

How to Find REACH Contacts

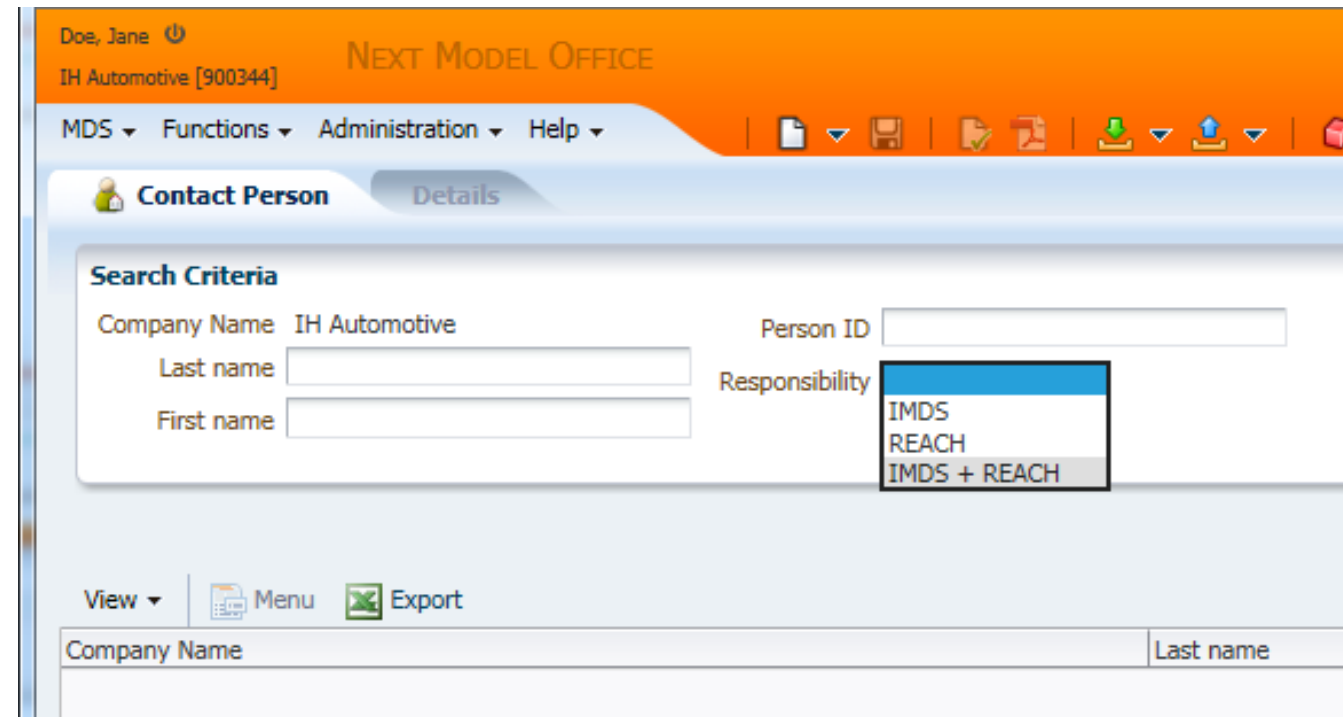
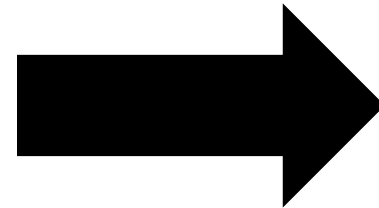
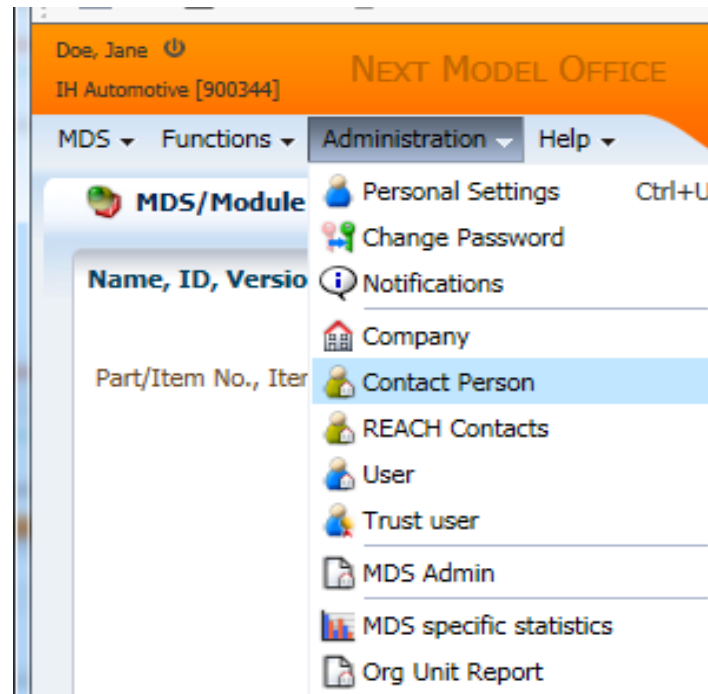
Version: IMDS Release 10.0

INTERNATIONAL
MATERIAL DATA
SYSTEM



Finding REACH Contact in Own Company

In your own company, the Company Administrator searches through the Contact Person link to find the IMDS, REACH or IMDS+REACH contact persons.



