Manuals for external dispatchers
Management of external persons
[07.03.2024]

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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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 System" portal.

Step 1
Click **Sign In with Single Sign-On**.

To do this, open the link:
Site Ludwigshafen - Smart ID Self-Service (basf.com)
Site Schwarzheide - Smart ID Self-Service (basf.com)

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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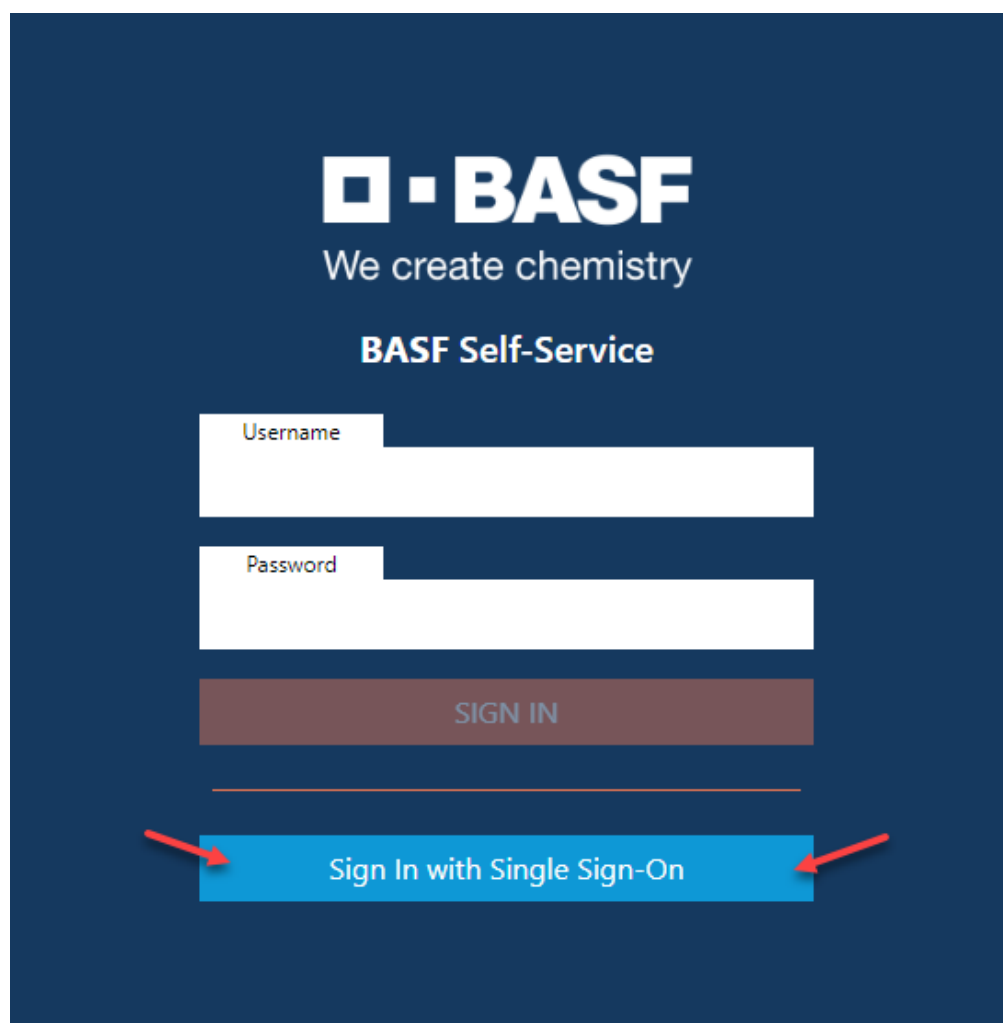
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Step 2
Click Cancel when selecting certificates.
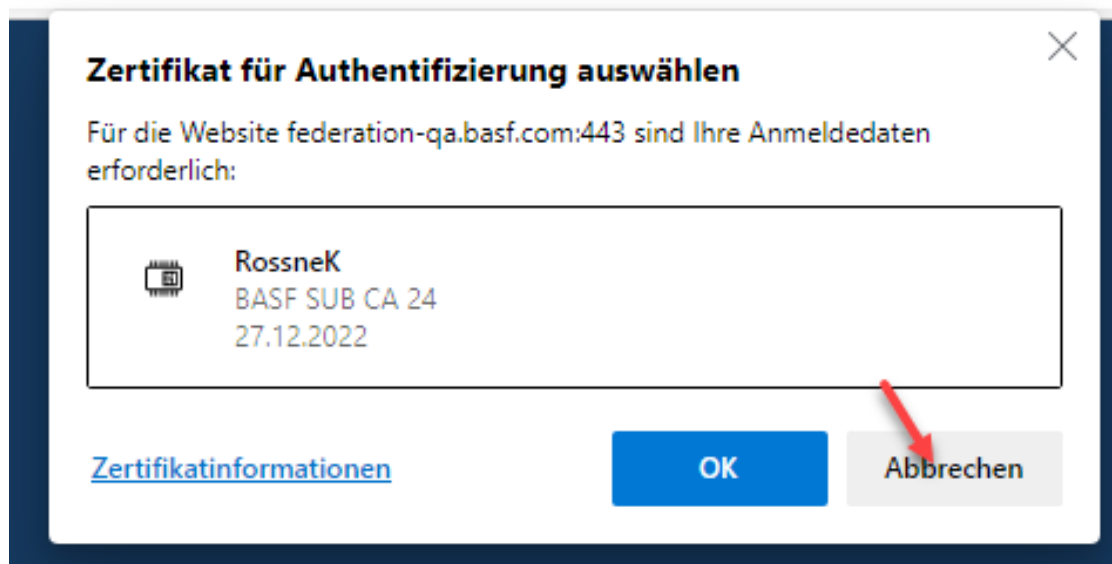
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Step 3
Enter your **own e-mail address** and **password here**.
Now click on "**Sign in**".
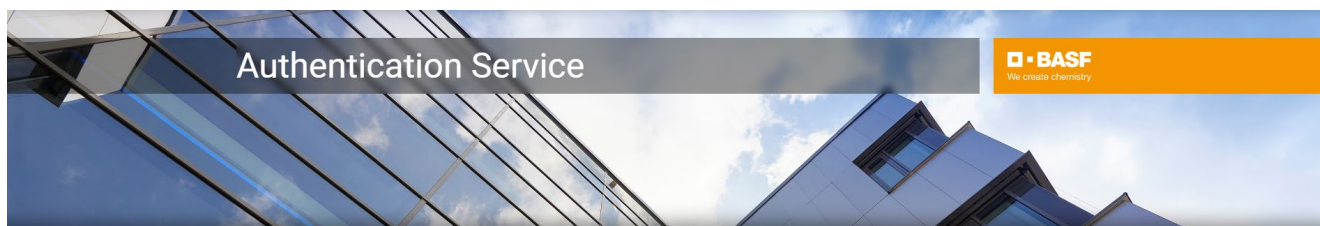
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Creating a Dispatcher

Step 1
Log in to the portal "Security System" – instructions HERE

Step 2
Click on the "**Companies"** button**.**

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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"**.

Click on the desired company.

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Step 4
Under "**Possible actions**", click on "**Create new dispatcher**".

Step 5
Enter all relevant data**.**

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Step 6
Click on the **"Next"** button. The MRP controller is now created.

Step 7
You can find the MRP controller you just created under "**Identities**" by clicking on "**Overview of stored MRP controllers"or "Further dispatchers of linked companies**".

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Unlink Dispatcher / Deactivate Dispatcher

If a person is no longer to carry out the activity as a dispatcher, this dispatcher access must be deactivated.

Step 1
Log in to the portal "Security System" – instructions HERE

Step 2
Click on the "**Companies**" button**.**

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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"**.

Click on the desired company.

Step 4
Under **"Possible actions"** click on **"Unlink MRP controller"** or **"Remove Dispatcher Relation"**.

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Step 5
Click **Select.**

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Step 6
Select the dispatcher and click on the **"Apply"** button**.**

First Name	Last Name	Email
Bernadette	Begonie Roßner	bernadette.begonie@web.de
Luisa	Lupine-Roßner	lu_lupine@web.de
Ansgar	Knauff	ansgar.knff@web.de
Kolo	Muani	kol_muani@web.de
Hrvoje	Smolcic	hrvoje_smol@gmx.net
Anthony-Gerald	Yeboah-Ebisch	anye.geeb@ge-photo.de
Jesper-Gerald	Lindstrøm-Ebisch	

Dispatchers of this company - 16 result(s)

Selected Items (0):

Apply   Cancel

Step 7
If you are sure that the dispatcher can be deleted, click on the **"Next"** button**.**

Dashboard
Cards
Companies
Identities
Visits
Existing contract relations

Remove Dispatcher Relation › Dispatcher selection

Select

Status of Dispatcher
Aktiv

First Name
Luisa

Last Name
Lupine-Roßner

Email
lu_lupine@web.de

Next   Cancel

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Status of the "commissioning of external employees" (permanent permit application/offshore registration)

From the creation to the issuance of the permanent pass, the "commissioning of external employees" goes through different statuses.

The status indicates in which step of the process the "commissioning of external employees" is currently located.

Step1
Log in to the portal "Security System" – instructions HERE

Step2
Click on the "**Identities" button.**
Click on the button "**Orders for external employees (dispatchers)".**
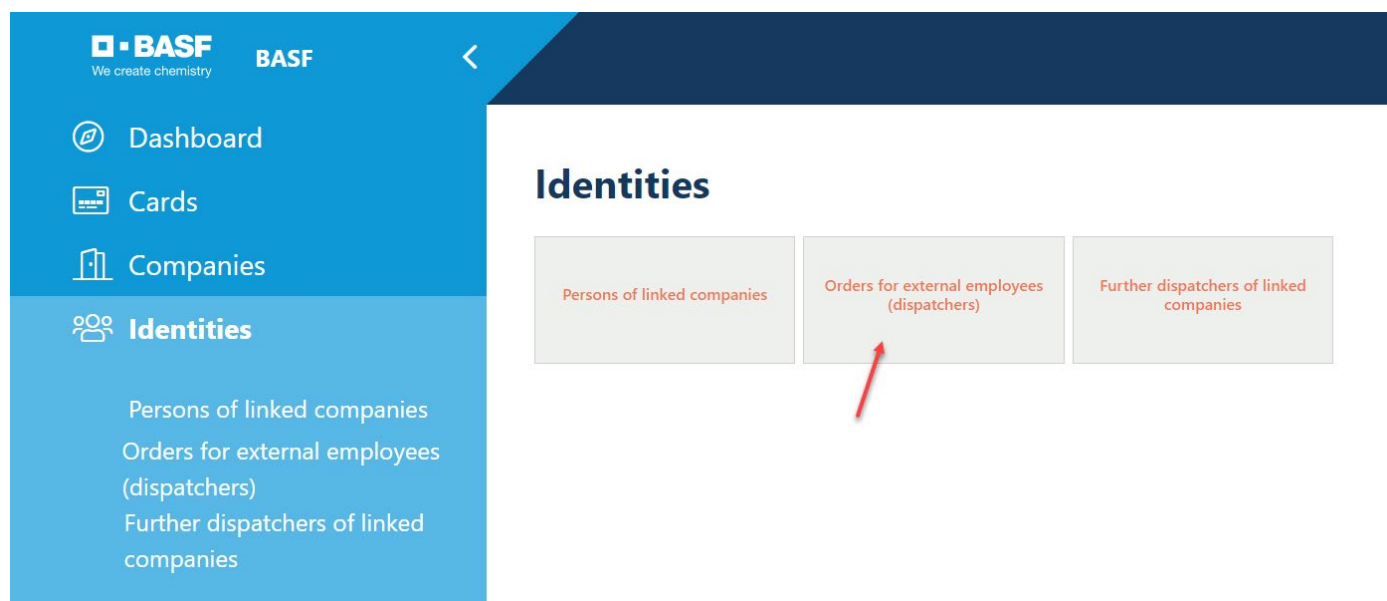
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Step3
In the column "**Status of assignment"** you can see the status

Created	Application was prepared by the dispatcher, but not yet "sent"
Requested	Application is pending for assessment by the approver
Submitted	Application is available for assessment at the ID card office
Declined	Application rejected by approver/ID office
Checked	Application approved by the ID office
Finished	Application has been completed (expired/deregistered by dispatcher/approver/ID office)

Orders for external employees (dispatchers) (337 results)

Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity	Personnel number	Status Of Assignment	ID card necessary
00000107	Black	Berry	01/30/2000	AAA Technologie GmbH	actec GmbH	06/30/2021	00003243	Ends	onsite
00000109	Engelbert	Strauß	01/31/2000	AAA Technologie GmbH	actec GmbH	04/30/2021	00003194	Ends	onsite
00000110	Zentimeter	Zwanzig	03/25/2000	AAA Technologie GmbH	actec GmbH	04/30/2021	00003230	Ends	onsite
00000111	Hallo	Flülein	02/01/2000	AAA Technologie GmbH	actec GmbH	05/28/2021	00003231	Ends	onsite
00000114	Eck	Ball	03/26/2000	AAA Technologie GmbH	actec GmbH	05/30/2022	00003234	Ends	onsite
00000116	Stoß	Frei	03/27/2000	AAA Technologie GmbH	actec GmbH	06/26/2021	00003262	Ends	onsite
00000117	Düsen	Jet	02/02/2000	AAA Technologie GmbH	actec GmbH	04/20/2022		Rejected	onsite
00000119	Flotte	Otto	02/03/2000	AAA Technologie GmbH	actec GmbH	04/20/2023		Ends	offshore
00000121	Disney	Aladdin	02/04/2000	AAA Technologie GmbH	actec GmbH	04/22/2022	00003561	Ends	onsite
00000123	Disney	Arielle	02/05/2000	AAA Technologie GmbH	actec GmbH	04/28/2023	00003692	Audited	onsite

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Commissioning of external employees (permanent pass application/offshore registration)

If an employee of an external company wishes to enter the BASF site to provide a service, he or she must be pre-registered via the "Security System" portal.

If a new employee of a company does not have to enter the BASF factory premises,
but needs e.g. VPN access and IT rights / authorizations (no ID = remote worker),
he must still be pre-registered via the "Security System" portal.

