



procurePHX Roles

In procurePHX, you may give access to your account to other employees in your organization. Why would this be useful? Let's say you have many bidders in your company and you only have one bidder authorized on your account. That bidder is not able to work for a few days and would like to view status of Invoices. Having more than one person registered on your account is beneficial to track invoice and payment information.

In procurePHX there are two portal roles: **Administrator** and **Bidder**.

Administrator

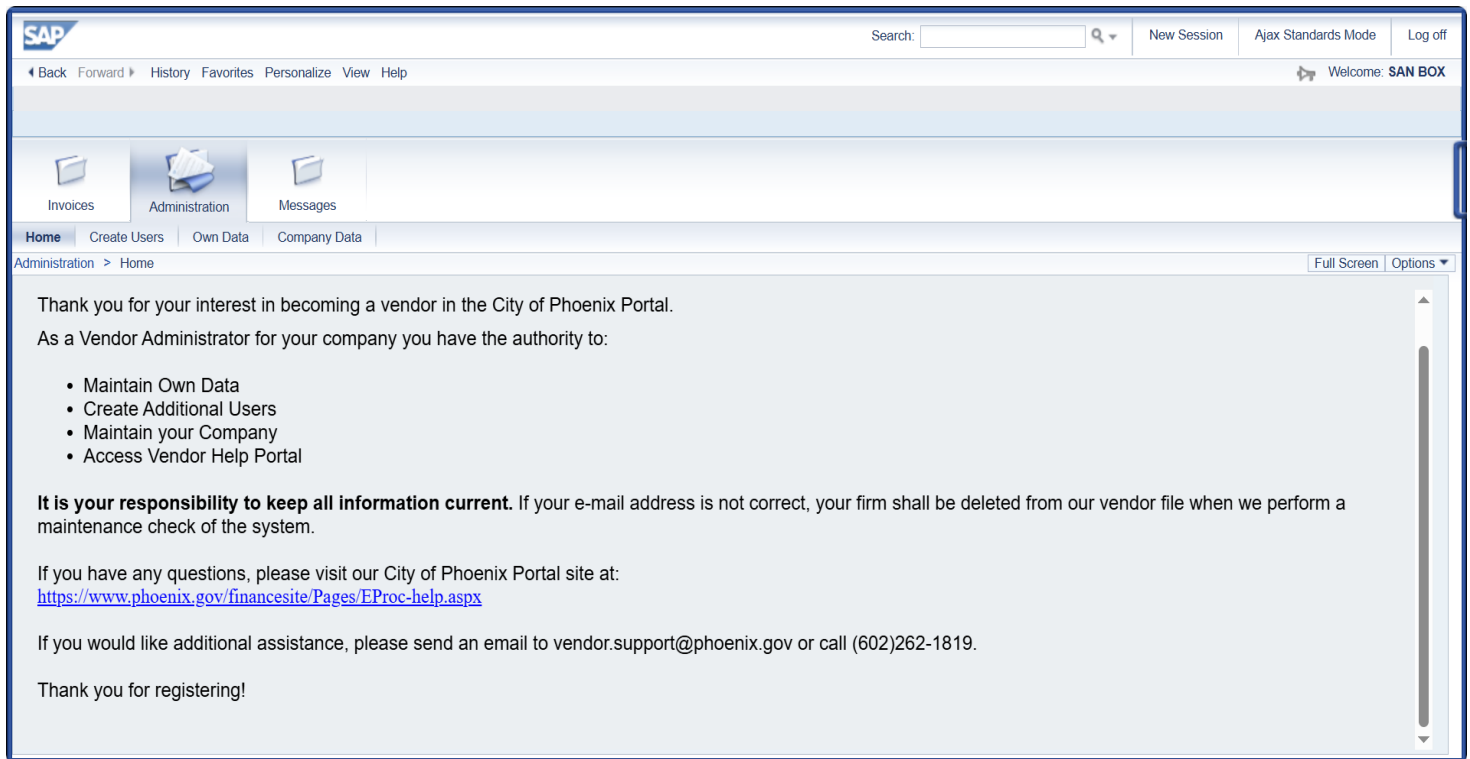
Bidder

The **Administrator** has control of the account. The **Bidder** can track invoices/payment information.

