

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

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# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Log in to Security System Self Service Portal

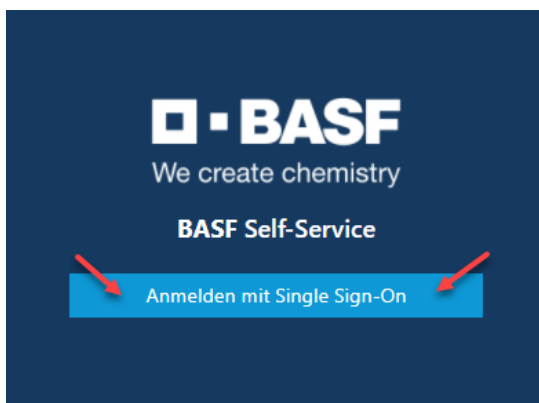
After a dispatcher has been created, he or she automatically receives a registration e-mail. If you follow the instructions in this registration email, you will gain access to the "Security Systems" portal.

### Step 1

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

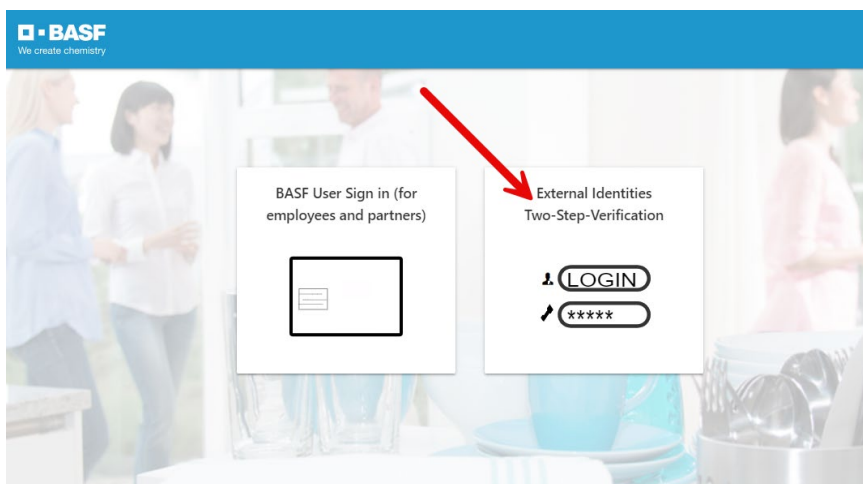
To do this, open the link:

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



### Step 2

Click on "External Identities Two-Step Verification"



*flash\_on*

*group*

*settings*

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## Step 3

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

**Please note:** The One Time Password is valid for 3 minutes.

## Your One Time Password



External-Profile-Management

An



Nachricht übersetzen in: Deutsch

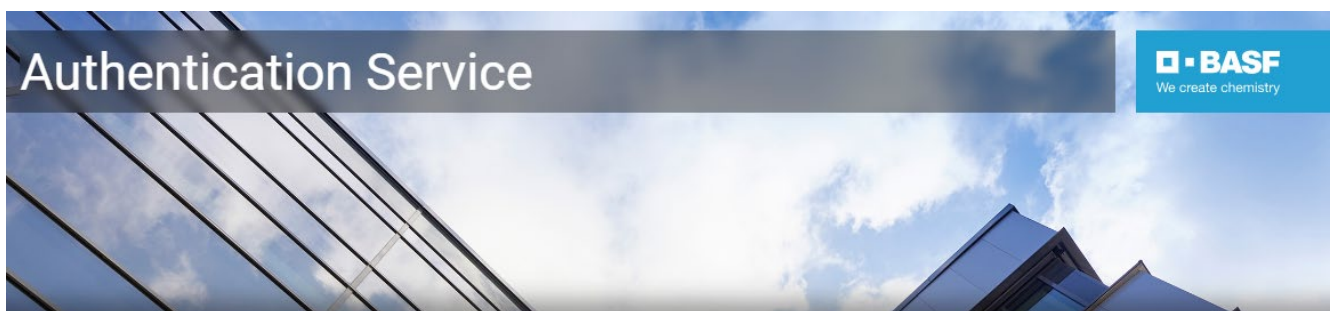
Nie übersetzen aus: Englisch

Übersetzungseinstellungen

Please use the following One Time Password to login: 388752

## Step 4

Enter the One Time Password.  
Then click on "Sign in".



### Welcome Disponent!

One Time Password was sent to: tes...@basf.com

[Resend One Time Password](#)

Do you want to use an Authenticator App instead?

[Register to activate an Authenticator App](#)

# Management of External entry permission or parking cards by external Dispatchers

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## Request for an external entry permission

Log in to the portal "Security System" – Site Ludwigshafen → [See instructions](#)

### Step 1

Click on the "Companies" button.

The screenshot shows the BASF Security System portal interface. On the left, a blue sidebar contains navigation options: Dashboard, Cards, Companies (highlighted with a red box and a red arrow pointing to it), Identities, Visits, Existing contract relations, and Info. Under the 'Companies' menu, there is a sub-menu item 'Entry quotas for companies' with the description 'Linked companies of the dispatcher' and 'Permissions of linked companies'. The main content area displays a form titled 'Contingent external entries' with a search bar and a 'Possible actions' button. The form fields are as follows:

Creation date	
May 16, 2024 6:23 AM	
Modification date	
July 3, 2024 4:30 PM	
Quota-Data	
<b>Contingent ID</b> Q00283	<b>Quota type</b> Contingent external entries
<b>Allocation</b> Kontraktor	
<b>CompanyCode</b> 0001	<b>Company Code Text</b> BASF SE
<b>Car-Quantity</b> 9	<b>Used Quantity</b> 9

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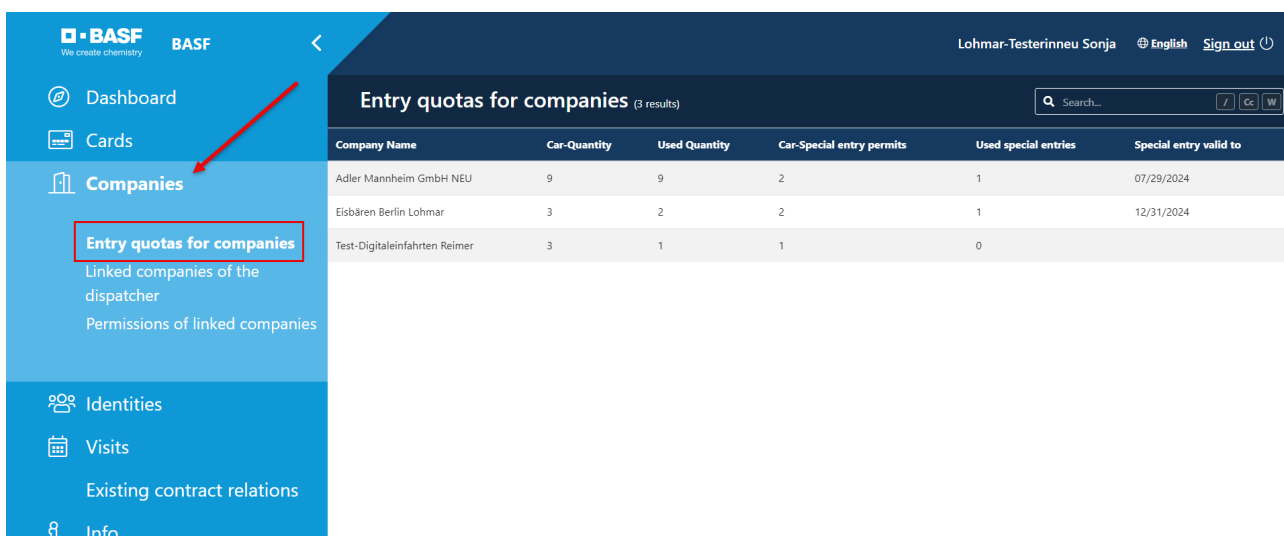
## Step 1a

If you are a dispatcher for several companies, the screen looks like this.

