

Template for the bulk upload of users to Vrooz Purchase.

Master Data → Users

VROOZI SpendTech	
Users	  

1. Row Number
 - Column Name: Row_Number
 - Required/Optional: Required
 - Description: A sequential number indicating the item in the load file; used for reporting to identify the row number for any errors in the file.
2. Email
 - Column Name: Email
 - Required/Optional: Required
 - Description: Email ID of the user.
 - Type - Length: CHAR-5000
 - Example: employee.email@yourcompany.com
3. Username
 - Column Name: Username
 - Required/Optional: Required
 - Description: Unique keyword to identify the user
 - Type - Length: CHAR-5000
 - Example: john.smith
4. First Name
 - Column Name: First_Name
 - Required/Optional: Required
 - Description: First name of the user.
 - Type - Length: CHAR-5000
 - Example: John
5. Last Name
 - Column Name: Last_Name
 - Required/Optional: Required
 - Description: Last name of the user.
 - Type - Length: CHAR-5000
 - Example: Smith
6. Role - Select at least one
 - Column Name: Role
 - Required/Optional: Required
 - Description: Roles defines the access rights for the user, parts of the application he is allowed to access. Comma separated values to be filled if users have multiple roles. For example: if a user is an employee and an approver, you will fill the values as such: EMPLOYEE,

APPROVER. If a user is an Supplier Discovery Power User and has the ability to approve EF's, you will fill the values as such:

SUPPLIER_DISCOVERY_POWER_USER,
SUPPLIER_DISCOVERY_EF_APPROVER

- Type - Length: CHAR-5000
- Field Value Set:
 - ADMINISTRATOR
 - APPROVER
 - BUYER
 - SHOPPER
 - SHOPPER_VIEW_ONLY
 - WEB_SEARCH_USER
 - SUPPLIER_ADMIN, FREE_TRIAL_USER, EMPLOYEE
 - CENTRAL_RECEIVER,
 - SOURCING_APPROVER
 - SUPPLIER
 - SHOPPER_LITE
 - AP_PROCESSOR
 - AP_MANAGER
 - AP_APPROVER
 - AP_CODER
 - AP_RECONCILE
 - SUPPLIER_DISCOVERY_ADMIN
 - SUPPLIER_DISCOVERY_BASIC_USER
 - SUPPLIER_DISCOVERY_POWER_USER
 - SUPPLIER_DISCOVERY_EF_APPROVER
 - AP_AUDITOR
 - NOTE: SUPPLIER_DISCOVERY_EF_APPROVER must be used with the SUPPLIER_DISCOVERY_POWER_USER or SUPPLIER_DISCOVERY_BASIC_USER
- Example: Same options as Field Set Value

7. Supervisor Email

- Column Name: Supervisor_Email
- Required/Optional: Optional
- Description: Email of the supervisor which is also a user.
- Type - Length: CHAR-5000
- Example: supervisor.email@yourcompany.com

8. Default Approver

- Column Name: Default_Approver_Email
- Required/Optional: Conditional
- Description: Email of the default approver. This field is necessary if the user has at least one role ADMINISTRATOR or EMPLOYEE.
- Type - Length: CHAR-5000
- Example: approver.one@yourcompany.com

9. Spend Limit

- Column Name: Spend_Limit
- Required/Optional: Conditional
- Description: Spend limit for the user. This field is necessary if the user has at least one role ADMINISTRATOR or EMPLOYEE.
- Type - Length: CHAR-20
- Example: 123456

10. Next Approver Email

- Column Name: Next_Approver_Email
- Required/Optional: Conditional
- Description: Email of the next approver. This field is necessary if users have APPROVER as a role.
- Type - Length: CHAR-5000
- Example: approver.two@yourcompany.com

11. Approval Limit

- Column Name: Approval_Limit
- Required/Optional: Conditional
- Description: Approval limit for the user. This field is necessary if users have APPROVER as a role.
- Type - Length: CHAR-20
- Example: 567890

