

This document describes how to assign Vendor Rep Web Access.

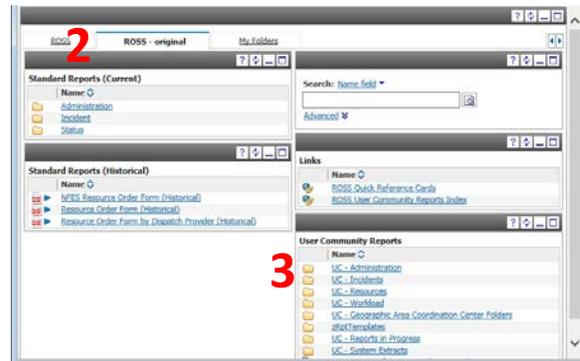
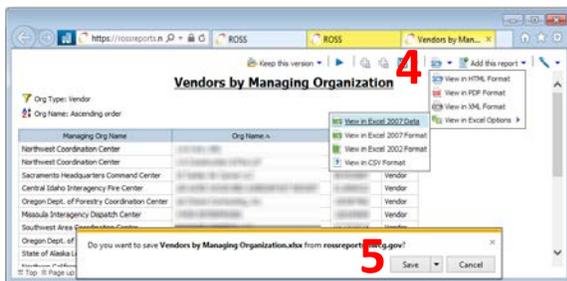
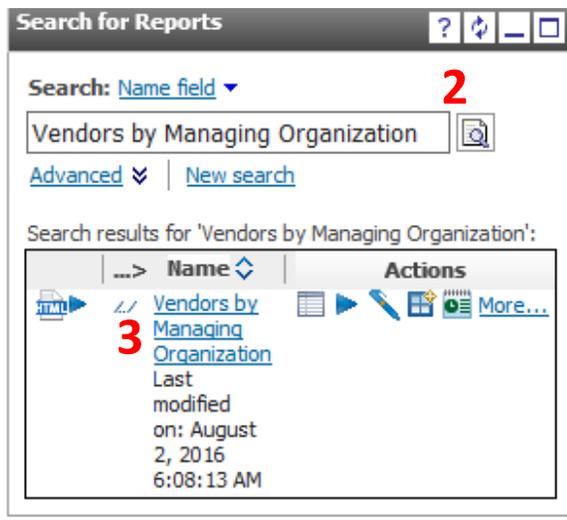
Note: Only the vendor's managing organization dispatch center can assign Vendor Rep Web Access. To determine the vendor's managing organization, first run the **Vendors by Managing Organization** report.

Navigate to Vendors by Managing Organization report from ROSS

1. ROSS>Reports tab>Reports Portal
2. In the Search Name field window type **Vendors by Managing Organization** and click the search button.
3. In Search Results click on **Vendors by Managing Organization** hyperlink
4. To save, select a format
5. Select **Save**

Alternate navigation

1. ROSS>Reports tab>Reports Portal
 2. ROSS – Original tab
 3. UC – Administration
 4. UC – Admin Resources
 5. **Vendors by Managing Organization**
- To save, select a format then save



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Assigning Vendor Rep Web Access

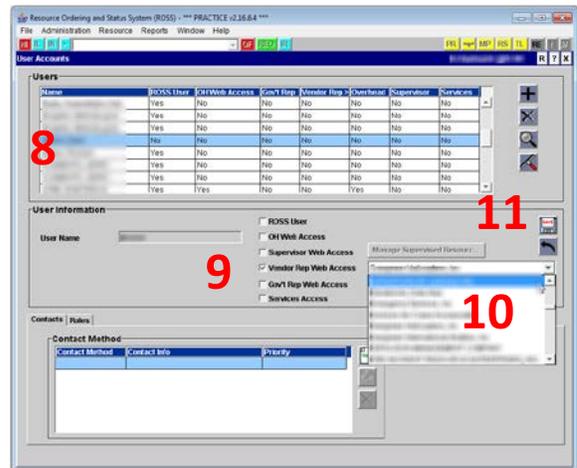
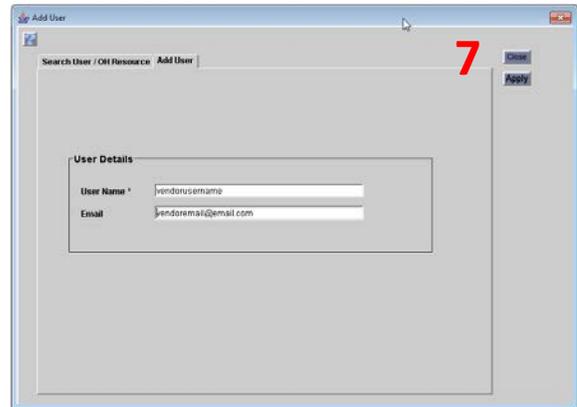
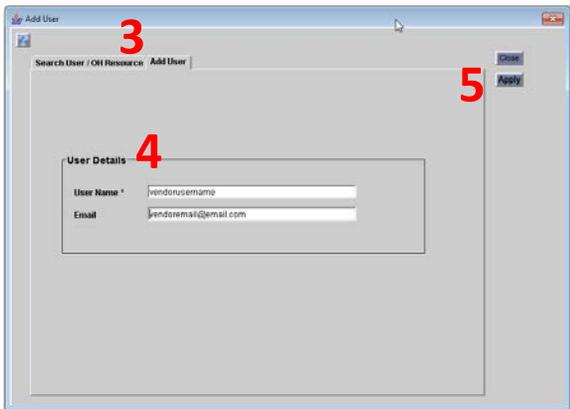
Note: A Vendor Rep must not be an overhead resource item. A Vendor Rep must be associated with only one vendor.

The **Account Manager** at the managing dispatch will need the following information to assign Vendor Rep Web Access:

- Vendor Name
- Vendor Rep NAP username
- Vendor Rep email (optional)

1. From the ROSS home screen select **Administration>User Accounts**
2. On the **User Accounts** screen, click the **Add User Account** button.
3. On the **Add User** dialog box, click the **Add User** tab
4. complete the **User Details** section
5. Click **Apply**

6. On the **New User** confirmation dialog box, click **OK**.
7. On the **Add User** dialog box, click **Close**.
8. Highlight new user in **Users** grid.
9. Click the **Vendor Rep Web Access** check box.
10. Select **Vendor Name** associated with Vendor Rep from dropdown list.
11. Click **Save**.



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