

MTU Teamcenter Portal External Access

User Guide

As of: August 30th , 2018

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1. Access to Teamcenter Portal

1.1 Application for Access

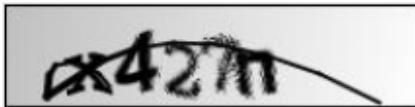
In order to obtain access to MTU's Teamcenter Portal please contact your company's ID-Manager.

1.2 Login

To access Teamcenter Portal please use following link: (<https://www.mtu-portal.com/wps/tc>). Enter the activation code shown in the image. The image can be reloaded in case of illegibility. To login please enter your user key starting with INxxx and the 8-digit password.

Login

Registered suppliers/partners can access personalized applications after logging in.



[Reload image](#)

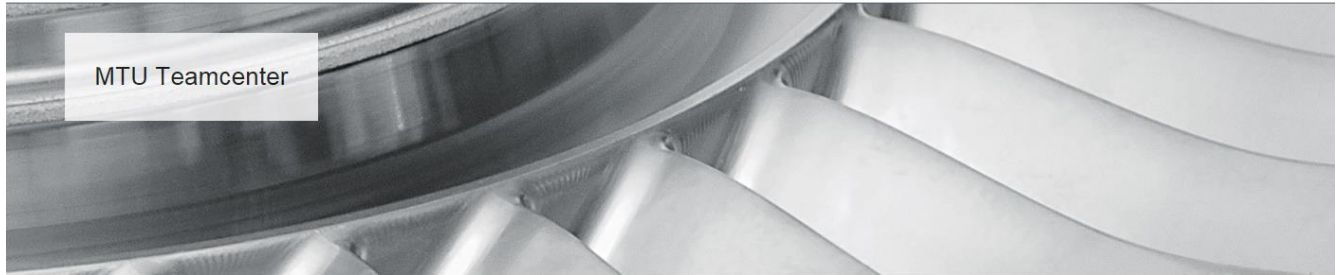
Please fill in the Activation Code shown on the image above

Login

Password

Log in

After accessing Teamcenter Portal you will see **News** as well as your personal **worklist** which contains new and revised documents (e.g. drawings, specifications, concessions).



Welcome

News

Worklist

Info

Open	Name	Title	Description	Status	Created	Due date	Action
<input type="checkbox"/>	MTV1_NRM - Norm,0,,DE-EN,MTU,201801--,1,4	Zeichnungsauslegung	Bitte Empfang bestätigen/Please confirm the receipt	230	Jul 08, 2018	Jul 18, 2018	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MTN94111BBL1_NRM - Norm,0,,DE,MTU,201407--,1,5	Qualitätssicherungsanforderungen an Lieferanten; Prüfforderungen und Dokumentation	Bitte Empfang bestätigen/Please confirm the receipt	230	Jun 04, 2018	Jun 14, 2018	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MTN94111_NRM - Norm,0,,DE,MTU,201709--,1,2	Qualitätsmanagement; Anforderungen an den Lieferanten	Bitte Empfang bestätigen/Please confirm the receipt	230	Jun 04, 2018	Jun 14, 2018	<input checked="" type="checkbox"/>

> Userguide
 For further information and questions, contact MTU Service Desk
 MAIL : servicedesk@mtu.de
 TEL : +49 (0)89 1489-8181
 FAX : +49 (0)89 1489-8187

> Informations about password management
 In case you forgot your password and need a password reset, please contact MTU IT Service Desk.







2. Navigation




- **Welcome** shows Teamcenter news and your worklist.
- **Search** a document.
- **Subscriptions** contain all documents (e.g. drawings, specifications, concessions) that have been assigned to your company.

