

User Guide – Administrate Users - Security Administrator

Version 1.0 December 1, 2014

OVERVIEW

This User Guide describes how the iSupplier Portal Security Administrator can create, update and inactivate users within your company, define user responsibilities and reset their passwords as needed. Any critical Supplier's personnel related to CRC should be an iSupplier Portal user.

HOW TO USE THIS USER GUIDE

If familiar with the iSupplier Portal Functionalities and the CRC processes, refer to the One-page Quick Reference (Cheat sheet) on page 2. Otherwise, review the Process Overview section to better understand the processes. Next, review the Content/Checklist section, as this section lists the required and optional steps for each of the processes. Last, complete the required steps according to the detailed written instructions which follow the numbering sequence shown in the screenshots for how each of the tasks shall be executed.

When completing the steps in the iSupplier Portal, you may refer to the Content/Checklist column to validate that the required steps have been completed. In addition, this User Guide provides high-lighted and / or framed notes, tips and important messages to assist you in some tasks.

PROCESS OVERVIEW

The Supplier Security Administrator is the person assigned the responsibility to administer the CRC iSupplier Portal on behalf of their company as part of the Supplier Registration and Pre-Qualification Process.

This person is responsible for managing contact's access and responsibilities in the iSupplier Portal within their company. The Supplier Security administrator should register and grant access to any supplier personnel responsible for doing business with CRC such as; Supplier's Sales Department, Supplier's Account Representative and Accounts Payable Department that work with CRC.

The Supplier Security Administrator will assign responsibilities to their company contacts according to their role in the relationship with CRC. These responsibilities allow Supplier contacts to view and perform actions through the different functionalities of the iSupplier Portal. Supplier contacts can only view and use the processes and functionalities assigned to them.

Furthermore, the Supplier Security Administrator is responsible for keeping supplier contact's information and the Supplier company information updated in the portal, and if it is necessary inactivates contacts that are no longer directly involved in the relationship with CRC.

The Supplier Security Administrator can also view and execute all transactions within the portal. This person is the point of contact with CRC for the iSupplier administration and troubleshooting. However, additional technical skills are not necessary for the Supplier Security Administrator.



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QUICK REFERENCE (CHEAT SHEET)

This Quick Reference describes essential tasks and information to administrate iSupplier users.

Action	Tab /Screen	Quick Reference
		 If applicable, choose the responsibility "Supplier Security Administrator".
		 Click on the "Contact Directory" hyperlink in the "Navigation" Panel.
		• To add another contact and/or iSupplier Portal user, click on the "Create" button.
		 In the "Create Contact" section, complete the required contact's information.
		 Use capital letters to populate all the fields in this section.
		• If iSupplier Portal access is required for this contact, click on the "Create User Account for
		this Contact" box in the "User Account" section.
		In the "Supplier Name" field, enter your company name.
Create a		In the "Username" field, enter the contact email address as username.
Create a		In the "Responsibilities" section select the applicable responsibilities by checking the
Contact with	Supplier	"Select" checkbox. See section 2.2 Create User Account and Assign Responsibilities.
or without	Administration	IMPORTANT: Do not grant Supplier Security Administrator access to any user other
iSupplier	Auministration	than iSupplier Portal Supplier Security Administrator.
account		 As needed, restrict user's access to operating units and/or other contact's
account.		information in the "User Access Restrictions" section.
		• Click on the "Apply" button and see the newly created contact/user in the "Active Contact"
		list (user account column will have a mark).
		• To link Contact with Addresses, in the "Contact Directory" screen, identify the contact and
		click on the "Addresses" icon in the "Addresses" column.
		Add addresses by clicking on the "Add Another Row" button.
		In the "Address Name" column, enter the name of the City/Town where the company
		is located.
		Click on the "Save" button.
		• If applicable, choose the responsibility "Supplier Security Administrator".
Update		• Click on the " Contact Directory " hyperlink in the " Navigation " Panel.
Contact and	Supplier	• Identify the contact to update and click on the Penci from in the Update column.
User Access	Administration	"As needed, update the address information related to a specific contact by clicking on the "Address" icon in the "Address" column
	Auministration	• As needed in the "liser Account Information" you can make changes related to iSupplier
		Portal access for this person
		• Click on the "Apply" button.
		• If applicable, choose the responsibility "Supplier Security Administrator ".
		• Click on the "Contact Directory" hyperlink in the "Navigation" Panel.
		• Identify the contact that is requesting the password reset and click on the "Pencil" icon in
Reset User	Supplier	the "Update" column.
Password	Administration	• In the "User Account Information" section, check the "Reset Password" checkbox, and
		then click on the "Apply" button. An email notification will automatically be sent to the
		contact's email account.
		 The email notification shows the assigned temporary password for the user.
		 If applicable, choose the responsibility "Supplier Security Administrator".
		 Click on the "Contact Directory" hyperlink in the "Navigation" Panel.
Inactive a		 Identify the contact and click on the "Pencil" icon in the "Update" column.
Supplier's		There are two option to inactivate a user account:
Contact	Supplier	Inactive a Contact (included in the iSupplier Portal user account):
and/or	Administration	In the "Inactivate Date" field, enter the date to inactivate the user account.
Supplier		Inactivate an iSupplier Portal user account through the "User Account Information" section:
Portal User		In the "inactivate Date" field, enter the date to inactive the user account. This action is set inactivates the user on date indicated, but the context remains entire in the if a set indicated.
Account.		inactivates the user on date indicated, but the contact remains active in the iSupplier
		Portal.
		• Click on the " Apply " button.



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CONTENT / CHECKLIST

	Steps	Page No	Required	Check
1.	Access the iSupplier Portal	4	Required	
2.	Create a Supplier Contact with or without iSupplier Account	5	Required	
	2.1. Create a Contact	6	Required	
	2.2. Create a User Account and Assign Responsibilities	7	Required	
	2.2.1. Set User Access Restrictions	9	Optional	
	2.2.1.1. Site Restriction	9	Optional	
	2.2.1.2. Contact Restriction	10	Optional	
3.	Link Contact with Addresses	11	Required	
4.	Update Contact and User Access	12	Optional	
5.	Reset User Password	14	Optional	
6.	Inactivate a Supplier's Contact and/or iSupplier Portal User Account	17	Optional	



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INSTRUCTIONS

1. ACCESS THE ISUPPLIER PORTAL

Login to the iSupplier Portal at: https://supplier.californiaresources.com/OA HTML/AppsLogin

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	Solution & Languages	
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(1) Enter your Username and Password and click on the "Login" button.

