

User Manual: eBDN Customer registration as from 10 September 2007



Account Login for the first time with effect from 10 September 2007

- From 10 September 2007, you will be required to re-register to be able to lodge eBDNs on the eBDN website.
- Your account number will be validated against your password.
- This change has been done with the implementation of the latest version of our financial system on SAP and provides you with an additional security measure when it come to lodging your bulk mail.
- With the new security functionality that has been developed the Master user on the bulk mail account is registered. The Master user can in turn register sub users and mail houses linked to their Bulk Mail account to make use of the new functionality
- To effect your login, please navigate to the “Sign in” link on the eBDN website (www.sapo.co.za/ebdn)
- Log in by executing your digital certificate as per normal. You will be taken to the <https://ebdn.sapo.co.za> site where you will be able to view the following:

*“Thank you for connecting to the SA Post Office Secure Web Site.
Select from the options below to continue:*

*Non-Conformance Form
Account Login
Account Registration “*

- Select the “Account Login” option



Account Login

- **Account number: (Enter your Bulk Mail account number –Example 4002232)**
- **Password: (Default password: 123456. This password was pre-assigned to you by the SA Post Office)**
- **Customer number: (Repeat your Bulk Mail account number)**
- **Click on “Change Password”**

BulkMail BPA - Microsoft Internet Explorer

Account Login

Please provide your account information, select one of the options below and select the "Continue" button.

Account Number: 4002232 (Mail house or Direct customer)
Password: *****
Customer Number: 4002232 (Payee account No)

View Orders & Re-print Orders (Bulkmail customers ONLY !)
 View Credit Limit
 View Quotes & Approval of Quotes (Bulkmail customers ONLY !)
 View Invoices & Statements
 Lodge eBDN

Continue

Change Password

If you have any problems with your Id, Password or changing your password
Please contact Tel : 0860 262 262 (Shared call) or contact your regional Sales Representative.

Logoff

Done Local intranet

Slide 3 of 30 Default Design

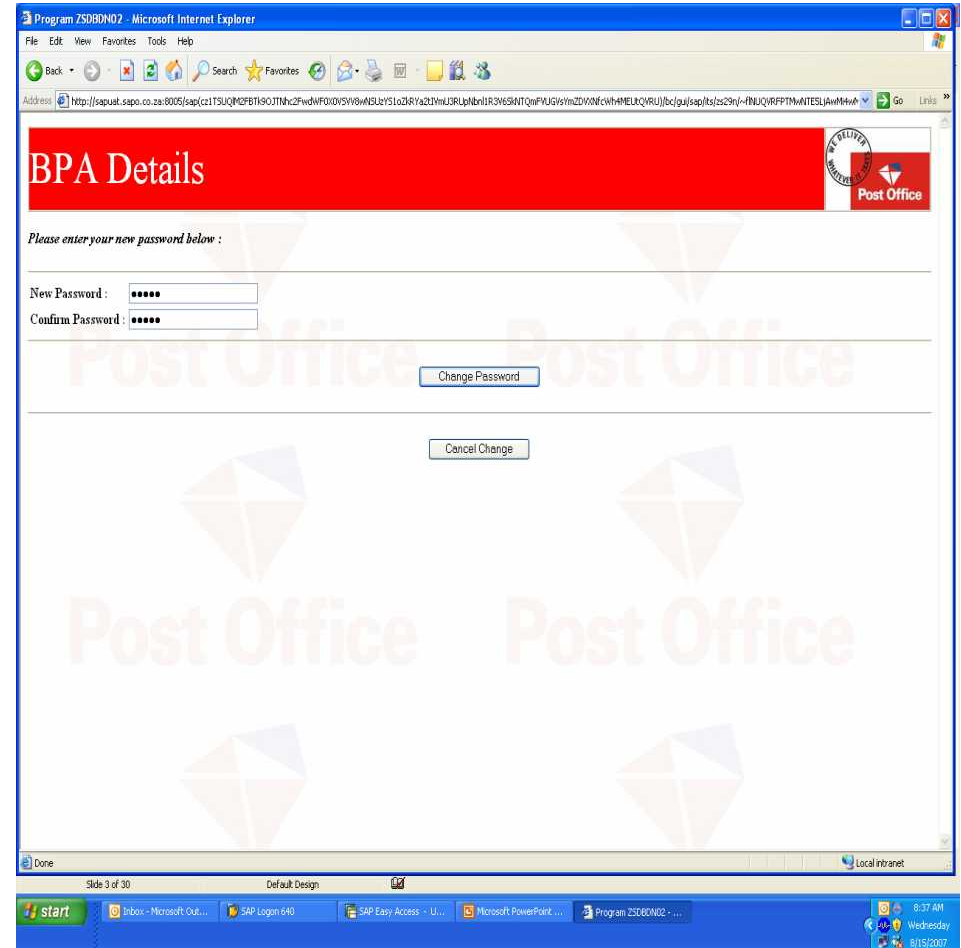
start Inbox - Microsoft Out... SAP Logon 640 SAP Easy Access - U... Microsoft PowerPoint... BulkMail BPA - Micros...

