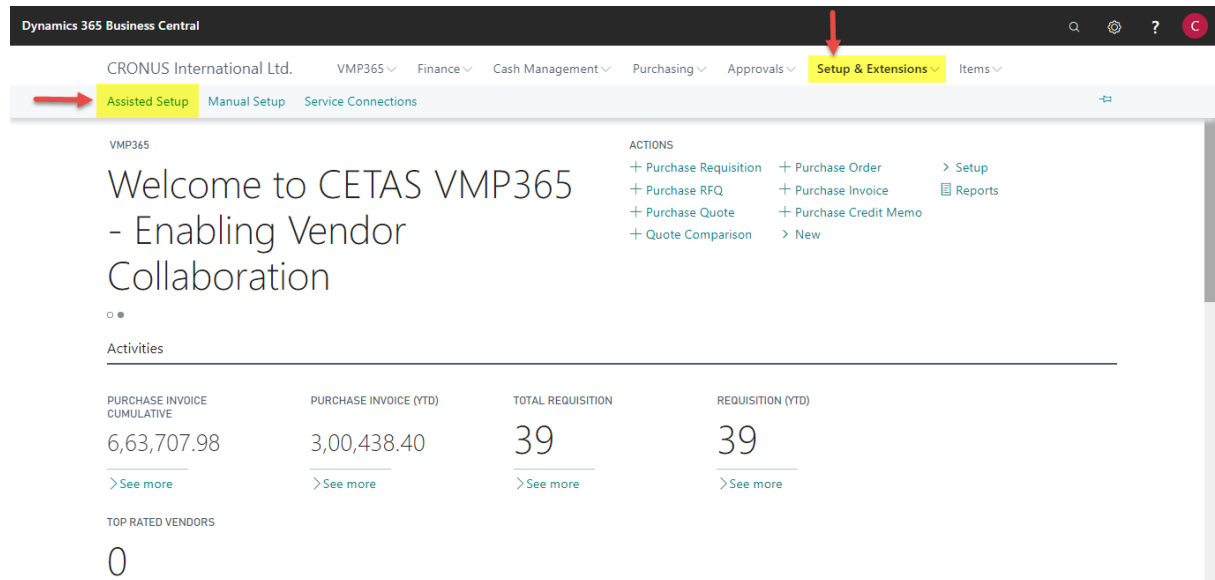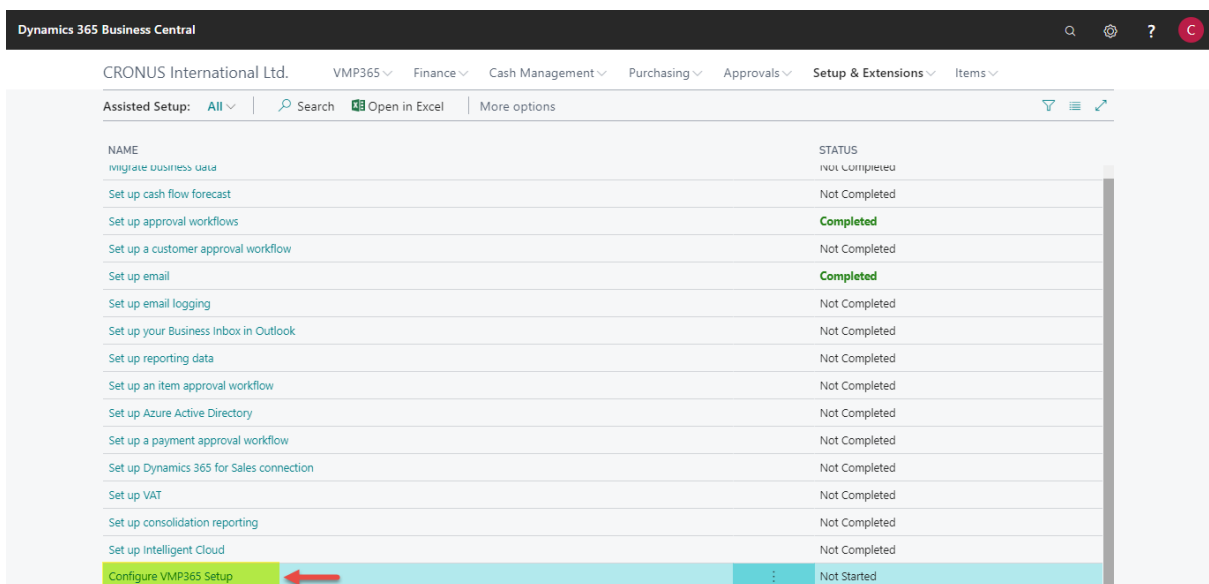# VMP365 Assisted Setup

Before getting started with VMP365 it is important to setup the configuration of VMP365
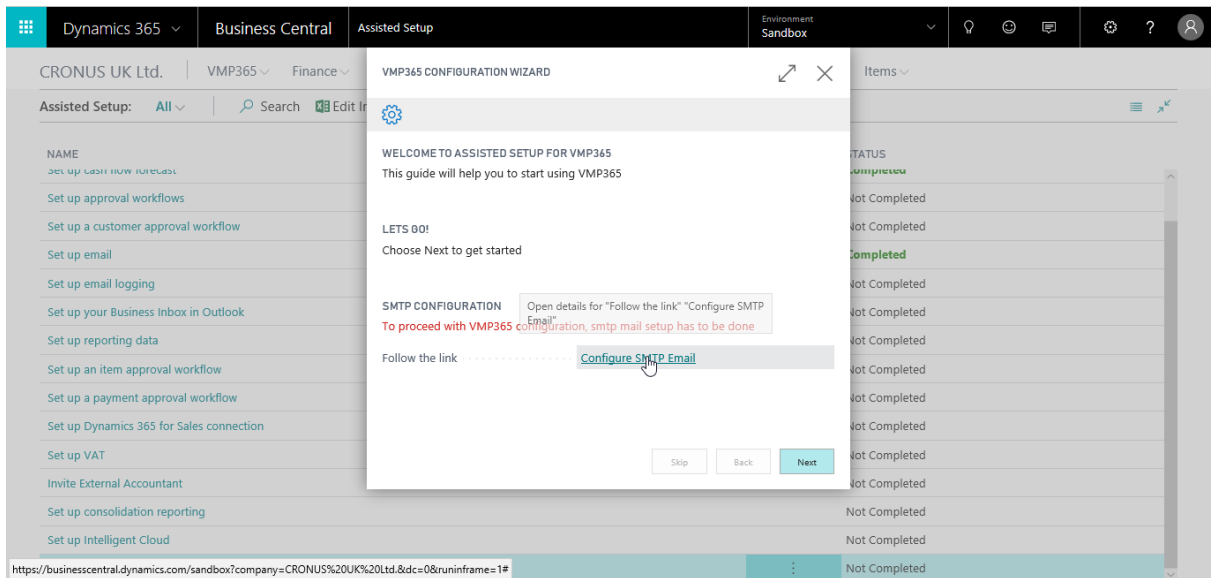
Guidelines

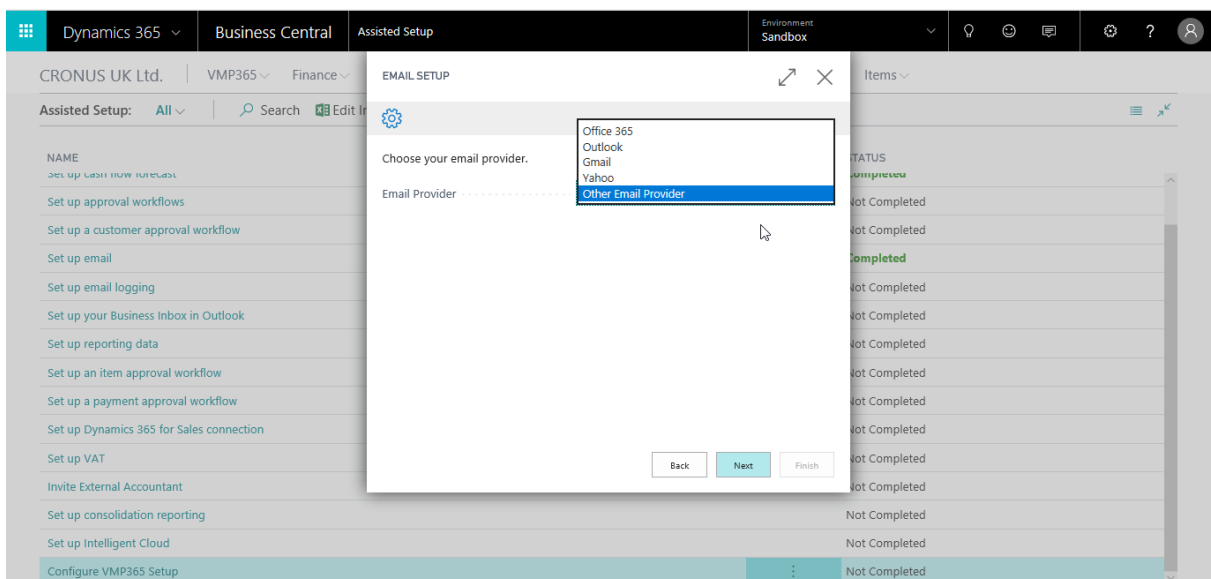- **Step 1:** Go to 'Setup & Extension' → Assisted Setup

