



OBI.net

The OBI Supplier Portal

User guide to basic features

Imprint and Copyright

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OBI.net - The OBI Supplier Portal

Overview

What is the OBI Supplier Portal?

The OBI Supplier Portal is an Internet platform for listed OBI suppliers with related user authorisations. The OBI Supplier Portal provides a basic environment that offers the same fundamental features for all users. In the basic environment, all users can access the following menu items:

- ☐ **Welcome**
- ☐ **Business Card**
- ☐ **Infoboard**
- ☐ **Store Master Data**

The modular portal structure allows to activate particular function modules (e. g. WebEDI, Supplier Report Center etc) according to an individual supplier's requirements.




The contents of this brochure

This brochure aims at offering OBI suppliers an insight into the fundamental functions of the OBI Supplier Portal. Here, you learn:

- ☐ which Browser settings are required to use the OBI Supplier Portal.
- ☐ how to open the OBI Supplier Portal and how you log in/off.
- ☐ how to change your password or request a new password.
- ☐ how to change your stored contact email address.
- ☐ which structure applies to the sites of the OBI Supplier Portal.
- ☐ which control elements, selection elements and views are provided.
- ☐ which menu items exist and how to use them.

In order to better visualise the information given, we use screenshots to support the explanations in this brochure.

Icons used in this documentation

	The numbers lead you through tasks and steps in the process.
	The letters provide information on specific fields, screen sections or options.
	Here, we refer to particularly important information that shall be considered.

Technical user support

In the case of technical questions and/or problems regarding the use of the OBI Supplier Portal, please contact:

EDISUPPORT

Tel.: +49-2196-844-107
 Fax: +49-2196-844-113
 Email: edisupport@obi.de

Prerequisites for the use (Internet options)

Before you can use the OBI Supplier Portal, you have to check and possibly adapt specific Internet options. The following explanations refer to version 10 of the Internet Explorer. If you have installed a different version or another Internet Browser, slight deviations may appear.

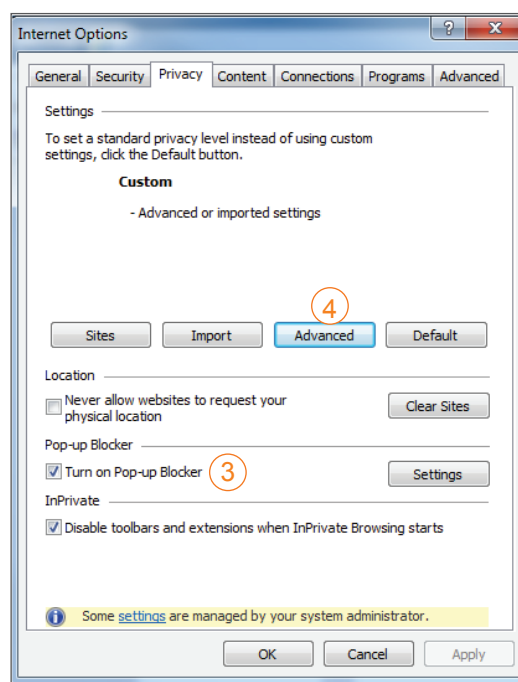
Internet options: Checking the data privacy settings

Using the OBI Supplier Portal requires that **pop-ups** and **cookies** are enabled in your Internet options.

Proceed as follows to check and adapt the settings when necessary:

- ① In the **Internet Explorer**, open menu item **Tools => Internet Options**.
- ② Select the **Privacy** tab.
- ③ Check whether the option **Turn on Pop-up Blocker** is active.
 - ☐ If the checkbox is ticked, untick the box so that pop-ups will be allowed.
 - ☐ If the checkbox is not ticked, proceed with step 4.
- ④ Select the button **Advanced** to view and check the settings for cookie handling.

The window **Advanced Privacy Settings** opens.



- ⑤ In the window **Advanced Privacy Settings**, check whether the option **Override automatic cookie handling** is ticked.
 - ☐ If the checkbox is not ticked, activate the option **Override automatic cookie handling**. Now, the corresponding options can be edited.
 - ☐ If the checkbox is already ticked, proceed with step 6.



Prerequisites for the use (Internet options)

- ⑥ When necessary, adapt the settings in the window **Advanced Privacy Settings** according to the screenshot on the right.
- ⑦ Confirm your entries by clicking on the **OK** button.

You have now successfully checked and adapted the settings for **Pop-ups** and **Cookies**.



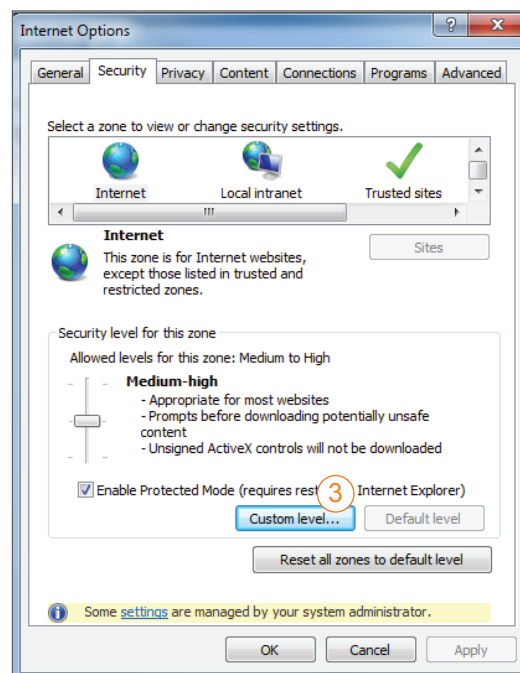
Prerequisites for the use (Internet options)

Internet options: Enable JavaScript

For using the OBI Supplier Portal, you have to enable **JavaScript** in your internet options.

Proceed as follows to check and adapt the settings when necessary:

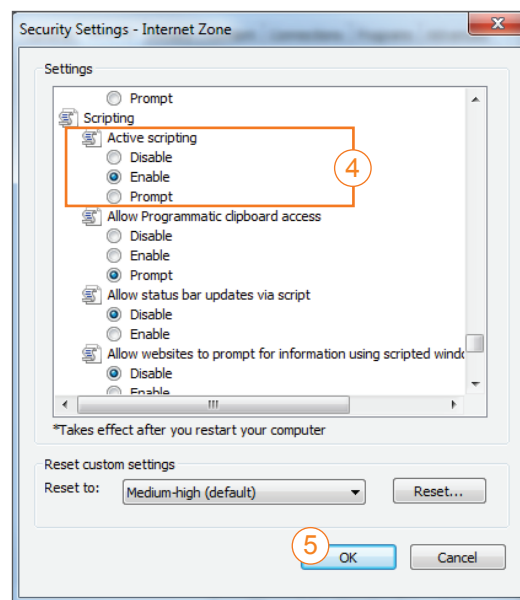
- ① In the **Internet Explorer**, open menu item **Tools => Internet Options**.
- ② Select the **Security** tab.
- ③ Click on the **Custom level...** button to open the window **Security Settings - Internet Zone**.



