



procurePHX Roles

In procurePHX, you may give access to your account to other employees in your organization. Why would this be useful? Let's say you have many bidders in your company and you only have one bidder authorized on your account. That bidder is not able to work for a few days and no one else will see the requests for bids from the city during that time. You may miss an opportunity to bid. Having more than one person registered on your account is beneficial in making sure you see all bid request(s) and track invoice and payment information.

In procurePHX there are two portal roles: **Administrator** and **Bidder**.

Administrator

Bidder

The **Administrator** has control of the account. The **Bidder** has rights to see requests for bids, place bids, and track invoices/payment information.

The next pages explain how to create users.



Once you have logged into your account you should see this screen.

The screenshot shows the SAP Vendor Administrator interface. At the top left is the SAP logo. To its right is a search bar and navigation links for "New Session", "Ajax Standards Mode", and "Log off". Below this is a menu with "Back", "Forward", "History", "Favorites", "Personalize", "View", and "Help". A "Welcome: COOPER DUPER" message is displayed on the right. The main navigation area contains four folder icons labeled "Administration", "RFx and Auctions", "Invoices", and "Messages". Below these are tabs for "Home", "Create Users", "Own Data", and "Company Data". The "Home" tab is selected. The main content area is titled "Welcome Vendor Administrator" and contains the following text:

Thank you for your interest in becoming a vendor in the City of Phoenix Portal.
As a Vendor Administrator for your company you have the authority to:

- Maintain Own Data
- Create Additional Users
- Maintain your Company and User data
- Maintain your Product Category selections
- Access Vendor Help Portal

It is your responsibility to keep all information current. If your e-mail address is not correct, your firm shall be deleted from our vendor file when we perform a maintenance check of the system. Being a registered vendor does NOT guarantee the receipt of electronic notification for all applicable solicitations. Vendors must routinely check our City of Phoenix Bids site for a listing of current business opportunities. The Vendor Administrator Division will not be responsible if a vendor does not receive an electronic notification for any particular reason.

If you have any questions, please visit our City of Phoenix Portal site at:
<https://www.phoenix.gov/financesite/Pages/EProc-help.aspx>

If you would like additional assistance, please send an email to vendor.support@phoenix.gov or call (602)262-1819.

Thank you for registering!

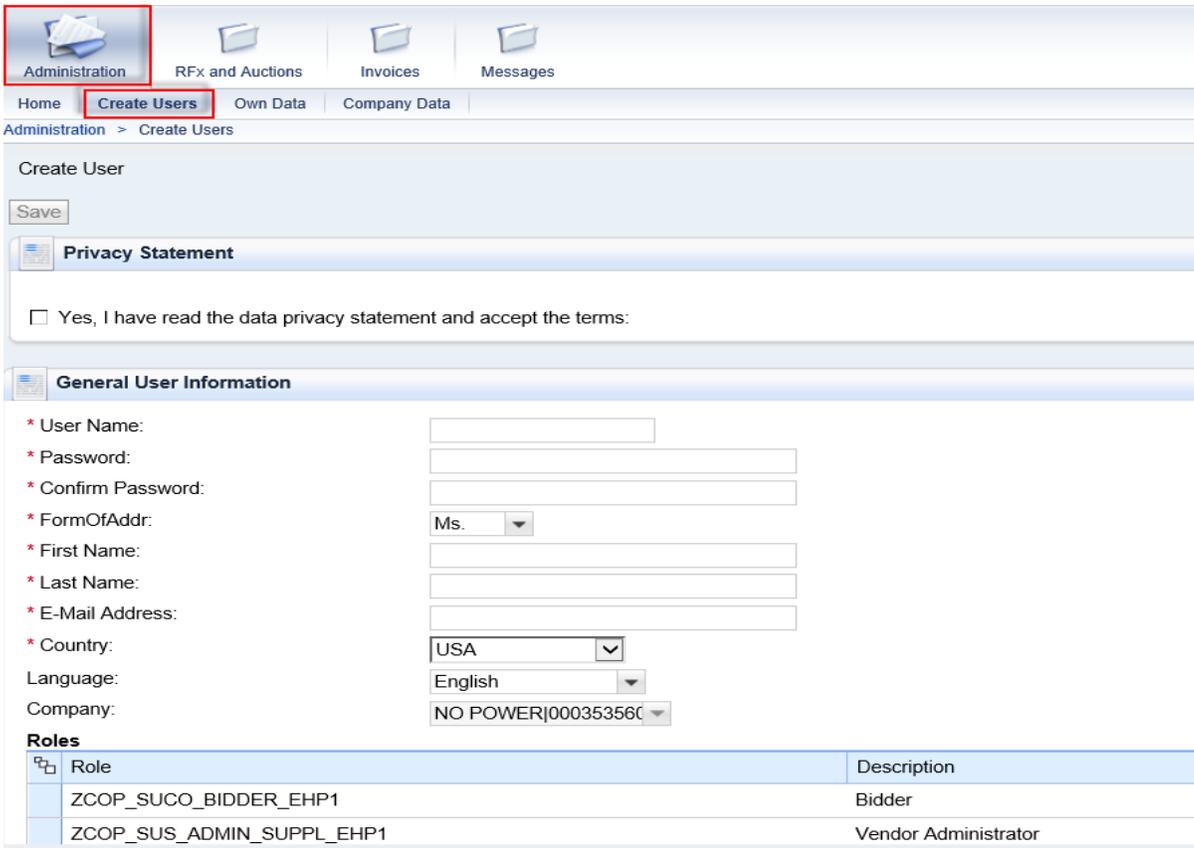
If your screen does not look like this, click on **Home** in the **Administration** tab.