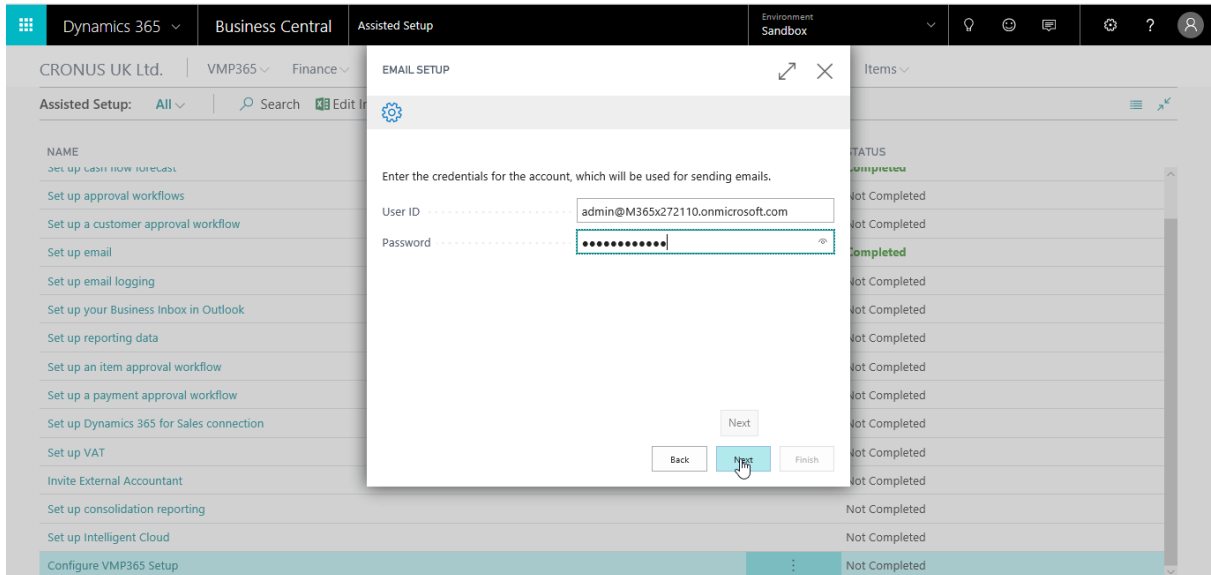- **Step 2:** Click 'Configure VMP365 Setup' to open setup page

- **Step 3:** To proceed with VMP365 setup 'SMTP mail setup should be completed', if not click the link 'Configure SMTP email
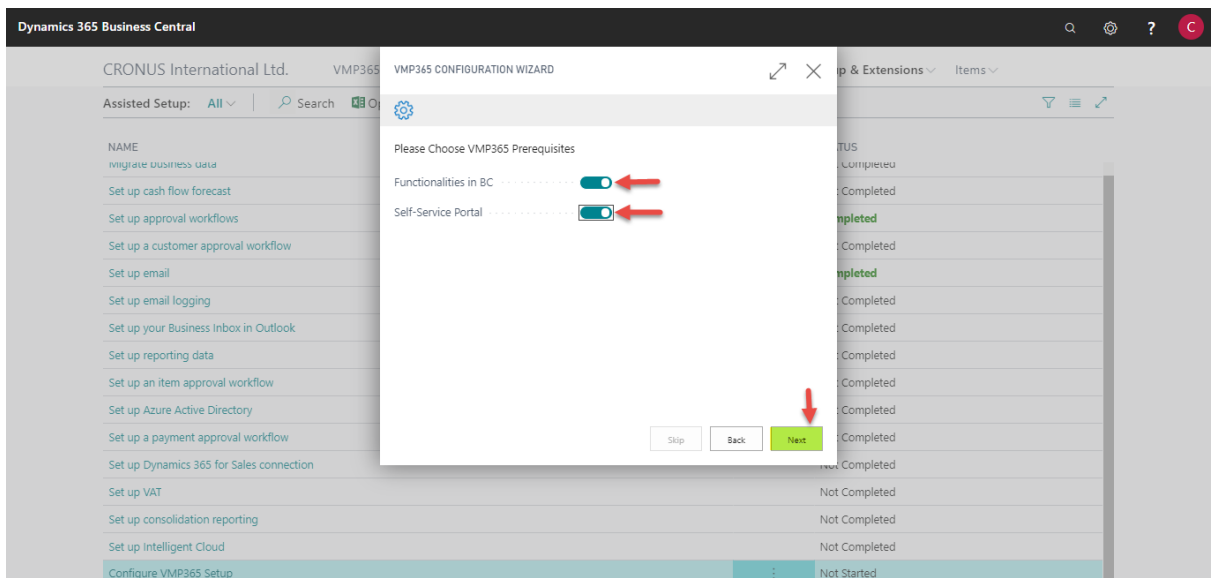

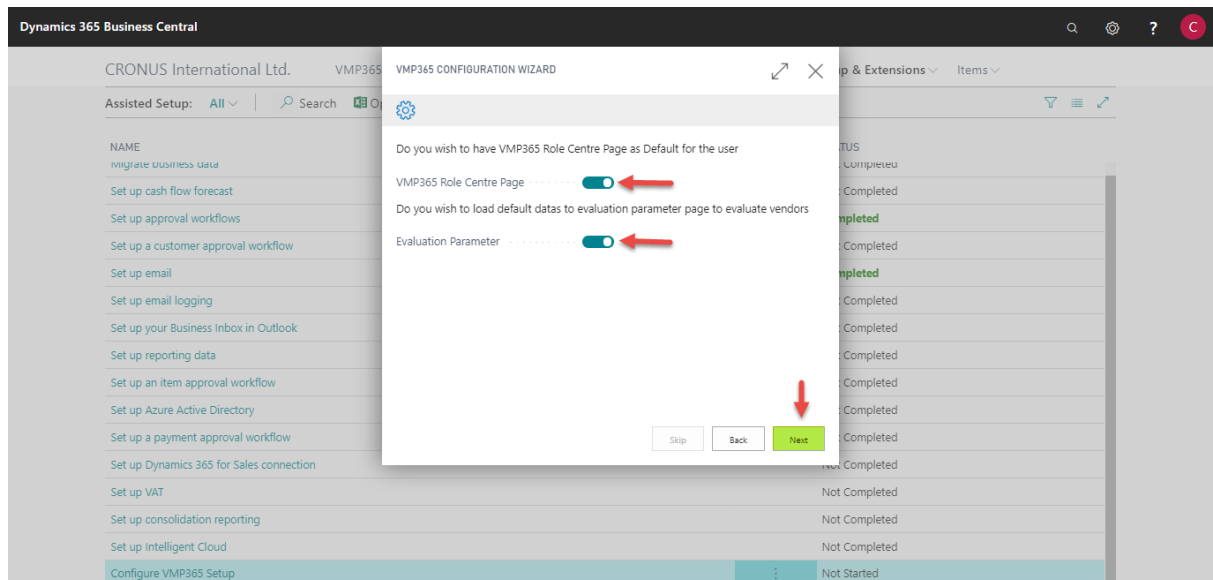- **Step 4:** Choose the email provider and click Next

