



EASY Purchase

USER GUIDE FOR PROVIDERS



UNIBAIL-RODAMCO-WESTFIELD

User Guide for Providers

User Guide objective is to support your first connection on Easy Purchase platform.

This platform aims at helping you:

- Feeding your Provider profile
- Integrating your administrative documentation
- Receiving invites to tender and bidding
- Managing employees accesses in relationship with us

WARNING:

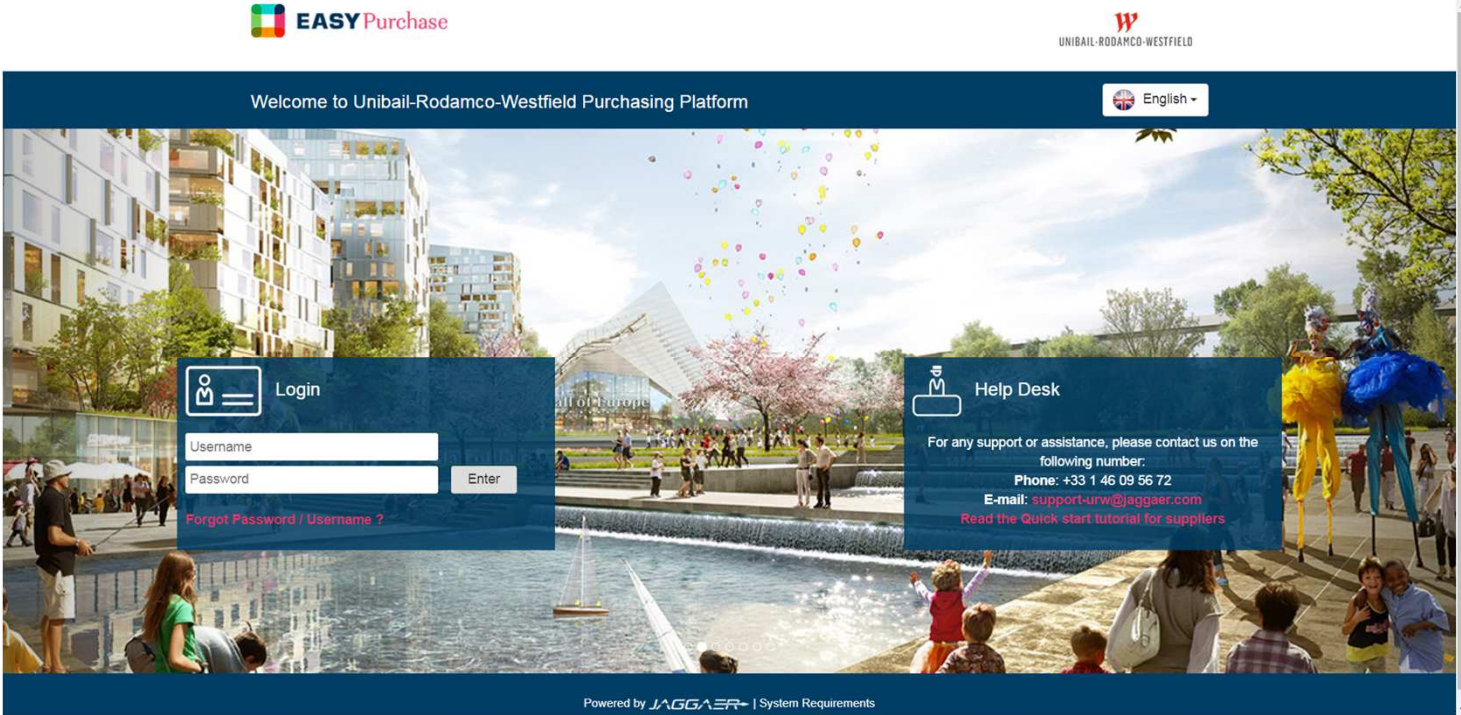
- You can use *Digital Signature* software to sign your bid
- Only one contact will be registered by ourselves. You will be in charge of managing contacts, visible or not for our teams.



