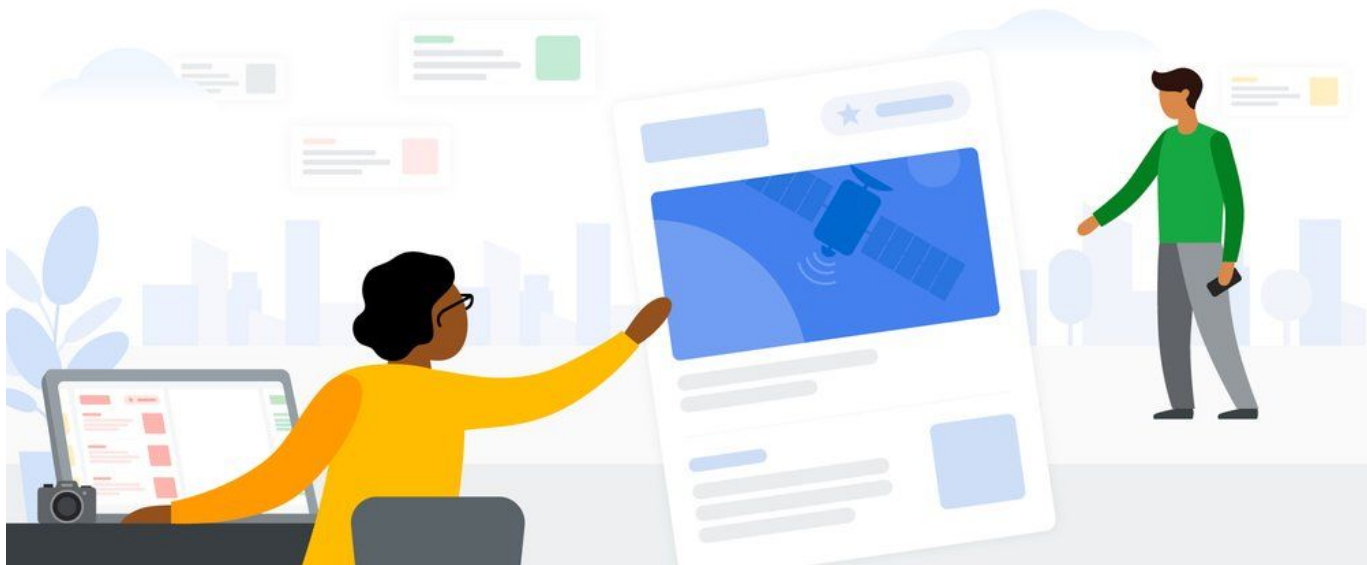




# Google Supplier Core

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## Access Management Guide

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# Access Management Overview

Supplier Admin and User Privileges

Supplier Core Access Management Info



# Supplier Admins and Users Access Privileges

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## Supplier Admins

- **Grant** Admin and User access to Supplier Core
- **Remove** Other Admins / Users from Supplier Core
- **Update** role access within their companies
- **Manage** billing sheets submitted by all users
- **Create** new billing sheets.



## Supplier Users

- **View** the list of companies you have access to in Supplier Core
- **View** the Admin details for each company
- **Manage** billing sheets you have created
- **Create** new billing sheets

# Access Management Tab - Overview

The **Access Management tab** allows you to manage access for your company's users in Supplier Core, giving you control over who can assist with **billing sheet creation** for your invoices.

Google Supplier Core

Create billing sheet

Billing sheets

Access Management

## Access Management

Manage and provide access to users for billing sheet creation

View by Company Name

View by Users

Add users for selection

Add a filter

| <input type="checkbox"/> | Company Name               | Country       | Group Members            |
|--------------------------|----------------------------|---------------|--------------------------|
| <input type="checkbox"/> | ██████████ LIMITED         | Ireland       | <a href="#">View All</a> |
| <input type="checkbox"/> | ██████████ PRIVATE LIMITED | India         | <a href="#">View All</a> |
| <input type="checkbox"/> | ██████ LLP                 | United States | <a href="#">View All</a> |

List of Companies (Managed by Supplier Admins)

# Access Management Tab - Overview (Cont'd)

In the '**View by Users**' section, you can find a comprehensive list of all company users who have been granted access. The details include:

- Their company details
- Their assigned role (**Admin** or **User**)
- The date access was provided or removed
- The person who granted / revoked the access

## Access Management

Manage and provide access to users for billing sheet creation

| View by Company NameView by Users |              |               |             |           |       |             |                 |             |  |
|-----------------------------------|--------------|---------------|-------------|-----------|-------|-------------|-----------------|-------------|--|
| Remove selected users             |              |               |             |           |       |             |                 |             |  |
| Add a filter                      |              |               |             |           |       |             |                 |             |  |
|                                   | Company name | Country       | User email  | User name | Role  | Actioned by | Status          | Status date |  |
| <input type="checkbox"/>          | LLC          | United States | @google.com |           | Admin | SYSTEM      | Access provided | 09/18/2025  |  |
| <input type="checkbox"/>          | LLC          | United States | @google.com |           | User  | SYSTEM      | Access provided | 09/18/2025  |  |

# Adding Users to Companies

## Supplier Admin Privileges

- Adding users to company
- Enabling a domain for a company



# Filtering the Company Name

In the **Access Management** tab, you can find a filter in the '**View by Company Name**' section.

Simply type in your **company's name** or a **country** to filter the list, which is limited to the companies you have access to.

You can use this **free-text** field to perform a **search**

1 Company Name: Limited  
Country: Limited

2

View by Company Name View by Users

+ Add users for selection

Y Company Name: Limited X Add a filter X

| <input type="checkbox"/> | Company Name               | Country | Group Members            |
|--------------------------|----------------------------|---------|--------------------------|
| <input type="checkbox"/> | [REDACTED] LIMITED         | Ireland | <a href="#">View All</a> |
| <input type="checkbox"/> | [REDACTED] PRIVATE LIMITED | India   | <a href="#">View All</a> |



# Finding the Right Company

Select the **checkbox** next to the company list. This will enable the '[Add users for selection](#)' option at the top of the table. Click this option to proceed.

View by Company Name

View by Users

 Add users for selection

4



Company Name: Limited 

Add a filter



|  | Company Name               | Country | Group Members            |
|-----------------------------------------------------------------------------------|----------------------------|---------|--------------------------|
| <input type="checkbox"/>                                                          | ██████████ LIMITED         | Ireland | <a href="#">View All</a> |
| <div>3</div> <input checked="" type="checkbox"/>                                  | ██████████ PRIVATE LIMITED | India   | <a href="#">View All</a> |

**NOTE:** You can select **multiple companies** at once to add the same users to all of them.

If you cannot find the company you need, it is because you don't have access. Please reach out to [ivthelp@google.com](mailto:ivthelp@google.com) and request access to that specific company.



# Updating User Emails Based on Access Level (Admin or User)

Enter the company's **corporate emails** in either the Admin or User section. If you are entering multiple emails, separate them with a **comma**.

## Grant Access to Selected Companies

Add admins and users to manage billing sheets



Selected companies



PRIVATE LIMITED

The following are allowed email domains for the selected companies

- @supplier.com

supplier = Company name or one of its allowed domains.

5

Add Admin Email IDs

Use commas to enter multiple email IDs

Add User Email IDs

Use commas to enter multiple email IDs

6

Add

# Process of Adding Users to Multiple Companies

After filtering for the company you need, select the **checkboxes** for multiple companies to add a user to all of them at once

View by Company Name View by Users

+ Add users for selection 2

Option to **select all** or **deselect all** the companies on the list

Company Name: LIMITED X Add a filter X

| <input checked="" type="checkbox"/> | Company Name               | Country       | Group Members            |
|-------------------------------------|----------------------------|---------------|--------------------------|
| <input checked="" type="checkbox"/> | [REDACTED] LIMITED         | Ireland       | <a href="#">View All</a> |
| <input checked="" type="checkbox"/> | [REDACTED] PRIVATE LIMITED | India         | <a href="#">View All</a> |
| <input checked="" type="checkbox"/> | [REDACTED] Limited         | United States | <a href="#">View All</a> |

Items per page: 10 1 - 10 < >

# Process of Adding Users to Multiple Companies (Cont'd)

For all selected companies, enter the company's **corporate emails** in either the Admin or User section. Remember to separate multiple emails with a **comma**.

