How to Add New User to WOI:

1. Please click on the Supply Portal Link below:
   http://portal-external.mybluemix.net/
2. Click on New user app enrolment highlighted below:
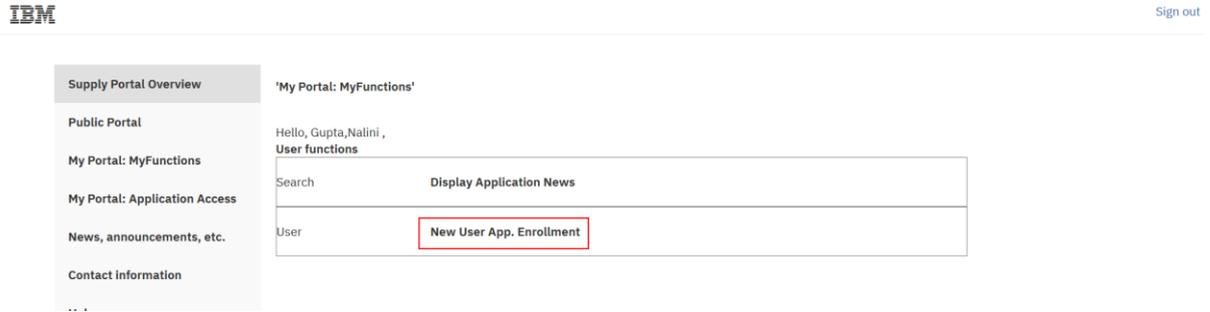
3. Once you click the New user app enrolment then you will get the below terms and conditions page (it is only one time activity, once you have accepted it then this page will not appear to you).
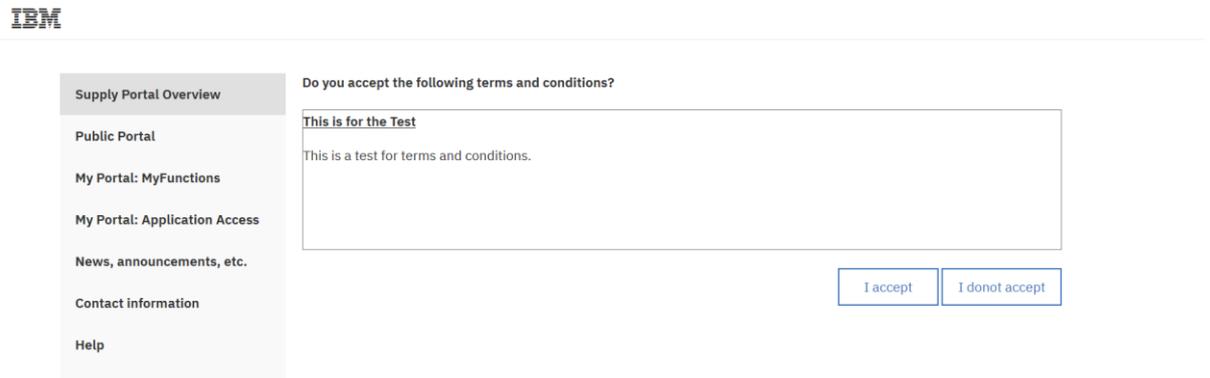
4. Click on the I Accept button to accept the SP terms and condition.
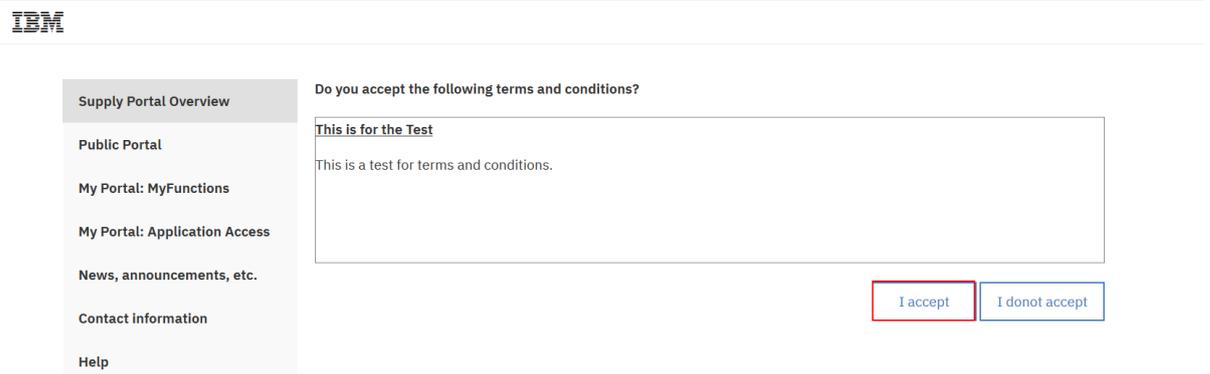
5. Once you click the I accept button then you will be directed to the new user app enrolment page.

IBM

Supply Portal Overview	**My Portal: MyFunctions**
Public Portal	**New User App. Enrollment**
My Portal: MyFunctions	
My Portal: Application Access	*Company name or number : [ ] [Go]
News, announcements, etc.	*First name : [Nalini]
Contact information	Middle name : [ ]
Help	*Last name : [Gupta]
Feedback	*Email Address : [nalinigupta_25@yahoo.com]
English	

6. Here you need to fill the company number or name.

IBM

Supply Portal Overview	**My Portal: MyFunctions**
Public Portal	**New User App. Enrollment**
My Portal: MyFunctions	
My Portal: Application Access	*Company name or number : [IBM] [Go]
News, announcements, etc.	*First name : [Nalini]
Contact information	Middle name : [ ]
Help	*Last name : [Gupta]
Feedback	*Email Address : [nalinigupta_25@yahoo.com]
English	

Related links:

7. Then Press GO button.

IBM

Supply Portal Overview	**My Portal: MyFunctions**
Public Portal	**New User App. Enrollment**
My Portal: MyFunctions	
My Portal: Application Access	*Company name or number : [IBM] [Go]
News, announcements, etc.	*First name : [Nalini]
Contact information	Middle name : [ ]
Help	*Last name : [Gupta]
Feedback	*Email Address : [nalinigupta_25@yahoo.com]
English	

Related links:

8. Once you press the GO button the application drop down will load on the page as shown below containing all the applications which are associated with the company.

IBM

Supply Portal Overview	**My Portal: MyFunctions**
Public Portal	**New User App. Enrollment**
My Portal: MyFunctions	
My Portal: Application Access	*Company name or number :
News, announcements, etc.	*First name :
Contact information	Middle name :
Help	*Last name :
Feedback	*Email Address :
English ▾	*Select application :
Related links:	
⬈ Supplier IBM Registration	

- *Company name or number : `9000000001` [Go]
- *First name : `Nalini`
- Middle name :
- *Last name : `Gupta`
- *Email Address : `nalinigupta_25@yahoo.com`
- *Select application : Select One ▾ *(Select to proceed)*

9. Please select WOI from the drop down. Once you select the app the page will refresh and all the other fields will be loaded for you.

Related links:
- ⬈ Supplier IBM Registration
- ⬈ Supplier Change Password
- ⬈ Supplier Forgot Password
- ⬈ Global Procurement
- ⬈ Procurement One Place Help
- ⬈ Other Application Help
- ⬈ Import compliance guidelines

- *Select application : WOI1--Web Order and In... ▾ *(Select to proceed)*
- *Desired portal role : Select One ▾
- Job title :
- Department :
- Office phone# :
- Pager# :
- Office Fax# :
- Street address :
- Address line 2 :
- City :
- State/province :

10. Select the Desired portal role of "111--Regular user" if the new user needs to have only view access or "444—Coordinator" in case that the new user needs to have full access (to accept PO and create invoices).

*Email Address : nalinigupta_25@yahoo.com

*Select application : WOI1--Web Order and In... ∨ *(Select to proceed)*

*Desired portal role :
  Select One ∧
  Select One
  444--Coordinator
  111--Regular user

Job title :

Department :

Office phone# :

Pager# :

Office Fax# :

11. Select the user Roles – AR and Sales are mandatory in order for the new user to accept POs and to submit invoices in the Portal. The last role gives the new user the right to accept the T&C of the site and it's not mandatory. You need also to select the supplier number to which the new user will have access. (You can select all the supplier numbers or to give the new user access only to one of them).

Zip/postal code :

*Country : Afghanistan ∨

Language preferences : English ∨

*Navigation Language 💡 : bgBG--Bulgaria Bulgar... ∨

*user roles 💡 :

Supplier numbers 💡 :   AR--Supplier Accounts Receivable
Corportaion Identifier 💡 : Sales--Supplier Sales
                             WOITCAccept--Supplier TC Accept

12. Click on review and submit.

State/province :

Zip/postal code :

*Country : Afghanistan ∨

Language preferences : English ∨

*Navigation Language 💡 : bgBG--Bulgaria Bulgar... ∨

*user roles 💡 : × AR--Supplier Accounts Receivable

Supplier numbers 💡 :

Corportaion Identifier 💡 :

Review and Submit

13. You will be redirected to the next page. Please review all the information here in case you need to change anything click on back else click on Submit.

New user enrollment final review

Please review the information you have provided.If everything is accurate and complete, please click 'Submit'.If you wish to change or add anything, click the back button.

User's Company Number	9000000001
Application name	Web Order and Invoice
*ID to register :	514DVETX2X
*Desired portal role :	Regular user
*First name :	Nalini
Middle name :	
*Last name :	Gupta
*Email Address :	nalinigupta_25@yahoo.com
Job title :	
Department :	
Office phone# :	
Pager# :	
Office Fax# :	

City :	
State/province :	
Zip/postal code :	
*Country :	Afghanistan
Language preferences :	02
*Navigation Language 💡 :	bgBG~~Bulgaria Bulgar... ⌄
*user roles 💡 :	✕ AR~~Supplier Accounts Receivable
Supplier numbers 💡 :	
Corportaion Identifier 💡 :	

Submit   Back

14. Once you click on Submit the success message will be displayed along with the request number.

Supply Portal Overview

Public Portal

My Portal: MyFunctions

My Portal: Application Access

News, announcements, etc.

Contact information

Help

Feedback

English ⌄

Related links:

Supplier IBM Registration

Supplier Change Password

My Portal: MyFunctions

Request ID :44760 created successfully for your request.
New user enrollment final review

Please review the information you have provided.If everything is accurate and complete, please click 'Submit'.If you wish to change or add anything, click the back button.

User's Company Number	9000000001
Application name	Web Order and Invoice
*ID to register :	514DVETX2X
*Desired portal role :	Regular user
*First name :	Nalini
Middle name :	
*Last name :	Gupta
*Email Address :	nalinigupta_25@yahoo.com