



THE PORT AUTHORITY OF NY & NJ

MANAGING/UPDATING
SUPPLIER PROFILE
INFORMATION

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MANAGING/UPDATING SUPPLIER PROFILE INFORMATION

To access your account please use the URL <https://www.paprocure.com>.

Log into your account with your credentials.

THE PORT AUTHORITY OF NY & NJ

Supplier Login

UserID * xytest
Password * [masked]
[Log On](#)

Existing Suppliers

- Use Supplier Log in option on the left to access your account.
- To add additional locations/offices, please follow New Supplier instruction below.

New Suppliers

- [Click here](#) to register as a new supplier.

Lemon Problems? [Forgot Password](#) / [Forgot UserID](#)
[Click here](#) to register as new supplier.

Supplier Registration / Profile

Welcome to The Port Authority of New York and New Jersey Supplier Registration website. This website provides suppliers, contractors and consultants with a faster and more effective mechanism to establish and manage a company profile for conducting business with the Port Authority.

No specialized technology is required to use this website, only a web browser (Internet Explorer 9 and above / Chrome (current release cycle) / Safari 9.0 and above) and access to the Internet. Suppliers can create or update profiles online, at no cost to them.

The registration process will gather demographic information, including commodity and services codes (Product Categories) representing the products and services a company may provide. When a need for a commodity or service arises, buyers will select supplier demographics and/or commodity code information to invite participation in the competitive bidding process.

Our website has been designed to be user friendly with complete instructions provided in [FAQ](#) and [Help](#) section. By using our secure Internet website, suppliers will be able to:

- Maintain company information
- Select Goods and Services your company provides

The Port Authority of New York and New Jersey values it's relationship with our suppliers and we look forward to serving you more efficiently with our latest value added service. Please review our [Privacy Statement](#) and [Terms Of Use](#) policy.

To view some areas of the PAPROCURE you will need Adobe Acrobat Reader

Additional Links:

- [Port Authority Of NY & NJ Home Page](#)
- [A Guide to Procurement at The Port Authority of NY & NJ](#)
- [Buyer & Commodity Contact Information](#)
- [Bid/Proposal Advertisements](#)
- [Consultant firms can complete the Professional Service Firm Questionnaire on line here](#)

1. Forgot Password:

If you forgot your Password, please click on “Forgot Password” to generate a new password for your account.

THE PORT AUTHORITY OF NY & NJ

Supplier Login

UserID * [empty]
Password * [empty]
[Log On](#)

Existing Suppliers

- Use Supplier Log in option on the left to access your account.
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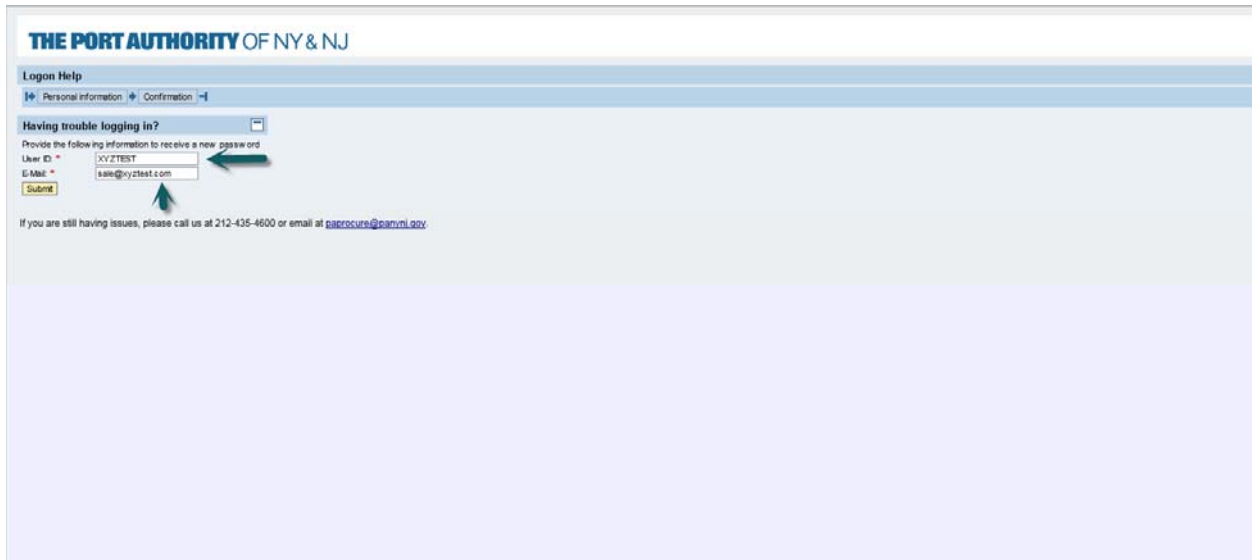
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- [Bid/Proposal Advertisements](#)
- [Consultant firms can complete the Professional Service Firm Questionnaire on line here](#)

