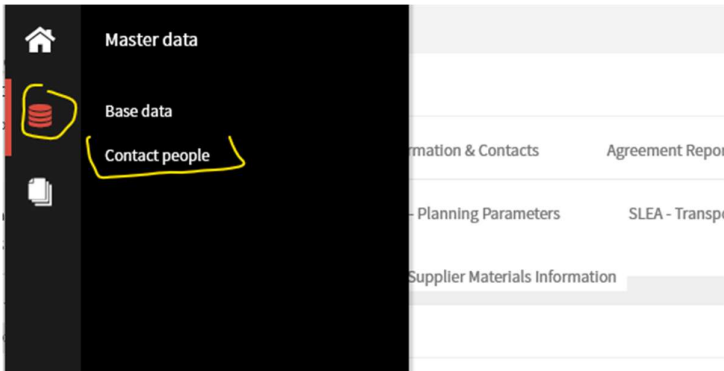


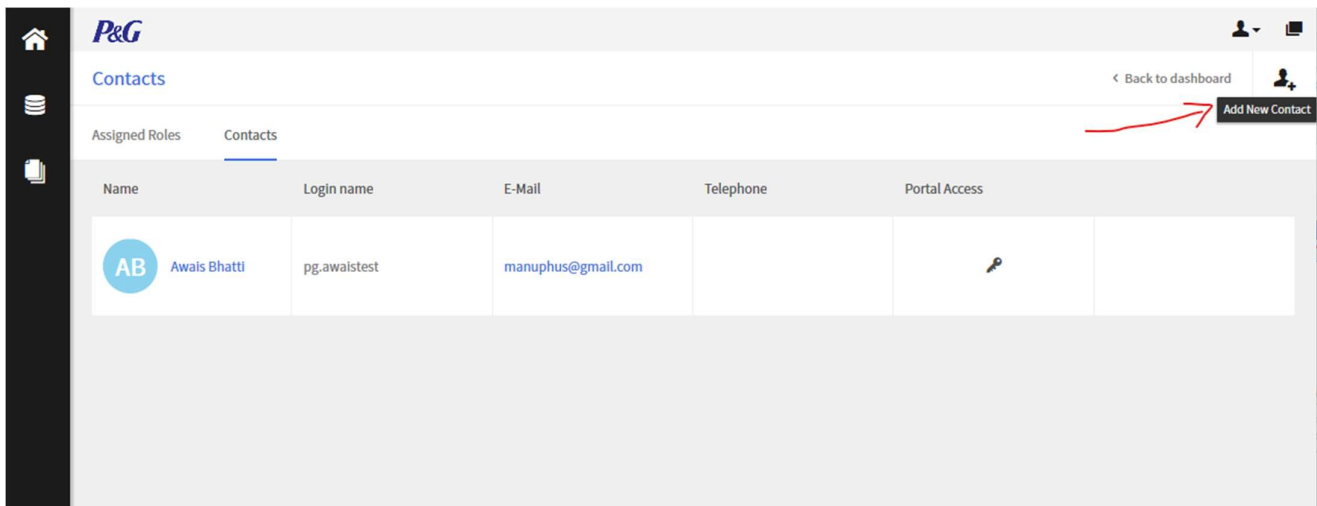
P&G – Supplier Base Management

Supplier Portal – Adding More Portal Users

Step 1. Click on the **second button** on =left and select **Contact people** in the pane.



Step 2. Click on **Add New Contact** button.



More on next page >>>

Step 3. Complete the information and press **Save**.

CONTACT PERSON

Salutation

Mx. ▾

First Name

MyName

Last Name*

Person 2

Mobile

+ Country Area Number

E-Mail*

person2@testcompany.com

Portal Access ⓘ If you want this user to log in to the system, you need to provide portal access

Loginname*

persontestcompany

The loginname is invalid (a-z A-Z 0-9 . _ @ allowed, 4-20 characters long).

Permissions*

PG_SBM_Supplier_ACL

Warning: for login name, we recommend using lower case characters, no special characters and no spaces in login name.



More on next page >>>

Only if you want to elevate someone to ADMIN access, Click on the **gear icon** on bottom left. Click on **User Management** in the pane. Go to the User you have added you want to make admin and check Admin in Permissions.

P&G

User data

Back Save

You are editing **Jr Awais Bhatti** (pg.jrawaistest)

| | |
|---------------------|---|
| First name* | <input type="text" value="Jr Awais"/> |
| Last name* | <input type="text" value="Bhatti"/> |
| Gender* | <input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Neutral |
| Title | <input type="text"/> |
| Telephone | <input type="text"/> <input type="text"/> <input type="text"/> |
| Mobile phone | <input type="text"/> <input type="text"/> <input type="text"/> |
| Fax | <input type="text"/> <input type="text"/> <input type="text"/> |
| E-mail* | <input type="text" value="bhattiawais@hotmail.com"/> |
| Main language | <input type="text" value="English"/> |
| Decimal separator | <input type="radio"/> . [DOT] <input checked="" type="radio"/> , [COMMA] |
| Decimal places | <input type="text" value="2"/> |
| Force relogin every | <input type="text" value="30 mins"/> |
| Short Date Format | <input type="text" value="YYYY-MM-DD"/> |
| Long Date Format | <input type="text" value="YYYY-MM-DD"/> |
| Short Time Format | <input type="text" value="HH:MM"/> |
| Long Time Format | <input type="text" value="HH:MM:SS"/> |
| Timezone | <input type="text" value="Europe / Berlin"/> |
| Permissions | <input checked="" type="checkbox"/> User <input type="checkbox"/> Admin |
| Portal ACLs | <input checked="" type="checkbox"/> PG_SBM_Supplier_ACL [27896] |
| Department | <input type="checkbox"/> Administration <input type="checkbox"/> Engineering <input type="checkbox"/> Human resources <input type="checkbox"/> IT <input type="checkbox"/> Logistics <input type="checkbox"/> Management <input type="checkbox"/> Marketing <input type="checkbox"/> Production <input type="checkbox"/> Purchasing <input type="checkbox"/> Quality <input type="checkbox"/> Sales |
| Main department | <input type="text" value="---"/> |

Permissions:
If you choose **Admin**, this user can then provide and remove access of other users. Ensure you select notify user by email.

Filling the department is an optional field.

Don't forget to press **ADD** on top of screen after completing this form.