## Grant Access to Selected Companies

Add admins and users to manage billing sheets



Selected companies



██████████ Limited

████████████████████ PRIVATE LIMITED

██████████████████ LIMITED

The following are allowed email domains for the selected companies

- @supplier.com

supplier = Company name or one of its allowed domains.

3

Add Admin Email IDs

Use commas to enter multiple email IDs

Add User Email IDs

Use commas to enter multiple email IDs

# Domain Management for Company

If the selected company does not have a domain enabled, you can request to **add a new domain** by emailing [ivthelp@google.com](mailto:ivthelp@google.com). The **EVE team** will add it in a timely manner.

Selected companies ?

LIMITED

The following are allowed email domains for the selected companies

- @supplier.com

**Error:** The email domain you entered is not allowed or enabled for the selected company

Add Admin Email IDs

@hotmail.com X

Supplier email

Remove email

Please enter emails with valid domains

Add User Email IDs

@outlook.com X

Supplier email

Please enter emails with valid domains

**NOTE:** Only a **corporate domain** is allowed, as this email will be used for all EVE related communication with Google.



# Removing Users from Companies

## Supplier Admin Privileges

Removing Users in Supplier Core

- Single User
- Multiple Users



# Removing a Single User from a Company

**Filter** the list of companies to find the one from which you need to remove a user. Then, click '**View All**' in the Group Members column

View by Company Name

View by Users

Add users for selection

1

Y

Company Name: LIMITED X

Add a filter

X

| <input type="checkbox"/> | Company Name        | Country | Group Members                              |
|--------------------------|---------------------|---------|--------------------------------------------|
| <input type="checkbox"/> | <div></div> LIMITED | Ireland | <div><div>View All</div><div>2</div></div> |

# Removing a Single User from a Company (Cont'd)

Next, find the user you want to remove from this company in the displayed list. Use the **icon**  to remove that user from the selected company.

View by Company Name View by Users

Remove selected users

Company name: [REDACTED] LIMITED X Add a filter

| <input type="checkbox"/> | Company name       | Country | User email            | User name  | Role  | Actioned by | Status          | Status date | 3                                                                                   |
|--------------------------|--------------------|---------|-----------------------|------------|-------|-------------|-----------------|-------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> | [REDACTED] LIMITED | Ireland | [REDACTED]@google.com | [REDACTED] | Admin | SYSTEM      | Access provided | 09/12/2025  |  |

A confirmation **pop-up** will then appear. Verify the user's name and email, then click '**Remove**' to revoke their access to **Supplier Core**.

## Remove user access

Revoke access for [REDACTED] ([REDACTED]@google.com)?

Cancel

Remove

4



# Removing a Single User from Multiple Companies

Go to the '**View by User**' section and use the filter to enter the user's email address. This is the process for completely removing that user's access to **Supplier Core** from **all companies**.

The screenshot shows a web interface for managing user access. At the top, there are two tabs: 'View by Company Name' and 'View by Users'. The 'View by Users' tab is selected and highlighted with an orange dashed box and a blue underline, with an orange box containing the number '1' next to it. Below the tabs is a section titled 'Remove selected users' with a person icon. Under this title, there is a search field with a magnifying glass icon and the text 'an[redacted]@google.com'. This search field is highlighted with an orange dashed box and an orange box containing the number '2'. A blue callout bubble points to this field with the text: 'You can use this **free-text** field to enter a **valid and exact** email address.' Below the search field is a light blue box containing three fields: 'Company Name: an[redacted]@google.com', 'User email: an[redacted]@google.com', and 'Actioned By: an[redacted]@google.com'. The 'User email' field is highlighted with an orange dashed box and an orange box containing the number '3'.

View by Company Name    View by Users **1**

Remove selected users

**2**    an[redacted]@google.com

You can use this **free-text** field to enter a **valid and exact** email address.

**3**    Company Name: an[redacted]@google.com  
User email: an[redacted]@google.com  
Actioned By: an[redacted]@google.com

# Removing a Single User from Multiple Companies (Cont'd)

After you have finished filtering, a list of all the companies the user belongs to will appear. From this list, you can select **multiple companies** to remove the user from **Supplier Core**.

