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# Manuals for external dispatchers

## Contractual relationship & self-declaration

[as of 13.11.2023]

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Dear User, parts of our English page as well as our manuals are still under construction. We therefore apologize for the inconvenience caused and ask for your patience a little longer until we finish the revision of all texts and fields.

### Information for users:

Supported operating systems / browsers:

- Unfortunately, Apple Safari is not supported by the manufacturer, so there may be errors in the display.
  - Unfortunately, Windows 11 is not (yet) supported by the manufacturer, so there may be errors in the display.
- 

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## Manuals for external dispatchers Contractual relationship & self-declaration [as of 13.11.2023]

### How do I log in with my access data?

After a dispatcher has been created, he or she automatically receives a registration e-mail.  
If you follow the instructions in this registration email, you will gain access to the "Security Systems" portal.

#### Step 1

Click **Sign In with Single Sign-On**.

To do this, open the link:

Site Ludwigshafen - [Smart ID Self-Service \(basf.com\)](https://basf.com)

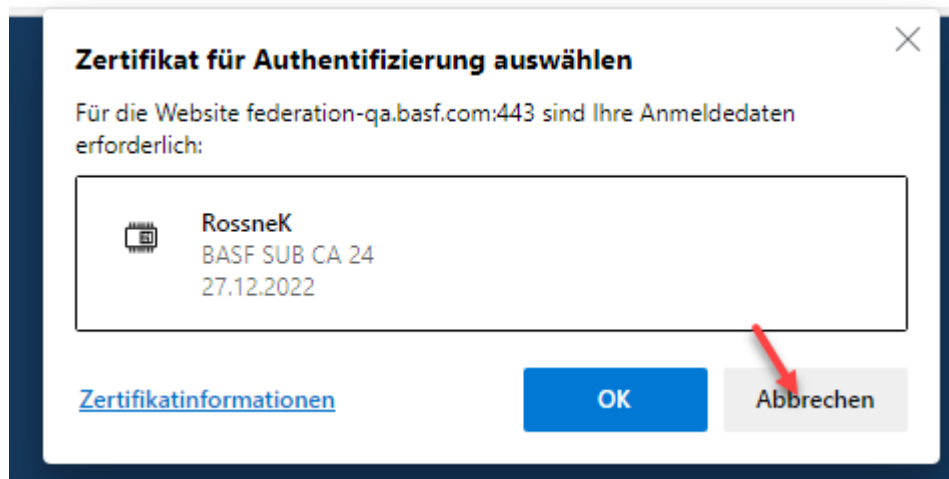
Site Schwarzheide - [Smart ID Self-Service \(basf.com\)](https://basf.com)

The image shows a screenshot of the BASF Self-Service login interface. At the top, the BASF logo and tagline 'We create chemistry' are displayed. Below this, the text 'BASF Self-Service' is centered. There are two input fields: 'Username' and 'Password'. A 'SIGN IN' button is positioned below the password field. At the bottom, a blue button labeled 'Sign In with Single Sign-On' is highlighted with two red arrows pointing towards it.

## Manuals for external dispatchers Contractual relationship & self-declaration [as of 13.11.2023]

### Step 2

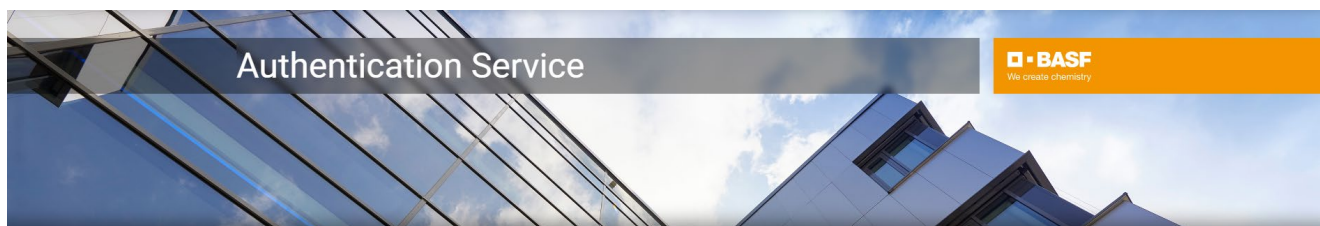
Click Cancel when selecting certificates.



## Manuals for external dispatchers Contractual relationship & self-declaration [as of 13.11.2023]

### Step 3

Enter your **own e-mail address** and **password here**.  
Now click on "**Sign in**".



#### Sign in (QUAL)

[Forgot your password?](#)

BASF User Sign in (for employees and partners)

# Manuals for external dispatchers

## Contractual relationship & self-declaration

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### Upload the necessary self-declaration to the "Security System" portal

As soon as your company has been created in the portal "Security System" and you have access in your function as external dispatcher, the self-declaration for your company **MUST** be completed and uploaded.

#### Step 1

Download the **"Self-declaration"** form.

