Supply Management Solutions

BravoSolution
Supplier User Management

BravoSolution
Supply Management Excellence

Overview

- Supplier organizations can create multiple users that help manage different tasks and respond to different sections or events within the portal

- RFxs
- Auctions
- Contracts

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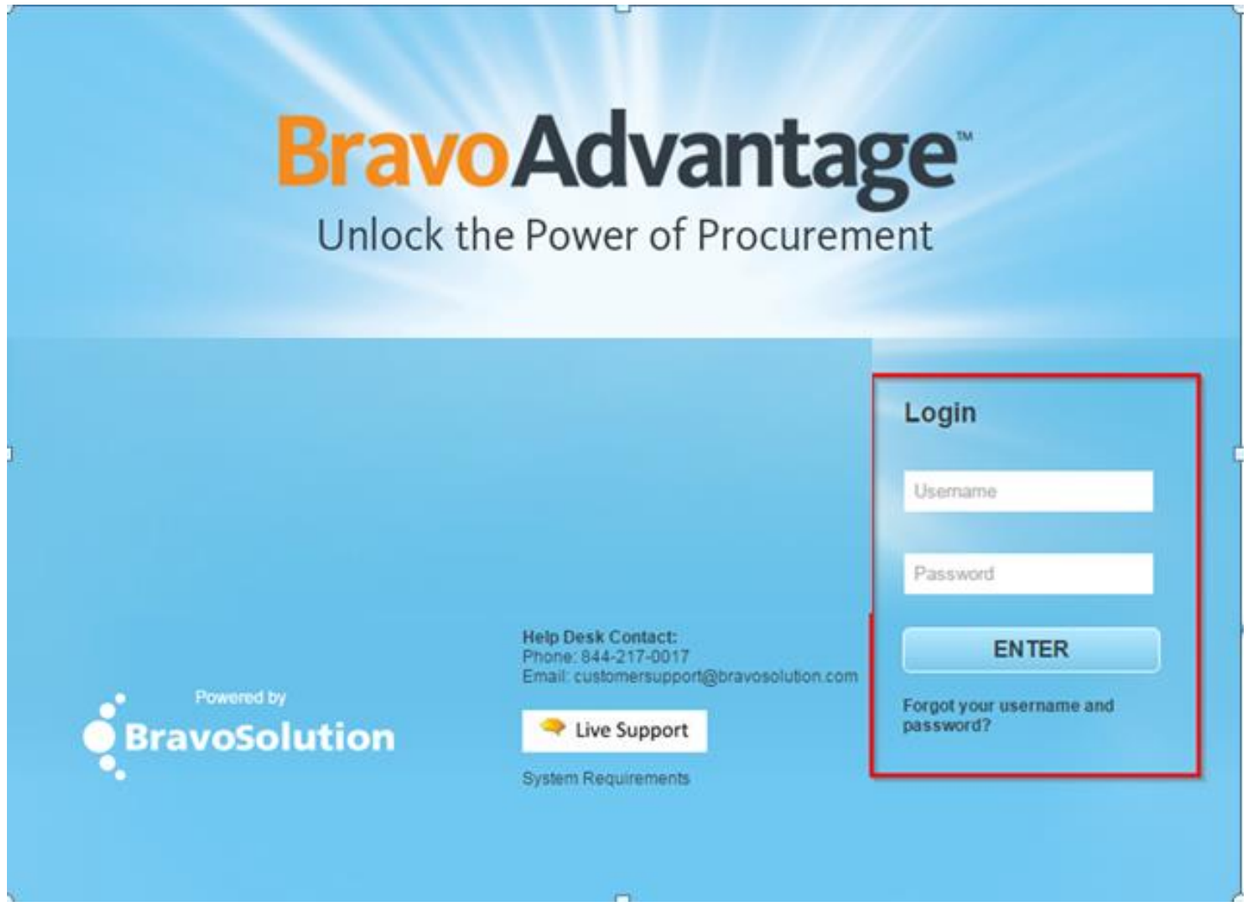
Login

After you registered as a Supplier, you can login with your "Username" & "Password". Once logged in, the Supplier Super User has the ability to create new users & edit their rights.



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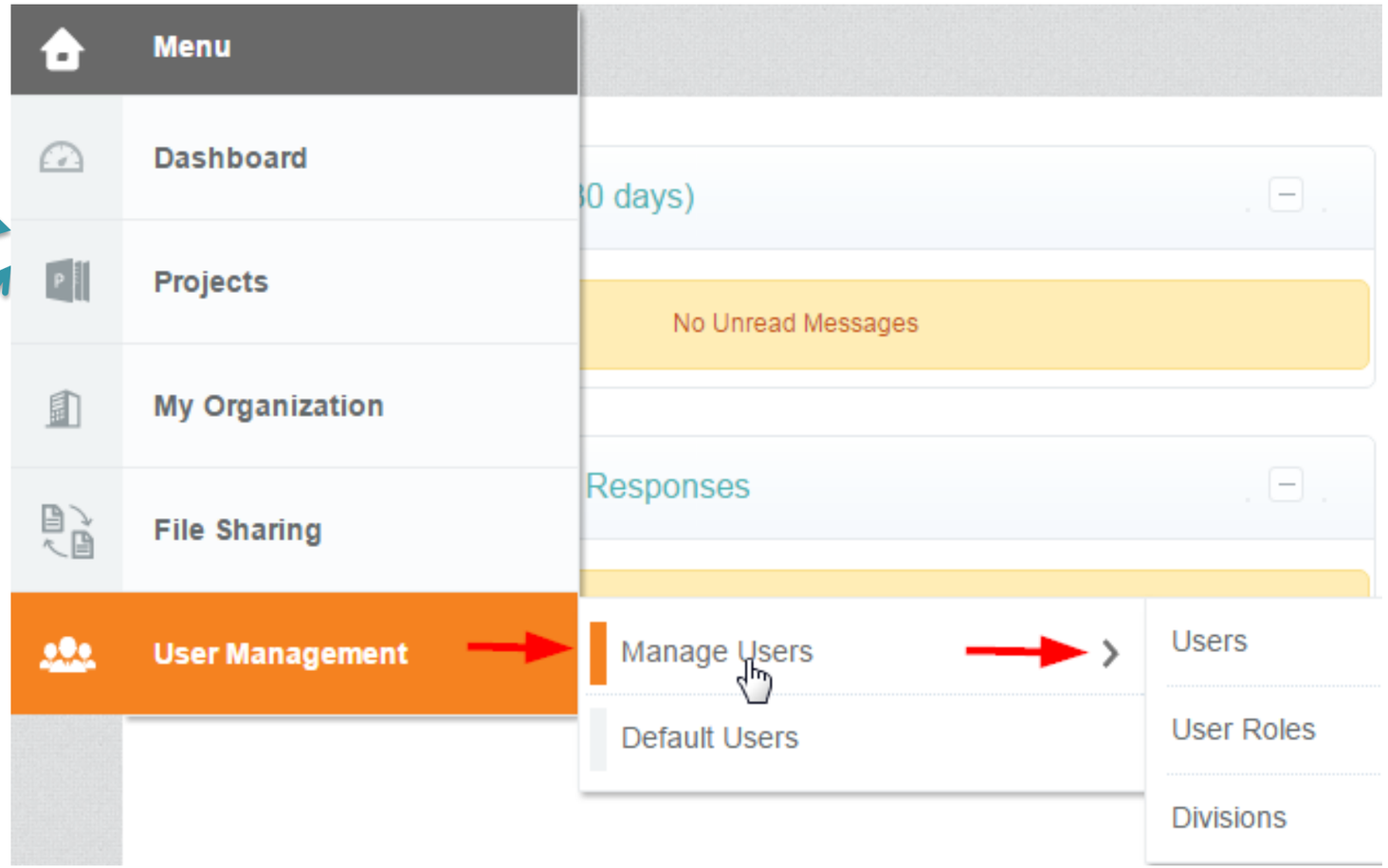
Manage Users

Selecting "**Manage User**" allows the Supplier Super User to create new "**Users, User Roles, & Divisions**", as well as setting their "**Default User**".