12. Shipping Address

- Column Name: Shipping_Address_Name
- Required/Optional: Optional
- Description: Shipping Address for the user
- Type - Length: CHAR-5000
- Example: Apple Systems

13. Currency

- Column Name: Currency
- Required/Optional: Optional
- Description: Default currency of the user. (3 character currency code)
- Type - Length: CHAR-3
- Example: USD

14. Cost Center

- Column Name: Cost_Center
- Required/Optional: Optional
- Description: Cost Center code present in your company settings
- Type - Length: CHAR-5000
- Example: N4000 - Operations

15. Company Code

- Column Name: Company_Code
- Required/Optional: Optional
- Description: Company code present in your company settings
- Type - Length: CHAR-5000

- Example: B8F3 - Asset Management
- 16. Plant
 - Column Name: Plant
 - Required/Optional: Optional
 - Description: Plant code present in your company settings
 - Type - Length: CHAR-5000
 - Example: WB03 - Display plant
- 17. WBS Element
 - Column Name: WBS_Element
 - Required/Optional: Optional
 - Description: WBS Element code present in your company settings
 - Type - Length: CHAR-5000
 - Example: MD06 - Collective Display Of MRP List
- 18. Internal Orders
 - Column Name: Internal_Orders
 - Required/Optional: Optional
 - Description: Internal Orders code present in your company settings
 - Type - Length: CHAR-5000
 - Example: KO22 - Change Order Budge
- 19. Profit Center
 - Column Name: Profit_Center
 - Required/Optional: Optional
 - Description: Profit Center code present in your company settings
 - Type - Length: CHAR-5000
 - Example: PF01 - Wealth Management
- 20. Class
 - Column Name: Class
 - Required/Optional: Optional
 - Description: Class code present in your company settings
 - Type - Length: CHAR-5000
 - Example: CL01 - Workforce
- 21. Project
 - Column Name: Project
 - Required/Optional: Optional
 - Description: Project code present in your company settings
 - Type - Length: CHAR-5000
 - Example: PR01 - Asset quality
- 22. Location Type
 - Column Name: Location_Type
 - Required/Optional: Optional
 - Description: Location Type code present in your company settings
 - Type - Length: CHAR-5000
 - Example: LT01 - Winterfall
- 23. Location

- Column Name: Location
- Required/Optional: Optional
- Description: Location code present in your company settings
- Type - Length: CHAR-5000
- Example: LOC01

24. Content Group Mapping

- Column Name: Content_Group_Mapping
- Required/Optional: Optional
- Description: Content Group Name
- Type - Length: CHAR-5000
- Example: EMEA

25. SSO ID

- Column Name: SSO_ID
- Required/Optional: Optional
- Description: SSO ID defines login id of the external system which will be used for authentication.
- Type - Length: CHAR-5000
- Example: 13455568

26. Active

- Column Name: Is_Active
- Required/Optional: Optional
- Description: Defines the user to mark as active in system or not. If not defined user will be marked inactive.
- Type - Length: CHAR-1
- Field Value Set: X (for enabling)

27. Language

- Column Name: Language
- Required/Optional: Optional
- Description: Language of the user
- Type - Length: CHAR-5000
- Example: en

28. Phone

- Column Name: Phone
- Required/Optional: Optional
- Description: Phone number of the user
- Type - Length: CHAR-5000
- Example: +1 (888) 888-8888

29. Dashboards

- Column Name: Dashboards
- Required/Optional: Optional
- Description: List of Looker Dashboards Available to the user
- Type - Length: CHAR-5000
- Field Value Set: ADMIN_DASHBOARD,AP_MANAGER_DASHBOARD
- Example: ADMIN_DASHBOARD,AP_MANAGER_DASHBOARD

30. Deleted

- Column Name: Deleted
- Required/Optional: Optional
- Description: If user wants to delete a particular user from the system they can put 'x' in this column and upload
- Field Value Set: X (to delete the User)
- Example: X