Click on "Entry quotas for companies"



And now click on the desired company



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## Step 2

Click on "Possible actions"

Click on "Request ext. entry permission"

The screenshot shows the BASF user interface. On the left, a navigation menu includes 'Dashboard', 'Cards', and 'Companies'. Under 'Companies', there is a sub-section 'Entry quotas for companies' with the text 'Linked companies of the dispatcher' and 'Permissions of linked companies'. The main content area is titled 'Contingent external entries'. It displays the following information:

- Creation date:** May 16, 2024 6:23 AM
- Modification date:** July 3, 2024 4:30 PM
- Quota-Data:**
  - Contingent ID:** Q00283
  - Quota type:** Contingent external entries
  - Allocation:** Kontraktor

A 'Possible actions' dropdown menu is open, showing options: 'Access authorisation assigned External', 'Assign parking permit External', 'Apply for entry permit via special quota', 'Extend entry permit in batch', and 'Apply for special quota'. Red arrows in the original image point to the 'Possible actions' link and the 'Creation date' field.

## Step 3

Information about the company can be found at the top.

In the "Company code" field, please click to select the client for whom your company carries out work for which an entry permission is required.

The screenshot shows the 'Access authorisation assigned External > Data entry' page. It contains the following text and form fields:

The entry permit is issued to the contractual partner (contractor, tenant, site partner, authority) of BASF.

The entrance can be used by both the applying company itself and the subcontractor employed. The administration is the responsibility of BASF's contractual partner.

**Company data**

<b>Company Id</b>	<b>Company Name</b>
T142	Adler Mannheim GmbH NEU

**Allocation**

Kontraktor

**Company Code Text**

[Empty dropdown menu]

A blue arrow points to the 'Company Code Text' dropdown menu.

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BASF Digital Sol. GmbH  
BASF Gastronomie GmbH  
BASF Jobmarkt GmbH  
BASF Logistics GmbH  
BASF Stationary Energy  
BASF Plant Science Comp.  
BASF SE  
BASF Stiftung  
BASF Venture Capital GmbH  
BASF Wohnen + Bauen GmbH  
Chemovator GmbH  
trinamIX GmbH  
BASF Renewable Energy  
BASF Dig. Site Ser. GmbH

Below the drop-down field you will find information on the contingent.

Quota Data	
The quota applies to the vehicle type "car" and is calculated using an implemented formula.	
<b>Car-Quantity</b>	<b>Used Quantity</b>
<input type="text" value="9"/>	<input type="text"/>
<b>Car-Special entry permits</b>	<b>Used special entries</b>
<input type="text"/>	<input type="text"/>

## Step 4

Fill in the fields:

- Number of cars
- Number of other vehicles

The filling of both fields is mandatory.

For example, if you do not want to order an entry permit for "Other vehicles", please enter a 0.

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## Access authorisation assigned External > Data entry

### Vehicle type

Please enter here how many car entry permits (via special contingent) you would like to apply for.

Please note that the number of car entry permits requested must not exceed the quota size (see above).

Car = Up to 2.8 tonnes / according to registration certificate part 1 – field F.2

Other vehicle = greater than 2.8 tonnes / according to registration certificate part 1 – field F.2

Please enter 0 if you do not want to order an entry permit for this vehicle type.

Number car

Number other vehicles

### Step 5

Fill in the fields:

-Valid from

-Valid until

The filling of both fields is mandatory.

**Please note:** If your company - for example - already has 3 entry permits that are valid until 30.09.2025, apply for the new entry permits please with the same fixed-term date..

### Validity

Entry permits are valid for a maximum of 1 year (please round up to the end of the month).

If your company already has entry permits, the duration must be adjusted to the existing entry permits.

Valid from



Valid to



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## Step 6

Filling in the field "Telephone AS" is a mandatory field

**Applicant**

ANY dispatcher registered in the system (identities / overview of registered dispatchers) can act as an applicant.

**Last name of applicant (AS)**  
Lohmar-Testerinneu

**First name of applicant (AS)**  
Sonja

**EmailApplicant**  
secsysdisponentqual@gmx.de

**Phone (AS)**

# Management of External entry permission or parking cards by external Dispatchers

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## Step 7

The filling of the 4 fields "Pickup" is voluntary.

**Please note:** If the dispatcher (applicant) wants to pick up the requested entry permit(s) himself, he must also be registered as the collector by name.


**Collector**

The entry permit(s) can only be collected by the person(s) specified here.


If no person is specified, the collection may only be carried out by a person who is directly employed by the applying company.

The person must be in possession of a valid permanent identity pass and present it upon collection.


**Collector 1**




**Collector 2**



**Collector 3**



**Collector 4**




## Step 8

Filling in the "Comment" field is voluntary.

This comment can be viewed by the approvers and site security.

**Other**

**Comment**



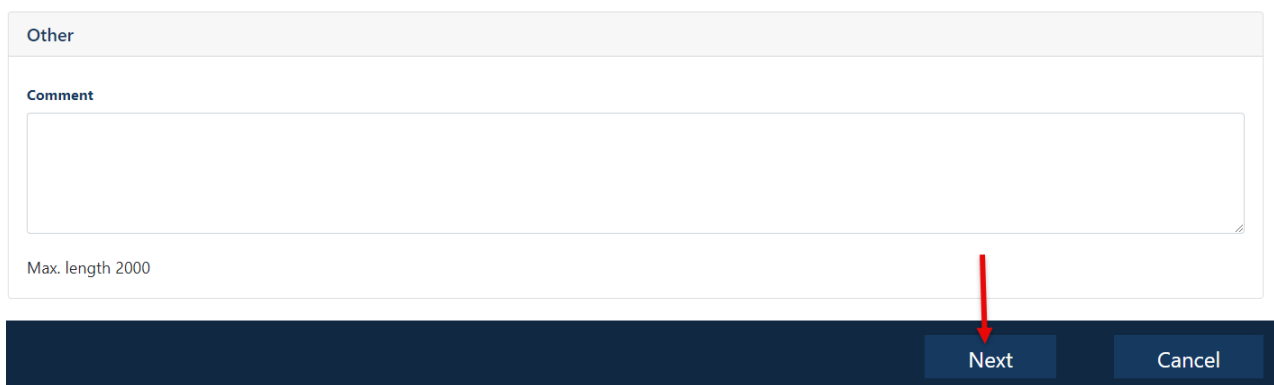
Max. length 2000

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## Step 9

Click "Next"



Other

Comment

Max. length 2000

Next Cancel

## Other information

The approver team will now receive an email informing them that a request has been submitted for assessment.

If the approver team approves the request, the site security driveway management team receives the request for further processing.

