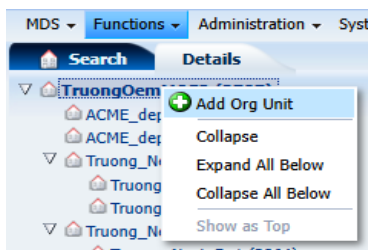


CDX – First Steps Guide

SET UP OF AN ORGANIZATIONAL STRUCTURE IN CDX

An arrangement of companies in organizational units is practical, especially for large companies, so that information can directly be assigned to the right contact person. The set-up of org units can follow an arbitrary organizational structure. Typical scenarios might be geographic org units (region, country, state, plant) or functional org units (electronics, sensors, aftermarket).

Only company administrators are allowed to create org units. From the menu item “Administration > Company”, select your company and view the details. Click with the right mouse button on your company name and select **Add Org unit**.



Org Unit			
Name *	Zip Code	Mailbox	
Company ID 41811	City	Country Germany	
DUNS Number	State / Province	History	
Bosch Supplier No.	Street	Additional Information	
Supplyon SPIN ID		Supplier Part Number Recipient	
internal use only ☐	MFA ☒		

All org units must have a meaningful name and all other necessary information should be filled completely, if possible. Every org unit gets a unique ID, comparable to the company ID. This ID can be used for receipt of MDSs/CMDs directly from suppliers or for sending directly to the customer – similar to company IDs. An org unit can be used only after one or more users are assigned to the unit. It is also possible to assign multiple org units to one user.

Detailed instructions on how to add and erase users from org units can be found in the CDX User Manual chapter „Administration Menu > User > Assigning Org Unit to a User ID “.

Sending and receiving MDSs as org unit of a company.

If you would like to send an MDS to a specific org unit of a company, you must deactivate “only root companies” in the search mask “add recipient”. Then all org units show up in the dashboard at the bottom.

only root companies ☐
similar companies ☒

In the recipient company, only users assigned to this org unit will see the received MDS in their inbox. When a user accepts the MDS, it becomes visible for the whole company (all org units).

Detailed instructions for sending and receiving MDSs as org unit can be found in the CDX User Manual chapters „Outbox“ and „Inbox“.