# How to Invite a Buyer as a User — Collablly 2.0 (Admin Guide)

This guide walks Admin users through the process of inviting a new Buyer to Collablly 2.0. It explains how to access the User Roles section, send an invitation email, assign permissions, and ensure the new Buyer can log in and start using the system.

**1** **Welcome to the Admin User Invitation Guide!**
In this section, you'll learn how to invite a new **Buyer** or **Admin** user to Collablly 2.0.

In your web browser, go to **mammoth.collablly.com** and log in to your account. If you need assistance with signing in, please refer to the **Quick Start Guide**.
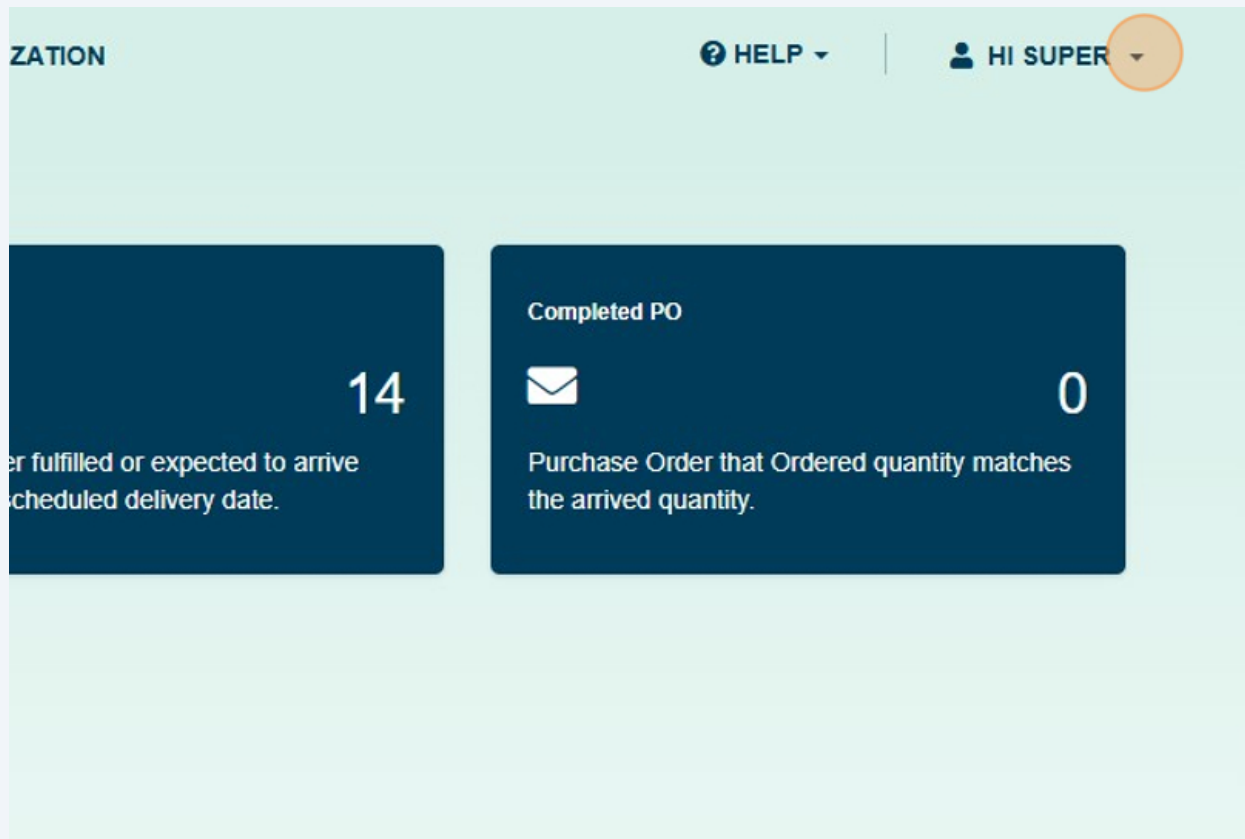
> **Note:** To invite a user, you must have **Admin-level access**.

