

	<b>CALIFORNIA RESOURCES CORPORATION AND ITS AFFILIATES (COLLECTIVELY, CRC)</b>	
	<b>User Guide – Administrative Users - Security Administrator</b>	Version 1.0 December 1, 2014

## OVERVIEW

This User Guide describes how the iSupplier Portal Security Administrator can create, update and deactivate users within your company, define user responsibilities and reset their passwords as needed. Any critical Supplier's personnel related to CRC should be an iSupplier Portal user.

## HOW TO USE THIS USER GUIDE

**If familiar with the iSupplier Portal Functionalities and the CRC processes, refer to the One-page Quick Reference (Cheat sheet) on page 2.** Otherwise, review the Process Overview section to better understand the processes. Next, review the Content/Checklist section, as this section lists the required and optional steps for each of the processes. Last, complete the required steps according to the detailed written instructions which follow the numbering sequence shown in the screenshots for how each of the tasks shall be executed.

When completing the steps in the iSupplier Portal, you may refer to the Content/Checklist column to validate that the required steps have been completed. In addition, this User Guide provides high-lighted and / or framed notes, tips and important messages to assist you in some tasks.

## PROCESS OVERVIEW

The Supplier Security Administrator is the person assigned the responsibility to administer the CRC iSupplier Portal on behalf of their company as part of the Supplier Registration and Pre-Qualification Process.

This person is responsible for managing contact's access and responsibilities in the iSupplier Portal within their company. The Supplier Security administrator should register and grant access to any supplier personnel responsible for doing business with CRC such as; Supplier's Sales Department, Supplier's Account Representative and Accounts Payable Department that work with CRC.

The Supplier Security Administrator will assign responsibilities to their company contacts according to their role in the relationship with CRC. These responsibilities allow Supplier contacts to view and perform actions through the different functionalities of the iSupplier Portal. Supplier contacts can only view and use the processes and functionalities assigned to them.

Furthermore, the Supplier Security Administrator is responsible for keeping supplier contact's information and the Supplier company information updated in the portal, and if it is necessary inactivates contacts that are no longer directly involved in the relationship with CRC.

The Supplier Security Administrator can also view and execute all transactions within the portal. This person is the point of contact with CRC for the iSupplier administration and troubleshooting. However, additional technical skills are not necessary for the Supplier Security Administrator.

## QUICK REFERENCE (CHEAT SHEET)

This Quick Reference describes essential tasks and information to administrate iSupplier users.

Action	Tab /Screen	Quick Reference
<b>Create a Supplier Contact with or without iSupplier account.</b>	Supplier Administration	<ul style="list-style-type: none"> <li>• If applicable, choose the responsibility <b>“Supplier Security Administrator”</b>.</li> <li>• Click on the <b>“Contact Directory”</b> hyperlink in the <b>“Navigation”</b> Panel.</li> <li>• To add another contact and/or iSupplier Portal user, click on the <b>“Create”</b> button.</li> <li>• In the <b>“Create Contact”</b> section, complete the required contact’s information. <ul style="list-style-type: none"> <li>▶ Use capital letters to populate all the fields in this section.</li> </ul> </li> <li>• If iSupplier Portal access is required for this contact, click on the <b>“Create User Account for this Contact”</b> box in the <b>“User Account”</b> section. <ul style="list-style-type: none"> <li>▶ In the <b>“Supplier Name”</b> field, enter your company name.</li> <li>▶ In the <b>“Username”</b> field, enter the contact email address as username.</li> <li>▶ In the <b>“Responsibilities”</b> section select the applicable responsibilities by checking the <b>“Select”</b> checkbox. See section <a href="#">2.2. - Create User Account and Assign Responsibilities</a>.</li> <li>▶ <b>IMPORTANT:</b> Do not grant Supplier Security Administrator access to any user other than iSupplier Portal Supplier Security Administrator.</li> <li>▶ As needed, restrict user’s access to operating units and/or other contact’s information in the <b>“User Access Restrictions”</b> section.</li> </ul> </li> <li>• Click on the <b>“Apply”</b> button and see the newly created contact/user in the <b>“Active Contact”</b> list (user account column will have a mark).</li> <li>• To link Contact with Addresses, in the <b>“Contact Directory”</b> screen, identify the contact and click on the <b>“Addresses”</b> icon in the <b>“Addresses”</b> column. <ul style="list-style-type: none"> <li>▶ Add addresses by clicking on the <b>“Add Another Row”</b> button.</li> <li>▶ In the <b>“Address Name”</b> column, enter the name of the City/Town where the company is located.</li> <li>▶ Click on the <b>“Save”</b> button.</li> </ul> </li> </ul>
<b>Update Contact and User Access</b>	Supplier Administration	<ul style="list-style-type: none"> <li>• If applicable, choose the responsibility <b>“Supplier Security Administrator”</b>.</li> <li>• Click on the <b>“Contact Directory”</b> hyperlink in the <b>“Navigation”</b> Panel.</li> <li>• Identify the contact to update and click on the <b>“Pencil”</b> icon in the <b>“Update”</b> column. <ul style="list-style-type: none"> <li>▶ As needed, update the address information related to a specific contact by clicking on the <b>“Address”</b> icon in the <b>“Address”</b> column.</li> </ul> </li> <li>• As needed, in the <b>“User Account Information”</b> you can make changes related to iSupplier Portal access for this person.</li> <li>• Click on the <b>“Apply”</b> button.</li> </ul>
<b>Reset User Password</b>	Supplier Administration	<ul style="list-style-type: none"> <li>• If applicable, choose the responsibility <b>“Supplier Security Administrator”</b>.</li> <li>• Click on the <b>“Contact Directory”</b> hyperlink in the <b>“Navigation”</b> Panel.</li> <li>• Identify the contact that is requesting the password reset and click on the <b>“Pencil”</b> icon in the <b>“Update”</b> column.</li> <li>• In the <b>“User Account Information”</b> section, check the <b>“Reset Password”</b> checkbox, and then click on the <b>“Apply”</b> button. An email notification will automatically be sent to the contact’s email account. <ul style="list-style-type: none"> <li>▶ The email notification shows the assigned temporary password for the user.</li> </ul> </li> </ul>
<b>Inactive a Supplier’s Contact and/or iSupplier Portal User Account.</b>	Supplier Administration	<ul style="list-style-type: none"> <li>• If applicable, choose the responsibility <b>“Supplier Security Administrator”</b>.</li> <li>• Click on the <b>“Contact Directory”</b> hyperlink in the <b>“Navigation”</b> Panel.</li> <li>• Identify the contact and click on the <b>“Pencil”</b> icon in the <b>“Update”</b> column.</li> <li>• There are two option to inactivate a user account: <ul style="list-style-type: none"> <li><u>Inactivate a Contact (included in the iSupplier Portal user account):</u> <ul style="list-style-type: none"> <li>▶ In the <b>“Inactivate Date”</b> field, enter the date to inactivate the user account.</li> </ul> </li> <li><u>Inactivate an iSupplier Portal user account through the “User Account Information” section:</u> <ul style="list-style-type: none"> <li>▶ In the <b>“Inactivate Date”</b> field, enter the date to inactivate the user account. This action inactivates the user on date indicated, but the contact remains active in the iSupplier Portal.</li> </ul> </li> </ul> </li> <li>• Click on the <b>“Apply”</b> button.</li> </ul>