This screenshot is similar to the one above but highlights specific elements with red boxes. The "Administration" folder icon in the main navigation bar is enclosed in a red box. Below it, in the tabbed interface, the "Home" tab is also enclosed in a red box. The rest of the interface, including the SAP logo, search bar, and main content area, is identical to the previous screenshot.

Click on **Create User** to create the role of bidder or administrator.



Your screen should look like this.



Create User

Save

Privacy Statement

Yes, I have read the data privacy statement and accept the terms:

General User Information

* User Name:

* Password:

* Confirm Password:

* FormOfAddr: Ms.

* First Name:

* Last Name:

* E-Mail Address:

* Country: USA

Language: English

Company: NO POWER|00035356C

Roles

Role	Description
ZCOP_SUCO_BIDDER_EHP1	Bidder
ZCOP_SUS_ADMIN_SUPPL_EHP1	Vendor Administrator

Creating a User/Bidder/Administrator

← Create User

Save

Privacy Statement

A Yes, I have read the data privacy statement and accept the terms:

General User Information

B User Name:*

C Password:*

C Confirm Password:*

D FormOfAddr:* Ms.

E First Name:*

F Last Name:*

G E-Mail Address:*

Country:* **H**

Language: **I**

J Company:

Field	Description
A. Privacy Statement	Mark Box after you read and accept
B. User Name	Create a User ID for the person you want to add Name *** Write this down
C. Password	Create a Password for the person you want to add *** Write this down
D. Form of Address	Mr. or Ms.
E. First Name	First name
F. Last Name	Last Name
G. E-Mail Address	Email Address
H. Country	Country
I. Language	Defaulted to English
J. Company	Company name is pre populated

Roles

Role	Description
ZCOP_SUCO_BIDDER_EHP1 A	Bidder
ZCOP_SUS_ADMIN_SUPPL_EHP1	Vendor Administrator

Contact Information

Telephone: **B**

Fax: **C**

Number: **D**

Department: **E**

Settings

Date Format: **F**

Decimal Format: **G**

Time Zone: **H**

Save UI Settings

Field	Description
A. Role	Click on the far left box. It will become a darker blue when selected
B. Telephone	Example 602-999-1234
C. Fax	Example 602-999-1243
D. Number	Leave Blank
E. Department	Type in a department
F. Date Format	Defaulted
G. Decimal Format	Defaulted
H. Time Zone	Defaulted

◀ Create User

Save

Privacy Statement

Yes, I have read the data privacy statement and accept the terms:

General User Information

User Name:*

Password:*

Click on **Save** button.

You have now created a role for a new user for your company. As a backup, you can also add Administrator role to another user.