

can recognize an active filter by the blue symbol below the entry **"Back"**. To deactivate the filter first click on **"Filter"** and then on **"All"**.

Area **"Administration"** - **"My TecCom"** - **"Partners"**

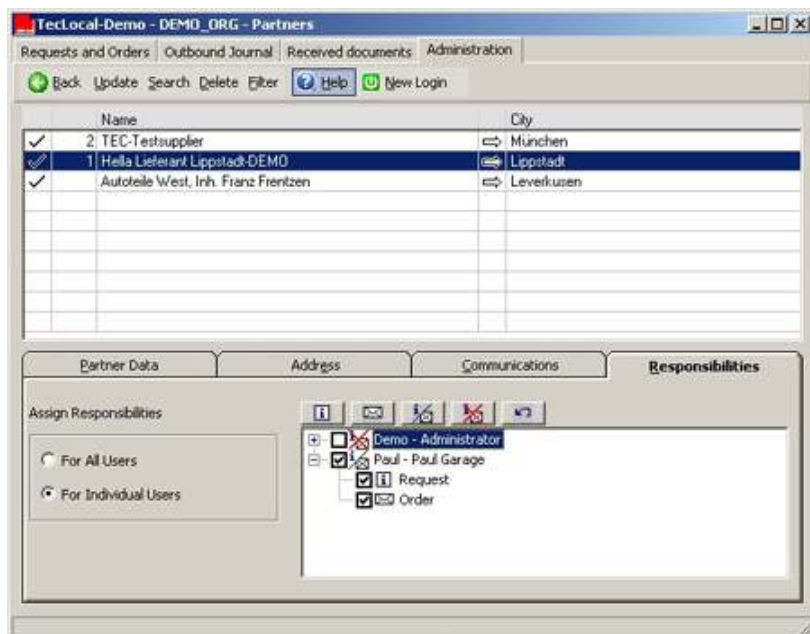
The screenshot shows a web application window titled "TecLocal-Demo - DEMO_ORG - Partners". The window has a menu bar with "Requests and Orders", "Outbound Journal", "Received documents", and "Administration". Below the menu bar are buttons for "Back", "Update", "Search", "Delete", "Filter", "Help", and "New Login". The main area contains a table with columns "Name" and "City". The table has three rows: "2 TEC-Testsupplier" (München), "1 Hella Lieferant Lippstadt-DEMO" (Lippstadt), and "Autoteile West, Inh. Franz Frenzen" (Leverkuzen). The second row is highlighted in blue. Below the table are four tabs: "Partner Data", "Address", "Communications", and "Responsibilities". The "Partner Data" tab is active and shows fields for "Our Supplier ID Used By Partner:", "His Customer ID Used By Us:", "Our Customer ID Used By Partner:", "His Supplier ID Used By Us:", "Rank:", "Default ship to:", "Permit ship to", and "EDI Partner".

Name	City
2 TEC-Testsupplier	München
1 Hella Lieferant Lippstadt-DEMO	Lippstadt
Autoteile West, Inh. Franz Frenzen	Leverkuzen

All suppliers or customers that have been copied from the member search are displayed here. In order to send or receive inquiries or orders you need to enter the correct **"Customer and Supplier ID"** for each partner. When changing be sure that the partner you are modifying is marked in blue. Otherwise you may be changing data for the wrong partner. The changes you make will be transferred automatically. As an option you can enter a receiving address that will be selected automatically for this supplier. An entry under **"My TecCom"** - **"Ship to"** is the prerequisite. In addition you can assign a **"Rank"**. This rank determines in which order the active suppliers will be presented in the area **"Requests and Orders"**. There is an exception for the transfer of an order proposal from your merchandise management system. If the supplier ID is correct the correct supplier will be selected in **"Requests and Orders"**.

"Update" compares the data available locally with the data on the TecCom server and modifies it if necessary. This way your data is always up to date. With **"Search"** you can search for a particular supplier or customer ID. To delete a partner mark it with a check and click on **"Delete"**. The function **"Filter"** limits the display of partners according to the desired criteria.

In the tab **"Responsibilities"** you can assign the rights for each partner (who must be marked in blue). You can select either everything for all users or limit the rights to **"Request"** or **"Order"**.



Detailed and up-to-date information about your partners including the TecCom contact person can be found in the tabs "**Address**" and "**Communications**".

Exporting Your Partner Data

In order to generate a list that displays all available partners, go to the "**Partner**" area and press the key combination: **STRG and F12**.

In your TecCom directory an XML file will be set up that contains all partners including the data from the tab "**Partner Data**". In addition your own TecCom ID appears in a small window in TecLocal. The XML file can be imported and processed by a database or spreadsheet program like MS Excel.

If you have any questions contact our Help Desk at support@teccom.de and +49 (0)1805 - 65 65 56.