- **Step 5:** Provide username and email id to complete email setup and click Next and then Finish to proceed with VMP365 setup
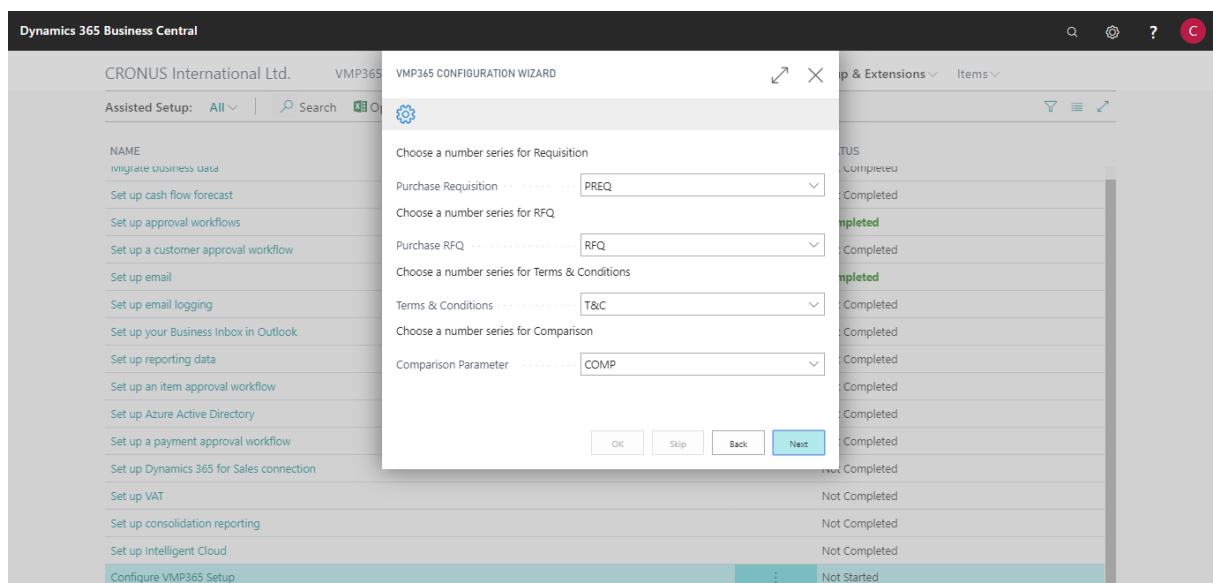

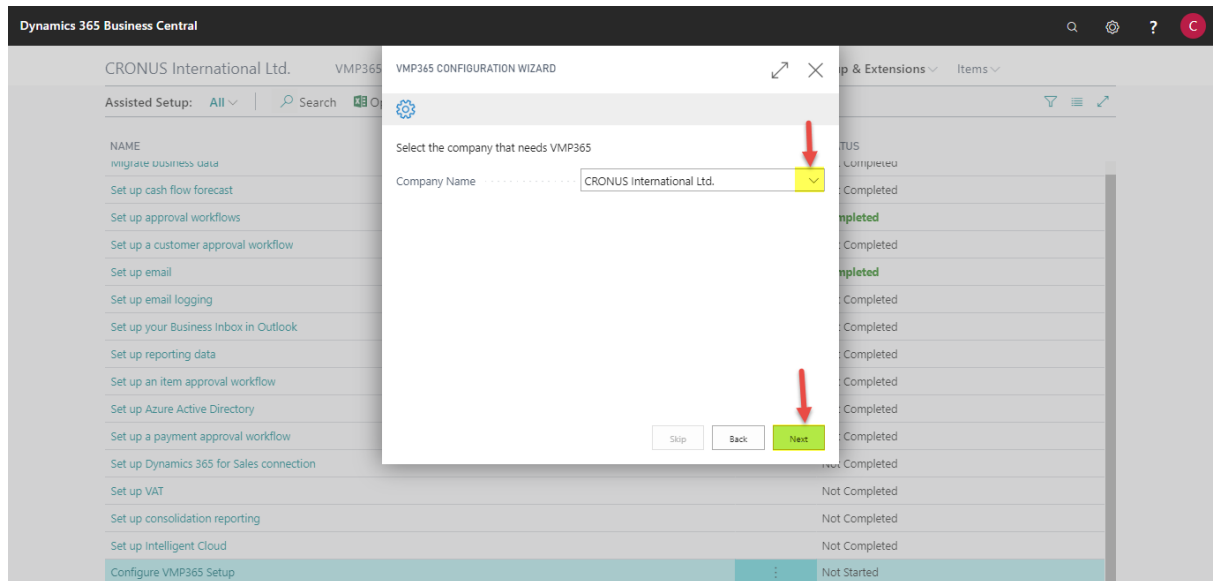- **Step 6:** Choose VMP365 Prerequisites and click Next to proceed

