IBM Digital Services Group

Sponsor: Supplier Connection

Project: E008S01 : Create process flow for registration and profile based on current site
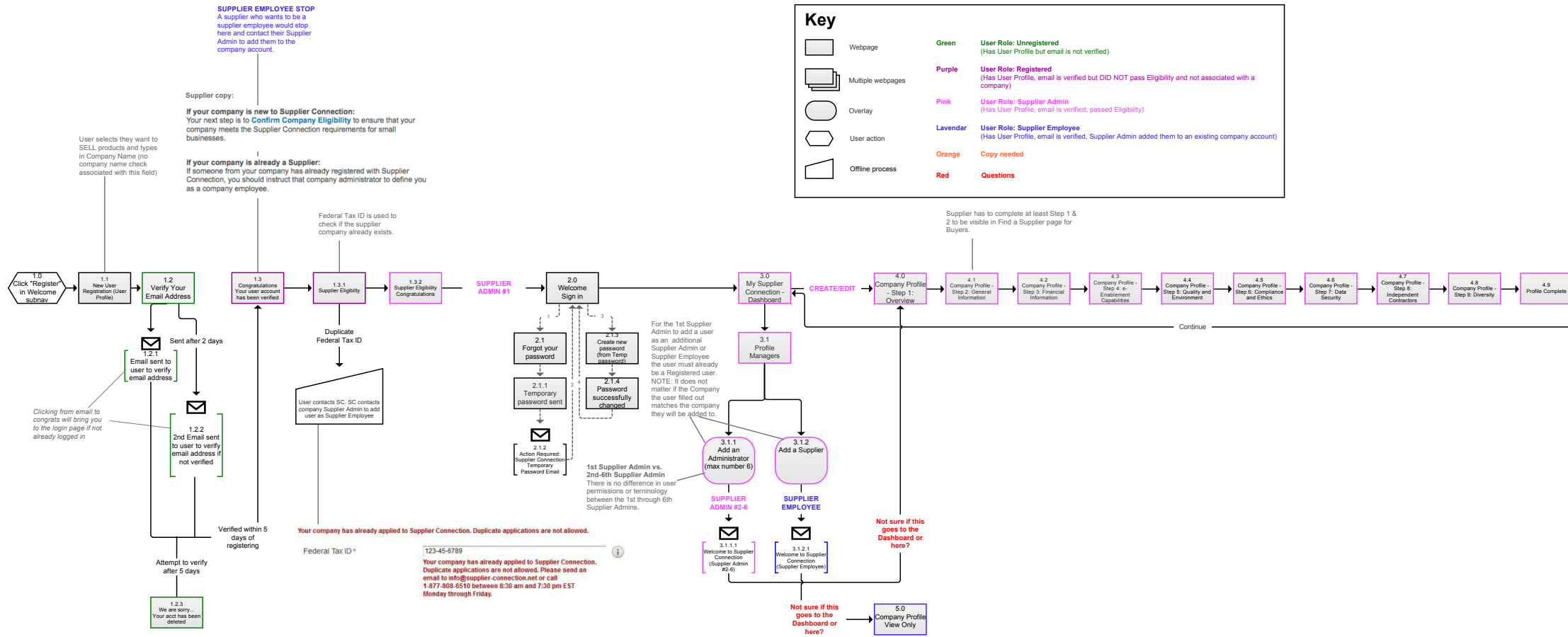
Sprint: 6.0

Version: 7.0

Standard: Bluemix

Author:
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UX Architect

Supplier Process Flow (including Eligibility)
Registration and Company Profile

REGISTER (Supplier Employee & Supplier Admin)

SUPPLIER EMPLOYEE STOP
A supplier who wants to be a supplier employee would stop here and contact their Supplier Admin to add them to the company account.

Supplier copy:

If your company is new to Supplier Connection:
Your next step is to **Confirm Company Eligibility** to ensure that your company meets the Supplier Connection requirements for small businesses.

If your company is already a Supplier:
If someone from your company has already registered with Supplier Connection, you should instruct that company administrator to define you as a company employee.

User selects they want to SELL products and types in Company Name (no company name check associated with this field)

Federal Tax ID is used to check if the supplier company already exists.