This can be found under **"Step 2: Contractual relationship..."**

Site Ludwigshafen [Onboarding von Externen \(basf.com\)](#)

Site Schwarzheide [Onboarding von Externen Schwarzheide](#)

Please fill out the form and save it in PDF format on your computer.

#### Step 2

Log in to the portal "Security System" – instructions [HERE](#)

#### Step 3

Click on **"Companies"**

The screenshot shows the BASF Self-Service portal. On the left, a blue sidebar menu lists: Dashboard, Cards, Companies (indicated by a red arrow), Identities, and Visits. Below the menu is the text "Existing contract relations". The main content area is white and displays the title "BASF Self-Service". Underneath, there is a section titled "What do you want to do?" with a button labeled "Register visitors" and the subtext "Pre-registration of a visitor".

# Manuals for external dispatchers

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### Step 4 (This step is omitted if a dispatcher is assigned to only one company)

If you are a dispatcher for several companies, a list opens with their assigned/linked companies. Now click on the button **"Linked companies of the dispatcher"**.

The screenshot shows the BASF portal interface. On the left, a navigation menu includes 'Dashboard', 'Cards', 'Companies', 'Identities', 'Visits', and 'Existing contract relations'. The 'Companies' item is highlighted with a red arrow. The main content area displays a table titled 'Linked companies of the dispatcher (11 results)'. The table has columns for 'Company Name', 'Tax Id', 'Company object status', and 'Company status'. The first row is 'AAA Technologie GmbH' with Tax Id 'DE119672448' and status 'Active'. Other rows include 'SecSyskommmbald GmbH', 'Eintracht Frankfurt Rossner AGs', 'Team2 GmbH and so weiter', 'Test neu Lohmar GmbH', 'Lohmar Vorfuhr AG', 'Lohmar SecSys Anleitung GmbH', 'Adler Mannheim GmbHs', 'Musterfirma SecSys Lohmar', 'Muster Lohmar GmbH', and 'Touhafi Nexus Test GmbH'.

Click on the desired company.

This is a close-up of the table from the previous screenshot. The first row is highlighted, showing 'Eintracht Frankfurt' with Tax Id 'DummyT064' and 'Active' status. The 'Company status' column contains a long list of roles: 'Kontraktor;Kontraktor mit Sub-Sub-Konstellation;Subkontraktor;Leasingfirma;Standortpartner;Freie Mitarbeiter;Speditionsunternehmen;Arbeitskreis;Leasing TA einer ortsansässigen Gruppen-/Btlg.gesellschaft;Leasing GA einer ortsansässigen Gruppen-/Btlg.gesellschaft;'.

# Manuals for external dispatchers

## Contractual relationship & self-declaration

[as of 13.11.2023]

### Step 5

Click „Possible actions“.

The screenshot shows the BASF portal interface. On the left is a navigation menu with options: Dashboard, Cards, Companies, Identities, Visits, and Existing contract relations. The main content area is titled 'Company' and contains several data fields: 'Erstellungsdatum' (July 7, 2021 1:06 PM), 'Änderungsdatum' (December 28, 2022 7:10 AM), and 'Firmenobjektstatus' (Aktiv). To the right, under 'Auftraggeber Status', there are three rows for 'Auftraggeber 1', 'Auftraggeber 2', and 'Auftraggeber 3', each with a 'Gültig bis' date and a trash icon. A red arrow points to a 'Possible actions' button in the top right corner of the main content area.

### Step 6

Click Customize “Edit company documents”.

This screenshot shows the same BASF portal interface as Step 5, but with a dropdown menu open under the 'Possible actions' button. The dropdown menu contains the following options: 'Requesting a contract relation', 'Create New Dispatcher', 'Remove Dispatcher Relation', 'Assignment Of External Employee', and 'Edit company documents'. A red arrow points to the 'Edit company documents' option. The main content area shows different data: 'Erstellungsdatum' (June 10, 2021 9:16 AM), 'Änderungsdatum' (December 28, 2022 8:23 AM), and 'Firmenobjektstatus' (Aktiv). The 'Auftraggeber Status' section shows 'Auftraggeber 1' (BASF Renewable Energy GmbH, 08/18/2024), 'Auftraggeber 2' (BASF SE, 12/14/2050), and 'Auftraggeber 3'.

# Manuals for external dispatchers

## Contractual relationship & self-declaration

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### Step 7

Fill in the "Document name" field.

Click on the "Upload icon" and select the previously completed self-declaration.

Click Next.

Sonja Lohmar (BREM@BASFAD.BASF.NET) ist angemeldet.

**BASF**  
We create chemistry

**Edit company documents > Edit documents**

**Company data**

**Company Id**  
T064

**Company Id (old)**

**Tax Id**  
DummyT064

**Company Name**  
Eintracht Frankfurt Rossner AGs

**Street**  
Im Herzen von Europa 1

**Postcode**  
67069

**City**  
Ludwigshafen

**Country code**  
DE

**Company documents**

For each uploaded document, the respective document name must be entered.