8:37 AM Wednesday 8/15/2007



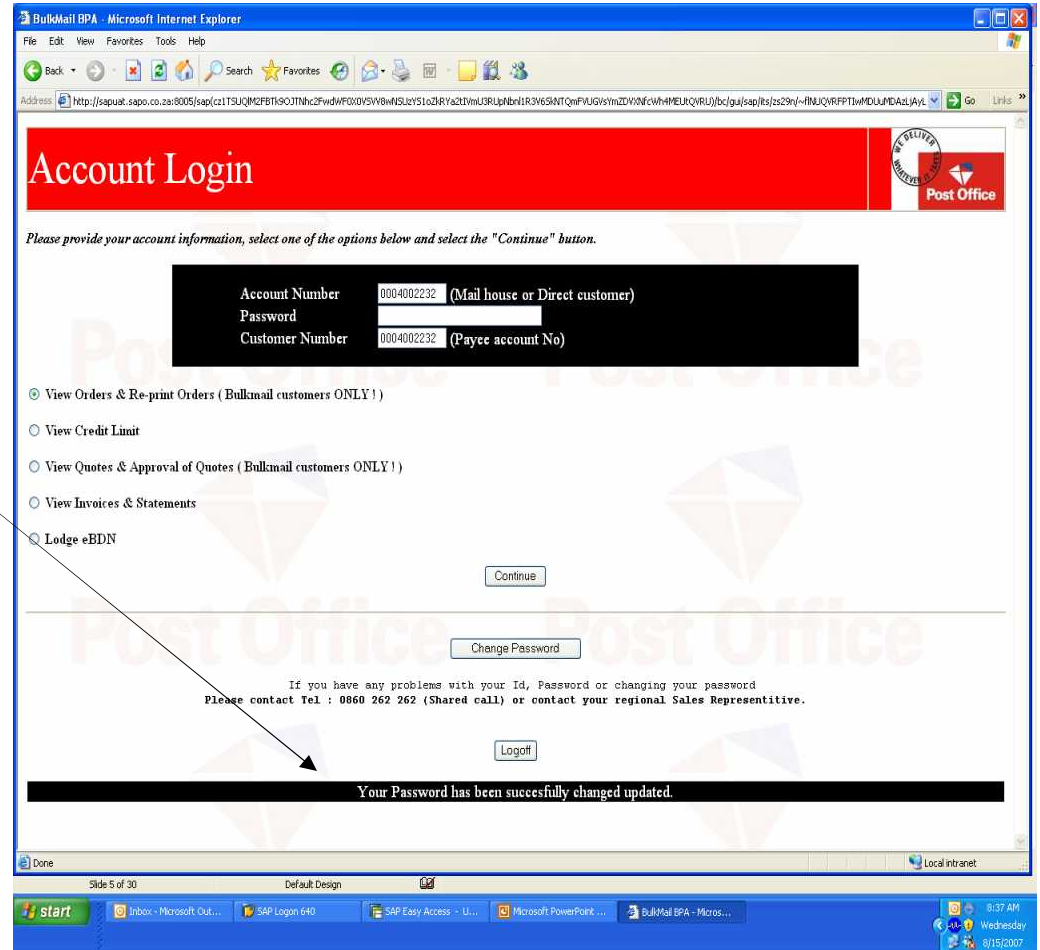
Account Login for the first time

- **New Password: (Enter a new password, which must be a alpha or alphanumeric password – Maximum 8 characters long)**
- **Confirm Password: (Re-enter the above password)**
- **Click on “Change Password”**



Account Login for the first time

- A message will appear at the bottom of the screen:
“Your password has been successfully changed/updated.”



Account Login for the first time

- Return to the Account Log In screen. Now enter your new password
- Select the relevant option (Example Lodge eBDN) and click on “Continue”

BulkMail BPA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://sapuat.sapo.co.za:8005/sap/cz1TSUQMZBT190JTNhc2FvdWV0DXY5WmNSUzY1S0RyYzZlNiU3RURhbnNlR3V6SWh0QmFUGmYmZWVhbnVhPEUKQVRUJbcjgub3p/its/zs2fn/~FINUQYFFFT1WDDUJDA4L4y1

Account Login

Please provide your account information, select one of the options below and select the "Continue" button.

Account Number	0004002232	(Mail house or Direct customer)
Password	*****	
Customer Number	0004002232	(Payee account No)

View Orders & Re-print Orders (Bulkmail customers ONLY !)

