

# Vendor Portal

*Primary Contact & Company Admin Job Aid:  
Managing Vendor Portal Users*



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# Vendor Portal Roles & Access

As a Primary Contact or Company Admin, you are able to assign and/or remove access roles for other users of your company. From you or a contact's Vendor Portal Profile, click on the Roles & Access link. Here you will find 3 categories:

- **Lead Roles:** Allows you to designate the President and/or Primary Contact of the account. These are considered the primary points of contact within your company that will have full access to the account in the portal

*Please Note: The portal allows for 1 President and 1 Primary Contact only. Both designations have the same level of access within the portal*

- **Functional Roles:** Allows you to designate a contact as a Key Contact. This is the secondary point of contact within your company for QVC business interactions after attempting to reach the President and/or Primary Contact listed for your company. This does not have to do with system access, but is just an indication. You may appoint as many Key Contacts as you would like
- **Access Roles:** Allows you to control the level of visibility and access users have to business applications within the vendor portal. Please see below for additional detail:

- **Accounting** – This gives a user access to accounting-related business applications
- **Sales & Inventory** – This gives a user access to sales & inventory-related business applications and reporting
- **Company Admin** – This gives a user access to manage other users in the portal (i.e. adding and removing users, etc.). You may appoint as many Company Admins as you would like

*Please Note: A Company Admin and a Primary Contact are not the same and do not have the same level of access in the portal. A Primary Contact has full access in the portal while a Company Admin has access to manage users within the portal for his/her company*

- **Notifications for PO, QA, and Shipping** – This allows a user to receive notifications in regards to Purchase Orders, QA and Shipping
- **Purchase Order** – This gives a user access to purchase order-related business applications and reporting



- **Shipments** – This gives a user access to shipment-related business applications and reporting
- **Vendor Funded Shipment** – This gives a user access to vendor funded shipment-related business applications
- **Quality Assurance** – This gives a user access to QA-related business applications

**Lead Roles**

*QVC's Primary points of contact within your company*

Select One to Add

- Select One to Add
- President
- Primary Contact

**Functional Roles**

*Secondary contact within your company for QVC business interactions*

Select One to Add

- Select One to Add
- Key Contact

**Access Roles**

*Controls the level of access each individual has to business information*

Select One to Add

- Select One to Add
- Accounting
- Sales & Inventory
- Document Share Min Access
- Role having ability to access to share files
- Company Admin
- Document Share Admin
- Default access to a Vendor Company Contact
- Notifications for PO, QA, and Shipping
- Purchase Order
- Shipments
- Vendor Funded Shipment
- Tech Design
- Quality Assurance

# Managing Vendor Portal Users

## Creating a New User

**From the company's Contacts Page:**

**Step 1: Scroll to the bottom of the screen and click Add User**

Re-Invite
  Delete

Add User

Unregistered Users						
<input type="checkbox"/>	First Name	Last Name	Phone	Email	Last Updated By	Last Edited Date
<input type="checkbox"/>	meryl	contact	1234567890	mhvardhan+0502@gmail.com	nqvccompadm	08/30/2016
<input type="checkbox"/>	Filomena	O'Neill	212-730-0333 ext	filomenaoneill@meryldiamor	VUPLOAD	08/29/2016
<input type="checkbox"/>	Tanya	Power	212-730-0333 ext	TanyaPower@meryldiamond	VUPLOAD	08/29/2016
<input type="checkbox"/>	harsha	m	5670000000	mhvardhan+523@gmail.com	00919916	05/23/2016



## Step 2: Enter all of the required details in the pop-up

**Add New Contact**

Please fill out the following personal information:

\*First Name  \*Last Name   
\*Primary Phone  \*Primary Email

If you would like to provide some default roles, please select from the following:

Lead Roles	Functional	Access
Select One to Add	Select One to Add	Select One to Add
<input type="button" value="Remove"/>	<input type="button" value="Remove"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please Note:

- Primary Phone and Primary Email refer to the user's (not company's) preferred phone and email contact information
- Please enter the Primary Phone number without any dashes or spaces
- You can click the 'Remove' button if you selected a Role or Access level inadvertently

