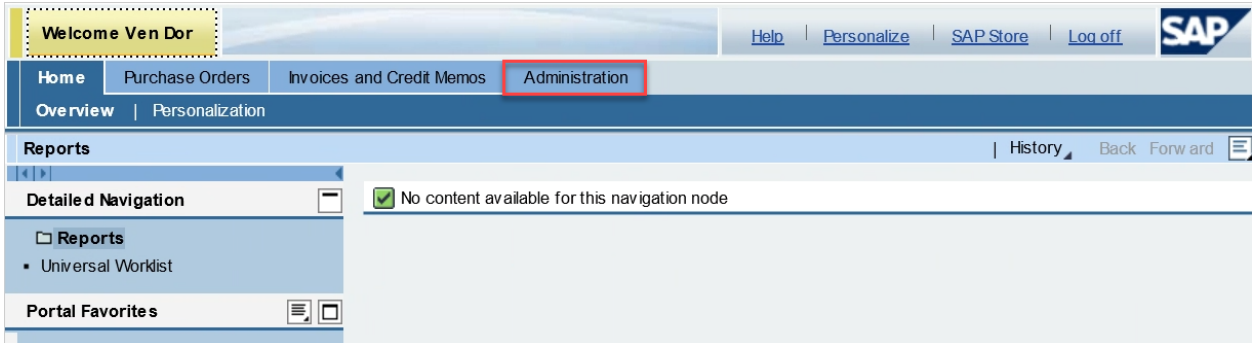


Creating and Changing Additional Contacts in the SUS Portal

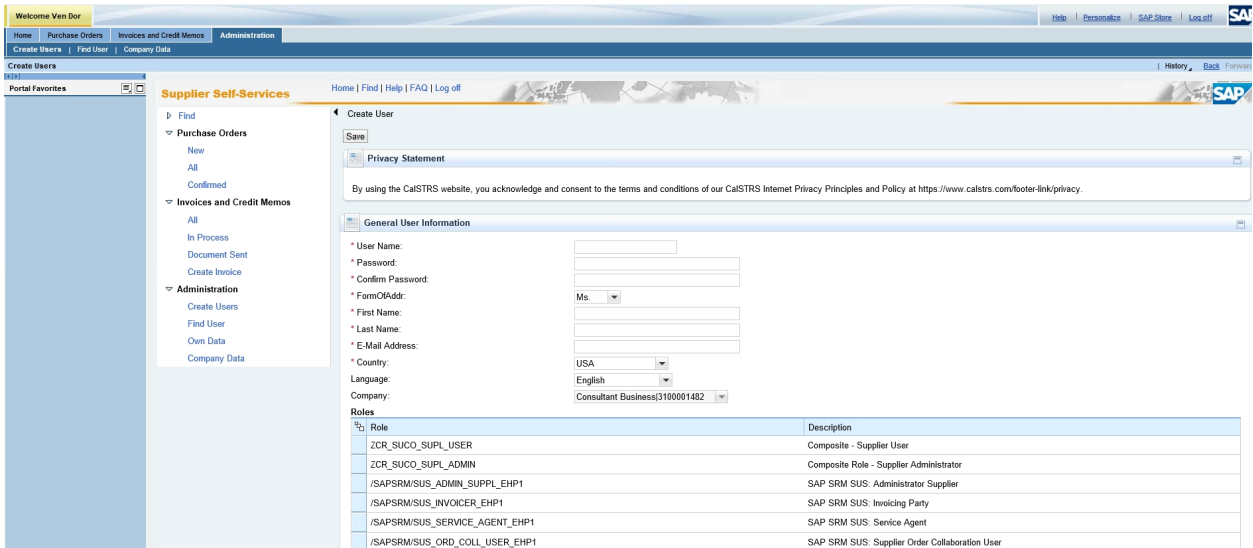
At the time of registration on the CalSTRS Business Partner Supplier Self Service (SUS) Portal, you are asked to enter information about the contact person within the organization. Once your registration is complete, you may at any time add another person as a point of contact within your organization.

Below are steps to add additional contacts on the SUS Portal using the login first created once fully registered on the SUS Portal.

- 1) Begin by clicking on the Administration tab.



- 2) The system updates the screen and displays the fields that are required to be completed to create an additional contact for your organization. On this screen under General User Information, you will enter all the required information for a new contact. You will be able to establish a user ID and password for the new contact and select the type of access you would like to provide the additional contact.



