

**San Diego Unified School District
Supplier User Access Request Form**

For use by existing Suppliers only

Vendor Info	
Vendor ID <i>(For multiple IDs please separate with a comma)</i>	
Vendor Name	
Submission Date	
Vendor Contact Name <i>(First and Last)</i>	
Vendor Contact Email	
Vendor Contact Phone	
SDUSD Buyer Contact Name <i>(First and Last)</i>	
SDUSD Buyer Contact Email	

Please define each of your potential vendor users with one row and note that users will not be allowed to share their user ids.

First Name	Last Name	User Email ID	Job Title	Supplier User Role Required*

*Indicate 1, 2 or 3 based on the description of the user roles below.

Descriptions for each of the Vendor Roles listed in the table below

Vendor Roles and Descriptions	
1 - Supplier Executive	This role will be a super user role for the vendor. The user with this title will be able to perform all external activities within eSupplier. This role will have the ability to perform all of the activities below: <ul style="list-style-type: none"> • Maintain vendor address and contact information • Review Purchase Orders, Change Orders, Receipts and Order Summary information • Reviews Voucher, Payments, and Account Balance information
2 – Supplier Account Manager	This role would normally be assigned to the employee who reviews the vendor business information (company address, phone and contact data) and procurement information. This role will have the ability to perform all of the activities below: <ul style="list-style-type: none"> • Maintain vendor address and contact information • Review Purchase Orders, Change Orders, Receipts and Order Summary information
3 - Supplier AR Specialist	This role would normally be assigned to the employee who manages the Customer Billing and Invoices sent to SDUSD. This role will have the ability to perform all of the activities below: <ul style="list-style-type: none"> • Reviews Invoices, Voucher, Payments, Receipts and Account Balance information

Approval:

Your signature below approves this request to create the new user IDs to access the San Diego Unified School District’s PeopleSoft Vendor eSupplier system.

Name

Date

Signature