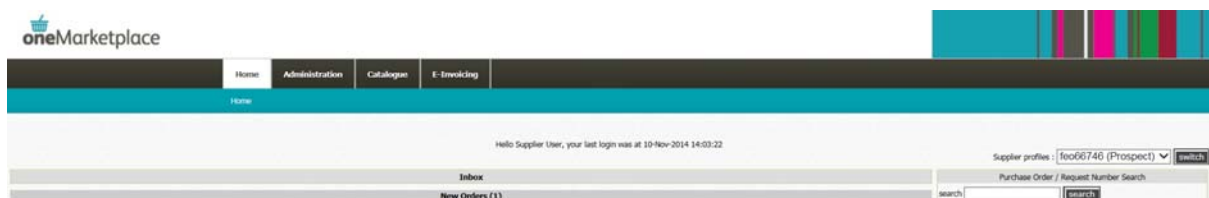


# oneMarketplace

## Creating Multiple Profiles

If you receive multiple log ins from OneMarketplace you will have two usernames and two profiles these can be viewed under one log in by switching the Supplier Profile on the home page.



The screenshot shows the oneMarketplace home page. The top navigation bar includes 'Home', 'Administration', 'Catalogue', and 'E-Invoicing'. Below the navigation bar, there is a message: 'Hello Supplier User, your last login was at 10-Nov-2014 14:03:22'. On the right side, there is a 'Supplier profiles' dropdown menu showing 'fco66746 (Prospect)' with a 'Switch' button next to it. Below the dropdown, there is a 'Purchase Order / Request Number Search' field with a 'Search' button.

To enable this you need to add the details so they are linked.

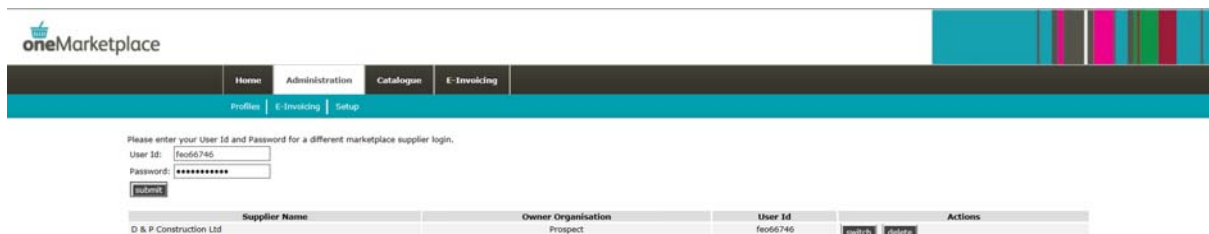
From the administration tab select profiles – Supplier Profiles



The screenshot shows the oneMarketplace Administration page. The top navigation bar includes 'Home', 'Administration', 'Catalogue', and 'E-Invoicing'. Below the navigation bar, there is a 'Profiles' tab. The 'Supplier Profiles' form is displayed, asking for 'User Id' and 'Password' for a different marketplace supplier login. The 'User Id' field contains 'fco66746' and the 'Password' field contains '\*\*\*\*\*'. There is a 'Submit' button.

Enter the user name and the password of the other account and select submit

This will add the details underneath and allow you to switch or delete.



The screenshot shows the oneMarketplace Administration page. The top navigation bar includes 'Home', 'Administration', 'Catalogue', and 'E-Invoicing'. Below the navigation bar, there is a 'Profiles' tab. The 'Supplier Profiles' form is displayed, asking for 'User Id' and 'Password' for a different marketplace supplier login. The 'User Id' field contains 'fco66746' and the 'Password' field contains '\*\*\*\*\*'. There is a 'Submit' button. Below the form, there is a table with the following data:

Supplier Name	Owner Organisation	User Id	Actions
D & P Construction Ltd	Prospect	fco66746	<a href="#">Switch</a> <a href="#">Delete</a>

On the home page your supplier profile will allow you to move between the two accounts.