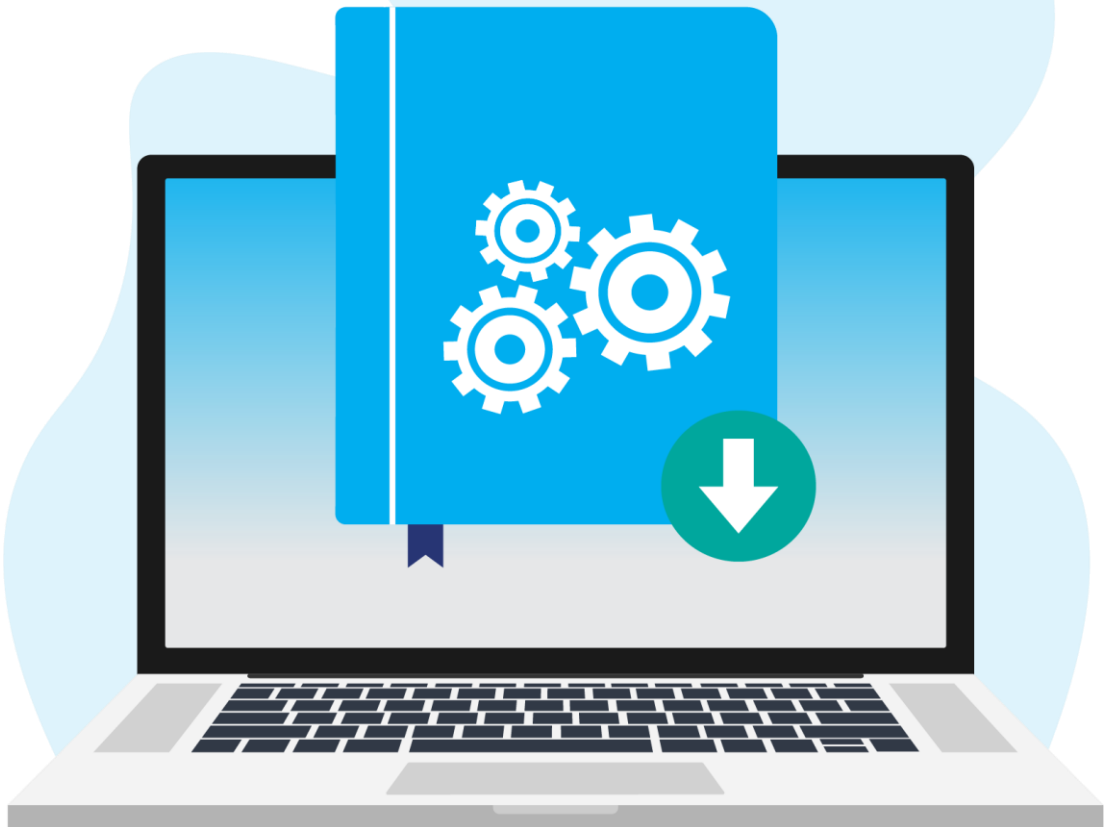




ADDITIONAL
SUPPLIER
ROLES MANAGEMENT
USER MANUAL



EMSTEEL

Version 3.0 | 24th Feb 2025



Abbreviations

Terms	Definition
ICV	In Country Value
ISO	International Organization for Standardization
IBAN	International Bank Account Number
BCM	Business Continuity Management
CHIPS	Clearing House Interbank Payments System
ACH	Automated Clearing House
EFT	Electronic Funds Transfer
ABA	American Bankers' Association



Icons & Symbols

Icons/Symbols	Purpose
	Workflow icon
	Supplier List & Descriptions
	Delete
	Filter
	Row size
	Settings
	Mandatory Symbol
	Full Screen
	Exit Full Screen
	Scroll right and scroll left
	Download Via Word and Excel Format
	Graph
	First Page
	Last Page
	Information

