



البتروال الوطنفة
KNPC

شركة البترول الوطنفة الكوففة
إفءى شركاء مؤسمة البترول الكوففة
A Subsidiary of Kuwait Petroleum Corporation



Creating Additional users on KNPC eSourcing Portal

Quick User Guide

Version 2.0

March 2022



Introduction

Creating additional users can be useful to your company if you have different divisions with different company representatives who would normally respond to tenders. Please note that you are able to add additional users directly on the eSourcing Portal. 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).

Step 1: Visit <https://esourcing.knpc.com> and login to the KNPC eSourcing Portal.



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

SUPPLIER AREA

MY PROJECTS

- Dashboard
- File Sharing
- My RFQs / ITBs
- RFQs / ITBs Open to All Suppliers
- Auctions / e-Momarasah
- My RFIs
- RFIs Open to All Suppliers

USER PROFILE

- Manage my Profile
- Request for PQ
- Modify password
- User Administration
- Commercial Documents

eSOURCING HELPDESK

Need assistance?
Please contact our eSourcing Helpdesk:
Phone: (+965) 23887792, 23887794
E-mail: cwphelp@knpc.com

Contact Form

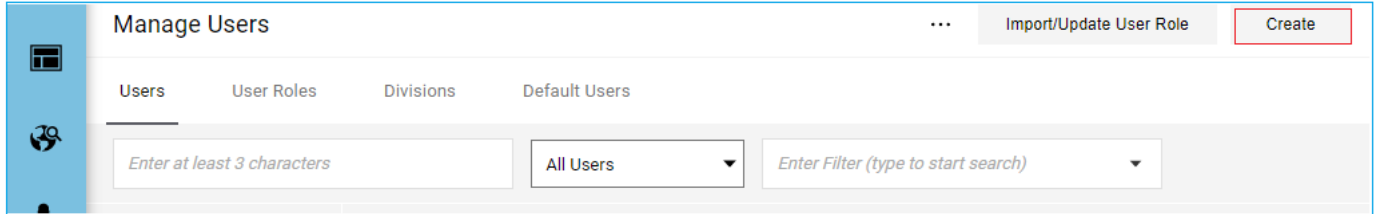
Bid Results Awarded Tenders Running Tenders

Step 2: Click on the 'User Administration' link

USER PROFILE

- Manage my Profile
- Request for PQ
- Modify password
- User Administration**
- Commercial Documents

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



Step 3: To create a New User, Click on the 'Create' button

Step 4: Complete the fields in the 'New User' screen. Fields that are marked with an asterisk (*) are mandatory. All mandatory fields must be completed in order to complete the registration form.



New User

Cancel Save

▼ User Details

* Last Name

* First Name

User Tag for Codes

* Email

* Telephone Number

Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.

* Division

Step 5: When you have filled of the required data fields, Click on the 'Save' button.



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

← New User View User Rights


i Ahmad Hamed has been registered as a new User. The login details have been sent via email to the following email address: gerc@KDB.com
The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently has no access to Objects by default.

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 Additional user.

Step 6: To define user rights for the newly registered user, Click on the 'View User Rights' button.

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.




← User: Ahmad Hamed ● Active  ... Request Password Reset

Details

User Details User Rights

→ User Rights

▼ RFX 

Visibility of RFX Lists
No

Access RFX 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

Step 7: Click on the 'Pen icon' (Edit button)



Step 8: Define the various user rights and then click on the 'Save' button.