- ④ In the window **Security Settings - Internet Zone**, check whether the option **Active scripting** is set to **Enable**.
 - ☐ If **Enable** is already selected, close the window by either clicking on **Cancel** or **OK**.
 - ☐ If **Enable** is not selected, activate the corresponding radio button.
- ⑤ Confirm the settings by clicking on the **OK** button.

A warning message might be issued, asking whether you really want to change the settings. Confirm this warning message by clicking on the **OK** button.

You have now successfully checked and adjusted the JavaScript settings.



Your way to the OBI Supplier Portal

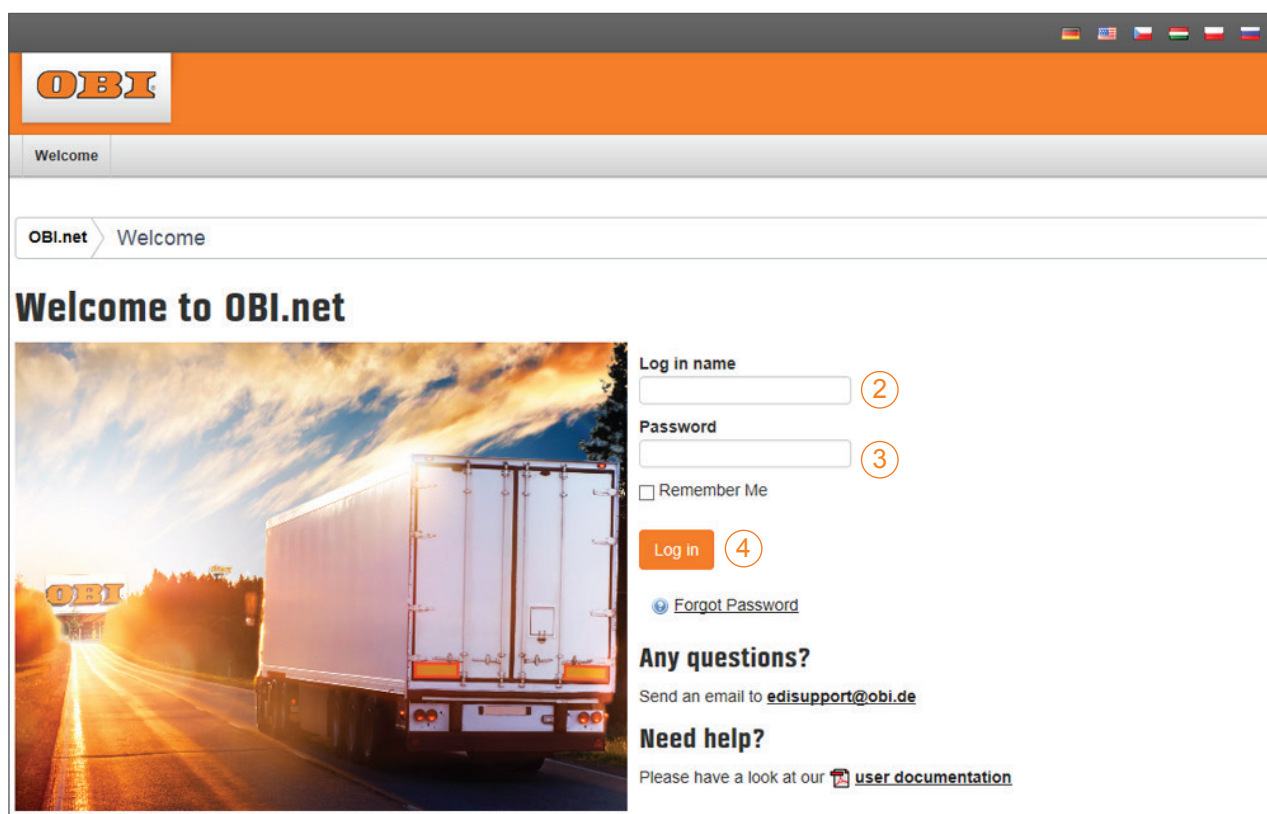
As a listed OBI supplier, your access data is provided by your OBI contact.

Accessing the OBI Supplier Portal for the first time

In order to sign in at the OBI Supplier Portal for the first time, use a web-enabled PC and have your access data ready. Should you not have received access data, please contact the OBI EDI Support (edisupport@obi.de).

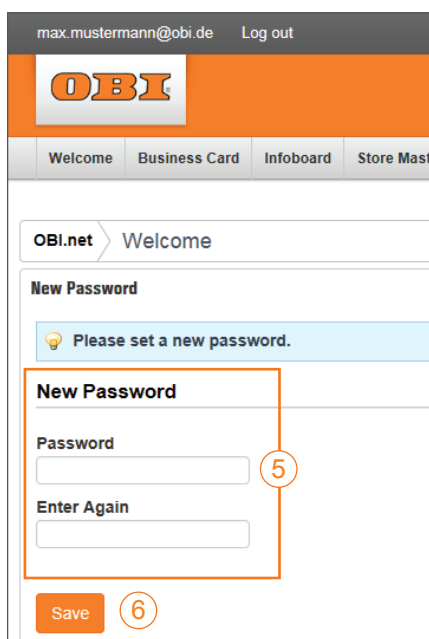
Proceed as follows to access the OBI Supplier Portal for the first time:

- ① Open the OBI Supplier Portal on **www.obi.net**
The OBI Supplier Portal homepage opens:



- ② Enter your user name in the field **Log in name** (e. g. max.mustermann@supplier.com).
- ③ In the field **Password**, enter the password that you received for the initial log in. You may save your log in data.
- ④ By clicking on the **Log in** button, you log in at the OBI Supplier Portal. When you log in for the first time, you are automatically directed to the window **New Password**.

