VENDOR ADMINISTRATOR- USER MANUAL

FAIRPRICE APPLICATIONS

Contents

1. Overview

1.1. Description

This section covers the screen desing adopted by the application

1.2. Purpose

The section will help the guide the user over the processes interactions

1.3. Details

The vendor administrator console comprises of four sections on the view

- The application menu section → badge ①

  The section contains the application menus
  - i) Account management:- this menu is used to access the account management functions
  - ii) User management :- this menu is used to access the user management functions

- The application header section→ **badge** ②

  The section is contains the context label, the user profile and logout button
  - i) Context label:- this menu is used to access the account management functions
  - ii) User Profile :- this menu is used to access the logged on user profile
  - iii) Logout button :- this invokes the logout event of the user

- The details view section with → badge ③

  The section is updated on any action from the menus, or any actions from the details context

- The application tool bar with→ badge ④
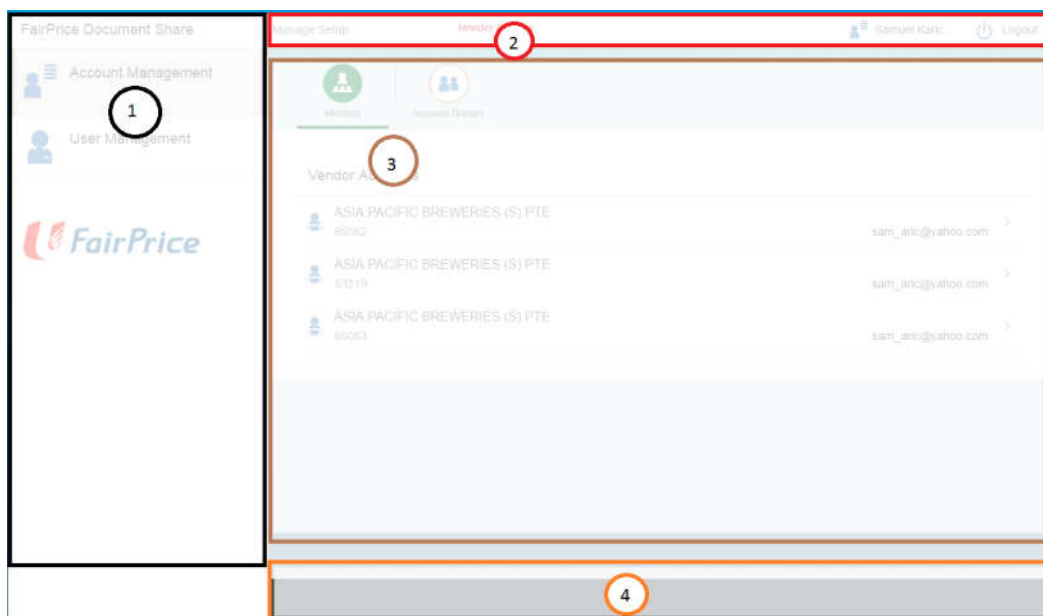
  The section contain the context menu

Figure 1: Application view section

2. Vendor Account Management

2.1. Vendor Account Onboarding

2.1.1. Description
This is section covers the steps involved in the completion of a vendor account and vendor administrator onboarding

2.1.2. Procedure
(1) Click on the activation link sent to you via email; the email bears the subject 'Activation of Account for CWF' as below
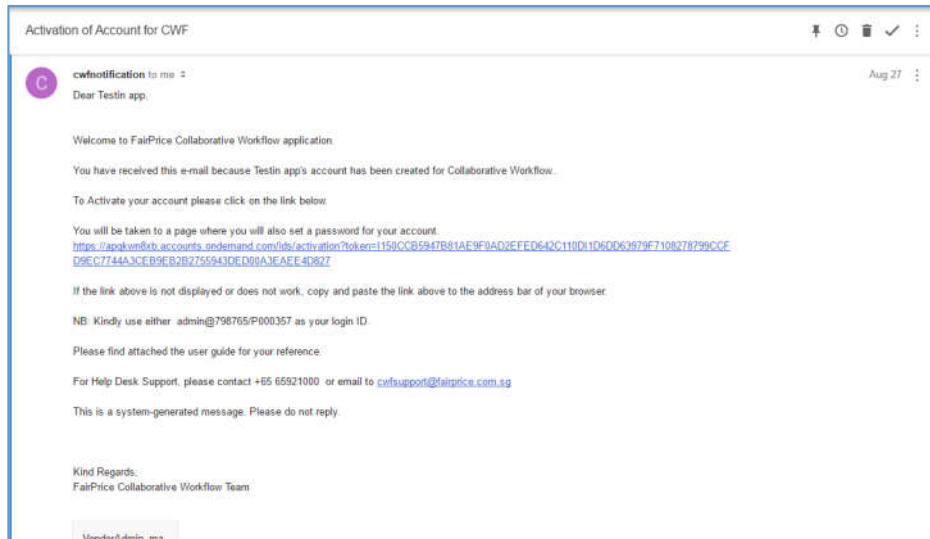

Figure 2: Activation email

(2) Update the details on the activation panel; password

Figure 3:Activation of account

(3) Once password is set, the save redirects to the fiori Launchpad from where you can access the 'manage vendor account' tile

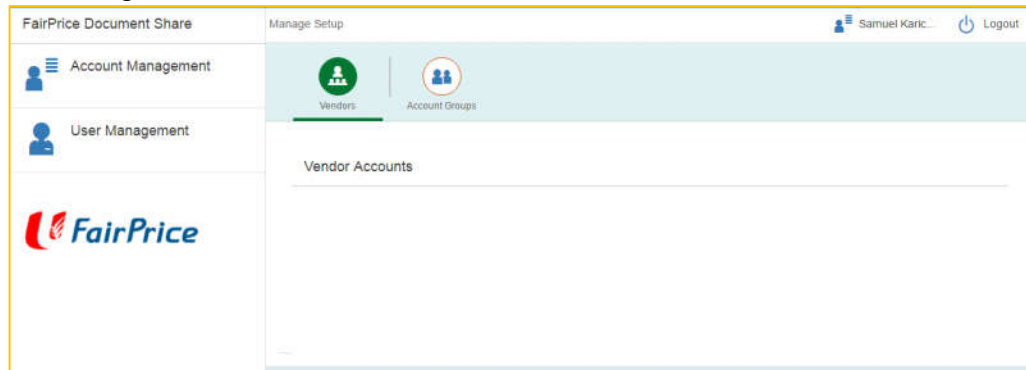(4) Click on the 'Manage Vendor Account' tile to access account administration console as below
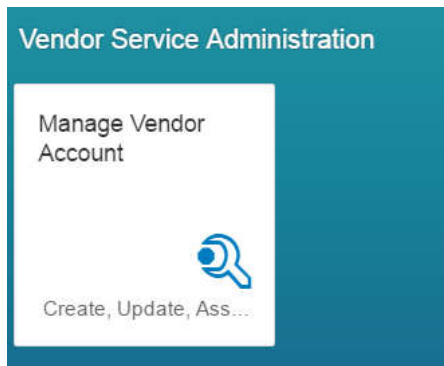

Figure 4: Vendor Administrator console

(5) For subsequent access of the 'vendor account administration', use the fiori launchpad link below. To access

    a. Click on the below
        https://flpnwc-c21b1a448.dispatcher.ap1.hana.ondemand.com

    b. Login with the userID shared on email and password

    c. Click on the 'Manage Vendor Account' tile

2.2. Vendor Account Update

2.2.1. Description

This section covers the steps involved in the update of the vendor account details

2.2.2. Procedure
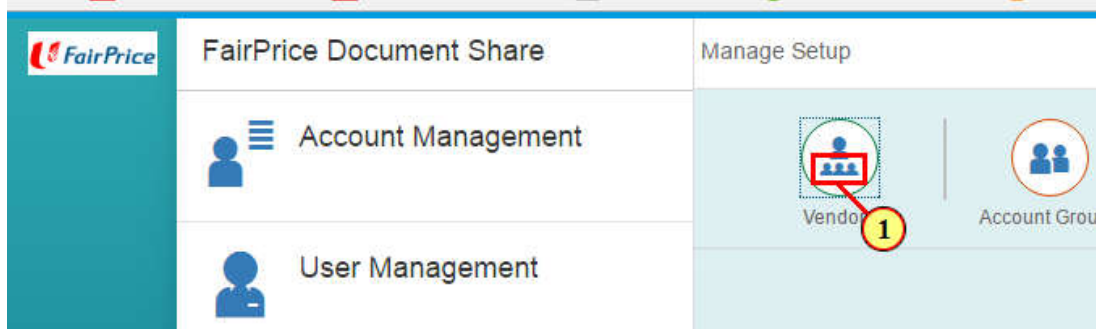
(1) Click [icon].

Figure 5: Vendor account tab

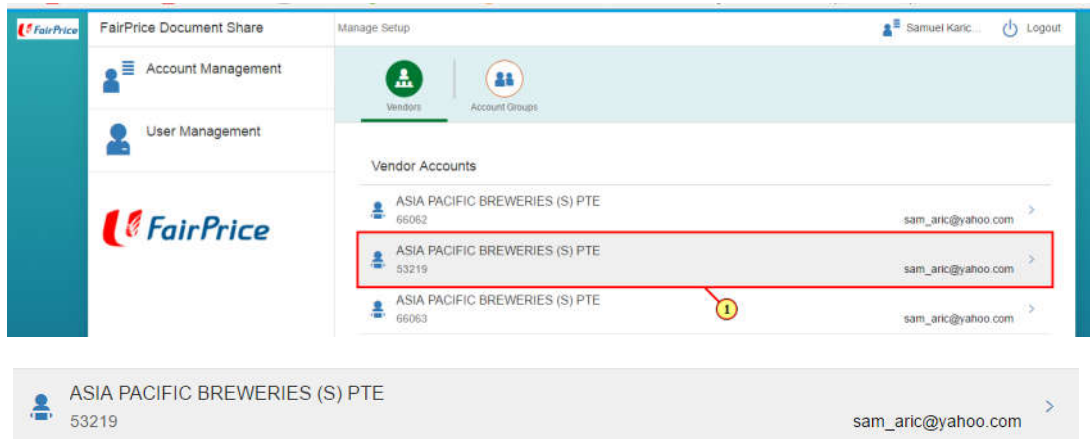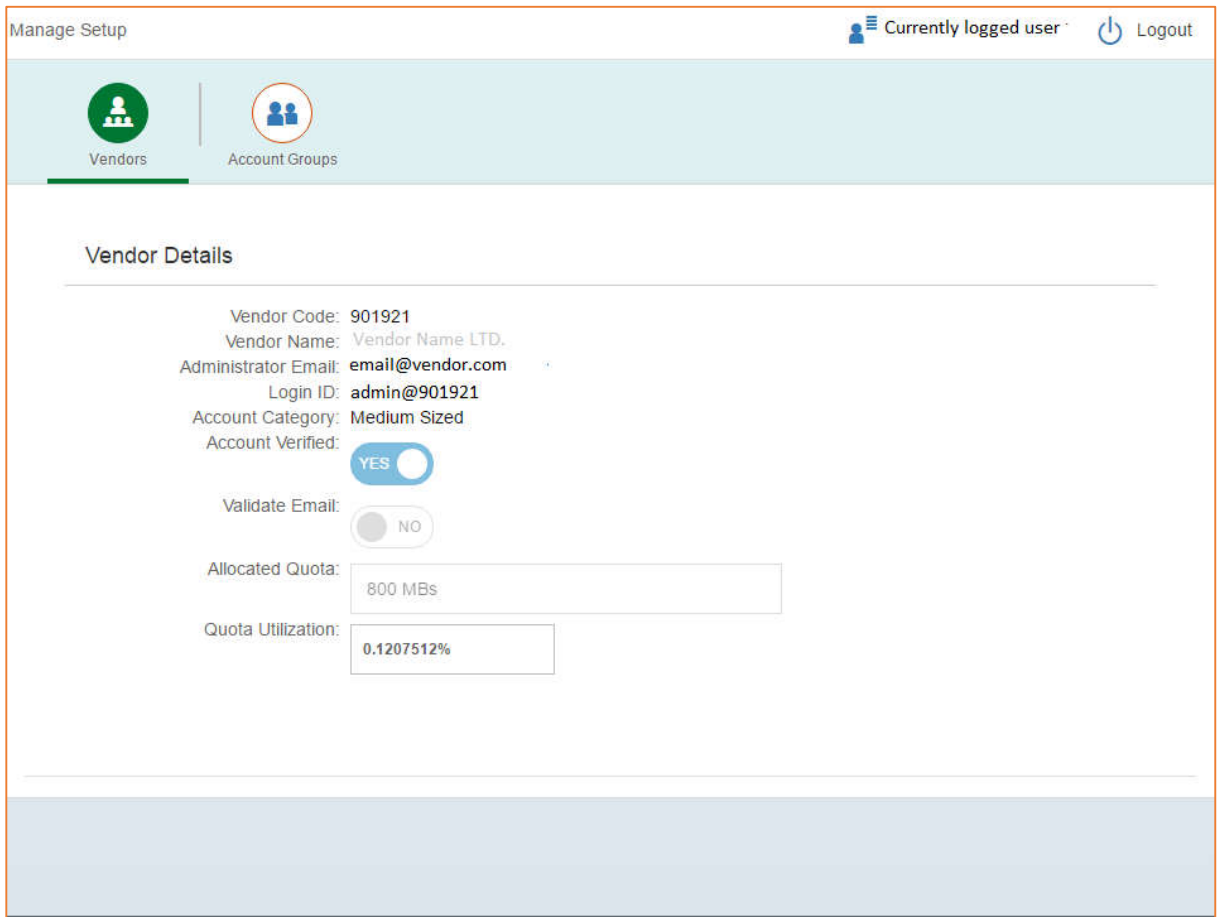(2) Click on a vendor entry from the list to view details

