QUICK GUIDE

SUPPLIER PORTAL

Registration of a New Supplier

Content

Figures

1   INTRODUCTION

The Supplier Portal provides a platform for potential suppliers to electronically register as supplier of goods and or services to a specific hosting organisation.

Registration on the Supplier Portal of a specific hosting organisation offers the opportunity to interested suppliers to electronically manage their own company information and stay abreast with new business opportunities such as requests for quotations or bids published by the hosting organisation, instantaneously. The supplier is able to electronically respond to the published business opportunities using the latest response wizard on the Supplier Portal.

The purchasing organisation may also publish questionnaires directed at suppliers to obtain specific additional information from potential suppliers. Supplier may respond to these questionnaires via the Supplier Portal.

If one or more contracts are awarded to an approved supplier, contract price addendums as well as amendments are automatically communicated to the supplier via the Supplier Portal, to which the supplier is also able to reply electronically.

In addition a supplier registered on the Supplier Portal of a specific hosting organisation will receive purchase orders directly on the Supplier Portal.

The Supplier Portal Module marketed by Intenda, develops a two-way, direct electronic mutually beneficial relationship with strategic supply partners to deliver greater levels of innovation and competitive advantage that could be achieved by operating independently or through a traditional, transactional purchasing arrangement. Simultaneously this ensures that available monetary resources of both the hosting organisation and supplier are managed and applied responsibly.

The following aspects of the supplier portal are accommodated on the Supplier Portal:

- **Registration on the Supplier Portal**
- My Relationship Management
    - Manage My Account
    - My Questionnaires
- My Business Opportunities
    - Response Wizard – NEW
    - My Contract Amendments
    - My Contract Price Addendums
    - Bid Award Notifications
- My Purchase Management
    - View Purchase Orders
- My Effective Contracts

This guide focuses on Registration on the Supplier Portal.

This is a generic guide and as such does not include any references to organisation specific policies and procedures.

2 HIGH LEVEL SUMMARY

This section provides a very high level description of the process involved in the registration of a supplier on the Supplier Portal. Full details will be provided in Section 3 – Supplier Portal Registration Process.

2.1. Supplier Portal Registration

A hosting organisation is able to make a Supplier Portal available to suppliers who wish to enter into business agreements with a given hosting organisation. The Supplier Portal Registration provides the opportunity to these suppliers to apply for accreditation to use the Supplier Portal linked to the Intenda Solution Suite implemented at the hosting organisation. In turn the hosting organisation can approve the supplier to receive business opportunities from the specific hosting organisation.

*The content of this user guide **EXCLUDES** the activation and approval processes as these processes are performed at the hosting organisation in response to a supplier registration request. This guide will however refer to these processes and the implications of approval and rejection on the supplier who attempts to register on the Supplier Portal.*

2.1.1. Initial Registration Process

Interested Suppliers can approach a hosting organisation where the Intenda Solution Suite is implemented to obtain the URL of the Supplier Portal linked to the hosting organisation.

By entering basic identification and communication information the supplier may submit the request to register on the Supplier Portal to the hosting organisation electronically. The supplier will receive an e-mail of a successful submission from the hosting organisation. Simultaneously the hosting organisation receives a notification that a request for activation on Supplier Portal was received.

2.1.1.1. Activation

This process is performed at the hosting organisation.

2.1.1.1.1. Activation Approved – Implication and Process for the Supplier

The supplier receives an e-mail with login credentials and a request to complete that detailed information must be updates their information.

2.1.1.1.2. Activation Rejection – Implication and Process for the Supplier

The supplier receives an e-mail with a list of concerns to be addressed before accreditation can be granted.

2.1.1.2. Approval

This process is performed at the hosting organisation.

2.1.1.2.1. Approval – Implication and Process for the Supplier

The supplier receives an e-mail informing them of the approval.

2.1.1.2.2. Rejection – Implication and Process for the Supplier

The supplier will receive an e-mail informing them of the rejection and the reasons why the approval was rejected.