Your way to the OBI Supplier Portal



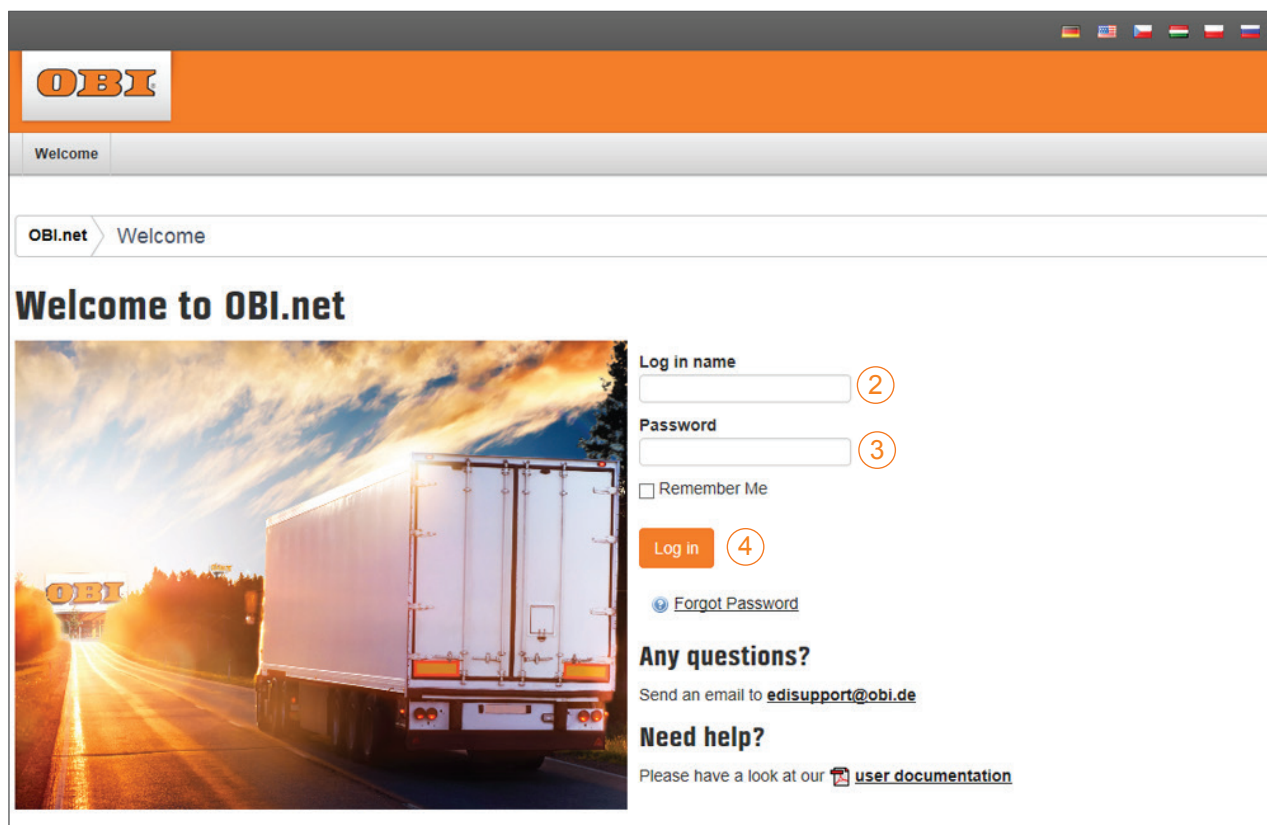
- ⑤ In the window **New Password**, you have to assign a new password. Repeat the entry of the new password in the field **Enter Again**.
- ⑥ Save your new password by clicking on **Save**.
You are now ready to use the OBI Supplier Portal.

Your way to the OBI Supplier Portal

Signing in at the OBI Supplier Portal

Proceed as follows to sign in at the OBI Supplier Portal:

- ① Open the OBI Supplier Portal under **www.obinet**
The homepage of the OBI Supplier Portal opens:



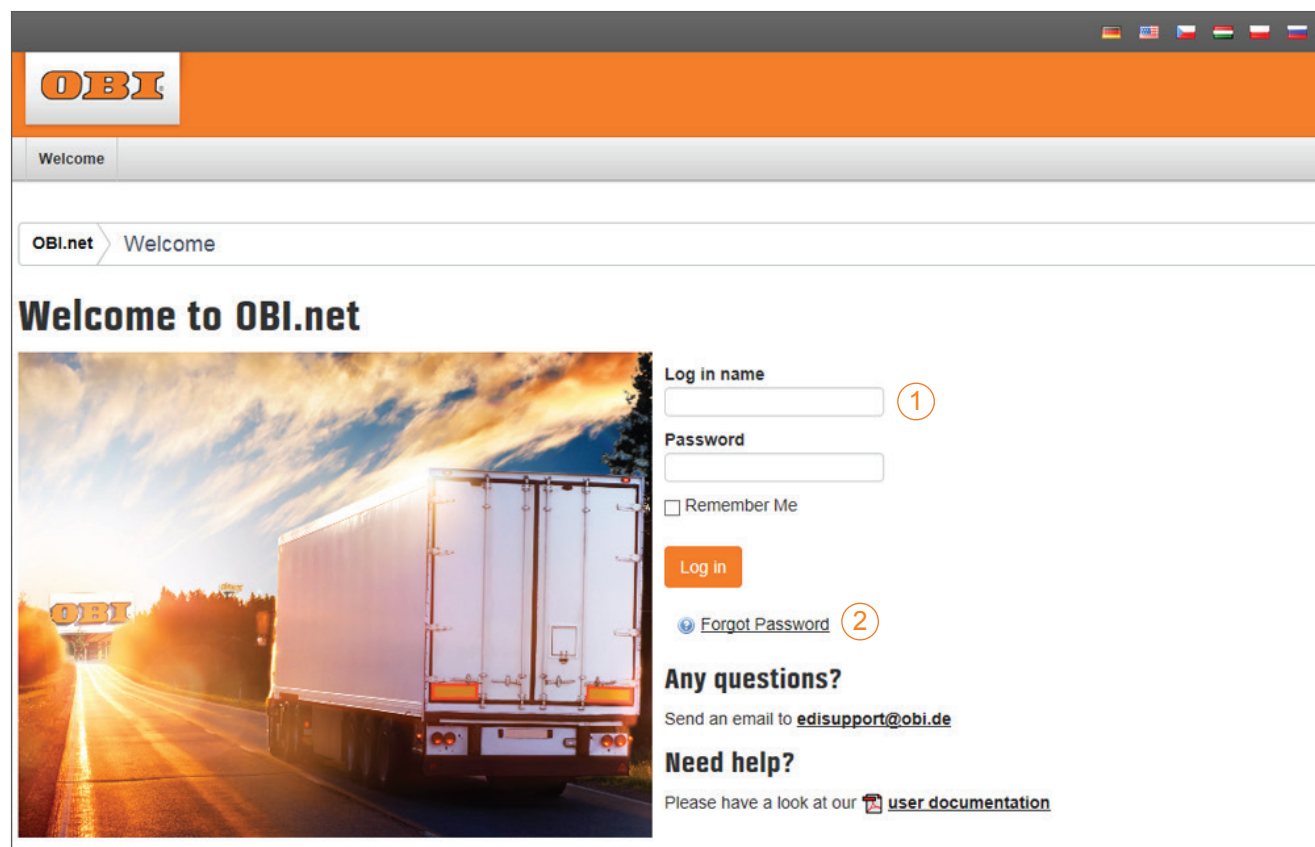
- ② Enter your user name in the field **Log in name**.
- ③ Enter your **Password** in the relevant field.
- ④ Log in by clicking on the **Log in** button. You are directed to the page **Welcome to OBI.net**.

