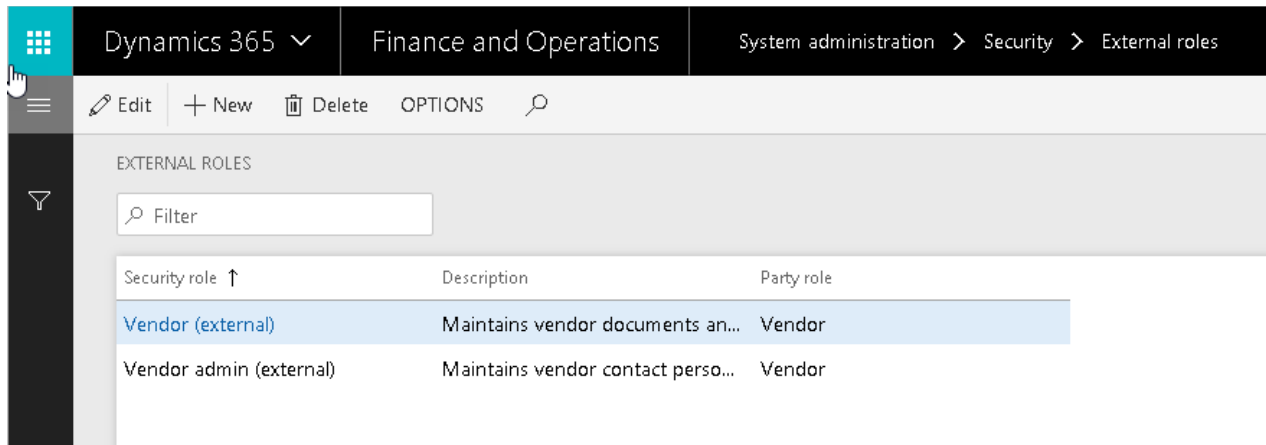


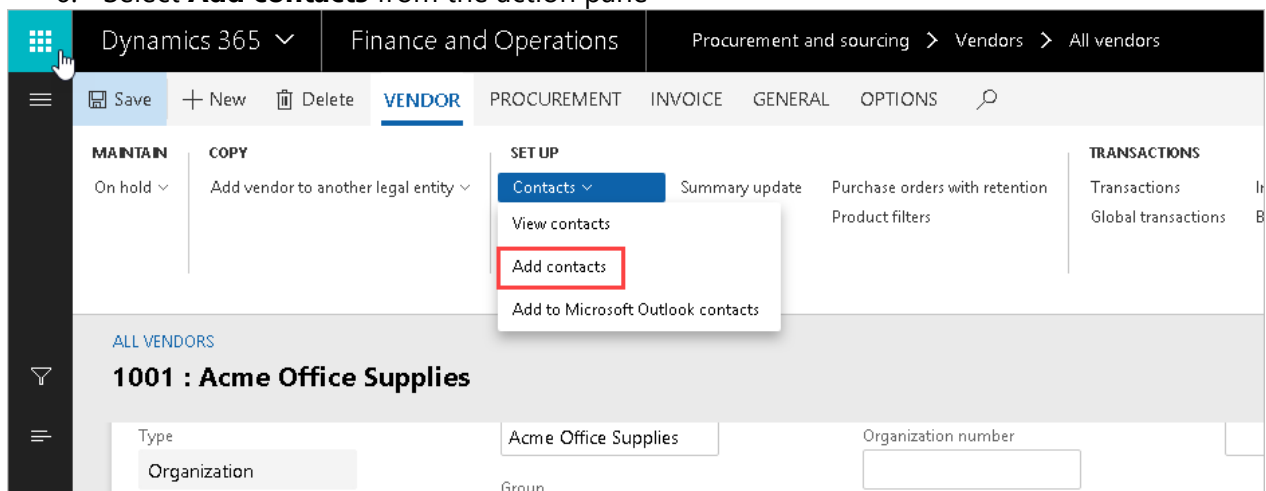
Exercise: Configure vendor collaboration

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.



3. Navigate to **Procurement and sourcing>Vendors>All vendors**
4. Click the vendor 1001 link to open the details page.
5. In the **Collaboration activation** field, select **Active (PO is not auto-confirmed)**
6. Select **Add contacts** from the action pane



7. In the first name field select **Alex Darrow**
8. Click **Save**.
9. Click **Provision vendor user**

MB-330.0 Practice Lab: Module 07

The screenshot shows the Microsoft Dynamics 365 interface for 'All vendors'. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', 'Procurement and sourcing', 'Vendors', and 'All vendors'. The main header has tabs for 'CONTACT', 'COMPETENCIES', 'MARKET', 'GENERAL', 'OPTIONS', and 'JO'. Below the header, there are four sections: 'MANAGE', 'INCLUDE', 'ACCOUNTS', and 'REQUESTS'. The 'REQUESTS' section is highlighted with a red box and contains three options: 'Provision vendor user', 'Maintain vendor user roles', and 'Vendor collaboration user requests'. The 'Provision vendor user' option is selected. Below this, the 'CONTACTS' section shows a list of contacts for '0000007 : Aaliyah'. The contact details for 'Aaliyah' are displayed in a form with fields for 'CONTACT ID', 'Middle name', 'Search name', 'Personal title', 'Address book', 'Language', 'Display as', 'Status', 'Gender', 'Marital status', and 'Vendor collaboration access allowed'. The 'Status' field is set to 'Inactive' and the 'Vendor collaboration access allowed' checkbox is checked.

10. Setup the email alias such as someone@microsoft.com.
11. Type Demo vendor collaboration in the **Business justification** field.
12. Select **Vendor collaboration access allowed** check box under Legal entities the person is a contact for.

Provision vendor user

Contact person details

IDENTIFICATION

First name
Aaliyah

Middle name

Last name

Personal title
Miss

USER SETUP

Email (user alias)
someone@microsoft.com

Language
th

Business justification
Demo

Legal entities the person is a contact for

Legal entity in my company	Legal entity in customer company	Inactive	Vendor collaboration access allow
Acme Office Supplies	Contoso Entertainment System ...	No	<input checked="" type="checkbox"/>

Assign user roles

Role description	Assign
Maintains vendor documents and responds to vendor inq...	<input checked="" type="checkbox"/>

Submit Cancel

13. Select **Assign** check box under Assign user roles

14. Click **Submit**