**1. document name**

**1. PDF document**

**Next** **Cancel**



# Manuals for external dispatchers

## Contractual relationship & self-declaration

[as of 13.11.2023]

### Applying for a contract relationship by the external dispatcher

Before applications for permanent passes / permanent import / export permits etc. can be submitted, an approved contractual relationship must be in place.

Here it is explained how the dispatcher can apply for an employment relationship.

The approver group then assesses this application.

For an overview of the approver groups, see "**Step 2: Apply for a commissioned relationship...**"

Site Ludwigshafen [Onboarding von Externen \(basf.com\)](#)

Site Schwarzheide [Onboarding von Externen Schwarzheide](#)

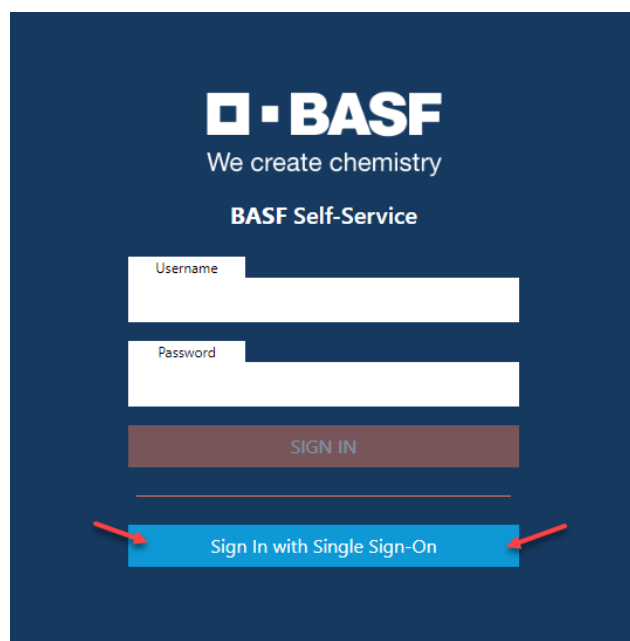
After this assessment, the dispatcher receives an e-mail.

If your company is a third-party company (subcontractor/lessor) for a contractor/tenant/site partner of BASF SE or a local group/associated company (e.g. BASF Digital Solution), the application for the contractual relationship must be carried out by the dispatcher of the third-party company (subcontractor/lessor).

BEFORE this step is performed, the self-declaration MUST be uploaded to the "Security System" portal. How this works, you can read here → [instructions](#).

#### Step 1

Log in to the portal "Security System" – instructions [HERE](#)



# Manuals for external dispatchers

## Contractual relationship & self-declaration

[as of 13.11.2023]

### Step 2

Click on the "Companies" button.

The screenshot shows the BASF portal interface. The left sidebar contains the following menu items: Dashboard, Cards, Requests, Companies (highlighted with a red arrow), Identities, Visits, and Existing contract relations. The main content area is titled 'Company' and includes a 'Possible actions' link. The 'Company' details are as follows:

Field	Value
Erstellungsdatum	January 28, 2022 6:47 PM
Änderungsdatum	May 23, 2023 2:33 PM
Firmenobjektstatus	Aktiv
Firmendaten	

The 'Auftraggeber Status' section contains the following data:

Auftraggeber	Gültig bis
Auftraggeber 1 BASF SE	11/20/2027
Auftraggeber 2 BASF Digital Sol. GmbH	08/31/2029
Auftraggeber 3 BASF Stationary Energy	11/16/2023
Auftraggeber 4	

# Manuals for external dispatchers

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### Step 3 (This step is omitted if a dispatcher is assigned to only one company)

If you are a dispatcher for several companies, a list opens with their assigned/linked companies. Now click on the button **"Linked companies of the dispatcher"**.

The screenshot shows the BASF portal interface. On the left, a navigation menu includes 'Dashboard', 'Cards', 'Companies', 'Identities', 'Visits', and 'Existing contract relations'. The 'Companies' menu item is highlighted with a red arrow. The main content area displays a table titled 'Linked companies of the dispatcher (11 results)'. The table has columns for 'Company Name', 'Tax Id', 'Company object status', and 'Company status'. The first row is highlighted in blue.

Company Name	Tax Id	Company object status	Company status
AAA Technologie GmbH	DE119672448	Active	Kontraktor;
SecSyskommmbald GmbH	DE88558855	Active	Kontraktor;
Eintracht Frankfurt Rossner AGs	DummyT064	Active	Kontraktor;Kontraktor mit Sub-Sub-Konstellation;Subkontraktor/Leasingfirma;Standortpartner;Freie Mitarbeiter;Speditionsunternehmen;Arbeitskreis;Leasing TA einer ortsansässigen Gruppen-/Btlg.gesellschaft;Leasing GA einer ortsansässigen Gruppen-/Btlg.gesellschaft;
Team2 GmbH und so weiter	DE44455566	Active	Arbeitskreis;Azubis fremder Firmen über Ausbildungsabteilung;Ext. Lehrkräfte;Freie Mitarbeiter;Informanden/Diplomanden/Praktik;Nicht ortsansässige Gruppen-/Btlg.gesellschaft;
Test neu Lohmar GmbH	645824574174854	Active	Kontraktor;
Lohmar Vorfuhr AG	DE8989898989898988	Active	Kontraktor;
Lohmar SecSys Anleitung GmbH	DE5468751284	Active	Kontraktor;
Adler Mannheim GmbHs	DummyT142	Active	Kontraktor;Subkontraktor/Leasingfirma;Kontraktor mit Sub-Sub-Konstellation;Speditionsunternehmen;
Musterfirma SecSys Lohmar	DummyT162	Active	Kontraktor;Freie Mitarbeiter;
Muster Lohmar GmbH	DET168	Active	Kontraktor;
Youhafi Nexus Test GmbH	SteuerT173	Active	Kontraktor;

