WebEDI Supplier Service Portal – SSP

Onboarding/Invite new supplier users

Classified as Public

Objective

The purpose of this document is to explain the process for creating and managing new users in the WebEDI Supplier Service Portal – SSP.

The new WebEDI Supplier Portal is a public cloud-based platform provided by SEEBURGER, and is not dedicated exclusively to Antolin. This means suppliers may use the same portal to exchange EDI documents with Antolin as well as with other customers and business partners.

For this reason, the Antolin EDI team no longer has full control over the management of supplier user accounts.

Until now, user creation and maintenance within the webEDI Portal were fully managed by the Antolin EDI team. Going forward, these responsibilities will be shared between:

- **The Antolin EDI team**
- **The Supplier Administrator**
  - A supplier administrator can be considered the “normal” user in your company, is not needed to be an IT person. This person will be responsible for manage EDI messages and also inviting a supplier user to connect to the WebEDI portal.

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1-Concept

Each supplier must have at least one User Administrator. This user is responsible for managing EDI messages like forecast, shipment, print label, etc., and also managing user access within their organization. SEEBURGER recommends assigning at least two administrators to ensure continuity.

If additional users require access to the portal, the Supplier Administrator is responsible for inviting them.

Requests do not need to be submitted to the Antolin EDI Team or the SEEBURGER Service Desk.

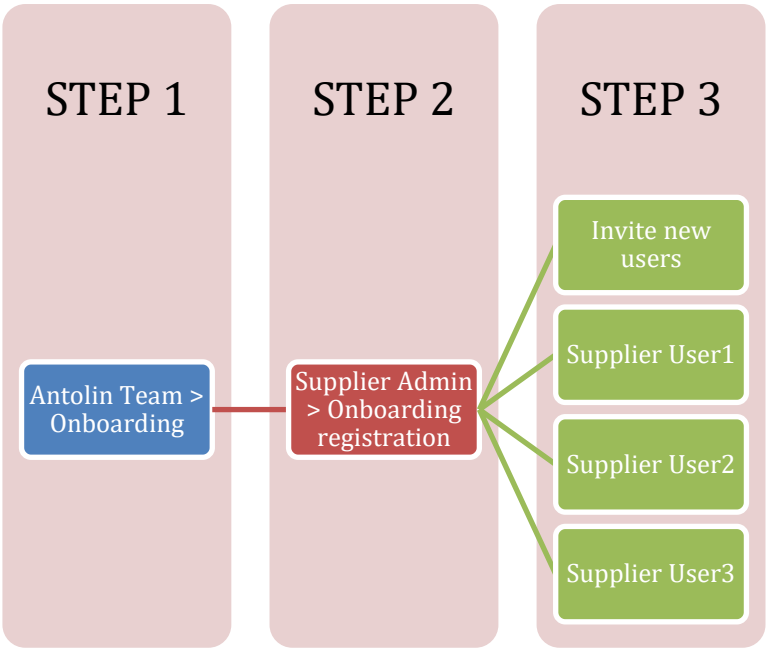
2-How it works

During this campaign migration, the Antolin EDI Team will send the onboarding email for **one** supplier user we have registered or replied to our campaign.

NO internal ticket will be needed this month of November due to the campaign migration and hypercare period. So, if you have any questions or problems, please send us an email:

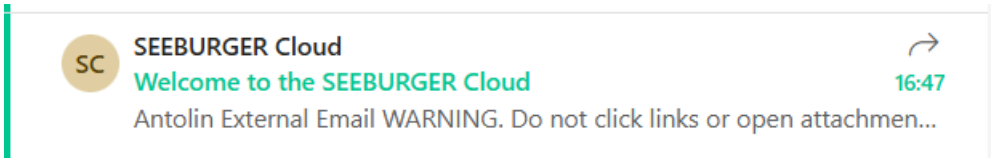
edi-integration.projects@antolin.com

The first step: The Antolin EDI team sends an onboarding email to the supplier contact.
The second step: The supplier administrator should complete their onboarding registration.
The third step: If the Supplier Administrator wants or needs to, They can invite additional users directly from the portal by sending them an invitation email.
The user receives the invitation email, clicks on the link, and finishes the registration.



