

Vendor Portal – Vendor Registration - User Manual

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Vendor Registration

The New Vendor Registration process will be used to allow a prospective Vendor of Vendor Portal client to enter the vendor information necessary to allow the Vendor to have access to the Vendor Portal module. The Vendor Portal screens will now need to accommodate user interface interaction for Vendors who are requesting to become a valid Vendor, or who are in the process of becoming a valid Vendor.

1. Vendor Request

Vendor request – This is process allows vendor to create request by filling their company information, Primary Information and contact details to submit access to the vendor portal module.

Vendor acceptance parameter:

Vendor request is handled by acceptance parameter (100133) – this parameter will control whether the Vendor Registration needs approval by vendor manager or automatic approval.

Email Domain validation:

The vendor registration email validation done based on the parameter (100107) – this controls the domains allowed for the user's registration mails.

Request Account

For a new vendor

For an existing vendor

Company Information

Invalid email id. System will not accept personal email address.Please enter your official(company) email address.

test

Partnership LLC,LLP or LLC wi...

▼

test

Business Identity


Others

▼

21356132121321213213

Primary information

test@gmail.com



1.1 Creating vendor with vendor manager Approve process

When the “Vendor Acceptance Required” parameter is “Yes”: (100133)

After the Prospective Vendor opens the email message and clicks on the email verification link, Vendor Portal will continue on to “Retailer email notification message” for retailer approve to further process.

Already have an account? **SIGN IN**

Welcome to Symphony EYC G.O.L.D. Vendor Portal

Hello,

Welcome to Symphony EYC G.O.L.D. Vendor Portal.

If you are a registered and approved vendor, continue to sign in using your assigned username and password.

If you are an existing vendor and would like to use the Vendor Portal, please register by clicking the "REQUEST ACCOUNT" button.

About Symphony EYC G.O.L.D. Vendor Portal
This portal allows vendor and Retailer to exchange information with each other. The data submitted through the portal will go through a predefined work-flow for approval by Retailer and will be integrated into the Symphony EYC G.O.L.D. system.

More Info
To learn more please contact your buyer.

Request Account

For a new vendor | For an existing vendor

Company Information

Supplier name

Legal structure

Trade name or DBA

Business Identity

Select

Primary information

Email Address

First name | Middle

Last name

Mr/Mrs

- Fill the Company Information, Primary Information and contact details. Click Submit button.
- Will receive a confirmation link with an activation code to the email address mentioned in primary contact information.
- Open that confirmation link.
- Enter that Confirmation code. And click Activate.

Need an account? [REQUEST ACCOUNT](#)

Vendor request confirmation

There is one more step for you to perform, to complete your request. We are sending a confirmation message to the email address provided here. Please open that email message and click on the confirmation link to verify your email account. Thank you.

Activation Code

[✓ Activate](#)

- After this process vendor manager/admin has to approve the vendor user for further process.

Need an account? [REQUEST ACCOUNT](#)

Sign in

Your account confirmed. Please contact your administrator.


Username

Password

[Sign in](#)

Version : 1.6

- Vendor manager should allow the Request

Vendormanager
vendormanager

Parameter Management

Vendor Req Management

User Management

Role Management

Vendor Management

Attribute Management

Deal Configuration

Buyer Department Config

Attribute Tab Management

Vendor Request Management

Manage Vendor Requests

7

REQUESTED

3

NOT SUBMITTED

1

NEED MORE INFO

0

SUBMITTED

1

APPROVED

1

REJECTED

Q: joel

Search...

Edit

Allow Vendor

Reject

Send Message

#	Vendor ID	Vendor External#	Vendor Status	Vendor Name	Entity Type
1	19	New	REQUESTED	joel	Individual

Once vendor manager approves the Will receive an Account Activation mail with account activation link, confirmation code, username and temporary password.