- 3) Once the General User Information is entered, you must select a role to assign the additional contact. There are two composite roles you must choose from, Supplier User and Supplier Administrator:
 - a. Supplier User is the basic role that allows the contact to submit and create invoices and credit memos.
 - b. Supplier Administrator can create new contacts and assign roles in addition to the access contained in the Supplier User role.

Click the box to the left of the Role to select the role. In this example, we selected the Supplier User Role.

General User Information

* User Name:

* Password:

* Confirm Password:

* FormOfAddr:

* First Name:

* Last Name:

* E-Mail Address:

* Country:

Language:

Company:

<input type="checkbox"/>	Role	Description
<input checked="" type="checkbox"/>	ZCR_SUCO_SUPL_USER	Composite - Supplier User
<input type="checkbox"/>	ZCR_SUCO_SUPL_ADMIN	Composite Role - Supplier Administrator
<input type="checkbox"/>	/SAPSRM/SUS_ADMIN_SUPPL_EHP1	SAP SRM SUS: Administrator Supplier
<input type="checkbox"/>	/SAPSRM/SUS_INVOICER_EHP1	SAP SRM SUS: Invoicing Party
<input type="checkbox"/>	/SAPSRM/SUS_SERVICE_AGENT_EHP1	SAP SRM SUS: Service Agent
<input type="checkbox"/>	/SAPSRM/SUS_ORD_COLL_USER_EHP1	SAP SRM SUS: Supplier Order Collaboration User

- 4) Scroll down to input additional contact information and to select settings for the user interface.

<input type="checkbox"/>	Role	Description
<input checked="" type="checkbox"/>	ZCR_SUCO_SUPL_USER	Composite - Supplier User
<input type="checkbox"/>	ZCR_SUCO_SUPL_ADMIN	Composite Role - Supplier Administrator
<input type="checkbox"/>	/SAPSRM/SUS_ADMIN_SUPPL_EHP1	SAP SRM SUS: Administrator Supplier
<input type="checkbox"/>	/SAPSRM/SUS_INVOICER_EHP1	SAP SRM SUS: Invoicing Party
<input type="checkbox"/>	/SAPSRM/SUS_SERVICE_AGENT_EHP1	SAP SRM SUS: Service Agent
<input type="checkbox"/>	/SAPSRM/SUS_ORD_COLL_USER_EHP1	SAP SRM SUS: Supplier Order Collaboration User

Contact Information

Telephone:

Fax:

Number:

Department:

Settings

Date Format:

Decimal Format:

Time Zone:

Save UI Settings

- Once all the information is complete, scroll back to the top of the screen and review the Privacy Policy. Once complete, click the Save button to create the additional contact.

▶ Create User

Save

Privacy Statement

By using the CalSTRS website, you acknowledge and consent to the terms and conditions of our CalSTRS Internet Privacy Principles and Policy at <https://www.calstrs.com/footer-link/privacy>.

General User Information

* User Name: ABCBusiness2
 * Password: ●●●●●●
 * Confirm Password: ●●●●●●
 * FormOfAddr: Mr. ▾
 * First Name: Venny
 * Last Name: Dore
 * E-Mail Address: Consultant2@ABCBusiness.com
 * Country: USA ▾
 Language: English ▾
 Company: Consultant Business|3100001482 ▾

- Click the Process button on the next page to complete the creation of the additional contact.

▶ Create User > Display User

Process

General User Information

* User Name: ABCBUSINESS2
 * Password:
 * Confirm Password:
 * FormOfAddr: Ms. ▾
 * First Name: Venny
 * Last Name: Dore
 * E-Mail Address: Consultant2@ABCBusiness.com
 * Country: USA ▾
 Language: English ▾
 Company: Consultant Business|3100001482 ▾ Consultant Business|3100001482 ▾

Roles

Role	Description
ZCR_SUCO_SUPL_USER	Composite - Supplier User

- You have successfully created an additional contact.

