

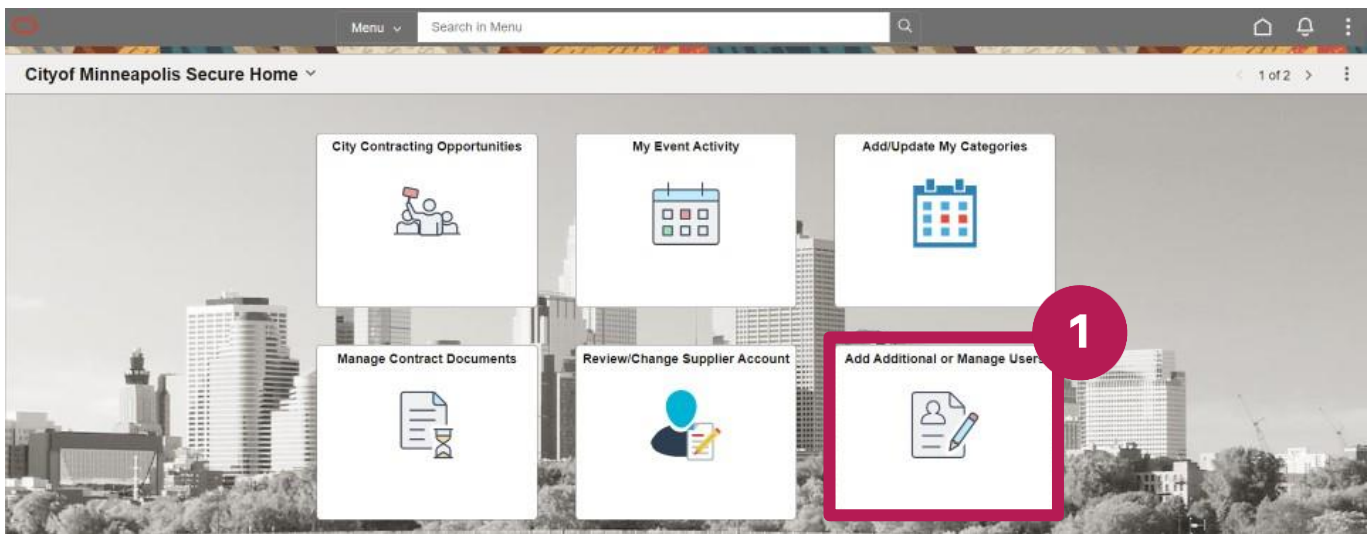
To manage your business’ eSupplier users, you must be a supplier and have the appropriate role assigned to you in eSupplier.

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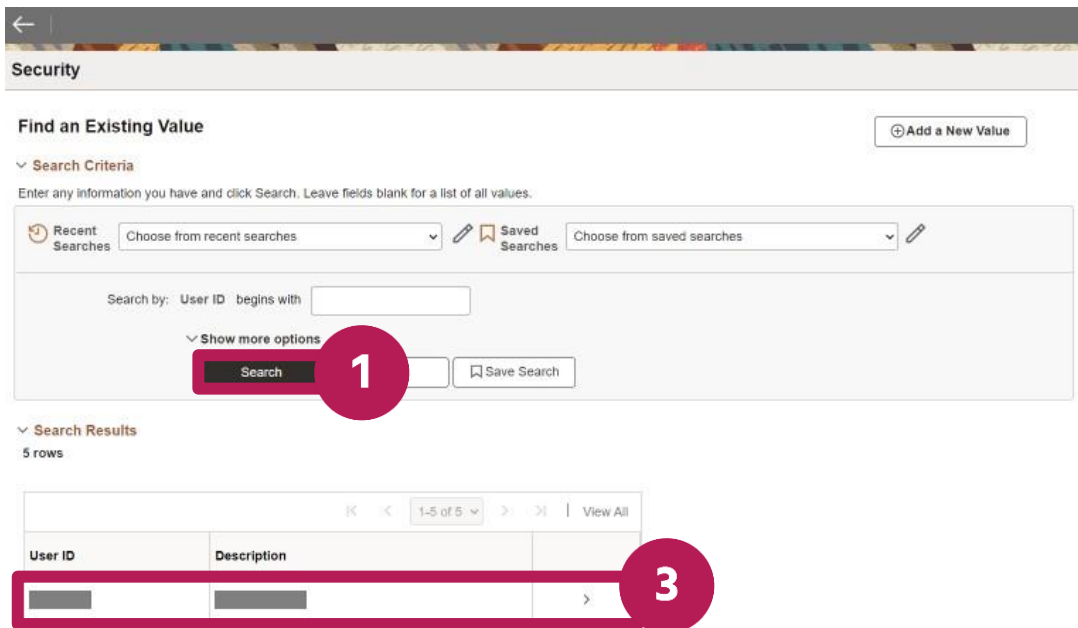
Go to the manage users screen