For successful use of the portal, it is recommended that each user have their own account and login credentials. Creating additional users gives supplier organizations the ability to access the tool & their respective RFx's from multiple accounts. Note, only one account can respond to an RFx at a time. Other user accounts will be directed to a read-only view if a user is currently responding.



Sharing login information and / or working in the same user account from different web browsers and devices is NOT advised. This will create an error when the two users are making changes at the same time and the updates may not be saved.

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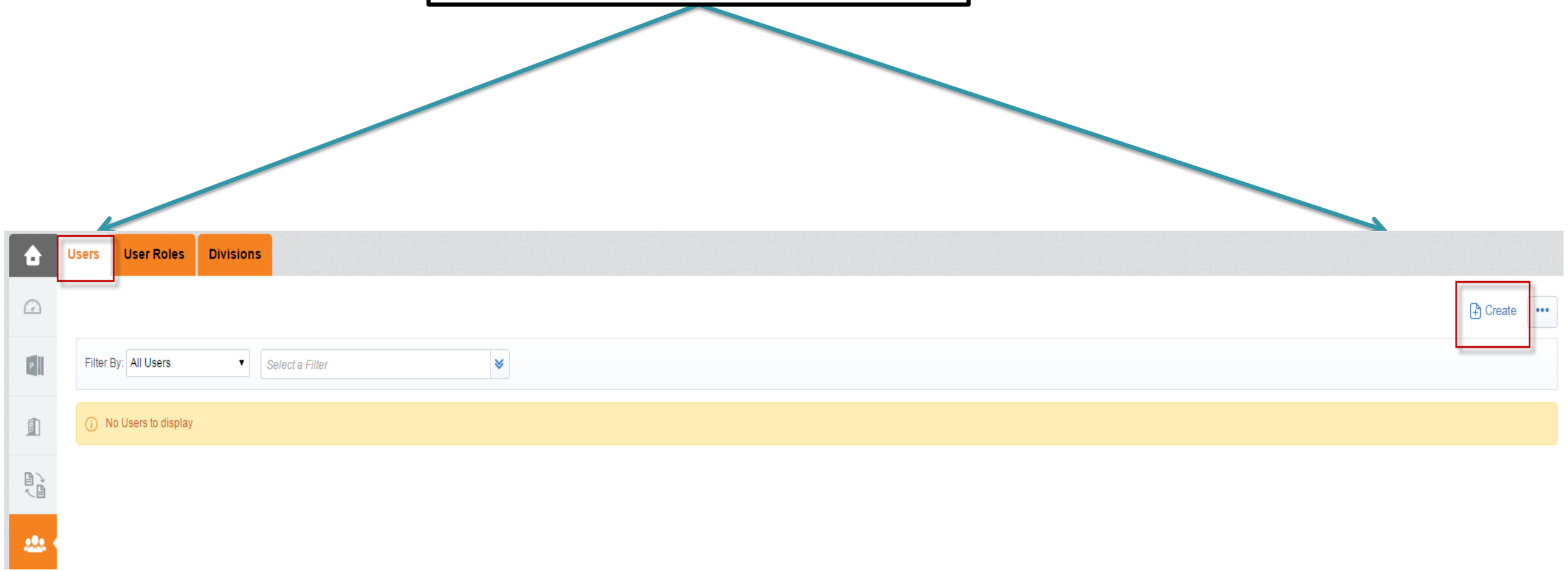
Add Users

To add a new User, select the “Users” section, followed by “Create”.



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New User

New User

Save | Cancel

User Details

* Last Name	
* First Name	
User Tag for Codes	
* E-mail	
* 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	Division
Department	---
Role Name	---
* Choose your Username and check it is not already in use.	
* Preferred Language	---
* Time Zone	(GMT - 5:00) Eastern Time (US & Canada), New York, Indianapolis
* Use High Contrast Stylesheet	No
* Use Accessible Controls by default	No
External Code	

Enter the "User Details" information into the respective fields & select "Save". Note, fields with a (*) are mandatory.

If "User Roles" have been created, select the respective "Role Name" & their rights will be auto-populated once "User Details" is saved. If not, refer to the next slide.

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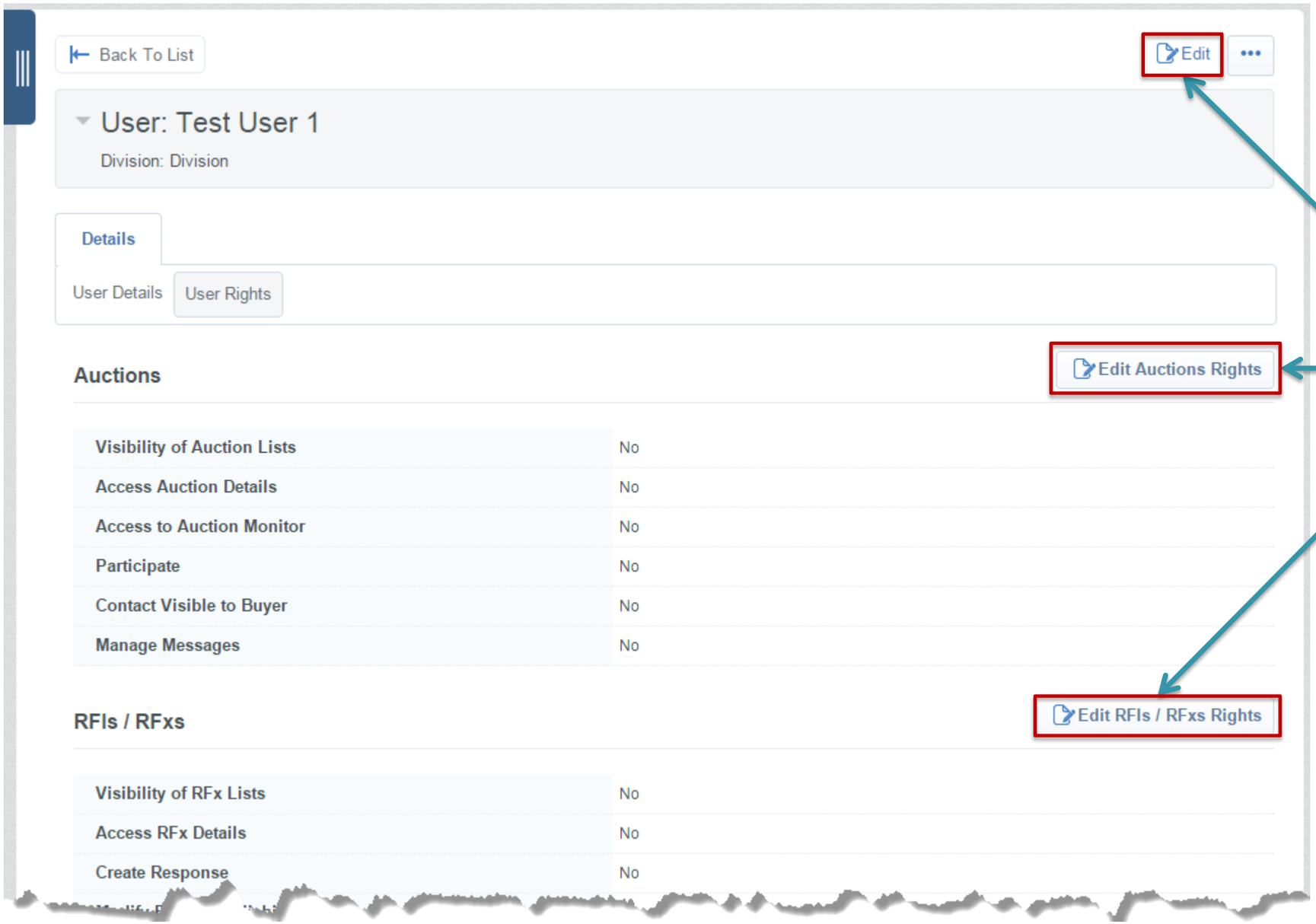
User Rights



Select "Edit" to adjust all "User Rights" simultaneously; or select the respective section's "Edit" button to adjust only that section.