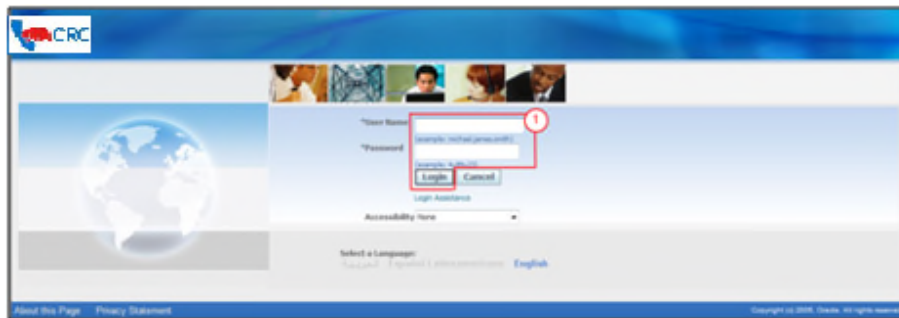
CONTENT / CHECKLIST

Steps	Page No	Required	Check
1. <a href="#">Access the iSupplier Portal</a>	4	Required	<input type="checkbox"/>
2. <a href="#">Create a Supplier Contact with or without iSupplier Account</a>	5	Required	<input type="checkbox"/>
2.1. <a href="#">Create a Contact</a>	6	Required	<input type="checkbox"/>
2.2. <a href="#">Create a User Account and Assign Responsibilities</a>	7	Required	<input type="checkbox"/>
2.2.1. <a href="#">Set User Access Restrictions</a>	9	Optional	
2.2.1.1. <a href="#">Site Restriction</a>	9	Optional	
2.2.1.2. <a href="#">Contact Restriction</a>	10	Optional	
3. <a href="#">Link Contact with Addresses</a>	11	Required	<input type="checkbox"/>
4. <a href="#">Update Contact and User Access</a>	12	Optional	
5. <a href="#">Reset User Password</a>	14	Optional	
6. <a href="#">Inactivate a Supplier's Contact and/or iSupplier Portal User Account</a>	17	Optional	

## INSTRUCTIONS

### 1. ACCESS THE ISUPPLIER PORTAL

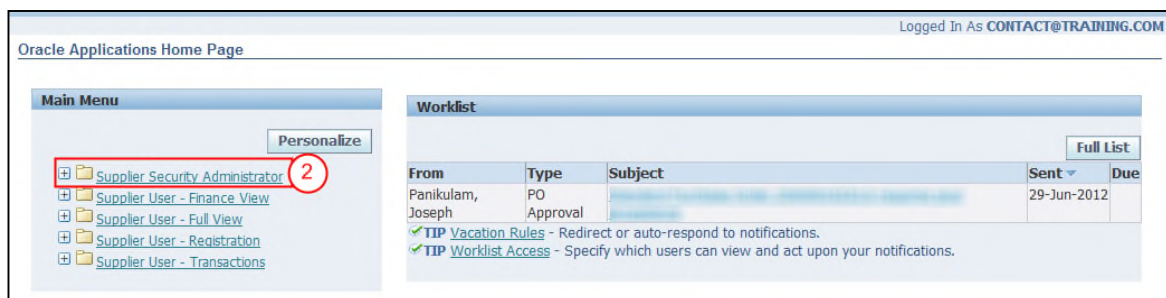
Login to the iSupplier Portal at: [https://supplier.californiareources.com/OA\\_HTML/AppsLogin](https://supplier.californiareources.com/OA_HTML/AppsLogin)



( 1 ) Enter your Username and Password and click on the “**Login**” button.

**Note:** The “**Password**” field is case sensitive. If there is a problem accessing to the iSupplier Portal, click at the “**Login Assistance**” hyperlink. Alternatively, view the [User Guide– Overview Access and Passwords, Navigation, Notification](#)

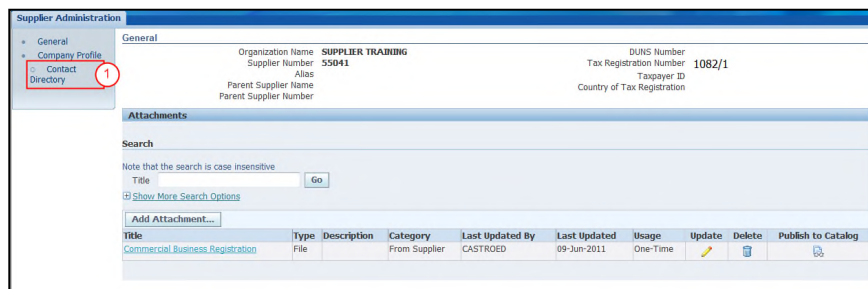
After logging in, the following “**Oracle Application Home Page**” screen will be displayed if more than one responsibility is assigned to the user. If the user only has one responsibility the “**Home**” tab screen for that responsibility will automatically be displayed.



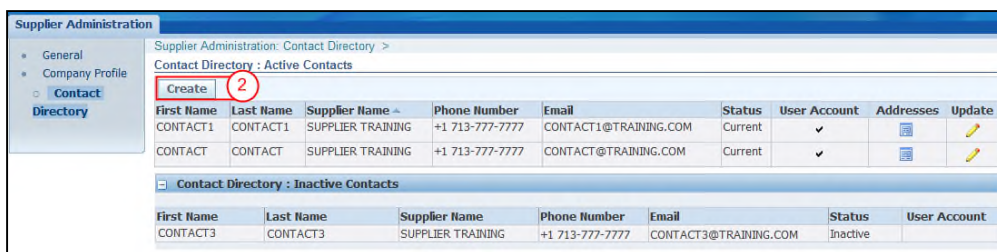
( 2 ) Click on the “**Supplier Security Administrator**” hyperlink. Then, the “**Supplier Administration**” tab will appear.

## 2. CREATE A SUPPLIER CONTACT WITH OR WITHOUT ISUPPLIER ACCOUNT

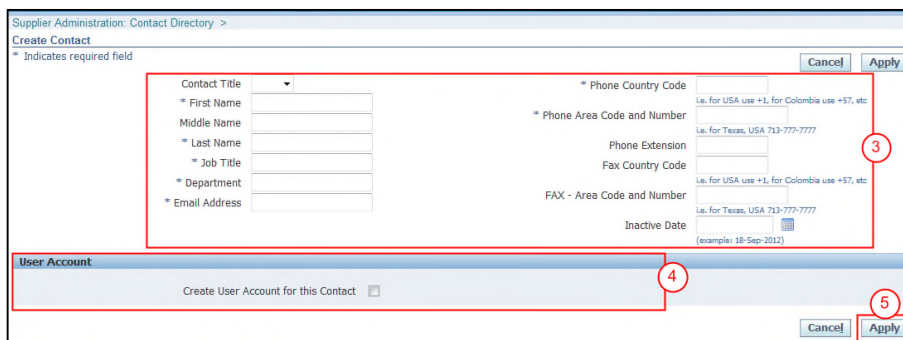
The **“Supplier Administration”** tab allows the supplier’s Security Administrator to create and update contacts information; and to add or inactivate iSupplier Portal users.



