

Creating Additional Users Guide

AW Rostamani eProcurement Portal
Supplier User Guide – Creating Additional Users

Dear Valued Supplier,

This document will guide you through the process of creating additional users and divisions to your account on the 'AW Rostamani' Portal.

Simply follow steps 1 to 10 to add additional users to your organization on the Portal.

Once you have completed this process, your colleagues will be able to login and access 'AW Rostamani' according to the User privileges that you have defined.

If you are facing difficulties at any time during the process, you can email our help desk for assistance at eprocurement@awrostamani.com

Alternatively, you can dial +971 800 8363377 (800 Tenders) for telephonic support from Sundays to Thursdays 8:00 AM – 5:00 PM (GMT + 4:00) Abu Dhabi, Muscat.

We also have a Call back option on the portal where you are just required to mention your details and the query / issue that you might have, and the helpdesk personnel will be contacting you accordingly.

Sincerely,
AW Rostamani Procurement Team

Step 1:

Visit <https://eprocurement.awroostamani.com/web/login.html> and login using your username and password.



Kindly note that if this is your first time to login to the ‘AW Rostamani’ Portal, you will be asked to select a new password (which has to contain both letters and numbers). Type the new password and click on “Submit”.

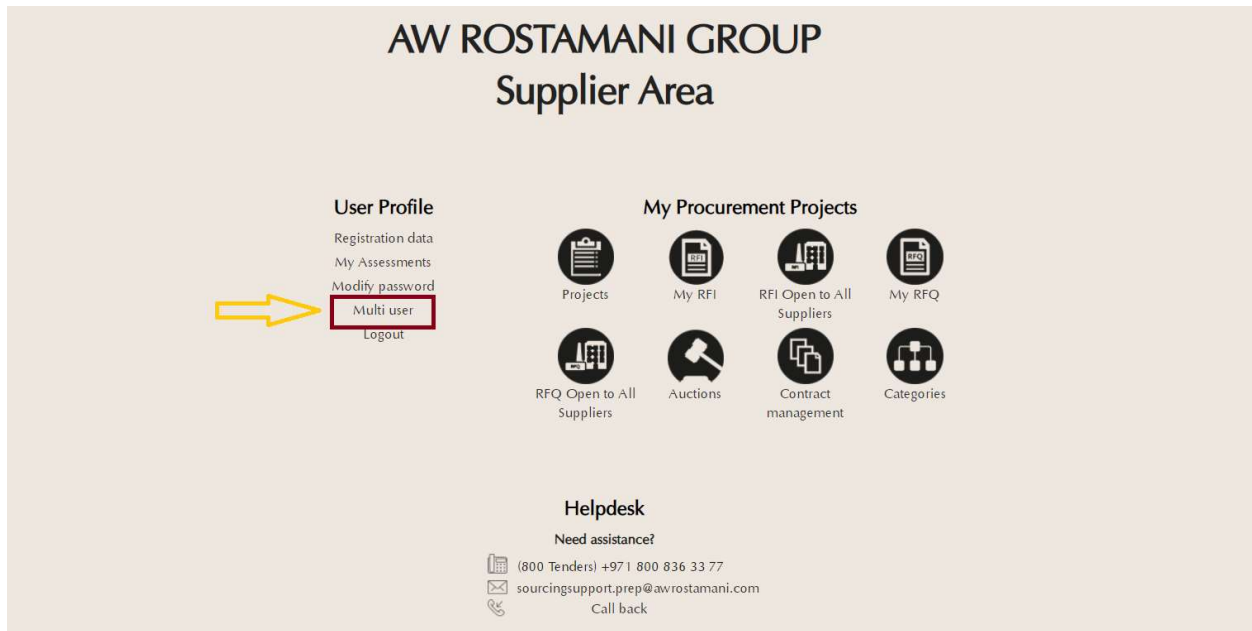
Step 2:

Once you have successfully logged in, you will be directed to the ‘AW Rostamani’ home page (Also called the Supplier Area)



Step 3:

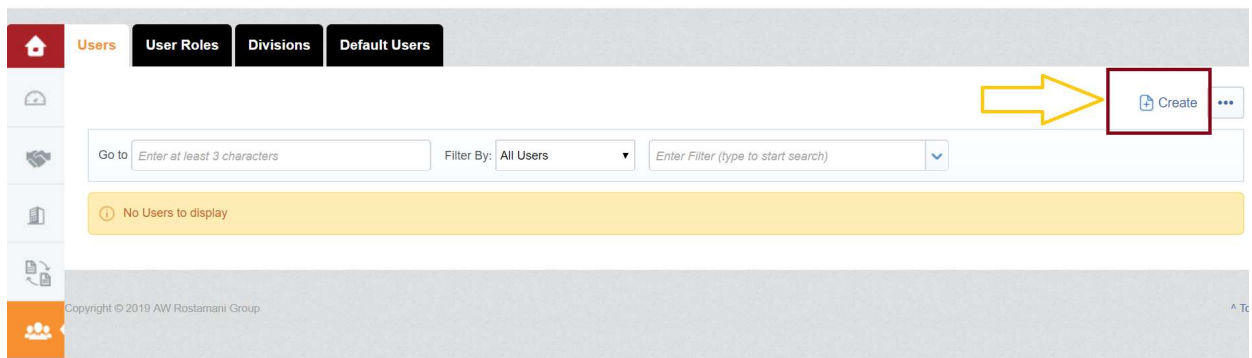
From the Supplier Area, click on “Multi User” (at the left of the page)



Step 4:

The link will direct you to “User” Page.

To create a New User, click on the “Create” button (at the top Right of the screen).



Step 5:

Complete the fields in the ‘New User’ screen.

New User

Save Cancel

User Details

* Last Name

* First Name

* Email

* Telephone Number

The 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.

* Division Name

Department

Role Name

Fields that are marked with a red asterisk (*) are mandatory. Such fields must be completed in order to complete the new user setup.

Step 6:

When you have filled all the required data fields, click on the “Save” button (at the top right-hand side of the page).



A message confirming the successful new User registration will appear and an E-mail will be sent to the newly registered user, detailing the new user’s username and temporary password.

Your next step is to define user rights for this user.

Step 7:

To continue to define user rights for the newly registered user, click on the “View User Rights” button.

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New User

[View User Rights](#)

Arshad Khan has been registered as a new User. The login details have been sent via email to the following email address: adnan.khan@tejari.com
The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently has no access to Objects by default.

The “User Details” page will now be loaded.

RFx [Edit RFx Rights](#)

Visibility of RFx Lists	No
Access RFx Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including; attachments, response, pricing etc)	No

Step 8:

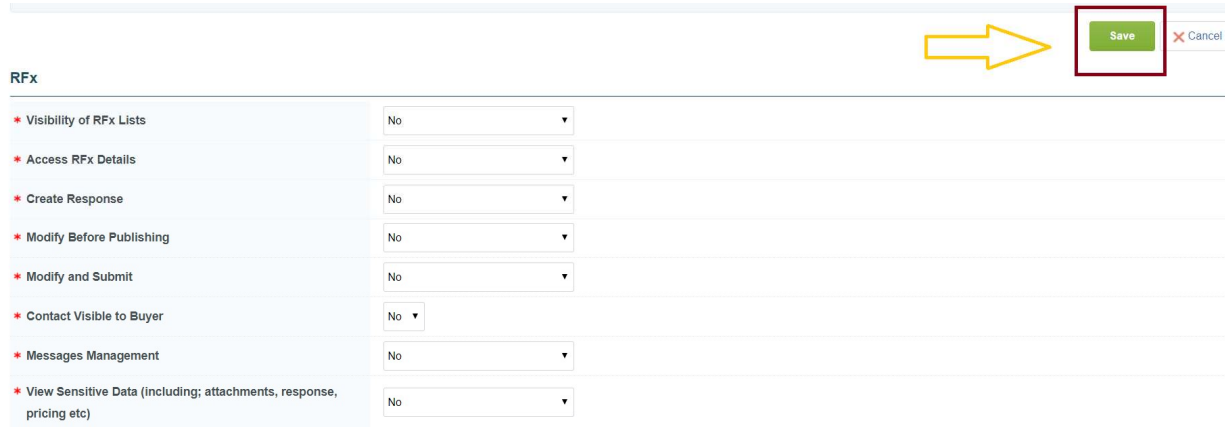
Click on the “Edit RFx Rights” button.

RFx [Edit RFx Rights](#)

Visibility of RFx Lists	No
Access RFx Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including; attachments, response, pricing etc)	No

Step 9:

Define the various User rights and click on the “Save” button.



