Vendor Portal – Vendor Registration - User Manual

Contents

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.

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.

- 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 conformation 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.
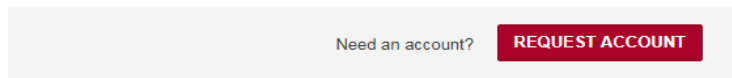
Username

Password

Sign in

Version : 1.6

- Vendor manager should allow the Request

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

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.

- 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.

- 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

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 fallowing 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)

```
select pmvchr5 from prmval where pmvpmlno=100257 ;--tab hidden
```
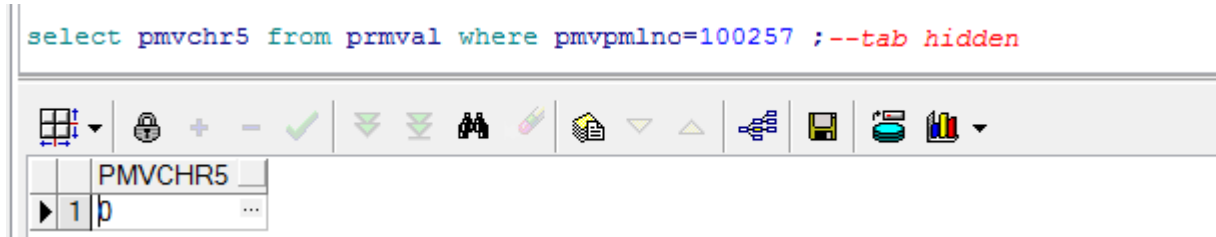

Save details on commercial tab information,

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

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.

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

- 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.

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.

Add new shipping locations:

Can't create duplicate entries for address and ship point

Delete Address/Delete ship point location:

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.

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

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

d and rejected vendors.