## Exercise 8: Configure vendor collaboration

Verify External Roles

1. In **USMF**, navigate to **System administration > Security > External roles**
2. Verify that **Vendor (external)** and **Vendor admin (external)** roles are listed.  
   Navigate to **Procurement and sourcing > Vendors > All vendors**
3. Select the vendor 1001 link to open the details page.
4. In the **Collaboration activation** field in the **General** section, select **Active (PO is not auto-confirmed)**
5. Select **Add contacts** from the action pane under Vendor, Set up, Contacts
6. In the **First name** field select **Alex Darrow**
7. Select **Save**.
8. Select **Provision vendor user** under Contact, Requests
9. Setup an email alias.
10. Enter **Demo vendor collaboration** in the **Business justification** field.
11. Select **Vendor collaboration access allowed** check box in the **Legal entities the person is a contact for** section.
12. In the **Assign user roles** section, check the box for **Assign** next to Maintains vendor documents and responds to vendor inquiries in the vendor collaboration interface.
13. Select **Submit.**

**Note**: a workflow step Azure B2B can be used to communicate to the Azure portal to create a user account, and add this as a guest user, so that the user later can be authenticated and log into Dynamics 365 – or if the email is already recognized as an existing Azure user add this user as guest user.