The first step:

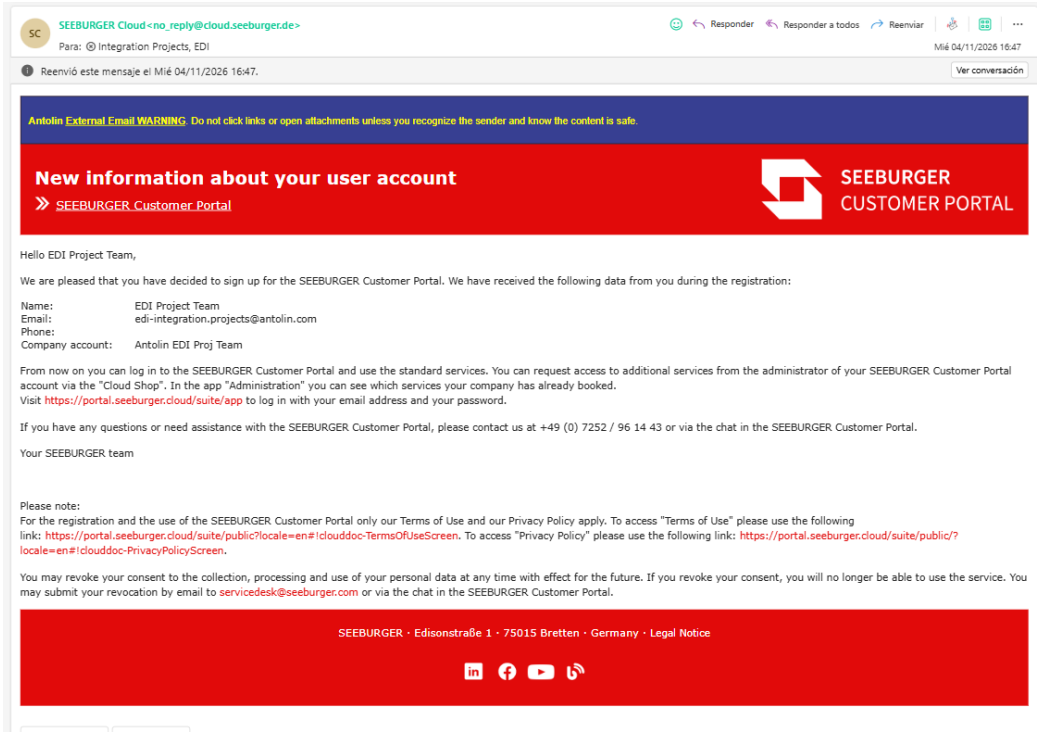
- Onboarding email sent by **Antolin EDI Team**: **“Welcome to the SEEBURGER Cloud”**



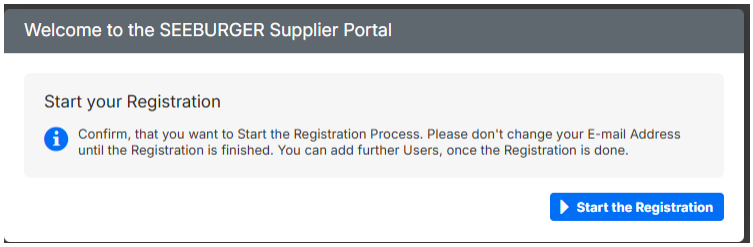
The second step:

The supplier Administrator receives the onboarding email and should click on the link.