Account activation

You received an email notifying your activation in Easy Purchase platform. This one contains a link to go to the website. Also, you will find a login and a temporary Password. You must now follow the link, defining a new personal password.

In case of troubles, don't hesitate contacting Help Desk by phone or email.

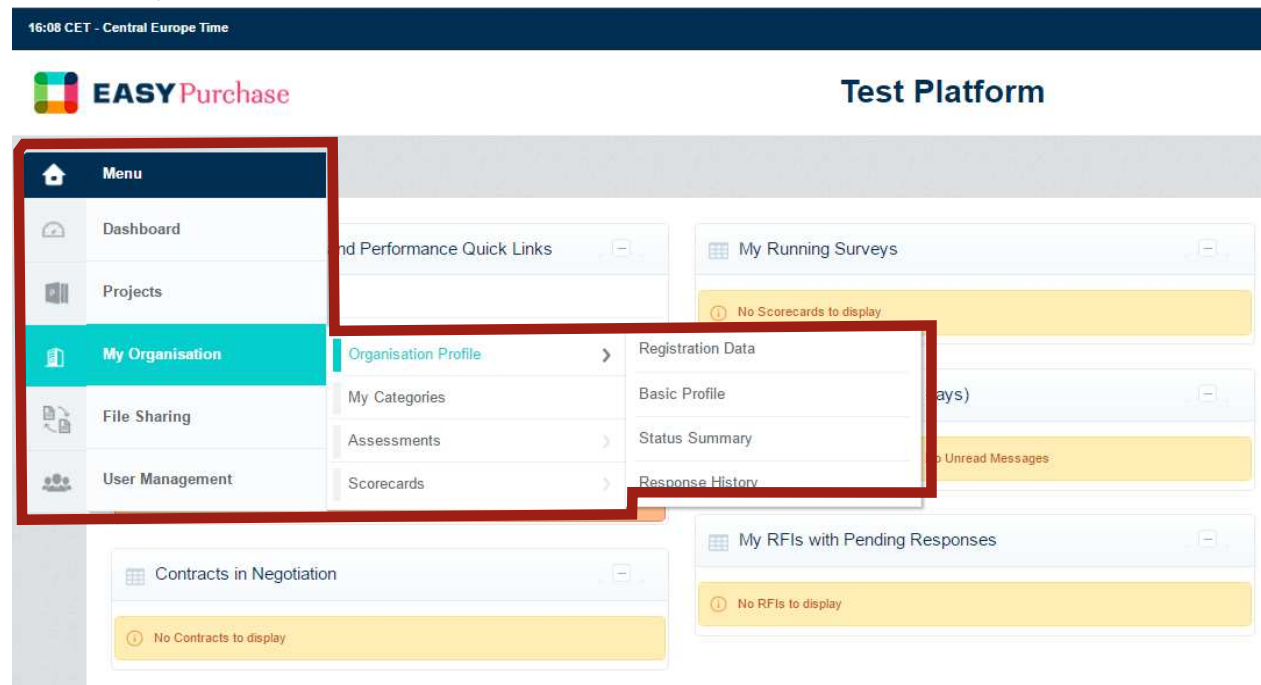


Update, complete or correct your profile

The welcome page is a Dashboard aiming at simplifying your navigation.

You can access to all modules in the menu on left hand-side.

You can now update your company's information in your <Organization profile>, and precise your businesses domains inside <My categories>



Give access to colleagues and/or employees

Inside the menu « Manage Users », you can create users giving them personal rights or creating User Roles (like commercial or assistant) to manage standard rights.



Respecting this Sequence is the simplest!

- 1 - Set-up User roles
- 2 - Create users
- 3 - Create Divisions (if needed - see following page)



By default, users' rights (without roles) are set-up as « No rights ». Do not forget to configure them!