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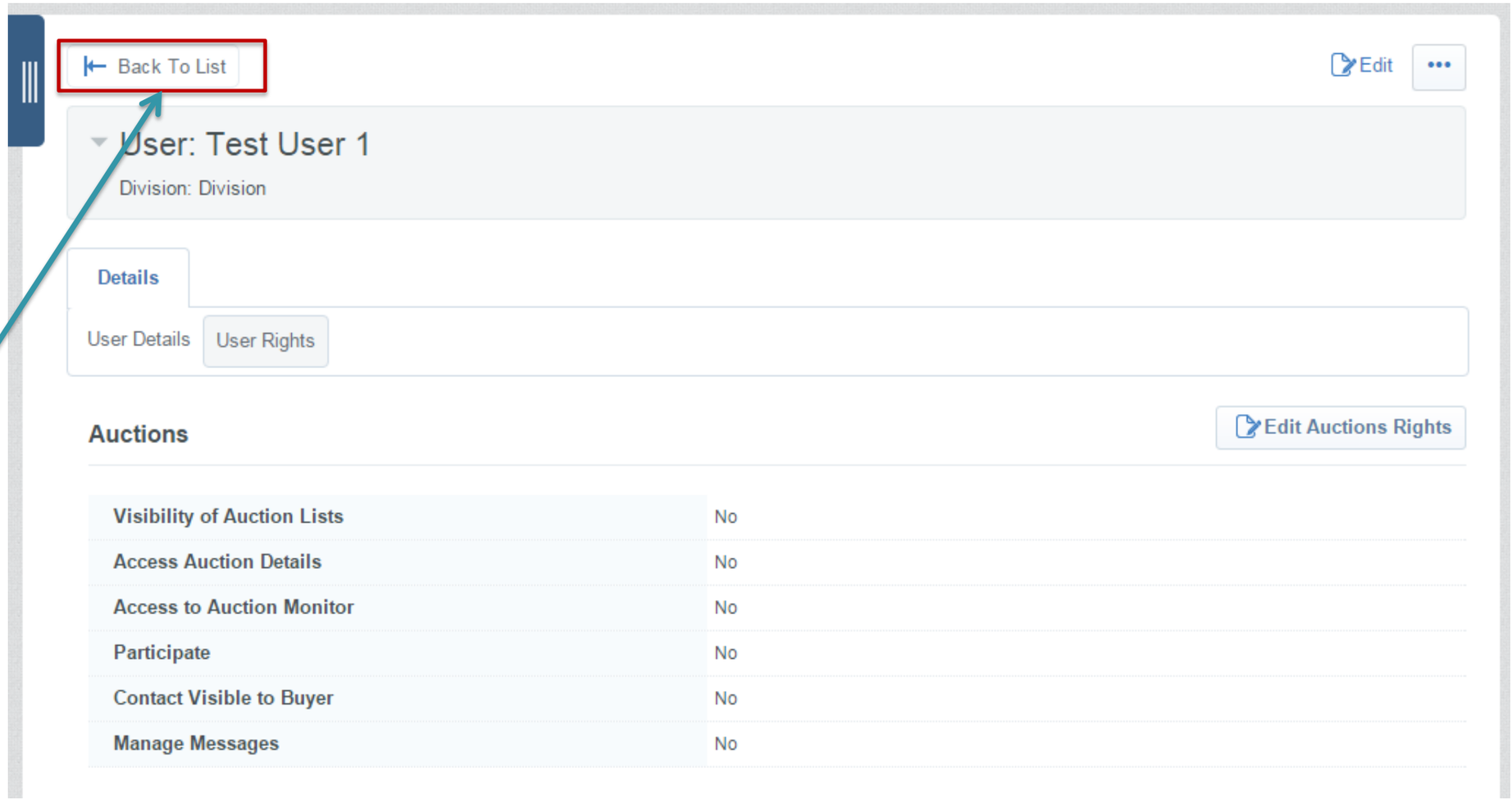
Back to List

Once the Supplier Super User has made the "**User Rights**" adjustments, select "**Save**" & "**Back To List**" to be directed back to the "**User Management**" page.



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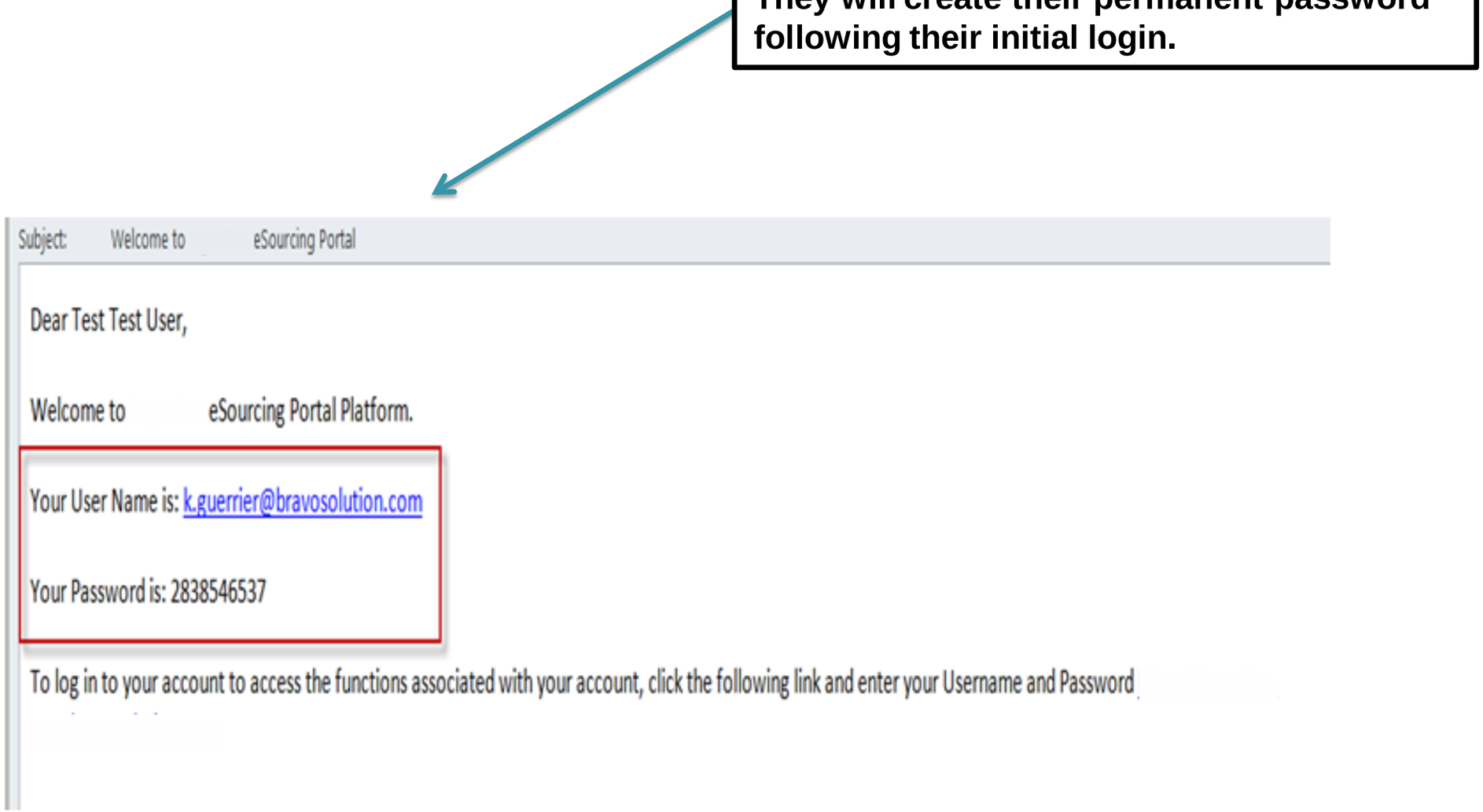
New User Login

New users will receive an email containing their “Username” & Temporary “Password”. They will create their permanent password following their initial login.