- A. Enter your User ID and e-mail address to generate a new password.



THE PORT AUTHORITY OF NY & NJ

Logon Help

Personal information Confirmation

Having trouble logging in?

Provide the following information to receive a new password

User ID: * xyztest

E-Mail: * sae@xyztest.com

Submit

If you are still having issues, please call us at 212-435-4600 or email at paprocur@panyni.gov.

- B. Once you have submitted your User ID and e-mail, a message confirming the Password Reset will appear on your screen. A new temporary password will be assigned and sent to your registered e-mail address.



THE PORT AUTHORITY OF NY & NJ

Logon Help

Personal information Confirmation

Confirmation of Password Reset

New password was assigned and sent by e-mail. Please close the window.

If you are still having issues, please call us at 212-435-4600 or email at paprocur@panyni.gov.

C. Copy and paste your temporary password into the login screen as below:

THE PORT AUTHORITY OF NY & NJ

Supplier Login

UserID * XYZTEST

Password * [REDACTED]

Log On

Existing Suppliers

- Use Supplier Log in option on the left to access your account.
- To add additional locations/offices, please follow [New Supplier](#) instruction below.

New Suppliers

- [Click here](#) to register as a new supplier.

Logon Problems? [Forgot Password](#) / [Forgot UserID](#)

[Click here](#) to register as new supplier.

Supplier Registration / Profile

Welcome to The Port Authority of New York and New Jersey Supplier Registration website. This website provides suppliers, contractors and consultants with a faster and more effective mechanism to establish and manage a company profile for conducting business with the Port Authority.

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- Maintain company information
- Select Goods and Services your company provides

The Port Authority of New York and New Jersey values it's relationship with our suppliers and we look forward to serving you more efficiently with our latest value added service. Please review our [Privacy Statement](#) and [Terms Of Use](#) policy.

To view some areas of the PAPROCCURE you will need Adobe Acrobat Reader [Get Acrobat Reader](#)

Additional Links:

- [Port Authority Of NY & NJ Home Page](#)
- [A Guide to Procurement at The Port Authority of NY & NJ](#)
- [Buyer & Commodity Contact Information](#)
- [Technical Assistance](#)
- [Consultant firms can complete the Professional Service Firm Questionnaire on line here](#)

D. Log in with the temporary password. You will then be directed to set up a new password for your account.

The new password must satisfy the following criteria:

- Minimum length of ten characters
- Must have at least 2 upper case character
- Must have at least 2 lower case character
- Must have at least 1 number
- Must have at least 1 special character

THE PORT AUTHORITY OF NY & NJ

Supplier Login (Change Password)

Change Password

Old Password * [REDACTED]

New Password * [REDACTED]

Confirm Password * [REDACTED]

Change Cancel

New password must contain the following:

- Minimum length of ten (10) characters
- Must have at least 2 upper case character
- Must have at least 2 lower case character
- Must have at least 1 number
- Must have at least 1 special character
- Password expires in 90 calendar days

2. Forgot User ID:

If you have forgotten your User ID, please click on “Forgot User ID” to generate a new User ID.

THE PORT AUTHORITY OF NY & NJ

Supplier Login

UserID *
 Password *
 Log On

Logon Problems? [Forgot Password](#) / [Forgot UserID](#)
[Click here](#) to register as new supplier.

