company who will then in each case receive information on e.g. system modifications of ENDORSIA. The entry of persons with vital tasks, such as the system administration, a supervisor or the purchasing department are recommendable.

## Groups:

Via those groups different authorisations can be set and can later be assigned to the users. The definition of the groups takes place here, whereas the assignment to the users is carried out within the **Users** area.

### User Groups:

Groups are created which are allowed to order up to only a fixed limit. If a certain order value exceeds this limit, it will first of all be put on hold and a supervisor will receive a message to check this order. The supervisor can then either enable or refuse the order.

Example:

**Group Description:** \* Test  
**Buying Limit:** \* 10.000,00

### Catalog Groups:

The groups which show assigned users who have no access to certain catalogs are defined here. Example:

**Group Description:** Katalog XX

Catalogs can be assigned to these groups. If a user is later assigned to this group, he/she will not have access to those catalogs.

### Permission Groups:

Via these groups, the tasks which a user is not allowed to perform are set. The assigned user is only allowed to perform the marked tasks. In this case the user is allowed to edit shipping addresses but is not permitted to perform any of the other tasks.

#### Permission Group 142482



<b>Group Description:</b>	<input type="text" value="TestGroup"/>
<b>Add Payment Types:</b>	<input type="checkbox"/>
<b>Edit Payment Types:</b>	<input type="checkbox"/>
<b>Add Shipping Addresses:</b>	<input type="checkbox"/>
<b>Edit Shipping Addresses:</b>	<input checked="" type="checkbox"/>
<b>Display "Your Price" Value:</b>	<input type="checkbox"/>

The fields for which the user is not authorized are empty within the system or can not be enabled.

### Users:

**Important:** The following fields have to be edited and defined prior to the initial creation of users:

1. SHIPPING ADDRESSES
2. SHIPPING METHODS
3. PAYMENT METHODS

As soon as this has been finished, the user area can be opened. The users that had already been created are listed here. Via  their features can be edited and via  a user can be deleted.

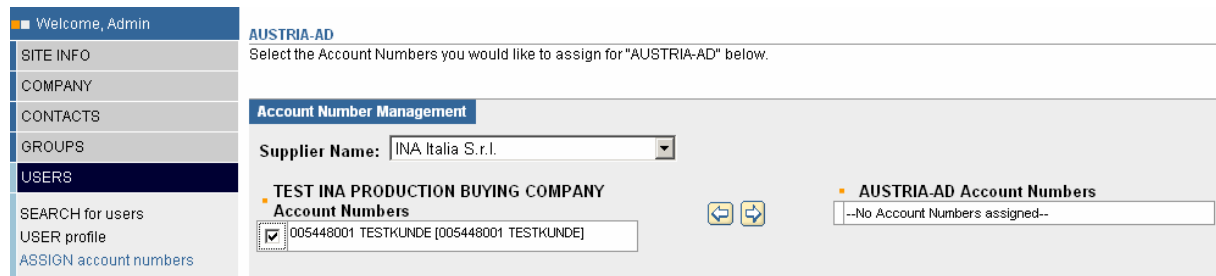
New users can be created via .

First of all a user name and a password and afterwards the personal data of the user have to be entered. In case that a user should not have full authorisation, he can be assigned to a defined group (see **Groups**). Any other user can be assigned as supervisor. If no supervisor is assigned, the task will automatically be conferred on the admin.

After the entry of all the data click on . Subsequently the assignments listed in the column on the left hand side have to be carried out.

## Assign account numbers:

Account numbers are assigned to a user by firstly choosing the name of the supplier. Following, the needed account number has to be marked. By clicking on the arrow pointing to the right, the account number is transferred to the right and is activated then.



## Assign payment methods:

The procedure is the same. First choose the supplier, afterwards the payment method and finally activate the marked field by clicking on the arrow pointing to the right.



**Important:** The payment method has to be entered under **Payment Method** beforehand.

## Assign shipping addresses:

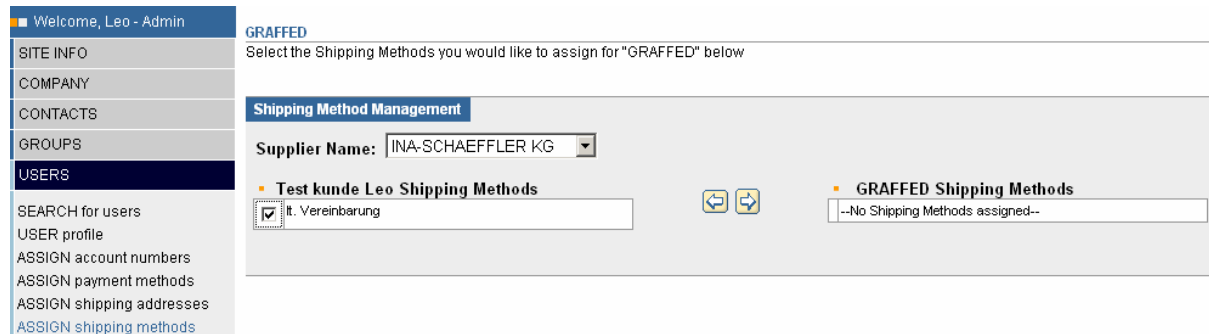
Shipping addresses are assigned to users for which they can order later on. The activation is carried out as described above.



