

Managing Supplier Portal Users Quick Reference Guide

Purpose: This guide provides instructions for Supplier Portal Administrators to create and edit additional Supplier Portal users for their company.

Audience: Ascension Supplier Portal users with Administrator access

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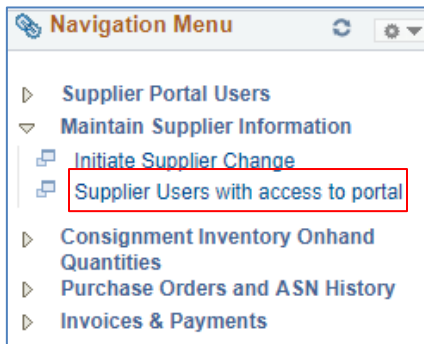
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Creating Additional Supplier Portal Users

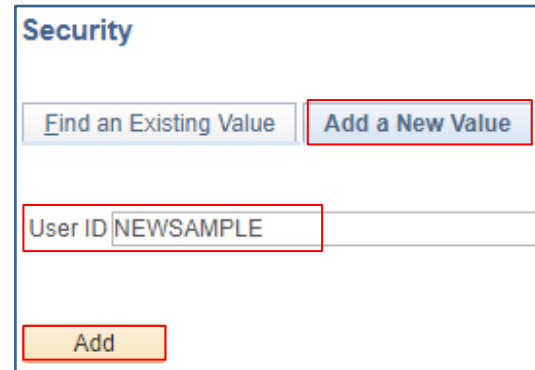
Supplier Portal Administrators may create additional Supplier Portal users associated to their specific supplier company.

Once created, these new Supplier Portal users will be able to log in to the Ascension Supplier Portal and view purchase orders, invoices, and payments.

1. Log in to the Ascension Supplier Portal at <https://supplierportal.ascension.org>.
2. Click the **Supplier Fluid Home** tile.
3. On the left-hand Navigation Menu, click the arrow next to **Maintain Supplier Information** to expand the menu. Click **Supplier Users with access to portal**.



4. Ensure the **Add a New Value** tab is selected.
5. Enter the User ID you would like to use for the new user in the **Userid** field.



The image shows a 'Security' form with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs is a text input field labeled 'User ID' containing the text 'NEWSAMPLE', also highlighted with a red box. At the bottom of the form is an 'Add' button, highlighted with a red box.

6. Click the **Add** button
7. Enter the new user's name in the **Description** field.
8. Enter the password for the new user in the **Operator Password** and **Confirm Password** fields.
9. Enter the user's email address in the **E-Mail Address** field.
10. Select *English* from the **Language** dropdown.
11. Enter *USD* in the **Currency Code** field.
12. Select *Current Rate* from the **Rate Type** dropdown.

Setup User

Logon Information

User ID: NEWSAMPLE
 Description: Thomas Sample
 (Examples: Fred Smith, AP Department or Buyer)
 Account Locked Out?
 (Click here to disable the access to the system for this user)

Operator Password (Encrypted): *****
 Confirm Password: *****

*E-mail Address: rama.rongala@ascension.org

Language Code: English
 Currency Code: USD
 Rate Type: Current Rate

13. Click the **Add a User Role** button.

14. Click the checkboxes for the following roles:

- AH_EST_SUP_INVOICE_ENTRY – specific to users that will be entering eSettlements Self-Service invoices
- AH_FS_SUPP_MNG_ORDERS – for viewing purchase order information
- EOPP_GUEST – mandatory for all supplier users
- PAPP_USER – mandatory for all supplier users

Select Roles

Roles

Role Name	Description
<input checked="" type="checkbox"/> AH_EST_SUP_INVOICE_ENTRY	AH_EST_SUP_INVOICE_ENTRY
<input checked="" type="checkbox"/> AH_FS_SUPP_MNG_ORDERS	Manage Supplier Orders
<input checked="" type="checkbox"/> EOPP_GUEST	Common Portal Guest
<input checked="" type="checkbox"/> PAPP_USER	Enterprise Portal User

OK Cancel

15. Click the **OK** button.

16. Click the **Add a Supplier** button.

17. Click the checkbox for the desired supplier.

Select a Supplier

Supplier Names

Supplier
<input checked="" type="checkbox"/> IMAGING ASSOCIATES INC

OK Cancel

18. Click the **OK** button.

19. Click the **Save** button at the bottom left of the page.

User Roles

Role Name	Description
AH_EST_SUP_INVOICE_ENTRY	AH_EST_SUP_INVOICE_ENTRY
AH_FS_SUPP_MNG_ORDERS	Manage Supplier Orders
EOPP_GUEST	Common Portal Guest
PAPP_USER	Enterprise Portal User

Add a User Role

Supplier Access

Supplier
IMAGING ASSOCIATES INC

Add a Supplier

Save Return to Search List

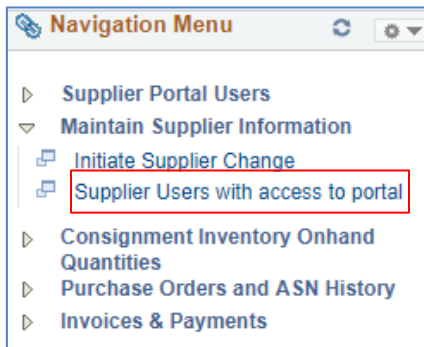
20. Provide the user ID and password that you created to the new user. The user will be able to change their password after log in.