(1) Click on the **“Contact Directory”** hyperlink. Then, the list of contacts will be displayed.



(2) Click on the **“Create”** button to add another contact and/or iSupplier Portal user. The following screen will appear.



(3) The **“Create Contact”** section is where the new contact information will be entered. See the next section to understand how to complete this task.

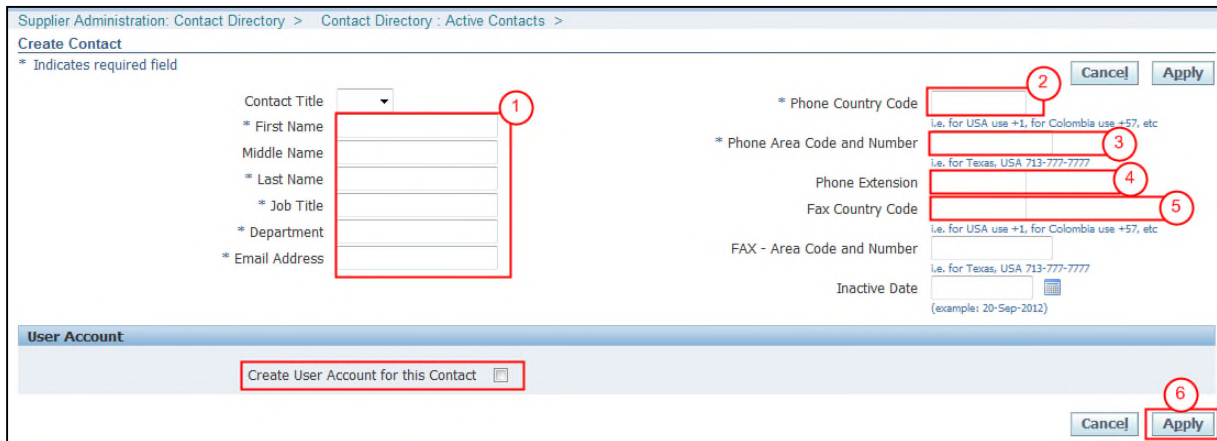
(4) The **“User Account”** section provides the option to create an iSupplier user account for the new contact by checking the **“Create User Account for this Contact”** box. See the next section to understand how to complete this task.

**Note:** Use this option if access to the iSupplier Portal will be necessary for this person.

(5) Once the **“Contact”** and **“User Account”** section are completed, click on the **“Apply”** button to complete the task.

## 2.1. CREATE A CONTACT

The “**Create Contact**” section is where the supplier’s Security Administrator populates information for each Supplier contact.



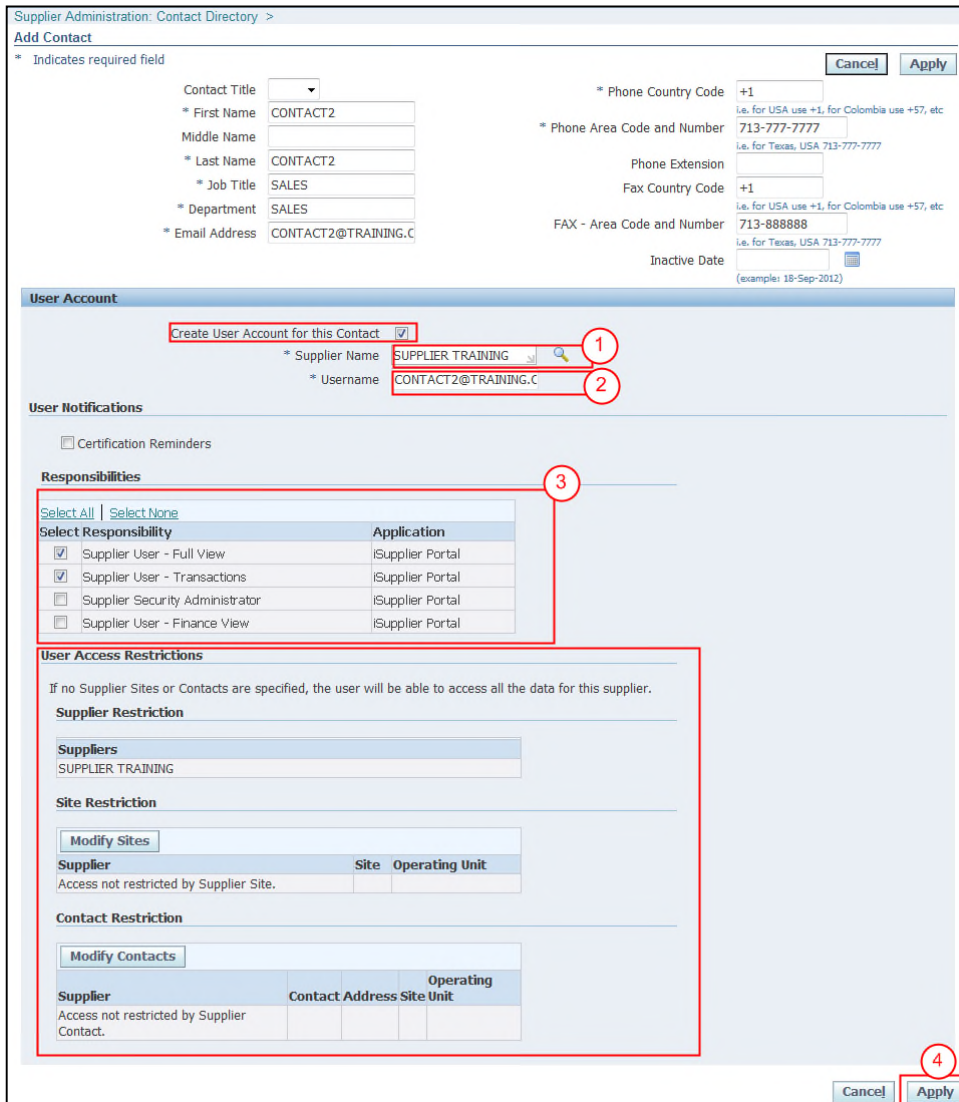
**IMPORTANT:** Use capital letters to populate all the fields in this section.

**Note:** Asterisks indicate that a field is required to be completed.

- (1) Complete the required contact’s information.
- (2) In the “**Country Code**” field, enter the Country Code number for the Country associated with the phone number for the address provided.  
**Note:** Add the “+” symbol before the Country Code number (i.e.: +1 for U.S., +57 for Colombia, etc).
- (3) In the “**Phone Number**” field, provide the phone number of the provided address including the area code (i.e.: 555-555 555, 713-111 111, etc).
- (4) Optionally, in the “**Fax Country Code**” field, enter the Country Code number for the Country associated with the fax number for this address provided.  
**Note:** Add the “+” symbol before the Country Code number (i.e.: US +1, Colombia +57, etc).
- (5) Optionally, in the “**Fax Number**” field, add the fax number for this address including the area code for the phone number (i.e.: 555-555 555, 713-111 111, etc).
- (6) If iSupplier Portal access is required for this contact, continue to the next section. If iSupplier portal access is **NOT** required, click on the “**Apply**” button.