Note: The **"Password"** field is case sensitive. If there is a problem accessing to the iSupplier Portal, click at the **"Login Assistance"** hyperlink. Alternatively, view the <u>User Guide– Overview Access and Passwords, Navigation,</u> <u>Notification</u>

After logging in, the following **"Oracle Application Home Page"** screen will be displayed if more than one responsibility is assigned to the user. If the user only has one responsibility the **"Home"** tab screen for that responsibility will automatically be displayed.

acle Applications Home Page				Log	ged In As CONTACT@	TRAINING.C
Main Menu	Worklist					
Personalize						Full List
🗄 🗀 Supplier Security Administrator (2)	From	Туре	Subject		Sent	 Due
Supplier User - Finance View	Panikulam, Joseph	PO Approval			29-Ju	n-2012
	TIP Vacation	<u>n Rules</u> - Redi <u>t Access</u> - Spe	rect or auto-respond to r cify which users can viev	notifications. v and act upon your notifica	tions.	

(2) Click on the "Supplier Security Administrator" hyperlink. Then, the "Supplier Administration" tab will appear.



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2. CREATE A SUPPLIER CONTACT WITH OR WITHOUT ISUPPLIER ACCOUNT

The **"Supplier Administration"** tab allows the supplier's Security Administrator to create and update contacts information; and to add or inactivate iSupplier Portal users.

General	General									
Company Profile Contact Directory	Organizat Supplie Parent Supp Parent Supplie	ion Name r Number Alias lier Name r Number	SUPPLIER TRA 55041	AINING		Tax Regis Country of T	DUNS Number stration Number Taxpayer ID Tax Registration	1082/1		
	Attachments									
	Search									
	Note that the search is case insensitive									
	Title	G	0							
	E Show More Search Options									
	Add Attachment									
	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
				at	01000000	00 3	One Time		0	100

(1) Click on the "Contact Directory" hyperlink. Then, the list of contacts will be displayed.

Supplier Administration	n										
 General Company Profile 	Supplier Adm Contact Dire	inistration: Co	ntact Directory > Contacts								
Directory	First Name	Last Name	Supplier Name	Phone Number	Email		Status	User Ac	count	Addresses	Update
	CONTACT1	CONTACT1	SUPPLIER TRAININ	NG +1 713-777-7777	CONTACT1@TRAI	INING.COM	Current	*			1
	- CONTACT	Directory : I	SUPPLIER TRAINI	NG +1 /13-///-////	CONTACT@TRAIN	IING.COM	Current	~			1
	First Name	Last I	lame	Supplier Name	Phone Number	Email		_	Status	User A	ccount
	CONTACT3	CONT	ACT3	SUPPLIER TRAINING	+1 713-777-7777	CONTACT3	@TRAINING	.COM	Inactive	6	

(2) Click on the "Create" button to add another contact and/or iSupplier Portal user. The following screen will appear.

Supplier Administration: Contact Directory >			
Create Contact			
* Indicates required field			Cance! Apply
Contact Title = First Nome Middle Nome = Last Nome = Job Title = Department = Email Address		* Phone Country Code * Phone Area Code and Number Phone Extension Fax Country Code FAX - Area Code and Number Inactive Date	La. for USA use +1, for Colombia use +57, etc La. for Texat, USA 713-777-7777 La. for USA use +1, for Colombia use +57, etc La. for Texat, USA 713-777-7777 (cample: 19-5ep-2012)
User Account Create User Acc	count for this Contact	4	Cancel Apply

- (3) The "Create Contact" section is where the new contact information will be entered. See the next section to understand how to complete this task.
- (4) The "User Account" section provides the option to create an iSupplier user account for the new contact by checking the "Create User Account for this Contact" box. See the next section to understand how to complete this task.

Note: Use this option if access to the iSupplier Portal will be necessary for this person.

(5) Once the **"Contact"** and **"User Account"** section are completed, click on the **"Apply"** button to complete the task.



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2.1. CREATE A CONTACT

The **"Create Contact"** section is where the supplier's Security Administrator populates information for each Supplier contact.

* Indicates required field	Cance! Apply
Contact Title * First Name Middle Name * Last Name * Job Title * Department * Email Address	* Phone Country Code * Phone Area Code and Number Phone Extension Fax Country Code E.e. for USA use +1, for Colombia use +57, etc * Phone Extension Fax Country Code Le. for USA use +1, for Colombia use +57, etc E.e. for USA use +1, for Colombia use +57, etc Le. for USA use +1, for Colombia use +57, etc Le. for Texas, USA 713-777-7777 Inactive Date (example: 20-Sep-2012)
User Account	
Create User Account for this Contact	(6)
	Cance! Apply

Note: Asterisks indicate that a field is required to be completed.

- (1) Complete the required contact's information.
- (2) In the **"Country Code"** field, enter the Country Code number for the Country associated with the phone number for the address provided.

Note: Add the "+" symbol before the Country Code number (i.e.: +1 for U.S., +57 for Colombia, etc).

- (3) In the **"Phone Number"** field, provide the phone number of the provided address including the area code (i.e.: 555-555 555, 713-111 111, etc).
- (4) Optionally, in the **"Fax Country Code"** field, enter the Country Code number for the Country associated with the fax number for this address provided.

Note: Add the "+" symbol before the Country Code number (i.e.: US +1, Colombia +57, etc).

- (5) Optionally, in the **"Fax Number"** field, add the fax number for this address including the area code for the phone number (i.e.: 555-555 555, 713-111 111, etc).
- (6) If iSupplier Portal access is required for this contact, continue to the next section. If iSupplier portal access is
 NOT required, click on the "Apply" button.



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2.2. CREATE A USER ACCOUNT AND ASSIGN RESPONSIBILITIES

Once the **"Create User Account for this Contact"** box has been checked in the **"User Account"** section, the following section will be displayed.

