

Quick Guide: Creating a User Account

Step 1

Log into the Basware Commerce Hub:

<https://buyers.procserviceonline.com/otis/login.html?cid=8>

To be able to create an account you will need to have the correct access.

Your account must be a supplier administrator account.

To create a new user select 'Settings' in the top right corner. Then select 'User Management'



Step 2

Select 'Add a new user'.

Step 3

On the right hand side you will see the information required to create an account.

Please note mandatory fields are marked with an asterisk. The email address must also be unique. If the address already exists within the system you will receive an error message when you click on 'Add this user'.

Role

A Supplier administrator role will give you access to all menus and settings e.g. the Supplier Portal, Organisation, User & Catalogue Management settings. A Basic supplier role will only give you access to the Supplier Portal and your own User Profile.

Once completed select 'Add this user'.

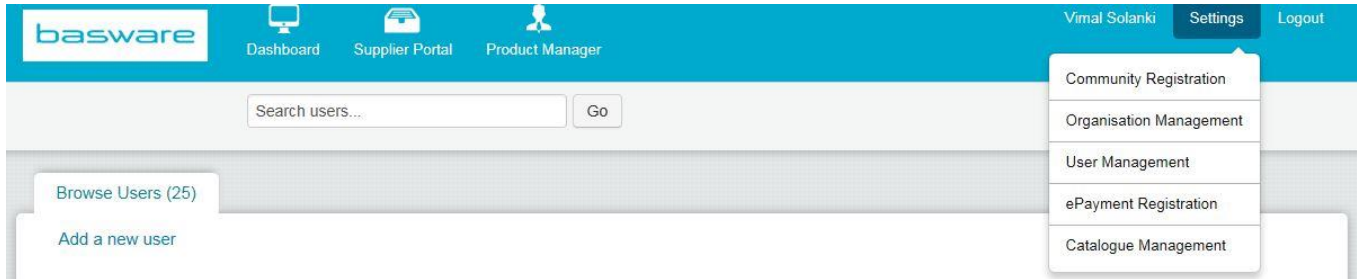
Title *	Mr
First name *	<input type="text"/>
Last name *	<input type="text"/>
User Name	This will be generated by the system
Email address *	<input type="text"/>
Confirm Email address *	<input type="text"/>
Organisation	VIMAL PUBLICATIONS LTD
Default address	GORKHA RESTAURANT - SE13 5PJ
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
Preferred language	English
Job title	<input type="text"/>
Role *	Basic supplier

Add this user

Quick Guide: Editing a User Account

Step 1

If you would like to edit an existing user profile you can do so by accessing User Management as in step 1. Search for the user account by entering the user’s name in the search field and selecting ‘Go’.



Click on the appropriate username which will open the user details.

Status	User's name	Email address	User Name	Date added	Date last updated
ENABLED				10 Apr 2013	11 Apr 2013

Step 2

To edit the profile select ‘Edit’. You will then be able to change the existing details.

*Please note If the account is showing as disabled, you will need to contact our Service Desk
 English: 0845 603 2885
 International - 0845 604 2328
Support@procserve.com
 and they will unlock it for you.
 Accounts are automatically locked when the password is entered incorrectly 3 times.*

Status	<input type="checkbox"/> Disable account. Disabling this account will stop this user from being able to access the system.
If you are disabling this account please add a note detailing why	<input type="text"/> <small>This note will be recorded along with your User Name and the time and date in a system log for auditing purposes.</small>
Title *	<input type="text"/>
First name *	<input type="text"/>
Last name *	<input type="text"/>
User Name	- Sorry you can't edit this
Email address *	<input type="text"/>
Confirm Email address *	<input type="text"/>
Organisation	- Sorry you can't edit this
Default address	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>

Once you have finished editing select ‘Save changes’.

If you find you do not want to change any details please select ‘Cancel’.

Change your password

Please note that your password (for security reasons) must follow these rules: your password must include letters, numbers and symbols and must be at least eight characters long. Your password must also be different to all of the previous three passwords that you have used.

Current password	<input type="password"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>

Quick Guide: Editing your own profile

Step 1

To edit your own profile, log into the Basware Commerce Hub and select 'Your Name' at the top right of the screen.

You will see your profile details and have the ability to change your password from this screen.

To change your password, enter your current password and the new chosen password in the free text fields. Then select 'Save new password.'

To Edit your Profile details select 'Edit My Profile.'

Step 2

Your existing details will then be available for editing.

Once you have finished editing select 'Save changes'

If you find you do not want to change any details please select 'Cancel'

Title *	<input type="text"/>
First name *	<input type="text"/>
Last name *	<input type="text"/>
User Name	- Sorry you can't edit this
Email address *	<input type="text"/>
Confirm Email address *	<input type="text"/>
Organisation	- Sorry you can't edit this
Default address	<input type="text"/>
Telephone number	123456789
Fax number	<input type="text"/>
Preferred language	English <input type="text"/>
Job title	<input type="text"/>

**For any further information please
contact the service desk on:**

0845 603 2885

support@procserve.com

About Basware:

Basware is the global leader in providing purchase-to-pay and e-invoicing solutions in the world of commerce. We empower companies to unlock value across their financial operations by simplifying and streamlining key financial processes. Our Basware Commerce Network, the largest open business network in the world, connects 1 million companies across 100 countries and enables easy collaboration between buyers and suppliers of all sizes. Through this network, leading companies around the world achieve new levels of spend control, efficiency and closer relations with their suppliers. With Basware, businesses can introduce completely new ways of buying and selling to achieve significant cost savings and boost their cash flow.

Find out how Basware helps money move more easily and lets commerce flow at www.basware.com.

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