



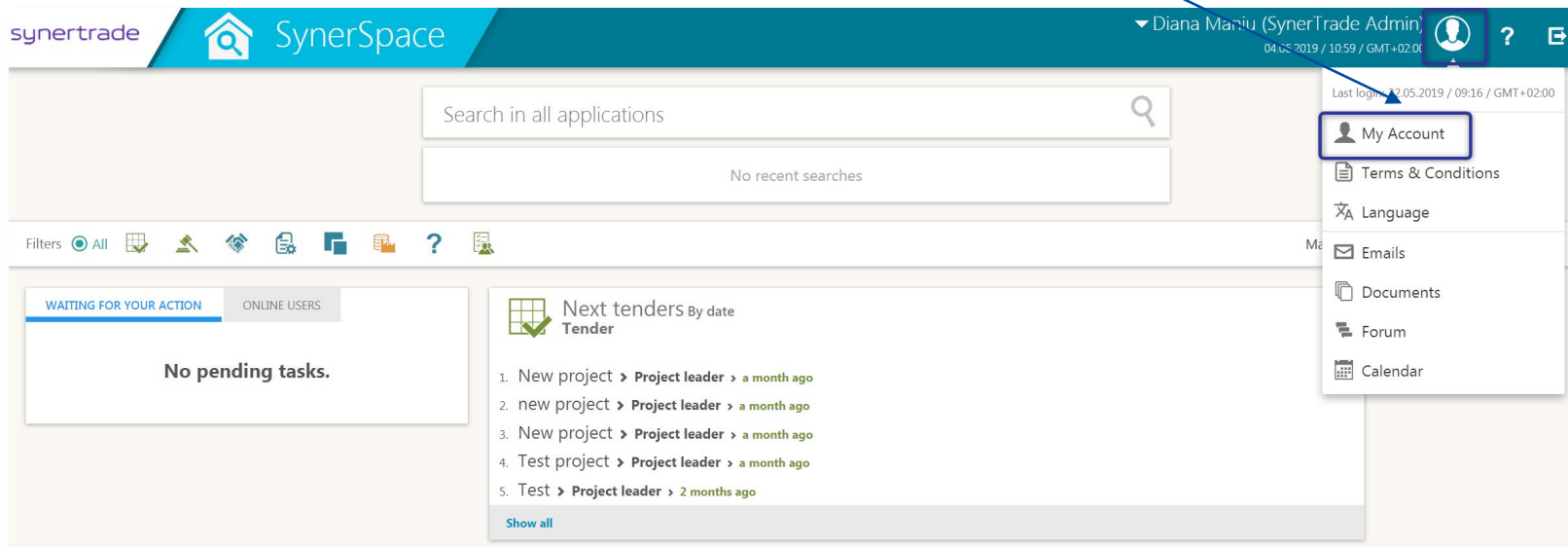
Quick Guide to navigate in the platform

synertrade | econocom

Lenze

Customizing your account

To access your account, mouse-over the icon next to your name, in the right top corner, and then click on **My Account**



- You can maintain your personal and company data
- Review the terms conditions
- Change language
- View the recent portal E-mails
- View our standard documents
- Check your individual portal forum
- Maintain your own calendar

Customizing your account

synertrade

Contact information

CONTACT INFORMATION PERSONAL SETTINGS MY TEAM MEMBERSHIP PROXY USERS E-MAILS FAVOURITES

Search

Save Cancel Translation

CONTACT INFORMATION CONTACT DATA

Title

First name Diana

Last name Maniu (SynerTrade Admin)

Login diana.maniu

Password *****

Change security questions

Save Cancel Translation

PERSONAL SETTINGS

SETTINGS

1

Change all necessary data in tabs **“Contact information”** and „Personal settings“, define your start page (see below)

- Please keep it updated, at least once a year for the Company data in „Detailed Information“

2

Please make sure to select the marked **“Numeric format”!**

3

Click on **“Save”** to save the changes

Important: Please make sure that your time zone is correctly set up, as it impacts the deadlines in the projects, events etc. you are invited to.