View Credit Limit

View Quotes & Approval of Quotes (Bulkmail customers ONLY !)

View Invoices & Statements

Lodge eBDN

Continue

Change Password

If you have any problems with your Id, Password or changing your password
Please contact Tel : 0860 262 262 (Shared call) or contact your regional Sales Representative.

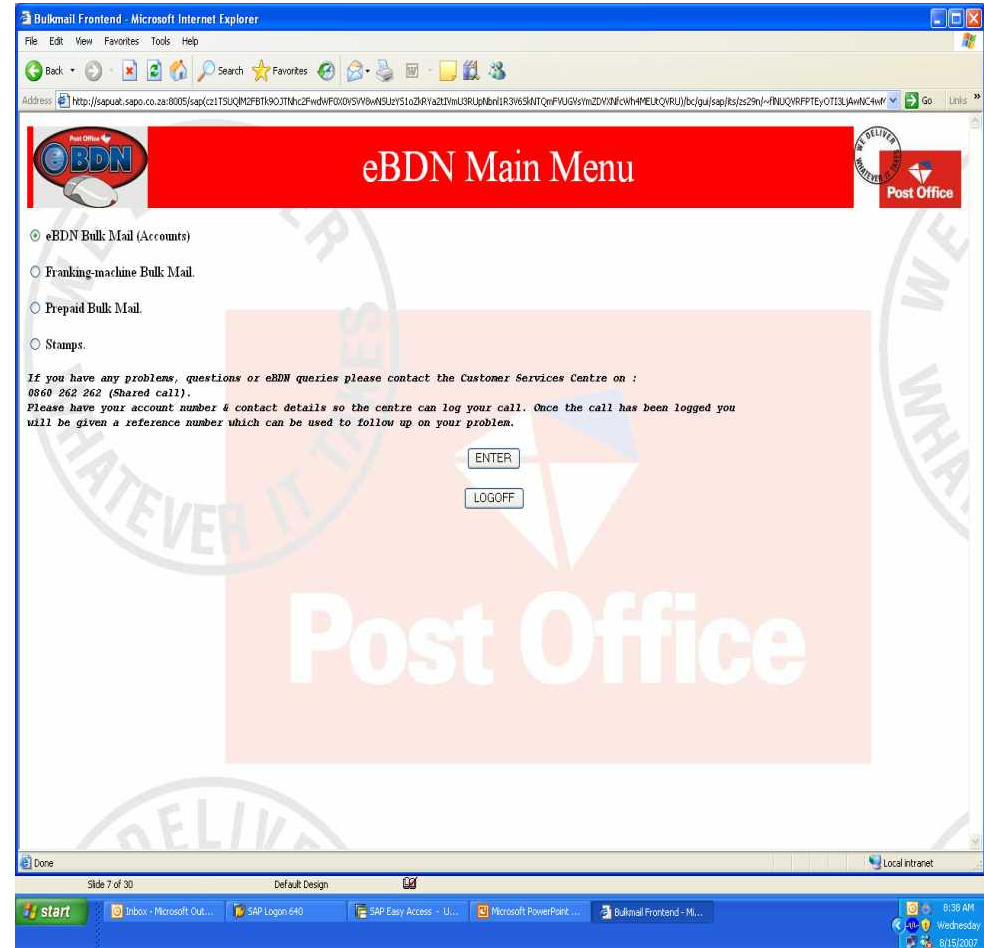
Logoff

Your Password has been successfully changed updated.



Account Login for the first time

- The eBDN Main Menu will appear
- Select the relevant lodgement option
- Click on “ENTER”



Account Registration

- The Master user that was created can now register sub users and mail houses linked to their Bulk Mail account to make use of the new functionality.
- Please navigate to the “Sign in” link on the eBDN website (www.sapo.co.za/ebdn)
- Log in by executing your digital certificate as per normal. You will be taken to the <https://ebdn.sapo.co.za> site where you will be able to view the following:

*Thank you for connecting to the SA Post Office Secure Web Site.
Select from the options below to continue:*