3 SUPPLIER PORTAL REGISTRATION PROCESS

The Supplier Portal Registration Process provides the opportunity to suppliers to apply for accreditation to use the Supplier Portal linked to a specific hosting organisation where the Intenda Solution Suite is implemented.
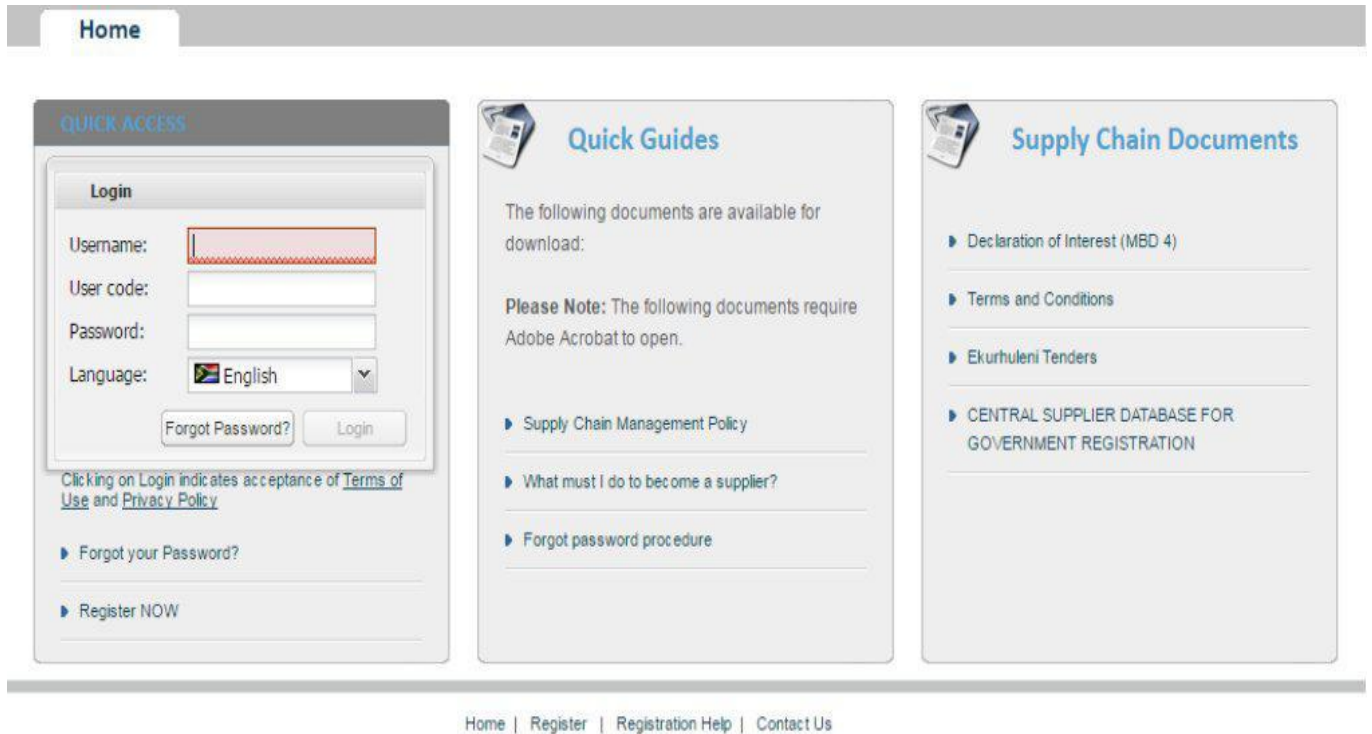

Figure 1: LOGIN page for the Supplier Portal

3.1 Initial Registration

Suppliers who are not yet registered will be contacted by the hosting organisation or may approach the hosting organisation to request the URL (Uniform Resource Locator, which is the Internet Website Address of the organisation) to access the Supplier Portal.

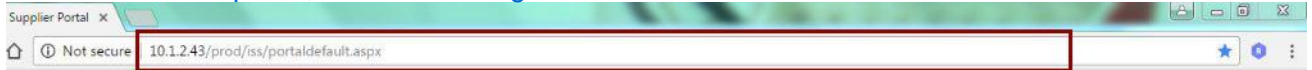### 3.1.1 To access the portal, do the following:

Figure 2: Browser Address Line

a) The supplier receives an URL from the hosting organisation for example: http://10.1.2.43/prod/iss/Portaldefault.aspx

b) Enter the URL into the Browser Address line

c) Press enter on the key board.

