## 1.1 User Administration

You are responsible for the setup and management of new users who can access the iSupplier Portal within your company. The iSupplier Portal allows you to:

- Create Company Contacts with iSupplier Portal Logons

- Specify whether or not iSupplier Portal users can access the Supplier Admin and the Supplier User screens

- Reset user passwords

- Remove iSupplier users

## 1.2 Creating a New iSupplier Logon

If you are an iSupplier Administrator you can create iSupplier logons for designated individuals within your company and specify the type of access that the new users can have.

Within UK SBS we provide the following access for users:

- RCUK iSupplier Portal Supplier Admin

This "responsibility" allows users to update company information such as addresses and bank details. Any user with this responsibility will also be able to create new iSupplier users.
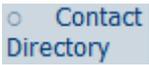
- RCUK iSupplier Portal Supplier User

This "responsibility" allows users to view and manage purchase orders and invoices.

> **Action Note:**
> It is the Administrators responsibility to de-activate accounts no longer in use.

1. Click the RCUK iSupplier Portal Supplier Admin link.

2. Click the ○ Contact Directory link.

3. Click the Create button.

4. You may notice that only the First and Last Name fields, along with Email Address are mandatory but please enter as much detail as possible for your contact.

**Caution Note:**

To create a User account a valid email address must be entered.

5. Enter the required information into the following fields:

- First Name.

- Last Name.

- Email Address.

6. To create an account, tick ☑ the Create User Account for this Contact box.

7. Click the Apply button.

**Learning Note:**

Your contact has been successfully created. They will soon receive an email from UK SBS with a link to the iSupplier Portal and their username and password.

**Action Note:**

Please ensure you advice your colleague where to find the Reference Guide they will need in order to use the system.