Figure 6: Selected Vendor Account

NB: From the resultant view below one can either click on edit to update account or cancel to go back to the vendor list.
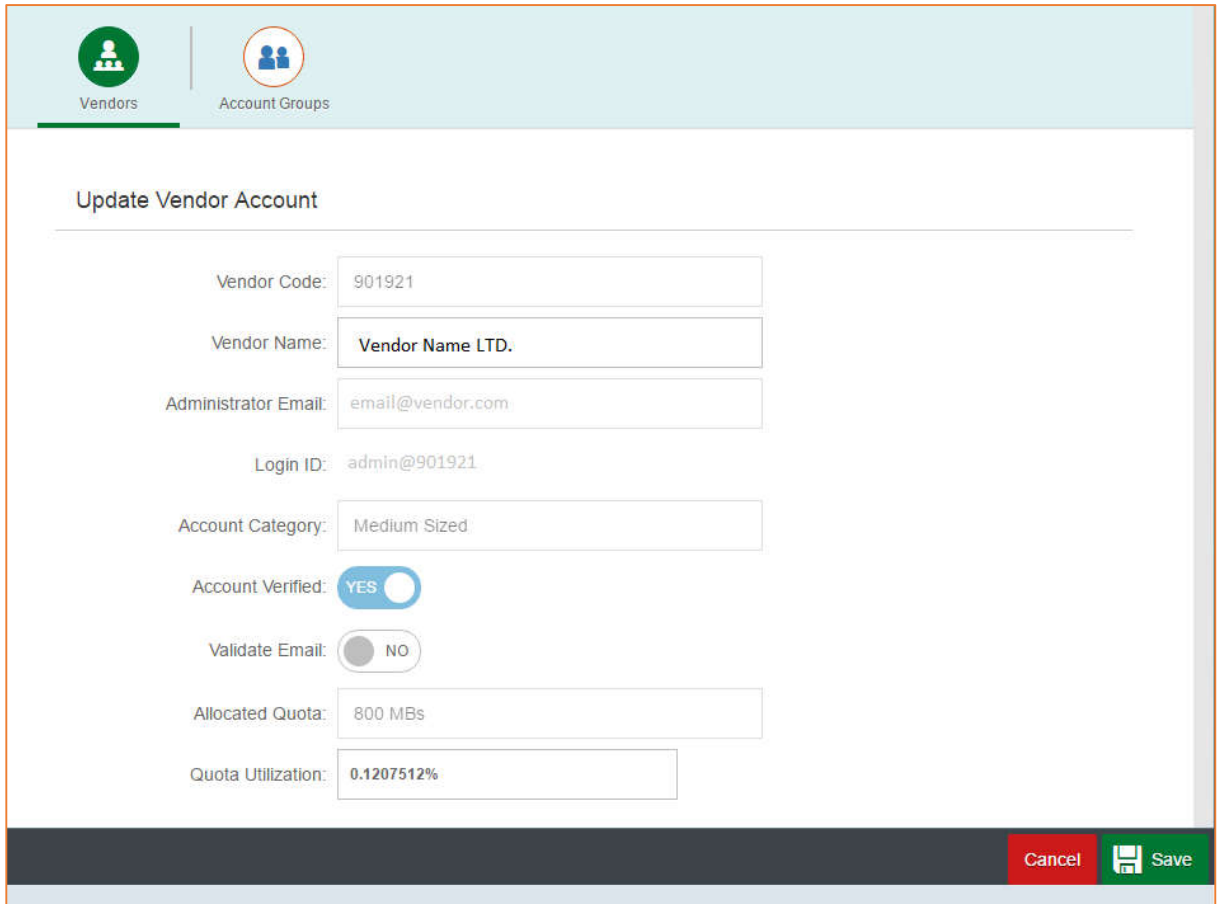
Figure 7: Vendor account view

Notes from the view

i. Quota utilization:- this indicates the percentage of quota utilized and color coded based on the utilization range
    - 0-70% is will be coded as green
    - 71-90% is will be coded as orange
    - 91%- above is code in red color

ii. Account Verified:- this indicates whether the account has been verified by the administrator.
    - If yes, account verified
    - If no, account not verified

iii. Validate email:- this helps validate the email addressed used to notify the vendor end users. If this flag is checked,a wild carded domain in which the accounts exist has to be maintained. The format ough to be '***.domain.com**'

(3) Click on 'Edit Account' button to update the vendor details **Edit Account**
   a. Vendor Name: updatable
   b. Validate Email Field; can activate and update the details/deactivate

Figure 8: Update vendor account fields

2.3. View Users in Group

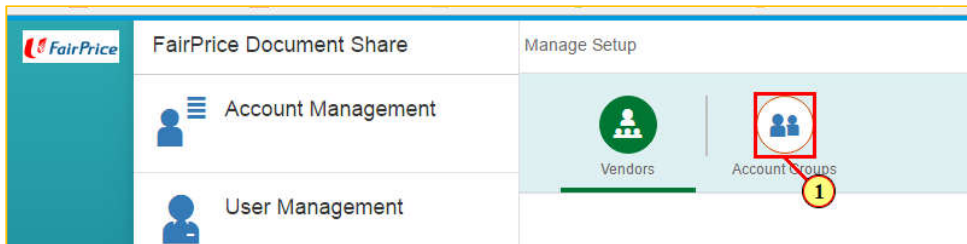### 2.3.1. Description

These section covers the steps involved in the viewing of users assigned to the individual groups

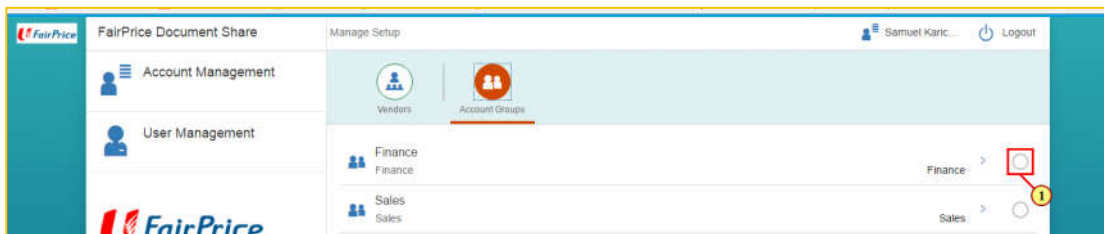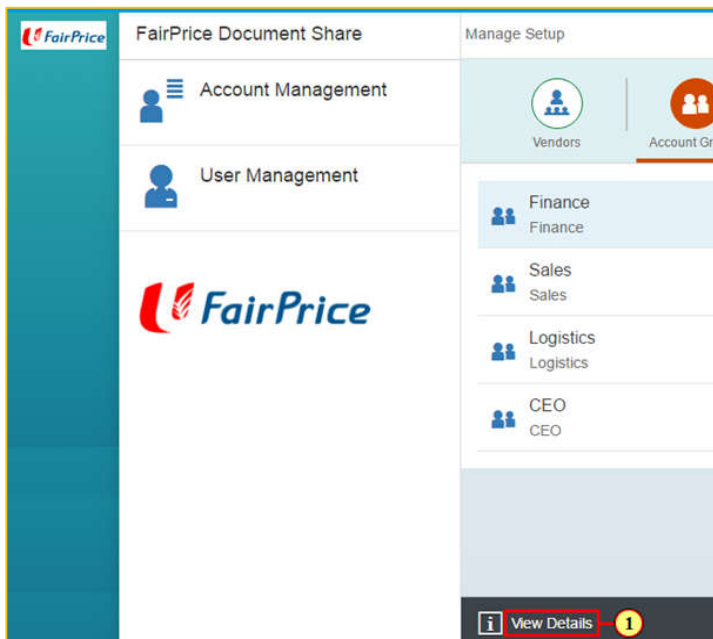### 2.3.2. Procedure

(1) Click on the Account management menu

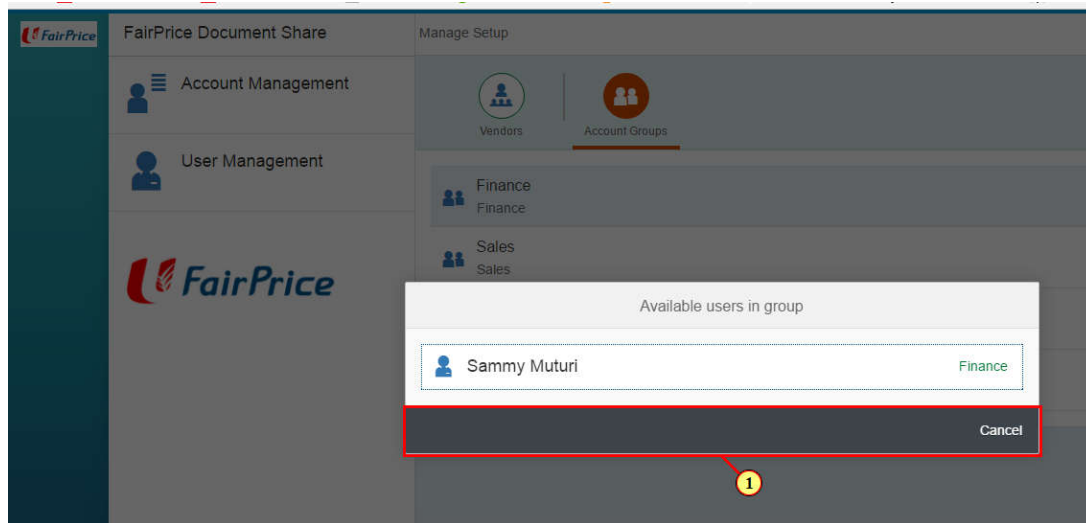(2) On the manage setup view, click on the groups tab with the icon

