

## APPROVE THE REQUEST

To approve the request for New User App Enrolment you should have the desired role to approve the request defined in the approval cycle.

There are 2 ways to approve the request:

- a. Pending approvals
- b. SRS Report

Lets first check how we can approve from pending approval.

1. You can go to the pending approval link present at the right corner of the screen as shown below.

The screenshot shows the IBM Supply Portal interface. The left sidebar contains navigation links: Supply Portal Overview, Public Portal, My Portal: MyFunctions, My Portal: Application Access, News, announcements, etc., Contact information, Help, Feedback, and a language dropdown set to English. Below the sidebar are related links for Supplier IBM Registration, Supplier Change Password, and Supplier Forgot Password. The main content area is titled 'My Portal: MyFunctions' and displays a greeting for 'Gupta, Nalini'. It features a grid of application management options: Add, Change, Maintain, Application News, Approval Cycle, Attribute Definition, Config Vars, Func to Role, Functions, P2P Content, Portal Content, Roles, T&C's, Organization, Add, Change, Delete an Organization, and Grant App Access. A red box highlights the 'Pending Approvals for You' link in the top right corner of the main content area.

2. Once you click here below screen will be visible.

The screenshot shows the IBM Supply Portal interface displaying 'Pending requests'. The left sidebar is identical to the previous screenshot. The main content area is titled 'Pending requests' and shows 'User pending requests.' with a search box and a 'Show 10 entries' dropdown. Below this, it states '162 record(s) found'. A table lists the pending requests with the following data:

Request ID	Requester's Portal Role	Function Requested	Application name	Created timestamp
- RequestID # 11023 - (ibm3492a)	444	Modify App Access	Web Order and Invoice	2003-12-01 00:00:00.0
- RequestID # 12717 - (trulycan)	444	Modify App Access	Web Order and Invoice	2003-12-01 00:00:00.0
- RequestID # 14111 - (amorandin2)	444	Modify App Access	Web Order and Invoice	2003-12-01 00:00:00.0
- RequestID # 14207 - (tristarfulfillment)	444	Modify App Access	Web Order and Invoice	2003-12-01 00:00:00.0

3. Here you can search your request by any of the values for example if the request is for ECAT you can type that in the search box and the below screen will filter automatically.

Similarly you can search with any of the column's value like request number, application number etc.

Supply Portal Overview

Public Portal

My Portal: MyFunctions

My Portal: Application Access

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Related links:

- Supplier IBM Registration
- Supplier Change Password
- Supplier Forgot Password

Pending requests

User pending requests.

Show 10 entries

Search: ECAT

162 record(s) found

Request ID	Requester's Portal Role	Function Requested	Application name	Created timestamp
- RequestID # 11023 - (ibm3492a)	444	Modify App Access	ECAT	2003-12-01 00:00:00.0
- RequestID # 12717 - (trulycan)	444	Modify App Access	ECAT	2003-12-01 00:00:00.0
- RequestID # 14111 - (amorandin2)	444	Modify App Access	ECAT	2003-12-01 00:00:00.0
- RequestID # 14207 - (tristarfulfillment)	444	Modify App Access	ECAT	2003-12-01 00:00:00.0

- You can also sort the view with any of the column by clicking on the column name. For example if I click on created timestamp the view will be sorted with the latest date's pending request.

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Pending requests

User pending requests.

Show 10 entries

Search: ECAT

162 record(s) found

Request ID	Requester's Portal Role	Function Requested	Application name	Created timestamp
- RequestID # 44694 - Adrita Bhaumik(511FEF3EMY)	999	Modify App Access	ECAT	2018-06-25 08:08:58.217
- RequestID # 44585 - Shreeya satpathy(51W5UXPD9X)	999	Remove User from Portal	ECAT	2018-06-07 16:47:07.245
- RequestID # 44471 - sprewrite test5(51N45TS72Q)	999	Modify App Access	ECAT	2018-05-30 06:28:10.202
- RequestID # 44450 - sprewrite test5(51N45TS72Q)	999	Modify App Access	ECAT	2018-05-29 08:42:16.133

My Portal: Application Access

News, announcements, etc.

