Management of
External entry permission or parking cards
by external Dispatchers

[Stand 17.07.2024]

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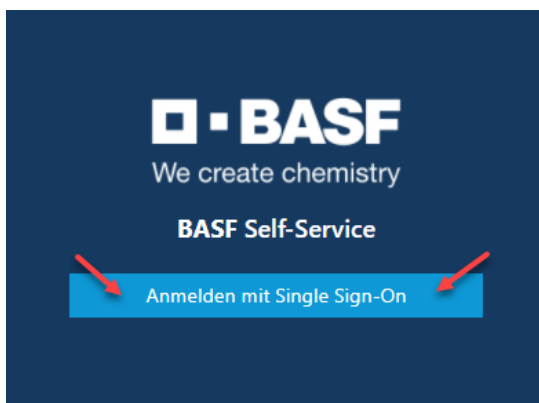## Log in to Security System Self Service Portal

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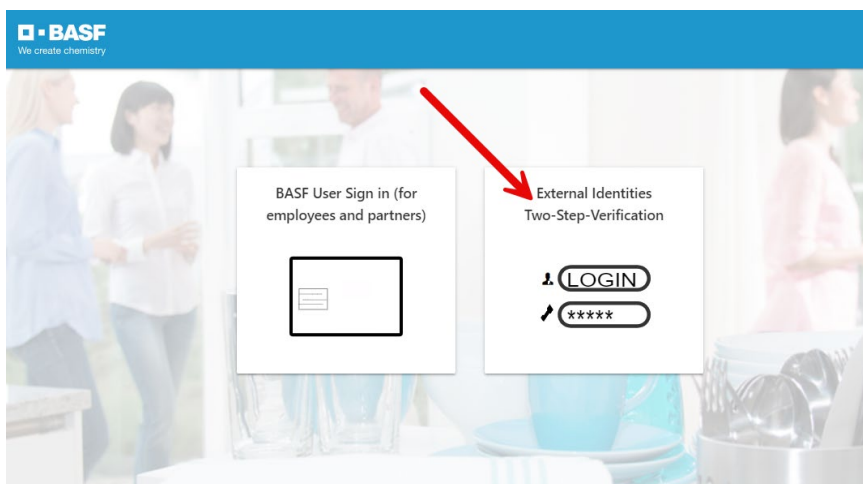Click **Sign In with Single Sign-On**

To do this, open the link:

Site Ludwigshafen - Smart ID Self-Service (basf.com)

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

E   External-Profile-Management
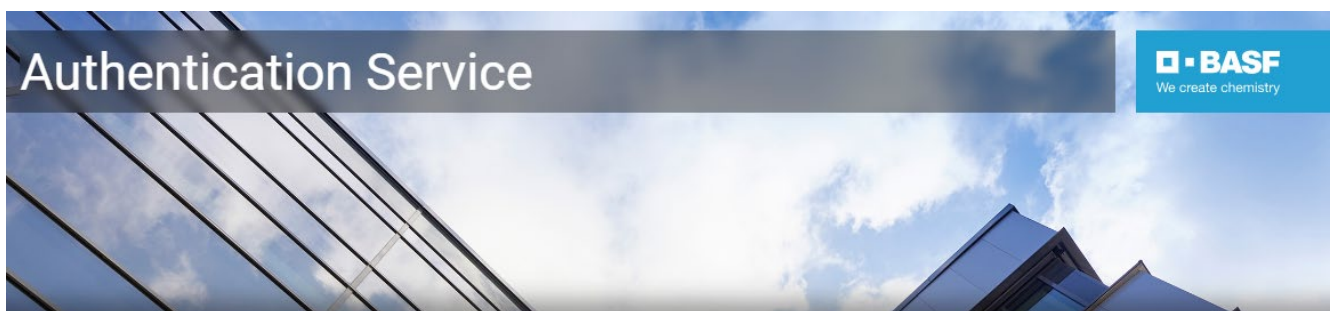An ○

🔠 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".

Authentication Service

□ · BASF
We create chemistry

Welcome Disponent!

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

Insert One Time Password

Sign in   Resend One Time Password

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

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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.

