

المشتري الرئيس
PRINCIPAL BUYER



SUPPLIER GUIDE – Manage Multiple Users their Roles and Division

June - 2025

SPPC eProcurement Portal (ePP)



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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.

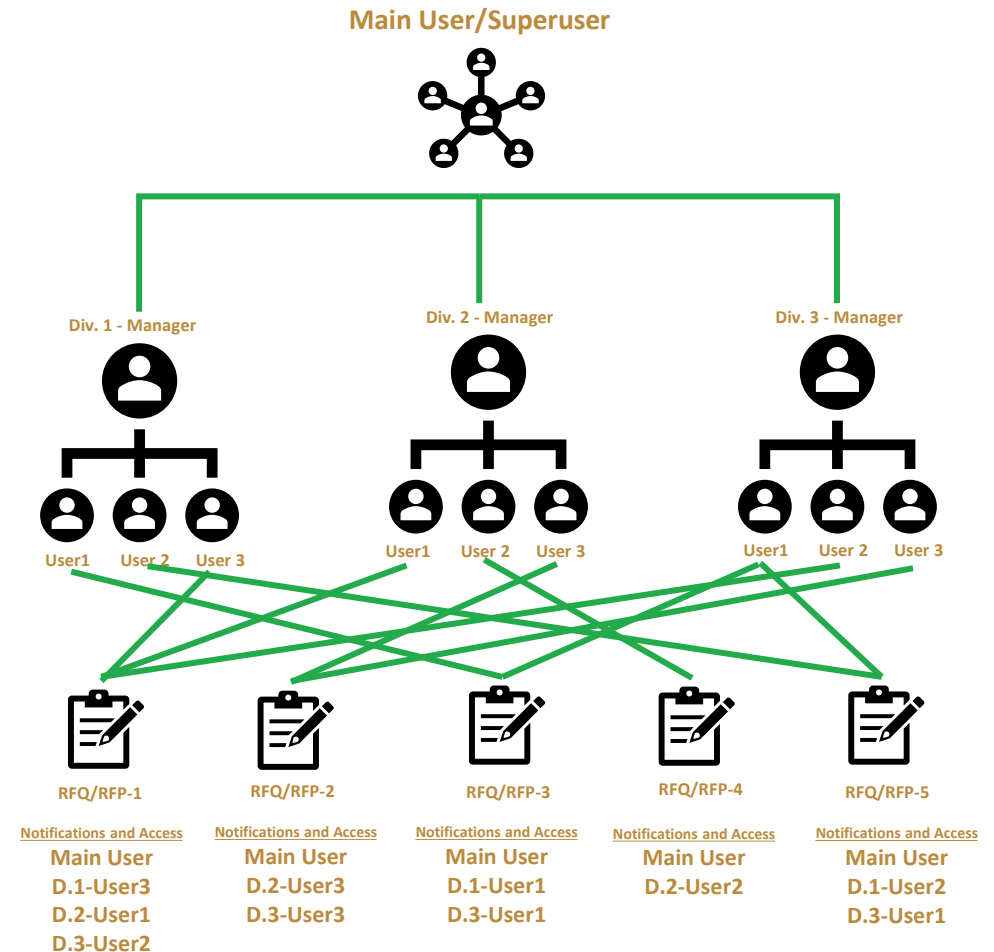
Each user created under the bidder's profile can be provided with different access & visibility rights to gain access on each Projects in the ePP system.

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

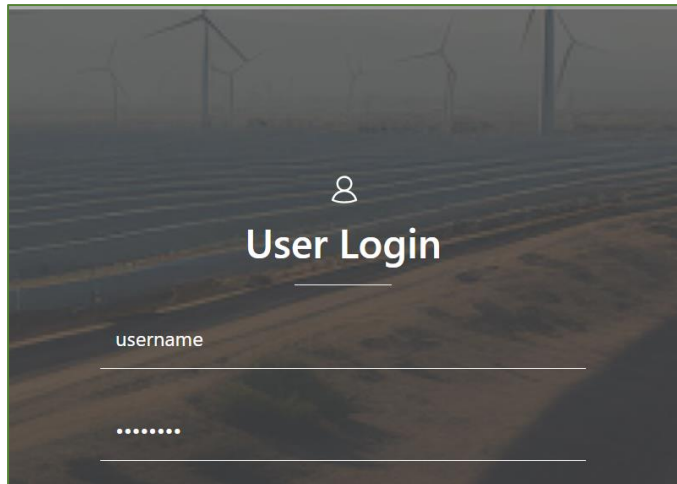
The Main User/Superuser is added by default to all RFQs/RFPs on the ePP Portal. To add other users created under your organisation profile, manage this from the 'Associated Users' section on the RFQs/RFPs.