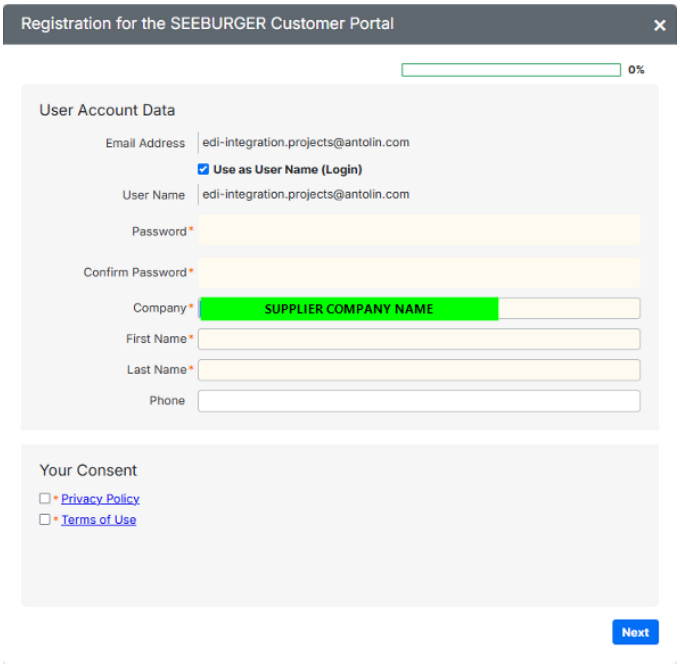
- Click on the link https://portal.SEEBURGER.cloud/suite/app



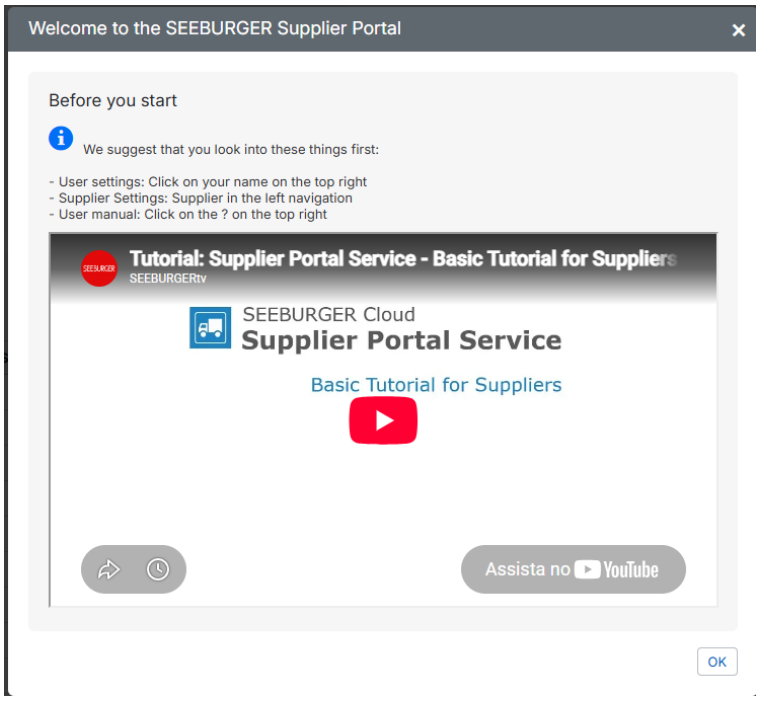
- Click to start the registration



- Fill in all your information as requested and click on Next



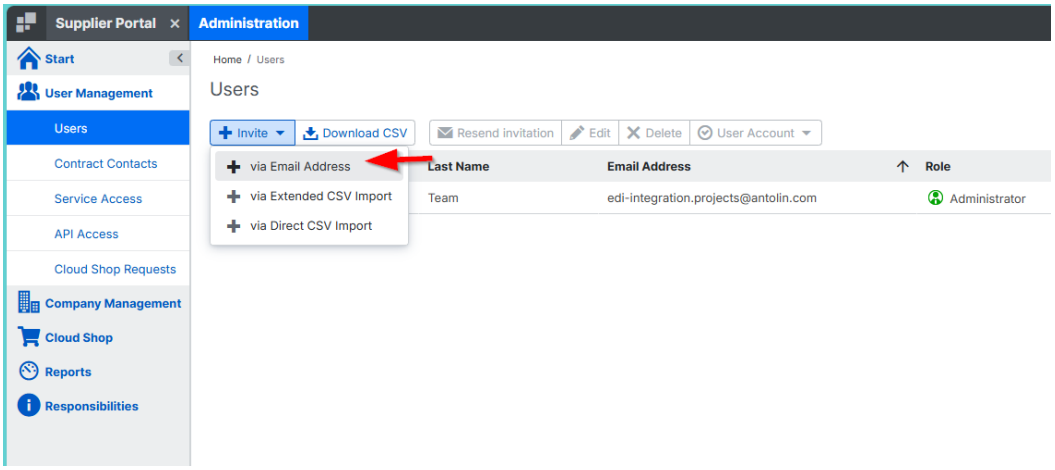
- The supplier administrator can logging in to the WebEDI SSP portal, and check some welcome messages; watch an introduction video, navigate into the portal, etc.



