Information for users:

Supported operating systems/browsers:

- Unfortunately, Apple Safari is not supported by the manufacturer, so there may be errors in the display.

Table of contents

1. How do I log in with my access data?	2
2. Creation of a new DEAG (permanent import and export permit)	6
3. Processing of an existing DEAG (permanent import and export lincence)	20
4. Deletion of an existing DEAG (permanent import and export permit)	28

<u>Hint:</u>

Since this is personal data, every employee who is in possession of a permanent ID Card for BASF SE must enter the permanent import and export permit (DEAG for short) **in** the "Security System" portal himself.

1. How do I log in with my access data?

After you have received the mail from <u>external-profile-management@basf.com</u> that your access has been set up, you can use it when logging in to the portal. If you follow the instructions in this registration email, you will gain access to the "Security System" portal.

Step 1 To do this, open the link: <u>Smart</u> ID Self-Service (basf.com)

Now this website opens. Click on **"Login with single sign-on"**.



[As of 14.06.2024]

Step 2

Click "Cancel" in the certificate selector.

Zertifikat für Authentifizierung auswählen						
Für die We erforderlic	ebsite federation-qa.ba: :h:	f.com:443 sind	d Ihre Anme	eldedaten		
	18.10.2021					
Zertifikat	informationen		ОК	Abbrechen		

Step 3 Enter your own email address and password here. Now click on "Logon".

		-		
antina antina Van	Username:		-	
	Password:		-	
	BASF User login	LOGON		
	200			
¥		**		\$
Request new password				

Step 4

Click on "External Identities Two-Step Verification".

D - BASF We create chemistry			
		S.	
Land.	BASF Benutzeranmeldung (für Arbeitnehmer und Partner)	Externe Identitäten Zwei-Schritt-Verifizierung	
		1. LOGIN	

You will now receive a "One Time Password" by e-mail



Do you want to use an Authenticator App instead Register to activate an Authenticator App

2. Creation of a new DEAG (permanent import and export permit)

Step 1

To create / edit your permanent import and export permit (DEAG), please click on the button Create **Approval**.

IMPORTANT: Each person can only deposit <u>ONE</u> permit on the permanent pass.

Step 1

Click Create Approval.

BASF BASF <		GOERBJE ⊕ <u>English</u> <u>Sign out</u> ()
Ø Dashboard		
🖙 Requests	BASE Self-Service	Open Tasks
谷 Identities		of tems April 10, 2024 938 AM
📅 Visits	What do you want to do?	
ឿ Info		DEAG Create Permit
		Application for a DIAG permanent import and export permit (DEAG)

[As of 14.06.2024]

Step 2

Fill in at least all **the fields marked by the arrow**". After that, click on **"Next".**

IMPORTANT: Approval is only required as long as your employment with BASF continues. The maximum date of application plus 2 years is set. If the operation continues, a extension (see step "Extension").

Permit Data		
Permit No. 000000554	Validity Date	Up to three years starting from now
Data of Request		
Personnel number	First Name	Last Name
Company Code Text		
Requester ID	Email	E-Mail 2
	J	
Request Date	F	equest Reason
June 12, 2024 10:52 AM		

The data about yourself is automatically drawn with the login and can **NOT** be changed. If data is incorrect, your employee profile must be adjusted by the dispatcher responsible for you.

The application date is used to calculate the time limit of the permit.

Reason for request: Here you can enter the reason why the permit is needed. A description can help the approver make a decision.

If you want to end the process, click on Cancel and all data will be deleted until the next new DEAG creation.

[As of 14.06.2023]

Step 3

This window will open. Now you can start recording the materials and tools, IT equipment or accessories to be imported and exported.

DEAG Create	Permit > List of	fitems				
want to forward the Permit	to approve, choose To appr	ove process .				
Permit Data						
Permit No.		Validity Date			State	
000085727		06/11/2027		Ö	In Registration	
Document with Items'	List					
File Name			PDF File with Items'	List		
			no content			
List of DEAG Items						
Item Name	Identification No. (e.g	J. serial number)			iten	Description
	Add Item	Add document	9	Save as	draft	To approve process

[As of 14.06.2024]

Step 4 Click Add Item .			
Add Item	Add document	Save as draft	To approve process

Up to 10 individual items can be listed here. They should be described well and comprehensibly. If the device has a serial or inventory number, this must be indicated.

Click Save.

