

# New Supplier Identity Management (IDM) Visual Training Aid



# What/Who is this document for?

- This document is intended for H-E-B Employees and Suppliers/Brokers who use the Supplier IDM (formerly Vendor IDM) environment and applications (CPS, CMS, OBPS, CAMS, SESS, EOM-V, CD).
- This document will show you how to access the new Supplier IDM Portal, perform various administrative tasks, and access your Supplier applications.



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# What's New or Changed in Supplier IDM?

- New and intuitive User Interface.
- Self service for task like “Forgotten Password”.
- Suppliers and Brokers will now log into Supplier IDM and the Supplier applications with their email address, not their VB ID.
- Suppliers can promote one account in their organization to the “Supplier Admin” accounts which have some administrative accesses over those organizational Supplier accounts and also has the ability to approve/reject requests by Brokers to represent their Accounts Payable numbers in the H-E-B system.
- Single Sign On for H-E-B Employees where the Supplier applications do not require a log in, rather the applications know who you are from your computer log in.
- Single Sign On for Suppliers and Brokers where, once they've logged into the Supplier IDM system, all Supplier applications will recognize them and not prompt for additional log ins.

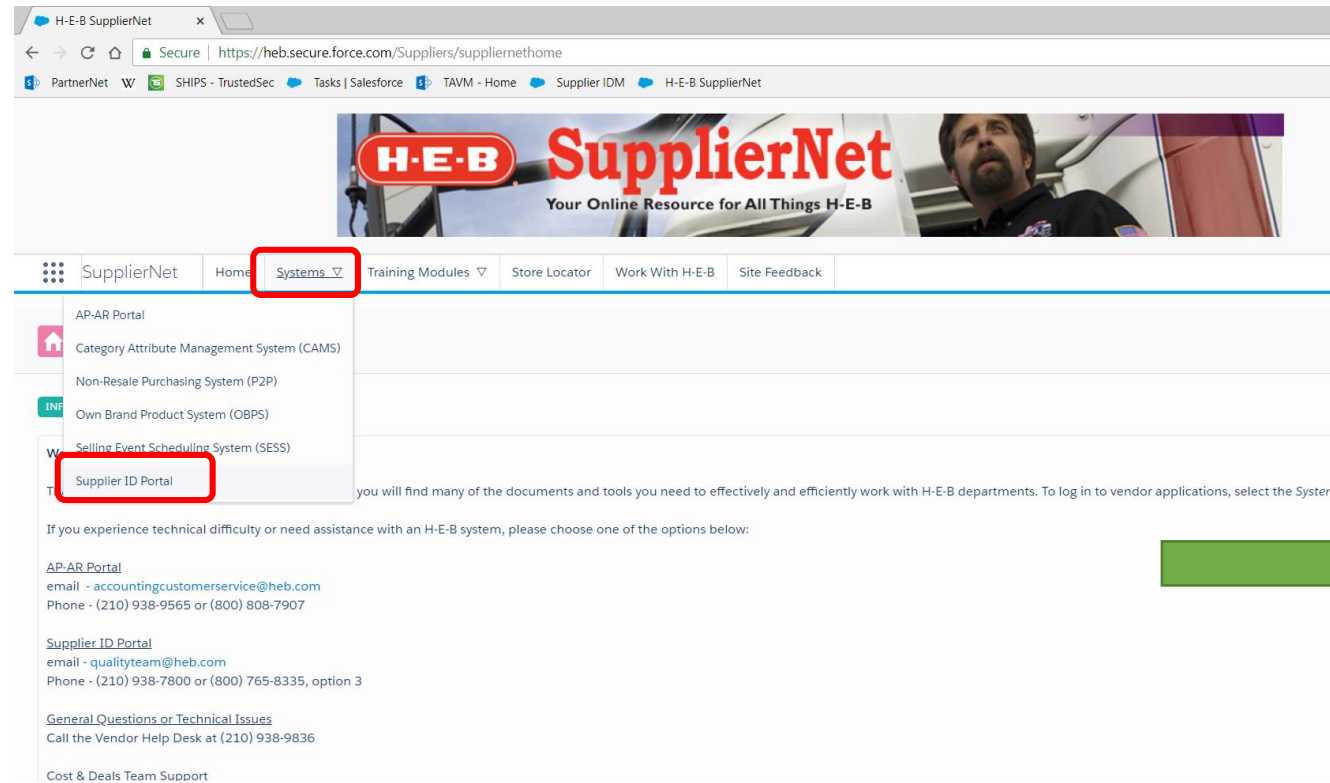


# Task: Access Supplier IDM

Navigate to [SupplierNet](#)

Click “Systems” tab at the top, Click “Supplier ID Portal”

**\*While Supplier IDM is Compatible with nearly all browsers, H-E-B recommends use of Google Chrome for best performance**



H-E-B SupplierNet

Secure | <https://heb.secure.force.com/Suppliers/suppliernethome>

PartnerNet W SHIPS - TrustedSec Tasks | Salesforce TAVM - Home Supplier IDM H-E-B SupplierNet

**H-E-B SupplierNet**  
Your Online Resource for All Things H-E-B

SupplierNet Home **Systems** Training Modules Store Locator Work With H-E-B Site Feedback

- AP-AR Portal
- Category Attribute Management System (CAMS)
- Non-Resale Purchasing System (P2P)
- Own Brand Product System (OBPS)
- Selling Event Scheduling System (SESS)
- Supplier ID Portal**

you will find many of the documents and tools you need to effectively and efficiently work with H-E-B departments. To log in to vendor applications, select the System

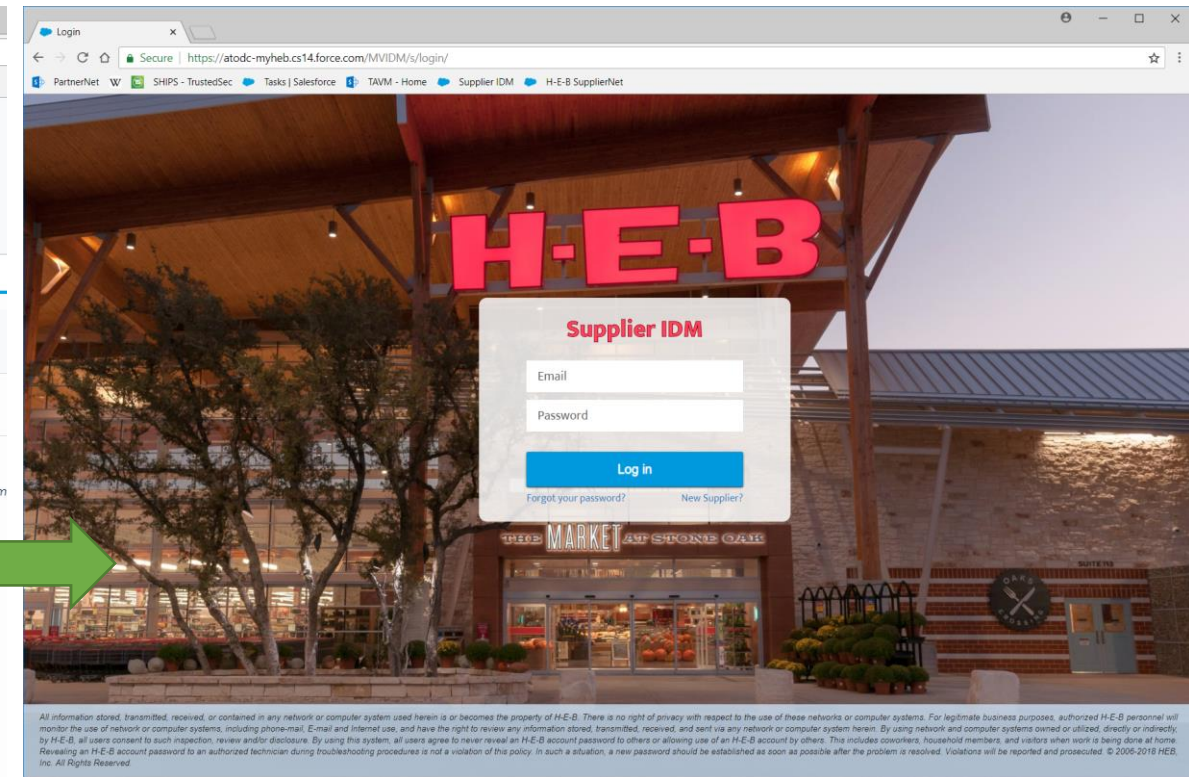
If you experience technical difficulty or need assistance with an H-E-B system, please choose one of the options below:

**AP-AR Portal**  
email - [accountingcustomerservice@heb.com](mailto:accountingcustomerservice@heb.com)  
Phone - (210) 938-9565 or (800) 808-7907

**Supplier ID Portal**  
email - [qualityteam@heb.com](mailto:qualityteam@heb.com)  
Phone - (210) 938-7800 or (800) 765-8335, option 3

**General Questions or Technical Issues**  
Call the Vendor Help Desk at (210) 938-9836

Cost & Deals Team Support



Login

Secure | <https://atodc-myheb.cs14.force.com/MVIDM/s/login/>

PartnerNet W SHIPS - TrustedSec Tasks | Salesforce TAVM - Home Supplier IDM H-E-B SupplierNet

**H-E-B**

**Supplier IDM**

Email

Password

**Log in**

[Forgot your password?](#) [New Supplier?](#)

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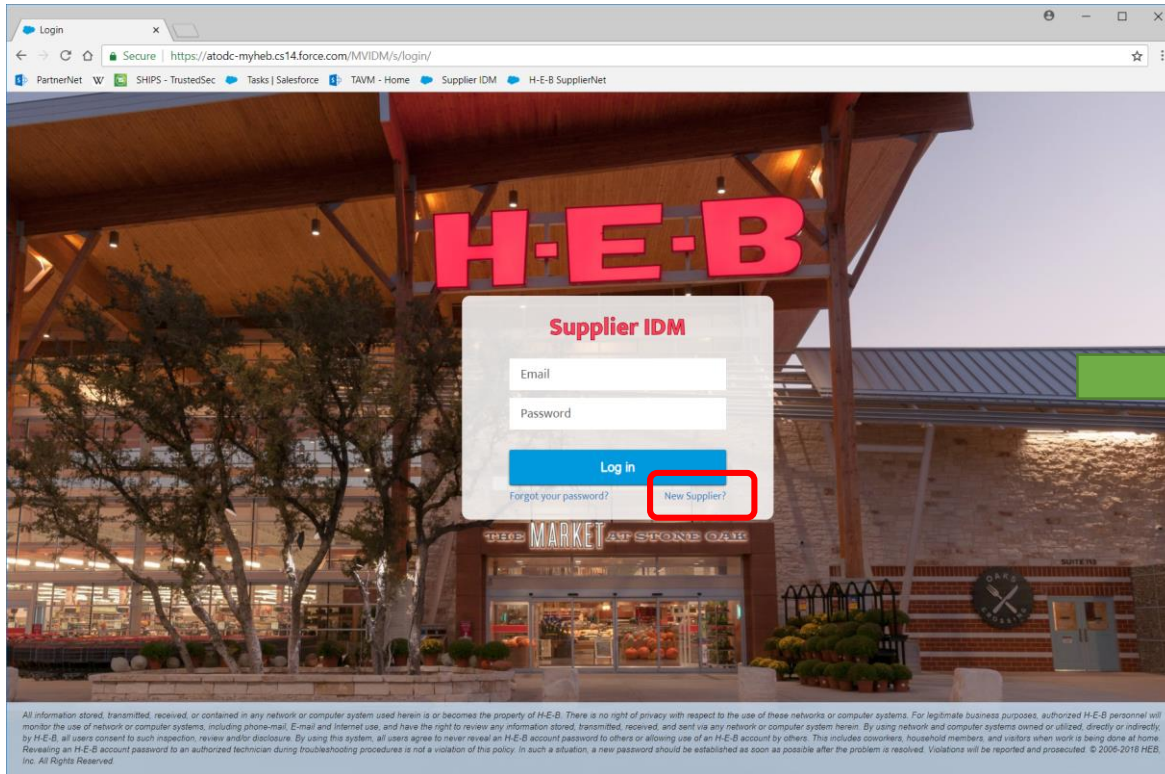
Because People Matter

# Task: Register a New User

Click “New Supplier?” Link

Complete the Form and Hit “Submit”

Monitor your Email for Approvals



Self Registration

John

E

Smith

john.e.smith@somesupplier.com

john.e.smith@somesupplier.com

(01) 210 - 867 - 5309

(01) 210 - 555 - 5555

464 South Flores Street

San Antonio

Texas

United States

78204

\* Select a Role:

Supplier

Some Supplier Company Name

\* Select Application to Request Access:

- ☒ (CAMS) Category Attribute Management System
- ☐ (CMS) Coupon Management System
- ☒ (CPS) Core Product Setup
- ☐ (DCM) Costs and Deals
- ☐ (EOM-V) Event Order Management - Vendor
- ☒ (OBPS) Own Brand Product System
- ☒ (SESS) Showtime Event Selling System

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☒ I have read and agree to the Terms and Conditions

☒ I'm not a robot

reCAPTCHA Privacy - Terms

Cancel Submit



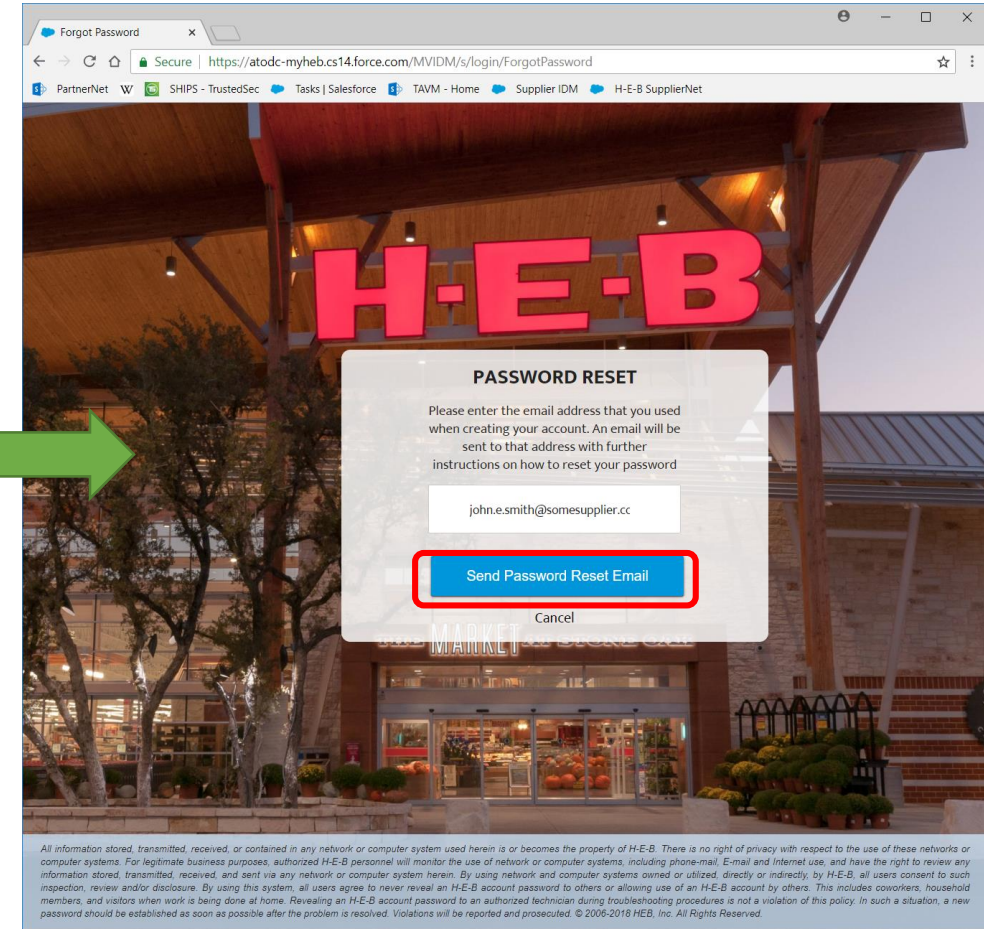
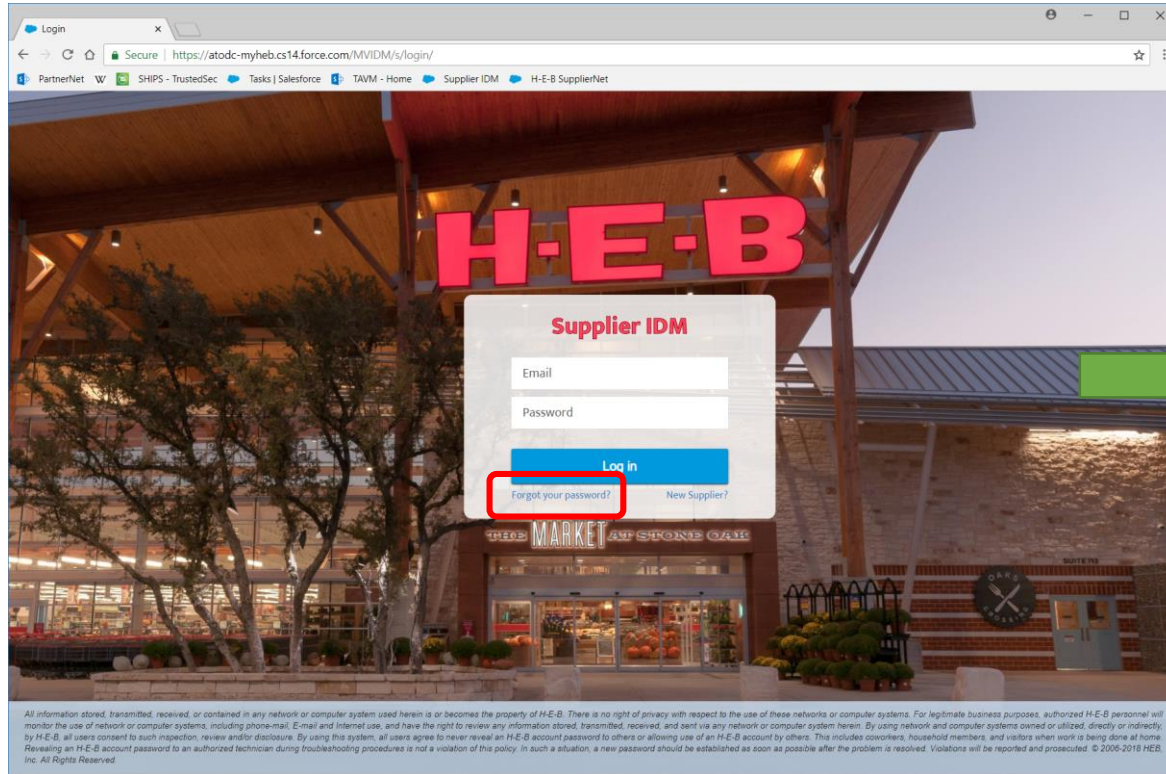


