

Work instruction: “How to add a new Supplier Manager Workforce to a supplier”

This work instruction explains how to add a new Supplier Manager Workforce to an organization/supplier. The Supplier Manager Workforce is responsible for managing the external workers of an external organization/supplier. The first Supplier Manager Workforce must be added by the KPN-contractmanager or requestor of a new supplier. If there is at least one Supplier Manager Workforce registered, this Supplier Manager Workforce can add additional Supplier Managers Workforce.

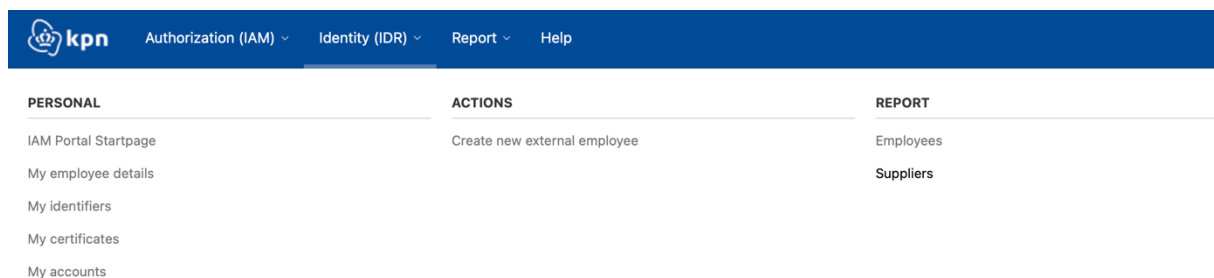
Step 1: For KPN personnel within the KPN network, please go to :

<https://iamportal.kpnnet.org/>

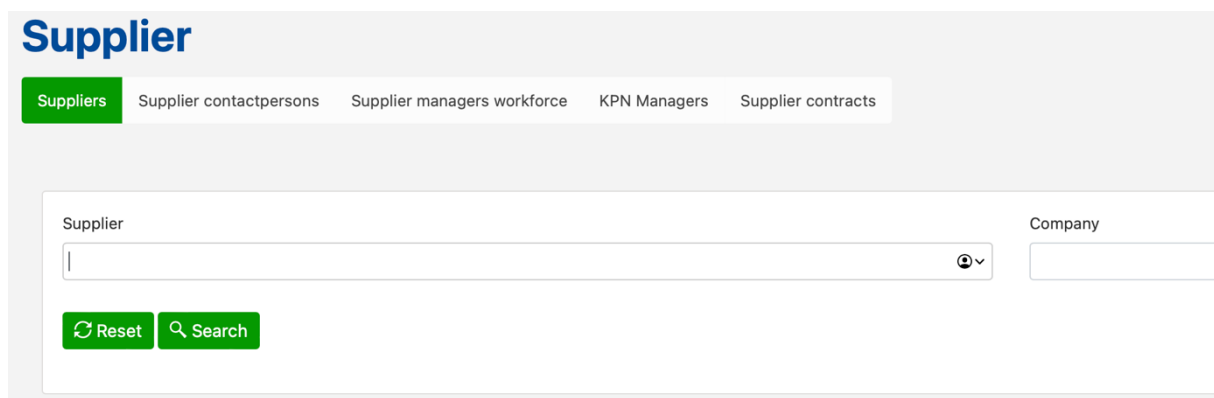
For external personnel, outside the KPN network, please go to:

<https://iamportal.mysmartxs.com>

Once logged in, go to “Identity (IDR)” -> “Report” -> “Suppliers”.



You will see this screen:



In the section “Suppliers” the suppliers will be listed for which you are responsible.

Step 2: Select the right supplier.

Step 3. An overview of all relevant supplier data is provided. A new Supplier Manager Workforce can be added in the third block called “Supplier managers workforce”.

Supplier contactpersons

Company	Employment number	Last name ▲	Name	CBL number	Department code

Supplier managers workforce

Company	Employment number	Last name ▲	Name	CBL number	Department code

The current Supplier Manager(s) Workforce credentials are displayed here as well.

For KPN colleagues that want to add the first SMW: this field is empty, since you are responsible to add the first Supplier Manager Workforce for the selected supplier.

Before a new Supplier Manager Workforce can be added, this person needs to be registered as external worker in IAM.

Step 4: There are two options available:



Please note: Always press the button “Create new manager workforce”, otherwise the SMW does not receive all authorizations necessary. This results in a new screen enabling you to register the Supplier Manager Workforce as new external worker.

For more information on this process, please follow the instruction “[How to register a new external worker?](#)” and continue to step 5.

Step 5. In this screen (next page) you have the option to search in the IAM-system for the already registered external worker that needs to become the new Supplier Manager Workforce for this supplier. Use one of the provided criteria.

Find employee

Name	Last name	CBL number	Employment number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ruis ID	Manager	Department	Supplier name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company	E-mail / Phone number	Card number	License plate
<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Press the “Search” button to search this person in the IAM-database. We advise you to use the “Last name” criteria. Press the magnifier to select the right person. The selected person has been added in the role of Supplier Manager Workforce.

Please note that additional action is required to enable the Supplier Manager Workforce to receive credentials to access and log into the IAM system.

These additional steps are explained in the work instruction “[Request external access to IAM for a new Supplier Manager Workforce](#)”.