



New Vendor Portal Registration, Updating Supplier Information & Resetting Passwords

Index

Topic	Page No.
Supplier Registration	4-24
Entering Basic Information	6
Entering Company Details	7
Entering Addresses	8
Entering Contact(s)	9
Register Additional Contacts	10
Enter Business Classifications	11
Enter Banking Instructions	12
Enter Additional Info	13
Add Attachments	14
Registration Confirmation and Completion	15-18

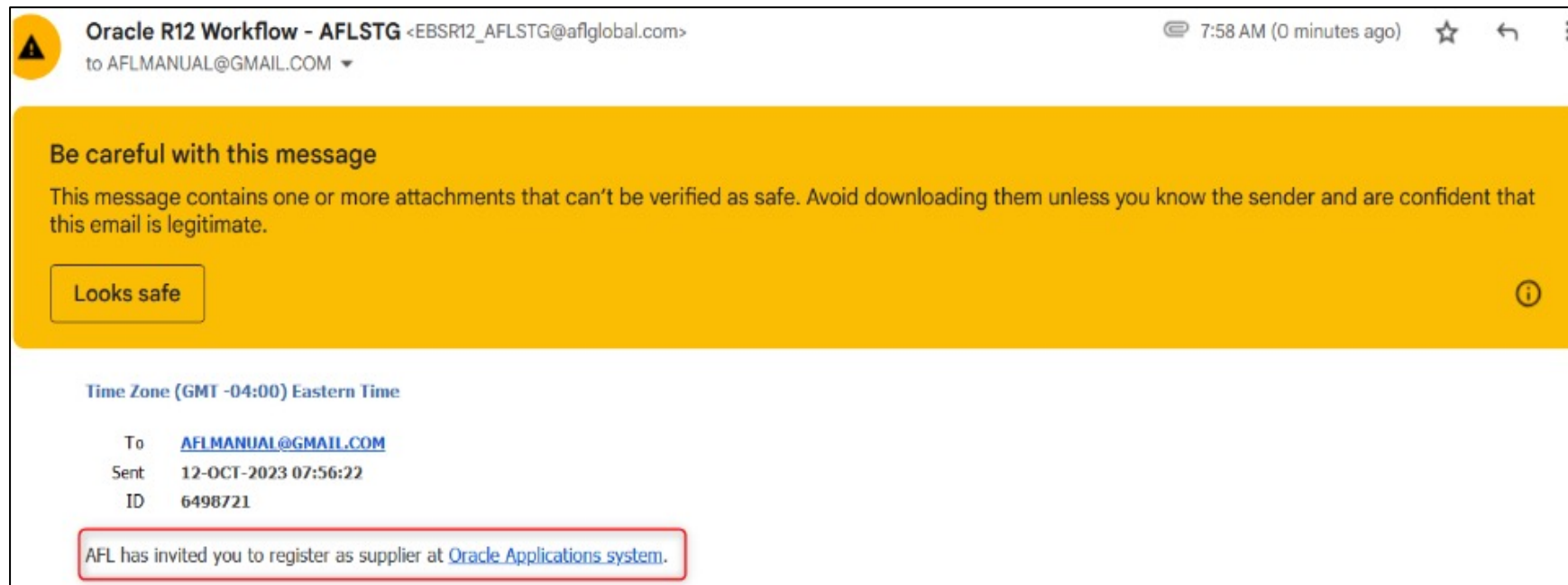
Topic	Page No.
Supplier Modifications	19-28
Supplier Modifications	20
Update iSupplier Responsibilities	21-22
Update/Set End Date Contacts	23
Create Contact & Register for iSupplier	24-25
How to Assign a Site to a Supplier Contact	26
How to Turn Off Notifications	27
Add & Modify Supplier Address	28
Add Banking Instructions	29
Complete Assessments/Questionnaires	30-31
Add Attachments	32
Reset/Update Password	33-37
Password Reset	34-35
Forgot Password or User Name	36
How to Update Password	37



iSupplier Registration

Supplier Registration – Initial Registration

- AFL will invite Vendor by email to Register for iSupplier.
- **Click** on the link in the email.



Supplier Registration

- The link goes to this page in iSupplier.
- Click **Respond**.

Thank you for registering with us. Here's the current status of your registration request.

[Personalize Stack Layout](#)

Registration Details and Status

[Personalize "Registration Details and Status"](#)

Company Name **XYZSUPPLIER** Status **Supplier to Provide Details**

Contact Information

[Personalize "Contact Information"](#)

Email **AFLMANUAL@GMAIL.COM** Phone Area Code **111**
First Name **XYZ** Phone Number **1111111**
Last Name **SUPPLIER** Phone Extension

[Personalize Stack Layout](#)

Status History

[Personalize "Status History"](#)

[Personalize "Table contains the list of approve..."](#)

Date	Status	Note
12-OCT-2023	Invitation Sent	

[Respond](#)

Supplier Registration – Basic Information

- Enter **Company Details** and **Contact Information**.
 - Company Name must match the name on your tax documents.
- Enter only one of the following:
 - Tax Registration #
 - Taxpayer ID
 - See additional instructions under each of these in the form
- Enter DUNS Number (optional).
- Then click **Next**.

The screenshot displays a web form for 'Prospective Supplier Registration' with four tabs: 'Basic Information', 'Company Details', 'Additional Information', and 'Attachments'. The 'Company Details' tab is active. A 'Next' button is highlighted in the top right corner, labeled 'Step 1 of 4'. The 'Company Details' section includes a 'Personalize "Company Details"' header and instructions: 'Enter Company Name, Tax Country and at least one of the following ID's: Taxpayer ID and/or Tax Registration Number'. Fields include: '* Company Name' (XYZSUPPLIER), '* Tax Country' (United States), 'Tax Registration Number' (77889910), 'Taxpayer ID (*Mandatory for US Suppliers)' (7788991011), and 'DUNS Number'. The 'Contact Information' section includes a 'Personalize "Contact Information"' header and instructions: '*Email, *First Name and *Last Name are required fields'. Fields include: '* Email' (AFLMANUAL@GMAIL.COM), '* First Name' (XYZ), '* Last Name' (SUPPLIER), 'Phone Area Code' (111), 'Phone Number' (1111111), and 'Phone Extension'. A 'Start' button is visible in the bottom left corner.

Supplier Registration – Company Details

- Update the following sections:
 - Address Book (Payment & Purchase Addresses)
 - Contact Directory
 - Business Classification
 - Banking Details
- Then click **Next**.

Basic Information Company Details

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name
Tax Country
Tax Registration Number
Taxpayer ID
DUNS Number
Alternate Supplier Name
Note to Buyer

Note to Supplier Additional info

Address Book: Provide Payment and Purchase Addresses.

At least one entry is required.

Create

Address Name	Address Details
Steamboat	1 Lincoln Ave, Steamboat Springs Colorado 80487 United States
LOS ANGELES	Hollywood blvd, LOS ANGELES CA 90001 United States

Contact Directory: Provide PO Placement, Accounts Receivable, and Quality Contacts and any other relevant contacts.

At least one entry is required.

Create

First Name	Last Name	Phone	Email
------------	-----------	-------	-------

Business Classification: Attach Business Classification Certificate.

Classification	Applicable	Minority Type	Certificate Number
Additional Classification	<input type="checkbox"/>		
Minority Owned	<input type="checkbox"/>		
Service-disabled Veteran Owned	<input type="checkbox"/>		
Small Business	<input type="checkbox"/>		
Veteran Owned	<input type="checkbox"/>		
Women Owned	<input type="checkbox"/>		

✓ TIP ***I certify that I have reviewed the classification above, uploaded the corresponding documents in the ATTACHMENT SECTION and they are current and accurate. ***D

Banking Details

At least one entry is required.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number
No results found.				

Close Preferences

Supplier Registration – Purchase & Payment Addresses

- Update both the Purchase and Payment Addresses.
 - If the address is the same, you can select **both** as the example shows.
 - If the addresses are different, select **Create** to enter a new address.
- **NOTE:** Before shipping from the Purchasing Address, confirm with the AFL Buyer that the product ordered in on the Approved Vendor List (ASL). Items **not on the ASL** will not be received.

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration: Additional Details

Blank label for instruction text Save For Later Back Step 2 of 4 Next

Company Name: XYZSUPPLIER
Tax Country: United States
Tax Registration Number: 77889910
Taxpayer ID: 7788991011
DUNS Number:
Alternate Supplier Name:
Note to Buyer:
Note to Supplier:

Address Book: Provide Payment and Purchase Addresses.

Personalize "Address Book: Provide Payment and Purchase Addresses."
At least one entry is required.
Personalize "Address region"

Address Name	Address Details	Purpose	Update	Delete
XYZ	Hamelet Avenue, Greenville South Carolina 29650 United States	RFQ Only	<input type="checkbox"/>	<input type="checkbox"/>

Update Address

* Indicates required field
Return to Prospective Supplier Registration: Additional Details
Personalize Stack Layout

* Address Name: XYZ
Address Name should be the city name
Country: United States
* Address Line 1: Hamelet Avenue
Address Line 2:
Address Line 3:
Address Line 4:
* City/Town/Locality: Greenville
County:
* State/Region: South Carolina
Province:
* Postal Code: 29650

* Phone Area Code: 111
* Phone Number: 1111111
Fax Area Code:
Fax Number:
Email Address:
 Purchasing Address
 Payment Address
 RFQ Only Address


Supplier Registration – Contact Directory

- Enter the contact information for the following contacts (if applicable):
 - PO Placement
 - Accounts Receivable
 - Quality
 - Other relevant Contact

Contact Directory: Provide PO Placement, Accounts Receivable, and Quality Contacts and any other relevant contacts.

