SPPC eProcurement Portal (ePP)

SUPPLIER GUIDE – Manage Multiple Users their Roles and Division

August - 2024

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UNDERSTAND ACCESS MANAGEMENT ON ePP

Bidders have the flexibility to independently configure and manage their organisation profiles on the ePP portal. This includes creating divisions, assigning sub-users, and defining distinct user roles with different access rights. However, for changes to the "Organisation Name" on ePP requires verification, bidders are kindly requested to contact the Technical Support Team and provide the necessary documentation for the organisation name change process.

Each user created under the bidders profile can be provided with different access & visibility rights to gain access on each Projects in the ePP system.

This guide will help bidders to create user roles, users, divisions and user access controls on each RFQ/RFP. Follow the below sequence to perform these activities effectively:
1. Create User Roles* (To define access as required)
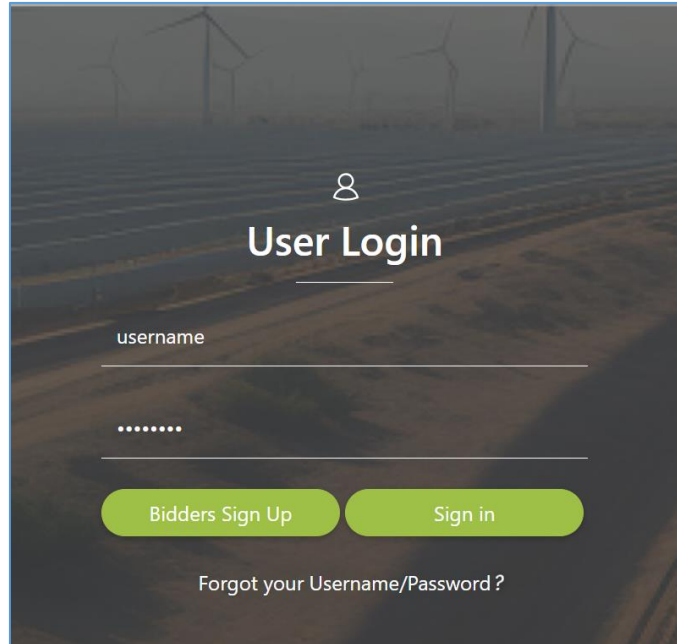2. Create Users
3. Create Divisions

The Main User/Superuser is added by default to all RFQs/RFPs on the ePP Portal. To add other users created under your organisation profile, manage this from the 'Associated Users' section on the RFQs/RFPs.

