

University of Iowa – Add and Update User Profiles

Link to Online Application: [eSupplier Connection Supplier Portal](#)

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Introduction

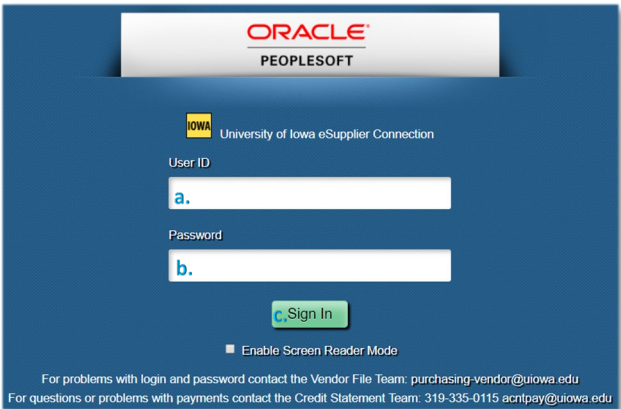
Thank you for doing business with the University of Iowa. This script will help you maintain the users associated with your organization. Two supplier roles can be assigned to supplier users based on the level of access needed as follows:

- 1. **Administrative User (UI_ESUPPLIER):** Access to add new users, deactivate users, update security, reset passwords, and update your organizations supplier information (including addresses and contacts). This role can also review purchase orders (POs), receipts, invoices, payments, and account balances.
- 2. **Reviewer (UI_ESUPPLIER_USER):** Access to review purchase orders (POs), receipts, invoices, payments, and account balances.
- 3. **Provide COVID Vaccination Documentation Only (UI_ESUP_COVID_Entry):** Access to provide COVID vaccination documentation for entry into UIHC facilities.

New users added by the system will have access as an administrative user by default. The administrative user for your organization can update the assigned security role as appropriate. Should you have any questions or comments, please email the Supplier Relations team at purchasing-vendor@uiowa.edu.

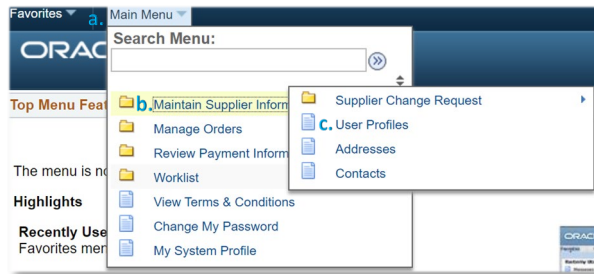
NOTE: We recommend that you use one of the following browsers: Internet Explorer, Google Chrome, Mozilla Firefox, and Safari. **For security purposes while logged in, anytime you are not actively using the system for approximately 20 minutes you will timeout from the system. Any unsaved work will need to be entered again from the beginning.** To guard against this, we recommend that you save any changes once entered.

Step 1 – Login



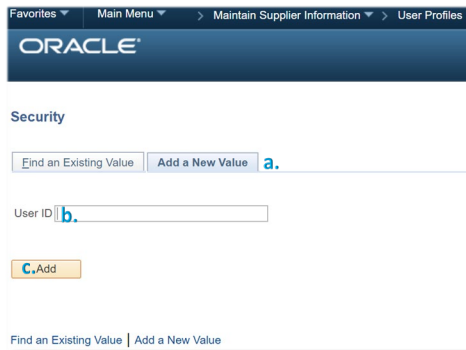
- Enter your **User ID** which begins with 'ES-'. **User ID** is case sensitive, be sure to use the same case from the email you received with your login credentials.
- Enter your **Password** which is case sensitive, be sure to use the same case from the email you received with your login credentials. If it is the first time you are logging in, you will be asked to change your password and to set your forgotten password reminder.
- Select the **Sign In** button to continue to **Step 2**.

Step 2 – Navigate



- Select the **Main Menu** at the top of the webpage on the top left of eSupplier Connection.
- Select the **Maintain Supplier Information** menu group.
- Select the **User Profiles** menu item. Continue to **Step 3** to add a new user or **Step 4** to update an existing user.

Step 3 – User Profiles, Add a New Value



- Select the **Add a New Value** tab or hyperlink.
- Enter the preferred **User ID**. An "ES-" will be added to the beginning of the **User ID** if one is not already included.
- Select the **Add** button.

- d. Enter the first name and last name of the user for the **Description**.
- e. Enter and confirm the **Operator Password** for the new user.
- f. Enter the user's **E-mail Address**.
- g. **Add a User Role** for the new user. There are two roles to choose from based on what access is needed.

- i. Select the checkbox in front of **UI_ESUPPLIER** for administrative users that should be able to update supplier information and add new users.
- ii. Select the checkbox in front of **UI_ESUPPLIER_REVIEWER** for users that only need to review purchase orders, receipts, invoices, and payments.
- iii. If available, select the checkbox in front of **UI_ESUP_COVID_Entry** for users that only need to provide COVID vaccination documentation for entry into UIHC facilities.
- iv. Select the **OK** button once the selection is complete.
- h. Select the Supplier(s) that the new user should be able to access from the list.

- i. Select the checkbox in front of the **Supplier(s)** that the user should be able to access from the list of available suppliers.
- ii. Select the **OK** button once the selection is complete.
- i. If available, select the contact **Sequence** for the matching individual you are adding an account for from your list of current contacts using the magnifying glass to see the valid selections.

- j. If the contact **Sequence** is not already set up, select the **Add Contact** hyperlink to set up a new contact **Sequence** with the name entered in **Description** above in step 3)d.
- k. Select the **Save** button.

Step 4 – User Profiles, Find an Existing Value

The screenshot shows the Oracle User Profiles search interface. At the top, there's a breadcrumb trail: Favorites > Main Menu > Maintain Supplier Information > User Profiles. Below this is the Oracle logo and a 'Security' section header. A message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there's a 'Search Criteria' section with a 'Search by:' label and a text input field containing 'User ID begins with'. Below this is a 'Search' button and a link to 'Advanced Search'. The 'Search Results' section shows a table with columns 'User ID' and 'Description'. The table contains two rows: 'ES-USER2USER2' and 'ES-TESTUSER1', both with 'FirstName LastName' in the 'Description' column. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

User ID	Description
ES-USER2USER2	FirstName LastName
ES-TESTUSER1	FirstName LastName

- a. Select the **Find an Existing Value** tab or hyperlink.
- b. Select the **Search** button to see the list of User ID(s) for your firm.
- c. Select the **User ID** hyperlink to review and edit the selected **User Profile**.