Click on the desired company.

This is a close-up view of the table from the previous screenshot. The first row is highlighted in blue, and a red arrow points to the 'Company Name' column header. The table title is 'Linked companies of the dispatcher (1 / 11 results)'.

Company Name	Tax Id	Company object status	Company status
Eintracht Frankfurt	DummyT064	Active	Kontraktor;Kontraktor mit Sub-Sub-Konstellation;Subkontraktor/Leasingfirma;Standortpartner;Freie Mitarbeiter;Speditionsunternehmen;Arbeitskreis;Leasing TA einer ortsansässigen

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### Step 4

Click on the button "**Linked companies of the dispatcher**".

Linked companies of the dispatcher (11 results)			
Company Name	Tax Id	Company object status	Company status
AAA Technologie GmbH	DE119672446	Active	Kontraktor
SecSyskommbald GmbH	DE88558855	Active	Kontraktor
Eintracht Frankfurt Rossner AG	DE89898989	Active	Kontraktor/Kontraktor mit Sub-Sub-Konstellation/Subkontraktor/Leasingfirma/Standortpartner/Freie Mitarbeiter/Speditionsunternehmen/Arbeitskreis/Leasing TA einer ortsansässigen Gruppen-/Btlg.gesellschaft/Leasing GA einer ortsansässigen Gruppen-/Btlg.gesellschaft
Team2 GmbH und so weiter	DE44455566	Active	Arbeitskreis/Azubis fremder Firmen über Ausbildungsabteilung/Ext. Lehrkräfte/Freie Mitarbeiter/Informanden/Diplomanden/Praktik/Nicht ortsansässige Gruppen-/Btlg.gesellschaft
Test neu Lohmar GmbH	645824574174854	Active	Kontraktor
Lohmar Vorfür AG	DE898989898989898	Active	Kontraktor
Lohmar SecSys Anleiung GmbH	DE5468731264	Active	Kontraktor
Adler Mannheim GmbH	DummyT142	Active	Kontraktor/Subkontraktor/Leasingfirma/Kontraktor mit Sub-Sub-Konstellation/Speditionsunternehmen
Musterfirma SecSys Lohmar	DummyT162	Active	Kontraktor/Freie Mitarbeiter
Muster Lohmar GmbH	DET168	Active	Kontraktor
Touhafi Nexus Test GmbH	SteuerT173	Active	Kontraktor

# Manuals for external dispatchers

## Contractual relationship & self-declaration

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### Step 5

Click on the **"Company Name"**.

Linked companies of the dispatcher (11 results) Search...

Company Name	Tax Id	Company object status	Company status
AAA Technologie GmbH	DE119672446	Active	Kontraktor;
SecSyskommbald GmbH	DE88358855	Active	Kontraktor;
Eintracht Frankfurt Rossner AG	DE898989899	Active	Kontraktor;Kontraktor mit Sub-Sub-Konstellation;Subkontraktor;Leasingfirma;Standortpartner;Freie Mitarbeiter;Speditionsunternehmen;Arbeitskreis;Leasing TA einer ortsansässigen Gruppen-/BtG.gesellschaft;Leasing GA einer ortsansässigen Gruppen-/BtG.gesellschaft;
Team2 GmbH und so weiter	DE44435566	Active	Arbeitskreis;Azubi's fremder Firmen über Ausbildungsabteilung;Ext. Lehrkräfte;Freie Mitarbeiter;Informanden/Diplomanden/Praktik;Nicht ortsansässige Gruppen-/BtG.gesellschaft;
Test neu Lohmar GmbH	645824574174854	Active	Kontraktor;
Lohmar Vorfürh AG	DE898989898989898	Active	Kontraktor;
Lohmar SecSys Anleitung GmbH	DE5468751284	Active	Kontraktor;
Adler Mannheim GmbH	DummyT142	Active	Kontraktor;Subkontraktor;Leasingfirma;Kontraktor mit Sub-Sub-Konstellation;Speditionsunternehmen;
Musterfirma SecSys Lohmar	DummyT162	Active	Kontraktor;Freie Mitarbeiter;
Muster Lohmar GmbH	DET168	Active	Kontraktor;
Touhafi Nexus Test GmbH	SteuerT173	Active	Kontraktor;

### Step 6

Click on the button **"Possible actions"**.