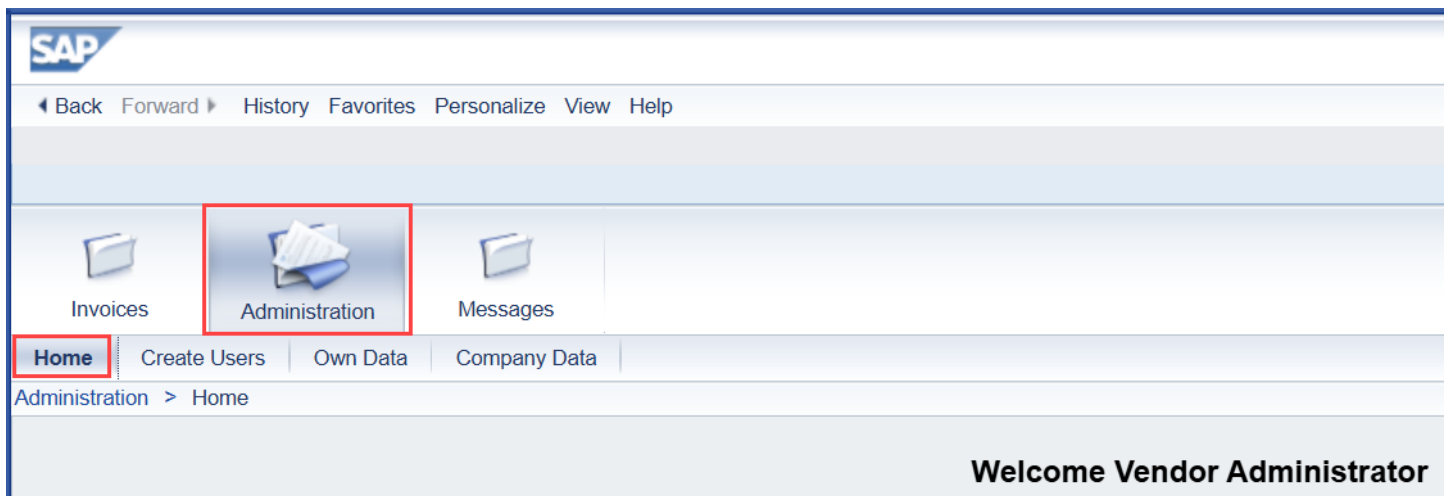
The next pages explain how to create users.



Once you have logged into your account you should see this screen.

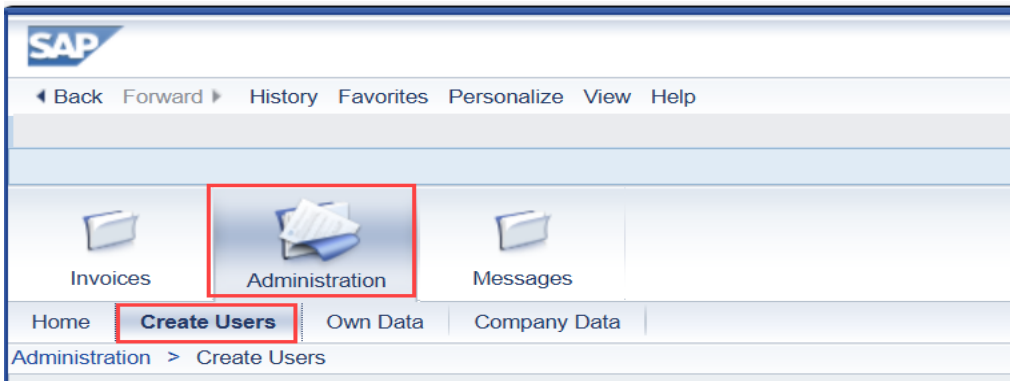


If your screen does not look like this, click on **Home** in the **Administration** tab.





Click on **Create User** to create the role of bidder or administrator.



Your screen should look like this.

Create User

Save

Privacy Statement

☐ Yes, the user has read the data privacy statement and accepts the terms.

General User Information

* User Name:

* Password:

* Confirm Password:

* FormOfAddr: Ms.

* First Name:

* Last Name:

* E-Mail Address:

* Country: USA

Language: English

Company: CANDY CORN SBX CO|000357

Roles

Role	Description
ZCOP_SUCO_BIDDER_EHP1	Bidder
ZCOP_SUS_ADMIN_SUPPL_EHP1	Vendor Administrator

Creating a User/Bidder/Administrator

◀ Create User

Save

Privacy Statement

A ☐ Yes, I have read the data privacy statement and accept the terms:

General User Information

B User Name:*

C Password:*

Confirm Password:*

D FormOfAddr:* Ms.

E First Name:*

F Last Name:*

G E-Mail Address:*

Country:* **H**

Language: **I**

J Company:

Field	Description
A. Privacy Statement	Mark Box after you read and accept
B. User Name	Create a User ID for the person you want to add Name *** Write this down
C. Password	Create a Password for the person you want to add *** Write this down
D. Form of Address	Mr. or Ms.
E. First Name	First name
F. Last Name	Last Name
G. E-Mail Address	Email Address
H. Country	Country
I. Language	Defaulted to English
J. Company	Company name is pre populated

Roles

Role	Description
<input type="checkbox"/> ZCOP_SUCO_BIDDER_EHP1 A	Bidder
<input type="checkbox"/> ZCOP_SUS_ADMIN_SUPPL_EHP1	Vendor Administrator

Contact Information

Telephone: **B**
 Fax: **C**
 Number: **D**
 Department: **E**


Settings

Date Format: **F**
 Decimal Format: **G**
 Time Zone: **H**
☒ Save UI Settings


Field	Description
A. Role	Click on the far left box. It will become a darker blue when selected. Select one or both roles.
B. Telephone	Example 602-999-1234
C. Fax	Example 602-999-1243
D. Number	Leave Blank
E. Department	Type in a department
F. Date Format	Defaulted
G. Decimal Format	Defaulted
H. Time Zone	Defaulted

◀ Create User

Save

 **Privacy Statement**

☒ Yes, I have read the data privacy statement and accept the terms:

 **General User Information**

User Name:*

Password:*

Click on **Save** button.

You have now created a role for a new user for your company. As a backup, you can also add Administrator role to another user.