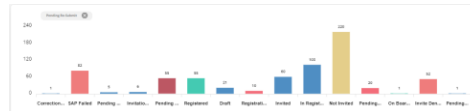


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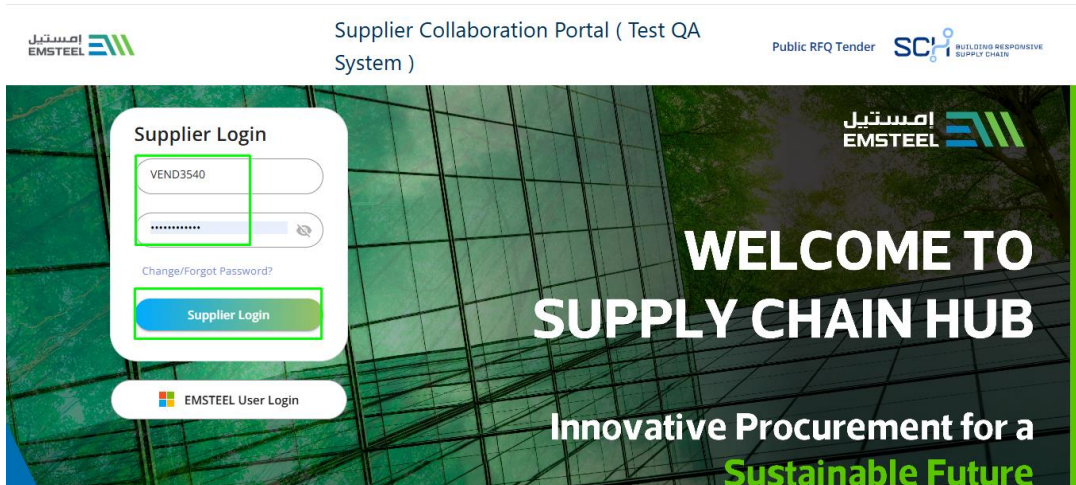


Document Purpose

The intent of this user guide is to provide the step-by-step instructions for the Suppliers to complete their Additional User Creation process.

Login to the SCH Portal

Login using the Username and Password received to the Supplier's Email ID provided during the Supplier registration process.