(3) Select a desired group by clicking on the icon highlighted below

(4) Click on the **View Details**

(5) View the user in group from the popup

2.4. Vendor User Management

2.4.1. Description

These section covers the steps involved in the commissioning, update and decommissiong of vendor user accounts
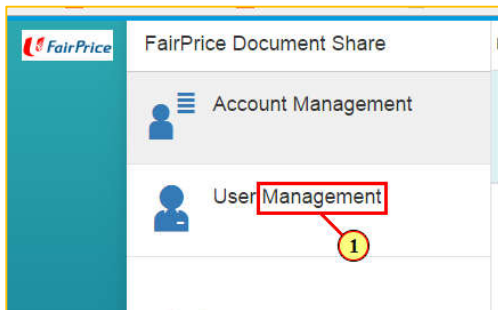
2.4.2. Commissioning a Vendor User Account

2.4.2.1. Description

These section covers the steps involved in the commissioning, update and decommissiong of vendor user accounts

2.4.2.2. Procedure
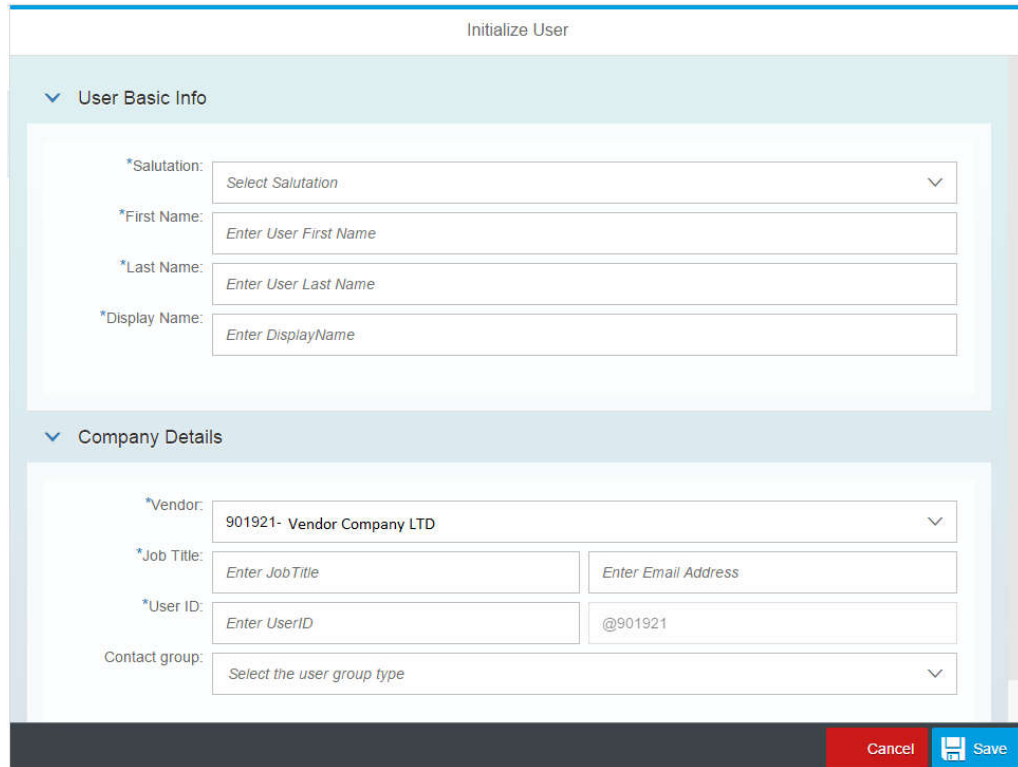
(1) Click on the user management from the application menu section as shown below

(2) Click on the 'New User' button from the list view as shown below
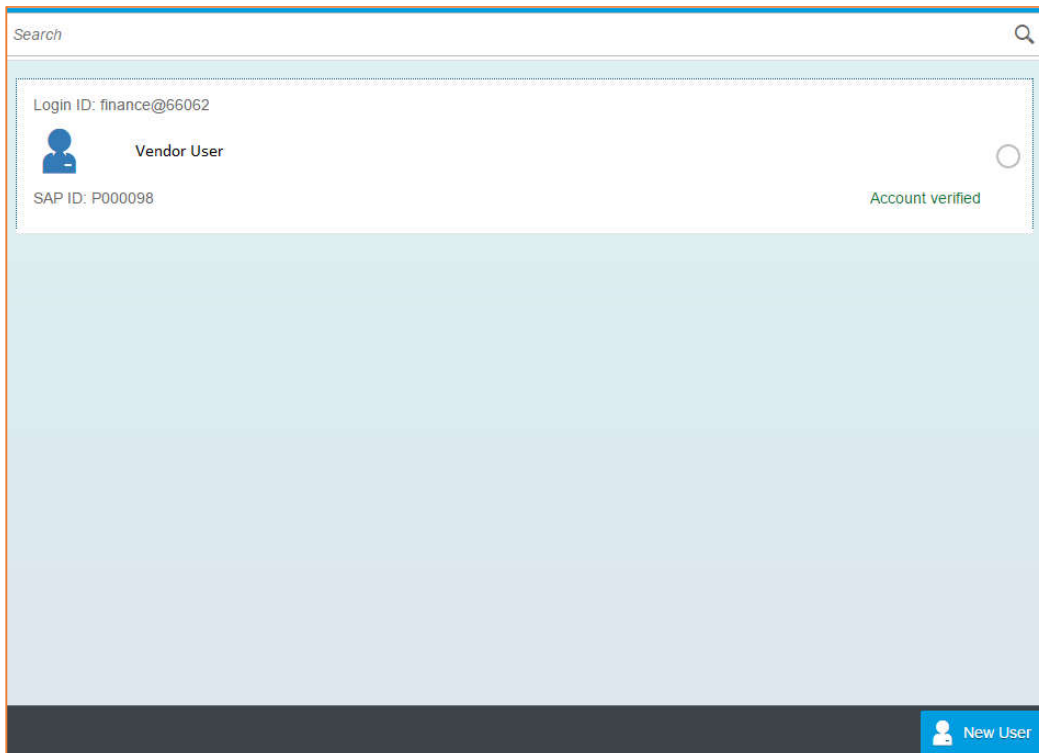
(3) Populate the user details in detail section as shown below

(4) Click on 'Save' button to save user details
> **NB**: If the vendor account has the email validation enabled, all emails are validated for integrity. Below message is displayed

(5) Email notification is generated and sent to the user to activate account for access

2.4.3.   Editing a Vendor User Record

2.4.3.1.   Description

These section covers the steps involved in the update of vendor user account

2.4.3.2.   Procedure

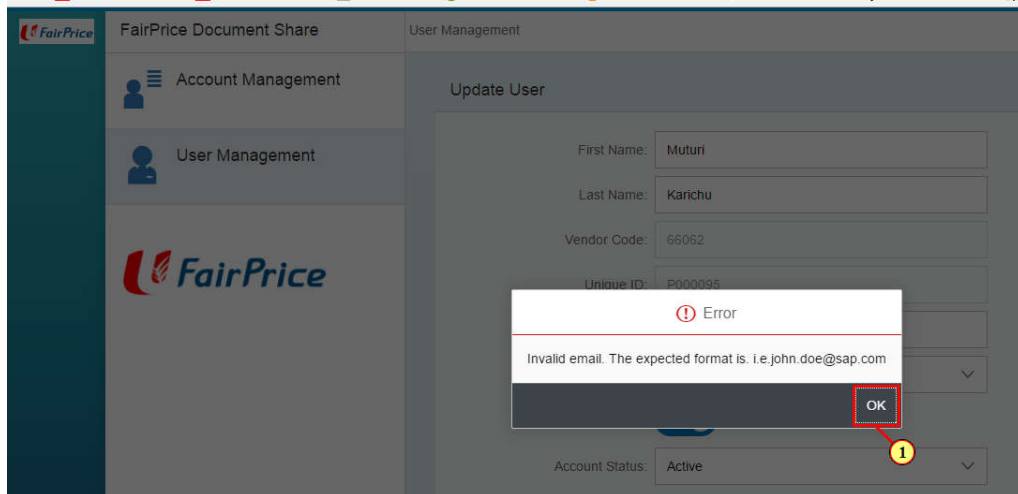(1) Click on the user management from the application menu section as shown below
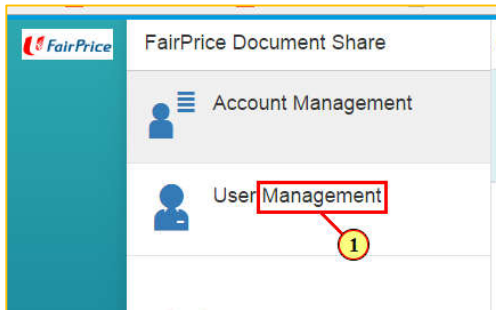
(2) Select the user record by clicking on the item context button

Click on the 'Edit' button from the tool bar as below

(3) Update the details and click on the 'Save' button
(4) Successful update redirects to the 'User List'
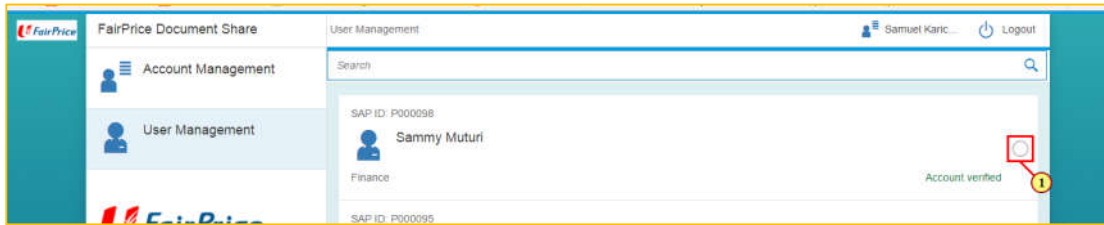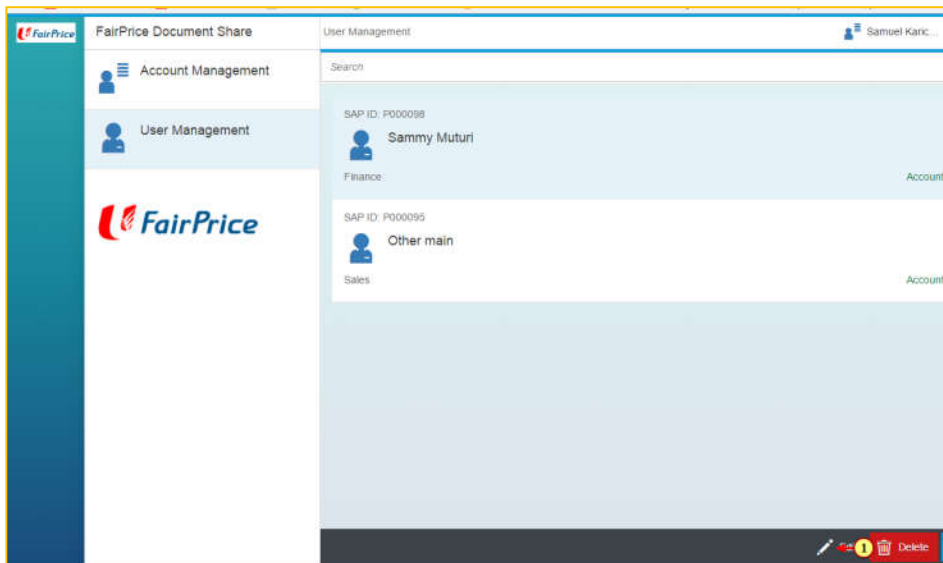
2.4.4.   Manage A vendor User Application Access
2.4.4.1.   Description
These section covers the steps involved in the application access management for vendor user
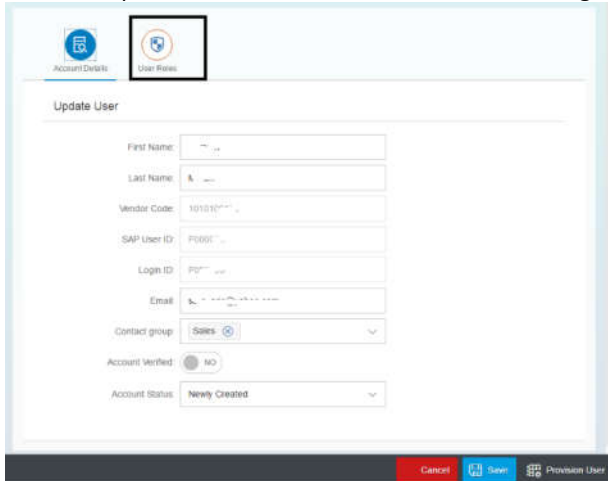
2.4.4.2.   Procedure
Provide access
(1) Follow the edit procedure above
(2) In the edit panel below, click on the User Role tabs, hightlighted below
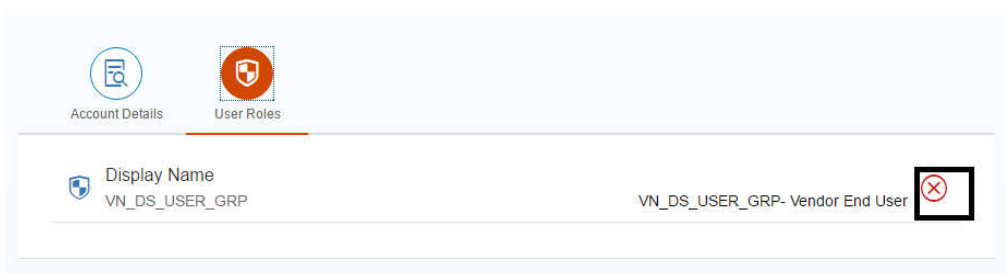
(3) Click on 'provision user' button
(4) Select the application group from the list, and click on the add button.

