

A1411 - New Account properties

Overview

Pre Qualified: Based on the knowledge of the market and on collected documents (RFI, CSR,...), does the supplier meet the requirements to go further in the qualification?

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Step-By-Step

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STEP 1

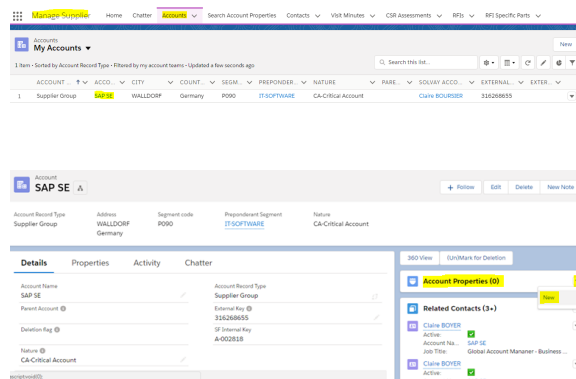
Each buyer can add new **"Account Properties"**

1- In Tabs => Click on **"Accounts"**

2- In View Menus => Select **"My Accounts"**

3- In ListViews => Click on **"Account name"** e.g. SAP SE

4- Go to the right of your screen to find the **"Account Properties"** and click on the button **"New"**



STEP 2

Information

1- Fill the date "to date" if necessary. **Account** is automatically fill in this square eg. SAP SE

Qualification Information

2- Select in the menu (**Yes** or **No** or **N/A**) **"Pre Qualified, Commercially Approved, Technically Approved, Qualified"**



If you select "No", a comment / reason is mandatory

New Account Property

Information	
From Date 10/09/2018	To Date
* Account SAP SE	Is Active ☒
Account Qualification Process Search Account Qualification Processes...	Deletion Flag ☐
Qualification Information	
Pre Qualified --None--	Pre-Qualified Comment
Commercially Approved --None--	Commercial Comment
Technically Approved --None--	Technical Comment
Qualified --None--	Qualified Comment
Additional Qualifications	
Available Dangerous Goods T... Other	Chosen Other Comment



Axis

3- Fill, **Organisational Axis**,
Geographical Axis, **GPS Axis** (you
can use the the magnifier)

Scope Description: Define here more
precisely the scope of this Account
Property

Related articles

- [A1413 - Qualification process \(advanced\)](#)

Need help?

How to ask for assistance?

Dear Salesforce Convergence user,

For any question or issue regarding Convergence, please :

- create a request in **Service One** with the following information:
 - I want to update data in Convergence [Maintain data ownership in CONVERGENCE](#)
 - I want to mass upload procurement data [Maintain procurement data in CONVERGENCE](#)
 - Process : Data & Analysis
 - PTP-Subprocess: Purchasing Tools Support
 - PTP-Category: Convergence

For account creation, please refer to [here](#).

Thank you very much,

Convergence Team.