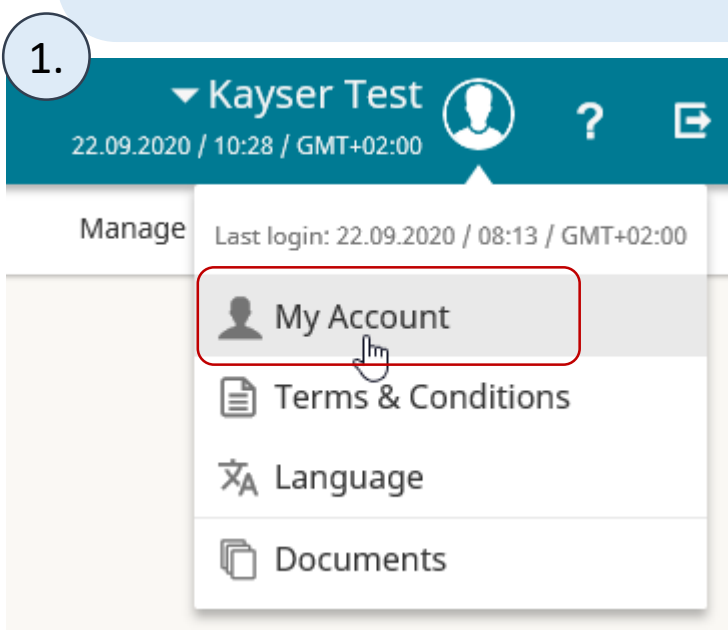
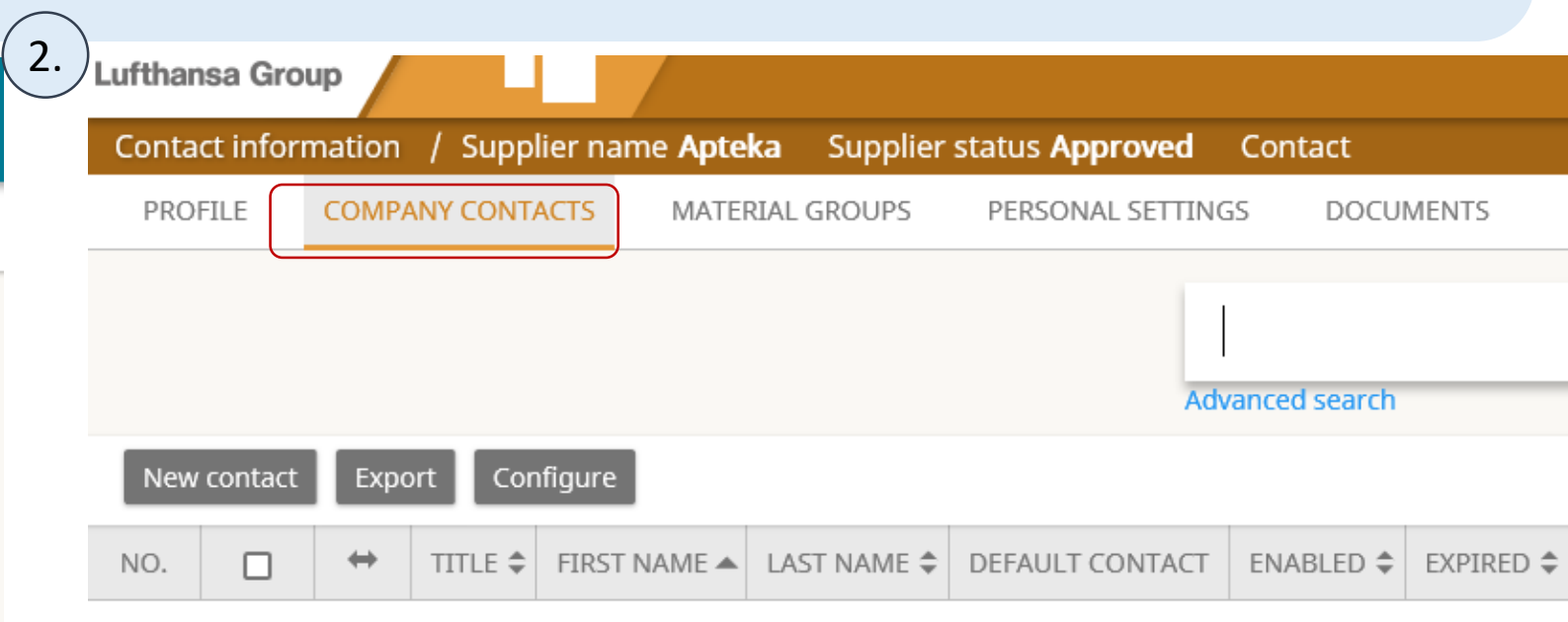


