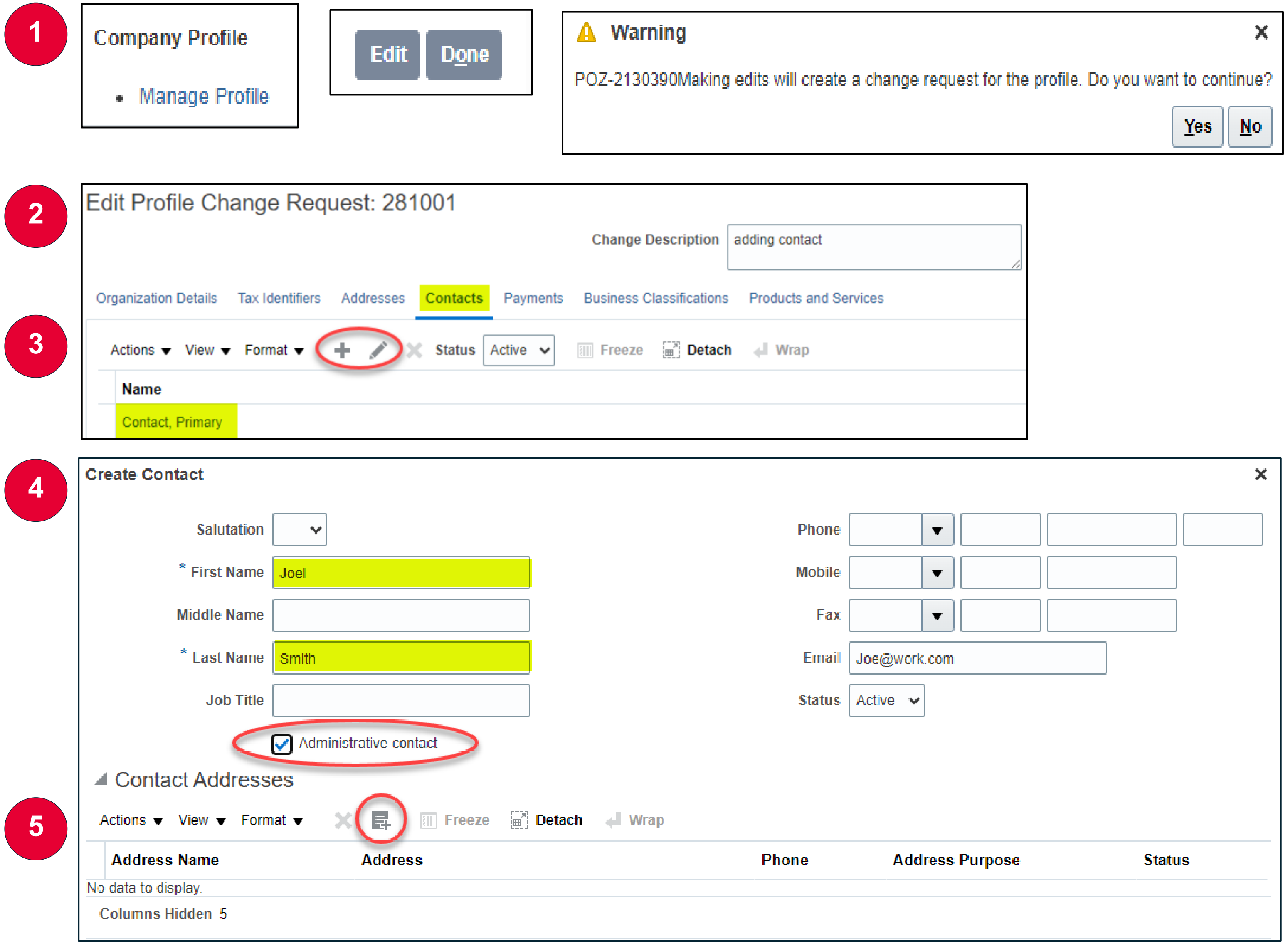
Create a User Account

1. In the Supplier Portal, under Company Profile select Manage Profile and click the Edit button. Confirm you wish to continue with the change request.
2. Add a brief description of the changes you are making and click on Contacts.
3. Select Add (the plus sign) to enter a new contact or highlight the current contact you want to edit and click the pencil icon.
4. Fill in the contact details (mandatory fields are marked with an asterisk *). Only Administrative contacts can edit the profile.
5. Click the Select & Add icon to add the contact's address(es)



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6. From the list of available addresses, highlight the line(s) you want associated with the contact and click apply. Click OK.
7. Request user account by checking the box and select and add or delete roles as required. Click OK.
8. Click on Review Changes. Until you click Submit, your changes are only pending.
9. Check all entries for accuracy. If changes are required, click Edit otherwise click Submit. If you do not hit submit, it is incomplete and will not process.

If you create a user account for a contact, it cannot be removed, only deactivated and it cannot be used again

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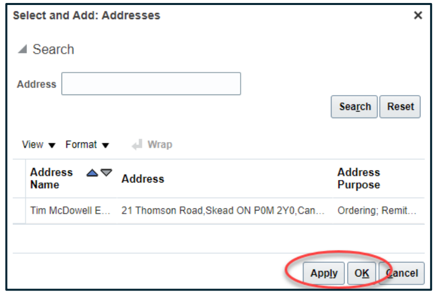

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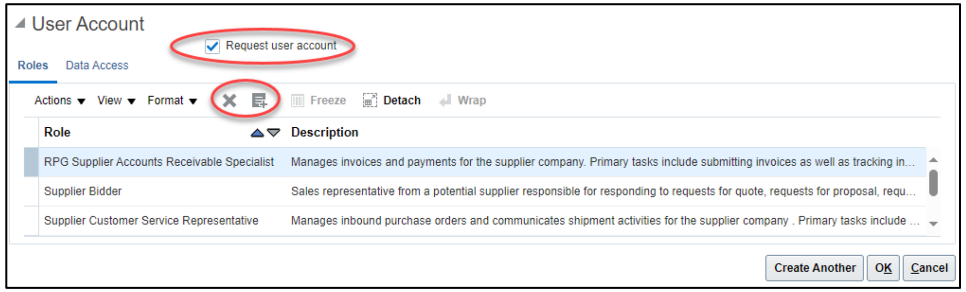

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