DEAG Create Permit > Edit Item data

Item Data		
Item Name	Identification No. (e.g. serial number)	
(Item Description		
		a de la companya de la



IMPORTANT: The items are recorded individually, i.e. after each entry the entry must be saved.

After the items have been recorded, they are listed in the overview.

You now have the option of either "adding more items", "adding a document" or proceeding to the "approval process".

Document with Items' List							
File Name		PDF I no co	File with Items' List Intent				
List of DEAG Items							
				·			
	Add Item	Add document	Save as draft	To approve process			

[As of 14.06.2023]

Step 5 Click on "Add Item" to a	add more items.		
Add Item	Add document	Save as draft	To approve process
See Step 4			
DEAG Create Permi	t > Edit Item data		
Item Data			
Item Name		Identification No. (e.g. serial number)
Item Description			h

Save Cancel

[As of 14.06.2024]

Step 6 By pressing the "Add document" button, you have the option of storing a list on which all items are listed. Add Item Add document Save as draft To approve process This list is not subject to any format or limitation. You can also assign names for traceability. DEAG Create Permit > Edit document data Document with Items' List File Name PDF File with Items' List



To upload the file, you need to click on the **arrow** and select the appropriate document in your Explorer. As proof that the upload has worked, you can see the **check mark** and the **"File exists"**.

PDF File with Items' List





File loaded: Prozessbeschreibungen_DEAG_extern_Stand 11.06.2024.pdf

[As of 14.06.2023]

Step 7

If you are not yet finished with the registration and may be able to If data for the final edit is missing, you can save the pre-recorded approval as "**Draft**".

DEAG Create	Permit > List of	ltems				
want to forward the Permit t	o approve, cnoose To appro	ve process .				
Permit Data						
Permit No		Validity Date			State	
000085727		06/11/2027		Ö	In Registration	
Document with Items'	List					
File Name			PDF File wi	th Items' List		
			no content			
List of DEAG Items						
Item Name	Identification No. (e.g. s	serial number)			Iten	n Description
	Add Item	Add document		Save as	draft	To approve process

You will be taken back to the home screen.

BASF BASF <		GOERBJE 🕀 English Sign out (¹)
Ø Dashboard		
🖙 Requests	BASF Self-Service	Open Tasks
😤 Identities		DEAG Apply for extension/modification > List of Items April 18, 2024 938 AM
📅 Visits	What do you want to do?	
អ្វី Info		DEAG Create Permit Application for a DEAG permanent import and export permit (DEAG)

[As of 14.06.2024]

Step 8 To proceed with the processing, click on "Requests" and then on "Requester Approval". ② Dashboard ② Partice Approving: DEAG Items Requesting: DEAG Items Requesting: DEAG Items Requesting: DEAG Permits Point Items Point Items Point Items Point Items Proving: DEAG Items Requesting: DEAG Permits Proving: DEAG

[As of 14.06.2023]

Step 9

You will now see the **status** of the approval. Click on **"Possible Action"**.

Now you can choose how you want to proceed.

DEAG Permit			Possible actions
			DEAG Modify Permit
Permit Data			DEAG Items' List preview
Permit No.	Validity Date	itate	DEAG Add Item
		 the stand	DEAG Modify Document with Items' List
000085727	06/11/2027	In Registration	DEAG Forward Permit to approve
			DEAG Delete Permit
Data of Request			

[As of 14.06.2024]

Step 10

When the DEAG list is complete, click on "Forward DEAG approval" to forward it to the respective office.



The following window will open. Here you can see the data and the overview of the stored items.

DEAG Forward Permit t	o approve > Edit data			
Data of Request				
Personnel number	First Name		Last Name	
Company Code Text	Company Name		Subcontr./Lessor Name	
BASF SE Requester ID	Email		E-Mail 2	
Request Date		Request Reason		
June 11, 2024 2:56 PM	Ö			
Document with Items' List				
		F	orward to Approver	Cancel

Apply Can

Process descriptions for the preparation / processing of a permanent import and export permit (DEAG) for external person

[As of 14.06.2023]

Step 11

Scroll to the bottom.

Now you can select the dates of the approval - i.e. You deposit the responsible person who has commissioned you and can understand that the stored materials and objects are necessary for the fulfilment of the order. If traceability is not guaranteed, the approver reserves the right to reject your application.

Click Find Internal Approver.

1.7.5

Data of Approv			
् <u>Search internal person</u>		Q <u>Search host in locat</u>	ion partners and tenants
Appr. Personnel Number	Appr. First Name		Appr. Last Name
Approver ID		Appr. E-Mail	

Enter all data (surname, first name, possibly e-mail address). Then click on "Search".