Your way to the OBI Supplier Portal

Requesting a new password

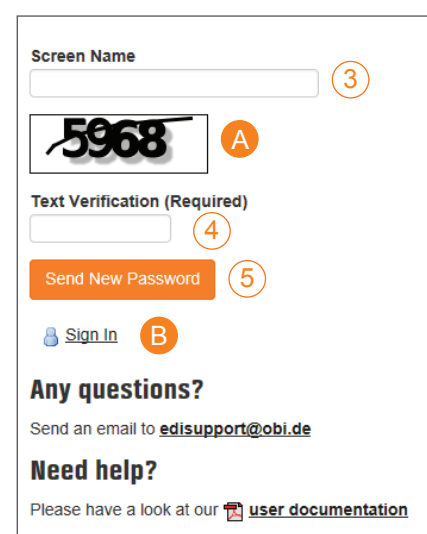
Should you have forgotten your password, you may request a new password via the Welcome window of the OBI Supplier Portal.

Proceed as follows to request a new password:



- ① Enter your user name in the field **Log in name**.
 - ② Click on the link **Forgot Password**. You are directed to the follow-up screen.
 - ③ You might need to enter your Log in name in the follow-up screen.
 - ④ In the field **Text Verification (Required)**, enter the character string (captcha) as displayed under **A**.
 - ⑤ Request your new password by clicking on the button **Send New Password**.
- You will then receive further instructions by email.

- A** To prevent spam, you always have to enter the displayed captcha when you request a new password.
- B** Click on **Sign In** to go back to the log in screen (Welcome window).



Your way to the OBI Supplier Portal

Changing the password (My Profile)

You may change your password at any time via your user profile.


Proceed as follows to change your password:

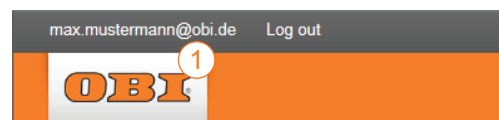
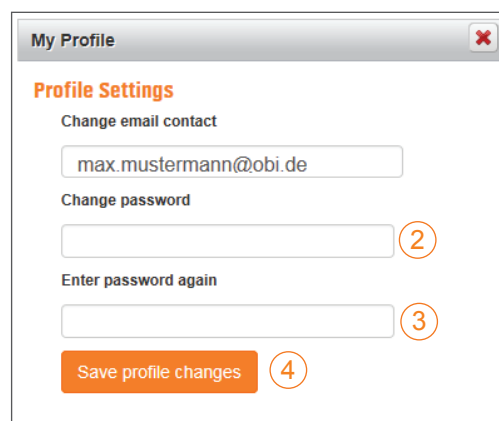
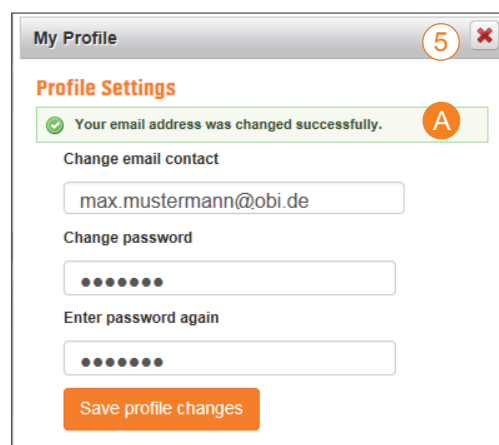
- ① Open your personal user profile by clicking on your user name in the header area. The pop-up window **My Profile** opens.

In the pop-up window **My Profile**, your email address is already displayed.

- ② In the field **Change password**, please enter the desired new password.
- ③ Repeat the entry of your new password in the field **Enter password again**.
- ④ Save your new password by clicking on the button

Save profile changes

- A You get the message that your password was changed successfully.
- ⑤ Clicking on  closes the pop-up window **My Profile**.
The change of your password becomes valid with immediate effect.

Your way to the OBI Supplier Portal

Changing the stored contact email address (My Profile)

Should your contact email address change, you can update the stored email address at any time via your user profile.


Proceed as follows to change your stored contact email address:

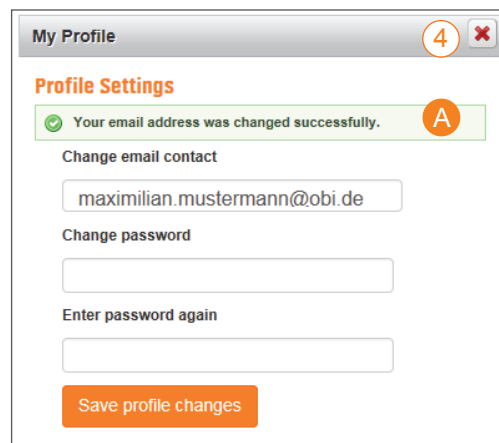
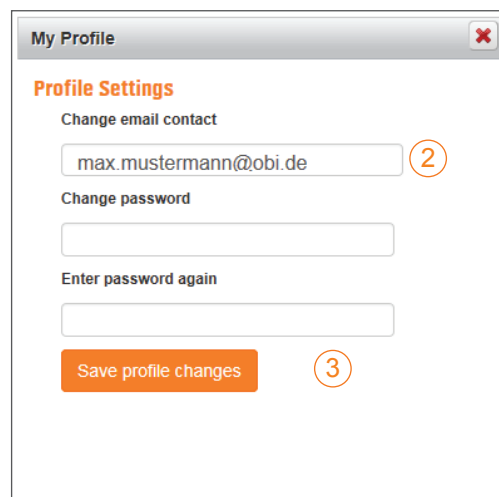
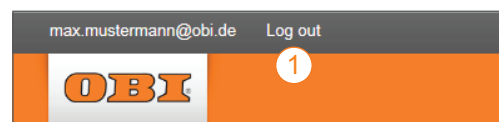
- ① Open your user profile by clicking on your user name in the header area. The pop-up window **My Profile** opens.

In the pop-up window **My Profile**, your email address is already displayed.

- ② Overwrite the old email address by the new email address to be stored.
- ③ Save your new email address by clicking on the button

Save profile changes

- A You get a message confirming that your email address was changed successfully.
- ④ Clicking on  closes the pop-up window **My Profile**. The change of your email address becomes valid with immediate effect.