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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
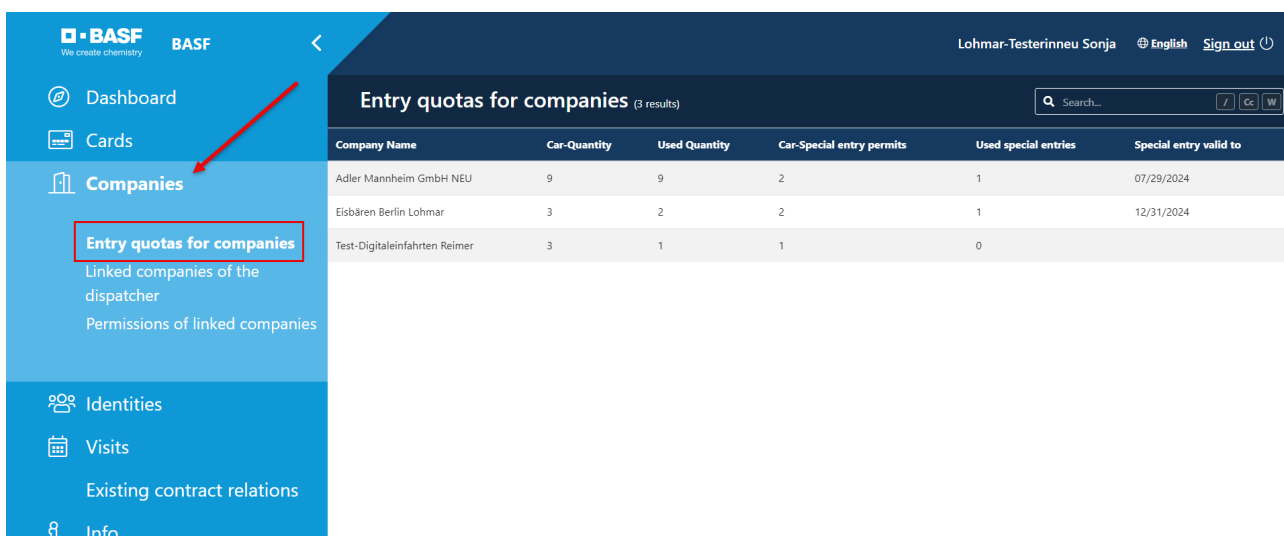
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Step 2
Click on "Possible actions"
Click on "Request ext. entry permission"

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.

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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.

Car-Quantity

9

Used Quantity

Car-Special entry permits

Used special entries

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 fiel

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)

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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.

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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.
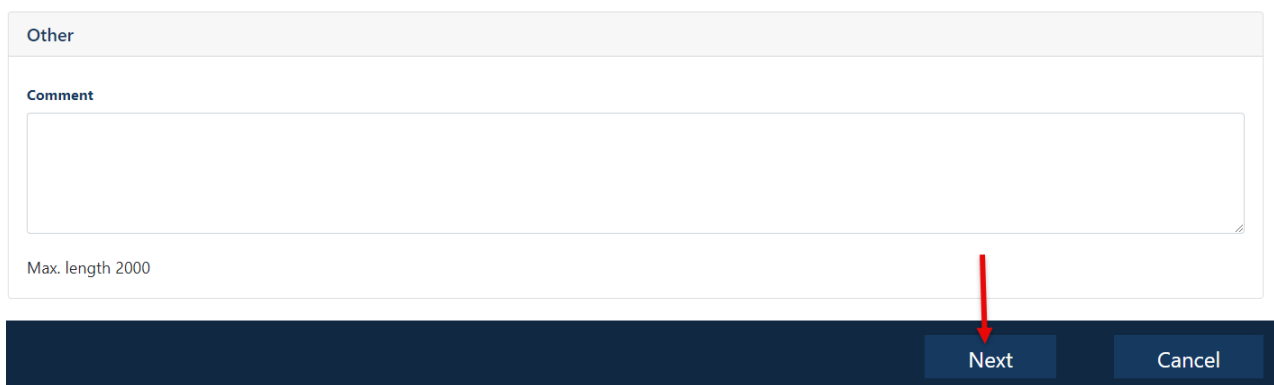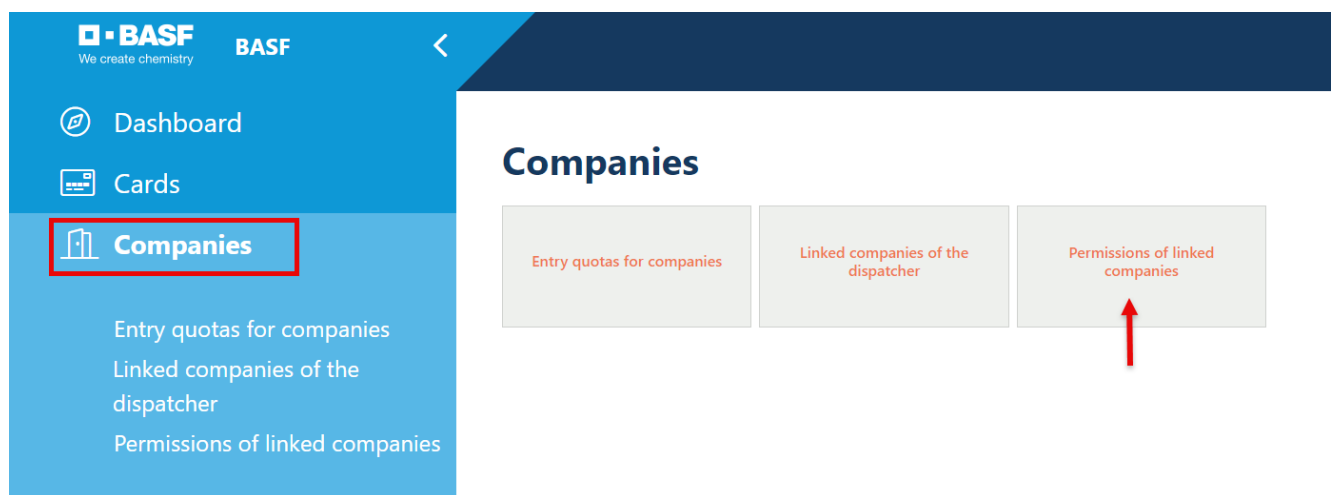
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Step 3
Mark the desired entry permit by clicking on it.