Drop user access toapplicaton
(1) Drop the application group from the user profile by clicking on the specific application group 'delete' button hightlighted.

2.4.5. Decommission Vendor User Account

2.4.5.1. Description

This section describe the process involved in the decommisioning of a vendor user account

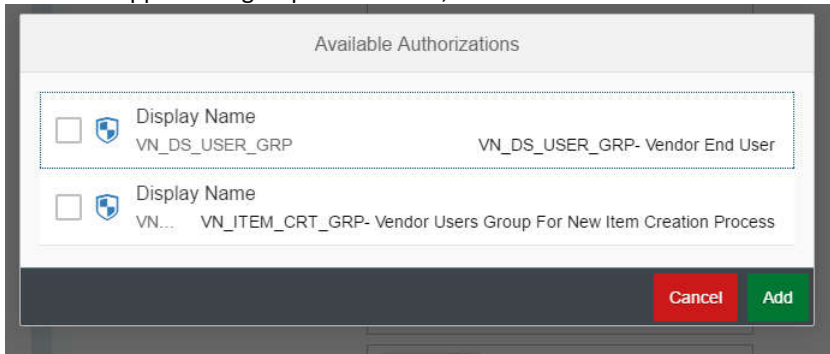### 2.4.5.2. Procedure

(1) Select a vendor user record form the user list
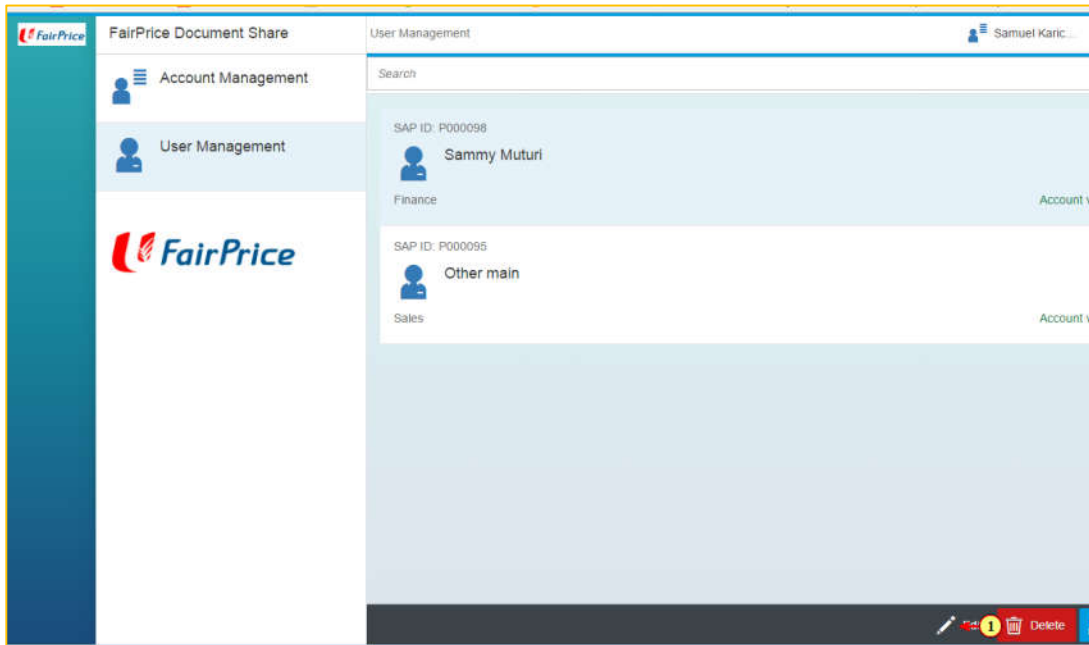
Figure 9:Vendor user list

(2) Click on the 'Delete button' from the application toolbar section
(3) Confirm the deletion message
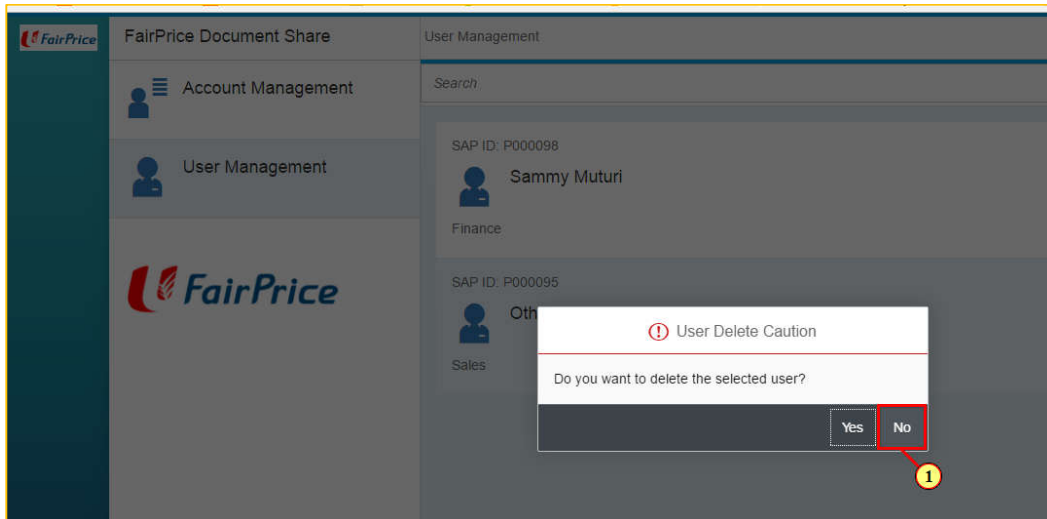
(4) If successful the application will refresh the user list else will provide a message on any exceptions

2.5.   View User profile

2.5.1.   Description

This view shows the currently logged in user profile details

2.5.2.   Procedure

(1) Click on the profile button

Figure 10: View user profile

(2) View details

Figure 11: User profile view

3. Vendor Administrator as Key Contact

3.1. Onboard Vendor Administrator for Multiple Vendor Codes

3.1.1. Description

This is section covers the steps involved in the activating administrator to act as a key contact person for one or multiple vendor codes for documents share
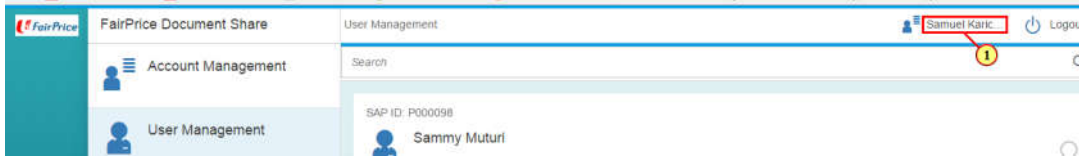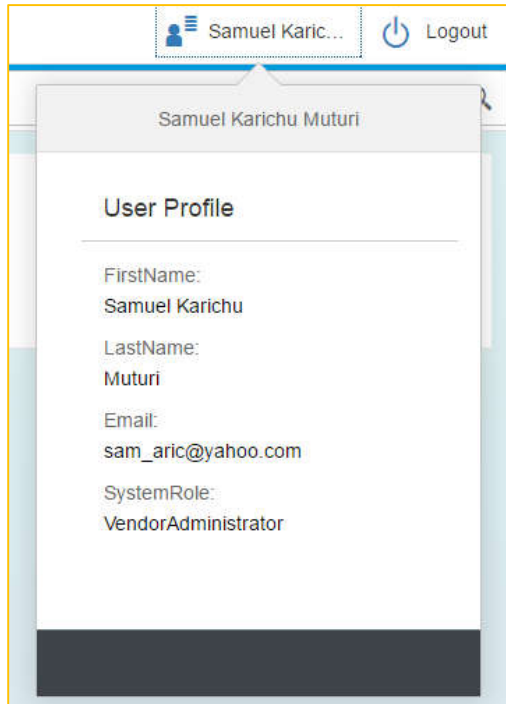
3.1.2. Procedure

(1) FairPrice administrator activates the 'vendor administrator' for document share

(2) The vendor administrator receives an activation email with the subject as 'Activate Your Account for Document Share' as illustrated below

Mon 2016-04-04 05:00 PM

Document Sharing, Fairprice <fairpricedocuments@gmail.com>

Activate Your Account for Document Share

To   Muturi, Samuel

Dear Samuel Muturi,

Welcome to Fairprice document share application.

You have received this e-mail because Samuel Muturi's account has been created for document share.

To Activate your account please click on the link below.

You will be taken to a page where you will also set a password for your account.
https://docsc9c29a08f.ap1.hana.ondemand.com:443/fp.docs/vuser

If the link above is not displayed or does not work, copy and paste the link above to the address bar of your browser.

NB: Kindly use either   **admin@vendorCode/PXXXXXX**   as your login ID.

