



شركة تطوير حقل زاكوم [زادكو]
Zakum Development Company [ZADCO]



Creating Multiple users on the ZADCO eSourcing Portal

Quick User Guide

Version 2.0

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Step 1: Visit <https://esourcing.zadco.ae> and login to the ZADCO eSourcing Portal.

The screenshot shows the ZADCO eSourcing Portal homepage. At the top left is the ZADCO logo and the company name in Arabic and English. To the right is the title "ZADCO eSourcing Portal". Below the logo is a navigation menu with links for "About ZADCO", "Supplier Toolkit", and "Future Opportunities". A large banner image shows the ZADCO building. The main content area is divided into two columns. The left column features a section titled "ZADCO eSourcing Portal - An Overview" with a welcome message and a detailed description of the portal's benefits, including reduced time, paper, and effort, and a commitment to environmental friendliness. Below this is an "eSourcing Helpdesk" section with contact information for assistance, including UAE opening hours, phone number, and email address. A small image of a customer service representative is also present. The right column contains a "Login or Register" section with input fields for username and password, a "Register now" link, and a "Forgot your password?" link.



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If this is the first time that you are logging in to the ZADCO eSourcing Portal you must accept the Portal User Agreement and change your temporary password to a new a password. Your new password must be a minimum of 8 characters and be alpha-numeric (i.e. contains both letters and numbers).

Specify a new Password in order to proceed

For reasons of security you are required to change your Password.
Please enter a new Password in the fields below, and click "Submit" to continue.

Passwords must contain at least 8 characters
Password must be different from login!
The new password must be different from the previous 5 passwords
Passwords must contain both letters and numbers

New Password

Confirm Password

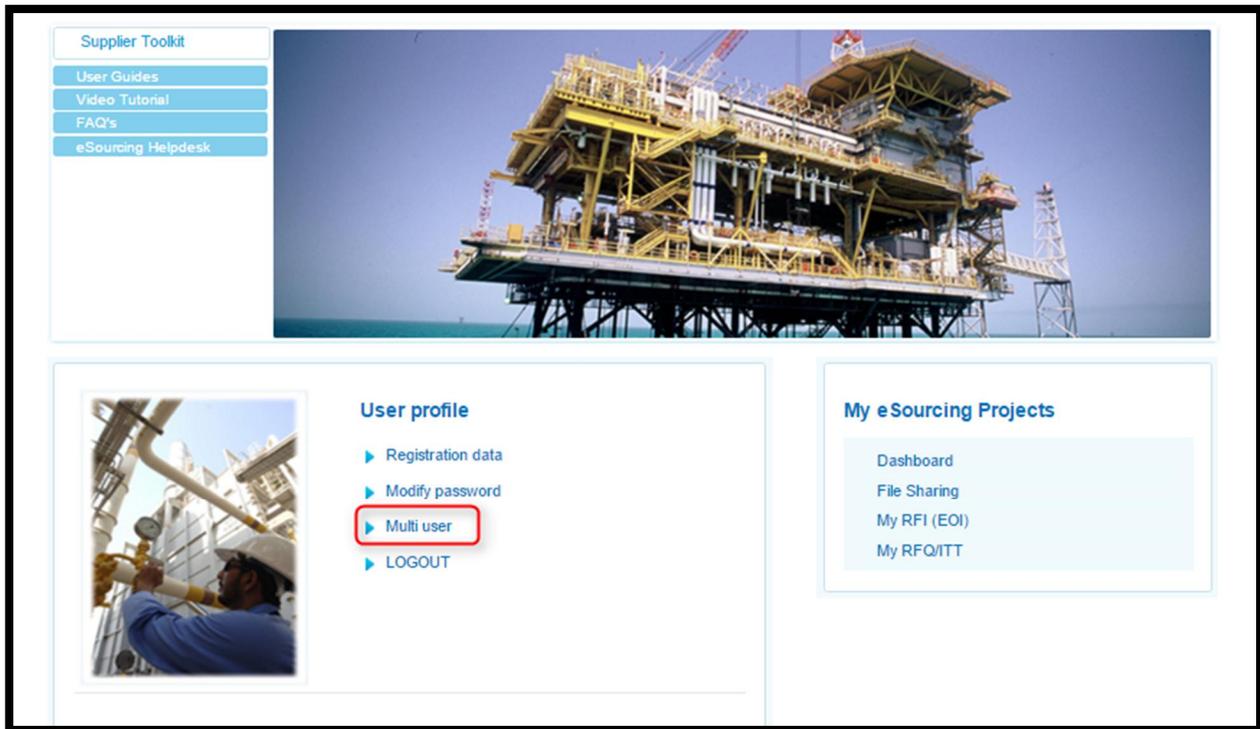
Submit

Cancel

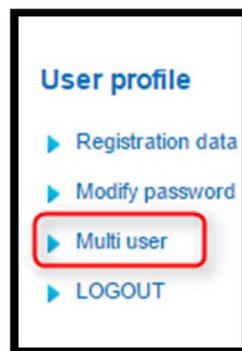


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Once you have successfully logged in, you will be directed to the ZADCO eSourcing Portal Home page.