- Dashboard
- Cards
- Companies**
- Identities
- Visits
- Existing contract relations

Company

Erstellungsdatum: July 7, 2021 1:06 PM

Änderungsdatum: December 28, 2022 7:10 AM

Firmenobjektstatus: Aktiv

Firmendaten

[Possible actions](#)

**Auftraggeber Status**

Auftraggeber 1	Gültig bis 1
BASF New Business GmbH	07/19/2045
Auftraggeber 2	Gültig bis 2
BASF SE	12/09/2099
Auftraggeber 3	Gültig bis 3
Auftraggeber 4	Gültig bis 4
Auftraggeber 5	Gültig bis 5

### Step 7

Click on the button **"Requesting a contract relation"**.

[Possible actions](#)

**Requesting a contract relation**

Create New Dispatcher

Remove Dispatcher Relation

Assignment Of External Employee

# Manuals for external dispatchers

## Contractual relationship & self-declaration


[as of 13.11.2023]

### Step 8

Click the **down arrow**.


Now a drop-down field with **possible clients opens**.


**Requesting a contract relation > Entering Data**

Client 

Contractor name  
Eintracht Frankfurt Rosener AG


Contractor VAT IdNr  
DE909090909

Valid From  
03/28/2023 

Valid until  


Comment contract relation

Notes Comment:  
BASF Commissioning Client Name and telephone number  
Reason for the request Acting as a contractor; Sub contractor; Leasing  
Specify the main contractor for sub and lease  
Optional BASF order number

ApproverGroup 

# Manuals for external dispatchers

## Contractual relationship & self-declaration

[as of 13.11.2023]

### Step 9

Click on the client with whom your company has a contractual relationship.

#### Client

- BASF Digital Sol. GmbH
- BASF Gastronomie GmbH
- BASF Jobmarkt GmbH
- BASF Logistics GmbH
- BASF Stationary Energy
- BASF Plant Science Comp.
- BASF Plant Science GmbH
- BASF SE
- BASF Stiftung
- BASF Venture Capital GmbH
- BASF Wohnen + Bauen GmbH
- Chemovator GmbH
- trinamiX GmbH
- BASF Renewable Energy
- BASF Schwarzheide GmbH

## Manuals for external dispatchers

### Contractual relationship & self-declaration

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**Step 10**  
Click the **date field**.  
Now a calendar opens.

**Requesting a contract relation > Entering Data**

**Client**  
BASF SE

**Contractor name**  
Eintracht Frankfurt Rossner AG

**Contractor VAT IdNr**  
DE969896989

**Valid From**  
03/28/2023

**Valid until**

**Comment contract relation**

Notes Comment:  
BASF Commissioning Client Name and telephone number  
Reason for the request: Acting as a contractor; Sub contractor; Leasing  
Specify the main contractor for sub and lease  
Optional BASF order number

**ApproverGroup**

Select the date on which your contract with the client expires.

**Valid until**

---

**Comment contract relation**

< March 2023 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8



## Manuals for external dispatchers

### Contractual relationship & self-declaration

[as of 13.11.2023]

#### Step 11

In the **Approver Group** box, click the **down arrow**.

Now a drop-down box opens with the **possible company status and the associated approver group**.

Click the appropriate approver group.

Kontraktor (inkl. Drittfirma) → Kontraktor incl. Subcontractor/Lessor

Mietverträge/Standortpartner (inkl. Drittfirma) → Rental Contract & Site Partner via Marketing Management

Sonstige → Other

Leasingfirma Sonstige → Lessor of Other BASF Company

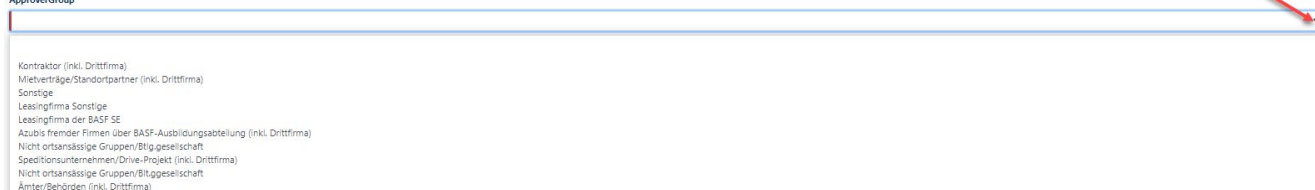
Leasingfirma der BASF SE → Lessor for BASF SE

Azubis fremder Firmen... → Trainee of Other Company via Trainee Department

Nicht ortsansässige Gruppen-/Btlg.gesellschaft Non-local Group-/Holding Company

Ämter/Behörden... → Authorities and Public Agencies

ApproverGroup



Kontraktor (inkl. Drittfirma)  
Mietverträge/Standortpartner (inkl. Drittfirma)  
Sonstige  
Leasingfirma Sonstige  
Leasingfirma der BASF SE  
Azubis fremder Firmen über BASF-Ausbildungsabteilung (inkl. Drittfirma)  
Nicht ortsansässige Gruppen/Btlg.gesellschaft  
Spezitionsunternehmen/Drive-Projekt (inkl. Drittfirma)  
Nicht ortsansässige Gruppen/Btlg.gesellschaft  
Ämter/Behörden (inkl. Drittfirma)

## Manuals for external dispatchers

### Contractual relationship & self-declaration

[as of 13.11.2023]

#### Step 12

In the field "**Comment contract relation**" an info or a comment for the approver of the contract relationship must be stored.

