

## 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](mailto: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).

Supplier Network

Kelly Feldman  
University of Sussex

Notifications	0	Opportunities	19	Orders	0	Invoices	0
Customer Relationships	0	Customer Requests	0	Auctions	0	Contracts	0

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

Your Relationships & Requests

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University of Sussex

From here you can search for and manage trading relationships and requests between you and your customers.

Search by customer reference, description or customer name...

Search Filters

Customer Name	Reference	Description	Type	Request Status	Relationship Approved?	Show Me
University of Sussex	SREQ59	Link test	Invitation to Engage	Awaiting Response	-	➔
University of Sussex	SREQ58	Invitation to Engage	Invitation to Engage	Awaiting Response	-	➔

Invitation to Engage

Documents ⓘ  
No documents found

Customer Contacts

Name	Contact	Address
Pippa Robertson	p.robertson@sussex.ac.uk 0121012122122	Sussex House, Falmer, Brighton, BN1 9RH, UNITED KINGDOM

Decline Respond

(Continued on next page)

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”.

Customer Engagement | Step 4 of 10

Save & Continue Later Back Next

1 2 3 4 5 6 7 8 9 10

Username	Full Name	Email Address	General Contact	e-Procurement Contact	Sales Contact	Payment Contact	Action
[Not Set]	Admin User	pam.thompson@sussex.ac.uk	✓	✓	✓	✓	

+ Add User

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

Add/Amend User

User Details Contact Type

Email Address \* your@email@email.com Telephone Number \* 678143

First Name \* your name Mobile Number

Surname \* Last-name Fax Number

Username same as Email address Address University of Sussex, Pevensey Building, Fal...

Username \* your@email@email.com Language English (United Kingdom)

OK Cancel

Add/Amend User

User Details Contact Type

General contact

Sales contact

Payment contact

E-procurement contact

OK Cancel

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.)

Customer Engagement | Step 4 of 10

Save & Continue Later Back Next

1 2 3 4 5 6 7 8 9 10

Username	Full Name	Email Address	General Contact	e-Procurement Contact	Sales Contact	Payment Contact	Action
[Not Set]	Admin User	pam.thompson@sussex.ac.uk	✓	✓	✓	✓	
your@email@email.com	your name Last-name	your@email@email.com	✓	✓	✓	✓	

+ Add User