



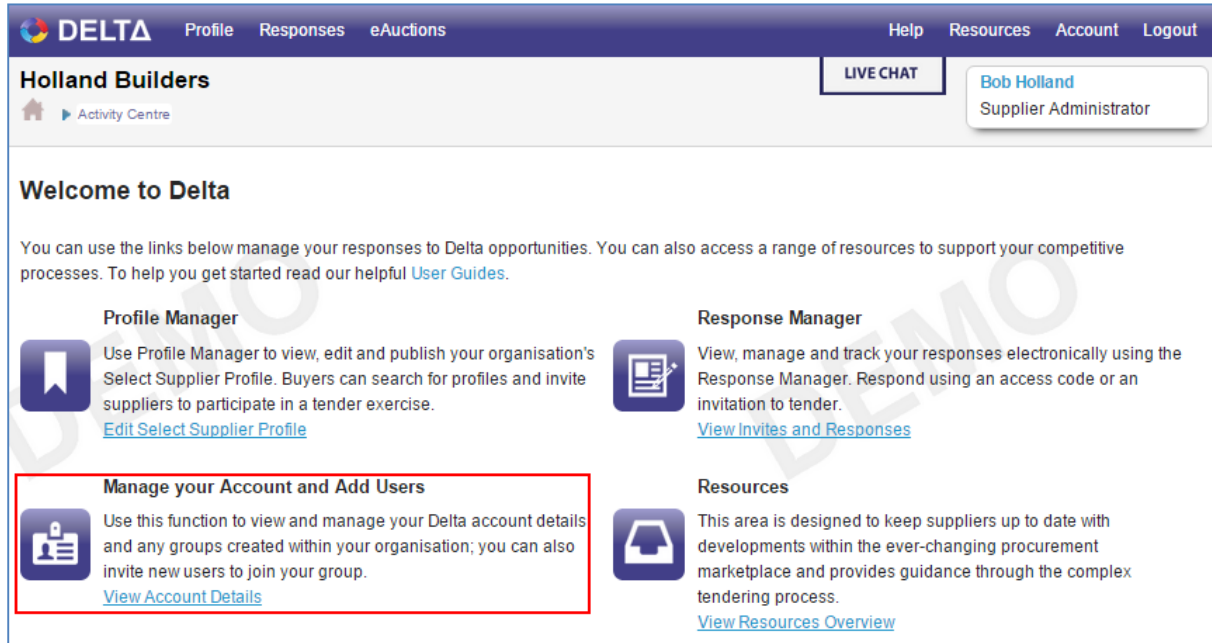


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## Account Administration

Click **Manage your Account and Add Users** to amend organisation details, account details, email addresses etc.



**DELTA** Profile Responses eAuctions Help Resources Account Logout

**Holland Builders** LIVE CHAT Bob Holland Supplier Administrator

### Welcome to Delta

You can use the links below manage your responses to Delta opportunities. You can also access a range of resources to support your competitive processes. To help you get started read our helpful [User Guides](#).

- Profile Manager**  
Use Profile Manager to view, edit and publish your organisation's Select Supplier Profile. Buyers can search for profiles and invite suppliers to participate in a tender exercise.  
[Edit Select Supplier Profile](#)
- Response Manager**  
View, manage and track your responses electronically using the Response Manager. Respond using an access code or an invitation to tender.  
[View Invites and Responses](#)
- Manage your Account and Add Users**  
Use this function to view and manage your Delta account details and any groups created within your organisation; you can also invite new users to join your group.  
[View Account Details](#)
- Resources**  
This area is designed to keep suppliers up to date with developments within the ever-changing procurement marketplace and provides guidance through the complex tendering process.  
[View Resources Overview](#)

Update the details within the Profile tab. Click **Save** to update the changes.



User Profile

Profile Assets Activity

supplier@hollandbuilders.com

Save

Organisation Details ?

Holland Builders

Assigned Role

Assigned Role ?