1. From the Supplier Secure Homepage, select the **Add Additional or Manage Users** tile.



Review existing users

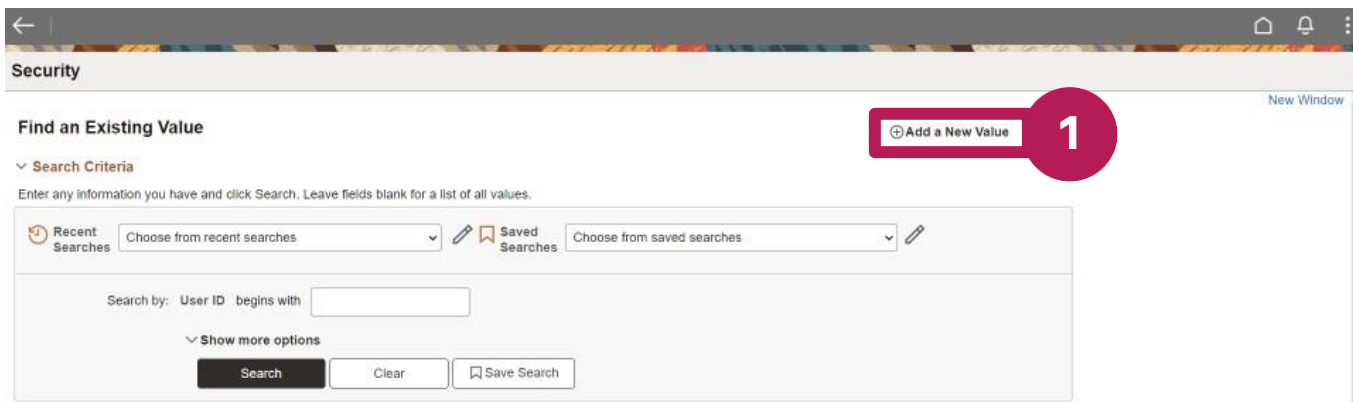
1. Select the **Search** button.
2. A list of users will appear in the **Search Results**
3. To edit a user, select the appropriate row.



