



المشتري الرئيسي
PRINCIPAL BUYER
طاقة للفد

SPPC eProcurement Portal (ePP)

SUPPLIER GUIDE – Manage Multiple Users their Roles and Division

August - 2024



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SPPC eProcurement Portal (ePP)



UNDERSTAND ACCESS MANAGEMENT ON ePP

Bidders have the flexibility to independently configure and manage their organisation profiles on the ePP portal. This includes creating divisions, assigning sub-users, and defining distinct user roles with different access rights. However, for changes to the “Organisation Name” on ePP requires verification, bidders are kindly requested to contact the Technical Support Team and provide the necessary documentation for the organisation name change process.

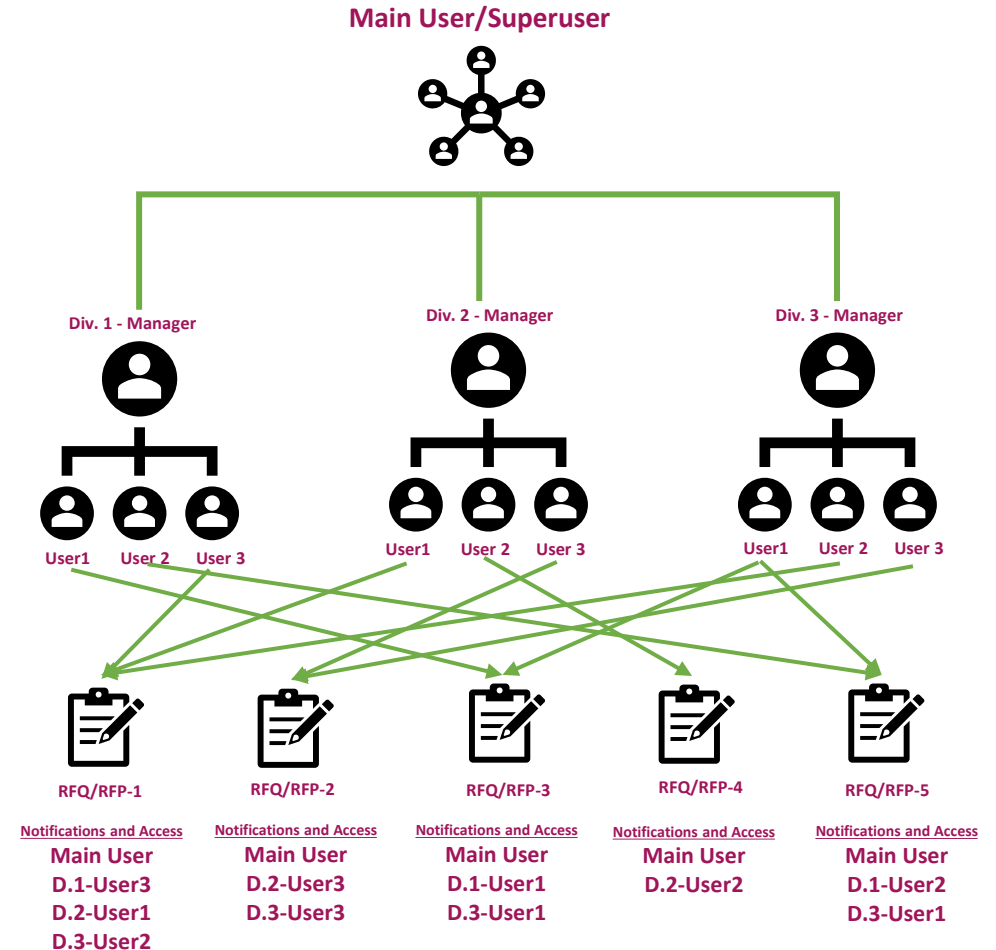
Each user created under the bidders profile can be provided with different access & visibility rights to gain access on each Projects in the ePP system.

This guide will help bidders to create user roles, users, divisions and user access controls on each RFQ/RFP. Follow the below sequence to perform these activities effectively:

1. Create User Roles* (To define access as required)
2. Create Users
3. Create Divisions

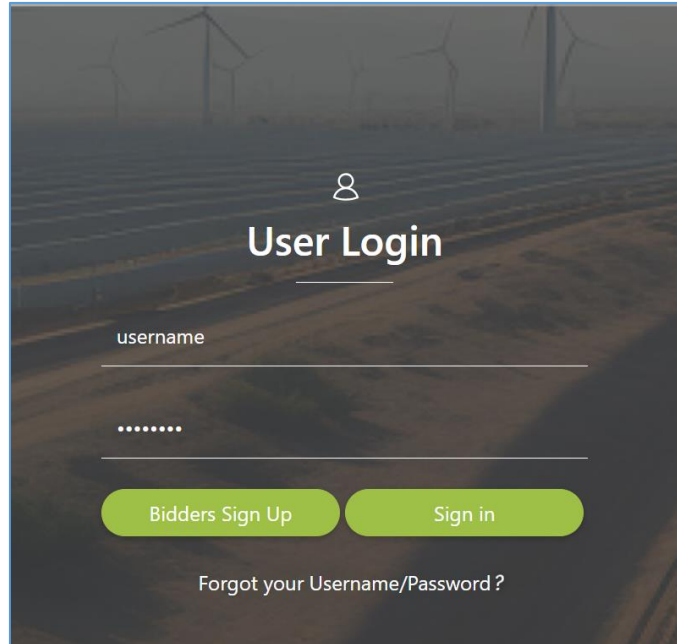
The Main User/Superuser is added by default to all RFQs/RFPs on the ePP Portal. To add other users created under your organisation profile, manage this from the 'Associated Users' section on the RFQs/RFPs.

