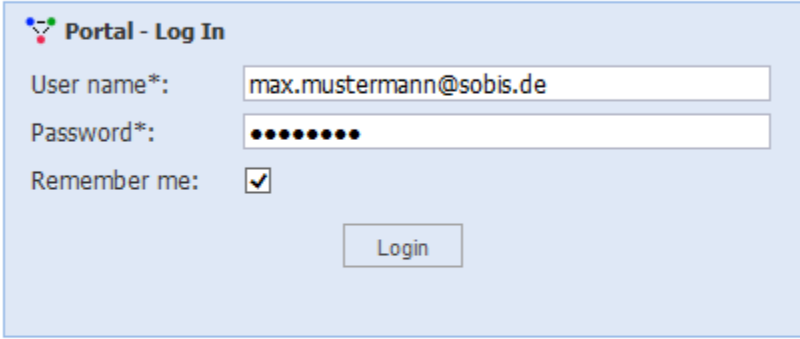


Accessing the Portal

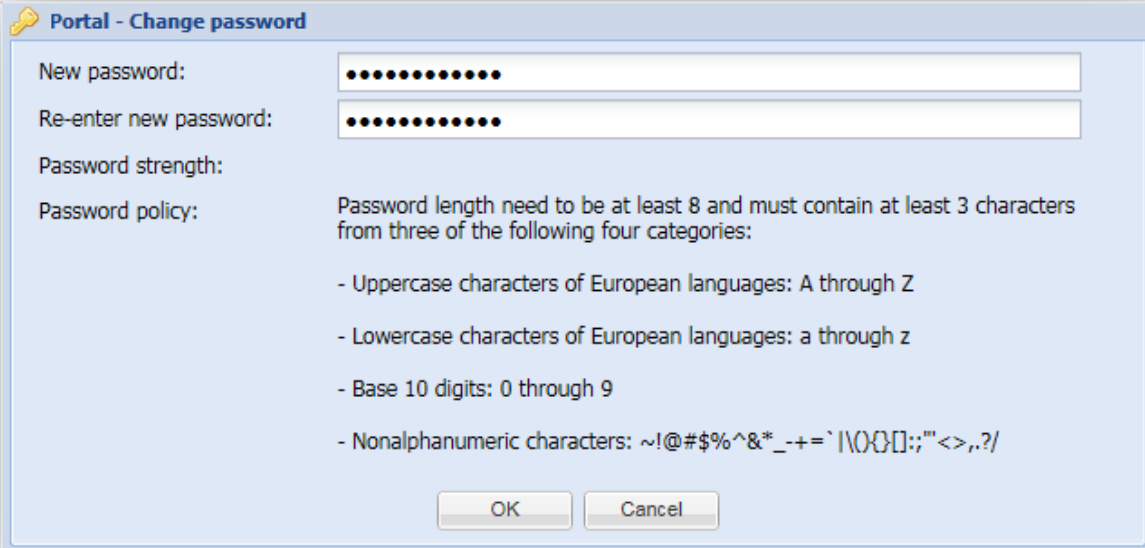
To access the Portal application open your internet browser and enter in the URL provided by the company in charge.

The link to the application should also be included within the invitation e-mail. Enter the login credentials received in the same invitation e-mail



The screenshot shows a login window titled "Portal - Log In". It contains three input fields: "User name*" with the value "max.mustermann@sobis.de", "Password*" with masked characters, and "Remember me:" with a checked checkbox. A "Login" button is positioned below the fields. Below the form, there are two blue links: "Don't have an account yet? Click here for registration." and "Click here if you lost your password".

According to standard security protocol, you will be asked to define a new password.



The screenshot shows a dialog box titled "Portal - Change password". It has two input fields for "New password:" and "Re-enter new password:", both containing masked characters. Below these is a "Password strength:" section with a "Password policy:" label. The policy text states: "Password length need to be at least 8 and must contain at least 3 characters from three of the following four categories:" followed by a bulleted list: "- Uppercase characters of European languages: A through Z", "- Lowercase characters of European languages: a through z", "- Base 10 digits: 0 through 9", and "- Nonalphanumeric characters: ~!@#\$%^&*_-+=`|\(){}[];:'<>.,?/". At the bottom are "OK" and "Cancel" buttons.

As illustrated in the following screenshot the application display is divided into two sections. On the left hand side you'll find the navigation pane which allows you to access the different areas of the Portal application such as "RFI", "SRM Actions" or " RFQs".

On the right hand side tabs display the content based on your selection within the navigation. By default your personal dashboard is opened within the content area. The number and type of widgets display within your personal dashboard can be altered as required. For further

information on this subject refer to chapter Customise your portal dashboard.