** 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

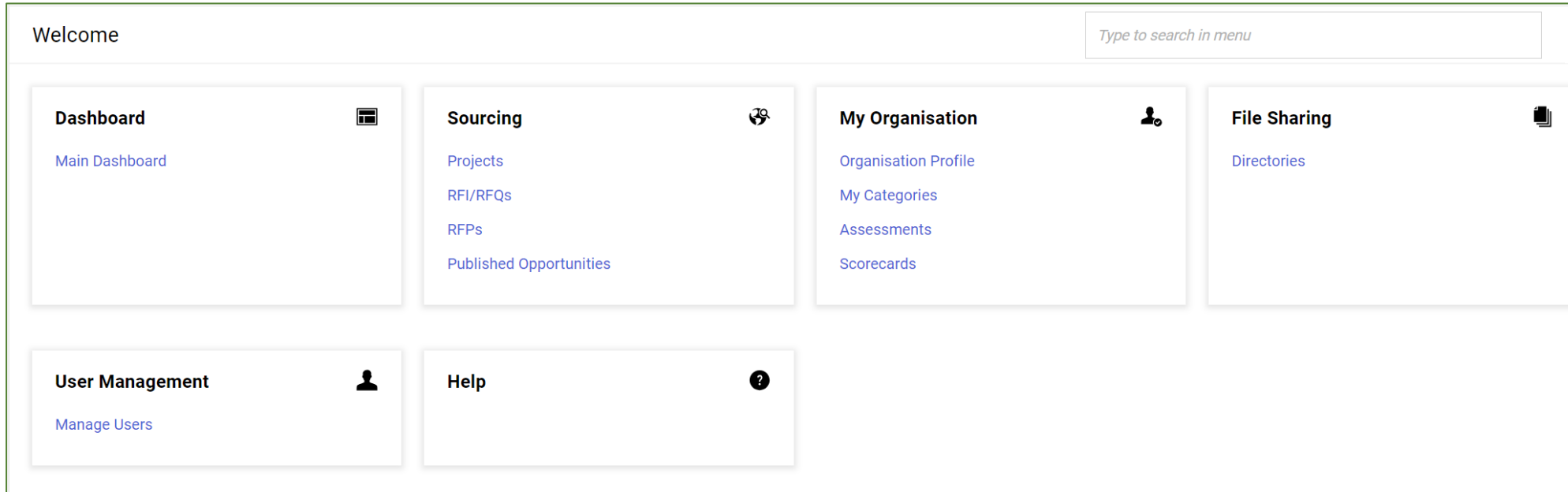
Access the SPPC eProcurement Portal link <https://powersaudi Arabia.com.sa/> and login using “Superuser” username and password.



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

1. Login as a Supplier

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



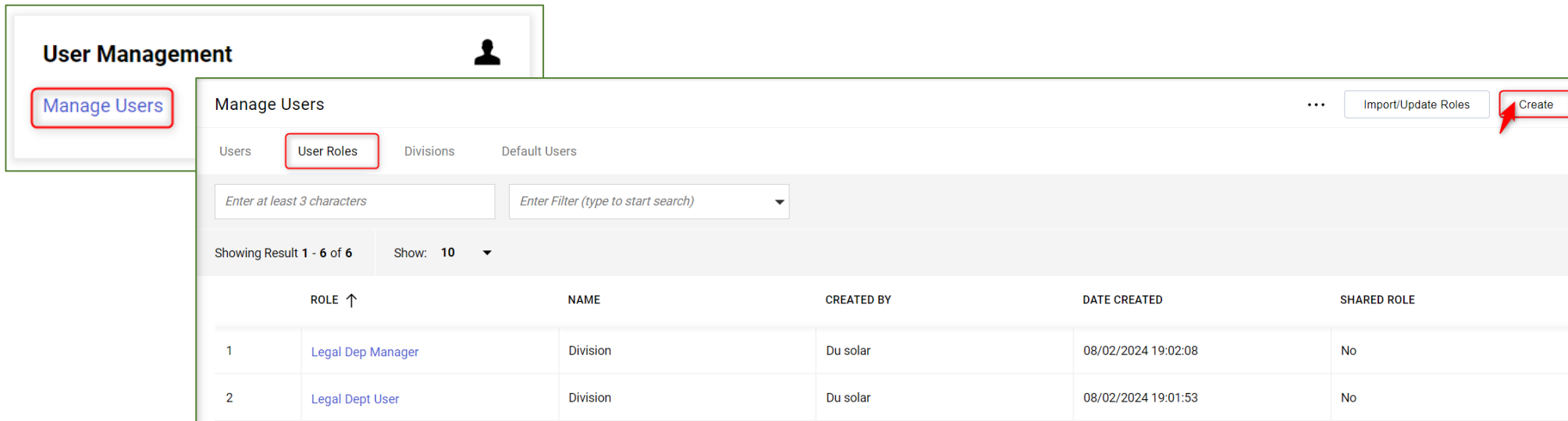
The screenshot shows the main page of the ePP system. At the top left, it says "Welcome". On the top right, there is a search bar with the placeholder text "Type to search in menu". Below this, there are six menu items arranged in two rows. Each item has a title, a list of sub-items, and an icon.

