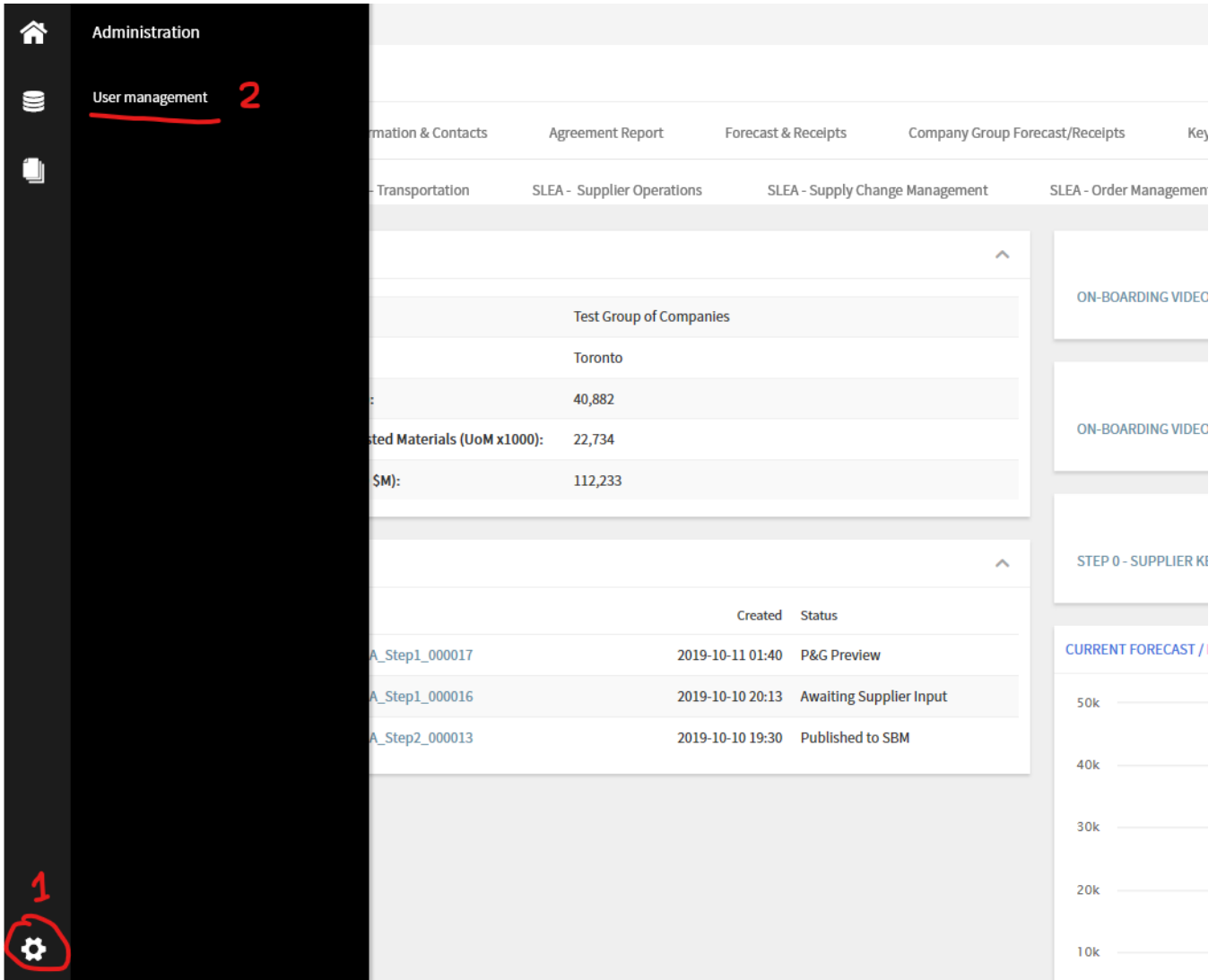


P&G – Supplier Base Management

Supplier Portal – Passing Administrator rights to someone else

Step 1. Click on the **Gear icon** on bottom left and select **User management** in the pane.

