

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

Dear User, parts of our English page as well as our manuals are still under construction. We therefore apologize for the inconvenience caused and ask for your patience a little longer until we finish the revision of all texts and fields.

### Information for users:

Supported operating systems / browsers:

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

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### How do I log in with my access data?

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.

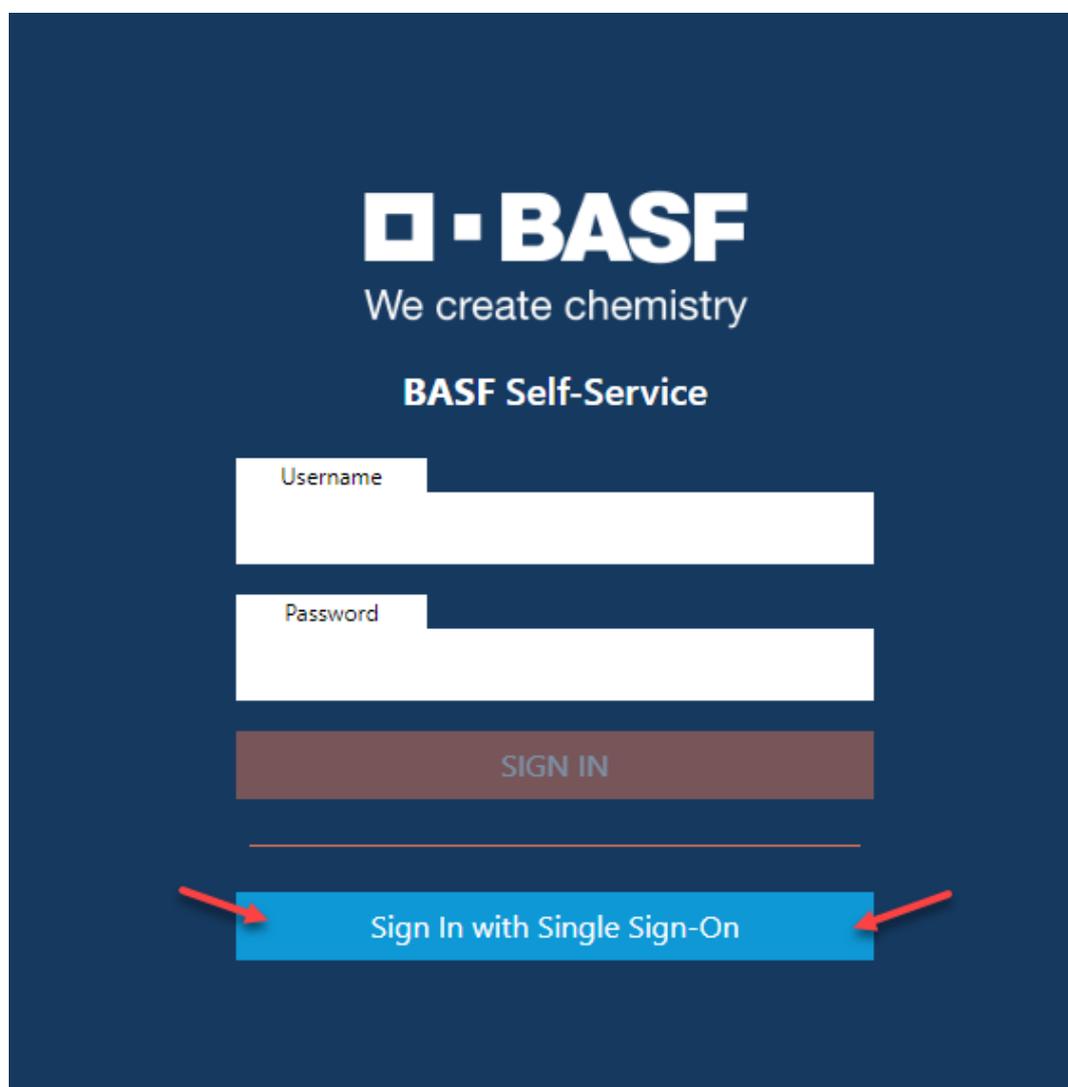
#### Step 1

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

To do this, open the link:

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

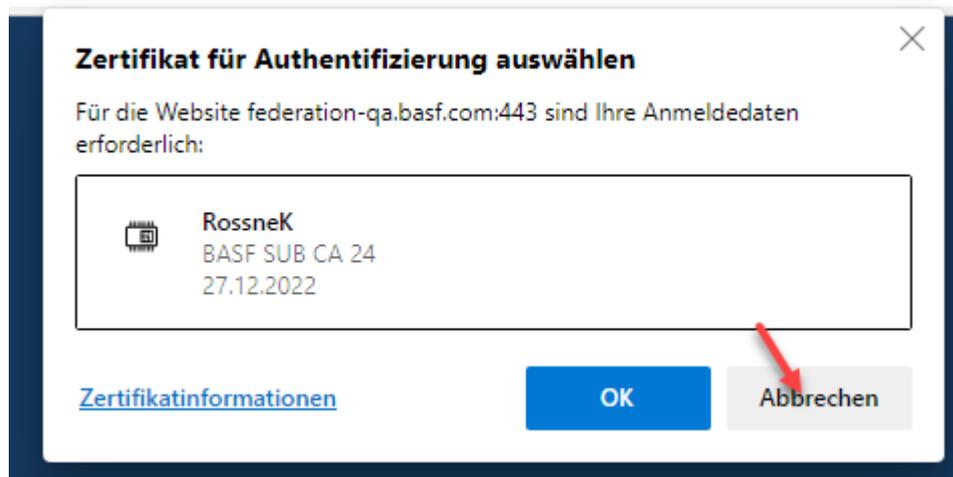
Site Schwarzheide - [Smart ID Self-Service \(basf.com\)](https://basf.com)



## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step 2 (Step is expected to be omitted from mid-June 2024)

Click Cancel when selecting certificates.



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### Step 3 (Till Mid of June 2024)

Enter your **own e-mail address** and **password here**.  
Now click on "**Sign in**".



#### Sign in (QUAL)

Email Address

Password

[Forgot your password?](#)

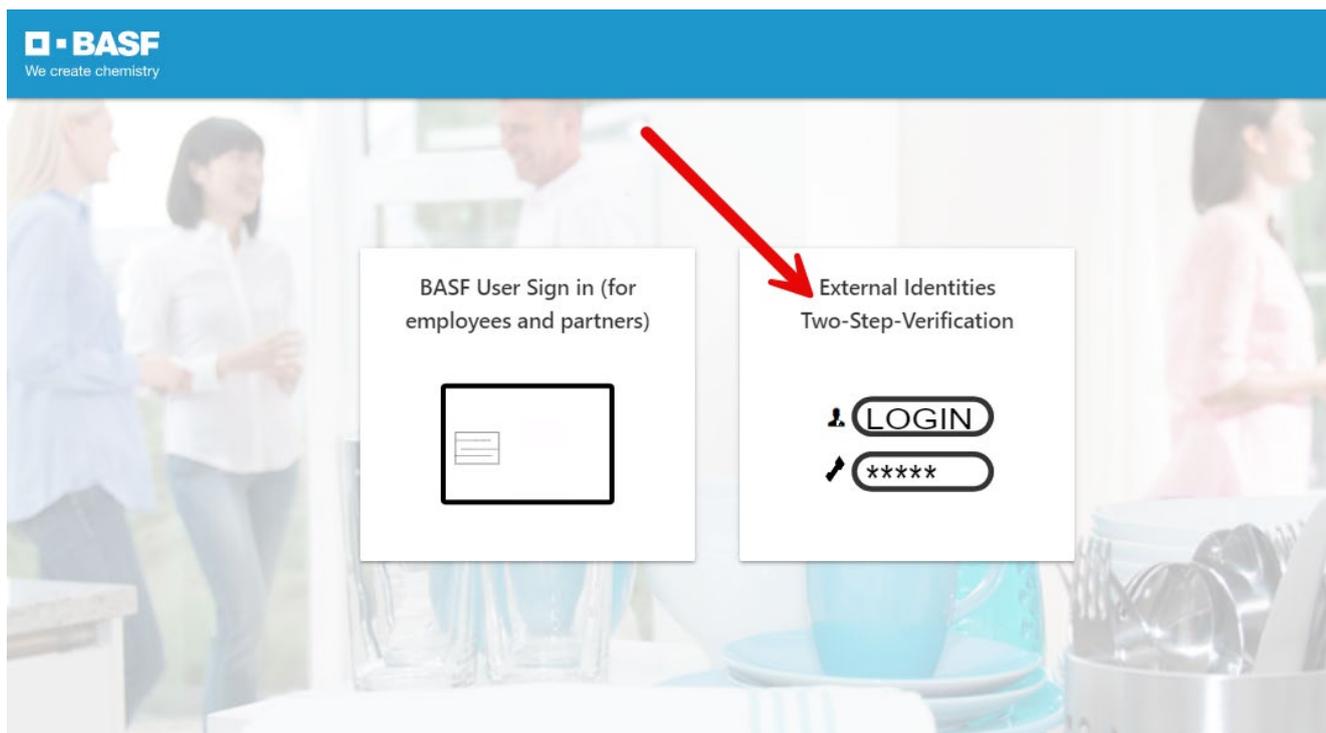
Sign in

BASF User Sign in (for employees and partners)

## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step 3 (expected from mid-June 2024)

Click on "External Identities Two-Step Verification".



*flash\_on*

*group*

*settings*

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### Step 4

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

### Your One Time Password



External-Profile-Management

An



Nachricht übersetzen in: Deutsch

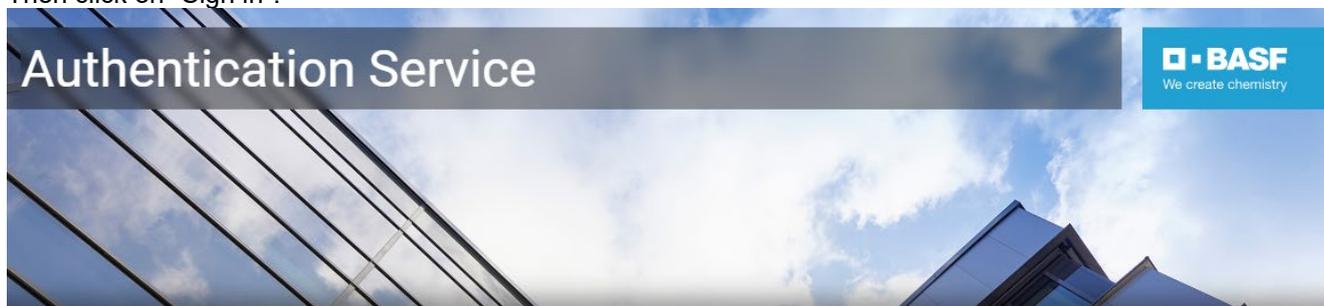
Nie übersetzen aus: Englisch

Übersetzungseinstellungen

Please use the following One Time Password to login: 388752

### Step 5

Enter this password.  
Then click on "Sign in".



### 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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### Creating a Dispatcher

#### Step 1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step 2

Click on the "Companies" button.

The screenshot displays the BASF portal interface. On the left, a blue sidebar contains navigation options: Dashboard, Cards, Requests, **Companies** (highlighted with a red arrow), Identities, Visits, and Existing contract relations. The main content area is titled 'Company' and features a 'Possible actions' link. It contains several data fields: 'Erstellungsdatum' (January 28, 2022 6:47 PM), 'Änderungsdatum' (May 23, 2023 2:33 PM), and 'Firmenobjektstatus' (Aktiv). To the right, a table titled 'Auftraggeber Status' lists four suppliers with their respective validity dates.

Auftraggeber	Gültig bis
Auftraggeber 1 BASF SE	11/20/2027
Auftraggeber 2 BASF Digital Sol. GmbH	08/31/2029
Auftraggeber 3 BASF Stationary Energy	11/16/2023
Auftraggeber 4	

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### Step 3 (This step is omitted if a dispatcher is assigned to only one company)

If you are a dispatcher for several companies, a list opens with their assigned/linked companies. Now click on the button **"Linked companies of the dispatcher"**.

The screenshot shows the BASF portal interface. On the left, a navigation menu includes 'Dashboard', 'Cards', 'Companies', 'Identities', 'Visits', and 'Existing contract relations'. The 'Companies' item is highlighted with a red arrow. The main content area displays a table titled 'Linked companies of the dispatcher (11 results)'. The table has columns for 'Company Name', 'Tax Id', 'Company object status', and 'Company status'. The first row is 'AAA Technologie GmbH' with Tax Id 'DE119672448' and status 'Active'. Other rows include 'SecSyskommmbald GmbH', 'Eintracht Frankfurt Rossner AGs', 'Team2 GmbH und so weiter', 'Test neu Lohmar GmbH', 'Lohmar Vorfuhr AG', 'Lohmar SecSys Anleitung GmbH', 'Adler Mannheim GmbHs', 'Musterfirma SecSys Lohmar', 'Muster Lohmar GmbH', and 'Touhafi Nexus Test GmbH'.

Click on the desired company.

This is a close-up of the table from the previous screenshot. The first row is highlighted, showing 'Eintracht Frankfurt' with Tax Id 'DummyT064' and status 'Active'. The 'Company status' column contains the text: 'Kontraktor;Kontraktor mit Sub-Sub-Konstellation;Subkontraktor;Leasingfirma;Standortpartner;Freie Mitarbeiter;Speditionsunternehmen;Arbeitskreis;Leasing TA einer ortsansässigen Gruppen-/Btlg.gesellschaft;Leasing GA einer ortsansässigen Gruppen-/Btlg.gesellschaft;'.

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### Step 4

Under "Possible actions", click on "Create new dispatcher".

The screenshot shows the BASF portal interface. On the left is a navigation menu with options: Dashboard, Cards, Companies (highlighted), Identities, Visits, and Existing contract relations. The main content area is titled 'Company' and displays details for a company, including 'Erstellungsdatum' (July 7, 2021 1:06 PM) and 'Änderungsdatum' (December 28, 2022 7:10 AM). On the right, there is a 'Possible actions' dropdown menu with the following options: 'Requesting a contract relation', 'Create New Dispatcher' (highlighted with a red box), 'Remove Dispatcher Relation', 'Assignment Of External Employee', and 'poldCompanyEditDocuments'. Below this, there is a table of 'Auftraggeber Status' (Contractor Status) with columns for 'Auftraggeber' and 'Gültig bis' (Valid until).

Auftraggeber	Gültig bis
Auftraggeber 1 BASF New Business GmbH	07/19/20...
Auftraggeber 2 BASF SE	12/09/2099
Auftraggeber 3	Gültig bis 3
Auftraggeber 4	Gültig bis 4

### Step 5

Enter all relevant data.

The screenshot shows the 'Create New Dispatcher > Entering Data' form in the BASF portal. The form has three input fields: 'First Name', 'Last Name', and 'Email'. The 'Companies' menu item is highlighted in the left navigation bar.

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### Step 6

Click on the **"Next"** button. The MRP controller is now created.

**Create New Dispatcher > Entering Data**

**First Name**  
Carolin-Test

**Last Name**  
Muster

**Email**  
carolin-test.muster@testfirma.de

Next Cancel

### Step 7

You can find the MRP controller you just created under **"Identities"** by clicking on **"Overview of stored MRP controllers"** or **"Further dispatchers of linked companies"**.

**Identities**

- Persons of linked companies
- Orders for external employees (dispatchers)
- Further dispatchers of linked companies

Persons of linked companies  
Orders for external employees (dispatchers)  
Further dispatchers of linked companies

Visits  
Existing contract relations

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### Unlink Dispatcher / Deactivate Dispatcher

If a person is no longer to carry out the activity as a dispatcher, this dispatcher access must be deactivated.

#### Step 1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step 2

Click on the "Companies" button.

The screenshot displays the BASF Security System portal interface. On the left, a blue sidebar contains navigation options: Dashboard, Cards, Requests, Companies (highlighted with a red arrow), Identities, Visits, and Existing contract relations. The main content area is titled 'Company' and includes a 'Possible actions' icon. It features several data fields: 'Erstellungsdatum' (January 28, 2022 6:47 PM), 'Änderungsdatum' (May 23, 2023 2:33 PM), and 'Firmenobjektstatus' (Aktiv). Below these is a 'Firmendaten' section. On the right, the 'Auftraggeber Status' section lists four Auftraggeber ( Auftraggeber 1 to 4) with their respective 'Gültig bis' (valid until) dates and edit icons.

Auftraggeber	Gültig bis
Auftraggeber 1 BASF SE	11/20/2027
Auftraggeber 2 BASF Digital Sol. GmbH	08/31/2029
Auftraggeber 3 BASF Stationary Energy	11/16/2023
Auftraggeber 4	

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### Step 3 (This step is omitted if a dispatcher is assigned to only one company)

If you are a dispatcher for several companies, a list opens with their assigned/linked companies. Now click on the button **"Linked companies of the dispatcher"**.

The screenshot shows the BASF portal interface. On the left, a navigation menu includes 'Dashboard', 'Cards', 'Companies', 'Identities', 'Visits', and 'Existing contract relations'. The 'Companies' item is highlighted with a red arrow. The main content area displays a table titled 'Linked companies of the dispatcher (11 results)'. The table has columns for 'Company Name', 'Tax Id', 'Company object status', and 'Company status'. The first row shows 'AAA Technologie GmbH' with Tax Id 'DE119672448' and status 'Active'. Other rows include 'SecSyskommmbald GmbH', 'Eintracht Frankfurt Rossner AGs', 'Team2 GmbH und so weiter', 'Test neu Lohmar GmbH', 'Lohmar Vorfuhr AG', 'Lohmar SecSys Anleitung GmbH', 'Adler Mannheim GmbHs', 'Musterfirma SecSys Lohmar', 'Muster Lohmar GmbH', and 'Touhafl Nexus Test GmbH'.

Click on the desired company.

This screenshot shows a zoomed-in view of the 'Linked companies of the dispatcher' list. The table has one row highlighted: 'Eintracht Frankfurt' with Tax Id 'DummyT064' and status 'Active'. A red arrow points to the company name.

### Step 4

Under **"Possible actions"** click on **"Unlink MRP controller"** or **"Remove Dispatcher Relation"**.

The screenshot shows the 'Possible actions' menu for a company. The menu includes options like 'Requesting a contract relation', 'Create New Dispatcher', 'Remove Dispatcher Relation', 'Assignment Of External Employee', and 'poldCompanyEditDocuments'. The 'Remove Dispatcher Relation' option is highlighted with a red box. The background shows the company details for 'Eintracht Frankfurt'.

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**Step 5**  
Click **Select**.

**Remove Dispatcher Relation > Dispatcher selection**

Status of Dispatcher

First Name

Last Name

Email

This field is mandatory

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### Step 6

Select the dispatcher and click on the **"Apply"** button.

Dispatchers of this company - 16 result(s)

First Name	Last Name	Email
Bernadette	Begonie Roßner	bernadette.begonie@web.de
Luisa	Lupine-Roßner	lu_lupine@web.de
Ansgar	Knauff	ansgar.knff@web.de
Kolo	Muani	kol_muani@web.de
Hrvoje	Smolcic	hrvoje_smol@gmx.net
Anthony-Gerald	Yeboah-Ebisch	anye.geeb@ge-photo.de
Jesper-Gerald	Lindstrøm-Ebisch	

Selected Items (0): Apply Cancel

### Step 7

If you are sure that the dispatcher can be deleted, click on the **"Next"** button.