Contact dicates required fiel Contact Title First Name CONTACT2 * Phone Area Code and Number * Tag. 277.7777 * Add the Name CONTACT2 * Department SALES * Department SALES * Department SALES * Email Address CONTACT2@TRAINING. * Contact Number * Contact Title * User man CONTACT2@TRAINING. * Contact Number * Contact Address Site Unit * Contact	Contact rdicates required field Contact Title * First Name CONTACT2 * Book Areas Code and Mumber * Door Edvassion * Job Title * Last Have CONTACT2 * Job Title * Last Have CONTACT2 * Job Title * Last Have CONTACT2 * Dopartment * Job Title * Last Size * Email Address CONTACT2@TEANING.C * Suppler Name CONTACT2@TEANING.C * Suppler Name * Supple	plier Administration: Contact Directory	>		
dictes required field Concet. Title Concet. Title Concet. Title Concet. Concet. Title Concet. Concet. Title Concet. Co	Addets required field Contact Title Firsts Have ONTACT2 Middle Name ONTACT2 Middle Name ONTACT2 Middle Name ONTACT2 Firsts Have CONTACT2 Firsts Have Firsts Have CONTACT2 Firsts Have CONTACT2 Firsts Have CONTACT2 Firsts Have CONTACT2 Firsts Have Firs	Contact			
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First Name CONTACT2 Hone Area Code and Number * after Xaues 1, for Codenka use +57, ef * Contact Xaues 1, for Codenka use +57, ef * Phone Area Code and Number * after Xaues 1, for Codenka use +57, ef * after Xaues 1,		Contact Title	-	* Phone Country Code	+1
Middle Name **Phone Area Code and Number 713-777-777 ** " Department SALES * " Department SALES * Email Address CONTACT2@TRAINING.C ** Email Address CONTACT2@TRAINING.C ** Email Address CONTACT2@TRAINING.C ** Count ** Count for this Contact ** Supplier Near 20/PELIER TRAINING.C ** Username 20/PELIER TRAINING.C ** Username 20/PELIER TRAINING.C ** Username 20/PELIER TRAINING.C ** Supplier Vear ** Username ** Supplier Vear ** Username ** Username 3 ** Supplier Vear ** Username ** Username ** Username ** Username ** Username ** Username ** Username ** Supplier Vear ** Username ** Supplier Stes or Contacts are specified, the user will be able to access all the data for this supplier ** Supplier <td>Middle Name ** Brone Area Code and Number ** Brone Area Code and Number ** Department SALES ** Supplier Name ** Supplier Name ** Username ** Username<!--</td--><td>* First Name</td><td>CONTACT2</td><td>Those country code</td><td>i.e. for USA use +1, for Colombia use +57, etc</td></td>	Middle Name ** Brone Area Code and Number ** Brone Area Code and Number ** Department SALES ** Supplier Name ** Supplier Name ** Username ** Username </td <td>* First Name</td> <td>CONTACT2</td> <td>Those country code</td> <td>i.e. for USA use +1, for Colombia use +57, etc</td>	* First Name	CONTACT2	Those country code	i.e. for USA use +1, for Colombia use +57, etc
Last Name ONTACT2 Phone Extension Phone Extension Phone Extension Fax Country Code H	* Last Name ONTLACT2 * Job Time SALES * Department SALES * Ernol Address ONTLACT2(DTRAINING.C) * Ernol Address ONTLACT2(DTRAINING.C) * Ernol Address ONTLACT2(DTRAINING.C) * Trans. USA 73-7777 Tactive Date * Username ONTLACT2(DTRAINING.C) * Username ONTLACT2(DTRAINING.C	Middle Name		* Phone Area Code and Number	713-777-7777
* Job THE SALES * Department SALES * Email Address CONTACT2@TRANUNG.cc * Grave User Account for this Contact * Suppler Name * Username CONTACT2@TRANUNG.cc * Suppler Name * Username CONTACT2@TRANUNG.cc * Cettifications * Username CONTACT2@TRANUNG.cc * Username * Username CONTACT2@TRANUNG.cc * Username CONTACT2@TRANUNG.cc * Username CONTACT2@TRANUNG.cc * Username CONTACT2@TRANUNG.cc * Username CONTACT2@TRANUNG.cc * Username * Username CONTACT2@TRANUNG.cc * Username * Username CONTACT2@TRANUNG.cc * Username * Username	* Job Thi SALES * Department SALES * Department SALES * Email Address CONTACT2@TRAINING.C * Supplier Name * Supplier Name * Username CONTACT2@TRAINING.C * Username CONTACT2@TRAINING.C * Username CONTACT2@TRAINING.C * Username * Usern	* Last Name	CONTACT2	Phone Extension	i.e. for Texas, USA 713-777-7777
"Department * Email Address CONTACT2@TRANING.C FAX - Area Code and Number FAX - Area Code and Andres Step FAX - Area Code and Number FAX - Area Code and Number FAX - Area Code and Andres Step FAX - Area Code and Number FAX - Area Code and N	Department SALES CONTACT2@TRAINING.C FAX - Area Code and Number T 32.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 32.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - Area Code and Number T 12.8888.8 Last - 16 for Clobesha use +57, TAX - 16 for Clobesha	* Job Title	SALES	Eax Country Code	+1
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Select All Select None Select Responsibility Application Supplier User - Full View Supplier Portal Supplier User - Transactions Supplier Portal Supplier Security Administrator Supplier Portal Supplier User - Fnance View Supplier Portal Supplier User - Fnance View Supplier Portal Supplier Stes or Contacts are specified, the user will be able to access all the data for this supplier. Supplier Restriction Supplier Sites Supplier Restriction Supplier Sites Supplier Sites Supplier Raining Supplier Sites Supplier Sites Supplier Sites Supplier Sites Supplier Contacts Supplier Restriction Modify Sites Supplier Supplier Supplier Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier	Select Nore Select Responsibility Application Supplier User - Full View Supplier Portal Supplier User - France View Supplier Portal Supplier User - Finance View Supplier Portal Supplier User - Finance View Supplier Portal Supplier Security Administrator Supplier Portal Supplier Security Administrator Supplier Portal User Access Restrictions Supplier Restriction Suppliers Supplier Restriction Supplier Site Operating Unit Access not restricted by Supplier Site. Operating Contact Restriction Operating Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit	Responsibilities		3	
Supplier User - Full View Supplier Portal Supplier User - Transactions Supplier Portal Supplier User - Transactions Supplier Portal Supplier User - Finance View Supplier Portal Supplier User - Finance View Supplier Portal Supplier Security Administrator Supplier Portal Supplier Stes or Contacts are specified, the user will be able to access all the data for this supplier. Suppliers Supplier Restriction Supplier Restriction Supplier Restriction Supplier Security administrator Site Operating Unit Access not restricted by Supplier Site. Operating Unit Access not restricted by Supplier Contact Address Site Unit Operating Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit	Supplier User - Full View Supplier Portal Supplier User - Transactions Supplier Portal Supplier Security Administrator Supplier Portal Supplier User - Finance View Supplier Portal Supplier User - Finance View Supplier Portal User Access Restrictions Supplier Portal If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier. Suppliers Supplier Restriction Suppliers Supplier Restriction Supplier Restriction Modify Sites Supplier Site Operating Unit Access not restricted by Supplier Site. Operating Contact Restriction Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit	Colort All Colort Nono		\rightarrow	
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Supplier User - Finance View ISupplier Portal User Access Restrictions Supplier Restriction Supplier Site Operating Unit Access not restricted by Supplier Site. Operating Unit Access not restricted by Supplier Contact Address Site Unit Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit	Supplier User - Finance View Supplier Portal User Access Restrictions If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier. Supplier Restriction Supplier Restriction Supplier Restriction Supplier Restriction Supplier Restriction Modify Sites Supplier Site Operating Unit Access not restricted by Supplier Site. Operating Supplier Contact Address Site Unit Access not restricted by Supplier Operating Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier	Supplier Security Administrator	iSupplier Portal		
User Access Restrictions If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier. Supplier Restriction Suppliers SUPPLIER TRAINING Site Restriction Modify Sites Supplier Contact Restricted by Supplier Site. Contact Restriction Modify Contacts Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Contact.	User Access Restrictions If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier. Supplier Restriction Suppliers SUPPLIER TRAINING Site Restriction Modify Sites Supplier Contact Restriction Modify Contacts Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Contact.	Supplier User - Finance View	iSupplier Portal		
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SUPPLIER TRAINING Site Restriction Modify Sites Suppler Site Operating Unit Access not restricted by Supplier Site. Contact Restriction Modify Contacts Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Contact.	SUPPLIER TRAINING Site Restriction Modify Sites Supplier Site Operating Unit Access not restricted by Supplier Site. Contact Restriction Modify Contacts Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Contact.	If no Supplier Sites or Contacts are s Supplier Restriction Suppliers	pecified, the user will be able to acces	ss all the data for this supplier.	
Site Restriction Modify Sites Supplier Site Operating Unit Access not restricted by Supplier Site. Contact Restriction Modify Contacts Supplier Contact Address Site Unit Access not restricted by Supplier Contact Address Site Unit Access not restricted by Supplier Contact.	Site Restriction Modify Sites Supplier Site Operating Unit Access not restricted by Supplier Site. Contact Restriction Modify Contacts Supplier Contact Address Site Unit Access not restricted by Supplier Contact.	SUPPLIER TRAINING			
Modify Sites Supplier Site Operating Unit Access not restricted by Supplier Site. Image: Site Site Site Site Site Site Site Site	Modify Sites Supplier Site Operating Unit Access not restricted by Supplier Site. Contact Restriction Modify Contacts Operating Supplier Contact Address Site Unit Access not restricted by Supplier Operating Contact. Operating Contact. Contact Address Site Unit	Site Restriction			
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Contact Restriction Modify Contacts Supplier Contact Address Site Unit Access not restricted by Supplier Contact.	Contact Restriction Modify Contacts Supplier Contact Address Site Unit Access not restricted by Supplier Contact.	Access not restricted by Supplier Si	te.		
Modify Contacts Supplier Operating Access not restricted by Supplier Contact Address Site Unit	Modify Contacts Supplier Contact Address Site Unit Access not restricted by Supplier Contact. Contact	Contact Restriction			
Supplier Operating Access not restricted by Supplier Address Site Unit Contact. Contact	Supplier Contact Address Site Unit Access not restricted by Supplier Image: Contact Address Site Unit Contact. Image: Contact Address Site Unit	Modify Contacts			
Access not restricted by Supplier Contact.	Access not restricted by Supplier Contact.	Supplier	Operati Contact Address Site Unit	ng	
(4		Access not restricted by Supplier Contact.			
	Cancel				(4