Supplier has to complete at least Step 1 & 2 to be visible in Find a Supplier page for Buyers.

Key

Symbol	Meaning
Webpage	
Multiple webpages	
Overlay	
User action	
Offline process	

Color	Description
Green	**User Role: Unregistered** (Has User Profile but email is not verified)
Purple	**User Role: Registered** (Has User Profile, email is verified but DID NOT pass Eligibility and not associated with a company)
Pink	**User Role: Supplier Admin** (Has User Profile, email is verified, passed Eligibility)
Lavender	**User Role: Supplier Employee** (Has User Profile, email is verified, Supplier Admin added them to an existing company account)
Orange	Copy needed
Red	Questions

1.0 Click "Register" in Welcome subnav

1.1 New User Registration (User Profile)

1.2 Verify Your Email Address

1.2.1 Email sent to user to verify email address — Sent after 2 days

Clicking from email to congrats will bring you to the login page if not already logged in

1.2.2 2nd Email sent to user to verify email address if not verified

Attempt to verify after 5 days

1.2.3 We are sorry... Your acct has been deleted

Verified within 5 days of registering

1.3 Congratulations Your account has been verified

1.3.1 Supplier Eligibility

1.3.2 Supplier Eligibility Congratulations

Duplicate Federal Tax ID

User contacts SC. SC contacts company Supplier Admin to add user as Supplier Employee

Your company has already applied to Supplier Connection. Duplicate applications are not allowed.

Federal Tax ID *
123-45-6789

Your company has already applied to Supplier Connection. Duplicate applications are not allowed. Please send an email to info@supplier-connection.net or call 1-877-808-6510 between 8:30 am and 7:30 pm EST Monday through Friday.

SUPPLIER ADMIN #1

2.0 Welcome Sign in

2.1 Forgot your password

2.1.1 Temporary password sent

2.1.2 Action Required: (Supplier Connection) Temporary Password Email

2.1.3 Create new password (from Temp password)

2.1.4 Password successfully changed

1st Supplier Admin vs. 2nd-6th Supplier Admin
There is no difference in user permissions or terminology between the 1st through 6th Supplier Admins.

For the 1st Supplier Admin to add a user as an additional Supplier Admin or Supplier Employee the user must already be a Registered user. NOTE: It does not matter if the Company the user filled out matches the company they will be added to.

3.0 My Supplier Connection - Dashboard

CREATE/EDIT

3.1 Profile Managers

3.1.1 Add an Administrator (max number 6)

SUPPLIER ADMIN #2-6

3.1.1.1 Welcome to Supplier Connection (Supplier Admin #2-6)

3.1.2 Add a Supplier

SUPPLIER EMPLOYEE

3.1.2.1 Welcome to Supplier Connection (Supplier Employee)

Not sure if this goes to the Dashboard or here?

5.0 Company Profile View Only

4.0 Company Profile - Step 1: Overview

4.1 Company Profile - Step 2: General Information

4.2 Company Profile - Step 3: Financial Information

4.3 Company Profile - Step 4: e-Enablement Capabilities

4.4 Company Profile - Step 5: Quality and Environment

4.5 Company Profile - Step 6: Compliance and Ethics

4.6 Company Profile - Step 7: Data Security

4.7 Company Profile - Step 8: Independent Contractors

4.8 Company Profile - Step 9: Diversity
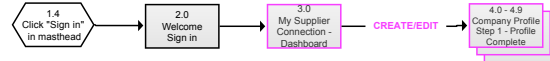
4.9 Profile Complete

Continue

SIGN IN (Supplier Employee, Supplier Admin, Unregistered User, Registered User)

SUPPLIER ADMIN #2-6
Max number of admin accounts for company is 6

After they are added to Company Account
Before a Supplier Admin is added to a Company Account they are only a Registered User

1.4 Click "Sign in" in masthead → **2.0** Welcome Sign in → **3.0** My Supplier Connection - Dashboard → **CREATE/EDIT** → **4.0 - 4.9** Company Profile Step 1 - Profile Complete

SUPPLIER EMPLOYEE
Unlimited number of supplier employees accounts can be added to company