# Task: Reset a Forgotten Password (1/2)

Click “Forgot your password?”

Enter your Registered email address and click “Send Password Reset Email”

Monitor your Email for Reset Instructions **\*(check spam folder)**

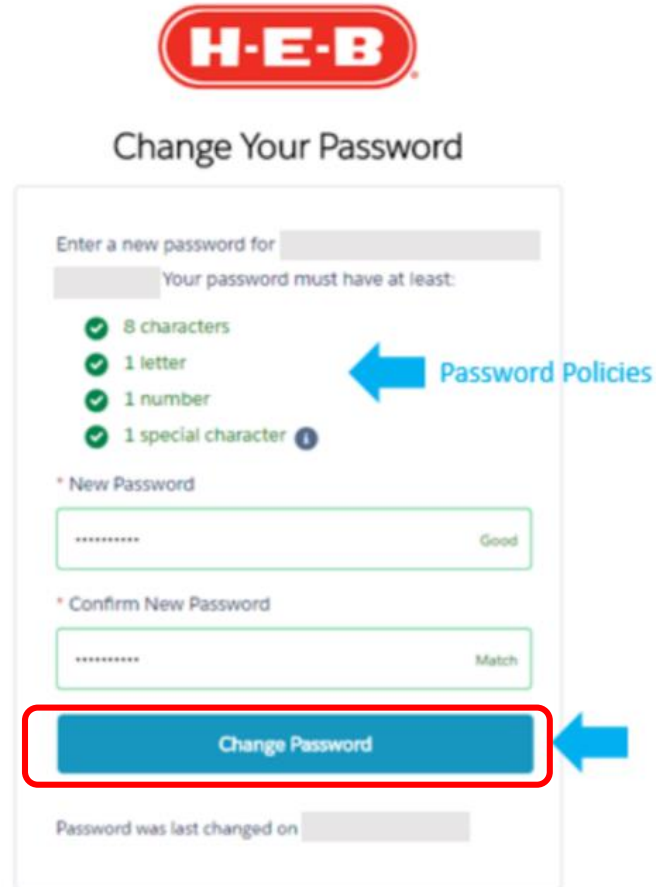


# Task: Reset a Forgotten Password (2/2)

Click the Link in the Supplier IDM Password Reset Email

Change your password according to our policies

Password reset will automatically log you in



**H-E-B**

## Change Your Password

Enter a new password for

Your password must have at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number
- ✓ 1 special character

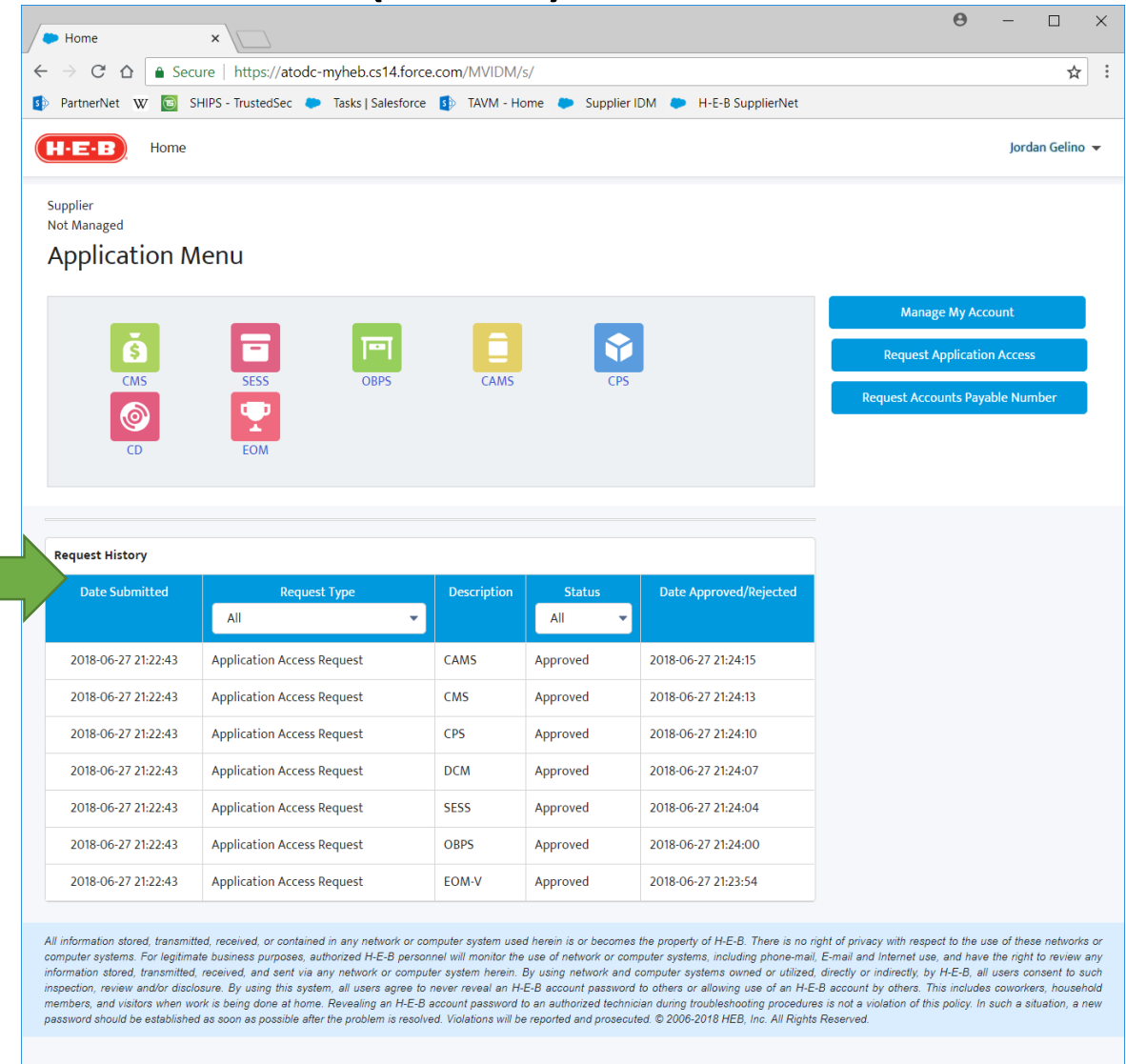
\* New Password  Good

\* Confirm New Password  Match

**Change Password**

Password was last changed on

← Password Policies



Home

Supplier Not Managed

### Application Menu

- CMS
- SESS
- OBPS
- CAMS
- CPS
- CD
- EOM

Manage My Account

Request Application Access

Request Accounts Payable Number

### Request History

Date Submitted	Request Type	Description	Status	Date Approved/Rejected
2018-06-27 21:22:43	Application Access Request	CAMS	Approved	2018-06-27 21:24:15
2018-06-27 21:22:43	Application Access Request	CMS	Approved	2018-06-27 21:24:13
2018-06-27 21:22:43	Application Access Request	CPS	Approved	2018-06-27 21:24:10
2018-06-27 21:22:43	Application Access Request	DCM	Approved	2018-06-27 21:24:07
2018-06-27 21:22:43	Application Access Request	SESS	Approved	2018-06-27 21:24:04
2018-06-27 21:22:43	Application Access Request	OBPS	Approved	2018-06-27 21:24:00
2018-06-27 21:22:43	Application Access Request	EOM-V	Approved	2018-06-27 21:23:54

