Supplier Portal
Add an eSettlements Supplier User

Overview

This step-by-step procedure describes how the eSettlements Supplier Administrator adds a new Supplier User role. For login instructions, refer to the Logging into the Supplier Portal document.

Navigation

*Click eSettlements* > *Supplier Information* > *Review User Profiles*

A. Click Add
A. Enter User ID (The administrator for the company will be set up with a User ID by the UTSW such as ‘UT000000001’). All subsequent company User ID’s should follow this format issuing the next User ID’s as ‘UT100000001’ and ‘UT200000001’ respectively. User ID does contain 10 characters and is case sensitive.

B. Enter the person’s name or the position within your company.

C. Click the Account Locked Out check box to disable access to the system for this User ID (optional if account not to be used at this time or to prevent use in the future).

D. Enter a password in the Password field. Note: Password is case sensitive, must be at least 7 characters including one special character and one number.

E. Re-enter the password in the Confirm Password field.

F. Enter the Email Address for this user.

G. Do not click Email User.

H. Select Language code for example ENG.

I. Select Currency Code USD.

J. Select Rate Type Current.

(Do not use Instant Messaging IDs section.)
K. Supplier User Roles. Click the drop down button and select ‘UT FI PEOPLESOFT VENDOR’.
L. Enter SHARE in Set ID field.
M. Click the look up button and select supplier.
N. Click Add a Supplier if you see more than one supplier in step M to add another supplier.
O. Click Save.

Repeat steps A through O to add another Supplier User.