

Business Relation Administration

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Date	10.03.2019



1	Part 1: Self-administration of business relations as buyer	3
1.1	Adding a partner	3
1.2	Administrating the business relations	4
1.3	Administrating delivery numbers.....	5
1.3.1	Scenario A: Any delivery number is accepted.....	5
1.3.2	Scenario B: Only specific delivery numbers are accepted.....	6
1.3.3	Scenario C: Use of delivery numbers is not allowed	6
1.4	Impact on Request & Order	7
1.4.1	Step 1: Select a supplier from the dropdown list.....	7
1.4.2	Step 2 (optional): Select a Ship-to address in the section “Ship-to”	7
1.4.3	Possible cases regarding delivery numbers / IFD import / default Ship-to (<i>Information for advanced users</i>).....	7
1.5	Various scenarios for adding business relations	8
1.5.1	A. You know your partner, already received a customer number and want to set up a business relation	8
1.5.2	B. As a buyer, you want to set up a business relation to a supplier (from which you are not a customer yet)	8
1.5.3	C. As a supplier, you want to set up a business relation to a new buyer.....	8
2	Part 2: Self-administration of business relations as supplier	8
2.1	Adding a partner	8
2.2	Administrating the business relations	10
2.3	Delivery Number handling and technical description.....	12
2.3.1	A. “Optional”	12
2.3.2	B. “Mandatory”	12
2.3.3	C. “Not allowed”.....	12



Business Relation Administration

1 Part 1: 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.

1.1 Adding a partner

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

☰ Add partner

Name: TecCom ID: City:

ZIP Code: Country:

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.

ⓘ Max. 500 results

Name	ZIP Code	City	Country	TecCom ID	Role	Status
SIT_S_QUA_TF_54740_LY	DE-85373	Ismaning 中文	DE - GERMANY	00100010686900000000054740001	Supplier	Already Partner
SIT_S_QUA_TF_54738_AKK	12345	YXYXYXYX	DE - GERMANY	00100010686900000000054738001	Supplier	<input type="button" value="+ ADD"/>
UAT_S_QUA_TF_54679_Con24_LY	ZIP-12345	Shanghai	US - UNITED STATES	00100010858300000000054679001	Supplier	<input type="button" value="+ ADD"/>
UAT_S_QUA_TF_Con30_noINQ	D-54622	Ismaning	GB - UNITED KINGDOM	00100010716600000000054699001	Supplier	<input type="button" value="+ ADD"/>
UAT_S_QUA_TF_CON40_NoINQ	D-54622	Ismaning	DE - GERMANY	00100010686900000000054712001	Supplier	<input type="button" value="+ ADD"/>

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 - 001000106869000000000054738001

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 Pending

1.2 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	001000106869000000000054684001	TMD	54702	Supplier	⚠
	Schulungs Org TF (Supplier)	München	001000106869000000000054710001	dwdw	dwdwd	Supplier	⚠
	Supplier_TF_TecConnect 5.0	Ismnaing	001000106869000000000055056001	TF50	TF50	Supplier	
	SIT_S_QUA_TF_54740_LY	Ismaning 中文	001000106869000000000054740001	123	432	Supplier	⚠
	UAT_S_QUA_TOM_54621_RoBo	Shanghai	001000106778000000000054621001	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).



Supplier_TF_TecConnect 5.0 - 00100010686900000000055056001

CANCEL SAVE

Partner Information Business Relations Membership Profile Responsibilities

Settings

Rank Default Ship-to: No default Ship-to

Partner Information

Name: Supplier_TF_TecConnect 5.0	Name 2: <input type="text"/>	TecCom ID: 00100010686900000000055056001
Address: Steinheilstraße 10	Contact: <input type="text"/>	ZIP Code/City: 85737 Ismnaing
Country: DE - GERMANY	Telephone: New Telephone	Fax: 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.

1.3 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.

1.3.1 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 Ship-To

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

[+ ADD DELIVERY NUMBER](#)

1.3.2 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 Ship-To Status

1.3.3 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”.



1.4 Impact on Request & Order

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

1.4.1 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).

