UT Southwestern Medical Center PeopleSoft Accounts Payable Supplier Portal – Add additional users

The Administrator for each company has been designated as someone with authority to make changes such as update for address, banking information, and the ability to add additional users to access invoice/payment status. The following are instructions on how to add additional view only users. See the main Accounts Payable Supplier Portal page for any additional instructions needed.

Steps for PeopleSoft Supplier Portal Add User:

Go to Supplier Log In link found on UT Southwestern <u>Accounts Payable Supplier Portal</u> page. Login screen will be loaded as below.

Enter User User ID / Password and click Sign in

ORAC	LE PeopleSoft	
User ID		
UTVEN0050		
Password		
Select a Language		
English		~
	Sign In	
🗆 Enabl	e Screen Reader Mode	
	Set Trace Flags	

General profile information will be displayed

Update any profile information as needed. Then click Home.

General Profile Information	ណ៍	:	\oslash

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Supplier portal homepage will be displayed. Click on "User Registration" tile to add new user for your company. T



User registration page to start. Click Register Now

VTSW Supplier	Homepage	User Registration	ŵ	:
Register New	User			
	User Registration			
	More			
	Register now			

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Supplier User Registration – blank page

	Supplier User	Registration		×
Register New User Acco	unts			
Supplier List				
*Supplier ID	Tax Identification Number			
			Û	
User Account Information ⑦ * Requested User ID Description * Email ID Language Code Time Zone	English	~ ~		
Currency Code	USD	٩		
Terms and Conditions				
Make sure you read terms of ag	greement fully before submitting	your registration.		

Enter your assigned supplier ID and tax identification number.

Enter new user account information in the User Account Information fields and click the Submit button to finalize the request for the new user account based on the specified supplier ID.

- Requested User ID Use individual email address
- Description field Use individuals name to identify the user account.

	Supplier User Regist	ration			
Register New User Acco	ounts				
Supplier List					
Supplier List					
*Supplier ID	Tax Identification Number				
0000138607	258963147		Î		
			_		
Add					
User Account Information (?)					
* Requested User ID	UTVEN0061				
Description	John Doe				
* Email ID	thareesh.bobba@ustw.edu				
Longuago Codo	English				
Language Code	Linglish				
Time Zone		Q			
	USD	Q			
Currency Code					
Currency Code					
Currency Code					
Currency Code Terms and Conditions					
Currency Code Terms and Conditions Make sure you read terms of	agreement fully before submitting your re	edistration.			
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Currency Code Terms and Conditions Make sure you read terms of a Select to accept the Ter Terms of Agreement Submit	agreement fully before submitting your re	egistration.			

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New User Profile I	nas been su	bmitted for Approval
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Click OK to close the screen.

The following email confirmation will be sent to the email used in the registration.

EXTERNAL MAIL
Your User ID UTVEN0061 associated with Supplier ID 0000138607 has been submitted.
You will be notified at this email address of any changes in your registration status.
If you have any question or feedback regarding your User ID UTVEN0061, please call the application service center at (214)-648-0800, or email <u>UTSWAccounting@UTSouthwestern.edu</u> .
Thank you,
UT Southwestern Medical Center.
CAUTION: This email originated from outside UTSW. Please be cautious of links or attachments, and validate the sender's email address before replying.

User account approval notification is sent – email example:

Your User ID UTVEN0061 associated with Supplier ID 0000138607 has been approved.

You will be notified at this email address of any changes.

If you have any question or feedback, please call us at (214)-648-0800 or email at UTSWAccounting@UTSouthwestern.edu.

Thank you, UT Southwestern Medical Center

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New user will receive account login details after approved by UT Southwestern – email example:

Your user creation request has been approved. A user profile has been created for you in our system.

User ID: UTVEN0061 Password: UTVEN0061!9yS Supplier Name: Test Supreg0414 Supplier ID: 0000138607

Please use the following link to logon to our website to change your password or view/update your information

http://swlxmocws1.swmed.edu:8050/psp/FMUAT92/SUPPLIER/ERP/c/MAINTAIN_SECURITY.USERMAINT_SELF.GBL? Page=USER_SELF_SERVICE&Action=U&BIDDER_ID=0000138607

If you have any questions regarding your user account, please call Supplier Maintenance at (214)-648-0800 email at <u>UTSWAccounting@UTSouthwestern.edu</u>.

Thank you, UT Southwestern Medical Center

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