Subject: Welcome to eSourcing Portal

Dear Test Test User,

Welcome to eSourcing Portal Platform.

Your User Name is: k.guerrier@bravosolution.com

Your Password is: 2838546537

To log in to your account to access the functions associated with your account, click the following link and enter your Username and Password

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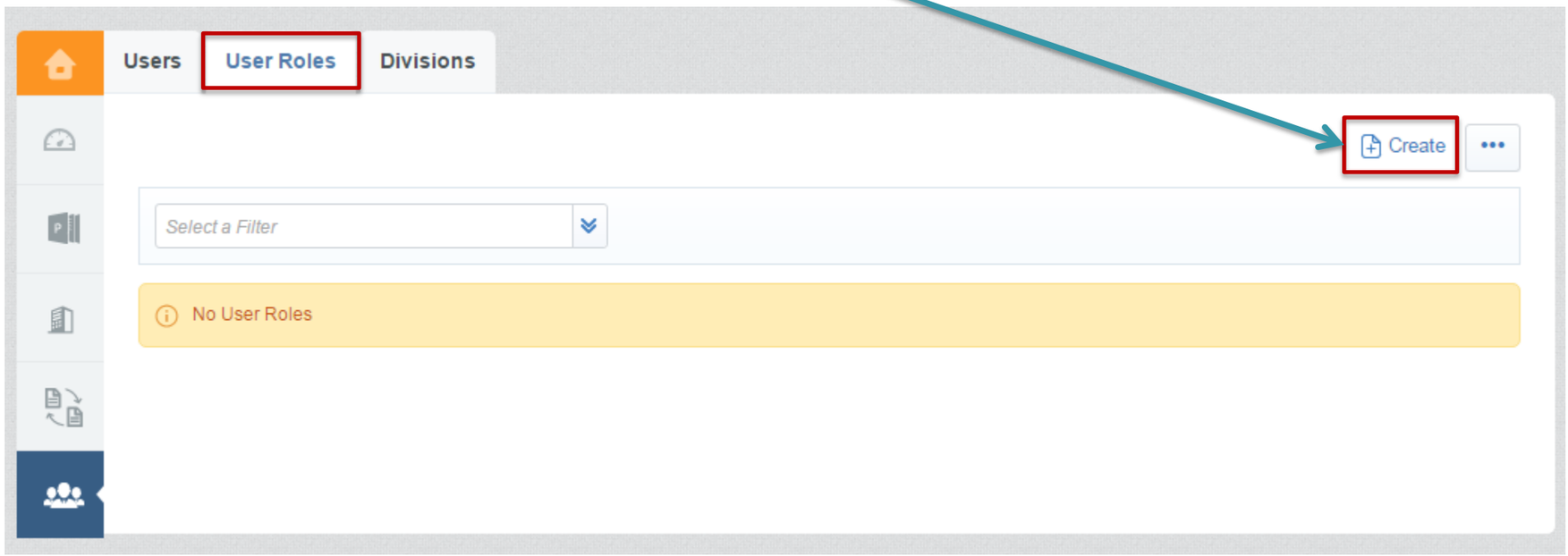
Add User Roles

To add a new User Role, select the "User Roles" section, followed by "Create". This allows the Supplier Super User to quickly assign permissions to users by selecting the user's role.



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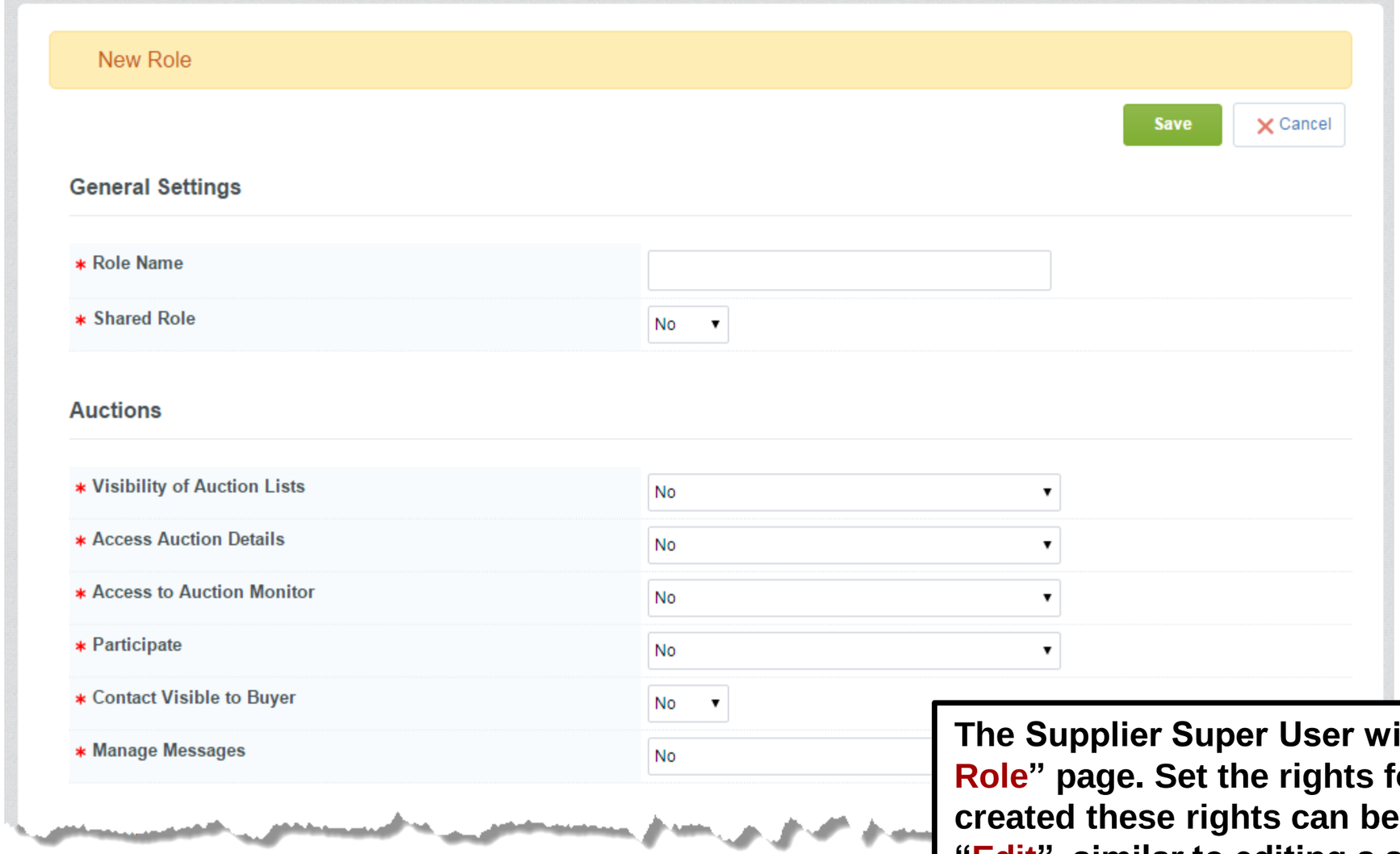
User Role Rights



The Supplier Super User will be directed to the "User Role" page. Set the rights for the role. Note, once created these rights can be modified by selecting "Edit", similar to editing a single user's rights.

