

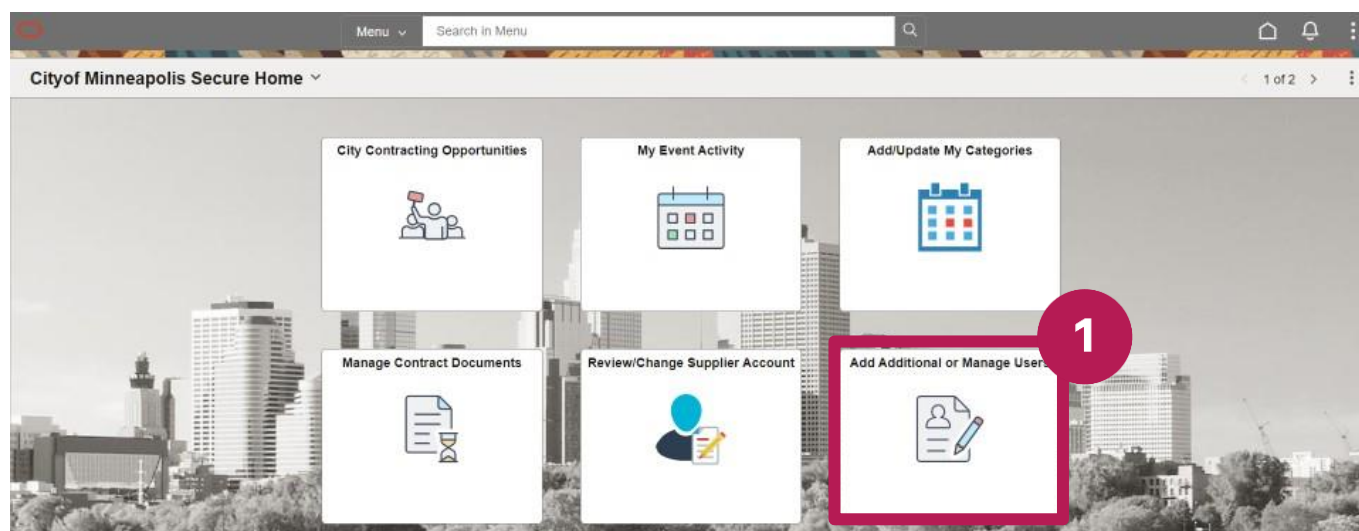
To manage your business’ eSupplier users, you must be a supplier and have the appropriate role assigned to you in eSupplier.

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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.

Security

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: User ID begins with

▼ Show more options

Search **1** Save Search

▼ **Search Results**
 5 rows

User ID	Description

3

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

Add a new user

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

Security

Find an Existing Value ⊕ Add a New Value **1**

▼ **Search Criteria**
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: User ID begins with

▼ Show more options

Search **Clear** Save Search

- In the **User ID** field, enter the user ID that the person will use to sign into eSupplier.
- Select the **Add** button.

Security

Add a New Value Find an Existing Value

*User ID **2**

Add **3**

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' form. At the top is a header bar with a back arrow and the title 'Setup User'. Below this is a section titled 'Logon Information'. It contains several fields: 'User ID' (a small text box), 'Description' (a large text box with a callout 4), 'Operator Password (Encrypted)' (a text box with a callout 5), 'Confirm Password' (a text box with a callout 6), '*E-mail Address' (a text box with a callout 7), and 'Language Code' (a dropdown menu currently showing 'English'). Below the 'Logon Information' section is a section titled 'User Roles'. It features a table with two columns: 'Role Name' and 'Description'. Below the table is a button labeled 'Add a User Role' with a callout 8.

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

12 ☐

13

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

User Roles

Role Name	Description	
		Delete

Supplier Access

Supplier	
	Delete

* Required Field