Personalize "Contact Directory: Provide PO Placement, Accounts Receivable, and Quality Contacts and any other relevant contacts."
At least one entry is required.
Personalize "Contact region"

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
XYZ	SUPPLIER	111-1111111	AFLMANUAL@GMAIL.COM	✓		

Create Contact

* Indicates required field

Cancel Apply

Personalize Stack Layout




Personalize Header: (ContactRN)
Personalize Default Double Column: (region1)

Contact Title:	<input type="text"/>	* Phone Area Code:	<input type="text" value="111"/>
* First Name:	<input type="text" value="PAYABLES"/>	* Phone Number:	<input type="text" value="1111111"/>
Middle Name:	<input type="text"/>	Phone Extension:	<input type="text"/>
* Last Name:	<input type="text" value="PAY"/>	Alternate Phone Area Code:	<input type="text"/>
Alternate Name:	<input type="text"/>	Alternate Phone Number:	<input type="text"/>
Job Title:	<input type="text"/>	Fax Area Code:	<input type="text"/>
* Department:	<input type="text" value="PAYABLES"/>	Fax Number:	<input type="text"/>
* Contact Email:	<input type="text" value="payables@xyx@gmail.com"/>		
URL:	<input type="text"/>		

Contact Directory: Provide PO Placement, Accounts Receivable, and Quality Contacts and any other relevant contacts.

Personalize "Contact Directory: Provide PO Placement, Accounts Receivable, and Quality Contacts and any other relevant contacts."
At least one entry is required.
Personalize "Contact region"

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
XYZ	SUPPLIER	111-1111111	AFLMANUAL@GMAIL.COM	✓		
PAYABLES	PAY	111-1111111	payables@gmail.com			

Supplier Registration – Add More Contacts

- Select **Create** to enter new contact and enter contact's information.
- Select **Create User Account for this Contact**
- **NOTE:** The New Contact will receive an email to register.

Admin: Profile Management: Contact Directory >

Add Contact

* Indicates required field

Contact Title	<input type="text"/>	* Phone Area Code	<input type="text" value="111"/>
* First Name	<input type="text" value="XYZ"/>	* Phone Number	<input type="text" value="11111111"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text" value="SUPPLIER"/>	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
* Department	<input type="text" value="ADMIN"/>	Fax Number	<input type="text"/>
* Email Address	<input type="text" value="AFLMANUAL@GMAIL.CO"/>	Inactive Date	<input type="text"/>
Url	<input type="text"/>		(example: 13-Oct-2023 19:45:00)

Cancel Apply

User Account: select "Create User Account for the Contact" to invite to ISupplier

Create User Account for this Contact

Supplier Registration – Business Classification

- The Business Classification focuses on the list as shown here.
 - If a choice is not listed, you can fill out information using the **Additional Classification** option.
- Answer all information in these columns:
 - Applicable
 - Minority Type (if applicable)
 - Certification Number
 - Certifying Agency
 - Expiration Date
 - Status

Business Classification (Please attach Business Classification Certificate)

[Personal Business Classification \(Please attach Business Classification Certificate\)](#)

[escrow/Business Classification report](#)

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date	Status
Additional Classification	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minority Owned	<input type="checkbox"/>	African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service-disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add and Modify Banking Instructions

- At this time, suppliers will only not be able to enter bank account information or make modifications. All requests must be sent to aflglobal.com/iSupplier

Supplier Registration – Additional Information

- See additional instructions/tips in blue under each field before answering.
- Select payment option.
- Enter AU/NZ Tax Classifications (if applicable).
- Once complete, click the **Next** button.

Additional Supplier Information (Be prepared to upload attachments in the next screen)

[Personalize "EgoExtFwkRenderer"](#)

Documents to Upload (Mandatory Question for vendor Supplying the US)

[Personalize Stack Layout](#)
[Personalize Table Layout: \(EgoFuncRenderTL\)](#)

Tax Documentation	YES ▾	Have you uploaded any required tax documentation? For US suppliers: a W9 vers. 2018 or W8 is required and must be dated within the last 6 months.	* Supplier Code of Conduct	YES ▾	I acknowledge that I have read, understand, and agree to the Supplier Code of Conduct. You can download this at AFLglobal.com/Supplier
Business Classification Certificate	NA ▾	Have you uploaded your Business Classification Certificate (YES/NO/NA)	Contact Information	NO ▾	Have you entered you PO Placement and Accounts Receivable Contact and/or ESG, Quality or any other relevant Contacts?
		<input checked="" type="checkbox"/> Vendor Performance Management Policy I acknowledge that I have read, understand, and agree to the Supplier VPM Policy. You can download this at AFLglobal.com/Supplier.			

Select Payment Option (Wire, ACH, Credit Card, Check, other)

[Personalize Stack Layout](#)
[Personalize Table Layout: \(EgoFuncRenderTL\)](#)

Select Payment Option Wire ▾

If Wire or ACH, fill out banking information. *If Credit Card, attach doc from AFLglobal.com/Supplier in the attachment section ****If Check, enter payment site in Address Book.

AU/NZ Tax Classification

[Personalize Stack Layout](#)
[Personalize Table Layout: \(EgoFuncRenderTL\)](#)

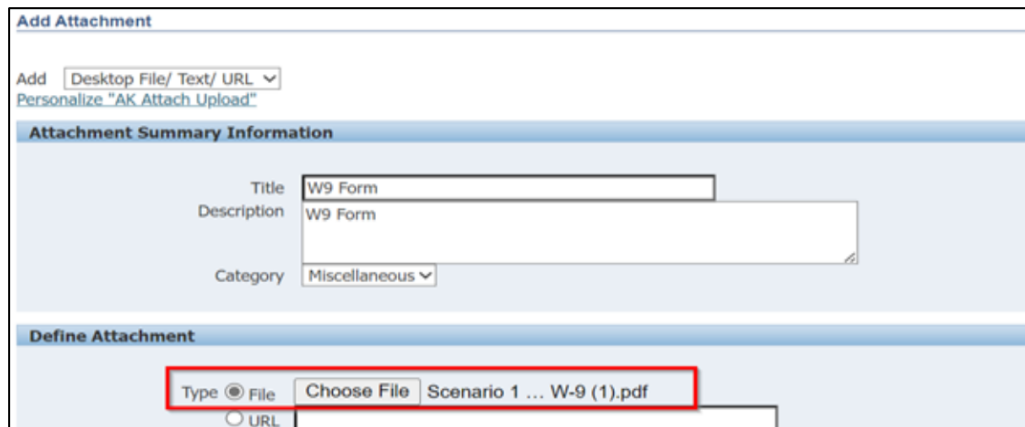
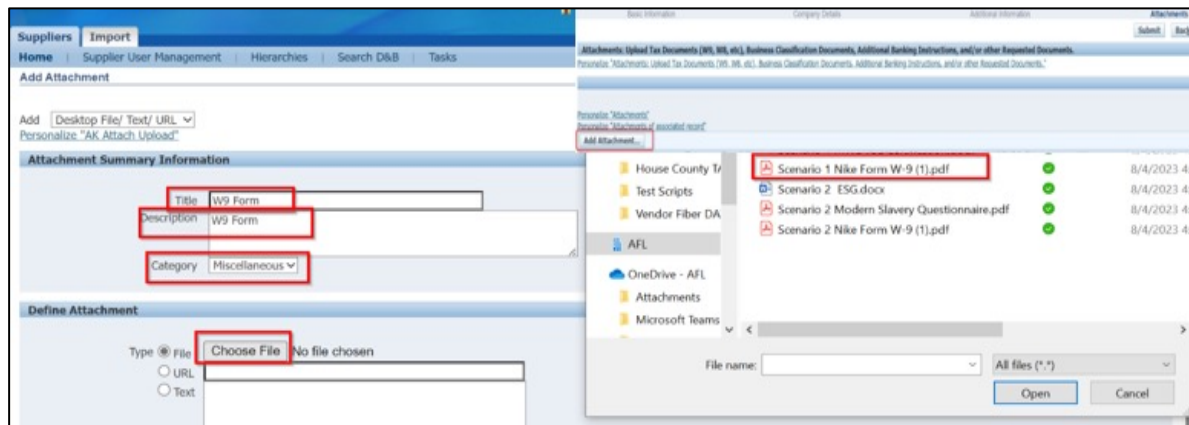
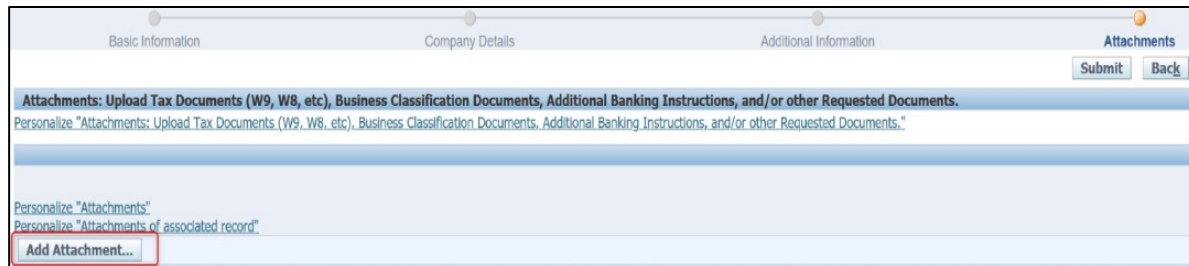
AU/NZ Tax classification ▾