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# Task: Log In

Type your registered email address and password into the email and password fields, Click “Log In”

Supplier IDM

john.e.smith@somesupplier.com

\*\*\*\*\*

Log in

[Forgot your password?](#) [New Supplier?](#)

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Home

Secure | https://atodc-myheb.cs14.force.com/MVIDM/s/

PartnerNet SHIPS - TrustedSec Tasks | Salesforce TAVM - Home Supplier IDM H-E-B SupplierNet

H-E-B Home Jordan Gelino

Supplier  
Not Managed

### Application Menu

CMS SESS OBPS CAMS CPS  
CD EOM

Manage My Account  
Request Application Access  
Request Accounts Payable Number

#### Request History

Date Submitted	Request Type	Description	Status	Date Approved/Rejected
2018-06-27 21:22:43	All		All	
2018-06-27 21:22:43	Application Access Request	CAMS	Approved	2018-06-27 21:24:15
2018-06-27 21:22:43	Application Access Request	CMS	Approved	2018-06-27 21:24:13
2018-06-27 21:22:43	Application Access Request	CPS	Approved	2018-06-27 21:24:10
2018-06-27 21:22:43	Application Access Request	DCM	Approved	2018-06-27 21:24:07
2018-06-27 21:22:43	Application Access Request	SESS	Approved	2018-06-27 21:24:04
2018-06-27 21:22:43	Application Access Request	OBPS	Approved	2018-06-27 21:24:00
2018-06-27 21:22:43	Application Access Request	EOM-V	Approved	2018-06-27 21:23:54

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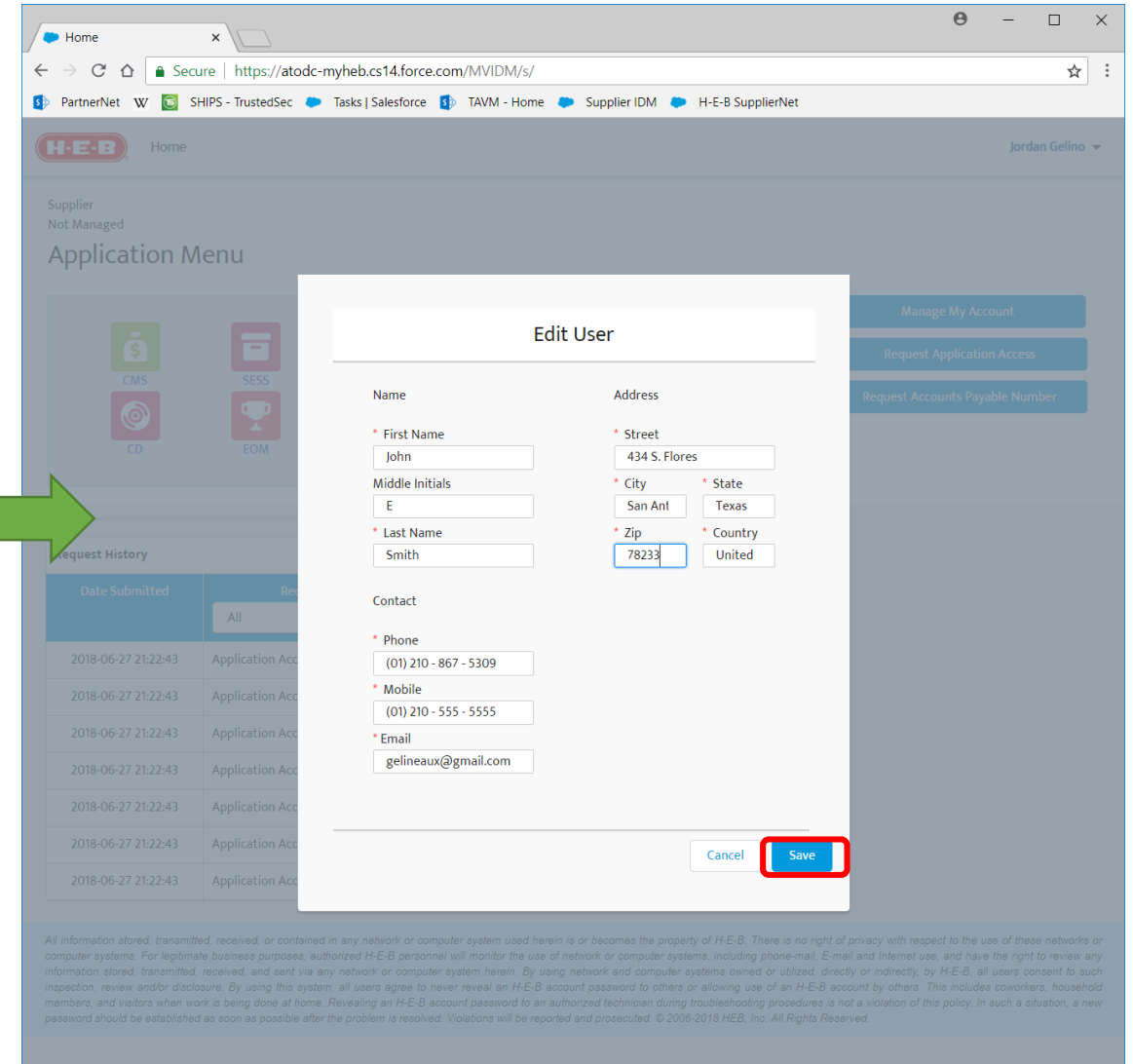
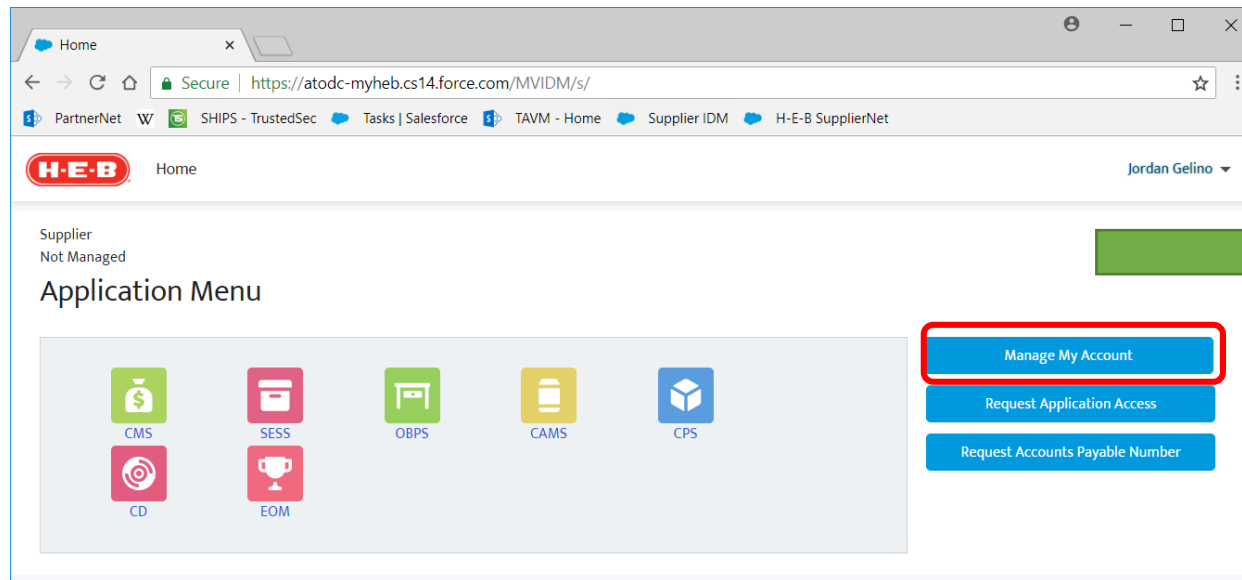
Because People Matter

# Task: Change Account Details

Click “Manage My Account”

Change Details as needed

Click “Save”



