# 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**.

Home Change Password Logoff

Supplier Transactions Bids / Tenders Claim for Payment Purchase Order View Supplier Profile OSH Performance Statistics Insurance Certificates Security Variation Orders Variation Claim Tell us what you do Manage Documentation

The *Supplier Profile* transaction appears.

2. Click Change Data.

oplier Company Details		
B ENIGINEERING PTY LTD	Supplier No: 57329	
	ABN: 77004444402	
et Address	Postal Address	
VIRGINIA STREET	Phone: 08 9420 3726	
RLEY	Fax: 08 9420 2727	
N .	Email: sales@DMB.com	
12		
stralia		
- D-4-11-		
k Details		
	ccount No: [3776554 Account Holder: [DMB ENIGINEERING PTY LTD	
ak Details 8 No: 033026 A	ccount No: 3776554 Account Holder: DMB ENIGINEERING PTY LTD	
8 No: 033026 A	eccount No: 3776554 Account Holder: DMB ENIGINEERING PTY LTD	
	ccount No:  3776554 Account Holder:  DMB ENIGINEERING PTY LTD ]	
3 No: 033026 A		
8 No: 033028 A	HSE Ter: 04 Score: 0.000	
3 No: 033026 A		
No: 033028     A      Details      Status: SUBMITTED      E Grade: A	HSE Tier: 04 Score: 0.000 HSE Expiry Date: 22:11:2017 Request Re-qualification	
No: 033028 A	HSE Tier: 04 Score: 0.000 HSE Expiry Date: 22:11:2017 Request Re-qualification	
No: 033028 A Details Status: SUBMITTED Grade: A	HSE Tier: 04 Score: 0.000 HSE Expiry Date: 22:11:2017 Request Re-qualification	User ID
No: 033028 A	HSE Ter: 04 Score: 0.000 HSE Expiry Date: 22.11.2017 Request Re-qualification	User ID ABINNO01
No: 033025 A	HSE Ter:         04         Score:         0.000           HSE Expiry Date:         22.11.2017         Request Re-qualification           courrent         User Management         Email         Phone           Alex. Brads@DME com         08.94790444         08.94790444	
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No: 033028 A	HSE Ter:         04         Score:         0.000           HSE Expiry Date:         22.11.2017         Request Re-qualification           courrent         User Management            Email         Phone            Alex:         Bradadig DMS com         08.94750444           Matt Bond @DMB.com         043.444.787	ABINN001 MBONB01

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

**Note:** These changes update immediately.

DMB ENGINEERING PTY L	D	Bupplier No:	5/329		
		ABN:	77004444402		
Street Address	Postal Address				
37 VIRGINIA STREET		Phone:	08 9420 3726		
MORLEY		Fax:	08 9420 2727		
WA		Email:	sales@DMB.com		
6062					
Australia					
Bank Details					
BSB No: 033026	Account No: 3778554 Account Holder: DMB EN	GINEERING PT	r ltd		
556 No: 033026	Account No: 3778554 Account Holder: DMB EN	GINEERING PT	r LTD		
	Account No: 3776554 Account Holder: DMB EN	GINEERING PT	/ LTD		
HSE Details	Account No: 3776554 Account Holder: DMB EN	GINEERING PT	( LTD		
			/ LTD		
HSE Details	HSE Tier: 04 Score:	0.000			
HSE Details	HSE Tier: 04 Score:		/ LTD		
HSE Details HSE Status: QUALIFIED HSE Grade: A	HSE Tier: 04 Score: HSE Expiry Date: 22 11.2017 Request	0.000	)		
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HSE Details HSE Status: QUALIFIED HSE Grade: A Users Capability Name Alex Binad Matt Bind Holmer Ray	HSE Tier: 04 Score: HSE Expiny Date: 22 11.2017 Request Document User Management Email Alex Binadd@DMB.com Mut Biool @DMB.com Holmer Ray @DMB.com	0.000		08 94790444 0483 444 787 0483 444 595	ABINN001 MBONE01 HRAY00

## 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					
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 Mudderdeletion 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.
- 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.

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

Users Capability Documer	nt User Management
First Name: Peter Lastname: Smith Create User	Email: Peter.Smith@DM8.com Telephone: 0443 409 422
Change Data	