The Login page of the Website displays. REFER FIGURE 1

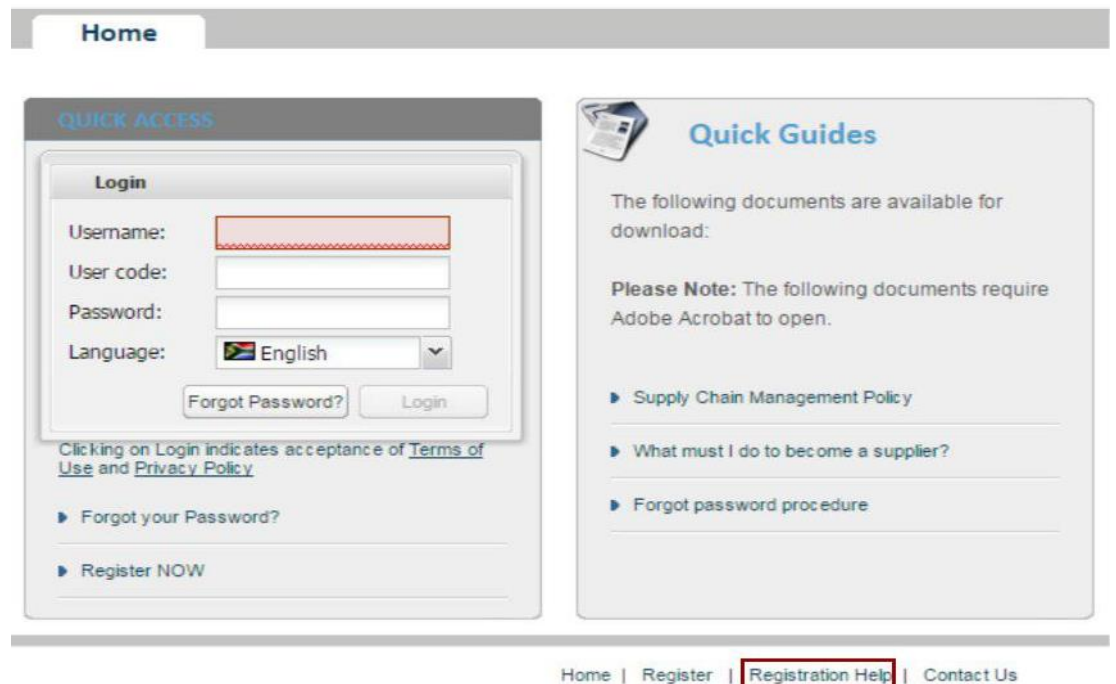### 3.1.2 To read the online registration help, do the following:

Figure 3: Registration Help function key

a) Select the REGISTRATION HELP option at the bottom of the screen.

