

CDX – First Steps Guide

CDX ONBOARDING FUNCTIONALITY FOR SUPPLIERS

For communication and data exchange, all companies must be registered in the CDX system following the procedure on <https://www.cdssystem.com/cdx>. First step after completing the registration is to onboard your suppliers who haven't used or are new to CDX. Through the automated invitation process in CDX, your suppliers are informed to register as quickly as possible. You have two options as described below:

1. You can start a single MDS or CMD request by using the menu MDS / CMD → New → MDS / CMD Request
 - If your supplier is already registered in CDX, you can search for the company by using the company search function labeled "Supplier". The company will receive the request directly in the inbox of CDX.
 - If your supplier is not yet registered in CDX, check the box labeled "not registered in CDX" and an informational message appears saying an e-mail will be sent to the supplier. Additional fields for entering the company data appear in the lower area of the screen. After saving and sending the MDS / CMD request, the company administrator you entered will receive an e-mail with an invitation to register in CDX and the relevant information for using the system and sending the information you requested directly into the system.

➔ Detailed instructions on how to create new MDS / CMD requests can be found in the CDX user manual under the entry "Creating Requests".

2. You can create multiple MDS / CMD requests by using the provided MS Excel Template in CDX:

- In the respective Outbox Search screen you can download a template, where you can list all your MDS or CMD requests offline.
- Import the (offline) prepared MDS / CMD requests included in the downloaded request template file. Detailed information about the import process will be shown in a separate summary dialog. All imported requests in one single template will receive a "Request Group ID".
- With the "Send" button you start sending the selected requests.

Supplier Key Data		Non-registered supplier				Company Admin (for non-registered supplier only)			
Company Admin Email (mandatory)	COMPANY NAME (mandatory)	COUNTRY (mandatory)	MAILBOX (optional)	DIRS CODE (optional)	MDS COMPANY ID (optional)	LAST NAME (mandatory)	FIRST NAME (mandatory)	TELEPHONE (mandatory)	TELEFAX (optional)

→ Detailed instructions can be found in the CDX user manual under the entry "Bulk Send for CMD and MDS Requests".

USEFUL INFORMATION

CDX Website and Additional Services and Tools

www.cdssystem.com

Contact:

CDX Service Desk

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