- Dashboard
- Cards
- Companies**
- Identities
- Visits
- Existing contract relations

### Remove Dispatcher Relation > Dispatcher selection

Select

Status of Dispatcher: Aktiv

First Name: Luisa

Last Name: Lupine-Roßner

Email: lu\_lupine@web.de

Next Cancel

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### Status of the "commissioning of external employees" (permanent permit application/offshore registration)

From the creation to the issuance of the permanent pass, the "commissioning of external employees" goes through different statuses.

The status indicates in which step of the process the "commissioning of external employees" is currently located.

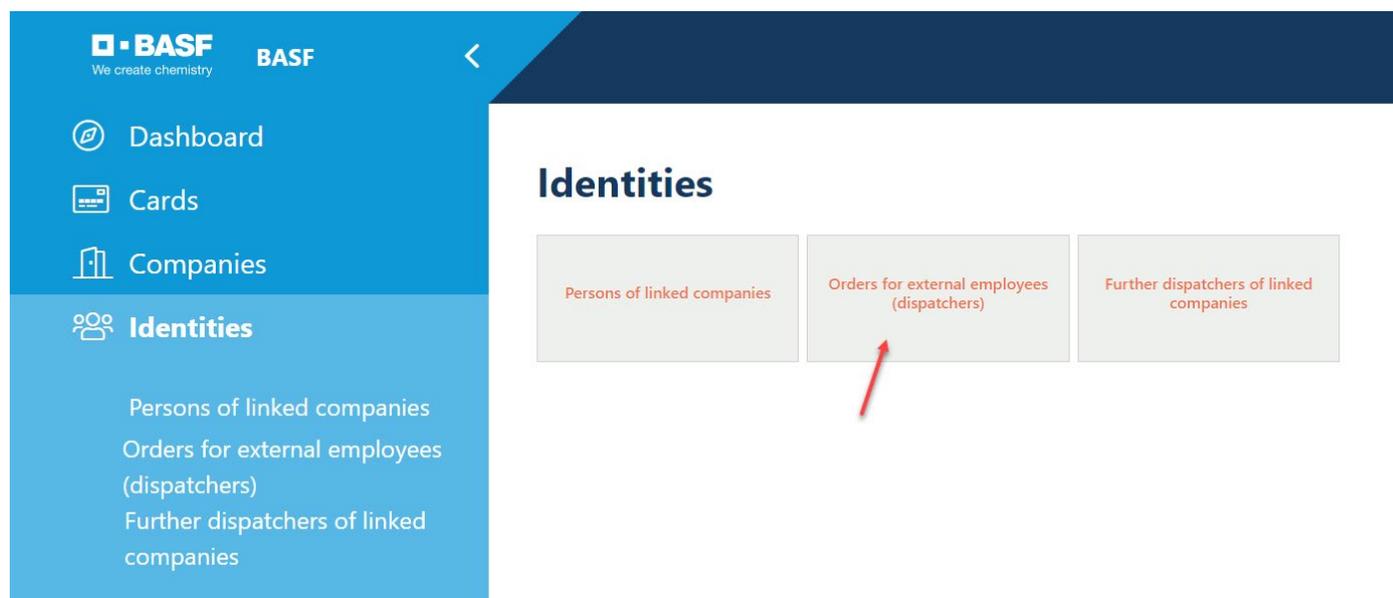
#### Step1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step2

Click on the "Identities" button.

Click on the button "Orders for external employees (dispatchers)".



## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step3

In the column "**Status of assignment**" you can see the status

Created	Application was prepared by the dispatcher, but not yet "sent"
Requested	Application is pending for assessment by the approver
Submitted	Application is available for assessment at the ID card office
Declined	Application rejected by approver/ID office
Checked	Application approved by the ID office
Finished	Application has been completed (expired/deregistered by dispatcher/approver/ID office)

Orders for external employees (dispatchers) (337 results)								Search...		
Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity	Personnel number	Status Of Assignment	ID card necessary	
00000107	Black	Berry	01/30/2000	AAA Technologie GmbH	actec GmbH	06/30/2021	00003243	Ends	onsite	
00000109	Engelbert	Strauß	01/31/2000	AAA Technologie GmbH	actec GmbH	04/30/2021	00003194	Ends	onsite	
00000110	Zentimeter	Zwanzig	03/25/2000	AAA Technologie GmbH	actec GmbH	04/30/2021	00003230	Ends	onsite	
00000111	Hallo	Flülein	02/01/2000	AAA Technologie GmbH	actec GmbH	05/28/2021	00003231	Ends	onsite	
00000114	Eck	Ball	03/26/2000	AAA Technologie GmbH	actec GmbH	05/30/2022	00003234	Ends	onsite	
00000116	Stoß	Frei	03/27/2000	AAA Technologie GmbH	actec GmbH	06/26/2021	00003262	Ends	onsite	
00000117	Düsen	Jet	02/02/2000	AAA Technologie GmbH	actec GmbH	04/20/2022		Rejected	onsite	
00000119	Flotte	Otto	02/03/2000	AAA Technologie GmbH	actec GmbH	04/20/2023		Ends	offshore	
00000121	Disney	Aladdin	02/04/2000	AAA Technologie GmbH	actec GmbH	04/22/2022	00003561	Ends	onsite	
00000123	Disney	Arielle	02/05/2000	AAA Technologie GmbH	actec GmbH	04/28/2023	00003692	Audited	onsite	

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### Commissioning of external employees (permanent pass application/offshore registration)

If an employee of an external company wishes to enter the BASF site to provide a service, he or she must be pre-registered via the "Security System" portal.

If a new employee of a company does not have to enter the BASF factory premises, but needs e.g. VPN access and IT rights / authorizations (no ID = remote worker), he must still be pre-registered via the "Security System" portal.

Before applications for ID cards / entry permits / import-export permits etc. can be submitted by the dispatcher (the dispatcher of a third-party company is NOT entitled to make such applications), an approved contractual relationship must be in place.

If this is not available, this must be requested by the dispatcher – the instructions can [HERE](#) be found

#### **Info:**

In case the employee requested a "BASF badge", the badge can be picked up at Site Security. The BASF-Badge must be picked up latest after 28 days, otherwise the user account and access rights will be reset and deleted.

Booking an appointment to pick up your ID card is mandatory: Book an appointment ticket [here](#) for the **Ludwigshafen** location.

Booking an appointment to pick up the ID card is mandatory: Book an appointment ticket [here](#) for the **Schwarzheide** location

Please check the requirements for pick up.

Site Ludwigshafen [Onboarding von Externen \(basf.com\)](#)

Site Schwarzheide [Onboarding von Externen Schwarzheide](#)

# Manuals for external dispatchers

## Management of external persons

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### Step 1

Log in to the portal "Security System" – instructions [HERE](#)

**BASF**  
We create chemistry

**BASF Self-Service**

Username

Password

SIGN IN

Sign In with Single Sign-On

# Manuals for external dispatchers

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[06.05.2024]

### Step 2

Click on the "Companies" button.

The screenshot shows the BASF external dispatcher portal interface. On the left, a blue navigation menu contains the following items: Dashboard, Cards, Requests, **Companies** (highlighted with a red arrow), Identities, and Visits. Below the menu is the text 'Existing contract relations'. The main content area is titled 'Company' and features a 'Possible actions' link. It displays several data fields: 'Erstellungsdatum' (January 28, 2022 6:47 PM), 'Änderungsdatum' (May 23, 2023 2:33 PM), and 'Firmenobjektstatus' (Aktiv). A table titled 'Auftraggeber Status' lists four entries with their respective 'Gültig bis' dates.

Auftraggeber	Gültig bis
Auftraggeber 1 BASF SE	11/20/2027
Auftraggeber 2 BASF Digital Sol. GmbH	08/31/2029
Auftraggeber 3 BASF Stationary Energy	11/16/2023
Auftraggeber 4	

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[06.05.2024]

### Step 3 (This step is omitted if a dispatcher is assigned to only one company)

If you are a dispatcher for several companies, a list opens with their assigned/linked companies. Now click on the button **"Linked companies of the dispatcher"**.

The screenshot shows the BASF portal interface. On the left, a navigation menu includes 'Dashboard', 'Cards', 'Companies', 'Identities', 'Visits', and 'Existing contract relations'. The 'Companies' item is highlighted with a red arrow. The main content area displays a table titled 'Linked companies of the dispatcher (11 results)'. The table has columns for 'Company Name', 'Tax Id', 'Company object status', and 'Company status'. The first row is 'AAA Technologie GmbH' with Tax Id 'DE119672448' and status 'Active'. Other rows include 'SecSyskommmbald GmbH', 'Eintracht Frankfurt Rossner AGs', 'Team2 GmbH und so weiter', 'Test neu Lohmar GmbH', 'Lohmar Vorfuhr AG', 'Lohmar SecSys Anleitung GmbH', 'Adler Mannheim GmbHs', 'Musterfirma SecSys Lohmar', 'Muster Lohmar GmbH', and 'Touhafl Nexus Test GmbH'.

Click on the desired company.

The screenshot shows a zoomed-in view of the 'Linked companies of the dispatcher' table. The first row is selected, and the 'Company Name' column is highlighted with a red arrow. The entry is 'Eintracht Frankfurt' with Tax Id 'DummyT064' and status 'Active'. The 'Company status' column contains the text: 'Kontraktor;Kontraktor mit Sub-Sub-Konstellation;Subkontraktor/Leasingfirma;Standortpartner;Freie Mitarbeiter;Speditionsunternehmen;Arbeitskreis;Leasing TA einer ortsansässigen'.

### Step 4

Click on the button **"Possible actions"**.

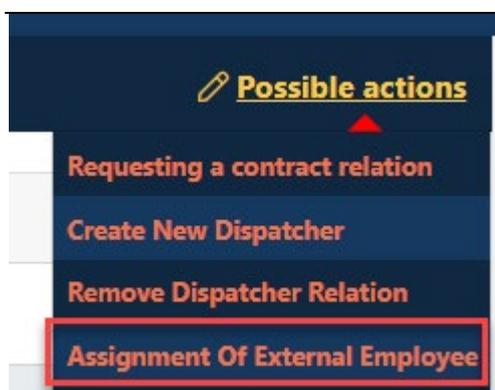
Click on the button **"Commissioning an External MA" or "Assignment of Externam Employee"**.

The screenshot shows the 'Possible actions' menu for a company. The menu items are: 'Requesting a contract relation', 'Create New Dispatcher', 'Remove Dispatcher Relation', 'Assignment Of External Employee', and 'pclidCompanyEditDocuments'. The 'Assignment Of External Employee' option is highlighted with a red arrow. The background shows the company details for 'Auftraggeber 1' (BASF New Business GmbH) with a validity date of '07/19/2045'.

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# Manuals for external dispatchers

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### Step 5

Click on the "Select" button.

**Assignment Of External Employee > Client selection**

Contractual relationship

Contractor VAT IdNr  Contractor name  🔍 Select

This field is mandatory

Comment contract relation

Status contract relation

Valid From  Valid until

Type of employee

EmployeeTypeText

## Manuals for external dispatchers

### Management of external persons

[06.05.2024]

#### Step 6

In order to be able to register an external person, there must be an order relationship previously requested by the dispatcher and approved by the approver.

Only one contract may be selected that is in the status "approved" or "renewal requested".

Click on the **contract relationship** for which the external person works.

Click on the **"Apply" button**.

Contractual relationships (active) - 4 result(s)

Client	Contractor name	Contractor VAT IdNr	Status contract relation	Valid until
BASF SE	Eintracht Frankfurt Rossner AGs	DummyT064	Extension requested	07/19/2044
BASF New Business GmbH	Eintracht Frankfurt Rossner AGs	DummyT064	Approved	07/19/2045
BASF SE	Eintracht Frankfurt Rossner AGs	DummyT064	Approved	12/09/2099
BASF Digital Sol. GmbH	Eintracht Frankfurt Rossner AGs	DummyT064	Extension requested	12/28/2025



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### Step 7

In the **Third Party Type field**, click the **down arrow**.

Now a drop-down field opens with **possible types of employee**.

Select the appropriate **"Type of employee"** by clicking.

#### Note on selection:

If the newly pre-registered external person is an employee of your own company, select **"My employee"**.

If the newly pre-registered external person is not directly employed by you, but by a subcontractor, select **"Subcontractor"**.

If the newly pre-registered external person is not directly employed by you, but is in a temporary employment relationship with you, select **"Lessor for a contractual partner"**.

If your company is a **contractor** ãlf the newly pre-registered external person is not directly employed by you, but by a subcontractor from a multiple sub-constellation, select "Sub-Subcontractor (subcontractor of a subcontractor of the contractual partner)".

If your company is a tenant ãlf the newly pre-registered external person is not employed directly by you, but by a subcontractor from a multiple sub-constellation, select "Sub-sub-lease agreement (subcontractor of a subcontractor of the tenant)".

If your company is a site partner ãlf the newly pre-registered external person is not directly employed by you, but by a subcontractor from a multiple sub-constellation, select "Sub-Sub-Site Partner (Subcontractor of a Subcontractor of the Site Partner)".

Eigener Mitarbeiter → My employee

Subkontraktor → Subcontractor

Leasinggeber für einen Vertragspartner → Lessor for a contractual partner

Sub-Sub-Kontraktor... → Sub-Subcontractor

Sub-Sub-Mietvertrag... → Sub-Sub-lease agreement

Sub-Sub-Standortpartner → Sub-Sub-Site Partner

### Type of employee

**EmployeeTypeText**

- Eigener Mitarbeiter
- Subkontraktor
- Leasinggeber für einen Vertragspartner
- Sub-Sub-Kontraktor (Subunternehmer eines Subunternehmens des Vertragspartners)
- Sub-Sub-Mietvertrag (Subunternehmer eines Subunternehmens des Mieters)
- Sub-Sub-Standortpartner (Subunternehmer eines Subunternehmens des Standortpartners)

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### Step 8

Click on the "Further" button.

The screenshot shows a web form titled "Type of employee". Inside the form, there is a dropdown menu labeled "EmployeeTypeText". The dropdown is open, showing a list of options: "Eigener Mitarbeiter", "Subkontraktor", "Leasinggeber für einen Vertragspartner", "Sub-Sub-Kontraktor (Subunternehmer eines Subunternehmens des Vertragspartners)", "Sub-Sub-Mietvertrag (Subunternehmer eines Subunternehmens des Mieters)", and "Sub-Sub-Standortpartner (Subunternehmer eines Subunternehmens des Standortpartners)". Below the dropdown, there are two buttons: "Further" and "Cancel". A red arrow points to the "Further" button.

## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step 9

→ If it is a "Own employee", then this step does not appear.

Click on the "Select" button.

Subcontractor/Lessor

Ext. Company Sub Co.	Subcontractor/Lessor Name	
<input type="text"/>	<input type="text"/>	
Ext. Company Sub Co. Number	Ext. Company Sub Co. E-mail	
<input type="text"/>	<input type="text"/>	
<div style="background-color: #f8d7da; padding: 2px;">This field is mandatory</div>		

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### Step 10

→ If it is a "Own employee", then this step does not appear.

Now a list of approved subcontractors/lessors opens automatically.

Using the keyboard shortcut CTRL+F and then entering the name in the search field that opens, you can make it easier to find the desired subcontractor/lessor.

Click on the desired subcontractor/lessor.

Then please click on the **"Apply" button**.

#### Hint:

If the desired subcontractor/lessor is NOT selectable, is the reason why this subcontractor/lessor is not currently responsible for the client (e.g. BASF SE).

#### What to do?

The subcontractor/lessor must provide follow steps 1 (company profile) and 2 (apply for a contractual relationship).

After approval by the relevant approver group, the subcontractor/lessor can be found in the selection.

Site Ludwigshafen [Onboarding von Externen \(basf.com\)](#)

Site Schwarzheide [Onboarding von Externen Schwarzheide](#)

Subcontractor/Lessor

Ext. Company Sub Co.	Subcontractor/Lessor Name	 <b>Select</b>
<input type="text"/>	<input type="text"/>	
Ext. Company Sub Co. Number	Ext. Company Sub Co. E-mail	
<input type="text"/>	<input type="text"/>	
<div style="border: 1px solid red; padding: 2px;">This field is mandatory</div>		

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 11

→ If it is a "Own employee", then this step does not appear.

Click on the "Apply" button.

Select a sub contractor / lender - 1 result(s)

Tax Id	Company Name	Company Id	Country code
DummyT064	Eintracht Frankfurt Rossner AGs	T064	DE

Selected Items (0):

Apply Cancel

## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step 12

→ If it is a "Own employee", then this step does not appear.

This step only appears for external persons in the contractual relationship "**Sub-Sub-Contractor / Sub-Sub-Tenant / Sub-Sub-Location Partner**".

Click in the "**ANÜ Leasing-MA**" field.

Now a drop-down box opens with **possible answers** to the question

**"Is the employee in a temporary employment relationship / used as a leasing employee?".**

Select the appropriate "**answer**" by clicking.

### Employee relationship

Is the employee employed in a temporary employment relationship / as a leasing employee?

#### ANÜ / Leasing MA

yes

no

## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step 13

→ If it is an "Own Employee" or "Subcontractor" or "Lessor", then this step does not appear. This step only appears in the case of external persons in the contractual relationship "Sub-Sub-Contractor / Sub-Sub-Tenant / Sub-Sub-Location Partner".

Fill in the fields Contractor (with your own company data) and the following fields "Company 2" and "Company and, 3" if necessary, the fields "Company 4" etc.

#### in the "Chain of Contract"

section with the required company data (company name and address) of the companies involved.

Contract chain

The following information must be provided for the contractor and all subcontractors:

Company name of the contractor or contractual partner of BASF...  
Street  
Country-Postcode / City

Contractor

Company 2

Company 3

Company 4

Company 5

button at the bottom right. Then click on the "Apply"



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 14

If the person for whom you want to carry out an "assignment of external employees", was already logged in in the past, this person must be selected from the existing records of the system. If you are unsure, this step must be carried out.

Click on the button "**Search existing person**".

#### Hint:

If the person was previously used by another client, this button may NOT be used.

#### Example

Previously, the person was assigned via the customer BASF SE and is now Digital Sol via the customer BASF. used

**Assignment Of External Employee > Enter Data (USSP)**

🔍 [Search existing person](#) ←

Personal Data	
Salutation	Title
<input type="text"/>	<input type="text"/>
Last Name	First Name
<input type="text"/>	<input type="text"/>
Birth Name	Call sign
<input type="text"/>	<input type="text"/>
Date of Birth	
<input type="text"/>	

## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step 15

Fill in the fields that make it easier for you to find the person.  
First name and surname would be suitable.

Then click on the **"Search"** button.

A result list opens in the lower part of the mask.

If the desired person is among them, please click on them and then on the button "Apply" at the bottom right .

If the desired person is not among them, please click on the "Cancel" button at the bottom right .