Before applications for ID cards / entry permits / import-export permits etc. can be submitted by the dispatcher (the dispatcher of a third-party company is NOT entitled to make such applications),
an approved contractual relationship must be in place.

If this is not available, this must be requested by the dispatcher – the instructions can HERE. be found

Info:
In case the employee requested a "BASF badge", the badge can be picked up at Site Security.
The BASF-Badge must be picked up latest after 28 days, otherwise the user account and access rights will be reset and deleted.

Booking an appointment to pick up your ID card is mandatory: Book an appointment ticket here for the **Ludwigshafen** location.

Booking an appointment to pick up the ID card is mandatory: Book an appointment ticket here for the **Schwarzheide** location

Please check the requirements for pick up.
Site Ludwigshafen Onboarding von Externen (basf.com)
Site Schwarzheide Onboarding von Externen Schwarzheide

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Step 1
Log in to the portal "Security System" – instructions <u>HERE</u>

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Step 2
Click on the "**Companies**" button.

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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"**.

Click on the desired company.

Step 4
Click on the button "**Possible actions**".
Click on the button "**Commissioning an External MA**" or "**Assignment of Externam Employee**".

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Step 5
Click on the **"Select" button.**

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Step 6

In order to be able to register an external person, there must be an order relationship previously requested by the dispatcher and approved by the approver.

Only one contract may be selected that is in the status "approved" or "renewal requested".

Click on the **contract relationship** for which the external person works.

Click on the **"Apply" button.**

Contractual relationships (active) - 4 result(s)

Client	Contractor name	Contractor VAT IdNr	Status contract relation	Valid until
BASF SE	Eintracht Frankfurt Rossner AGs	DummyT064	Extension requested	07/19/2044
BASF New Business GmbH	Eintracht Frankfurt Rossner AGs	DummyT064	Approved	07/19/2045
BASF SE	Eintracht Frankfurt Rossner AGs	DummyT064	Approved	12/09/2099
BASF Digital Sol. GmbH	Eintracht Frankfurt Rossner AGs	DummyT064	Extension requested	12/28/2025

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Step 7
In the **Third Party Type field,** click the **down arrow.**
Now a drop-down field opens with **possible types of employee.**
Select the appropriate **"Type of employee" by** clicking.

Note on selection:
If the newly pre-registered external person is an employee of your own company,
select **"My employee".**

If the newly pre-registered external person is not directly employed by you, but by a subcontractor, select **"Subcontractor".**

If the newly pre-registered external person is not directly employed by you, but is in a temporary employment relationship with you, select **"Lessor for a contractual partner".**

If your company is a **contractor** àlf the newly pre-registered external person is not directly employed by you, but by a subcontractor from a multiple sub-constellation,
select "Sub-Subcontractor (subcontractor of a subcontractor of the contractual partner").

If your company is a tenant àlf the newly pre-registered external person is not employed directly by you, but by a subcontractor from a multiple sub-constellation,
select "Sub-sub-lease agreement (subcontractor of a subcontractor of the tenant").

If your company is a site partner àlf the newly pre-registered external person is not directly employed by you, but by a subcontractor from a multiple sub-constellation,
select "Sub-Sub-Site Partner (Subcontractor of a Subcontractor of the Site Partner").

Eigener Mitarbeiter → My employee
Subkontraktor → Subcontractor
Leasinggeber für einen Vertragspartner → Lessor for a contractual partner
Sub-Sub-Kontraktor… → Sub-Subcontractor
Sub-Sub-Mietvertrag… → Sub-Sub-lease agreement
Sub-Sub-Standortparnter → Sub-Sub-Site Partner

Type of employee

EmployeeTypeText

Eigener Mitarbeiter
Subkontraktor
Leasinggeber für einen Vertragspartner
Sub-Sub-Kontraktor (Subunternehmer eines Subunternehmens des Vertragspartners)
Sub-Sub-Mietvertrag (Subunternehmer eines Subunternehmens des Mieters)
Sub-Sub-Standortpartner (Subunternehmer eines Subunternehmens des Standortpartners)

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Step 8
Click on the "**Further**" button.

Type of employee

EmployeeTypeText

| Eigener Mitarbeiter |
| Subkontraktor |
| Leasinggeber für einen Vertragspartner |
| Sub-Sub-Kontraktor (Subunternehmer eines Subunternehmens des Vertragspartners) |
| Sub-Sub-Mietvertrag (Subunternehmer eines Subunternehmens des Mieters) |
| Sub-Sub-Standortpartner (Subunternehmer eines Subunternehmens des Standortpartners) |

Further   Cancel

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Step 9

→ **If it is a "Own employee", then this step does not appear.**

Click on the "**Select**" button.

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Step 10
→ If it is a "Own employee", then this step does not appear.

Now a list of approved subcontractors/lessors opens automatically.

Using the keyboard shortcut CTRL+F and then entering the name in the search field that opens, you can make it easier to find the desired subcontractor/lessor.

Click on the desired subcontractor/lessor.

Then please click on the **"Apply" button.**

Hint:
If the desired subcontractor/lessor is NOT selectable,
is the reason why this subcontractor/lessor is not currently responsible for the client (e.g. BASF SE).

What to do?

The subcontractor/lessor must provide follow steps 1 (company profile) and 2 (apply for a contractual relationship).
After approval by the relevant approver group, the subcontractor/lessor can be found in the selection.

Site Ludwigshafen Onboarding von Externen (basf.com)
Site Schwarzheide Onboarding von Externen Schwarzheide

Subcontractor/Lessor	
Ext. Company Sub Co.	**Subcontractor/Lessor Name** 🔍 Select
Ext. Company Sub Co. Number	**Ext. Company Sub Co. E-mail**
This field is mandatory	

BASF
We create chemistry

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Step 11
→ If it is a "Own employee", then this step does not appear.

Click on the "**Apply**" button.

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Step 12
→ **If it is a "Own employee", then this step does not appear.**

This step only appears for external persons in the contractual relationship **"Sub-Sub-Contractor / Sub-Sub-Tenant / Sub-Sub-Location Partner".**

Click in the **"ANÜ Leasing-MA" field.**
Now a drop-down box opens with **possible answers** to the question
"Is the employee in a temporary employment relationship / used as a leasing employee?.

Select the appropriate **"answer" by** clicking.

Employee relationship

Is the employee employed in a temporary employment relationship / as a leasing employee?

ANÜ / Leasing MA

yes

no

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Step 13

→ If it is an "Own Employee" or "Subcontractor" or "Lessor", then this step does not appear.
This step only appears in the case of external persons in the contractual relationship "Sub-Sub-Contractor / Sub-Sub-Tenant / Sub-Sub-Location Partner".

Fill in the fields Contractor (with your own company data) and the following fields "Company 2" and "Company and, **3"** if necessary, the fields "Company 4" etc.
in the **"Chain of Contract"**
 section with the required company data (company name and address) of the companies involved.

button at the bottom right.**Then click on the "Apply"**

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Step 14
If the person for whom you want to carry out an "assignment of external employees",
was already logged in in the past, this person must be selected from the existing records of the system.
If you are unsure, this step must be carried out.

Click on the button **"Search existing person"**.

Hint:
If the person was previously used by another client, this button may NOT be used.

Example
Previously, the person was assigned via the customer BASF SE and is now Digital Sol via the customer BASF.
used

Assignment Of External Employee › **Enter Data (USSP)**

🔍 Search existing person ⬅

Personal Data

Salutation	Title
Last Name	First Name
Birth Name	Call sign
Date of Birth	

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Step 15

Fill in the fields that make it easier for you to find the person.
First name and surname would be suitable.

Then click on the **"Search"** button**.**

A result list opens in the lower part of the mask.

If the desired person is among them, please click on them and then on the button "Apply" at the bottom right **.**

If the desired person is not among them, please click on the "Cancel" button at the bottom right **.**

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Step 16
At least all mandatory fields must be completed. Mandatory fields can be recognized by the red bar or by the note "This field is required".

Hint:
-Last name and first name must be entered identically to the machine-readable line in the identity card/passport / If it turns out when picking up the ID card that this is not identical, the employee will not receive an ID card

All other fields should also be filled in if possible or if necessary.

If the nationality of the person requires a residence permit, the field "Visa valid until" must also be completed.

Then scroll down.

Assignment Of External Employee › Enter Data (USSP)

🔍 **Search existing person**

Personal Data

Salutation	Title

Last Name	First Name

Birth Name	Call sign

Date of Birth

Nationality 🔍 **Select**

This field is mandatory

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Now a search mask opens.

Fill in the fields "Country" (only one fill produces no result) or **"Country code".**

Click on "**Search**"

Select the "**applicable country**" by clicking.

Click **Apply.**

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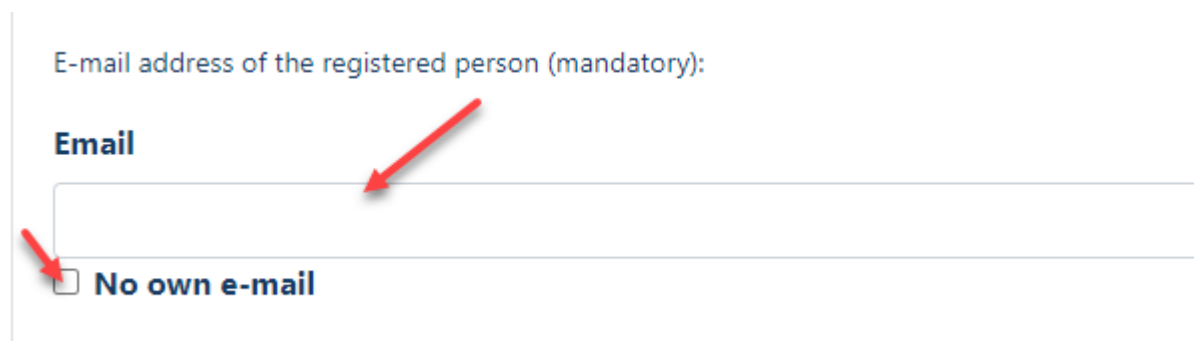
Step 17
If the external person does not have their own e-mail address, it is mandatory
 the box **"No own e-mail".** to check

If the external person has **their own e-mail address** , this must be entered in the field above.
This is also recommended so that the external person can apply for a DEAG permanent import and export permit himself.

**Note: Under no circumstances may the e-mail address of another person
(for example, the dispatcher) be entered!!!**

Then scroll down.

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Step 18

If the external person is a minor, the employment/training or traineeship contract must be **uploaded**.

To do this, fill in the field **"Document name"**

PDF / PNG / JPG formats are accepted.

Depending on the file format, upload the file using the corresponding button.

Then scroll down.

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Step 19

If you would like to **upload** additional documents, you can do so under the heading "Return confirmation of ID" or "Other documents".

To do this, fill in the field **"Document name"**

PDF / PNG / JPG formats are accepted.

Depending on the file format, upload the file using the corresponding button.

Then scroll down.

Return confirmation of the badge

Attention: Only one file can be uploaded per field. A new upload in the same field replaces the previously uploaded file! Please enter a document title in each case.

2. document name

2. PDF upload	2. PNG upload	2. JPG upload
	Click or drop file here to upload	Click or drop file here to upload

Other document

Attention: Only one file can be uploaded per field. A new upload in the same field replaces the previously uploaded file! Please enter a document title in each case.

3. document name

3. PDF upload	3. PNG upload	3. JPG upload
	Click or drop file here to upload	Click or drop file here to upload

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Step 20
Click in the **"Assigned As"** field**.**
Now a drop-down box with **choices** opens**.**
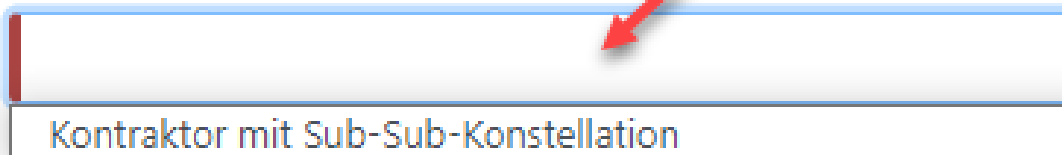
The choice (often only one is available) depends on the contractual relationship with the client.

Click to **select** the appropriate **choice**.

Then scroll down.

Kontraktor mit Sub-Sub-Konstellation → Contractor with Sub-Sub-Constellation

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Step 21
In the field **"Comment dispatcher"** you can insert a "message/info" for the approver team and the ID office.

The following applies to external persons of BASF Digital Sol:In the fields, the PO number
and the BASF Digital Solution must be specified to contact persons and, if different, the Access IT manager,
the project and the purpose must also be named / Contact person for external persons of BASF Digital Sol. →
onboarding-contractors@basf.com

Then scroll down.

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Step 22

" button in the "**Location of Employee**" section Click on the **"Select"** button.

Now a mask opens with different choices.
Click **select** the appropriate **"Location of Employee".** to
Click **Apply.**

![BASF logo](We create chemistry)

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Step 23
Fill in the fields **"Entry Date"** and **"Validity".**

It is NOT possible to hand over the ID card or work for the IT department BEFORE the specified "date of entry"!

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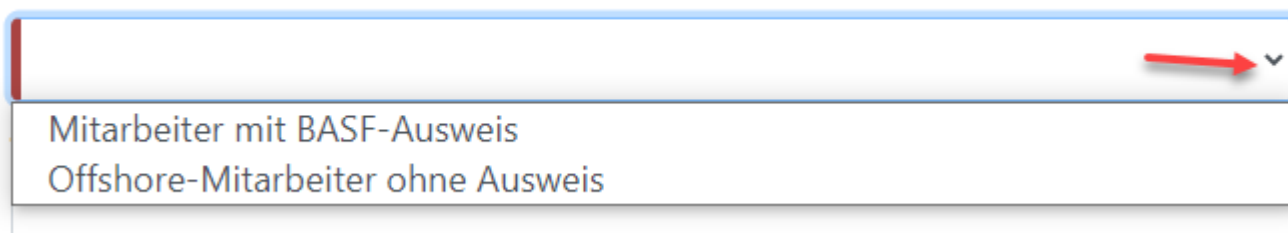
Step 24
click the **"ID card necessary"** field, down arrow.
Now a drop-down box opens.

