

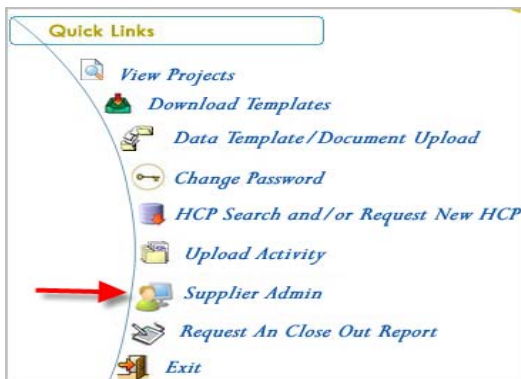
Supplier “Totality Tip Sheet” “Supplier Administrator” Role

Supplier Admin Role: Provides a Supplier/User the ability to search and view All upload activity files associated with a particular Supplier Number, regardless of what “User” (i.e., “3rd Party Name”) initiated the upload (i.e., data templates, error files, log files, and documents).

Searching Supplier Upload Activity:

1. Click on the “Supplier Admin” link on the Extranet homepage
2. Select “Search” – takes User to the Search screen
3. Enter search criteria, Click “Search”
4. Search Results:
 - If a PO Number or Totality ID is entered, the search results will include only activity associated with that particular PO/Totality project
 - If the search is performed using no additional search criteria, the search results will return all files within the system that have been uploaded for that particular Supplier Number.

Step 1



Step 2



Step 3

Search Criteria

Totality ID:

Supplier Name:

Supplier No:

PO or Check Req. #:

Date File Received(From):

Date File Received(To):

Person responsible for uploading the file
(Includes all Users uploading
against a Supplier Number)

Includes Data Templates, Documents, Error Files, etc.

Search Results-
231 items found, displaying 121 to 140. [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [\[Next/Last\]](#)

Totality ID	Supplier Name	Third Party Name	Data Template File Name	Document File Name	Error Description File Name
4425	TOTALITY TEST SUPPLIER 2 !	Barbara Buerkle		4425_Test Doc 3 - AdBd Agreement_050609012626_data.doc	
4425	TOTALITY TEST SUPPLIER 2 !	Barbara Buerkle	4_344725401_992213710_Ad_Board_Test_Template_3_050609012831_data.csv		
4425	TOTALITY TEST SUPPLIER 2 !	Barbara Buerkle		4425_Ad Board Final Agenda - TEST DOC 1_050609015911_data.doc	
4425	TOTALITY TEST SUPPLIER 2 !	Barbara Buerkle		4425_AdBd Agreement - TEST DOC 3_050609015911_data.doc	
4425	TOTALITY TEST SUPPLIER 2 !	Barbara Buerkle		4425_Presentation Materials - TEST DOC 2_050609015913_data.ppt	
4425	TOTALITY TEST SUPPLIER 2 !	Barbara Buerkle		4425_Ad Board Final Agenda - document A_050609020245_data.doc	
4425	TOTALITY TEST SUPPLIER 2 !	Barbara Buerkle		4425_AdBd Agreement - document B_050609020245_data.doc	
4504	TOTALITY TEST SUPPLIER 2 !	Brajesh Singh		4504_Log_012209172649_data.txt	
4621	TOTALITY TEST SUPPLIER 2 !	Sherrie McKinley	1_344725401_992214583_Test_File_for_Third_Party_032709203400_data.csv	4621_Testing Documents_032709203400_data.doc	LOG_1_344725401_992214583
6150	Totality Test Supplier 2	Brian Reid	10_344725401_999904065_6150_063009194348_data.csv		
6399	Totality Test Supplier 2	Brian Reid	10_344725401_999904111_6399_9999041111_063009194412_data.csv		
4503	Totality Test Supplier 2	Brian Reid		4503_Testing Documents_032709203400_data.doc	

Step 4