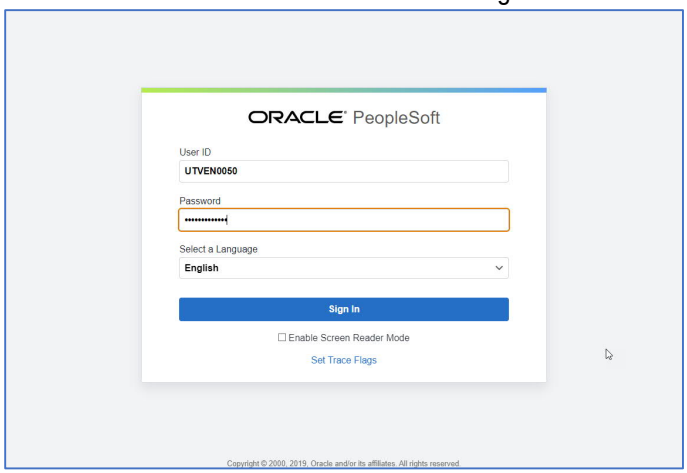
UT Southwestern Medical Center
PeopleSoft Accounts Payable Supplier Portal – Add additional users

The Administrator for each company has been designated as someone with authority to make changes such as update for address, banking information, and the ability to add additional users to access invoice/payment status. The following are instructions on how to add additional view only users. See the main Accounts Payable Supplier Portal page for any additional instructions needed.

Steps for PeopleSoft Supplier Portal Add User:

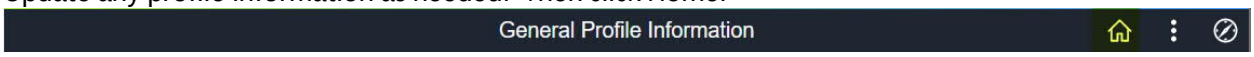
Go to Supplier Log In link found on UT Southwestern Accounts Payable Supplier Portal page. Login screen will be loaded as below.

Enter User User ID / Password and click Sign in



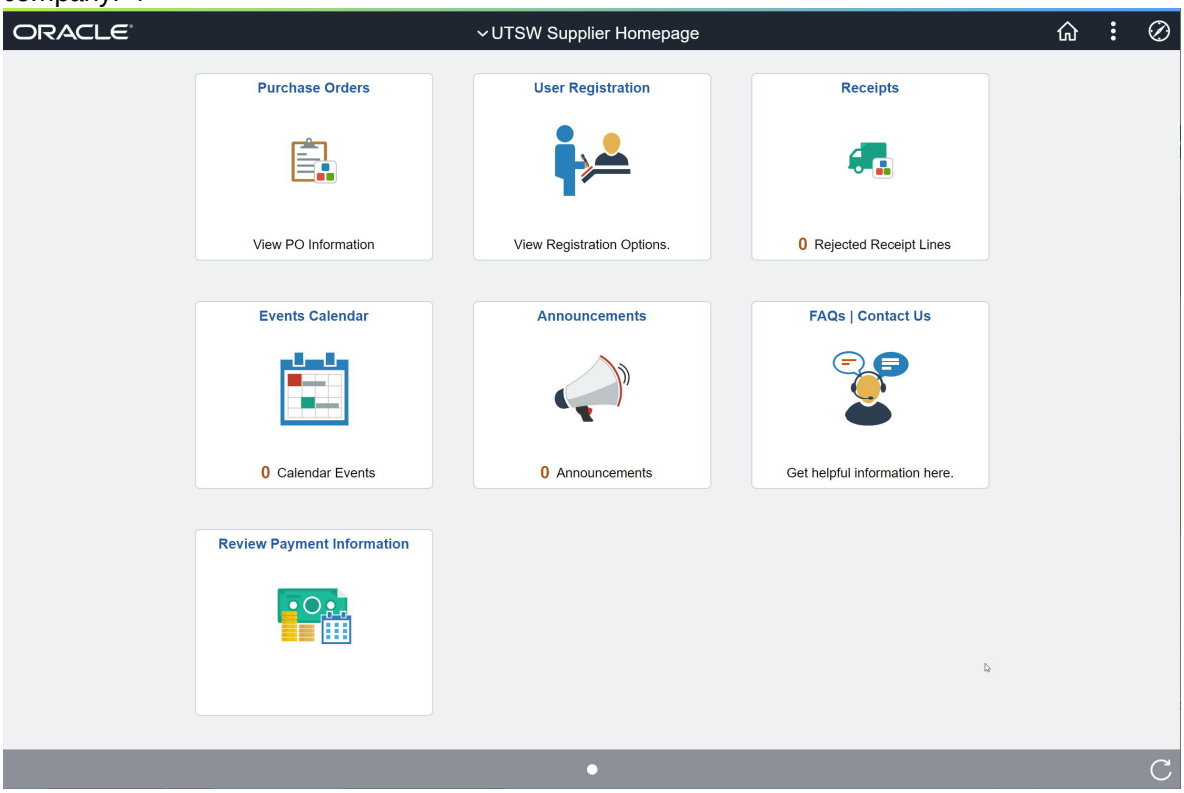
General profile information will be displayed