Entry permit external	✏ **Possible actions**

Application status	Entry permit state
Approved	Aktiv & Gedruckt

Entry permit number	Version
EIN50058	10

Creation date	Modifcation date
May 27, 2024 10:00 AM 📅	June 18, 2024 10:37 AM 📅

☐ **Old Permission Returned?**

Company data

Company Id	Company Name
T236	Eisbären Berlin Lohmar

Step 4
Click on "Possible actions"
Click on "Ext. Extend Entry Permit"

Entry permit external	✏ **Possible actions**
	Ext. Block entry permit/parking card

Application status	Entry permit state	
Approved	Aktiv & Gedruckt	**Access authorisation extention external**

Entry permit number	Version
EIN50054	0

Creation date	Modifcation date
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	Company Name
T236	Eisbären Berlin Lohmar

Quota Data

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

Car-Quantity	Used Quantity
3	2

Car-Special entry permits	Used special entries
2	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)

Lohmar-Testerinneu

First name of applicant (AS)

Sonja

EmailApplicant

secsysdisponentqual@gmx.de

Phone (AS)

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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.
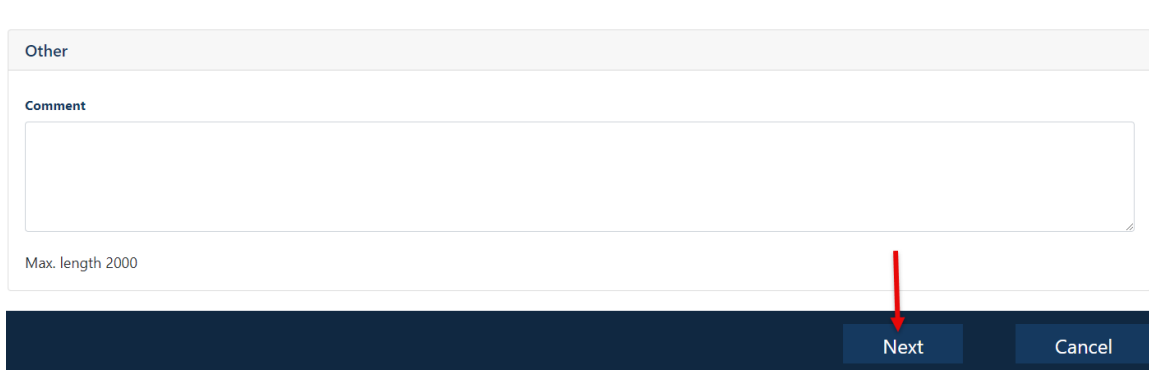
Other

Comment

Max. length 2000

Step
Click "Next"

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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.

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Extension of an external entry permission (multiple application)

Log in to Security System → See instructions.

Step 1
Click on "Companies"

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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

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Step 2
Click on "Possible actions"
Click on "Extend entry permit in batch"

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

Company Id	Company Name
T247	Test-Digitaleinfahrten Reimer

Quota Data

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

Car-Quantity	Used Quantity
3	1

Car-Special entry permits	Used special entries

Technical hotline: In case of application errors or questions, please contact the IS Service Desk for Security System at +49 621 60 77577 (selection 2)

20/54

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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

🔍 **Select Car**

🔍 **Select Other Vehicle**

Available car

| 1 |

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):   Apply   Cancel

Technical hotline: In case of application errors or questions, please contact the IS Service Desk for Security System at +49 621 60 77577 (selection 2)

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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)

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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.