Menu Item	Icon	Sub-items
Dashboard	Dashboard icon	Main Dashboard
Sourcing	Sourcing icon	Projects RFI/RFQs RFPs Published Opportunities
My Organisation	Person icon	Organisation Profile My Categories Assessments Scorecards
File Sharing	File icon	Directories
User Management	Person icon	Manage Users
Help	Question mark icon	

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).

1. Login as a Supplier

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

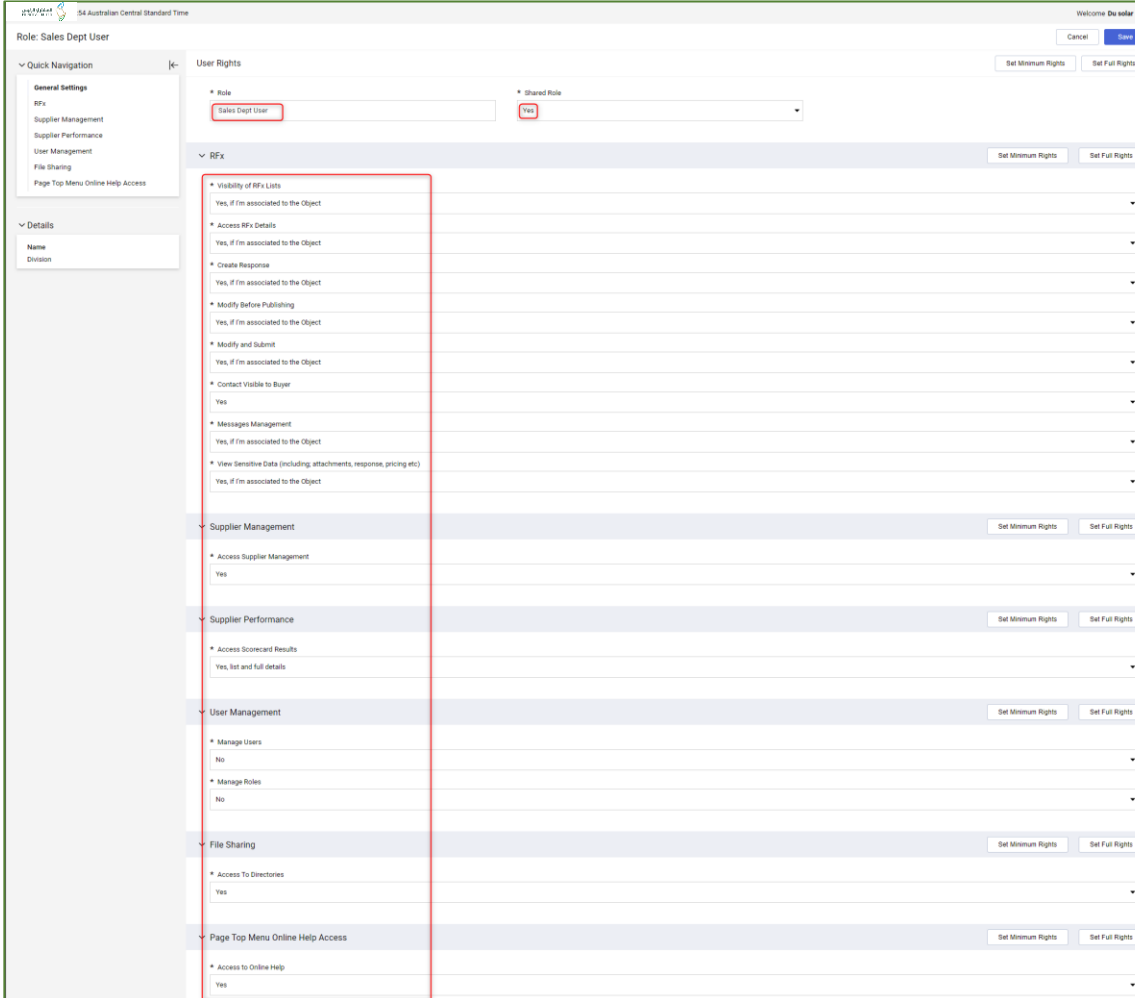


The screenshot shows the 'User Management' interface. The 'Manage Users' section is active, with the 'User Roles' tab selected. The 'Create' button is highlighted with a red arrow. The table below shows the current user roles.

ROLE ↑	NAME	CREATED BY	DATE CREATED	SHARED ROLE	
1	Legal Dep Manager	Division	Du solar	08/02/2024 19:02:08	No
2	Legal Dept User	Division	Du solar	08/02/2024 19:01:53	No

1. Login as a Supplier

Define a name for the “Role” and select all possible ‘User Rights’ under this role and click ‘Create’