After they are added to Company Account
Before a Supplier Employee is added to a Company Account they are only a Registered User

1.4 Click "Sign in" in masthead → **2.0** Welcome Sign in → **3.0** My Supplier Connection - Dashboard → **VIEW** → **5.0** Company Profile View Only

UNREGISTERED USER

1.4 Click "Sign in" in masthead → **2.0** Welcome Sign in → **2.2** Registration Incomplete → **1.2** Verify Your Email Address → Same process as Register flow

REGISTERED USER

1.4 Click "Sign in" in masthead → **2.0** Welcome Sign in → **1.3.1** Supplier Eligibility → Same process as Register flow

IBM Digital Services Group

Sponsor: Supplier Connection

Story: E002S13 : Buyer reviews new supplier registration process that will connect from buyer web domain to Supplier Connection

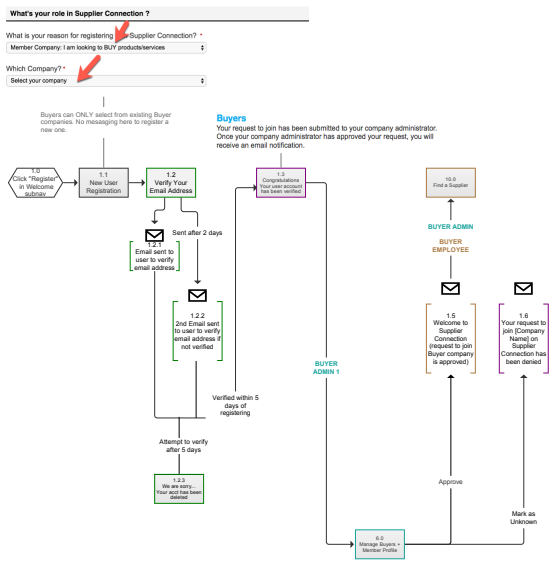**Task:** Buyer Registration Process Flow

Sprint: 9.0

Version: 4.0

Standard: Bluemix

Author:
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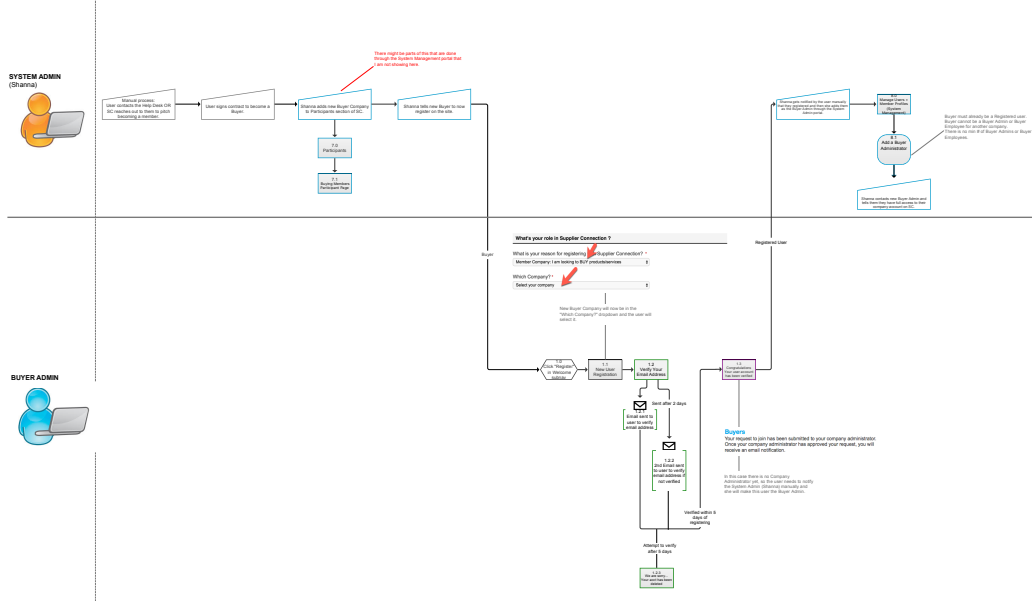UX Architect

Buyer Process Flow
Registration

Registering as a Buyer Employee to Existing Buyer Company

What's your role in Supplier Connection ?