* It's not mandatory to maintain "User Roles" but its an efficient way to maintain different roles to be easily assigned to each users you create under your Organisation Profile.
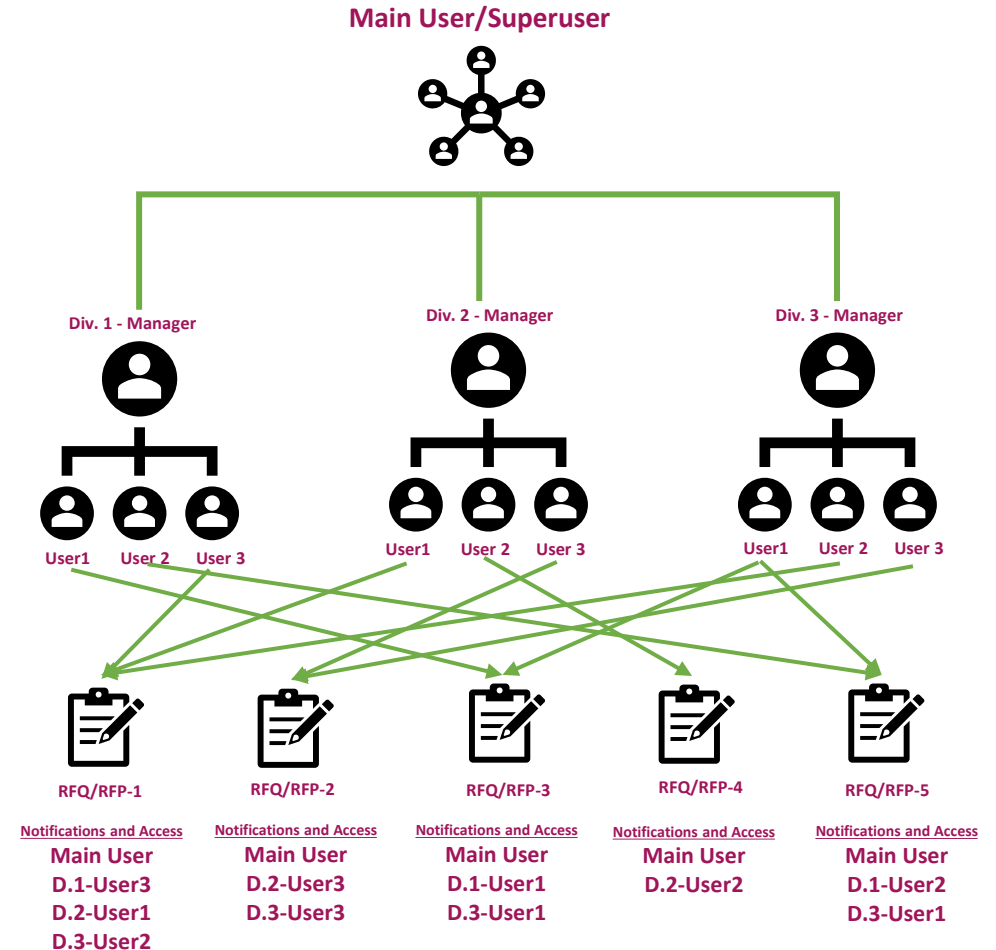
1. LOGIN AS A SUPPLIER

Access the SPPC eProcurement Portal link https://powersaudiarabia.com.sa/ and login using "Superuser" username and password.

If you've forgotten your login details, please use the 'Forgot your username/password' option.

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1. LOGIN AS A SUPPLIER

After successfully logging in, you will be directed to the main page/homepage of ePP.

Welcome

Type to search in menu

Dashboard

Main Dashboard

Sourcing

Projects

RFI/RFQs

RFPs

Published Opportunities

My Organisation

Organisation Profile

My Categories

Assessments

Scorecards

File Sharing

Directories

User Management

Manage Users

Help
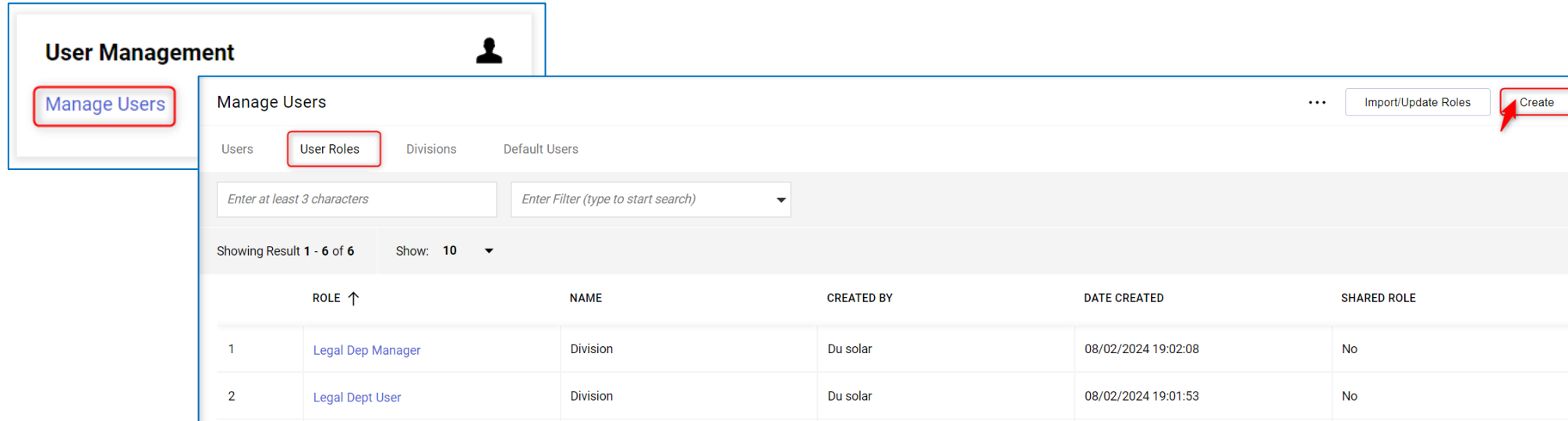
If this is your first time to login, you will be asked to set a new password (which must be at least 8 characters long and include both letters and numbers, as well as a special character).

