

SUPPLIER USER GUIDE

Account Administration



TENDER MANAGEMENT • SUPPLIER MANAGEMENT • CONTRACT MANAGER • eAUCTIONS

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Account administration

Updating organisation information

You can update your company information, contact details and chose a memorable password.

Click *Manage your Account and Add Users*.

Profile Manager
Use Profile Manager to view, edit and publish your organisation's Select Supplier Profile. Delta eSourcing buyers can search for profiles and invite suppliers to join their supplier lists, participate in a tender exercise, request for quotation or contact you as part of any market-scoping exercise.
[Edit Select Supplier Profile](#)

Response Manager
View, manage and track your responses to opportunities on Delta eSourcing.
Responding to an opportunity with an access code?
[New format \(e.g. 3X59TU45\)](#) | [Archive format \(e.g. 94Txxxxxx\)](#)

Manage your Account and Add Users ←
Use this function to view and manage your Delta eSourcing account details and any groups created within your organisation; you can also invite new users to join your group.
[View Account Details](#)

Resources
This area is designed to keep suppliers up to date with developments within the ever-changing procurement marketplace and provides guidance through the complex tendering process.
[View Resources Overview](#)

You can then update your contact details and password.

User Profile | User Assets | Organisation | Organisation Profile | Organisation Activity L

harvey@nypd.com

Assign Roles [Save](#) [Activity Log](#)

Assign Roles [?](#)
SupplierAdministrator

User Details

Title REQUIRED
Mr

First Name REQUIRED
Harvey

Last Name REQUIRED
Lacey

Email/Username REQUIRED
harvey@nypd.com

Confirm Email REQUIRED
harvey@nypd.com

Password REQUIRED

Confirm Password REQUIRED

Click on Organisation Profile and you will be able to update your Organisation name and address details.

User Profile

User Assets

Organisation

Organisation Profile

Organisation Activity Log

Organisation Details

Business Name REQUIRED [?](#)

Cagney & Lacey

Address

Address Line 1 REQUIRED

Manhattan

Address Line 2

Address Line 3

Town REQUIRED

New York

County

Postcode REQUIRED

G51 1NZ

Country REQUIRED

United Kingdom [v](#)

Website Address [?](#)

Telephone Number REQUIRED [?](#)

01414400377