SupplierAdministrator

User Details

Title REQUIRED

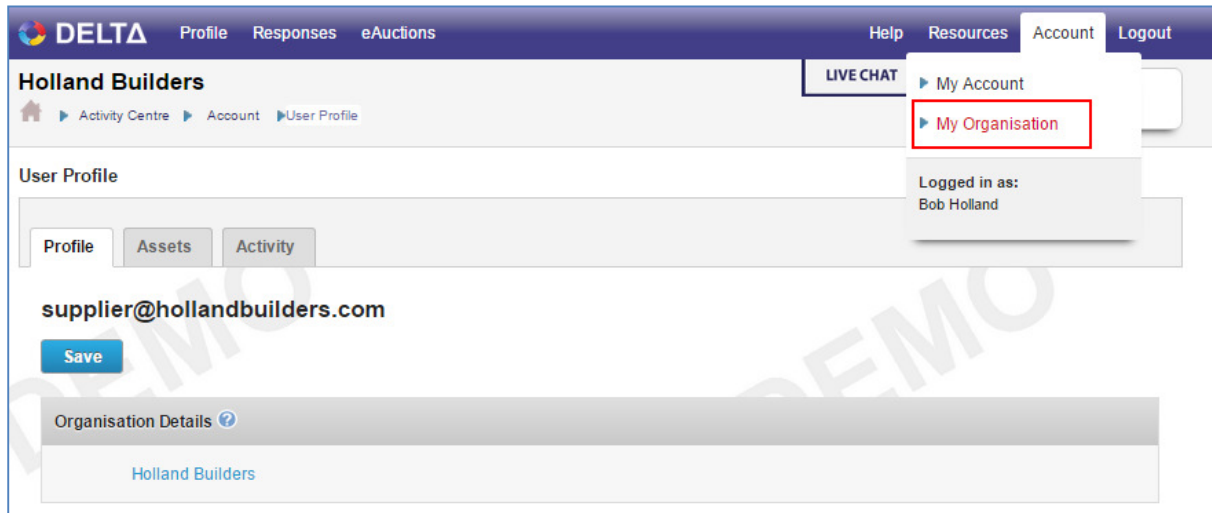
Mr

First Name REQUIRED

Bob \*

## Organisation Overview

To view your organisation details, click **Account** on the top of the page and click **My Organisation**.



From here you can view and edit the details of your organisation; invite new users to join your organisation on Delta and view the Activity Log for your entire organisation.

## Invite New Users

Click **Users** and then choose the **Invite New Users Option**.

**Users & Hierarchy**

Dashboard Profile **Users** Subscriptions Activity

Holland Builders / Holland Builders

Use the organisation structure below to view and manage groups created within your organisation. Clicking on a group name will display users within that group.

Holland Builders

[View Group Subscriptions](#)

**Users**  
Users within the Holland Builders group.

Username	Enabled	Role
Bob Holland	enabled	SupplierAdministrator

One item found.

Sub-groups

**Invite New Users**

Use this function to invite new users to join your organisation and manage progress of invitations.

[Invite New Users](#) [View Pending Invitations](#)

Click **Add Email** to add a new user.

**Invite new users to your organisation**

Step One: Add User Details | Step Two: Send Invitations | Step Three: Confirmation

This function allows you to invite other people from your organisation to register. In doing so you are confirming that they belong to your organisation.

Email	Name	Role
No users added yet - click the Add Email button		

[Add Email](#) [Next](#)

[Return to Organisation](#)

Enter the user's **Email address** within the textbox provided. Choose the appropriate **Role** and **Organisation Group** using the drop-down menus provided. Click **Add Email** to proceed.

Invite new users to your organisation

Step One Invite User   **Step Two Add Email**   Step Three Add Message   Step Four Confirm

This section will be completed once roles will be defined as that is the information that would be required in help section. Enter email address and role for the user you wish to invite.

User details

Email address:


Role

Select which Organisation Group the invited user is to be inserted into

If there are more users to be added, click **Add Email** and follow the same process. Once all new users have been added, click **Next** to send the invitation(s).

Invite new users to your organisation

Step One Add User Details   **Step Two Send Invitations**   Step Three Confirmation

 User: test@test.com has been successfully added to your invitation list. Click 'Next' to send invites.

This function allows you to invite other people from your organisation to register. In doing so you are confirming that they belong to your organisation.

Email	Name	Role	
test@test.com		Supplier Administrator	<input type="button" value="Remove Email"/>

[Return to Organisation](#)

Should you wish to add your own message, enter details into the text box provided. Click **Send Invitations** to complete the process. PLEASE NOTE: the invitation will only be valid for 30 days. After the 30<sup>th</sup> day, the invitation will be revoked and a new invitation will need to be issued.

### Invite new users to your organisation

Step One  
Add User Details Step Two  
Send Invitations Step Three  
Confirmation

Please enter any additional message you wish to pass onto invitee(s) in the below text box.

Note that the message will be sent on your behalf, and will state your name and e-mail address.

**Invitees**  
test@test.com

#### Optional Message

Enter additional message text

Send Invitations Previous

## Glossary

**Organisation Profile:** is the main address detail of the company.

**Activity Log:** full audit trail of actions created within the Delta eSourcing website, from inviting users to creating calendar entries.

**Assets:** an asset is anything that is created in the system. This includes a Tender Exercise, Contract Notice, PQQ, Tenderbox etc.

**Hierarchy:** a list of all users within your organisation.

**Roles:** a specific role given to each individual user. This defines what they can and cannot do within the Delta eSourcing solution.

**Supplier Administrator:** has full administrative ability to add new users into the hierarchy, move assets between users and can disable users. Also, they have the same abilities as the Registered User.

**Supplier Registered User:** can access all opportunities within the organisation and submit these when required.