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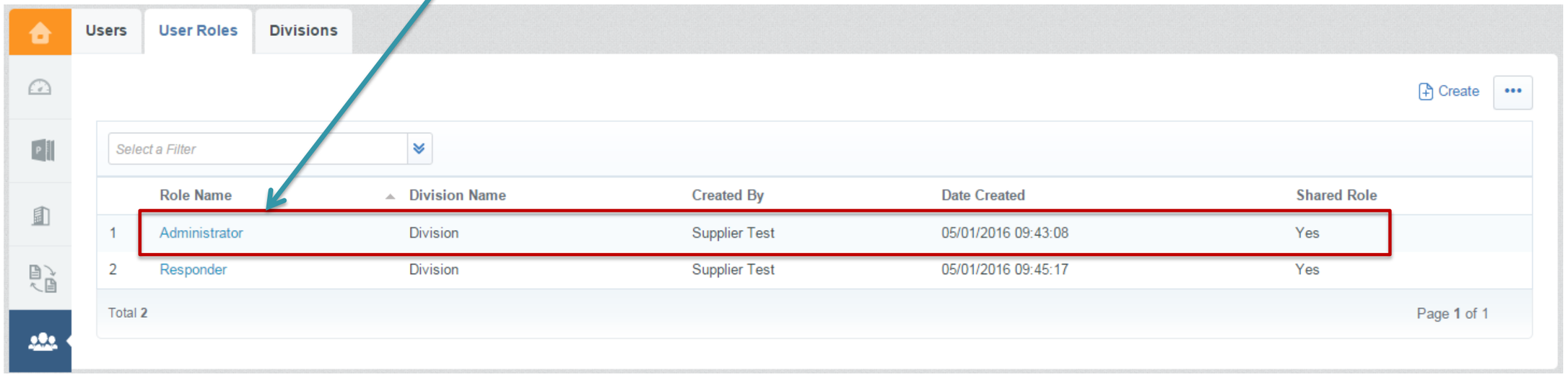
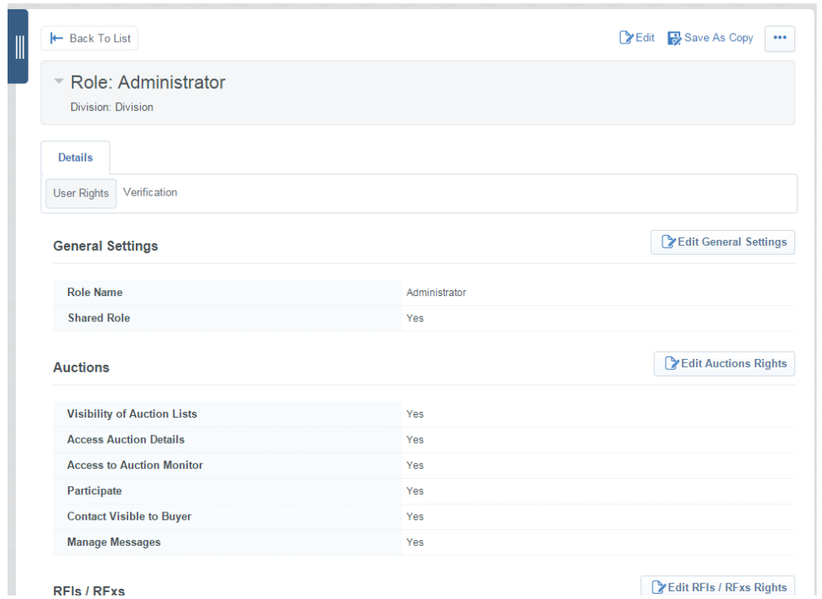
Edit User Role Rights

Select one of the User Roles to be directed to the "User Rights" page.



Within each "User Role", the Supplier Super User can "Edit" that specific role's "User Rights".



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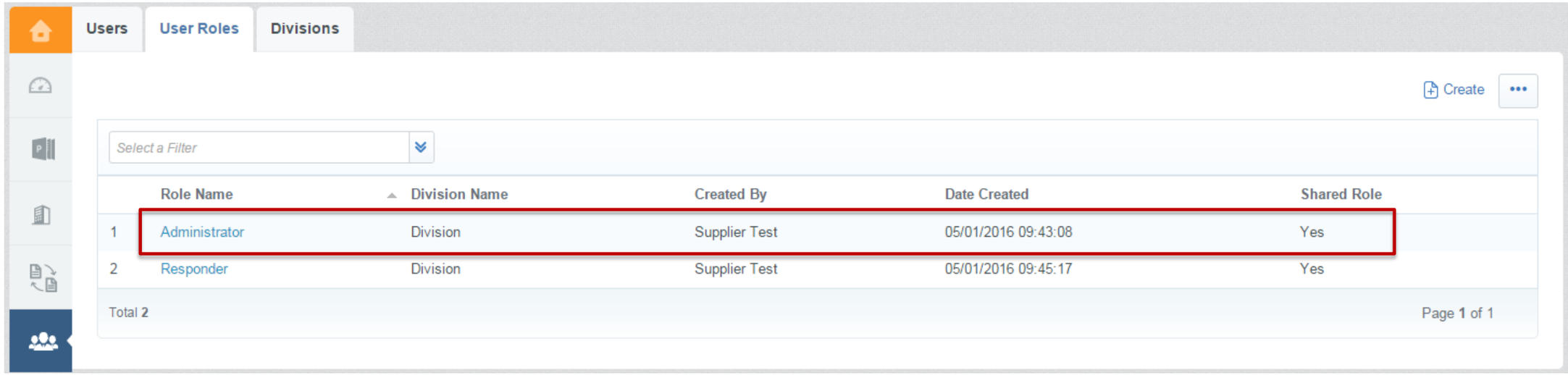
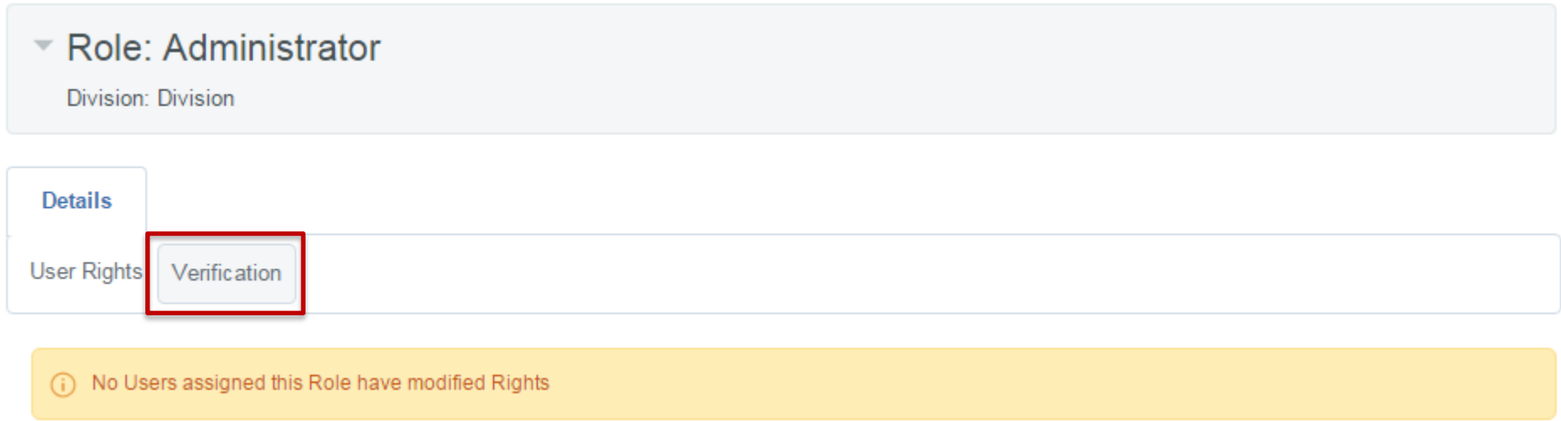
User Role Verification





Within each User Role, the "Verification" section shows "Users" with rights that differ from their assigned role.

