

As an active member on the Applegate Supplier Network, we recommend you setup access for multiple users within your business to ensure you don't miss out on quote request.

1. [Log-in](#) to your Applegate Account using your registered email and the password.
2. Click the 'Switch to supplier tools' button in the top right.
3. Choose 'Users' from the horizontal menu.
4. Click the 'Add a new user' text link
5. Enter the 'First name', 'Last name', 'Email' and 'Job title' from the drop down.
6. Choose the user access level from:

**YOU WILL NEED AT LEAST ONE SALES OR MARKETING USER TO ENSURE YOU RECEIVE QUOTE ALERTS**

### Buyer -

Allows user to raise quote requests for outbound products and services.

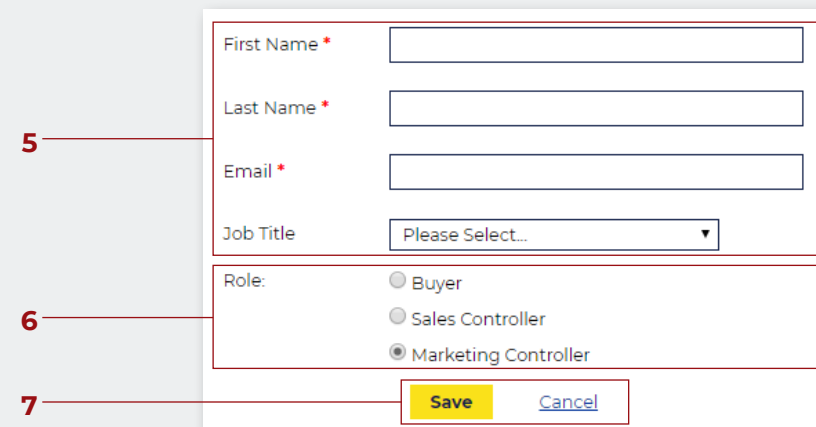
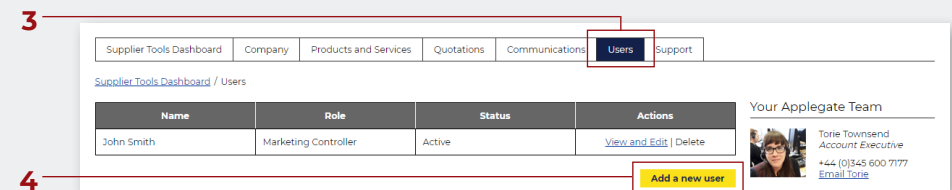
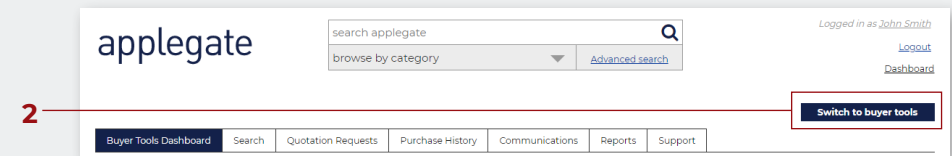
### Sales Controller -

As 'Buyer' but will also receives email alerts for incoming quote requests.

### Marketing Controller -

As 'Sales Controller' but can also edit your pages, products and services.

7. Once you have entered all these details click the 'Save' button
8. The new user will receive an email link to set up a password for their account before they are active and able to use the system.



Should you have any questions regarding this process, please do not hesitate to contact us by email on [supplier-support@applegate.co.uk](mailto:supplier-support@applegate.co.uk) or phone +44 (0) 345 600 7177