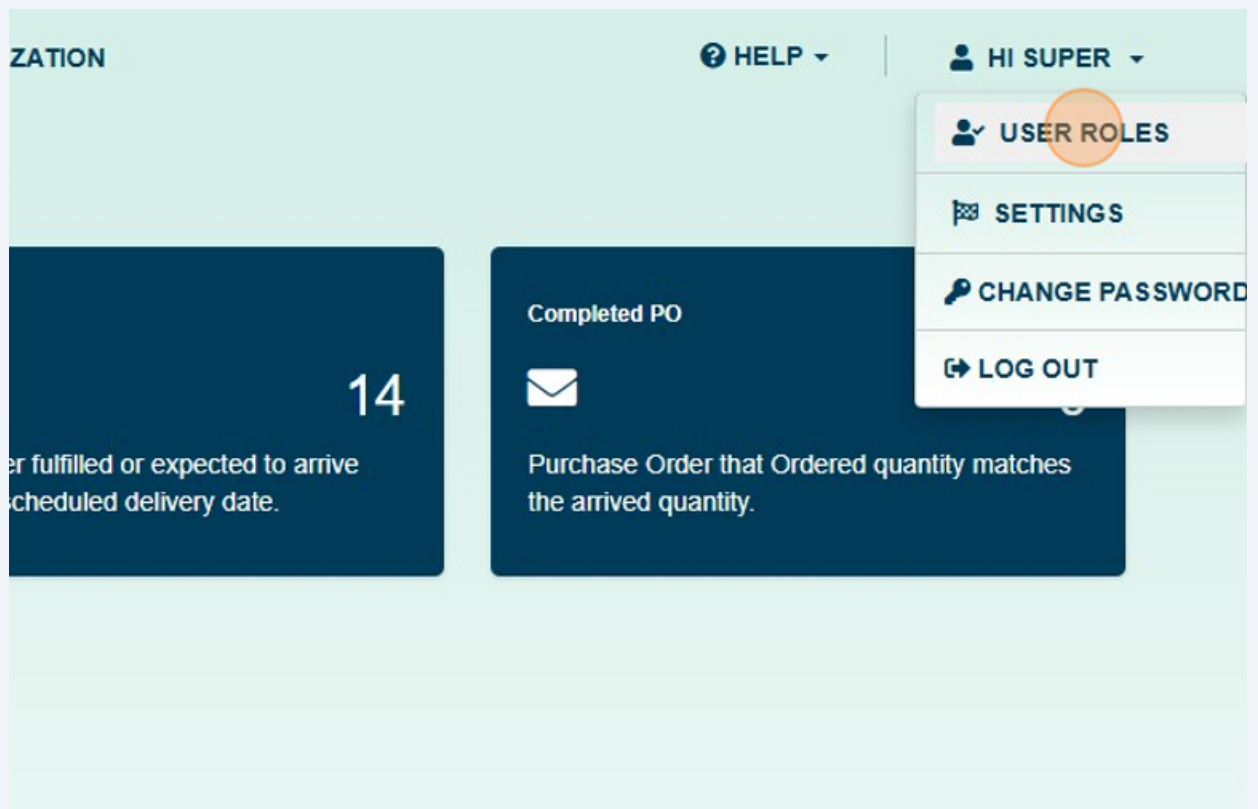Once successfully logged in, you will land on the **Collablly Dashboard**.
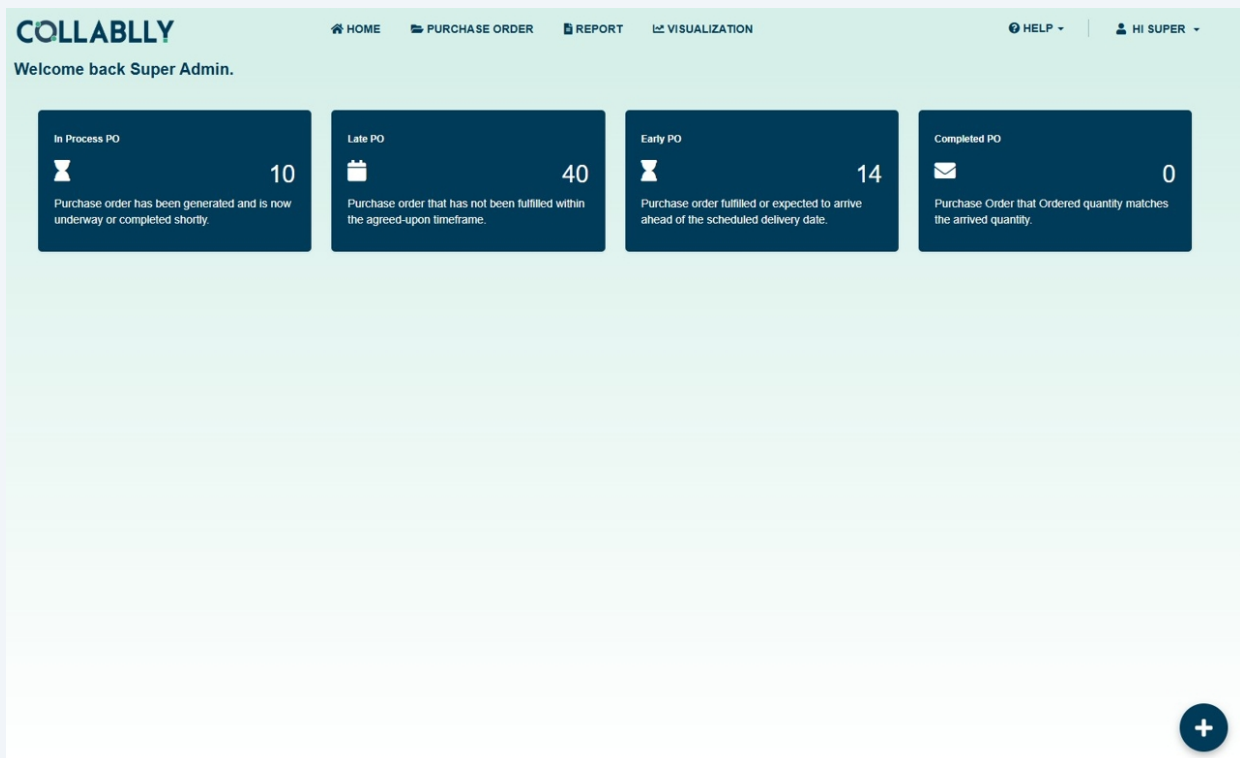
**2** From the top-right corner of the **Collablly Dashboard**, click the **User Menu** (your profile icon or name) to open the dropdown options.

ZATION

**❓ HELP ▾** | **👤 HI SUPER ▾**

14

er fulfilled or expected to arrive
scheduled delivery date.

**Completed PO**

✉️

0

Purchase Order that Ordered quantity matches
the arrived quantity.

**3** Click "User Roles"

ZATION

❓ HELP ▾ | 👤 HI SUPER ▾

👤✓ USER ROLES

🏁 SETTINGS

🔑 CHANGE PASSWORD

↪ LOG OUT

**Completed PO**

✉

14

r fulfilled or expected to arrive
scheduled delivery date.

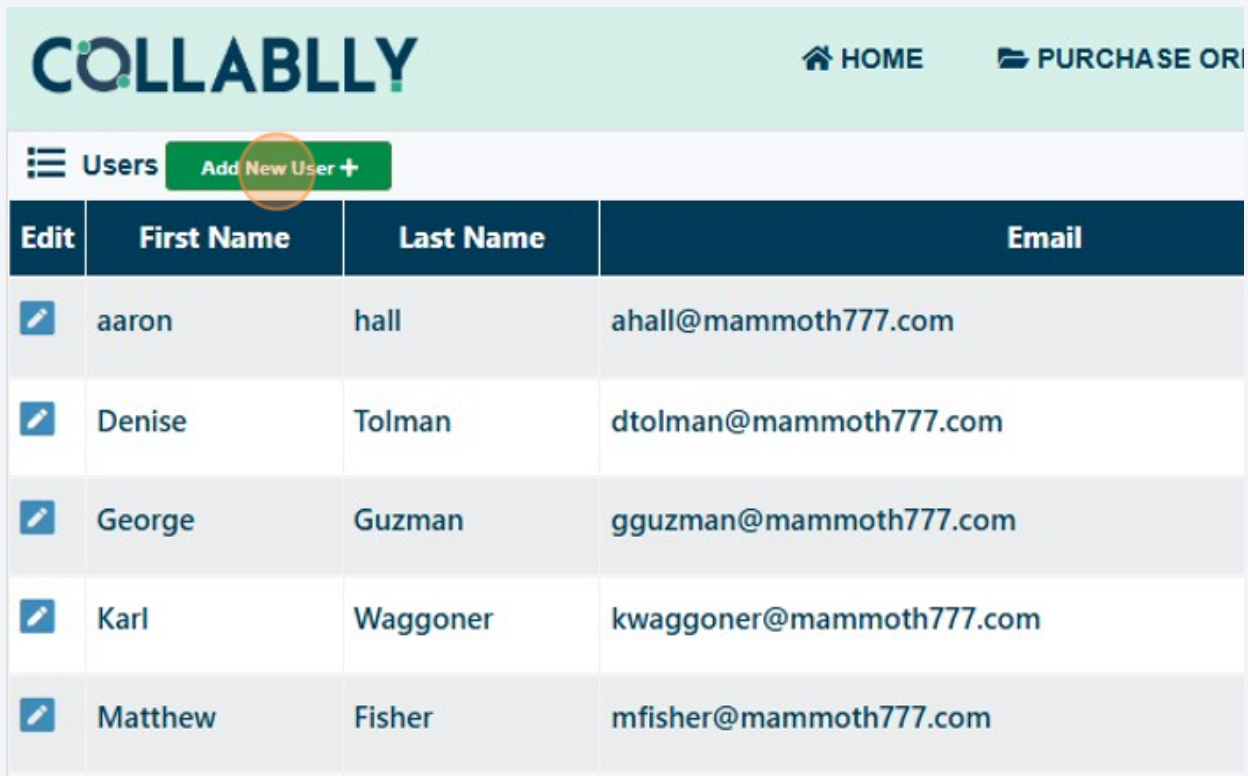Purchase Order that Ordered quantity matches
the arrived quantity.

**4** This will bring you to the **User Roster** page, where you can view all registered users along with their active status and assigned roles. From here, click the **Add New User (+)** button to start inviting a new user.



**COLLABLLY**

⌂ HOME   📂 PURCHASE ORDER   📄 REPORT   📈 VISUALIZATION

Users  Add New User +                                          🔍 Search..

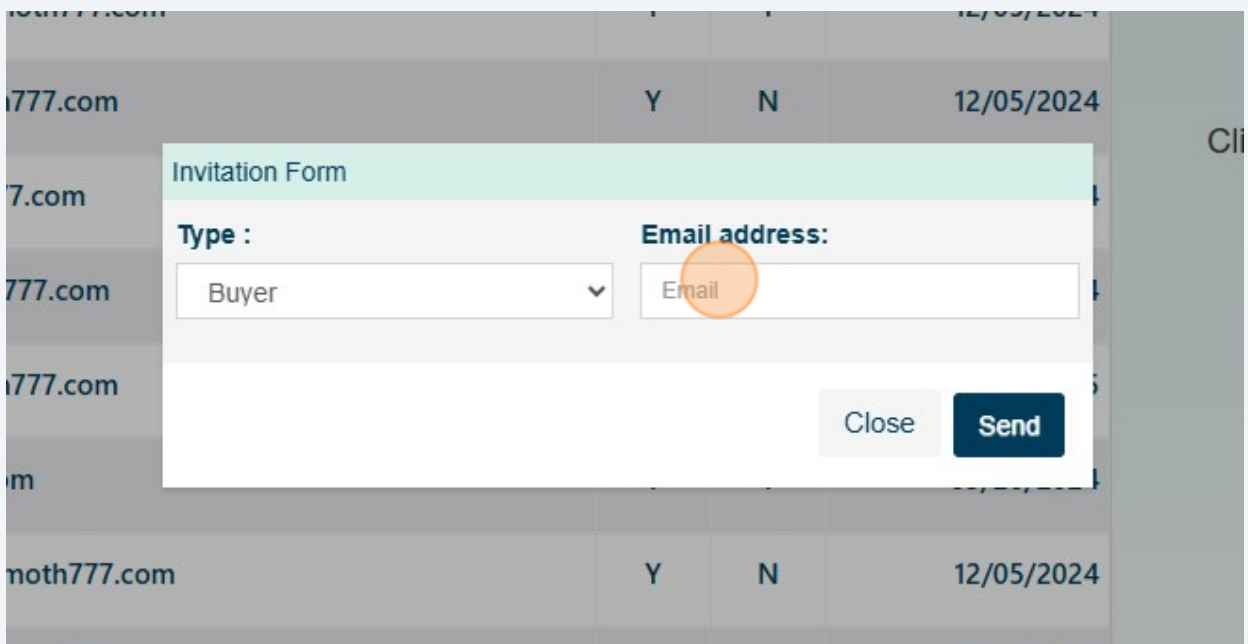| Edit | First Name | Last Name | Email | Active | Admin | Created On |
|---|---|---|---|---|---|---|
| ✎ | aaron | hall | ahall@mammoth777.com | Y | Y | 12/05/2024 |
| ✎ | Denise | Tolman | dtolman@mammoth777.com | Y | N | 03/30/2024 |
| ✎ | George | Guzman | gguzman@mammoth777.com | Y | Y | 12/05/2024 |
| ✎ | Karl | Waggoner | kwaggoner@mammoth777.com | Y | Y | 12/05/2024 |
| ✎ | Matthew | Fisher | mfisher@mammoth777.com | Y | N | 12/05/2024 |
| ✎ | Minnie | Hill | mhill@mammoth777.com | Y | N | 12/05/2024 |
| ✎ | Robert | Myers | rmyers@mammoth777.com | Y | N | 12/10/2024 |
| ✎ | Shawn | Harper | sharper@mammoth777.com | Y | N | 02/14/2025 |
| ✎ | Super | Admin | hassan@collablly.com | Y | Y | 09/26/2024 |
| ✎ | VIRGINIA | BOHORQUEZ | vbohorquez@mammoth777.com | Y | N | 12/05/2024 |
| ✎ | Yvette | Martinez | ymartinez@mammoth777.com | Y | N | 07/15/2025 |

