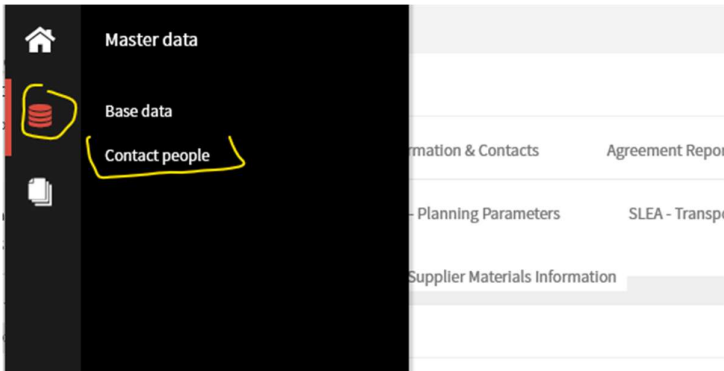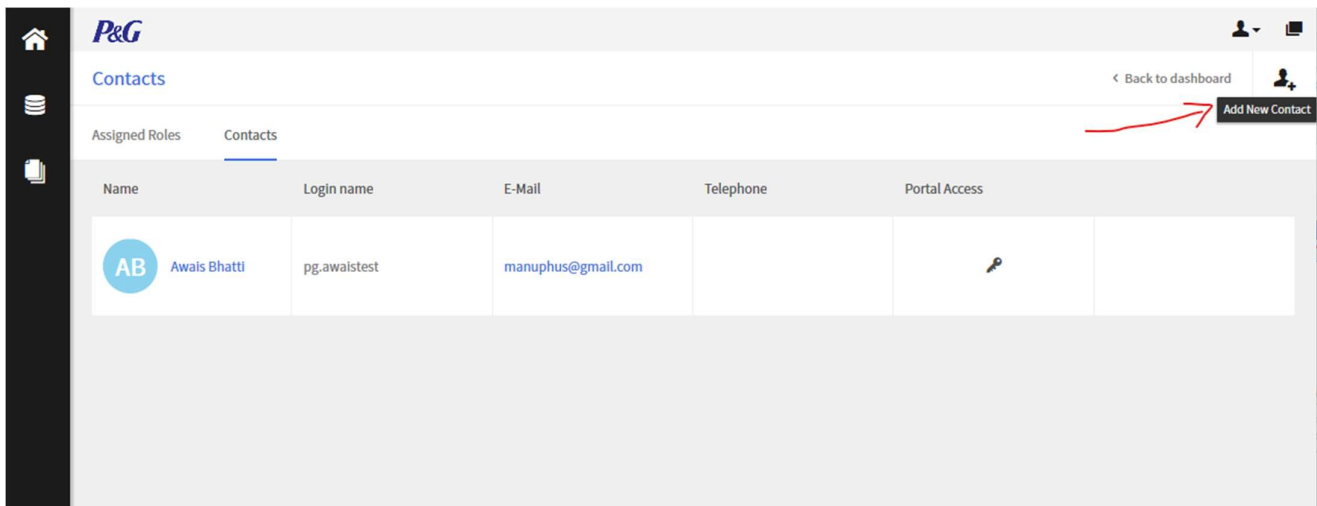# P&G – Supplier Base Management

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**.

P&G

Add New Contact   Cancel   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]

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

Loginname*

| persontestcompany |

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

Permissions*

☑ PG_SBM_Supplier_ACL

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.