

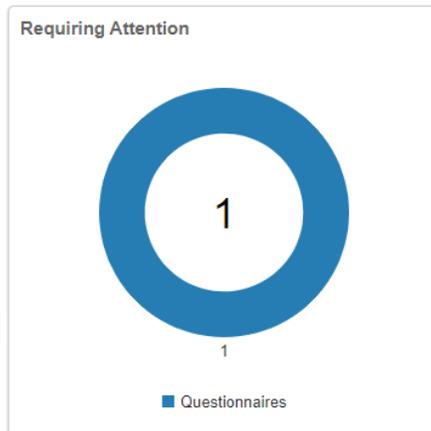
Step 1

Once logged in to the portal, if a new user should be added to respond to the questionnaire, click Manage Profile

Supplier Portal

Search Orders Order Number

- Tasks**
- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Invoices and Payments
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - **Manage Profile**



Recent Activity
Last 30 Days

Agreements opened	1
Orders changed or canceled	3
Orders opened	3

Transaction Reports
Last 30 Days

PO Purchase Amount	0 USD
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Supplier News

Welcome to the Arcadis Supplier Portal. Please use the infolets above to manage items requiring your attention.

In case of any issues or to access training materials, please visit Arcadis Procurement: <https://www.arcadis.com/en-us/about-us/business-practices/procurement>

For additional support, please email global.procurement.manila@arcadis.com

Step 2

Click Edit. A warning will appear that this action will create a change request, click Yes

The screenshot displays the ARCADIS 'Company Profile' page. At the top, there are navigation icons (home, full screen, notifications with '9', and user 'BF') and 'Edit' and 'Done' buttons. The main content area shows profile details: 'Last Change Request 357003', 'Request Status Processed', 'Requested By Fernandes, Bruno', and 'Request Date 19/Apr/2022'. A horizontal menu includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. A warning dialog box is open in the center, with the text: 'Warning POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?'. The 'Yes' button in the dialog is highlighted with an orange box. A line connects this 'Yes' button to the 'Edit' button in the top right corner of the page.

Step 3

When the change request opens, click on the Contacts tab. Enter a reason for the change description, click the + button to begin adding a new user

Edit Profile Change Request: 357007

[Delete Change Request](#)
[Review Changes](#)
[Save](#)
[Save and Close](#)
[Cancel](#)

Change Description	adding new user account
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Tax Identifiers **Contacts** Business Classifications Products and Services

Actions ▾ View ▾ Format ▾ + ✎ ✕ Status Active ▾ Freeze Detach Wrap						
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Fernandes, Bruno		opctesting010@arcadissupplier...		✓	✓	Active
Pogba, Paul		opctesting009@arcadissupplier...	+1 (303) 123-4...		✓	Active

Columns Hidden 7

Step 3

Begin entering new user details: first and last name, phone number, email address.

Create Contact a b c d x

Salutation

* First Name Cristiano

Middle Name

* Last Name Ronaldo

Job Title

Mobile

Fax

Email test@test.com

Status Active

Administrative contact

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

User Account

Request user account

Roles

Role	Description
Supplier Collection Specialist	This is a supplier job role. For the supplier company View all Purchase orders View Supplier Invoices View Supplier ...
Supplier Sales Representative	This is a supplier commercial job role. User with this role is engaged in qualification, negotiation and contract creatio...
Supplier SelfService Clerk	This is a supplier job role. Supplier users with this role can maintain contact profiles and request user accounts for t...

Create Another OK Cancel

Phone number:

- a) Country code
- b) Area code
- c) Last seven digits of phone number after area code is entered
- d) Extension, if applicable

Be sure to check the Administrative contact, if appropriate, and Request user account boxes

Step 4

Selecting user roles

Create Contact ✕

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

▲ Contact Addresses

Actions View Format ✕ Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

▲ User Account

Request user account

Roles Data Access

Actions View Format ✕ Freeze Detach Wrap

Role	Description
Supplier Collection Specialist	This is a supplier job role. For the supplier company View all Purchase orders View Supplier Invoices View Supplier ...
Supplier Sales Representative	This is a supplier commercial job role. User with this role is engaged in qualification, negotiation and contract creatio...
Supplier SelfService Clerk	This is a supplier job role. Supplier users with this role can maintain contact profiles and request user accounts for t...

Create Another OK Cancel

If user does not need all three roles, the number of roles can be adjusted on this screen.

Highlight the role that is not needed and click on the X.

If a role was deleted in error, select the clipboard next to the X to select and add a role, click Apply > OK

Select and Add: Roles ✕

▲ Search

Role Description

Search Reset

View Format Wrap

Role	Description
Supplier Collection Specialist	This is a supplier job role. For the supplier company View all Purchase...
Supplier Sales Representative	This is a supplier commercial job role. User with this role is engaged in...
Supplier SelfService Clerk	This is a supplier job role. Supplier users with this role can maintain co...

Rows Selected 1

Apply OK Cancel

Step 5

Once user profile has been created click Ok. At this point you have the option to Create Another user profile or submit the change request for approval, follow the instructions on the previous two slides if a new user is needed.

Create Contact
✕

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

▲ Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

▲ User Account

Request user account

Roles Data Access

Role	Description
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Supplier Sales Representative	This is a supplier commercial job role. User with this role is engaged in qualification, negotiation and contract creatio...
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Create Another
OK
Cancel

Step 6

Once all new user accounts have been added, click Review Changes. If everything looks okay on the next screen, click Submit. If additional changes are needed, click Edit and it will bring you back to the change request where the user account can be updated, as needed.



Edit Profile Change Request: 357007

Home BF 9

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: adding new user account

Tax Identifiers **Contacts** Business Classifications Products and Services

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Fernandes, Bruno		opctesting010@arcadissupplier...		✓	✓	Active
Pogba, Paul		opctesting009@arcadissupplier...	+1 (303) 123-4...		✓	Active
Ronaldo, Cristiano		test@test.com	+1 (123)456789	✓		Active

Columns Hidden 7



Review Changes

Home BF 9

Edit Submit Cancel

Change Description: adding new user account

Contacts

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
+ Ronaldo, Cristiano		test@test.com	+1 (123)456789	✓		Active	Details

Columns Hidden 7