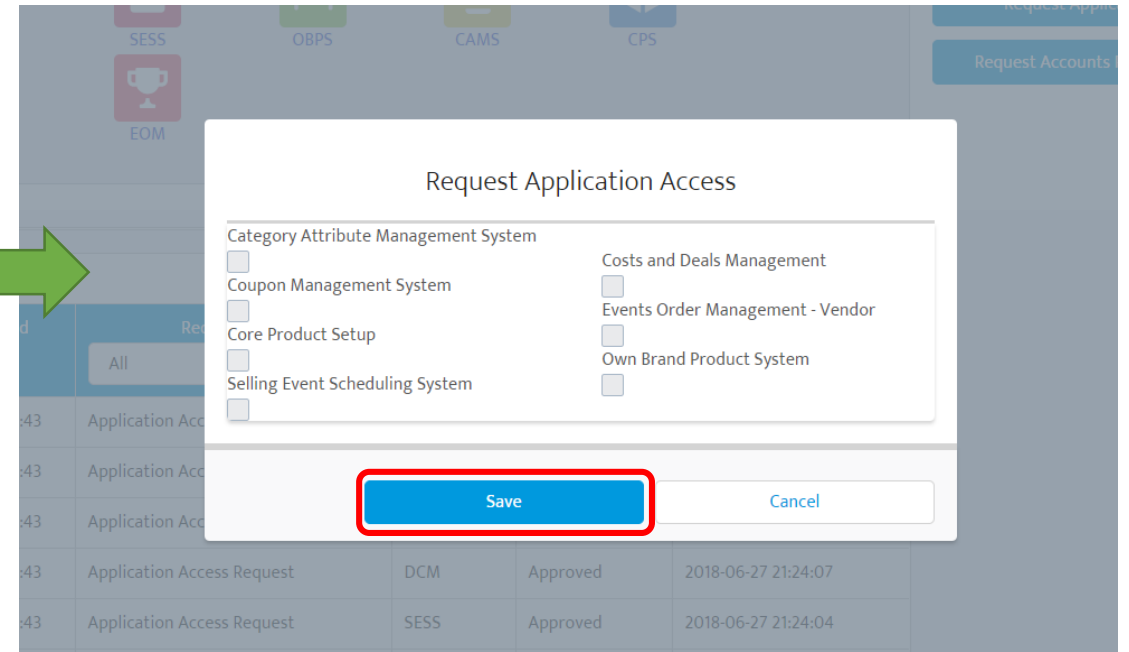
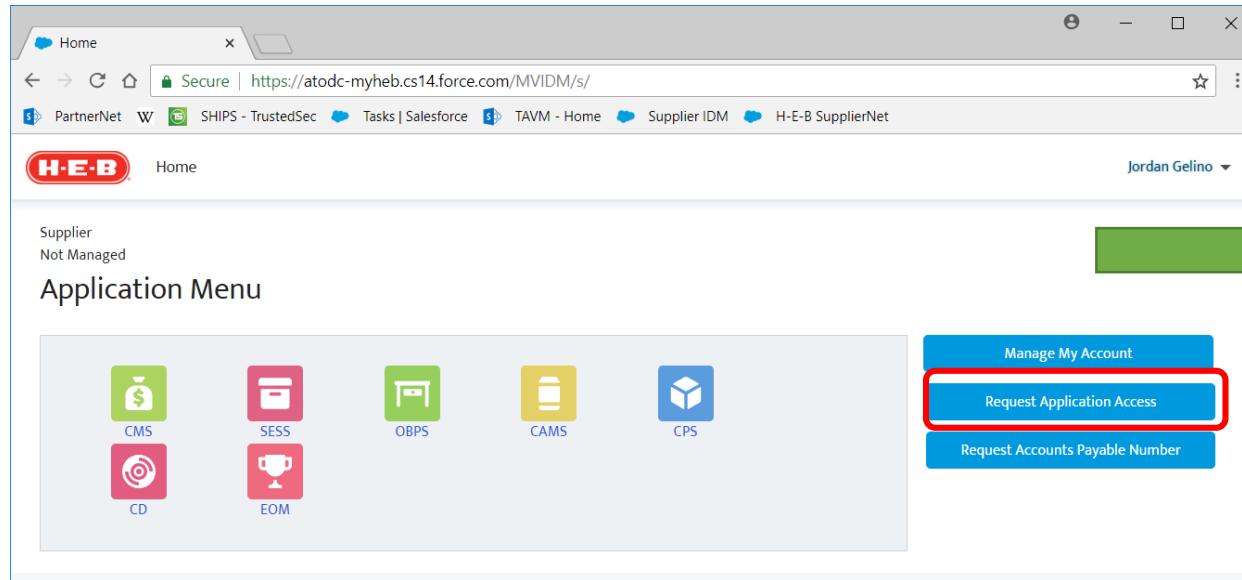
Because People Matter

# Task: Request Application Access

Click “Request Application Access”

Check whichever Applications you need Access to

Click “Save” and monitor email for approvals

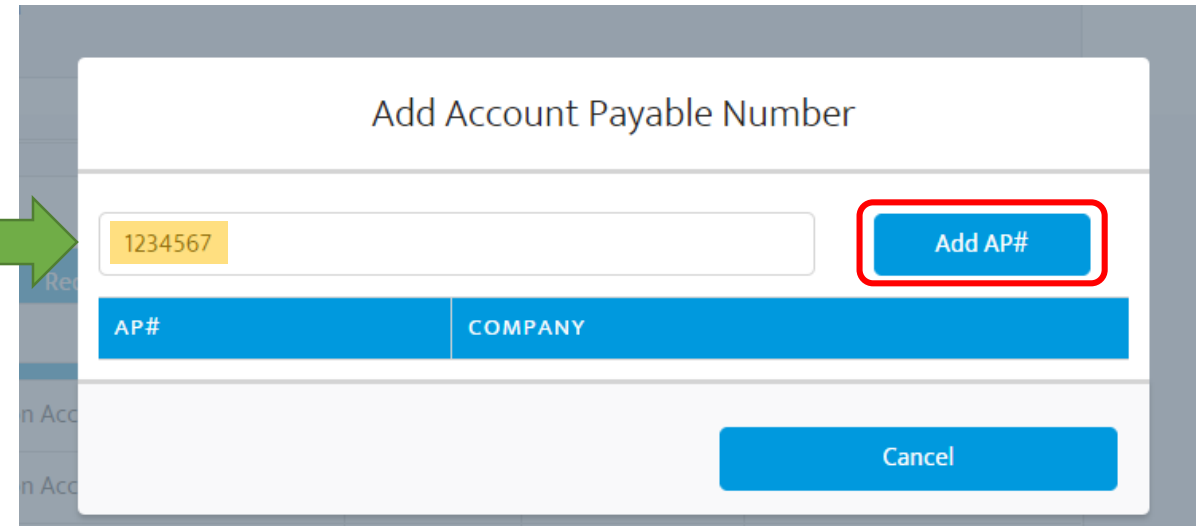
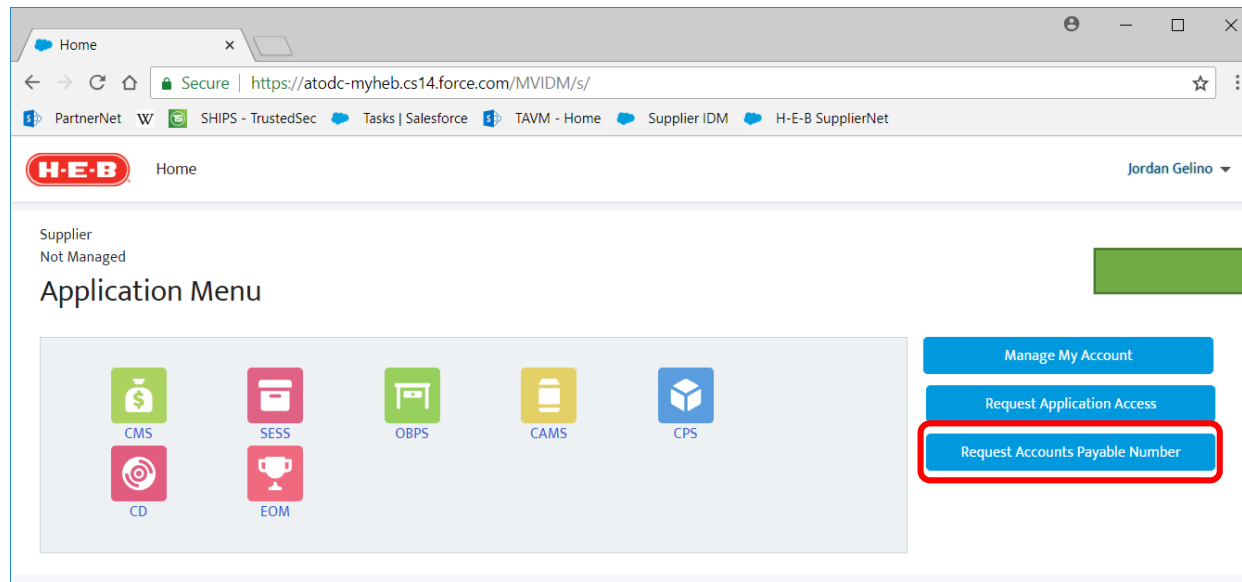