Click to **select** whether the external person is
"Employee with BASF ID Card" or an **"Offshore employee without BASF ID Card".**

Mitarbeiter mit BASF-Ausweis → Employee with BASF ID
Offshore-Mitarbeiter ohne Ausweis → Offshorey employee without ID Card

ID card necessary

Mitarbeiter mit BASF-Ausweis
Offshore-Mitarbeiter ohne Ausweis

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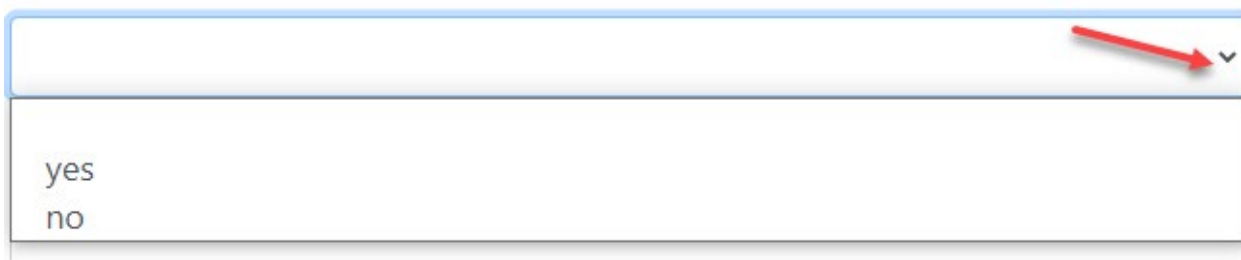
Step 25
In the "**Uses BASF PC"** field**,** click the **down arrow.**
Now a drop-down box opens.

Click to select whether the external person uses a BASF PC or not. If the external person uses a OWN PC, NO must be selected here!

Hint:
If the External Person is an "offshore employee without ID",
NO must be selected (otherwise this will result in an error message)

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Step 26
Click on the **Contact** section **"Select"** button.
to deposit with the person responsible for the site (No External Person).

Organizationally, the external person is assigned to the department code of the person responsible.

Contact

Contact Person Firstname

This field is mandatory

🔍 Select

Contact Person Lastname

This field is mandatory

Contact Person E-mail

This field is mandatory

Contact Person Phone   **Org code**

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Now a search mask opens.

Fill in the fields **"First name" and "Last name"** (only one fill does not produce a result) or **"E-Mail".**

Click on **"Search".**

Select the "**appropriate person"** by clicking.
Click **Apply.**

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Step 27

The field (Responsible IT) is only a mandatory field if **"BASF IT rights"** are required.
If this is the case, please click on the **"Select"** button.

An "Responsible IT" is the person who approves IT rights, software and hardware for external employees in BASF systems.

If a person is selected here even though the external person does not require BASF IT rights, false entries in downstream systems will subsequently occur.

If "BASF IT rights" are required, enter the e-mail address of the internal IT manager here:

External Responsible User

Q **Select**

Responsible IT e-mail

Now a search mask opens.

Fill in the fields **"First name" and "Last name"** (only one fill does not produce a result) or **"E-Mail".**

Click on **"Search"**

Persons internal - 0 result(s)

First Name		Last Name		Email	
equals		equals		equals	

Search   Reset

First Name	Last Name	Email

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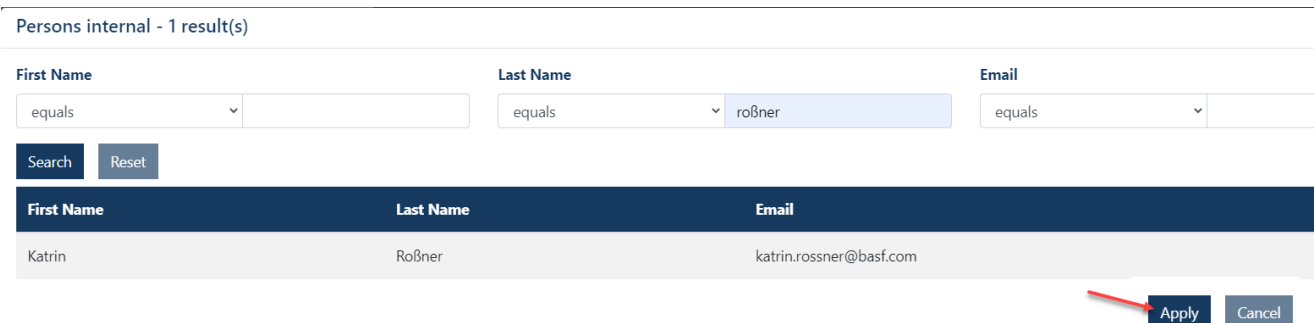
Select the "**appropriate person**" by clicking.
Click **Apply.**

Persons internal - 1 result(s)

First Name	Last Name	Email
equals ⌄ katrin	equals ⌄ roßner	equals ⌄

Search   Reset

First Name	Last Name	Email
Katrin	Roßner	katrin.rossner@basf.com

Apply   Cancel

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Step 28
The data protection notice must **with a tick** in the **"Consent"** field**.** be confirmed.

Click **Further.**

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Step 28 A
→**This step only appears for external persons of forwarding companies who are used as drivers on behalf of the Drive project.**

Fill in the mandatory field "**Mobile phone number"** in the **format +49 171 1234567.**
Fill in the **field CE driving licence valid until**.

If the external person is in possession of an ADR driver's license, please also fill in the fields for this.
If the external person is in possession of an ISOPA license, please also fill in the fields for this.

Then click **"Next".**

Assignment Of External Employee > DRIVE Data

As the person to be registered is a haulage driver, further data must be provided.

Mobile phone number

Enter phone number in this format: +49 171 1234567

CE driving licence valid until

ADR driver's licence number

ADR driving licence valid until

ISOPA licence number

ISOPA licence valid until

Next   Cancel

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Step 29
Click In the **"Building selection** on the **"Select"** button.

Assignment Of External Employee › Select building and send request

Request Number

00001311

Please select another building before applying.

Building selection

Building No   🔍 Select

This field is mandatory

Building name

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Now a search mask opens.

Fill in the fields **"Building No."** or **"Building Name"**.
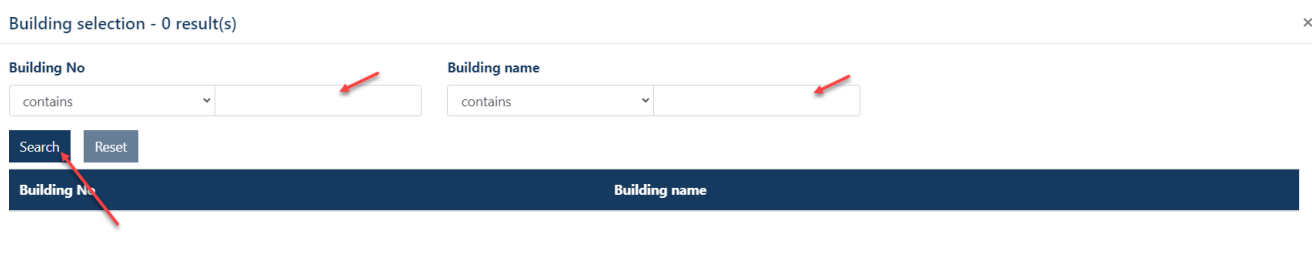
If the external employee is not employed in a fixed building,
enter the word "unknown" in the "Building name" field.

Click on **"Search"**
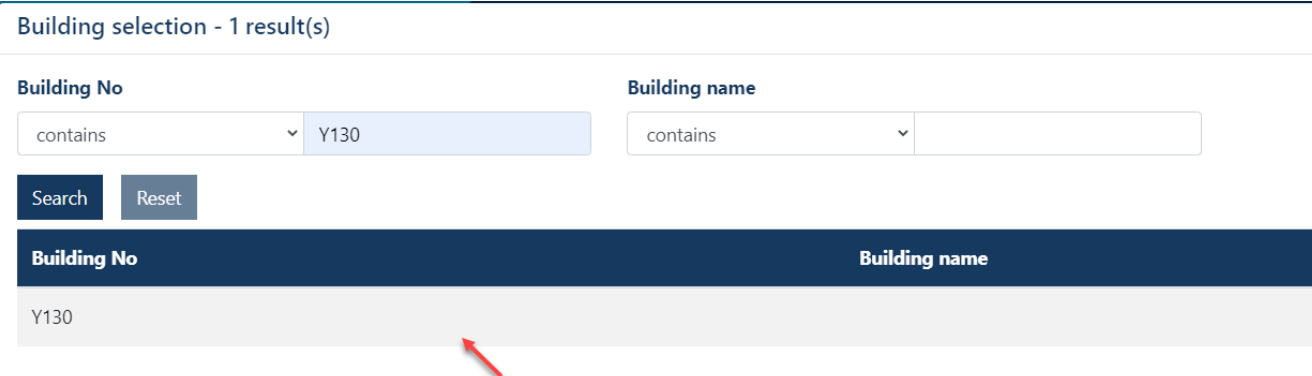
Select the **"applicable building"** by clicking.

Click **Apply.**

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Step 30

"Click on the **"Apply"** button.

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Step 31
Click on the "**OK**" button.

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Step 32

The dispatcher receives an automated email when the request has been approved or rejected.

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Extend the assignment of external employees (permanent pass application/offshore registration)

Info:
In case the employee requested a "BASF badge", the badge can be picked up at Site Security.
The BASF-Badge must be picked up latest after 28 days, otherwise the user account and access rights will be reset and deleted.

Booking an appointment to pick up your ID card is mandatory: Book an appointment ticket here for the **Ludwigshafen** location.

Booking an appointment to pick up the ID card is mandatory: Book an appointment ticket here for the **Schwarzheide** location

Please check the requirements for pick up.
Site Ludwigshafen Onboarding von Externen (basf.com)
Site Schwarzheide Onboarding von Externen Schwarzheide

Step1
Log in to the portal "Security System" – instructions HERE

Step2
Click on the "**Identities**" button.
Click on the button "**Overview of already made/prepared applications"or "Orders for external employees (dispatcher).**
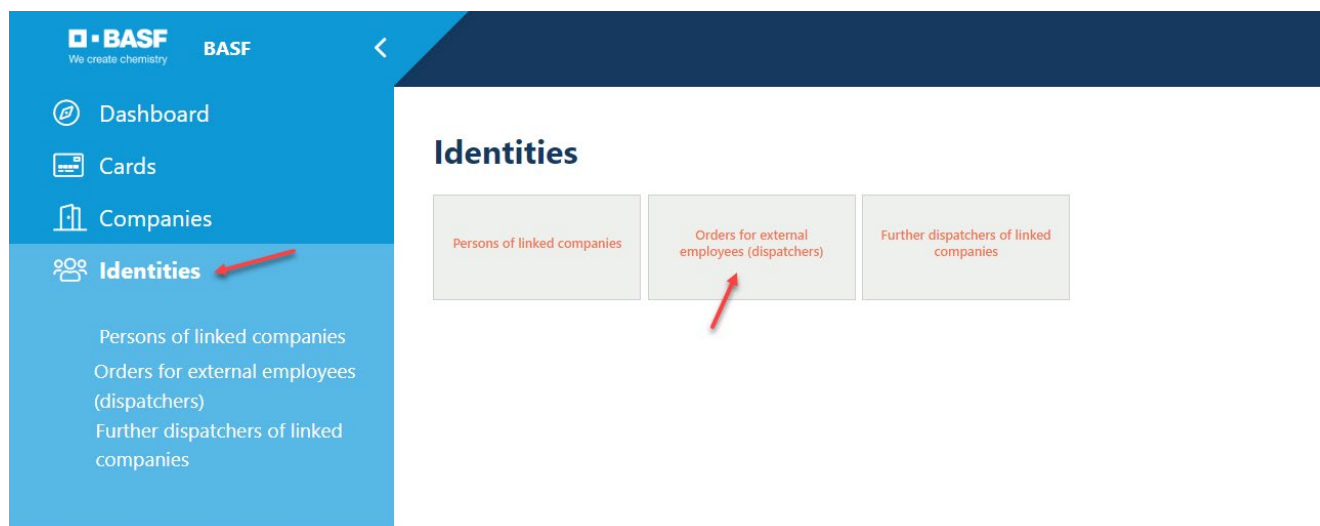
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Step3
This list opens.
Click on the desired employee.

Hint:
If you do not find the desired employee, the option "Extend assignment of Ext. MA" cannot be used. In this case, please carry out a new "Assignment of External Employees".

Orders for external employees (dispatchers) (171 / 373 results)

Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity	Personnel number	Status Of A
00000627	Roßner Rennich	Kai	04/11/1978	**Eintracht Frankfurt** Rossner AGs		09/16/2022	00004097	Ends
00000628	Roßner Ramaj	Diant	09/19/2001	**Eintracht Frankfurt** Rossner AGs		05/20/2023	00004085	Audited
00000653	Veilchen Roßner	Violetta	05/05/1988	**Eintracht Frankfurt** Rossner AGs		10/08/2022	00004037	Ends
00000654	Chandler Roßner	Timmothy	03/29/1990	**Eintracht Frankfurt** Rossner AGs		02/11/2023	00004048	Ends

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Step4
Click on the button "**Possible actions**".
Click on the button "**Extend assignment of Ext. Employee**".

Hint:
If the following error message appears: "No contract associated with the order was found that approved the status!"
... the option "Extend assignment Ext. MA" cannot be used.
In this case, please carry out a new "Assignment of External Employees".

Request For Assignment Of External Employee	🖉 Possible actions
Status der Beauftragung	Extend assignment of Ext. Employee
Geprüft	Terminate Ext. Employee assignment
Antragsnummer	Assignment of Ext. Employee to edit IT processing
00000628	

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Step5

Scroll all the way down.

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Step6

If the employee is employed by a third-party company (subcontractor/lessor), please check if this can be seen here.
If the third-party company (subcontractor/lessor) is not listed, the process "Extend the assignment of external employees" cannot be continued here.
In this case, please use "Commissioning External Employees".