- **Step 7:** Choose 'VMP365 Role Centre Page' if you need to set VMP365 Role Centre as default and 'Evaluation Parameter' to load default data's to evaluation parameter page to calculate vendor rating, click Next to proceed or else you can skip this page by unselecting these two fields
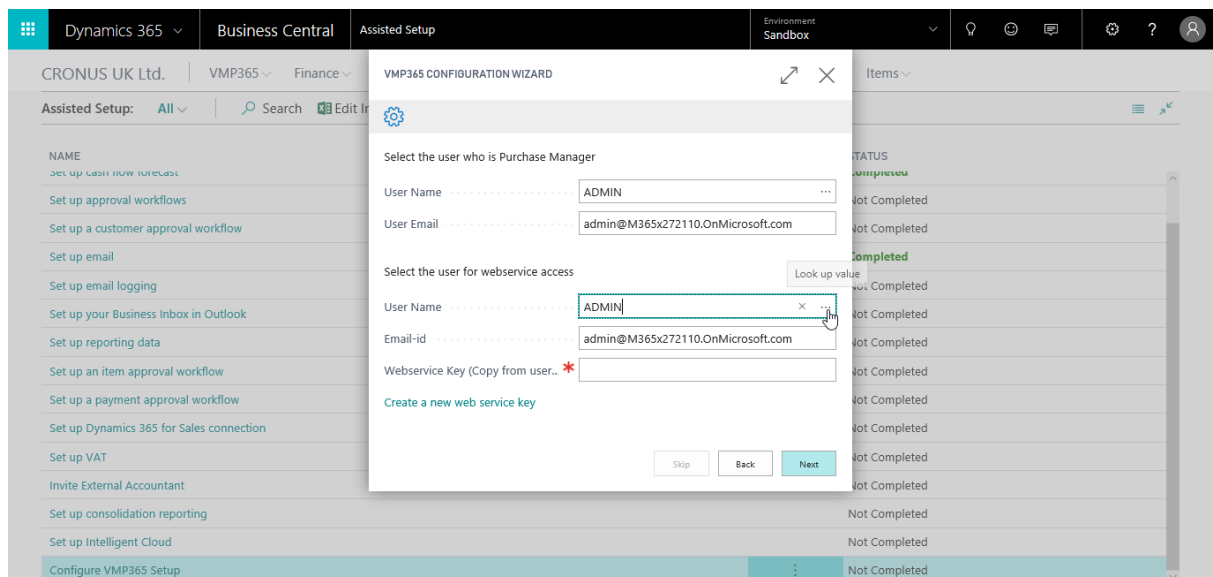