This is a system-generated message. Please do not reply.
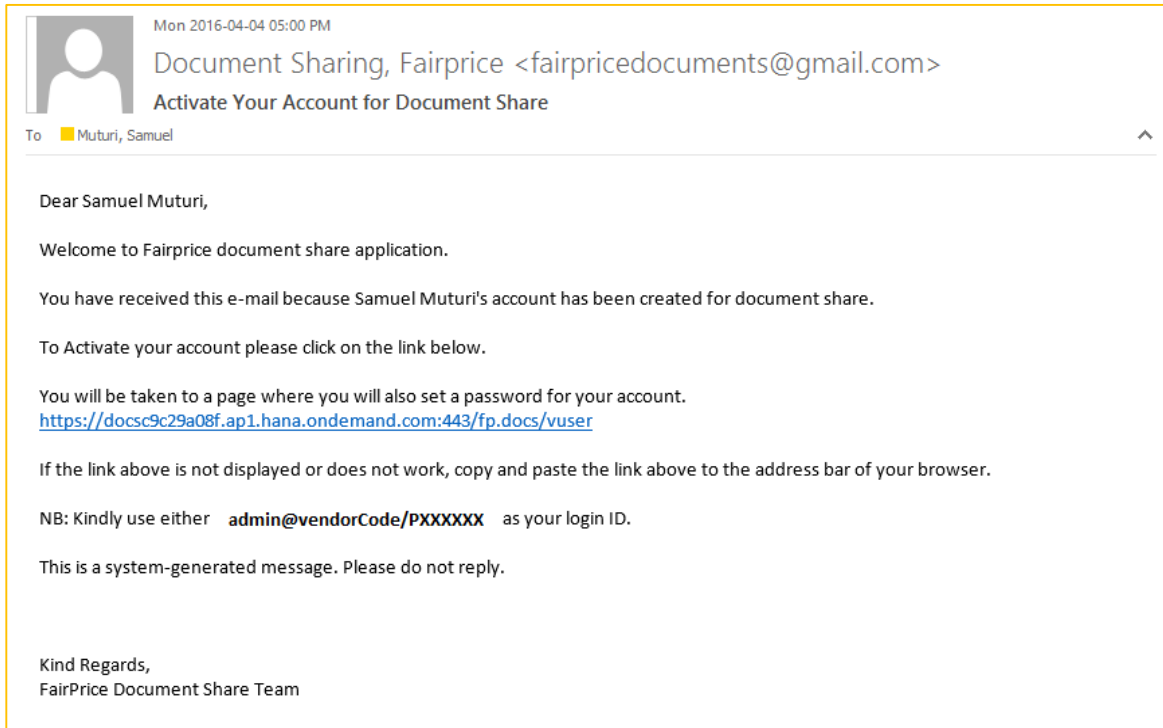
Kind Regards,
FairPrice Document Share Team

Figure 12: Activation email

(3) Click on the link shared via email

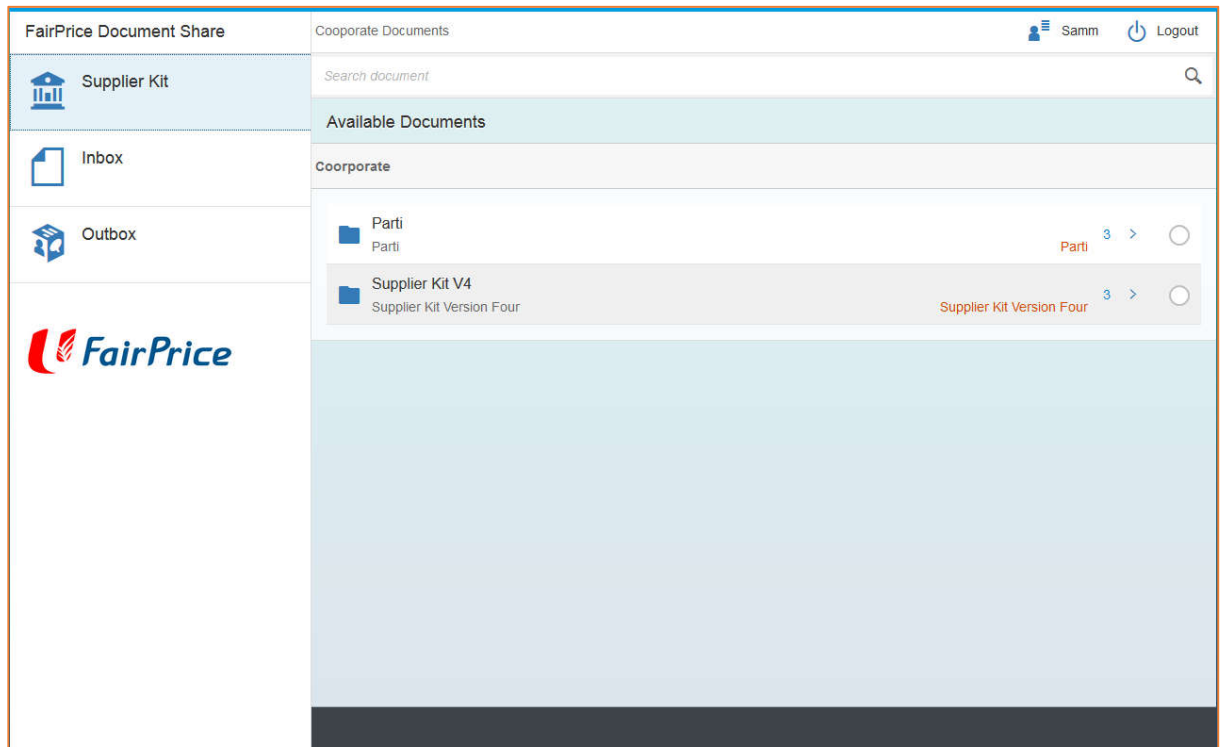(4) This should redirect you to the authentication page for access

Figure 13: Vendor User account default view

(5) For subsequent access as the 'vendor key contact person', use the portal link below.

    a. Click on the below
       https://flpnwc-c21b1a448.dispatcher.ap1.hana.ondemand.com

    b. Login with the 'vendorAdminID' and password

    c. Click on the 'Document Share ' tile under the vendor user applications
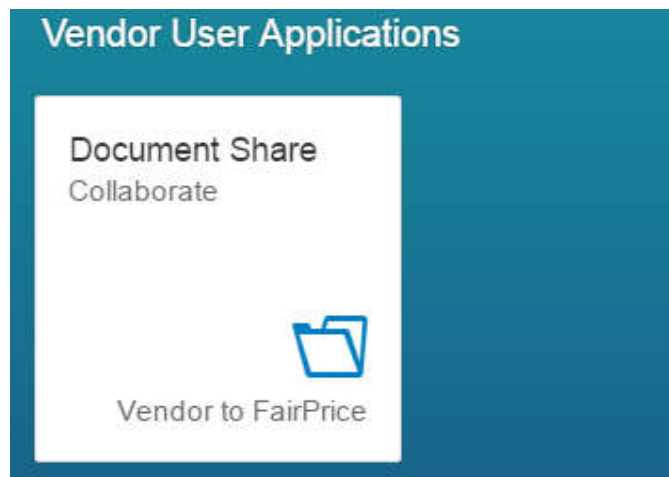
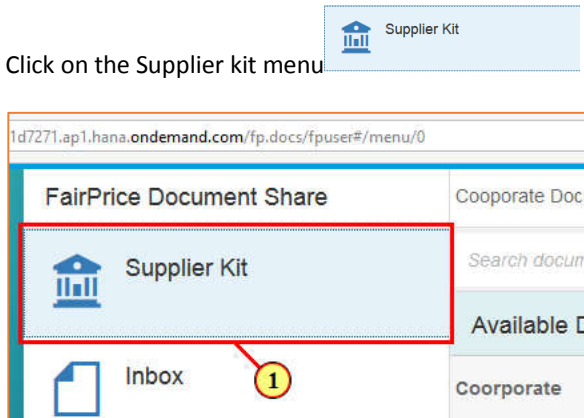   d. This will redirect you to the actual document share application.

3.2. Access Supplier Kit

3.2.1. Description

This is section covers the steps involved in accessing the supplier kit
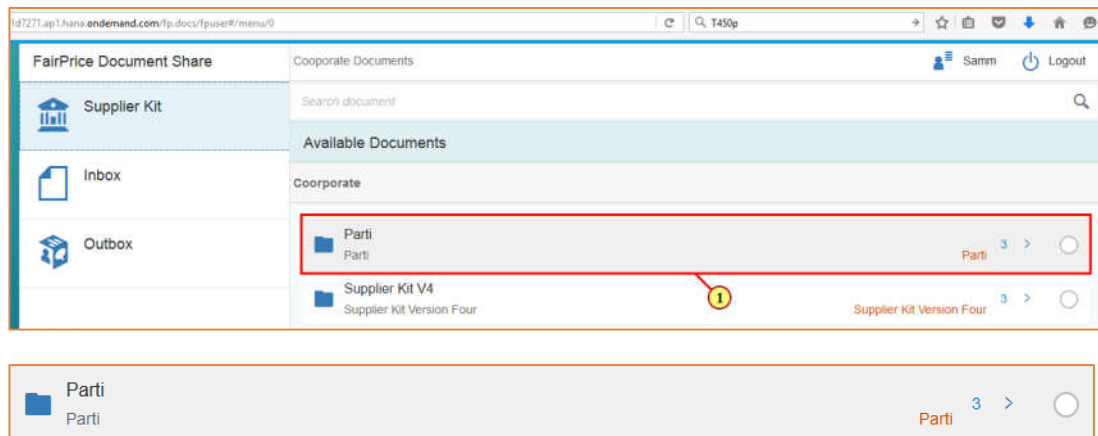
3.2.2. Procedure

(1) Click on the Supplier kit menu

(2) Select the document you want to access

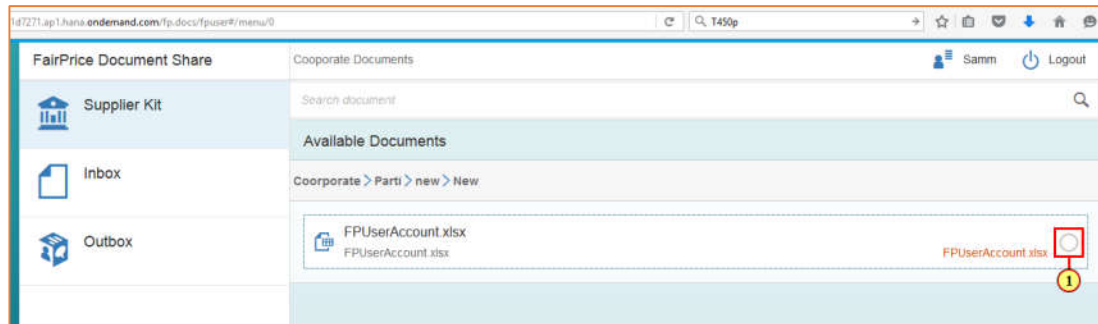NB:The options available for document access from this location are

      i.   Document download individually

      ii.   Naviation in and out of document location tree

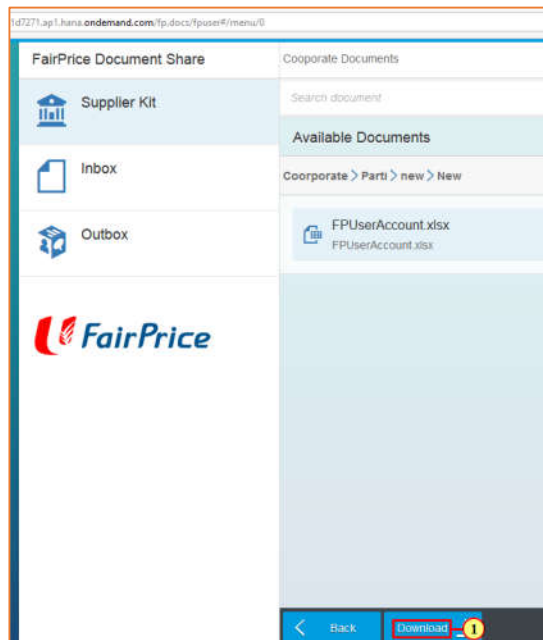   i)   To drill down, require to click on the entry item as shown below
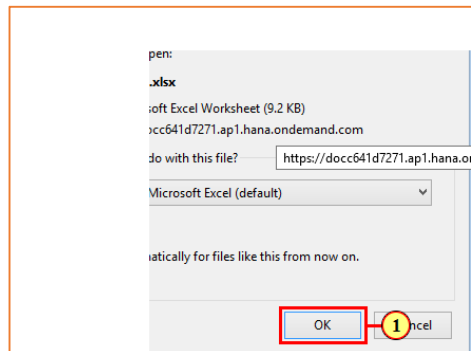
ii) To download the document