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1 record(s) found				
Request ID	Requester's Portal Role	Function Requested	Application name	Created timestamp
-- RequestID # 44698	999	New User App. Enrollment	NaliniGUITestApp	2018-06-26 07:07:22.406

Related links:

[Supplier IBM Registration](#)

## 5. Click on the request, you will be redirected to the approval page.

IBM Sign out

Supply Portal Overview

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My Portal: Application Access

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[Global Procurement](#)

[Procurement One Place Help](#)

[Other Application Help](#)

[Import compliance guidelines](#)

**Request Info**

Request ID: 44698  
 Request Submitted: 2018-06-26 07:07:22.543  
 Function Requested: New User App. Enrollment  
 Requester's Name: Nalini Gupta  
 Requester's Company Name: 900000001  
 Requester's Portal Role: HPADMIN

**Requested user's data - new user**

User's company number\*  (Click to search and select organization)

User's ID: 514DVETX2X  
 DN: GUESTUSER  
 Requested portal role: GUESTUSER

\*First Name: Nalini  
 Middle initial:   
 \*Last name: Gupta  
 \*E-mail address: nalinigupta\_25@yahoo.com  
 Job title:   
 Department name:   
 Work phone:   
 Paer no:

You can write the company number or search it with the icon in similar manner as shown above while creating the request.

**Please note:** The user may put any value in the company name or number field, so it's the approver's responsibility to validate the company number and put the correct company number (not company name).

My Portal: Application Access

News, announcements, etc.

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Requester's Company Name: 900000001  
 Requester's Portal Role: HPADMIN

**Requested user's data - new user**

User's company number\*  (Click to search and select organization)

User's ID: 514DVETX2X  
 DN: GUESTUSER  
 Requested portal role: GUESTUSER

\*First Name: Nalini  
 Middle initial:   
 \*Last name: Gupta  
 \*E-mail address: nalinigupta\_25@yahoo.com  
 Job title:   
 Department name:   
 Work phone:   
 Pager no:   
 Fax no:   
 Street address:   
 Address line 2:   
 City:   
 State/province:

- Mostly all the fields come prefilled. If there is any field that is not filled and is mandatory please fill that field and click on approve button to approve the request.

**Request data - application**

Application	NaliniGUITestApp
Function Requested	New User App. Enrollment
Current Portal Role	GNUSER
Requested Portal Role	GUESTUSER
*Assigned Portal Role	Select One <input type="text"/>
*TestingAttribute  :	First Name <input type="text"/>

Your Comments

**Request data - application**

Application	NaliniGUITestApp
Function Requested	New User App. Enrollment
Current Portal Role	GNUSER
Requested Portal Role	GUESTUSER
*Assigned Portal Role	111--Regular user <input type="text"/>
*TestingAttribute  :	First Name <input type="text"/>

Your Comments

- Once done the message will appear as shown below.