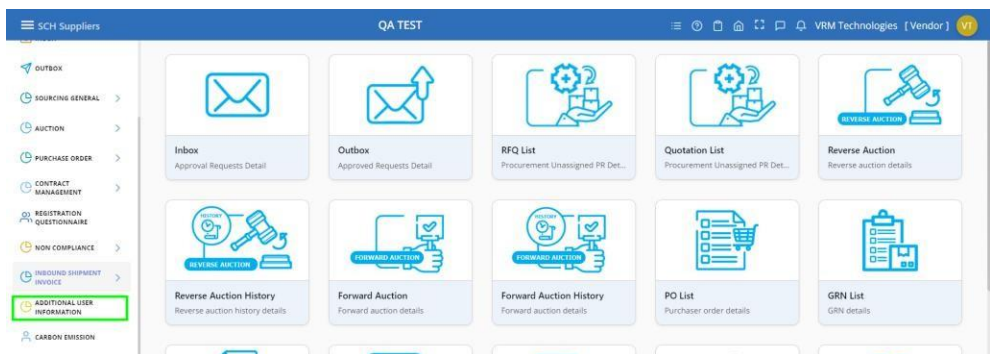


1. Additional Supplier Roles Management

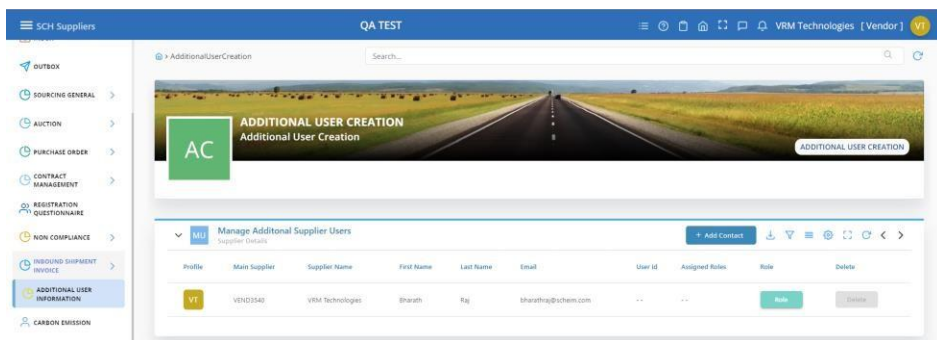
1.1. Click on the 'Additional User Management'

The Additional user management menu will be enabled only for registered suppliers.

Click on the 'Additional User Management' option from the Supplier portal home page.



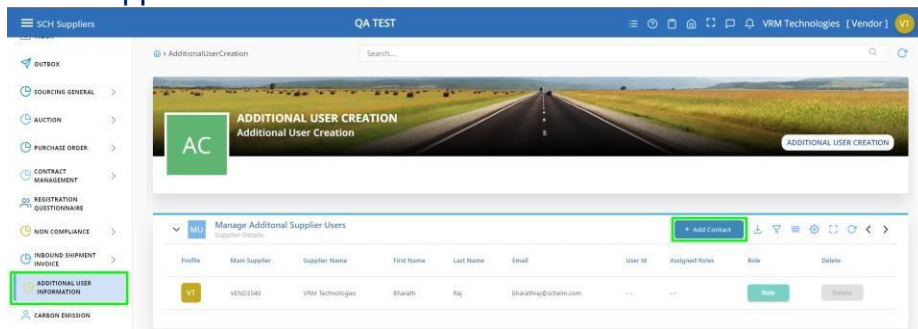
The list below shows the Supplier contact person details which were filled in during the Supplier Full Registration process



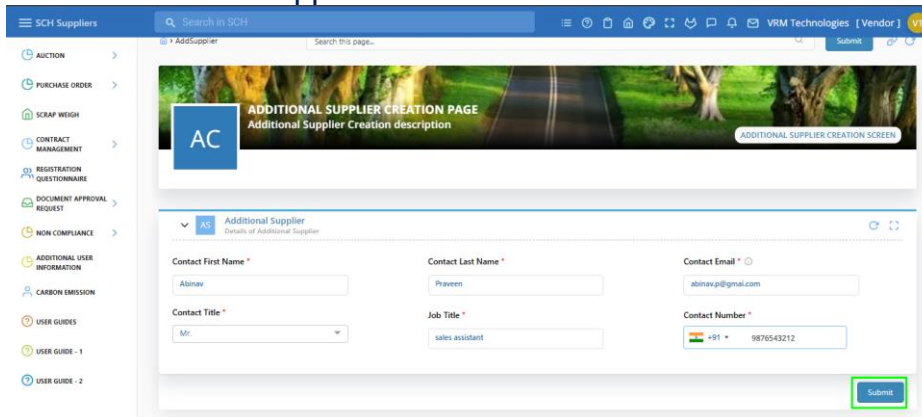
1.2. Add Supplier Contact Details

The Supplier’s contact person details can be added at the time of Supplier Full Registration process. The contact details added here will be displayed for Supplier Roles Management. Each contact person can be assigned with one or many roles.

