حديد الإمارات أركان emirates steel arkan

# ADDITIONAL SUPPLIER ROLES MANAGEMENT USER MANUAL



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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

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# **TABLE OF CONTENTS**

Document Purpose	4
<b><u>1.</u></b> Additional Supplier Roles Management	5
<b><u>1.1.</u></b> Click on 'Additional User Management'	5
<b><u>1.2.</u></b> Supplier Contact Person Details	6
1.3. Assigning Roles	7
<b><u>1.4. New Supplier User ID</u></b>	8
1.5. Email Notification & Login	8
<b><u>1.6.</u></b> Additional User Role Change	10
1.7. Remove Additional User	11



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'

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



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

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### **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 the 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.

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

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### **1.3. Assigning Roles**

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

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

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### **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.

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### **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

#### Supplier OnBoarding Invitation

Dear Sir/Madam ,

Welcome to Emirates Steel Arkan Supplier Assurance Team , A new account has been created and you have been issued with a temporary password

Login Details	
Reset URL	: Please <u>Click here</u> to login
User ID	: VEND3540-01
Password	: j04WnhbogB

Sincerely, Emirates Steel Arkan Supplier Assurance Team

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.

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

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#### **Additional Supplier Roles Management User Manual**

The Menus for the changed role will only be displayed to the



### 1.7. Remove Additional User

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

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### Then click 'Yes' to remove role for the additional user.



### Role will be removed to the additional user.

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

