



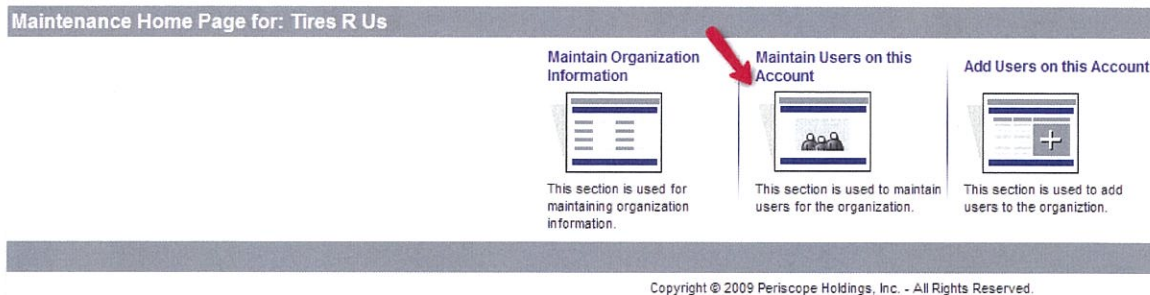
Quick Reference Guide Vendor Maintenance – Add a User

To ensure receipt of notifications about Solicitation opportunities or to be issued Purchase Orders (POs) through APEX, you must make sure that users within your company are set up to receive this information and their information is current. You can do this by accessing the APEX login screen and signing in with your unique Login ID and Password.

Who Can Update Vendor Data?

Upon logging into APEX with your unique Login ID and Password, you may update your company’s vendor data if you have the role of **Seller Administrator**. To update your company’s data, click on the **Seller Administrator** tab if it displays. NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**.

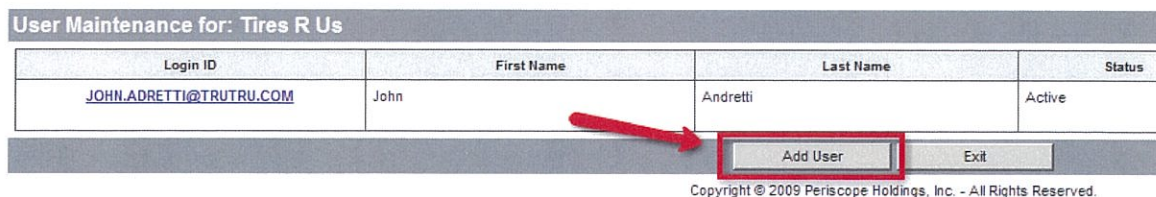
Seller Administrators are presented with three initial options on their **Homepage**:



By clicking on the **Maintain Users on this Account**, Seller Administrators can determine whether the user is already set up in the system or whether adding the user is required. The following steps guide you through adding a new user:

Add User

APEX will maintain the user name, job title, department, phone number, email, login id, password, security question and answer, and user role. To begin adding a new user, select the **Add User** button. To update user information, click on the **Login ID** of that user.





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Enter New User Information

Complete the New Vendor User information, including all required fields (fields with an '*').

New Vendor User for Tires R Us

Salutation	<input type="text"/>	Last Name*	<input type="text"/>
First Name*	<input type="text"/>	Department	<input type="text"/>
Job Title*	<input type="text"/>	Email*	<input type="text"/>
Phone*	<input type="text"/> - <input type="text"/>	Status*	<input type="text" value="Active"/>
Login ID*	<input type="text"/>	Confirm Password*	<input type="text"/>
New Password*	<input type="text"/>	Login Answer	<input type="text"/>
Login Question	<input type="text"/>		

Roles

Seller
 Seller Administrator

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Select Role for New User

In the **Roles** section, selecting **Seller** will allow that user to view and respond to solicitations.

New Vendor User for Tires R Us

Salutation	<input type="text"/>	Last Name*	<input type="text" value="Gordon"/>
First Name*	<input type="text" value="Jeff"/>	Department	<input type="text"/>
Job Title*	<input type="text" value="CTO"/>	Email*	<input type="text" value="jeff.gordon@trutru.com"/>
Phone*	<input type="text" value="555"/> - <input type="text" value="555"/>	Status*	<input type="text" value="Active"/>
Login ID*	<input type="text" value="jeff.gordon@trutru.com"/>	Confirm Password*	<input type="text" value="*****"/>
New Password*	<input type="text" value="*****"/>	Login Answer	<input type="text" value="67 Camaro SS"/>
Login Question	<input type="text" value="What was you first car?"/>		

Roles

Seller
 Seller Administrator

Click the **Save & Exit** button upon completion.