## Step 3: Click 'Save' if complete, or 'Reset' if you need to start over

**Add New Contact**

Please fill out the following personal information:

\*First Name  \*Last Name   
\*Primary Phone  \*Primary Email

If you would like to provide some default roles, please select from the following:

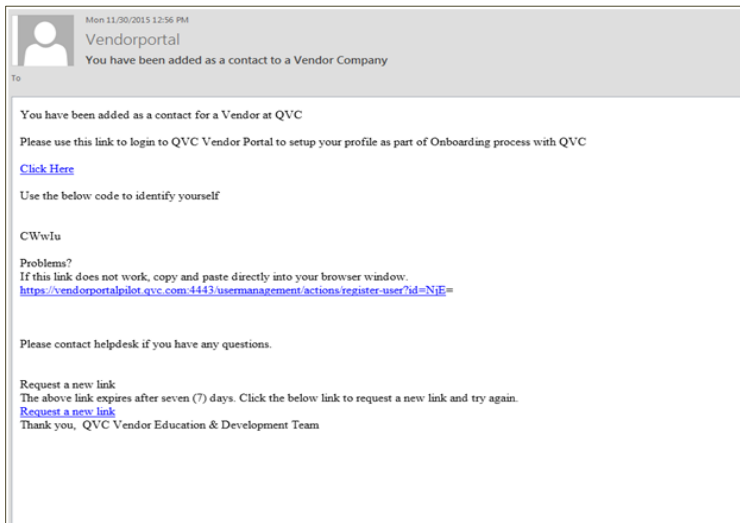
Lead Roles	Functional	Access
Select One to Add	Select One to Add	Select One to Add
<input type="button" value="Remove"/>	<input type="button" value="Remove"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text" value="Key Contact"/>	<input type="text" value="Purchase Order"/>

An invitation to register will then be sent from [VendorPortal@qvc.com](mailto:VendorPortal@qvc.com) to the newly added contact's email address provided. If the new user does not see this email invitation, please have the user check his/her spam/junk folder. The new user must follow the registration instructions in order to access the account



Please note: If an email is already tied to an existing account, you will receive the following message: "Would you like to link to the existing account that already exists for this email ID?" This will allow you to associate the existing user to the company

Also, if a user has been selected as a Primary Contact or President, and there are existing users holding those roles, you will be asked to confirm that the current President or Primary Contact will be replaced with the newly appointed user

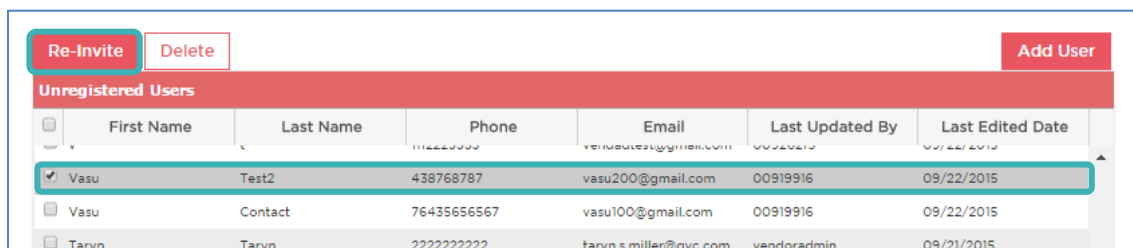


## Re-inviting Unregistered Users

For users that have already been added to the account, but that have not yet registered and need another invitation

### From the company's Contacts Page:

**Step 1: Scroll down to the bottom of the page to the Unregistered Users section, select the check box to the left of the user(s) and click the 'Re-Invite' button**



Please note: Deleting unregistered users will deactivate their ability to register in the portal and will send them an email informing them that their registration link has expired



# Reactivating & Deactivating Users

From the company's Contacts Page:

## Deactivations

**Step 1: Select the check box to the left of the contact(s) you want to deactivate and click the 'Deactivate' button**



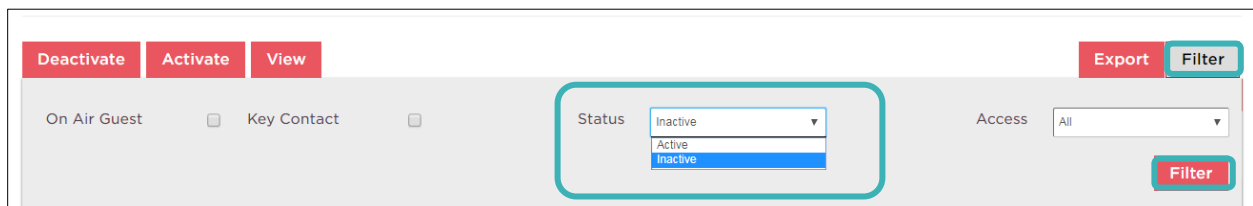
The screenshot shows a table titled "Other Company Contacts" with columns: User Id, First Name, Last Name, Job Title, Phone, Email, Status, Last Updated, and Last Edited Date. The row for "jmcreea" (Jim McCrea) is highlighted with a red border, and the "Deactivate" button in the top left corner is also highlighted with a red border.

	User Id	First Name	Last Name	Job Title	Phone	Email	Status	Last Updated	Last Edited Date
<input type="checkbox"/>	null	vendor contact	contact 12			vendor-contac...	Active	vpuser	05/19/2015
<input type="checkbox"/>	null	vendor contact	contact 14	Job Title 1	1112223333	vendor-contac...	Active	vendad2test	09/29/2015
<input type="checkbox"/>	null	vendor contact	contact 14	tester	9195554587	deansko@gmai...	Active	isplsc	09/09/2015
<input type="checkbox"/>	vc3	harsha	vc3	Job Title	3265987845	debbievendoru...	Active	00926215	09/29/2015
<input type="checkbox"/>	vc4	harsha	vc4	Harsha Job	4567891230	debbievendoru...	Active	00926215	09/29/2015
<input checked="" type="checkbox"/>	jmcreea	Jim	McCrea	Grand Puba	5555555555	james.a.mccrea...	Active	self	08/31/2015
<input type="checkbox"/>	priyaunreg	Priya	UNREG		1234567891	MSPRESQUE@...	Active	priyaunreg	09/16/2015

*Please note: A President or Primary Contact cannot be deactivated until a replacement contact has been designated. This will bump the President or Primary Contact to the 'Other Contacts' section*

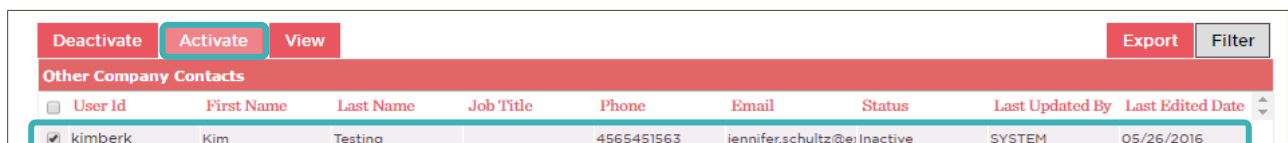
## Reactivations

**Step 1: Click the grey 'Filter' button and select 'Inactive' in the Status drop down to locate the contact you want to reactivate and click the red 'Filter' button**



The screenshot shows the filter options for the contacts page. The "Status" dropdown menu is open, showing "Inactive" selected. The "Filter" button is highlighted with a red border.

**Step 2: Select the check box to the left of the contact(s) you want to reactivate and click 'Activate'**



The screenshot shows the "Other Company Contacts" table with the "Activate" button highlighted. The row for "kimberk" (Kim Testing) is highlighted with a red border.

	User Id	First Name	Last Name	Job Title	Phone	Email	Status	Last Updated By	Last Edited Date
<input checked="" type="checkbox"/>	kimberk	Kim	Testing		4565451563	jennifer.schultz@e	Inactive	SYSTEM	05/26/2016