Existing Suppliers

- Use Supplier Log in option on the left to access your account.
- To add additional locations/offices, please follow *New Supplier* instruction below.

New Suppliers

- [Click here](#) to register as a new supplier.

Supplier Registration / Profile

Welcome to The Port Authority of New York and New Jersey Supplier Registration website. This website provides suppliers, contractors and consultants with a faster and more effective mechanism to establish and manage a company profile for conducting business with the Port Authority.

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- Maintain company information
- Select Goods and Services your company provides

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To view some areas of the PAPROCURER you will need Adobe Acrobat Reader

- A. On the next screen you will be asked to enter your First Name, Last Name and registered E-mail Address, to generate a new User ID for your account.

THE PORT AUTHORITY OF NY & NJ

Forgot my User ID

* First name:
 * Last name:
 * E-Mail Address:
 Get UserID

If you are still having issues, please call us at 212-435-4600 or email at paprocore@panynj.gov.

My User ID Details

Details provided did not match with records available. Please contact Port Authority of New York and New Jersey for support.

- B. After you click on “Get UserID,” your new User ID will appear on the same screen as shown below:

THE PORT AUTHORITY OF NY & NJ

Forgot my User ID

* First name:
 * Last name:
 * E-Mail Address:
 Get UserID

If you are still having issues, please call us at 212-435-4600 or email at paprocore@panynj.gov.

My User ID Details


Your login id is : XYZTEST

3. Updating Your Company's Information:

Use URL <https://www.paprocure.com> to login to your account.

THE PORT AUTHORITY OF NY & NJ

Supplier Login

UserID * XYZTEST
 Password * [REDACTED] 

[Log On](#)

Lagon Problems? [Forgot Password](#) / [Forgot UserID](#)
[Click here](#) to register as new supplier.

Existing Suppliers

- Use Supplier Log in option on the left to access your account.
- To add additional locations/offices, please follow *New Supplier* instruction below.

New Suppliers

- [Click here](#) to register as a new supplier.

Supplier Registration / Profile

Welcome to The Port Authority of New York and New Jersey Supplier Registration website. This website provides suppliers, contractors and consultants with a faster and more effective mechanism to establish and manage : Authority.


No specialized technology is required to use this website , only a web browser (Internet Explorer 9 and above / Chrome (current release cycle) / Safari 9.0 and above) and access to the Internet. Suppliers can create or update pi

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- Maintain company information
- Select Goods and Services your company provides

The Port Authority of New York and New Jersey values it's relationship with our suppliers and we look forward to serving you more efficiently with our latest value added service. Please review our [Privacy Statem](#)

To view some areas of the PAPROCURE you will need Adobe Acrobat Reader 

A. Under Supplier Data Maintenance tab, you may take the following actions:

- | | |
|---------------------|--|
| Company Data: | Edit your company's information |
| Product Categories: | Edit your company's product categories |
| Employee: | Create new employees or to edit employee information |

Under Company Data, click on "Edit" to make any changes to your company's information. After your initial registration, contact us at paprocure@panynj.com or call us at 212-435-4600 to make changes to your company's name or business structure.

MANAGING/UPDATING SUPPLIER PROFILE INFORMATION

THE PORT AUTHORITY OF NY & NJ Port Authority Website Welcome: Mr. Joe

[Back](#) [Forward](#) [History](#)

[Supplier Data Maintenance](#) [Help](#)

Supplier Data Maintenance Full

- Company
 - Company Data
- Product Categories
 - Product Categories
- Employees
 - Create Employee
 - List of Employees
 - Own Data

Company Data [Edit](#)

Important Information

Note: If you made changes to General Communication and/or address information, those changes will be updated immediately.

Company Name, Tax ID and Business Structure cannot be changed. For any changes to these fields, please contact The Port Authority of NY & NJ via e-mail paprocur@panynj.gov or call (212) 435-4600. To be set up for Port Authority payment or to change payment information, please contact The Port Authority of NY & NJ Accounts Payable at ACH_Enrollment@panynj.gov or (201) 216-6002.

Please then provide the following information:

- Current W-9 Form ([Exhibit 1](#))
- Completed ACH Enrollment Form ([Exhibit 2](#))
- Sample Invoice ([Click Here](#))
- A copy of your company's wire instructions, bank letter, or voided check. This validates the banking information provided in the completed ACH Enrollment Form ([Exhibit 3](#))

Upon completion, The Port Authority of NY & NJ will review the submitted documents. You will be notified that your enrollment is completed or if we require additional information.

General Company Information

* Company Name: XYZ TEST

Name2:

Name3:

Name4:

* Language: English ☒

Currency: United States Dollar ☒

Business Structure: Corporation / Inc.

- B. You can edit your company's mailing address on the Address tab.
- C. If your company has been certified by the Port Authority of NY & NJ as Minority, Women-owned, Small or Disadvantaged Business, that information will be displayed to the right side of the screen under the Address tab. (This is not editable)

THE PORT AUTHORITY OF NY & NJ Port Authority Website Log

[Supplier Data Maintenance](#) [Help](#)

Supplier Data Maintenance Full

Address

* Country: USA

State: New Jersey

* City: / * Postal Code: Jersey City 07302

Street Address: 2 Montgomery Street

Minority Indicators

Minority Business ☐

Women owned ☐

Disadvantaged Business ☐

Small Business Indicators

Janitorial ☐

Commodity ☐

Uniformed Unarmed Guards ☐

Prof.Architects & Engineers ☐

Building Program Management ☐

Construction ☐

PC Maintenance ☐

MANAGING/UPDATING SUPPLIER PROFILE INFORMATION

- D. You can edit your existing Phone Number, Fax Number and E-mail Address. Changes cannot be made to the general e-mail address used to register with on this screen. You can add new Phone Number, Fax Number and E-mail Address by clicking on “New Line” under each section in General Communication tab.

General Communication

Phone Number	Extension	Country	Standard Number
2015551212		USA	<input checked="" type="radio"/>
New Line			

Fax Number	Extension	Country	Standard Number
No result found			
New Line			

E-Mail Address	Standard E-Mail Address	Email Type
sale@xyztest.com	<input checked="" type="radio"/>	PAYMENT_CONTACT BIDDING_INQUIRY
General@xyztest.com	<input type="radio"/>	
accounts payable@xyztest.com	<input type="radio"/>	
New Line		

Note:
 - Port Authority will be using the default email address for all communications with the supplier.
 - For Payment or Bidding Enquiries, the email specified will be used for communications.

- E. The e-mail type “Payment_Contact” is used for payment information. At present, the other option “Bidding INQUIRY” e-mail type is not in use but will be activated with future system enhancements.

General Communication

Phone Number	Extension	Country	Standard Number
2015551212		USA	<input checked="" type="radio"/>
2125551212		USA	<input type="radio"/>
New Line			

E-Mail Address	Standard E-Mail Address	Email Type
sale@xyztest.com	<input checked="" type="radio"/>	PAYMENT_CONTACT BIDDING_INQUIRY
General@xyztest.com	<input type="radio"/>	
accounts payable@xyztest.com	<input type="radio"/>	
New Line		

Note:
 - Port Authority will be using the default email address for all communications with the supplier.
 - For Payment or Bidding Enquiries, the email specified will be used for communications.

- F. To delete Communication information, click on the trashcan icon by the information to be deleted.

General Communication

Phone Number	Extension	Country	Standard Number
2015551212		USA	<input checked="" type="radio"/>
2125551212		USA	<input type="radio"/>
New Line			

Fax Number	Extension	Country	Standard Number
No result found			
New Line			

E-Mail Address	Standard E-Mail Address	Email Type
sale@xyztest.com	<input checked="" type="radio"/>	PAYMENT_CONTACT BIDDING_INQUIRY
General@xyztest.com	<input type="radio"/>	
accounts payable@xyztest.com	<input type="radio"/>	
New Line		

Note:
 - Port Authority will be using the default email address for all communications with the supplier.