It is advisable to enter a **frame or order number or PO number** or **the name of the existing contract**.

If your company is a **third-party company (subcontractor/lessor)**, it must be entered at this point for which company you work on the site.

Comment contract relation



# Manuals for external dispatchers

## Contractual relationship & self-declaration

[as of 13.11.2023]

### Step 13

Click on the "Next" button.

#### Requesting a contract relation > Entering Data

**Client**  
BASF SE

**Contractor name**  
Eintracht Frankfurt Rossner AG

**Contractor VAT IdNr**  
DE999999999

**Valid From**  
03/28/2023

**Valid until**  
03/30/2023

**Comment contract relation**  
Leave a comment.

**Notes Comment:**  
BASF Commissioning Client Name and telephone number  
Reason for the request: Acting as a contractor; Sub contractor; Leasing  
Specify the main contractor for sub and lease  
Optional BASF order number

**ApproverGroup**  
Sonstige

**Next** **Cancel**

## Manuals for external dispatchers

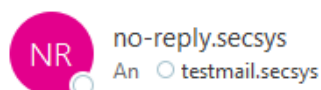
### Contractual relationship & self-declaration

[as of 13.11.2023]

#### Step 14

The approver receives an automated email.

#### SecSys - Auftragsverhältnis zur Beurteilung / Contractual Relation waiting for revision



Ein Auftragsverhältnis wartet auf Ihre Beurteilung.

##### Antragsdaten:

Firmen Name: Team Vorführ GmbH

Firmennummer: T101

Gültig von und bis: 03.11.2021 / 28.11.2022

Auftraggeber: BASF SE

Kommentar: Hier kann ein Kommentar zu dem angegebenen Auftragsverhältnis eingefügt werden.

A Contractual Relation is waiting for your revision.

##### Request Data:

Company Name: Team Vorführ GmbH

Company Number: T101

Valid from and valid until: 03.11.2021 / 28.11.2022

Client: BASF SE

Comment: Hier kann ein Kommentar zu dem angegebenen Auftragsverhältnis eingefügt werden.

Bei Fragen kontaktieren Sie bitte unseren Service Desk: / For questions please contact our Service Desk:

Standort Ludwigshafen / Site Ludwigshafen

Tel.: +49 621 60 77577 – 3

Mit freundlichen Grüßen / Kind regards,

**Ihr / Your SecSys-Team**

[Email: secsys@basf.com](mailto:secsys@basf.com)

Postal Address: BASF SE, ESM/WWA, Carl-Bosch-Strasse 38, 67056 Ludwigshafen am Rhein, Germany

## Manuals for external dispatchers Contractual relationship & self-declaration [as of 13.11.2023]

### Applying for an extension of an existing contract by the external dispatcher

BEFORE this step is performed, the self-declaration MUST be uploaded to the "Security System" portal. How this works, you can read here → [instructions](#).

If an existing application relationship expires in 30 days, the dispatcher receives a reminder email. If the contractual relationship with the client continues, the dispatcher must apply for an extension of the contractual relationship.

The approver then assesses (approves or rejects the request) that request.