## 2.2. CREATE A USER ACCOUNT AND ASSIGN RESPONSIBILITIES

Once the “Create User Account for this Contact” box has been checked in the “User Account” section, the following section will be displayed.



Supplier Administration: Contact Directory >  
Add Contact

\* Indicates required field

Contact Title: [Dropdown]  
\* First Name: CONTACT2  
Middle Name: [Empty]  
\* Last Name: CONTACT2  
\* Job Title: SALES  
\* Department: SALES  
\* Email Address: CONTACT2@TRAINING.C

\* Phone Country Code: +1  
\* Phone Area Code and Number: 713-777-7777  
Phone Extension: [Empty]  
Fax Country Code: +1  
FAX - Area Code and Number: 713-888888  
Inactive Date: [Calendar]

**User Account**

Create User Account for this Contact:

\* Supplier Name: SUPPLIER TRAINING (1)  
\* Username: CONTACT2@TRAINING.C (2)

**User Notifications**

Certification Reminders

**Responsibilities**

Select All | Select None

Select Responsibility	Application
<input checked="" type="checkbox"/> Supplier User - Full View	iSupplier Portal
<input checked="" type="checkbox"/> Supplier User - Transactions	iSupplier Portal
<input type="checkbox"/> Supplier Security Administrator	iSupplier Portal
<input type="checkbox"/> Supplier User - Finance View	iSupplier Portal

(3)

**User Access Restrictions**

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

**Supplier Restriction**

Suppliers: SUPPLIER TRAINING

**Site Restriction**

Modify Sites

Supplier	Site	Operating Unit
Access not restricted by Supplier Site.		

**Contact Restriction**

Modify Contacts

Supplier	Contact	Address	Site	Operating Unit
Access not restricted by Supplier Contact.				

(4)

Cancel Apply

- (1) In the “Supplier Name” field, enter your company’s name by typing the “%” symbol and press “Tab” key. Your company’s name will automatically appear. No other company can be selected.
- (2) In the “Username” field, the contact’s email address will automatically populate with the e-mail address provided.

**Note:** Use the contact email address as username. If it will be necessary to create more than one account for the same email address (i.e. all contacts will have an address of [supplier@supplier.com](mailto:supplier@supplier.com)), add a dash then an A,B, C...etc at the end of the email account for every contact after the first one (i.e. [supplier@supplier.com-A](mailto:supplier@supplier.com-A)).

**Note:** The first time that you check the “**Create User Account for this Contact**” this field will be populated automatically with the e-mail address supplied.

( 3 ) In the “**Responsibilities**” section select the applicable responsibilities by checking the “**Select**” checkbox. The following responsibilities are available in this section.

Responsibility	Description	Assign To
Supplier Security Administrator	Administrate Supplier User access and Supplier profile data	<ul style="list-style-type: none"> <li>Only iSupplier Portal Security Administrator and an alternate.</li> </ul>
Supplier User - Full View	View all the information available in the iSupplier Portal	<ul style="list-style-type: none"> <li>iSupplier Portal Security Administrator.</li> <li>User who needs to view the information in the portal but does not have the level of authority to enter data on behalf of the Supplier.</li> </ul>
Supplier User – Transactions	Perform actions related to all the processes available in the iSupplier Portal except administering Supplier users and Supplier profile data.	<ul style="list-style-type: none"> <li>iSupplier Portal Security Administrator.</li> <li>User who needs to view the information and has the level of authority to enter data on behalf of the Supplier. Generally this is the responsibility necessary for the supplier’s sales department personnel assigned to CRC’s account.</li> </ul>
Supplier User - Finance View	View invoices and payment information	<ul style="list-style-type: none"> <li>User who only needs to view purchasing documents, invoices and payments. Generally this is the responsibility necessary for the supplier’s account receivable personnel.</li> </ul>
Supplier User - Invoicing	Create/view invoices and credit memos, and also view payment information	<ul style="list-style-type: none"> <li>Users who need to view purchasing documents, invoices and payments, and also has the level of authority to create invoices and credit memos on behalf of the Supplier. Generally this is the responsibility necessary for the supplier’s account receivable personnel.</li> </ul>

**IMPORTANT:** Do not grant Supplier Security Administrator access to any user other than the iSupplier Portal Supplier Security Administrator(s).

( 4 ) If no access restrictions are necessary for the user, click on the “**Apply**” button. Otherwise, see next section.





### 2.2.1. SET USER ACCESS RESTRICTIONS

The “User Account” section also allows the supplier’s Security Administrator to restrict user’s access to operating units and/or other contact’s information. There are two ways to set the restrictions.

The screenshot shows the 'User Account' configuration page. It includes sections for 'User Notifications' (with a checkbox for 'Certification Reminders'), 'Responsibilities' (with a table of roles and applications), and 'User Access Restrictions'. The 'User Access Restrictions' section is highlighted with a red box and contains sub-sections for 'Supplier Restriction', 'Site Restriction', and 'Contact Restriction'. Each sub-section has a 'Modify' button and a table for defining restrictions.

#### 2.2.1.1 SITE RESTRICTION

If site restrictions are applied, the User will only be able to access information and transactions related to the selected sites.

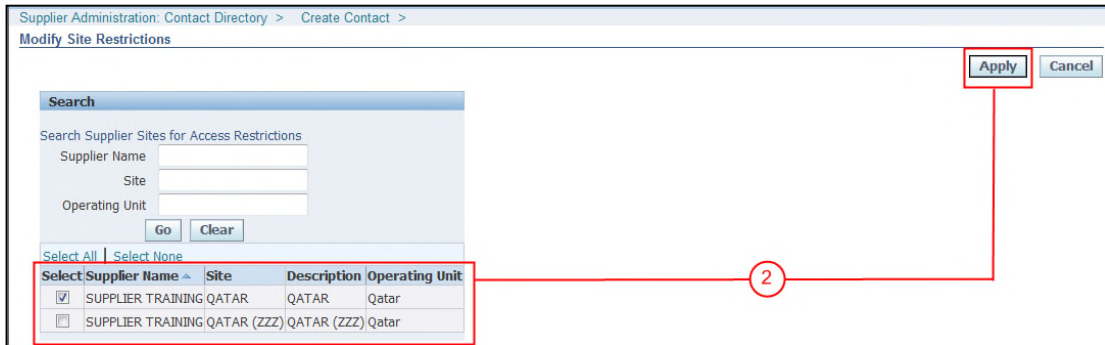
- **Example:** The Supplier does business with CRC in more than one operating unit. You can restrict access of the sales or accounts receivable personnel to only a specific operating unit.

**IMPORTANT:**

- Site refers to a supplier’s address associated with an CRC operating unit for a specific purpose (RFQ-only, Purchasing or Payments). Sites are created by CRC according to business needs using the supplier’s address information.
- If site restrictions are applied for a specific user, they will only be able to access information and transactions related to the selected sites.