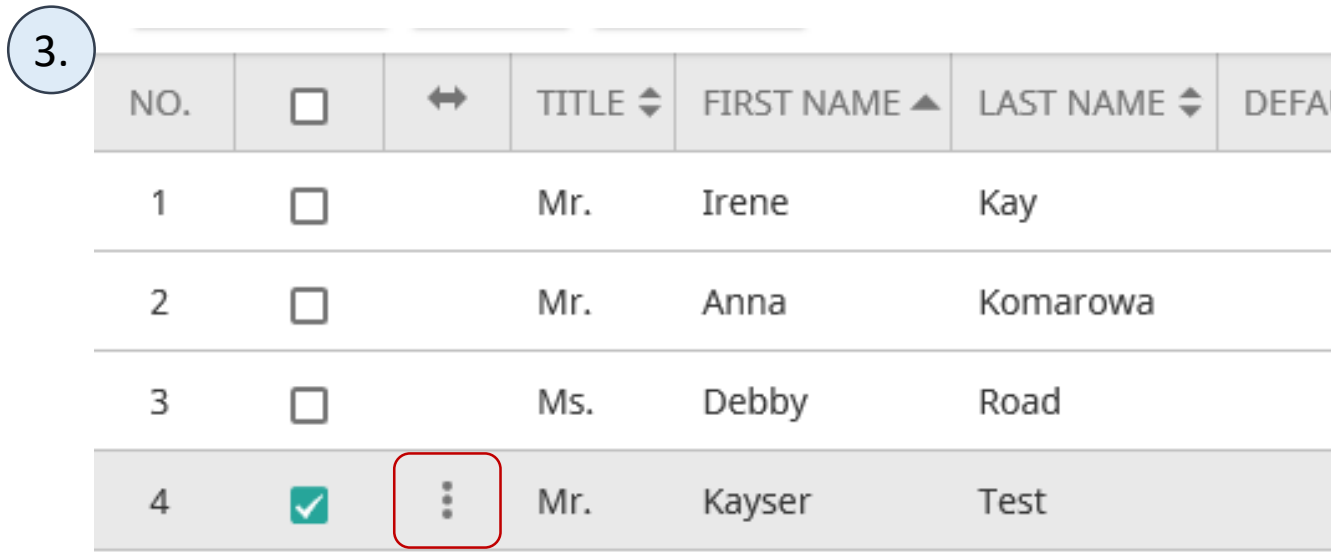
# Finance role request for already registered suppliers

1. Navigate to your User Profile in the top right corner and select "My account."
2. Afterwards select "Company Contacts".

1.  2. 

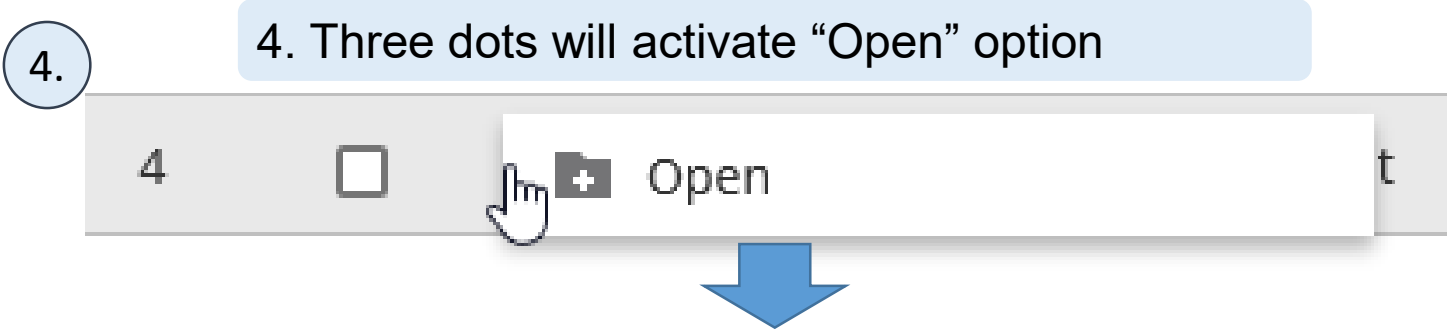
3. If you are a default contact in the company, you will be able to request additional roles for all of the contacts or only for yourself in the following way:

- Select the three dots (see screenshot on the right)
- And then select "open"

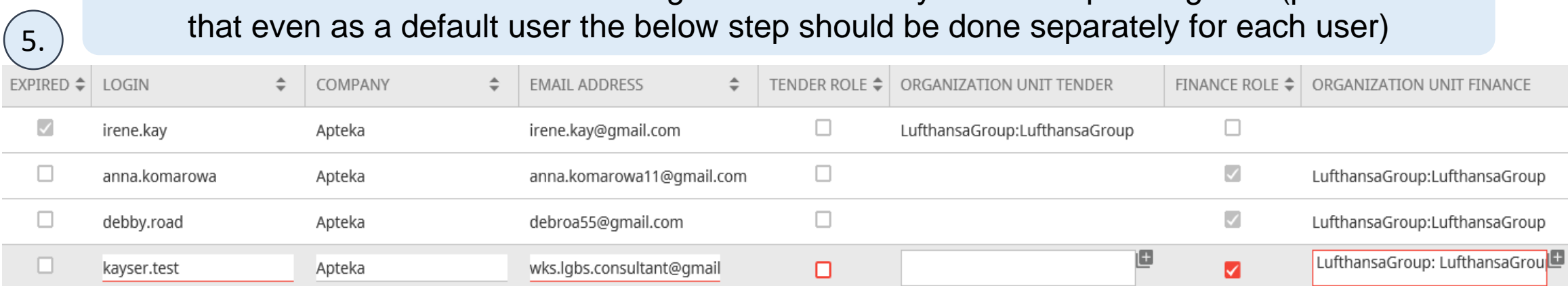
3. 

NO.	<input type="checkbox"/>	↔	TITLE ▾	FIRST NAME ▲	LAST NAME ▾	DEFA
1	<input type="checkbox"/>		Mr.	Irene	Kay	
2	<input type="checkbox"/>		Mr.	Anna	Komarowa	
3	<input type="checkbox"/>		Ms.	Debby	Road	
4	<input checked="" type="checkbox"/>		Mr.	Kayser	Test	

4. 

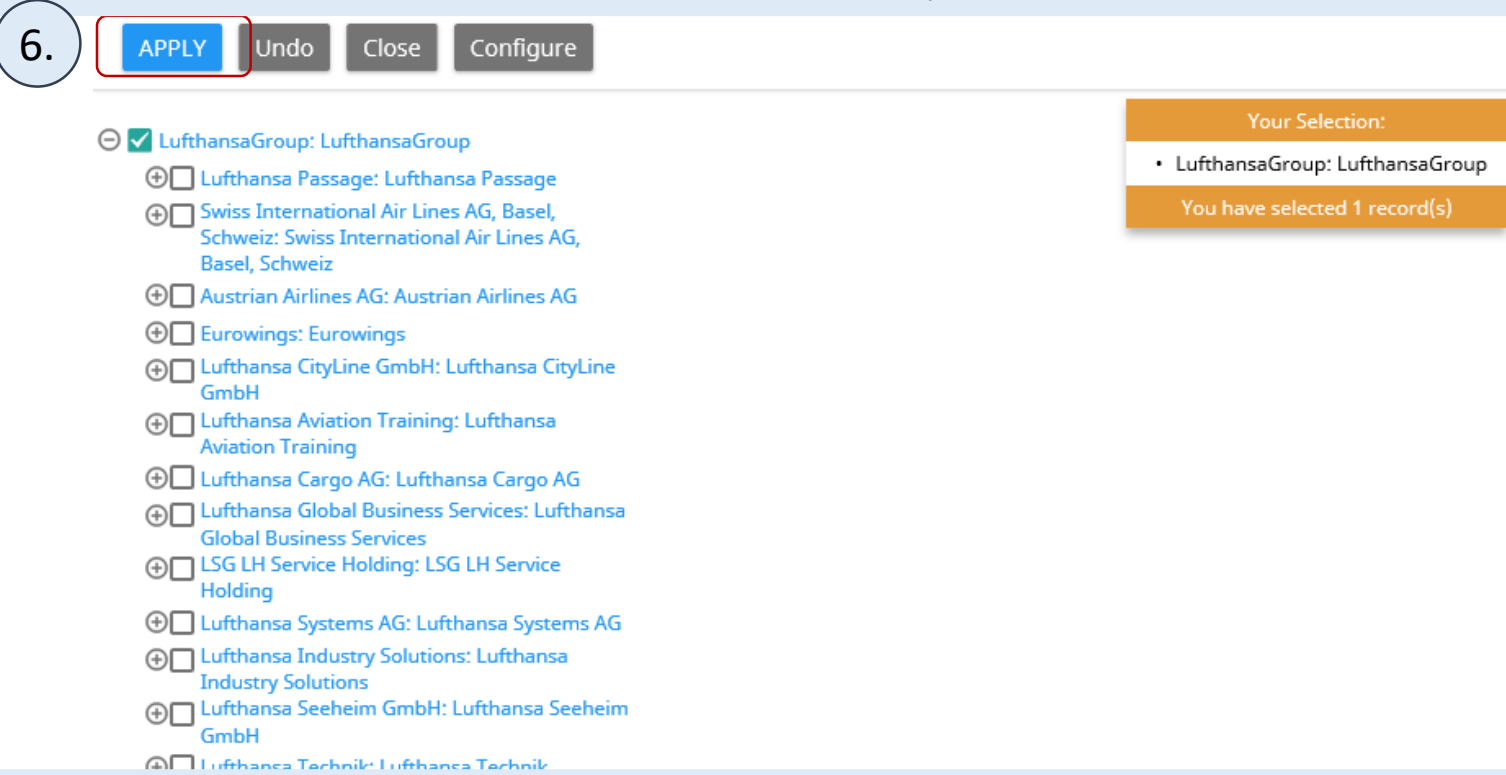
4. Three dots will activate "Open" option 