1.4.2 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.

1.4.3 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

1.5 Various scenarios for adding business relations

1.5.1 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.

1.5.2 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.

1.5.3 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.

2 Part 2: Self-administration of business relations as supplier

The new feature "self-administration of business relations" offers several benefits for supplier organizations and greatly improves your options in the partner administration.

You will no longer depend on the TecAlliance customer support to create new business relations, and you'll have the possibility to set up the business relations by yourself, which are immediately active and directly usable by your buyers in Order Manager. This makes the onboarding process for your new buyers faster and facilitates the rollout in new markets or countries.

Buyers will also have the possibility to request business relations. These will have the status "Pending" until you accept it in Order Manager. To profit from this new business opportunities, please register in Order Manager with your TecCom ID and password and regularly check for newly requested business relations.

Please note: The section "Part 1: Self-administration of business relations as buyer" also contains valuable information for suppliers.

2.1 Adding a partner

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



☐ Add partner

Name: TecCom ID: City:

ZIP Code: Country:

Buyer Supplier Both

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.

ⓘ Max. 500 results

Rows Columns Save View

Name	ZIP Code	City	Country	TecCom ID	Role	Status
SIT_B_QUA_TF_54739_LY	54321	Ismaning	DE - GERMANY	00100010686900000000054739001	Buyer	Already Partner
SIT_S_QUA_TF_54740_LY	DE-85373	Ismaning 中文	DE - GERMANY	00100010686900000000054740001	Supplier	<input type="button" value="+ ADD"/>
SIT_B_QUA_TF_54736_POS	74545	Testcity	IT - ITALY	00100010738400000000054736001	Buyer	<input type="button" value="+ ADD"/>
SIT_S_QUA_TF_54738_AKK	12345	YXYXYXYX	DE - GERMANY	00100010686900000000054738001	Supplier	<input type="button" value="+ ADD"/>
SIT_B_QUA_TF_54726_AKK	85737	Ismaning	DE - GERMANY	00100010686900000000054726001	Buyer	Already Partner

Showing 1 to 5 of 500 entries

Navigation: ⏪ ⏩ 1 / 100 ⏪ ⏩

In the next step you enter the buyer and supplier number you agreed upon with your partner. The business relation is immediately active and available for your buyer (for requests and orders). Finally click the **Save** button.

SIT_S_QUA_TF_54740_LY LY CO30 - 00100010686900000000054740001

Partner Information **Business Relations** Membership Profile Responsibilities

Business relations as Supplier

The main business relationship is the first one in the table. It is the first one added or first active, if more added. Use the next entries to add different delivery party and invoice numbers

Supplier Number	Buyer Number	Invoice Number	Delivery Number is	Delivery Number	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	Optional	<input type="text"/>	Active

Please note: Once a partner with business relation(s) was added to Order Manager it can't be deleted. If you have rejected at least one business relation, it is not possible for this partner to request another business relation.



2.2 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. You need to accept them, so that a buyer can order from you.

Current Partners

Rank	Name	City	TecCom ID	Supplier Number	Buyer Number	Role
	CL_SIT_S_TOM_4101	München	00100010686900000000004101001	supplierid23	customerid23	Supplier
	CL_SIT_S_TF_4100	Ismaning	00100010686900000000004100001	supplierid22	customerid22	Supplier
1	TEC-Testsupplier	Ismaning	0010001068690000000000032001	supplierid21	customerid21	Supplier

Showing 11 to 13 of 13 entries

If you select a partner from the list, the partner information is being displayed.

Partner Information | Business Relations | Membership Profile

Partner Information

Name	Name 2	TecCom ID
SIT_B_QUA_TF_54726_AKK	Katrin	00100010686900000000054726001
Address	Contact	ZIP Code/City
Steinheilstraße 10		85737 Ismaning
Country	Telephone	Fax
DE - GERMANY	089	089
Email		
test@test.en		

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



Partner Information **Business Relations** Membership Profile Responsibilities

Business relations as Supplier

The main business relationship is the first one in the table. It is the first one added or first active, if more added. Use the next entries to add different delivery party and invoice numbers

Supplier Number	Buyer Number	Invoice Number	Delivery Number is	Delivery Number	Status	
			Optional		Active	

Business relations as Buyer

Supplier number (provided by customer)

Customer number (provided by supplier)

Use custom invoice number

Status

You can change the status of the business relation from “Pending” to “Active” or “Rejected”. Active business relations can be set to “Inactive” and vice versa.