**5** Removing multiple users in a single action

Remove selected users

Y User email: [redacted]@google.com X Add a filter X

| <input type="checkbox"/>            | Company name               | Country       | User email            | User name  | Role  | Actioned by           | Status          | Status date |   |
|-------------------------------------|----------------------------|---------------|-----------------------|------------|-------|-----------------------|-----------------|-------------|---|
| <input type="checkbox"/>            | [redacted] PRIVATE LIMITED | India         | [redacted]@google.com | [redacted] | Admin | [redacted]@google.com | Access provided | 09/12/2025  | ⌵ |
| <input checked="" type="checkbox"/> | <b>4</b> [redacted] LLP    | United States | [redacted]@google.com | [redacted] | User  | [redacted]@google.com | Access provided | 09/04/2025  | ⌵ |
| <input checked="" type="checkbox"/> | [redacted] INC             | United States | [redacted]@google.com | [redacted] | User  | [redacted]@google.com | Access provided | 09/04/2025  | ⌵ |



**NOTE:** Your selection is limited to the users on the **current page** (a maximum of 100 per page).

**Self-removal** is not possible.

# Removing a Single User from Multiple Companies (Cont'd)

A confirmation **pop-up** will then appear. Verify the user's name and email, then click '**Remove**' to revoke their access to **Supplier Core**.

## Remove user access

Revoke access for [redacted] ([redacted]@google.com)?

Cancel

Remove

6

Once a user is removed, their status will be updated to '**Access Revoked**' for all selected companies. They will also receive a **confirmation email** from **Supplier Core**.

|                                     |                            |               |                       |            |       |                       |                |            |  |
|-------------------------------------|----------------------------|---------------|-----------------------|------------|-------|-----------------------|----------------|------------|--|
| <input checked="" type="checkbox"/> | [redacted] PRIVATE LIMITED | India         | [redacted]@google.com | [redacted] | User  | [redacted]@google.com | Access revoked | 09/17/2025 |  |
| <input type="checkbox"/>            | [redacted] Limited         | United States | [redacted]@google.com | [redacted] | Admin | [redacted]@google.com | Access revoked | 09/17/2025 |  |

# Removing Multiple Users from a Company

In the '**View by Company Name**' section, click '**View all**' to filter the list and show only the users who have access to that specific company.

View by Company Name

View by Users

 Add users for selection

 Add a filter

| <input type="checkbox"/> | Company Name        | Country | Group Members         |
|--------------------------|---------------------|---------|-----------------------|
| <input type="checkbox"/> | <div></div> LIMITED | Ireland | <div>View All</div> 1 |

**NOTE:** If you cannot find the company you need, it is because you don't have access. Please reach out to [ivthelp@google.com](mailto:ivthelp@google.com) and request access to that specific company.



# Removing Multiple Users from a Company (Cont'd)

To remove multiple users, select their **checkboxes** from the list and then click the '**Remove selected users**' button.

View by Company Name    View by Users

 **3**

Y Company name: [REDACTED] LIMITED X Add a filter X

| <input checked="" type="checkbox"/> | Company name                | Country | User email            | User name  | Role  | Actioned by           | Status          | Status date |                                                                                     |
|-------------------------------------|-----------------------------|---------|-----------------------|------------|-------|-----------------------|-----------------|-------------|-------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | [REDACTED] LIMITED          | Ireland | [REDACTED]@google.com | [REDACTED] | Admin | SYSTEM                | Access provided | 09/12/2025  |  |
| <input type="checkbox"/>            | <b>2</b> [REDACTED] LIMITED | Ireland | [REDACTED]@google.com | [REDACTED] | Admin | SYSTEM                | Access revoked  | 09/09/2025  |  |
| <input checked="" type="checkbox"/> | [REDACTED] LIMITED          | Ireland | [REDACTED]@google.com | [REDACTED] | Admin | SYSTEM                | Access provided | 09/04/2025  |  |
| <input type="checkbox"/>            | [REDACTED] LIMITED          | Ireland | [REDACTED]@google.com | [REDACTED] | User  | [REDACTED]@google.com | Access revoked  | 09/04/2025  |  |
| <input checked="" type="checkbox"/> | [REDACTED] LIMITED          | Ireland | [REDACTED]@google.com | [REDACTED] | User  | [REDACTED]@google.com | Access provided | 09/04/2025  |  |



**NOTE:** Your selection is limited to the users on the **current page** (a maximum of 100 per page).

**Self-removal** is not possible.

# Removing Multiple Users from a Company (Cont'd)

In the pop-up, verify the final list of users and their email addresses. Then, click **Remove** to revoke their access to **Supplier Core**.

