How to add a USER (during registration)

Depending on where you are in the process you will either follow the "Invitation to Engage" link in an email or log in using your username and password. If you are engaging with UoS please follow our "Invitation to Engage" links and do not set up your organisation independently as this will create a duplicate conflicting record. If you have any questions please email suppliers@sussex.ac.uk.

When you log-in or follow the invitation to engage link you will arrive at the Supplier Network window. You should have at least 1 "Customer Request". Click into Customer requests. (Green bubble).

You will arrive at the "Your Relationships and Requests" window. Click on the blue circled arrow then click "Respond"

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You will be taken to the "Customer Engagement" window. There are eleven pages in this section. For the purposes of adding a USER please select Tab 4. You will be able to see current users(s) to add a new user click "Add User".

Add the details as appropriate, including the "contact Types" on the second tab.

Press "Ok" to save. You will now see multiple "users". You can delete old users but please ensure their "Contact Type" is covered by a new user. (e.g. if you delete a sales contact, make sure a new sales contact is added.)

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