This is a close-up of the 'Site Restriction' section from the previous screenshot. The 'Modify Sites' button is highlighted with a red circle containing the number '1'. Below the button is a table with columns for 'Supplier', 'Site', and 'Operating Unit'. The text 'Access not restricted by Supplier Site.' is visible in the first row of the table.

( 1 ) Click on the “Modify Sites” button, then the following screen will appear.

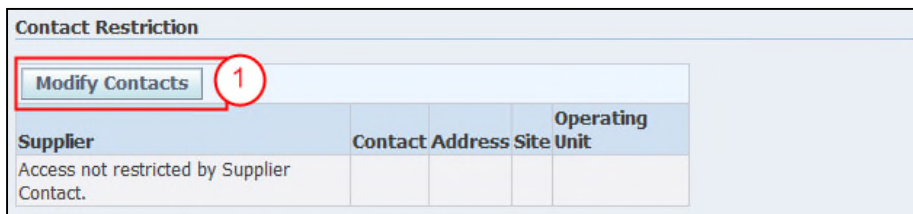


(2) All the available sites that do business with CRC will be displayed. Select the appropriate site by checking the “Select” checkbox and clicking on the “Apply” button. Changes will be shown in the “Site Restriction” table.

Site Restriction		
<input type="button" value="Modify Sites"/>		
Supplier	Site	Operating Unit
SUPPLIER TRAINING	QATAR	Qatar

### 2.2.1.2 CONTACT RESTRICTION

If contact restrictions are applied, the User will only have access to information and transactions related to the selected contact.



(1) In the “Contact Restriction” section, click on the “Modify Contact” button. Then, the following screen will appear.

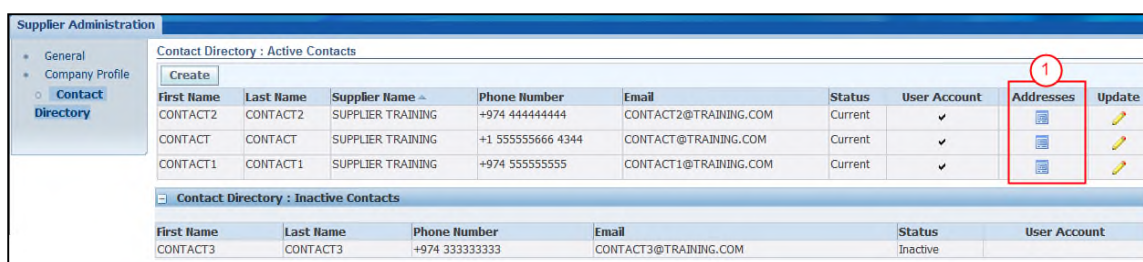


(2) All the contacts (iSupplier Portal users) are shown. Select the appropriate contact and click on the “Apply” button. Changes are shown in the “Contact Restriction” table.

### 3. LINK CONTACT WITH ADDRESSES

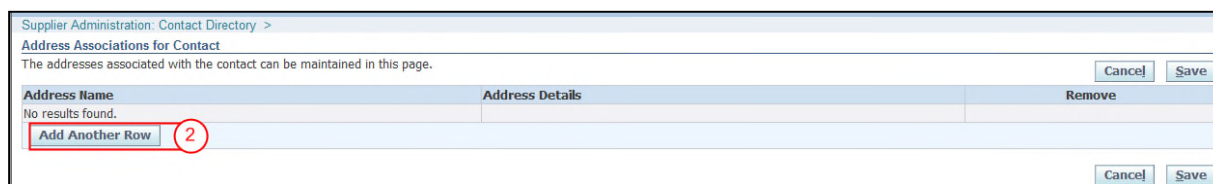
Once the contact is created and/or registered, in the **“Contact Directory”** screen, link the contact with any of the company’s addresses.

**IMPORTANT:** If Supplier has contacts that should only be related to specific address (es), make sure to link them correctly. This will allow CRC to identify supplier contacts correctly, when issuing purchasing documents (RFQ, PO, etc.)



Supplier Administration							
Contact Directory : Active Contacts							
First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses
CONTACT2	CONTACT2	SUPPLIER TRAINING	+974 44444444	CONTACT2@TRAINING.COM	Current	✓	
CONTACT	CONTACT	SUPPLIER TRAINING	+1 555555666 4344	CONTACT@TRAINING.COM	Current	✓	
CONTACT1	CONTACT1	SUPPLIER TRAINING	+974 55555555	CONTACT1@TRAINING.COM	Current	✓	

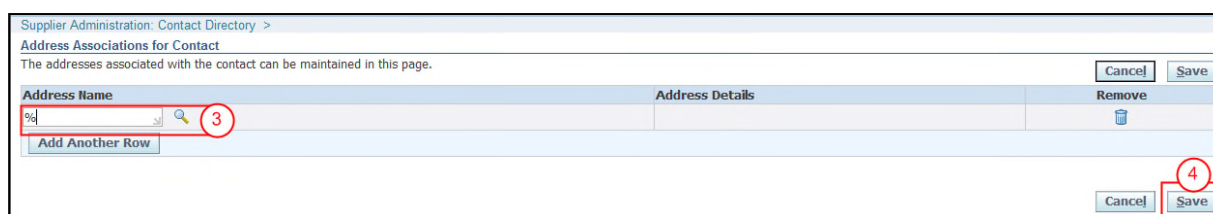
- (1) Identify the contact and click on the **“Addresses”** icon in the **“Addresses”** column. Then, the following screen will appear.



Supplier Administration: Contact Directory >  
Address Associations for Contact  
The addresses associated with the contact can be maintained in this page.

Address Name	Address Details	Remove
No results found.		
<input type="button" value="Add Another Row"/>		

- (2) Add addresses by clicking on the **“Add Another Row”** button.



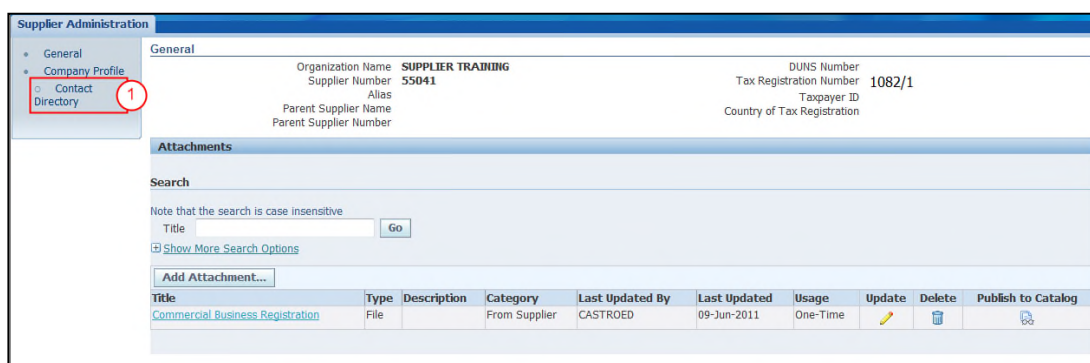
Supplier Administration: Contact Directory >  
Address Associations for Contact  
The addresses associated with the contact can be maintained in this page.