*Non-Conformance Form
Account Login
Account Registration*

- Select the “Account Registration” option



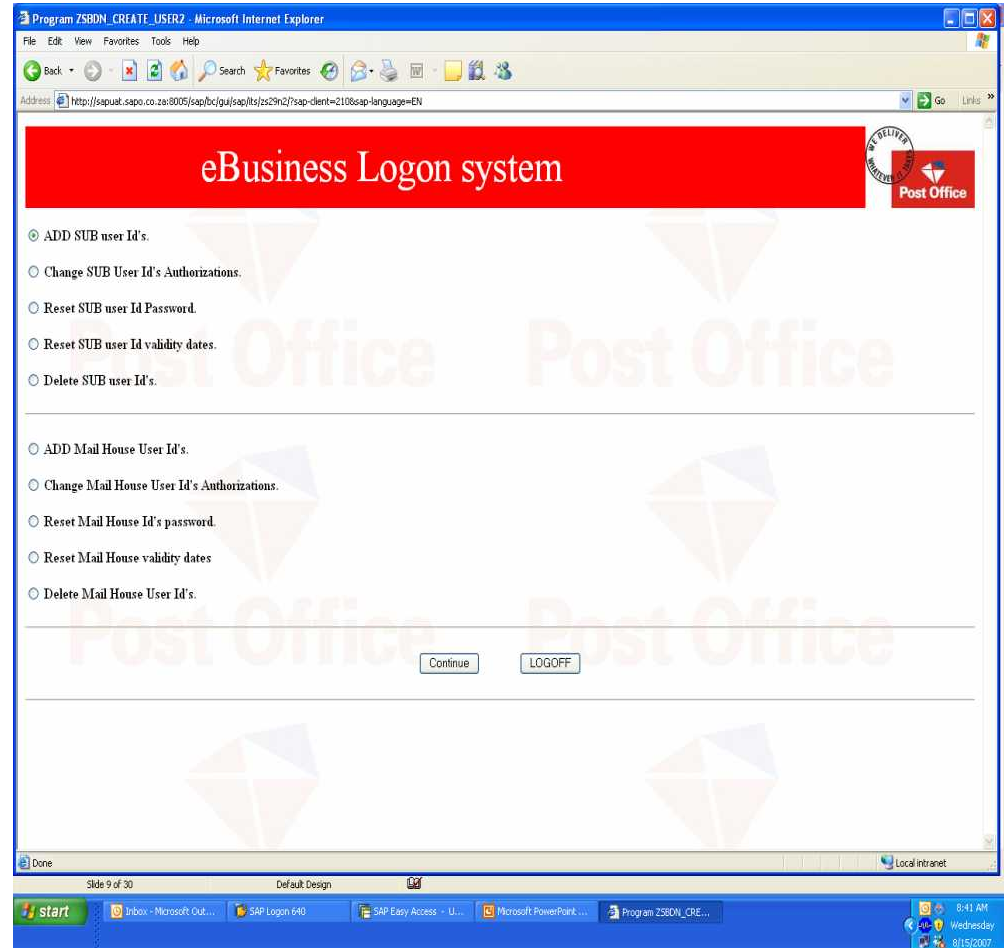
Account Registration

The Master User can authorise and register sub users and mail houses to access their Bulk Mail account.

- To register a sub user,

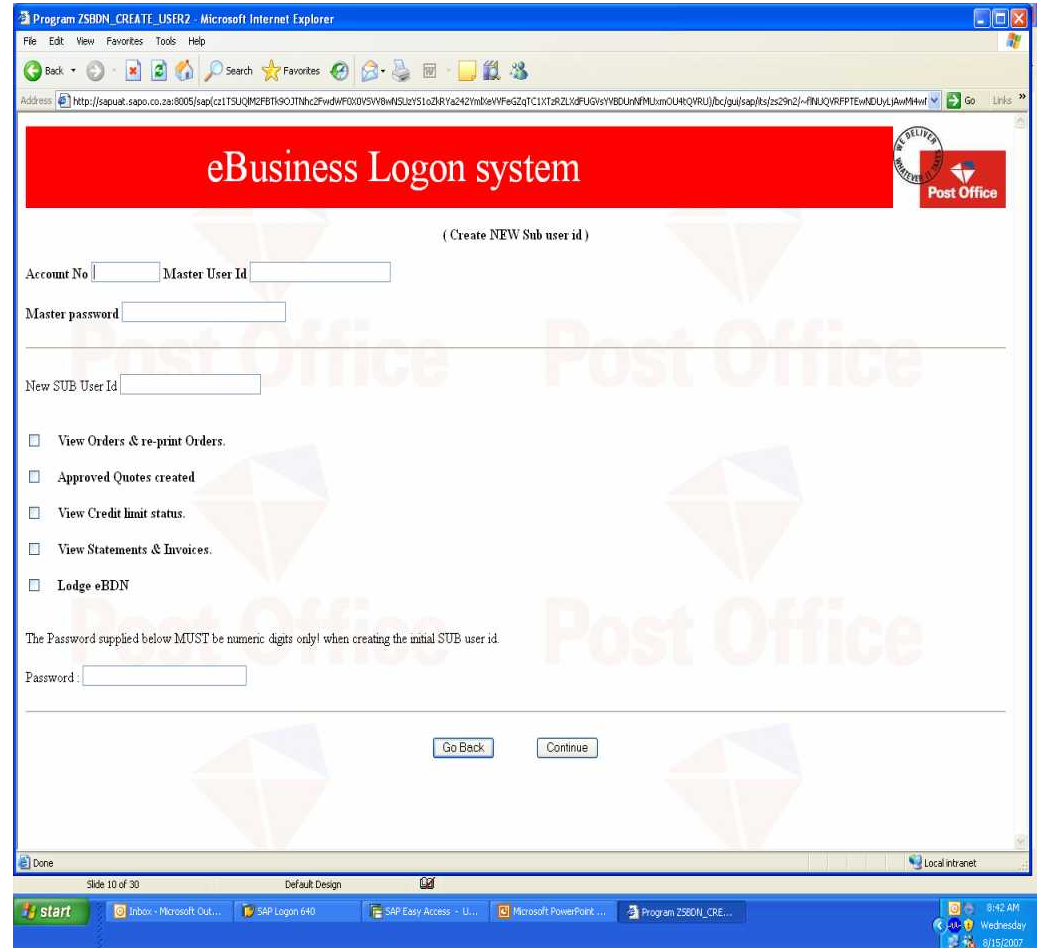
Select the following option:

- Add sub user ID
- Click on “Continue”



Account Registration

- All the relevant fields need to be completed by the master user.



The screenshot shows a web browser window titled "Program ZSBDDN_CREATE_USER2 - Microsoft Internet Explorer". The address bar contains a long URL starting with "http://sapuat.sapo.co.za:8005/sap/cz113UQMCFBTK90JTHncFvdWFO0W0SVY8wK5zY51o3BRYa242Ymk6WFeGzqTC1XTJ2RZLXJFUGVSYB0UcNFNUmOUHQVRUJbcj9u[sap]sz[sc29nZ]~rNUQVFPTEvMDUyLjAwMmVw". The page content includes a red header with the text "eBusiness Logon system" and a "Post Office" logo. Below the header, it says "(Create NEW Sub user id)". There are several input fields: "Account No", "Master User Id", "Master password", "New SUB User Id", and "Password". A list of checkboxes is provided for permissions: "View Orders & re-print Orders.", "Approved Quotes created", "View Credit limit status.", "View Statements & Invoices.", and "Lodge eBDN". A note states: "The Password supplied below MUST be numeric digits only! when creating the initial SUB user id." At the bottom, there are "Go Back" and "Continue" buttons. The browser's status bar shows "Done", "Slide 10 of 30", "Default Design", and "Local intranet". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, SAP Logon, SAP Easy Access, Microsoft PowerPoint, Program ZSBDDN_CREATE_USER2), and the system clock showing 8:42 AM on Wednesday, 8/15/2007.



Account Registration

- Enter the following:
 - Account No: (This is your Bulk Mail account number)
 - Master user Id: (The master user ID will be your Bulk Mail account number)
 - Master password: This is the password you have changed in the account login process above
 - New Sub user Id: (This could be a salary reference number or a name, but ***can not be the same as the master user Id***)
 - Select the option you would like this user to be able to do.
 - Give the user a generic, numeric password (Eg.654321)
 - Click on “Continue”
 - Be sure to communicate the generic password to the registered user.

The screenshot shows a web browser window titled "Program Z5BDN_CREATE_USER2 - Microsoft Internet Explorer". The address bar contains a long URL starting with "http://sapuat.sapo.co.za:8005/sap/cct1TSUQMCFBT190JTHc2FwdWFO3DYSW8WBU2Y51z2R4V4c2Ym0xvWFe2zqTC1X1T8ZLXUFUGYsYBDUWFMUOmOUHQ2VRUJ/bc/pa/sap/bs/sz29c2/~PNUQVRFPEWBDUYJAAMH4M". The page content includes a red header with the text "eBusiness Logon system" and a "Post Office" logo. Below the header, there is a sub-header "(Create NEW Sub user id)". The form contains several input fields: "Account No" with the value "4002232", "Master User Id" with the value "650922", "Master password" with masked characters "*****", and "New SUB User Id" with the value "650923". There is a list of checkboxes for user permissions: "View Orders & re-print Orders.", "Approved Quotes created", "View Credit limit status.", "View Statements & Invoices.", and "Lodge eBDN", with the last one checked. Below the checkboxes, there is a note: "The Password supplied below MUST be numeric digits only! when creating the initial SUB user id." and a "Password" field with masked characters "*****". At the bottom of the form, there are "Go Back" and "Continue" buttons. The browser's status bar shows "Done" and "Local intranet". The Windows taskbar at the bottom shows the start button, several open applications (Inbox, SAP Logon 640, Data Browser, Microsoft PowerPoint), and the system tray with the date "Wednesday 8/15/2007" and time "8:43 AM".



