



## **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**

eProcurement 

[Home](#) [New User](#) [Privacy](#) [Help](#)

### Register for Chevron eProcurement Access

#### Buyer/Contracts/IPAT, Analysis, eSourcing, and Category Management

To obtain a new user account or modify an existing one for Chevron eProcurement Buyer/Contracts/IPAT, Analysis, eSourcing, and Category Management, complete the [Registration Webform](#).

Once approved, the new user will receive a user ID, password, and access instructions via email.

For help with the Registration Webform:

**Chevron Employee or Contractor**, click [Internal User Instructions](#)  
**Chevron External Supplier**, click [External User Instructions](#)  
Email Support: [ephhelp@chevron.com](mailto:ephhelp@chevron.com)

#### PCard

To obtain a new PCard account, follow the instructions found on the [FSS Accounts Payable website](#).

If you have any questions, contact one of the following:

PCard Telephone Support: [925-680-3900](tel:925-680-3900)  
PCard Email Support: [purc1@chevrontexaco.com](mailto:purc1@chevrontexaco.com)

Last Update: 2 August 2006  
©2006 Chevron Corporation

Technical Contact: [eProcurement](#)

[Terms of Use](#)  
Company Confidential

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

# eProcurement Help

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



### Supplier User Registration page

Please complete the User registration form below to obtain a New User Account, Reactivate your existing Account, or Request Additional Chevron Business Unit Affiliations for Chevron's eProcurement application

Submit Exit

### Supplier User Registration Webform

Supplier User Information - Enter the Valid Information and click on "Retrieve Info Button"

New User ?  Yes  No

\*User Last Name

User Middle Name

\*User First Name

\*User E-Mail

Retrieve Info

Note : \* Indicates Required Fields.

Submit Exit

**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

---

**Supplier User Registration**Webform

---

Supplier User Information - Click on "Reset" button if you do not wish to continue

New User ?  Yes  No

\*User Last Name

User Middle Name

\*User First Name

\*User E-Mail

\*Phone (if Unknown 999-999-9999)

\*Supplier Company Name

Chevron Supplier ID (PVEN)

---

**Currency and Locale Information**

\*Currency

\*Locale ID

---

**Buyer Access Information**

Buyer Access Information  New Access  Modify Access

\*Business Unit Affiliation

---

**Chevron Contact Information**

\*Chevron Contact Name

---

**Comments - Entire Webform**

Comments

---

Note : \* Indicates Required Fields.

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

# eProcurement Help

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

---



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

<b>Phone</b>	Enter your phone number.
<b>Supplier Company Name</b>	Enter your Company's name. <b>Note:</b> Once the user id is created, Buyer users would use the eProcurement Buyer User Profile Update feature to modify Associated Supplier information
<b>Chevron Supplier ID (PVEN)</b>	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.

<b>Currency</b>	This value will default into transactions/activities performed in accessed module. Select the appropriate Currency for the user. Defaults to <b>US Dollar</b> for all users.
<b>Locale ID</b>	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 <b>English-United States</b> for all users.

### **Buyer Access Information**

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

### **Chevron Contact Information**

<b>Chevron Contact Name</b>	Enter your contact person at Chevron.
-----------------------------	---------------------------------------

### **Comments**

<b>Comments</b>	Provide any appropriate or necessary information
-----------------	--

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



### **User Request Submitted**

A screenshot of a webform titled "User Request - Submitted". The form has a light blue header bar with the title on the left and "Webform" on the right. Below the header, there is a list of four bullet points. At the top right and bottom right of the form area, there are "Exit" buttons.

- 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](mailto: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 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

eProcurement

[Home](#) [New User](#) [Privacy](#) [Help](#)

### Register for Chevron eProcurement Access

#### Buyer/Contracts/IPAT, Analysis, eSourcing, and Category Management

To obtain a new user account or modify an existing one for Chevron eProcurement Buyer/Contracts/IPAT, Analysis, eSourcing, and Category Management, complete the [Registration Webform](#).

Once approved, the new user will receive a user ID, password, and access instructions via email.

For help with the Registration Webform:

**Chevron Employee or Contractor**, click [Internal User Instructions](#)  
**Chevron External Supplier**, click [External User Instructions](#)  
 Email Support: [ephhelp@chevron.com](mailto:ephhelp@chevron.com)

#### PCard

To obtain a new PCard account, follow the instructions found on the [FSS Accounts Payable website](#).

If you have any questions, contact one of the following:

PCard Telephone Support: [925-680-3900](tel:925-680-3900)  
 PCard Email Support: [purc1@chevrontexaco.com](mailto:purc1@chevrontexaco.com)

Last Update: 2 August 2006  
©2006 Chevron Corporation
Technical Contact: [eProcurement](#)
[Terms of Use](#)  
Company Confidential

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

### Supplier User Registration page

Supplier User Registration
Webform

Supplier User Information - Enter the Valid Information and click on "Retrieve Info Button"

New User ?  Yes  No

\*User Login Id

**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.

The screenshot displays a webform titled "Supplier User Registration" with a "Webform" label in the top right corner. The form contains the following elements:

- Buttons for "Submit" and "Exit" in the top right corner.
- A header bar with "Supplier User Registration" on the left and "Webform" on the right.
- A sub-header: "Supplier User Information - Enter the Valid Information and click on 'Retrieve Info Button'".
- A "New User ?" section with radio buttons for "Yes" (selected) and "No".
- Four text input fields labeled: "\*User Last Name", "User Middle Name", "\*User First Name", and "\*User E-Mail".
- A "Retrieve Info" button at the bottom center.
- An overlaid error dialog box titled "Microsoft Internet Explorer" with a yellow warning icon and the text "Invalid Login Id" and an "OK" button.

**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.

# eProcurement Help

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



### Supplier User Registration page –access request section

#### Supplier User Registration Webform

Supplier User Information - Click on "Reset" button if you do not wish to continue

New User ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*User Login Id	<input type="text" value="l_gray13"/>
*User Last Name	<input type="text" value="Gray"/>
User Middle Name	<input type="text" value="M"/>
*User First Name	<input type="text" value="Luther"/>
*User E-Mail	<input type="text" value="lmgray@central.com"/>
*Phone (if Unknown 999-999-9999)	<input type="text" value="888-999-1010"/>
*Supplier Company Name	<input type="text" value="Central Logistics Co"/>
Chevron Supplier ID (PVEN)	<input type="text"/>

---

#### Buyer Access Information

Buyer Access Information	<input type="checkbox"/> New Access <input checked="" type="checkbox"/> Modify Access
Current User Access Details	<input type="text" value="SR_SAP2 - Active&lt;br/&gt;SR_SAP3 - Active"/>
*Additional Business Unit Affiliations	<input type="text" value="--&gt; Please Select One &lt;--"/>

---

#### Chevron Contact Information

*Chevron Contact Name	<input type="text"/>
-----------------------	----------------------

---

#### Comments - Entire Webform

Comments	<input type="text"/>
----------	----------------------

Note : \* Indicates Required Fields.

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**

A screenshot of a webform titled "User Request - Submitted". The form has a light blue header bar with the title on the left and the word "Webform" on the right. In the top right corner of the form area, there is a small button labeled "Exit". The main content area contains a bulleted list of four items:

- 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](mailto: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**