

DTN Sales & Marketing Solution - Sellers

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6. Select Add Contact to assign the user as a contact point for the account with a specific type and title. Options are:
 - a. Primary
 - b. Billing
 - c. Support
7. Select Add Product to assign products and roles to the user.
8. Using the Product dropdown menu, select Seller Storefront.
9. Using the Product Role dropdown, select the role a user should have. Options are:
 - a. Admin – Generic Admin role
 - b. Purchase – Provides the ability for a user to purchase products from DTN's Sales & Marketing solution. This option should be selected for external users.
 - c. Supplier – Allows supplier to access DTN's Sales & Marketing solution. This option is typically used for internal users.
 - d. User – Generic User role
10. Select Save at the top of the page.
11. The user will now be displayed under Licensed Users.

How to grant internal users access via an import


1. Login to <https://identity-management.auth.dtn.com/> using credentials provided in your welcome email.
2. Select Licensed Users.
3. Select Import Users.
4. Download a sample template. Options are:
 - a. CSV
 - b. JSON
 - c. XLSX
5. Enter user information on the selected template.
6. Drag & drop or click the icon to upload.

Bulk User Import

Add users in Bulk to Omnia On Test

Download sample template: [CSV](#) [JSON](#) [XLSX](#)

[Cancel](#) [Save](#)



Drag & drop or click to upload.

Supports CSV, JSON or XLSX files

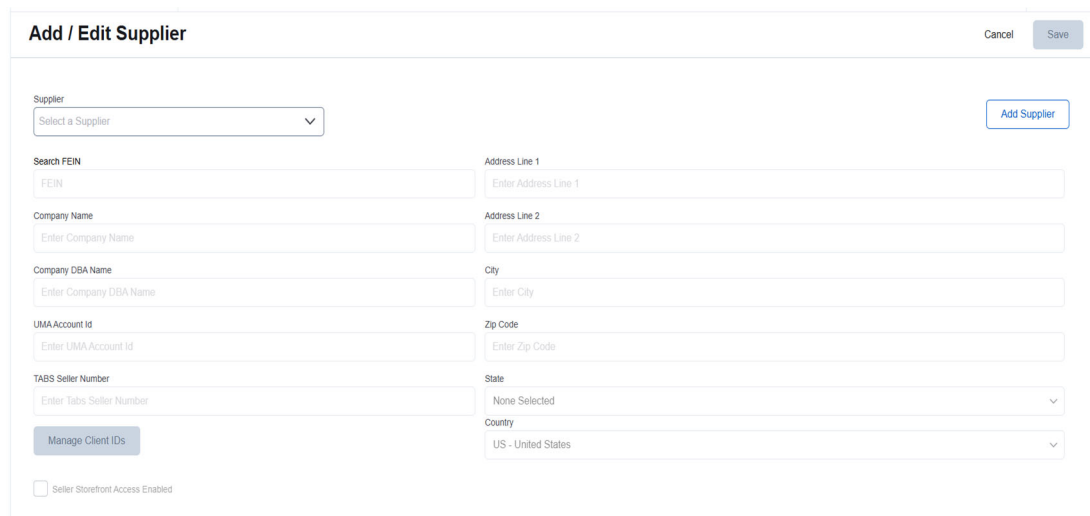
Maximum file size: 100 MB

Maximum number of rows: 1

Configuring DTN Sales & Marketing Solution for External Users

How to grant internal users access via the website

1. Login to <https://partnerships.dtn.com/> using credentials provided in your welcome email.
2. Select Add Company.



Add / Edit Supplier Cancel Save

Supplier
Select a Supplier Add Supplier

Search FEIN
FEIN

Company Name
Enter Company Name

Company DBA Name
Enter Company DBA Name

UMAAccount Id
Enter UMA Account Id

TABS Seller Number
Enter Tabs Seller Number
Manage Client IDs

Address Line 1
Enter Address Line 1

Address Line 2
Enter Address Line 2

City
Enter City

Zip Code
Enter Zip Code

State
None Selected

Country
US - United States

☐ Seller Storefront Access Enabled

3. Enter the required fields. These fields are:
 - a. Company Name
 - b. DBA Name
 - c. FEIN
 - d. State
4. Fill in user details for the buyer account.
 - a. First Name
 - b. Last Name
 - c. Email
5. Select Storefront under Product and grant role of USER.
6. 7. User will receive a welcome email with a login link.
7. Buyers will be able to add additional users.