** It's not mandatory to maintain “User Roles” but its an efficient way to maintain different roles to be easily assigned to each users you create under your Organisation Profile.*



1. LOGIN AS A SUPPLIER

Access the SPPC eProcurement Portal link <https://powersaudi Arabia.com.sa/> and login using “Superuser” username and password.



If you've forgotten your login details, please use the 'Forgot your username/password' option.

SPPC eProcurement Portal (ePP)



1. LOGIN AS A SUPPLIER

After successfully logging in, you will be directed to the main page/homepage of ePP.

Welcome

- Dashboard** (Icon: Dashboard)
 - Main Dashboard
- Sourcing** (Icon: Sourcing)
 - Projects
 - RFI/RFQs
 - RFPs
 - Published Opportunities
- My Organisation** (Icon: Organisation)
 - Organisation Profile
 - My Categories
 - Assessments
 - Scorecards
- File Sharing** (Icon: File Sharing)
 - Directories
- User Management** (Icon: User)
 - Manage Users
- Help** (Icon: Help)

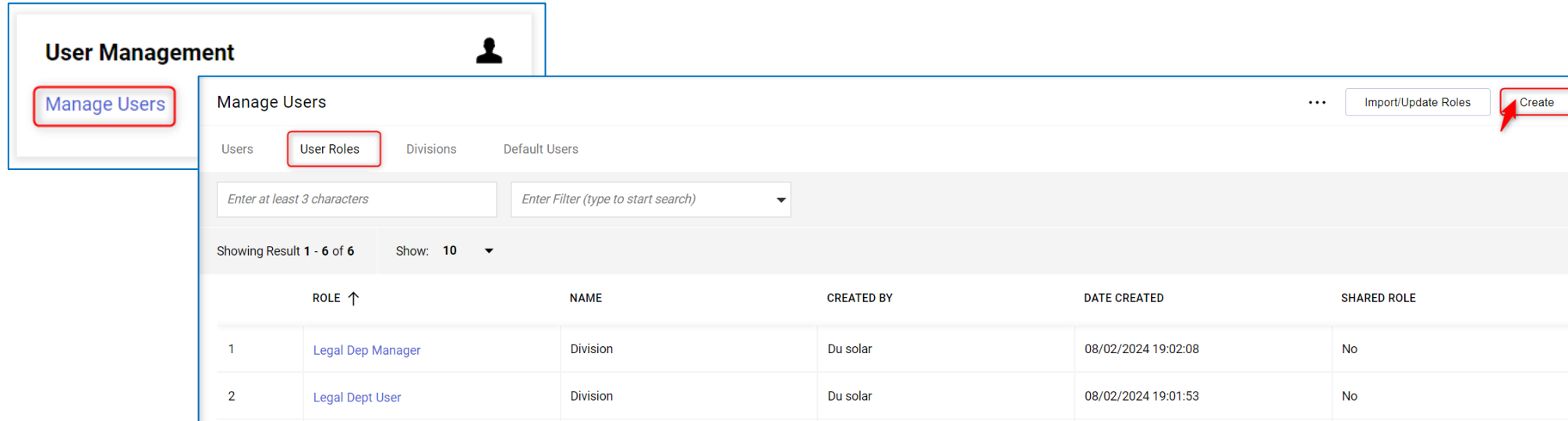
If this is your first time to login, you will be asked to set a new password (which must be at least 8 characters long and include both letters and numbers, as well as a special character).

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2. CREATE USER ROLES

Navigate to the 'Manage Users' from the user management area select 'User Roles' tab and click 'Create'



The screenshot displays the 'User Management' interface. A sidebar on the left contains a 'Manage Users' button. The main content area is titled 'Manage Users' and features a navigation bar with tabs for 'Users', 'User Roles', 'Divisions', and 'Default Users'. The 'User Roles' tab is selected. Below the navigation bar, there are search filters and a table of user roles. The table has columns for 'ROLE', 'NAME', 'CREATED BY', 'DATE CREATED', and 'SHARED ROLE'. Two roles are listed: 'Legal Dep Manager' and 'Legal Dept User', both created by 'Du solar' on 08/02/2024. A 'Create' button is highlighted with a red box and a red lightning bolt icon.

