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# Ultriva 7.6 and Higher Adding a Supplier User Reference Guide

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## **Table of Contents**

*(Click to follow link)*

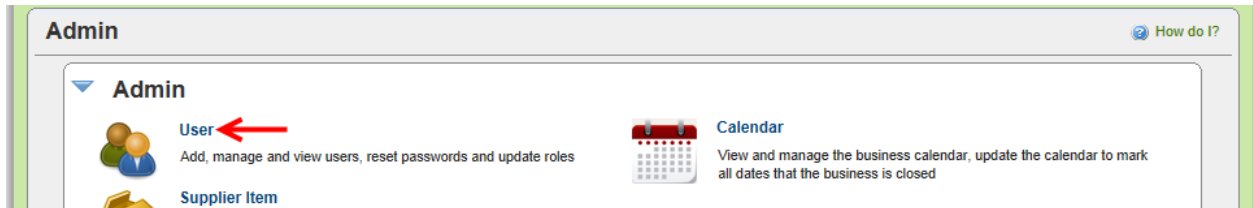
[\*Adding a Supplier User..... 2\*](#)

## Adding a Supplier User

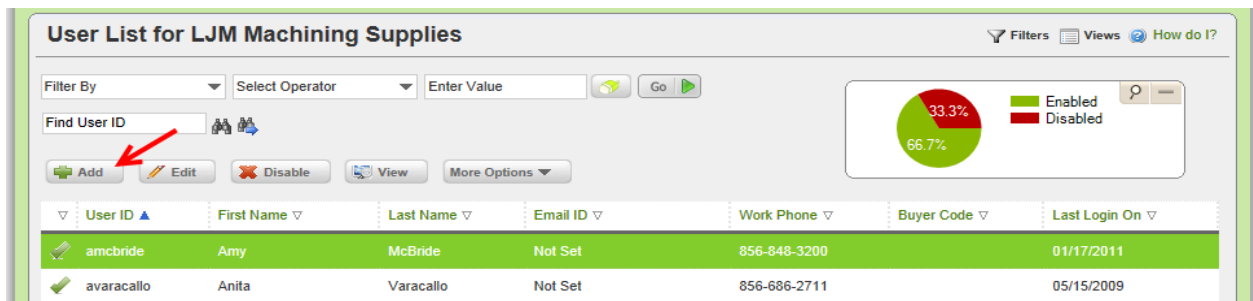
To navigate to “Adding a Supplier User”, click on “Admin”.



Click on “User”



Click on the “Add” button



## Personal Information



**Important** – A **RED ASTERISK (\*)** means that information is required for that field.

**Personal Information** – Enter all of the user’s “Personal Information”. Click on the **drop down arrows** and select the “Locale” (language) and the “Time Zone” where the user is located.

**Personal Information**

\* First Name: John MI: \* Last Name: Does

\* Work Phone: 777-555-4444 Mobile Phone:

\* Email ID: doesj@lmmach.com Locale: English (United States)

\* Time zone: (GMT-06:00) Central Time (US & Canada)

## Account Information

Enter a “User ID”

Account Information

\* User ID:  Business unit: LJM Machining Supplies

\* Account Type:  Show Privilege Buyer Code:

Click on the **drop down arrow** in the “Account Type” field.

Account Information

\* User ID:  Business unit: LJM Machining Supplies

\* Account Type:  Show Privilege Buyer Code:

Select the “Account Type” for the user to be assigned to.



*Quick Tip – When selecting the “Account Type”, select the role for which the user is responsible for as the level of privileges changes with each role. Example: “Supplier Administrator” has the most privileges while the “Supplier User” has less but enough to complete his/her job responsibilities.*

Account Information

\* User ID:  Business unit: LJM Machining Supplies

\* Account Type:  Show Privilege Buyer Code:

Password Information

Every 90 days your Pa

\* Password:  \* Confirm Password:

word at next logon

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Dropdown menu items: --Select Account Type--, EHMD Supplier Admin, InterPlant Supplier, LJM Supplier Shipper, Master Label, RFQ Supplier User, Shipper - Hi Temp, Supp View Only, Supplier Administrator, Supplier CSR, Supplier Master Label, Supplier Shipper, Supplier User, Supplier View Only

The selection appears.

Account Information

\* User ID:  Business unit: LJM Machining Supplies

\* Account Type:  Show Privilege Buyer Code:

## Password Information



*Quick Tip – Every 90 days, the password will expire.*

Enter a password in the “Password” field. Enter the password again in the “Confirm Password” field.

Select an option: “User must change password at next log in” or “Password never expires”. Click on the “Save” button

**Password Information**

Every 90 days your Password will expire.

\* Password:  \* Confirm Password:

User must change password at next logon  
 Password never expires

**Application Access Information**

- Not Set    - Set Allow    - Set Deny    - Allowed    - Denied

Application Name	Current Access	Allow	Deny
Supplier	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>

\* Required field

The User has been **added successfully**

**User List for LJM Machining Supplies** Filters Views How do I?

User doesj added Successfully

Filter By Select Operator Enter Value Go

Find User ID

Add Edit Disable View More Options

31.3% Enabled 68.8% Disabled

User ID	First Name	Last Name	Email ID	Work Phone	Buyer Code	Last Login On
<input checked="" type="checkbox"/> amcbride	Amy	McBride	Not Set	856-848-3200		01/17/2011
<input checked="" type="checkbox"/> avaracallo	Anita	Varacallo	Not Set	856-686-2711		05/15/2009
<input checked="" type="checkbox"/> doesj	John	Does	doesj@ljjmach.com	777-555-4444		07/30/2014
<input checked="" type="checkbox"/> dwhite	Denise	White	Not Set	856-686-2690		02/12/2011