eProcurement User, Roles, Organization Process (EURO) - External Webform

Procedure Overview

The eProcurement User, Roles, Organization Process (**EURO**) is designed as a single, new, self-service procedure used:

- to request new user eProcurement ID
- to update an existing user's eProcurement access
- to reactivate an existing account

Use this new procedure to create or update user ID information, including reactivation, for new or existing eProcurement users by accessing an External **Webform**.

The **External Webform** will be used by suppliers to request new user ID and access, or to update existing access, including reactivation. These requests can only be for the **Buyer** module.

The user will receive an email containing their new User ID and login information when the request is approved. If it is denied, they will receive an email explaining why the request was denied.

Prerequisite

External users will be provided a URL to access the eProcurement launch page.

Procedure to Use the External Webform – New External User

eProcurement Launch Page

Step 1 Click the **New Users** link in the upper right of the tool bar to open the eProcurement Registration page.

eProcurement Registration page

Step 2 Click the **Registration Webform** link to access the **External Webform**.

Supplier User Registration page

Step 3   Complete the following fields.

New User?	Select **Yes** if this is a request for a new user ID. Select **No** if this is a reactivation or change for an existing account.
	Note: There is **no default** for this field.
User Last Name	Enter your name information
User Middle Name	
User First Name	
User Email	Enter your email information.
	Note: This field is validated for a standard email format.

Step 4   Click the **Retrieve Info** button which will search the eProcurement database to see if a user by this name and email address already exists. The **Last Name**, **First Name** and **User Email** values must match **exactly** for any data to be retrieved. If there is no exact match the request will be treated as a request for a new user ID.

Supplier User Registration page –access request section

Note: If the incorrect user information displays, you can click the **Reset** button to restart the request process.

Step 5 Complete the following fields as necessary for the purpose of the request.

Phone	Enter your phone number.
Supplier Company Name	Enter your Company's name. **Note:** Once the user id is created, Buyer users would use the eProcurement Buyer User Profile Update feature to modify Associated Supplier information
Chevron Supplier ID (PVEN)	If known, enter your Company's Chevron ID (PVEN). This is the Chevron Supplier ID as created in either a JDE or SAP ERP system.

Currency and Locale Information

Note: These fields only appear for a new user ID request. Once the user ID has been established, this information will be hidden in EURO and can only be updated in the Buyer module.

Currency	This value will default into transactions/activities performed in accessed module. Select the appropriate Currency for the user. Defaults to **US Dollar** for all users.
Locale ID	This value will control the language in which field labels will appear in the accessed module. Select the appropriate Locale ID for the user. Defaults to **English-United States** for all users.

Buyer Access Information

New Access	Check this box to request access to eProcurement Buyer. When this box is selected the following field will display.
Business Unit Affiliation	Select the Chevron Business Unit with which you will be working.

Chevron Contact Information

Chevron Contact Name	Enter your contact person at Chevron.

Comments

Comments	Provide any appropriate or necessary information

Step 6 Click the **Submit** button to submit the request for approval.

User Request Submitted

Note: The requestor should note and use the **Tracking ID** in any follow-up communications concerning this request.

Important: All requests for eProcurement **Buyer** access will follow the established approval rules for that application.

End of Use the Internal Webform – New Supplier User Procedure

Procedure to Use the Internal Webform – Modifying an Existing User

eProcurement Launch Page

Step 1   Click the **New Users** link in the upper right of the tool bar to open the eProcurement
Registration page.

eProcurement Registration page

Step 2   Click the **Registration Webform** link to access the **External Webform**.

Supplier User Registration page

Step 3   Complete the following fields.

New User?	Select **No** if this is a reactivation or change for an existing account. **Note:** There is **no default** for this field.
User Login ID	Enter your assigned Chevron user ID.

Step 4   Click the **Retrieve Info** button which will retrieve information from the eProcurement
database for the person for whom the request is being made.

Note: If the **User Login ID** provided does not **exactly** match an existing ID in the
eProcurement database, eProcurement assumes this is a new request, and displays the
above page. From here the user can click the **OK** button and either try the user ID again or
populate the fields presented to retrieve the user information.

Supplier User Registration page –access request section

The **Last Name, Middle Name, First Name, E-Mail, Phone, Supplier Company Name** and **Chevron Supplier ID** fields will contain information retrieved from eProcurement. This information **cannot** be changed here.

If the incorrect user information displays, you can click the **Reset** button to restart the request process.

Step 5   Modify, complete, or verify the following fields as necessary for the purpose of the request.

Buyer Access Information

Note: Once the user id is created, Buyer users would use the eProcurement Buyer User Profile Update feature to modify Supervisor or Business Unit information.

Modify Access	Check this box to modify the current access to eProcurement Buyer. When this box is selected the following fields display. **Note:** If no Buyer Access Information exists, the **New Access** checkbox will be available. See the Procedure to Use the External Webform – New External User.
Current User Access Details	Displays a listing of the Buyer partitions this user has access to. The information that displays **cannot** be changed here. **Important:** If a partition is marked **Inactive,** to reactivate that access, the user must select the appropriate Business Unit in the **Additional Business Unit Affiliation** field and then submit the request. The approval request will be marked as a reactivation.
Additional Business Unit Affiliation	Make a selection to request access to another partition. **Note:** Selecting a business unit actually provides access to the **partition** associated with it. The list will not display business units for partitions to which the user already has access. **Important:** See above note concerning reactivating an account.

Chevron Contact Information

Chevron Contact Name	Enter your contact person at Chevron.

Comments

Comments	Provide any appropriate or necessary information

Step 6   Click the **Submit** button to submit the request for approval.

User Request Submitted

Exit
User Request - Submitted Webform
• Your request has been successfully submitted to Chevron eProcurement.   • Your Tracking ID for future reference is **EURO_388**.   • Your request will be processed and you will be notified of the outcome by email.   • Please contact us via email at epHelp@chevrontexaco.com or via phone at **1-866-239-3071** with any questions or concerns that you may have.

Note: The requestor should note and use the **Tracking ID** in any follow-up communications concerning this request.

Important: All requests for eProcurement **Buyer** access will follow the established approval rules for that application.

End of Use the External Webform – Modify Existing User Procedure

End of all Procedures