**5** Click the **Add New User (+)** button to open the invitation form.



**6** Enter the email address of the user you would like to invite.

**7** Click "Send"
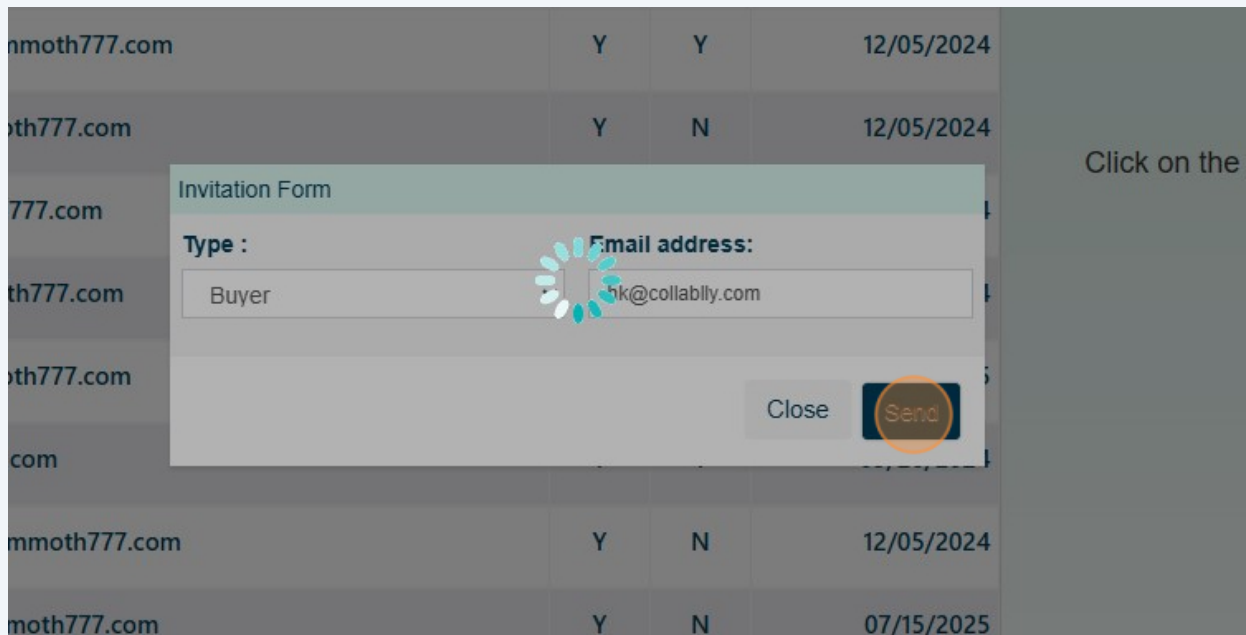


**8** For Admin awareness, here's what the invited user will experience:
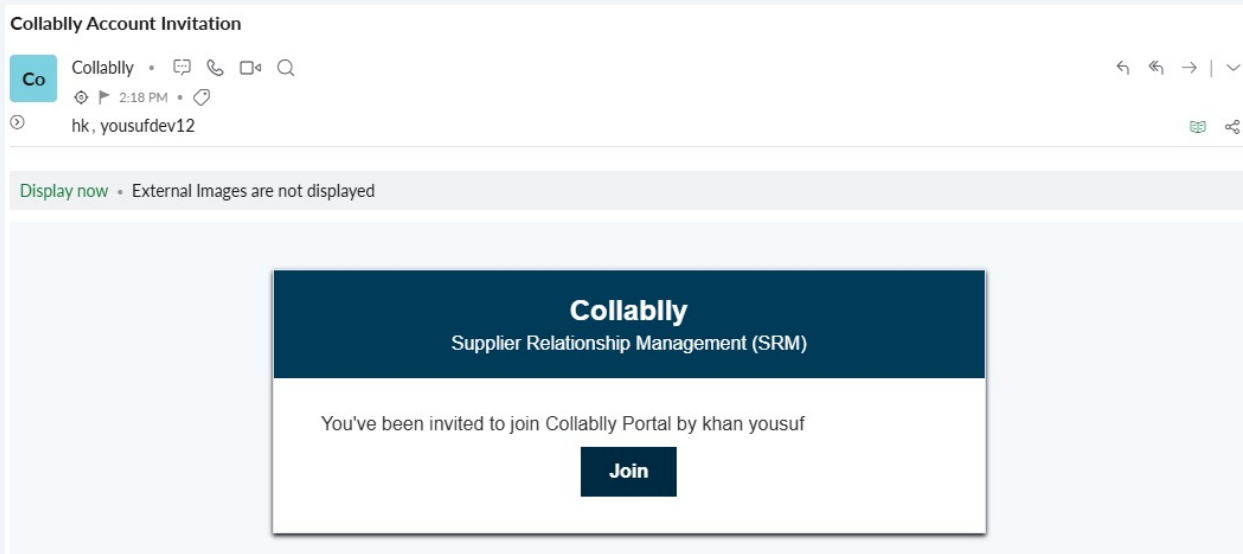
