

# New Contact Enrollment - One Page - (Supplier)

After logging in, go to the menu located on the left and click on Contact People



Here, you can add a New User by clicking on the plus sign.

- Administration
- Contact people**
- Company profile
- Logistic
- Requests
- Commodities
- Actions

Deutsch English Home Logout

**Contact people**

Save + New user Reload

**Edit person**

Save Close

Salutation: Mr.

First name\*: Thomas

Last name\*: Mustermann

Telephone\*: 0049 6864 81 5555

Mobile:

Fax:

E-Mail\*: mustermann.tomas@ville

**Create portal user**

Loginname\*: mustermann.thomas



Important: in order to generate a Portal Access for the new user, check Create Portal User.