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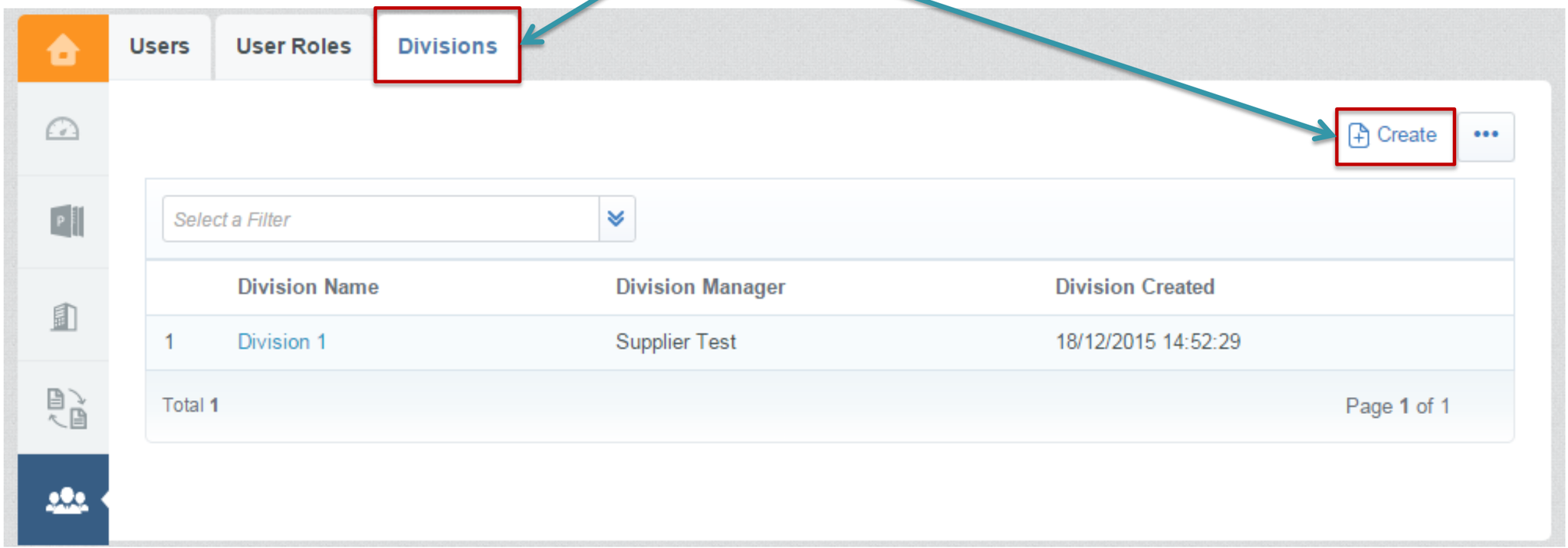
Add Divisions

To add a new Division, select the "Divisions" page, followed by "Create". Divisions can be used to segregate supplier users into separate business units, divisions, etc., but are not required. The default Division is "Division".



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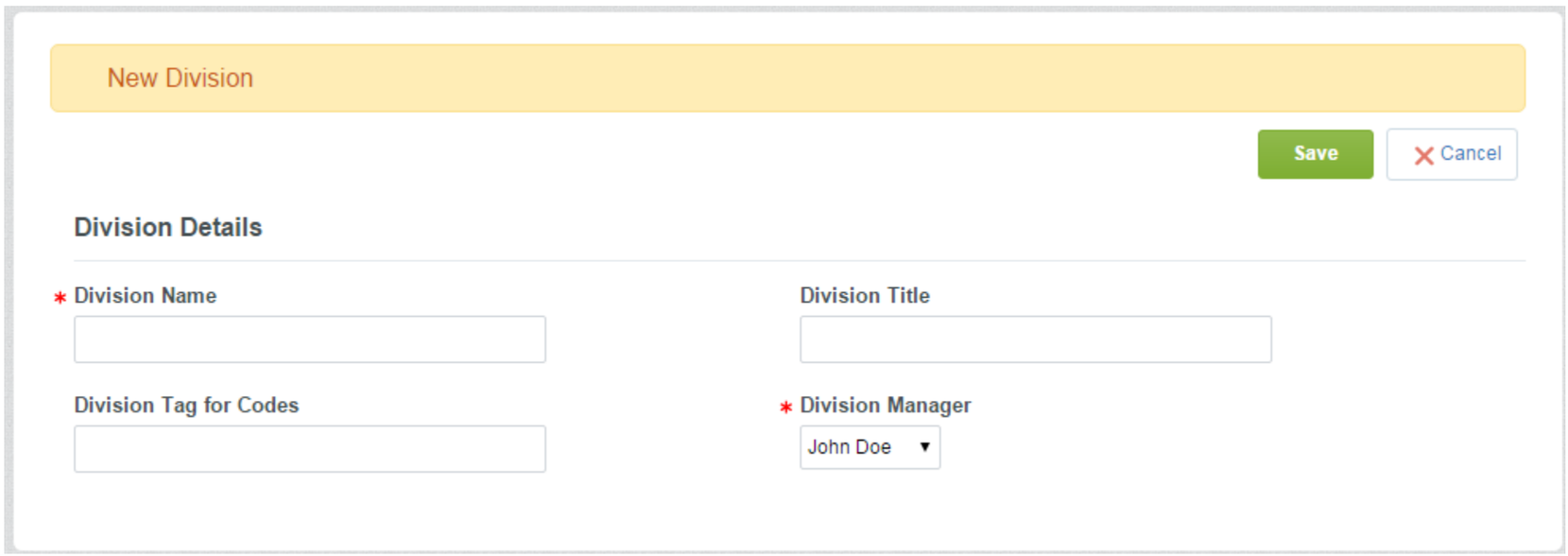
Division Details



Enter the "Division Details". Note, fields with a (*) are mandatory.

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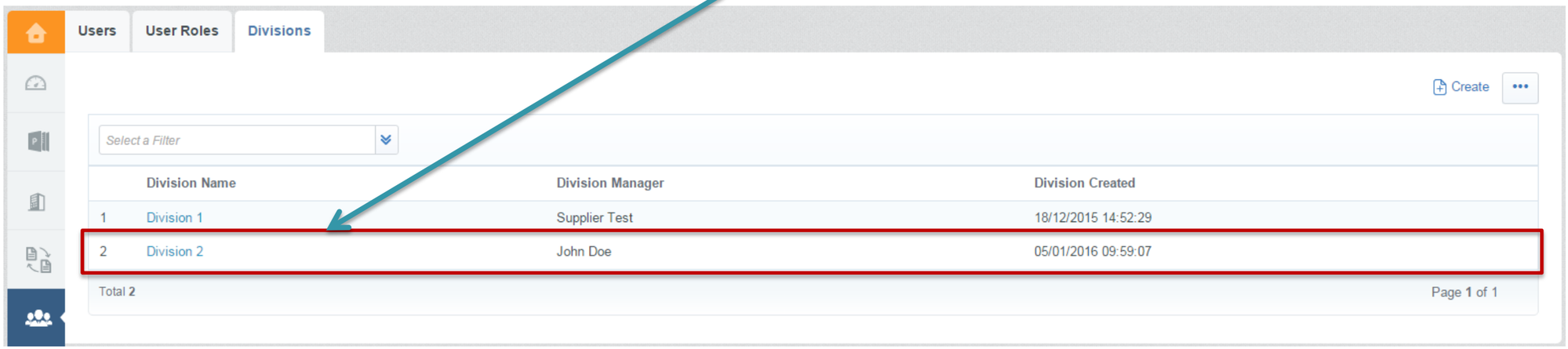
Divisions

Select one of the Divisions to be directed to “Divisions Details” page.