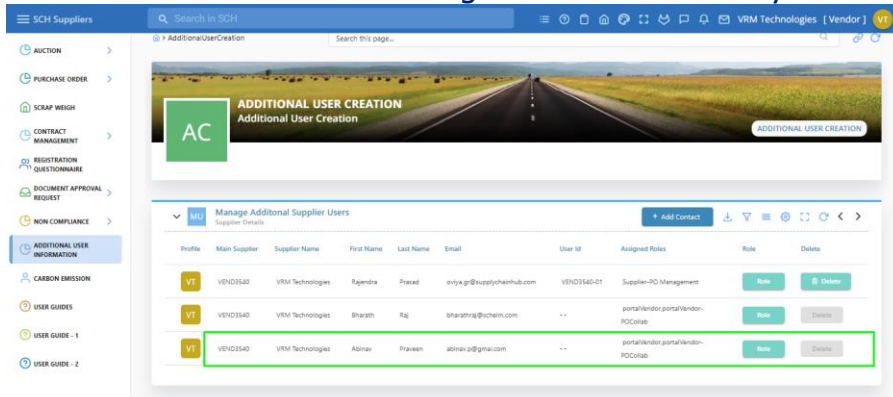
The Contact Person Details can also be added after Supplier Full Registration by clicking on 'Add Contact' for the registered Supplier.



Provide the Supplier Contact Person Details and click on 'Submit'.

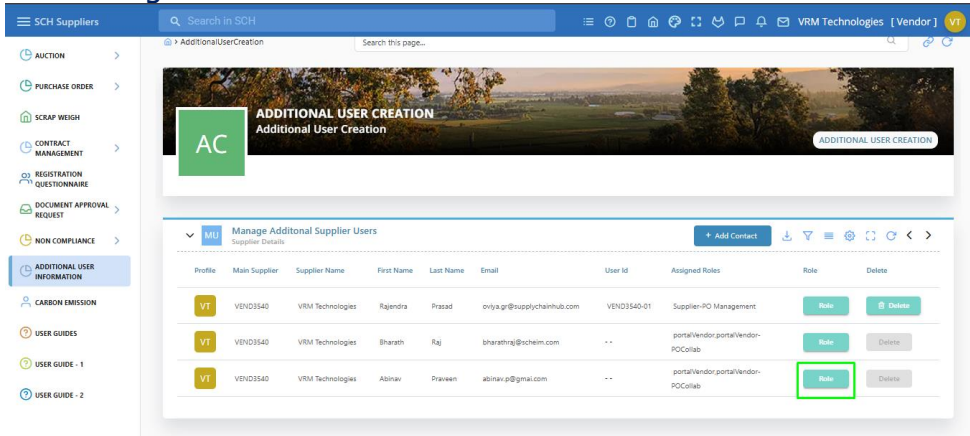


Additional Contact Person gets added successfully.

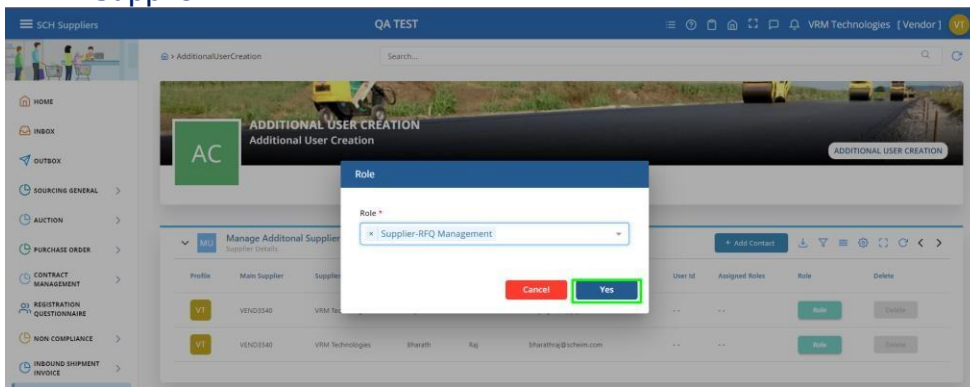


1.3. Assigning Roles

Select the Supplier from the list for which the Roles need to be assigned.