The online Registration help screen opens.
Please NOTE

The displayed contact information is MAY NOT VALID REFER FIGURE 4 *– Use the company information on the actual*
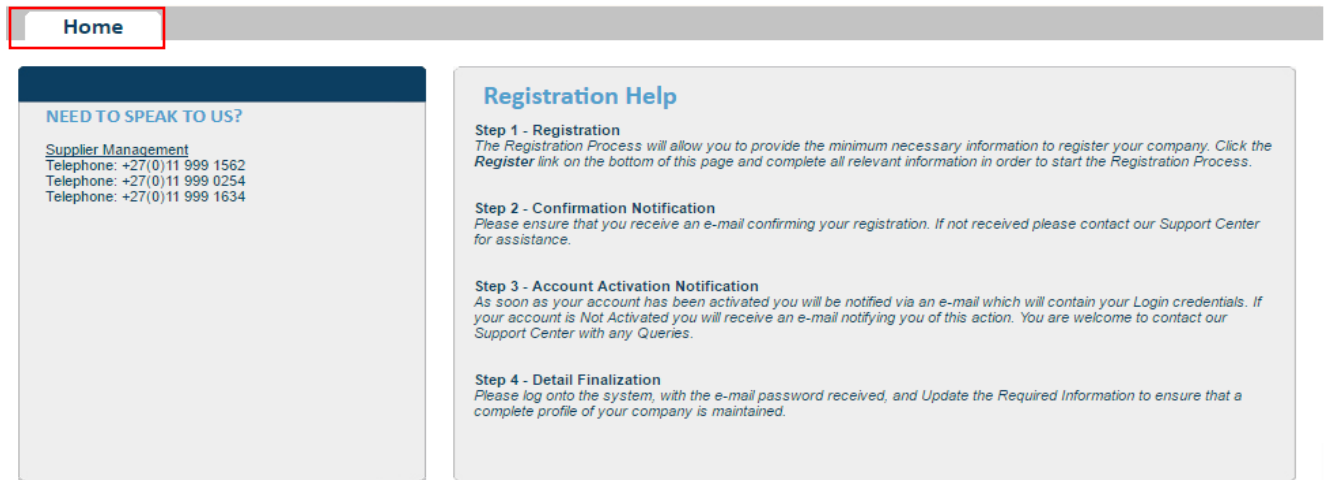
Figure 4: Online Registration Help

b) Select the HOME option at the top of the screen, to return to the LOGIN SCREEN.

3.1.3 To registration on the Supplier Portal for the FIRST TIME, do the following:
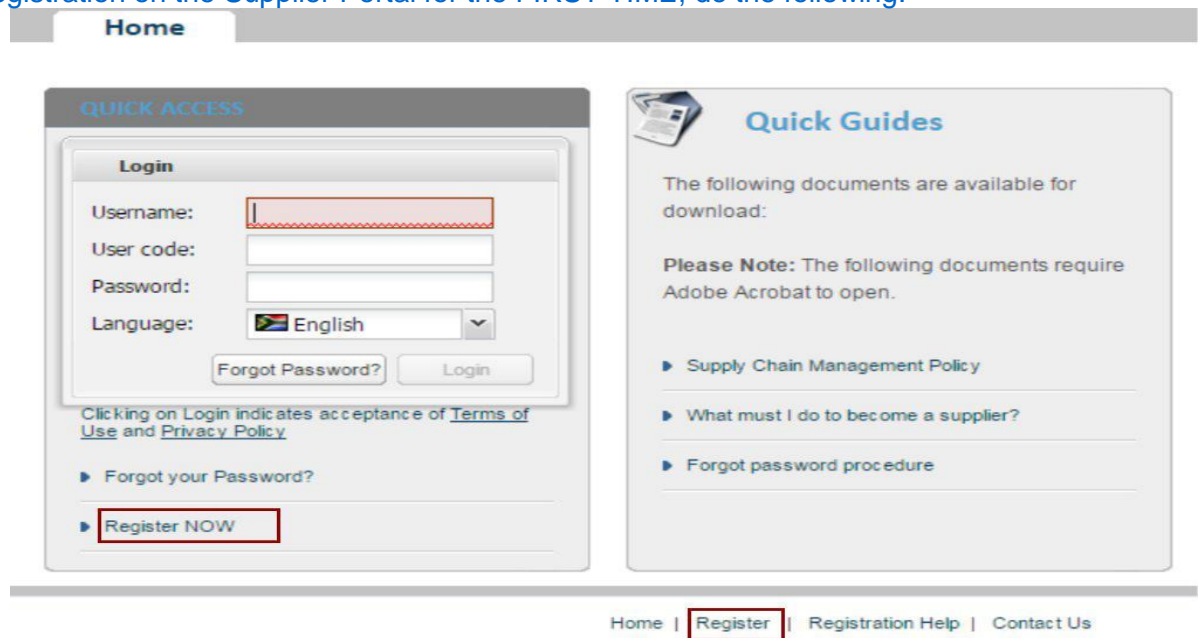

Figure 5: Registration function key options

a) Select the REGISTER NOW OR REGISTER option at the bottom of the screen.