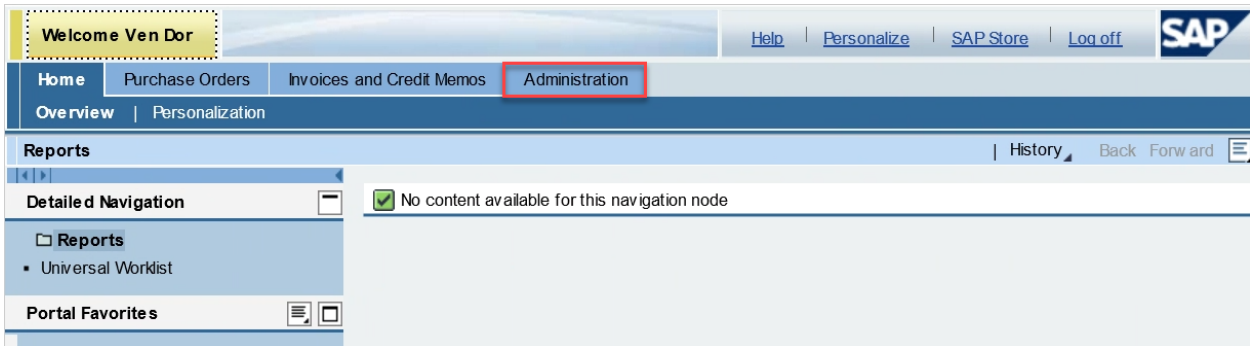
Steps to Change an Existing Contact

If certain information about your account changes after you've registered as a Business Partner for your organization, the system allows you to correct and update the information you've entered.

Please note: It is important that once you've started the process of changing your account information through CalSTRS Supplier Self Service Portal, **you must complete the process, or your company data may be lost.**

Below are the steps to update existing contact information.

8) Log in to the Supplier Self Service Portal and click the Administration Tab.



9) Click the Find User sub tab under the Administration Tab.



10) The system will display the Find User page. You may enter search criteria to find specific users or you may leave the entries blank and click Find to display all additional users. In this example, we will click Find without entering criteria.

A screenshot of the 'Find User' search form. The form has a title 'Find User' and a sub-tab 'Find'. It contains several input fields: 'First Name:', 'Last Name:', 'User Name:', and 'E-Mail Address:'. The 'Company:' field is a dropdown menu with the selected value 'Consultant Business|3100001482'. A 'Find' button is highlighted with a red box.

11) The system will display all the users associated to your vendor account on the portal. From this page you may click the symbols to perform various actions for the specific user. You may Display, Change, Copy, Delete, Lock, Unlock users with the buttons to the left. Hover over the buttons with your mouse for clarification and function of the symbols.

Find User > User List

User List

D.	C.	C.	D.	L.	U.	U.	User Name	Full Name	Supplier ID	Supplier Name	Assigned Roles
							ABCBUSINESS	Ven Dor	3100001482	Consultant Business	SAP SRM SUS: Ad...
							ABCBUSINESS2	Venny Dore	3100001482	Consultant Business	Composite - Suppli...

12) In this example, we will edit the SCONSULTANT2 user by clicking the ' ' symbol.

Find User > User List

User List

D.	C.	C.	D.	L.	U.	U.	User Name	Full Name	Supplier ID	Supplier Name	Assigned Roles
							ABCBUSINESS	Ven Dor	3100001482	Consultant Business	SAP SRM SUS: Ad...
							ABCBUSINESS2	Venny Dore	3100001482	Consultant Business	Composite - Suppli...

13) The system will display the Edit User page. You may modify the user under General User Information, as needed, and click Save at the top to save the changes.

Find User > User List > Edit User

General User Information

* User Name:

* Password:

* Confirm Password:

* FormOfAddr: ▼

* First Name:

* Last Name:

* E-Mail Address:

* Country: ▼

Language: ▼

Company: ▼

Roles

Role	Description
ZCR_SUCO_SUPL_USER	Composite - Supplier User
ZCR_SUCO_SUPL_ADMIN	Composite Role - Supplier Administrator
/SAPSRM/SUS_ADMIN_SUPPL_EHP1	SAP SRM SUS: Administrator Supplier
/SAPSRM/SUS_INVOICER_EHP1	SAP SRM SUS: Invoicing Party
/SAPSRM/SUS_SERVICE_AGENT_EHP1	SAP SRM SUS: Service Agent
/SAPSRM/SUS_ORD_COLL_USER_EHP1	SAP SRM SUS: Supplier Order Collaboration User

14) Click the Process button on the next page to complete the process.

Find User > User List > Edit User > Display User

Process

General User Information

* User Name: ABCBUSINESS2

* Password:

* Confirm Password:

* FormOfAddr: Ms.

* First Name: Venny

* Last Name: Dore

* E-Mail Address: Consultant2@ABCBusiness.com

* Country: USA

Language: English

Company: Consultant Business|3100001482 Consultant Business|3100001482

Roles

Role	Description
ZCR_SUCO_SUPL_USER	Composite - Supplier User