The **Buyer** will receive an email from **Collablly** with the subject line **"Collablly Account Invitation."**
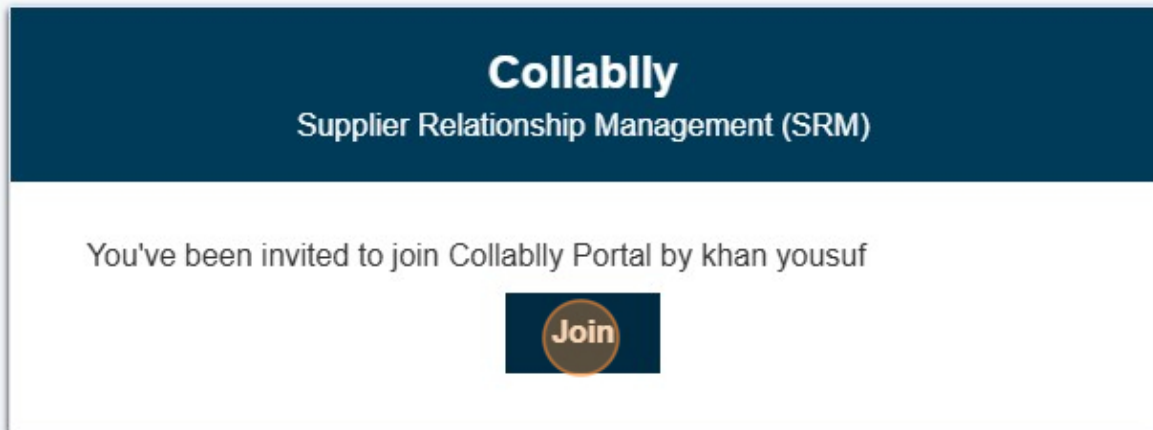The email will include the inviter's name and a **Join** button to complete the account registration process.