If entry permits have been approved by both bodies, all dispatchers stored with a company will receive an information email.

If entry permits have been rejected by a body, all dispatchers stored with a company will receive an information email with a reason.

# Management of External entry permission or parking cards by external Dispatchers

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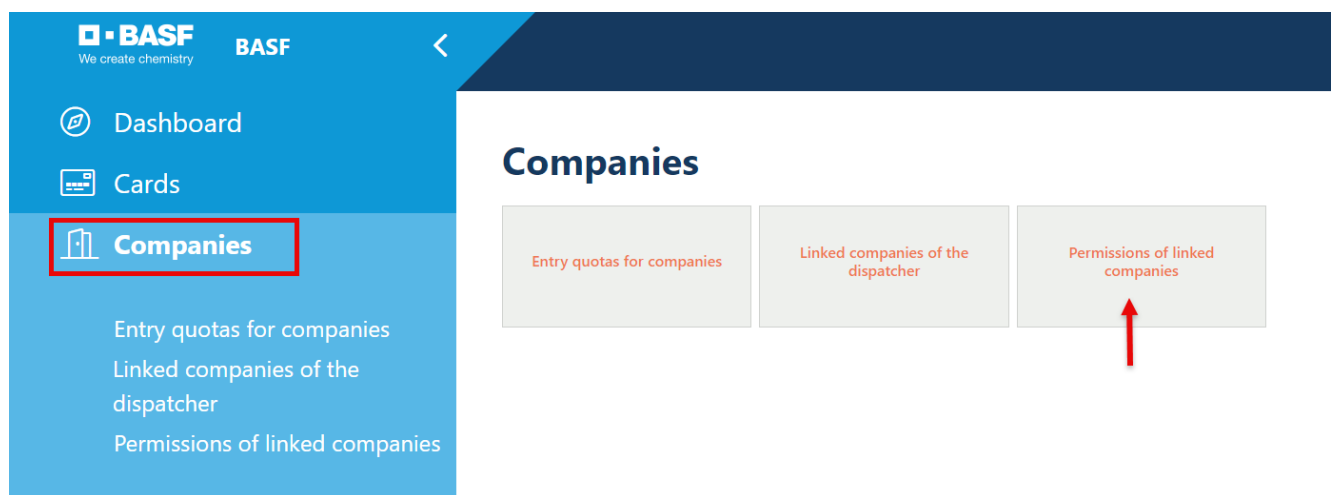
## Extension of an external entry permission (individual application)

Log in to Security System → [See instructions](#).

### Step 1

Click on "Companies"

Click on "Existing Entry or Parking Authorizations"



### Step 2

The overview looks like this.

Permissions of linked companies (12 / 26 results)								
Company Name	Company Id	Entry permit number	Application status	Entry permit state	Vehicle type	Valid from	Valid to	Authorisation group
Eisbären Berlin Lohmar	T236	PAR70001	Approved	Aktiv & Gedruckt		05/23/2024	12/31/2099	Parking card
Eisbären Berlin Lohmar	T236	EIN50058	Approved	Aktiv & Gedruckt	PKW	05/27/2024	04/30/2025	Entry permit external
Eisbären Berlin Lohmar	T236	EIN50059	Approved	Aktiv & Gedruckt	Sonstige	05/29/2024	08/30/2024	Entry permit external
Eisbären Berlin Lohmar	T236	EIN50066	Approved	Aktiv & Gedruckt	PKW	06/04/2024	12/31/2024	Special quota

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## Step 3

Mark the desired entry permit by clicking on it.

Entry permit external
 Possible actions

<b>Application status</b>	<b>Entry permit state</b>
Approved	Aktiv & Gedruckt
<b>Entry permit number</b>	<b>Version</b>
EIN50058	10
<b>Creation date</b>	<b>Modification date</b>
May 27, 2024 10:00 AM	June 18, 2024 10:37 AM
<input type="checkbox"/> Old Permission Returned?	
<b>Company data</b>	
<b>Company Id</b>	<b>Company Name</b>
T236	Eisbären Berlin Lohmar

## Step 4

Click on "Possible actions"  
Click on "Ext. Extend Entry Permit"

Entry permit external
 Possible actions

<b>Application status</b>	<b>Entry permit state</b>	<b>Ext. Block entry permit/parking card</b>
Approved	Aktiv & Gedruckt	<b>Access authorisation extention external</b>
<b>Entry permit number</b>	<b>Version</b>	
EIN50054	0	
<b>Creation date</b>	<b>Modification date</b>	
June 14, 2024 10:03 AM	June 14, 2024 10:23 AM	

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## Step 5

In the upper part, information about the company and contingent is listed.  
Scroll down to the part "Validity"

### Access authorisation extention external > New valid to

The entry permit is issued to the contractual partner (contractor, tenant, site partner, authority) of BASF.

The entrance can be used by both the applying company itself and the subcontractor employed. The administration is the responsibility of BASF's contractual partner.

#### Company data

Company Id

T236

Company Name

Eisbären Berlin Lohmar

#### Quota Data

The quota applies to the vehicle type "car" and is calculated using an implemented formula.

Car-Quantity

3

Used Quantity

2

Car-Special entry permits

2

Used special entries

1

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## Step 6


Fill in the field  
-Valid until

**Please note:** If your company - for example - already has 3 entry permits that are valid until 30.09.2025, apply for the new entry permits please with the same fixed-term date. The Site Security team reserves the right to adjust the fixed-term date during the final processing.

Validity

Entry permits are valid for a maximum of 1 year (please round up to the end of the month).

If your company already has entry permits, the duration must be adjusted to the existing entry permits.

New expiry date 

## Step 7

Filling in the field "Telephone AS" is mandatory.


Applicant

ANY dispatcher registered in the system (identities / overview of registered dispatchers) can act as an applicant.

Last name of applicant (AS)

First name of applicant (AS)

EmailApplicant

Phone (AS)  


# Management of External entry permission or parking cards by external Dispatchers

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## Step 8

The filling of the 4 fields "Pickup" is voluntary.

**Please note:** If the dispatcher (applicant) wants to pick up the requested entry permit(s) himself, he must also be registered as the collector by name.

**Collector**

The entry permit(s) can only be collected by the person(s) specified here.

If no person is specified, the collection may only be carried out by a person who is directly employed by the applying company.

The person must be in possession of a valid permanent identity pass and present it upon collection.

**Collector 1**

**Collector 2**

**Collector 3**

**Collector 4**

## Step 9

Filling in the "Comment" field is voluntary.

This comment can be viewed by the approvers and site security.