→ Select the entry item as below

→ Click on the download button Download

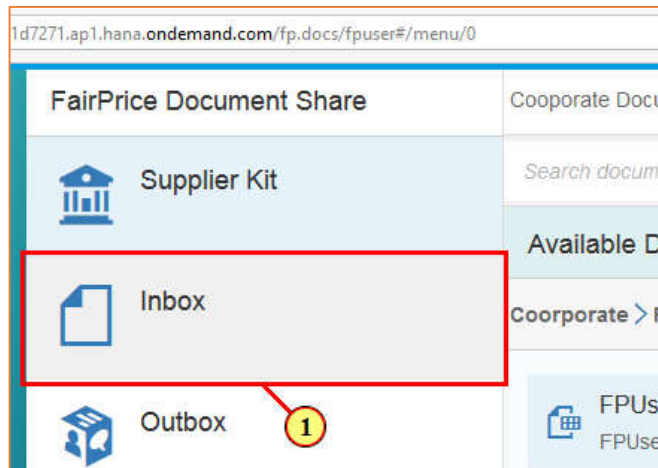

→ Save the downloaded document

3.3.   Inbox Documents
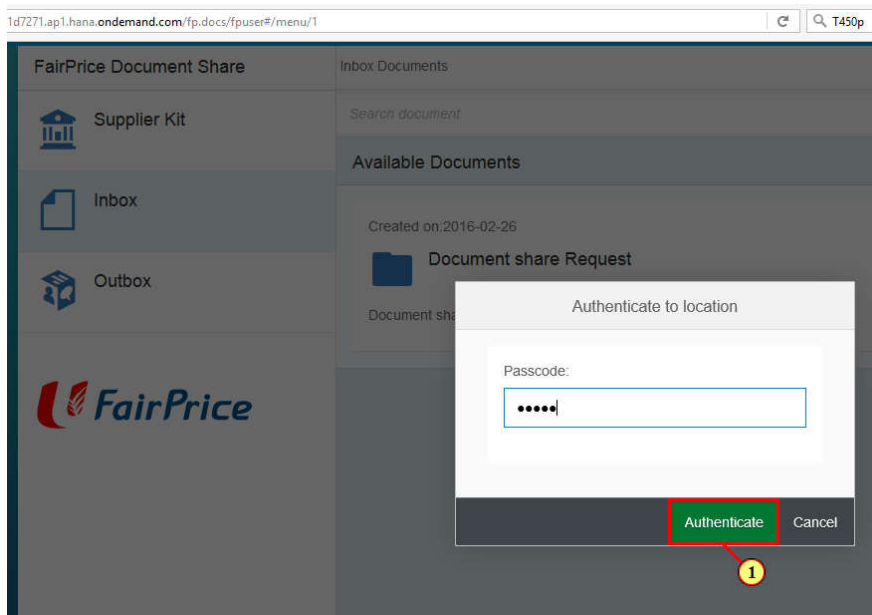
3.3.1.   Description

This is section covers the steps involved in accessing the inbox documents; these are the documents shared by FairPrice with Vendor

3.3.2.   Procedure

(1) To select access shared documents, click on the inbox menu item from the menu section, highlighted below

(2) To access the documents, click on the document entry
 (a) If location is passcode secure, please refer to the email notification for password

 (b) If not password secure, access is granted to access the documents
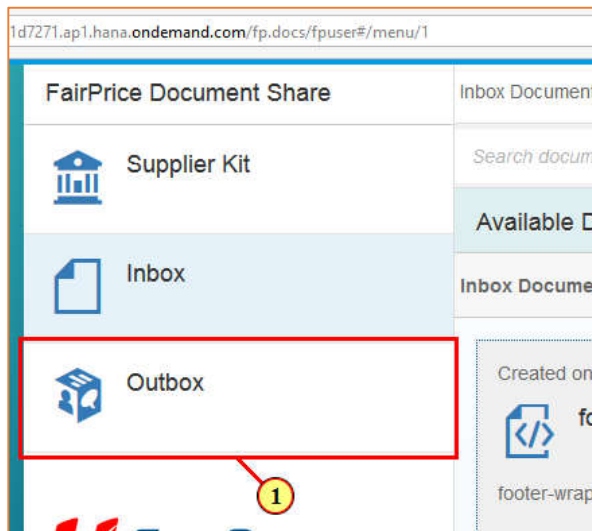
3.4. Outbox Documents

### 3.4.1. Access Outbox Documents

3.4.1.1. Description

This is section covers the steps involved in accessing the Outbox documents; these are the documents shared have been shared by the currently logged on user
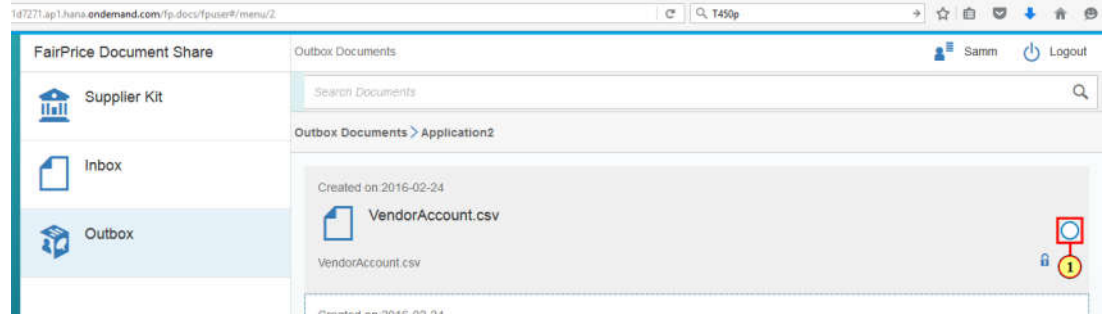
3.4.1.2. Procedure

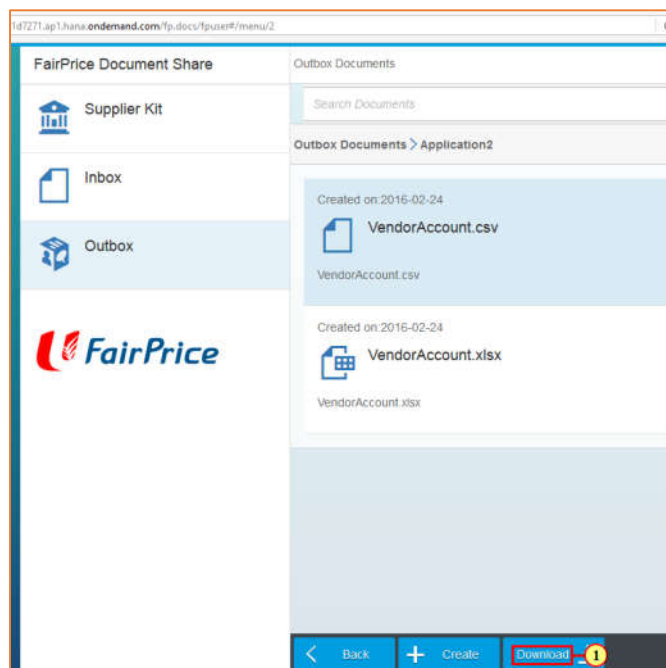(1) To select access shared documents, click on the Outbox menu item from the menu section, highlighted below

(2) To access documents
   a. Click an entry item
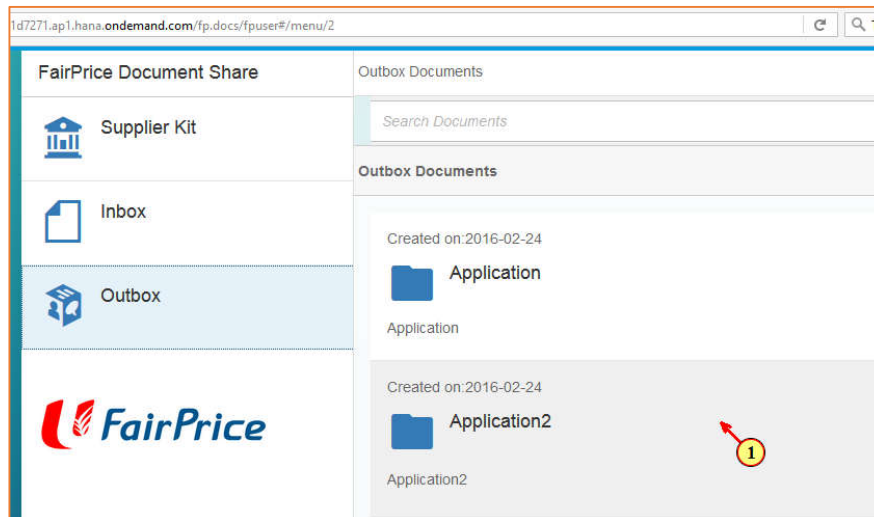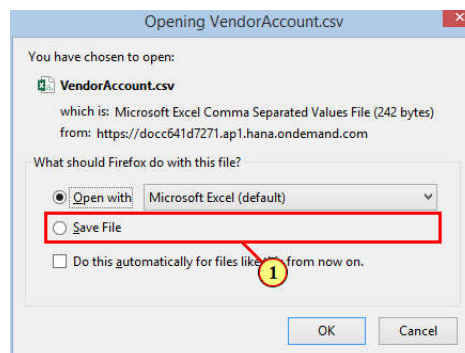
b. A list of the documents shared is listed

c. To download the document
   i. Click item to download or
   ii. Select the item and from the application toolbar click on download
      1. Click on download Download