Finding REACH Contact in Supplier Company (Company Administrators only)

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

The image shows a two-step process for finding a REACH contact in a supplier company. On the left, the 'Administration' menu is open, and 'REACH Contacts' is selected. A large black arrow points to the right, where the 'REACH Contacts Details' page is shown. The 'Search Criteria' section has 'Company Name' set to 'hp'. A callout box points to the search button, stating: "Use the Search button to find a specific supplier company and click on apply – or you may type part of the name in as you would normally". Another callout box points to a second search button on the right, stating: "After you have selected your supplier, click on the other Search button".

Viewing REACH Contact in Supplier Company (Company Administrators only)

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

The screenshot shows the 'REACH Contacts' search interface. At the top, the user is identified as 'Doe, Jane' and the company as 'IH Automotive [900344]'. The navigation menu includes 'MDS', 'Functions', 'Administration', and 'Help'. The search criteria section has input fields for 'Company Name' (containing 'ih'), 'Last name', and 'First name', along with a 'Person ID' field. Below the search criteria is a table with columns: 'Company Name', 'Last name', 'First name', 'ID', 'Phone', and 'active'. Two rows are visible, both for 'IH Automotive'. The first row has 'Doe' as the last name and 'Jane' as the first name, with ID '1'. The second row has 'Doe' as the last name and 'John' as the first name, with ID '2'. A 'View' button is highlighted over the 'Jane' row.

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"/>



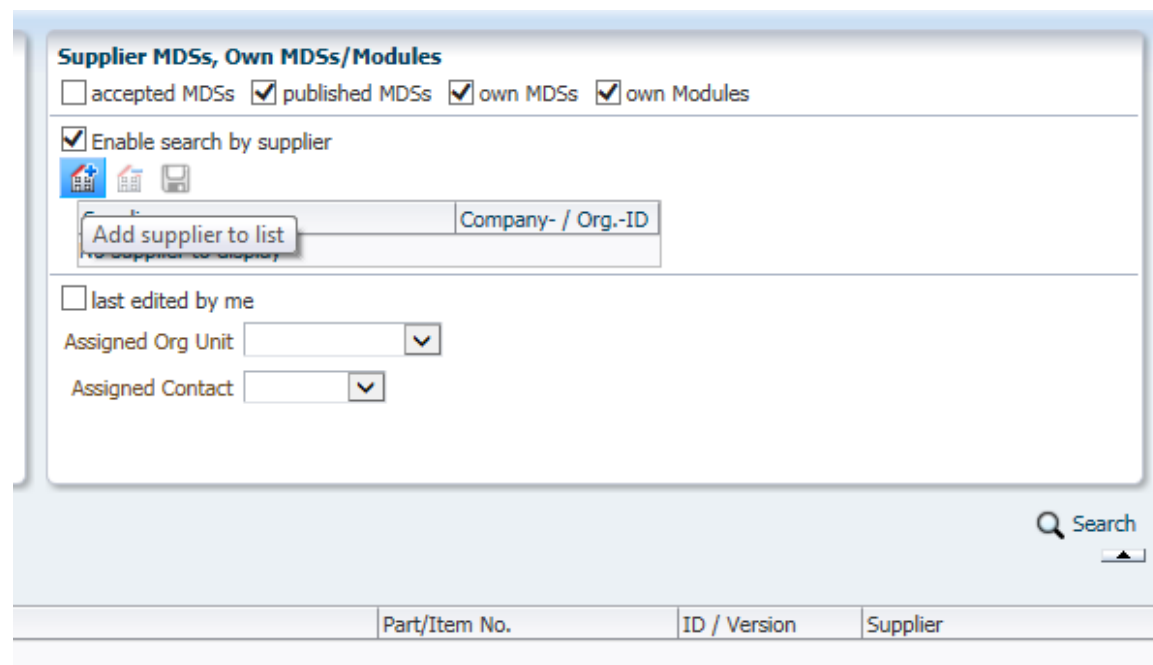
The screenshot shows the 'REACH Contacts Details' view. It displays the following information:

- Company Name: IH Automotive
- Last name: Doe
- First name: Jane
- Person ID: 1
- Department: (empty)
- Mailbox: (empty)
- E-Mail: Jane.Doe@ih-automotive.com
- Phone: (empty)
- Fax No.: (empty)
- Responsibility: IMDS REACH
- active:

Finding REACH Contact in Supplier Company (all Users) – Step 1

Even if you are not a Company Administrator, you can still find information on the REACH Contact in another company.




From any SEARCH screen, click on the  and find the company you are interested in.