The online Registration screen opens. REFER FIGURE 6

a)   Do steps a) to e) of section 3.1.3.1 / continuing from step e) of section 3.1.3.1

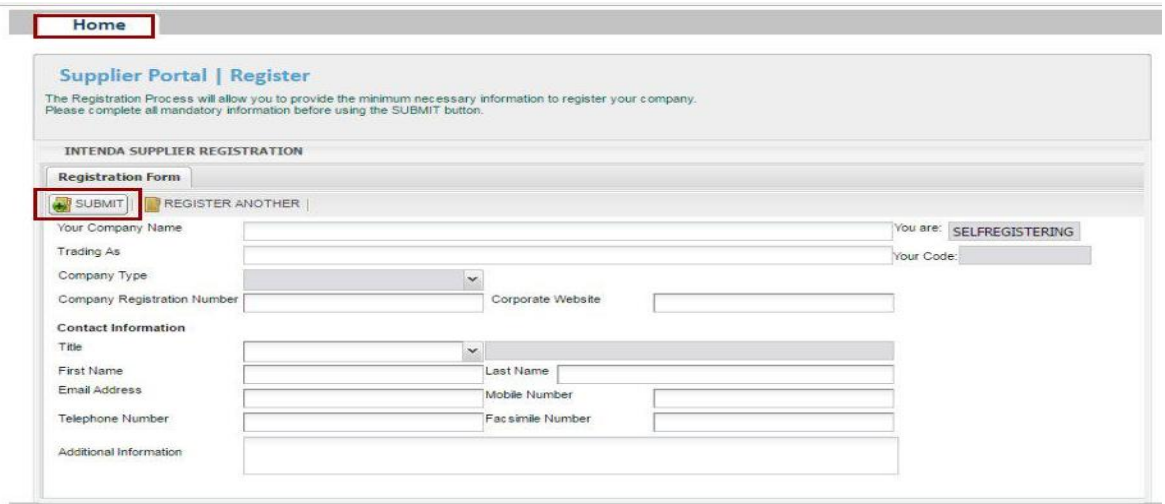b)   Return to the Registration Form Tab by selecting the Registration Form Tab.

Figure 6: Online Registration – Registration Form Tab

c)   Enter the Company Name. *(Mandatory)*
d)   Enter the Trading As name of the Company. *(Mandatory)*
e)   Select the Company Type from the provided lookup list. *(Mandatory)*
f)   Enter the Company Registration Number. *(Mandatory)*
g)   Enter the email Address of the Company. *(Mandatory)*
h)   Enter the First Name of the Contract Person at the Company. *(Mandatory)*
i)   Enter the Last Name of the Contract Person at the Company. *(Mandatory)*
j)   Enter the Telephone Number of the contact person at the Company. *(Mandatory)*
k)   Enter the Mobile number of the contact person at the Company. *(Mandatory)*
l)   Complete the remaining fields. (Optional)
m)   Select the SUBMIT function key.

If all the mandatory fields were completed, a system message displays, confirming that the registration was submitted
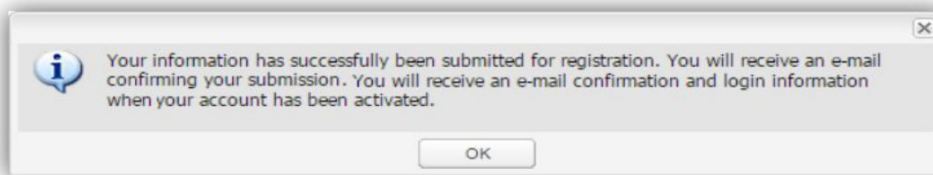
n)   Select the OK function key.

o)   Click on the HOME Tab.
-          *The System Supplier reference number displays in the YOUR CODE Field.*
-          *An e-mail is sent to the supplier to confirm that the registration was received. The e-mail also provides the current status of the registration (REGISTERED) and a land contact number of the hosting organisation where the supplier may follow up on the status of the registration approval*
-          *Simultaneously the hosting organisation receives an e-mail informing the relevant role to action the new registration.*

Although not visible to the supplier, the system allocates a supplier number to the submitted request to register.

