

Business Relation Administration

Self-administration of business relations as buyer

As a buyer you can request business relations directly with suppliers. New business relations will have the status "Pending" until the supplier accepts it.

Adding a partner

As administrator you can manage the settings under Administration => Partners. In order to add a new partner, click the **Search & Add Partner** button and you can search for a desired partner by filling in some of the following information: Name, TecCom ID, City, ZIP Code or Country.

Partner Search & Info

Find a partner

Organization name	TecCom ID
Order Manager Modules	Country
Supported Reverse Documents	ZIP Code
<input type="checkbox"/> Test Organization	City

[Search for Partner](#)

By clicking **+Add** in the results list the partner will be added to your partner list. If a partner in the list is already your partner, you see a hint in the Status column.

[Search for Partner](#) Max. 500 results

Organization name	Country	City	Order Manager Modules	Supported Reverse Documents
3M Deutschland GmbH	DE - GERMANY	Neuss		Already Partner
CI_SIT_S_DOC_4102	DE - GERMANY	München		
CI_SIT_S_DOC_EDL_4112	DE - GERMANY	Ismaning		
CI_SIT_S_PLAT_4103	DE - GERMANY	Ismaning		
CI_SIT_S_PLAT_EDL_4113	DE - GERMANY	Ismaning		

Showing 1 to 5 of 500 entries

In the next step you enter the buyer and supplier number:

- Buyer number: The number you received from your partner. If you have not yet received a buyer number, choose any number.
- Supplier number: You can use the number out of your ERP system. Alternatively, choose any number (recommendation: use different numbers for each partner).

Finally, to send your business relation request to the partner, click the **Save** button. From this point your business relation awaits approval from the supplier. As soon as the supplier activates it, your business relation is active, and your new partner is available for requests and orders.

SIT_S_QUA_TF_54738_AKK Katrin - CO41 - 00100010686900000000054738001 CANCEL SAVE

Partner Information **Business Relations** Membership Profile Responsibilities

Supplier number (provided by customer)

Customer number (provided by supplier)

Use custom invoice number

Invoice party number (provided)

Status

Administrating the business relations

In the list “Current Partners” you can see and select your partners to administrate them. The yellow warning symbol informs you that there are pending business relations that haven’t been accepted yet by the supplier.

☰ Current Partners

Rank	Name	City	TecCom ID	Supplier Number	Buyer Number	Role	
	Test TF	Ismaning	00100010686900000000054684001	TMD	54702	Supplier	⚠
	Schulungs Org TF (Supplier)	München	00100010686900000000054710001	dwdw	dwdwd	Supplier	⚠
	Supplier_TF_TecConnect 5.0	Ismnaing	00100010686900000000055056001	TF50	TF50	Supplier	
	SIT_S_QUA_TF_54740_LY	Ismaning 中文	00100010686900000000054740001	123	432	Supplier	⚠
	UAT_S_QUA_TOM_54621_RoBo	Shanghai	00100010677800000000054621001	54621	testtf	Supplier	⚠

Showing 1 to 5 of 5 entries

If you select a partner from the list, the partner information is being displayed and you can select a rank (= ordering position) and/or a default ship-to address (optional).

Partner Information	Business Relations	Membership Profile	Responsibilities																								
<p>Settings</p> <p>Rank <input type="text"/></p> <p>Default Ship-to <input type="text" value="No default Ship-to"/></p>																											
<p>Partner Information</p> <table border="1"> <tr> <td>Name</td> <td>Name 2</td> <td>TecCom ID</td> </tr> <tr> <td>Supplier_TF_TecConnect 5.0</td> <td></td> <td>001000106869000000000055056001</td> </tr> <tr> <td>Address</td> <td>Contact</td> <td>ZIP Code/City</td> </tr> <tr> <td>Steinheilstraße 10</td> <td></td> <td>85737 Ismnaing</td> </tr> <tr> <td>Country</td> <td>Telephone</td> <td>Fax</td> </tr> <tr> <td>DE - GERMANY</td> <td>New Telephone</td> <td>New Fax</td> </tr> <tr> <td>Email</td> <td></td> <td></td> </tr> <tr> <td>NewEmail@email.es</td> <td></td> <td></td> </tr> </table>				Name	Name 2	TecCom ID	Supplier_TF_TecConnect 5.0		001000106869000000000055056001	Address	Contact	ZIP Code/City	Steinheilstraße 10		85737 Ismnaing	Country	Telephone	Fax	DE - GERMANY	New Telephone	New Fax	Email			NewEmail@email.es		
Name	Name 2	TecCom ID																									
Supplier_TF_TecConnect 5.0		001000106869000000000055056001																									
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Country	Telephone	Fax																									
DE - GERMANY	New Telephone	New Fax																									
Email																											
NewEmail@email.es																											

In the tab “Business Relations” you can see the details and status of your business relation. After a business relation has been activated by the supplier, you can edit it here.