The screenshot shows the 'User Rights' configuration page for a role named 'Sales Dept User'. The page is divided into several sections, each with a 'Set Minimum Rights' and 'Set Full Rights' button. The 'RFx' section is highlighted with a red box and contains the following user rights:

- Visibility of RFx Lists: Yes, if I'm associated to the Object
- Access RFx Details: Yes, if I'm associated to the Object
- Create Response: Yes, if I'm associated to the Object
- Modify Before Publishing: Yes, if I'm associated to the Object
- Modify and Submit: Yes, if I'm associated to the Object
- Contact Visible to Buyer: Yes
- Messages Management: Yes, if I'm associated to the Object
- View Sensitive Data (including attachments, response, pricing etc): Yes, if I'm associated to the Object

Other sections include:

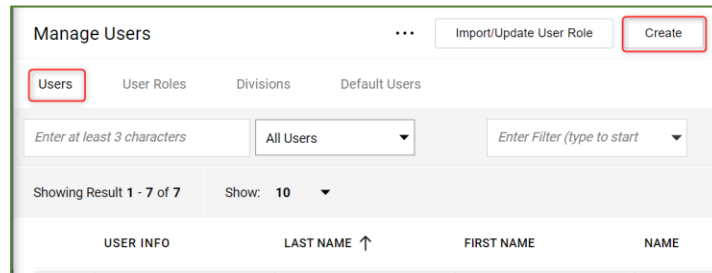
- Supplier Management: Access Supplier Management: Yes
- Supplier Performance: Access Scorecard Results: Yes, list and full details
- User Management: Manage Users: No; Manage Roles: No
- File Sharing: Access To Directories: Yes
- Page Top Menu Online Help Access: Access to Online Help: Yes

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'