Partner Information **Business Relations** Membership Profile

Business relations as Supplier

The main business relationship is the first one in the table. It is the first one added or first active, if more added. Use the next entries to add different delivery party and invoice numbers

Supplier Number	Buyer Number	Invoice Number	Delivery Number is	Delivery Number	Status	
54713	54739		Optional		Active	

To meet the requirements of your ERP system you can select if a delivery number is “optional”, “mandatory” or “not allowed”. The differences are explained in the following chapter “Delivery Number handling”.

Most suppliers accept any delivery number and don’t want it to be checked by Order Manager. This delivery number handling is called “optional”.

Some suppliers accept only a specific set of delivery numbers per buyer. This delivery number handling is called “mandatory”. In this case one business relation per delivery number exists, which then has its own status.

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

For advanced users it is also possible to set up business relations with custom invoice numbers.

To confirm your action, click **Save**.



If your numbers differ from the ones of your partner because they have been changed since the creation, a yellow warning symbol appears. In this case the ordering process is not affected, since Order Manager does the conversion automatically, but to avoid confusion, your numbers should match.

Partner Information **Business Relations** Membership Profile

Business relations as Supplier

The main business relationship is the first one in the table. It is the first one added or first active, if more added. Use the next entries to add different delivery party and invoice numbers

Supplier Number	Buyer Number	Invoice Number	Delivery Number is	Delivery Number	Status	
dwdw4	dwdwd4		Mandatory	4th one	Active	
dwdw	dwdwd	dwdw	Optional	1st one	Inactive	
dwdw	dwdwd	32434	Mandatory	4234	Pending	
dwdw	dwdwd		Not allowed		Inactive	

2.3 Delivery Number handling and technical description

There are 3 scenarios regarding the delivery number handling.

The technical descriptions are marked in italic and meant as information for advanced users using the Order Manager Portal.

2.3.1 A. “Optional”

Any delivery number is allowed by Order Manager. Order Manager will not check the delivery number sent by the buyer. Only the supplier’s ERP system will check the delivery number.

@TecAlliance: The business relation in Order Manager Portal has the 'isDeliveryPartyNumberExcluded' flag set to true and the field 'deliveryPartyNumber' is null. The input is disabled.

2.3.2 B. “Mandatory”

Only a specific set of delivery numbers is allowed for buyers in their requests/orders. The delivery number is being checked by Order Manager and must match with a corresponding business relation.

@TecAlliance: The business relation in Order Manager Portal has the 'isDeliveryPartyNumberExcluded' flag set to false and the field 'deliveryPartyNumber' must have a value. The input is enabled.

2.3.3 C. “Not allowed”

The use of delivery numbers is not allowed. This means the buyer cannot send a delivery number in his requests/orders.

@TecAlliance: The business relation in Order Manager Portal has the 'isDeliveryPartyNumberExcluded' flag set to false and the field 'deliveryPartyNumber' is an empty string. The input is disabled.



The following image shows, how suppliers have to configure their business relations from now on depending on the buyer scenario:

		Supplier		
		TecLocal Connect* ≤4.1 (+SAP)	TOMconnect, (+Axapta)	EDI / OFTP / FTP
Buyer	TecLocal	As usual (TecLocal)	Order Manager	As usual (Customer Support)
	Webservice / Order Manager	TecLocal /Connect* & Order Manager	Order Manager	Customer Support & Order Manager
	OFTP /OFTP2/ SFTP/ FTP/AS2 (Asynchronous Messages)	Customer Support	Order Manager	Customer Support

*former TecConnect

“Order Manager”: Suppliers have to administrate (add, accept, reject) the business relations in the online portal of Order Manager.