You will be shown all search results that are available to you, i.e. exclusively BASF internal persons.

Internal approver - 0 resu	llt(s)					
Last Name		First Name		Fac	tory telephone	
contains	✓ Muster	contains	~	c	ontains 🗸	
Email		Object abbreviation/Unit		Bui	lding No	
contains	~	equals	~	e	quals 🗸	
Search Reset						
Last Name	First Name	Factory telephone	Email	Object abbreviation/Unit		Building No

Select the person with one click. Then click on "Apply".

Internal approver -	1 result(s)					×
Last Name		First N	Name		Factory telephone	
contains	~ 1	con	itains 🗸	je	contains 🗸	
Email		Objec	abbreviation/Unit		Building No	
contains	~	equ	ials 🗸		equals 🗸	
Search Reset						
Last Name	First Name	Factory telephone	Email	Objec	t abbreviation/Unit	Building No
		+49 621 60 -	@bast	.com ESM/\	VWE	J660
Selected Items (1):						

[As of 14.06.2024]

Step 12

The data has now been transferred (grey background). If a change needs to be made, click the Find **Internal Approver button again**.

Before the approval can be forwarded, the checkmark "Geneh. has been informed".

Data of Approv			
Q <u>Search internal person</u>		${\mathbb Q}$ <u>Search host in locat</u>	ion partners and tenants
Appr. Personnel Number	Appr. First Name		Appr. Last Name
Approver ID		Appr. E-Mail	
		basf.com	
□ Appr. was informed			
I confirm that the Approver has been informed of the process.			

🔽 Appr. was informed

I confirm that the Approver has been informed of the process.

[As of 14.06.2023]

Step 13

After you have checked and filled in all the data, click on the button Forward **to approver**.

Data of Approv				
Image: Search internal person Image: Search host in location partners and tenants				
Appr. Personnel Number	Appr. First Name		Appr. Last Name	
Approver ID		Appr. E-Mail		
		@basf.com	1	
Appr. was informed				
I confirm that the Approver has been informed of the process.				
			Forward to Approver	Cancel

When the application is submitted, the status changes from "in registration" to "to approve""

DEAG Permit			Possible actions
Permit Data			
Permit No.	Validity Date	State	
000000554	06/12/2026	To Approve	

[As of 14.06.2024]

Step 14

After the application has been sent to the approver, you as the requester and the approver will receive an email that something needs to be done.

Security System / Dauerein- und Ausfuhr (DEAG) wartet auf Beurteilung / T...

no-reply.secsys			5	1	\rightarrow	1Ú	
	veb de						15:57
Aufbewahrungsrichtlinie 6 month retent	ion (6 Monate) Läu	uft ab 11.09.2023	3				
a Nachricht übersetzen in: Deutsch	Nie übersetzen aus: Englisch	Übersetzungse	instel	lunge	n		

The permanent import/export permit with number 000000554 fis waiting for approving.

Please log into Security System <u>Self-Service Portal</u> and approve/request the permit.

To find out how this works, please refer to the "process description for internal approvers of external import/export permit" or "Process description for import/export permit internal"

These can be found in the lower part of our homepage in the "Downloads" section: Homepage

[As of 14.06.2023]

Step 15

With the positive decision by your contact person, you will be informed again by e-mail about the changed status.

You can also view this in the Self Service Portal. Overview

→ Applications → Requestor Approval

			Possible actions
Validity Date		State	
06/12/2026	ö	Approved	
	Validity Date 06/12/2026	Validity Date 06/12/2026	Validity Date State 06/12/2026

You are now entitled to import and export the items and tools you have deposited. An inspection by the plant security staff is always to be expected. Therefore, please keep the permit **ALWAYS** up to date.

[As of 14.06.2024]

3. Processing of an existing DEAG (permanent import and export permit)

If you need to make changes or renew an authorization that has already been stored, you have two options for switching to edit mode.

Step 1

Click on "Overview" and "Create Approval."



Click on "Requester Approval" A new window will open. Sign in again.

DEAG Create Permit > Information

9

You already have a DEAG Permit. You can modify the existing one or delete it and create a new one.

Requesting: DEAG Permits

Click on "Requests" and "Requester Approval".

