SAINT-GOBAIN

Supplier Portal : Add a Contact

Access company contacts

1

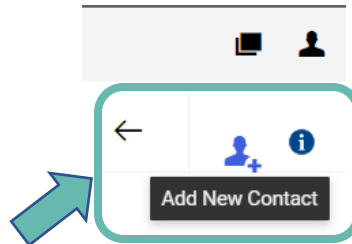**Connect** to your Saint-Gobain account : **click here** then click on **login**

⊕ ENGLISH ⌄   LOGIN
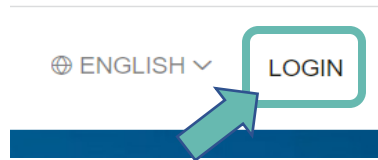
2

Connect to Company Contacts

Company Contacts
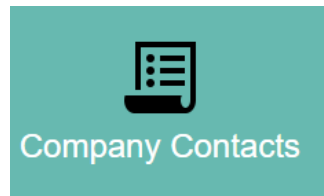
Enter data

1

Click Add New Contact (top right corner)

← 👤+ ⓘ
Add New Contact

2

Fill the data for a **new contact**

CONTACT PERSON

Salutation
Mx.

First name*

Last name*

Telephone*
+ --- Area Number

Mobile
+ --- Area Number

E-Mail*
john.smith@mail.com

Give portal access

1

Give the Permissions in **Portal Access**

🔵 Portal Access ⓘ

permissions*
☑ Sourcing ⓘ
☑ Supplier Portal Standard ⓘ
☑ Supplier Portal Admin ⓘ
☑ e-Invoicing ⓘ
☑ E-Synergy: Purchase Order Portfolio collaboration
☐ Rating ⓘ
☐ Vendor Cybersecurity Posture

2

After giving the desired permissions **click on save** (top right corner)

Cancel   Save