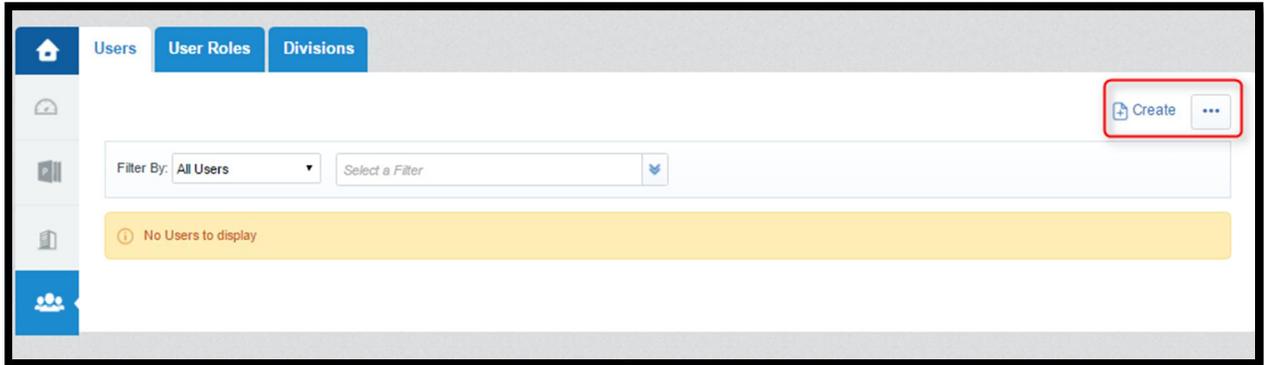
Step 2: Click on the 'Multi user' link





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This link will direct you to the 'User Management' Page



Step 4: To create a New User, Click on the 'Create' button



Step 5: Complete the fields in the 'New User' screen. Fields that are marked with a red asterisk are mandatory *. All mandatory fields must be completed in order to complete the registration form.

The screenshot shows the 'New User' registration form. At the top right, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box. The form is titled 'User Details' and contains the following fields:

* Last Name	yasir
* First Name	sultan
* Email	yasir.sultan@tejari.com
* Telephone Number (format: "+* "country code" and "user telephone number" with no spaces)	0430803321
Mobile Phone Number (format: "+* "country code" and "your mobile phone number" with no spaces)	
* Division Name	Division
Department	---
Role Name	---
* Choose your Username and check it is not already in use	yasir92
* Preferred Language	English (UK)
* Time Zone	(GMT + 4:00) Abu Dhabi, Dubai, Muscat
* User Name for e-Sourcing	12345



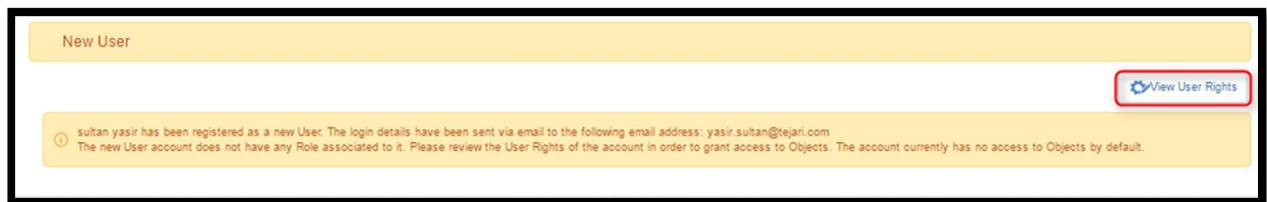
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Step 6: When you have filled of the required data fields, Click on the 'Save' button



A message confirming the successful new registration will appear and an automated email will be sent to the newly registered user to inform them of their username and temporary password.

Your next step is to define user rights for this user. These user rights will determine the access privileges that you wish to provide to the multi user.



Step 7: To define user rights for the newly registered user, Click on the 'View User Rights' button.





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This will then direct you to the 'User Details' area where you view a list of the individual user rights that need to be assigned to the new user.