■ • BASF BASF <			al	linacchrmusterfrauheigel@test.d
 Dashboard Requests 	Requests		~	
Approving: DEAG Items Requesting: DEAG Items	Approving: DEAG Items	Requesting: DEAG Items	Approving: DEAG Permits	Requesting: DEAG Permits
Approving: DEAG Permits Requesting: DEAG Permits				

You will now see the DEAG that has already been approved for you, which can be edited and/or extended. To do this, click on the **"Possible actions"** button: Click on **"Edit/Extend DEAG**.

DEAG Permit			Possible actions
		•	DEAG Items' List preview
Permit Data			DEAG End Permit Approval
Permit No	Validity Date	State	DEAG Delete Permit
remit No.	valuity Date		DEAG Apply for extension/modification
00000554	06/12/2026	📋 Approved	DEAG Apply for extension/modification



[As of 14.06.2024]

Step 2

The fixed-term date can be set here.

IMPORTANT: Approval is only required as long as your employment with BASF continues. The maximum date of application plus 2 years is set. If the assignment continues, an extension must be requested.

Now click on "Next".

DEAG Apply for extension/modification > Edit Permit data

Permit Data		
Permit No. 000000554	Validity Date 06/12/2026	Up to three years starting from now
Data of Request		
Personnel number	First Name	Last Name
Company Code Text		
Requester ID	Email	E-Mail 2
	j.	
Request Date	Request Reaso	n
June 12, 2024 10:52 AM	<u> </u>	
		Next Cancel

[As of 14.06.2024]

Step 3

You don't want to change any dates, just change the fixed-term date. Then click on "Go to the approval process".

DEAG App	oly for extension	/modification > l	ist of Items		
					· · · · · · · · · · · · · · · · · · ·
Permit Data					
Permit No.		Validity Date		State	
00000554		06/12/2026	Ö	In Registration	
					I
Document with I	tems' List				
File Name			PDF File with Items' List		
				셢	
			File is present \checkmark		
List of DEAG Items					
Item Name	Identification No. (e	.g. serial number)		Item	Description
Test	012345				
	Add Item	Add document	Save as	draft	To approve process

The approval can be forwarded to the stored approver with the adjusted fixed-term date - it is again important that the tick is ticked "Approved. has been informed".

Data of Approv				
ر <u>Search internal person</u>		Q <u>Search ho</u>	st in location partners and tenants	
Appr. Personnel Number	Appr. First Name		Appr. Last Name	
Approver ID		Appr. E-Mail		
Z Appr. was informed			/	
I confirm that the Approver has been informed of the process.				
			Forward to Approver	Cancel

[As of 14.06.2024]

If your contact person / approver has changed in the meantime, you can change it using the "Find internal approver" button.

Data of Approv		
Q <u>Search internal person</u>		Q <u>Search host in location partners and tenants</u>
Appr. Personnel Number	Appr. First Name	Appr. Last Name
Approver ID		Appr. E-Mail

Enter all data (surname, first name, possibly e-mail address). Then click on "**Search**". You will be shown all search results that are available to you, i.e. exclusively BASF internal persons.

internal approver - 1 result(s)								
Last Name			First Name	First Name		Factory telephone		
contains	✓ musterma	nn	contains	muster		contains	~	
Email			Object abbreviation/Unit			Building No		
contains	~		equals			equals	~	
Search Reset								
Last Name	First Name	Factory telephone	Email			Object abbreviation/Unit		Building No
Mustermann	Muster		mustermann.muster@					J660

By selecting the line, select the person and confirm the selection by clicking the button "**Apply**"

Internal approver - 1	result(s)					×	
Last Name			First Name		Factory telephone		
contains	✓ mustern	nann	contains 🗸	muster	contains 🗸		
Email			Object abbreviation/Unit		Building No		
contains	~		equals 🗸		equals 🗸		
Search Reset							
Last Name	First Name	Factory telephone	Email		Object abbreviation/Unit	Building No	
Mustermann	Muster		mustermann.muster@a			J660	
Selected Items (1): Muste	ermann Muster					Apply Cancel	

[As of 14.06.2024]

Step 4

After the correct contact person has been selected, please remember that the **"Approver has been informed"**, otherwise the application is incorrect and cannot be completed.

Data of Approv				
C Search internal person				
Appr. Personnel Number	Appr. First Name		Appr. Last Name	
Approver ID		Appr. E-Mail		
Appr. was informed				
I confirm that the Approver has been informed of the process.				
			Forward to Approver	Cancel



I confirm that the Approver has been informed of the process.

[As of 14.06.2024]

Step 5

After the final check of all the data you have entered, click on "**Forward to approver**". You as the applicant as well as the approver will be informed by email that something needs to be done.