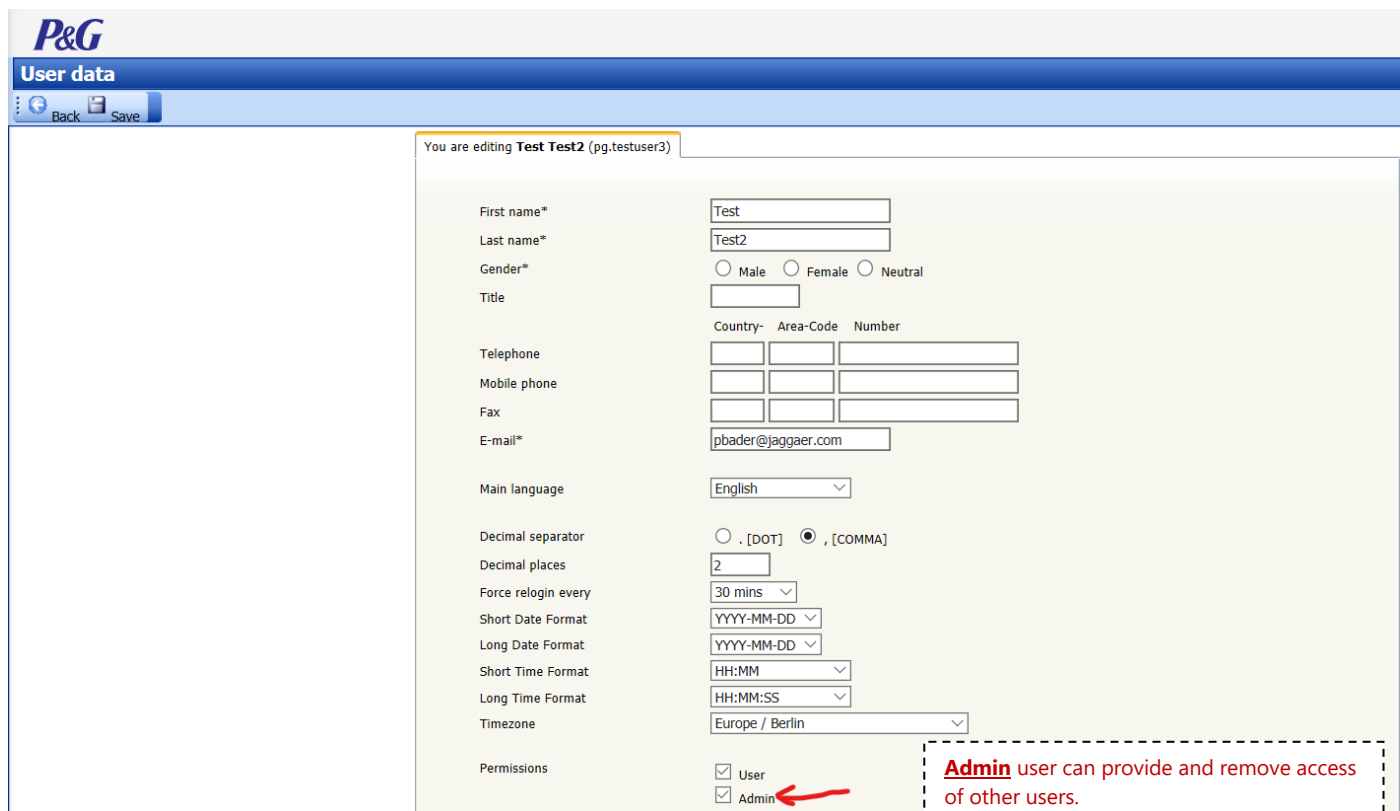


Step 2. Find the name of the user in the list and click on that name to edit.

The screenshot shows the P&G User data table. The table has four columns: Name, Loginname, and E-mail. The 'Test2, Test' user is highlighted with a red arrow. The table also includes an 'ADD user' button and a P&G logo.

Name	Loginname	E-mail
Bader, pg.testuser	pg.testuser	pbader@jaggaer.com
Test2, Test	pg.testuser3	pbader@jaggaer.com
User, Another	pg.anotheruser	manuphus@gmail.com
User, Test	pg.testuser2	pbader@jaggaer.com
Vaduva, Alin	pg.testuser.alin	vaduva.a.1@pg.com

Step 3. Under Permissions, check Admin to make that user an Administrator.



P&G
User data

Back Save

You are editing **Test Test2** (pg.testuser3)

First name*
Last name*
Gender* Male Female Neutral
Title
Country- Area-Code Number
Telephone
Mobile phone
Fax
E-mail*
Main language
Decimal separator . [DOT] , [COMMA]
Decimal places
Force relogin every
Short Date Format
Long Date Format
Short Time Format
Long Time Format
Timezone
Permissions User Admin

Admin user can provide and remove access of other users.

Step 7. **Click SAVE** to save the changes.