Fill in "Entry Date" (it must not be in the past)
Fill in "Validity"
 "Apply" Click on

Extend assignment of Ext. Employee › Make a request

Order

Client	Contractor Name
BASF SE	Eintracht Frankfurt Rossner AGs

Ext. Company Number
T064

Subcontractor/Lessor Name
actec GmbH

Valid From	Valid until
07/19/2021	07/19/2044

Assigned As
Kontraktor

Miffo
01

SAP tenant	Company code
003	0001

Factory	Factory Location
0101	Ludwigshafen

Location no. of Employee	Location of Employee
0000	unbekannt

New time limit

Entry Date	Validity
08/05/2021	08/05/2023

Apply   Cancel

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Step 7
"Ok" Click

Extend assignment of Ext. Employee › Show status

►►► The application has been sent. ◄◄◄

To finish the process and to send the information via e-mail please click the OK button at the bottom of the page.

Status Of Assignment	Request Number
Submitted	00000451

Personal Data

Title	Salutation
Dr.	Frau

First Name	Last Name
Leasing-Marie	Test

Date of Birth	Birth Name
03/03/2000	Test

Nationality	
DE	

OK

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Terminate the assignment of external employees

If an employee of an external company has completed his "work order", the dispatcher must terminate the "assignment of external employees".

Step1
Log in to the portal "Security System" – instructions <u>HERE</u>

Step2
Click on the "**Identities" button.**
Click on the button "**Overview of already made/prepared applications" or "Orders for external employees (dispatcher).**

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Step3
This list opens.
Click on the desired employee.

Orders for external employees (dispatchers) (171 / 373 results)

Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity	Personnel number	Status Of A
00000627	Roßner Rennich	Kai	04/11/1978	**Eintracht Frankfurt** Rossner AGs		09/16/2022	00004097	Ends
00000628	Roßner Ramaj	Diant	09/19/2001	**Eintracht Frankfurt** Rossner AGs		05/20/2023	00004085	Audited
00000653	Veilchen Roßner	Violetta	05/05/1988	**Eintracht Frankfurt** Rossner AGs		10/08/2022	00004037	Ends
00000654	Chandler Roßner	Timmothy	03/29/1990	**Eintracht Frankfurt** Rossner AGs		02/11/2023	00004048	Ends

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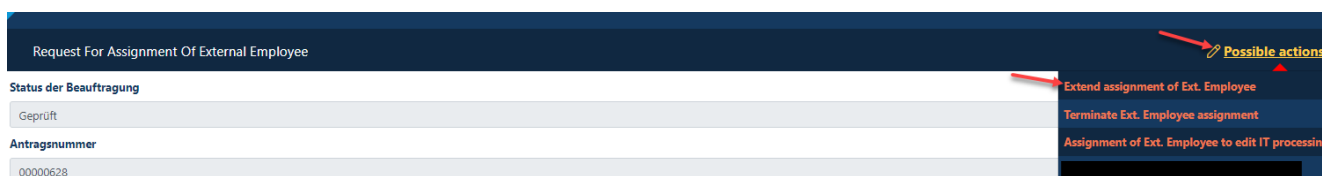**Step4**
Click on the button "**Possible actions**".
Click on the button "**Terminate Ext. Employee assignment**".

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Step5
Click on the "**Further**" button**.**

Terminate Ext. Employee assignment ˃ Confirmation needed

Are you really sure that you want to cancel this request?

Order details

Request Number	Personnel number
00000569	00003919

Salutation	Title
Frau	

First Name	Last Name
Marry-July	PoppinsAccessIT

Birth Name	Date of Birth
	09/08/1959

Nationality

AN

Email

maary.poppins@sitter.com

Further   Cancel

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Correct the assignment of external employees if the application has not yet been approved by the ID office

If an "assignment of external employees" has been made and it is noticeable that a typo/selection error has crept in, the application can still be corrected,
if the "Status of the assignment" is **NOT** "Verified".
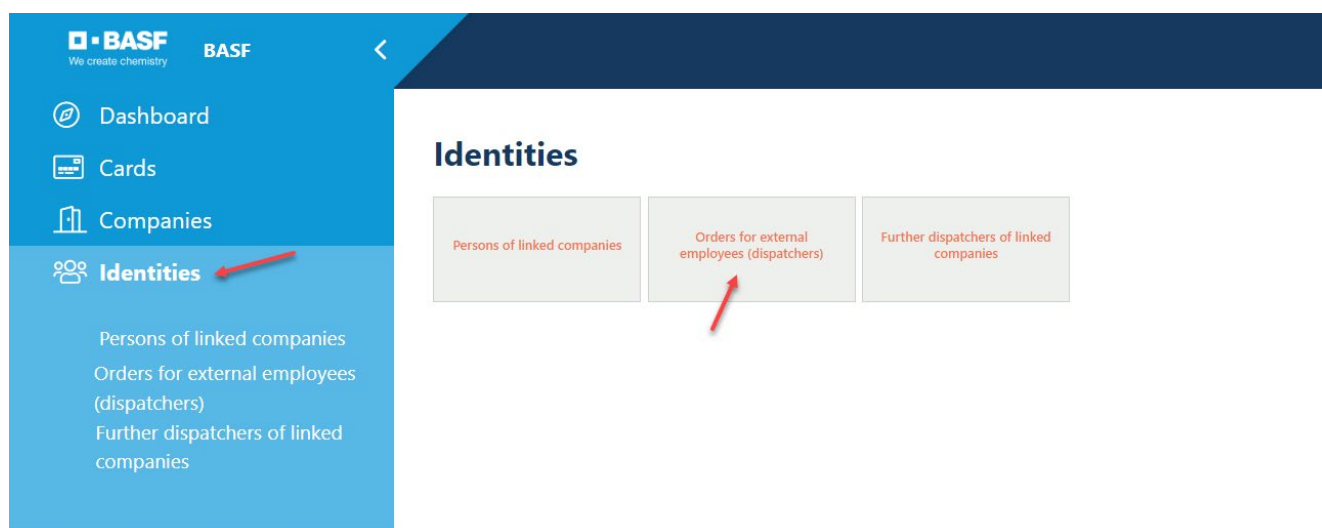
Step1
Log in to the portal "Security System" – instructions HERE

Step2
Click on the "**Identities**" button.
Click on the button "**Overview of already made/prepared applications**". Or **"Orders for external employees (dispatchers).**
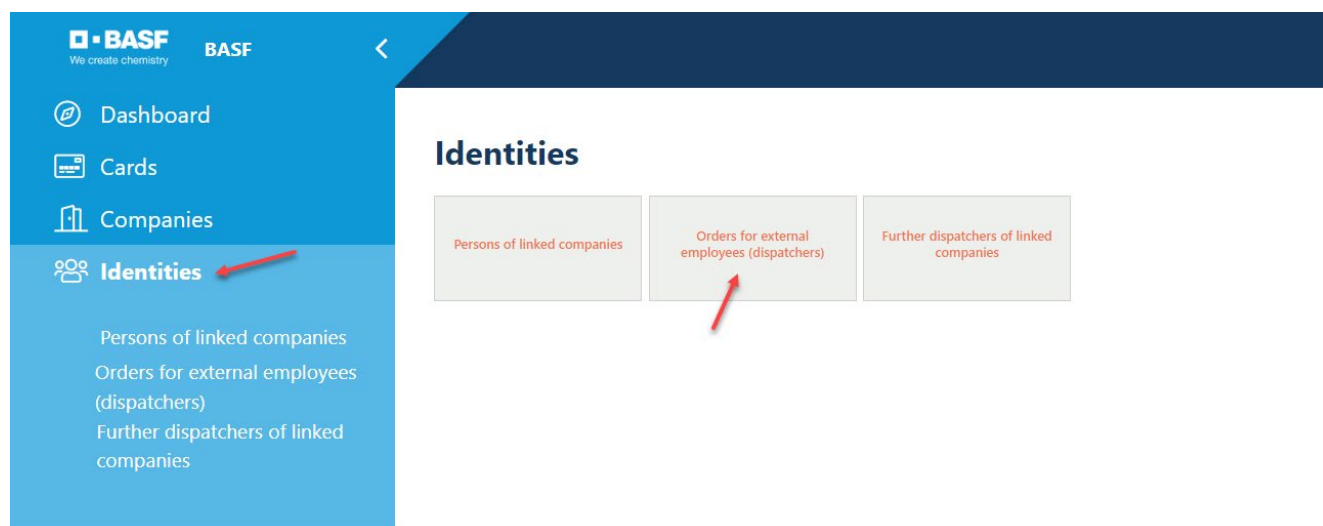
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Step3
This list opens.
Click on the desired employee.

Hint:
It must be noted that the "assignment of ext. employees" may ONLY be corrected/changed,
if the column "Status of the assignment" does **NOT** say "Checked"!

If it says "Tested" at this point, a completely new
"Assignment of Ext. Employees" can be carried out!

If this new "Assignment of Ext. Employees" after processing by the ID office in the status
is checked, the previous incorrect "Assignment Ext. Employee" must be set to "finished" on the following day –
see instructions.

Orders for external employees (dispatchers) (171 / 373 results)

Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity	Personnel number	Status Of A
00000627	Roßner Rennich	Kai	04/11/1978	**Eintracht Frankfurt** Rossner AGs		09/16/2022	00004097	Ends
00000628	Roßner Ramaj	Diant	09/19/2001	**Eintracht Frankfurt** Rossner AGs		05/20/2023	00004085	Audited
00000653	Veilchen Roßner	Violetta	05/05/1988	**Eintracht Frankfurt** Rossner AGs		10/08/2022	00004037	Ends
00000654	Chandler Roßner	Timmothy	03/29/1990	**Eintracht Frankfurt** Rossner AGs		02/11/2023	00004048	Ends

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Step4
Click on the button "**Possible actions**".
Click on the button "**Edit/Correct Ext. Employee Assignment**".

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Step5
Click on the button "**Confirm processing",** if this mask is displayed.
This is not always the case.

Assignment Of External Employee › **Confirm processing**

Attention: If you edit this checked assignment, the assignment is set back to the status "Created" and must go through the approval and verification process again! Are you sure you want to process this assignment? The step is not reversible!

Status Of Assignment
Submitted

Request Number
00000451

Personal Data

Title
Dr.

Salutation
Frau

First Name
Leasing-Marie

Last Name
Test

Date of Birth
03/03/2000

Birth Name
Test

Nationality
DE

Email

Confirm processing   Cancel

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Step6
Now you can change all previously made data
and go through to the end with the buttons "Next" or "Apply".
Click on the "**Apply" button**.

Assignment Of External Employee > **Create request**

Request Number

00000451

Personal Data

Title	Salutation
Dr.	Frau

First Name	Last Name
Leasing-Marie	Test

Date of Birth	Nationality
03/03/2000	DE

Email

Contractor Data

Contractor name

Eintracht Frankfurt Rossner AGs

Subcontractor/Lessor Name

Eintracht Frankfurt Rossner AGs

Apply   Save as draft   Cancel

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Process assignment of external employees because the application was rejected by the approver or ID office

If an "External Employee Assignment" has been submitted and this request has been rejected by the approver or ID office (the assignment is then in the status "rejected"),
the "Commissioning of External Employees" can be processed subsequently.

Step1
Log in to the portal "Security System" – instructions HERE

Step2
Click on the "**Identities**" button.
Click on the button "**Overview of already made/prepared applications**".or "**Orders for external employees (dispatchers).**

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Step3
This list opens.
Click on the desired employee.

Orders for external employees (dispatchers) (171 / 373 results)

Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity	Personnel number	Status Of A
00000627	Roßner Rennich	Kai	04/11/1978	**Eintracht Frankfurt** Rossner AGs		09/16/2022	00004097	Ends
00000628	Roßner Ramaj	Diant	09/19/2001	**Eintracht Frankfurt** Rossner AGs		05/20/2023	00004085	Audited
00000653	Veilchen Roßner	Violetta	05/05/1988	**Eintracht Frankfurt** Rossner AGs		10/08/2022	00004037	Ends
00000654	Chandler Roßner	Timmothy	03/29/1990	**Eintracht Frankfurt** Rossner AGs		02/11/2023	00004048	Ends

![BASF logo] **◻·BASF**
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Step 4
Click on the button "**Possible actions**".
Click on the button "**Edit Ext. Employee Assignment**".

Request For Assignment Of External Employee	🖉 **Possible actions**
Status der Beauftragung	**Edit Ext. Employee Assignment**
Abgelehnt	
Antragsnummer	
00000559	

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Step 5
Now you can change all previously made data
and go through to the end with the buttons "Further" or "Save as draft".
Click on the "**Further"** button.

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Step 6
Click on the button "**Apply".**

Assignment Of External Employee › Select building and send request

Request Number

00000559

Please select another building before applying.

Building selection

Building No   🔍 **Select**

J660

Building name

Apply   Save as draft   Cancel

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Step 7

Click on the button "OK", if this mask is displayed. This is not always the case.