Address Name	Address Details	Remove
%		
<input type="button" value="Add Another Row"/>		

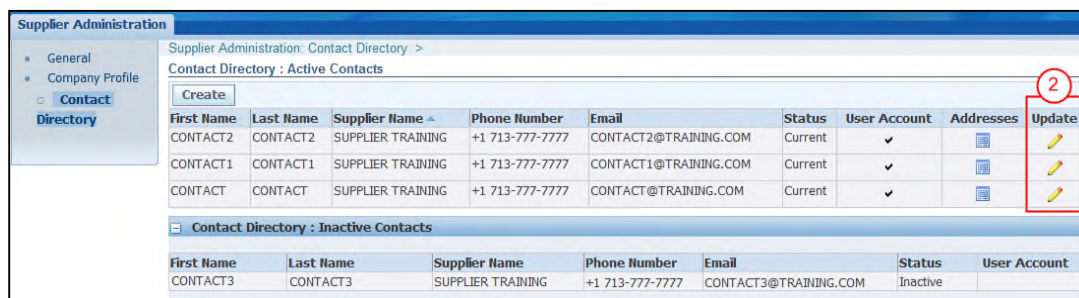
- (3) In the **“Address Name”** column, enter the name of the City/Town where the company is located.  
**Note:** If more than one address is associated with the company, type **“%”** symbol and press tab key and the company’s Address list will automatically appear, and then select the desired address.  
**Note:** Click on the **“Remove”** icon to take away any incorrect contact information.
- (4) Repeat as needed, then click on the **“Save”** button. The addresses will be associated with the contact.

#### 4. UPDATE CONTACT AND USER ACCESS

The **“Supplier Administrator”** tab also allows the supplier’s Security Administrator to update a contact’s information and user access to the iSupplier Portal.



( 1 ) Click on the **“Contact Directory”** hyperlink. Then, the list of contacts will appear.



( 2 ) Identify the contact to update and click on the **“Pencil”** icon in the **“Update”** column.

**Note:** You can also update the address information related to a specific contact by clicking on the **“Address”** icon in the **“Address”** column.



Supplier Administration: Contact Directory >  
Update Contact  
\* Indicates required field

Contact Title  
\* First Name CONTACT2  
Middle Name  
\* Last Name CONTACT2  
\* Job Title SALES  
\* Department SALES  
\* Email Address CONTACT2@TRAINING.C

\* Phone Country Code +1  
i.e. for USA use +1, for Colombia use +57, etc  
713-777-7777  
Phone Extension  
\* Phone Area Code and Number 713-777-7777  
i.e. for Texas, USA 713-777-7777  
FAX Country Code +1  
i.e. for USA use +1, for Colombia use +57, etc  
713-888-8888  
FAX - Area Code and Number 713-888-8888  
i.e. for Texas, USA 713-777-7777  
Inactive Date  
(example: 18-Sep-2012)

**User Account Information**  
Username CONTACT2@TRAINING.COM Inactive Date (example: 18-Sep-2012) Reset Password

**User Notifications**  
 Certification Reminders

**Responsibilities**  
[Select All](#) | [Select None](#)

Select Responsibility	Application
<input checked="" type="checkbox"/> Supplier User - Full View	iSupplier Portal
<input type="checkbox"/> Supplier Security Administrator	iSupplier Portal
<input type="checkbox"/> Supplier User - Registration	iSupplier Portal
<input type="checkbox"/> Supplier User - Transactions	iSupplier Portal
<input type="checkbox"/> Supplier Profile Manager	iSupplier Portal
<input type="checkbox"/> Supplier User - Finance View	iSupplier Portal

**User Access Restrictions**  
If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

**Supplier Restriction**  
Suppliers  
SUPPLIER TRAINING

**Site Restriction**  
Modify Sites  
Supplier Site Operating Unit  
Access not restricted by Supplier Site.

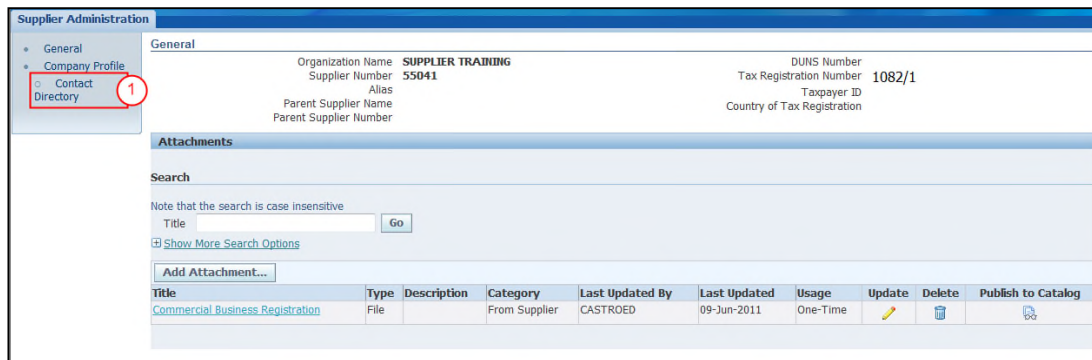
**Contact Restriction**  
Modify Contacts  
Supplier Contact Address Site Unit Operating Unit  
Access not restricted by Supplier Contact.

Cancel Apply

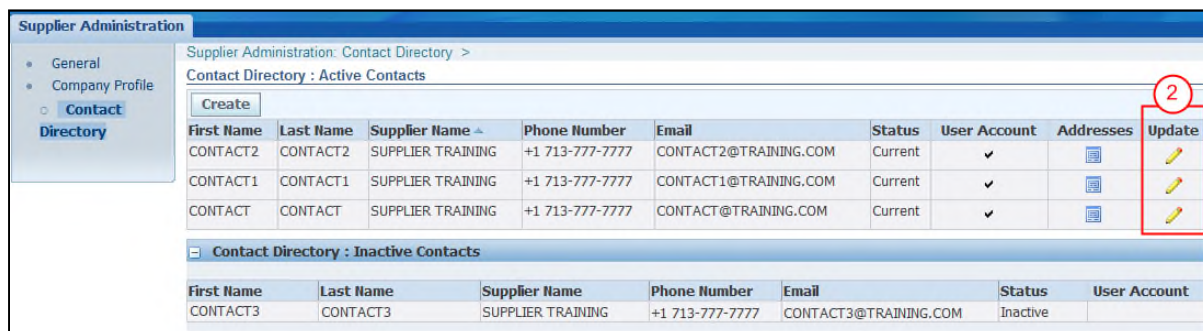
- ( 3 ) Update the contact’s information.
- ( 4 ) If necessary you can make changes related to iSupplier Portal access for this person.
- ( 5 ) After all the updates are done, click on the “Apply” button.

## 5. RESET USER PASSWORD

The Supplier’s Security Administrator also has the ability to reset iSupplier user passwords.



( 1 ) Click on the “Contact Directory” hyperlink in the “Navigation” Panel. The list of contacts will be displayed.