**Other**

**Comment**

Max. length 2000

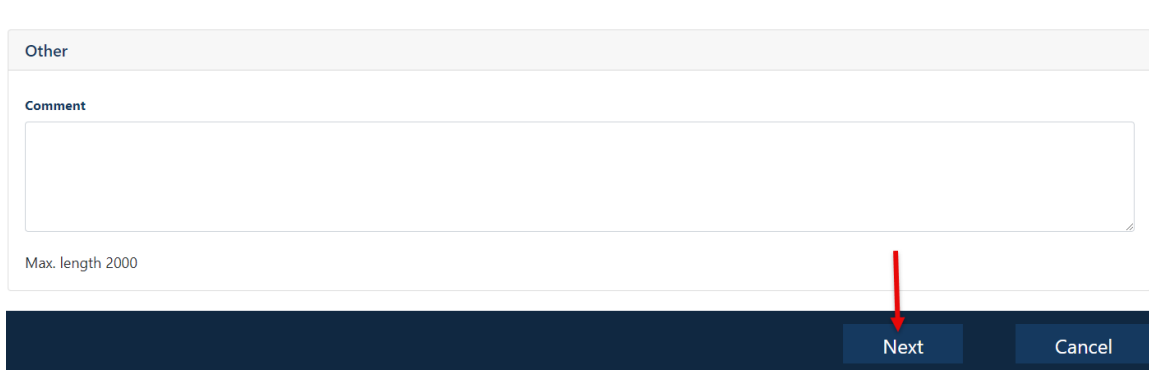
## Step

Click "Next"



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The screenshot shows a web form with a header 'Other'. Below the header is a 'Comment' section with a large text input area. At the bottom left of the input area, it says 'Max. length 2000'. At the bottom right of the form, there are two buttons: 'Next' and 'Cancel'. A red arrow points to the 'Next' button.

## Other information

The approver team will now receive an email informing them that a request has been submitted for assessment.

If the approver team approves the request, the site security driveway management team receives the request for further processing.

If entry permits have been approved by both bodies, all dispatchers stored with a company will receive an information email.

If entry permits have been rejected by a body, all dispatchers stored with a company will receive an information email with a reason.

# Management of External entry permission or parking cards by external Dispatchers

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## Extension of an external entry permission (multiple application)

Log in to Security System → [See instructions.](#)

### Step 1

Click on "Companies"

The screenshot shows the BASF Security System interface. On the left is a blue navigation sidebar with the following items: Dashboard, Cards, Companies (selected), Entry quotas for companies (with sub-items: Linked companies of the dispatcher, Permissions of linked companies), Identities, Visits, Existing contract relations, and Info. The main content area is titled 'Contingent external entries' and includes a 'Possible actions' link. The details for this entry are as follows:

Creation date	
May 16, 2024 6:23 AM	
Modification date	
July 3, 2024 4:30 PM	
Quota-Data	
<b>Contingent ID</b> Q00283	<b>Quota type</b> Contingent external entries
Allocation	
Kontraktor	
<b>CompanyCode</b> 0001	<b>Company Code Text</b> BASF SE
<b>Car-Quantity</b> 9	<b>Used Quantity</b> <input type="text"/>
<b>Car-Special entry permits</b> <input type="text"/>	<b>Used special entries</b> <input type="text"/>

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 1a

If you are a dispatcher of several companies, the mask looks like this.

Click on "Entry contingents for companies"

The screenshot shows the BASF user interface. On the left is a navigation menu with options: Dashboard, Cards, Companies (highlighted with a red box), Identities, Visits, Existing contract relations, and Info. The main content area is titled 'Companies' and contains three buttons: 'Entry quotas for companies', 'Linked companies of the dispatcher', and 'Permissions of linked companies'. A red arrow points to the 'Entry quotas for companies' button.

And now click on the desired company

The screenshot shows the 'Entry quotas for companies' page. The table below displays the data for three companies:

Company Name	Car-Quantity	Used Quantity	Car-Special entry permits	Used special entries	Special entry valid to
Adler Mannheim GmbH NEU	9	9	2	1	07/29/2024
Eisbären Berlin Lohmar	3	2	2	1	12/31/2024
Test-Digitaleinfahrten Reimer	3	1	1	0	

# Management of External entry permission or parking cards by external Dispatchers

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## Step 2

Click on "Possible actions"

Click on "Extend entry permit in batch"

The screenshot shows the BASF system interface. On the left, the 'Companies' menu item is highlighted with a red box, and the sub-item 'Entry quotas for companies' is also highlighted. The main content area displays the details for a 'Contingent external entries' record. The 'Possible actions' menu is open on the right, and the 'Extend entry permit in batch' option is highlighted with a red arrow. The record details include:

- Creation date:** May 16, 2024 6:23 AM
- Modification date:** July 3, 2024 4:30 PM
- Quota-Data:**
  - Contingent ID:** Q00283
  - Quota type:** Contingent external entries
- Allocation:** Kontraktor
- CompanyCode:** 0001
- Company Code Text:** BASF SE

## Step 3

In the upper part, information about the company and contingent is listed.

Scroll down to the part "Vehicle type"

### Extend entry permit in batch > Data entry

The entry permit is issued to the contractual partner (contractor, tenant, site partner, authority) of BASF.

The entrance can be used by both the applying company itself and the subcontractor employed. The administration is the responsibility of BASF's contractual partner.

**Company data**

<b>Company Id</b>	<b>Company Name</b>
T247	Test-Digitaleinfahrten Reimer

**Quota Data**

The quota applies to the vehicle type "car" and is calculated using an implemented formula.

<b>Car-Quantity</b>	<b>Used Quantity</b>
3	1
<b>Car-Special entry permits</b>	<b>Used special entries</b>
<input type="checkbox"/>	

# Management of External entry permission or parking cards by external Dispatchers

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## Step 4

Via the selection button "**Selection of cars**" or "**selection of other vehicles**" must be selected, which entry permit is to be extended.

### Extend entry permit in batch > Data entry

**Vehicle type**

Please use the "Select Car" or "Select Other Vehicles" button to select how many entry permits you would like to extend for each vehicle type.

The number of car entry permits requested may not exceed the contingent size (see above).

Car = Up to 2.8 tonnes / according to registration certificate part 1 – field F.2  
Other vehicle = greater than 2.8 tonnes / according to registration certificate part 1 – field F.2

**Available car**

**Available other vehicle**

Select the desired entry permits until they are highlighted in blue and then click on "**Apply**".

Note: It is not apparent in the mask AFTERWARDS that a selection has taken place.

Valid entry permit (Car) - 3 result(s)

Company Name	Company Id	Entry permit number	Application status	Entry permit state	Vehicle type	Valid to	Authorisation group
Eintracht Frankfurt Rossner AGs	T064	EIN50051	Approved	Forderung	PKW	03/31/2025	Entry permit external
Eintracht Frankfurt Rossner AGs	T064	EIN50052	Approved	Aktiv & Gedruckt	PKW	03/31/2025	Entry permit external
Eintracht Frankfurt Rossner AGs	T064	EIN50054	Approved	Aktiv & Gedruckt	PKW	05/31/2025	Entry permit external

Selected Items (0):

# Management of External entry permission or parking cards by external Dispatchers

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## Step 5

Fill in the fields:

- Valid from
- Valid until

The filling of both fields is mandatory.

**Please note:** If your company - for example - already has 3 entry permits that are valid until 30.09.2025, apply for the new entry permits please with the same fixed-term date. The Site Security team reserves the right to adjust the fixed-term date during the final processing.

### Validity

Entry permits are valid for a maximum of 1 year (please round up to the end of the month).

If your company already has entry permits, the duration must be adjusted to the existing entry permits.

**New expiry date**



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## Step 6

Filling in the field "Telephone AS" is mandatory.

**Applicant**

ANY dispatcher registered in the system (identities / overview of registered dispatchers) can act as an applicant.

**Last name of applicant (AS)**  
Lohmar-Testerinneu

**First name of applicant (AS)**  
Sonja

**EmailApplicant**  
secsysdisponentqual@gmx.de

**Phone (AS)**



# Management of External entry permission or parking cards by external Dispatchers

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## Step 7

The filling of the 4 fields "Pickup" is voluntary.