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Finish commissioning external employees in the status "created" and submit them to BASF

Step 1
Log in to the portal "Security System" – instructions HERE

Step 2
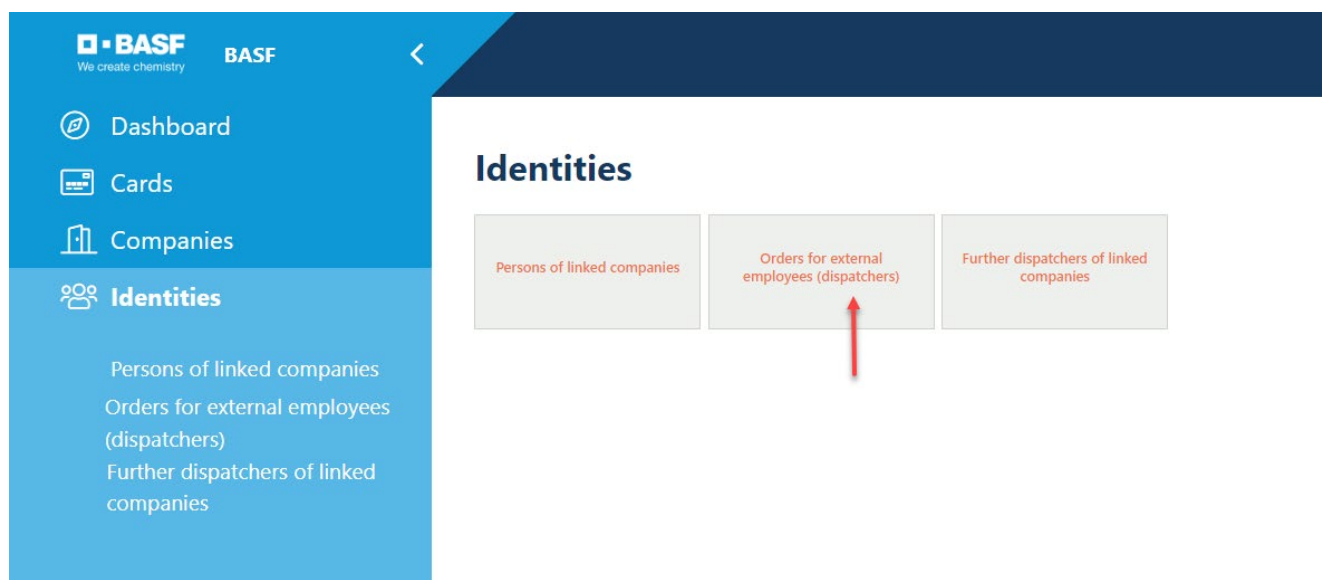Click on the "**Identities**" button**.**

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Step 3
Click on the button "**Overview of already made/prepared applications"** or **"Orders for external employee (dispatchers).**
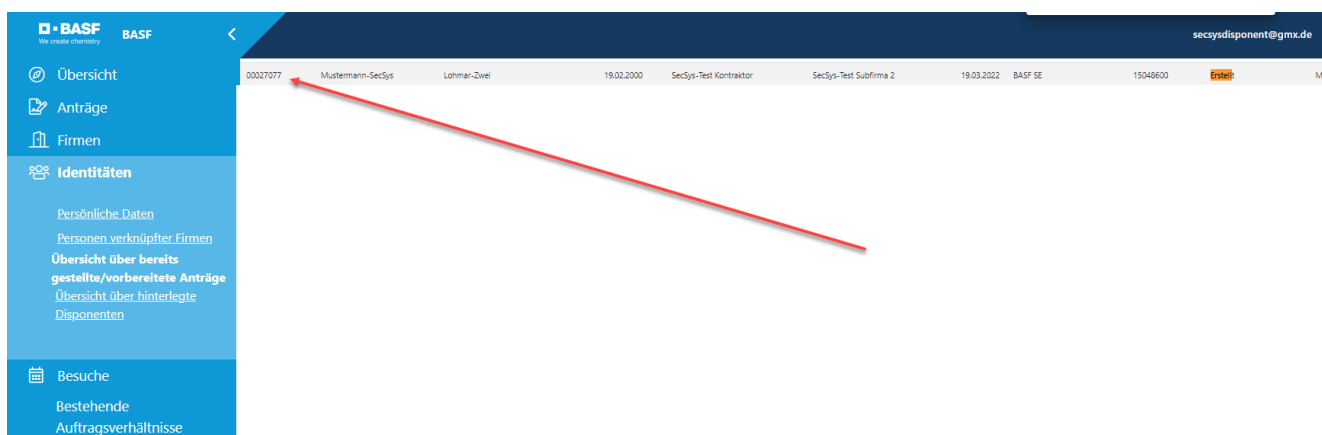
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Step 4
Click on the desired application in the status "created".

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Step 5
Click on "**Possible actions**"
Click on "**Edit Ext. Employee Assignment**".

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Step 6
Now complete the "Assignment of External Employee" and click on "**Further**"
and follow the menu.

Assignment Of External Employee › Enter Data (USSP)

🔍 Search existing person

Personal Data

Salutation	Title
Herr	

Last Name	First Name
Mustermann-Kolo-Muani	Randal-Test

Birth Name	Call sign

Date of Birth
07/18/2000

Nationality   🔍 Select
DE

Visa valid until

Visa

E-mail address of the registered person (mandatory):

[Further]   [Save as draft]   [Cancel]

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Fixed-term date of the permanent ID card in table form

This guide explains how to find out if the employee is in possession of an ID card and how long it is valid.

The fixed-term date is no longer printed on the permanent passes created with the new "Security System" portal. Also, the company name is no longer printed.

Note:
This table variant works ONLY if a company has more than one ID.
If it has less than 2 IDs, please follow these instructions → Click HERE.

Currently, it is not technically possible to send an e-mail when an ID card expires.

28 days before the expiry of the badge, the dispatcher will receive a reminder e-mail informing them that the badge is about to expire.

Step1
Log in to the portal "Security System" – instructions HERE

Step2
Click on the button "**Cards".**
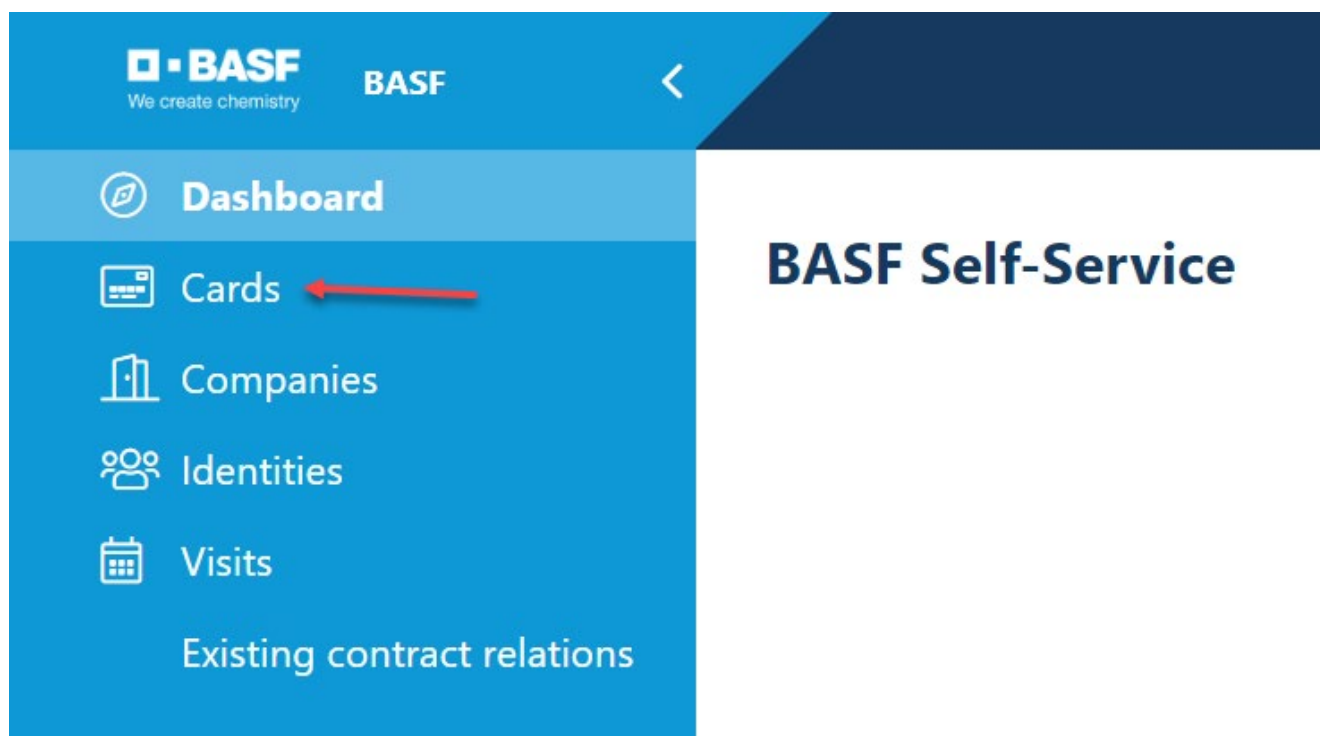
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Step 3
Now a table/overview opens.

There are ONLY badges that are **"active"** to see .

In the column **"Valid until"** you can see the limitation date/expiry date of the card.

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Limitation date of the permanent pass in individual view

This guide explains how to find out if the employee is in possession of an ID card and how long it is valid.

The fixed-term date is no longer printed on the permanent passes created with the new system. Also, the company name is no longer printed.

Currently, it is not technically possible to send an e-mail when an ID card expires.

28 days before the expiry of the badge, the dispatcher will receive a reminder e-mail informing them that the badge is about to expire.
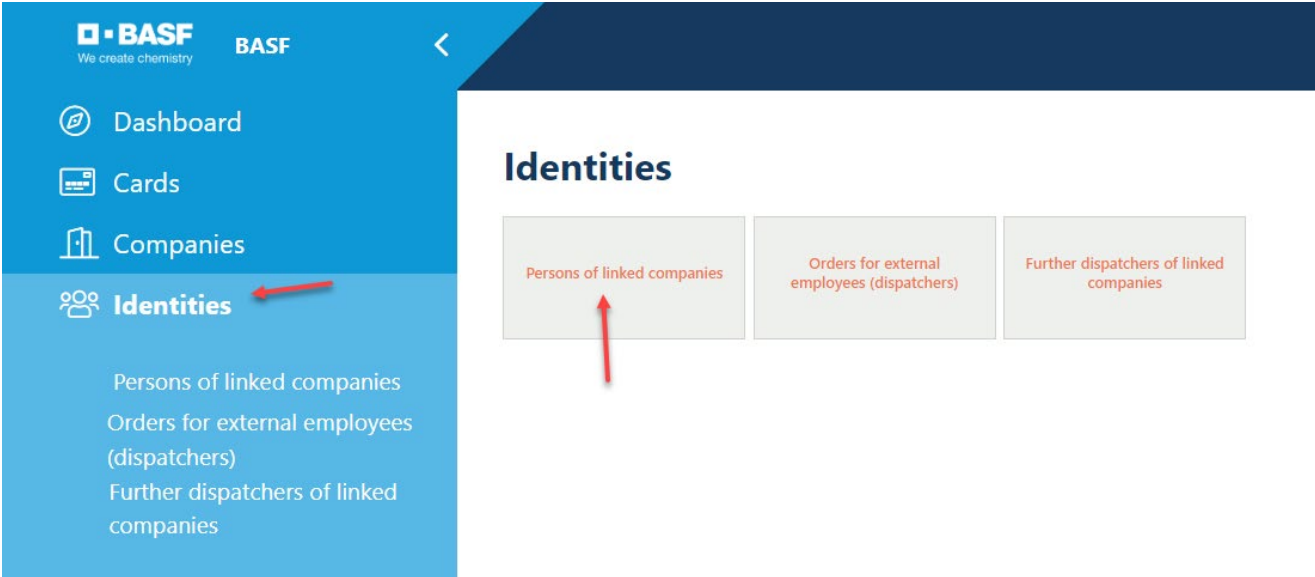
Step 1
Log in to the portal "Security System" – instructions HERE

Step 2
Click on the button **"Identities"**
Click on the button **"Persons of linked companies".**

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Step 3
Now a table/overview opens.

Click on the desired person.
(Use CTRL+F to open a window in which you can enter a search term. This is suitable when looking for the employee if you have a very high number of employees.)

In the column **"ID status number" you** for people who received an ID card after the introduction of the "Security System" portal.**number** can see a

01 =
Person has an active ID

02 =
Person has an ID card that has been temporarily blocked
(E.g. Person has reported the ID card as lost, but has not yet obtained a new ID.)

03 =
Person returned the ID but has not yet been deregistered by the dispatcher

Note: In the column "Time limit" you do NOT see the limitation date/expiration date of the ID card. This is a limitation date from the record.

Persons of linked companies (54 / 79 results)

Last Name	First Name	Personnel number	Personal status	Validity	3IAM User ID	Card State Number	Contractor Name
Roßner Ramaj	Diant	00004085	Active	05/20/2023	105749		**Eintracht** Frankfurt Rossner AGs
Mustermann-SecSys-Dreizehn	Rudolf	00004281	Active	07/29/2023	rumu.1@secsys.com		**Eintracht** Frankfurt Rossner AGs
Buta-Ebisch	Aurelio-Gerald	00004355	Active	07/07/2023	aubu.1@secsys.com		**Eintracht** Frankfurt Rossner AGs
Toure-Ebisch	Almamy-Gerald	00004356	Active	07/13/2025	toeb.alge@ge-photo.de		**Eintracht** Frankfurt Rossner AGs

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Step 4
Click on the button "**Possible actions"**
Click on the button "**Show permanent card"**

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Step 5

If the person has a permanent pass, then you can see the validity at the marked place.

If the person does not have a permanent ID, then you will receive this information.

Es wurde kein relevanter Dauerausweis gefunden → No relevant permanent ID was found

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Display the fixed-term date of external employees (e.g. offshore employees without ID) in table form

ATTENTION:
The fixed-term date of the external employee does not necessarily coincide with the fixed-term date of the ID card.
The fixed-term date of offshore employees (employees without ID) must be accessed via this table.
The expiry date of the ID card can be determined in this way → Here

Step 1
Log in to the portal "Security System" – instructions HERE

Step 2
Click on the button "**Identities**"
Click on the button "**Persons of linked companies**".

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Step 3

Now a table/overview opens.

Dashboard		**Persons of linked companies** (80 results)				
Cards						
		Last Name	**First Name**	**Personnel number**	**Personal status**	**Validity**	**3IAM User ID**
Companies		Engelbert	Strauß	00003194	Active	07/20/2023	sten.1@secsys.com
Identities		Roßner Ramaj	Diant	00004085	Active	05/20/2023	105749
		Wackermal	Marcoö	09100380	Active	10/09/2024	105957
Persons of linked companies		Stark-Roßner	Sansa	00004222	Active	01/06/2024	sast.1@secsys.com
Orders for external employees (dispatchers)		Mustermann-SecSys-Dreizehn	Rudolf	00004281	Active	07/29/2023	rumu.1@secsys.com
Further dispatchers of linked companies							

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Security Test Validity

This guide explains how to find out if the employee has passed the security test and how long it is valid.