3.1 Activation

This process is performed at the hosting organisation. However the supplier is required to take note of the implication of the activation result.

3.2.1 Activation Approved – Implication and Process for the Supplier

The supplier receives an e-mail with login credentials and a request that the detailed information must be updates on the My Account option of the My Information Management menu item on the Supplier Portal prior to approval being granted to the supplier to receive business opportunities electronically. REFER USER QUICK GUIDE – MY RELATIONSHIP MANAGEMENT
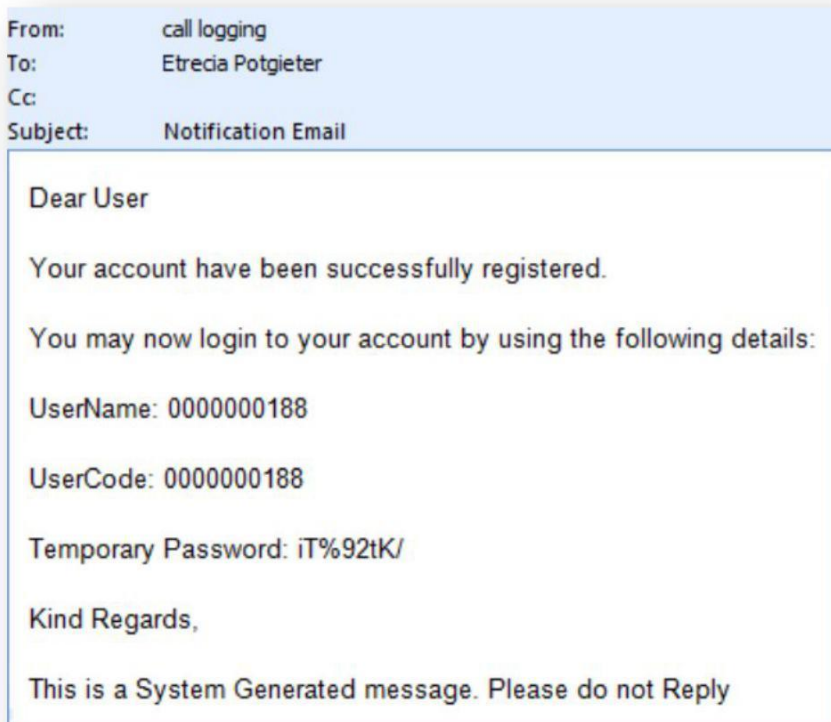

From:	call logging
To:	Etrecia Potgieter
Cc:	
Subject:	Notification Email

Dear User

Your account have been successfully registered.

You may now login to your account by using the following details:

UserName: 0000000188

UserCode: 0000000188

Temporary Password: iT%92tK/

Kind Regards,

This is a System Generated message. Please do not Reply

Figure 7: Activation Approval email – Login Credentials

3.2.2 Activation Rejection – Implication and Process for the Supplier

The supplier receives an e-mail with a list of concerns to be addressed before accreditation can be granted.

The supplier is now required to contact the hosting organisation for further instruction. Communication between this supplier and the hosting organisation will be via landline and or e-mail.

Typically the hosting organisation will request details to clarify concerns and a supplier registration form will be sent to the supplier via e-mail. On receipt of the information it will be captured at the hosting organisation and submitted for internal approval.

3.3 Approval

This process is performed at the hosting organisation. However the supplier is required to take note of the implication of the approval result.

3.3.1 Approval – Implication and Process for the Supplier

The supplier, whose initial registration was approved, will receive an e-mail informing them of the approval. This supplier will now be included in business opportunities published by the hosting organisation.

The supplier, whose initial registration was rejected, will receive an e-mail informing them of the approval. The e-mail will include login credentials to the Supplier Portal. This supplier will now be included in business opportunities published by the hosting organisation.

3.3.2 Rejection – Implication and Process for the Supplier

The supplier will receive an e-mail informing them of the rejection and the reasons why the approval was rejected.

The supplier is required to update the information on the Supplier Portal and inform the hosting organisation of the update.

The updated supplier record will be re-submitted for approval at the hosting organisation.