

# Add New User Work Instruction



## Add New User

### Purpose:

This procedure is used to add new User.

### Prerequisites:

Registered as a Supplier.

### Menu Path:

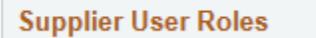
Oracle > Main Menu > eSettlements > Supplier Information > Review User Profiles

On the **Review User Profiles** page complete the following actions

1. Click  .

2. Enter the following fields:

Field	Description
User ID	Enter new User ID
Name	Enter User's Name
Password	Enter Password
Confirm Password	Reenter Password
Language Code	English
Currency Code	USD
Rate Type	Current

3. Under  , select the role type of the user



**Supplier Inquiry** – can only view inquiry pages, cannot submit invoices or update supplier information

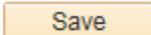
**Supplier Invoice Entry** – can submit invoices and view inquiry, cannot update supplier information

**Supplier Admin** – can update supplier information, submit invoices, and view inquiry pages. This role cannot be set up through this page, it is only set up through registering as an existing supplier

4. Under 

5. Click  and Select 

6. Click  by the Name, and select your supplier name (there should only be one name available)

7. Click  .

## Results

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Adding a new user is complete.