After activation with confirmation code, user can login with temporary password

The screenshot shows the login interface of the Symphony EYC G.O.L.D. Vendor Portal. At the top, there is a header with the GOLD logo on the left and a link to 'REQUEST ACCOUNT' on the right. The main content area is divided into two columns. The left column contains a welcome message and instructions for both new and existing vendors. The right column features a 'Sign in' form with fields for 'Username' (containing 'joel19') and 'Password' (masked with dots). A 'Sign in' button is located at the bottom of the form. Below the login form, there is a 'More Info' section with a link to contact a buyer. The version number 'Version : 1.6' is displayed at the bottom right.

Need an account? [REQUEST ACCOUNT](#)

Welcome to Symphony EYC G.O.L.D. Vendor Portal

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If you are a registered and approved vendor, continue to sign in using your assigned username and password.

If you are an existing vendor and would like to use the Vendor Portal, please register by clicking the "REQUEST ACCOUNT" button.

Sign in

Username
joel19

Password
Please enter your password

Sign in

About Symphony EYC G.O.L.D. Vendor Portal
This portal allows vendor and Retailer to exchange information with each other. The data submitted through the portal will go through a predefined work-flow for approval by Retailer and will be integrated into the Symphony EYC G.O.L.D. system.

More Info
To learn more please contact your buyer.

Version : 1.6

1.2 Creating vendor with Auto approve process

When the "Vendor Acceptance Required" parameter is "No": (100133)

After the Prospective Vendor opens the email message and clicks on the email verification link, Vendor Portal will skip to "Vendor Request Notification email notification" containing a Vendor Portal ID and password to further setup process.

The screenshot shows the 'Request Account' page of the Symphony EYC G.O.L.D. Vendor Portal. The header includes the GOLD logo and a link to 'SIGN IN'. The main content area is divided into two columns. The left column contains a welcome message and instructions for both new and existing vendors. The right column features a 'Request Account' form with tabs for 'For a new vendor' and 'For an existing vendor'. The 'For a new vendor' tab is selected, showing fields for 'Company Information' (Supplier name, Legal structure, Trade name or DBA), 'Business Identity' (Select,), and 'Primary information' (Email Address, First name, Middle, Last name, Mr/Mrs). A 'Sign in' button is located at the bottom of the form. Below the login form, there is a 'More Info' section with a link to contact a buyer. The version number 'Version : 1.6' is displayed at the bottom right.

Already have an account? [SIGN IN](#)

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Request Account

For a new vendor **For an existing vendor**

Company Information

Supplier name

Legal structure

Trade name or DBA

Business Identity

Select

Primary information

Email Address

First name Middle

Last name

Mr/Mrs

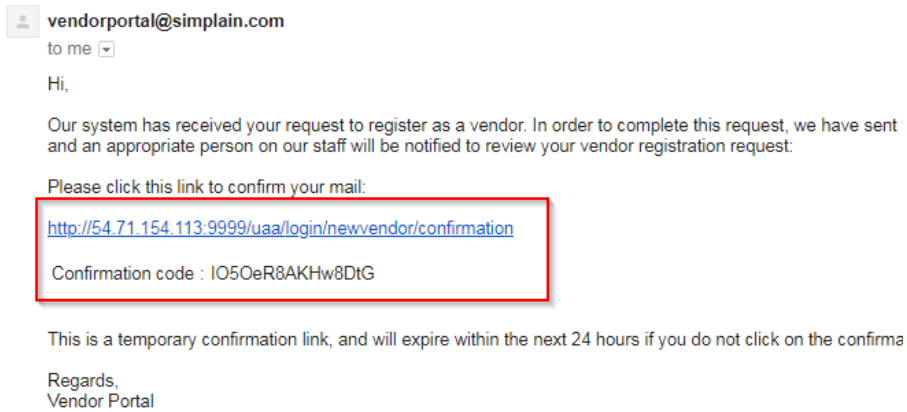
About Symphony EYC G.O.L.D. Vendor Portal
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More Info
To learn more please contact your buyer.