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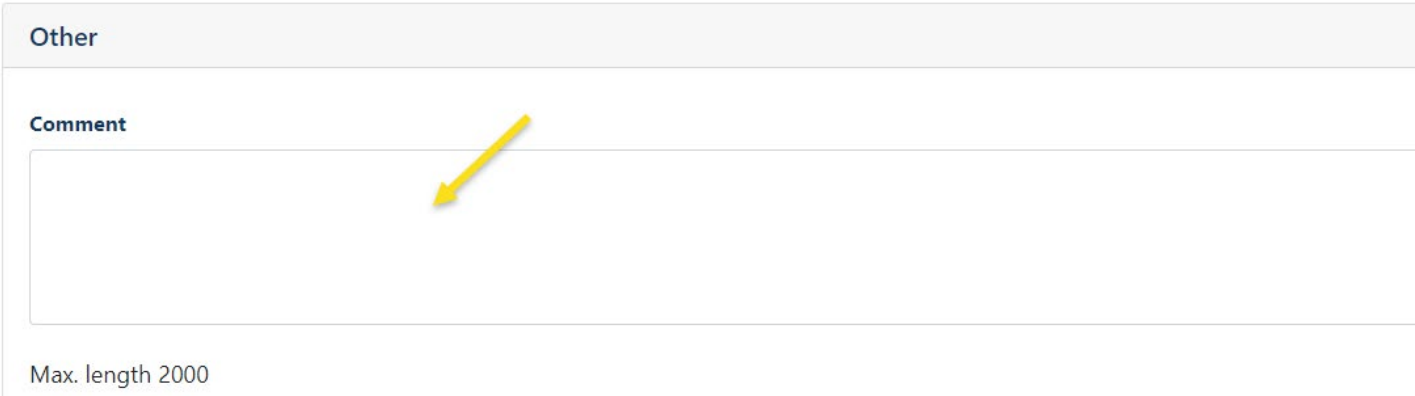**Step 8**
Filling in the "Comment" field is voluntary.
This comment can be viewed by the approvers and site security.

Other 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"

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Step 2
The overview looks like this.

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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**

Application status
Approved

Entry permit state
Aktiv & Gedruckt

Entry permit number
EIN50052

Version
2

Creation date
May 22, 2024 1:35 PM

Modifcation date
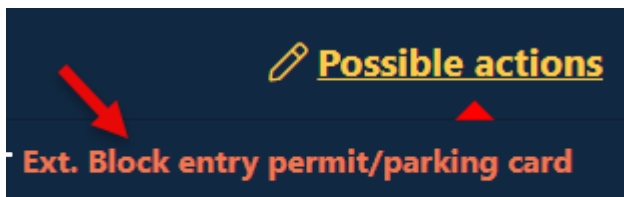June 27, 2024 7:28 AM

☐ Old Permission Returned?

Company data

Company Id
T064

Company Name
Eintracht Frankfurt Rossner AGs

Allocation
Kontraktor

CompanyCode
0001

Company Code Text
BASF SE

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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	**Version**
EIN50052	2

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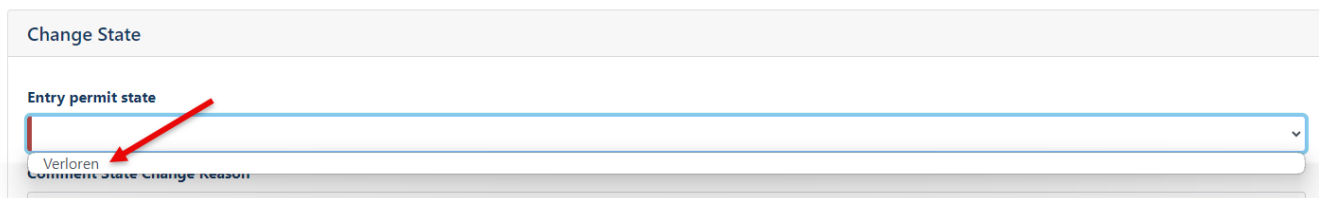## Step 7
Click on "lost"

