



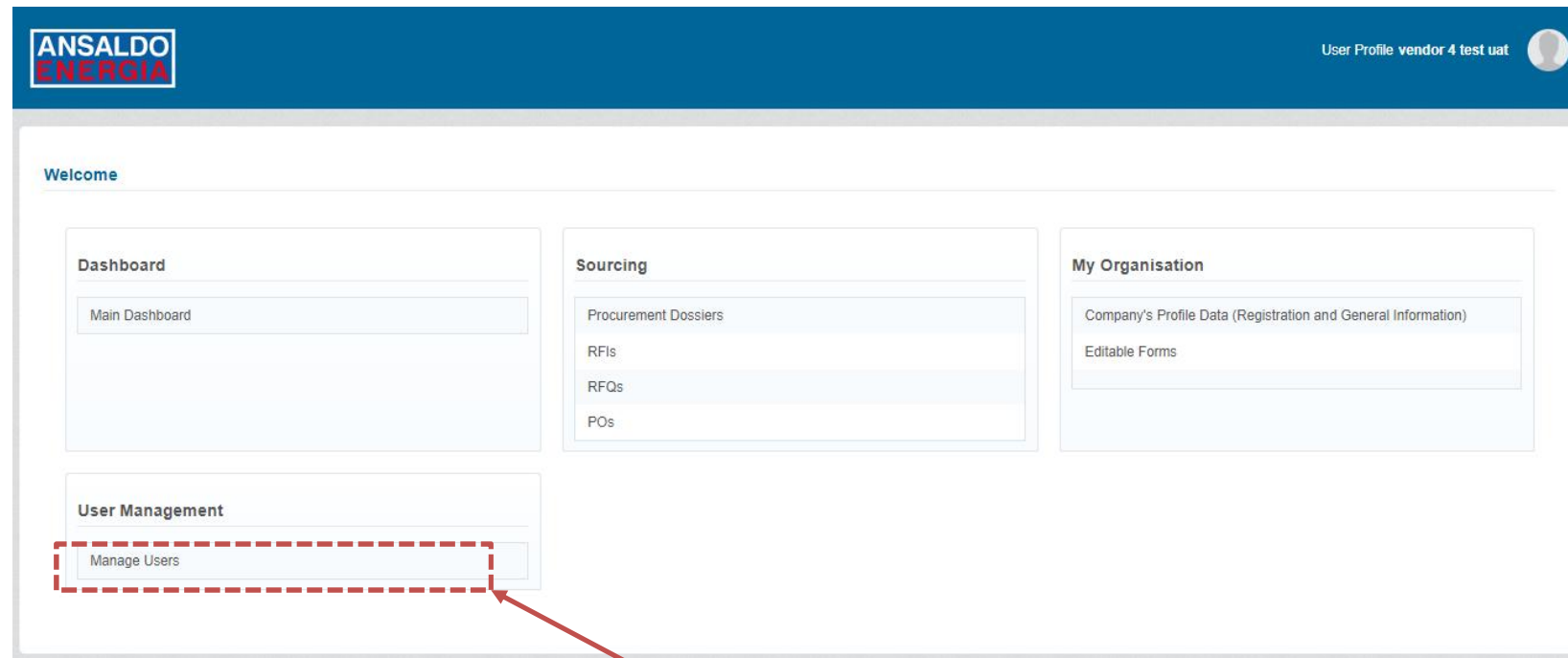
AE VENDOR HUB
The Ansaldo Energia Group Vendor Management Platform

Vendor Guide - user management

last update: 20/01/2020

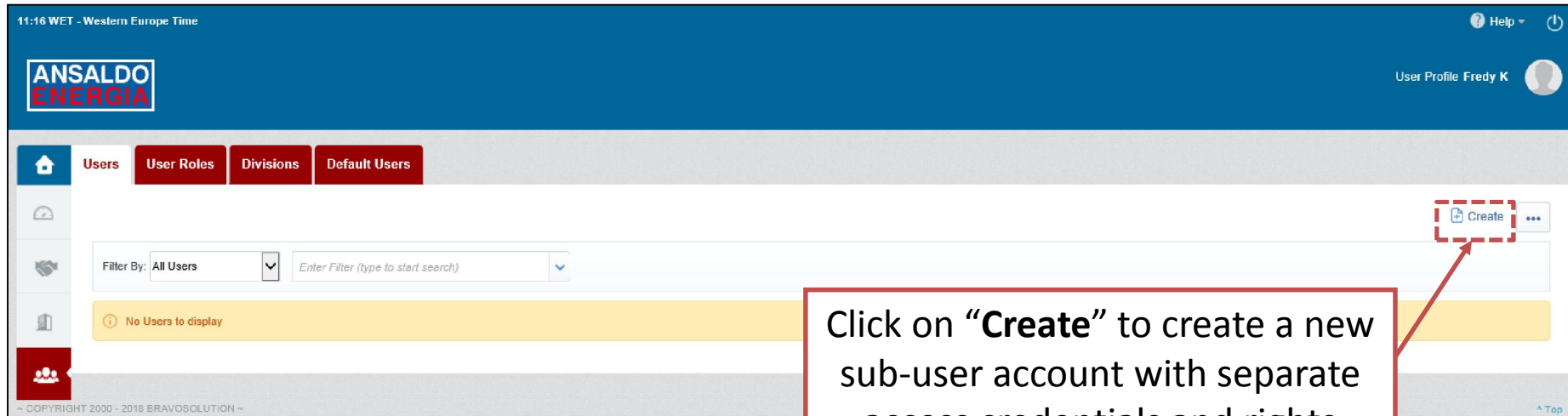
How to create additional users

Once the registration phase is completed, the vendor main user (who registered the vendor company) can create new users by clicking on the 'manage users' menu:



The screenshot displays the ANSALDO ENERGIA vendor dashboard. The top navigation bar includes the company logo and the user profile 'User Profile vendor 4 test uat'. The main content area is divided into three columns: 'Dashboard' (containing 'Main Dashboard'), 'Sourcing' (containing 'Procurement Dossiers', 'RFIs', 'RFQs', and 'POs'), and 'My Organisation' (containing 'Company's Profile Data (Registration and General Information)' and 'Editable Forms'). A 'User Management' section is located at the bottom left, containing a 'Manage Users' link. This link is highlighted with a red dashed rectangular box. A red arrow points from this box to a text box on the right.

Through "Manage Users" you can add additional sub-user with specific access credentials and rights



TABS:

1. **User:** area where you can create one or more Sub-User defining their rights
2. **User Roles (optional):** you can create different roles with predefined rights and associate each user to a specific role
3. **Division (optional):** you can create internal divisions for specific Sub-Users
4. **Default User (optional):** you can define default users to be involved in sourcing events:
 - A default user can be defined to answer RFQ
 - Another default user can be created to receive PO release notification and download contractual documents

New User

User Details

* Last Name
 * First Name
 User Tag for Codes
 * Email
 * Telephone Number
 The Mobile phone number must start with '*' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.
 * Division Name
 Department
 Role Name
 * Choose your Username and check it is not already in use
 * Preferred Language
 * Time Zone

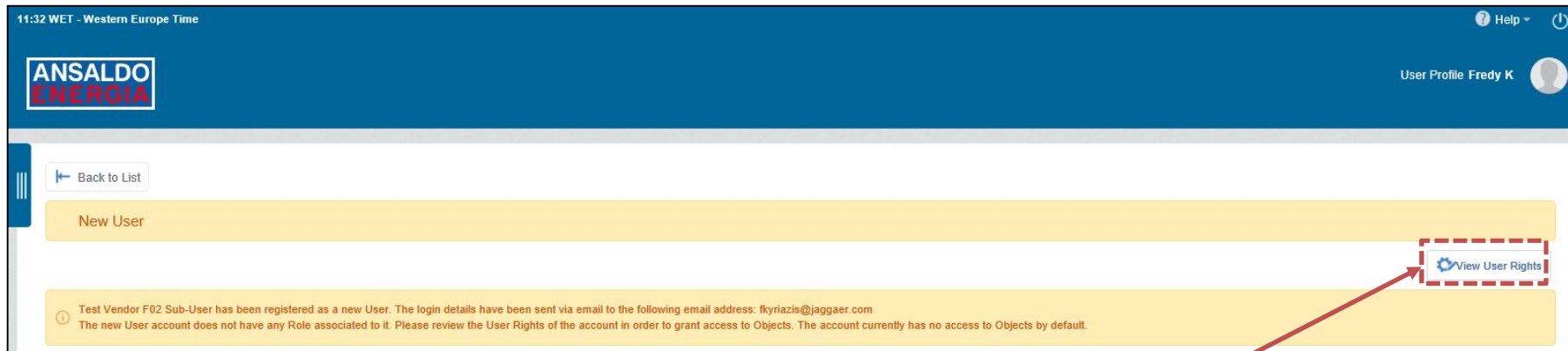
Sub-User
 Test Vendor F02
 1
 Division
 --
 --
 #02sub
 English (UK)
 (GMT 0:00) Western Europe Time, London, Lisbon

Save Cancel

Click on "Save" to proceed

Fields marked with * are mandatory.

You can leave default value 'division' if you do not create specific divisions



Click on “**View User Rights**” to access and set the sub-user account rights

User Rights can be defined to enable each single user to view or manage the following areas:

- RfX (Request for Quotation and Request for Information)
- Purchase Orders
- Vendor Management

Sub-User Account - User Rights (2/2)

RfX	
* Visibility of RfX Lists	Yes ▼
* Access RfX Details	Yes ▼
* Create Response	Yes, if I'm associated to the Object ▼
* Modify Before Publishing	Yes, if I'm associated to the Object ▼
* Modify and Submit	Yes, if I'm associated to the Object ▼
* Contact Visible to Buyer	Yes ▼
* Messages Management	Yes, if I'm associated to the Object ▼
* View Sensitive Data (including; attachments, response, pricing etc)	Yes, if I'm associated to the Object ▼
PO Management	
* Access PO Details	Yes ▼
* Manage Messages	Yes ▼
* Contact Visible to Buyer	Yes ▼
Vendor Management	
* Access Vendor Management	No ▼

For each user you can:

- Manage RfX rights for Request For Quotes and Request For Information
- Manage Purchase Orders rights

User rights can be set as follows:

- Set to 'No' if user should not access the data or should not be able to performed a specific action
- Set to 'Yes' to enable full control on all RfX and/or PO if you don't need to segregate user rights among the users who answer to RfQ coming from Ansaldo Energia companies.
- Set to 'Yes if I'm associated to the object' so that the user can only manage the RfQ he has been invited to.

Set to 'Yes' if the Sub-User is enabled to answer to questions related to Qualification process (editable forms). Otherwise set to 'No' to provide read-only view on company data.