IBM Sign out

<p><b>Supply Portal Overview</b></p> <ul style="list-style-type: none"> <li>Public Portal</li> <li>My Portal: MyFunctions</li> <li>My Portal: Application Access</li> <li>News, announcements, etc.</li> <li>Contact Information</li> <li>Help</li> <li>Feedback</li> </ul> <p>English <input type="text"/></p> <p><b>Related links:</b></p> <ul style="list-style-type: none"> <li>Supplier IBM Registration</li> <li>Supplier Change Password</li> <li>Supplier Forgot Password</li> </ul>	<p><b>Request has been approved</b></p> <p><b>Request Info</b></p> <table> <tr> <td>Request ID</td> <td>44698</td> </tr> <tr> <td>Request Submitted</td> <td>2018-06-26 07:07:22.543</td> </tr> <tr> <td>Function Requested</td> <td>New User App. Enrollment</td> </tr> <tr> <td>Requester's Name</td> <td>Nalini Gupta</td> </tr> <tr> <td>Requester's Company Name</td> <td>IBM</td> </tr> <tr> <td>Requester's Portal Role</td> <td>HPADMIN</td> </tr> </table> <p><b>Requested user's data - new user</b></p> <table> <tr> <td>User's company number*</td> <td><input type="text" value="9000000001"/> <small>(Click to search and select organization)</small></td> </tr> <tr> <td>User's ID</td> <td>514DVETX2X</td> </tr> <tr> <td>DN</td> <td></td> </tr> <tr> <td>Requested portal role</td> <td>GUESTUSER</td> </tr> <tr> <td>*First Name</td> <td>Nalini</td> </tr> <tr> <td>Middle initial</td> <td></td> </tr> <tr> <td>*Last name</td> <td>Gupta</td> </tr> <tr> <td>*E-mail address</td> <td>nalinigupta_25@yahoo.com</td> </tr> <tr> <td>Job title</td> <td></td> </tr> <tr> <td>Department name</td> <td></td> </tr> <tr> <td>Work phone</td> <td></td> </tr> <tr> <td>Pager no</td> <td></td> </tr> </table>	Request ID	44698	Request Submitted	2018-06-26 07:07:22.543	Function Requested	New User App. Enrollment	Requester's Name	Nalini Gupta	Requester's Company Name	IBM	Requester's Portal Role	HPADMIN	User's company number*	<input type="text" value="9000000001"/> <small>(Click to search and select organization)</small>	User's ID	514DVETX2X	DN		Requested portal role	GUESTUSER	*First Name	Nalini	Middle initial		*Last name	Gupta	*E-mail address	nalinigupta_25@yahoo.com	Job title		Department name		Work phone		Pager no	
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Secondly you can go to the approval page by using SRS report.

1. Click on Report Generation in search section highlighted below.

<a href="#">Global Procurement</a> <a href="#">Procurement One Place Help</a> <a href="#">Other Application Help</a> <a href="#">Import compliance guidelines</a>	<a href="#">Modify App Access</a>	<a href="#">Revoke App Access</a>
	<a href="#">Display Application News</a>	<a href="#">Organization</a>
<a href="#">Report Generation</a>	<a href="#">User</a>	
<a href="#">User</a>	<a href="#">Modify App Access</a>	<a href="#">New User App. Enrollment</a>
	<a href="#">Remove App. Access</a>	<a href="#">Remove User from Portal</a>
	<a href="#">Request App. Access</a>	<a href="#">Update Profile</a>

2. In Report go to SRS Report and fill the request number as shown below.

to search by company name, type all or part of the company name above and click here.

\* then a role

Company's role level

---

\* Enter a request number

Specific request status

---

Pending requests (all)

3. Once you click SRS report after putting the request number you want to approve then the below screen will appear.

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My Portal: MyFunctions

Report generation: Create SRS report

Request status for request :: 44698

Number	Request identity table				
44698	ID	Requestor	Function	Application ID	Created timestamp
	nalnigupta@in.ibm.com	HPADMIN	New User App. Enrollment	440033	2018T06T26T07:07:21T892

Temp user info table

Request for	E-mail	Company	Company#	Comment
514DVETX2X	nalnigupta_25@yahoo.com		0	

Request status table

Application ID	Approval cycle	Status	Assigned role	Approver ID	Comment	Update timestamp
440033	1	Pending	GUESTUSER	A/R/H	Regular User	2018-06-26 07:07:22.406

4. Click on the below highlighted link to go to the approval page.

Please note that this link will be visible in case you are the approver else it will not be shown to you and message will be displayed that you are not authorized.

News, announcements, etc.

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44698	ID	Requestor	Function	Application ID	Created timestamp
<a href="#">nalgupta@in.ibm.com</a>	HPADMIN	New User App. Enrollment	440033	2018T06T26T07-07:21T892	

Temp user info table

Request for	E-mail	Company	Company#	Comment
<a href="#">514DVETX2X</a>	nalinigupta_25@yahoo.com		0	

Request status table

Application ID	Approval cycle	Status	Assigned role	Approver ID	Comment	Update timestamp
440033	1	Pending	GUESTUSER	<a href="#">A/R/H</a>	Regular User	2018-06-26 07:07:22.406

ID: nalgupta

E-mail: nalgupta@in.ibm.com

role: 999

5. Once you click on the link you will be rerouted to the approval page and then you can move ahead similarly as shown above in pending approval section.

Once you have approved the request then only the user will get the access you can check the access in report generation section in UAA Report.