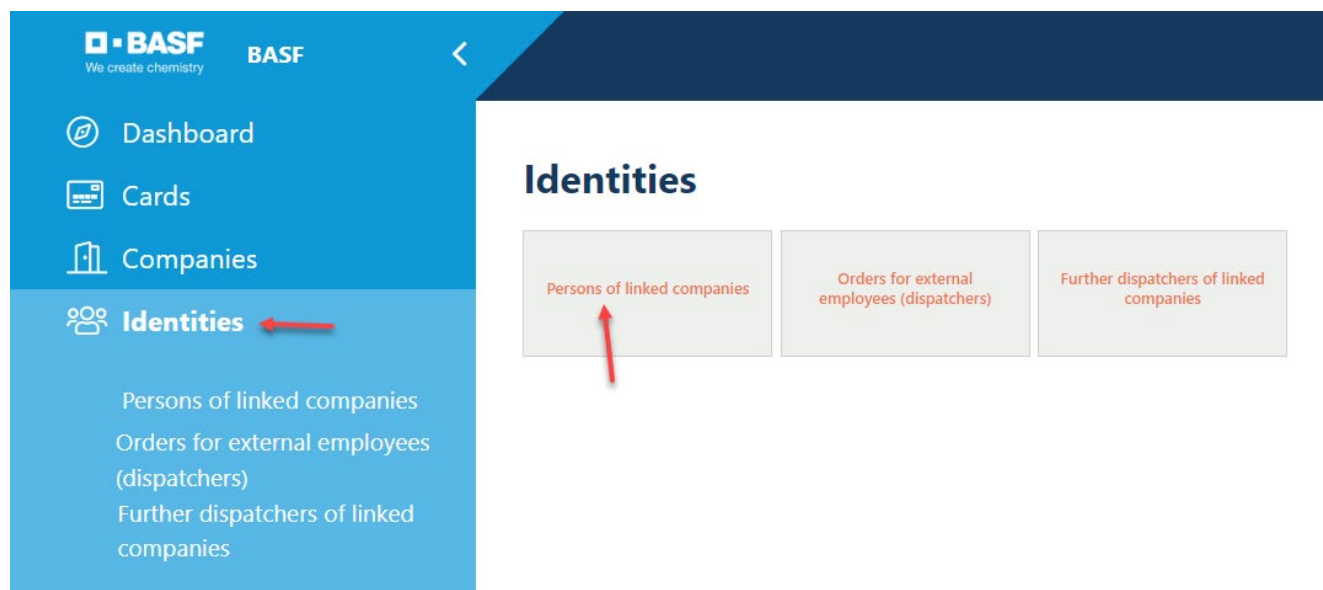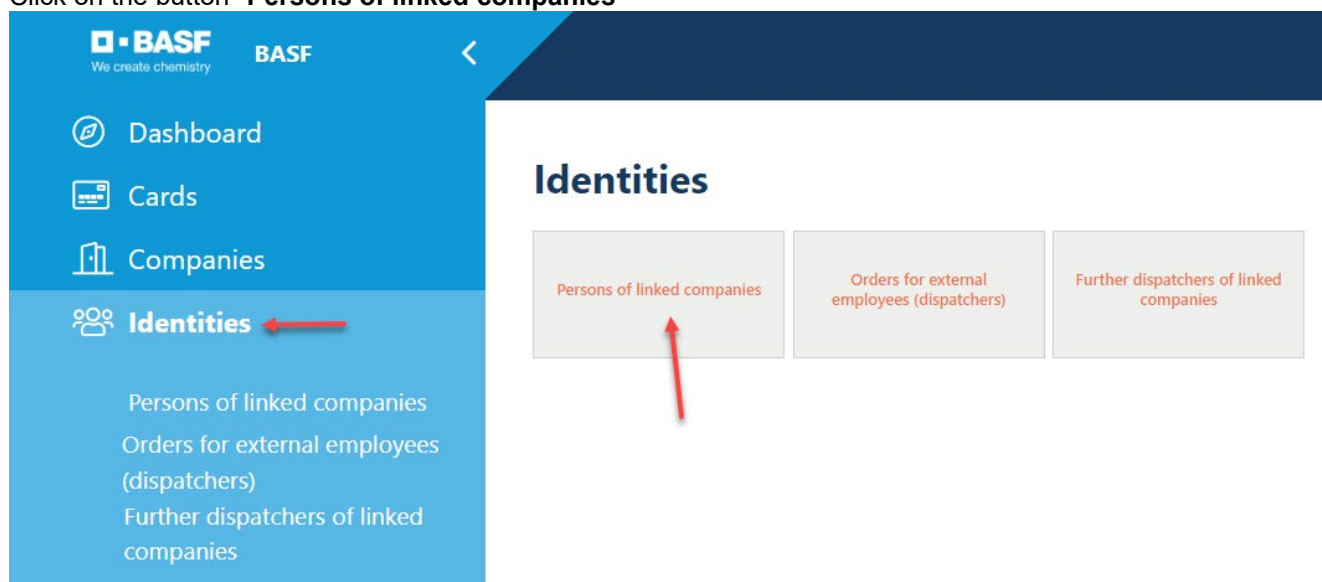The dispatcher receives an e-mail when an employee's security test expires in 28 days.

Step1
Log in to the portal "Security System" – instructions HERE

Step2
Click on the button "**Identities"**
Click on the button "**Persons of linked companies"**

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Step 3
Now a table/overview opens.
Click on the desired employee.

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Step 4
Scroll down until you see the desired information on the right.

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Access to the SSP Portal Self Service Portal is necessary for any external person who holds a permanent pass

Any External Person holding a Permanent Pass must have access to the "Security System" portal.
Here you can get information on the validity of the permanent ID card and security test, and at the Ludwigshafen site, this is used to apply for a permanent import and export permit.

If the dispatcher has indicated when carrying out an "Assignment of External Employees" or "Extend the Assignment of External Employees" that the External Person
has "No e-mail of his own", the dispatcher receives the registration e-mail for the External Person and must carry out the registration (password assignment) together with this person
within 28 days.

If the dispatcher has
 that the external person has his own e-mail address when carrying out an "Assignment of External Employees" or "Extend Appointment of External Employees", indicated
 the External Person will receive the registration e-mail sent to the specified e-mail address and must carry out the registration (password assignment) himself
within 28 days.

Security System - Aktion erforderlich: Registrierung abschließen / Action required: complete registration

Q █████████████████████

English

Dear ████████████████

Your company contact requested access to Security System for you. Please follow the steps below to achieve full access to **Security System**.

1. Enter the registration **website**

2. Please set your personal password

3. Click the 'Send' button

After this registration is complete, you will receive further information in an email from External-Profile-Management@basf.com.
Then you can log in with your username and experience our services.

Please note that the registration link is valid for 7 days.
If you need a new link, please contact Security System Service Desk +49 621 60-77577 (#3+#6) - Email: is-application-servicedesk@basf.com

If the activation link is not shown above, please copy this URL into your browser ████████████████████████

We are happy to welcome you in Security System.

Please do not forward this mail, as it contains personal information.

This is an automatically generated E-Mail. Please do not respond directly to this address.

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Username to the USSP User Self Service Portal for my employees

Step1
Log in to the portal "Security System" – instructions HERE

Step2
Click on the button **"Identities"**
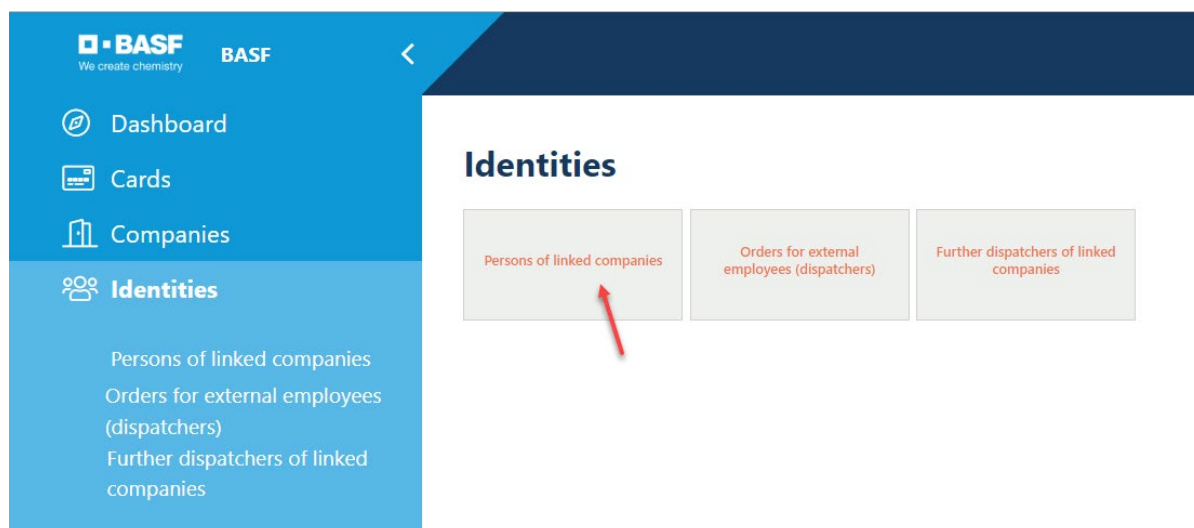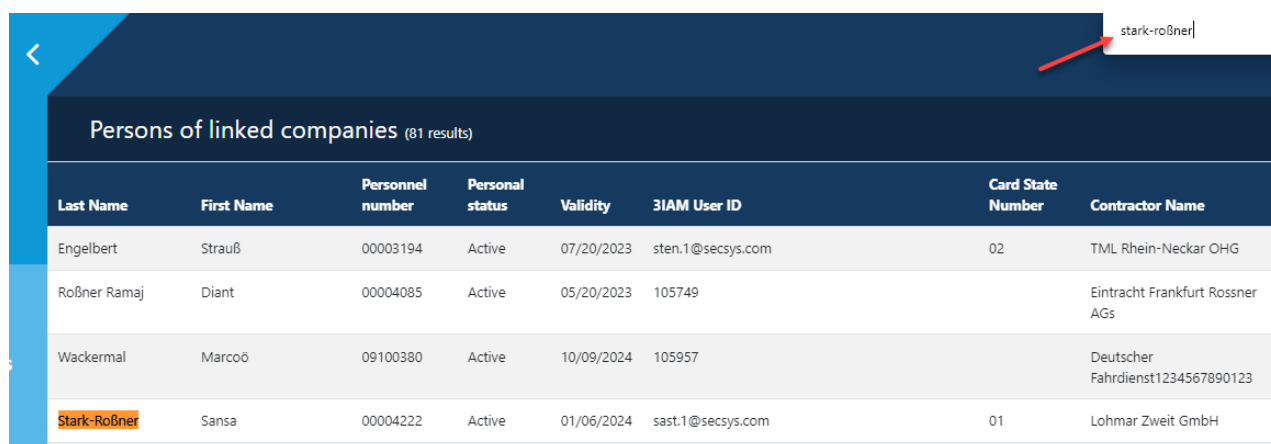Click on the button **"People of linked companies"**

Step3
CTRL+F (press at the same time)
A search field / enter the last name of the external person opens

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Step4

In the column **"3IAM User ID"** the user can be found.

If a person has a "own e-mail address" that was specified when "Commissioning Ext. Employees", this is shown in this field and is to be used as a user.

Persons of linked companies (81 results)

Last Name	First Name	Personnel number	Personal status	Validity	3IAM User ID	
Engelbert	Strauß	00003194	Active	07/20/2023	sten.1@secsys.com	
Roßner Ramaj	Diant	00004085	Active	05/20/2023	105749	
Wackermal	Marcoö	09100380	Active	10/09/2024	105957	
Stark-Roßner	Sansa	00004222	Active	01/06/2024	sast.1@secsys.com	
Mustermann-SecSys-Dreizehn	Rudolf	00004281	Active	07/29/2023	rumu.1@secsys.com	

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Change the person responsible for an external person

If the person responsible for an external person has changed, this must be indicated by the dispatcher.
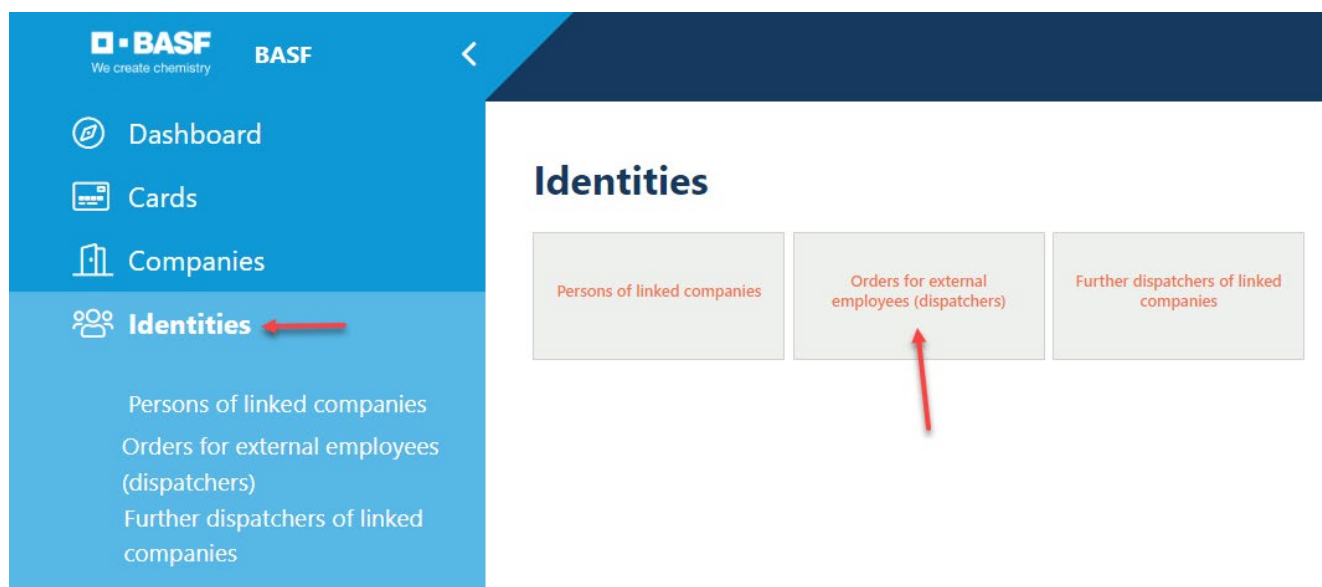
Step1
Log in to the portal "Security System" – instructions HERE

Step2
Click on the "**Identities" button.**
Click on the button "**Overview of already made/prepared applications"** or **"Orders for external employees (dispatcher)".**

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Step3
This list opens.
Click on the desired employee.