- **Step 8:** Choose the No. Series that is defined for purchase documents if not create a no. series and select it and click Next to continue, if no values are provided you can skip this page by clicking skip button
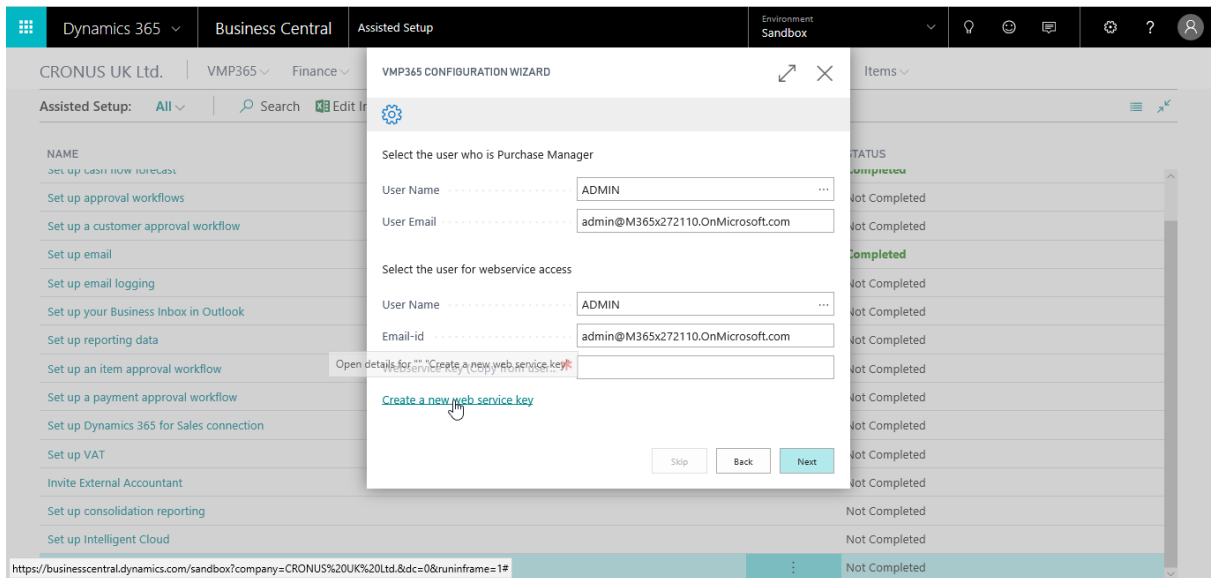
- **Step 9:** Select the company that needs VMP365 and click Next to proceed further