Update any profile information as needed. Then click Home.

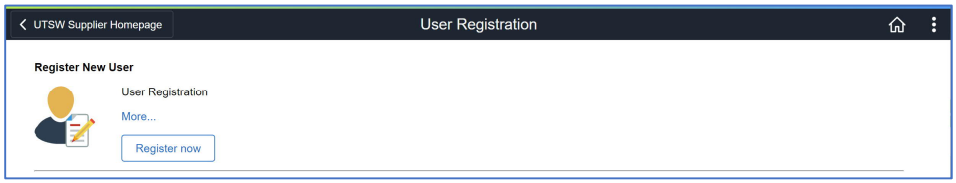


To Register new user accounts, you must know your supplier ID. If you don't have your Supplier ID, please call Supplier Maintenance at (214)-648-0800 or email UTSWAccounting@UTSouthwestern.edu

Supplier portal homepage will be displayed. Click on “User Registration” tile to add new user for your company. T



User registration page to start. Click Register Now



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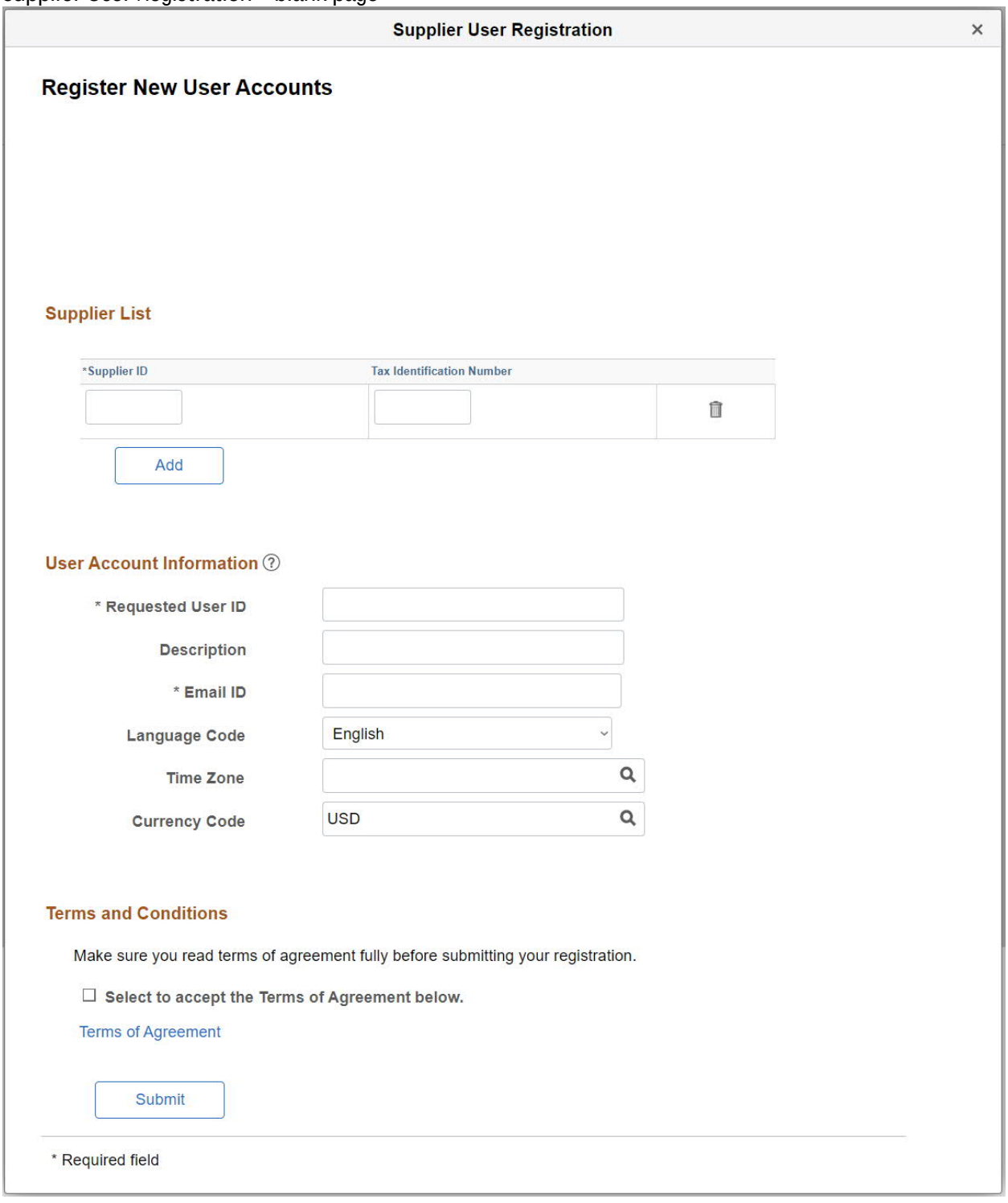
Supplier User Registration – blank page



