

# SLM-SELL side\_105.0\_Potential - Attachment Upload

Supplier Master Data Manager in SAP SLM deals with company data on the SELL side and is able to do the following:

- Display company data, including attachments and certificates
- Maintain company data
- Maintain attachments
- Display the status of company data changes that were submitted to the BUY side
- Suppliers can add or change the existing attachments in the supplier master record.
- The changes are transferred to the BUY side.
- Suppliers can also display attachments that either the Buyer has uploaded or that you have uploaded yourself during registration.
- If Supplier/Buyer deletes an attachment, it is no longer visible to either side.

## Key Note

- No Attachment Approval process for Potential Supplier.
- 25 MB Maximum size allowed for each attachment (Images or PDF files).

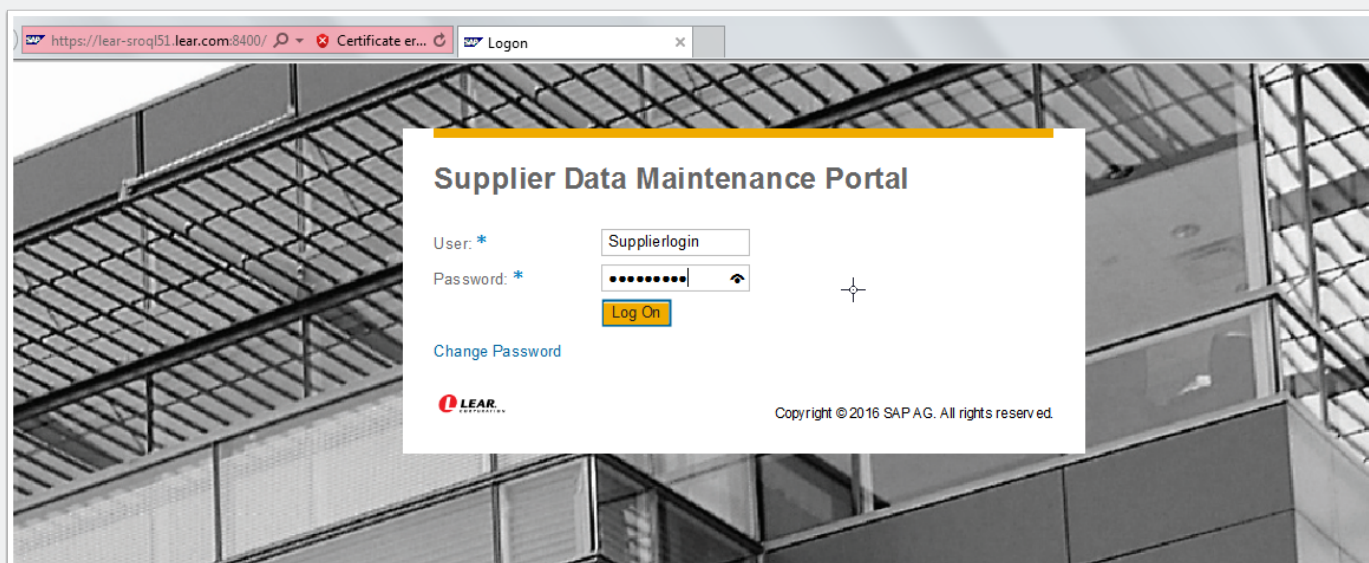
Navigation : Login in SELL side -->Company-->Attachments

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## Log on to SLM SELL Side

Log in as Supplier with the SELL Side URL to upload Attachments.