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

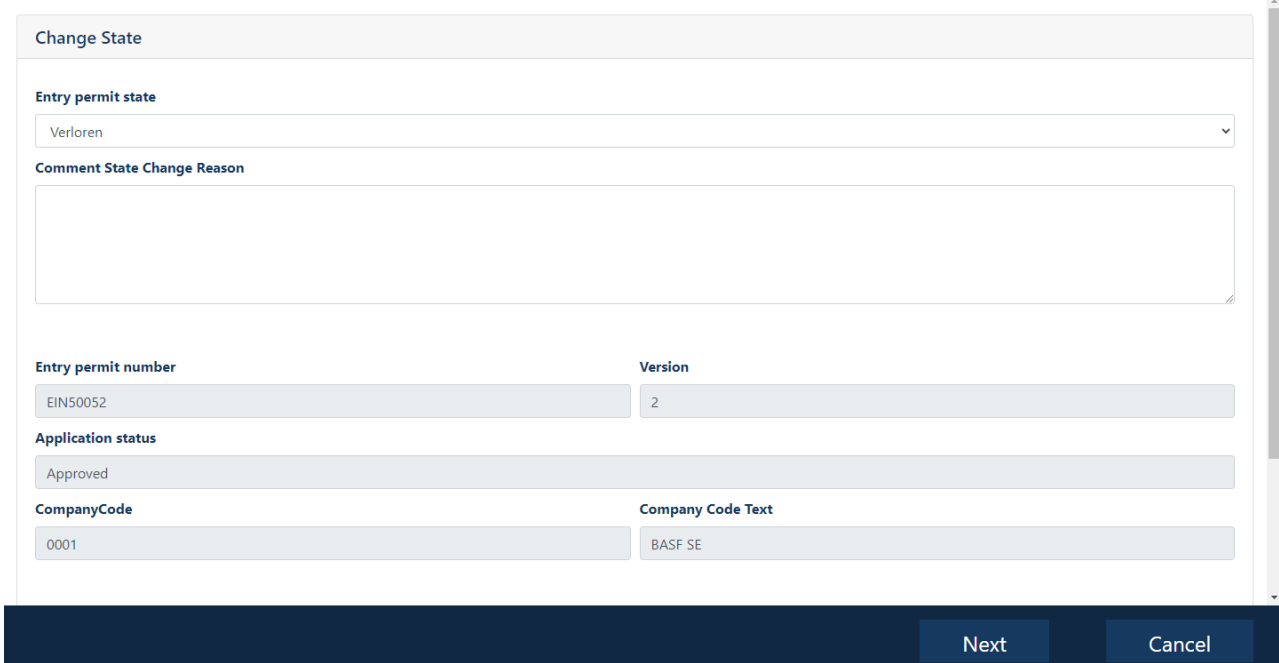**Application status**

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.

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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"

Step 2

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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.

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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.

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Application for a designated special quota (temporary)

Log in to Security System → See instructions.

Step 1
Click on "Companies"

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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

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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

Company Id
T142

Company Name
Adler Mannheim GmbH NEU

Company Code Text
BASF SE

Quota Data

Car-Quantity
9

Used Quantity

countSpecialEntryRequested

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.

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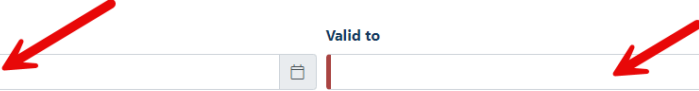# by external Dispatchers

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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)

Lohmar-Testerinneu

First name of applicant (AS)

Sonja

EmailApplicant

secsysdisponentqual@gmx.de

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

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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"

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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

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Step 2
Click on "Possible actions" -> Click on "Apply for entry permit via special quota"

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

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Step 3
In the upper part, information about the company is listed.
Scroll down to the part "Vehicle type"

Company data

Company Id

T247

Company Name

Test-Digitaleinfahrten Reimer

Allocation

Kontraktor

Company Code Text

BASF SE

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Step 4
Fill in the field
- Number (of desired cars over special contingent)

Car-Quantity	Used Quantity
9	9

Car-Special entry permits	Used special entries
2	

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.

Valid from	Valid to
05/29/2024	07/29/2024

Technical hotline: In case of application errors or questions, please contact the IS Service Desk for Security System at +49 621 60 77577 (selection 2)

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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.

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

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 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"

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

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"

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

Company Id
T247

Company Name
Test-Digitaleinfahrten Reimer

Allocation
Kontraktor

Company Code Text
BASF SE

Quota Data

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

Car-Quantity
3

Used Quantity
1

Car-Special entry permits

Used special entries

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 beantragetn 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
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[Stand 17.07.2024]

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Management of
External entry permission or parking cards
by external Dispatchers

[Stand 17.07.2024]

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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.

Step 9
Click "Next"

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

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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.