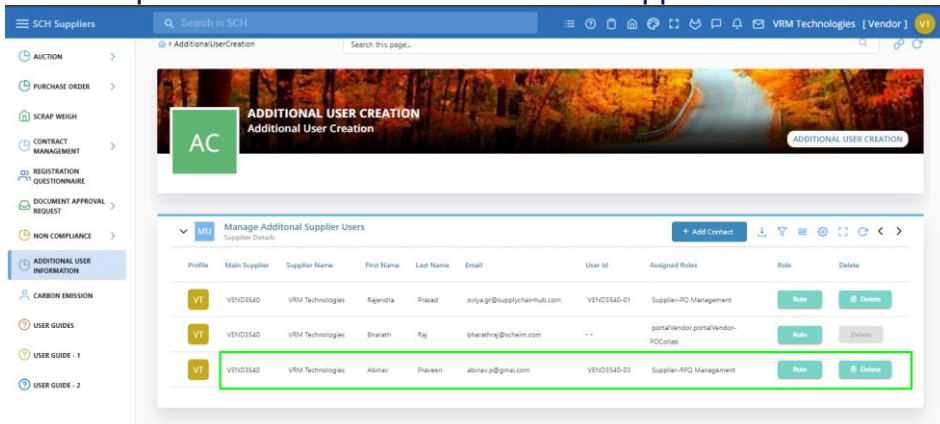


Click on 'Yes' once the required Role is selected to the Supplier



1.4. New Supplier User ID

Once the role is assigned and submitted to the Supplier, a new User ID will be created automatically. This User ID will be sent to the respective email maintained for this Supplier contact.

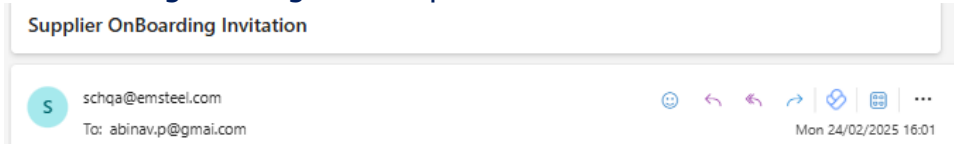


1.5. Email Notification and Login

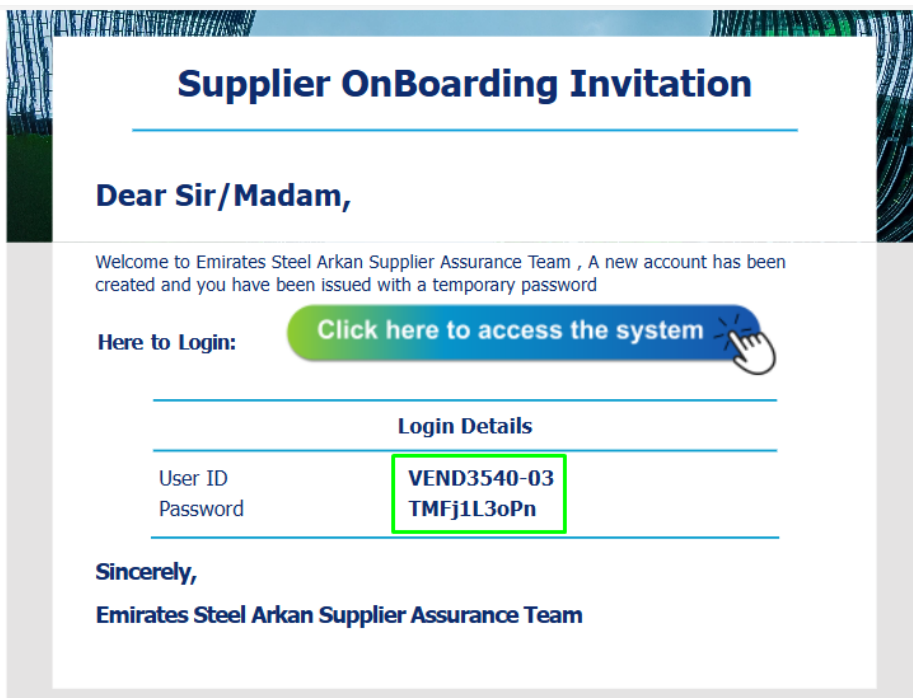
An Onboarding notification will be sent to the Supplier's email. The email 'CC' will be marked to the main Supplier's email which was maintained during the Full Registration process