3. Confirmation of Documents

Worklist



Open	Name	Title	Description	Status	Created	Due date	Action
	MTV1,NRM - Norm,0,,DE-EN,MTU,201801--,1,4	Zeichnungsauslegung	Bitte Empfang bestätigen/Please confirm the receipt	230	Jul 08, 2018	Jul 18, 2018	
	MTN94111BBL1,NRM - Norm,0,,DE,MTU,201407--,1,5	Qualitätssicherungsanforderungen an Lieferanten; Prüfforderungen und Dokumentation	Bitte Empfang bestätigen/Please confirm the receipt	230	Jun 04, 2018	Jun 14, 2018	
	MTN94111,NRM - Norm,0,,DE,MTU,201709--,1,2	Qualitätsmanagement; Anforderungen an den Lieferanten	Bitte Empfang bestätigen/Please confirm the receipt	230	Jun 04, 2018	Jun 14, 2018	

- If a new document is assigned to you or an existing document has been changed you will receive an e-mail and a notification in your worklist.
- The receipt of these documents (e.g. drawings, specifications, concessions) **has to be confirmed.**

In order to do so, please click on  .

Tip: Multiple confirmations can be initiated and successively processed.

As soon as the receipt of a document on the worklist has been confirmed by one user of your company, the confirmation of this document will be automatically carried out for all the other users. This document will then disappear from the worklist for all users. The confirmed document can be accessed by all users via **Search** or **Subscriptions**.

- To see metadata (document attributes) and all files click on  or the name of the document.
- **Files can only be opened after the document has been confirmed!**
- With a click on  files can be opened.
Documents in status 260 are inactive and cannot be opened!
- Confirmed documents will disappear from the worklist after it has been refreshed. They can now be accessed and opened under **Subscriptions -> Company Documents**.


4. Search a Document

Search

Document

Document no. Type Language

Title Title Foreign

Name	Title	Status	Valid from	Valid until	
<input type="checkbox"/> MTN94111BBL18,NRM - Norm,0,,DE-EN,MTU,201404--,1,11	Qualitätssicherungsanforderungen an Lieferanten; Prüfforderungen und Dokumentation bei Prime Source	230 - Released	Jun 24, 2014		

- To search a document enter the document name under “Document no.” or search by any other attribute.
- By using “*” the search can be extended to find all documents that contain a part of the document name you are looking for.

The search result always contains the latest version of the document.

Please note:

For searching a concession, please choose “Concession” and enter the Concession number under Concession-No.