Account Registration

- This screen reflects the authorization given to the sub user
- Click on “Save Entry”

The screenshot shows a web browser window titled "Program Z5BDN_CREATE_USER2 - Microsoft Internet Explorer". The address bar contains a long URL starting with "http://sapuat.sapo.co.za:8005/sap/cct1TSUQMCF1190JTHc2PwdfWFO0Y3Y8WMBU2Y51z2R4Ys242Ym0xWYF6z2qTC1XT8ZLXUFUGY8Y8DUWFMU0mOUHQ2RUJ/bc/pa/sap/hs/sz29c2/~PNUQVRFPT1zOTLUMDAzJA4". The page content includes a red header with the text "eBusiness Logon system" and a "Post Office" logo. Below the header, a message reads: "Please check ALL details below before selecting the SAVE option below. If there is an error select the GO BACK option and recapture the data required. The following Account & authorization have been requested:". The details listed are: "Account number : 0004002232", "Account name : PRESTIGE BULK MAILERS", and "User Id : 650923". A list of permissions is shown with a checked box next to "Lodge eBDN":

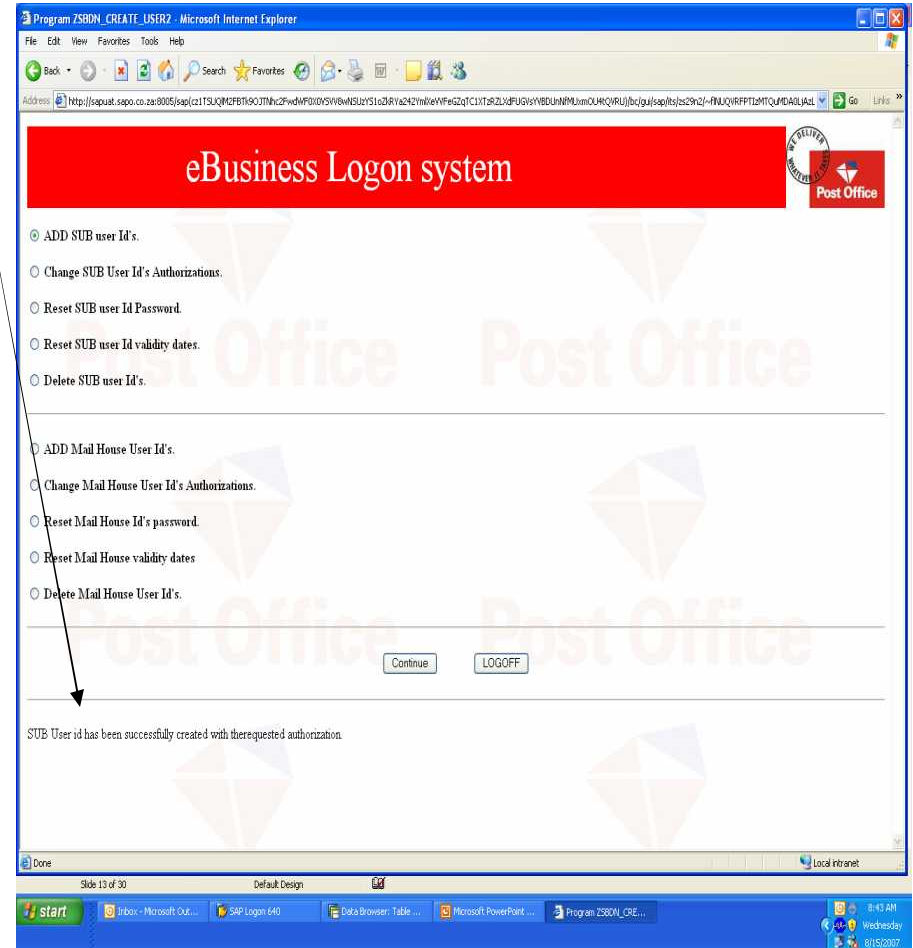
- View & re-print of orders
- View & Approve Quotes
- View Credit Limit Balance
- View Invoices & Statements
- Lodge eBDN

At the bottom of the form area, there are two buttons: "SAVE Entry" and "Go Back". The browser's status bar at the bottom shows "Done", "Slide 12 of 30", "Default Design", and "Local intranet". The Windows taskbar at the very bottom shows the start button, several open applications (Inbox, SAP Logon 640, Data Browser, Microsoft PowerPoint), and the system clock showing "8:43 AM Wednesday 8/15/2007".



Account Registration

- A message will appear:
“Sub User Id has been successfully created with there requested authorization”
- After the sub user has been created the Account Login process should be followed by the newly registered sub users.