Orders for external employees (dispatchers) - 3 result(s)

Request Number contains	Last Name contains	First Name contains
Date of Birth equals	Contractor Name contains	Subcontractor/Lessor Name contains
Validity greater than	Company Code Text contains	Personnel number ends with
Status Of Assignment equals	Email equals	

Search Reset

Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity	Personnel number	Status Of Assignment	ID card necessary
00000556	Ramaj	Diant	09/19/2001	Eintracht Frankfurt Rossner AGS	Eintracht Frankfurt Rossner AGS	11/23/2022		Ends	Mitarbeiter mit BASF-Ausweis

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 16

At least all mandatory fields must be completed. Mandatory fields can be recognized by the red bar or by the note "This field is required".

#### Hint:

-Last name and first name must be entered identically to the machine-readable line in the identity card/passport / If it turns out when picking up the ID card that this is not identical, the employee will not receive an ID card

All other fields should also be filled in if possible or if necessary.

If the nationality of the person requires a residence permit, the field "Visa valid until" must also be completed.

Then scroll down.

## Assignment Of External Employee > Enter Data (USSP)

[Search existing person](#)

Personal Data	
<b>Salutation</b>	<b>Title</b>
<input type="text"/>	<input type="text"/>
<b>Last Name</b>	<b>First Name</b>
<input type="text"/>	<input type="text"/>
<b>Birth Name</b>	<b>Call sign</b>
<input type="text"/>	<input type="text"/>
<b>Date of Birth</b>	
<input type="text"/>	
<b>Nationality</b>	<a href="#">Select</a>
<input type="text"/>	
This field is mandatory	

## Manuals for external dispatchers Management of external persons [06.05.2024]

Now a search mask opens.

Fill in the fields "Country" (only one fill produces no result) or "**Country code**".

Click on "**Search**"

Select nationality - 0 result(s)

CountryLong	Country code
<input type="text" value="contains"/>	<input type="text" value="contains"/>
<input type="button" value="Search"/>	<input type="button" value="Reset"/>

Select the "**applicable country**" by clicking.

Select nationality - 7 result(s)

CountryLong	Country code
<input type="text" value="contains"/>	<input type="text" value="de"/>
<input type="text" value="contains"/>	<input type="text" value="contains"/>
<input type="button" value="Search"/>	<input type="button" value="Reset"/>

CountryLong	Country code
Niederländische Antillen	AN
Bangladesch	BD
Deutschland	DE
Niederlande	NL
Russische Föderation	RU
Schweden	SE
Sint Maarten (Niederländischen Teil)	SX

Selected Items (0):

Click **Apply**.



## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step 17

If the external person does not have their own e-mail address, it is mandatory the box **"No own e-mail"**. to check

If the external person has **their own e-mail address** , this must be entered in the field above.  
**This is also recommended so that the external person can apply for a DEAG permanent import and export permit himself.**

**Note: Under no circumstances may the e-mail address of another person (for example, the dispatcher) be entered!!!**

Then scroll down.



E-mail address of the registered person (mandatory):

**Email**

**No own e-mail**

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 18

If the external person is a minor, the employment/training or traineeship contract must be **uploaded**.

To do this, fill in the field **"Document name"**

PDF / PNG / JPG formats are accepted.

Depending on the file format, upload the file using the corresponding button.

Then scroll down.

Employment, training or internship contract (<18 years)

Attention: Only one file can be uploaded per field. A new upload in the same field replaces the previously uploaded file! Please enter a document title in each case.

1. document name

1. PDF upload 

1. PNG upload 

1. JPG upload 

Click or drop file here to upload

Click or drop file here to upload

Return confirmation of the badge

Attention: Only one file can be uploaded per field. A new upload in the same field replaces the previously uploaded file! Please enter a document title in each case.

2. document name

2. PDF upload 

2. PNG upload 

2. JPG upload 

Click or drop file here to upload

Click or drop file here to upload

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 19

If you would like to **upload** additional documents, you can do so under the heading "Return confirmation of ID" or "Other documents".

To do this, fill in the field "**Document name**"

PDF / PNG / JPG formats are accepted.

Depending on the file format, upload the file using the corresponding button.

Then scroll down.

The screenshot displays a web interface for document uploads, divided into two sections: "Return confirmation of the badge" and "Other document".

**Return confirmation of the badge:**

- Section header: Return confirmation of the badge
- Attention: Only one file can be uploaded per field. A new upload in the same field replaces the previously uploaded file! Please enter a document title in each case.
- Field: 2. document name
- Buttons: 2. PDF upload, 2. PNG upload, 2. JPG upload
- Placeholder text: Click or drop file here to upload

**Other document:**

- Section header: Other document
- Attention: Only one file can be uploaded per field. A new upload in the same field replaces the previously uploaded file! Please enter a document title in each case.
- Field: 3. document name
- Buttons: 3. PDF upload, 3. PNG upload, 3. JPG upload
- Placeholder text: Click or drop file here to upload

## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step 20

Click in the **"Assigned As"** field.

Now a drop-down box with **choices** opens.

The choice (often only one is available) depends on the contractual relationship with the client.

Click to **select** the appropriate **choice**.

Then scroll down.

Kontraktor mit Sub-Sub-Konstellation → Contractor with Sub-Sub-Constellation

**Assigned As**



Kontraktor mit Sub-Sub-Konstellation

## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step 21

In the field "**Comment dispatcher**" you can insert a "message/info" for the approver team and the ID office.

The following applies to external persons of BASF Digital Sol: In the fields, the PO number and the BASF Digital Solution must be specified to contact persons and, if different, the Access IT manager, the project and the purpose must also be named / Contact person for external persons of BASF Digital Sol. → [onboarding-contractors@basf.com](mailto:onboarding-contractors@basf.com)

Then scroll down.

**Assignment Of External Employee > Enter Data (USSP)**

General No. or Order No. or Reason of Assignment

Comment Dispatcher

Occupation

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 22

" button in the "Location of Employee" section Click on the "Select" button.

In which area will the employee be deployed?

#### Location of Employee

This field is mandatory



Now a mask opens with different choices.  
Click **select** the appropriate "Location of Employee". to  
Click **Apply**.

Area selection - 53 result(s)

Location no. of Employee	Location of Employee
0000	Ludwigshafen
0000	unbekannt
0007	Breitnau
0009	Lu-Rheinfeldstr
0011	Lu-Am Bubenpfad
0036	Lu-Hagellochstr

Apply Cancel

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 23

Fill in the fields "Entry Date" and "Validity".

**It is NOT possible to hand over the ID card or work for the IT department BEFORE the specified "date of entry"!**

The image shows a horizontal form with two input fields. The left field is labeled "Entry Date" and the right field is labeled "Validity". Both fields are currently empty. A red arrow points to the right side of the "Entry Date" field, and another red arrow points to the right side of the "Validity" field. Between the two fields is a small grey button with a calendar icon.

## Manuals for external dispatchers Management of external persons [06.05.2024]

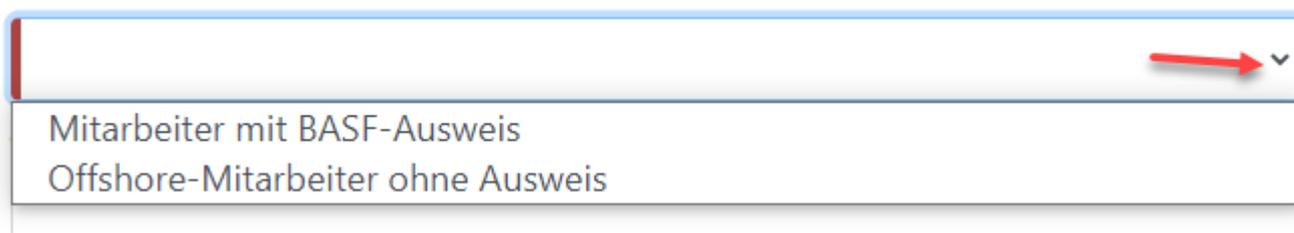
### Step 24

click the **"ID card necessary"** field, down arrow.  
Now a drop-down box opens.

Click to **select** whether the external person is  
**"Employee with BASF ID Card"** or an **"Offshore employee without BASF ID Card"**.

Mitarbeiter mit BASF-Ausweis → Employee with BASF ID  
Offshore-Mitarbeiter ohne Ausweis → Offshorey employee without ID Card

### ID card necessary



The image shows a screenshot of a web form. At the top, there is a header 'ID card necessary' in blue. Below it is a dropdown menu with a red arrow pointing to a small downward arrow icon on the right. The dropdown menu is open, showing two options: 'Mitarbeiter mit BASF-Ausweis' and 'Offshore-Mitarbeiter ohne Ausweis'.

## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step 25

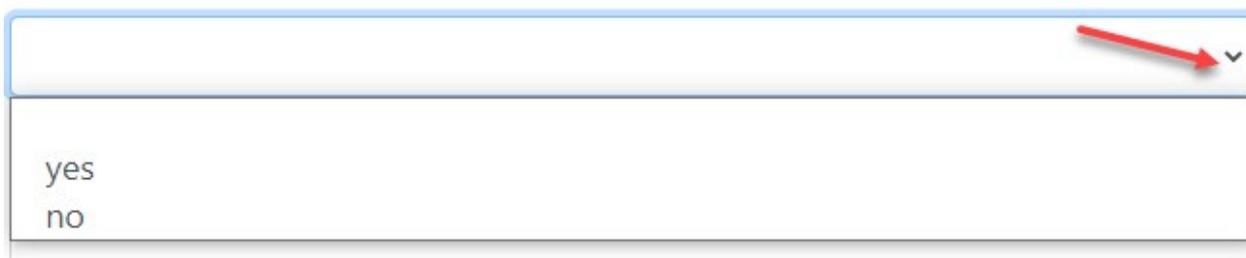
In the "Uses BASF PC" field, click the **down arrow**.  
Now a drop-down box opens.

Click to select whether the external person uses a BASF PC or not. If the external person uses a OWN PC, NO must be selected here!

**Hint:**

**If the External Person is an "offshore employee without ID",  
NO must be selected (otherwise this will result in an error message)**

### Uses BASF-PC



The image shows a screenshot of a web form. At the top, the text "Uses BASF-PC" is displayed in a bold, dark blue font. Below this text is a dropdown menu. The dropdown menu is currently open, showing two options: "yes" and "no". A red arrow points to the small downward-pointing chevron icon at the top right of the dropdown menu, indicating where to click to open the menu.

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 26

Click on the **Contact** section "**Select**" button.  
to deposit with the person responsible for the site (No External Person).

Organizationally, the external person is assigned to the department code of the person responsible.

Contact

Contact Person Firstname  [Select](#)

This field is mandatory

Contact Person Lastname

This field is mandatory

Contact Person E-mail

This field is mandatory

Contact Person Phone

Org code

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

Now a search mask opens.

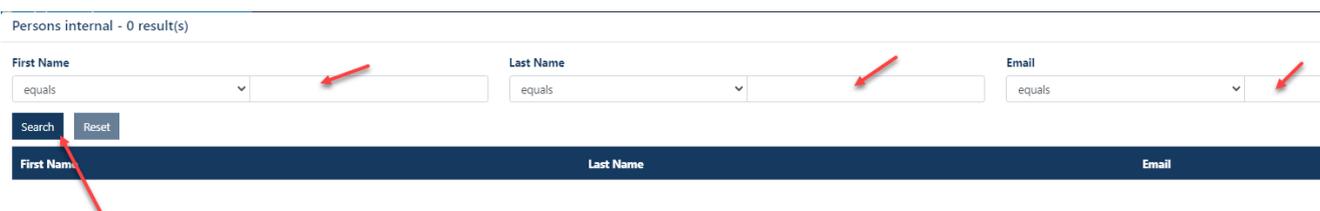
Fill in the fields **"First name"** and **"Last name"** (only one fill does not produce a result) or **"E-Mail"**.

Click on **"Search"**.

Persons internal - 0 result(s)

First Name	Last Name	Email
equals	equals	equals
<input type="button" value="Search"/>	<input type="button" value="Reset"/>	

First Name	Last Name	Email
------------	-----------	-------

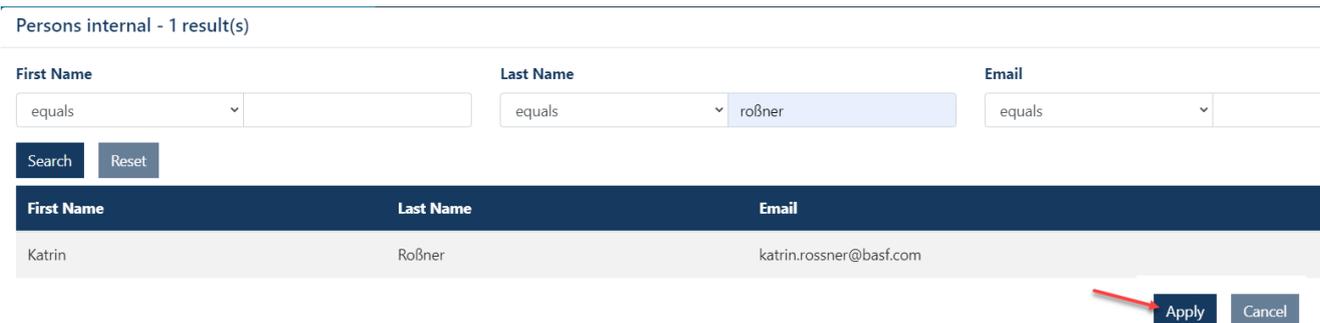


Select the **"appropriate person"** by clicking.  
Click **Apply**.

Persons internal - 1 result(s)

First Name	Last Name	Email
equals	equals roßner	equals
<input type="button" value="Search"/>	<input type="button" value="Reset"/>	

First Name	Last Name	Email
Katrin	Roßner	katrin.rossner@basf.com



## Manuals for external dispatchers

### Management of external persons

[06.05.2024]

#### Step 27

The field (Responsible IT) is only a mandatory field if **"BASF IT rights"** are required. If this is the case, please click on the **"Select"** button.

An "Responsible IT" is the person who approves IT rights, software and hardware for external employees in BASF systems.

**If a person is selected here even though the external person does not require BASF IT rights, false entries in downstream systems will subsequently occur.**

If "BASF IT rights" are required, enter the e-mail address of the internal IT manager here:

**External Responsible User**

 **Select**

**Responsible IT e-mail**

Now a search mask opens.

Fill in the fields **"First name"** and **"Last name"** (only one fill does not produce a result) or **"E-Mail"**.

Click on **"Search"**

Persons internal - 0 result(s)

First Name	Last Name	Email
<input type="text" value="equals"/>	<input type="text" value="equals"/>	<input type="text" value="equals"/>

First Name	Last Name	Email
------------	-----------	-------

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

Select the **"appropriate person"** by clicking.  
Click **Apply**.

Persons internal - 1 result(s)

First Name	Last Name	Email
equals <input type="text" value="katrin"/>	equals <input type="text" value="roßner"/>	equals <input type="text"/>

First Name	Last Name	Email
Katrin	Roßner	katrin.rossner@basf.com

## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step 28

The data protection notice must **with a tick** in the "**Consent**" field. be confirmed.

Click **Further**.

Confirmation

I hereby confirm that I was authorized by the assigned person to pass their personal data to BASF for the purpose of registration for entry to the BASF site.

**Consent**

**Further**   **Save as draft**   **Cancel**

## Manuals for external dispatchers

### Management of external persons

[06.05.2024]

#### Step 28 A

→ This step only appears for external persons of forwarding companies who are used as drivers on behalf of the Drive project.

Fill in the mandatory field **"Mobile phone number"** in the format **+49 171 1234567**.  
Fill in the field **CE driving licence valid until**.

If the external person is in possession of an ADR driver's license, please also fill in the fields for this.  
If the external person is in possession of an ISOPA license, please also fill in the fields for this.

Then click **"Next"**.

**Assignment Of External Employee > DRIVE Data**

As the person to be registered is a haulage driver, further data must be provided.

Mobile phone number  Enter phone number in this format: +49 171 1234567

CE driving licence valid until

ADR driver's licence number

ADR driving licence valid until

ISOPA licence number

ISOPA licence valid until

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 29

Click In the **"Building selection** on the **"Select"** button.

#### Assignment Of External Employee > Select building and send request

Request Number

00001311

Please select another building before applying.

Building selection

Building No

This field is mandatory

Building name

  **Select**

## Manuals for external dispatchers Management of external persons [06.05.2024]

Now a search mask opens.

Fill in the fields "**Building No.**" or "**Building Name**".

If the external employee is not employed in a fixed building, enter the word "unknown" in the "Building name" field.

Click on "**Search**"

Building selection - 0 result(s)

Building No	Building name
contains	contains
<input type="button" value="Search"/>	<input type="button" value="Reset"/>

Building No	Building name
-------------	---------------

Select the "**applicable building**" by clicking.

Building selection - 1 result(s)

Building No	Building name
contains	contains
<input type="button" value="Search"/>	<input type="button" value="Reset"/>

Building No	Building name
Y130	

Click **Apply**.

<input type="button" value="Apply"/>	<input type="button" value="Cancel"/>
--------------------------------------	---------------------------------------

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 30

"Click on the "Apply" button.

**Assignment Of External Employee > Select building and send request**

Request Number  
00001311

Please select another building before applying.

Building selection

Building No 🔍 Select  
Y130

Building name

**Apply** **Save as draft** **Cancel**

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 31

Click on the "OK" button.

**Assignment Of External Employee >** [Redacted]

---

▶▶▶ The application has been sent. ◀◀◀

To finish the process and to send the information via e-mail please click the OK button at the bottom of the page.

---

<b>Status Of Assignment</b>	<b>Request Number</b>
Submitted	00001311

---

**Personal Data**

<b>Title</b>	<b>Salutation</b>
[Redacted]	Frau
<b>First Name</b>	<b>Last Name</b>
Test-Katrin-Muster	Mustermann-Roßner
<b>Date of Birth</b>	<b>Birth Name</b>
02/19/1998	[Redacted]
<b>Nationality</b>	
AU	

 **OK**

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

---

### **Step 32**

The dispatcher receives an automated email when the request has been approved or rejected.

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Extend the assignment of external employees (permanent pass application/offshore registration)

#### Info:

In case the employee requested a "BASF badge", the badge can be picked up at Site Security. The BASF-Badge must be picked up latest after 28 days, otherwise the user account and access rights will be reset and deleted.

Booking an appointment to pick up your ID card is mandatory: Book an appointment ticket [here](#) for the **Ludwigshafen** location.

Booking an appointment to pick up the ID card is mandatory: Book an appointment ticket [here](#) for the **Schwarzheide** location

Please check the requirements for pick up.