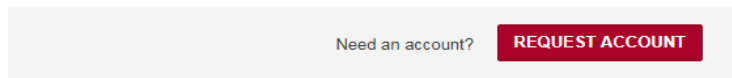
Version : 1.6

- Fill the Company Information, Primary Information and contact details. Click Submit button.
- Will receive a confirmation link with an activation code to the email address mentioned in primary contact information.

Vendor registration request confirmation link Inbox x



- Open that confirmation link.



Vendor request confirmation

There is one more step for you to perform, to complete your request. We are sending a confirmation message to the email address provided here. Please open that email message and click on the confirmation link to verify your email account. Thank you.

Activation Code

[« Back to Login](#)

- Account activation - After successfully entering the Confirmation code. Will receive an Account Activation mail with account activation link, confirmation code, username and temporary password.

- After activation with confirmation code, user can login with temporary password

Need an account? [REQUEST ACCOUNT](#)


Activate your account

Activation Code

eGQmeFS3jeGPx80

[✓ Activate](#)

Don't have the activation code?
[« Back to Login](#)

 Need an account? [REQUEST ACCOUNT](#)

Welcome to Symphony EYC G.O.L.D. Vendor Portal

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If you are a registered and approved vendor, continue to sign in using your assigned username and password.

If you are an existing vendor and would like to use the Vendor Portal, please register by clicking the "REQUEST ACCOUNT" button.

Sign in

Username

subash21

Password

[Sign in](#)

2. Vendor information setup (Vendor User)

After the successful login the vendor need to update their information to submit for vendor manager review.

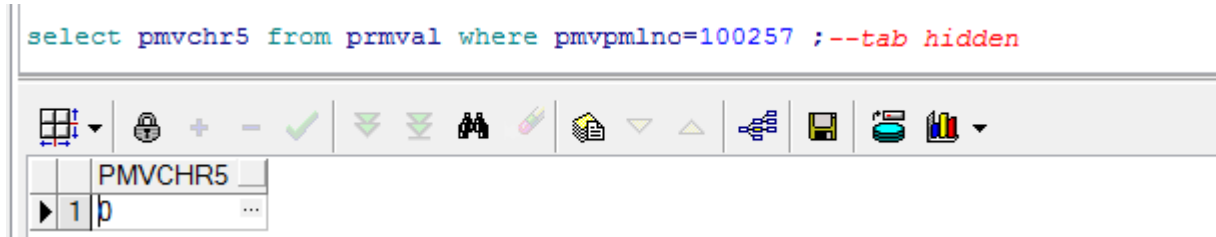
Vendor user can fill the following information,

- Company info
- Shipping Locations
- Contact info
- Commercial Terms
- Payment Info
- Service Terms
- Legal Certification
- Attachment
- Comments

2.1 Vendor Information setup configuration:

The information setup tabs can enable and disable by ON/OFF in parameter setup (100257).

Payment info tab can be enabling and disable by setup in (ON/OFF)



Save details on commercial tab information,

The screenshot shows the 'Vendor Information Set-Up' form, Step 3/9. The 'Commercial Terms' tab is selected. A green notification bar at the top right says 'SAVED' and 'Your Information has been SAVED successfully.' with a checkmark icon. The 'NOT SUBMITTED' button is also visible. The form has tabs for Company, Shipping Locations, Contact Info, Commercial Terms, and Comments. The 'Commercial Contracts' section contains a table with the following data:

CommercialContract Code	CommercialContract Name	Shippoint Name	Payment Terms	PO Comm
VRC1_62	CC16	TEST-SHIP	NET14	Eancom

The next tab of payment info gets disabled based on configuration.

The screenshot shows the 'Vendor Information Set-Up' form, Step 5/9. The 'Service Terms' tab is selected. The 'NOT SUBMITTED' button is visible. The form has tabs for Company, Shipping Locations, Contact Info, Commercial Terms, Service Terms, and Comments. The 'Service Terms' section contains a table with the following data:

Service Contract#	Service Contract Name	Commercial ContractName	Start Date	End Date

Except payment info other all tabs are mandatory.