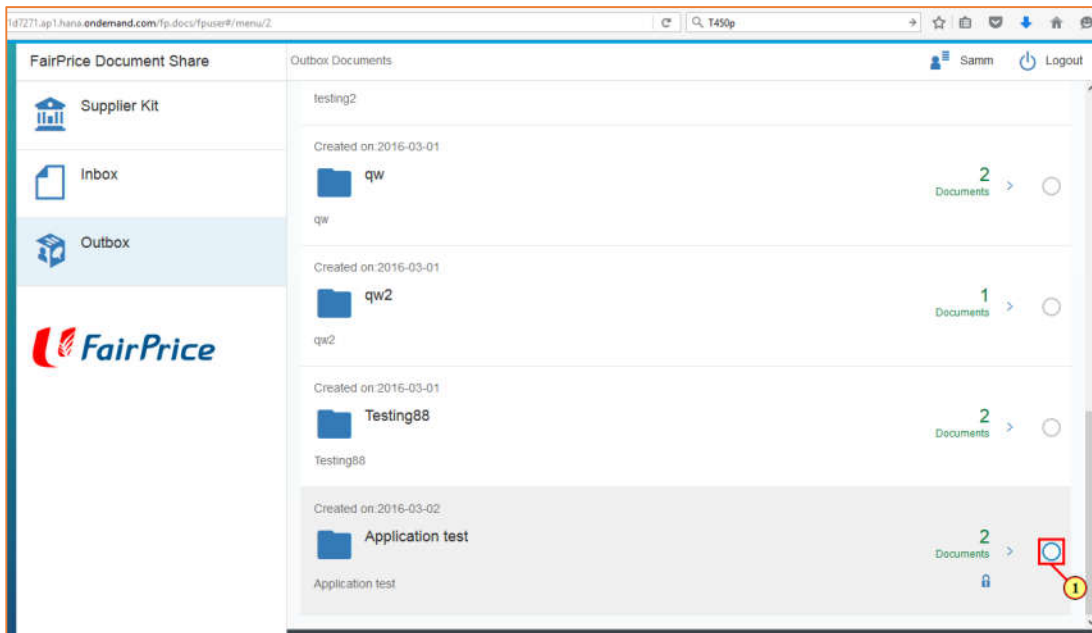   2. Save document to desired location

3.4.2. View document share details
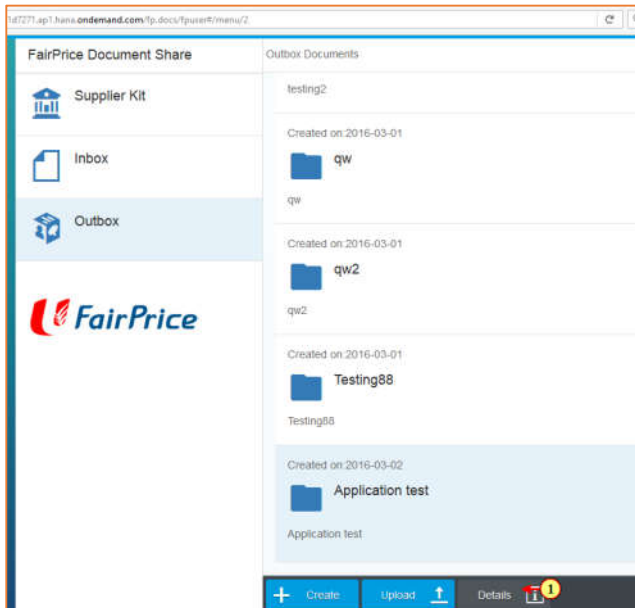### 3.4.2.1. Description
This is section covers the steps involved in accessing viewing the shared documents details
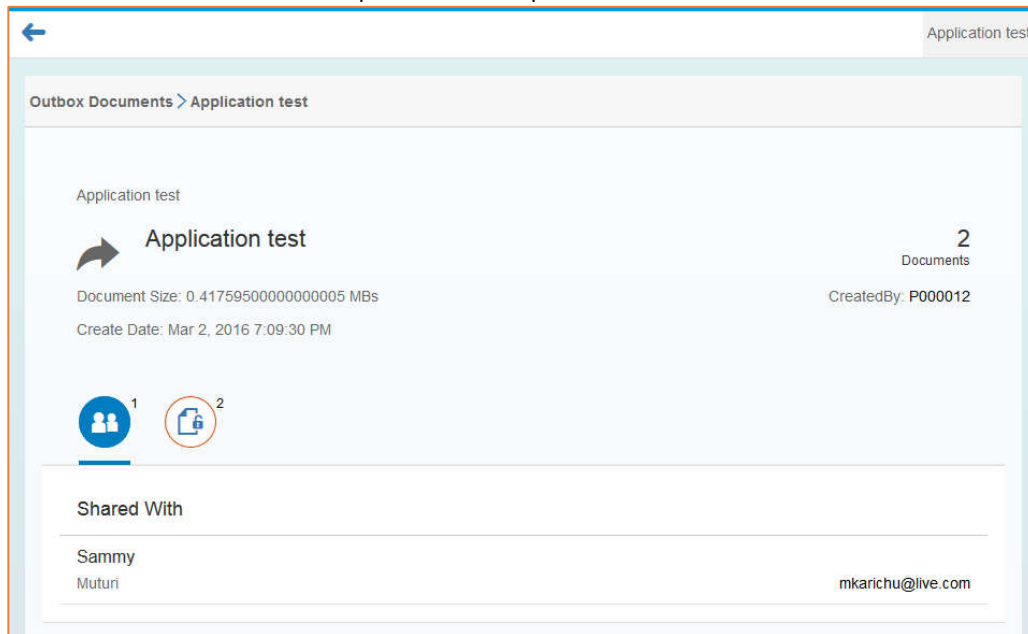### 3.4.2.2. Procedure
(1) To select access shared documents, click on the Outbox menu item from the menu section,
(2) Select the entry item of the shared documents

(3) Click on the details menu item from the application tool bar

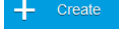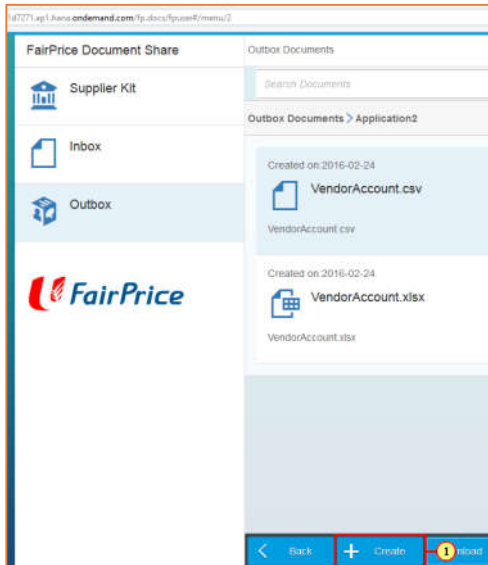(4) Documents shared details view open with the request details.

3.4.3. Create Document Share
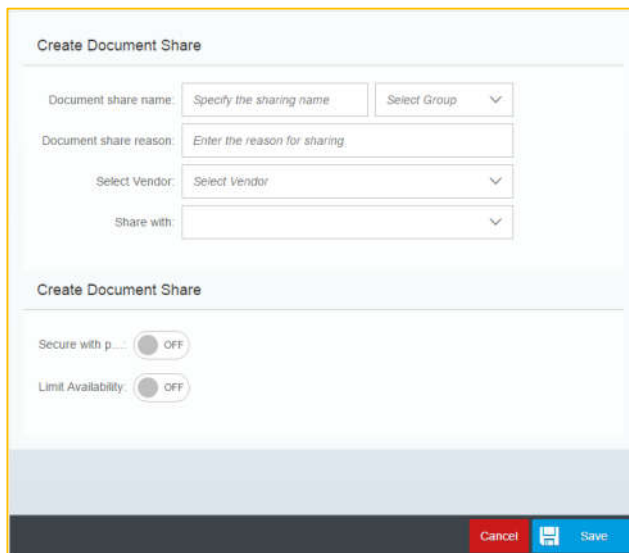### 3.4.3.1. Description
This is section covers the steps involved in creation of a document share request

3.4.3.2. Procedure

(1) Click on the Outbox menu item from the menu section,

(2) Create document share request;
    a. Populate the document share name,
    b. Selected information group
    c. Populate the reason the documents share reason
    d. Select the vendor code for which this information is being shared
    e. Select the recipients who are linked to the current vendor code
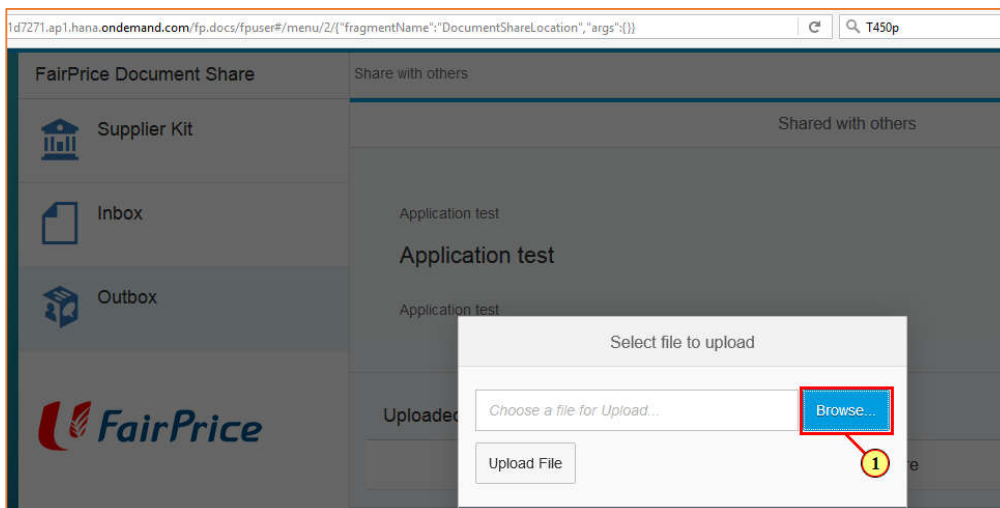   f. Optionally restrict the share information; enter password or and limit availability
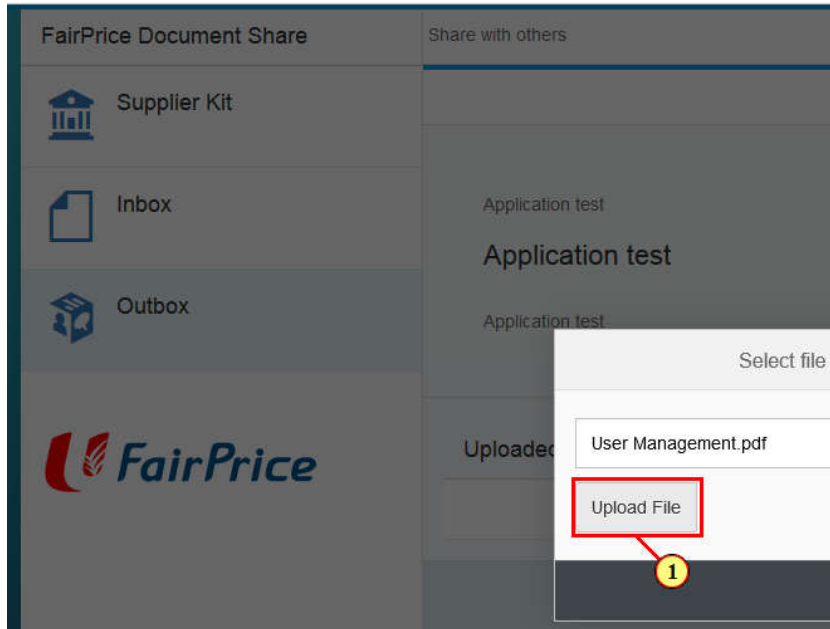
(3) Uploading documents for share
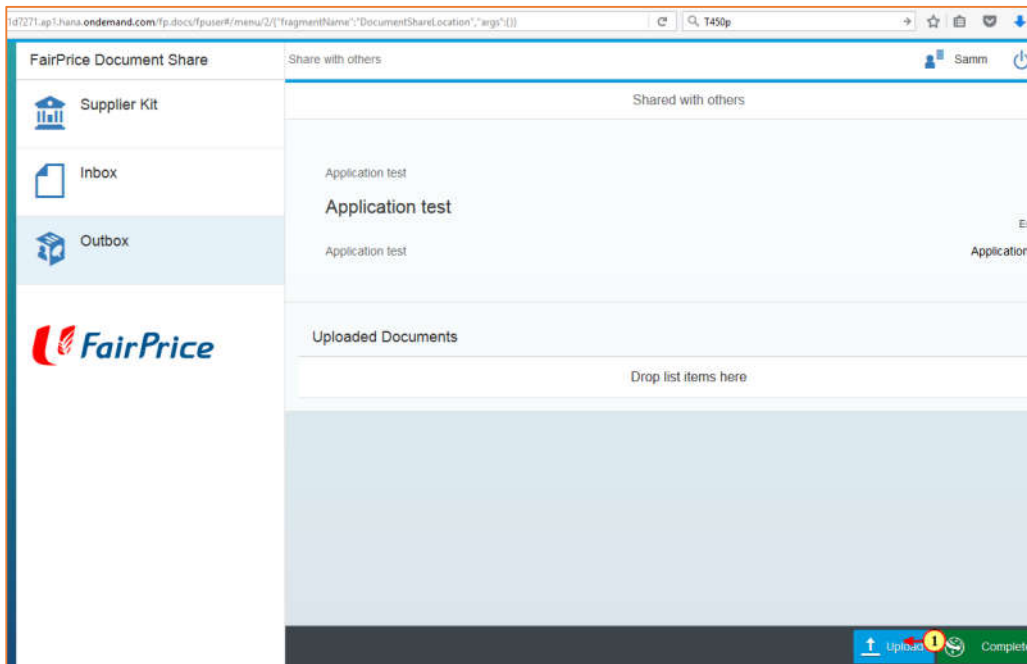
(4) Upload pop-over ![Browse...]
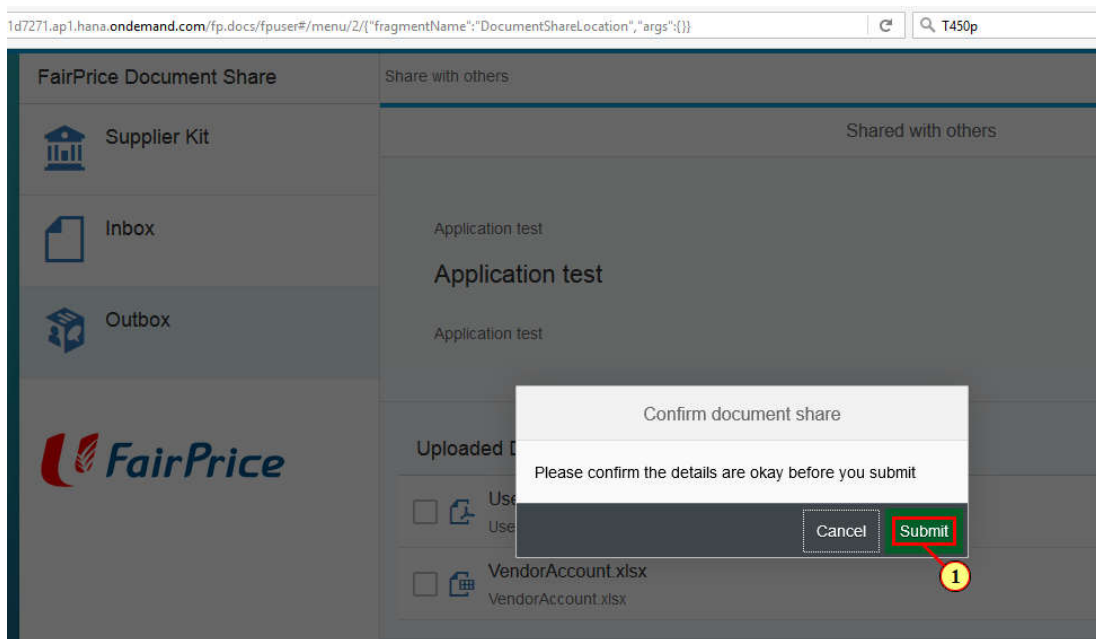
(5) Upload document Upload File