Administrating delivery numbers

The following information is relevant only if you work with Ship-to addresses. For advanced users, Order Manager also supports invoice number handling.

- Ship-to address (= delivery address): When placing an order, the goods will usually be sent to your company address. If you want the goods to be sent to a different location, you can store it in Order Manager and send it in your order to the supplier. Please note that not all suppliers support this workflow.

If a supplier supports Ship-to addresses, there are three different scenarios regarding Ship-to numbers (=delivery numbers).

- Delivery number (= Ship-to number): A delivery number is a number associated to a specific delivery address used to identify it. Usually your supplier will provide you with one delivery number per address.

Scenario A: Any delivery number is accepted

For most suppliers, the delivery number handling is “optional”, i.e. you can setup any delivery number (provided by supplier) you like and associate it to a Ship-to address.

Partner Information **Business Relations** Membership Profile Responsibilities

Supplier number (provided by customer) Customer number (provided by supplier) Use custom invoice number

Delivery Number Invoice party number (provided)

Ship-To

Optional Delivery numbers are supported by the supplier, you can now add ship-to numbers to your saved addresses

[+ ADD DELIVERY NUMBER](#)

Scenario B: Only specific delivery numbers are accepted

For some suppliers, the delivery number is “mandatory”, i.e. only a specific set of delivery numbers is allowed and has to be requested and accepted. In this case each delivery number has its own status. You can add up to 5 entries with different delivery party and invoice numbers with the status pending at the same time. Each entry has to have a unique number combination.

Partner Information **Business Relations** Membership Profile Responsibilities

Supplier number (provided by customer) Customer number (provided by supplier) Use custom invoice number

Delivery Number Invoice party number (provided)

Ship-To Status

Scenario C: Use of delivery numbers is not allowed

Some suppliers don't support the use of delivery numbers. However, Ship-to addresses (without number) are accepted.

To confirm your actions in any scenario click **Save**.