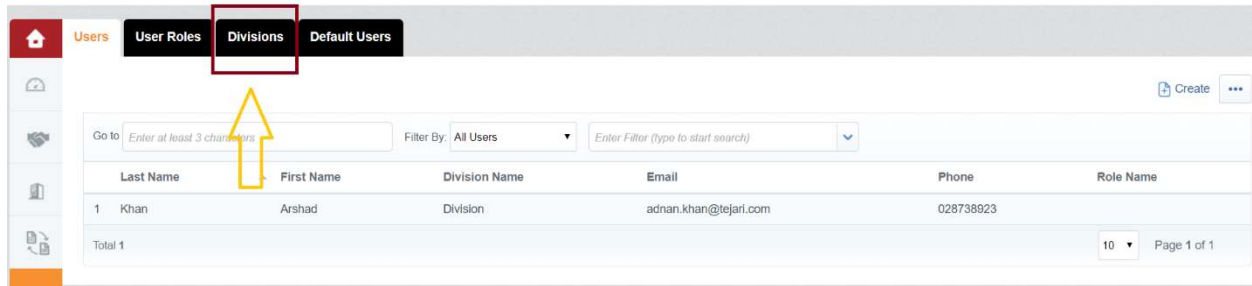
RFX	
* Visibility of RFX Lists	No ▾
* Access RFX Details	No ▾
* Create Response	No ▾
* Modify Before Publishing	No ▾
* Modify and Submit	No ▾
* Contact Visible to Buyer	No ▾
* Messages Management	No ▾
* View Sensitive Data (including; attachments, response, pricing etc)	No ▾

Save Cancel

Create Multiple Divisions

Step 10:

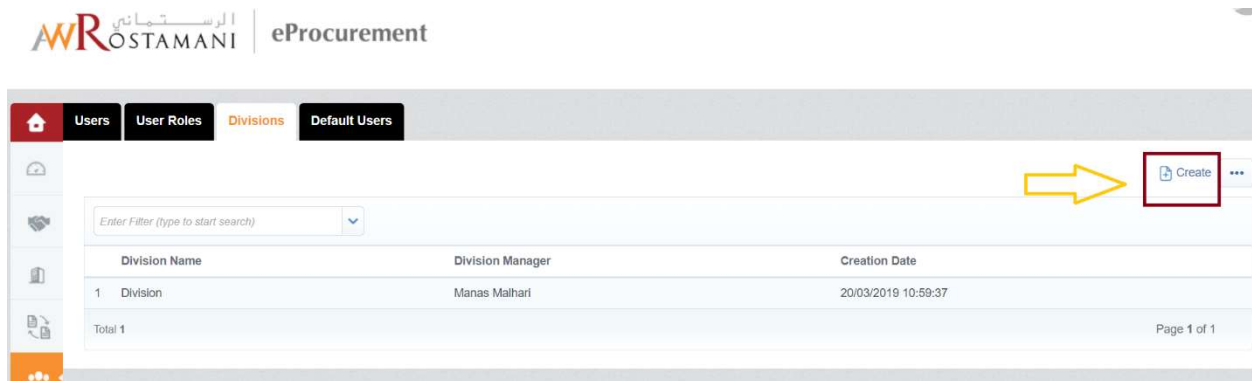
To view and create divisions under your account, click on ‘Divisions’



Last Name	First Name	Division Name	Email	Phone	Role Name
1 Khan	Arshad	Division	adnan.khan@tejarl.com	028738923	
Total 1					10 Page 1 of 1

Step 11:

Click on the ‘Create’ button on the top right corner to start creating a new division.



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Division Name	Division Manager	Creation Date
1 Division	Manas Malhari	20/03/2019 10:59:37
Total 1		Page 1 of 1


Step 12:

Enter the division name, select the user you would like to assign as the division manager and click on “Save” on the top right corner.


It is required to create a user and associate it with the division before allocating the role of division manager to the user for this division.

New Division

Division Details

* Division Name 

Description


* Division Manager
Arshad Khan 

Step 13:

Once the Division has been created, click on “Users” which is situated on the top left-hand side of the page

Click on the User and then click on “User Rights” to view and edit the rights of this user.

Details

User Details **User Rights** 

User Details

Last Name	Khan
First Name	Arshad
User Status	Active
Email	adnan.khan@fejari.com
Telephone Number	028738923
The 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.	
Division Name	Market
Department	
Role Name	---

Follow steps 8 – 9 to edit the user rights.

eProcurement Helpdesk

Need assistance? Please contact our eProcurement Helpdesk:

Phone: (800 Tenders) +971 800 836 33 77

Email: eprocurement@awrostamani.com