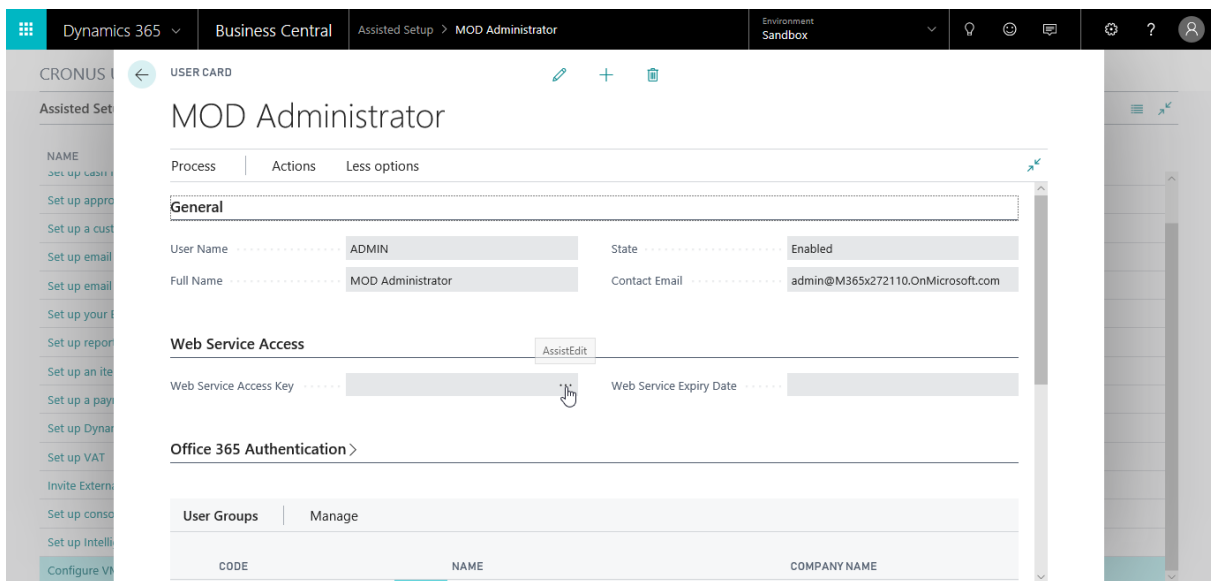

- **Step 10:** Select the users who needs Portal Manager rights and user who needs Web Service access by clicking look up value
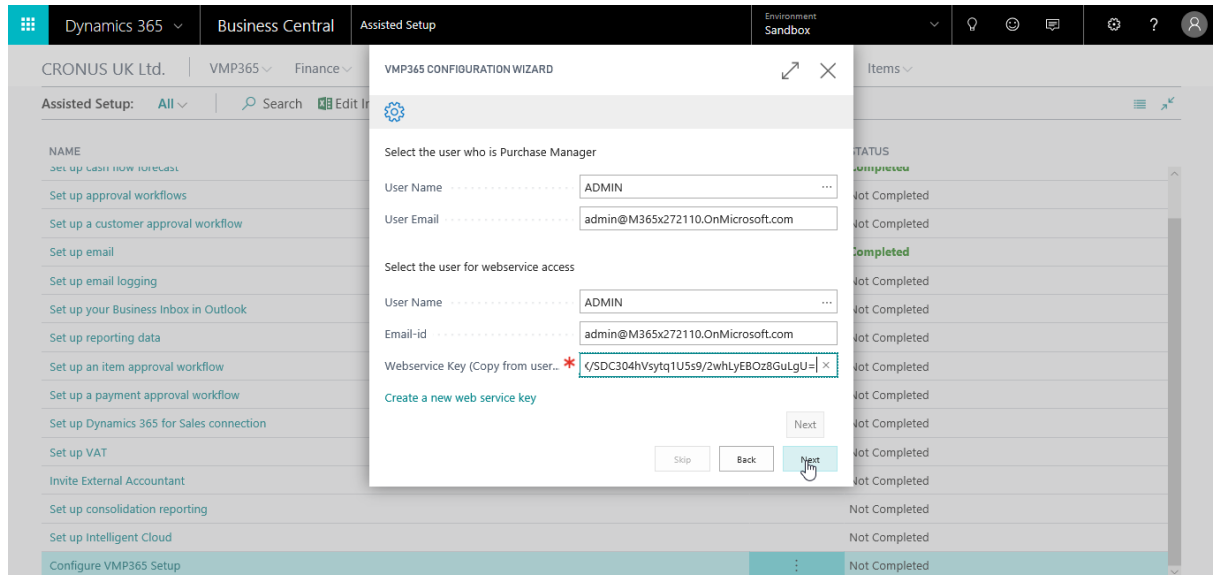
- **Step 11:** Web Service Key is mandatory the value should be copied from user card and paste it in this field, to go to user