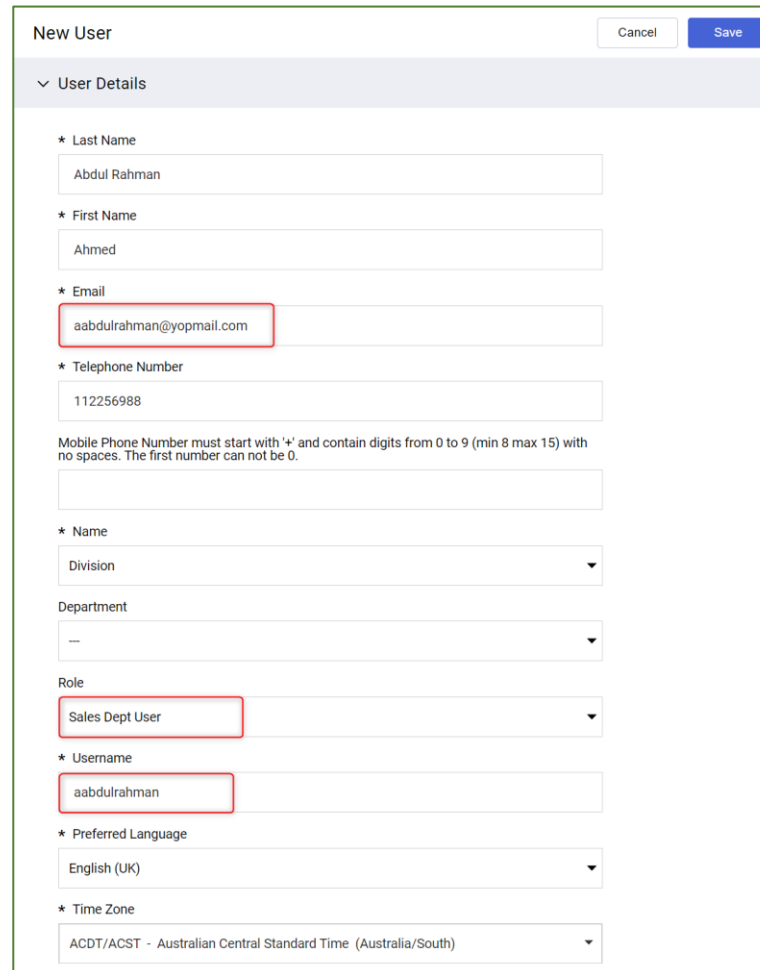
Manage Users

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
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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

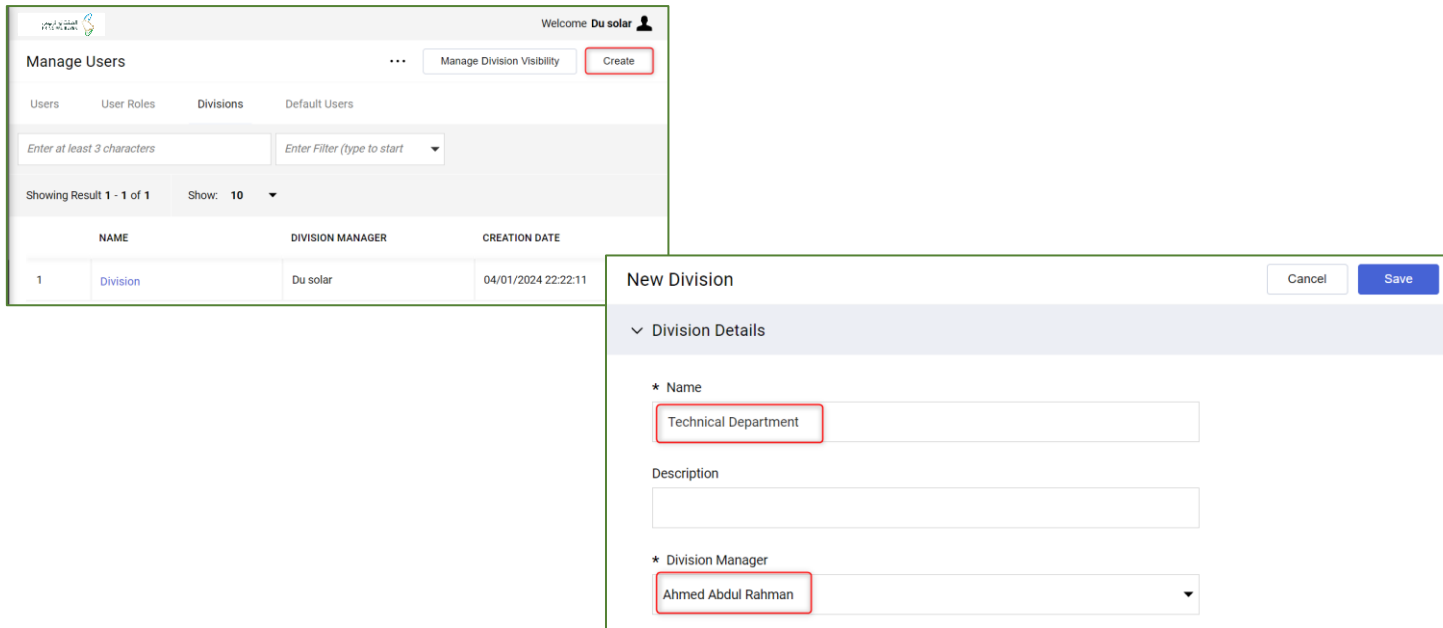
* Preferred Language
English (UK)

* 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.

4. Create User Division

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



The screenshot shows the 'Manage Users' interface with the 'Divisions' tab selected. A 'New Division' modal is open, displaying the following fields:

- Name:** Technical Department
- Description:** (empty)
- Division Manager:** Ahmed Abdul Rahman

The 'Save' button is highlighted in blue.

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