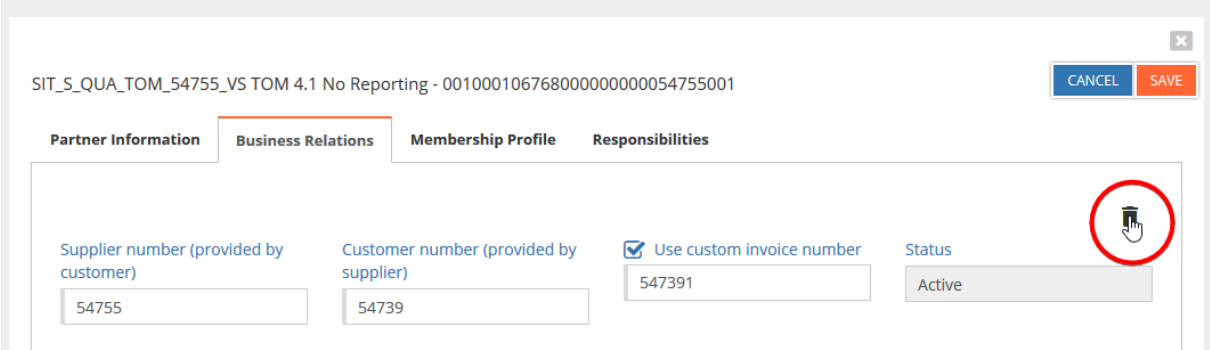
Please note



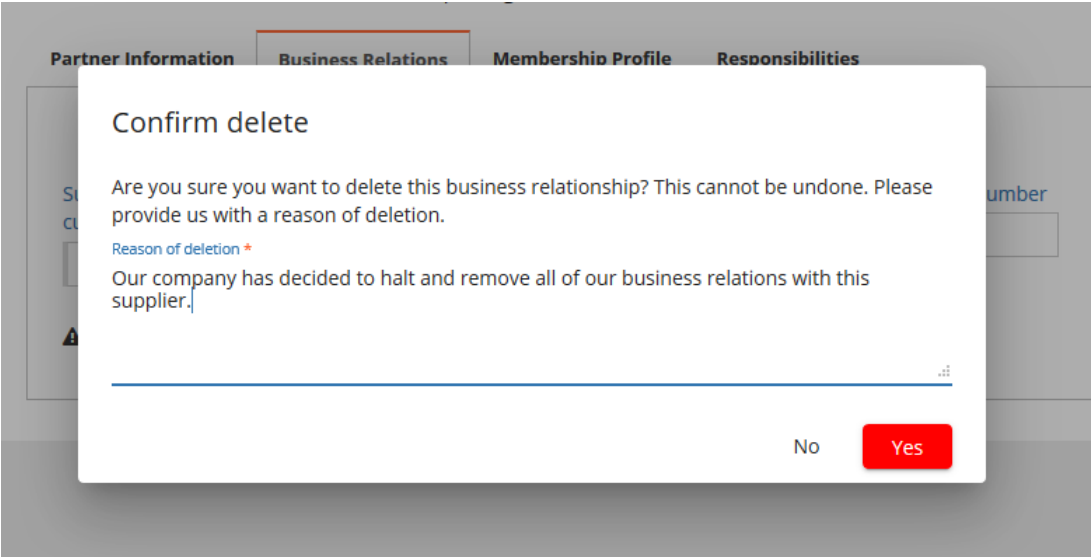
The option to associate Ship-to numbers to addresses in the partner administration replaces the previous possibility via “Administration > Ship-To”.

Deleting Business Relations

Buyers and Suppliers can delete unused or unneeded business relations by clicking on an existing partner and going to the Business Relations tab. From there, you will see a trash bin on each business relation you have with this partner.



Upon clicking on this delete button, you will be prompted to enter a reason for the deletion. This is saved for historical purposes and is not shared with the partner. The reason must be at least 3 characters long and must be descriptive.



When deleting the last business relation with the partner, they will be removed from the existing partners and you will have to re-add them from the "Add Partners" section.

Impact on Request & Order

In “Request & Order => New Request or Order”, the Supplier dropdown list contains only business relations with the status “active”.

Step 1: Select a supplier from the dropdown list

In order to specify the supplier for your request/order, please select the partner from the dropdown list. If the supplier is listed more than once, please decide for the desired business relation based on the buyer and delivery number (following the “/” character).

Step 2 (optional): Select a Ship-to address in the section “Ship-to”

If you want the goods to be delivered to a location different from your company’s address, you have the option to enter the delivery address in the fields inside the section “Ship-to”. If you want to use an address regularly, you can ask your administrator to store it in Order Manager permanently. Then it will be selectable in the dropdown list.

Possible cases regarding delivery numbers / IFD import / default Ship-to

(Information for advanced users)

There are three different cases regarding delivery numbers:

- If the selected business relation has optional delivery numbers, all ship-tos are available for selection from the ship-to list.
- If the selected business relation has mandatory delivery numbers, then the only selectable ship-tos are the ones that have a corresponding delivery number and the ship-to number input is filled and read-only.
- If the selected business relation has not allowed delivery numbers, then the only selectable ship-tos are the ones without a delivery number and the ship-to number input is read-only.

When an IFD file is imported, the temporary ship-to from the file can be used if:

- the selected supplier has optional delivery numbers
- the selected supplier has mandatory delivery numbers, and the ship-to number matches the value
- the selected supplier has not allowed Delivery Numbers and the ship-to number is empty

For the following combinations the IFD file import is rejected:

- the selected supplier has not allowed delivery numbers and the ship-to has a number
- the selected supplier has mandatory delivery numbers and the ship-to number does not match the value

When selecting or switching suppliers a default ship-to is available in the following cases:

- If the selected supplier has optional delivery numbers, the default ship-to will be selected
- If the selected supplier has not allowed delivery numbers, the default ship-to will be selected if its number is empty
- the selected supplier has mandatory delivery numbers, the default ship-to will be selected if the number matches the value

Various scenarios for adding business relations

A. You know your partner, already received a customer number and want to set up a business relation

First, you search for your partner and then fill out the buyer and supplier number. If the buyer initiates the relation, the status is “Pending” and the supplier has to accept the business relation, only then it is active. If the supplier initiates the business relation, it is immediately active.

B. As a buyer, you want to set up a business relation to a supplier (from which you are not a customer yet)

First, you search for the partner and fill out any buyer and supplier numbers. The supplier has to accept the new business relation, until then the state is “Pending”. The supplier will get in touch with you to clarify terms and agree upon a matching buyer and supplier number.

C. As a supplier, you want to set up a business relation to a new buyer

You have the possibility to set up the business relations yourself. This makes the onboarding process for your new buyers faster and facilitates the rollout in new markets or countries. First, please search for the partner and fill out the buyer and supplier number. After saving, the business relation is immediately active.