ACN# or GST#

GST#

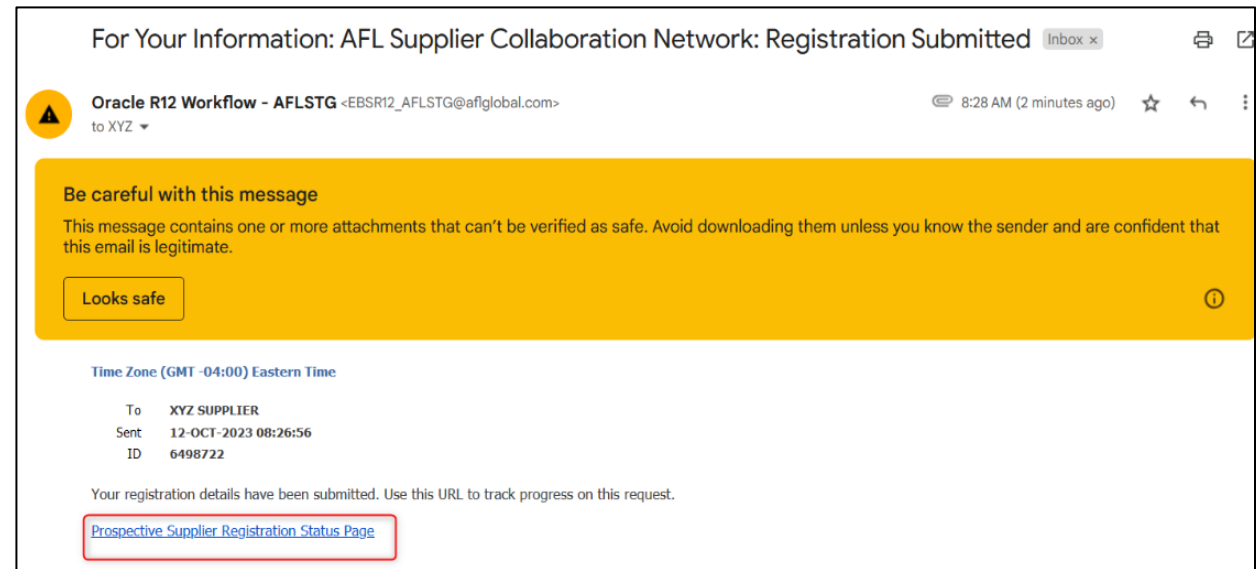
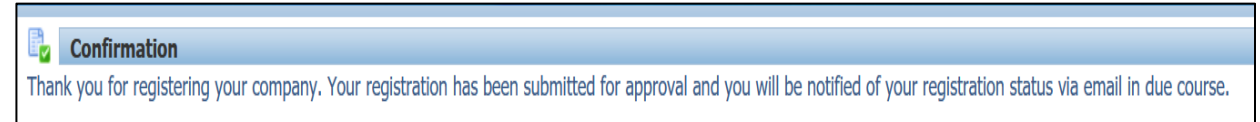
Supplier Registration – Add Attachments

- Click on **Add Attachment**.
 - Add tax documents and other requested documents.
- Enter the **Title**, **Description**, and **Category**.
- Click on **Choose File** to upload the file(s).
- Select **Apply** on the upper right corner.



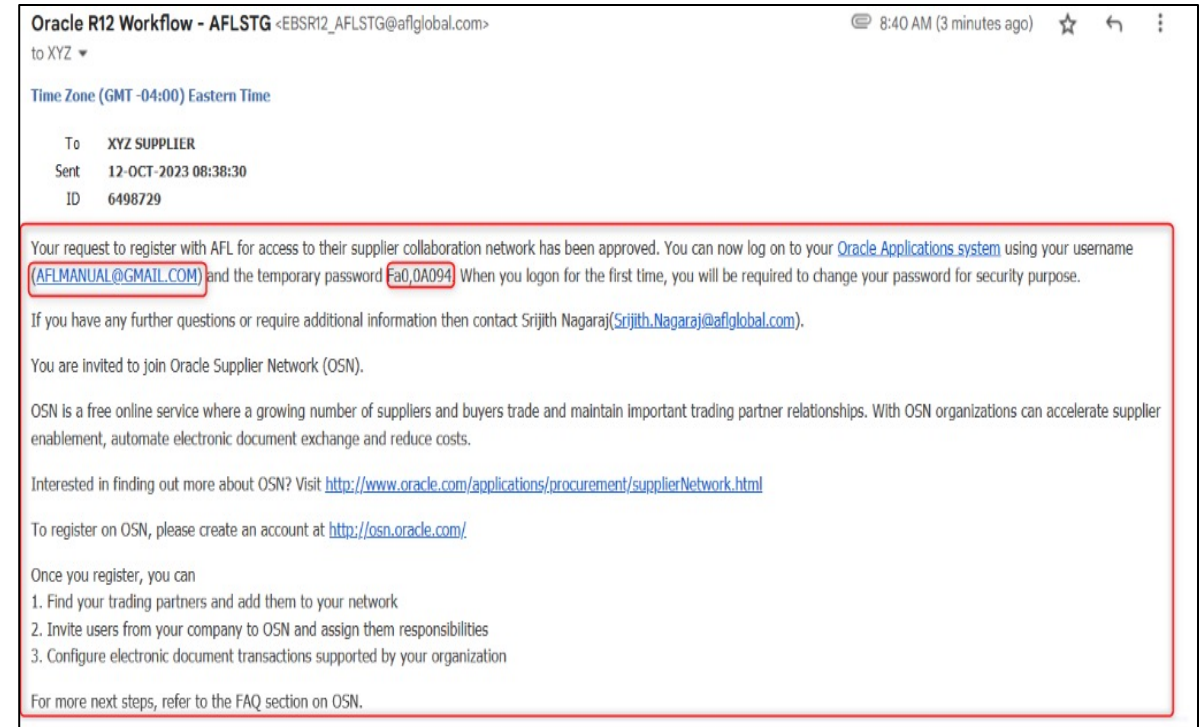
Supplier Registration – Confirmation

- Once **Apply** is submitted, AFL will receive a confirmation that the attachment has been uploaded successfully.
- The supplier will receive confirmation (top image).
- The supplier will also receive an email (bottom image).



Supplier Registration – Update Password

- Once AFL approves, the supplier will receive an email with the request to log in with a temporary password.
- Click on the link to log in with the temporary password.
- You will be prompted to change the password when you first log in.



The screenshot shows a "Change Password" form with the following fields:

- * Current Password
- * New Password
- * Re-enter New Password

Below the fields, it states: "Password must be at least 8 characters long." At the bottom right, there are "Submit" and "Cancel" buttons. At the bottom left, there is a note: "* Indicates required field".

Supplier Registration – Awaiting Banking Details Approval

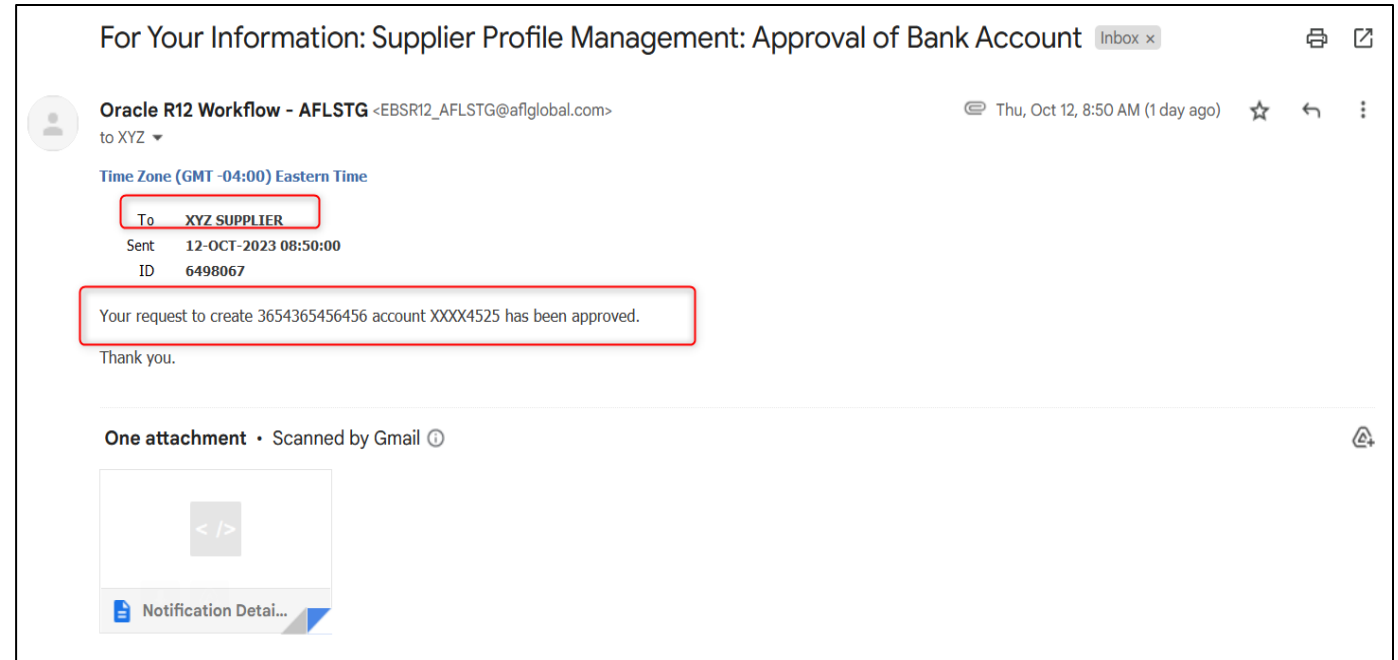
- Until the Banking Details are approved, you can personalize your dashboard in iSupplier.
- Log into iSupplier.
- Go to the Home tab.
- Personalize Home Page Content in each section:
 - Modify information
 - View POs
 - Create an ASN
 - Request Change

The screenshot displays the iSupplier Home page. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, Product, Admin, and Assessments. Below this is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections:

- Notifications:** A section with a 'Full List' button and a table with columns 'Subject' and 'Date'. The table currently shows 'No results found.'
- Orders At A Glance:** A section with a 'Full List' button and a table with columns 'PO Number', 'Description', and 'Order Date'. The table currently shows 'No results found.'
- Right-hand Menu:** A vertical menu with sections for Planning, Orders, Shipments, Receipts, Invoices, and Payments. Each section contains a list of links: Planning (Agreements, Purchase Orders, Purchase History), Orders (Delivery Schedules, Overdue Receipts, Advance Shipment Notices), Receipts (Receipts, Returns, On-Time Performance), Invoices (Invoices), and Payments (Payments).

