

Handout mySRM for suppliers

Create or change users

<u>Attention</u>: Each supplier is responsible for his own user in mySRM. If there is a change in users (somebody leaves the company, someone new joins the team ...) the Supplier needs to activate or delete respective users.

If there is a person in your company who already has a login (Admin role) for the mySRM portal, this person can add an account for other persons within the company. In the following, it is described how this can be done:

- 1. Login to mySRM using the available login data (<u>https://app11.jaggaer.com/portal/tgw</u>)
- 2. Choose "Contact people" in the menu on the left
- 3. Choose "New user":

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> Administration						
> Company profile						
> Contact people		Name	Loginname			
> Categories		Change & Basil	Collections.	(bollog - at		
> Requests		A CONTRACT OF THE OWNER.	(and then	And in Figure 2 is since the		
Received orders						
> ERP Contracts						
> Actions						
> Standard documents						

4. In the new window that pops up, user data of the new user can be entered. All mandatory fields (*) have to be filled. In order to create a login for the new user, it is necessary to flag "Create portal user" and to define a loginname:

Salutation*:	🗸
First name*:	
Last name*:	
Title:	
Department:	💙
Telephone*:	
Mobile:	
Fax:	
E-Mail*:	

- 5. By clicking on **"Save**" an automatic **email** is sent to the address that has been entered for the new user. This mail contains the link to the platform, loginname and a password for the first login. The new user can independently login to the system with this data.
- 6. Login by the new mySRM user using the login data from the email.
- 7. **Change password:** new users must change their password in the course of their first login to the system



Create new "Admin" User

Once the user account is created, this user can get the admin rights by following these steps:

1) Click on Administration/ All Accounts I manage / User data and select the user you want to change

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2) Activate the "Admin" Permission for this user and click on "save"

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