- (1) In the **"Supplier Name"** field, enter your company's name by typing the **"%"** symbol and press **"Tab"** key. Your company's name will automatically appear. No other company can be selected.
- (2) In the "Username" field, the contact's email address will automatically populate with the e-mail address provided.

Note: Use the contact email address as username. If it will be necessary to create more than one account for the same email address (i.e. all contacts will have an address of <u>supplier@supplier.com</u>), add a dash then an A,B, C...etc at the end of the email account for every contact after the first one (i.e. <u>supplier@supplier.com-A</u>).



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Note: The first time that you check the **"Create User Account for this Contact"** this field will be populated automatically with the e-mail address supplied.

(3) In the **"Responsibilities"** section select the applicable responsibilities by checking the **"Select"** checkbox. The following responsibilities are available in this section.

Responsibility	Description	Assign To
Supplier Security	Administrate Supplier User access and	 Only iSupplier Portal Security
Administrator	Supplier profile data	Administrator and an alternate.
Supplier User - Full View	View all the information available in the iSupplier Portal	 iSupplier Portal Security Administrator. User who needs to view the information in the portal but does not have the level of authority to enter data on behalf of the Supplier.
Supplier User – Transactions	Perform actions related to all the processes available in the iSupplier Portal except administering Supplier users and Supplier profile data.	 iSupplier Portal Security Administrator. User who needs to view the information and has the level of authority to enter data on behalf of the Supplier. Generally this is the responsibility necessary for the supplier's sales department personnel assigned to CRC's account.
Supplier User - Finance View	View invoices and payment information	 User who only needs to view purchasing documents, invoices and payments. Generally this is the responsibility necessary for the supplier's account receivable personnel.
Supplier User - Invoicing	Create/view invoices and credit memos, and also view payment information	 Users who need to view purchasing documents, invoices and payments, and also has the level of authority to create invoices and credit memos on behalf of the Supplier. Generally this is the responsibility necessary for the supplier's account receivable personnel.