4. Bank and Tax Details:

Country	ABA / Routing#	Account Number	Account Holder	SWIFT Code
USA	Your Routing #	Your Account #	Your Account Name	

New Line

- A. On the bottom of the page, complete the “Bank and Tax Details.” When entering your banking information, Country, ABA/Routing#, and Account Number fields must be completed. (**Please note:** if your bank is an international bank, a SWIFT Code will be required instead of an ABA/Routing#).

If you have provided the Tax Number details while registering, that information will appear as below. For security purposes, you cannot edit this information. To add or change Tax Number information, please contact us via e-mail at paprocure@panynj.gov.

Tax Type	Tax Number
USA: Employer ID Number	99-9999999

New Line

- B. If you have been awarded a contract and will sending Purchase Order invoices to the Port Authority of NY & NJ, please provide the required information stated on the top of the page to the [ACH ENROLLMENT@PANYNJ.GOV](mailto:ACH_ENROLLMENT@PANYNJ.GOV) to allow Accounts Payable to complete the payment set up process.
- C. Once all changes are entered, scroll to the top of the screen and click “Save.”

THE PORT AUTHORITY OF NY & NJ

Supplier Data Maintenance

Company Data

Save Display

Important Information

Note: If you made changes to General Communication and/or address information, those changes will be updated immediately.

Company Name, Tax ID and Business Structure cannot be changed. For any changes to these fields, please contact The Port Authority of NY & NJ via e-mail paprocure@panynj.gov or call (212) 435-4600. To be set up for Port Authority payment or to change payment information, please contact The Port Authority of NY & NJ Accounts Payable at ACH_Enrollment@panynj.gov or (201) 215-5002.

Please then provide the following information:

- Current W-9 Form ([Exhibit 1](#))
- Completed ACH Enrollment Form ([Exhibit 2](#))
- Sample Invoice ([Click Here](#))
- A copy of your company's wire instructions, bank letter, or voided check. This validates the banking information provided in the completed ACH Enrollment Form ([Exhibit 3](#))

Upon completion, The Port Authority of NY & NJ will review the submitted documents. You will be notified that your enrollment is completed or if we require additional information.

General Company Information

* Company Name: XYZ TEST

- D. Once your changes are saved, a confirmation e-mail will be sent to your contact e-mail address.

5. Product Categories

MANAGING/UPDATING SUPPLIER PROFILE INFORMATION

To make changes to your company's Product Categories, go to the Supplier Data Maintenance tab and click on "Product Categories."

The screenshot shows the 'Supplier Data Maintenance' page for 'THE PORT AUTHORITY OF NY & NJ'. The left sidebar has a tree view with 'Company' expanded, showing 'Company Data', 'Product Categories', and 'Employees'. 'Product Categories' is selected, and a green arrow points to the 'Product Categories' link. The main content area has a tab for 'Company Data' with an 'Edit' button. Below this is the 'Important Information' section, which contains a note about updates and a list of required documents: 'Current W-9 Form (Exhibit 1)', 'Completed ACH Enrollment Form (Exhibit 2)', 'Sample Invoice (Click Here)', and 'A copy of your company's wire instructions, bank letter, or voided check'. Below this is the 'General Company Information' section with fields for 'Company Name' (filled with 'XYZ TEST'), 'Name2', 'Name3', 'Name4', 'Language' (dropdown set to 'English'), 'Currency' (dropdown set to 'United States Dollar'), and 'Business Structure'.

A. To add new product categories, click on "Add New Product Categories".

The screenshot shows the 'List of Product Categories' dialog box. It has a title bar with 'Submit' and 'Reset' buttons. Below the title bar is a section with a '+' icon and the text 'Add New Product Categories', with a green arrow pointing to it. Below this is a table with three columns: 'Category Name', 'Status', and 'Actions'. The table contains two rows: '03764 REPLICAS: FOOD, FRUIT, ETC.' and '04551 MIXERS, FOOD (HOUSEHOLD TYPES)'. A green arrow points to the '+' icon in the 'Actions' column of the second row.

Click on "+" to expand the product category list and select the one from the expanded list.