2.2 Company Info

The company information tab contains vendor company details which they given while registration.

Company info tab will be filled up with the company info entering while creating the vendor account. User can navigate to company tab and verify the details and click Save.

The screenshot shows the 'Vendor Information Set-Up' page in the Vendor Portal. The page has a header with the 'GOLD' logo and a language dropdown set to 'English (US)'. The main heading is 'Vendor Information Set-Up' with a sub-heading 'Register Company to Become a Vendor'. A progress bar indicates 'step 1 of 8'. A 'NOT SUBMITTED' status is shown in the top right. The form is divided into three tabs: 'Company' (selected), 'Shipping Locations', and 'Comments'. The 'Company' tab contains the following fields: 'Supplier Name' (filled with 'deepa'), 'Legal Structure' (dropdown menu showing 'Corporation'), 'Trade Name or DBA' (filled with 'JJ-simp'), 'Business Identity' (dropdown menu showing 'EIN'), and 'EIN or Last 4 Digits SSN' (filled with '458745'). There is also a 'Comments' field with the text 'jj comp test'. A 'Save' button is located at the bottom right of the form.

2.3 Shipping Locations

User can able to add multiple addresses and allocate these address to created new ship point.

- Ship point address
- Ship point location

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Vendor Information Set-Up
Register Company to Become a Vendor

step 1 / 0

NOT SUBMITTED

Company Shipping Locations Comments Save

Ship Point Address

Address ID#	Address	Address Line 1	Address Line 2	City	State	Zip	Country

Vendor Shipping Locations

ShipPoint Name	Order To Address	Delivered By Address	Invoiced By Address	Paid To Address	ShipPoint #

- Add address by clicking Add New Address button. Enter the details and click saves. We can add multiple addresses also.
- Shipping locations should have at least one address and shipping location.

+ Add a New Address

Use the following form to add a new location record.

Address

Address1

Address2

City

Country

State

Zip

DUNS # (EDI)

We can create ship point with the added addresses. Enter the details and click saves. We can add multiple ship point.

Edit Address:

User can edit the address details by clicking Edit button.

Edit Address
×

Use the following form to edit the selected location record.

Address

Address Name2

Address1

15 opt 6th strt

Address2

walmart opp

City

newyork

Country

United States

▼

State

New York

▼

Zip

451230

DUNS # (EDI)

457895

✓ Save

✕ Cancel

Add new shipping locations:

Vendor Shipping Locations					
ShipPoint Name	Order To Address	Delivered By Address	Invoiced By Address	Paid To Address	ShipPoint #
<input type="checkbox"/> Melbourne-shippoint	Address Name1	Address Name1	Address Name1	Address Name1	
<input checked="" type="checkbox"/> newyork-shippoint	Address Name1	Address Name2	Address Name1	Address Name1	
Record ID: 1N					
1-2 of (buffered 2)					

Can't create duplicate entries for address and ship point

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Add a New Address

Use the following form to add a new location record.

Address: Address Name1 ✓

Address1: test1231 ✓

Address2: test1231 ✓

City: test1231 ✓

Country: Albania ✓

State: 12 ✓

Zip: 656 ✓

DUNS # (EDI): 656 ✓

Buttons: Save, Cancel

Duplicate
✓ Address name already exist.

NOT SUBMITTED

Address ID#	Address
81	Address
82	Address

State	Zip	Country
Florida	5263	United States
New York	451230	United States

ShipPoint Name	Order To Address	Delivered By Address	Invoiced By Address	Paid To Address	ShipPoint #

Register Company to Become a Vendor

Duplicate
⊗ Duplicate Shippoint!