Supplier Registration – Banking Information Approved

- AFL accounts payable must approve the banking instructions before they can be used.
- Supplier will receive an email confirmation that their bank account has been approved.





iSupplier Modifications

Supplier Modifications

- Click on the **Admin** tab to make modifications to vendor information.
- Select applicable options from the drop-down menu.
- Some modifications may require AFL to review and approve before changes are accepted.

Home Orders Shipments Finance Product **Admin** Assessments

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name XYZSUPPLIER
Supplier Number 4006132
Alias
Parent Supplier Name
Parent Supplier Number

Attachments: Upload Tax Documents (W9, W8, etc), Business Classification Documents, Additional Banking Instructions, and/o

Search

Note that the search is case insensitive

Title Go

[Show More Search Options](#)

Add Attachment...

Title	Type	Description	Category
No results found.			

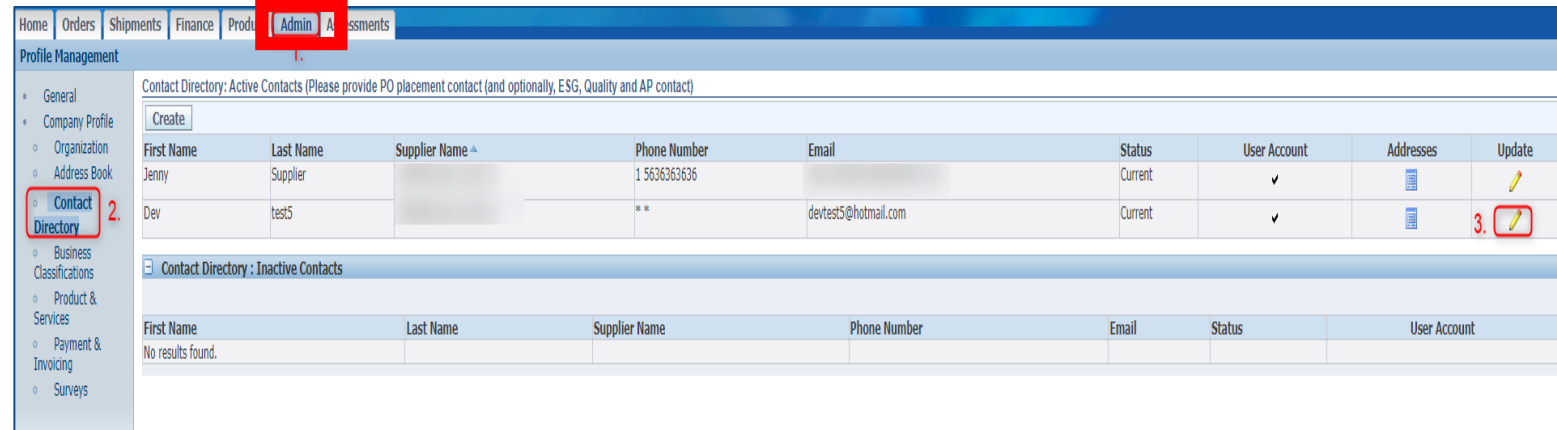
Update iSupplier Responsibilities

There are three AFL-related Vendor responsibilities:

- AFL iSupplier Portal Full Access
 - This gives full access (Modify POs, send ASN, etc.).
- AFL iSupplier Portal Limited Access
 - The same as full access, but the supplier cannot split POs.
- AFL iSupplier Shipping Only
 - This responsibility only has access to the shipment tab to allow for this person to send ASNs.
 - This role is typically used for warehouse/shipping staff who don't need to modify PO information or receive PO notifications.

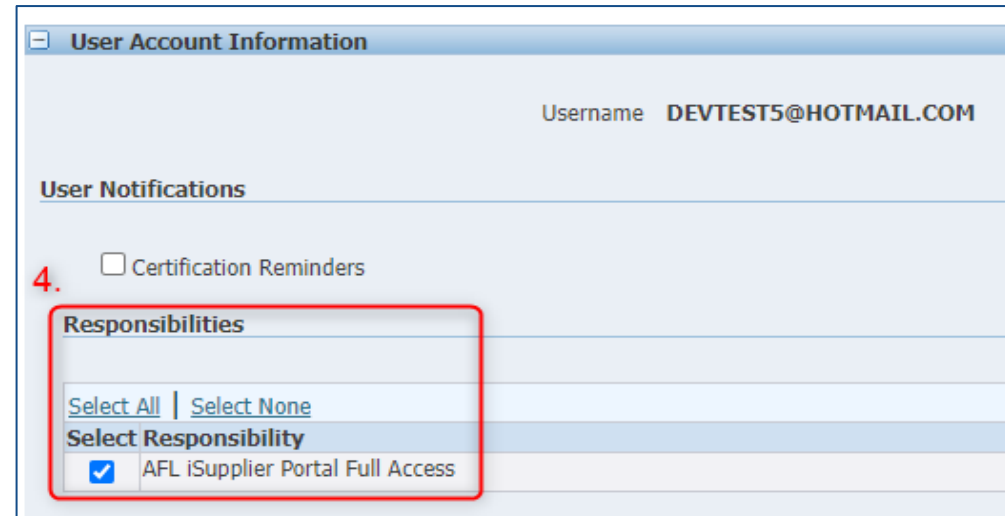
How to View Current iSupplier Responsibilities

1. Go on the **Admin** tab.
2. Click on **Contact Directory**
3. Click on the **Update** button.
4. View **Responsibilities** to see what responsibility is listed.



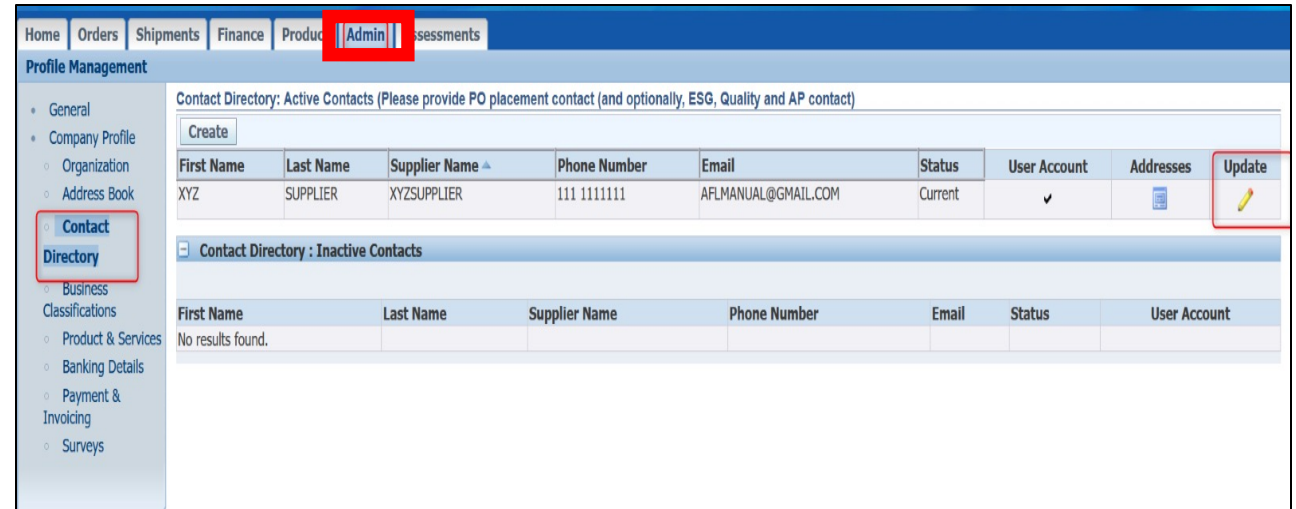
How to Modify Current Responsibility?

