

SMaRT – Quick Start Guide

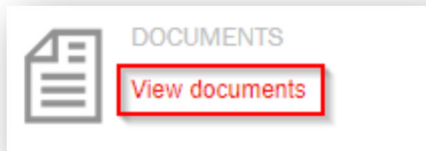
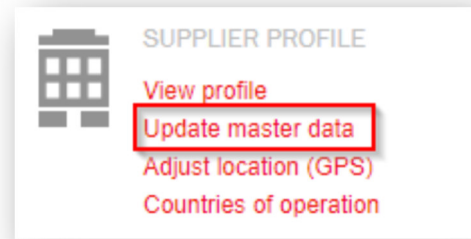


How do I update my Company Profile?

Click **'Update master data'** on the homepage

Change or add further details in the new **'Master Data Adjustment'** window

Click on **'Submit changes'** to save your entries



How do I Upload Documents?

From the Homepage click **'View Documents'**

Click on **'Add New'** and upload your document - to upload, select the document type

The system will automatically remind you ahead of the expiry date

How do I Add a Comment?

Click **'View Profile'** on the homepage

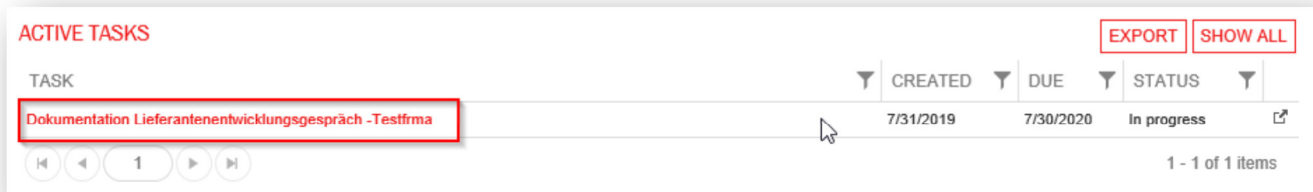
Click on **'Comments'** and create a new comment using **'Add topic'**



How do I Work on Tasks?

Click on the title of the task under **'Active Tasks'** on the homepage

You can then upload attachments, create comments or assign colleagues to a specific task, e.g.

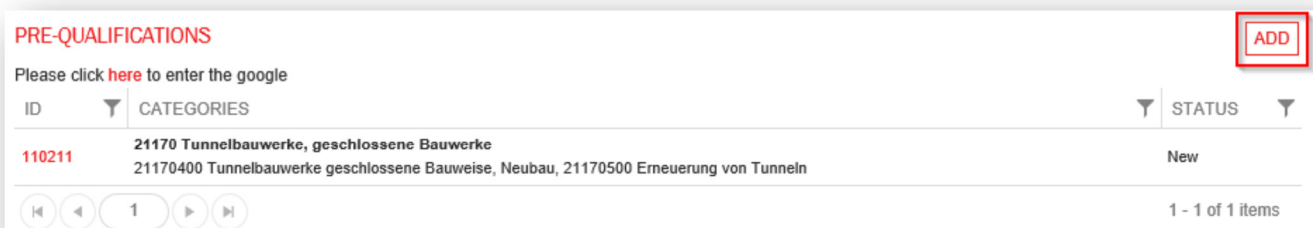


How do I Start a Pre-qualification/Re-qualification?

Click **'Add'** under **'Pre-Qualifications'** on the homepage

Select the relevant product group

Confirm the terms and conditions and send your request by clicking **'Add'**



Do you have further questions? Our Supplier Helpdesk are happy to help you.