Time zone (GMT+01:00) Berlin

Date/time format dd.MM.yyyy

Numeric format 100 000,36

Decimals 100.000,36 100,000.36 100000,36 100000.36

Currency 100000,36 100000.36

100 000,36

100'000.36

err Receive emails with calendar Assessment events

Photo (Thumbnail)

Start page SynerSpace

Disable Pre-List search

4

Define your **“Start page”!**

Customizing your account

Adjust your portal cockpit: **“Manage cards”** to decide what you want to see on first hand !

The screenshot shows the Lenze SynerSpace interface. At the top, the Lenze logo and SynerSpace name are on the left, and the user name 'Hans Glück' with a profile icon, a help icon, and a settings icon are on the right. Below the header, there's a 'Filters' section with 'All' selected. The main content area is a modal dialog titled 'Choose your content'. It contains a message: 'Hello, for your convenience, we have hidden all the Synerspace cards. Please choose only the cards you want to see, or later, use the "Manage Cards" window to show more.' Below the message are five checkboxes with corresponding icons and labels: 'Introduction {0}', 'Valid and expired certificates', 'Editable media card', 'Dynamic cards', and 'Favourites'. At the bottom of the dialog are 'CLOSE' and 'APPLY' buttons. A blue callout box on the right side of the dialog says 'Create your favorite "Start page"'. The bottom navigation bar includes icons for SynerSpace, Project List, Reports, and Measure actions, along with the text '412 QA'.

Customizing your account

Click on the questions mark “**Support**” for more information

The screenshot displays the Lenz SynerSpace user interface. At the top, the Lenz logo and SynerSpace branding are visible on the left, and the user's name 'Hans Glück' with a profile icon, a question mark icon, and a help icon are on the right. Below the header, there are navigation options like 'Filters All', 'Manage Cards', and 'Favorite apps'. The main content area shows a search bar and a table of documents. A blue arrow from the text above points to the question mark icon in the top right corner of the interface.

GLOBAL CUSTOMER SERVICES HELP GLOBAL CUSTOMER SERVICES ONLINE SUPPORT

Self help tools: select the page you want to display **User guides**

You can download the following documents:

NO.	NAME	APPLICATION
1	ST6.10 Contract Supplier Guide	Contract Management
2	ST6.10 SRM Supplier Guide	SRM
3	ST6.10 Rfx Supplier Guide	Tender
4	ST6.7 Rfx Quick Supplier Guide	Tender

How to navigate

Starting point of the portal is always the “3 stripes icon” on the left hand corner below!

The screenshot shows the Lenze SynerSpace portal interface. The browser address bar displays the URL: <https://lenze-test.synertrade.com/ngp412/wui/ssp/index#supplier>. The page header includes the Lenze logo, SynerSpace, and user information for Hans Glück. A search bar and a menu are visible on the left side. The main content area displays various project cards, including "Valid and expired certificates", "Documents", "Project forum", and "PCB 2020 (RFP)". A callout box with the text "Here you see then your available portal content." points to the "3 stripes icon" in the bottom left corner of the page.

How to navigate

Starting point of the portal is always the “3 stripes-icon” on the left hand corner below

Starting point of the portal is always the
“3 stripes icon” on the left hand corner below!

File Edit View History Bookmarks Tools Help

lenze-test-ss0.synertrade.com / X Lenze X +

https://lenze-test.synertrade.com/ngp412/wui/ssp/index#supplier 80%

Most Visited Getting Started ZoHo

Lenze SynerSpace Hans Glück 04.12.2020 / 08:26 / GMT+01:00

Search Contract Management

Contract list

Valid and expired certificates
Valid until 02.02.2021 (60 days)

/IAFT 16949 - valid until: 10.12.2020
/Code of Conduct - valid until: 30.12.2020
/Code of Conduct - valid until: 10.12.2020

Purchasing Manager: Andreas Fabritz SBU: [1010]EKO LOG
Phone: 49 5154 82-2430 Email: Andreas.Fabritz@lenze.com

Documents Project forum PCB 2020 (RFP)

All documents downloaded 0 / 0 answered questions Not submitted

Refresh Showing 3/3 elements Show all tender elements

Test 15.10.2020 UAT SRM CM (CON000046) 412 QA

SynerSpace Project List Reports Measure actions

Bookmark here with a click to get a shortcut at the bottom line.



MORE INFORMATION

E-Mail: Support.Synertrade@Lenze.com