Back to List Edit

User: sultan yasir
Division: Division

Details

User Details **User Rights**

RFx Edit RFx Rights

Visibility of RFI / RFQ Lists	No
Access RFI / RFQ Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including: attachments, response, pricing etc)	No

User Management Edit User Management Rights

Manage Users and Roles	No
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Step 8: Click on the 'Edit' button



Step 9: Define the various user rights and then click on the 'Save' button.

Save Cancel

RFx

• Visibility of RFI / RFQ Lists	Yes, if I'm added to the User Rights list in the Object ▾
• Access RFI / RFQ Details	No ▾
• Create Response	Yes, if I'm added to the User Rights list in the Object ▾
• Modify Before Publishing	No ▾
• Modify and Submit	Yes, if I'm added to the User Rights list in the Object ▾
• Contact Visible to Buyer	Yes ▾
• Messages Management	Yes ▾
• View Sensitive Data (including: attachments, response, pricing etc)	Yes, if I'm added to the User Rights list in the Object ▾

User Management

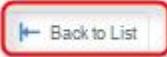
• Manage Users and Roles	No ▾
• Manage Users, Roles, Users Lists and Divisions	No ▾

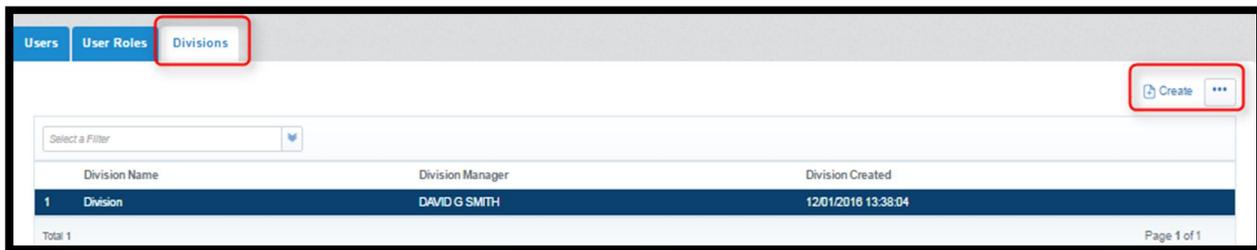


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Step 10: You have now successfully created a new user and assigned them with the appropriate user rights.

Creating a Division

Step 11: Go back to the "users" page by clicking on "". To create a new division, click on "division" and then 'Create' in the Divisions area

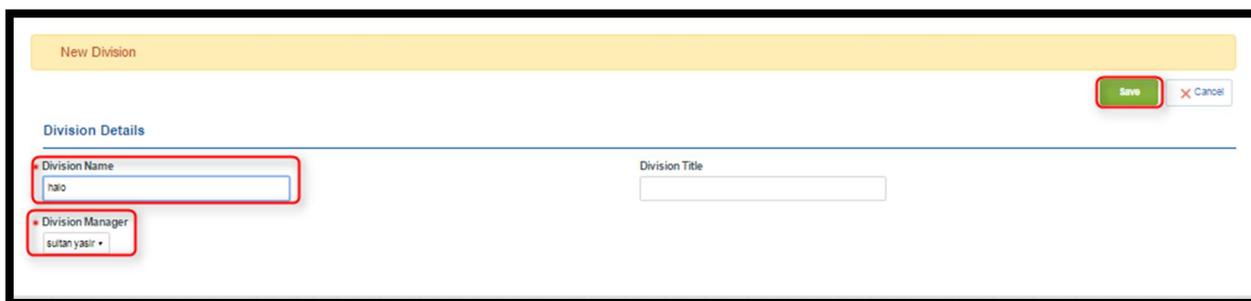


Division Name	Division Manager	Division Created
1 Division	DAVID G SMITH	12/01/2018 13:38:04

Total 1 Page 1 of 1

Step 12: You must then enter a 'Division Name' and select a 'Division Manager' from the existing list of users that you have already set-up on the portal.

Once you have filled out these details, click 'Save'



New Division

Save Cancel

Division Details

Division Name: nao

Division Manager: sultan yasir

Division Title: [Empty]

You have now successfully created a new Division and any new users that you create can be associated with a particular division.



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Additional Information

- Please note that you are able to add additional users directly on the eSourcing Portal.
- It is your responsibility to control the level of access that is granted to your additional users and any associated confidentiality matters.
- Creating additional users can be useful to your company if you have different divisions with different company representatives who would normally respond to tenders.
- Your company representatives can then be added to specific tenders that allow them to view and respond to tenders on the portal (depending on the user rights you have assigned them)

Need Help?

contact the eSourcing Help Desk for assistance at:
sourcingsupport@tejari.com

You can also reach us from Sunday - Thursday between 8:00 am and 5:00 pm (UAE Time) at:
+ 971 800 TENDERS (+971 800 836 33 77)