

SHOPRITE CHECKERS (PTY) LTD

Information Technology Department

RULES & STANDARDS DOCUMENT

Title:	Supplier Portal Username and Password Usage
Reference Number:	ITME405
Last Updated:	2014-09-26
Author:	Jan Labuschagne

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1 DOCUMENT HISTORY

1.1 Change Record

Date Modified	Author	Version No	Description of Change(s)
August 2014	J Labuschagne	1.0	Initial document
September 2014	J Labuschagne	1.1	Minor changes Clarify examples of usernames Added definitions for B2B Master User and Shoprite Supplier Portal Administrator
September 2014	J Labuschagne	1.2	Updated password rules regarding name and surname to sections 3.1.2 and 3.2.2

2 DEFINITIONS

Within the scope of this policy and the procedures related thereto, the terms used will bear the meanings assigned to them below:

Term	Definition
2.1 "Rule"	The statement of a requirement which prescribes certain behaviour, i.e. what may or may not be done.
2.2 "Service Account"	An account which is used by an application / system. This type of account is not directly associated with an individual user and is typically used to authenticate another system which wants to integrate with Shoprite's systems.
2.3 "Standard"	The statement of a set of requirements (rules) against which performance or deliverables may be measured.
2.4 "Shoprite Business Administrator":	A nominated Shoprite employee who administers the access of suppliers to the System.
2.5 "System"	The Shoprite Supplier Portal software application.
2.6 "User Account"	An account which is assigned by Shoprite to a named user. This type of account is used to log onto the System and other Shoprite business applications.

3 RULES & STANDARDS

There are two types of accounts, namely user accounts and service accounts.

3.1 User Accounts

3.1.1 Username:

Standards																				
<p>The username should consist of a maximum of 12 characters made up as follows:</p> <ol style="list-style-type: none"> First characters (to a maximum of 8 characters): the user's surname or, where their surname is longer than 8 characters, an abbreviated form of their surname; Next character(s) (to a maximum of 2 characters): the user's initial(s) Last character(s) (to a maximum of 2 characters, depending on the number selected): a number between 1 and 99 to cater for duplicate usernames. <p>Example: Where the user's full name is Jan Harm Labuschagne</p> <table border="1"> <thead> <tr> <th>Surname</th> <th>Initials</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Labuscha</td> <td>JH</td> <td>1</td> </tr> <tr> <td>Username:</td> <td colspan="2">Labuschajh1</td> </tr> </tbody> </table> <p>Example: Where the user's full name is Keanu Smit</p> <table border="1"> <thead> <tr> <th>Surname</th> <th>Initials</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Smit</td> <td>K</td> <td>0</td> </tr> <tr> <td>Username:</td> <td colspan="2">Smitk</td> </tr> </tbody> </table>			Surname	Initials	Number	Labuscha	JH	1	Username:	Labuschajh1		Surname	Initials	Number	Smit	K	0	Username:	Smitk	
Surname	Initials	Number																		
Labuscha	JH	1																		
Username:	Labuschajh1																			
Surname	Initials	Number																		
Smit	K	0																		
Username:	Smitk																			
Rules																				
<ol style="list-style-type: none"> User accounts that have not been accessed for 90 days will automatically be disabled by the System. The user must contact the B2B Master User or the Supplier Portal Administrator to reactivate the account. 																				