Email CC will be sent to main Supplier’s contact email maintained during Full Registration process



Login using the credentials received in the Onboarding email notification

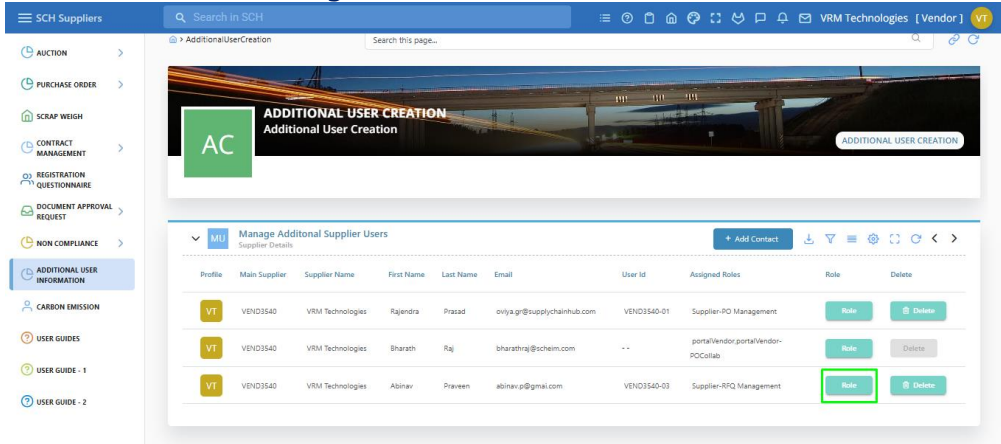


The new user can login to the Supplier Collaboration Portal and carry out all activities except modifying the full registration form. The Supplier’s full registration form can only be modified by the main Supplier contact.

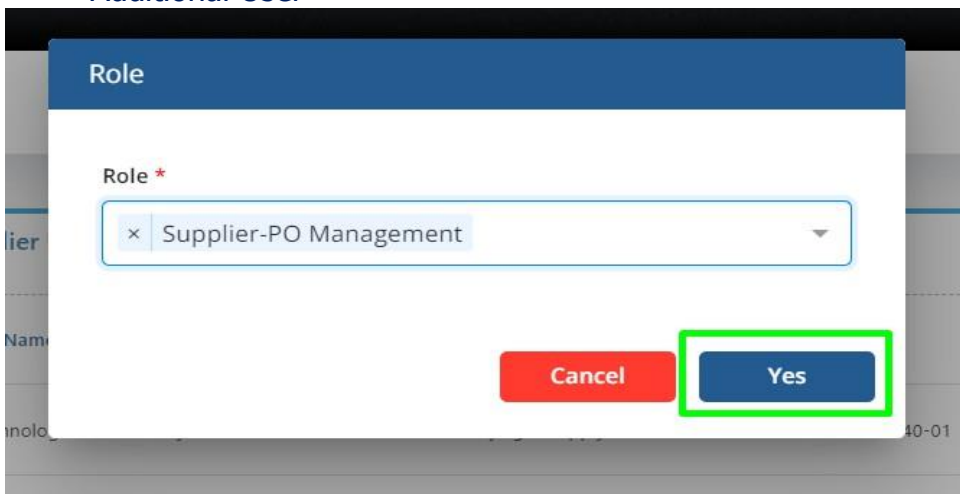


1.6. Additional User Role Change

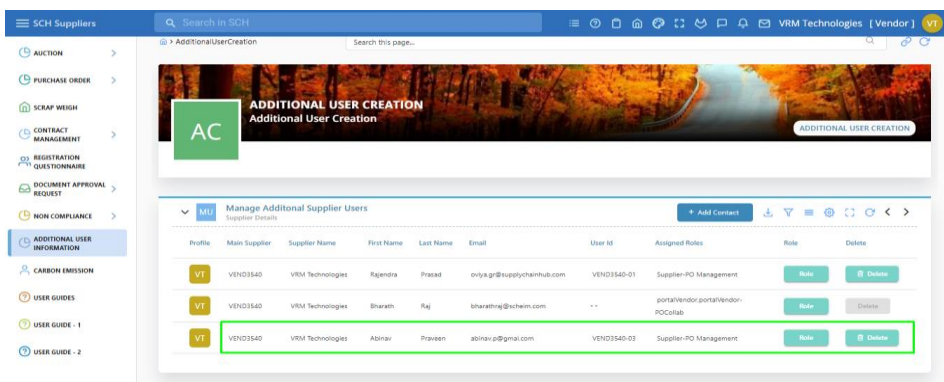
Select the Additional user from the list for which the Roles need to be Changed.



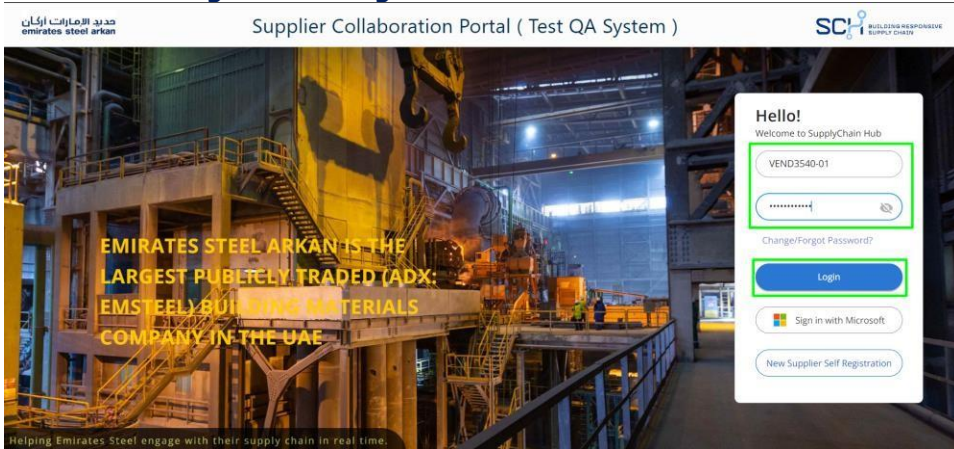
Click on 'Yes' once the required Role is selected for the Additional User



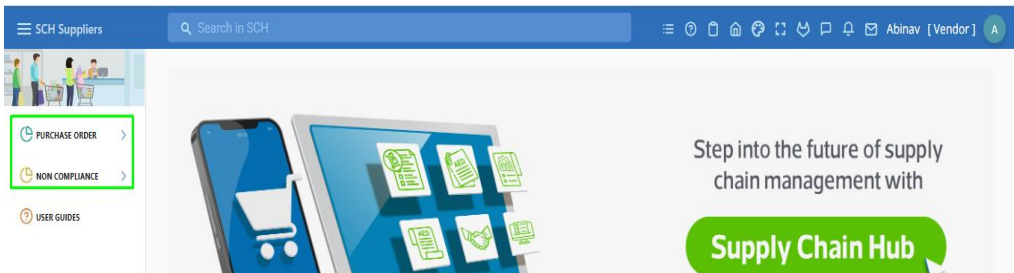
Then the role will be changed for the additional user.



Then Logout and Login as the Additional User.