Logging out

Proceed as follows to log out from the OBI Supplier Portal:

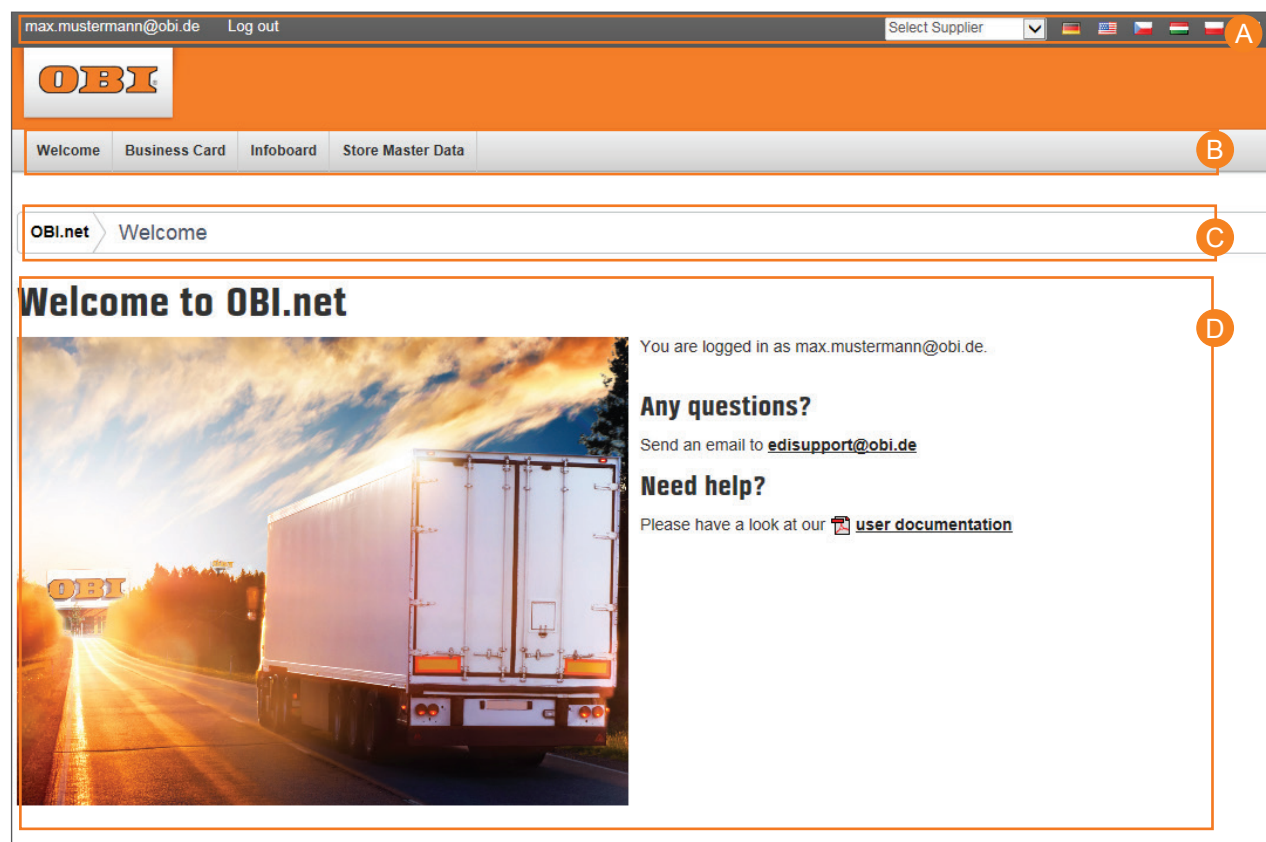


- ① Click on the link **Log out** in the header area to log out from the OBI Supplier Portal.

Your way to the OBI Supplier Portal

Structure and control elements of the OBI Supplier Portal

After successful log in, you are directed to the homepage of the OBI Supplier Portal. The site structure with its control elements, selection elements and views is as follows:



A Header area: In the header area, you find the following elements (from left to right):

max@mustermann.de

User name: Current user.

Log out

Log out: Click on this link to log out from the OBI Supplier Portal.

Select Supplier

Supplier selection: Field to select the supplier. If you are responsible for several suppliers, you can select the supplier to be edited via this drop down field.

German, English, Czech, Hungarian, Polish, Russian

Language selection: Control elements for language selection (from left to right): German, English, Czech, Hungarian, Polish, Russian. Just click on the related flag to select the language.

B Menu bar: Here, the following menu items are available:

Welcome	In the Welcome area, you sing in to the OBI Supplier Portal.
Business Card	Under menu item Business Card your corporate data is displayed (page 14).
Infoboard	In the Infoboard , you find various information and news about EDI at OBI (page 15).
Store Master Data	Under menu item Store Master Data , you can download OBI store master data and search for individual OBI stores (page 16).

Your way to the OBI Supplier Portal

- C Position indicator:** The position indicator displays the current menu item including the underlying menu structure. Clicking on **OBI.net** directs you back to the portal homepage.
- D Contents area:** Here, the site contents is displayed.

If you log in but remain inactive for more than 4 hours, you are automatically logged out and will need to log in again. This is also valid for any additional function module outside the basic environment of the OBI Supplier Portal.

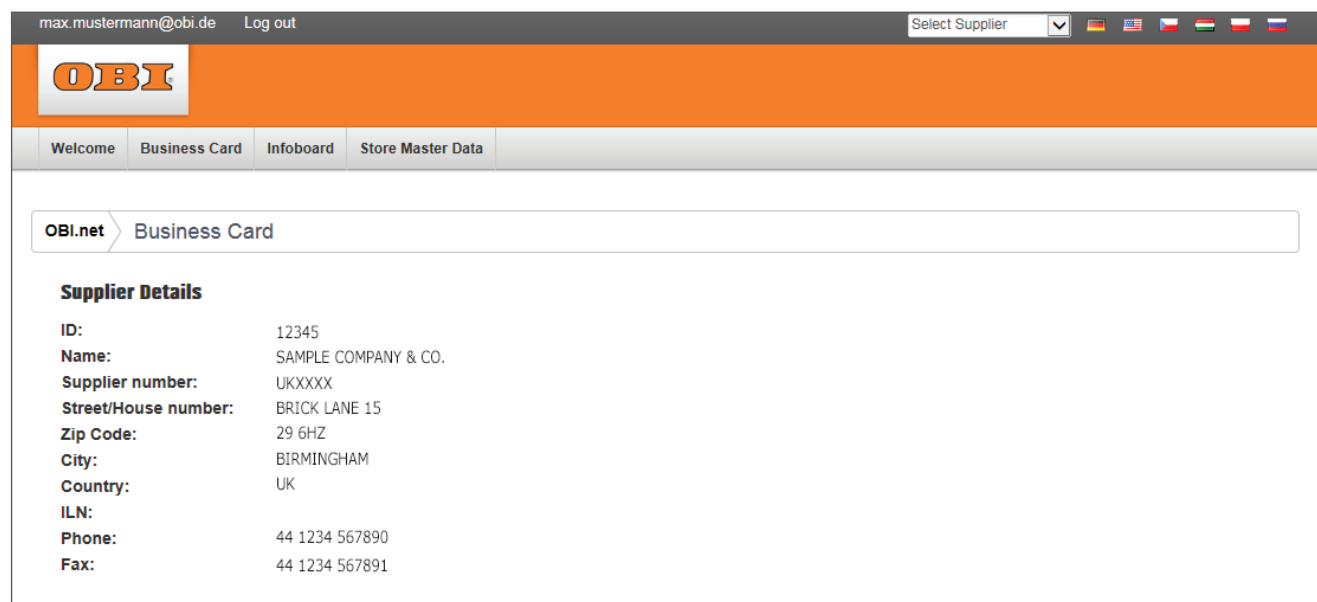


Business Card

Under menu item **Business Card**, you can display your stored corporate address data.