Editing Supplier Portal Users

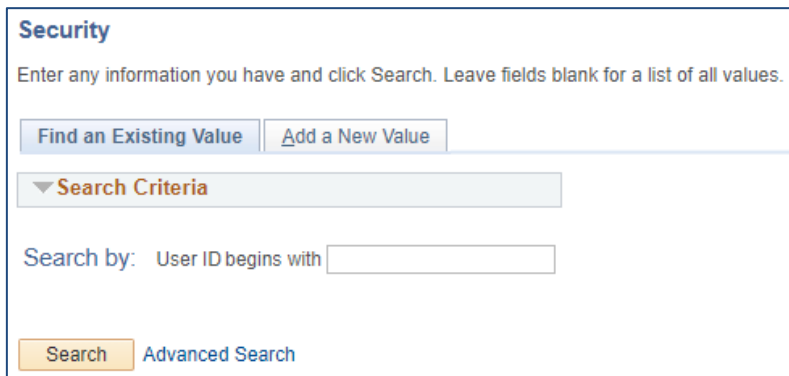
Supplier Portal Administrators have the ability to edit the Supplier Portal users for their organization. These changes can include:

- Updating names/email addresses
- Changing passwords
- Changing/reassigning roles
- Locking the user out from accessing the Ascension Supplier Portal

1. To edit a Supplier Portal user for your organization, click **Supplier Users with access to portal** under the **Maintain Supplier Information** section on the left hand Navigation menu.

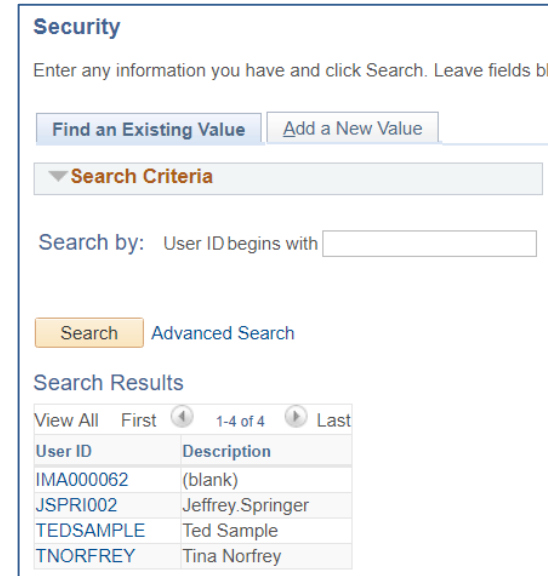


2. Click the **Find an Existing Value** tab.



3. Click the **Search** button.

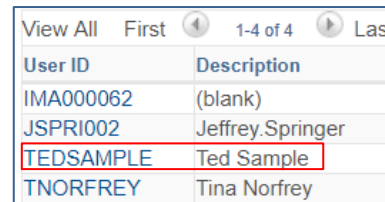
4. Existing users associated with your supplier will be displayed within the **Search Results** at the bottom of the page.



User ID	Description
IMA000062	(blank)
JSPRI002	Jeffrey Springer
TEDSAMPLE	Ted Sample
TNORFREY	Tina Norfrey

Note: Certain Ascension internal profiles, such as JSPRI002 and TNORFREY, will always be included within the list of users associated to your supplier. These users should never be edited or changed in any way.

5. Click the User ID link for the user you wish to edit.



User ID	Description
IMA000062	(blank)
JSPRI002	Jeffrey Springer
TEDSAMPLE	Ted Sample
TNORFREY	Tina Norfrey

6. The **Setup User** page for the selected user will open. From this page you can edit the user's information.
 - a. To change the user's name within the system update the **Description** field.

- b. To disable access to the Supplier Portal, click the **Account Locked Out?** Checkbox.

User ID TEDSAMPLE
 Description Ted Sample
 (Examples: Fred Smith, AP Department or Buyer)
 Account Locked Out?
 (Click here to disable the access to the system for this user)

- c. To change the user's password, update the **Operator Password (Encrypted)** and **Confirm Password** fields.

User ID TEDSAMPLE
 Description Ted Sample
 (Examples: Fred Smith, AP Department or Buyer)
 Account Locked Out?
 (Click here to disable the access to the system for this user)
 Operator Password (Encrypted)
 Confirm Password

- d. To change the user's email address, update the **E-mail Address** field.

User ID TEDSAMPLE
 Description Ted Sample
 (Examples: Fred Smith, AP Department or Buyer)
 Account Locked Out?
 (Click here to disable the access to the system for this user)
 Operator Password (Encrypted)
 Confirm Password
 *E-mail Address rama.rongala@ascension.org

7. Click the **Save** button at the bottom left of the page to confirm your changes.

Setup User

Logon Information

User ID TEDSAMPLE
 Description Ted Sample
 (Examples: Fred Smith, AP Department or Buyer)
 Account Locked Out?
 (Click here to disable the access to the system for this user)
 Operator Password (Encrypted)
 Confirm Password
 *E-mail Address rama.rongala@ascension.org
 Language Code English Currency Code USD
 Rate Type Current Rate

User Roles Personalize | First 1-4 of 4 Last

Role Name	Description	
AH_EST_SUP_INVOICE_ENTRY	AH_EST_SUP_INVOICE_ENTRY	Delete
AH_FS_SUPP_MNG_ORDERS	Manage Supplier Orders	Delete
EOPP_GUEST	Common Portal Guest	Delete
PAPP_USER	Enterprise Portal User	Delete

Add a User Role

Supplier Access Personalize | First 1 of 1 Last

Supplier	
IMAGING ASSOCIATES INC	Delete

Add a Supplier

Save Return to Search List