Site Ludwigshafen [Onboarding von Externen \(basf.com\)](#)

Site Schwarzheide [Onboarding von Externen Schwarzheide](#)

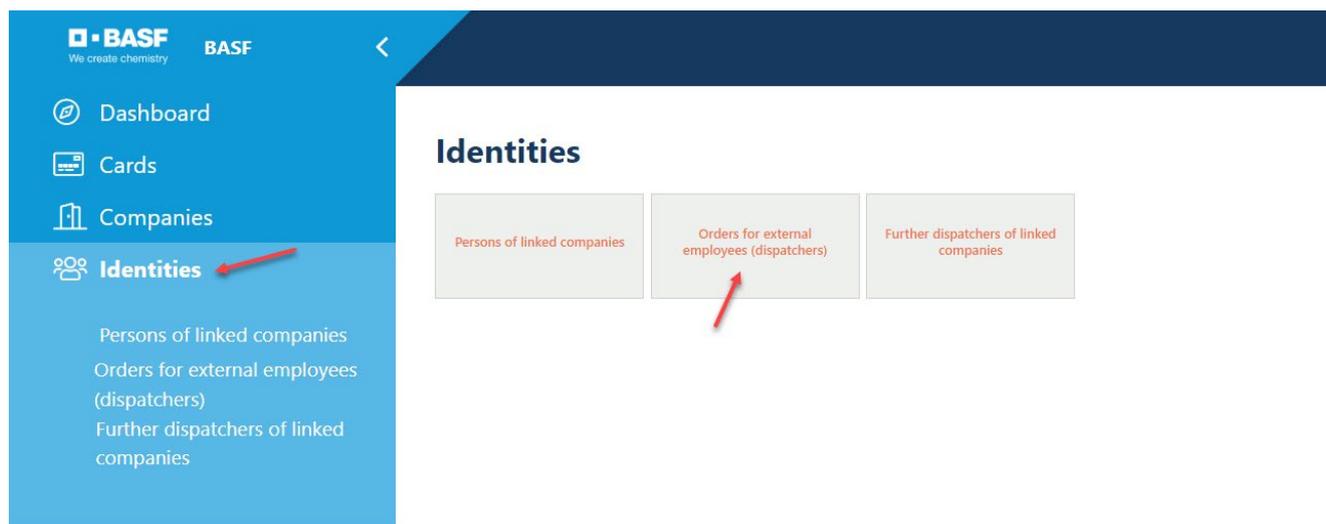
#### Step1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step2

Click on the "**Identities**" button.

Click on the button "**Overview of already made/prepared applications**" or "**Orders for external employees (dispatcher)**".



## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step3

This list opens.  
Click on the desired employee.

### Hint:

If you do not find the desired employee, the option "Extend assignment of Ext. MA" cannot be used. In this case, please carry out a new ["Assignment of External Employees"](#).

Orders for external employees (dispatchers) (171 / 373 results)								
Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity	Personnel number	Status Of A
00000627	Roßner Rennich	Kai	04/11/1978	Eintracht Frankfurt Rossner AGs		09/16/2022	00004097	Ends
00000628	Roßner Ramaj	Diant	09/19/2001	Eintracht Frankfurt Rossner AGs		05/20/2023	00004085	Audited
00000653	Veilchen Roßner	Violetta	05/05/1988	Eintracht Frankfurt Rossner AGs		10/08/2022	00004037	Ends
00000654	Chandler Roßner	Timothy	03/29/1990	Eintracht Frankfurt Rossner AGs		02/11/2023	00004048	Ends

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step4

Click on the button "**Possible actions**".

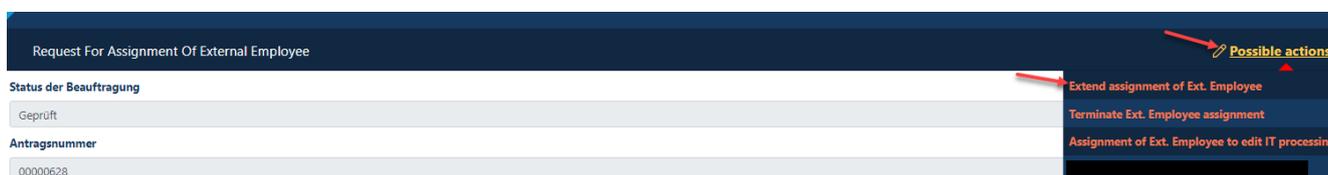
Click on the button "**Extend assignment of Ext. Employee**".

### Hint:

If the following error message appears: "No contract associated with the order was found that approved the status!"

... the option "Extend assignment Ext. MA" cannot be used.

In this case, please carry out a new "[Assignment of External Employees](#)".



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step5

Scroll all the way down.

**Extend assignment of Ext. Employee > Make a request**

Request Number  
00000628

---

**Personal Data**

Salutation	Title
Herr	
Last Name	First Name
Robner Ramaj	Diant
Call sign	Birth Name
Date of Birth	Nationality
09/19/2001	DE
Visa valid until	
Visa	

---

**Order**

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step6

If the employee is employed by a third-party company (subcontractor/lessor), please check if this can be seen here.

If the third-party company (subcontractor/lessor) is not listed, the process "Extend the assignment of external employees" cannot be continued here.

In this case, please use ["Commissioning External Employees"](#).

**Fill in "Entry Date"** (it must not be in the past)

**Fill in "Validity"**

**"Apply"** Click on

#### Extend assignment of Ext. Employee > Make a request

Order	
<b>Client</b>	<b>Contractor Name</b>
BASF SE	Eintracht Frankfurt Rossner AGs
<b>Ext. Company Number</b>	
T064	
<b>Subcontractor/Lessor Name</b>	
actec GmbH	
<b>Valid From</b>	<b>Valid until</b>
07/19/2021	07/19/2044
<b>Assigned As</b>	
Kontraktor	
<b>Miffo</b>	
01	
<b>SAP tenant</b>	<b>Company code</b>
003	0001
<b>Factory</b>	<b>Factory Location</b>
0101	Ludwigshafen
<b>Location no. of Employee</b>	<b>Location of Employee</b>
0000	unbekannt
New time limit	
<b>Entry Date</b>	<b>Validity</b>
08/05/2021	08/05/2023

Apply

Cancel

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 7 "Ok" Click

**Extend assignment of Ext. Employee > Show status**

→→ The application has been sent. ←←

To finish the process and to send the information via e-mail please click the OK button at the bottom of the page.

<b>Status Of Assignment</b>	<b>Request Number</b>
Submitted	00000451

#### Personal Data

<b>Title</b>	<b>Salutation</b>
Dr.	Frau
<b>First Name</b>	<b>Last Name</b>
Leasing-Marie	Test
<b>Date of Birth</b>	<b>Birth Name</b>
03/03/2000	Test
<b>Nationality</b>	
DE	

OK

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Terminate the assignment of external employees

If an employee of an external company has completed his "work order", the dispatcher must terminate the "assignment of external employees".

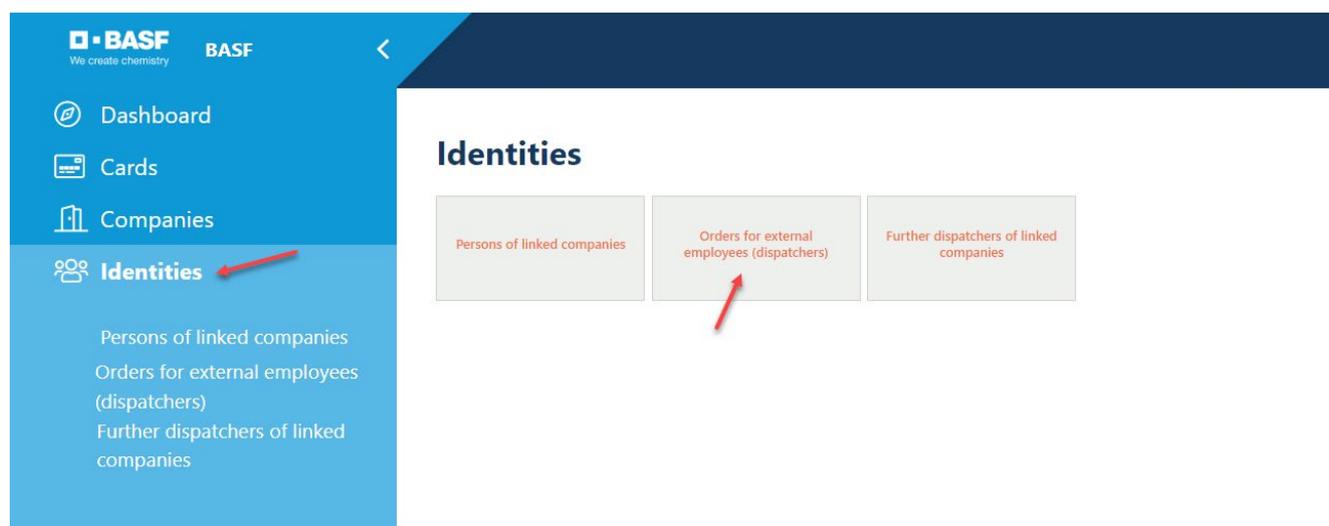
#### Step1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step2

Click on the **"Identities" button.**

Click on the button **"Overview of already made/prepared applications"** or **"Orders for external employees (dispatcher).**



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step3

This list opens.

Click on the desired employee.

Orders for external employees (dispatchers) (171 / 373 results)								
Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity	Personnel number	Status Of A
00000627	Roßner Rennich	Kai	04/11/1978	Eintracht Frankfurt	Rossner AGs	09/16/2022	00004097	Ends
00000628	Roßner Ramaj	Diant	09/19/2001	Eintracht Frankfurt	Rossner AGs	05/20/2023	00004085	Audited
00000653	Veilchen Roßner	Violetta	05/05/1988	Eintracht Frankfurt	Rossner AGs	10/08/2022	00004037	Ends
00000654	Chandler Roßner	Timmothy	03/29/1990	Eintracht Frankfurt	Rossner AGs	02/11/2023	00004048	Ends

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step4

Click on the button "**Possible actions**".

Click on the button "**Terminate Ext. Employee assignment**".

Request For Assignment Of External Employee

**Possible actions**

- Extend assignment of Ext. Employee
- Terminate Ext. Employee assignment
- Assignment of Ext. Employee to edit IT processing
- pcRqContractPersExtEditRefPers

Status der Beauftragung: Geprüft

Antragsnummer: 00000569

Personendaten

Titel	Anrede
	Frau

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step5

Click on the "Further" button.

**Terminate Ext. Employee assignment > Confirmation needed**

Are you really sure that you want to cancel this request?

---

Order details

<b>Request Number</b>	<b>Personnel number</b>
00000569	00003919
<b>Salutation</b>	<b>Title</b>
Frau	
<b>First Name</b>	<b>Last Name</b>
Marry-July	PoppinsAccessIT
<b>Birth Name</b>	<b>Date of Birth</b>
	09/08/1959
<b>Nationality</b>	
AN	
<b>Email</b>	
maary.poppins@sitter.com	

**Further** **Cancel**

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Correct the assignment of external employees if the application has not yet been approved by the ID office

If an "assignment of external employees" has been made and it is noticeable that a typo/selection error has crept in, the application can still be corrected, if the "Status of the assignment" is **NOT** "Verified".

#### Step1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step2

Click on the "Identities" button.

Click on the button "Overview of already made/prepared applications". Or "Orders for external employees (dispatchers)".



## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step3

This list opens.  
Click on the desired employee.

### Hint:

It must be noted that the "assignment of ext. employees" may ONLY be corrected/changed, if the column "Status of the assignment" does **NOT** say "Checked"!

If it says "Tested" at this point, a completely new "Assignment of Ext. Employees" can be carried out!

If this new "Assignment of Ext. Employees" after processing by the ID office in the status is checked, the previous incorrect "Assignment Ext. Employee" must be set to "finished" on the following day – [see instructions](#).

Orders for external employees (dispatchers) (171 / 373 results)								
Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity	Personnel number	Status Of A
00000627	Roßner Rennich	Kai	04/11/1978	Eintracht Frankfurt	Rossner AGs	09/16/2022	00004097	Ends
00000628	Roßner Ramaj	Diant	09/19/2001	Eintracht Frankfurt	Rossner AGs	05/20/2023	00004085	Audited
00000653	Veilchen Roßner	Violetta	05/05/1988	Eintracht Frankfurt	Rossner AGs	10/08/2022	00004037	Ends
00000654	Chandler Roßner	Timmothy	03/29/1990	Eintracht Frankfurt	Rossner AGs	02/11/2023	00004048	Ends

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step4

Click on the button "**Possible actions**".

Click on the button "**Edit/Correct Ext. Employee Assignment**".

The screenshot shows a web application interface for managing external employee assignments. The title bar reads "Request For Assignment Of External Employee". The main content area is divided into several sections:

- Status der Beauftragung:** A dropdown menu currently showing "Eingereicht". To the right of this section, there is a "Possible actions" button with a pencil icon. Below it, two buttons are visible: "Edit/Correct Assignment Ext. Employee" and "Terminate Ext. Employee MA assignment".
- Antragsnummer:** A text field containing the value "00000451".
- Personendaten:** A section containing two dropdown menus: "Titel" (currently showing "Dr.") and "Anrede" (currently showing "Frau").

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step5

Click on the button "**Confirm processing**", if this mask is displayed.  
This is not always the case.

#### Assignment Of External Employee > Confirm processing

Attention: If you edit this checked assignment, the assignment is set back to the status "Created" and must go through the approval and verification process again! Are you sure you want to process this assignment? The step is not reversible!

##### Status Of Assignment

Submitted

##### Request Number

00000451

##### Personal Data

###### Title

Dr.

###### Salutation

Frau

###### First Name

Leasing-Marie

###### Last Name

Test

###### Date of Birth

03/03/2000

###### Birth Name

Test

###### Nationality

DE

###### Email

Confirm processing

Cancel

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step6

Now you can change all previously made data and go through to the end with the buttons "Next" or "Apply".  
Click on the **"Apply" button**.

#### Assignment Of External Employee > Create request

Request Number

00000451

#### Personal Data

Title

Dr.

Salutation

Frau

First Name

Leasing-Marie

Last Name

Test

Date of Birth

03/03/2000

Nationality

DE

Email

#### Contractor Data

Contractor name

Eintracht Frankfurt Rossner AGs

Subcontractor/Lessor Name

Eintracht Frankfurt Rossner AGs

Apply

Save as draft

Cancel

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Process assignment of external employees because the application was rejected by the approver or ID office

If an "External Employee Assignment" has been submitted and this request has been rejected by the approver or ID office (the assignment is then in the status "rejected"), the "Commissioning of External Employees" can be processed subsequently.

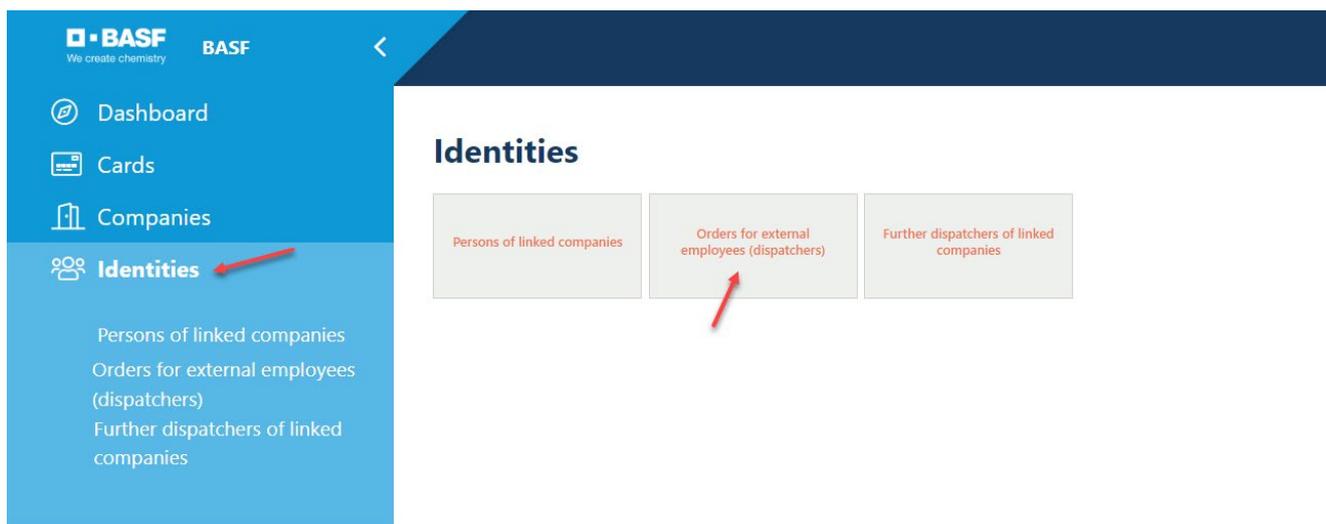
#### Step1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step2

Click on the "Identities" button.

Click on the button "Overview of already made/prepared applications".or "Orders for external employees (dispatchers)".



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step3

This list opens.

Click on the desired employee.

Orders for external employees (dispatchers) (171 / 373 results)								
Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity	Personnel number	Status Of A
00000627	Roßner Rennich	Kai	04/11/1978	Eintracht Frankfurt	Rossner AGs	09/16/2022	00004097	Ends
00000628	Roßner Ramaj	Diant	09/19/2001	Eintracht Frankfurt	Rossner AGs	05/20/2023	00004085	Audited
00000653	Veilchen Roßner	Violetta	05/05/1988	Eintracht Frankfurt	Rossner AGs	10/08/2022	00004037	Ends
00000654	Chandler Roßner	Timmothy	03/29/1990	Eintracht Frankfurt	Rossner AGs	02/11/2023	00004048	Ends

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 4

Click on the button "**Possible actions**".

Click on the button "**Edit Ext. Employee Assignment**".

The screenshot shows a web interface with a dark blue header containing the text "Request For Assignment Of External Employee". Below the header, there are two main sections. The first section is titled "Status der Beauftragung" and contains a light grey box with the text "Abgelehnt". The second section is titled "Antragsnummer" and contains a light grey box with the text "00000559". On the right side of the interface, there are two buttons: "Possible actions" (with a pencil icon) and "Edit Ext. Employee Assignment" (with a red arrow icon). Red arrows point from the text in the instructions to these two buttons.

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 5

Now you can change all previously made data and go through to the end with the buttons "Further" or "Save as draft". Click on the **"Further"** button.

#### Assignment Of External Employee > Enter Data (USSP)

[Search existing person](#)

Personal Data	
<b>Salutation</b> Herr	<b>Title</b> 
<b>Last Name</b> Sebastian	<b>First Name</b> Rode
<b>Birth Name</b> 	<b>Call sign</b> Seppi
<b>Date of Birth</b> 08/08/1983	
<b>Nationality</b> DE	<a href="#">Select</a>
<b>Visa valid until</b> 	
<b>Visa</b> 	

E-mail address of the registered person (mandatory):

Further

Save as draft

Cancel

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 6

Click on the button "Apply".

#### Assignment Of External Employee > Select building and send request

Request Number  
00000559

Please select another building before applying.

Building selection

Building No 🔍 Select  
J660

Building name

**Apply** **Save as draft** **Cancel**

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 7

Click on the button "OK", if this mask is displayed. This is not always the case.

**Assignment Of External Employee > pcRqContractPersExtCreate\_ShowStateApprovedUSSP**

▶▶▶ The application has been sent. ◀◀◀

To finish the process and to send the information via e-mail please click the OK button at the bottom of the page.