**Important:** The Shipping addresses have to be entered under **Shipping Addresses** beforehand.

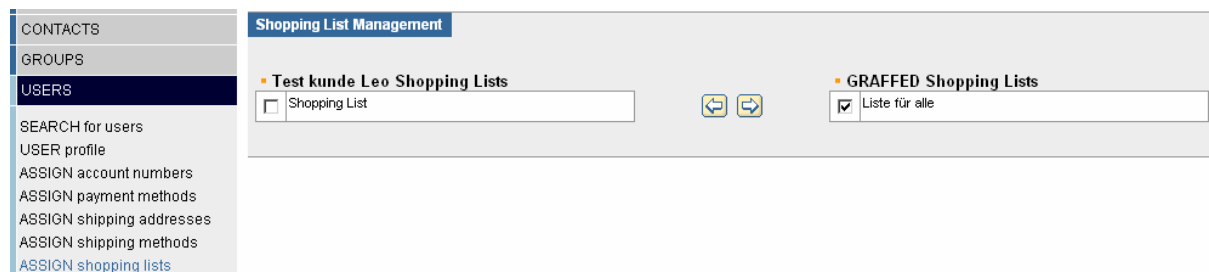
## Assign shipping methods:

Shipping methods are activated for the respective user according to the procedure described earlier.

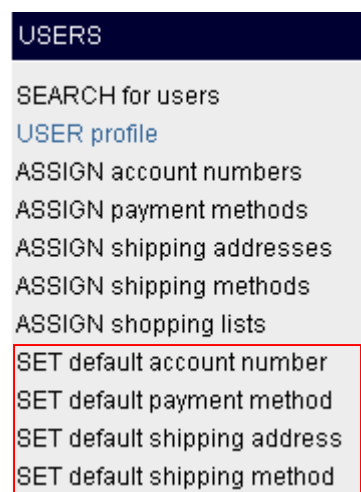


## Assign shopping lists:

The admin can create shopping lists in the section [Products](#) which he can later assign to the chosen users. These lists are then at the user's disposal in the area [Corporate Lists](#).



## Setting of defaults:



In the framed fields default values can be set for the assigned rights. This setting is always present as default setting. If no specification is carried out, the last used setting will be active. If necessary, the user can conduct modifications on his own within the scope of his rights.



## Suppliers:

The suppliers to which your company has access via ENDORSIA are listed.

endorsia.com Home Go To Profile Sign Out Help

Welcome, Admin • Lieferant auswählen

**Search for Suppliers**

Supplier Name:

MRO ID:

City:  State Region Province:

Zip/Postal Code:  Country: ALL

Find

**Participating Suppliers** 1 2 3 4 5

Items 1 - 4 of 19

Supplier Name:	INA AUSTRIA GmbH	MRO ID:	25982
Address:	Marktstraße 5	City:	VÖSENDORF
State Region Province:		Country:	AUSTRIA
		Status:	Approved

By clicking on the supplier name, details on this company are displayed.

Welcome, Admin

SITE INFO

COMPANY

CONTACTS

GROUPS

USERS

**SUPPLIERS**

RELATIONSHIPS with suppliers

SUPPLIER profile

SEARCH for contacts

SEARCH for account numbers

SHIPPING ADDRESSES

SHIPPING METHODS

PAYMENT METHODS

INBOX

**INA Bearings (Singapore) PTE. LTD.**

Select the Account Number you would like to assign for "INA Bearings (Singapore) PTE. LTD." below.

**Search Account Numbers**

Account Number:

Find

Submit

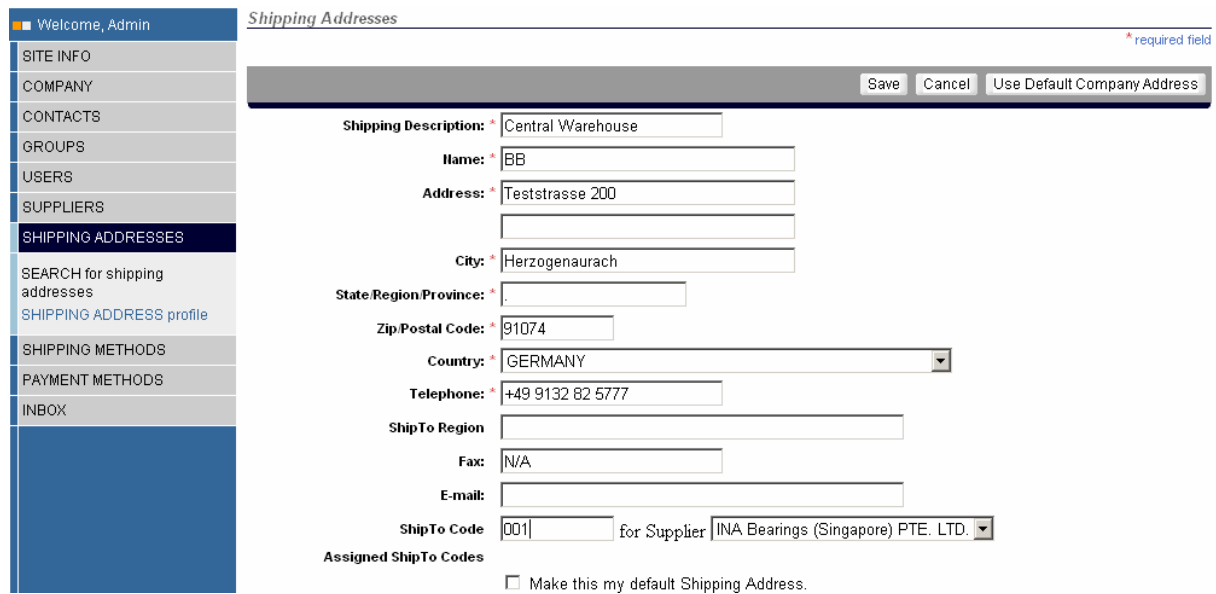
**Account Numbers** 1 - 2 of 2 account numbers

Branch Name	Account Number	Description	Company Default
INA Bearings (Singapore) PTE.LTD.	000099	Testadresse	<input type="checkbox"/>
INA Bearings (Singapore) PTE.LTD.	000099001 TESTCUST SGP	000099001 TESTCUST SGP	<input type="checkbox"/>

Via [SEARCH for account numbers](#) all the account numbers that are at the respective supplier's disposal are listed. By marking them in the column on the right hand side, a company default can be set.

## SHIPPING ADDRESSES:

Via **Add** shipping addresses will be added.



**Shipping Addresses** \*required field

Save Cancel Use Default Company Address

Shipping Description: \* Central Warehouse

Name: \* BB

Address: \* Teststrasse 200

City: \* Herzogenaurach

State/Region/Province: \*

Zip/Postal Code: \* 91074

Country: \* GERMANY

Telephone: \* +49 9132 82 5777

Ship To Region:

Fax: N/A

E-mail:

Ship To Code 001 for Supplier INA Bearings (Singapore) PTE. LTD.

Assigned Ship To Codes

Make this my default Shipping Address.

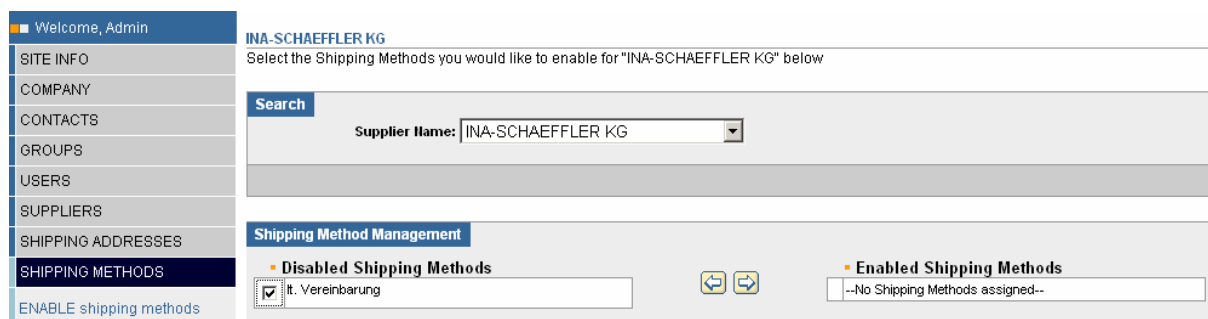
The address data are entered here. Additionally, the Ship To Code has to be added, as the shipping address is identified via this code. For different suppliers the respective Ship To Code has to be entered.

Ship To Code 001 for Supplier INA Bearings (Singapore) PTE. LTD.

If the particular codes are unknown they can be asked for by contacting the responsible INA/FAG employees.

## SHIPPING METHODS:

The shipping method is marked on the left hand side under **Disabled Shipping Methods** and is activated by clicking on the arrow pointing to the right.