Supplier MDSs, Own MDSs/Modules

accepted MDSs published MDSs own MDSs own Modules

Enable search by supplier

Add supplier to list Company- / Org.-ID

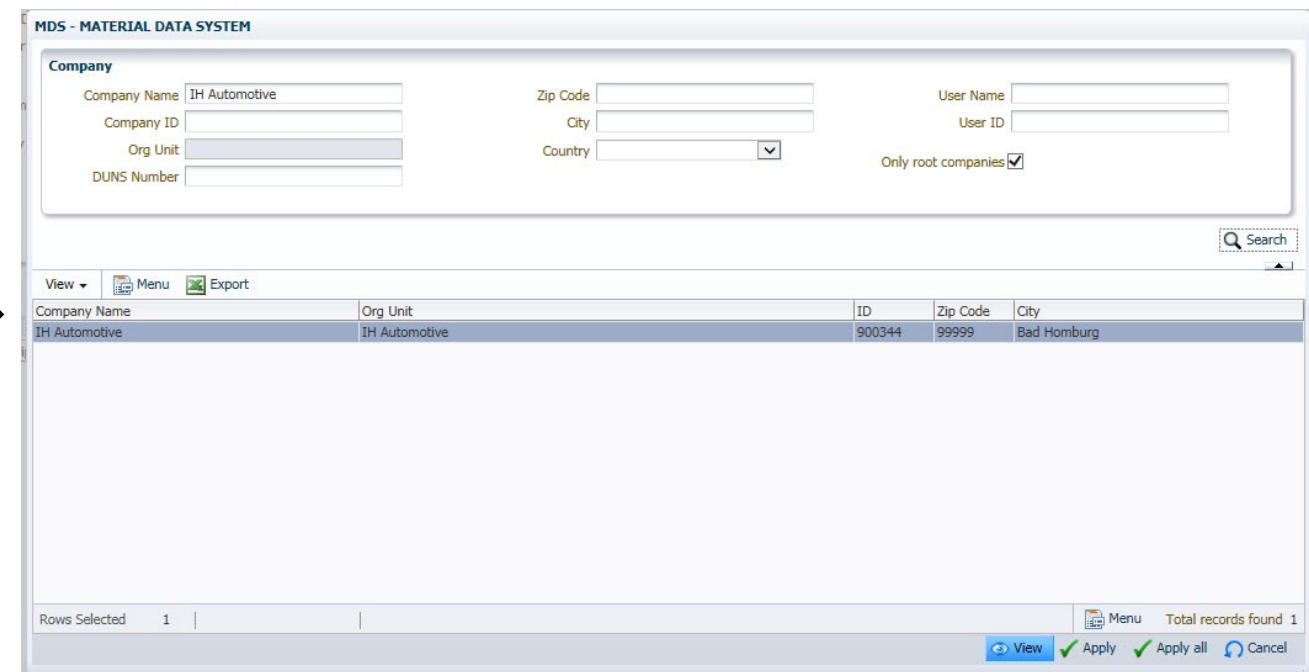
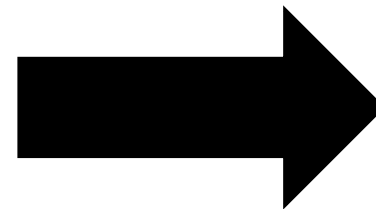
last edited by me

Assigned Org Unit

Assigned Contact

Search

Part/Item No.	ID / Version	Supplier
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MDS - MATERIAL DATA SYSTEM

Company

Company Name: IH Automotive Zip Code: User Name:

Company ID: City: User ID:

Org Unit: Country:

DUNS Number: Only root companies

Search

View Menu Export

Company Name	Org Unit	ID	Zip Code	City
IH Automotive	IH Automotive	900344	99999	Bad Homburg

Rows Selected: 1 | Total records found: 1

View Apply Apply all Cancel

Finding REACH Contact in Supplier Company (all Users) – Step 2

View the company information.

Although contact information is not available, your contacts at the company should be able to give you phone or email information.

MDS - MATERIAL DATA SYSTEM

Company

Company Name: IH Automotive Zip Code: User Name: Search

Company ID: City: User ID: Search

Org Unit: Country: Only root companies

DUNS Number: Only root companies

View Menu Export

Company Name	Org Unit	ID	Zip Code	City
IH Automotive	IH Automotive	900344	99999	Bad Homburg

Rows Selected: 1 Total records found: 1

View Apply Apply all Cancel



MDS - MATERIAL DATA SYSTEM

Company

Company Name: IH Automotive Street: Str
Organisation unit: IH Automotive Mailbox:
Company ID: 900344 Zip Code: 9999
DUNS Number: 12-345-6789 City: Bad H
Corporation: - Country: Germa
Authorization Class: Supplier

Sub organisation units

Name:
First Org. Unit 1
name:

IMDS Contacts

Name:
Doe, Jane
Doe, John

REACH Contacts

Name:
Doe, Jane
Doe, John