Company **Shipping Locations** Comments

Ship Point Address

Address ID#	Address	Address Line 1	Address Line 2	City	State	Zip	Country
81	Address Name1	123 6th strt	opp to walmart	melbourne	Florida	5263	United States
82	Address Name2	15 opt 6th strt	walmart opp	newyork	New York	451230	United States

Vendor Shipping Locations

ShipPoint Name	Order To Address	Delivered By Address	Invoiced By Address	Paid To Address	ShipPoint #
Melbourne-shippoint	Address Name1	Address Name1	Address Name1	Address Name1	
newyork-shippoint	Address Name1	Address Name2	Address Name1	Address Name1	
newyork-shippoint	Address Name1	Address Name1	Address Name1	Address Name1	

Delete Address/Delete ship point location:

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Vendor Information Set-Up

Register Company to Become a Vendor

step 2 / 8

NOT SUBMITTED

Company

Shipping Locations

Contact Info

Comments

Save

Ship Point Address

III

Edit

+ Add New Address

Delete

<input type="checkbox"/>	Address ID#	Address	Address Line 1	Address Line 2	City	State	Zip	Country
<input checked="" type="checkbox"/>	84	test7	test7	test7	test7	test7	test7	Afghanistan
<input type="checkbox"/>	81	Address Name1	123 6th strt	opp to walmart	melbourne	Florida	5263	United States
<input type="checkbox"/>	82	Address Name2	15 opt 6th strt	walmart opp	newyork	New York	451230	United States
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Vendor Shipping Locations

III

+ Add New

Delete

<input type="checkbox"/>	ShipPoint Name	Order To Address	Delivered By Address	Invoiced By Address	Paid To Address	ShipPoint #
<input type="checkbox"/>	NEWYORK-SHIPPOINT	Address Name1	Address Name2	Address Name1	Address Name2	62
<input type="checkbox"/>	MELLBORNE-SHIPPOINT	Address Name1	Address Name1	Address Name1	Address Name1	61
<input checked="" type="checkbox"/>	teste7	test7	test7	test7	test7	
<input type="checkbox"/>						
<input type="checkbox"/>						

Click the Save button to complete the shipping location tab.

2.4 Contact Info

After successfully saving the Shipping Locations tab, Contact Info tab will be enabled. Here user can add /Edit/Delete contact info for every address code. User can add multiple contacts for any address.

Initially the contact information is loaded which users given by the time of vendor user request.

Vendor Information Set-Up

Register Company to Become a Vendor

step 2 / 8

NOT SUBMITTED

Company

Shipping Locations

Contact Info

Comments

Save

Contacts

III

+ Add New Contact

Edit

Delete

<input checked="" type="checkbox"/>	Contact Name	Address Code	Contact Code
<input checked="" type="checkbox"/>	joel		82
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Page 14 of 16

+ Add a New Contacts

X

Use the following form to add a new contact record.

Title

Click to select

▼

Name

Function

Click to select

▼

Work Phone

Cell Phone

Email

Address Name



Click to select

▼




✓ Save



✕ Cancel


- User can edit the contact details by selecting the contact and click the Edit button.

 **Edit Contacts** 

Use the following form to edit the selected contact record.

Title	<input type="text" value="Mister"/>	
Name	<input type="text" value="joel"/>	
Function	<input type="text" value="Sales manager"/>	
Work Phone	<input type="text" value="(555) 555-5555"/>	
Cell Phone	<input type="text" value="(111) 111-1111"/>	
Email	<input type="text" value="deepa@simplain.com"/>	
Address Name	<input type="text" value="Address Name1"/>	

 Save  Cancel

 Vendor Information Set-Up
Register Company to Become a Vendor

step 2 / 8

NOT SUBMITTED

Company





Shipping Locations

Contact Info

Comments

Save

Contacts

  + Add New Contact  Edit  Delete

<input type="checkbox"/> Contact Name	Address Code	Contact Code
<input type="checkbox"/> joel	Address Name1	82
<input checked="" type="checkbox"/> tester	Address Name1	

- User can delete the added contact details by selecting the contact and click the Delete button.

d and rejected vendors.