# Task: Request Accounts Payable Number

Click “Request Accounts Payable Number”

Enter the desired AP#

Click “Add AP#” and monitor email for approvals

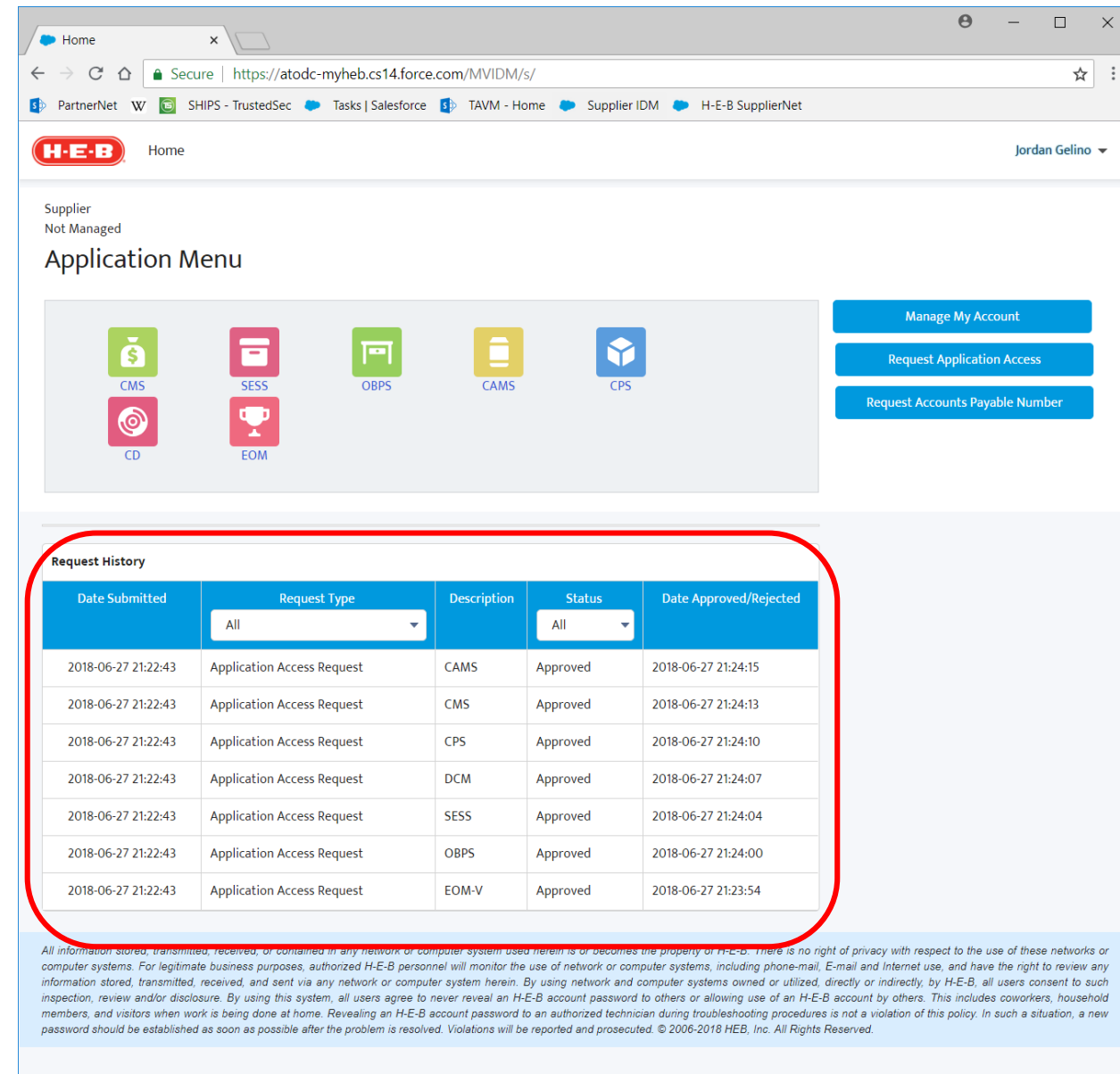




# Task: View Request History

See Main Page

The request history is viewable towards the bottom of the main page.



The screenshot shows the H-E-B Home page. The top navigation bar includes the H-E-B logo, the user name "Jordan Gelineo", and a list of links: PartnerNet, SHIPS - TrustedSec, Tasks | Salesforce, TAVM - Home, Supplier IDM, and H-E-B SupplierNet. Below the navigation bar, the page displays "Supplier Not Managed" and an "Application Menu" with icons for CMS, SESS, OBPS, CAMS, CPS, CD, and EOM. On the right side, there are three buttons: "Manage My Account", "Request Application Access", and "Request Accounts Payable Number". The "Request History" section is highlighted with a red box and contains a table with the following data:

Date Submitted	Request Type	Description	Status	Date Approved/Rejected
2018-06-27 21:22:43	All	Application Access Request	All	
2018-06-27 21:22:43	Application Access Request	CAMS	Approved	2018-06-27 21:24:15
2018-06-27 21:22:43	Application Access Request	CMS	Approved	2018-06-27 21:24:13
2018-06-27 21:22:43	Application Access Request	CPS	Approved	2018-06-27 21:24:10
2018-06-27 21:22:43	Application Access Request	DCM	Approved	2018-06-27 21:24:07
2018-06-27 21:22:43	Application Access Request	SESS	Approved	2018-06-27 21:24:04
2018-06-27 21:22:43	Application Access Request	OBPS	Approved	2018-06-27 21:24:00
2018-06-27 21:22:43	Application Access Request	EOM-V	Approved	2018-06-27 21:23:54

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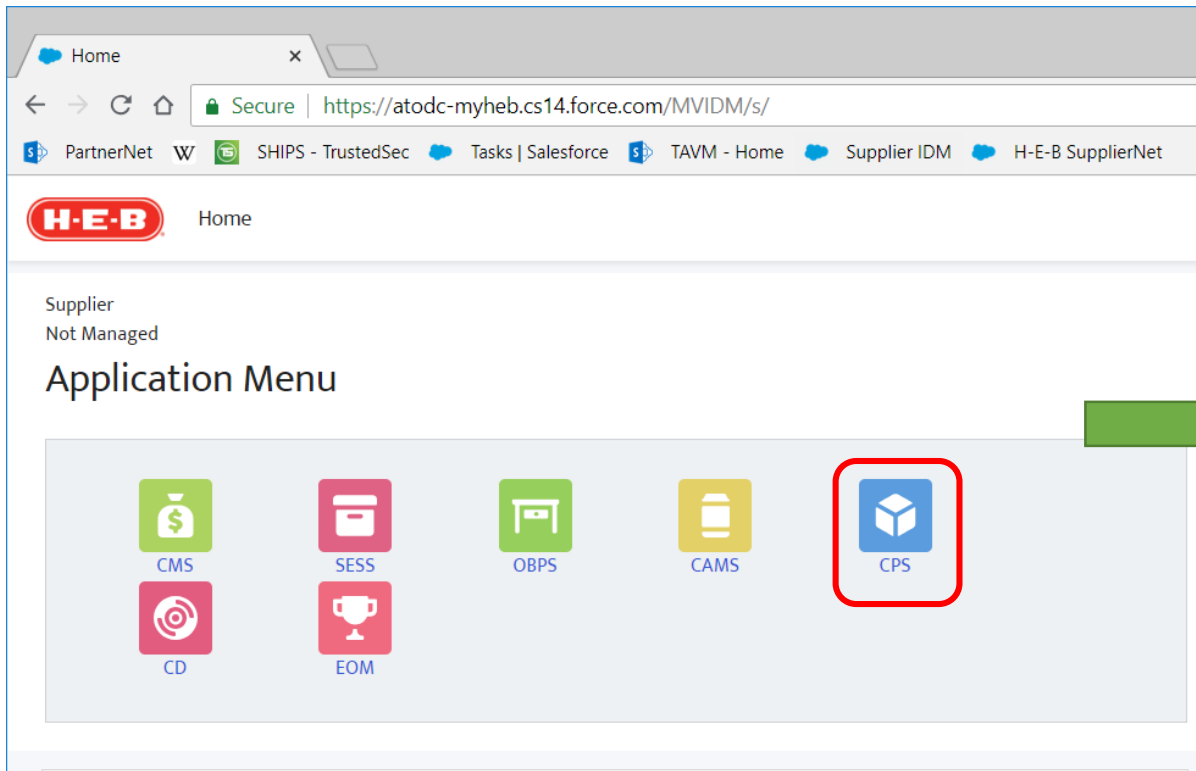
Because People Matter