(6) Release document for share

3.4.4.   Save Document Placeholder as Draft
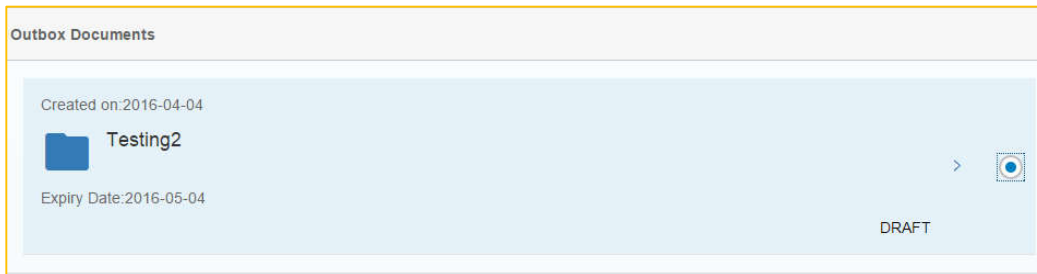### 3.4.4.1.   Description
This is section covers the steps involved in creation of a document share request as draft
3.4.4.2.   Procedure
   a) Follow the steps documented in 3.4.3.2 through to step 3
   b) Optinally upload documents to the placeholder
   c) Click on the back button appearing at the top panel of the uploads view
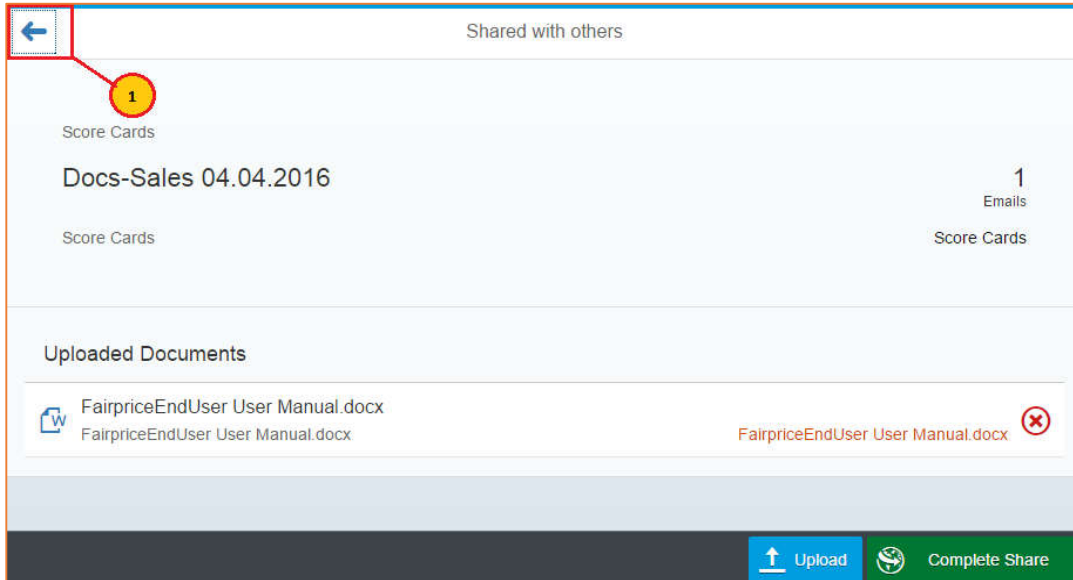
   d) On the previous view, click on the 'Cancel' button; this action will save the placeholder content in it's current state, but recipients details are not persisted.
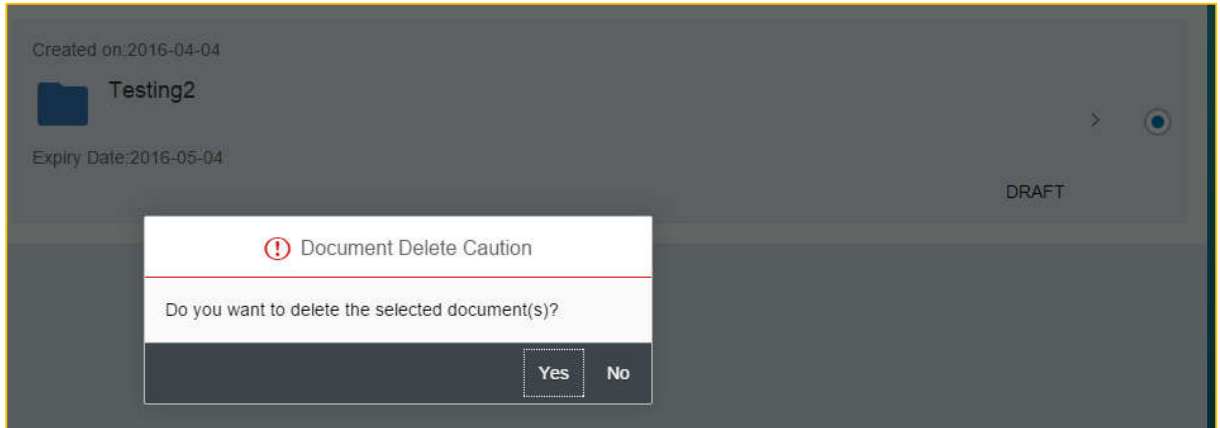   e) Placeholder is persisted and tagged with 'DRAFT' tag

![FairPrice logo]

3.4.5.   Deletion of Documents Placeholder Draft
3.4.5.1.   Description

This is section covers the steps involved in the deletion of drafts

3.4.5.2.   Procedure
a) Select the placeholder in the draft state; this is denoted as 'DRAFT' as highlighted in the section 5.4 above.
b) Click on the delete button.

c) Confirm intent
d) Successful deletion will refresh the documents in the Outbox

3.4.6. Upload Documents to Existing Outbox Placeholders
### 3.4.6.1. Description
This is section covers the steps involved in uploading documents to an existing oubox placeholder

3.4.6.2. Procedure
i)   Select the placeholder line item under 'Outbox' Menu. (1)

ii)   Click on the 'Upload File' button from the application menu. (2)
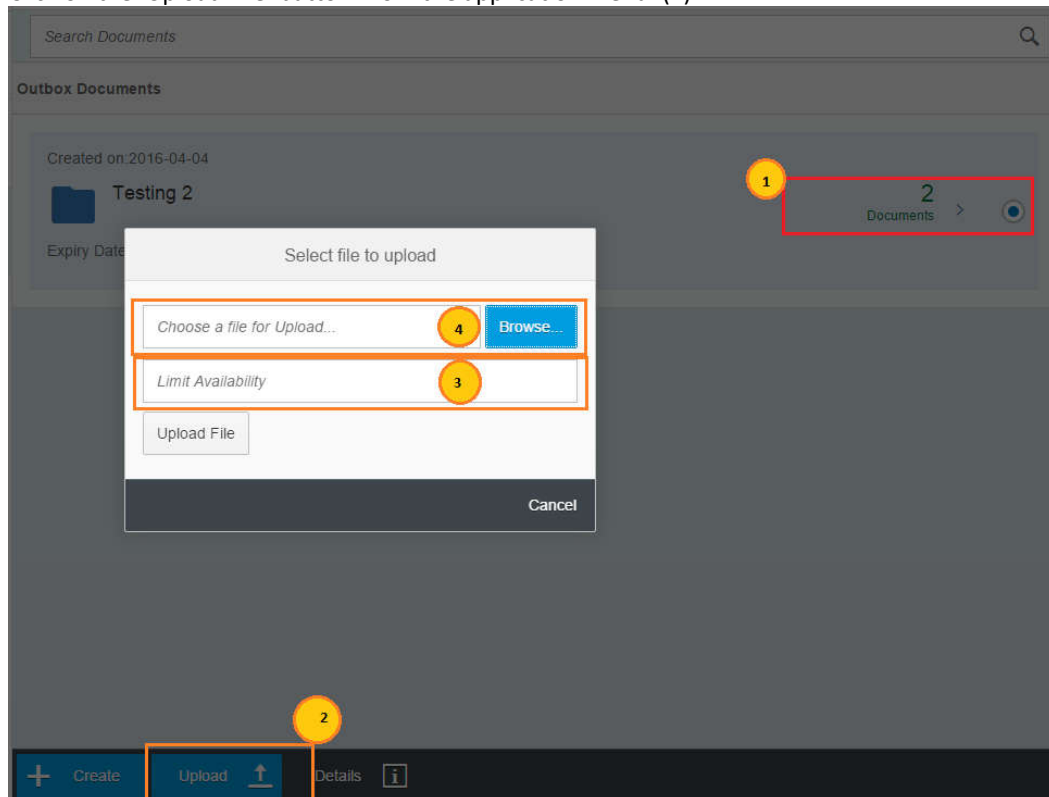
iii)   Enter the no of days the file should be available on the limit availability field. (3)

         NB: If no input, the system defaults to maximum retention period of 30days.

iv)   Browse and selected document you intend to upload. (4)

v)   Click on the 'Upload File' Button

vi)   Email notification is triggered to recipients at FairPrice if upload is successful.

vii)   The upload redirects to the upload destination 'placeholder listing all the files in the target placeholder.
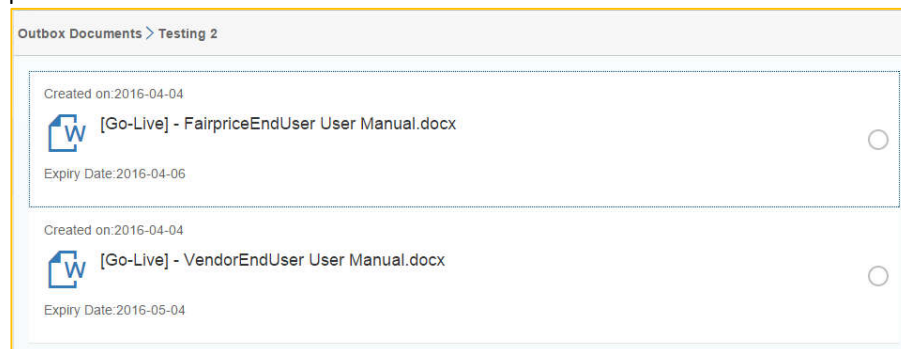
i)   Else, the upload failure reason is displayed to the user.