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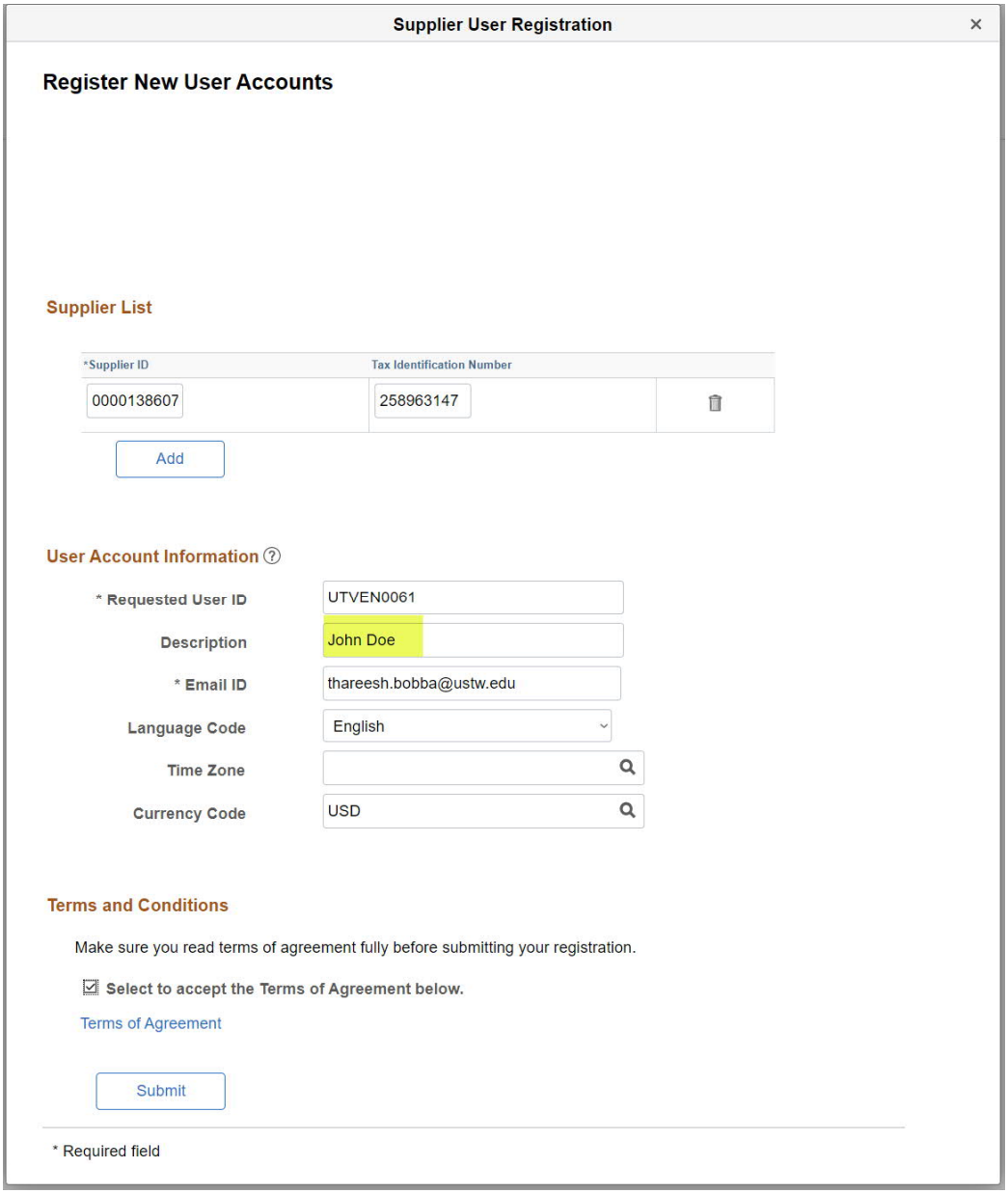
Enter your assigned supplier ID and tax identification number.

Enter new user account information in the User Account Information fields and click the Submit button to finalize the request for the new user account based on the specified supplier ID.

- Requested User ID – Use individual email address
- Description field - Use individuals name to identify the user account.



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Click OK to close the screen.

The following email confirmation will be sent to the email used in the registration.

EXTERNAL MAIL

Your User ID UTVEN0061 associated with Supplier ID 0000138607 has been submitted.

You will be notified at this email address of any changes in your registration status.

If you have any question or feedback regarding your User ID UTVEN0061, please call the application service center at (214)-648-0800, or email UTSWAccounting@UTSouthwestern.edu.

Thank you,
UT Southwestern Medical Center.

CAUTION: This email originated from outside UTSW. Please be cautious of links or attachments, and validate the sender's email address before replying.

User account approval notification is sent – email example:

Your User ID UTVEN0061 associated with Supplier ID 0000138607 has been approved.

You will be notified at this email address of any changes.

If you have any question or feedback, please call us at (214)-648-0800 or email at UTSWAccounting@UTSouthwestern.edu.

Thank you,
UT Southwestern Medical Center

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New user will receive account login details after approved by UT Southwestern – email example:

Your user creation request has been approved. A user profile has been created for you in our system.

User ID: UTVEN0061
Password: UTVEN0061!9yS
Supplier Name: Test Supreg0414
Supplier ID: 0000138607

Please use the following link to logon to our website to change your password or view/update your information

http://swlxmocws1.swmed.edu:8050/psp/FMUAT92/SUPPLIER/ERP/c/MAINTAIN_SECURITY.USERMAINT_SELF.GBL?Page=USER_SELF_SERVICE&Action=U&BIDDER_ID=0000138607

If you have any questions regarding your user account, please call Supplier Maintenance at (214)-648-0800 email at UTSWAccounting@UTSouthwestern.edu.

Thank you,
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