Account Registration

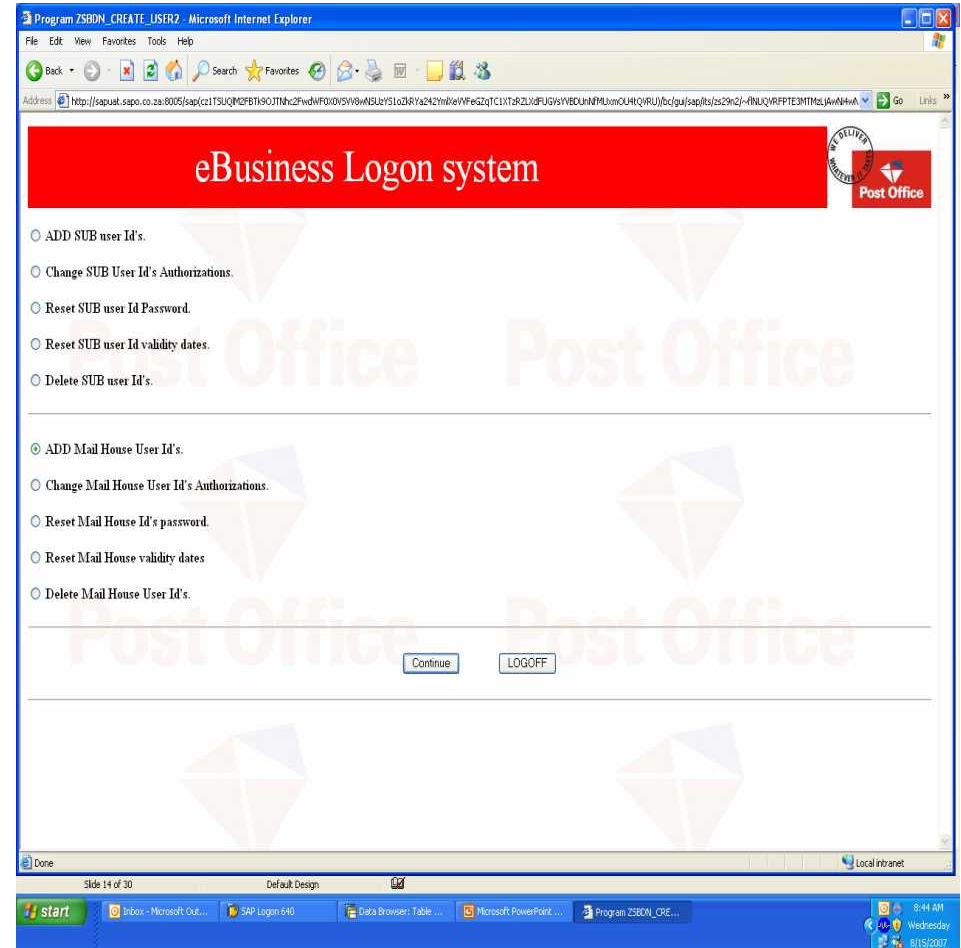
The master user can authorise and register mail houses to access their Bulk Mail account. (New security)

- To register a Mail house,

Select the following option:

- Add Mail house user ID


- Click on “Continue”



Account Registration

- All the relevant fields need to be completed by the master user.

The screenshot shows a web browser window titled "Program Z5BDN_CREATE_USER2 - Microsoft Internet Explorer". The address bar contains a long URL starting with "http://sapuat.sapo.co.za:8005/sap/cct1TSUQM2FT1S027Hc2FvdWf0X0Y3W8M5UzY1zBRV6a2Ym8vYF6S2qTC1XT8ZLXFUGYsY1BDUWFMUwOUHrQVRUJbcj(pu/sap/bs/s29h2/-FNUQVFPTE2M9CLAmly-td". The page content is as follows:

eBusiness Logon system 

(Add Mail House to account)

Please enter Master user id details below to link a Mail House to your account.

Account number :

Master User Id :

Master Password :

Please enter the Mail House account number & User Id you would like to link : NOTE : The initial Password MUST be NUMERIC digits ONLY.

Mail House account number :

Mail House User Id :

Mail House Password :

View & re-print of orders

View & Approve Quotes

View Credit Limit Balance

View Invoices & Statements

Lodge eBDN

Date period : From : To :

Done

Slide 15 of 30 Default Design

start | Inbox - Microsoft Out... | SAP Logon 640 | Data Browser: Table ... | Microsoft PowerPoint... | Program Z5BDN_CRE...