( 2 ) Identify the contact that is requesting the password reset and click on the “Pencil” icon in the “Update” column. The following screen will appear.



Supplier Administration: Contact Directory >  
Update Contact  
\* Indicates required field

Contact Title: [dropdown]  
\* First Name: CONTACT2  
Middle Name: [text]  
\* Last Name: CONTACT2  
\* Job Title: SALES  
\* Department: SALES  
\* Email Address: CONTACT2@TRAINING.C

\* Phone Country Code: +1  
i.e. for USA use +1, for Colombia use +57, etc  
\* Phone Area Code and Number: 713-777-7777  
i.e. for Texas, USA 713-777-7777  
Phone Extension: [text]  
Fax Country Code: +1  
i.e. for USA use +1, for Colombia use +57, etc  
FAX - Area Code and Number: 713-888-8888  
i.e. for Texas, USA 713-777-7777  
Inactive Date: [calendar]  
(example: 18-Sep-2012)

Cancel [4] Apply

---

**User Account Information**

Username: CONTACT2@TRAINING.COM      Inactive Date: [calendar]       Reset Password [3]

(example: 18-Sep-2012)

**User Notifications**

Certification Reminders

**Responsibilities**

[Select All](#) | [Select None](#)

Select Responsibility	Application
<input checked="" type="checkbox"/> Supplier User - Full View	iSupplier Portal
<input type="checkbox"/> Supplier Security Administrator	iSupplier Portal
<input type="checkbox"/> Supplier User - Registration	iSupplier Portal
<input type="checkbox"/> Supplier User - Transactions	iSupplier Portal
<input type="checkbox"/> Supplier Profile Manager	iSupplier Portal
<input type="checkbox"/> Supplier User - Finance View	iSupplier Portal

**User Access Restrictions**

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

**Supplier Restriction**

Suppliers: SUPPLIER TRAINING

**Site Restriction**

Supplier	Site	Operating Unit
Access not restricted by Supplier Site.		

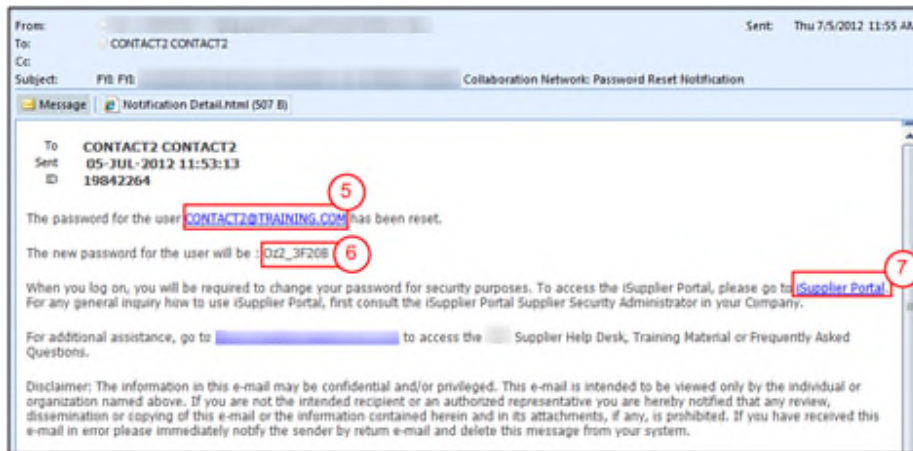
**Contact Restriction**

Supplier	Contact Address	Site	Operating Unit
Access not restricted by Supplier Contact.			

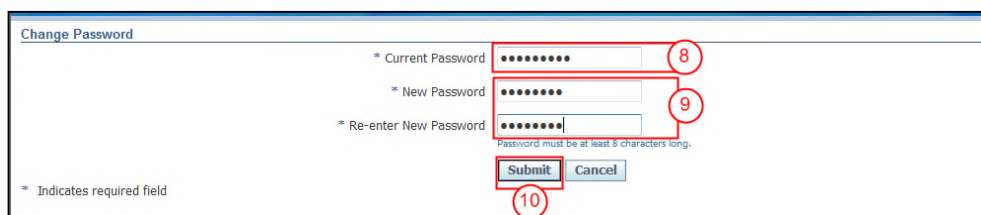
Cancel    Apply

- (3) Check the “Reset Password” checkbox.
- (4) Click on the “Apply” button. A notification will automatically be sent to the contact’s email account that has been registered in the iSupplier Portal, as shown below.

**IMPORTANT:** For automatic notifications the email sender will be “CRC – Notification” not from a specific CRC employee. If you do not receive a notification in your mailbox please check your mailbox spam, trash or delete folders to see if it might have been filtered by your company spam filtering services. Make sure to set “CRC – Notification” as a valid email sender to avoid any issue for subsequent notifications. Yahoo and Hotmail email account users might NOT receive some notifications correctly. If an email notification contains an error message, contact the CRC Buyer.



- ( 5 ) The notification that the contact will receive shows their “**User Name**”.
- ( 6 ) The notification shows the assigned temporary password for the user. They should save this password to be entered in the iSupplier Portal.
- ( 7 ) The contact will need to click on the “**iSupplier Portal**” link to access the portal. They will then use the temporary password received in the email notification. The portal will automatically take them to the “**Change Password**” screen.

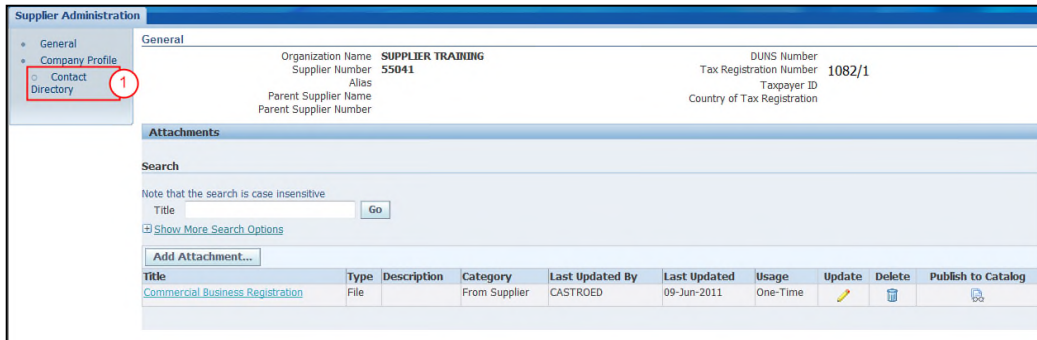


- ( 8 ) In the “**Current Password**” field they will need to enter the temporary password they received as provided in the “**Password Reset Notification**” email.
- ( 9 ) They will then populate the “**New Password**” field and “**Re-enter New Password**” field. The password must have the following characteristics.
  - ▶ Must be a Minimum of 8 characters in length.
  - ▶ Must have at least 1 number.
  - ▶ Must have at least 1 character.
  - ▶ Can not have repeating characters or numbers. (i.e. it can not have ‘11’ or ‘tt’ as part of the Password)
  - ▶ Can not be the same as a previous Password used password in the iSupplier Portal.
  - ▶ Can not contain you user’s Username or other Username.
- ( 10 ) Click on the “**Submit**” button. The “**Oracle Application Home Page**” will be shown.