User: Ahmad Hamed ● Active Cancel **Save**

→ User Rights

∨ RFX Set Minimum Rights Set Full Rights

* Visibility of RFX Lists
Yes

* Access RFX Details
Yes, if I'm associated to the Object

* Create Response
Yes, if I'm associated to the Object

* Modify Before Publishing
Yes, if I'm associated to the Object

* Modify and Submit
No

* Contact Visible to Buyer
Yes

* Messages Management
Yes

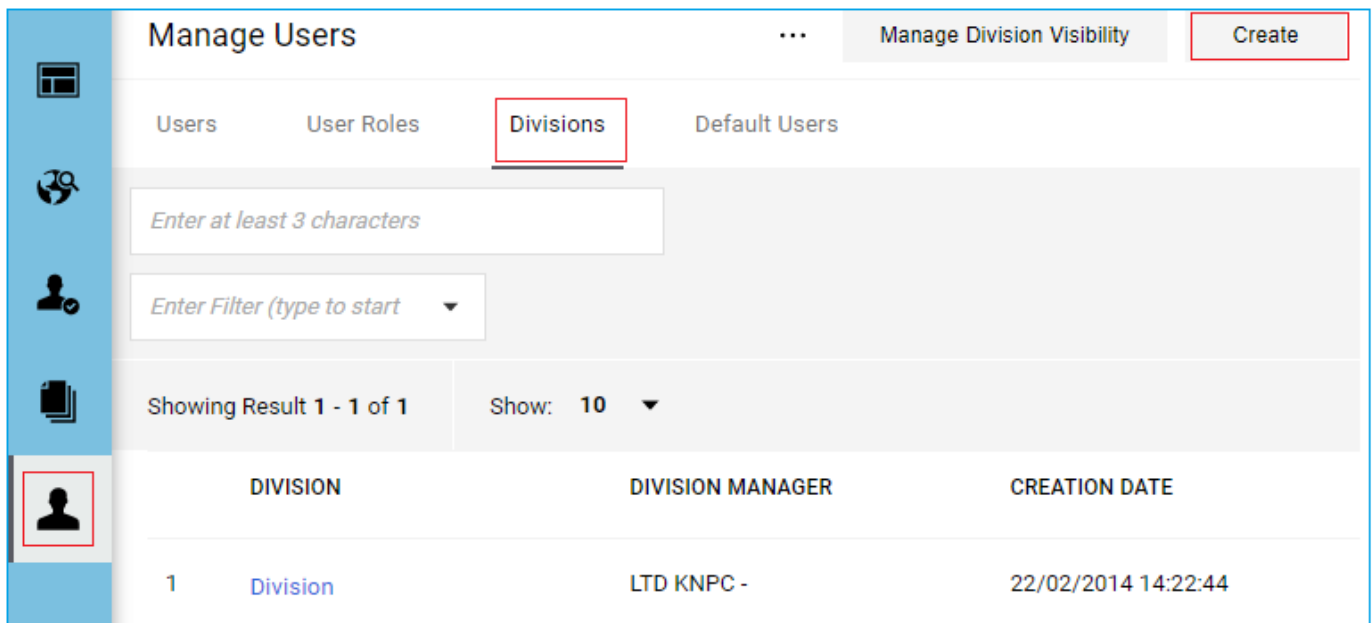
* View Sensitive Data (including; attachments, response, pricing etc)
Yes

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

Important: It is your responsibility to control the level of access that is granted to additional users and any associated confidentiality matters.

Creating a Division

Step 9: To create a new division, click on the 'Create' in the Divisions area



The screenshot shows the 'Manage Users' interface with the 'Divisions' tab selected. A red box highlights the 'Create' button in the top right corner. Below the tabs, there is a search bar with the placeholder text 'Enter at least 3 characters' and a filter dropdown with the placeholder text 'Enter Filter (type to start)'. The interface also shows 'Showing Result 1 - 1 of 1' and 'Show: 10'. The table below has three columns: 'DIVISION', 'DIVISION MANAGER', and 'CREATION DATE'. The table contains one row of data.

	DIVISION	DIVISION MANAGER	CREATION DATE
1	Division	LTD KNPC -	22/02/2014 14:22:44

Step 10: 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

Cancel Save

∨ Division Details

* Name

Description

Division Tag for Codes

* Division Manager

Hamed Ahmad ▼

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