Data of Approv		
Q <u>Search internal person</u>		Q Search host in location partners and tenants
Appr. Personnel Number	Appr. First Name	Appr. Last Name
Approver ID		Appr. E-Mail
Appr. was informed		
I confirm that the Approver has been informed of the process.		
		Forward to Approver Cancel

Security System / Dauerein- und Ausfuhr (DEAG) wartet auf Beurteilung / T...

no-reply.secsys An O Cc O lou@web.de; O lou@v Aufbewahrungsrichtlinie 6 month retent	web.de tion (6 Monate) Lä	(uft ab 11.09.2023	5 5	\rightarrow	ij	•••• 15:57
🐴 Nachricht übersetzen in: Deutsch	Nie übersetzen aus: Englisch	Übersetzungsein	stellung	en		
Hallo Januaria						
Die DEAG Dauerein-/ausfuhrgenehmi für Louis Musterfrau-SecSysLohmar wartet auf Ihre Beurteilung.	igung mit der Nummer 0000	00472				
Bitte loggen Sie sich in das Security Sy und beurteilen (genehmigen/ablehne	ystem ein <u>Self-Service Portal</u> en) Sie diesen Antrag.					
Wie dies funktioniert, entnehmen Sie "Prozessbeschreibung DEAG_Intern". Diese finden Sie im unteren Teil auf u Prozessbeschreibungen": <u>Homepage</u>	bitte der "Prozessbeschreib Inserer Homepage im Bereic	ung DEAG_Exter h "Schritt-für-Scł	n" bzw. nritt			

[As of 14.06.2024]

Step 6

With the positive decision by your contact person, you will be informed again by e-mail about the changed status.

You can also view this in the Self Service Portal Overview \rightarrow Requests

→ Requesting DEAG Permits

DEAG Permit			Ĺ	Possible actions
Permit Data				
Permit No.	Validity Date		State	
00000557	06/30/2024	Ö	Approved	

You are now entitled to import and export the items and tools you have deposited. An inspection by the plant security staff is always to be expected. Therefore, please keep the permit **ALWAYS** up to date.

[As of 14.06.2024]

4. Deletion of an existing DEAG (permanent import and export permit)

The DEAG list is no longer needed and you want to remove it from the system.



DEAG Create Permit > Information

You already have a DEAG Permit. You can modify the existing one or delete it and create a new one.

Requesting: DEAG Permits

ŋ

A new window will open. Sign in again.

Or via "Requests" and "Requester Approval."

BASF BASF <			а	linacchrmusterfrauheigel@test.de
Ø Dashboard				
Requests	Kequests			
Approving: DFAG Items	Approving: DEAG Items	Requesting: DEAG Items	Approving: DEAG Permits	Requesting: DEAG Permits
Requesting: DEAG Items				7
Approving: DEAG Permits				
Requesting: DEAG Permits				

You will now see the DEAG that has already been approved for you, which can be deleted. To do this, click on the **"Possible actions"** button:

Possible actions
DEAG Items' List preview
DEAG End Permit Approval
DEAG Delete Permit
DEAG Apply for extension/modification

Step 2

If the DEAG is no longer needed or is outdated, you can now delete it from your ID card. Click on "**Possible actions**" and on "**Delete approval**".

DEAG Permit	rmit <i>Possible actions</i>						
			DEAG Items' List preview				
Permit Data			DEAG End Permit Approval				
Permit No.	Validity Date	State	DEAG Delete Permit				
000000557			DEAG Apply for extension/modification				
00000337	00/30/2024						



[As of 14.06.2024]

Step 3

Click on "**Yes**" to delete the DEAG. With the confirmation of whether the deletion is actually ok, it will be irrevocably removed from your ID.

DEAG Delete Permit > Confirm delete								
					í			
Are you sure you want to delete the DAG Permit v	vith related items' list?							
Permit Data								
Permit No.	Validity Date		State					
00000557	06/30/2024	Ë	Approved					
Data of Request								
			Vor		No			
			Yes		NO			

You can see the confirmation that the process has been executed correctly both by the notice message:



and the fact that DEAG is no longer listed in the overview of your applications:

 Ø Dashboard 	Requesting: DEAG Permits			Q Search		
🖙 Requests	Permit No.	Validity Date	Request Date	Approval Date	Approver ID	State
Approving: DEAG Items Requesting: DEAG Items						
Requesting: DEAG Permits			L ₂			