IMPORTANT: Do not grant Supplier Security Administrator access to any user other than the iSupplier Portal Supplier Security Administrator(s).

(4) If no access restrictions are necessary for the user, click on the "Apply" button. Otherwise, see next section.



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2.2.1. SET USER ACCESS RESTRICTIONS

The **"User Account"** section also allows the supplier's Security Administrator to restrict user's access to operating units and/or other contact's information. There are two ways to set the restrictions.

Credie User Account	for this Contact	V				
	Supplier Name	SUPPLIER TRAINING	Q			
	* Username	CONTACT2@TRAINING.C				
er Notifications						
Certification Reminders						
esponsibilities						
alect Remonsibility	4	aplication				
Sunnlier User - Full View	9	Innlier Portal				
Supplier User - Transactions	19	upplier Portal				
Supplier Security Administrator	9	upplier Portal				
Supplier Liser - Finance View	9	upplier Portal				
ser Access Restrictions If no Supplier Sites or Contacts are specific Supplier Restriction	ed, the user will	be able to access all the d	ata for this supp	plier.		
ser Access Restrictions If no Supplier Sites or Contacts are specific Supplier Restriction Suppliers SUPPLIER TRAINING	ed, the user will	be able to access all the d	ata for this sup	plier.		
Suppler Stee Traces term in o Suppler Stee or Contacts are specific Suppler Restriction Supplers SUPPLER TRABUNG Site Restriction	ed, the user will	be able to access all the d	ata for this supp	plier.		
Supplier Stars restrictions of no Supplier Stars or Contacts are specific Supplier Restriction Suppliers SUPPLIER TRAINING Site Restriction Modify Sites	ed, the user will	be able to access all the d	ata for this supp	plier.		
ser Access Restrictions for Supplier Sites or Contacts are specific Supplier Restriction Supplier Site Restriction Modify Sites Supplier	ed, the user will	be able to access all the d Operating Unit	ata for this supp	plier.		
separation ser Access Restrictions for Supplier Stee or Contacts are specify Supplier Restriction Supplier Restriction Modify Sites Supplier Access not restricted by Supplier Site.	ed, the user will	be able to access all the d Operating Unit	ata for this supp	plier.		
separation ser Access Restrictions if no Supplier Stee or Contacts are specify Supplier Restriction Supplier Restriction Modify Sites Supplier Access not restricted by Supplier Site. Contact Restriction	ed, the user will	be able to access all the d	ata for this sup	plier.		
Graphic test relations Graphic restriction Supplier Restriction Supplier Restriction Supplier Restriction Modify Sites Supplier Access not restricted by Supplier Site. Contact Restriction Modify Contacts	ed, the user will	be able to access all the d	ata for this sup	plier.		
Graphic test relations Graphics Restriction Supplier Restriction Supplier Restriction Supplier Restriction Modify Sites Supplier Contact Restriction Modify Contacts Supplier Contact Restriction	ed, the user will Site	Operating Unit	ata for this sup	plier.		
separation ser Access Restrictions ser Access Restriction Supplier Restriction Supplier Restriction Modify Sites Supplier Access not restricted by Supplier Access not restricted by Supplier Contact	ed, the user will Site	Operating Unit	ata for this sup	plier.		

2.2.1.1 SITE RESTRICTION

If site restrictions are applied, the User will only be able to access information and transactions related to the selected sites.

• **Example:** The Supplier does business with CRC in more than one operating unit. You can restrict access of the sales or accounts receivable personnel to only a specific operating unit.

IM	IMPORTANT:		
•	 Site refers to a supplier's address associate (RFQ-only, Purchasing or Payments). Sites a the supplier's address information. 	ated with an CRC operating unit for a specific purpo are created by CRC according to business needs usi	ose ing
٠	• If site restrictions are applied for a specific	c user, they will only be able to access information a	nd
	transactions related to the selected sites.		
			,
	Site Restriction		
	Modify Sites 1		
	Supplier	Site Operating Unit	

(1) Click on the "Modify Sites" button, then the following screen will appear.

Intellectual property restrictions. CRC proprietary information.

Access not restricted by Supplier Site.



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Search Search Search Supplier Sites for Access Restrictions Supplier Name Site Operating Unit	Apply Can
Search Search Supplier Sites for Access Restrictions Supplier Name Site Operating Unit	Apply Cano
Search Search Supplier Sites for Access Restrictions Supplier Name Site Operating Unit	
Search Supplier Sites for Access Restrictions Supplier Name Site Operating Unit	
Search Supplier Sites for Access Restrictions Supplier Name Site Operating Unit	
Supplier Name Site Operating Unit	
Site Operating Unit	
Operating Unit	
Go Clear	
Select All Select None	
Select Supplier Name A Site Description Operating Unit	
SUPPLIER TRAINING QATAR QATAR Qatar	
SUPPLIER TRAINING QATAR (ZZZ) QATAR (ZZZ) Qatar	

(2) All the available sites that do business with CRC will be displayed. Select the appropriate site by checking the "Select" checkbox and clicking on the "Apply" button. Changes will be shown in the "Site Restriction" table.

Site Restriction		
Modify Sites		
Supplier	Site	Operating Unit
SUPPLIER TRAINING	QATAR	Qatar

2.2.1.2 CONTACT RESTRICTION

If contact restrictions are applied, the User will only have access to information and transactions related to the selected contact.

Contact Restriction						
Modify Contacts 1 Supplier	Contact	Address	Site	Operating Unit		
Access not restricted by Supplier Contact.						

(1) In the "Contact Restriction" section, click on the "Modify Contact" button. Then, the following screen will appear.

Supplier Administration: Co	ntact Directory >	Update Cor	itact >	
Modify Contact Restriction	15			
Select Supplier Name	Contact Addre	Supplier ss Site	Operating Unit	Apply Cancel
No results found.				

(2) All the contacts (iSupplier Portal users) are shown. Select the appropriate contact and click on the "Apply" button. Changes are shown in the "Contact Restriction" table.