3.1.2 Password

Standards			
<ol style="list-style-type: none"> 1. The password may not contain the username, first name or surname. 2. The password must have a minimum of 8 characters and must meet 3 of the rules below – <ol style="list-style-type: none"> a. Capital / uppercase letters (at least 1) b. Small / lowercase letters (at least 1) c. Numbers (0 to 9) (at least 1) d. Symbols / special characters (at least 1) 			
Example:			
Capital / Uppercase Letters	Small / Lowercase Letters	Numbers	Symbols / Special Characters
A, B, C, D, ...	a, b, c, d, ...	0, 1, 2, 3, ...	!, @, #, \$, %, + -, ...
Example:			
F	orgetful	1	!
Forgetful1!			
Rules			
<ol style="list-style-type: none"> a. Shoprite will assign an initial temporary password to each user. The System will then force new users to change the initial password (to one that meets the relevant password standards identified above) when they first log onto the System. b. The password must be changed every 90 days. If the password is not changed, the account will automatically be deactivated. The user must contact the B2B Master User or the Supplier Portal Administrator to reactivate the account. c. Each time a password is changed, it must be different from the previous 12 passwords used. d. Where a user incorrectly enters their password 5 times in succession, the user account will automatically be disabled. The user must contact the B2B Master User or the Supplier Portal Administrator to reactivate the account. 			

3.2 Service Accounts

3.2.1 Username:

Standards
<p>Service Account usernames are assigned by a Supplier B2B Master User or a Supplier Portal user via the Supplier Portal. The username will be structured as follows:</p> <ol style="list-style-type: none"> a. The “First Name” field for all supplier service accounts will be set to the word “Supplier”. b. The “Surname” field will be set to the name of the supplier.

Rules
b. Service accounts that have not been accessed for 365 days will automatically be disabled by the System. The user must contact the B2B Master User or the Supplier Portal Administrator to reactivate the account.

3.2.2 Password:

Standards																				
<ol style="list-style-type: none"> 1. The password may not contain the username, first name or surname. 2. The password must have a minimum of 8 characters and be made up of – <ol style="list-style-type: none"> a. Capital / uppercase letters (at least 1) b. Small / lowercase letters (at least 1) c. Numbers (0 to 9) (at least 1) d. Symbols / special characters (at least 1) <p>Example:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Capital / Uppercase Letters</th> <th style="text-align: center;">Small / Lowercase Letters</th> <th style="text-align: center;">Numbers</th> <th style="text-align: center;">Symbols / Special Characters</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A, B, C, D, ...</td> <td style="text-align: center;">a, b, c, d, ...</td> <td style="text-align: center;">0, 1, 2, 3, ...</td> <td style="text-align: center;">"! , @ , # , \$, % , + , - , ...</td> </tr> <tr> <td colspan="4">Example:</td> </tr> <tr> <td style="text-align: center;">F</td> <td style="text-align: center;">orgetful</td> <td style="text-align: center;">1</td> <td style="text-align: center;">!</td> </tr> <tr> <td colspan="4" style="text-align: center;">Forgetful1!</td> </tr> </tbody> </table>	Capital / Uppercase Letters	Small / Lowercase Letters	Numbers	Symbols / Special Characters	A, B, C, D, ...	a, b, c, d, ...	0, 1, 2, 3, ...	"! , @ , # , \$, % , + , - , ...	Example:				F	orgetful	1	!	Forgetful1!			
Capital / Uppercase Letters	Small / Lowercase Letters	Numbers	Symbols / Special Characters																	
A, B, C, D, ...	a, b, c, d, ...	0, 1, 2, 3, ...	"! , @ , # , \$, % , + , - , ...																	
Example:																				
F	orgetful	1	!																	
Forgetful1!																				

Rules
<ol style="list-style-type: none"> a. The password must be changed every 365 days. If the password is not changed, the account will automatically be deactivated. The user must contact the B2B Master User or the Supplier Portal Administrator to reactivate the account. b. Each time a password is changed, it must be different from the previous 3 passwords used. c. Suppliers that make use of service account credentials for auto-downloading documents or API calls (e.g. when downloading Orders via SOAP) must ensure that the relevant supplier software programs where these passwords are used, are updated whenever they change. d. Where an application enters their password incorrectly 5 times in succession, the service account will automatically be disabled. The supplier must contact the B2B Master User or the Supplier Portal Administrator to reactivate the account.

4 APPROVAL

<i>[Signature]</i>

Date:

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Name:

Designation:

<i>[Signature]</i>

Date:

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Name:

Designation:

<i>[Signature]</i>

Date:

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Name:

Designation:
