


August 16, 2019

Finding IMDS Companies and Contacts

Version: IMDS Release 10.0

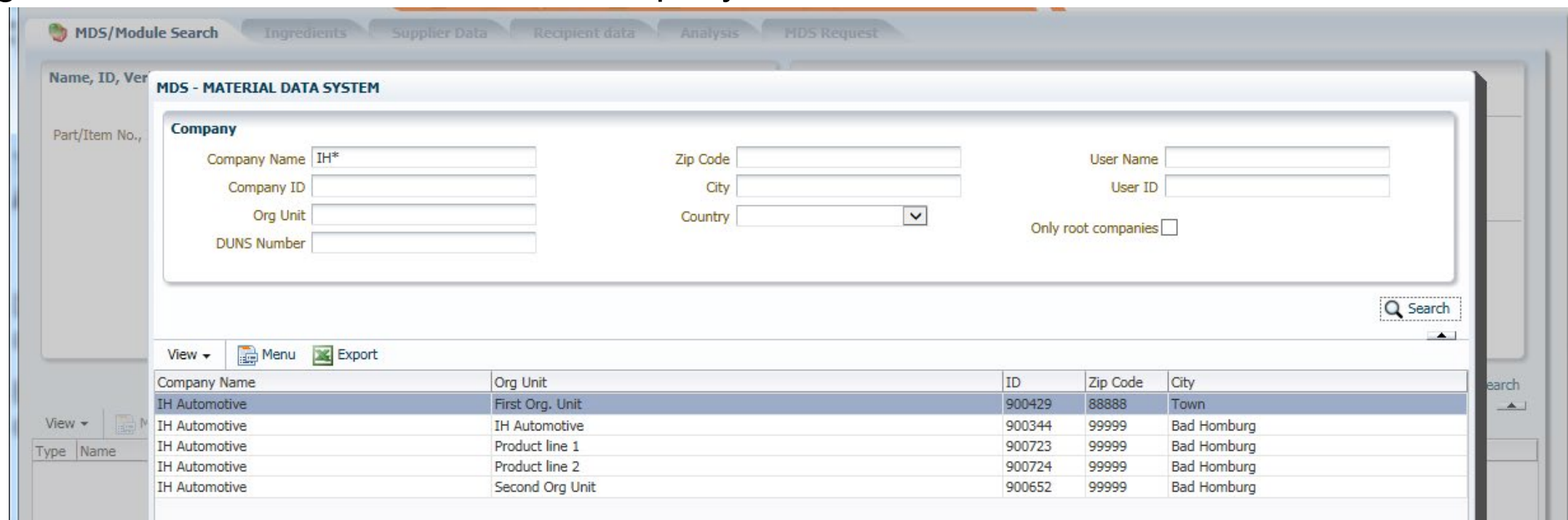
INTERNATIONAL
MATERIAL DATA
SYSTEM

Finding a Company

The starting point to see if your supplier or customer is registered is to go to a search screen and check Accepted or Published so you can click on the Company Search icon. 

Due to the fact that many suppliers or customers are registered as Org.-Units of a parent or “roof” company, it is best to search on Org.-Units.

Even if they are only one company, the name will show up as an Org.-Unit as every company has at least one Org.-Unit with the name of the “roof” company.



Company Name	Org Unit	ID	Zip Code	City
IH Automotive	First Org. Unit	900429	88888	Town
IH Automotive	IH Automotive	900344	99999	Bad Homburg
IH Automotive	Product line 1	900723	99999	Bad Homburg
IH Automotive	Product line 2	900724	99999	Bad Homburg
IH Automotive	Second Org Unit	900652	99999	Bad Homburg

Viewing the Company Contacts

It is useful to periodically check to see who the Company Administrators are. If all Company Administrators have left the company, you need to notify the service center immediately.

The Use Conditions state that every company must have at least one Company Administrator. We strongly recommend a minimum of two Company Administrators in each IMDS company.

The screenshot shows the SAP MDS (Material Data System) interface. On the left, a table lists companies with columns for Company Name, Org Unit, ID, Zip Code, and City. The second row is highlighted, showing 'IH Automotive' with Org Unit 'IH Automotive', ID '900344', Zip Code '99999', and City 'Bad Homburg'. A yellow callout box points to this row with the text: 'You will have to find the phone numbers and email addresses of these people elsewhere – but it is a starting point if you call the company as you have the address here.' On the right, the 'MDS - MATERIAL DATA SYSTEM' view for the selected company is shown. It includes sections for 'Company' (with fields like Company Name, Organisation unit, Company ID, DUNS Number, Corporation, Authorization Class), 'Sub organisation units' (with fields for Name, First Org. Unit, Second Org. Unit), 'IMDS Contacts' (with Name: Doe, Jane, Doe, John), and 'REACH Contacts' (with Name: Doe, Jane, Doe, John). A 'View' button is visible at the bottom of the table, which is pointed to by a black callout box containing the text: 'Once you find the company, you can click on View to see the IMDS and REACH contacts'.

Company Name	Org Unit	ID	Zip Code	City
IH Automotive	First Org. Unit	900429	88888	Town
IH Automotive	IH Automotive	900344	99999	Bad Homburg
IH Automotive	Product line 1	900723	99999	Bad Homburg
IH Automotive	Product line 2	900724	99999	Bad Homburg
IH Automot		900652	99999	Bad Homburg

Company

Company Name IH Automotive Street Street
Organisation unit IH Automotive Mailbox
Company ID 900344 Zip Code 99999
DUNS Number 12-345-6789 City Bad Homburg
Corporation - Country Germany
Authorization Class Supplier

Sub organisation units

Name
First Org. Unit
Second Org. Unit

IMDS Contacts

Name
Doe, Jane
Doe, John

REACH Contacts

Name
Doe, Jane
Doe, John



Hints on Searching

While you can search on DUNS number, many companies have not input in this field or since all plants may use the same IMDS company, the DUNS number has not been entered.

Pick out the main company name and use a wild card search – e.g. *Magna or *TI Auto in the Company Name field.

Be aware that there is no standard naming convention in companies. For example, GM may be listed as GM or General Motors, TI many be listed as TI Auto or TI Automotive, Sumitomo Wiring may be listed as Sumitomo Wiring Systems or SEWS – and then there are companies with duplicate registrations so this searching is only a starting point.

Finding a User in Another Company

If you are a Company Administrator AND you know the name of the Company and Org.-Unit, you may be able to find a user in another company.

Go to Administration > Trust User.

You should first search on the Company Name and Org.-Unit if you know it – if that fails, search on the company name.

You can View the details, but to protect privacy and misuse of IMDS, it is not allowed to copy the information.

Last name	First name	Company Name	Organisation unit	Telephone No.	E-Mail Address	Trusted User
test0530	test0530	HPE (Japan)		00	XX@XX.com	<input type="checkbox"/>



MDS - MATERIAL DATA SYSTEM

Trust user

Name test0530 test0530

Company ID 281

Company HPE (Japan)

Organisation - unit

E-Mail Address XX@XX.com

Telephone No. 00

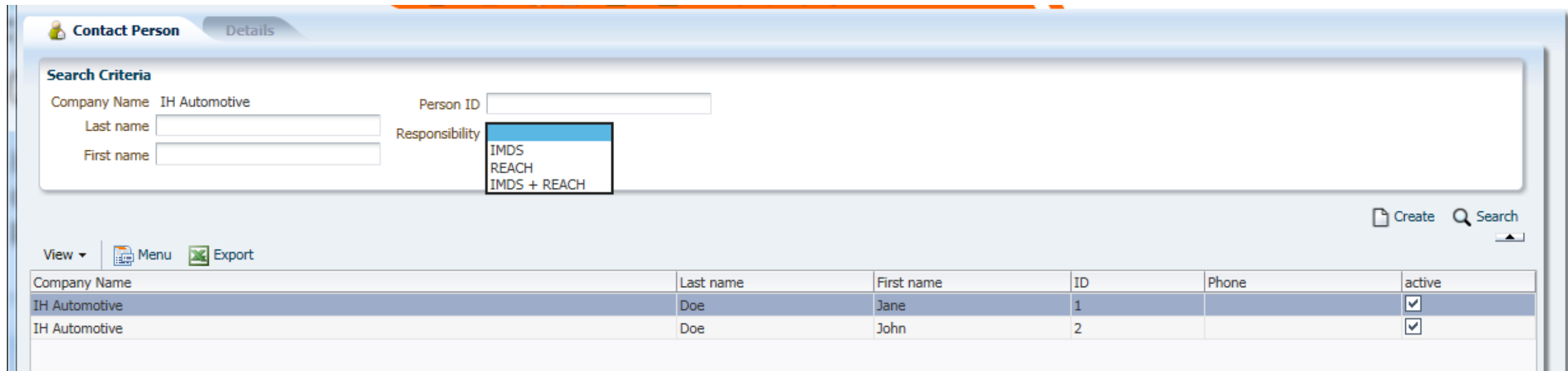
Fax No.

If you trust this user, you allow him to see the substances you have marked as confidential in your MDSs. Do you want to trust this user??

Yes No Cancel

Finding REACH Contact in Own Company (Company Administrator)

In your own company, the Company Administrator can search through the Administration > Contact Person option or the Administration > REACH Contact to find the IMDS, REACH or IMDS+REACH contact persons.



The screenshot displays the 'Contact Person' search interface. The 'Search Criteria' section includes fields for 'Company Name' (IH Automotive), 'Person ID', 'Last name', 'First name', and 'Responsibility'. The 'Responsibility' dropdown menu is open, showing options: 'IMDS', 'REACH', and 'IMDS + REACH'. Below the search criteria, there are buttons for 'View', 'Menu', and 'Export'. On the right side, there are 'Create' and 'Search' buttons. The results table below shows two entries for 'IH Automotive'.

Company Name	Last name	First name	ID	Phone	active
IH Automotive	Doe	Jane	1		<input checked="" type="checkbox"/>
IH Automotive	Doe	John	2		<input checked="" type="checkbox"/>

Finding REACH Contact in Supplier Company (Company Administrator)

From the REACH Contacts link, a Company Administrator can find the IMDS, IMSD+REACH or REACH contact in a supplier company – if the supplier company has designated one.

The screenshot shows the 'REACH Contacts' interface with a 'Details' tab. Under 'Search Criteria', there are input fields for 'Company Name', 'Last name', and 'First name', along with a 'Person ID' field. A magnifying glass icon is positioned between the 'Company Name' and 'Person ID' fields. Below the search criteria, there are buttons for 'view', 'Menu', and 'Export'. On the right side, there is a blue 'Search' button with a magnifying glass icon. Below the search button, a table is partially visible with columns for 'Company Name' and 'Last name', and a row containing the value 'active'.

Once you found the company, you can click on **Search** on the right to see the IMDS and REACH contacts

Viewing REACH Contact in Supplier Company (Company Administrator)

The search returns all REACH contacts that meet your search criteria. The details can then be viewed.

The screenshot displays the REACH Contacts application interface. On the left, the 'Search Criteria' section includes input fields for 'Company Name' (hpe), 'Last name' (REACH), and 'First name'. Below this is a table with columns for Company Name, Last name, First name, ID, and Phone. A single row is visible for 'HPE (Japan)' with last name 'REACH', first name 'Contact', and ID '3'. On the right, the 'Details' panel shows the contact's information: Company Name HPE, Last name REACH, First name Contact, Person ID 3, Department, Mailbox, E-Mail aaa@, Phone, Fax No., and Responsibility (IMDS and REACH checkboxes, with REACH checked). The 'active' checkbox is also checked.

Company Name	Last name	First name	ID	Phone	active
HPE (Japan)	REACH	Contact	3		<input checked="" type="checkbox"/>

REACH Contacts Details

Company Name HPE
Last name REACH
First name Contact
Person ID 3
Department
Mailbox
E-Mail aaa@
Phone
Fax No.
Responsibility IMDS REACH
active