# Task: Access Application – From Supplier IDM

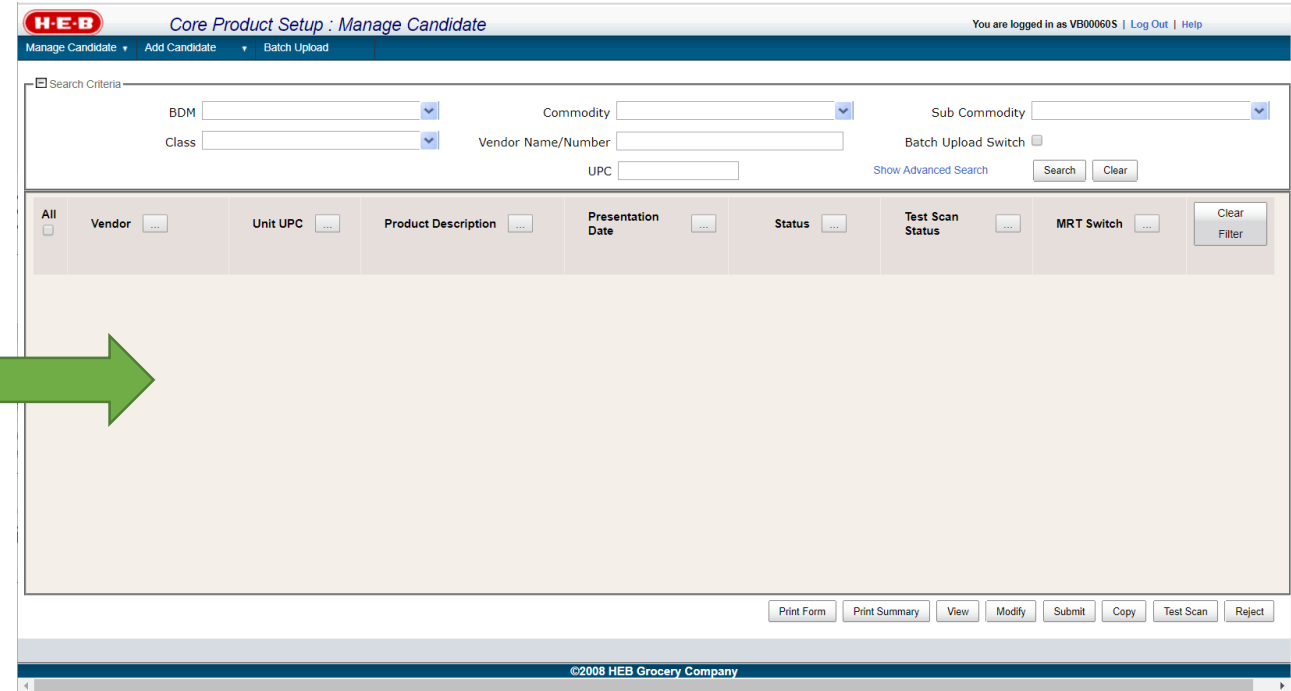
**\*H-E-B Recommends Accessing Applications this way for ease of use**

Click Desired Application

No Login required, Supplier IDM passes your log in to the Application



The screenshot shows the H-E-B Supplier IDM interface. At the top, there's a navigation bar with the H-E-B logo and the text "Home". Below this, a breadcrumb trail shows "PartnerNet" > "SHIPS - TrustedSec" > "Tasks | Salesforce" > "TAVM - Home" > "Supplier IDM" > "H-E-B SupplierNet". The main content area is titled "Supplier Not Managed" and "Application Menu". It displays a grid of application icons: CMS (green), SESS (pink), OBPS (green), CAMS (yellow), and CPS (blue). The CPS icon is highlighted with a red square. A green arrow points from the CPS icon to the right, indicating the next step in the process.



The screenshot shows the H-E-B Core Product Setup : Manage Candidate page. The page has a header with the H-E-B logo and the title "Core Product Setup : Manage Candidate". Below the header, there's a search criteria section with fields for BDM, Class, Commodity, Vendor Name/Number, Sub Commodity, and UPC. There are also buttons for "Search" and "Clear". Below the search criteria, there's a table with columns: All, Vendor, Unit UPC, Product Description, Presentation Date, Status, Test Scan Status, and MRT Switch. The table is currently empty. At the bottom of the page, there's a footer with the text "©2008 HEB Grocery Company".

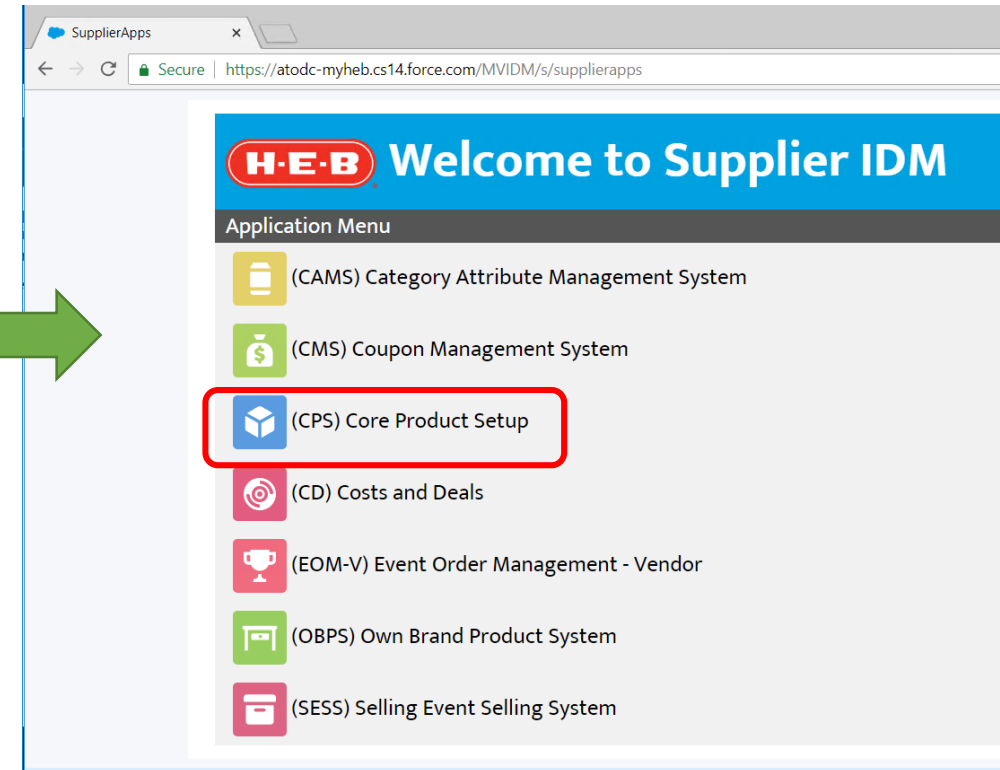
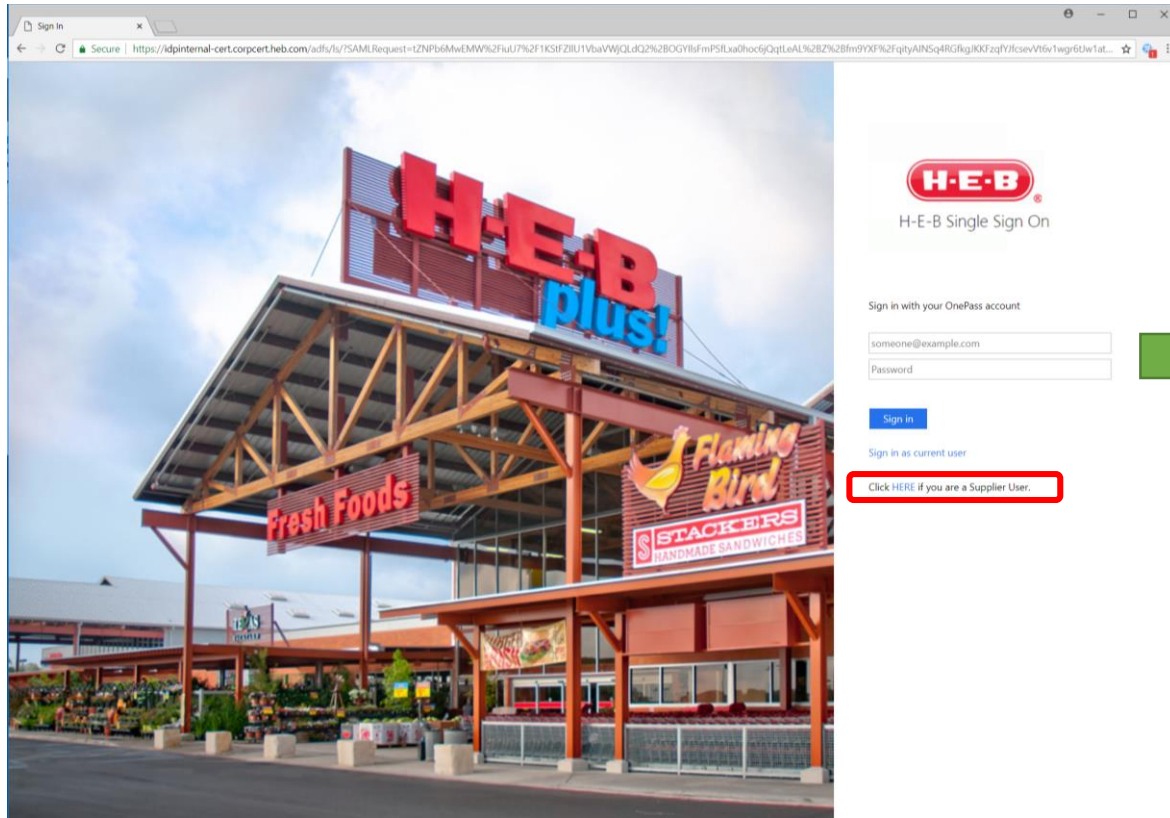