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2. CREATE USER ROLES

Navigate to the 'Manage Users' from the user management area select 'User Roles' tab and click 'Create'

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2. CREATE USER ROLES

Define a name for the "Role" and select all possible 'User Rights' under this role and click 'Create'

Once a role is created, it will be available for selection during the user creation process.

If you would like to grant default access to each of these parameter, then select "Yes" and if you would like to control the rights of each user then grant them "Yes, if I'm associated to the object" option

3. CREATE USERS

Navigate to the 'Users' tab from the "Manage User" area and click 'Create'

Manage Users ··· | Import/Update User Role | Create

Users | User Roles | Divisions | Default Users

Enter at least 3 characters | All Users | Enter Filter (type to start)

Showing Result 1 - 7 of 7   Show: 10

USER INFO	LAST NAME ↑	FIRST NAME	NAME

New User   Cancel   Save
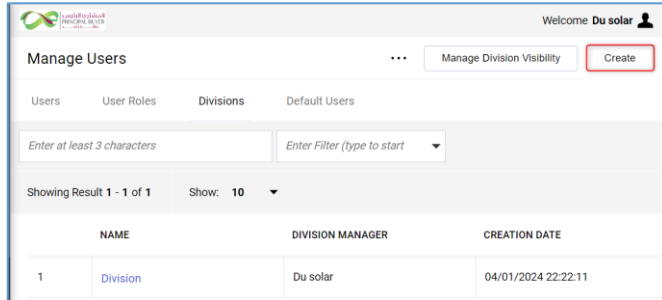
∨ User Details

* Last Name

Abdul Rahman

* First Name

Ahmed

* Email

aabdulrahman@yopmail.com

* Telephone Number

112256988

Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.

* Name

Division

Department

Role

Sales Dept User

* Username

aabdulrahman

* Preferred Language

English (UK)

* Time Zone

ACDT/ACST - Australian Central Standard Time (Australia/South)

Once a role is created, it will be available for selection during the user creation process.
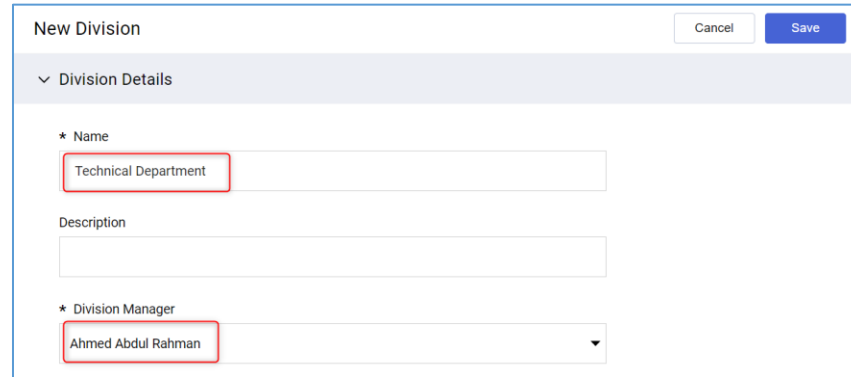
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4. CREATE USER DIVISION

Navigate to the 'Divisions' tab from the "Manage User" area and click 'Create'

Once the Division name is defined, select the 'Division Manager' from the created users list