card click the link below 'Create a new web service key'
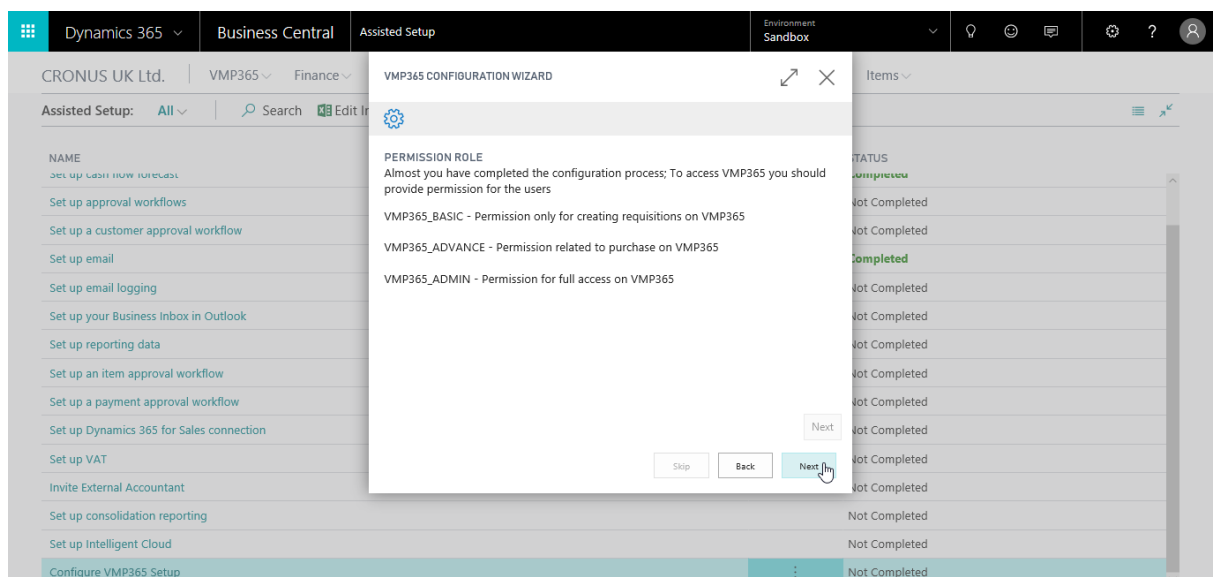

- **Step 12:** Under Web Service Access Group click assist edit of Web service access key field to generate new access key and copy the key and paste in the setup page, if key is already generated then copy the key to setup page

- **Step 13:** After copying the web service access key to setup page click Next to continue

- **Step 14:** To access VMP365 pages user needs permission, this page contains the details about permissions to be set to user read it and click Next to continue

- **Step 15:** Finally, click Finish button to complete VMP365 Configuration Setup