Manage user' rights

In order to configure user rights, you have 3 possible options:

- NO
 - Functionality will not be accessible for the user
- YES
 - Functionality will be accessible for all Contracts or Tenders (RFx)
- Yes, if I'm added to the User Rights list in the Object
 - Functionality will be accessible only if you invite the user during contract life or during a tender process



Use the right «Yes, if I'm added to the User Rights list » in order to manage events confidentiality

III

▼ Role: Administratif
Division: Division

Details

User Rights Verification

General Settings

Role Name	Administratif
Shared Role	Yes

RFx

Visibility of RFx Lists	Yes
Access RFx Details	Yes, if I'm added to the User Rights list in the Object
Create Response	Yes, if I'm added to the User Rights list in the Object
Modify Before Publishing	Yes, if I'm added to the User Rights list in the Object
Modify and Submit	No

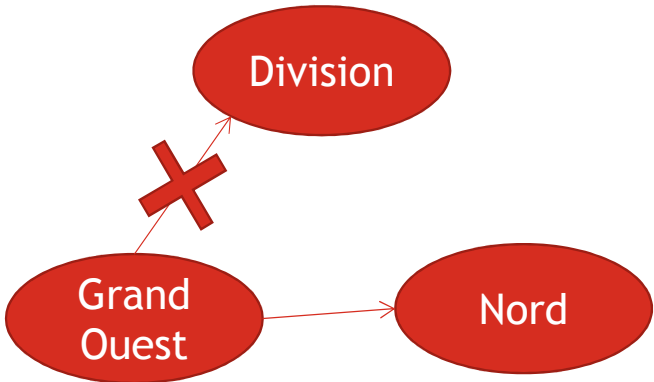


Manage your divisions (only if needed!)

If your company is large and need confidentiality barriers implementation within your teams, you can create divisions in order to simply manage contrast and tenders affectation.

Each user could be assign to a division, seeing (or not) other divisions activity.

WARNING: By default, divisions are configured without any visibility to other divisions. So, do not forget to configure the new division visibility, but also to modify the visibility of existing divisions.



Back to List

Division: GRAND OUEST
Manager: Gang Derequins

Details

Division Details Users Visibility Departments Verification

Select a Filter

Division Name	Is the current division able to see this Division and related Users?
1 Division	No
2 NORD	Yes

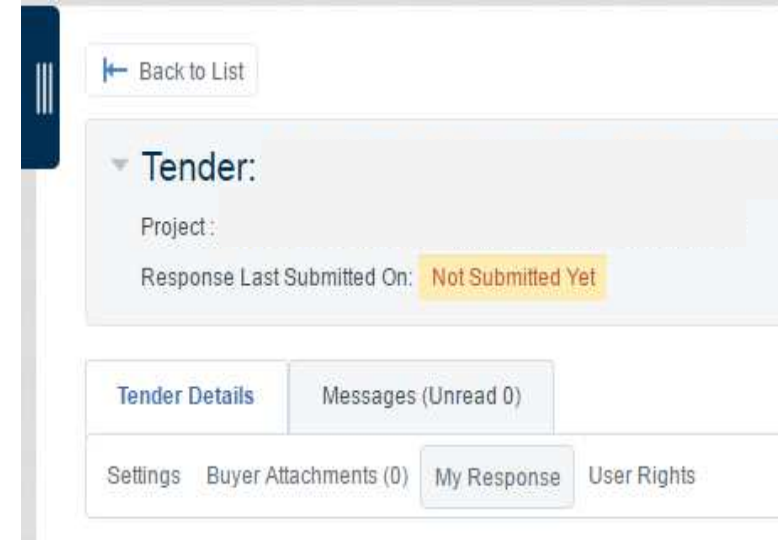
Total 2

In the example, Division called « Grand Ouest » can see the activity of « Nord » but cannot see the activity of « Division » (main entity)

Bidding

When accessing to a tender, the process is driven by following steps:

- Bidding rules acceptance
- Response creation by the candidate. During this phase:
 - We cannot see your temporary answer
 - You can access to tender « **Settings** » and « **buyer attachments** »
 - You can edit your « Response » and manage « User rights » able to enrich and feed it.
 - **ALL QUESTIONS** regarding the tender must be sent thanks to « **Messages** » Module.
- Response Publication
 - When your Response has been completed, you'll be able to publish it. Your response will be accessible for us after the tender closing date.



If documents are asked signed, they must be digitally signed.

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