**Please note:** If the dispatcher (applicant) wants to pick up the requested entry permit(s) himself, he must also be registered as the collector by name.


**Collector**

The entry permit(s) can only be collected by the person(s) specified here.


If no person is specified, the collection may only be carried out by a person who is directly employed by the applying company.

The person must be in possession of a valid permanent identity pass and present it upon collection.


**Collector 1**




**Collector 2**



**Collector 3**



**Collector 4**





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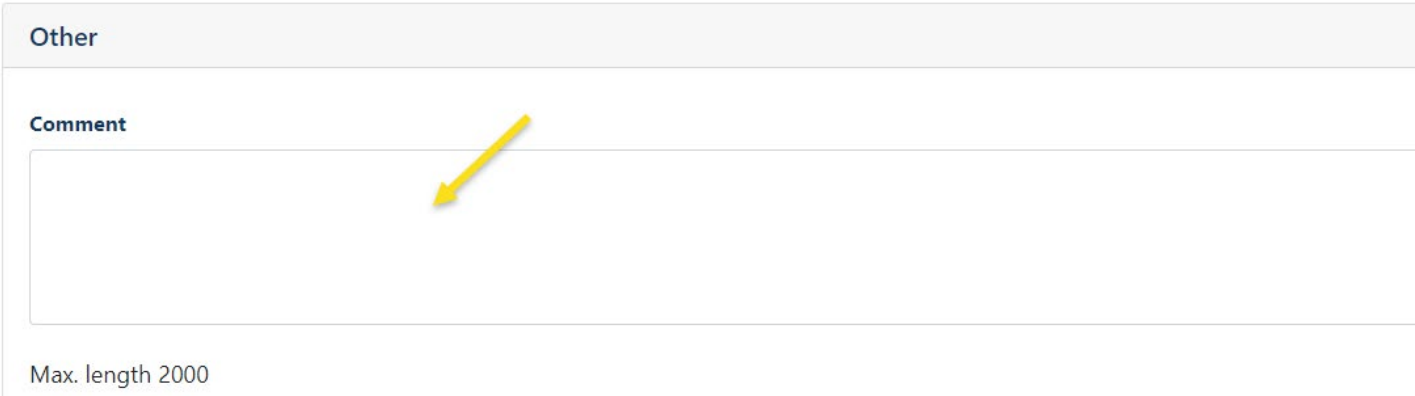
## Step 8

Filling in the "Comment" field is voluntary.

This comment can be viewed by the approvers and site security.

**Other**

**Comment**



Max. length 2000

## Other information

The approver team will now receive an email informing them that a request has been submitted for assessment.

If the approver team approves the request, the site security driveway management team receives the request for further processing.

If entry permits have been approved by both bodies, all dispatchers stored with a company will receive an information email.

If entry permits have been rejected by a body, all dispatchers stored with a company will receive an information email with a reason.

## [Report lost of an external entry permission](#)

Log in to Security System → [See instructions](#).

## Step 1

Click on "Companies"

Click on "Existing entry or parking permissions"

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

The screenshot shows the BASF external dispatcher interface. On the left is a blue sidebar with the BASF logo and navigation options: Dashboard, Cards, and Companies (highlighted with a red box). The main content area is titled 'Companies' and contains three cards: 'Entry quotas for companies', 'Linked companies of the dispatcher', and 'Permissions of linked companies'. A red arrow points to the 'Permissions of linked companies' card.

## Step 2

The overview looks like this.

The screenshot shows the 'Permissions of linked companies' overview table. The table has 10 columns: Company Name, Company Id, Entry permit number, Application status, Entry permit state, Vehicle type, Valid from, Valid to, Authorisation group, and Park Area. There are 5 rows of data, all for 'Eintracht Frankfurt Rossner AGs'.

Company Name	Company Id	Entry permit number	Application status	Entry permit state	Vehicle type	Valid from	Valid to	Authorisation group	Park Area
Eintracht Frankfurt Rossner AGs	T064	EIN50051	Approved	Forderung	PKW	05/22/2024	03/31/2025	Entry permit external	
Eintracht Frankfurt Rossner AGs	T064	EIN50052	Approved	Aktiv & Gedruckt	PKW	05/22/2024	03/31/2025	Entry permit external	
Eintracht Frankfurt Rossner AGs	T064	PAR70004	Approved	Aktiv & Gedruckt		05/23/2024	12/31/2099	Parking card	ParkingExtS
Eintracht Frankfurt Rossner AGs	T064	EIN50054	Approved	Aktiv & Gedruckt	PKW	06/14/2024	05/31/2025	Entry permit external	

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### Step 3

Mark the desired entry permit by "clicking" on it

Permissions of linked companies (41 results)									
Company Name	Company Id	Entry permit number	Application status	Entry permit state	Vehicle type	Valid from	Valid to	Authorisation group	Park Area
Eintracht Frankfurt Rossner AGs	T064	EIN50052	Approved	Aktiv & Gedruckt	PKW	05/22/2024	03/31/2025	Entry permit external	

### Step 4

Click on "Possible actions"

Entry permit external
✎ Possible actions

<p><b>Application status</b></p> <p>Approved</p>	<p><b>Entry permit state</b></p> <p>Aktiv &amp; Gedruckt</p>
<p><b>Entry permit number</b></p> <p>EIN50052</p>	<p><b>Version</b></p> <p>2</p>
<p><b>Creation date</b></p> <p>May 22, 2024 1:35 PM</p>	<p><b>Modification date</b></p> <p>June 27, 2024 7:28 AM</p>

Old Permission Returned?

**Company data**

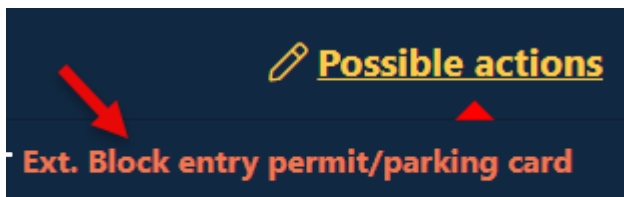
<p><b>Company Id</b></p> <p>T064</p>	<p><b>Company Name</b></p> <p>Eintracht Frankfurt Rossner AGs</p>
<p><b>Allocation</b></p> <p>Kontraktor</p>	
<p><b>CompanyCode</b></p> <p>0001</p>	<p><b>Company Code Text</b></p> <p>BASF SE</p>

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 5

Click on "Ext. Entry Permit/Block Parking Card"



## Step 6

Click in the "Entry Status" field

**Ext. Block entry permit/parking card > Confirmation**

Change State

Entry permit state

Comment State Change Reason

Entry permit number: EIN50052

Version: 2

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 7

Click on "lost"

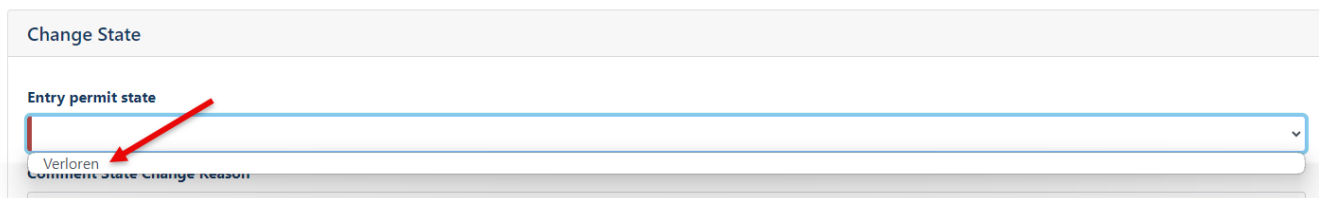
### Ext. Block entry permit/parking card > Confirmation