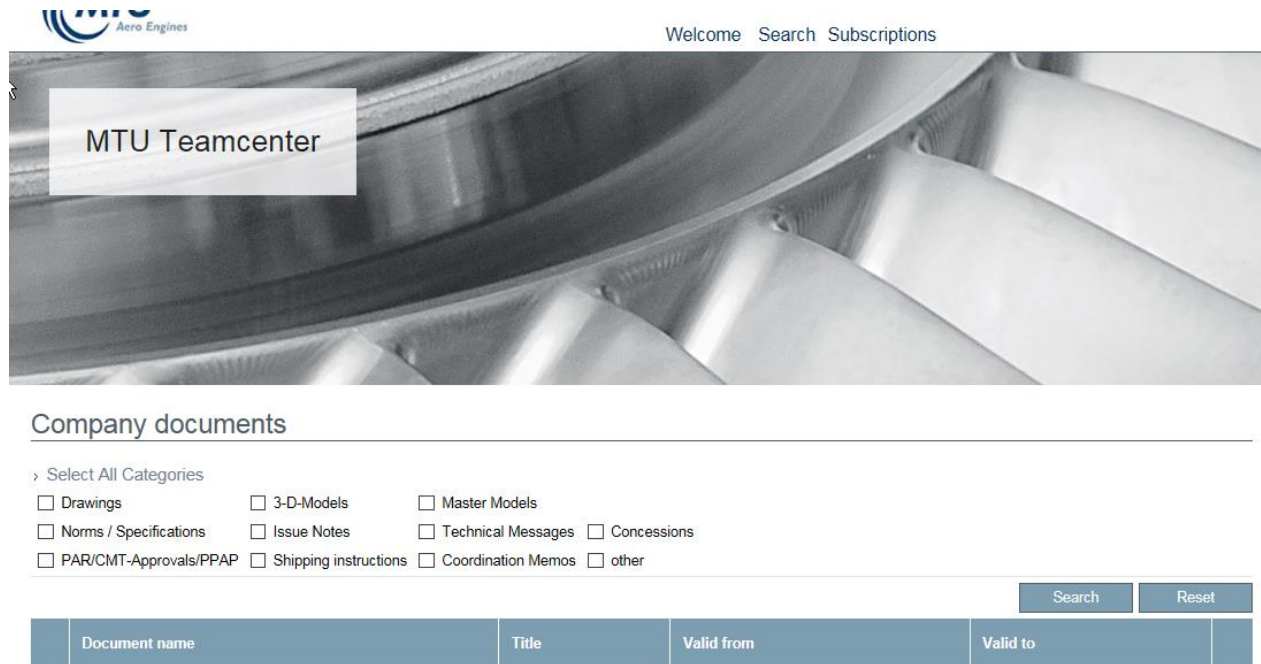
Search

Concession

Concession-No. Issue Revision

Language Project

5. Subscriptions



Welcome Search Subscriptions

MTU Teamcenter




Company documents

> Select All Categories

Drawings 3-D-Models Master Models
 Norms / Specifications Issue Notes Technical Messages Concessions
 PAR/CMT-Approvals/PPAP Shipping instructions Coordination Memos other

Search Reset





Document name	Title	Valid from	Valid to	
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- Under **Subscriptions -> Company Documents** all documents that are assigned to your company (organization) can be accessed.
- In order to display all your documents, select all categories with a click on [> Select All Categories](#) followed by ! Any document assigned to your company, no matter what category, will show up.
- If you want to see documents belonging to a certain category just make a choice with respect to the relevant category by setting a check mark corresponding to the desired category. After clicking on  all documents assigned to your company will be displayed according to the selected category.
- It is also possible to select more than one category at a time. Hence, all the documents will show up in consideration of all the selected categories.
- By using the  button, the selected categories can be set to the initial state at any time, i.e. no category is selected.

Company documents

> Select All Categories

- Drawings 3-D-Models Master Models
 Norms / Specifications Issue Notes Technical Messages Concessions
 PAR/CMT-Approvals/PPAP Shipping instructions Coordination Memos other

				Search	Reset
Document name	Title	Valid from	Valid to		
<input checked="" type="checkbox"/> FRM-672.FRM - MTU Form,0,,EN,MTU,201707-1,1	DSQR checklist (english)	Dec 05, 2017	Jan 01, 3000		
<input checked="" type="checkbox"/> FRM-673.FRM - MTU Form,0,,DE,MTU,201707-1,1	DSQR checklist (deutsch)	Dec 05, 2017	Jan 01, 3000		
<input checked="" type="checkbox"/> FRM-674.FRM - MTU-Formblatt,0,,EN,MTU,201502--,1,1	Qualitätsmanagement; Definition des DSQR-Prozesses und der Selbstfreigabe von MTU Produkten beim Lieferanten	Dec 05, 2017	Jan 01, 3000		
<input checked="" type="checkbox"/> FRM-675.FRM - MTU-Formblatt,0,,DE,MTU,201502--,1,1	Qualitätsmanagement; Definition des DSQR-Prozesses und der Selbstfreigabe von MTU Produkten beim Lieferanten	Dec 05, 2017	Jan 01, 3000		

- By choosing other you will find all documents that are not assigned to any of the other categories.
- Click on  to see metadata and all available files.
- Click on  to open available files and save them.
- Tip: If you click on  and the document has only one file attached, it will be opened instantly. If the document contains more than one file the metadata and all available files will be displayed.
- Files can only be opened after they have been confirmed!
- Inactive Documents cannot be opened