Within each Division, the Supplier Super User can view the “Users”, “Visibility”, “Departments” and “Verification” for that specific Division.

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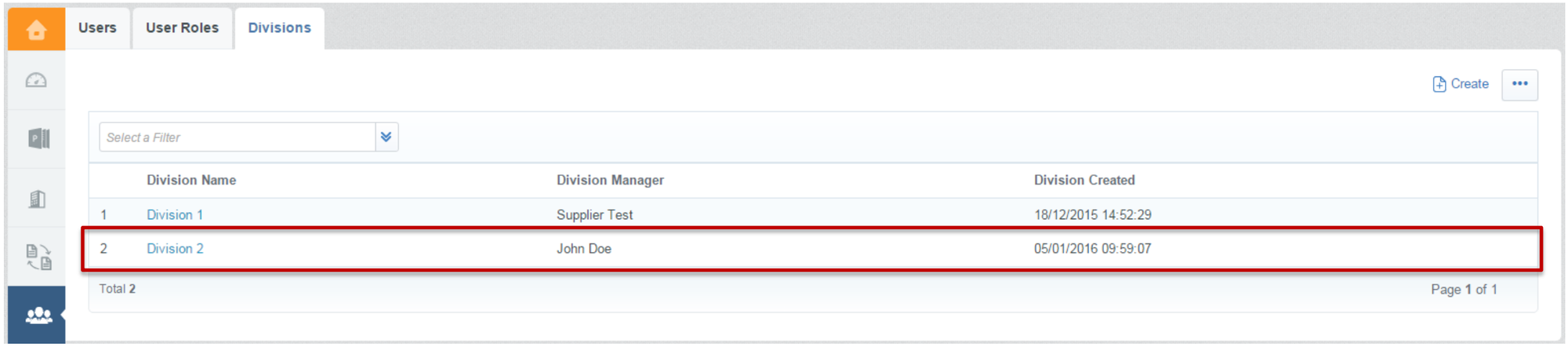
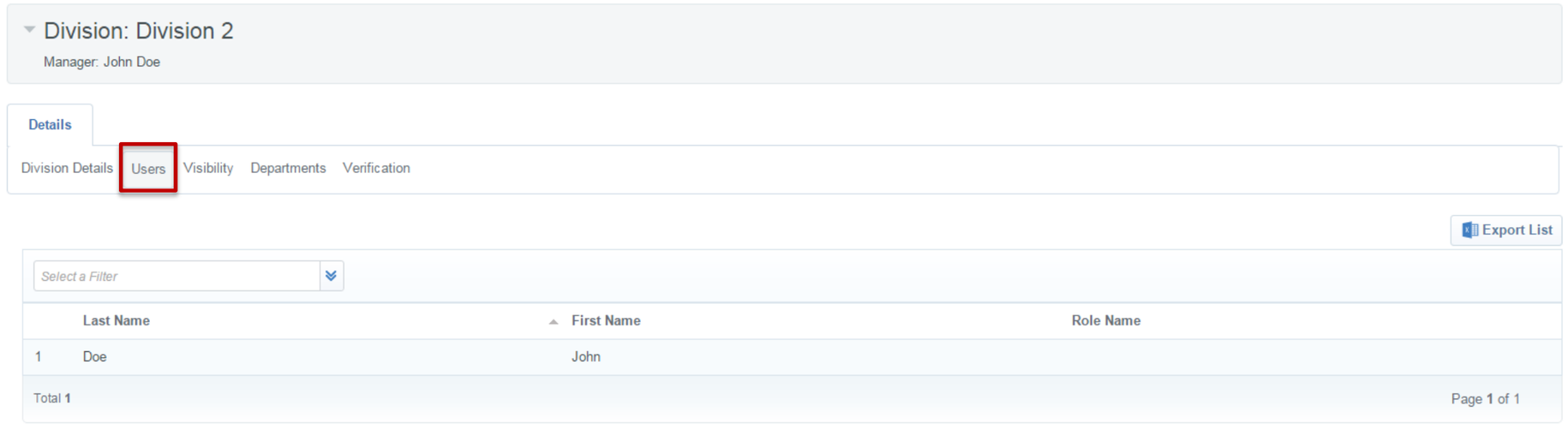
Division Users





Within each Division, the Supplier Super User can view the "Users" for that specific Division.

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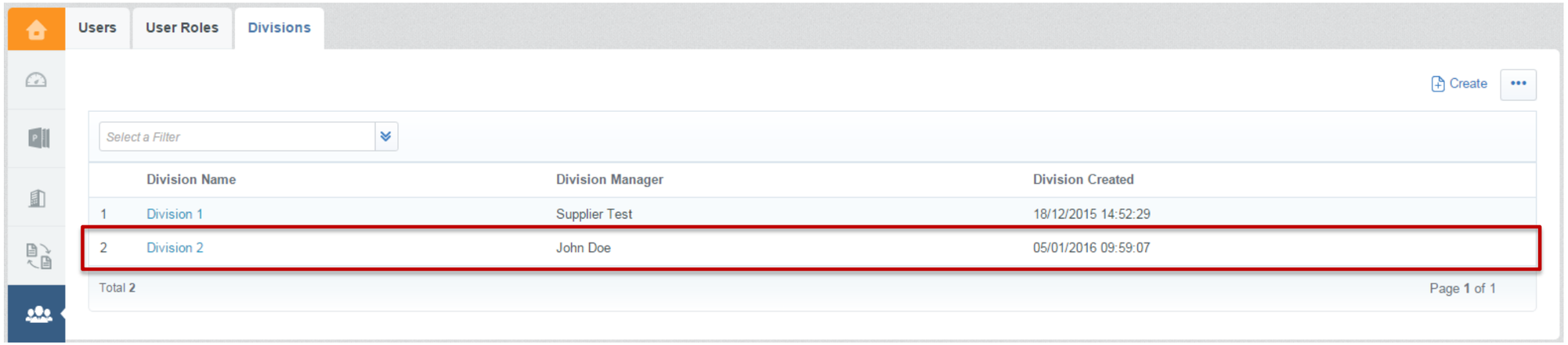
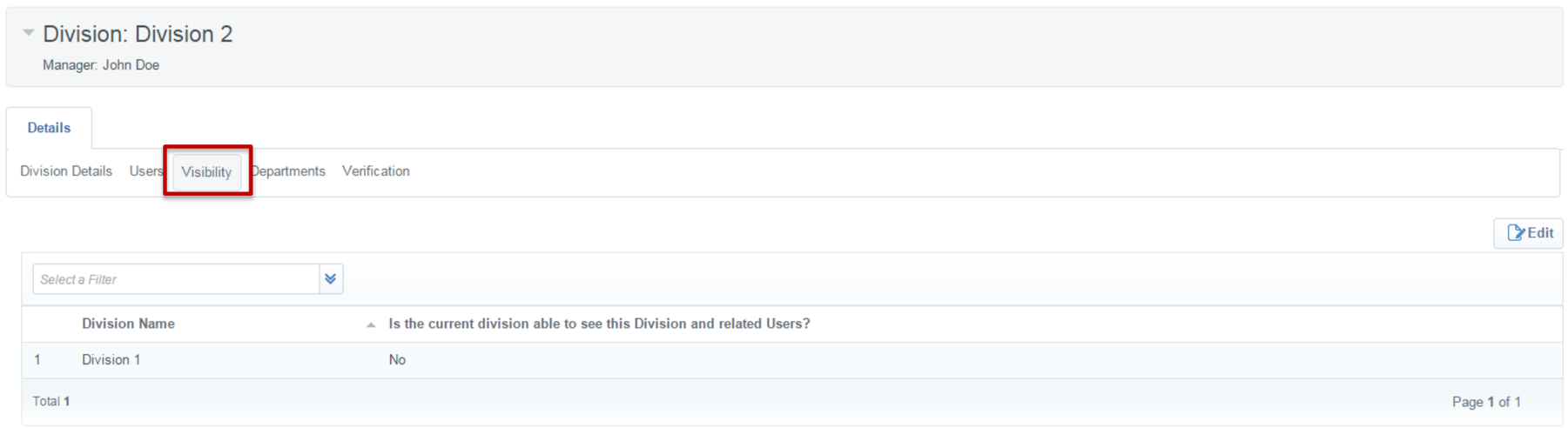
Division Visibility





Within each Division, the Supplier Super User can view and set the "Visibility" for that specific Division. Divisions can be set to be visible to other specific divisions.

