Delphi eInvoicing System – iSupplier

Multiple User ID/Vendor Accounts


- Once logged in you can switch between USER ID/Vendor Accounts.

Click the Settings then select Preferences

Scroll down to Account Setting

Find the Supplier Name and select
Select **Set as Current**

**Single Sign-On Account Settings**

Your Single Sign-on account can be linked to multiple Oracle E-Business Suite accounts. Select an account and click Make Current Default to make it your default login account. Clicking the Enable Synchronization check box enables synchronizations between you

<table>
<thead>
<tr>
<th>Select an account and ...</th>
<th>Set as Default</th>
<th>Set as Current</th>
<th>Add Account</th>
<th>Remove Account</th>
<th>Edit Account</th>
<th>Username</th>
<th>Current Account</th>
<th>Default Account</th>
<th>SupplierName</th>
<th>Rows 1 to 25</th>
</tr>
</thead>
</table>

**Select Yes** this will switch you to your other billing account.

**Warning**

Switching users will result in the loss of any pending transactions.

Would you like to proceed with this action?

Yes

You can now bill for your agency. See Vendor User Reference Guide for creating an invoice.

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**TIP** You have 1 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.