

## CREATE ADDITIONAL USERS

**It is strongly encouraged that multiple administrators are added to the account.**

### 1. Select Create Additional Users

Vendor Administrator Bidder

Administrator

Vendor Administrator > Administrator > Welcome Vendor Administrator

- Welcome Vendor Administrator
- **Create Additional Users**
- Manage User Data
- Manage My Data
- Manage Company Data
- Maintain Addresses
- Supplier Service Center

**WELCOME VENDOR ADMINISTRATOR**

As an Administrative User for your company in the PA Supplier Portal you have the authority to:

- Create Additional Users
- Manage Company Data
- Manage Supplier Addresses
- Manage Bank Data & Product Categories

To access the Administrative User options, refer to the links located on the left navigation bar. If you would like to refer to the left corner of the screen.

The "**Supplier Service Center**" link located on the left navigation bar contains helpful tools to provide assistance

The "**Help**" link located on the upper right corner contains common supplier questions and contact information.

### 2. Input all information with an \* next to it.

**General User Information**

User Name:\*

Password:\*

Confirm Password:\*

FormOfAddr:\* Ms.

First Name:\*

Last Name:\*

E-Mail Address:\*  Do not input generic e-mail.

Country:\* USA

Language: English

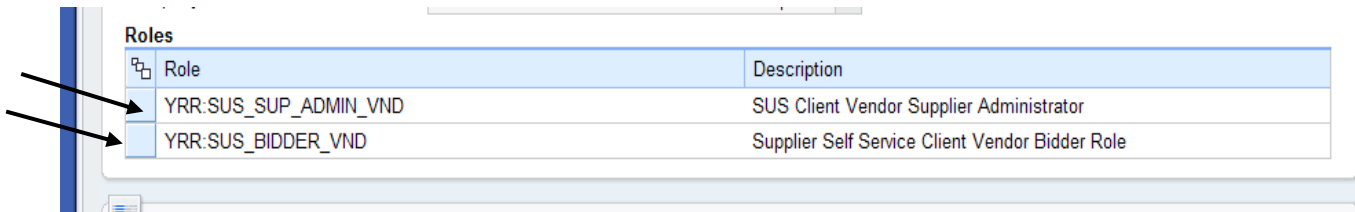
Company: ESAI EDUCATIONAL CONSULTATION LLC|00001

3. Scroll down to roles.

Administrator Role- the person has the ability to create additional users, manage company data, manage addresses, and bank data.

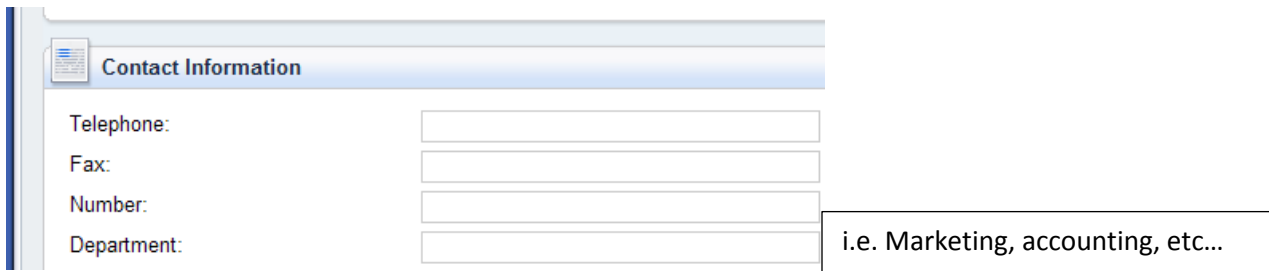
Bidder Role- the person has only bidding rights and cannot edit company information.

Select the appropriate role for the user (click the blue box next to the role that should be added)



Role	Description
YRR:SUS_SUP_ADMIN_VND	SUS Client Vendor Supplier Administrator
YRR:SUS_BIDDER_VND	Supplier Self Service Client Vendor Bidder Role

4. Scroll down to Contact Information and complete. Department is where the employee works within the Company.



**Contact Information**

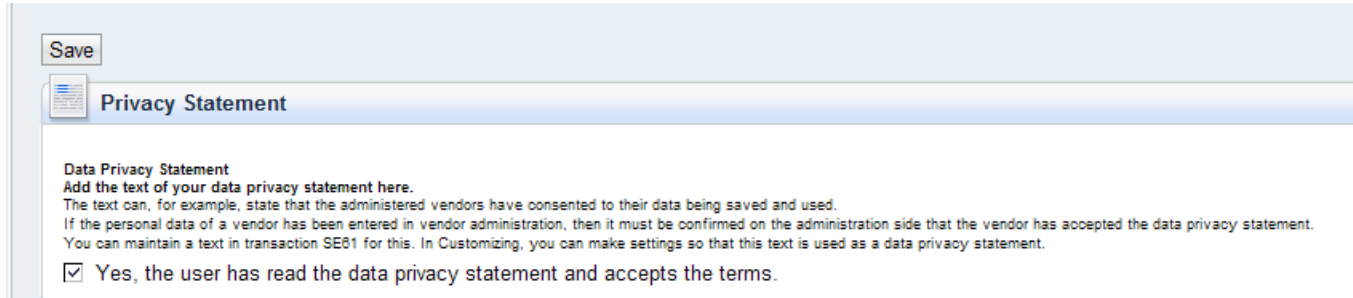
Telephone:

Fax:

Number:

Department:  i.e. Marketing, accounting, etc...

5. Scroll back up to the top, make sure to check the box that is next to Yes, the user has read the data privacy statement and accepts the terms. And click Save.



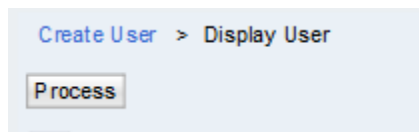
Save

Privacy Statement

Data Privacy Statement  
Add the text of your data privacy statement here.  
The text can, for example, state that the administered vendors have consented to their data being saved and used.  
If the personal data of a vendor has been entered in vendor administration, then it must be confirmed on the administration side that the vendor has accepted the data privacy statement.  
You can maintain a text in transaction SEB1 for this. In Customizing, you can make settings so that this text is used as a data privacy statement.

Yes, the user has read the data privacy statement and accepts the terms.

6. When changes are saved, the button will show Process



Create User > Display User

Process

The user will then be able to log in within **30 minutes** with their log on information. During their initial log on, they will be prompted to create a permanent password.

**The password must be 7-13 characters and must contain:**

- At least 1 lower case letter
- At least 1 upper case letter
- At least 1 number
- At least 1 special character such as: ! @ # \$ % ^ & \*

**\*It is not suggested to start with a symbol or special character.**