Displaying your own corporate address data (one supplier)

When you are responsible for just one supplier, selecting menu item **Business Card** opens the display of the corporate address data directly.

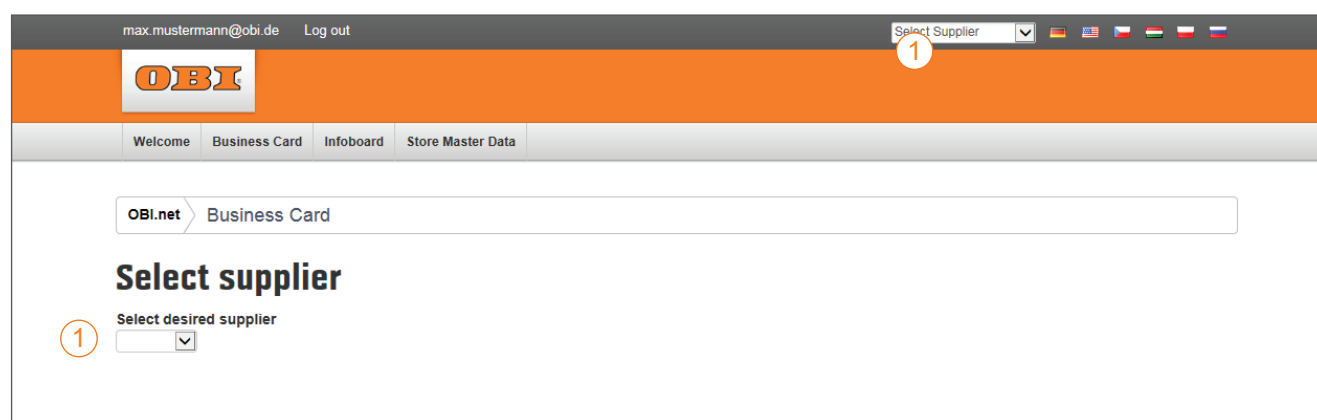


The screenshot shows the OBI.net interface. At the top, there is a header with the OBI logo and a navigation bar with tabs: Welcome, Business Card, Infoboard, and Store Master Data. The 'Business Card' tab is selected. Below the navigation bar, there is a breadcrumb trail: OBI.net > Business Card. The main content area is titled 'Supplier Details' and displays the following information:

ID:	12345
Name:	SAMPLE COMPANY & CO.
Supplier number:	UKXXXX
Street/House number:	BRICK LANE 15
Zip Code:	29 6HZ
City:	BIRMINGHAM
Country:	UK
ILN:	
Phone:	44 1234 567890
Fax:	44 1234 567891

Selecting your own corporate address data for display

When you are responsible for several suppliers, selecting menu item **Business Card** opens a supplier selection screen.



The screenshot shows the OBI.net interface. At the top, there is a header with the OBI logo and a navigation bar with tabs: Welcome, Business Card, Infoboard, and Store Master Data. The 'Business Card' tab is selected. Below the navigation bar, there is a breadcrumb trail: OBI.net > Business Card. The main content area is titled 'Select supplier' and contains a dropdown menu labeled 'Select desired supplier'. A red circle with the number '1' is placed next to the dropdown menu.

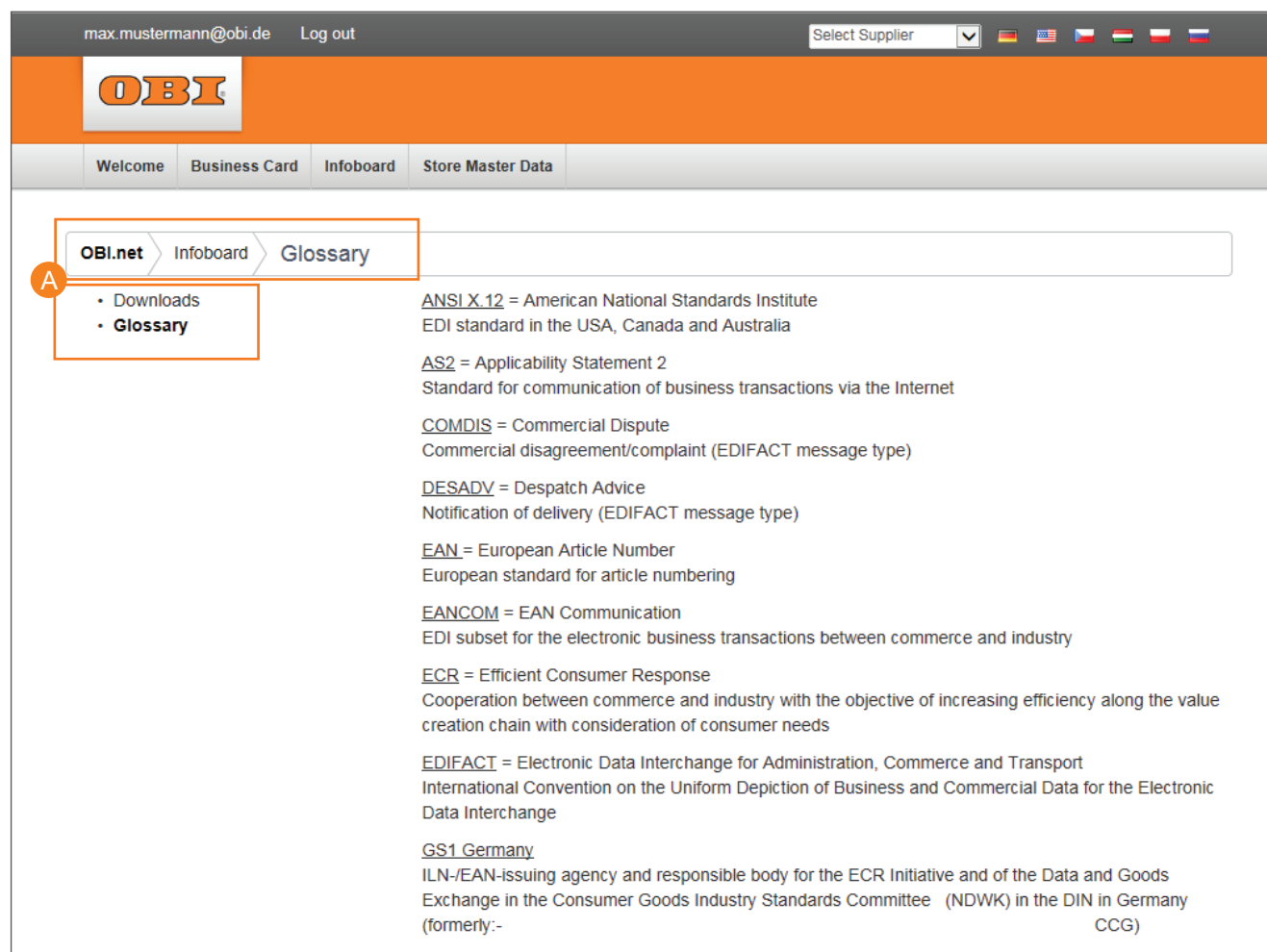
- ① Select the desired supplier via the drop down field. The corporate address data of the selected supplier is displayed.