Intellectual property restrictions. CRC proprietary information.



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3. LINK CONTACT WITH ADDRESSES

Once the contact is created and/or registered, in the "Contact Directory" screen, link the contact with any of the company's addresses.

IMPORTANT: If Supplier has contacts that should only be related to specific address (es), make sure to link them correctly. This will allow CRC to identify supplier contacts correctly, when issuing purchasing documents (RFQ, PO, etc.)

General Company Profile Contact	Contact Direc	Contact Directory : Active Contacts Create (1)											
	First Name	Last Name	Supplier Name -	Phone Number	Email	Status	User Account	Addresses	Update				
Directory	CONTACT2	CONTACT2 CONTACT2 SUPPLIER TRAINING		G +974 4444444	4 CONTACT2@TRAINING.COM	Current	*		1				
	CONTACT	CONTACT	SUPPLIER TRAININ	G +1 555555666 4	344 CONTACT@TRAINING.COM	Current	~		1				
	CONTACT1	CONTACT1	SUPPLIER TRAININ	G +974 55555555	5 CONTACT1@TRAINING.COM	Current	~		1				
	- Contact I	Contact Directory : Inactive Contacts											
	First Name	First Name Last Name Phone Nu			Imber Email			User Acco	ount				
	CONTACT3	CONTACT3 CONTACT3 +974 333333333			CONTACT3@TRAINING.COM	Inactive							

(1) Identify the contact and click on the "Addresses" icon in the "Addresses" column. Then, the following screen will appear.

Supplier Administration: Contact Directory >		
Address Associations for Contact		
The addresses associated with the contact can be main	itained in this page.	Cancel Save
Address Name	Address Details	Remove
No results found. Add Another Row (2)		
		Cance! Save

(2) Add addresses by clicking on the "Add Another Row" button.

Supplier Administration: Contact Directory >		
Address Associations for Contact		
The addresses associated with the contact can be maintained in this page.		Cance! Save
Address Name	Address Details	Remove
% 3		Î
Add Another Row		
		4
		Cance! Save

(3) In the "Address Name" column, enter the name of the City/Town where the company is located.
 Note: If more than one address is associated with the company, type "%" symbol and press tab key and the company's Address list will automatically appear, and then select the desired address.

Note: Click on the "Remove" icon to take away any incorrect contact information.

(4) Repeat as needed, then click on the "Save" button. The addresses will be associated with the contact.



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4. UPDATE CONTACT AND USER ACCESS

The **"Supplier Administrator"** tab also allows the supplier's Security Administrator to update a contact's information and user access to the iSupplier Portal.

Supplier Administratio	n									
General Company Profile Contact Directory	General Organization Name SUPPLIER TRATILING Supplier Number 55041 Tax Registration Number 1082/1 Alias Parent Supplier Name Parent Supplier Name Country of Tax Registration							1		
	Attachments									
	Search									
	Note that the search is case insensitive Go									
	Show More Search Options									
	Add Attachment									
	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
	Commercial Business Registration	File		From Supplier	CASTROED	09-Jun-2011	One-Time	1	1	2

(1) Click on the "Contact Directory" hyperlink. Then, the list of contacts will appear.

Supplier Administratio	n												
General Company Profile	Supplier Adm Contact Dire	Supplier Administration: Contact Directory > Contact Directory : Active Contacts											
 Contact 	Create									124			
Directory	First Name Last Name Supplier Name 🔺			Phone Number	Email		Status	User Account	nt Addresses	Update			
	CONTACT2	CONTACT2	SUPPLIER TRAININ	IG +1 713-777-7777	CONTACT2@TRAI	INING.COM	Current	*		1			
	CONTACT1	CONTACT1	SUPPLIER TRAININ	IG +1 713-777-7777	CONTACT1@TRAI	INING,COM	Current	~		1			
	CONTACT	CT CONTACT SUPPLIER TRAINING +1 713-777-7777 CONTACT@TRAINING.COM Current								1			
	- Contact	Contact Directory : Inactive Contacts											
	First Name	Last N	lame	Supplier Name	Phone Number Email				tus User A	Account			
	CONTACT3	CONT	ACT3	SUPPLIER TRAINING	+1 713-777-7777	CONTACT3	@TRAINING.	COM Inac	tive				

(2) Identify the contact to update and click on the "Pencil" icon in the "Update" column.
 Note: You can also update the address information related to a specific contact by clicking on the "Address" icon in the "Address" column.