8:44 AM Wednesday 8/15/2007



Account Registration

- Enter the following:
 - Account No: (This is your Bulk Mail account number)
 - Master user Id: (your Bulk Mail account number)
 - Master password: (This is the password you have changed in the account login process)
 - Mail house account number: (Enter the mail house account number which you would like to access your Bulk Mail account)
 - Mail house user Id: (This could be a salary reference number or a name, but ***can not be the same as the master user Id***)
 - Mail house password: (The password must be numerical eg 654321)
 - Be sure to communicate the generic password to the registered user.
 - Mark the option you would like this mail house to be able to do on your Bulk Mail account.
 - Date period: (The system will default automatically for a 1 year period, this should be change if not for default period)
 - Click on “Save Entry”

The screenshot shows a web browser window titled "Program ZSBON_CREATE_USER2 - Microsoft Internet Explorer". The address bar contains a long URL starting with "http://sapuat.sapo.co.za". The page header is a red banner with the text "eBusiness Logon system" and a "Post Office" logo. Below the banner, there is a sub-header "(Add Mail House to account)". The main content area contains several form fields and checkboxes:

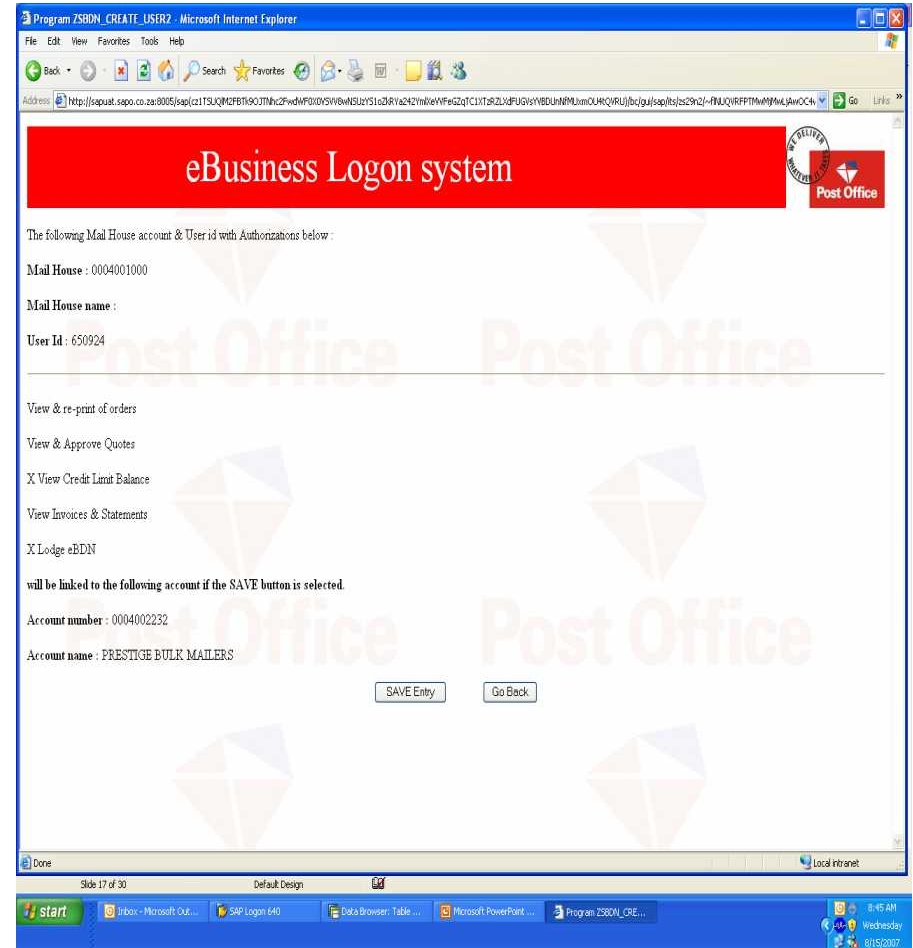
- Text: "Please enter Master user id details below to link a Mail House to your account."
- Form fields: "Account number : 4002232", "Master User Id : 650922", "Master Password : *****".
- Text: "Please enter the Mail House account number & User Id you would like to link : NOTE : The initial Password MUST be NUMERIC digits ONLY".
- Form fields: "Mail House account number : 4001000", "Mail House User Id : 650924", "Mail House Password : *****".
- Checkboxes: "View & re-print of orders", "View & Approve Quotes", "View Credit Limit Balance" (checked), "View Invoices & Statements", "Lodge eBDN" (checked).
- Form fields: "Date period: From : 2007/08/15 To : 2008/08/15".
- Buttons: "SAVE Entry" and "Go Back".

The browser's status bar at the bottom shows "Done", "Slide 16 of 30", "Default Design", and "Local intranet". The Windows taskbar at the very bottom shows the Start button, several open applications (Inbox, SAP Logon, Data Browser, Microsoft PowerPoint, Program ZSBON_CREATE_USER2), and the system tray with the date "Wednesday 8/15/2007" and time "8:45 AM".



Account Registration

- **Confirmation process**
- **If the data is correct, click on "Save Entry"**



Account Registration

- A message will appear:
“Mail house has been successfully linked with the requested authorization to your account.”
- After the mail house user has been created the Account Login process should be followed by the newly registered mail house (as per above).