# Task: Access Application – From Bookmark/URL (1/2)

Navigate to your Bookmark or the Application URL

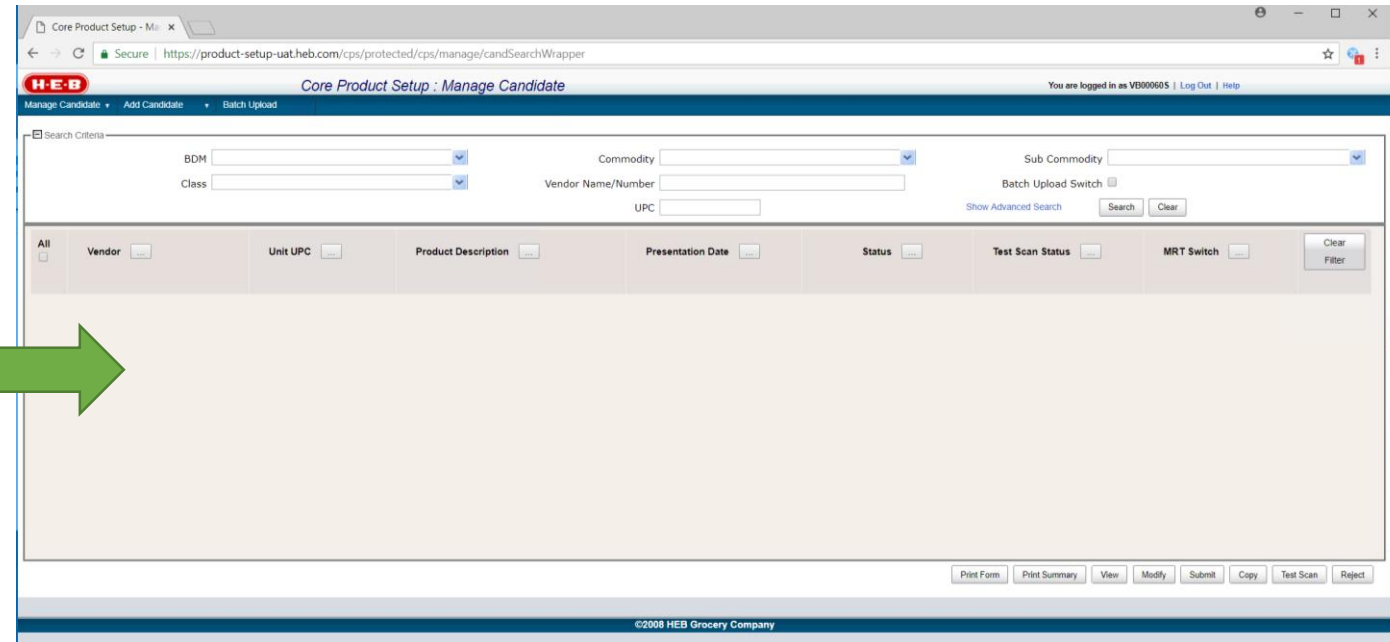
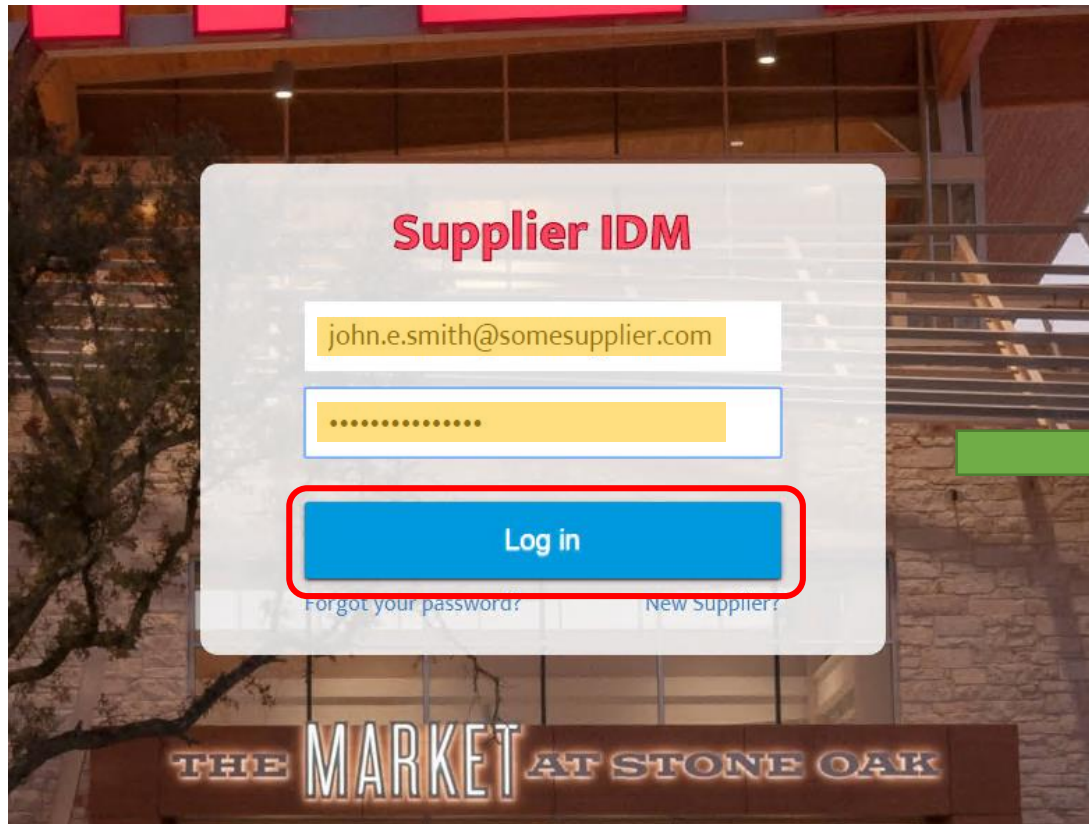
H-E-B Employees – Should automatically be logged in. If not, log in with your OnePass on this screen

Suppliers/Brokers – Click the Link that says “Click Here”, Select the Application you want to get in to



# Task: Access Application – From Bookmark/URL (2/2)

Log in with your registered email address and password





# Help or Support

For Suppliers and Brokers, should you experience any technical issues while using the system, please let our Quality team know.

## Email the Quality Team

[qualityteam@heb.com](mailto:qualityteam@heb.com)

For H-E-B Employees, please submit a Help Desk ticket or contact the help desk for technical support.

### 1) **Submit a Ticket**

Visit PartnerNet → Help → Submit a ticket

### 1) **Call the Help Desk**

Call 210-938-8464 option 4,4,2