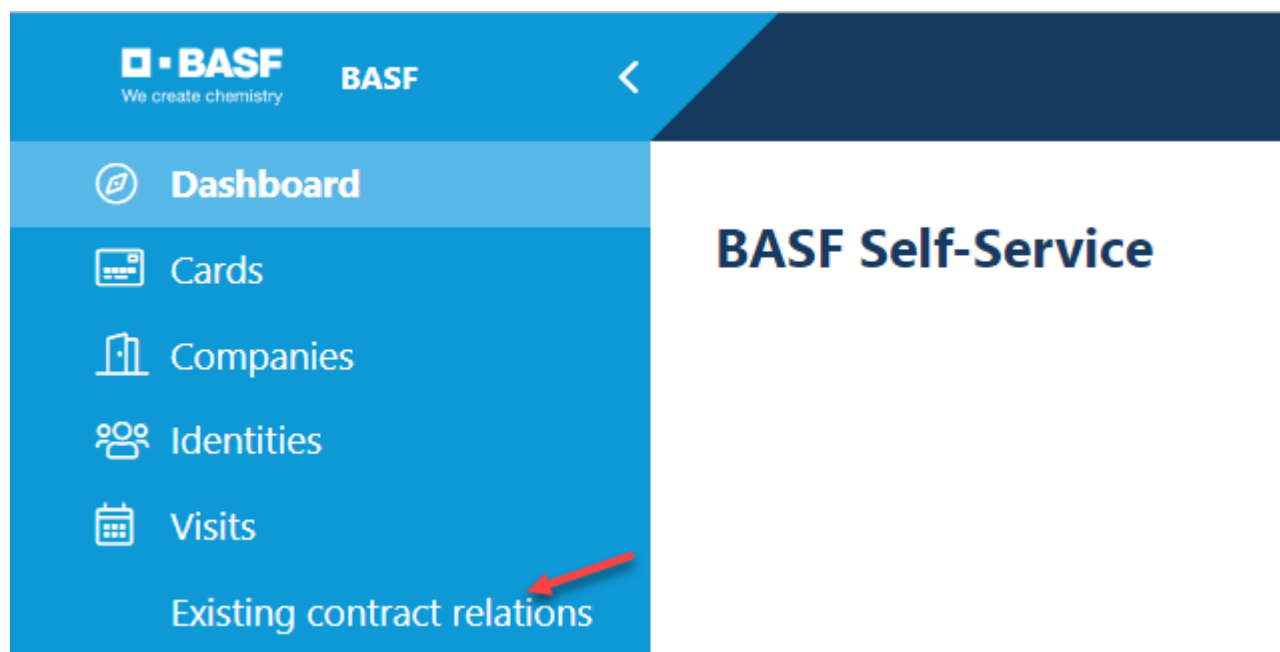
After this assessment, the dispatcher receives an e-mail with the result of the assessment.

#### Step 1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step 2

Click on the button "Existing contract relations".



# Manuals for external dispatchers

## Contractual relationship & self-declaration

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### Step 3

Click on the button **"Contract relationships of the linked companies of the dispatcher"**.

Existing contract relations of the linked companies of the dispatcher (40 results)

Client	Status contract relation	Contractor VAT IdNr	Contractor name	Valid From	Valid until
BASF SE	Approved	DE119672448	AAA Technologie GmbH	02/11/2021	07/20/2023
BASF Gastronomie GmbH	Approved	DE119672448	AAA Technologie GmbH	04/14/2021	04/14/2025
BASF Logistics GmbH	Approved	DE119672448	AAA Technologie GmbH	04/14/2021	04/14/2025
BASF New Business GmbH	Rejected	DE119672448	AAA Technologie GmbH	02/01/2025	04/14/2025
BASF Plant Science GmbH	Requested	DE119672448	AAA Technologie GmbH	04/14/2021	04/14/2025
BASF Stiftung	Requested	DE119672448	AAA Technologie GmbH	04/14/2021	04/14/2025
BASF Venture Capital GmbH	Requested	DE119672448	AAA Technologie GmbH	04/14/2021	04/14/2025
BASF Wohnen + Bauen GmbH	Requested	DE119672448	AAA Technologie GmbH	04/14/2021	04/14/2025
Chemovator GmbH	Requested	DE119672448	AAA Technologie GmbH	04/14/2021	04/14/2025
trinamIX GmbH	Requested	DE119672448	AAA Technologie GmbH	04/14/2021	04/14/2025
BASF New Business GmbH	Rejected	DE989898989	Eintracht Frankfurt Rossner AG	07/07/2021	07/07/2044
BASF SE	Extension requested	DE44455566	Team2 GmbH und so weiter	07/05/2021	07/05/2067
BASF New Business GmbH	Rejected	DE989898989	Eintracht Frankfurt Rossner AG	07/12/2021	07/12/2024
BASF SE	Extension requested	DE989898989	Eintracht Frankfurt Rossner AG	07/19/2021	07/19/2044
BASF New Business GmbH	Approved	DE989898989	Eintracht Frankfurt Rossner AG	07/19/2021	07/19/2045
BASF Stiftung	Requested	DE989898989	Eintracht Frankfurt Rossner AG	10/01/2021	10/31/2023
BASF SE	Approved	645824574174854	Test neu Lohmar GmbH	10/05/2021	10/05/2025
BASF Digital Soli GmbH	Requested	645824574174854	Test neu Lohmar GmbH	10/05/2021	11/05/2044
BASF SE	Approved	DE989898989	Eintracht Frankfurt Rossner AG	11/29/2021	12/09/2099
BASF SE	Approved	DummyT142	Adler Mannheim GmbH	01/29/2022	01/04/2050

### Step 4

click the desired contract (status: approved) to be renewed

- [Dashboard](#)
- [Cards](#)
- [Companies](#)
- [Identities](#)
- [Visits](#)
- Existing contract relations**

Existing contract relations of the linked companies of the dispatcher (7 / 40 results)

Client	Status contract relation	Contractor VAT IdNr	Contractor name	Valid From	Valid until
BASF SE	Approved	DE989898989	Eintracht Frankfurt Rossner AG	11/29/2021	12/09/2099

## Manuals for external dispatchers

### Contractual relationship & self-declaration

[as of 13.11.2023]

#### Step 5

Click on the button "**Possible actions**".