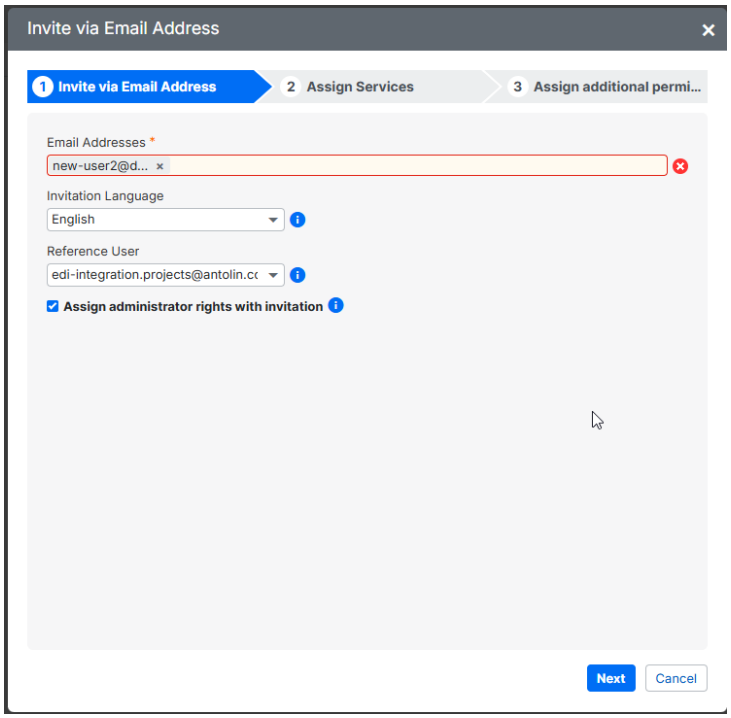
The third step

After logging in, the Supplier Administrator, if they want or need to create new users they should go to the left-side menu.

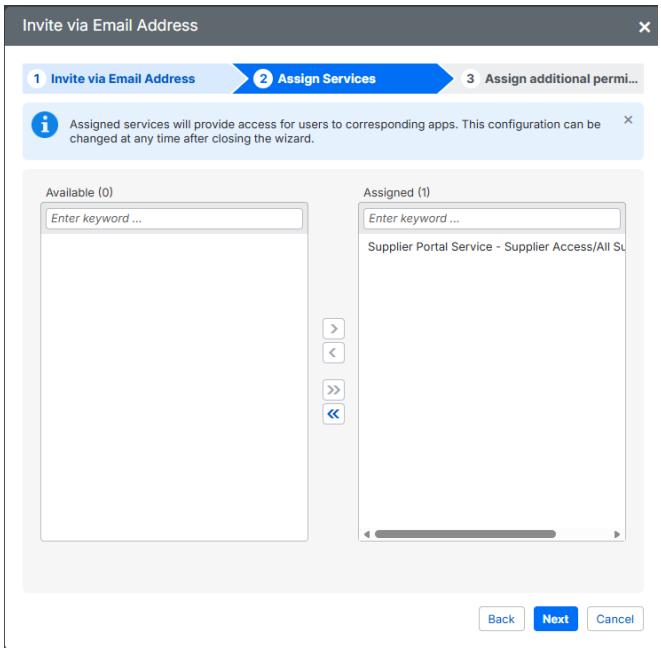
- Click on User Management > Invite > **via Email Address**