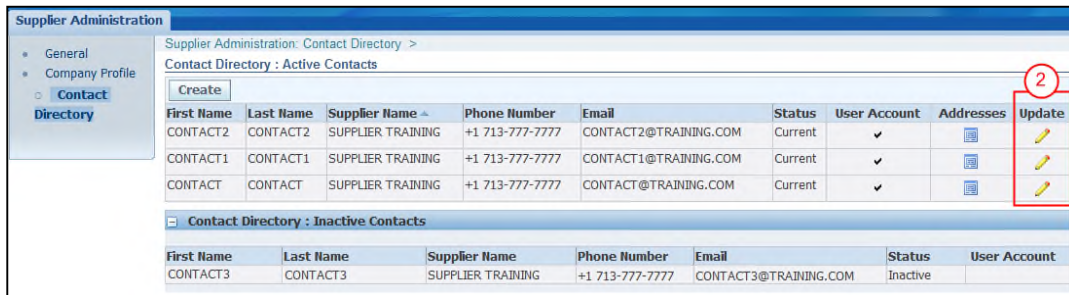


## 6. INACTIVATE A SUPPLIER’S CONTACT AND/OR ISUPPLIER PORTAL USER ACCOUNT

The Supplier’s Security Administrator is responsible for inactivating all contacts and/or iSupplier Portal user accounts within your company that are not directly and actively involved in the relationship with CRC. Timely action is required for employees leaving the company, changing roles or departments or a change in management to make sure that information is communicated to the correct contacts.

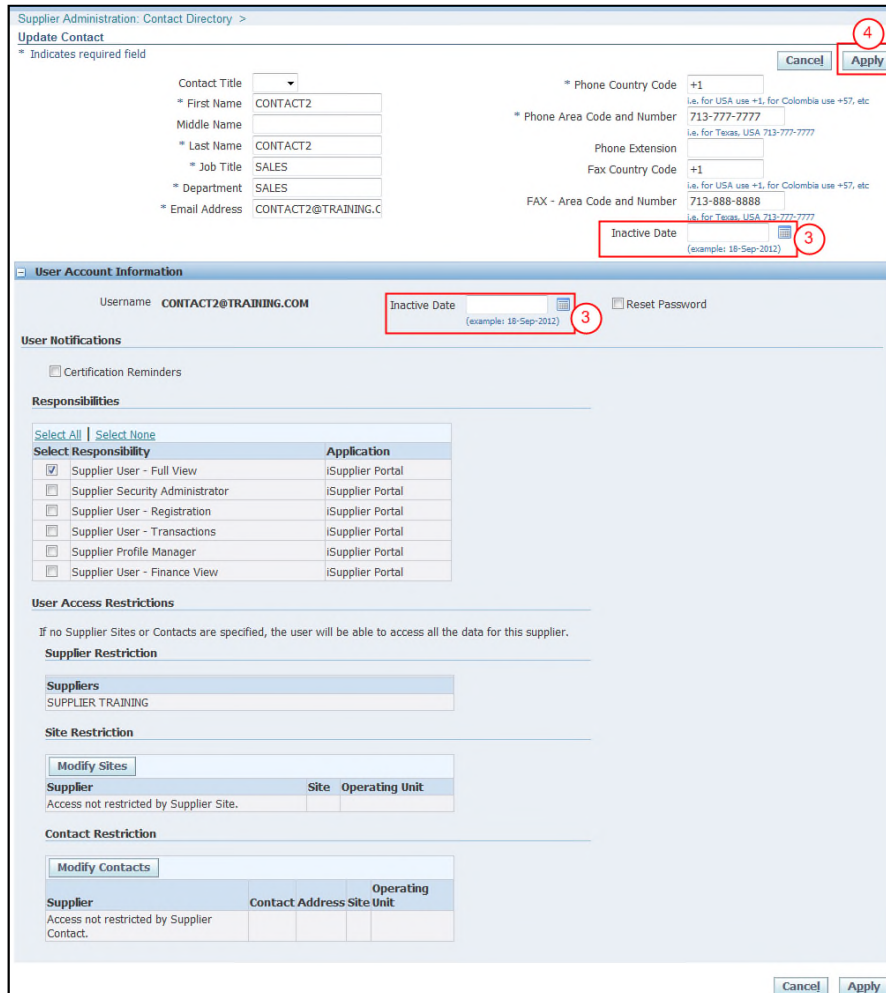


( 1 ) Click on the “**Contact Directory**” hyperlink in the “**Navigation**” Panel. The list of contacts will be displayed.



( 2 ) Identify the contact or iSupplier user account to inactivate and click on the “**Pencil**” icon in the “**Update**” column. The “**Update Contact**” screen will appear.

- There are two options to inactivate a contact and/or user account.



Supplier Administration: Contact Directory >

Update Contact

\* Indicates required field

Contact Title: [Dropdown]

\* First Name: CONTACT2

Middle Name: [Text Box]

\* Last Name: CONTACT2

\* Job Title: SALES

\* Department: SALES

\* Email Address: CONTACT2@TRAINING.C

\* Phone Country Code: +1

\* Phone Area Code and Number: 713-777-7777

Phone Extension: [Text Box]

Fax Country Code: +1

FAX - Area Code and Number: 713-888-8888

Inactivate Date: [Calendar Icon] (example: 18-Sep-2012)

Cancel Apply

---

User Account Information

Username: CONTACT2@TRAINING.COM

Inactivate Date: [Calendar Icon] (example: 18-Sep-2012)

Reset Password: [Checkbox]

User Notifications

Certification Reminders

Responsibilities

Select All | Select None

Select Responsibility	Application
<input checked="" type="checkbox"/> Supplier User - Full View	iSupplier Portal
<input type="checkbox"/> Supplier Security Administrator	iSupplier Portal
<input type="checkbox"/> Supplier User - Registration	iSupplier Portal
<input type="checkbox"/> Supplier User - Transactions	iSupplier Portal
<input type="checkbox"/> Supplier Profile Manager	iSupplier Portal
<input type="checkbox"/> Supplier User - Finance View	iSupplier Portal

User Access Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Supplier Restriction

Suppliers: SUPPLIER TRAINING

Site Restriction

Modify Sites

Supplier	Site	Operating Unit
Access not restricted by Supplier Site.		

Contact Restriction

Modify Contacts

Supplier	Contact Address	Operating Site	Unit
Access not restricted by Supplier Contact.			

Cancel Apply

**Option 1:** Inactivate a Contact (Included in the iSupplier Portal User Account)

- (3) In the “Inactivate Date” field, enter the date to inactivate the user account.
- (4) Click on the “Apply” button.

**Option 2:** Inactivate an iSupplier Portal user account through the “User Account Information” section. This action will inactivate the user by the indicated date so they no longer have responsibilities in the iSupplier Portal, but the contact information will remain active in the iSupplier Portal.

- (3) In the “Inactivate Date” field, enter the date to inactivate the user account.
- (4) Click on the “Apply” button.