	ROLE ↑	NAME	CREATED BY	DATE CREATED	SHARED ROLE
1	Legal Dep Manager	Division	Du solar	08/02/2024 19:02:08	No
2	Legal Dept User	Division	Du solar	08/02/2024 19:01:53	No

2. CREATE USER ROLES

Define a name for the “Role” and select all possible ‘User Rights’ under this role and click ‘Create’

The screenshot shows the 'Role: Sales Dept User' configuration page. The 'Role' field is set to 'Sales Dept User' and the 'Shared Role' is set to 'Yes'. The 'RFx' section is highlighted with a red box, indicating that all permissions under this section are being granted. The permissions listed are:

- Viability of RFx Lists: Yes, if I'm associated to the Object
- Access RFx Details: Yes, if I'm associated to the Object
- Create Response: Yes, if I'm associated to the Object
- Modify Before Publishing: Yes, if I'm associated to the Object
- Modify and Submit: Yes, if I'm associated to the Object
- Contact Visible to Buyer: Yes
- Messages Management: Yes, if I'm associated to the Object
- View Sensitive Data (including attachments, responses, pricing etc): Yes, if I'm associated to the Object

Other sections include Supplier Management, Supplier Performance, User Management, File Sharing, and Page Top Menu Online Help Access, each with its own 'Set Minimum Rights' and 'Set Full Rights' buttons.

Once a role is created, it will be available for selection during the user creation process.

If you would like to grant default access to each of these parameter, then select “Yes” and if you would like to control the rights of each user then grant them “Yes, if I’m associated to the object” option

3. CREATE USERS

Navigate to the 'Users' tab from the "Manage User" area and click 'Create'

The screenshot shows the 'Manage Users' interface. At the top, there are tabs for 'Users', 'User Roles', 'Divisions', and 'Default Users'. The 'Users' tab is selected. To the right, there are buttons for 'Import/Update User Role' and 'Create'. Below the tabs, there is a search bar with the text 'Enter at least 3 characters' and a dropdown menu set to 'All Users'. A filter input field contains 'Enter Filter (type to start)'. Below this, it says 'Showing Result 1 - 7 of 7' and 'Show: 10'. At the bottom, there is a table header with columns: 'USER INFO', 'LAST NAME ↑', 'FIRST NAME', and 'NAME'.

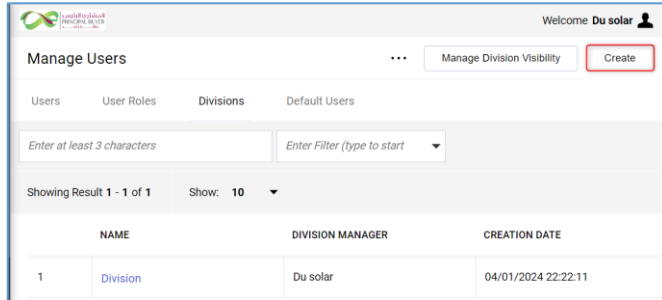
The 'New User' form contains the following fields:

- Last Name:** Abdul Rahman
- First Name:** Ahmed
- Email:** aabdulrahman@yopmail.com
- Telephone Number:** 112256988
- Name:** Division
- Department:** ---
- Role:** Sales Dept User
- Username:** aabdulrahman
- Preferred Language:** English (UK)
- Time Zone:** ACDT/ACST - Australian Central Standard Time (Australia/South)

Once a role is created, it will be available for selection during the user creation process.

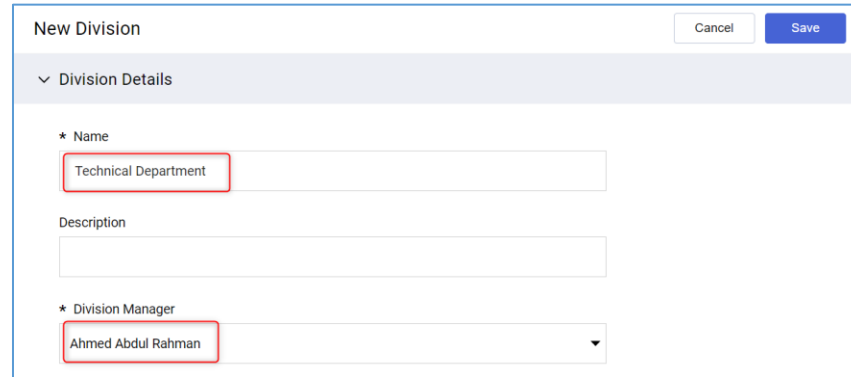
4. CREATE USER DIVISION

Navigate to the 'Divisions' tab from the "Manage User" area and click 'Create'



The screenshot shows the 'Manage Users' interface. At the top right, it says 'Welcome Du solar'. Below that, there are tabs for 'Users', 'User Roles', 'Divisions', and 'Default Users'. The 'Divisions' tab is selected. There are two input fields: 'Enter at least 3 characters' and 'Enter Filter (type to start)'. Below these, it says 'Showing Result 1 - 1 of 1' and 'Show: 10'. A table with the following data is visible:

	NAME	DIVISION MANAGER	CREATION DATE
1	Division	Du solar	04/01/2024 22:22:11



The screenshot shows the 'New Division' form. It has a 'Cancel' button and a 'Save' button. Under 'Division Details', there are three fields: '* Name' with the value 'Technical Department', 'Description' (empty), and '* Division Manager' with the value 'Ahmed Abdul Rahman'.

Once the Division name is defined, select the 'Division Manager' from the created users list