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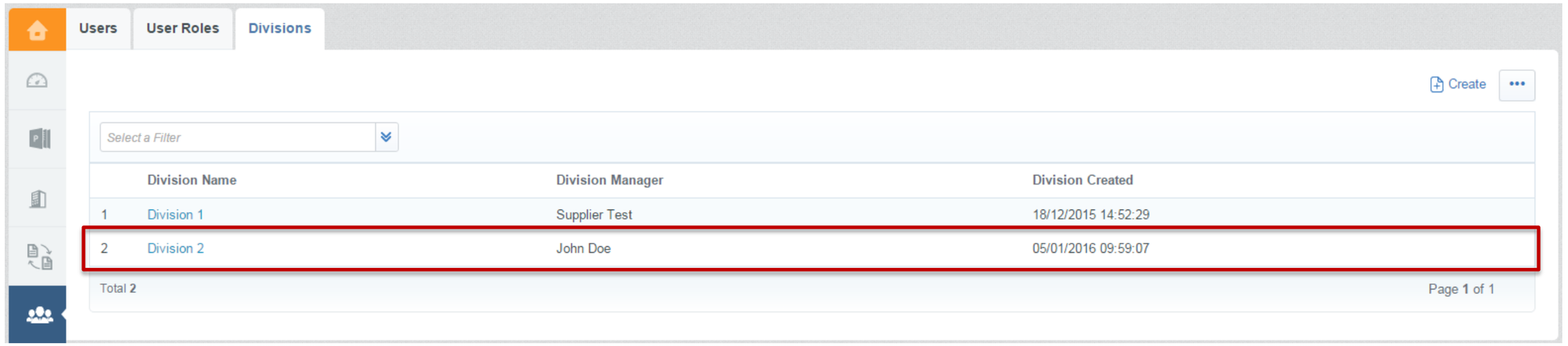
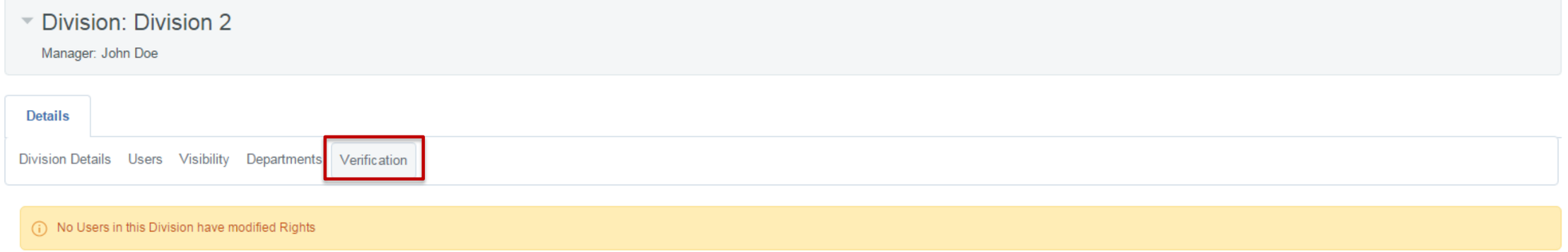
Division Verification





Within each Division, the "Verification" section shows "Users" with rights that exceed the Division Manager.

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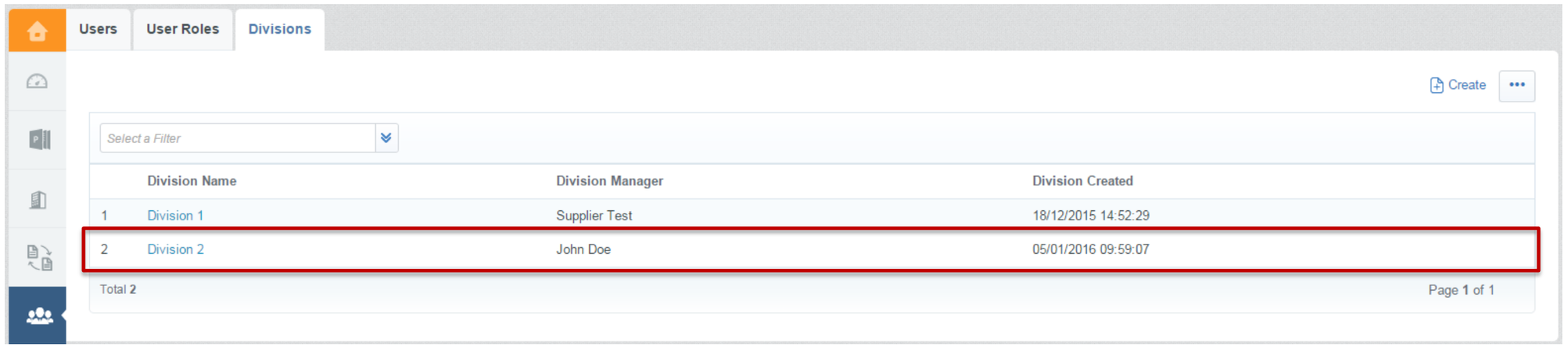
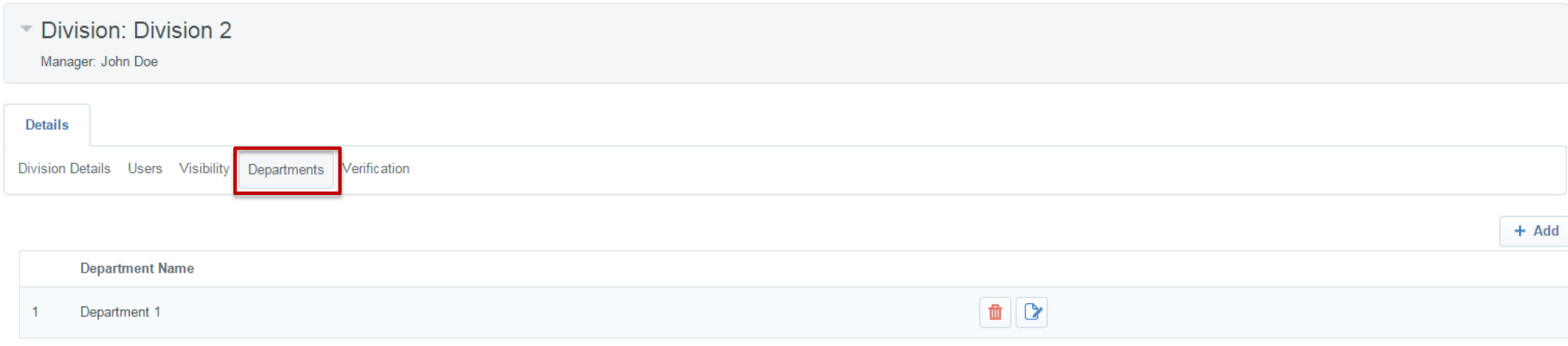
Division Departments





Within each Division, the Supplier Super User can add "Departments" into that specific Division. This will allow the Supplier to further segregate and organize its users. Creating "Departments" are not required.

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Further Help

- For further help, please check out the online help for suppliers

- Alternatively you can email the BravoSolution helpdesk at: customersupport@bravosolution.com
- Or call Help Desk at: 844-217-0017

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