

# Vendor Maintenance – Add a User

## Quick Reference Guide

Help Desk: (855) 800-5046

To ensure receipt of notifications about solicitation opportunities or to be issued purchase orders (POs) through ePro, you must make sure that users within your company are set up to receive this information and their information is current. You can do this by accessing the ePro login screen and signing in with your unique Login ID and Password.

### Who Can Update Vendor Data?

Upon logging into ePro with your unique Login ID and Password, you may update your company's vendor data if you have the role of **Seller Administrator**. To update your company's data, click on the **Seller Administrator** tab in the upper right hand corner. If the tab does not appear, you are already in that tab. NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**.

Seller Administrators are presented with four initial options on their **Homepage**:



Maintenance Home Page for: Rejan's Super Company

General Alerts

- Maintain Organization Information**: This section is used for maintaining organization information.
- Maintain Users on this Account**: This section is used to maintain users for the organization.
- Add Users on this Account**: This section is used to add users to the organization.
- Add Associated Organization**: This section is used for adding an organization with the same Tax ID.

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By clicking on the **Maintain Users on this Account**, Seller Administrators can determine whether the user is already set up in the system or whether adding the user is required. The following steps guide you through adding a new user:

### Add User

ePro registration requires the user name, job title, department, phone number, email, login id, password, security question, and answer, along with the user role. To begin adding a new user, select the **Add User** button. To update the user information, click on the **Login ID** of that user (left column).



Login ID	First Name	Last Name	Status
<a href="#">JOHN.ADRETTI@TRUTRU.COM</a>	John	Andretti	Active

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**Note: A user's login must be unique in the system. An error screen may mean that the chosen Login ID is already in use.**

### Enter New User Information

Complete the New Vendor User information, including all required fields (fields with an “\*”).

New Vendor User for Tires R Us

Salutation	<input type="text"/>			
First Name*	<input type="text"/>	Last Name*	<input type="text"/>	
Job Title*	<input type="text"/>	Department	<input type="text"/>	
Phone*	<input type="text"/> - <input type="text"/>	Email*	<input type="text"/>	
Login ID*	<input type="text"/>	Status*	<input type="text"/>	
New Password*	<input type="text"/>	Confirm Password*	<input type="text"/>	
Login Question	<input type="text"/>	Login Answer	<input type="text"/>	

Roles

Seller

Seller Administrator

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**Note:** A user’s Login ID must be **unique** in the system. An error screen at this point may mean that the chosen Login ID is already in use.

### Select Role for New User

In the **Roles** section, selecting **Seller** will allow that user to view and respond to solicitations. The **Seller Administrator** role does not include the ability to view and respond to solicitations. Both roles may be appropriate for one user.

New Vendor User for Tires R Us

Salutation	<input type="text"/>			
First Name*	<input type="text" value="Jeff"/>	Last Name*	<input type="text" value="Gordon"/>	
Job Title*	<input type="text" value="CTO"/>	Department	<input type="text"/>	
Phone*	<input type="text" value="555"/> - <input type="text" value="5555"/>	Email*	<input type="text" value="jeff.gordon@trtru.com"/>	
Login ID*	<input type="text" value="jeff.gordon@trtru.com"/>	Status*	<input type="text" value="Active"/>	
New Password*	<input type="text" value="*****"/>	Confirm Password*	<input type="text" value="*****"/>	
Login Question	<input type="text" value="What was you first car?"/>	Login Answer	<input type="text" value="’67 Camaro SS"/>	

Roles

Seller

Seller Administrator

Click the **Save & Exit** button upon completion. New user is now entered. Thank you.