

2016

Creating Additional Users Guide

HUMAN
DEVELOPMENTS



SODIC eProcurement Portal

<https://eprocurement.SODIC.com>

6/1/2016

Supplier User Guide – Creating Additional Users

Dear Valued Supplier,

Welcome to “SODIC eProcurement Portal” user guide.

This user guide will take you through the process of adding more users to your supplier account on the “SODIC eProcurement Portal” and will be delivered through a step-by-step approach.

Simply follow steps 1 to 7 to create additional users on SODIC eProcurement Portal”.

If you are facing difficulties at any time during the registration process, you can email our help desk for assistance at procurementssupport@sodic.com.

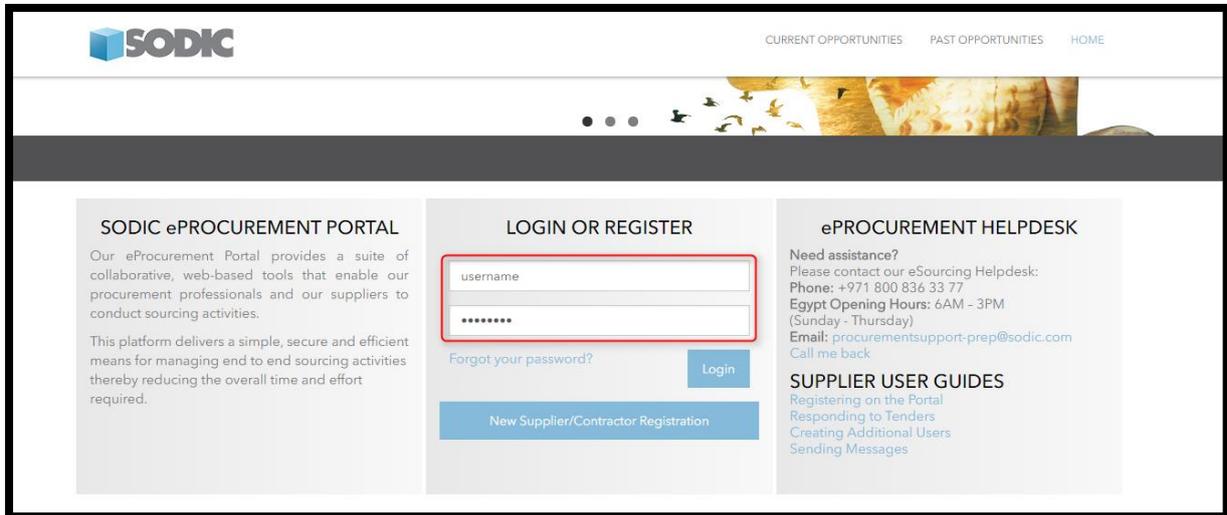
Alternatively you can dial [+202 2291 1259](tel:+20222911259) for telephonic support from Sundays to Thursdays 6:00 AM – 3:00 PM (GMT + 2:00) Cairo.