<b>Status Of Assignment</b>	<b>Request Number</b>
Submitted	00000559

**Personal Data**

<b>Title</b>	<b>Salutation</b>
	Herr
<b>First Name</b>	<b>Last Name</b>
Rode	Sebastian
<b>Date of Birth</b>	<b>Birth Name</b>
08/08/1983	
<b>Nationality</b>	
DE	

OK

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

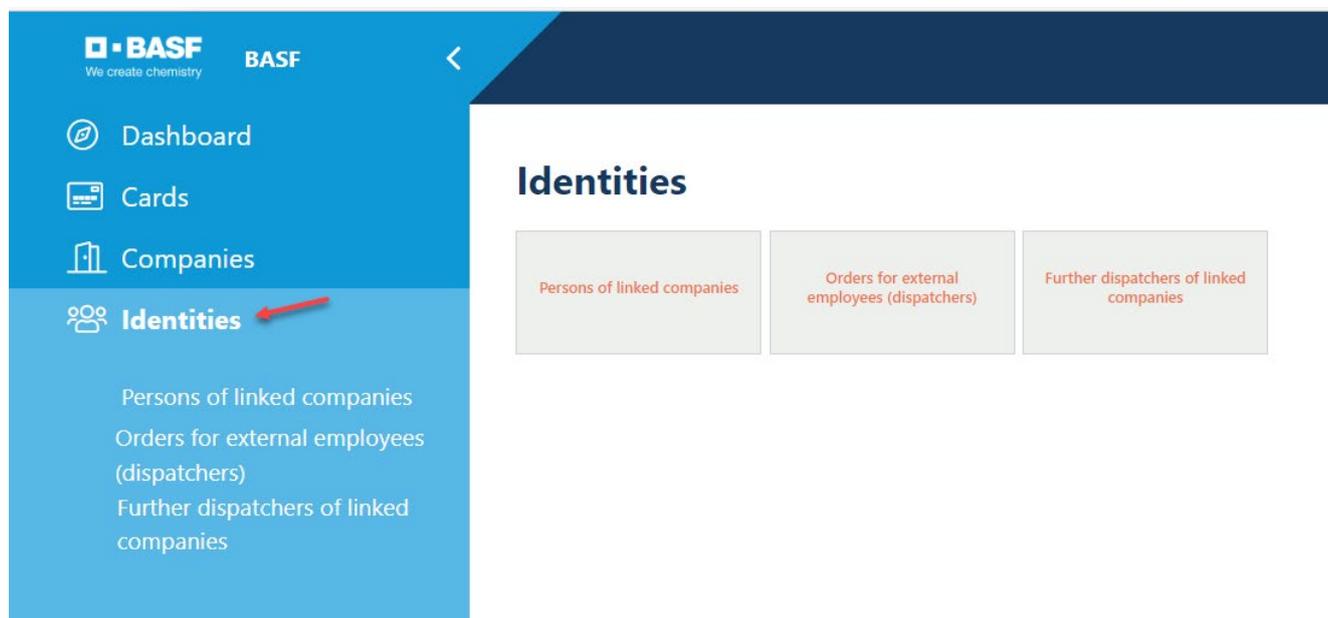
### Finish commissioning external employees in the status "created" and submit them to BASF

#### Step 1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step 2

Click on the "Identities" button.



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 3

Click on the button "**Overview of already made/prepared applications**" or "**Orders for external employee (dispatchers)**".

The screenshot shows the BASF portal interface. On the left is a blue sidebar with the BASF logo and navigation menu items: Dashboard, Cards, Companies, and Identities. The 'Identities' section is expanded, showing three sub-items: Persons of linked companies, Orders for external employees (dispatchers), and Further dispatchers of linked companies. The main content area on the right is titled 'Identities' and contains three light gray buttons with red text: 'Persons of linked companies', 'Orders for external employees (dispatchers)', and 'Further dispatchers of linked companies'. A red arrow points upwards to the middle button.

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 4

Click on the desired application in the status "created".



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 5

Click on "**Possible actions**"

Click on "**Edit Ext. Employee Assignment**".

The screenshot shows a web application interface with a dark blue header. The header contains the text "Request For Assignment Of External Employee" on the left and "Possible actions" with a pencil icon on the right. Below the header, there are two main sections: "Status der Beauftragung" and "Antragsnummer". The "Status der Beauftragung" section contains the text "Erstellt". The "Antragsnummer" section contains the text "00001318". In the top right corner of the main content area, there is a button labeled "Edit Ext. Employee Assignment" with a red arrow pointing to it from the text "Possible actions" above it.

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 6

Now complete the "Assignment of External Employee" and click on "**Further**" and follow the menu.

#### Assignment Of External Employee > Enter Data (USSP)

[Search existing person](#)

Personal Data

Salutation	Herr	Title	
Last Name	Mustermann-Kolo-Muani	First Name	Randal-Test
Birth Name		Call sign	
Date of Birth	07/18/2000		
Nationality	DE <a href="#">Select</a>		
Visa valid until			
Visa			

E-mail address of the registered person (mandatory):

**Further**

Save as draft

Cancel

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Fixed-term date of the permanent ID card in table form

This guide explains how to find out if the employee is in possession of an ID card and how long it is valid.

The fixed-term date is no longer printed on the permanent passes created with the new "Security System" portal. Also, the company name is no longer printed.

**Note:**

This table variant works **ONLY** if a company has more than one ID.

If it has less than 2 IDs, please follow these instructions → [Click HERE](#).

Currently, it is not technically possible to send an e-mail when an ID card expires.

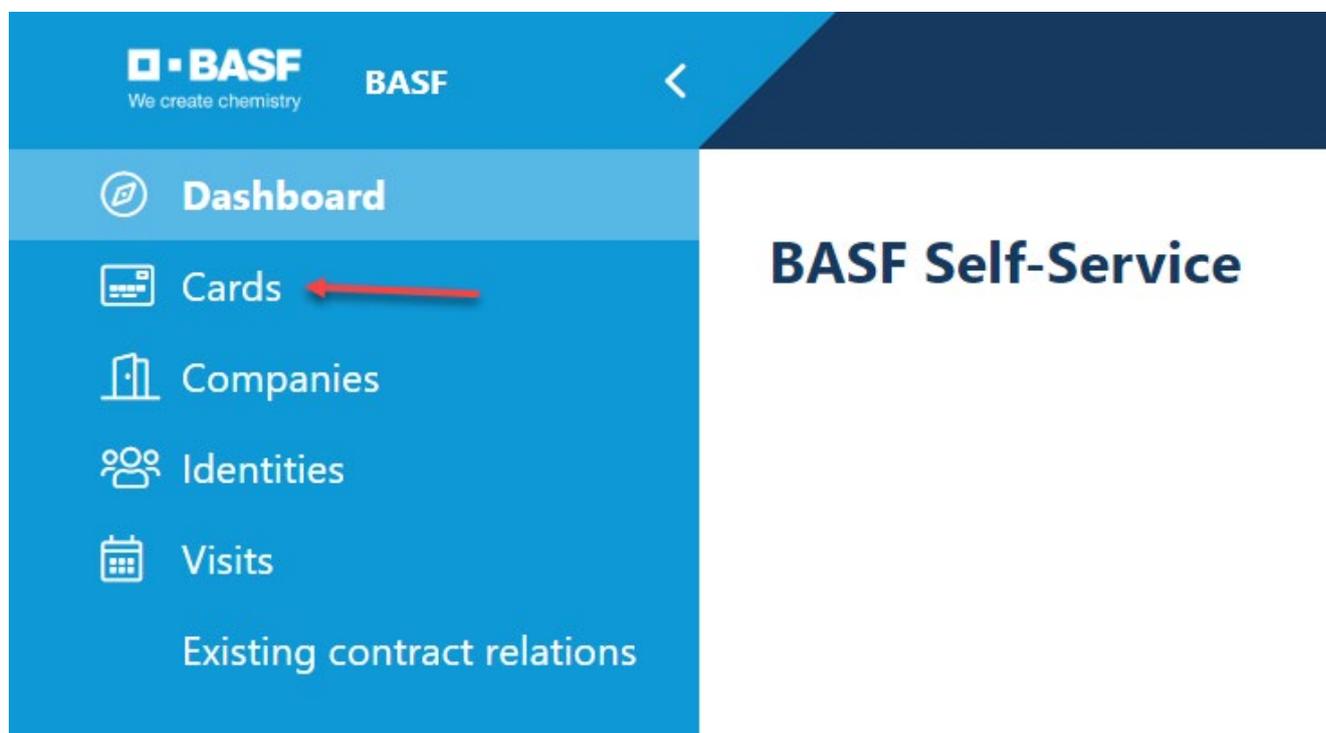
28 days before the expiry of the badge, the dispatcher will receive a reminder e-mail informing them that the badge is about to expire.

**Step1**

Log in to the portal "Security System" – instructions [HERE](#)

**Step2**

Click on the button "**Cards**".



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 3

Now a table/overview opens.

There are ONLY badges that are "**active**" to see .

In the column "**Valid until**" you can see the limitation date/expiry date of the card.

The screenshot shows a web interface with a blue sidebar on the left containing navigation options: Dashboard, Cards, Companies, Identities, Visits, and Existing contract relations. The main content area displays a table titled "Permanent ID cards for persons of linked companies (20 results)". The table has four columns: Last Name, First Name, Personnel number, and Valid until. The data rows are as follows:

Last Name	First Name	Personnel number	Valid until
Musterfrau	Releasetestdrive-Fritz	00004416	01/04/2024
Muster-Roßner	Johnny	00004426	12/13/2024
Kolo-Muani-Roßner	Randal	00004425	10/05/2023
Roßner-Pause	Hallo	00004428	04/16/2026
Lohmar-Changetestszweivier	Sonja	00004433	04/27/2023

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Limitation date of the permanent pass in individual view

This guide explains how to find out if the employee is in possession of an ID card and how long it is valid.

The fixed-term date is no longer printed on the permanent passes created with the new system. Also, the company name is no longer printed.

Currently, it is not technically possible to send an e-mail when an ID card expires.

28 days before the expiry of the badge, the dispatcher will receive a reminder e-mail informing them that the badge is about to expire.

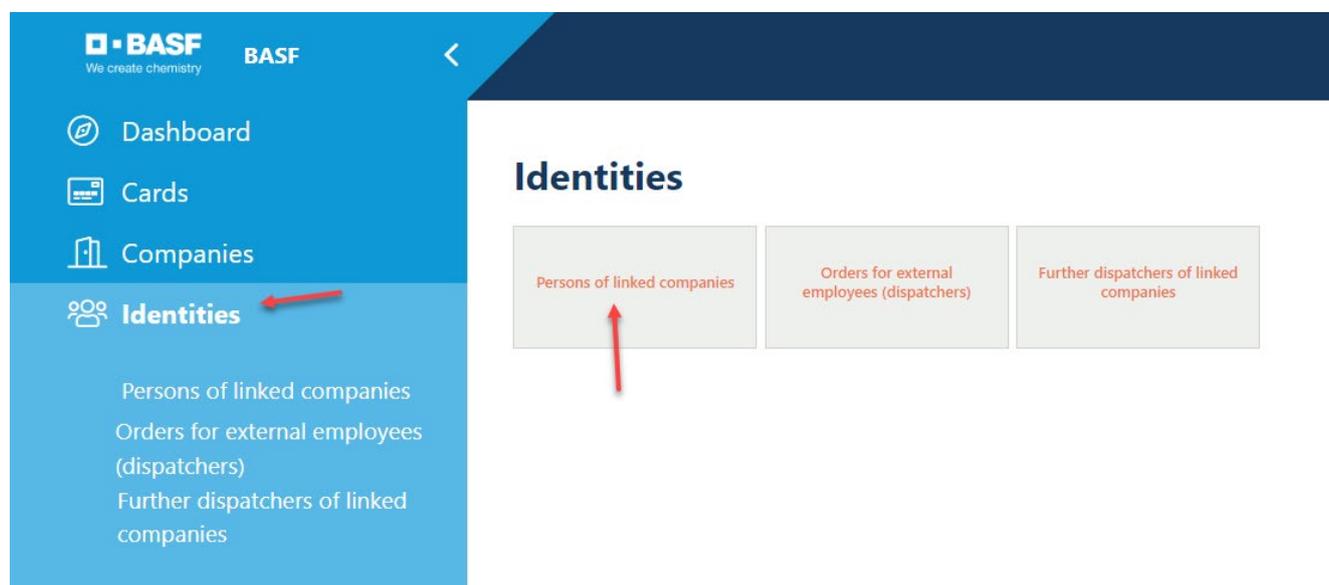
#### Step 1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step 2

Click on the button **"Identities"**

Click on the button **"Persons of linked companies"**.



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 3

Now a table/overview opens.

Click on the desired person.

(Use CTRL+F to open a window in which you can enter a search term. This is suitable when looking for the employee if you have a very high number of employees.)

In the column **"ID status number" you** for people who received an ID card after the introduction of the "Security System" portal. **number** can see a

01 =

Person has an active ID

02 =

Person has an ID card that has been temporarily blocked

(E.g. Person has reported the ID card as lost, but has not yet obtained a new ID.)

03 =

Person returned the ID but has not yet been deregistered by the dispatcher

**Note: In the column "Time limit" you do NOT see the limitation date/expiration date of the ID card. This is a limitation date from the record.**

Persons of linked companies (54 / 79 results)							
Last Name	First Name	Personnel number	Personal status	Validity	3IAM User ID	Card State Number	Contractor Name
Roßner Ramaj	Diant	00004085	Active	05/20/2023	105749		<b>Eintracht</b> Frankfurt Rossner AGs
Mustermann-SecSys-Dreizehn	Rudolf	00004281	Active	07/29/2023	rumu.1@secsys.com		<b>Eintracht</b> Frankfurt Rossner AGs
Buta-Ebisch	Aurelio-Gerald	00004355	Active	07/07/2023	aubu.1@secsys.com		<b>Eintracht</b> Frankfurt Rossner AGs
Toure-Ebisch	Almamy-Gerald	00004356	Active	07/13/2025	toeb.alge@ge-photo.de		<b>Eintracht</b> Frankfurt Rossner AGs

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 4

Click on the button "**Possible actions**"

Click on the button "**Show permanent card**"

Person (ext)

**Possible actions**

Ausweisstellenhinweise

Persönliche Daten

**Show permanent card**

**Nachname**

Kolo-Muani-Roßner

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 5

If the person has a permanent pass, then you can see the validity at the marked place.

Person (ext)
✎ Possible actions

**Ausweisstellenhinweise**

Achtung Ausweisstelle! Weitere Daten prüfen!

---

<b>Personalnummer</b>	<b>Originale PNR/Bisherige PNR</b>	<b>BASF User ID</b>
<input type="text" value="00004281"/>	<input type="text" value="00004281"/>	<input type="text"/>
<b>Ausweisversion</b>	<b>Personalnummer weltweit</b>	
<input type="text"/>	<input type="text" value="30905956"/>	
<input checked="" type="checkbox"/> <b>Vorl. Werkverbot</b>	<b>Status Beschäftigung</b>	
<input type="checkbox"/> <b>Werkverbot</b>	<input type="text" value="3"/>	
<input type="checkbox"/> <b>Auflagen ja?</b>	<b>Personenstatus</b>	
	<input type="text" value="Aktiv"/>	

**Persönliche Daten**

**Nachname**

**Vorname**

**Vorsatzwort**

**Geburtsname**

**Anrede**

**Geburtsdatum**

**Nationalität**

If the person does not have a permanent ID, then you will receive this information.

Es wurde kein relevanter Dauerausweis gefunden → No relevant permanent ID was found

Person (ext)

Es wurde kein relevanter Dauerausweis gefunden. ✕
←

**Ausweisstellenhinweise**

Achtung Ausweisstelle! Weitere Daten prüfen!

---

<b>Personalnummer</b>	<b>Originale PNR/Bisherige PNR</b>	<b>BASF User ID</b>
<input type="text" value="00004048"/>	<input type="text" value="00004048"/>	<input type="text"/>
<b>Ausweisversion</b>	<b>Personalnummer weltweit</b>	
<input type="text" value="0"/>	<input type="text"/>	

**Persönliche Daten**

**Nachname**

**Vorname**

**Vorsatzwort**

**Geburtsname**

**Anrede**

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Display the fixed-term date of external employees (e.g. offshore employees without ID) in table form

#### ATTENTION:

The fixed-term date of the external employee does not necessarily coincide with the fixed-term date of the ID card.

The fixed-term date of offshore employees (employees without ID) must be accessed via this table.

The expiry date of the ID card can be determined in this way → [Here](#)

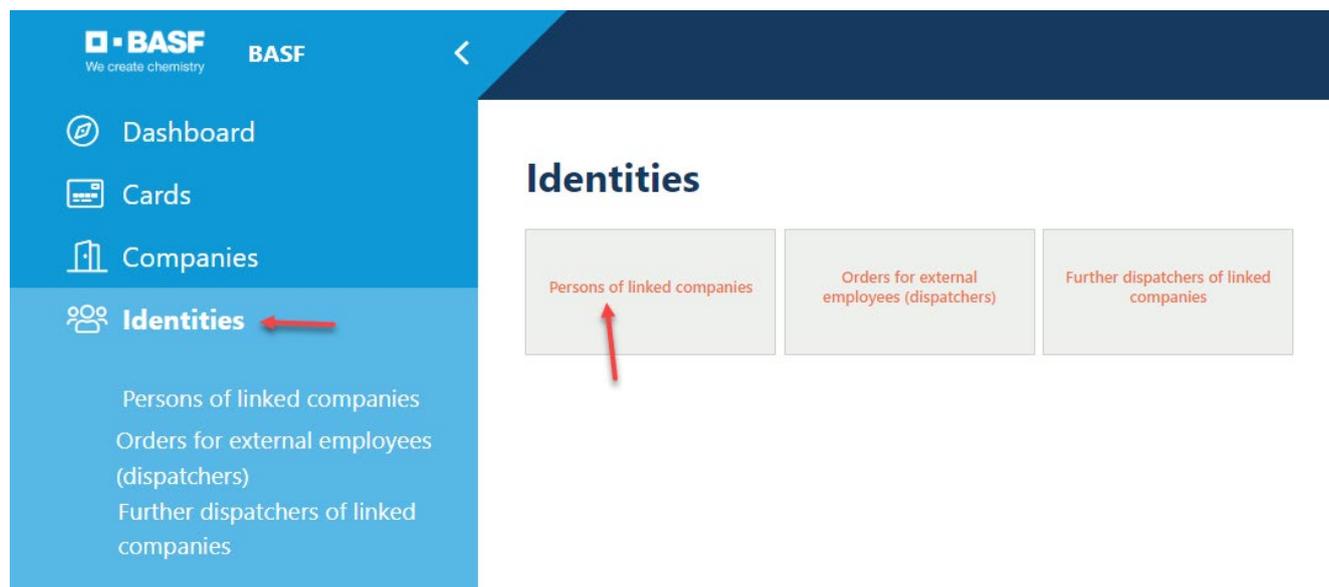
#### Step 1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step 2

Click on the button "Identities"

Click on the button "Persons of linked companies".



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 3

Now a table/overview opens.