**INA-SCHAEFFLER KG**  
Select the Shipping Methods you would like to enable for "INA-SCHAEFFLER KG" below

Search

Supplier Name: INA-SCHAEFFLER KG

**Shipping Method Management**

Disabled Shipping Methods

lt. Vereinbarung

Enabled Shipping Methods

--No Shipping Methods assigned--

Afterwards the shipping method will be listed under **Enabled Shipping Methods**.



**Shipping Method Management**

Disabled Shipping Methods

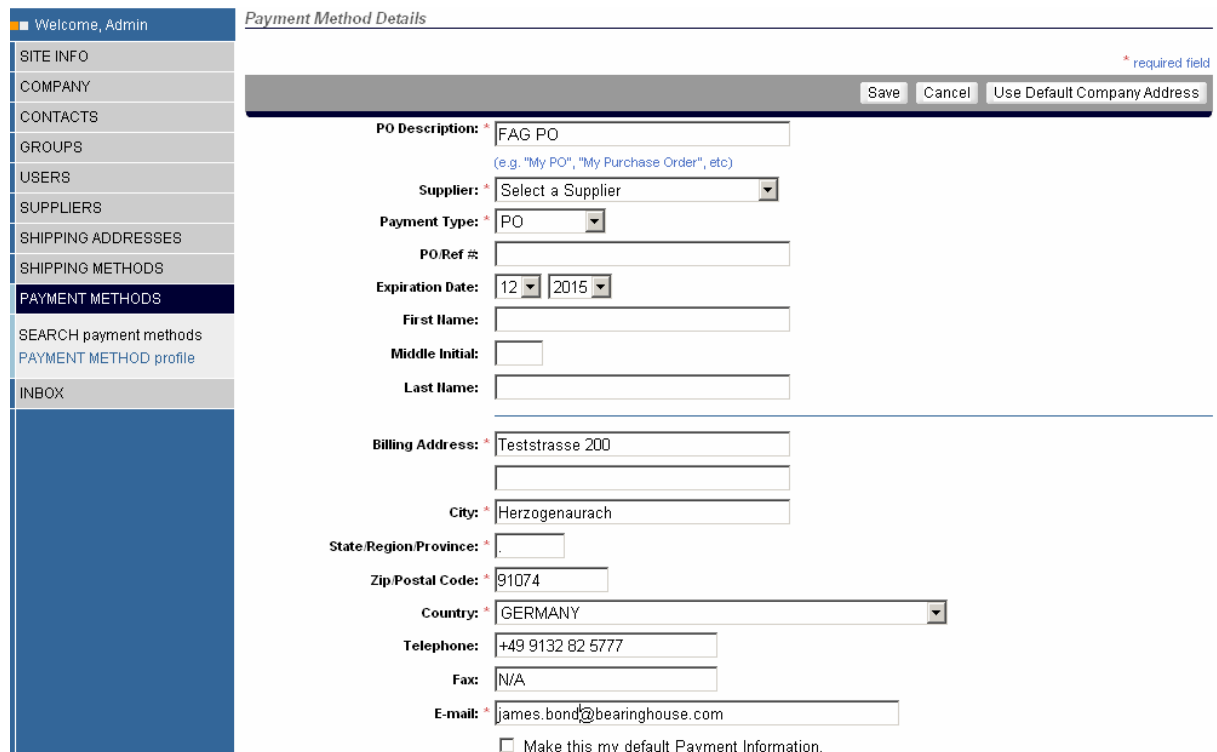
--No Shipping Methods found unassigned--

Enabled Shipping Methods

lt. Vereinbarung

## PAYMENT METHODS:

Payment methods are entered via 'add'.



**Payment Method Details** \* required field

Save Cancel Use Default Company Address

**PO Description:** \* FAG PO  
(e.g. "My PO", "My Purchase Order", etc)

**Supplier:** \* Select a Supplier

**Payment Type:** \* PO

**PO Ref #:**

**Expiration Date:** 12 2015

**First Name:**

**Middle Initial:**

**Last Name:**

---

**Billing Address:** \* Teststrasse 200

**City:** \* Herzogenaurach

**State/Region/Province:** \*

**Zip/Postal Code:** \* 91074

**Country:** \* GERMANY

**Telephone:** +49 9132 82 5777

**Fax:** N/A

**E-mail:** \* james.bond@bearinghouse.com

Make this my default Payment Information.

Depending on the supplier, e.g. 'FAG PO' or 'INA Purchase Order' can be entered under **PO Description:** for identification. Please choose **Payment Type:** \* PO. Pay attention that a sufficient expiration date **Expiration Date:** 12 2015 is entered.

## INBOX:

Orders which exceed the purchase limit of a user are listed here. Under [ORDER approval](#) and [ORDERS pending approval](#) respectively, the particular activities can be looked at and edited.

Simultaneously the admin is pointed out to a message via email. The decision for or against an order is carried out here and can be commented on.