- Send email to AFL.iSupplier@afloglobal.com
- Include Contact Name and New Responsibility request



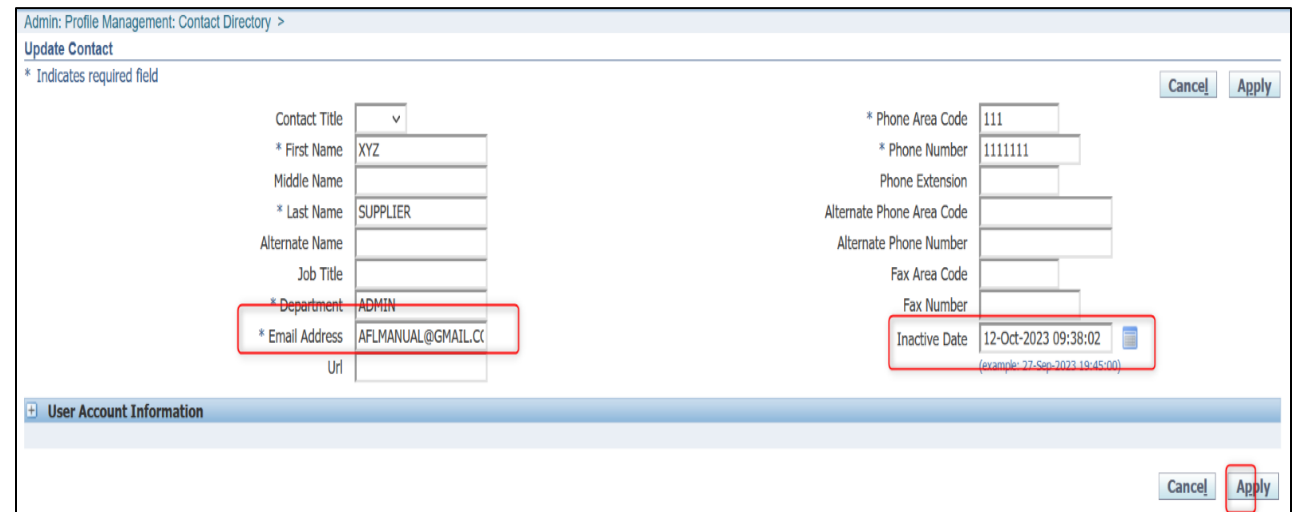
Update/Set End Date Contacts

- Click on the **Admin** tab and then click on the **Contact Directory** function.
- Click once on the pencil icon in the **Update** column to update the **Inactive Date** and then click on **Apply**.
- Enter any changes as needed.
- You can inactivate the contact by entering a date in the **Inactive Date** field.



The screenshot shows the 'Admin' tab selected in the top navigation bar. The left sidebar has 'Contact Directory' highlighted. The main content area displays 'Contact Directory: Active Contacts' with a table of one contact. The 'Update' column for this contact contains a pencil icon. Below the active contacts is a section for 'Contact Directory: Inactive Contacts' which currently shows 'No results found'.

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
XYZ	SUPPLIER	XYZSUPPLIER	111 1111111	AFLMANUAL@GMAIL.COM	Current	✓		



The screenshot shows the 'Update Contact' form. The 'Inactive Date' field is highlighted with a red box and contains the date '12-Oct-2023 09:38:02'. Other fields include 'First Name' (XYZ), 'Last Name' (SUPPLIER), 'Email Address' (AFLMANUAL@GMAIL.COM), and 'Department' (ADMIN). The 'Apply' button is also highlighted with a red box.

* Indicates required field

Contact Title:

* First Name:

Middle Name:

* Last Name:

Alternate Name:

Job Title:

* Department:

* Email Address:

Url:

* Phone Area Code:

* Phone Number:

Phone Extension:

Alternate Phone Area Code:

Alternate Phone Number:

Fax Area Code:

Fax Number:

Inactive Date:

(example: 27-Sep-2023 18:45:00)

User Account Information:

Create Contact and Register for iSupplier

- Go to the **Admin** tab.
- Click on the **Contact Directory** function and click on the **Create** button.
- Enter details as needed.
 - Make sure the **Create User Account for this Contact** button is checked.
- Click on the **Apply** button.

The screenshot shows the 'Admin' tab selected in the top navigation bar. The 'Profile Management' section is active, and the 'Contact Directory' sub-section is highlighted in the left sidebar. The main content area displays 'Contact Directory: Active Contacts' with a 'Create' button highlighted in a red box. Below the button is a table with the following data:

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
XYZ	SUPPLIER	XYZSUPPLIER	111 1111111	AFLMANUAL@GMAIL.COM	Current	<input checked="" type="checkbox"/>		

Below the table, there is a section for 'Contact Directory : Inactive Contacts' which is currently empty.

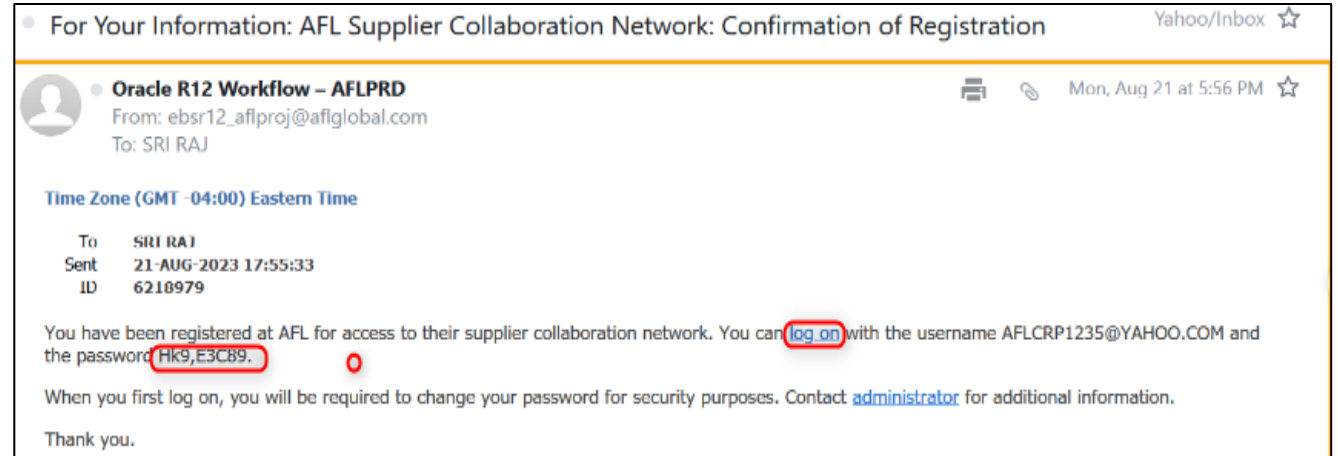
The screenshot shows the 'Add Contact' form in the 'Admin' tab. The 'Contact Directory' sub-section is highlighted in the left sidebar. The form contains the following fields:

- Contact Title:
- * First Name: XYZ
- Middle Name:
- * Last Name: SUPPLIER
- Alternate Name:
- Job Title:
- * Department: ADMIN
- * Email Address: AFLMANUAL@GMAIL.CC
- Url:
- * Phone Area Code: 111
- * Phone Number: 111111111
- Phone Extension:
- Alternate Phone Area Code:
- Alternate Phone Number:
- Fax Area Code:
- Fax Number:
- Inactive Date: (example: 13-Oct-2023 19:45:00)

At the bottom of the form, there is a checkbox labeled 'Create User Account for this Contact' which is checked. Below this checkbox, the 'Supplier Name' is set to 'XYZSUPPLIER' and the 'Username' is 'AFLMANUAL@GMAIL.CC'. The 'Apply' button is highlighted in a red box.

Create Contact and Register for iSupplier (cont.)

- Supplier will receive an email for registration.
- Follow the instructions using the temporary password to log in.
- You will be prompted to change the password when you first log in.



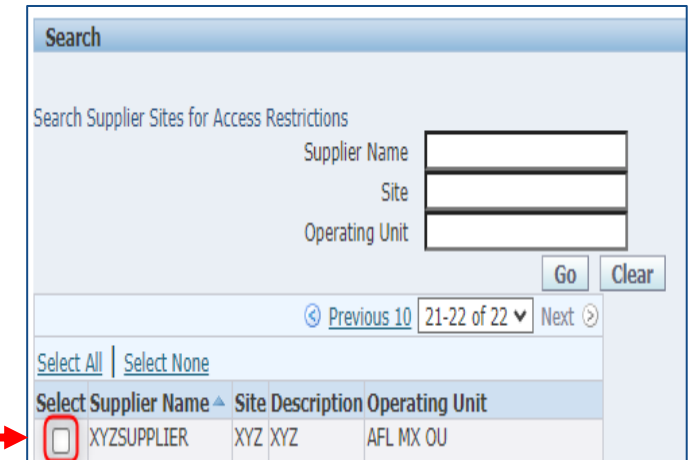
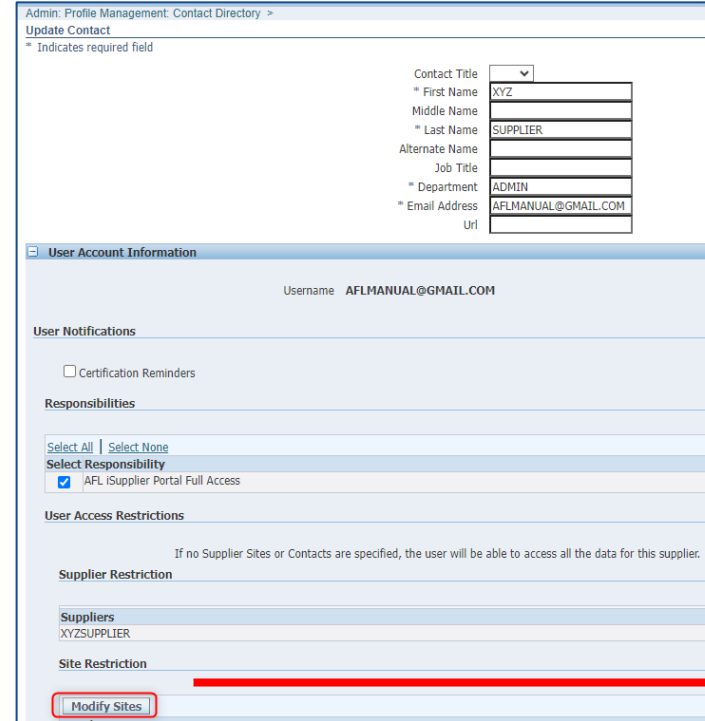
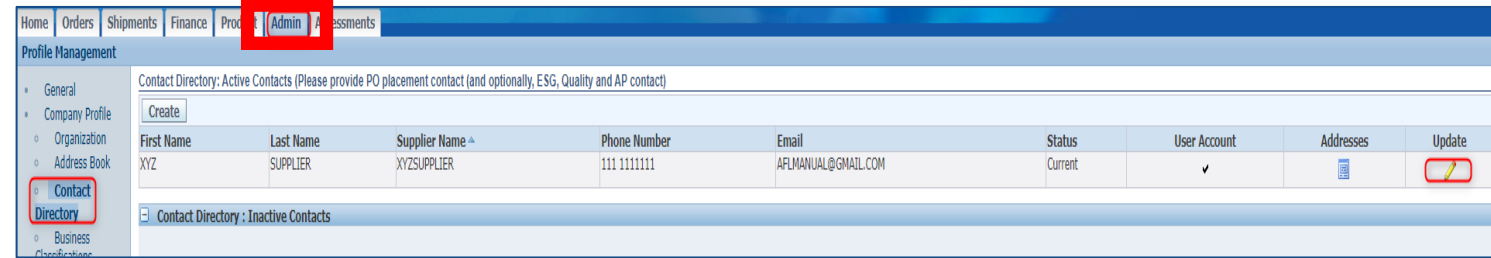
The screenshot shows a "Change Password" form with three input fields:

- * Current Password
- * New Password
- * Re-enter New Password

Each field contains a series of dots representing masked characters. At the bottom right of the form, there is a note: "Password must be at least 8 characters long."

How to Assign a Site to a Supplier Contact

- If an AFL supplier contact is assigned a site, they will receive notifications related to POs.
- Click on the **Admin** tab.
- Click on the **Contact Directory** function and then click **Update**.
- Click on **Modify Sites**.
- Select **Site** and click **Apply** button.
- Click on **Apply** button on the original page.



How to Turn Off Notifications

- If an AFL supplier contact does not want to receive emails related to POs, they can complete the following:
- Select **Preferences** (top right)
- Click on **Display Preferences**
- Scroll down to the bottom of the page to **Notifications**
- Select “Do not send me an email”
- Click on **Apply** button

The screenshot shows the 'General Preferences' page. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Finance', 'Product', 'Admin', and 'Assessments'. On the right, there are links for 'Home', 'Log', 'Preferences' (highlighted with a red box), and 'Diagnostics'. The left sidebar has a tree view with 'Display Preferences' (highlighted with a red box) under the 'General' section. The main content area is titled 'General Preferences' and includes sections for 'Languages' (Current and Default Application Language), 'Accessibility' (Accessibility Features), and 'Forms Launch'. Buttons for 'Cancel', 'Reset to Default', and 'Apply' are visible at the bottom right of the main content area.

The screenshot shows the 'Forms Launch' page. It includes a checkbox for 'Always Launch New Forms Session' and a tip. The 'Regional' section contains dropdowns for Territory, Date Format, Timezone, Number Format, Currency, and Client Character Encoding. The 'Change Password' section has fields for Known As, Old Password, New Password, and Repeat Password. The 'Delivery Manager e-mail server credentials' section has fields for e-Mail username and e-Mail password. The 'Start Page' section has dropdowns for Responsibility and Page. The 'Notifications' section at the bottom has an 'Email Style' dropdown (highlighted with a red box) set to 'Do not send me mail'. The 'Apply' button at the bottom right is also highlighted with a red box.

Add and Modify Supplier Addresses

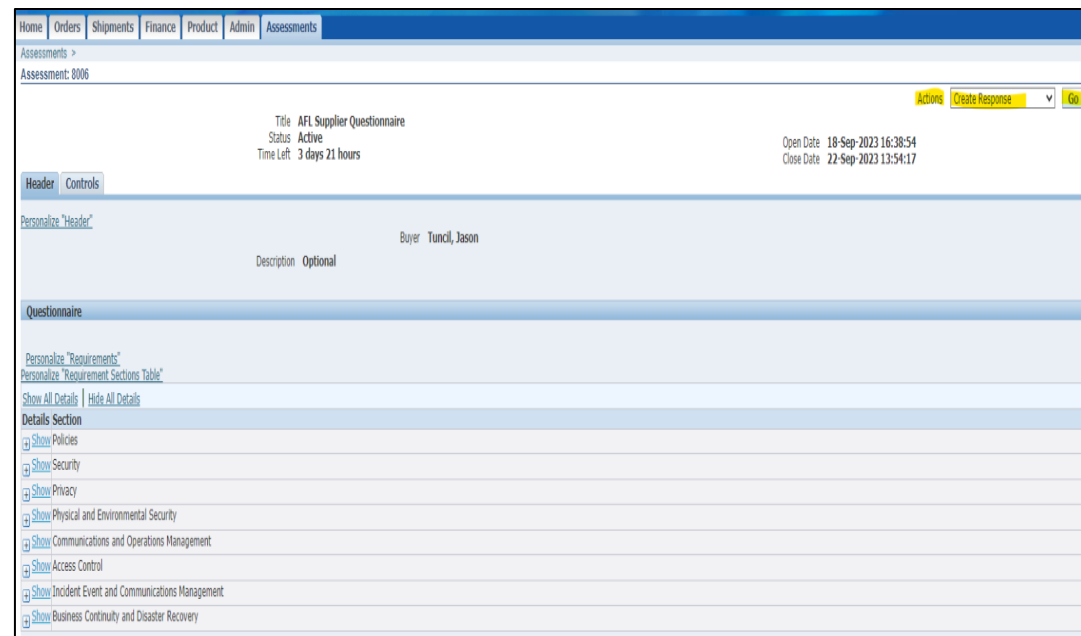
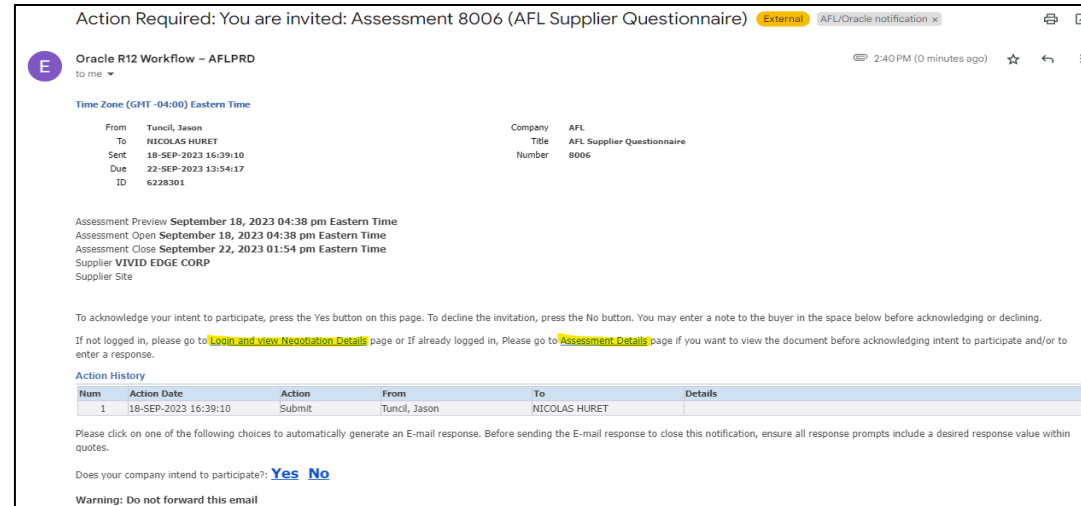
- At this time, suppliers will only be able to enter new Purchasing and Payment Sites during Registration.
- Please do not attempt to modify or create a new site until after Registration. The request will be rejected.
- Contact your AFL buyer to create a new address or modify an existing one.

Add and Modify Banking Information

- At this time, suppliers will only not be able to enter bank account information or make modifications. All requests must be sent to aflglobal.com/iSupplier

Complete Assessments (Questionnaires)

- Supplier will receive an Action Required email when an assessment is published.
- Log into iSupplier.
- Go to the **Assessments** tab.
- In the **Actions** drop-down menu, select **Create Response**.
- Then click **Go**.



Complete Assessments (Questionnaires)

- Complete the required fields:
- Response Valid Until
 - Enter one (1) year into the future
- Reference Number
 - Enter 1234
- Add Attachment
 - Any supporting documents
- Answer questions in the Response Value column.
- Select **Create** to submit.

