

Supplier Profile

Supplier Portal - Quick Reference Sheet

Overview

This Quick Reference Sheet (QRS) demonstrates how to access and change your company and banking details, delete current users that have left your company and add new users.

Things You Need To Know

Updates to users are not instantaneous and require technical intervention. A new user may take a couple of days to be created in keeping with our security protocols.

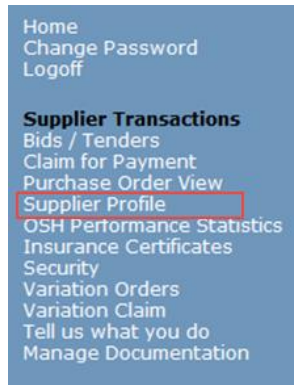
Features Covered

- View Supplier Company Details
- Delete an Existing User
- Creating Users

View Supplier Company Details

The **Supplier Profile** transaction shows you details of your company and the users we have registered.

1. Click menu item **Supplier Profile**.



The **Supplier Profile** transaction appears.

2. Click **Change Data**.

Click on the Users tab to display a list of registered users

Supplier Company Details

Company Name: DMB ENGINEERING PTY LTD Supplier No: 57329
ABN: 77004444402

Street Address: 37 VIRGINIA STREET Postal Address: MORLEY WA 6062 Australia
Phone: 08 9420 3726 Fax: 08 9420 2727 Email: sales@DMB.com

Bank Details

BBS No: 033028 Account No: 3776554 Account Holder: DMB ENGINEERING PTY LTD

HSE Details

HSE Status: SUBMITTED HSE Tier: 04 Score: 0.000
HSE Grade: A HSE Expiry Date: 22.11.2017 Request Re-qualification

Users | Capability Document | User Management

Name	Email	Phone	User ID
Alex Binadd	Alex.Binadd@DMB.com	08 94790444	ABINND01
Matt Bond	Mat.Bond@DMB.com	0433 444 787	MBCND01
Holmer Ray	Holmer.Ray@DMB.com	0433 444 595	HRAV00
Luke Mudden	Luke.Mudden@DMB.com	0433 444 510	LMUSCE01

Delete Contact Person

Change Data Submit Cancel

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1. Make changes to the required fields.
2. Click **Cancel** if the changes are not required. Alternatively click **Submit** to save the changes.
3. You can also see your HSE status, tier and expiry date details.

Note: These changes update immediately.

Supplier Company Details

Supplier Name: DMB ENGINEERING PTY LTD Supplier No: 87329
ABN: 77004444402

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WA 6062 Australia
Phone: 08 9420 3726 Fax: 08 9420 2727
Email: sales@DMB.com

Bank Details

BSB No: 033026 Account No: 3776554 Account Holder: DMB ENGINEERING PTY LTD

HSE Details

HSE Status: QUALIFIED HSE Tier: 04 Score: 0.000
HSE Grade: A HSE Expiry Date: 22.11.2017 Request Re-qualification

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Name	Email	Phone	User ID
Alex Binadd	Alex.Binadd@DMB.com	08 94790444	ABINN001
Matt Bond	Mat.Bond@DMB.com	0433 444 787	MBCND01
Holmer Ray	Holmer.Ray@DMB.com	0433 444 595	HRAFR00
Luke Mudden	Luke.Mudden@DMB.com	0433 444 510	LMUSCED1

Change Data Submit Cancel

Delete an Existing User

When a staff member leaves your company, you must remove their access from your profile.

1. Click the **Users** tab.
2. Click next to the person to be removed.
3. Once highlighted, click **Delete Contact Person**.

A message appears advising that the request was sent to the help desk.

Note: Deleting user requests are performed by our help desk.

Users | Capability Document | User Management

Name	Email
Alex Binadd	Alex.Binadd@DMB.com
Matt Bond	Mat.Bond@DMB.com
Holmer Ray	Holmer.Ray@DMB.com
Luke Mudden	Luke.Mudden@DMB.com

Delete Contact Person

Business Partner Luke Mudden deletion request sent to help desk

Creating Users

Creating a new user is performed through the User Management tab.

1. Click **User Management** tab.
2. Complete all the details.
3. Click **Create User**.

A message appears advising the Business Partner was created.

Note: New user creation will take a couple of days to complete due to security protocols.

4. Once created the new user will receive their **user ID** and **password** via email.

Users | Capability Document | **User Management**

First Name: Peter Lastname: Smith Email: Peter.Smith@DMB.com Telephone: 0443 409 422

Create User

Change Data Submit Cancel

Business Partner 0000142374 Created Successfully