Change State

Entry permit state

Verloren

Comment State Change Reason



## Step 7a

Click on "next"

### Ext. Block entry permit/parking card > Confirmation

Change State

Entry permit state

Verloren

Comment State Change Reason

Entry permit number

EIN50052

Version

2

Application status

Approved

CompanyCode

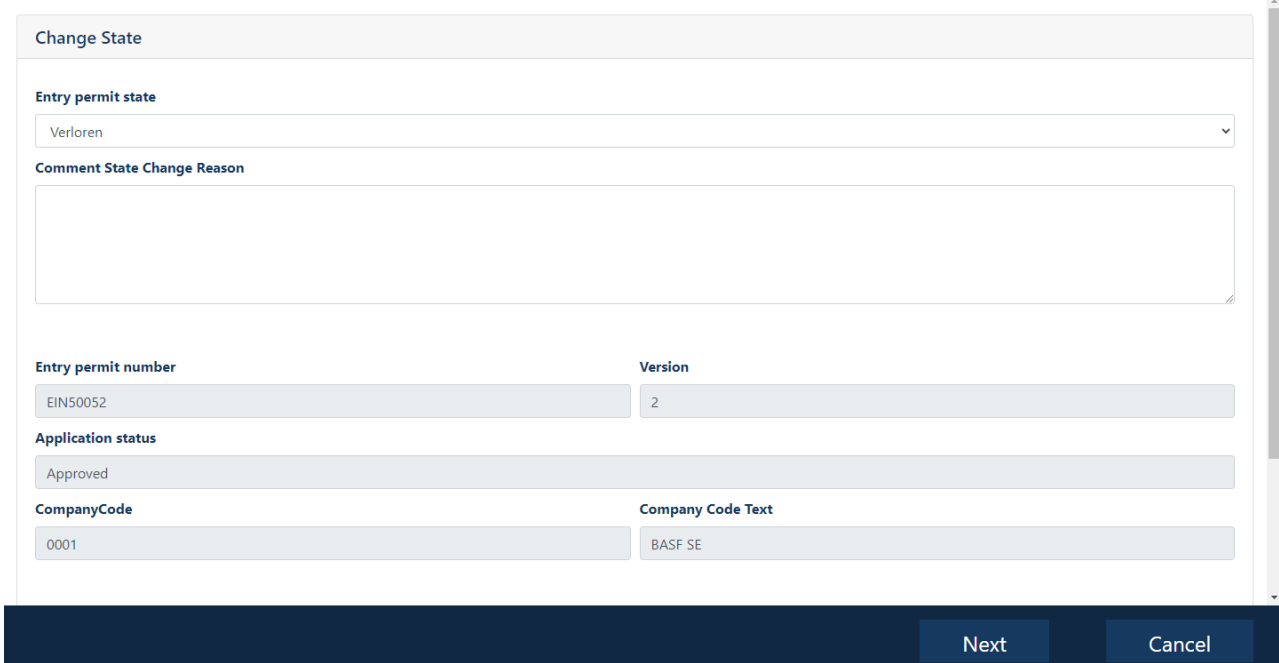
0001

Company Code Text

BASF SE

Next

Cancel



## Other information

Site security will be informed of the loss of the entry permit.

If a new entry permit is needed as a replacement, a [new application](#) must be submitted via the Portal Security System.

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Overview of entry permits/parking cards

Log in to Security System → [See instructions](#).

### Step 1

Click on "Companies"

Click on "Existing entry or parking authorizations"

The screenshot shows the BASF Security System interface. On the left, there is a navigation menu with 'Dashboard', 'Cards', and 'Companies' (highlighted with a red box). Below the menu, there are three sub-options: 'Entry quotas for companies', 'Linked companies of the dispatcher', and 'Permissions of linked companies'. On the right, there are three main cards: 'Entry quotas for companies', 'Linked companies of the dispatcher', and 'Permissions of linked companies'. A red arrow points to the 'Permissions of linked companies' card.

### Step 2

The screenshot shows the 'Permissions of linked companies' table in the BASF Security System interface. The table has a search bar and a filter icon. The table contains the following data:

Company Name	Company Id	Entry permit number	Application status	Entry permit state	Vehicle type	Valid from	Valid to	Authorisation group
Eisbären Berlin Lohmar	T236	PAR70001	Approved	Aktiv & Gedruckt		05/23/2024	12/31/2099	Parking card
Eisbären Berlin Lohmar	T236	EIN50058	Approved	Aktiv & Gedruckt	PKW	05/27/2024	04/30/2025	Entry permit external
Eisbären Berlin Lohmar	T236	EIN50059	Approved	Aktiv & Gedruckt	Sonstige	05/29/2024	08/30/2024	Entry permit external
Eisbären Berlin Lohmar	T236	EIN50066	Approved	Aktiv & Gedruckt	PKW	06/04/2024	12/31/2024	Special quota

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

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## Application status of entry permission

The status can be seen in the overview "Existing entry or parking authorizations" → [See instructions](#).

### **Requested**

Application is submitted to the approval team for assessment

### **Extension requested**

Application is submitted to the approval team for assessment

### **Approved by Approver**

Application is being processed by the Site Security Team

### **Approved**

Application approved by site security team

### **Declined**

Request rejected by the approver team OR site security team

### **Locked**

The entry permit/parking card must be returned

## Status of permission

The status can be seen in the overview "Existing entry or parking authorizations" → [See instructions](#).

### **Active & Printed**

The entry permit has been printed and may be used.

### **Active & Unprinted**

The entry permit will be printed shortly.

### **Lost**

The entry permit may no longer be used. It was reported lost.

### **Conscripted**

The entry permit may no longer be used. Labour law measures are initiated.

### **Demand**

The entry permit may no longer be used. It must be returned.

### **Not picked up**

The entry permit was not collected after a collection period of 6 weeks. A new application must be submitted.

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

---

## Entry permit is no longer required or is requested

If an entry permit / parking card is no longer required, it must be sent by post to

BASF SE  
Site Security  
ESM/WWE – J 660

can be sent.

It is also possible to hand in the entry permit / parking card at the reception points or to the plant security staff.



# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Application for a designated special quota (temporary)

Log in to Security System → [See instructions](#).

### Step 1

Click on "Companies"

The screenshot displays the BASF Security System interface. On the left is a blue navigation sidebar with the BASF logo and the following menu items: Dashboard, Cards, Companies (highlighted), Identities, Visits, Existing contract relations, and Info. The 'Companies' section includes sub-items: 'Entry quotas for companies', 'Linked companies of the dispatcher', and 'Permissions of linked companies'. The main content area is titled 'Contingent external entries' and features a 'Possible actions' link. The form contains the following fields:

- Creation date:** May 22, 2024 7:52 AM
- Modification date:** July 3, 2024 4:40 PM
- Quota-Data:**
  - Contingent ID:** Q00292
  - Quota type:** Contingent external entries
  - Allocation:** Kontraktor
  - CompanyCode:** 0001
  - Company Code Text:** BASF SE
  - Car-Quantity:** 3
  - Used Quantity:**
  - Car-Special entry permits:**
  - Used special entries:**

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 1a

If you are a dispatcher of several companies, the mask looks like this.