Assessments > Assessment 8006 >
Create Response: 4003 (Assessment 8006)

Cancel View Assessment Respond by Spreadsheet Save Draft Continue

Personalize Table Layout: (AuctionInfo) Title: AFL Supplier Questionnaire Time Left: 3 days 21 hours
Close Date: 22-Sep-2023 13:54:17

Header

Personalize "Header"
Personalize Table Layout: (HeaderInfo)

Supplier: VIVID EDGE CORP
Assessment Currency: USD
Response Currency: USD
Price Precision: Any

Response Valid Until: 22-Sep-2024
Reference Number: 1234
Note to Buyer: See answer below

Attachments

Personalize "Attachments"
Personalize "Attachments" of associated record

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Questionnaire

Personalize "Requirements"
Personalize "Requirements Table"

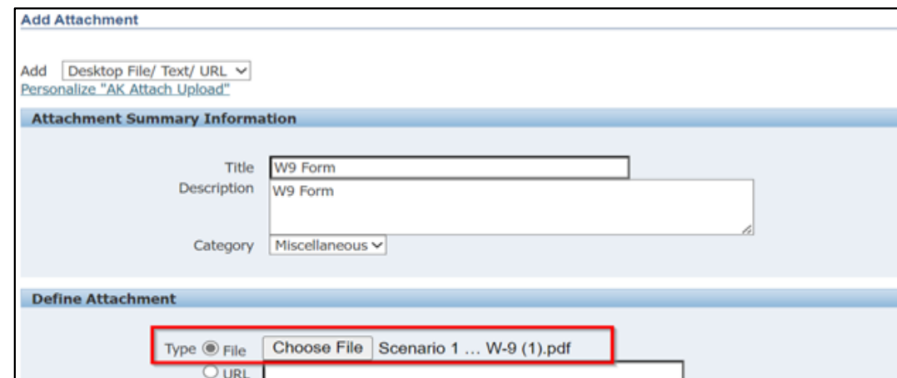
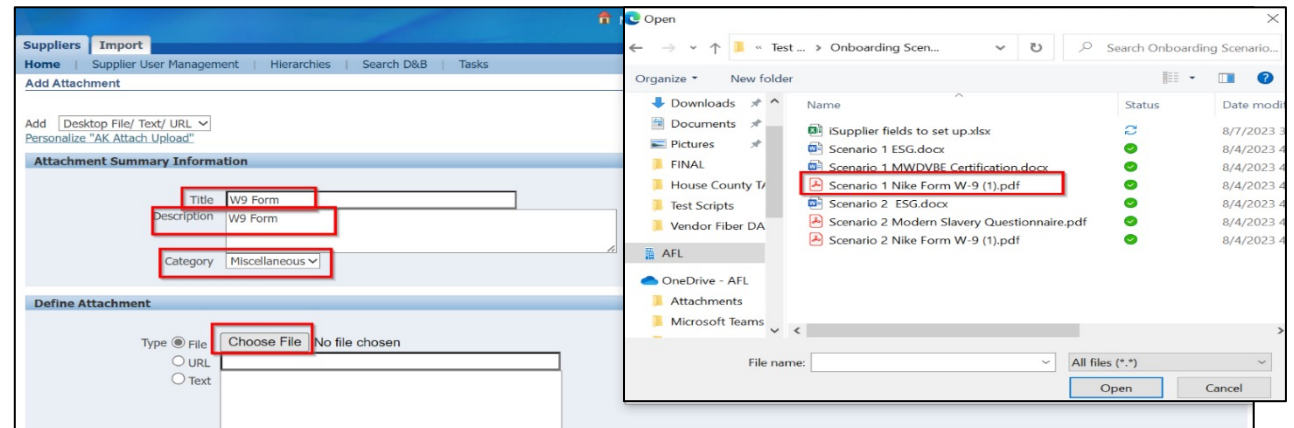
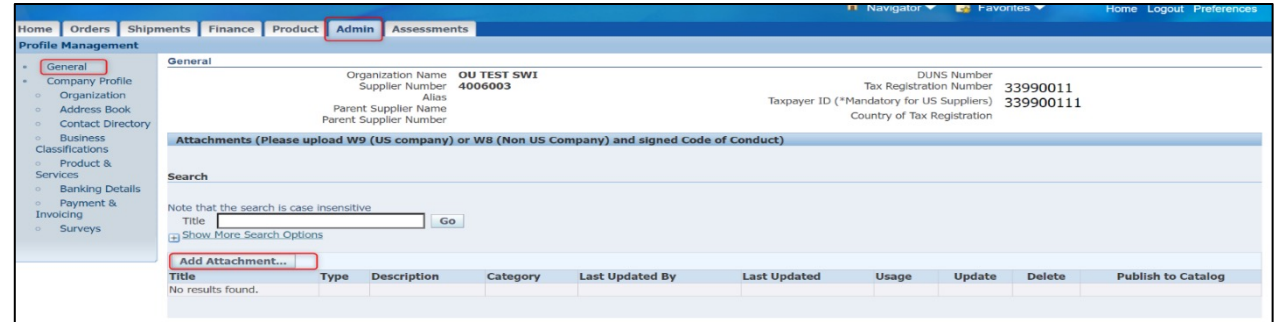
Expand All Collapse All

Focus Title	Target Value	Response Value
Questionnaire		
Polices		
Is there an information security policy in place and followed?	YES	YES
Is there an approved and actively followed data classification policy?	YES	YES
Is there a documented privacy policy or procedures to protect personally identifiable information (PII) and sensitive information?	YES	NO
Is there a process to ensure that PII is limited for the purposes described in the privacy notice?	YES	NO

Based on your answer to the question above:

Add Attachments

- Go to the **Admin** tab.
- Click on the **General** function.
- Click on the **Add Attachments** button.
- Enter the **Title**, **Description** and **Category**
- Click on **Choose File**.
- Upload the file.
- Select **Apply** in the upper right corner.

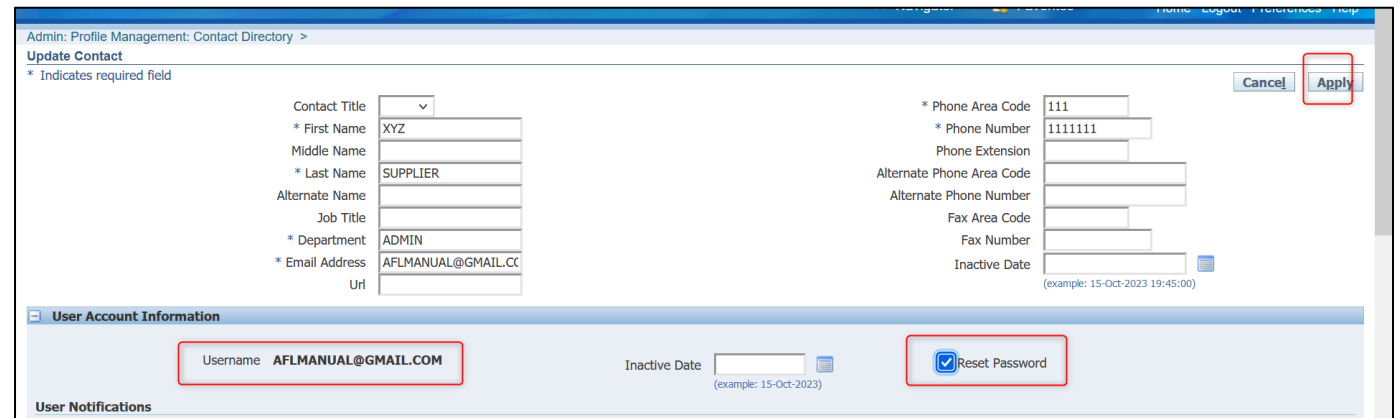
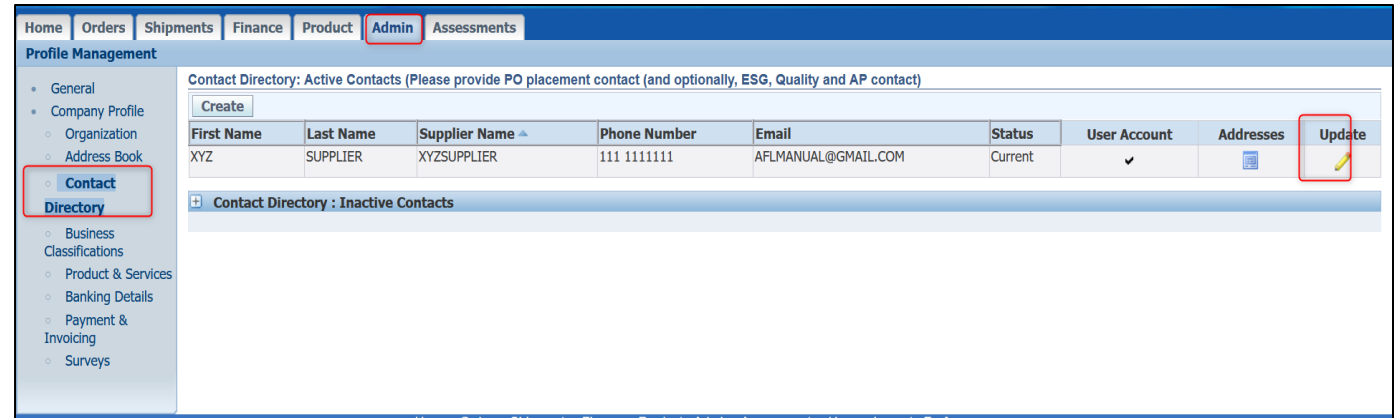




Reset/Update Password

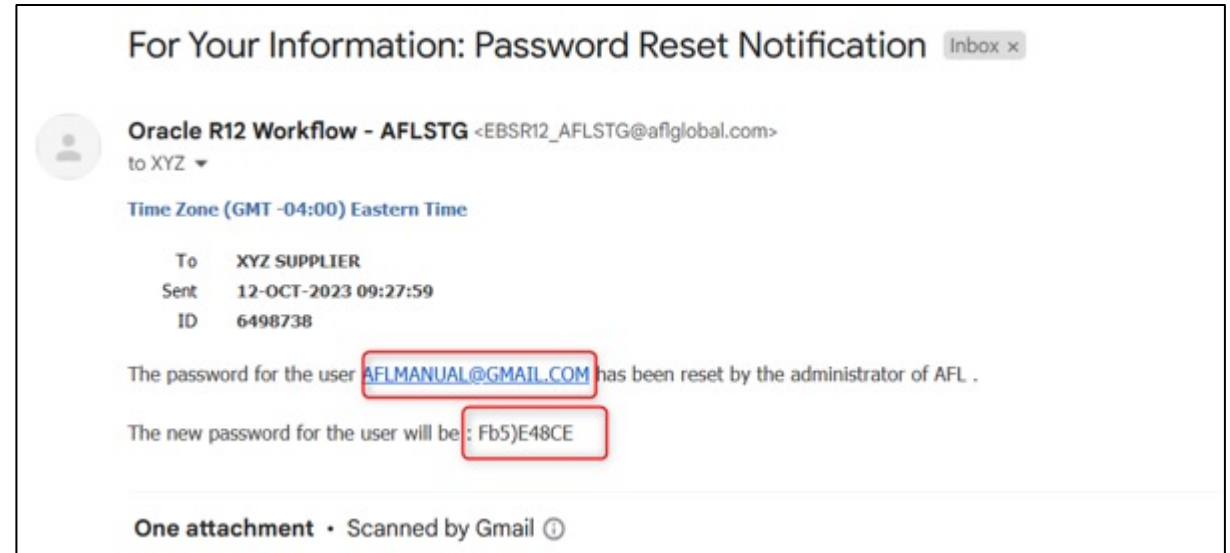
Password Reset

- Vendor Admin can request to reset their own or their colleague's password.
- Go to the **Admin** tab.
- Click on the **Contact Directory** function and click once on the pencil icon in the **Update** column.
- Check the **Reset Password** box.
- Click **Apply**.