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iller Administration:	Contact Directory >				
ate Contact					
licates required fiel	d				Cance! Apphy
Г	Contact Title	-		* Phone Country Code	+1
	* First Name	CONTACT2		,	i.e. for USA use +1, for Colombia use +57, etc
	Middle Name			* Phone Area Code and Number	713-777-7777
	* Last Name	CONTACT2		Phone Extension	Le. for Texas, USA /13-///-////
	* Job Title	SALES		Fax Country Code	+1
	* Department	SALES		, an evanaly evan	i.e. for USA use +1, for Colombia use +57, etc
	* Email Address	CONTACT2@TRAI	NING.C	FAX - Area Code and Number	713-888-8888
				Inactive Date	Le. for Texas, USA 713-777-7777
					(example: 18-Sep-2012)
ser Account Info	rmation				
Usernan	me CONTACT2@TR/	INING.COM	Inactive Date	Reset Pass	sword
			(ex	ample: 18·Sep-2012)	
rNotifications					
Certification Re	minders				
esponsibilities					
elect All Select No	one				
elect Responsibilit	ty	Арр	lication		
Supplier User	- Full View	iSup	plier Portal		
Supplier Secu	urity Administrator	iSup	plier Portal		
Supplier User	- Registration	iSup	plier Portal		
Supplier User	- Transactions	iSup	plier Portal		(4)
Supplier Profi	ile Manager	iSup	plier Portal		Ý
Supplier User	- Finance View	iSup	plier Portal		
er Access Restri	ictions				
f no Supplier Sites	or Contacts are speci	fied, the user will be	able to access all the dat	a for this supplier.	
Supplier Restrict	tion				
Suppliers	IC				
Suppliers SUPPLIER TRAININ	IG				
Suppliers SUPPLIER TRAININ Site Restriction	IG				
Suppliers SUPPLIER TRAININ Site Restriction Modify Sites	IG				
Suppliers SUPPLIER TRAININ Site Restriction Modify Sites Supplier	IG	Site 0	perating Unit		
Suppliers SUPPLIER TRAININ Site Restriction Modify Sites Supplier Access not restrict	IG ted by Supplier Site.	Site 0	perating Unit		
Suppliers SUPPLIER TRAININ Site Restriction Modify Sites Supplier Access not restrict	IG ted by Supplier Site.	Site 0	perating Unit		
Suppliers SUPPLIER TRAININ Site Restriction Modify Sites Supplier Access not restrict Contact Restrict	IG red by Supplier Site.	Site 0	perating Unit		
Suppliers SUPPLIER TRAININ Site Restriction Modify Sites Supplier Access not restrict Contact Restrict Modify Contact	IG ted by Supplier Site. ion	Site 0	perating Unit		
Suppliers SUPPLIER TRAININ Site Restriction Modify Sites Supplier Access not restrict Contact Restrict Modify Contact	IG ted by Supplier Site. ion	Site 0	perating Unit		
Suppliers Supplier TRAININ Site Restriction Modify Sites Supplier Access not restrict Contact Restrict Modify Contact Supplier	IG ed by Supplier Site. ion ts	Site 0	perating Unit Operating Site Unit		
Suppliers SUPPLIER TRAININ Site Restriction Modify Sites Supplier Access not restrict Contact Restrict Modify Contact Supplier Access not restrict Contact.	IG ed by Supplier Site. ion ts ed by Supplier	Site 0	perating Unit Operating Site Unit		
Suppliers SUPPLIER TRAININ Site Restriction Modify Sites Supplier Access not restrict Modify Contact Supplier Access not restrict Contact.	IG ed by Supplier Site. ion ts ed by Supplier	Site 0	perating Unit Operating Site Unit		

- (3) Update the contact's information.
- (4) If necessary you can make changes related to iSupplier Portal access for this person.
- (5) After all the updates are done, click on the "Apply" button.



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5. RESET USER PASSWORD

The Supplier's Security Administrator also has the ability to reset iSupplier user passwords.

Supplier Administratio	n									
General Company Profile Contact Directory	General Organizi Suppl Parent Sup Parent Suppl Parent Suppl	Organization Name SUPPLIER TRAINING DUNS Number Supplier Number 55041 Tax Registration Number 1082/1 Alias Taxpayer ID Parent Supplier Number Country of Tax Registration								
	Attachments									
	Search									
	Note that the search is case insensitiv Title Show More Search Options	e G	0							
	Add Attachment									
4	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
1							-			

(1) Click on the "Contact Directory" hyperlink in the "Navigation" Panel. The list of contacts will be displayed.

General Company Profile	Supplier Adm Contact Dire	Supplier Administration: Contact Directory > Contact Directory : Active Contacts												
o Contact	Create										12			
Directory	First Name	Last Name	Supplier Name	Phone Number	Email		Status	User Acco	ount Ad	dresses	Update			
	CONTACT2	CONTACT2	SUPPLIER TRAININ	NG +1 713-777-7777	CONTACT2@TRA	TACT2@TRAINING.COM		*			1			
	CONTACT1	CONTACT1	SUPPLIER TRAININ	NG +1 713-777-7777	CONTACT1@TRA	INING,COM	Current	~		E	1			
	CONTACT	CONTACT	SUPPLIER TRAININ	NG +1 713-777-7777	CONTACT@TRAIN	CONTACT@TRAINING.COM					1			
	- Contact	Contact Directory : Inactive Contacts												
	First Name	Last	lame	Supplier Name	Phone Number	Email		S	tatus	User A	ccount			
	CONTACT3	CONT	ACT3	SUPPLIER TRAINING	+1 713-777-7777	CONTACT3	@TRAINING	COM I	nactive					

(2) Identify the contact that is requesting the password reset and click on the "Pencil" icon in the "Update" column. The following screen will appear.



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upplier Administration: Contact Directory >				C
pdate Contact				4
Indicates required field				Cancel Appl
Contact Title	-		* Phone Country Code	+1
* First Name	CONTACT2			i.e. for USA use +1, for Colombia use +57, etc
Middle Name			* Phone Area Code and Number	713-777-7777
* Last Name	CONTACT2		Phone Extension	i.e. for Texas, USA /13-///-////
* Job Title	SALES		Fax Country Code	+1
* Department	SALES			i.e. for USA use +1, for Colombia use +57, etc
* Email Address	CONTACT2@TRAINING.C		FAX - Area Code and Number	713-888-8888
			Inactive Date	ite, for recas, OSA /15///-////
				(example: 18-Sep-2012)
User Account Information				-
Username CONTACT2@TRA	INING.COM	Inactive Date	Reset Pass	word (3)
For Notifications		(examp	le: 18-Sep-2012)	
ser notifications				
Certification Reminders				
Responsibilities				
Select All Select None				
Select Responsibility	Applicatio	on and a second s		
Supplier Oser - Full View	Supplier P	ortal		
Supplier Security Administrator	iSupplier P	ortal		
Supplier User - Registration Supplier		ortal		
Supplier User - Transactions ISupplier		ortal		
Supplier User - Finance View	iSupplier P	ortal		
	ioupplier i	ortar		
User Access Restrictions				
If no Supplier Sites or Contacts are specif	ied, the user will be able t	o access all the data fo	or this supplier.	
Supplier Restriction				
-				
SUPPLIER TRAINING				
Soft Electric datate				
Site Restriction				
Modify Sites				
Supplier	Site Operat	ing Unit		
Access not restricted by Supplier Site.				
Contact Restriction				
Modify Contacts				
	0	perating		
Supplier	Contact Address Site U	nit		
Access not restricted by Supplier Contact.				

- (3) Check the "Reset Password" checkbox.
- (4) Click on the **"Apply"** button. A notification will automatically be sent to the contact's email account that has been registered in the iSupplier Portal, as shown below.