Changing your own corporate address data

You can only display but not change your own corporate address data. Should changes in your corporate address data be required, please inform the changes to your OBI contact partner. The changes will then be effected centrally according to your input.

Infoboard

Under menu item **Infoboard**, you find structured information and news on the topic EDI with OBI.



max.mustermann@obi.de Log out Select Supplier

OBI

Welcome Business Card Infoboard Store Master Data

OBI.net > Infoboard > Glossary

- Downloads
- **Glossary**

ANSI X.12 = American National Standards Institute
EDI standard in the USA, Canada and Australia

AS2 = Applicability Statement 2
Standard for communication of business transactions via the Internet

COMDIS = Commercial Dispute
Commercial disagreement/complaint (EDIFACT message type)

DESADV = Despatch Advice
Notification of delivery (EDIFACT message type)

EAN = European Article Number
European standard for article numbering

EANCOM = EAN Communication
EDI subset for the electronic business transactions between commerce and industry

ECR = Efficient Consumer Response
Cooperation between commerce and industry with the objective of increasing efficiency along the value creation chain with consideration of consumer needs

EDIFACT = Electronic Data Interchange for Administration, Commerce and Transport
International Convention on the Uniform Depiction of Business and Commercial Data for the Electronic Data Interchange

GS1 Germany
ILN/EAN-issuing agency and responsible body for the ECR Initiative and of the Data and Goods Exchange in the Consumer Goods Industry Standards Committee (NDWK) in the DIN in Germany (formerly:- CCG)

A Navigation: Navigate via the left navigation bar or by clicking the relevant item in the position indicator.

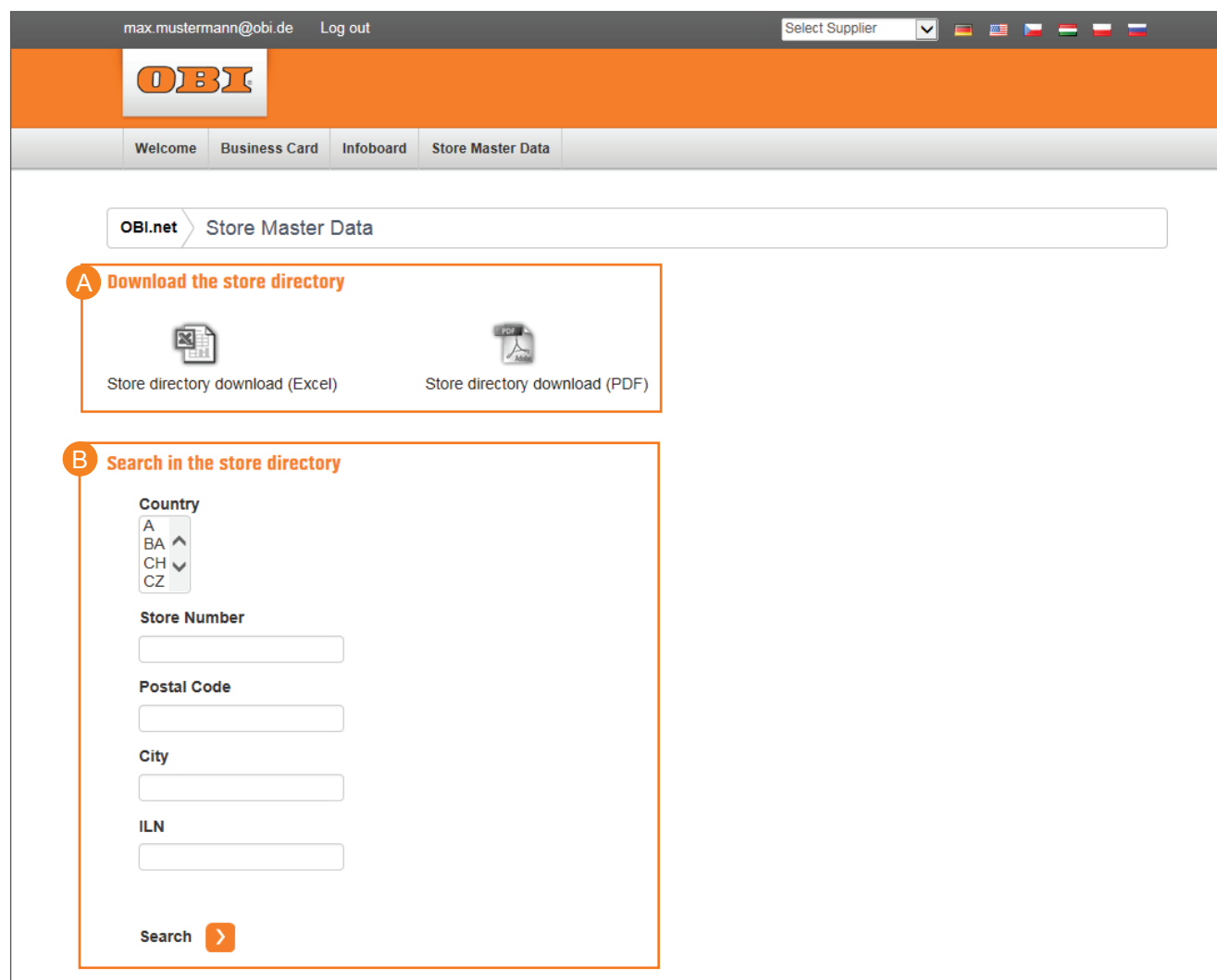
Store Master Data

Under menu item **Store Master Data**, you can download international OBI store master data or search for an individual store.

Main structure of the window Store Master Data

The window **Store Master Data** is subdivided into two areas:

- A** Download the store directory
- B** Search in the store directory



max.mustermann@obi.de Log out Select Supplier

OBI

Welcome Business Card Infoboard Store Master Data

OBI.net Store Master Data

A Download the store directory

Store directory download (Excel) Store directory download (PDF)

B Search in the store directory

Country

A BA CH CZ

Store Number

Postal Code

City

ILN

Search

Downloading store master data

You may download the complete international OBI store directory as an Excel or PDF file. Just choose the desired data format and click on the related icon/link. Proceed as usual with opening or saving files.



Store directory download (Excel) Store directory download (PDF)

Store Master Data

Searching in store master data

A selective search within the international OBI store directory can be effected by the entry of search criteria.

