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		
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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]	
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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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- 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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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	