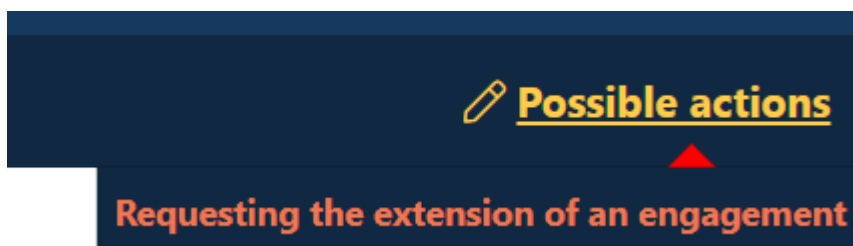


The screenshot shows a dark blue header bar with the text "Contractual relationship" on the left and a yellow button labeled "Possible actions" on the right, which has a red arrow pointing to it. Below the header, there are three light grey input fields with labels and calendar icons:

- Erstellungsdatum**: November 29, 2021 10:58 AM
- Änderungsdatum**: April 27, 2022 10:16 AM
- Status Auftragsverhältnis**: Genehmigt

#### Step 6

Click on the button "**Requesting the extension of an engagement**".



# Manuals for external dispatchers

## Contractual relationship & self-declaration

[as of 13.11.2023]

### Step 7

Click the **date field**.

Now a calendar opens.

#### Requesting the extension of an engagement > Entering new validity

**Client**

BASF SE

**Contractor VAT IdNr**

DE989898989

**Contractor name**

Eintracht Frankfurt Rossner AG

**Valid From**

11/29/2021

**Valid until**

12/09/2099

**Valid until New**

This field is mandatory

**Comment contract relation**

Testverhältnis UAT



# Manuals for external dispatchers

## Contractual relationship & self-declaration

[as of 13.11.2023]

### Step 8

Select the date on which your contract with the client expires.

#### Requesting the extension of an engagement > Entering new validity

You can request an extension of the contractual relationship here. Please enter a new "Valid until" date. Please note that by requesting an extension, the status of this contractual relationship is set to "Extension requested".

##### Client

BASF SE

##### Contractor VAT IdNr

DE989898989

##### Contractor name

Eintracht Frankfurt Rossner AG

< April 2023 >						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

This field is mandatory

## Manuals for external dispatchers

### Contractual relationship & self-declaration

[as of 13.11.2023]

#### Step 9

In the field "**Comment Contract relation**" an info or a comment for the approver of the contract relationship must be stored.

It is advisable to enter a **frame or order number or PO number** or **the name of the existing contract**.

If your company is a **third-party company (subcontractor/lessor)**, it must be entered at this point for which company you work on the site.

#### Requesting the extension of an engagement > Entering new validity

You can request an extension of the contractual relationship here. Please enter a new "Valid until" date. Please note that by requesting an extension, the status of this contractual relationship is set to "Extension requested".

##### Client

BASF SE

##### Contractor VAT IdNr

DE989898989

##### Contractor name

Eintracht Frankfurt Rossner AG

##### Valid From

11/29/2021

##### Valid until

12/09/2099

##### Valid until New

04/04/2050

##### Comment contract relation

Testverhältnis UA



## Manuals for external dispatchers

### Contractual relationship & self-declaration

[as of 13.11.2023]

#### Step 10

Click on the "Next" button.

#### Requesting the extension of an engagement > Entering new validity

You can request an extension of the contractual relationship here. Please enter a new "Valid until" date. Please note that by requesting an extension, the status of this contractual relationship is set to "Extension requested".

**Client**

BASF SE

**Contractor VAT IdNr**

DE989898989

**Contractor name**

Eintracht Frankfurt Rossner AG

**Valid From**

11/29/2021

**Valid until**

12/09/2099

**Valid until New**

04/04/2050

**Comment contract relation**

Testverhältnis UAT

Next

Cancel

## Manuals for external dispatchers

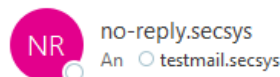
### Contractual relationship & self-declaration

[as of 13.11.2023]

#### Step 11

The approver receives an automated email.

SecSys - Auftragsverhältnis beantragt oder verlängert / Contractual Relation requested or extended



Sie haben ein Auftragsverhältnis beantragt / verlängert, dieses befindet sich jetzt in Prüfung durch das zuständige Genehmiger-Team.

**Antragsdaten:**

Firmen Name: Team GmbH

Firmennummer: T060

Gültig von und bis: 05.07.2021 / 05.07.2089

Auftraggeber: BASF SE

Sie erhalten eine Information, sobald das Auftragsverhältnis geprüft wurde.

Your have requested/extended a Contractual Relation. This is currently under revision by the responsible Approval-Team.

**Request Data:**

Company Name: Team GmbH

Company Number: T060

Valid from and valid until: 05.07.2021 / 05.07.2089

Client: BASF SE

You will receive an information as soon as the Contractual relation has been revised.