eSupplier – Manage Your Business' eSupplier Users (For Suppliers)
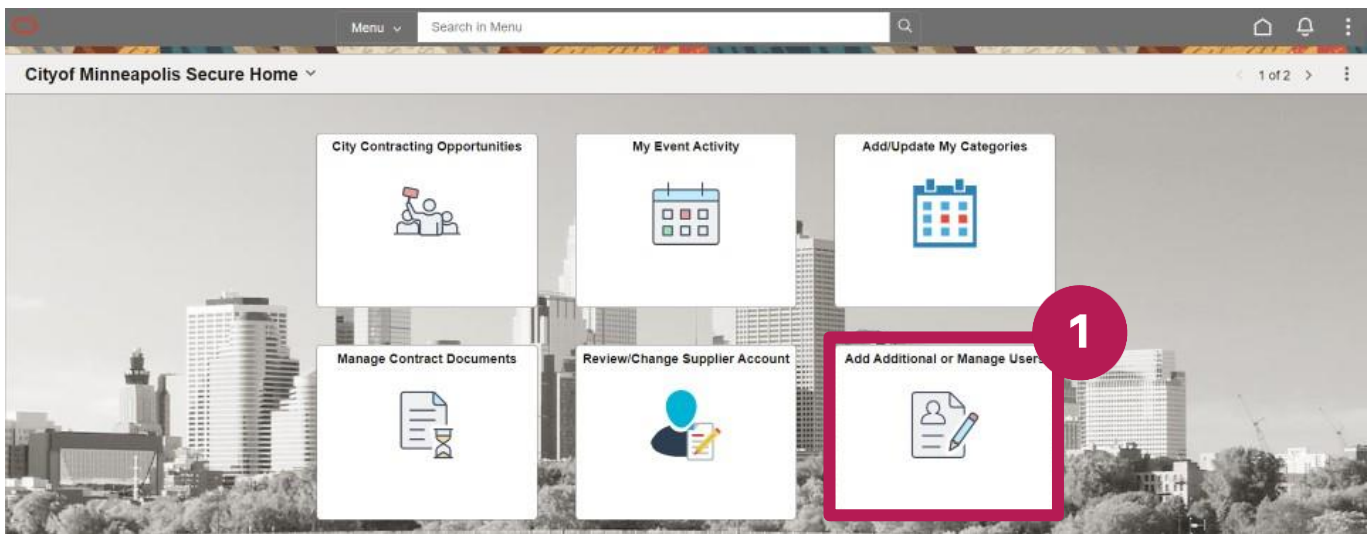
To manage your business' eSupplier users, you must be a supplier and have the appropriate role assigned to you in eSupplier.
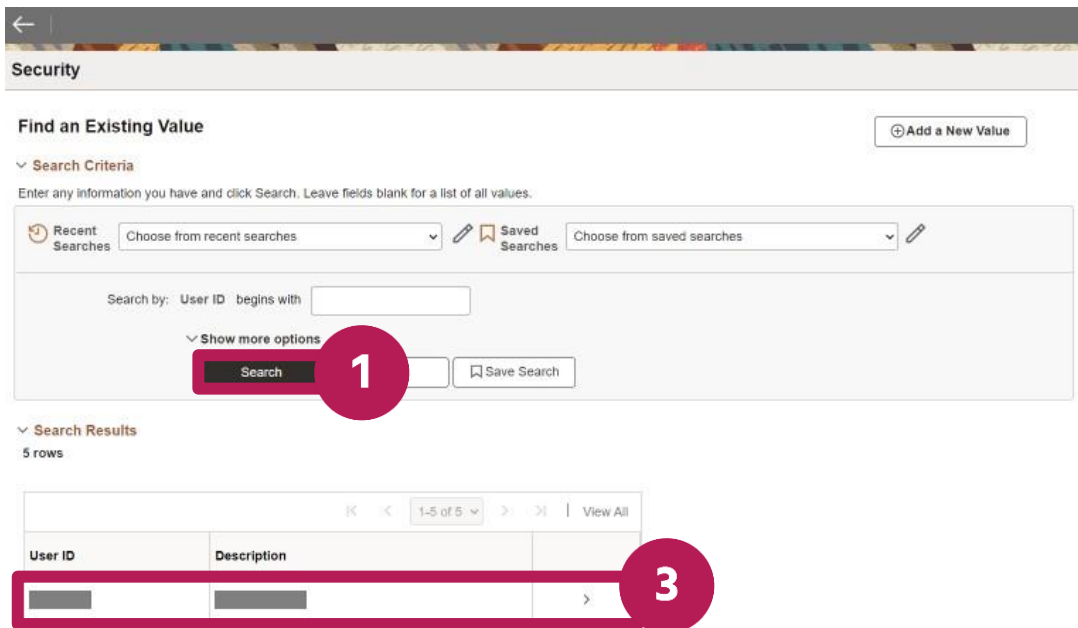
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Go to the manage users screen