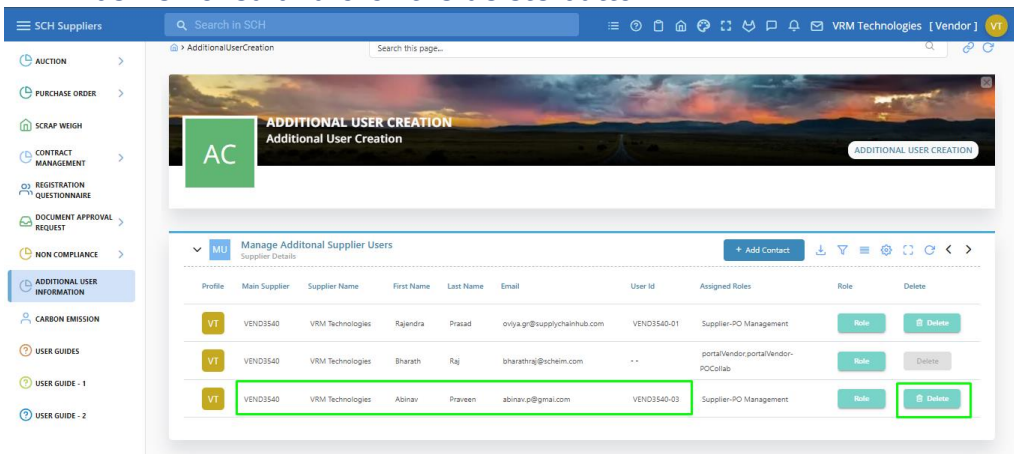


The Menus for the changed role will only be displayed to the Additional User.



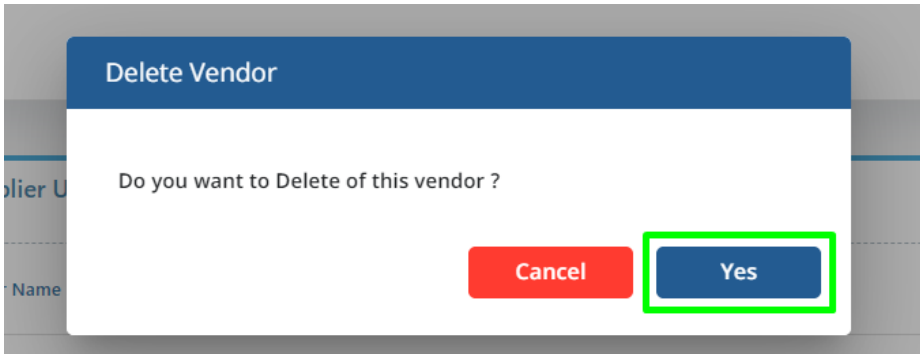
1.7. Remove Additional User

Select the Additional user from the list for which user need to be Removed and click the delete button.

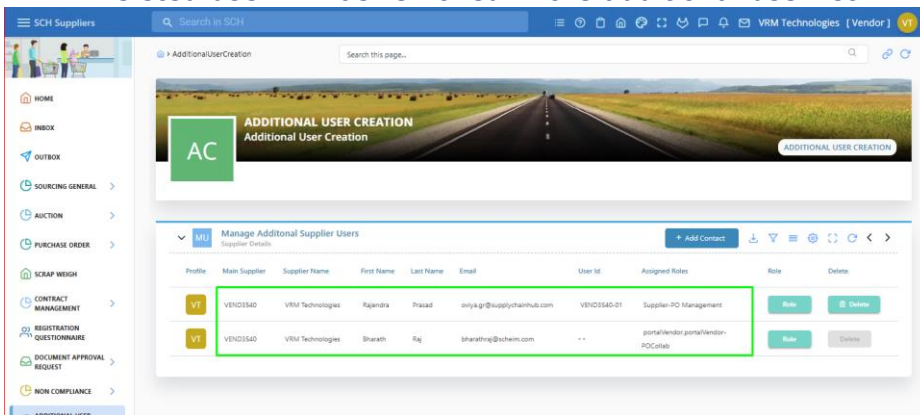


Additional Supplier Roles Management User Manual

Then click 'Yes' to delete the additional user.



Deleted user will be removed in the additional user list.



The deleted additional user ID won't be accessible and cannot be reactivated once deleted.