Proceed as follows to search for specific OBI store master data:

- 1 Select and/or enter the search criteria referring to the OBI store in question.

- ☐ **Country:** In the field **Country**, select the country code of the desired country from the selection list.
- ☐ **Store Number:** You can enter an OBI store number as a search criterion in the field **Store Number**.
- ☐ **Postal Code:** You can enter the desired **Postal Code** as a search criterion.
- ☐ **City:** You can enter the desired **City** as a search criterion.
- ☐ **ILN:** You can enter an **ILN/GLN** (Global Location Number) as a search criterion.

- 2 Start the search by clicking on **Search** ➤. The search result is displayed in a new window in tabular form.

Store Number ▲	Country	Postal Code	City	ILN	
476	D	42929	Wermelskirchen	4399901835689	Details

Showing 1 result.

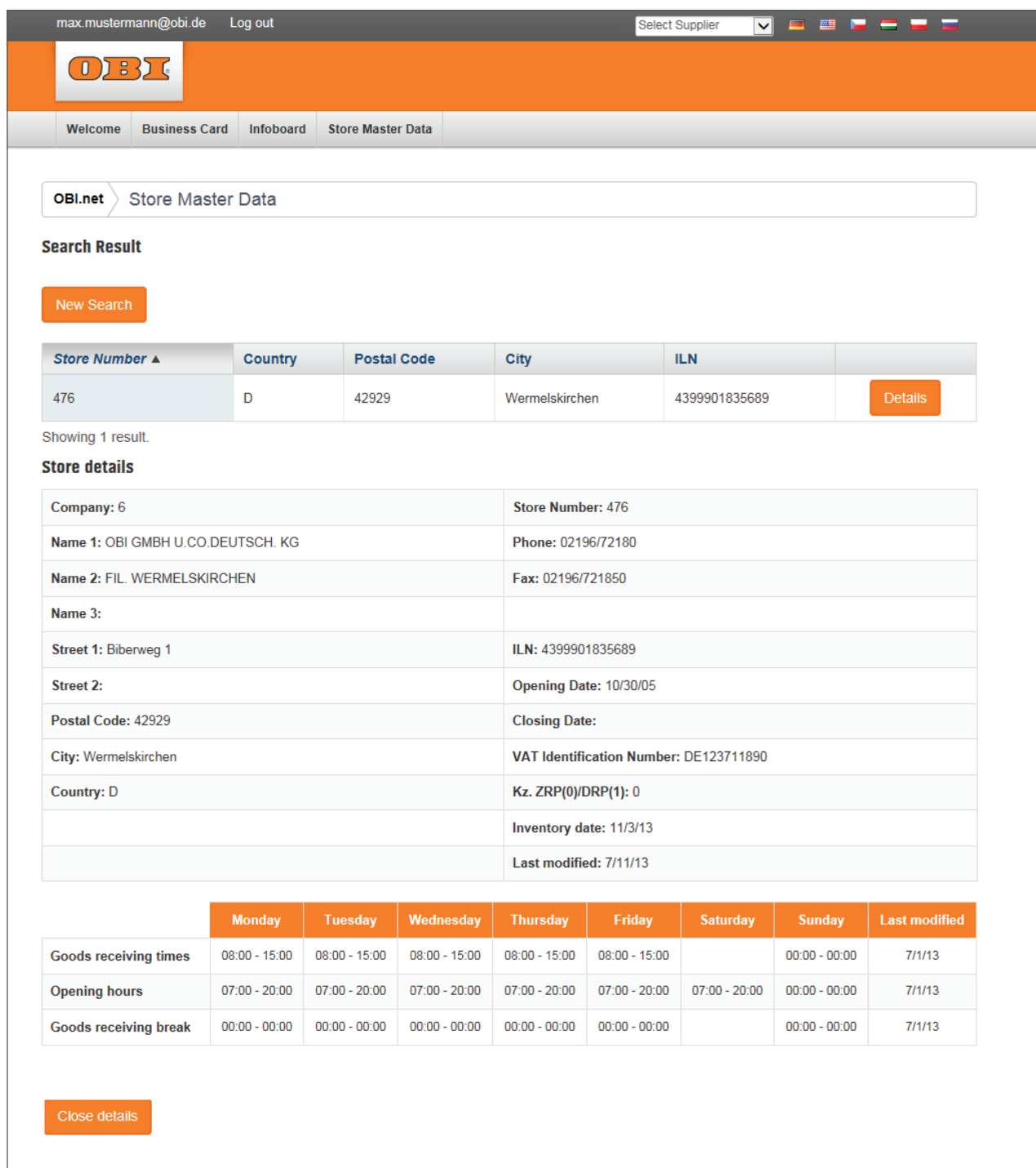
Illustration: Sample view of the search result for OBI store number 476

In the results screen, you can start a new search [New Search](#) or open the details [Details](#) referring to the search result.

If the search result has more than one entry, the following setup and navigation elements are displayed at the end of the table:

Store Master Data

- ③ Open the details referring to the search result by clicking on the **Details** button. The details window opens.



The screenshot shows the OBI.net interface. At the top, there's a header with the OBI logo and navigation tabs: Welcome, Business Card, Infoboard, and Store Master Data. Below the header, there's a search bar with 'Store Master Data' entered. A 'New Search' button is visible. The search results show one result for store number 476, located in Germany (D) with postal code 42929 and city Wermelskirchen. A 'Details' button is next to the result. Below the search results, the 'Store details' section is expanded, showing various information about the store, including company name, phone, fax, street, postal code, city, country, VAT identification number, and inventory date. At the bottom, there's a table showing the store's opening hours and goods receiving times for each day of the week. A 'Close details' button is located at the bottom left of the details section.

Store details

Company: 6	Store Number: 476
Name 1: OBI GMBH U.CO.DEUTSCH. KG	Phone: 02196/72180
Name 2: FIL. WERMELSKIRCHEN	Fax: 02196/721850
Name 3:	
Street 1: Biberweg 1	ILN: 4399901835689
Street 2:	Opening Date: 10/30/05
Postal Code: 42929	Closing Date:
City: Wermelskirchen	VAT Identification Number: DE123711890
Country: D	Kz. ZRP(0)/DRP(1): 0
	Inventory date: 11/3/13
	Last modified: 7/11/13

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Last modified
Goods receiving times	08:00 - 15:00	08:00 - 15:00	08:00 - 15:00	08:00 - 15:00	08:00 - 15:00		00:00 - 00:00	7/1/13
Opening hours	07:00 - 20:00	07:00 - 20:00	07:00 - 20:00	07:00 - 20:00	07:00 - 20:00	07:00 - 20:00	00:00 - 00:00	7/1/13
Goods receiving break	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00		00:00 - 00:00	7/1/13

Illustration: Sample of a details view for a search result. Here, OBI store number 476

- ④ Clicking on **Close details** closes the details window. Should you wish to run another search, just click on **New Search**.

Notes

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