<https://slm.lear.com>

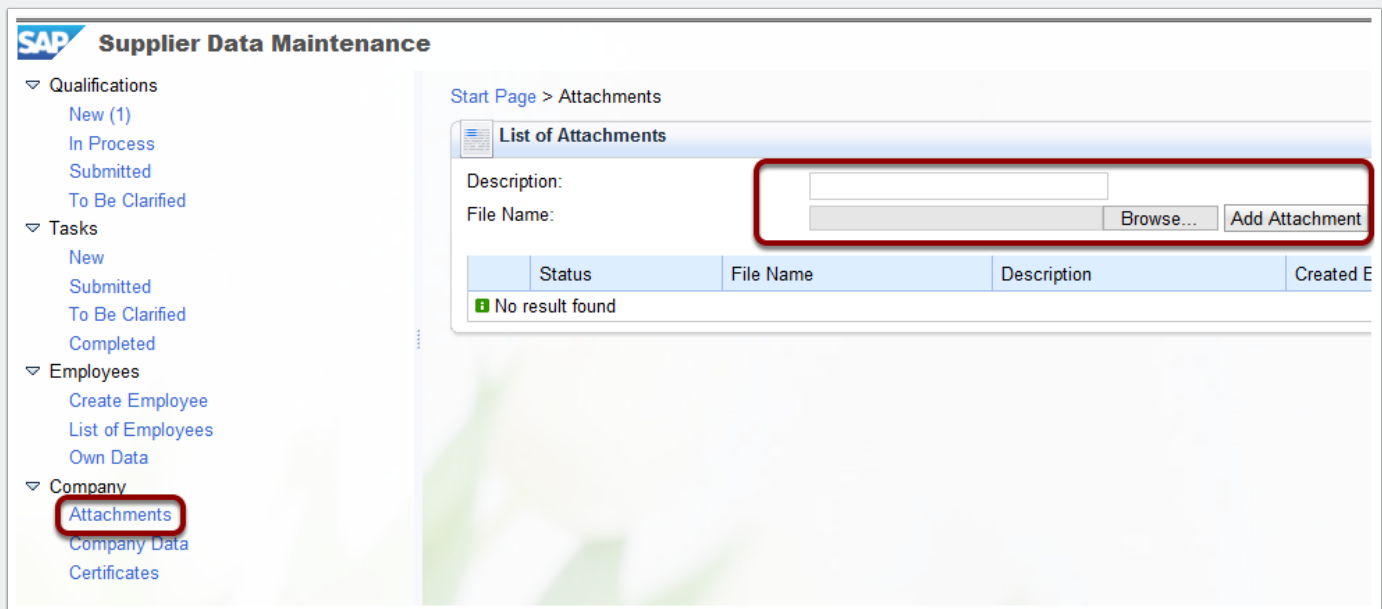


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## Add Attachment

The supplier can add attachment by the following steps:

- Click on attachment URL on the left side menu. The section opens.



The screenshot shows the SAP Supplier Data Maintenance interface. On the left, a navigation menu is visible with categories: Qualifications, Tasks, Employees, and Company. The 'Company' category is expanded, and 'Attachments' is highlighted with a red circle. The main content area is titled 'Start Page > Attachments' and contains a 'List of Attachments' form. The form has two input fields: 'Description:' and 'File Name:'. The 'Description:' field is highlighted with a red rectangle. Below the 'File Name:' field are 'Browse...' and 'Add Attachment' buttons. Below the form is a table with columns: Status, File Name, Description, and Created E. The table currently displays 'No result found'.

## Upload Attachment

To add attachment:

1. Enter the "Description" of the attachment in the field: Description.
2. Click on "Browse" to locate the file. Attach the file.
3. Click on "Add Attachment" button. The attachment is added and can be seen in the table below.

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4. Click on Company-->Attachments to refresh Page.

5. List of Attachments is shown in table below.

Start Page > Attachments

**List of Attachments**

Description: Attachment

File Name: C:\Users\kundgol\Desktop\Attach.doc

Buttons: Attach document, Add Attachment

Status	File Name	Description	Created By	Created On/At	File Size
No result found					

Start Page > Attachments

**Messages**

Information: Attachment has been created; still pending approval

**List of Attachments**

Description:

File Name:

Buttons: Attach document, Add Attachment

Status	File Name	Description	Created By	Created On/At	File Size
New (Pending Approval)	Attach.docx	Attachment	test user_0001100	24.06.2016 07:26:40	11 kB

## Log Off from SELL Side system

Click on "Log Off" to log off from the system.

File Edit View Favorites Tools Help

**Supplier Data Maintenance**

Home | Find | Help | Log Off

Start Page

**Find Qualification**

Find Qualification: [Search Box]

Click on ->Log off Button