Selection of Product Categories

Select the product categories you can supply

Find:

Available Product Categories

↕ Expand All ↗ Collapse All

Category Name

☐ ☒ R3MATCLASSLS_R3P_300 Material Group ERP System

Please [click here](#) for a list of NIGP Codes/Product Categories and their complete descriptions.

The expanded Product Categories will appear as below:

Selection of Product Categories

Select the product categories you can supply

Find:

Available Product Categories

<input type="button" value="Expand All"/> <input type="button" value="Collapse All"/>	
Category Name	
<input type="checkbox"/>	<input type="checkbox"/> R3MATCHCLASSLS_R3P_300 Material Group ERP System
<input type="checkbox"/>	• 00500 ABRASIVES
<input type="checkbox"/>	• 00505 ABRASIVE EQUIPMENT
<input type="checkbox"/>	• 00514 ABRASIVES, COATED:
<input type="checkbox"/>	• 00521 ABRASIVES, SANDBLAS
<input type="checkbox"/>	• 00528 ABRASIVES, SANDBLAS
<input type="checkbox"/>	• 00542 ABRASIVES, SOLID: W
<input type="checkbox"/>	• 00556 ABRASIVES, TUMBLING
<input type="checkbox"/>	• 00563 GRINDING AND POLISH
<input type="checkbox"/>	• 00570 PUMICE STONE
Page 1 <input type="button" value="Back"/> 1 2 3 4 5 6 7 8 Forward 706	

Please [click here](#) for a list of NIGP Codes/Product Categories and their complete descriptions.

- B. You can also search for the product category by entering the specific product type in the find field. You can navigate across the search results using left and right arrows.

- C. For a complete description of the NIGP Codes/ Product Categories, select “Click here” at the bottom of the search results page.

Selection of Product Categories

Select the product categories you can supply

Find:

Search Result : **Result 1 of 40**

Please click on forward or backward arrow to select additional NIGP codes

Available Product Categories

Category Name	
<input type="checkbox"/>	• 03756 PAPER, CREPE
<input checked="" type="checkbox"/>	• 03764 REPLICAS: FOOD, FRU
<input type="checkbox"/>	• 03775 SODA FOUNTAIN EQUIP
<input type="checkbox"/>	• 03778 SOUVENIRS: PROMOTIO
<input type="checkbox"/>	• 03784 TOYS AND GAMES (NOT
<input type="checkbox"/>	• 04000 ANIMALS, BIRDS, MAR
<input type="checkbox"/>	• 04002 ANIMAL CARRIERS
<input type="checkbox"/>	• 04003 ANIMAL CARE SUPPLIE
<input type="checkbox"/>	• 04004 ANIMAL TRAINING EQU
<input type="checkbox"/>	• 04005 BEES

[Page 1](#)
[◀ Back](#)
[23](#)
[24](#)
[25](#)
[26](#)
[27](#)
[28](#)
[29](#)
[30](#)
[Forward ▶](#)
[706](#)

Please [click here](#) for a list of NIGP Codes/Product Categories and their complete descriptions.

Your selected product categories will be displayed as below.


Product Categories *




 Add

Category Name	
00514 ABRASIVES, COATED:	
00528 ABRASIVES, SANDBLAS	
03764 REPLICAS: FOOD, FRU	

Finally click on submit to add the product categories to your List of Product Categories.

List of Product Categories

 Add New Product Categories

Category Name	Status	Actions
00528 ABRASIVES, SANDBLASTING (OTHER THAN METAL)	New	
03764 REPLICAS: FOOD, FRUIT, ETC.		
04551 MIXERS, FOOD (HOUSEHOLD TYPES)		

6. Additional Contacts:


You can add/delete more contacts, identify their roles and manage that information.




