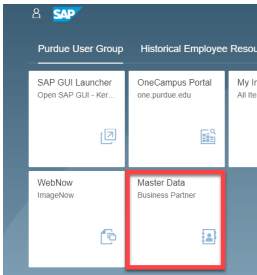


This document provides a walkthrough in adding a new external customer/user to iLab at Purdue. In each section, the responsible party is listed in italics after the step title.

Identify new External User-<i>Recharge Center Manager/Business Office</i>	
<p>Identify an external user as requesting services or reserving equipment usage in a Purdue recharge center.</p>	<p>Recharge center receives a request or inquiry from a potential external user that wishes to use the recharge facility.</p> <p>Collect the following information from customer:</p> <ul style="list-style-type: none"> External Customer Name Institution Address Phone Email Address Date of Birth
Determine if the external user needs to be added-<i>Business Office</i>	
<p>Identify an external user as requesting services or reserving equipment usage in a Purdue recharge center.</p>	<ul style="list-style-type: none"> Does the external user's Institution already exist in iLab? Is there an existing lab from that institution already in iLab? Users from external institutions can register for iLab on the Purdue landing page and select the name of currently existing PI labs or create new PI labs from existing institutions.
Request Business Partner Number (BPN)-<i>Business Office</i>	
<p>Determine if a BPN currently exists for the external customer or their institution.</p>	<p>There are several ways to check for an existing BPN.</p> <ul style="list-style-type: none"> SAP T-code BP-Maintain Business Partner (search for all current FIAR customer master data records) Cognos Reports (Team Content > Standard Content > Accounts Receivable (FIAR) > <u>FIAR Customer Name/Number lookup</u>) iLab Support (ilabhelp@purdue.edu) can provide a list of existing institutions and labs using Purdue's iLab implementation.
<p>Request BPN in PSCD (if no prior BPN exists)</p>	<p>Request a business partner number for the external customer using the Master Data Business Partner option in SAP Fiori:</p> 

If external customer will need to be on campus and login to OnePurdue Domain computers, do the next, optional, step.

Optional step (only needed if a OnePurdue domain account is needed-Business Office)

Optional step if a One Purdue account is needed

Complete [Request for Privileges](#) to create PUID and CareerAccount for external user.

NOTE: For external customers, SSN is not a required field on the R4P.

For detailed instructions, see [Request for Privileges WebApplication Instructions](#). Once the R4P has been completed, email accounts@purdue.edu requesting a temporary password for the user, include Purdue alias in the communication.

New BPN Creation-Accounts Receivable Master Data Team

Create new business partner number for external customer.

- Create new business partner number in SAP.
- Notify requester via email.

Notify iLab Institutional administrators-Business Office

Notify the Purdue Institutional Administrator of new external user.

Send email to ilabhelp@purdue.edu requesting a new external user be created in iLab.

Include the following information:

- Name of external customer's institution (this can be a university or company name)
- Business Partner Number (include 1 leading zero if the BPN begins with a 1, and 3 leading zeros if the BPN begins with a 3)
- PI name and email address (this will usually be your customer's name and email, but can be different if another person at their institution/company will be the PI (Principal Investigator))
- Welcome Email (Yes/No): If you choose Yes, then a welcome email will be sent to the customer when the account is established, which will include instructions on setting up a login password. If you choose No, then no email will be sent, but the account will be active in iLab. Some cores choose No, as their users do not login to iLab, and are only sent invoices from Accounts Receivable.

Add new external user/BPN-iLab Institutional Administrator	
Search for institution in iLab and enter the business partner number.	<p>If the institution or user is not found, contact iLab and include the following information:</p> <ul style="list-style-type: none"> Institution Business Partner Number PI Name and Email Address Welcome email (Y/N)
Notify the core's business office that the external customer is ready for registration.	Email the Recharge Center Manager or the Business Office that the external customer's business partner number is loaded in iLab and is ready for account registration.
Let external customer know account is ready-Business Office	
Contact the external customer with request to complete registration process.	<p>Send External User Setup Email Template to external customer requesting access to recharge center.</p> <p>NOTE: The PUID and temporary password are considered sensitive data according to Purdue University's Data Handling Guidelines. This information should not be transmitted via email to persons outside Purdue.</p> <p>Please see the PUID FAQ page for more details.</p>
External Customer final steps-External Customer	
Set up Purdue career account.	<p><i>Complete this step <u>only if</u> the business office has completed an R4P requesting a Purdue account.</i></p> <p>Using Purdue's Online Account Setup tool, complete Purdue career account profile and reset password.</p>
Create iLab Account	<p>Using purdue.ilabsolutions.com, or a direct link to the recharge center site, register for an iLab account.</p> <p>For detailed instructions, see Register for an iLab Account -External QRC.</p>

Final steps

Additional assistance with process

Email ilabhelp@purdue.edu with any additional questions, or if you need assistance with any particular step.