What is your reason for registering [with] eSupplier Connection? *

[Member Company: I am looking to BUY products/services ▾]

Which Company? *

[Select your company ▾]

Buyers can ONLY select from existing Buyer companies. No messaging here to register a new one.

Buyers
Your request to join has been submitted to your company administrator. Once your company administrator has approved your request, you will receive an email notification.

```
1.0               1.1            1.2              1.3                      10.0
Click "Register"  New User       Verify Your      Congratulations          Find a Supplier
in Welcome        Registration   Email Address    Your user account
subnav                                            has been verified
```

BUYER ADMIN

BUYER EMPLOYEE

Sent after 2 days

```
1.2.1
Email sent to
user to verify
email address
```

```
1.2.2
2nd Email sent
to user to verify
email address if
not verified
```

```
1.5                      1.6
Welcome to               Your request to
Supplier                 join [Company
Connection               Name] on
(request to join         Supplier
Buyer company            Connection has
is approved)             been denied
```

BUYER ADMIN 1

Verified within 5 days of registering

Attempt to verify after 5 days

```
1.2.3
We are sorry...
Your acct has been
deleted
```

Approve

Mark as Unknown

```
6.0
Manage Buyers +
Member Profile
```

Key

Symbol	Name		
▭	Webpage	**Green**	**User Role: Unregistered** (Has User Profile but email is not verified)
▱	Multiple webpages	**Purple**	**User Role: Registered** (Has User Profile, email is verified but DID NOT pass Eligibility and not associated with a company)
⬭	Overlay	**Pink**	**User Role: Supplier Admin #1** (Has User Profile, email is verified, passed Eligibility)
⬡	User action	**Lavender**	**User Role: Supplier Employee** (Has User Profile, email is verified, Supplier Admin added them to an existing company account)
▱	Offline process	**Sea Green**	**User Role: Buyer Admin** (Has User Profile, email is verified, 1st Buyer Admin is added by Shannon (System Admin) to their company account. All additional Buyer Admins are added by the 1st Buyer Admin. Buyer admin can edit member profile (buyer company profile) and add or remove Buyers.)
		Brown	**User Role: Buyer** (Has User Profile, email is verified, Buyer Admin added them to an existing company account. Buyer Employee is like supplier employee has read only access.)
		Brown	**User Role: System Admin** (Has User Profile, email is verified, Buyer Admin added them to an existing company account)
		Orange	Copy needed
		Red	Questions

User Registering to Become a New Buyer Company and Then Being Added as Buyer Admin

SYSTEM ADMIN
(Shanna)

BUYER ADMIN

Key

Buyer Process Flow
Registration

SIGN IN (Buyer is registered but not added to company yet by Buyer Admin)

```
┌─────────┐      ┌─────────┐      ┌─────────┐
│  1.4    │      │  2.0    │      │  1.7    │
│ Click   │─────▶│ Welcome │─────▶│Your     │
│"Sign in"│      │ Sign in │      │request  │
│in       │      │         │      │for Buyer│
│masthead │      │         │      │access is│
└─────────┘      └─────────┘      │pending  │
                                  └─────────┘
```

What is the User Role of a user who is trying to register as a Buyer to an existing company but the Buyer Admin has not approved their request yet?

Key

▭	Webpage	
▤	Multiple webpages	
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Pink — **User Role: Supplier Admin #1**
(Has User Profile, email is verified, passed Eligibility)

Lavendar — **User Role: Supplier Employee**
(Has User Profile, email is verified, Supplier Admin added them to an existing company account)

Sea Green — **User Role: Buyer Admin**
(Has User Profile, email is verified, 1st Buyer Admin is added by Shannon (System Admin) to their company account, All additional Buyer Admins are added by the 1st Buyer Admin. Buyer admin can edit member profile (buyer company profile) and add or remove Buyers.)

Brown — **User Role: Buyer**
(Has User Profile, email is verified, Buyer Admin added them to an existing company account. Buyer Employee is like supplier employee has read only access.)

Brown — **User Role: System Admin**
(Has User Profile, email is verified, Buyer Admin added them to an existing company account)

Orange — **Copy needed**

Red — **Questions**