THE PORT AUTHORITY OF NY & NJ

Supplier Data Maintenance

Company Data
Product Categories
Product Categories
Employees
Create Employee
List of Employees
Own Data

List of Product Categories

 Add New Product Categories

Category Name	Status	Actions
00528 ABRASIVES, SANDBLASTING (OTHER THAN METAL)	New	
03764 REPLICAS: FOOD, FRUIT, ETC.		
04551 MIXERS, FOOD (HOUSEHOLD TYPES)		

A. To view existing contacts, click on "List of Employees"

Supplier Data Maintenance

Company Data
Product Categories
Product Categories
Employees
Create Employee
List of Employees
Own Data

List of Employees

Actions	Status	Employee Name	New User Id	E-Mail Address
	Unlocked	Mr. Joe Smith	XYZTEST	sale@xyztest.com

B. To make any changes to the existing contacts, click on Own Data. Those fields marked with asterisk (*) are mandatory.

MANAGING/UPDATING SUPPLIER PROFILE INFORMATION

THE PORT AUTHORITY OF NY & NJ

Supplier Data Maintenance

Company Data Maintenance

Company Data

Product Categories

Employees

Create Employee

List of Employees

Open Data

Open Data

Save

Display

Primary Contact Details

Title: Mr.

* First Name: Joe

* Last Name: Smith

Job Title: Sales Manager

Department: Sales and Marketing

* Language: English

* E-Mail: joe@nytest.com

* Country / * Phone Number / Extension: USA 2015551212 100

User Details

Password must contain the following:

- Minimum length of ten (10) characters
- Must have at least 2 upper case character
- Must have at least 2 lower case character
- Must have at least 1 number
- Must have at least 1 special character
- Password expires in 90 calendar days

New User ID: JOESTEST

New Password:

Confirm Password:

Date Format: MM/DD/YYYY

Decimal Format: 1,234,567.89

Time Zone: Eastern Time (New York)

Roles

Role Name
Employee Administrator

Notifications

E-Mail Notification
Notification About Changes to Supplier Data
Notification About Changes to Contact Persons

C. You can assign an administrative role to employee. This assigns the ability to add/change any information for your profile as well as add/delete other users from your company. After entering your changes, click on “Save.” You receive an e-mail confirming changes made to contact person details.

D. To add new employee, click on “Create Employee”.

THE PORT AUTHORITY OF NY & NJ

Supplier Data Maintenance

Company Data Maintenance

Company Data

Product Categories

Employees

Create Employee

List of Employees

Open Data

Create Employee

Primary Contact Details

Title:

* First Name:

* Last Name:

Job Title:

Department:

* Language: English

* E-Mail:

* Country / * Phone Number / Extension:

Please enter all the required information. Fields mark with asterisk (*) are mandatory. Click on “Create” after all the required information is entered.

MANAGING/UPDATING SUPPLIER PROFILE INFORMATION

THE PORT AUTHORITY OF NY & NJ

Supplier Data Maintenance

Company
Company Data
Product Categories
Employees
Create Employee
List of Employees
Own Data

Create Employee
Create

Primary Contact Details

Title: Ms.

* First Name: Jane

* Last Name: Smith

Job Title: Finance Officer

Department: Finance

* Language: English

* E-Mail: finance@xyztest.com

* Country: / * Phone Number: / Extension: USA

- E. To generate a User ID and Password for the newly added employee's information, click on list of employees and then click on the newly added employee's name.

THE PORT AUTHORITY OF NY & NJ

Supplier Data Maintenance

Company
Company Data
Product Categories
Employees
Create Employee
List of Employees
Own Data

List of Employees

Actions	Status	Employee Name	New User ID	E-Mail Address
	Unlocked	Mr. Joe Smith	XYZTEST	sales@xyztest.com
	Updated	Ms. Jane Smith		finance@xyztest.com

Then click on "Edit" to generate a User ID and Password.

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List of Employees > Display Employee

Edit

Primary Contact Details

Title: Ms.