IMPORTANT: For automatic notifications the email sender will be "CRC – Notification" not from a specific CRC employee. If you do not receive a notification in your mailbox please check your mailbox spam, trash or delete folders to see if it might have been filtered by your company spam filtering services. Make sure to set "CRC – Notification" as a valid email sender to avoid any issue for subsequent notifications. Yahoo and Hotmail email account users might NOT receive some notifications correctly. If an email notification contains an error message, contact the CRC Buyer.



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- (5) The notification that the contact will receive shows their "User Name".
- (6) The notification shows the assigned temporary password for the user. They should save this password to be entered in the iSupplier Portal.
- (7) The contact will need to click on the "iSupplier Portal" link to access the portal. They will then use the temporary password received in the email notification. The portal will automatically take them to the "Change Password" screen.

Change Password	
* Current Password	
* New Password	
* Re-enter New Password	•••••
* Indicates required field	Submit

- (8) In the **"Current Password"** field they will need to enter the temporary password they received as provided in the **"Password Reset Notification"** email.
- (9) They will then populate the "New Password" field and "Re-enter New Password" field. The password must have the following characteristics.
 - Must be a Minimum of 8 characters in length.
 - Must have at least 1 number.
 - Must have at least 1 character.
 - Can not have repeating characters or numbers. (i.e. it can not have '11' or 'tt' as part of the Password)
 - Can not be the same as a previous Password used password in the iSupplier Portal.
 - Can not contain you user's Username or other Username.
- (10) Click on the "Submit" button. The "Oracle Application Home Page" will be shown.



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6. INACTIVATE A SUPPLIER'S CONTACT AND/OR ISUPPLIER PORTAL USER ACCOUNT

The Supplier's Security Administrator is responsible for inactivating all contacts and/or iSupplier Portal user accounts within your company that are not directly and actively involved in the relationship with CRC. Timely action is required for employees leaving the company, changing roles or departments or a change in management to make sure that information is communicated to the correct contacts.

Supplier Administration	n									
General Company Profile Contact Directory	General Organizatio Supplier Parent Supplier Parent Supplier	n Name Number Alias er Name Number	SUPPLIER TRA 55041	NINING		Tax Regis Country of T	DUNS Number stration Number Taxpayer ID Fax Registration	1082/1		
	Attachments									
	Search									
	Note that the search is case insensitive Title	G	0							
			_							
	Add Attachment									
	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
	Commercial Business Registration	File		From Supplier	CASTROED	09-Jun-2011	One-Time	1	1	

(1) Click on the "Contact Directory" hyperlink in the "Navigation" Panel. The list of contacts will be displayed.

Supplier Administratio	n										
General Company Profile	Supplier Administration: Contact Directory > Contact Directory : Active Contacts									0	
o Contact	Create										24
Directory	First Name	Last Name	Supplier Name 🔺	Phone Number	Email		Status	User Acc	ount	Addresses	Update
	CONTACT2	CONTACT2	SUPPLIER TRAINING	+1 713-777-7777	CONTACT2@TRAI	INING.COM	Current	*			1
	CONTACT1	CONTACT1	SUPPLIER TRAINING	+1 713-777-7777	CONTACT1@TRAJ	INING,COM	Current	~			1
	CONTACT	CONTACT	SUPPLIER TRAINING	+1 713-777-7777	CONTACT@TRAIN	ING.COM	Current	~			1
	Contact Directory : Inactive Contacts										
	First Name	Last P	lame St	upplier Name	Phone Number	Email		5	Status	User A	ccount
	CONTACT3	CONT	ACT3 SL	JPPLIER TRAINING	+1 713-777-7777	CONTACT3	@TRAINING.	COM I	nactive		

(2) Identify the contact or iSupplier user account to inactivate and click on the **"Pencil"** icon in the **"Update"** column. The **"Update Contact"** screen will appear.



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• There are two options to inactivate a contact and/or user account.

Supplier Administration: Contact Directory >						4
* Indicates required field						L.
Indicates required field					Cancel	Apphy
Contact Title	CONTACTO		* Phor	te Country Code	+1 Le for USA use +1 for Colombia us	e +57 etc
~ First Name	CONTACT2		* Phone Area Code and Num		713-777-7777	e + 57, elc
Middle Name	CONTACTO				i.e. for Texas, USA 713-777-7777	
Last Name	CONTACTZ		1	Phone Extension		
- Job Title	SALES		Fa	ax Country Code	+1	a +57 atc
* Email Address	CONTACT2@TRAINING.	c	FAX - Area Co	ode and Number	713-888-8888	e · Jry etc
				Inactive Date		
User Account Information					(example: 10-Sep-2012)	
Username CONTACT2@TRA	AINING.COM	Toactive Date		Reset Pase	word	
		mactive bate	(example: 18-Sep-2012) 3)		
User Notifications						
Certification Reminders						
Deserved hilling						
Responsibilities						
Select All Select None						
Select Responsibility	Applicati	on				
Supplier User - Full View	iSupplier F	Portal				
Supplier Security Administrator	iSupplier F	Portal				
Supplier User - Registration	iSupplier F	Portal				
Supplier User - Transactions	iSupplier F	Portal				
Supplier Profile Manager	iSupplier F	Portal				
Supplier User - Finance View	iSupplier F	Portal				
User Access Restrictions						
Té no Suppliar Sitos or Contacto aro sposif	and the upper will be able	to accord all the	data for this supplier			
Supplier Sites of Contacts are specif	neu, die user will be able	to access an une	uata for this supplier.			
Supplier Rescriction						
Suppliers						
SUPPLIER TRAINING						
Site Restriction						
Modify Sites						
Supplier	Supplier Site Operating Unit					
Access not restricted by Supplier Site.						
Contact Restriction						
Modify Contacts						
Sumfier	Contact Address Site)perating				
Access not restricted by Supplier Contact.	contact Address Sile (
						_
					Cancel	Apply

Option 1: Inactive a Contact (Included in the iSupplier Portal User Account)

- (3) In the "Inactivate Date" field, enter the date to inactivate the user account.
- (4) Click on the **"Apply"** button.

Option 2: Inactivate an iSupplier Portal user account through the **"User Account Information"** section. This action will inactivate the user by the indicated date so they no longer have responsibilities in the iSupplier Portal, but the contact information will remain active in the iSupplier Portal.

- (3) In the "Inactivate Date" field, enter the date to inactivate the user account.
- (4) Click on the "Apply" button.