Orders for external employees (dispatchers) (382 results)

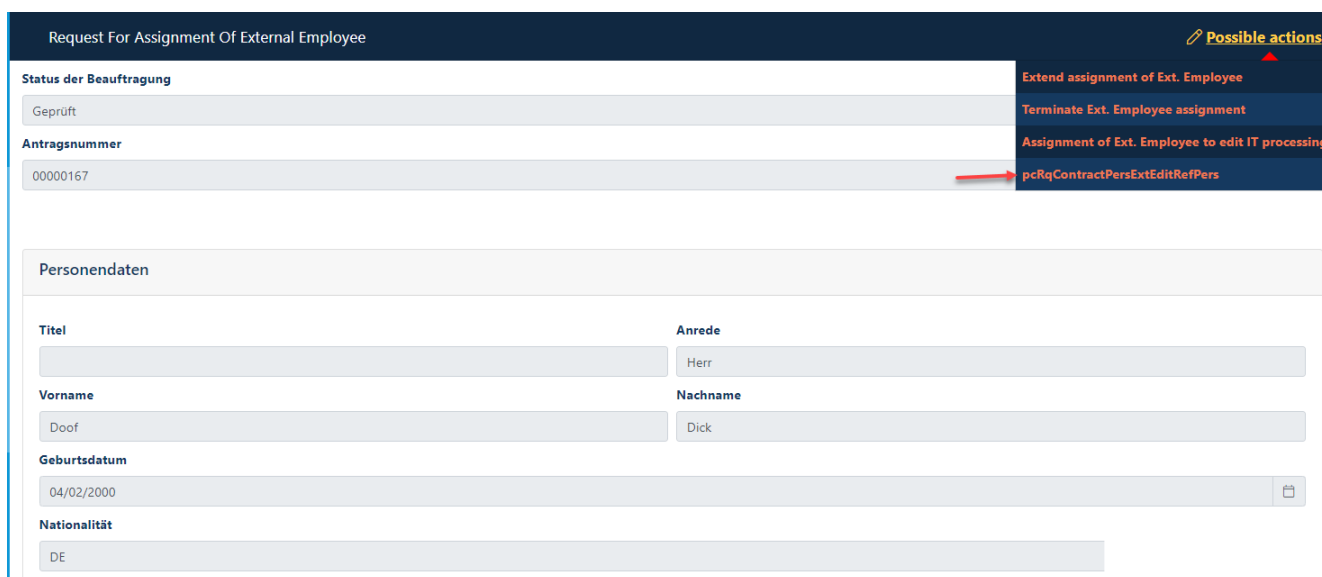| Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity
00000107	Black	Berry	01/30/2000	AAA Technologie GmbH	actec GmbH	06/30/2021
00000109	Engelbert	Strauß	01/31/2000	AAA Technologie GmbH	actec GmbH	04/30/2021
00000110	Zentimeter	Zwanzig	03/25/2000	AAA Technologie GmbH	actec GmbH	04/30/2021
00000111	Hallo	Flülein	02/01/2000	AAA Technologie GmbH	actec GmbH	05/28/2021
00000114	Eck	Ball	03/26/2000	AAA Technologie GmbH	actec GmbH	05/30/2022
00000116	Stoß	Frei	03/27/2000	AAA Technologie GmbH	actec GmbH	06/26/2021

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Step4
Click on the button "**Possible actions".**
Click on the button "pcqcontractpersexteditrefpers/**Assignment Ext. MA Verspontw. Change person"** or **pcRqContractPersExtEditRefPers_EditRefPerson".**

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Step5
Click on the "**Select" button.** (in the section "Assign responsible person)"
Click on the "**SearchTxtRqContractPersExtEditRefPers/Search"** button.

pcRqContractPersExtEditRefPers › **pcRqContractPersExtEditRefPers_EditRefPerson**

Herr

First Name
Doof

Last Name
Dick

Date of Birth
04/02/2000

Nationality
DE

Contractor Name
AAA Technologie GmbH

grpRqContractPersExtEditRefPers

Contact Person Firstname
Matthias

Contact Person Lastname
Gertz

🔍 searchTxtRqContractPersExtEditRefPers

Responsible person Personnel subarea

Responsible person Personnel subarea text

Contact Person Phone

Contact Person E-mail
matthias.gertz@basf.com

Object designation

Cost centre

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System"
at +49 621 60 77577 (Selection 3 – 6)

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Step6

Now a search mask opens.

Fill in the fields **"First name" and "Last name**" (only one fill does not produce a result) or **"Email".**

Click on "**Search"**

Select the "**appropriate person"** by clicking.

Click **Apply.**

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Step 7
Click on the button **"btnSaveRefPers "**.

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Change the IT Responsible of an external person

An "Responsible IT" is the person who approves IT rights, software and hardware for external employees in BASF systems.

If the Responsible ITof an external person has changed,
this must be indicated by the dispatcher.

Hint:
If the person for whom the Responsible IThas changed has not yet received an application via the "Security System" portal in the past (but via the source systems), then this process unfortunately does not work.
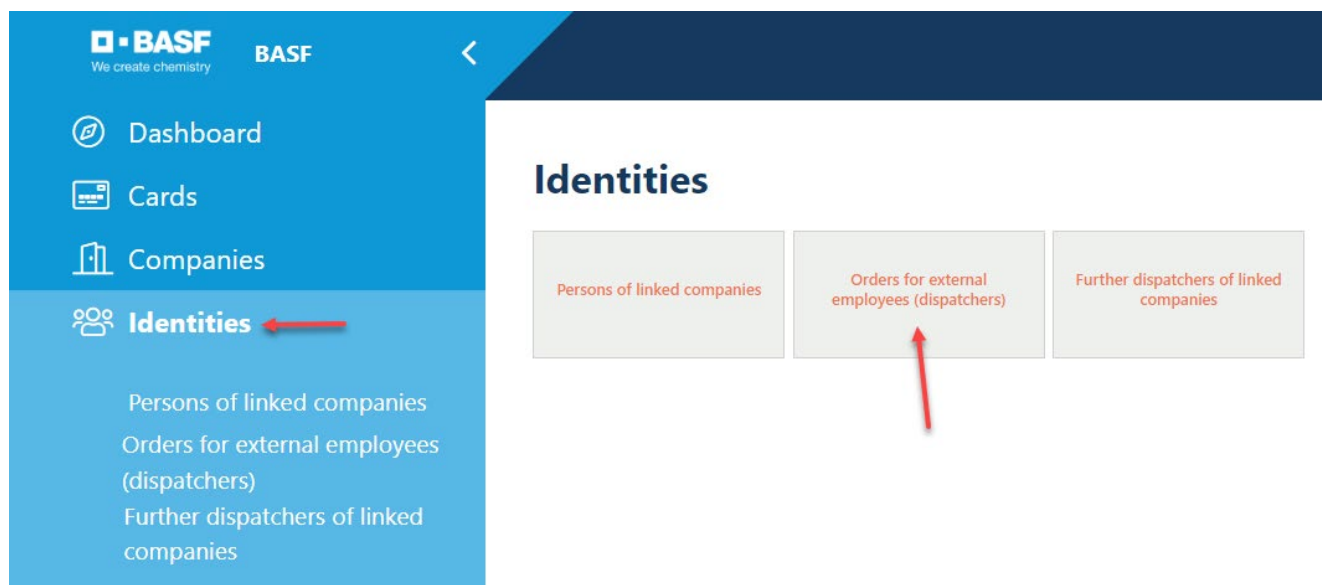In this case, you have to use the workaround "Change the person responsible for an external person".

Step1
Log in to the portal "Security System" – instructions HERE

Step2
Click on the "**Identities" button.**
Click on the button "**Overview of already made/prepared applications".**

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Step3
This list opens.
Click on the desired employee.

Orders for external employees (dispatchers) (179 / 383 results)

Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity
00000411	Test	B001	01/15/1982	**Eintracht** Frankfurt Rossner AGs		12/06/2021
00000414	Test	Xaver-Max	01/15/1982	**Eintracht** Frankfurt Rossner AGs	A. Hohenadel Gerüstbau GmbH & Co.KG	11/17/2021
00000418	Test	Harald-Anneliese	03/18/1978	**Eintracht** Frankfurt Rossner AGs	A M E GmbH	03/04/2022
00000451	Test	Leasing-Marie	03/03/2000	**Eintracht** Frankfurt Rossner AGs	**Eintracht** Frankfurt Rossner AGs	08/17/2023

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Step4
Click on the button "**Possible actions**".
Click on the button "**Commissioning Ext. MA IT-Vera. edit**".

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Step 5

Click on the "**Select" button.** (in the category "Assign responsible IT)"

Assignment of Ext. Employee to edit IT processing › Select Responsible IT

Request Number

00000167

Order Ext. employee

Salutation	**Title**
Herr	

First Name	**Last Name**
Doof	Dick

Date of Birth	**Nationality**
04/02/2000	DE

Contractor Name

AAA Technologie GmbH

Assign responsible IT

External Responsible User   🔍 Select

Responsible IT e-mail

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Step6

Now a search mask opens.

Fill in the fields **"First name" and "Last name**" (only one fill does not produce a result) or **"E-Mail".**

Click on **"Search"**

Select the "**appropriate person"** by clicking.

Click **Apply.**

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Step 7
Click on the "**Save**" button.

Assignment of Ext. Employee to edit IT processing › Select Responsible IT

First Name

Doof

Last Name

Dick

Date of Birth

04/02/2000

Nationality

DE

Contractor Name

AAA Technologie GmbH

Assign responsible IT

External Responsible User

20233934

🔍 **Select**

Responsible IT e-mail

sonja.lohmar@basf.com

Save   Remove IT-Ref Person   Cancel

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Delete IT managers of an external person, as this person no longer needs IT rights

An "Responsible IT" is the person who approves IT rights, software and hardware for external employees in BASF systems.

If a person no longer needs IT rights, this must be communicated to the Responsible IT so that he withdraws the IT rights that are no longer needed.

In addition, the Responsible ITmust be deleted from the "Assignment of External Employees" in the "Security System" portal.
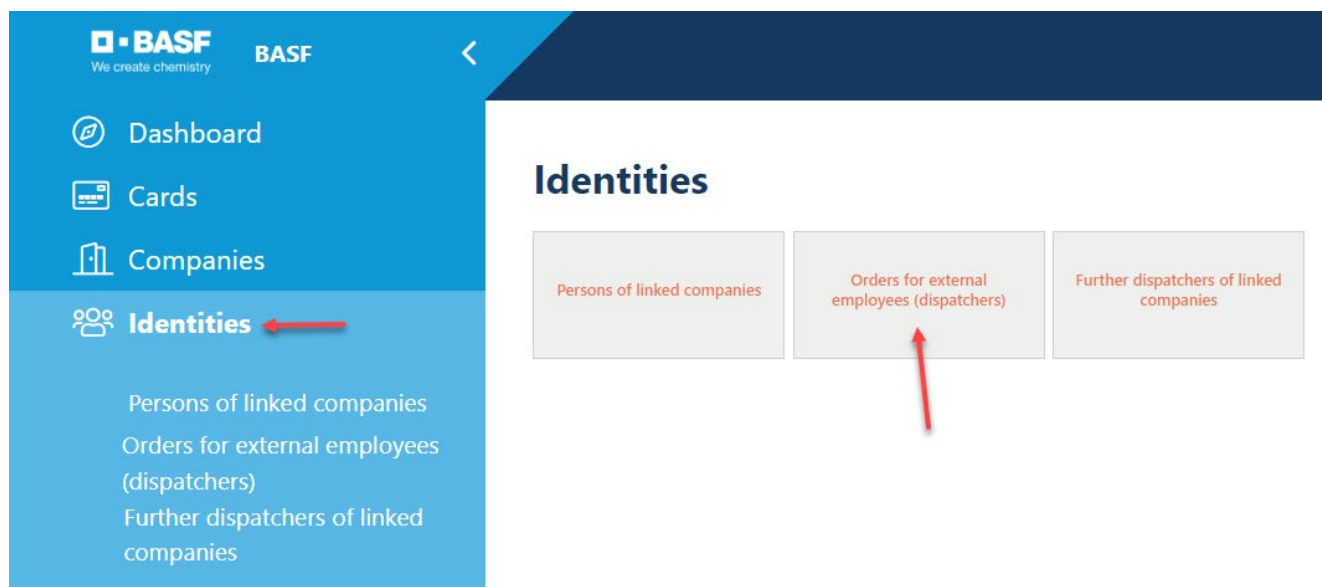
Step 1
Log in to the portal "Security System" – instructions HERE

Step 2
Click on the "**Identities" button.**
Click on the button "**Overview of already made/prepared applications".**or **"Orders for external employees (dispatchers).**

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Step 3
This list opens.
Click on the desired employee.

Orders for external employees (dispatchers) ▮▮▮▮▮

Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity
00000411	Test	B001	01/15/1982	**Eintracht** Frankfurt Rossner AGs		12/06/2021
00000414	Test	Xaver-Max	01/15/1982	**Eintracht** Frankfurt Rossner AGs	A. Hohenadel Gerüstbau GmbH & Co.KG	11/17/2021
00000418	Test	Harald-Anneliese	03/18/1978	**Eintracht** Frankfurt Rossner AGs	A M E GmbH	03/04/2022
00000451	Test	Leasing-Marie	03/03/2000	**Eintracht** Frankfurt Rossner AGs	**Eintracht** Frankfurt Rossner AGs	08/17/2023

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Step 4
Click on the button "**Possible actions**".
Click on the button "**Terminate Ext. Employee assignment**".

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Step 5
Click on the button "**Remove IT-Ref Person".**

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Third-party company (subcontractor/lessor) is not available for selection when commissioning external employees

ONLY companies are available as third-party companies (subcontractors/lessors) for selection in the process "Commissioning external employees (permanent pass order/offshore registration)"
 if this company has been created in the portal "Security System"
and an approved contract relationship is stored with this company.

The application for a contractual relationship must be submitted by the dispatcher of the third-party company (subcontractor/lessor).
This can NOT be done by the dispatcher of the contractor/tenant/site partner.

Further information on how to apply for a contractual relationship can be found by a dispatcher
under in **"Step 2: Contractual relationship..."**
Site Ludwigshafen Onboarding von Externen (basf.com)
Site Schwarzheide Onboarding von Externen Schwarzheide

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Pre-register visitors with external dispatchers

If a temporary pass is required for an external person (max. 5 days used on the site), a visitor pre-registration must be carried out in advance by the dispatcher.