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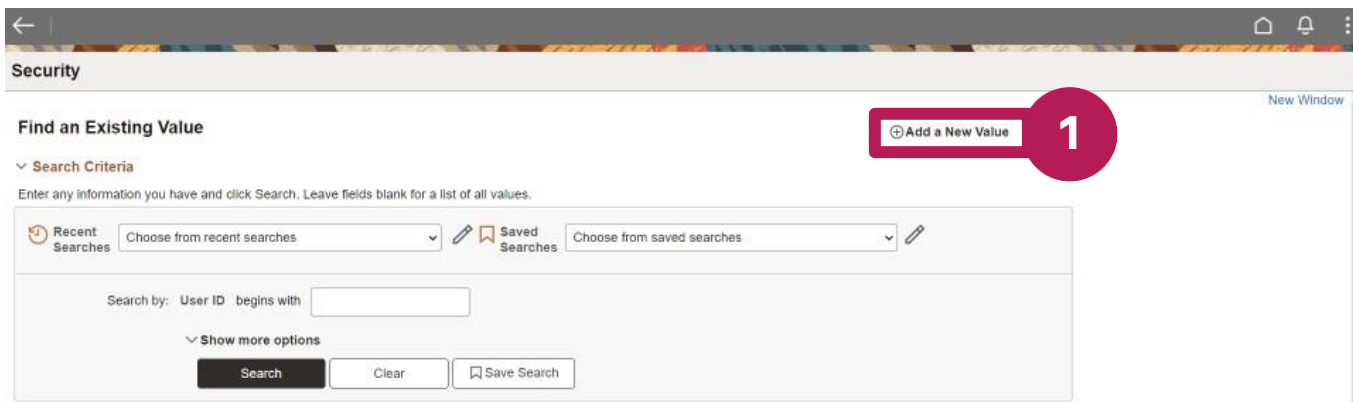

Review existing users

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.

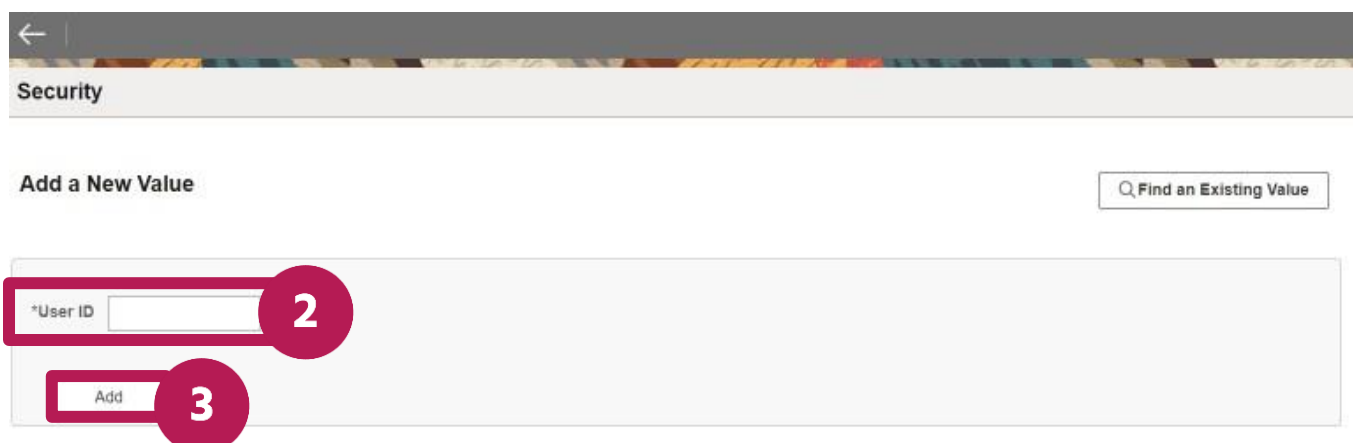4. After you make your edits, select the **Save** button.

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.

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

	Role Name	Description
☐	Event Bidder	eSupplier Bidding Access
☐	M_BID_MAINT_TILE	Bidder Maintenance Access
☐	M_ESUPPLIER_ADMIN	eSupplier Admin Roles
☐	M_ESUPPLIER_AP	eSupplier AP Role
☐	M_ESUPPLIER_PO	eSupplier PO Role
☐	M_ESUPPLIER_USER	Common eSupplier Role
☐	M_ESUP_PSWD_RESET	eSupplier Password Reset
☐	M_ESUP_SC	eSupplier Contract Access
☐	M_ESUP_SS	eSupplier Event Bid Access

OK   Cancel

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

Supplier Access

Supplier	

Add a Supplier

Save   Return to Search List

* Required Field

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) ▔▔▔▔▔▔

Confirm Password ▔▔▔▔▔▔

*E-mail Address ▔▔▔▔▔▔▔▔

Language Code English ∨

User Roles

Role Name	Description	
▔▔▔▔	▔▔▔▔	Delete

Add a User Role

Supplier Access

Supplier	
▔▔▔▔	Delete

Ad_____r

Save   **14**   to Search List

* Required Field