## Remove access for selected users

Revoke access for the following users:

- [REDACTED] ([REDACTED]@google.com)
- [REDACTED] ([REDACTED]@google.com)
- [REDACTED] ([REDACTED]@google.com)
- [REDACTED] ([REDACTED]@google.com)

Cancel

Remove

4

# Manage Role Access

## Supplier Admin Privileges

Change Users Access in Supplier Core

- Admin to User Role
- User to Admin Role

# Changing a User's Role for a Company

To change a user's role access, you'll need to first find and select the correct company from your list. Since a user's role is managed at the company level, this is the essential first step in the process. Then, click on '[Add users for selection](#)' option.

View by Company Name

View by Users

Add users for selection

2

Company Name: Limited

Add a filter

|                                                  | Company Name               | Country | Group Members            |
|--------------------------------------------------|----------------------------|---------|--------------------------|
| <input type="checkbox"/>                         | [REDACTED] LIMITED         | Ireland | <a href="#">View All</a> |
| <div>1</div> <input checked="" type="checkbox"/> | [REDACTED] PRIVATE LIMITED | India   | <a href="#">View All</a> |



# Changing a User's Role for a Company (Cont'd)

To change a user's role access, you need to update their email in the **opposite section** and click on 'Add'.

For example, to upgrade a existing user's privileges from 'User' to 'Admin', you should add their email to the **Admin section** and click 'Add'. You can use the same process in reverse to change an **Admin** to a **User**.

Selected companies ?

PRIVATE LIMITED

Add Admin Email IDs

?

supplier.com

X

Supplier email

Use commas to enter multiple email IDs

3

Add User Email IDs

Use commas to enter multiple email IDs

Add

4

# Changing a User's Role for a Company (Cont'd)

A confirmation **pop-up** will then appear. Verify the role change for that user within the company, and then click **Confirm** to update their access privileges in **Supplier Core**.

## Confirm Role Updates

Review this summary of all access changes before saving

PRIVATE LIMITED



@supplier.com

USER → ADMIN

Cancel 

Confirm

 5

**NOTE:** Users will receive an **email notification** about their updated role access in **Supplier Core**.





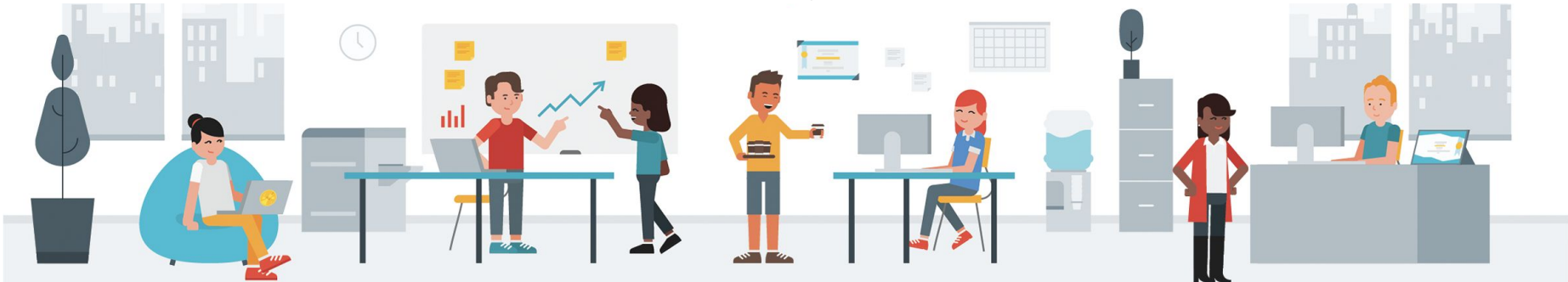
## More resources

Find more information on the Supplier Core  
([Help Center](#))



## Questions

Contact [ivthelp@google.com](mailto:ivthelp@google.com) for  
additional questions on Supplier Core





# Thank You