Click on "Entry contingents for companies"



And now click on the desired company

The screenshot shows the 'Entry quotas for companies' page. The title is 'Entry quotas for companies (3 results)'. There is a search bar with 'Search...' and a filter icon. Below is a table with the following data:

Company Name	Car-Quantity	Used Quantity	Car-Special entry permits	Used special entries	Special entry valid to
Adler Mannheim GmbH NEU	9	9	2	1	07/29/2024
Eisbären Berlin Lohmar	3	2	2	1	12/31/2024
Test-Digitaleinfahrten Reimer	3	1	1	0	

The left navigation menu is visible, with 'Companies' selected. The 'Entry quotas for companies' option is also highlighted in the main content area.

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 2

Fill in the field:

-Desired increase = number of additional car entry permits required

### Apply for special quota > Data entry

I hereby request a temporary increase of X car quotas.

Example: If the allocated contingent is 10 and you need a total of 15 quotas, you must enter the number 5 in the "Desired increase" field.

Company data	
<b>Company Id</b>	<b>Company Name</b>
T142	Adler Mannheim GmbH NEU
<b>Company Code Text</b>	
BASF SE	

Quota Data	
<b>Car-Quantity</b>	<b>Used Quantity</b>
9	
<b>countSpecialEntryRequested</b>	

## Step 3

Fill in the fields:

-Valid from

-Valid until

The filling of both fields is mandatory.

If your company already has 3 entry permits, for example, valid until 30.09.2025, apply for the new entry permits please by the same date.

# Management of External entry permission or parking cards by external Dispatchers

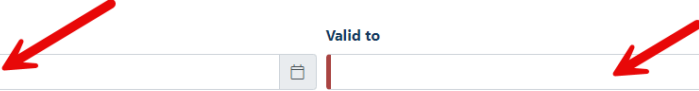
[Stand 17.07.2024]

**Validity**

The maximum duration of a car quota increase is 1 year (please round up to the end of the month).

If your company already has entry permits, the duration of the entry permits applied for via the special quota must be adjusted.

**Valid from**  **Valid to**



## Step 4

Filling in the field "Telephone AS" is mandatory.

**Applicant**


ANY dispatcher registered in the system (identities / overview of registered dispatchers) can act as an applicant.

**Last name of applicant (AS)**

**First name of applicant (AS)**

**Email Applicant**

**Phone (AS)**




## Step 5

Filling in the "Comment" field with a meaningful justification is mandatory.  
This comment can be viewed by the approvers and site security.

**Reason for raise**

**Comment**



# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Other information

The approver team will now receive an email informing them that a request has been submitted for assessment.

If the approver team approves the request, the site security driveway management team receives the request for further processing.

If the application has been approved by both bodies, all dispatchers deposited with a company will receive an information email. From this point on, an "SK entry" (special contingent entry) can then be applied for.

If the application has been rejected by a body, all dispatchers deposited with a company will receive an information email with a reason.

Only when an existing application for a special quota has been "assessed" is it technically possible to submit a further application.

## Request for ab external entry permission via the designated special quota

Log in to Security System → [See instructions](#).

### Step 1

Click on "Companies"

The screenshot shows the BASF Security System interface. On the left is a navigation menu with options: Dashboard, Cards, Companies (selected), Identities, Visits, Existing contract relations, and Info. The main content area displays the 'Contingent external entries' form. The form includes the following fields:

- Creation date:** May 22, 2024 7:56 AM
- Modification date:** June 27, 2024 4:30 PM
- Quota-Data:**
  - Contingent ID:** Q00293
  - Quota type:** Contingent external entries
- Allocation:** Kontraktor
- CompanyCode:** 0001
- Company Code Text:** BASF SE
- Car-Quantity:** 5
- Used Quantity:**

At the top right of the form, there is a 'Possible actions' link.

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 1a

If you are a dispatcher of several companies, the mask looks like this.

Click on "Entry contingents for companies"



And now click on the desired company

The screenshot shows the 'Entry quotas for companies' page. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Entry quotas for companies (3 results)' and includes a search bar. Below the search bar is a table with the following data:

Company Name	Car-Quantity	Used Quantity	Car-Special entry permits	Used special entries	Special entry valid to
Adler Mannheim GmbH NEU	9	9	2	1	07/29/2024
Eisbären Berlin Lohmar	3	2	2	1	12/31/2024
Test-Digitaleinfahrten Reimer	3	1	1	0	

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 2

Click on "Possible actions" -> Click on "Apply for entry permit via special quota"

The screenshot displays a software interface for managing external entries. At the top, a dark blue header bar contains the text "Contingent external entries" on the left and a "Possible actions" menu on the right. The "Possible actions" menu is highlighted with a red arrow pointing to it from the left. Below the header, there are three main sections: "Creation date", "Modification date", and "Quota-Data". The "Creation date" section shows "June 6, 2024 11:00 AM". The "Modification date" section shows "July 3, 2024 4:41 PM". The "Quota-Data" section is currently empty. The "Possible actions" menu is open, showing five options: "Access authorisation assigned External", "Assign parking permit External", "Apply for entry permit via special quota", "Extend entry permit in batch", and "Apply for special quota". A red arrow points from the "Possible actions" header to the "Apply for entry permit via special quota" option.

Contingent external entries		Possible actions
<b>Creation date</b>	June 6, 2024 11:00 AM	Access authorisation assigned External
<b>Modification date</b>	July 3, 2024 4:41 PM	Assign parking permit External
<b>Quota-Data</b>		Apply for entry permit via special quota
		Extend entry permit in batch
		Apply for special quota

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 3

In the upper part, information about the company is listed.  
Scroll down to the part "Vehicle type"

Company data	
<b>Company Id</b>	<b>Company Name</b>
T247	Test-Digitaleinfahrten Reimer
<b>Allocation</b>	
Kontraktor	
<b>Company Code Text</b>	
BASF SE	



# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 4

Fill in the field

- Number (of desired cars over special contingent)

<b>Car-Quantity</b>	<input type="text" value="9"/>	<b>Used Quantity</b>	<input type="text" value="9"/>
<b>Car-Special entry permits</b>	<input type="text" value="2"/>	<b>Used special entries</b>	<input type="text" value=""/>

### Vehicle type


Please enter here how many car entry permits (via special contingent) you would like to apply for.

Please note that the number of car entry permits requested must not exceed the quota size (see above).

Car = Up to 2.8 tonnes / according to registration certificate part 1 – field F.2

Other vehicle = greater than 2.8 tonnes / according to registration certificate part 1  
– field F.2

**Number**



## Step 5

The Valid From/To fields are not changeable.

The end of the "special contingent" is automatically stored.

<b>Valid from</b>	<input type="text" value="05/29/2024"/>	<b>Valid to</b>	<input type="text" value="07/29/2024"/>
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# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 6

Filling in the field "Telephone AS" is mandatory.

**Applicant**


ANY dispatcher registered in the system (identities / overview of registered dispatchers) can act as an applicant.