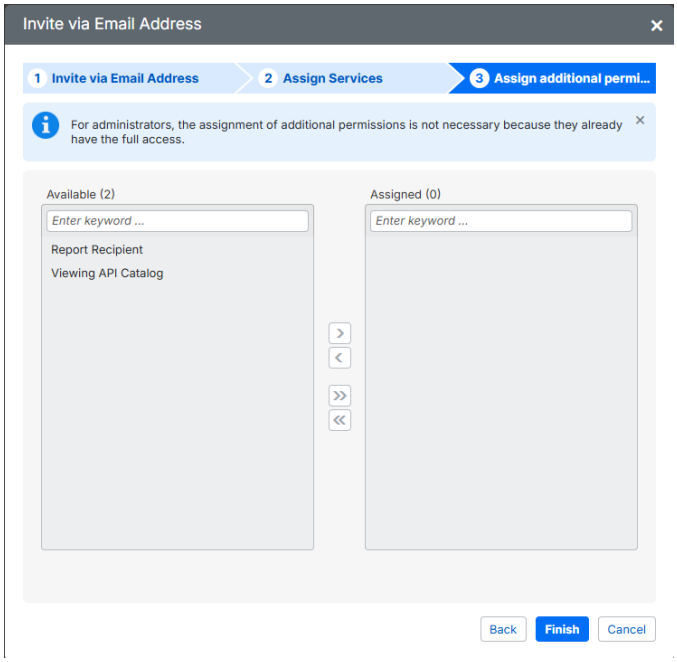
- Fill in the basic information and if you want to assign administrator rights for this person. (Recommended: have more than one)



