HOW TO CREATE A NEW PORTAL USER (1)

As far as different tasks have to be handled within the Supplier Portal, it can be helpful to define further users.

Please note:

- The first person who is registered at the Supplier Portal is defined as an administrator.
- More than one administrator can be defined.
- Only the administrators have the authorization to create a new user.
Please click on "Administration" - "All accounts I manage" – "User data"

the result is a list of all users which have been created already by the administrator
Please click on "Add". The following screen has to be filled with all required information regarding the new user.

Important: you have to define the login name as well as the initial password. The user will be requested to change the password during the first login.

Permissions have to be defined and the new user can be informed by an automatically generated E-Mail.

Please save the data with a click on "Add". The new user is created.
The new user is listed within "All accounts I manage":

<table>
<thead>
<tr>
<th>Name</th>
<th>Loginname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mustermann, Max</td>
<td>Max_Qualitaet</td>
</tr>
<tr>
<td>Mustermann, Max</td>
<td>Max_Qualitaet</td>
</tr>
<tr>
<td>Tubbs, Tony</td>
<td>Tony</td>
</tr>
<tr>
<td>User, Test</td>
<td>gummi</td>
</tr>
</tbody>
</table>
In case a user forgot the password it can be reset by the administrator. Please click on the symbol "lock"

You will receive the following notification

The password was reset and a notification was sent to the user.

With the next login the user is requested to change the password
It might be needed to delete a user. This can be done by the administrator by clicking on the symbol "Delete". The system will require to confirm this process step.
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