Dashboard Cards Companies <b>Identities</b> <b>Persons of linked companies</b> Orders for external employees (dispatchers) Further dispatchers of linked companies	Persons of linked companies (80 results)					
	Last Name	First Name	Personnel number	Personal status	Validity	3IAM User ID
	Engelbert	Strauß	00003194	Active	07/20/2023	sten.1@secsys.com
	Roßner Ramaj	Diant	00004085	Active	05/20/2023	105749
	Wackermal	Marcoö	09100380	Active	10/09/2024	105957
	Stark-Roßner	Sansa	00004222	Active	01/06/2024	sast.1@secsys.com
	Mustermann-SecSys-Dreizehn	Rudolf	00004281	Active	07/29/2023	rumu.1@secsys.com

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Security Test Validity

This guide explains how to find out if the employee has passed the security test and how long it is valid.

The dispatcher receives an e-mail when an employee's security test expires in 28 days.

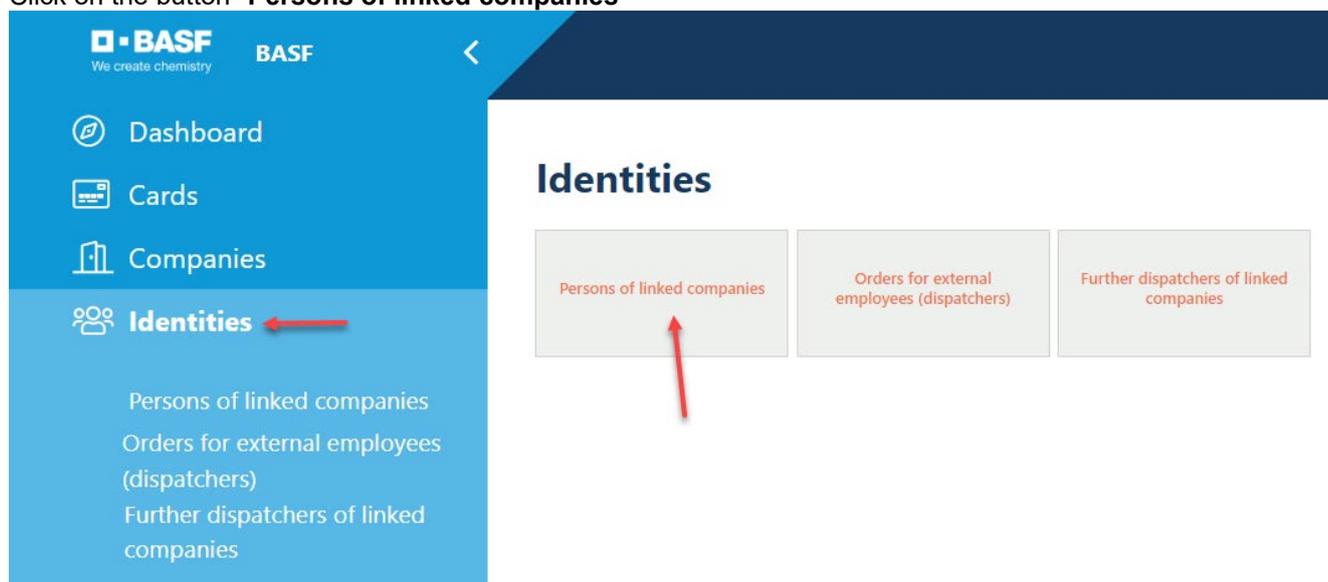
#### Step1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step2

Click on the button "Identities"

Click on the button "Persons of linked companies"



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 3

Now a table/overview opens.  
Click on the desired employee.

 Dashboard

 Cards

 Companies

 **Identities**

**Persons of linked companies**

Orders for external employees (dispatchers)

Further dispatchers of linked companies

Persons of linked companies (58 / 80 results)			
Last Name	First Name	Personnel number	Personal status
Roßner Ramaj	Diant	00004085	Active
Mustermann-SecSys-Dreizehn	Rudolf	00004281	Active
Buta-Ebisch	Aurelio-Gerald	00004355	Active
Toure-Ebisch	Almamy-Gerald	00004356	Active
Knauff-Ebisch	Ansgar-Gerald-Max	00004357	Active

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 4

Scroll down until you see the desired information on the right.

Person (ext)
 Possible action

**Ausweisstellenhinweise**

---

Personalnummer	Originale PNR/Bisherige PNR	BASF User ID
00004363	00004363	

**Ausweisversion** **Personalnummer weltweit**

30918726

Vorl. Werkverbot

Werkverbot

Auflagen ja?

**Status Beschäftigung**

3

**Personenstatus**

Aktiv

**Persönliche Daten**

**Nachname**

Alario-Ebisch

**Vorname**

Lucas-Gerald

**Vorsatzwort**

**Geburtsname**

**Anrede**

Herr

**Geburtsdatum**

10/08/1992

**Nationalität**

DE

**Sicherheitstestgültigkeit**

**Sicherheitstestergebnis**

**Sicherheitstestkategorie-Text**

**Sicherheitstest-Video Status**

**Sicherheitstest-Video gültig bis**

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Access to the SSP Portal Self Service Portal

Any External Person holding a Permanent Pass must have access to the "Security System" portal. Here you can get information on the validity of the permanent ID card and security test, and at the Ludwigshafen site, this is used to apply for a permanent import and export permit.

If the dispatcher has indicated when carrying out an "Assignment of External Employees" or "Extend the Assignment of External Employees" that the External Person has "No e-mail of his own", the dispatcher receives the registration e-mail for the External Person and must carry out the registration (password assignment) together with this person **within 28 days**.

~~If the dispatcher has that the external person has his own e-mail address when carrying out an "Assignment of External Employees" or "Extend Appointment of External Employees", indicated the External Person will receive the registration e-mail sent to the specified e-mail address and must carry out the registration (password assignment) himself~~  
**within 28 days**

→ This will no longer be the case with the introduction of multi-factor authentication (expected in mid-June 2024). There is then no technical way to grant this person access to the "Security System" portal.

Security System - Aktion erforderlich: Registrierung abschließen / Action required: complete registration



English

Dear [REDACTED]

Your company contact requested access to Security System for you. Please follow the steps below to achieve full access to Security System.

1. Enter the registration [website](#)
2. Please set your personal password
3. Click the 'Send' button

After this registration is complete, you will receive further information in an email from [External-Profile-Management@basf.com](mailto:External-Profile-Management@basf.com). Then you can log in with your username and experience our services.

Please note that the registration link is valid for 7 days.

If you need a new link, please contact Security System Service Desk +49 621 60-77577 (#3+#6) - Email: [is-application-servicesdesk@basf.com](mailto:is-application-servicesdesk@basf.com)

If the activation link is not shown above, please copy this URL into your browser: [REDACTED]

We are happy to welcome you in Security System.

Please do not forward this mail, as it contains personal information.

This is an automatically generated E-Mail. Please do not respond directly to this address.

# Manuals for external dispatchers Management of external persons

[06.05.2024]

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# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

---

### External person: Update e-mail address to grant access to the portal

If an external person's "own e-mail address" has not yet been stored in the "Security System" portal, this person will no longer have access to the portal with the introduction of multi-factor authentication.

The application for the follow-up of the "own e-mail address" (and the associated account creation) of the external person must be made by e-mail.

To do this, use the e-mail template (see below).

Processing can take 2-3 business days.

After the maintenance has been completed, the external person will receive the registration e-mail sent to the e-mail address provided and must carry out the registration (password assignment) himself **within 28 days**. If the e-mail has not arrived, it is advisable to check the spam folder.

Send an email to  
[ausweisstelle-lu@basf.com](mailto:ausweisstelle-lu@basf.com) (Site Ludwigshafen) or  
[bsw-ausweisstelle@basf.com](mailto:bsw-ausweisstelle@basf.com) (Site Schwarzheide)

#### Mail template:

Hello

Please enter this e-mail address with this external person (so that he or she receives a registration e-mail for Security System's self-service portal, e.g. in order to be able to store a permanent import/export license in the system).

Personnel number:

Surname:

Forename:

E-mail address:

Kind regards

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Change the person responsible for an external person

If the person responsible for an external person has changed, this must be indicated by the dispatcher.

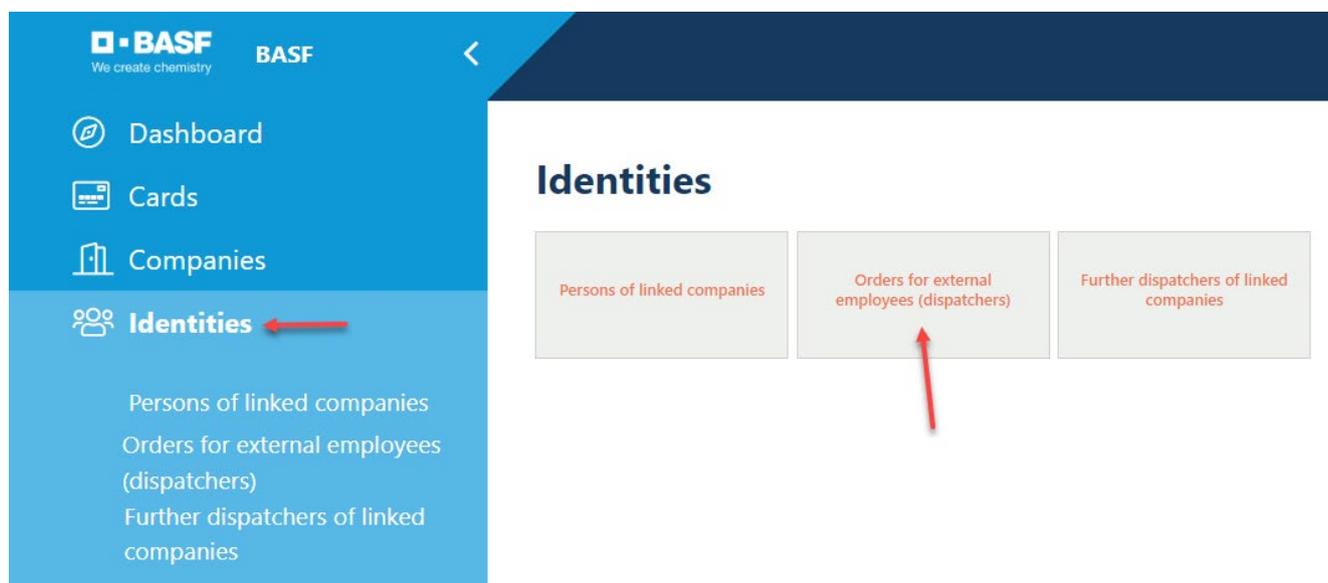
#### Step1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step2

Click on the "Identities" button.

Click on the button "Overview of already made/prepared applications" or "Orders for external employees (dispatcher)".



## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step3

This list opens.  
Click on the desired employee.

Orders for external employees (dispatchers) <small>(382 results)</small>						
Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity
00000107	Black	Berry	01/30/2000	AAA Technologie GmbH	actec GmbH	06/30/2021
00000109	Engelbert	Strauß	01/31/2000	AAA Technologie GmbH	actec GmbH	04/30/2021
00000110	Zentimeter	Zwanzig	03/25/2000	AAA Technologie GmbH	actec GmbH	04/30/2021
00000111	Hallo	Flülein	02/01/2000	AAA Technologie GmbH	actec GmbH	05/28/2021
00000114	Eck	Ball	03/26/2000	AAA Technologie GmbH	actec GmbH	05/30/2022
00000116	Stoß	Frei	03/27/2000	AAA Technologie GmbH	actec GmbH	06/26/2021

# Manuals for external dispatchers

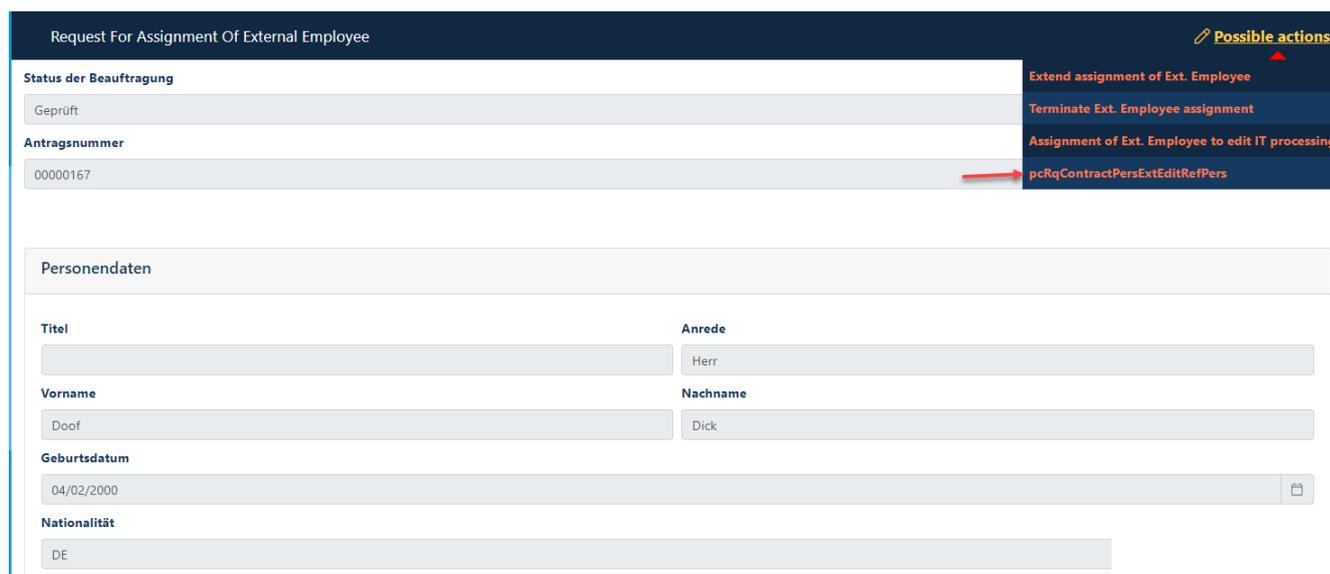
## Management of external persons

[06.05.2024]

### Step4

Click on the button "**Possible actions**".

Click on the button "pcqcontractpersexteditrefpers/Assignment Ext. MA Verspontw. Change person" or "pcRqContractPersExtEditRefPers\_EditRefPerson".



Request For Assignment Of External Employee

**Possible actions**

Status der Beauftragung  
Geprüft

Antragsnummer  
00000167

**Possible actions**

- Extend assignment of Ext. Employee
- Terminate Ext. Employee assignment
- Assignment of Ext. Employee to edit IT processing
- pcRqContractPersExtEditRefPers

Personendaten

Titel

Anrede  
Herr

Vorname  
Doof

Nachname  
Dick

Geburtsdatum  
04/02/2000

Nationalität  
DE

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step5

Click on the **"Select"** button. (in the section "Assign responsible person")

Click on the **"SearchTxtRqContractPersExtEditRefPers/Search"** button.

**pcRqContractPersExtEditRefPers > pcRqContractPersExtEditRefPers\_EditRefPerson**

Herr

<b>First Name</b>	<b>Last Name</b>
Doof	Dick
<b>Date of Birth</b>	<b>Nationality</b>
04/02/2000	DE
<b>Contractor Name</b>	
AAA Technologie GmbH	

**grpRqContractPersExtEditRefPers**

<b>Contact Person Firstname</b>	<b>Contact Person Lastname</b>	<a href="#">searchTxtRqContractPersExtEditRefPers</a>
Matthias	Gertz	
<b>Responsible person Personnel subarea</b>	<b>Responsible person Personnel subarea text</b>	
<b>Contact Person Phone</b>	<b>Contact Person E-mail</b>	
	matthias.gertz@basf.com	
<b>Object designation</b>	<b>Cost centre</b>	

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step6

Now a search mask opens.

Fill in the fields **"First name"** and **"Last name"** (only one fill does not produce a result) or **"Email"**.

Click on **"Search"**

Persons internal - 0 result(s)

First Name	Last Name	Email
------------	-----------	-------

Select the **"appropriate person"** by clicking.

Persons internal - 1 result(s)

First Name	Last Name	Email
thomas	eberle	

Click **Apply**.



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 7

Click on the button "btnSaveRefPers".

**pcRqContractPersExtEditRefPers > pcRqContractPersExtEditRefPers\_EditRefPerson**

Herr

<b>First Name</b>	<b>Last Name</b>
Doof	Dick
<b>Date of Birth</b>	<b>Nationality</b>
04/02/2000	DE

**Contractor Name**

AAA Technologie GmbH

**grpRqContractPersExtEditRefPers**

<b>Contact Person Firstname</b>	<b>Contact Person Lastname</b>	<a href="#">searchTxtRqContractPersExtEditRefPers</a>
Matthias	Gertz	
<b>Responsible person Personnel subarea</b>	<b>Responsible person Personnel subarea text</b>	
<b>Contact Person Phone</b>	<b>Contact Person E-mail</b>	
	matthias.gertz@basf.com	
<b>Object designation</b>	<b>Cost centre</b>	

**btnSaveRefPers** **Cancel**

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Change the IT Responsible of an external person

An "Responsible IT" is the person who approves IT rights, software and hardware for external employees in BASF systems.

If the Responsible IT of an external person has changed, this must be indicated by the dispatcher.

#### Hint:

If the person for whom the Responsible IT has changed has not yet received an application via the "Security System" portal in the past (but via the source systems), then this process unfortunately does not work. In this case, you have to use the workaround "[Change the person responsible for an external person](#)".

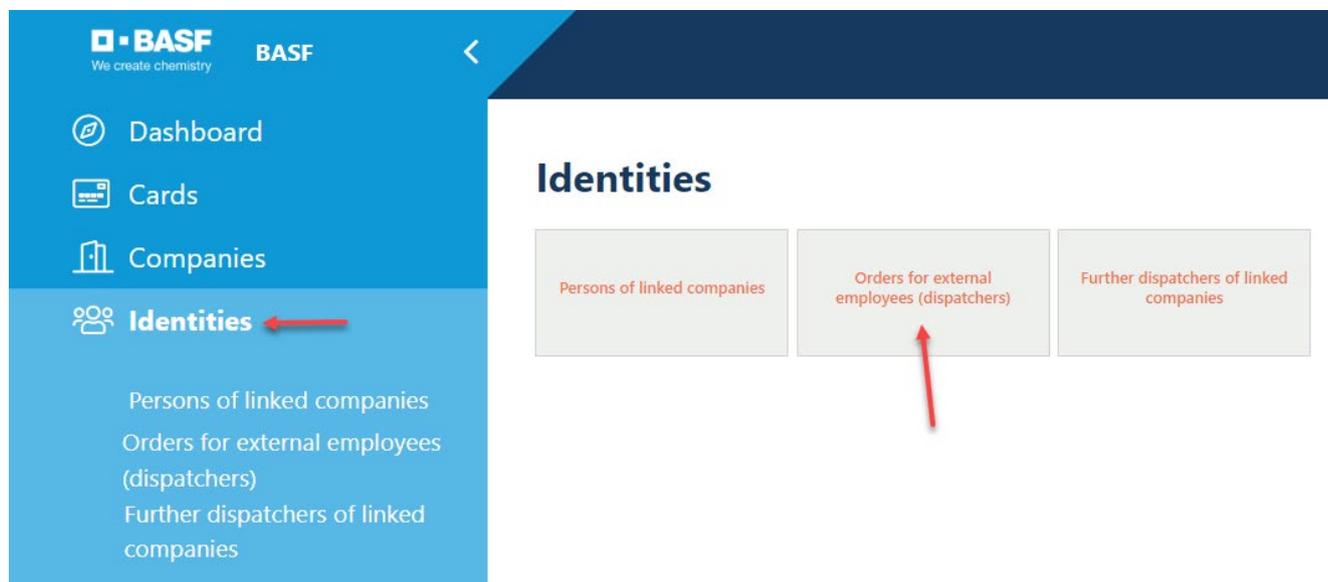
#### Step1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step2

Click on the "**Identities**" button.