5. Next choose "Finance Role" and Organizational Unit you are cooperating with (please note that even as a default user the below step should be done separately for each user)

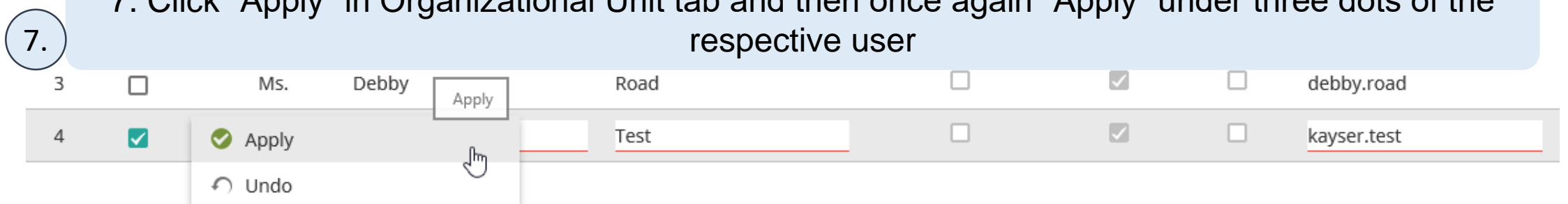
5. 

EXPIRED ▾	LOGIN	COMPANY	EMAIL ADDRESS	TENDER ROLE ▾	ORGANIZATION UNIT TENDER	FINANCE ROLE ▾	ORGANIZATION UNIT FINANCE
<input checked="" type="checkbox"/>	irene.kay	Apteka	irene.kay@gmail.com	<input type="checkbox"/>	LufthansaGroup:LufthansaGroup	<input type="checkbox"/>	
<input type="checkbox"/>	anna.komarowa	Apteka	anna.komarowa11@gmail.com	<input type="checkbox"/>		<input checked="" type="checkbox"/>	LufthansaGroup:LufthansaGroup
<input type="checkbox"/>	debby.road	Apteka	debroya55@gmail.com	<input type="checkbox"/>		<input checked="" type="checkbox"/>	LufthansaGroup:LufthansaGroup
<input type="checkbox"/>	kayser.test	Apteka	wks.lgbs.consultant@gmail	<input type="checkbox"/>		<input checked="" type="checkbox"/>	LufthansaGroup: LufthansaGroup

6. If you require access to all Lufthansa Group companies keep the selection "LufthansaGroup" (see screenshot below). Otherwise you can also select individual companies

6. 

7. Click "Apply" in Organizational Unit tab and then once again "Apply" under three dots of the respective user

7. 

8. Your request will be sent automatically for further validation