Password Reset (cont.)

- Contact will receive an email for Password Reset Notification with a temporary password for the user.
- Log into iSupplier using the email and temporary password.
- A prompt to **Change Password** will appear.
- Enter the information.
- Click the **Submit** button.



The screenshot shows a web form titled "Change Password". It contains three input fields: "* Current Password", "* New Password", and "* Re-enter New Password". Below the fields, there is a note: "Password must be at least 8 characters long." At the bottom of the form, there are "Submit" and "Cancel" buttons. A footer bar contains "Privacy Statement" and "Logout" links.

Forgot Password or User Name

- At the iSupplier login page, click on the **Login Assistance** button.
- Enter your **User Name** (which is your email address).
- Click the **Forgot Password** button.
- Check email for instructions on how to update



Personalize Stack Layout
Personalize Table Layout: (region144)

Personalize Table Layout: (region14)

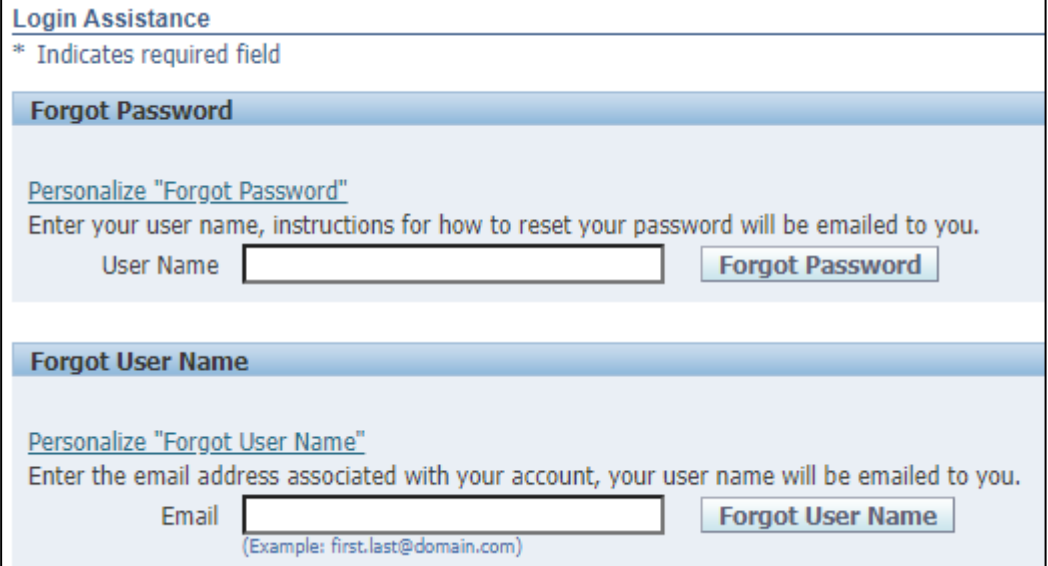
* User Name
(example: michael.james.smith)

* Password
(example: 4u99v23)

Login Cancel

Login Assistance

Accessibility None



Login Assistance

* Indicates required field

Forgot Password

Personalize "Forgot Password"

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name **Forgot Password**

Forgot User Name

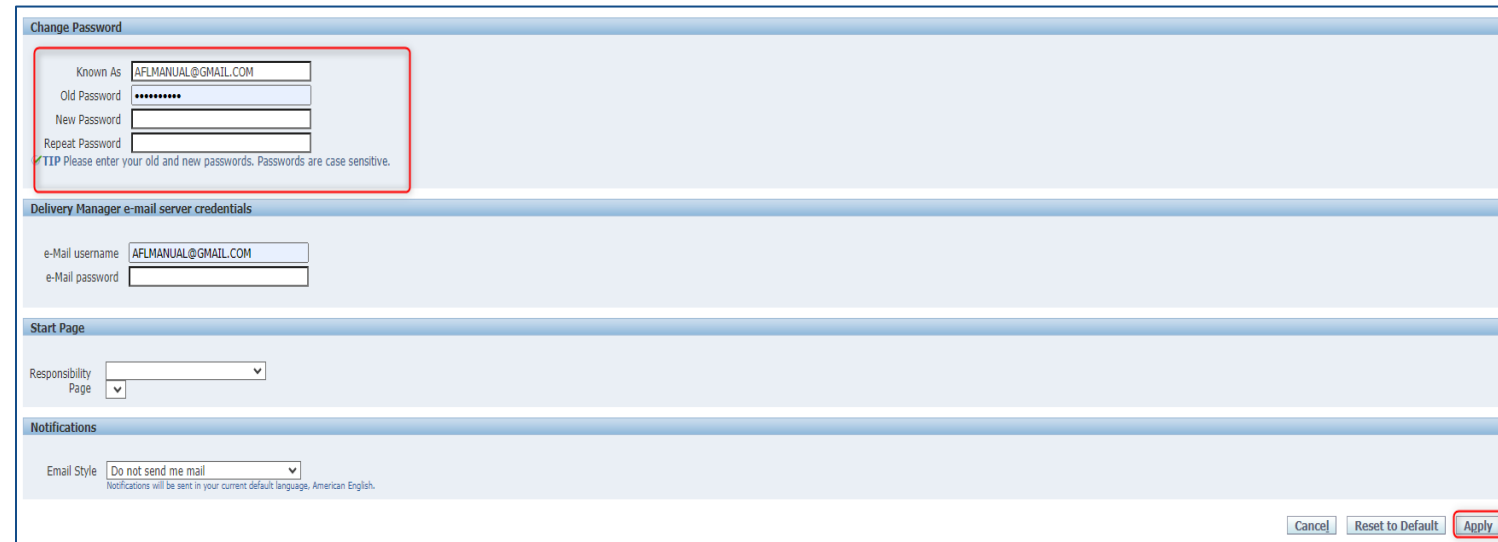
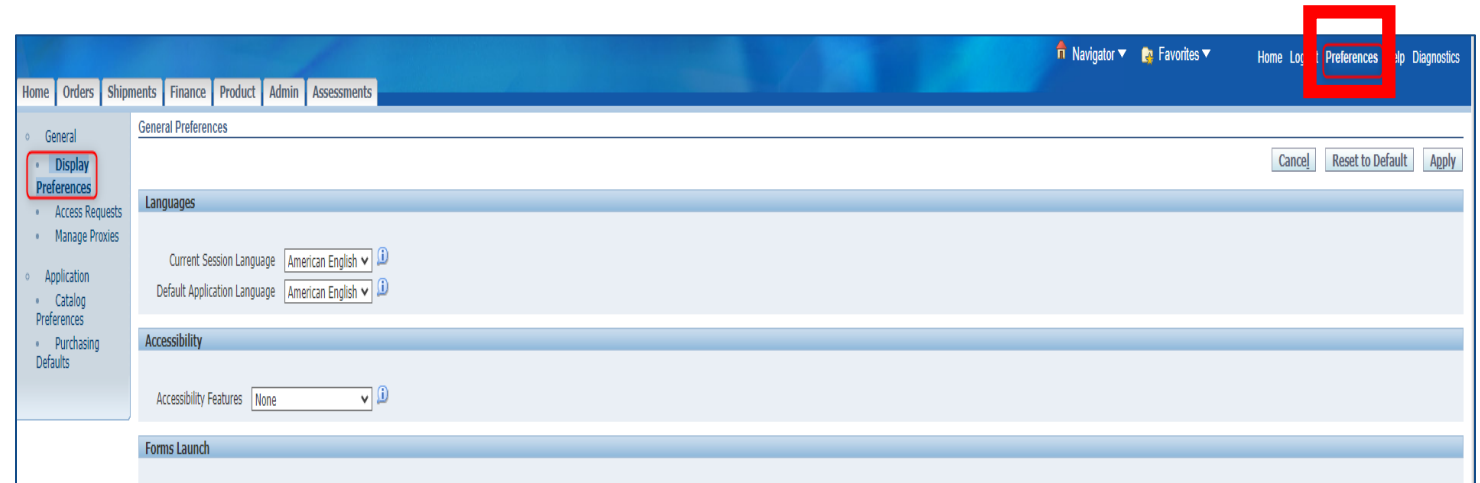
Personalize "Forgot User Name"

Enter the email address associated with your account, your user name will be emailed to you.

Email **Forgot User Name**
(Example: first.last@domain.com)

How to Update Password

- Select **Preferences** (top right in blue bar)
- Click on **Display Preferences**
- Scroll down to **Change Passwords**
- Enter **New Password** and **Repeat Password**
- Click on **Apply** button





Thank You!