Click on the button "**Overview of already made/prepared applications**".



## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step3

This list opens.

Click on the desired employee.

Orders for external employees (dispatchers) (179 / 383 results)						
Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity
00000411	Test	B001	01/15/1982	<b>Eintracht</b> Frankfurt Rossner AGs		12/06/2021
00000414	Test	Xaver-Max	01/15/1982	<b>Eintracht</b> Frankfurt Rossner AGs	A. Hohenadel Gerüstbau GmbH & Co.KG	11/17/2021
00000418	Test	Harald- Anneliese	03/18/1978	<b>Eintracht</b> Frankfurt Rossner AGs	A M E GmbH	03/04/2022
00000451	Test	Leasing-Marie	03/03/2000	<b>Eintracht</b> Frankfurt Rossner AGs	<b>Eintracht</b> Frankfurt Rossner AGs	08/17/2023

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step4

Click on the button "**Possible actions**".

Click on the button "**Commissioning Ext. MA IT-Vera. edit**".

Request For Assignment Of External Employee

**Possible actions**

Status der Beauftragung  
Geprüft

Antragsnummer  
00000167

Extend assignment of Ext. Employee  
Terminate Ext. Employee assignment  
Assignment of Ext. Employee to edit IT processing  
pcRqContractPersExtEditRefPers

Personendaten

Titel  
Anrede  
Herr

Vorname  
Doof  
Nachname  
Dick

Geburtsdatum  
04/02/2000

Nationalität  
DE

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 5

Click on the **"Select"** button. (in the category "Assign responsible IT")

## Assignment of Ext. Employee to edit IT processing > Select Responsible IT

Request Number

00000167

Order Ext. employee

Salutation

Herr

Title

First Name

Doof

Last Name

Dick

Date of Birth

04/02/2000

Nationality

DE

Contractor Name

AAA Technologie GmbH

Assign responsible IT

External Responsible User

[Redacted]

 **Select**

Responsible IT e-mail

[Redacted]

## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step6

Now a search mask opens.

Fill in the fields **"First name"** and **"Last name"** (only one fill does not produce a result) or **"E-Mail"**.

Click on **"Search"**

Persons internal - 0 result(s)

First Name Last Name Email

equals equals equals

Search Reset

First Name	Last Name	Email
------------	-----------	-------

Select the **"appropriate person"** by clicking.

Persons internal - 1 result(s)

First Name Last Name

equals sonja equals lohmar

Search Reset

First Name	Last Name	Email
Sonja	Lohmar	sonja.lohmar@basf.com

Click **Apply**.

**Apply**

Cancel

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 7

Click on the "Save" button.

#### Assignment of Ext. Employee to edit IT processing > Select Responsible IT

First Name

Doof

Last Name

Dick

Date of Birth

04/02/2000



Nationality

DE

Contractor Name

AAA Technologie GmbH

#### Assign responsible IT

External Responsible User

20233934

[Select](#)

Responsible IT e-mail

sonja.lohmar@basf.com

Save

Remove IT-Ref Person

Cancel

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Delete IT managers of an external person, as this person no longer needs IT rights

An “Responsible IT” is the person who approves IT rights, software and hardware for external employees in BASF systems.

If a person no longer needs IT rights, this must be communicated to the Responsible IT so that he withdraws the IT rights that are no longer needed.

In addition, the Responsible IT must be deleted from the "Assignment of External Employees" in the "Security System" portal.

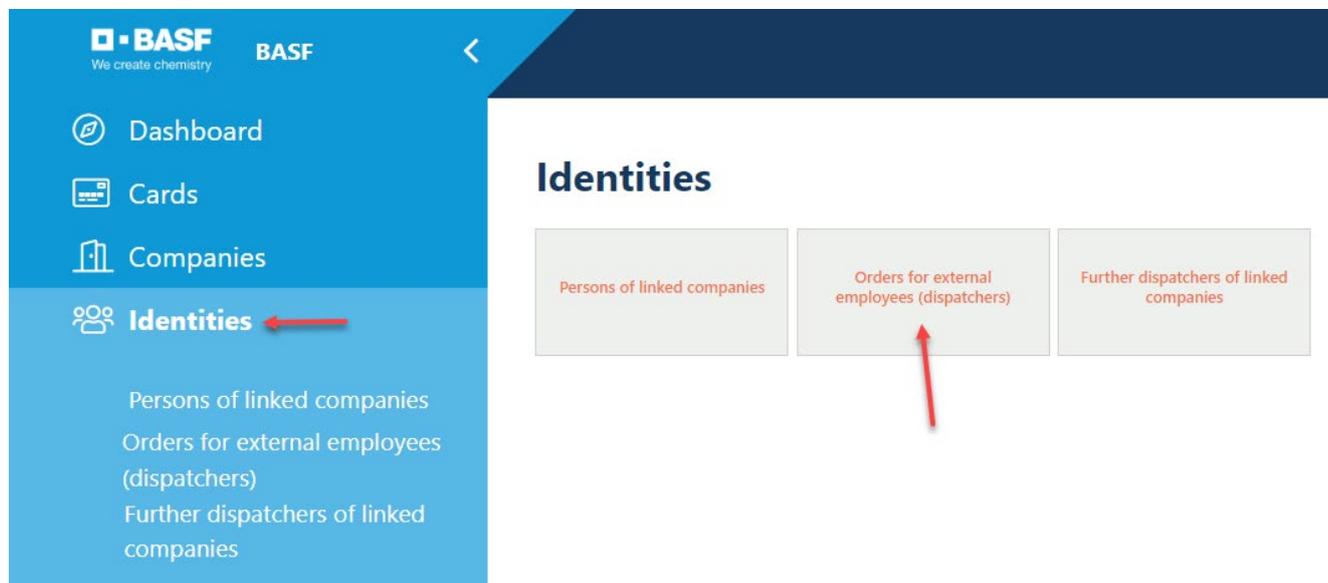
#### Step 1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step 2

Click on the "**Identities**" button.

Click on the button "**Overview of already made/prepared applications**". or “**Orders for external employees (dispatchers)**”).



## Manuals for external dispatchers Management of external persons [06.05.2024]

### Step 3

This list opens.

Click on the desired employee.

#### Orders for external employees (dispatchers) XXXXXXXXXX

Request Number	Last Name	First Name	Date of Birth	Contractor Name	Subcontractor/Lessor Name	Validity
00000411	Test	B001	01/15/1982	<b>Eintracht</b> Frankfurt Rossner AGs		12/06/2021
00000414	Test	Xaver-Max	01/15/1982	<b>Eintracht</b> Frankfurt Rossner AGs	A. Hohenadel Gerüstbau GmbH & Co.KG	11/17/2021
00000418	Test	Harald- Anneliese	03/18/1978	<b>Eintracht</b> Frankfurt Rossner AGs	A M E GmbH	03/04/2022
00000451	Test	Leasing-Marie	03/03/2000	<b>Eintracht</b> Frankfurt Rossner AGs	<b>Eintracht</b> Frankfurt Rossner AGs	08/17/2023

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 4

Click on the button "**Possible actions**".

Click on the button "**Terminate Ext. Employee assignment**".

Request For Assignment Of External Employee

[Possible actions](#)

<b>Status der Beauftragung</b>	Extend assignment of Ext. Employee
Geprüft	<b>Terminate Ext. Employee assignment</b>
<b>Antragsnummer</b>	Assignment of Ext. Employee to edit IT processing
00000628	pcRqContractPersExtEditRefPers

**Personendaten**

<b>Titel</b>	<b>Anrede</b>
	Herr
<b>Vorname</b>	<b>Nachname</b>
Diant	Roßner Ramaj
<b>Geburtsdatum</b>	
09/19/2001	
<b>Nationalität</b>	
DE	

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 5

Click on the button **"Remove IT-Ref Person"**.

**Assignment of Ext. Employee to edit IT processing > Select Responsible IT**

Request Number  
00000628

Order Ext. employee

Salutation	Herr	Title	
First Name	Diant	Last Name	Roßner Ramaj
Date of Birth	09/19/2001	Nationality	DE

Contractor Name  
Eintracht Frankfurt Rossner AGS

Assign responsible IT

External Responsible User  
20946939 🔍 Select

Responsible IT e-mail  
katrin.rossner@basf.com

Save Remove IT-Ref Person Cancel

---

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

---

### Third-party company (subcontractor/lessor) is not available for selection when commissioning external employees

ONLY companies are available as third-party companies (subcontractors/lessors) for selection in the process "Commissioning external employees (permanent pass order/offshore registration)" if this company has been created in the portal "Security System" and an approved contract relationship is stored with this company.

The application for a contractual relationship must be submitted by the dispatcher of the third-party company (subcontractor/lessor).  
This can NOT be done by the dispatcher of the contractor/tenant/site partner.

Further information on how to apply for a contractual relationship can be found by a dispatcher under in "**Step 2: Contractual relationship...**"

Site Ludwigshafen [Onboarding von Externen \(basf.com\)](https://basf.com)

Site Schwarzheide [Onboarding von Externen Schwarzheide](#)

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Pre-register visitors with external dispatchers

If a temporary pass is required for an external person (max. 5 days used on the site), a visitor pre-registration must be carried out in advance by the dispatcher.

It is mandatory that the person responsible at BASF is informed about the visit.

The visitor must be accompanied by a person with a valid permanent pass by a company that has a direct contract with BASF on the day of the temporary ID card or the person responsible for BASF must be reachable by telephone to confirm the appointment.

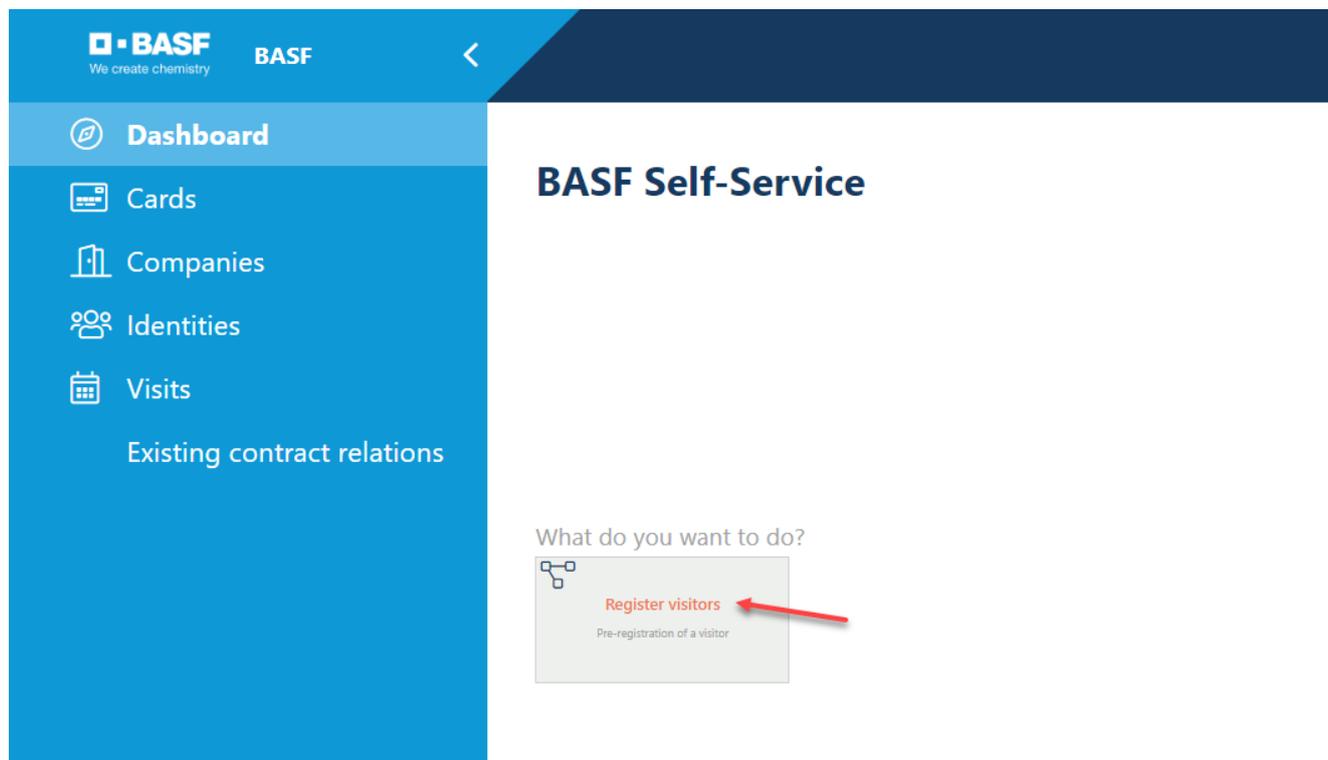
#### Step 1

Log in to the portal "Security System" – instructions [HERE](#)

#### Step 2

"Dashboard" click on "

"Register visitors" click on "



The screenshot shows the BASF Self-Service portal. On the left, there is a blue sidebar with the BASF logo and the tagline 'We create chemistry'. Below the logo, the text 'BASF' is displayed. The sidebar contains several menu items: 'Dashboard' (with a home icon), 'Cards' (with a card icon), 'Companies' (with a building icon), 'Identities' (with a person icon), 'Visits' (with a calendar icon), and 'Existing contract relations'. The main content area is titled 'BASF Self-Service'. Below the title, there is a search bar with the text 'What do you want to do?'. Below the search bar, there is a card titled 'Register visitors' with a red arrow pointing to it. The card also contains the text 'Pre-registration of a visitor'.

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 3

"Salutation key"

"First name"

"Last name"

"Registration comment"

must be filled

"Title"

"Date of birth"

"E-mail"

... are not mandatory fields

**Register visitors > Visitors or logistics - choose company**

Please enter the visitor's data and select the type of visitor.

**Address key**  **Title**

This field is mandatory

**First Name**  **Last Name**

**Date of Birth**

**Email**

[Visit on behalf of which company?](#)

**Company Name**

This field is mandatory

**Sub-company name**

**Registration comment**

**Visitors** **Logistics** **Cancel**

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 4

Visit on behalf of which company" click on "

**Register visitors > Visitors or logistics - choose company**

Please enter the visitor's data and select the type of visitor.

Address key  Title

This field is mandatory

First Name  Last Name

Date of Birth

Email

[Visit on behalf of which company?](#)

Company Name

This field is mandatory

Sub-company name

Registration comment

Visitors Logistics Cancel

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 5

The **desired company** click on "Apply".

### Hint:

The companies for which you are stored as a dispatcher are displayed here. In most cases, only one company will appear here.

Linked companies of the dispatcher - 11 result(s)

Company Name	Tax Id	Company object status	Company status
AAA Technologie GmbH	DE119672448	Active	Kontraktor;
SecSyskommmbald GmbH	DE88558855	Active	Kontraktor;
Eintracht Frankfurt Rossner AGs	DummyT064	Active	Kontraktor;Kontraktor mit Sub-Sub-Konstellation;Subkontraktor/Leasingfirma;Standortpartner;Freie Mitarbeiter;Speditionsunternehmen;Arbeitskreis;Leasing TA einer ortsansässigen Gruppen-/Btlg.gesellschaft;Leasing GA einer ortsansässigen Gruppen-/Btlg.gesellschaft;
Team2 GmbH und so weiter	DE44455566	Active	Arbeitskreis;Azubis fremder Firmen über Ausbildungsabteilung;Ext. Lehrkräfte;Freie Mitarbeiter;Informanden/Diplomanden/Praktik;Nicht ortsansässige Gruppen-/Btlg.gesellschaft;
Test neu Lohmar GmbH	645824574174854	Active	Kontraktor;
Lohmar Vorführ AG	DE8989898989898988	Active	Kontraktor;
Lohmar SecSys Anleitung GmbH	DE5468751284	Active	Kontraktor;
Adler Mannheim GmbH NEU	DummyT142	Active	Kontraktor;Subkontraktor/Leasingfirma;Kontraktor mit Sub-Sub-Konstellation;Speditionsunternehmen;
Musterfirma SecSys	DummyT162	Active	Kontraktor;Freie Mitarbeiter;

**Selected Items (1):** Eintracht Frankfurt Rossner AGs DummyT064

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 6

Fill in "Sub-company name" only if the visitor is employed by a third-party company (subcontractor/lessor).

🔍 [Visit on behalf of which company?](#)

Company Name

Eintracht Frankfurt Rossner AGs

Sub-company name

Registration comment

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 7

Fill in "**Registration comment**" (e.g. interview, service technician repairs printer)

🔍 [Visit on behalf of which company?](#)

Company Name

Eintracht Frankfurt Rossner AGs

Sub-company name

Registration comment

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 8

Click on „Visitors“.

#### Register visitors > Visitors or logistics - choose company

First Name

Roßner-Muster

Last Name

Katrin-Test

Date of Birth

05/09/2001



Email

🔍 Visit on behalf of which company?

Company Name

Eintracht Frankfurt Rossner AGs

Sub-company name

Registration comment

Wird dringend benötigt

Visitors

Logistics

Cancel

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 9

Click on "Art".

A drop-down menu opens.

Please select the right one.

#### Hint:

Location Partners

→ You must ALWAYS select location partners including third-party companies

Tenant

→ You must ALWAYS select tenants including third party companies

### Register visitors > Data entry for visitors by external dispatchers

The screenshot shows a web form with the following elements:

- Art:** A dropdown menu is open, displaying a list of roles: BASF Group Company, Applicants, Authorities, Company representative, Business partner, University cooperator, Anniversary/Pension Guests, Customer, Tenant, third party included, Trainee, Speaker, Service technician, Location partner, third party included, and Other. A red arrow points to the dropdown arrow.
- Visiting group leader:** A dropdown menu with the selected option "No group leader".
- Valid until:** A date field containing "05/02/2023" with a calendar icon.
- Below these fields are several empty input fields and dropdown menus.

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 10

Fill in "Valid from" (day of visitor badge collection)

Fill in "Valid until"

<b>Art</b>	<b>Visiting group leader</b>
Customer	No group leader
<b>Valid From</b>	<b>Valid until</b>
05/02/2023	05/02/2023

Where should the visit be received?

### Step 11

Click on "Issue Location"

A drop-down menu opens.

Please select the location of the visitor badge collection.

Where should the visit be received?