Sincerely,

SODIC Procurement Team

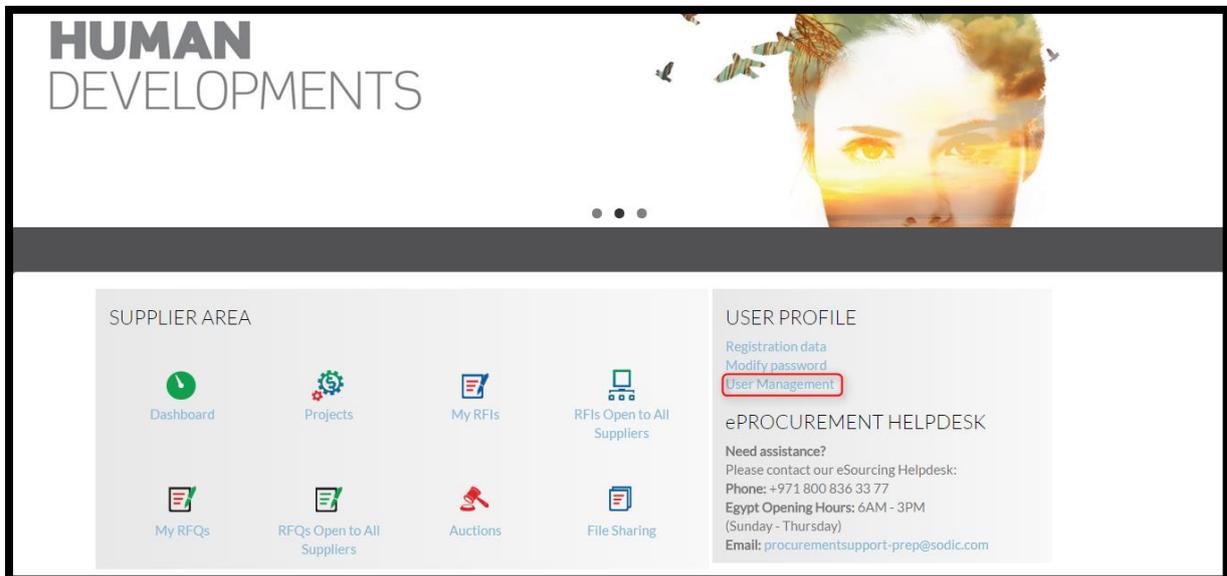
Step 1:

Visit <https://eprocurement.SODIC.com> and log in to your account.



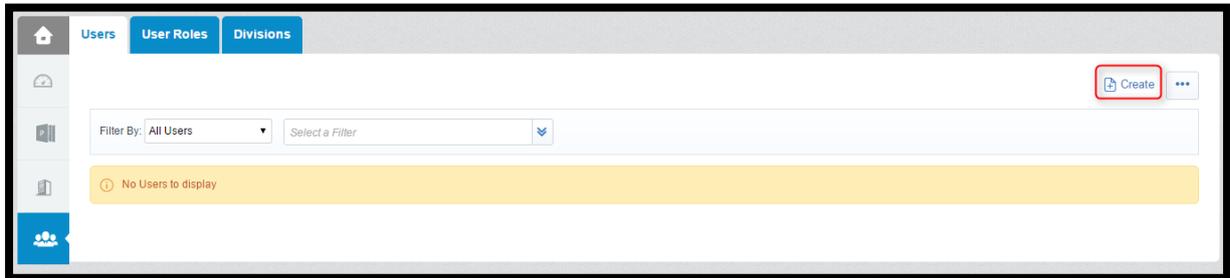
Step 2:

Click on **User Management** link located under the **User Profile**.



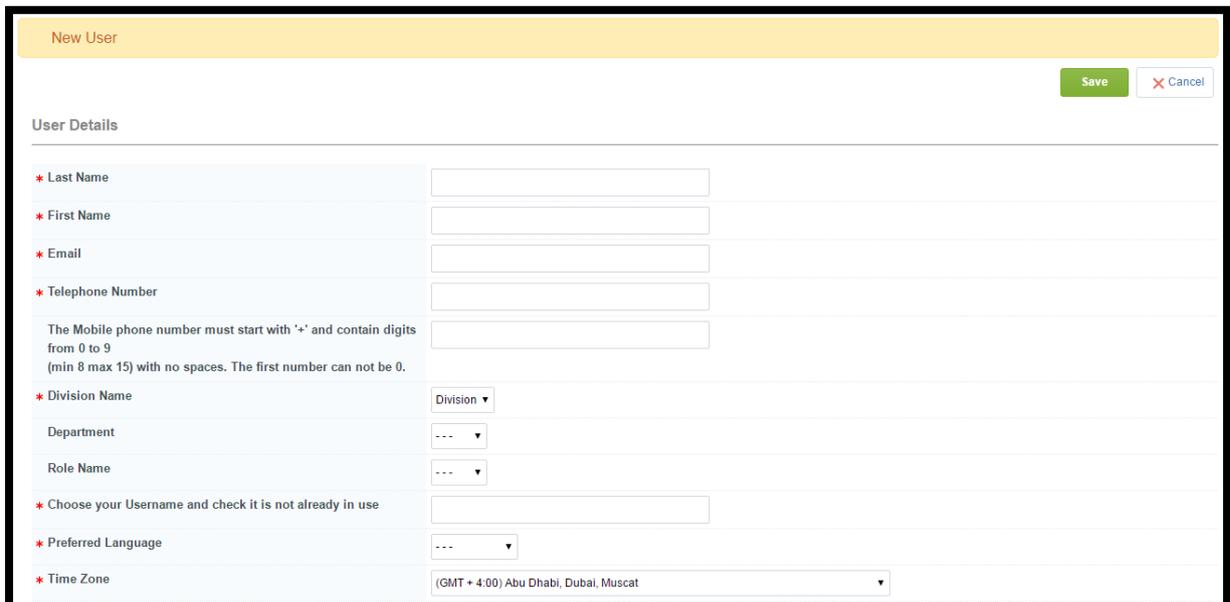
Step 3:

You will be directed to the **User Management** Page, to create a new user, click on the **Create** icon located at the top of the screen.



Step 4:

Complete the user details fields for the new user in your organization. Fields that are marked with a red asterisk (*) are **mandatory**. When you have completed filling the required data, click on the **Save** icon.

A screenshot of the 'New User' form. The form is titled 'New User' and has 'Save' and 'Cancel' buttons in the top right. The 'User Details' section contains the following fields:

- * Last Name (text input)
- * First Name (text input)
- * Email (text input)
- * Telephone Number (text input)
- 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. (text input)
- * Division Name (dropdown menu)
- Department (dropdown menu)
- Role Name (dropdown menu)
- * Choose your Username and check it is not already in use (text input)
- * Preferred Language (dropdown menu)
- * Time Zone (dropdown menu, currently set to '(GMT + 4:00) Abu Dhabi, Dubai, Muscat')

A message confirming the successful new registration will appear and an email will be sent to the newly registered user, detailing the username and the temporary password.



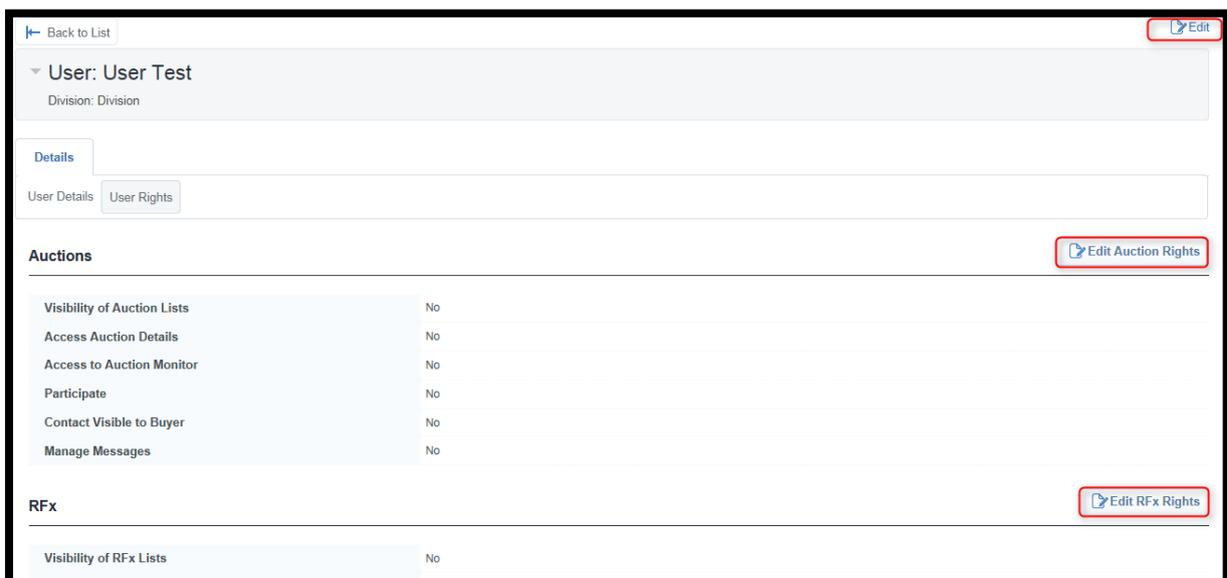
Step 5:

Your next step is to define the user rights for this user. To define the user rights for the newly registered user, click on the **View User Rights** icon.



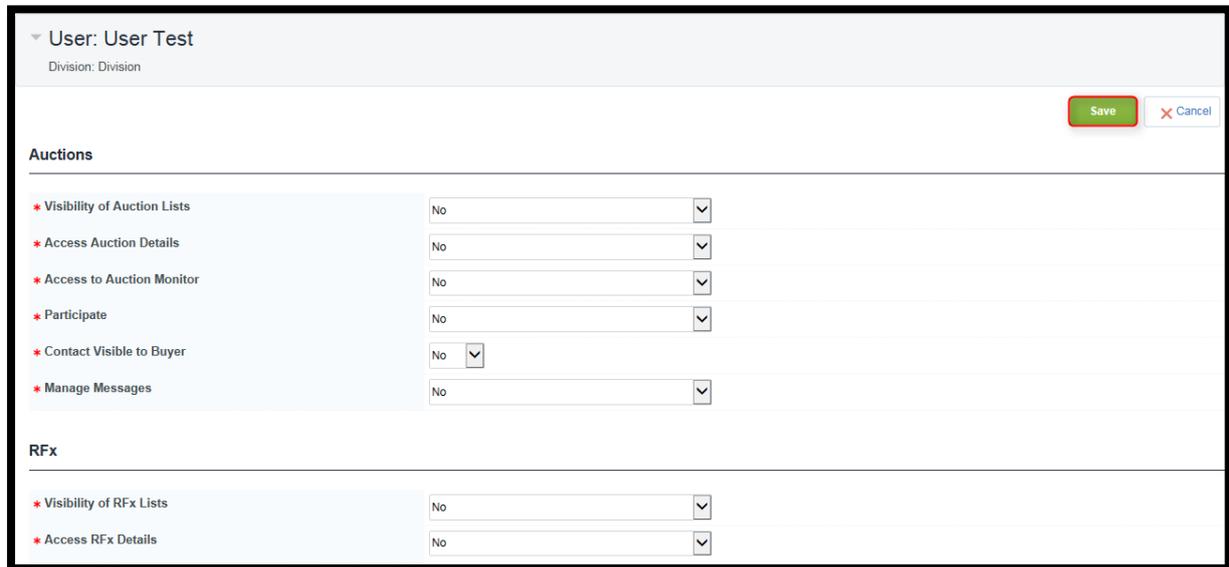
Step 6:

The user details will appear, click on the **Edit** icon to start defining the User Rights.



Step 7:

Define the various **user rights** and when you have finished, click on the **Save** icon to save your changes.



The screenshot shows a user configuration page for 'User: User Test' with the following settings:

Section	Setting	Value
Auctions	* Visibility of Auction Lists	No
	* Access Auction Details	No
	* Access to Auction Monitor	No
	* Participate	No
	* Contact Visible to Buyer	No
	* Manage Messages	No
RFx	* Visibility of RFx Lists	No
	* Access RFx Details	No

Congratulations, you have successfully registered a new user on SODIC eProcurement Portal.

Need assistance?

Please contact our eSourcing Helpdesk:

Phone: +202 2291 1259

UAE Opening Hours: 6:00 AM – 3:00 PM (GMT + 2:00) Cairo (Sunday – Thursday)

Email: procurementsupport@sodic.com