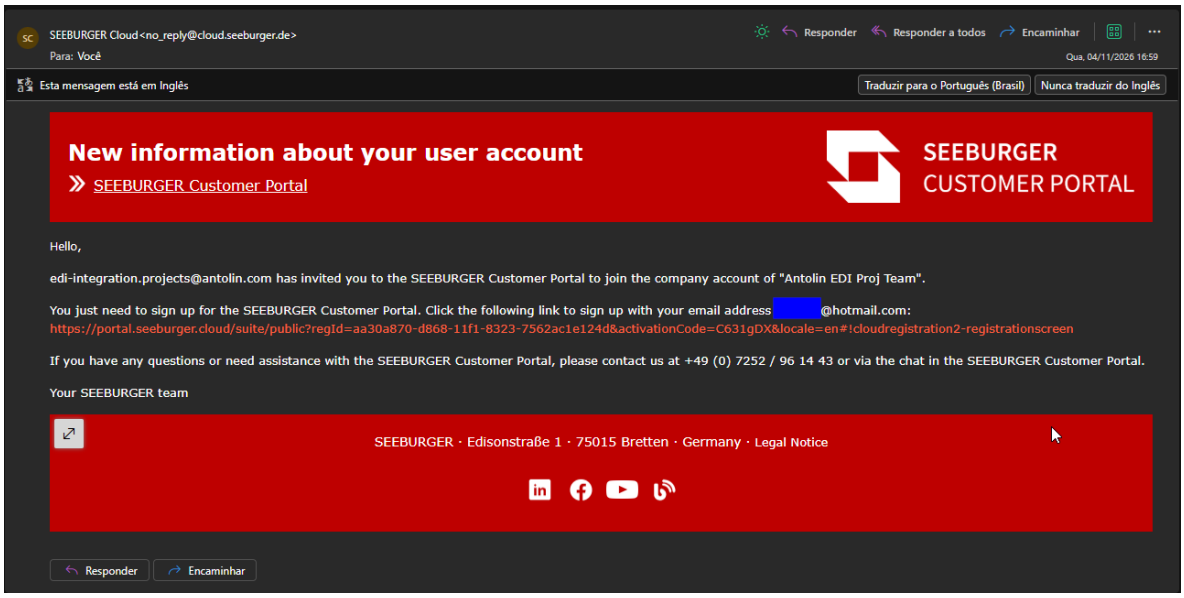
- Click Next



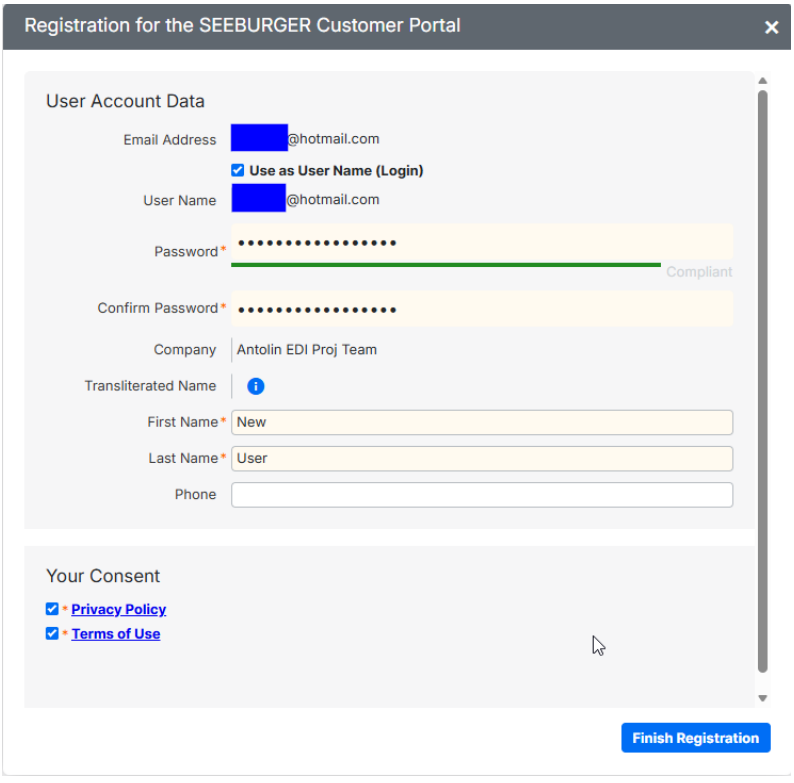
- Click Finish



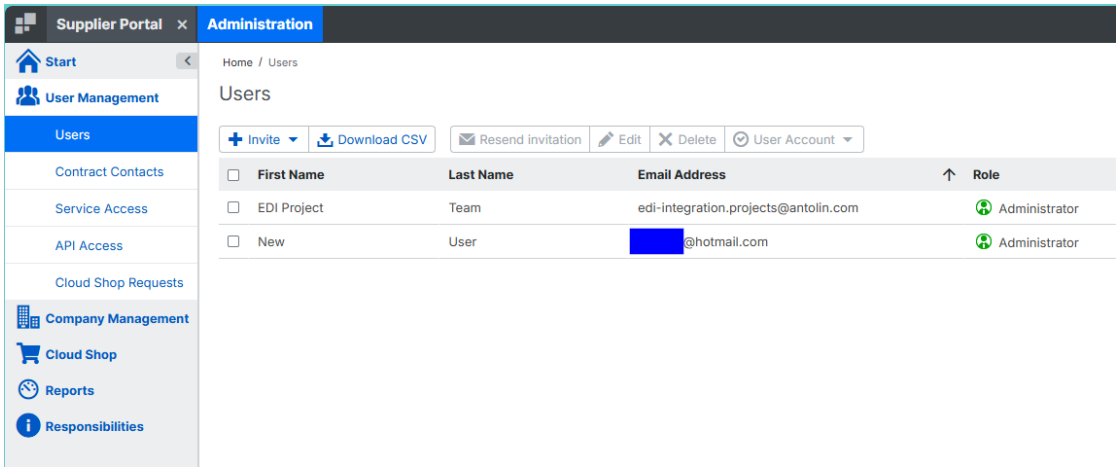
- Invite email that the person will receive. ***(User invitations are personal and cannot be forwarded to another individual. If the invitation email is forwarded, the registration process will fail)***



- Fill in the information requested and click on Finish Registration



- Once the registration is finished, the Supplier Administrator can see the user on the list of users.



The End!