#### Issue Location

- Kläranlage
- Empfang Q920
- Empfang Konferenzzentrum D105
- Limburgerhof
- Pfalzgrafenstraße (PGS)
- Ausweistelle Nord (J660)
- Ausweistelle Süd (Z22)
- Friesenheimer Insel
- Tor 15 (NUR LOGISTIK, KEINE BESUCHER)
- Tor 11 (NUR LOGISTIK, KEINE BESUCHER)
- Benckiser Platz
- Tor 7 (kein Besucherempfang, nur Ersatzausweiserstellung)
- Tor 12 (kein Besucherempfang, nur Ersatzausweiserstellung)
- Tor 13 (kein Besucherempfang, nur Ersatzausweiserstellung)
- Tor 2 (Besucherempfang nur von 18:00 - 06:00 Uhr)

Please do a person search for entering the recipient.

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 12

"Recipient reachability" should always be filled in.

If the recipient (BASF employee) cannot be reached by telephone on the day of collection of the visitor badge, the visitor may not enter the site.

Here you have the possibility to enter an alternative telephone number (mobile phone number) of your recipient

#### Hint:

Location partners/tenants

→ You must ALWAYS fill this field with a phone number of your recipient/employee

Where should the visit be received?

**Issue Location**

Ausweistelle Süd (Z22) 

**Recipient Reachability**



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 13

Click on **"Search internal person"**

#### Hint:

Location partners/tenants

→ You MUST click "Find hosts with location partners and tenants"

#### Host details

Applicant PersNum

Registrant e-mail

secsysdisponentqual@gmx.de

Logon UserID

secsysdisponentqual@gmx.de

Please do a person search for entering the recipient.

 [Search internal person](#)

 [Search host in location partners and tenants](#)

Recipient first name

This field is mandatory

Recipient Surname

This field is mandatory

Receiver phone

Recipient representative e-mail

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 14

Use the search criteria (it is recommended to enter first name and last name) in the upper area to select the responsible BASF employee/recipient  
Click on **"Search"**

### Hint:

Location partners/tenants

→ You are looking for a responsible colleague from your own company

Search host (internal) - 0 result(s)

<b>Last Name</b>	<b>First Name</b>	<b>Factory telephone</b>
contains	contains	contains
<b>Email</b>	<b>Object abbreviation/Unit</b>	<b>Building No</b>
contains	equals	equals

Search Reset

Last Name	First Name	Factory telephone	Email	Object abbreviation/Unit	Building No
-----------	------------	-------------------	-------	--------------------------	-------------

### Step 15

Click on the **desired recipient**  
**"Apply"** Click "

Search host (internal) - 1 result(s)

<b>Last Name</b>	<b>First Name</b>	<b>Factory telephone</b>
contains	contains	contains
muster	muster	
<b>Email</b>	<b>Object abbreviation/Unit</b>	<b>Building No</b>
contains	equals	equals

Search Reset

Last Name	First Name	Factory telephone	Email	Object abbreviation/Unit	Building No
Mustermann	Muster		mustermann.muster@accenture.com		

Apply Cancel

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 16

Click on "Save"

#### Register visitors > Data entry for visitors by external dispatchers

Host details

Applicant PersNum	Registrant e-mail	Logon UserID
<input type="text"/>	<input type="text" value="secsysdisponentqual@gmx.de"/>	<input type="text" value="secsysdisponentqual@gmx.de"/>

Please do a person search for entering the recipient.

[🔍 Search internal person](#)      [🔍 Search host in location partners and tenants](#)

Recipient first name	Recipient Surname	Receiver phone
<input type="text" value="Muster"/>	<input type="text" value="Mustermann"/>	<input type="text"/>

Recipient representative e-mail

Separate cost centre or order number

Cost centre	Order number
<input type="text"/>	<input type="text"/>

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 17

Should this mask appear, the following must be done:

**"No group leader"** must remain in this field

Click **"Next"**

### Register visitors > Leader of a visitor group?

Please select if the visitor is a visitor group leader.

Visiting group leader

No group leader



Next

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 18

All dispatchers who are assigned to a company receive an e-mail AND the person who has been entered as the host.

#### Note / Info / Approx. März 2024:

If several dispatchers are stored for a company, each dispatcher can see the advance visitor registrations that the dispatcher colleague has made, and use the "Change visit" and "Cancel visit" processes.

[EXT] Wg: BASF - Ihr angemeldeter Besucher [REDACTED]



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An Sonja Lohmar

Aufbewahrungsrichtlinie 6 month retention (6 Monate)



[Anzeige](#) | [Anzeige](#) | [Übersicht](#)

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Pre-register visitors via multi-registration (CSV Sheet)

If a temporary pass is required for an external person (max. 5 days on site), a visitor pre-registration must be carried out in advance by the dispatcher.

In this case, it is mandatory that the person responsible at BASF is informed about the visit.

The visitor must be accompanied on the day of the temporary pass by a person with a valid permanent pass from a company that has a direct contract with BASF or the person responsible at BASF must be reachable by phone to confirm the appointment.

Multi-registration allows multiple visitor pre-registrations to be carried out at the same time using a table.

#### Step 1

Start downloading this file [Download Multi-Besucherregistrierung\\_Vorlage](#).

#### Step 2

Please fill in the columns with the following information:

A →

First name (according to the machine-readable line on the identity card/passport)

B →

Last name (according to the machine-readable line on the ID card/passport)

C →

Title (This is not required)

D → Date of birth

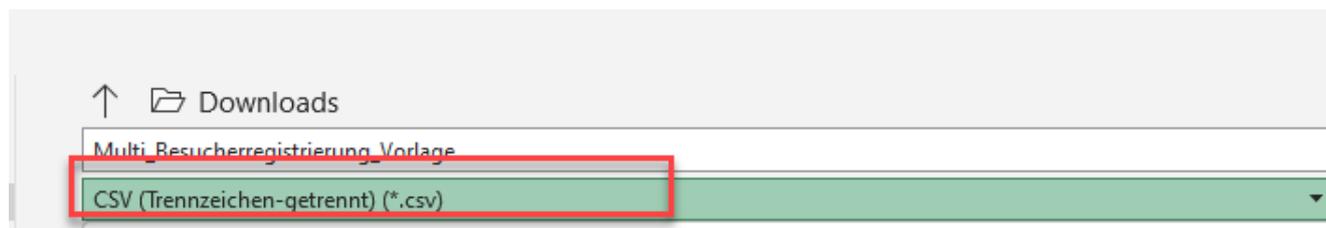
E → Visitor's e-mail address (This is not required)

F →

Company name

If the person is employed by a subcontractor/lessor, please fill in the field as follows: Company Name / Subcontractor

**Now save the file in the format CSV file (delimited separator).**



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

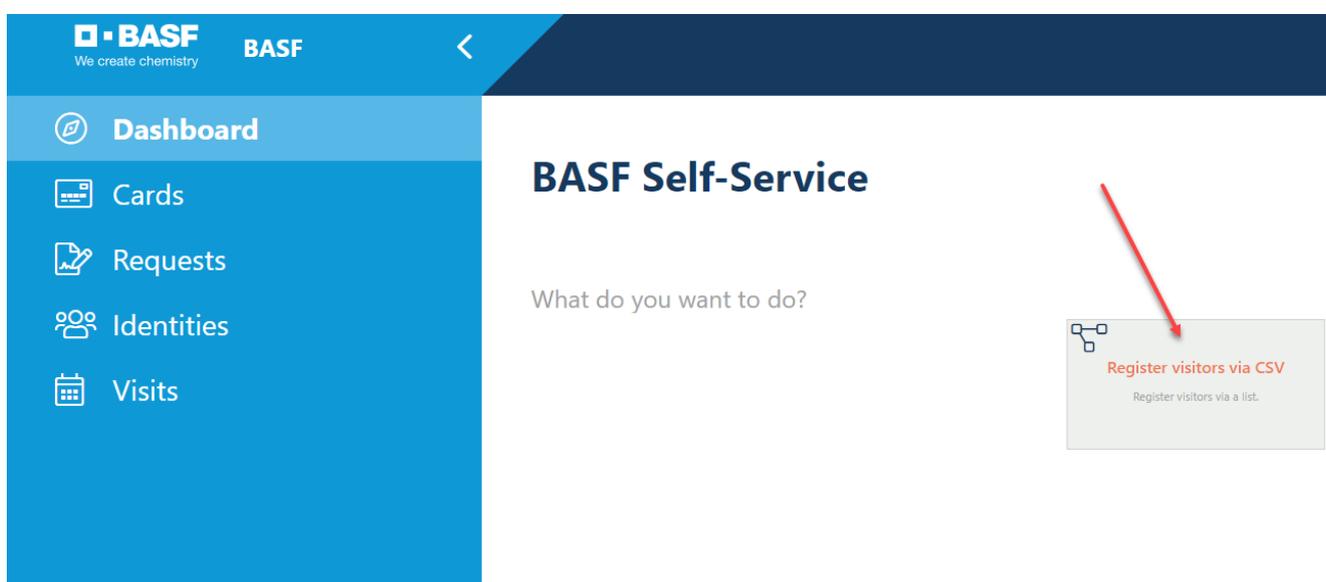
### Step 3

Log in to the "Security System" portal – instructions [HERE](#)

### Step 4

„Dashboard“ anklicken

„Register visitors via CSV“ anklicken



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 5

„**Recipient Reachability**“ should always be filled in.

If the recipient (BASF employee) cannot be reached by phone on the day of the visitor's badge collection, the visitor is not allowed to enter the site.

Here you have the option of entering your own telephone number and an alternative telephone number (mobile phone number) of the recipient

Please enter the e-mail address of your representative in the field "Recipient representative e-mail"

#### Hint:

Location Partner / Site Partner / Tenant

→ You must ALWAYS fill in this field with a phone number of your recipient/employee

### Register visitors via CSV > Upload CSV file

Host

Applicant PersNum	Registrant e-mail	Logon UserID

Recipient Reachability

If you do not plan the reception for yourself, please do a person search for entering the recipient here.

[Search internal person](#) [Search host in location partners and tenants](#)

Recipient first name	Recipient Surname	Receiver phone

Recipient representative e-mail

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 6

Click on **“Search internal person“**

#### Hinweis:

Location Partners/Tenants → You MUST click "Search host in location partners and tenants"

Gastgeber

Anmeldender PersNum	Anmeldender E-Mail	Anmeldender UserID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Empfänger Erreichbarkeit

Planen Sie den Besuch nicht für sich selbst, wählen Sie hier über die Personensuche einen Empfänger aus.

[🔍 Interne Person suchen](#) ← [🔍 Gastgeber bei Standortpartnern und Mietern suchen](#)

Empfänger Vorname	Empfänger Nachname	Empfänger Telefon
<input type="text"/>	<input type="text"/>	<input type="text"/>

Empfängervertreter E-Mail

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 7

Using the search criteria (it is recommended to enter your first name and last name) select the responsible BASF employee/recipient in the upper area. Click on **"Search"**

### Hint:

Location partner/tenant

→ You choose a responsible colleague from your own company

Search host (internal) - 0 result(s)

Last Name	contains	First Name	contains	Factory telephone	contains
Email	contains	Object abbreviation/Unit	equals	Building No	equals

Search Reset

Last Name	First Name	Factory telephone	Email	Object abbreviation/Unit	Building No
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### Step 8

Click on the desired recipient.

Click **"Apply"**

Search host (internal) - 1 result(s)

Last Name	contains	mustermann	First Name	contains	muster
Email	contains		Object abbreviation/Unit	equals	

Search Reset

Last Name	First Name	Factory telephone	Email
Mustermann	Muster		mustermann.muster@accenture.com

Apply Cancel

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 9

Click „Type“

A drop-down menu will open.

Please select the one that suits you.

#### Hinweis:

Location / Site Partner → You must ALWAYS select “location partner, third-party included”

Tenant → You must ALWAYS select “Tenant, third-party included”

**Register visitors via CSV > Upload csv file by external dispatchers**

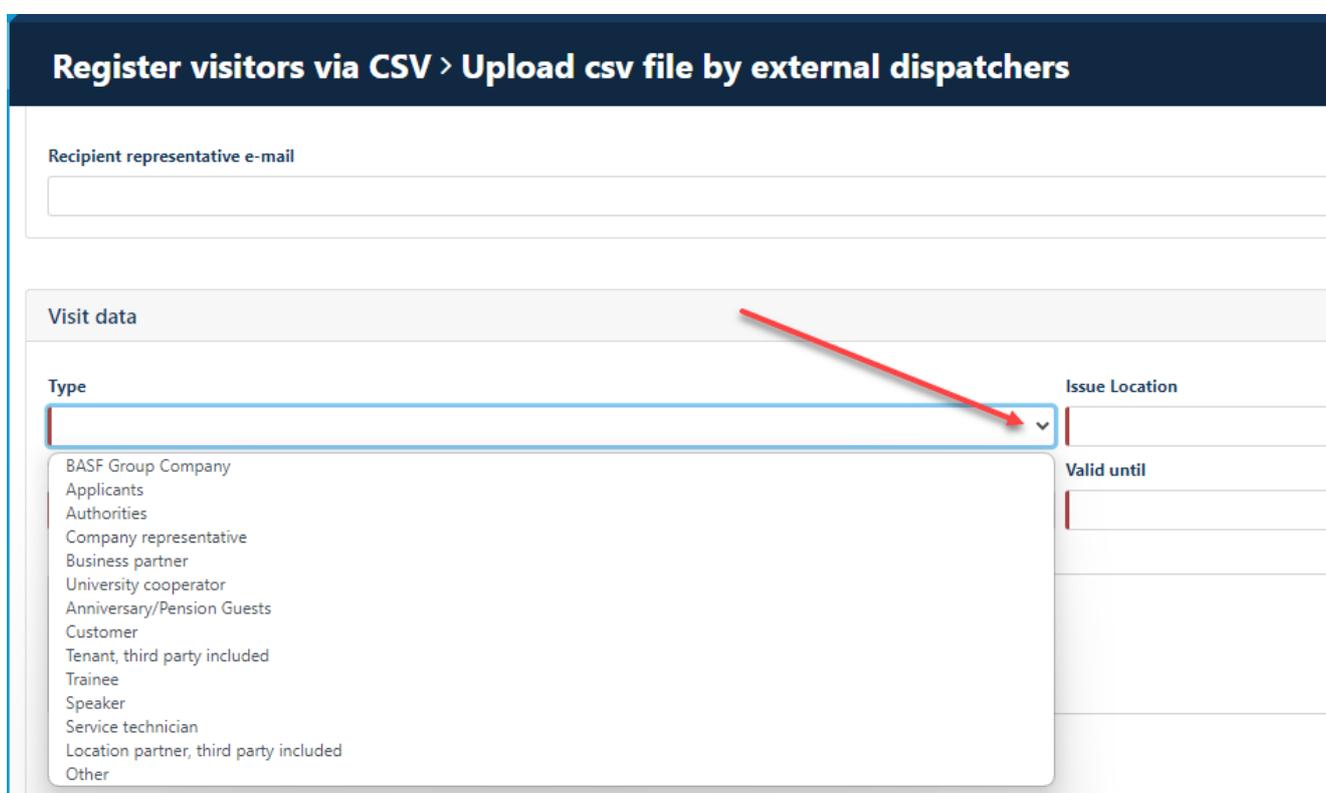
Recipient representative e-mail

Visit data

Type

Issue Location

Valid until



- BASF Group Company
- Applicants
- Authorities
- Company representative
- Business partner
- University cooperator
- Anniversary/Pension Guests
- Customer
- Tenant, third party included
- Trainee
- Speaker
- Service technician
- Location partner, third party included
- Other

# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 10

Click „Issue Location“ anklicken.

A drop-down menu will open.

Please select the location of the visitor's badge collection.

#### Register visitors via CSV > Upload csv file by external dispatchers

Recipient representative e-mail

Visit data

Type

Valid From

Registration comment

Separate cost centre or order number for activity allocation?

Issue Location

- Kläranlage
- Empfang Q920
- Empfang Konferenzzentrum D105
- Limburgerhof
- Pfalzgrafenstraße (PGS)
- Ausweistelle Nord (J660)
- Ausweistelle Süd (Z22)
- Friesenheimer Insel
- Tor 15 (NUR LOGISTIK, KEINE BESUCHER)
- Tor 11 (NUR LOGISTIK, KEINE BESUCHER)
- Benckiser Platz
- Tor 7 (kein Besucherempfang, nur Ersatzausweiserstellung)
- Tor 12 (kein Besucherempfang, nur Ersatzausweiserstellung)
- Tor 13 (kein Besucherempfang, nur Ersatzausweiserstellung)
- Tor 2 (Besucherempfang nur von 18:00 - 06:00 Uhr)

# Manuals for external dispatchers

## Management of external persons

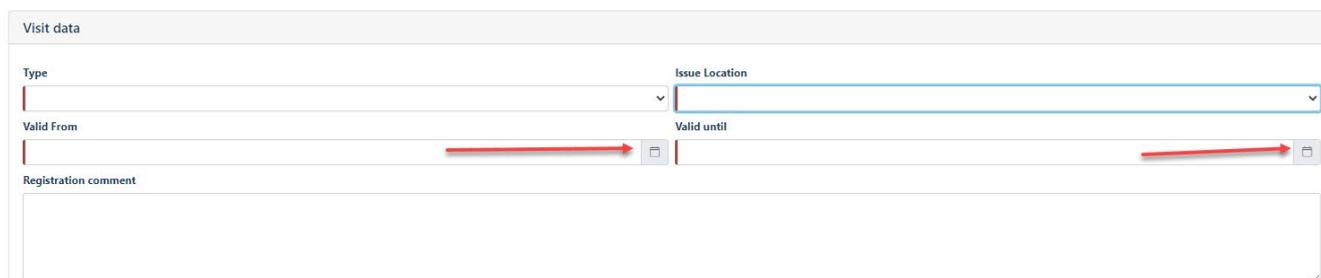
[06.05.2024]

### Step 11

„Valid from“ (day of visitor's badge collection)  
„Valid until“ filling

Visit data

Type	Issue Location
<input type="text"/>	<input type="text"/>
Valid From	Valid until
<input type="text"/>	<input type="text"/>
Registration comment	
<input type="text"/>	



### Step 12

Fill in the "registration comment"  
(For example: job interview, service technician repairs printer...)

Visit data

Type	Issue Location
<input type="text"/>	<input type="text"/>
Valid From	Valid until
<input type="text"/>	<input type="text"/>
Registration comment	
<input type="text"/>	



# Manuals for external dispatchers

## Management of external persons

[06.05.2024]

### Step 13

Click on the **"Upload icon"**  
Select the file you want.

CSV upload

Upload CSV file  Please upload the CSV file here.

[varUrlCardPersTempCsvTemplate](#) Please download this template from the link.

### Step 14

Click on „Upload“

CSV-Upload

CSV-Datei hochladen  Bitte laden Sie hier die CSV-Datei hoch.

Datei ist vorhanden ✓  
Datei geladen: Multi-Besucherregistrierung.csv

[Download CSV-Template](#) Bitte laden Sie dieses Template über den Link herunter.

**Hochladen** **Abbrechen**

### Step 15

All dispatchers who are assigned to a company receive an e-mail AND the person who has been entered as the host.

#### Note / Info / Approx. März 2024:

If several dispatchers are stored for a company, each dispatcher can see the advance visitor registrations that the dispatcher colleague has made, and use the "Change visit" and "Cancel visit" processes.