It is mandatory that the person responsible at BASF is informed about the visit.

The visitor must be accompanied by a person with a valid permanent pass by a company that has a direct contract with BASF on the day of the temporary ID card or the person responsible for BASF must be reachable by telephone to confirm the appointment.

Step 1
Log in to the portal "Security System" – instructions HERE

Step 2
"Dashboard" click on "
"Register visitors" click on "

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Step 3
"Salutation key"
"First name"
"Last name"
"Registration comment"
must be filled

"Title"
"Date of birth"
"E-mail"
... are not mandatory fields

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Step 4
Visit on behalf of which company" click on "

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Step 5
The **desired company** click on
"Apply".

Hint:
The companies for which you are stored as a dispatcher are displayed here. In most cases, only one company will appear here.

Company Name	Tax Id	Company object status	Company status
AAA Technologie GmbH	DE119672448	Active	Kontraktor;
SecSyskommtbald 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 Vorführ AG	DE8989898989898988	Active	Kontraktor;
Lohmar SecSys Anleitung GmbH	DE5468751284	Active	Kontraktor;
Adler Mannheim GmbH NEU	DummyT142	Active	Kontraktor;Subkontraktor/Leasingfirma;Kontraktor mit Sub-Sub-Konstellation;Speditionsunternehmen;
Musterfirma SecSys	DummyT162	Active	Kontraktor;Freie Mitarbeiter;

Linked companies of the dispatcher - 11 result(s)

Selected Items (1): Eintracht Frankfurt Rossner AGs DummyT064

Apply   Cancel

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Step 6
Fill in "Sub-company name" only if the visitor is employed by a third-party company (subcontractor/lessor).

🔍 **Visit on behalf of which company?**

Company Name

Eintracht Frankfurt Rossner AGs

Sub-company name

Registration comment

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Step 7
Fill in **"Registration comment"** (e.g. interview, service technician repairs printer)

🔍 **Visit on behalf of which company?**

Company Name

Eintracht Frankfurt Rossner AGs

Sub-company name

Registration comment

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Step 8
Click on „**Visitors**".

Register visitors › **Visitors or logistics - choose company**

First Name
Roßner-Muster

Last Name
Katrin-Test

Date of Birth
05/09/2001

Email

🔍 **Visit on behalf of which company?**

Company Name
Eintracht Frankfurt Rossner AGs

Sub-company name

Registration comment
Wird dringend benötigt

[Visitors]   [Logistics]   [Cancel]

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Step 9
Click on **"Art"**.
A drop-down menu opens.
Please select the right one.

Hint:

Location Partners	→ You must ALWAYS select location partners including third-party companies
Tenant	→ You must ALWAYS select tenants including third party companies

Register visitors › Data entry for visitors by external dispatchers

Art

- BASF Group Company
- Applicants
- Authorities
- Company representative
- Business partner
- University cooperator
- Anniversary/Pension Guests
- Customer
- Tenant, third party included
- Trainee
- Speaker
- Service technician
- Location partner, third party included
- Other

Visiting group leader

No group leader

Valid until

05/02/2023

Hotline: In case of application errors or questions, please contact the IS Service Desk for Portal "Security System" at +49 621 60 77577 (Selection 3 – 6)

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Step 10
Fill in **"Valid from" (day of visitor badge collection)**
Fill in "Valid until"

Art	Visiting group leader
Customer	No group leader

Valid From	Valid until
05/02/2023	05/02/2023

Where should the visit be received?

Step 11
Click on **"Issue Location"**
A drop-down menu opens.
Please select the location of the visitor badge collection.

Where should the visit be received?

Issue Location

- Kläranlage
- Empfang Q920
- Empfang Konferenzzentrum D105
- Limburgerhof
- Pfalzgrafenstraße (PGS)
- Ausweisstelle Nord (J660)
- Ausweisstelle Süd (Z22)
- Friesenheimer Insel
- Tor 15 (NUR LOGISTIK, KEINE BESUCHER)
- Tor 11 (NUR LOGISTIK, KEINE BESUCHER)
- Benckiser Platz
- Tor 7 (kein Besucherempfang, nur Ersatzausweiserstellung)
- Tor 12 (kein Besucherempfang, nur Ersatzausweiserstellung)
- Tor 13 (kein Besucherempfang, nur Ersatzausweiserstellung)
- Tor 2 (Besucherempfang nur von 18:00 - 06:00 Uhr)

Please do a person search for entering the recipient.

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Step 12
"Recipient reachability" should always be filled in.

If the recipient (BASF employee) cannot be reached by telephone on the day of collection of the visitor badge, the visitor may not enter the site.
Here you have the possibility to enter an alternative telephone number (mobile phone number) of your recipient

Hint:
Location partners/tenants
→ You must ALWAYS fill this field with a phone number of your recipient/employee

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Step 13
Click on **"Search internal person"**

Hint:
Location partners/tenants → You MUST click "Find hosts with location partners and tenants"

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Step 14
Use the search criteria (it is recommended to enter first name and last name) in the upper area to select the responsible BASF employee/recipient
Click on **"Search"**

Hint:
Location partners/tenants
→ You are looking for a responsible colleague from your own company

Step 15
Click on the **desired recipient**
Apply" Click "

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Step 16
Click **on "Save"**

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Step 17

Should this mask appear, the following must be done:
"No group leader" must remain in this field
Click **"Next"**

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Step 18

All dispatchers who are assigned to a company receive an e-mail AND the person who has been entered as the host.
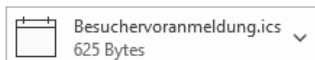
Note / Info / Approx. März 2024:

If several dispatchers are stored for a company, each dispatcher can see the advance visitor registrations that the dispatcher colleague has made,
and use the "Change visit" and "Cancel visit" processes.

[EXT] Wg: BASF - Ihr angemeldeter Besucher ███████████████████

SA   Sonja Ausweisstelle <secsysdisponent@gmx.de>
     An Sonja Lohmar

Aufbewahrungsrichtlinie   6 month retention (6 Monate)

Besuchervoranmeldung.ics
625 Bytes

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Pre-register visitors via multi-registration (CSV Sheet)

If a temporary pass is required for an external person (max. 5 days on site), a visitor pre-registration must be carried out in advance by the dispatcher.

In this case, it is mandatory that the person responsible at BASF is informed about the visit.

The visitor must be accompanied on the day of the temporary pass by a person with a valid permanent pass from a company that has a direct contract with BASF
or the person responsible at BASF must be reachable by phone to confirm the appointment.

Multi-registration allows multiple visitor pre-registrations to be carried out at the same time using a table.

Step 1
Start downloading this file Download Multi-Besucherregistrierung_Vorlage.

Step 2
Please fill in the columns with the following information:

A →
First name (according to the machine-readable line on the identity card/passport)

B →
Last name (according to the machine-readable line on the ID card/passport)

C →
Title (This is not required)

D → Date of birth

E → Visitor's e-mail address (This is not required)

F →
Company name
If the person is employed by a subcontractor/lessor, please fill in the field as follows: Company Name / Subcontractor

Now save the file in the format CSV file (delimited separator).

Manuals for external dispatchers
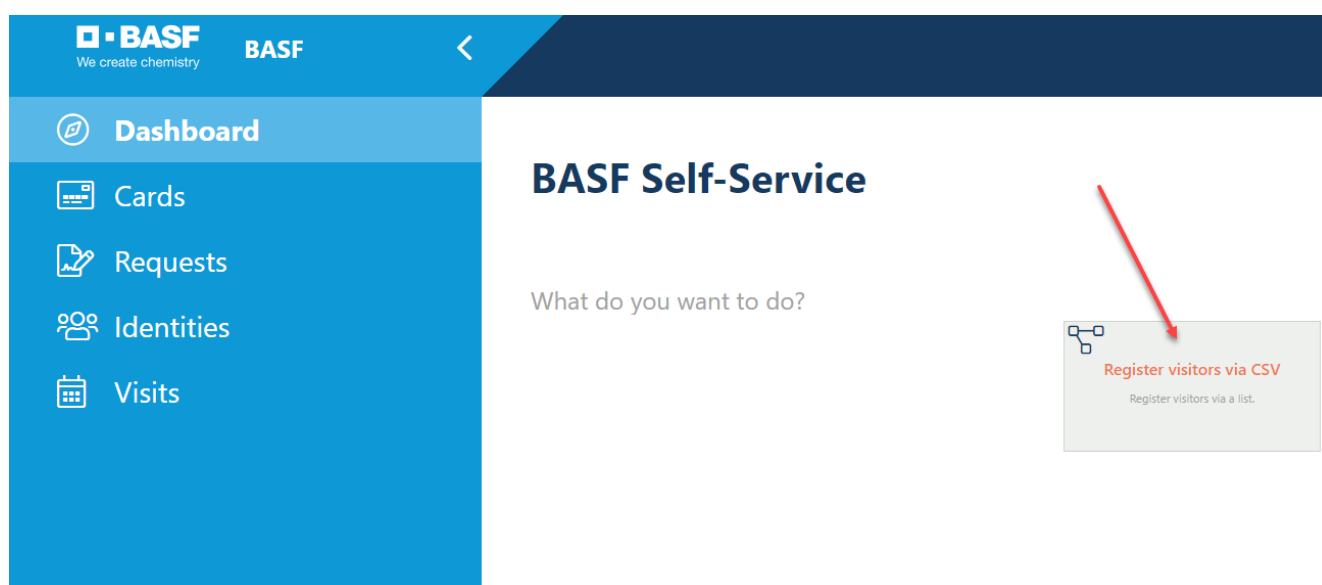# Management of external persons
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Step 3
Log in to the "Security System" portal – instructions **HERE**

Step 4
„Dashboard" anklicken
„Register visitors via CSV" anklicken

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Management of external persons
[07.03.2024]

Step 5

„Recipient Reachability" should always be filled in.

If the recipient (BASF employee) cannot be reached by phone on the day of the visitor's badge collection,
the visitor is not allowed to enter the site.
Here you have the option of entering your own telephone number and an alternative telephone number (mobile phone number) of the recipient

Please enter the e-mail address of your representative in the field "Recipient representative e-mail"

Hint:
Location Partner / Site Partner / Tenant
→ You must ALWAYS fill in this field with a phone number of your recipient/employee

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Step 6
Click on **"Search internal person"**

Hinweis:
Location Partners/Tenants → You MUST click "Search host in location partners and tenants"

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Step 7
Using the search criteria (it is recommended to enter your first name and last name)
select the responsible BASF employee/recipient in the upper area.
Click on **"Search"**

Hint:
Location partner/tenant
→ You choose a responsible colleague from your own company

Step 8
Click on the desired recipient.
Click "**Apply"**

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Step 9

Click „**Type**"
A drop-down menu will open.
Please select the one that suits you.

Hinweis:
Location / Site Partner → You must ALWAYS select "location partner, third-party included"
Tenant → You must ALWAYS select "Tenant, third-party included"

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Step 10
Click **„Issue Location"** anklicken.
A drop-down menu will open.
Please select the location of the visitor's badge collection.

Register visitors via CSV > Upload csv file by external dispatchers

Recipient representative e-mail

Visit data

Type

Issue Location

Valid From

| Kläranlage |
| Empfang Q920 |
| Empfang Konferenzzentrum D105 |
| Limburgerhof |
| Pfalzgrafenstraße (PGS) |
| Ausweistelle Nord (J660) |
| Ausweistelle Süd (Z22) |
| Friesenheimer Insel |
| Tor 15 (NUR LOGISTIK, KEINE BESUCHER) |
| Tor 11 (NUR LOGISTIK, KEINE BESUCHER) |
| Benckiser Platz |
| Tor 7 (kein Besucherempfang, nur Ersatzausweiserstellung) |
| Tor 12 (kein Besucherempfang, nur Ersatzausweiserstellung) |
| Tor 13 (kein Besucherempfang, nur Ersatzausweiserstellung) |
| Tor 2 (Besucherempfang nur von 18:00 - 06:00 Uhr) |

Registration comment

Separate cost centre or order number for activity allocation?
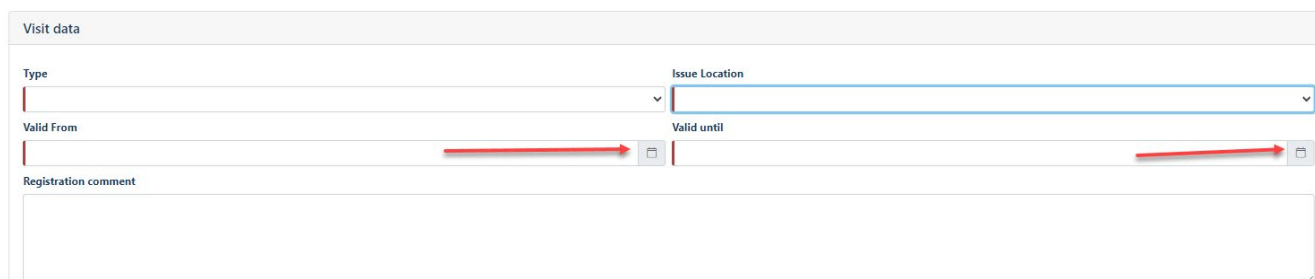
Manuals for external dispatchers
Management of external persons
[07.03.2024]

Step 11
„Valid from" (day of visitor's badge collection)
„Valid until" filling

Step 12
Fill in the **"registration comment"**
(For example: job interview, service technician repairs printer…)

Manuals for external dispatchers
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Step 13
Click on the **"Upload icon"**
Select the file you want.

CSV upload	
Upload CSV file	Please upload the CSV file here.
varUrlCardPersTempCsvTemplate	Please download this template from the link.

Step 14
Click on „**Upload**"

CSV-Upload	
CSV-Datei hochladen	Bitte laden Sie hier die CSV-Datei hoch.
Datei ist vorhanden ✓	
Datei geladen: Multi Besucherregistrierung .csv	
Download CSV-Template	Bitte laden Sie dieses Template über den Link herunter.

| Hochladen | Abbrechen |

Step 15
All dispatchers who are assigned to a company receive an e-mail AND the person who has been entered as the host.

Note / Info / Approx. März 2024:
If several dispatchers are stored for a company, each dispatcher can see the advance visitor registrations that the dispatcher colleague has made,
and use the "Change visit" and "Cancel visit" processes.