



Creating an additional supplier portal user using the Whitbread Supplier Portal

Using the Whitbread Supplier Self-Service Administrator role, you can create an additional Supplier Portal user within your company who can then view transactions and amend supplier details.

Step 1	Access the Whitbread Supplier Portal	Notes
1.1	Log into the Whitbread Supplier portal using the web link, User ID and Password provided	Click here to access the Supplier Portal
1.2	Click on the Home icon and then the Supplier Portal icon	

Step 2	Access your Supplier Profile	
2.1	Click on the Tasks button above the magnifying-glass on the top right-hand side of the screen	List of menu options is displayed
2.2	Select 'Manage Profile' from the list of options displayed	Manage Supplier Profile screen is displayed
2.3	3 tabs are displayed as follows: <ul style="list-style-type: none">• Profile (general information about your company).• Addresses• Contacts	Manage Supplier Profile screen is displayed

Step 3	To give Supplier Portal access to a new Contact	
3.1	Select the Contacts tab	
3.2	Click on the '+' (Create) button, complete the required fields and then select 'Save and Close'	
3.3	Check the 'Request User Account' box	The new contact will receive 2 e-mails from Whitbread; one confirming that a new user account has been created, and a second containing user ID and temporary password
3.4	The contact can now login to the Whitbread Supplier Portal	

Step 4	To give Supplier Portal access to an existing Contact	
4.1	Select the Contacts tab	
4.2	Highlight the applicable contact, click on the Pencil icon / 'Edit' button and edit the fields as required	
4.3	Check the 'Request User Account' box	The updated contact will receive 2 e-mails from Whitbread; one confirming that a new user account has been created, and a second containing user ID and temporary password
4.4	The contact can now login to the Whitbread Supplier Portal	