**Last name of applicant (AS)**  
Lohmar-Testerinneu

**First name of applicant (AS)**  
Sonja

**EmailApplicant**  
secsysdisponentqual@gmx.de

**Phone (AS)**



# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 7

The filling of the 4 fields "Pickup" is voluntary.

**Please note:** If the dispatcher (applicant) wants to pick up the requested entry permit(s) himself, he must also be registered as the collector by name.

Collector

The entry permit(s) can only be collected by the person(s) specified here.

If no person is specified, the collection may only be carried out by a person who is directly employed by the applying company.

The person must be in possession of a valid permanent identity pass and present it upon collection.

Collector 1

Collector 2

Collector 3

Collector 4

# Management of External entry permission or parking cards by external Dispatchers


[Stand 17.07.2024]

## Step 8

Filling in the "Comment" field is voluntary.

This comment can be viewed by the approvers and site security.

Other
<b>Comment</b>
<input type="text"/>
Max. length 2000



# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 9

Click "Next"

**Collector 2**  
  
**Collector 3**  
  
**Collector 4**

**Other**  
**Comment**  
  
Max. length 2000

## Other information

The approver team will now receive an email informing them that a request has been submitted for assessment.

If the approver team approves the request, the site security driveway management team receives the request for further processing.

If entry permits have been approved by both bodies, all dispatchers stored with a company will receive an information email.

If entry permits have been rejected by an authority, all dispatchers stored with a company will receive an information email with a reason..

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Apply for a parking permission

Log in to Security System → [See instructions](#).

### Step 1

Click on "Companies"

The screenshot displays the BASF Security System interface. On the left is a blue navigation sidebar with the BASF logo and the following menu items: Dashboard, Cards, Companies (highlighted), Identities, Visits, Existing contract relations, and Info. The main content area is titled 'Contingent external entries' and includes a 'Possible actions' link. The form contains the following fields:

- Creation date:** May 22, 2024 7:56 AM
- Modification date:** June 27, 2024 4:30 PM
- Quota-Data:**
  - Contingent ID:** Q00293
  - Quota type:** Contingent external entries
  - Allocation:** Kontraktor
  - CompanyCode:** 0001
  - Company Code Text:** BASF SE
  - Car-Quantity:** 5
  - Used Quantity:**

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 1a

If you are a dispatcher of several companies, the mask looks like this.

Click on "Entry contingents for companies"

The screenshot shows the BASF user interface. On the left is a navigation menu with options: Dashboard, Cards, Companies (highlighted with a red box), Identities, Visits, Existing contract relations, and Info. The main content area is titled 'Companies' and contains three buttons: 'Entry quotas for companies' (with a red arrow pointing to it), 'Linked companies of the dispatcher', and 'Permissions of linked companies'. The top right of the interface shows the BASF logo, a search bar, and 'English Sign out'.

And now click on the desired company

The screenshot shows the 'Entry quotas for companies' page. The main heading is 'Entry quotas for companies (3 results)'. Below the heading is a search bar and a table with the following data:

Company Name	Car-Quantity	Used Quantity	Car-Special entry permits	Used special entries	Special entry valid to
Adler Mannheim GmbH NEU	9	9	2	1	07/29/2024
Eisbären Berlin Lohmar	3	2	2	1	12/31/2024
Test-Digitaleinfahrten Reimer	3	1	1	0	

The left navigation menu is visible, with 'Companies' selected. The top right shows the BASF logo, a search bar, and 'English Sign out'.

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 2

Click on "Possible actions"

Click on "Apply for an external parking card"

Contingent external entries

Creation date	Possible actions
June 6, 2024 11:00 AM	<a href="#">Access authorisation assigned External</a> <a href="#">Assign parking permit External</a>

## Step 3

In the upper part, information about the company and contingent is listed.

Scroll down to the "Parking permit" part

### Assign parking permit External > Data entry

The parking card is issued to the contractual partner (contractor, tenant, site partner, authority) of BASF.

The parking card can be used by both the applying company and the subcontractor. The BASF's contractual partner is responsible for administration.

Company data	
<b>Company Id</b>	<b>Company Name</b>
T247	Test-Digitaleinfahrten Reimer
<b>Allocation</b>	
Kontraktor	
<b>Company Code Text</b>	
BASF SE	
Quota Data	
The quota applies to the vehicle type "car" and is calculated using an implemented formula.	
<b>Car-Quantity</b>	<b>Used Quantity</b>
3	1
<b>Car-Special entry permits</b>	<b>Used special entries</b>
1	



# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 4

Fill in the fields:

- Number of external north (for the multi-storey car parks at Gate 11 and Gate 13)
- Number of external south (for the multi-storey car park at Gate 2)

The filling of both fields is mandatory.

If, for example, you do not want to order a parking card for "South", please enter the "Number of External South" in the field "Number of External South"  
Enter a 0.

### Parking permit

Please enter here how many parking cards you would like to apply for for each parking card type.

Bitte beachten Sie, dass die Anzahl der beantragten Parkkarten, die Kontingentgröße (siehe oben) nicht überschreiten darf

Please enter 0 if you do not want to order an entry permit for this vehicle type.

Number external north

Number external south

## Step 5

Fill in the field:

-Valid from

### Validity

Parking cards are valid until revoked.

Valid from

Valid to



12/31/2099



# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 6

Filling in the field "Telephone AS" is mandatory.

**Applicant**

ANY dispatcher registered in the system (identities / overview of registered dispatchers) can act as an applicant.

**Last name of applicant (AS)**  
Lohmar-Testerinneu

**First name of applicant (AS)**  
Sonja

**EmailApplicant**  
secsysdisponentqual@gmx.de

**Phone (AS)**

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

## Step 7

The filling of the 4 fields "Pickup" is voluntary.

**Please note:** If the dispatcher (applicant) wants to pick up the requested entry permit(s) himself, he must also be registered as the collector by name.

Collector	
The entry permit(s) can only be collected by the person(s) specified here.	
If no person is specified, the collection may only be carried out by a person who is directly employed by the applying company.	
The person must be in possession of a valid permanent identity pass and present it upon collection.	
Collector 1	<input type="text"/>
Collector 2	<input type="text"/>
Collector 3	<input type="text"/>
Collector 4	<input type="text"/>

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]


## Step 8

Filling in the "Comment" field is voluntary.  
This comment can be viewed by the approvers and site security.

Other

Comment

Max. length 2000



## Step 9


Click "Next"

Other

Comment

Max. length 2000

Next



## Other information

The approver team will now receive an email informing them that a request has been submitted for assessment.

If the approver team approves the request, the site security driveway management team receives the request for further processing.

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

---

If the application has been approved by both bodies, all dispatchers deposited with a company will receive an information email.

If the application has been rejected by a body, all dispatchers deposited with a company will receive an information email with a reason.

# Management of External entry permission or parking cards by external Dispatchers

[Stand 17.07.2024]

---

## Parking area

### North parking map

The requested parking card entitles the holder to park a vehicle in the multi-storey car parks at Gate 11 or Gate 13. General terms and conditions apply. The parking permit does not include a guarantee of a parking space.

### South parking map

The requested parking card entitles the holder to park a vehicle in the multi-storey car park at Gate 2. General terms and conditions apply.

**Please note:** The parking permit does not include a guarantee of a parking space.

The parking card will be confiscated/blocked without replacement in the event of misuse. Labour law measures are initiated.