4. After you make your edits, select the **Save** button.

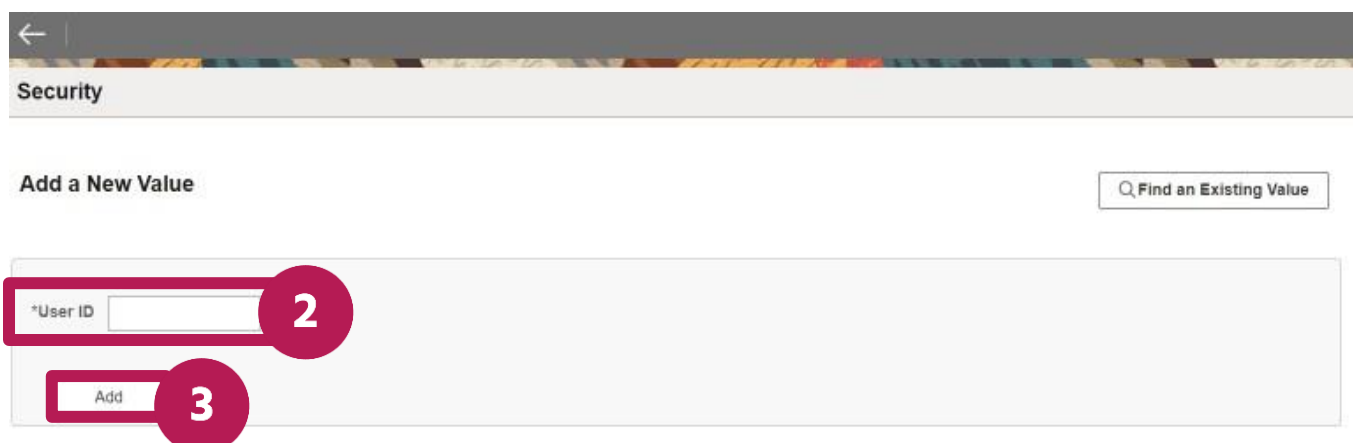
Add a new user

1. Select the **Add a New Value** button.



2. In the **User ID** field, enter the user ID that the person will use to sign into eSupplier.

3. Select the **Add** button.



4. In the **Description** field, enter the person’s name or another way to identify the person.
5. In the **Operator Password** field, enter a temporary password for the user
 Note: The password must be at least 16 characters long and contain a special character and an uppercase letter.
6. In the **Confirm Password** field, re-enter the temporary password.
7. In the **E-mail Address** field, enter the person’s email.
8. Select the **Add a User Role** button.

The screenshot shows the 'Setup User' interface. At the top, there is a back arrow and the title 'Setup User'. Below this is the 'Logon Information' section, which contains several input fields: 'User ID', 'Description', 'Operator Password (Encrypted)', 'Confirm Password', '*E-mail Address', and a 'Language Code' dropdown menu. Red callout boxes with numbers 4 through 7 point to the 'Description', 'Operator Password', 'Confirm Password', and '*E-mail Address' fields respectively. Below the 'Logon Information' section is the 'User Roles' section, which features a table with columns for 'Role Name' and 'Description'. A red callout box with the number 8 points to the 'Add a User Role' button located below the table.

9. From the list that appears, select the boxes next to the appropriate roles.
 Note: a user can have more than one role assigned to them.
10. Select the **OK** button.

← |
Select Roles

Roles

1-9 of 9

| | Role Name | Description |
|--------------------------|-------------------|----------------------------|
| <input type="checkbox"/> | Event Bidder | eSupplier Bidding Access |
| <input type="checkbox"/> | M_BID_MAINT_TILE | Bidder Maintenance Access |
| <input type="checkbox"/> | M_ESUPPLIER_ADMIN | eSupplier Admin Roles |
| <input type="checkbox"/> | M_ESUPPLIER_AP | eSupplier AP Role |
| <input type="checkbox"/> | M_ESUPPLIER_PO | eSupplier PO Role |
| <input type="checkbox"/> | M_ESUPPLIER_USER | Common eSupplier Role |
| <input type="checkbox"/> | M_ESUP_PSWD_RESET | eSupplier Password Reset |
| <input type="checkbox"/> | M_ESUP_SC | eSupplier Contract Access |
| <input type="checkbox"/> | M_ESUP_SS | eSupplier Event Bid Access |

OK Cancel

9

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11. Under the **Supplier Access** section, select the **Add a Supplier** button.

Supplier Access

1-1 of 1

| Supplier | |
|----------|--|
| | |

Add a Supplier

Save Return to Search List

* Required Field

11

- 12. Select the box next to the listed supplier.
- 13. Select the **OK** button.

← |

Select a Supplier

Supplier Names

Supplier

12

13

OK Cancel

- 14. Select the **Save** button.
- 15. The new user will receive an email with their user ID and temporary password.

← |

Setup User

(Click here to disable the access to the system for this user)

Operator Password (Encrypted) [Redacted]

Confirm Password [Redacted]

*E-mail Address [Redacted]

Language Code English

User Roles

| Role Name | Description | |
|------------|-------------|--------|
| [Redacted] | [Redacted] | Delete |

Add a User Role

Supplier Access

| Supplier | |
|------------|--------|
| [Redacted] | Delete |

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Save

* Required Field