> **Note:** Once the Buyer completes registration, their account will appear in the **User Roster** with the assigned role and active status.

**9**    The **Buyer** will click the **Join** button in the invitation email to begin the account registration process.

## Collablly
### Supplier Relationship Management (SRM)

You've been invited to join Collablly Portal by khan yousuf

Join

**10**    his will open the **Registration Form** in the buyer's web browser.

**Password Guidelines** 🔒

✓ A lowercase letter
✓ A capital (uppercase) letter
✓ A number
✓ Minimum 8 characters (Max 15)
✓ A special character (!@#$%^&*)

📌 Tip: Use a mix of letters, numbers, and symbols for a stronger password!

### Create Account

**First Name**

**Last Name**

**Password**                                      👁

**Confirm Password**                          👁

Submit

**11** The **Buyer** completes the account registration form and clicks **Submit**. This completes the registration process.

> **Note:** While creating a password, each requirement in the left column will turn from red to green as it is met. Any item remaining in red indicates the requirement has not yet been satisfied.



**Password Guidelines** 🔒

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✓ Minimum 8 characters (Max 15)
✓ A special character (!@#$%^&*)
📌 Tip: Use a mix of letters, numbers, and symbols for a stronger password!

**Create Account**

**First Name**

Hassan

**Last Name**

Kadri

**Password**

.........

**Confirm Password**

.........

Submit

**12** Once the **Buyer** has completed the registration form, the **Admin** will see the new user listed in the **User Roster**.

This concludes the **Buyer Invitation and Registration** process. The user is now ready to log in to **Collablly** and begin using the platform under the **Buyer** role.

| Edit | First Name | Last Name | Email | Active | Admin | Created On |
|------|-----------|-----------|-------|--------|-------|-----------|
| ✏ | arsalan | aziz | yousufsaleemshahani1994@gmail.com | Y | N | 04/16/2025 |
| ✏ | arsalan | aziz | yousuf@collablly.com | Y | Y | 04/16/2025 |
| ✏ | denis | tt | dtolman@mammoth777.com | N | N | 03/30/2024 |
| ✏ | George | Guzman | gguzman@mammoth777.com | Y | Y | 05/19/2025 |
| ✏ | Hassan | test account | hassan@collablly.com | Y | Y | 10/20/2025 |
| ✏ | Hassan | Kadri | hassanakadri@gmail.com | Y | Y | 10/22/2025 |
| ✏ | Hassan | Kadri | hk@collablly.com | Y | N | 10/28/2025 |
| ✏ | junaid | tanjim | j.tanjim@asthait.com | Y | Y | 04/16/2025 |
| ✏ | mfisher | tt | mfisher@MAMMOTH777.COM | Y | N | 03/30/2024 |
| ✏ | Minnie | Hill | mhill@mammoth777.com | Y | N | 06/25/2025 |
| ✏ | muneeb | jawaid | yousufdev4@gmail.com | Y | Y | 12/05/2024 |
| ✏ | Shawn | Harper | sharper@mammoth777.com | Y | N | 07/23/2025 |
| ✏ | Virginia | Bohorquez | vbohorquez@mammoth777.com | Y | Y | 06/12/2025 |
| ✏ | yousuf | khan | yousufdev12@gmail.com | Y | Y | 03/30/2024 |
| ✏ | Z | Mahmud | z.mahmud@asthait.com | Y | N | 05/14/2025 |

≡ Users   Add New User +                                    Search..

Showing 1 to 15 of 15 entries     « ‹ › »