* First Name: Jane

* Last Name: Smith

Job Title: Finance Officer

Department: Finance

* Language: English

* E-Mail: finance@xyztest.com

* Country: / * Phone Number: / Extension: USA

2125551212

2125551213

User Details

New User Id:

New Password:

Confirm Password:

Date Format: MM/DD/YYYY

Decimal Format: 1,234,567.89

Time Zone: Eastern Time (New York)

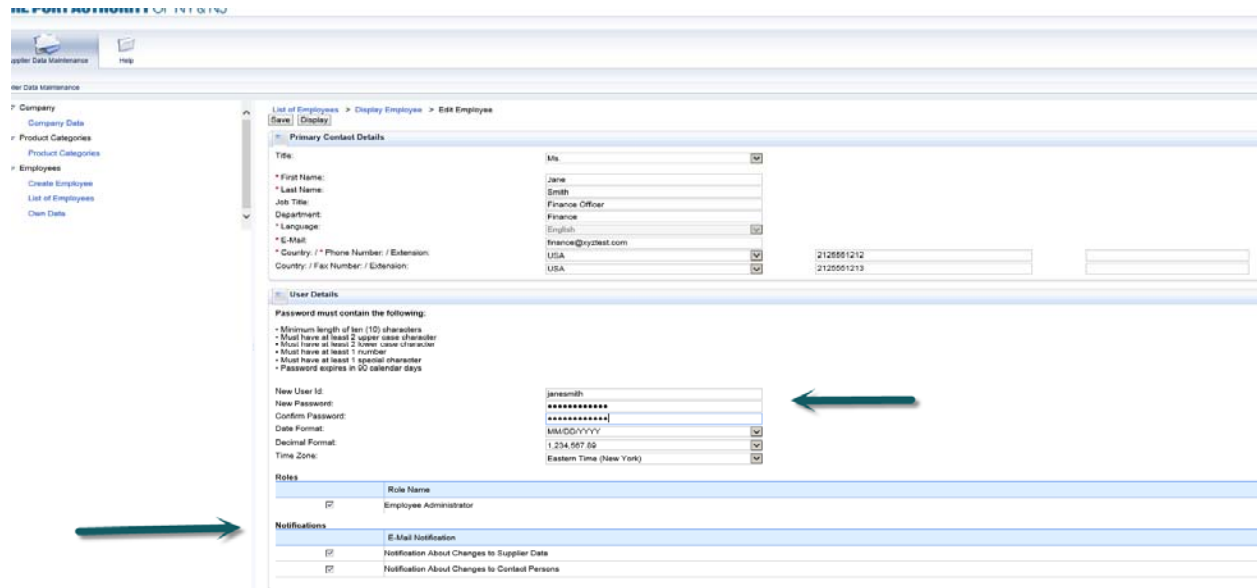
Roles

Role Name
<input type="checkbox"/> Employee Administrator

Notifications

E-Mail Notification
<input type="checkbox"/> Notification About Changes to Supplier Data
<input type="checkbox"/> Notification About Changes to Contact Persons

F. Enter the User ID and Password for the newly added employee.



Supplier Data Maintenance

Company Data Maintenance

Company Data

Product Categories

Employees

Create Employees

List of Employees

Den Data

List of Employees > Display Employee > Edit Employee

(Save) (Display)

Primary Contact Details

Title: Mrs.

* First Name: Jane

* Last Name: Smith

Job Title: Finance Officer

Department: Finance

* Language: English

* E-Mail: jsmith@nytest.com

* Country: / * Phone Number / Extension: USA 2125551212

Country: / Fax Number: / Extension: USA 2125551213

User Details

Password must contain the following:

- Minimum length of ten (10) characters
- Must have at least 2 upper case character
- Must have at least 2 lower case character
- Must have at least 1 number
- Must have at least 1 special character
- Password expires in 90 calendar days

New User ID: janesmith

New Password: *****

Confirm Password: *****

Date Format: MM/DD/YYYY

Decimal Format: 1,234,567.89

Time Zone: Eastern Time (New York)

Roles

Role Name
<input checked="" type="checkbox"/> Employee Administrator

Notifications

E-Mail Notification
<input checked="" type="checkbox"/> Notification About Changes to Supplier Data
<input checked="" type="checkbox"/> Notification About Changes to Contact Persons

Assign an employee to the “Employee Administrator” role by checking the box shown above. This role can add/change any information for your profile as well as add/delete more users from your company.

You can also select the checkboxes for E-mail notification, to allow the new employee to receive notifications. Should that employee no longer need to receive notification e-mails, the notification checkboxes should be unchecked.

Once all changes, are made, click on “Save.” You will be sent a confirmation e-mail for all changes made.