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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Because People Matter

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.

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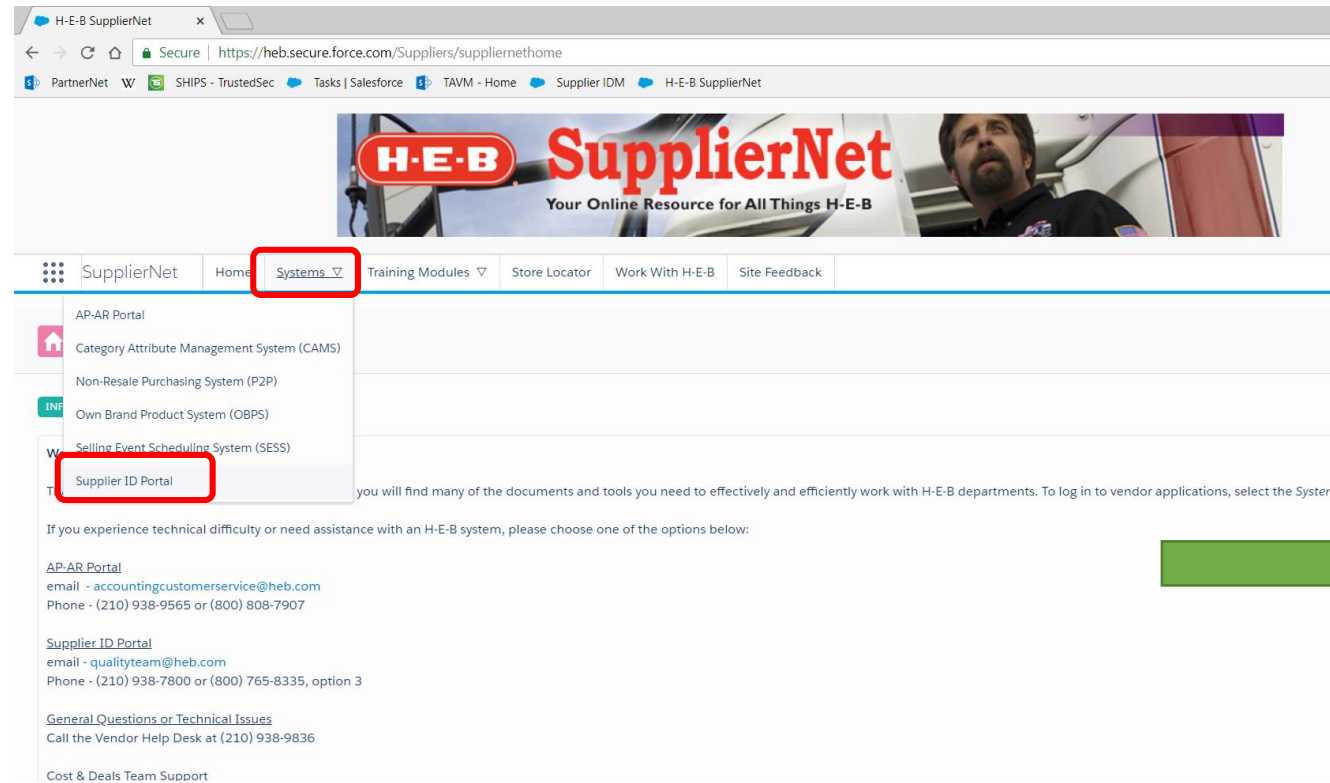
Task: Access Supplier IDM

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

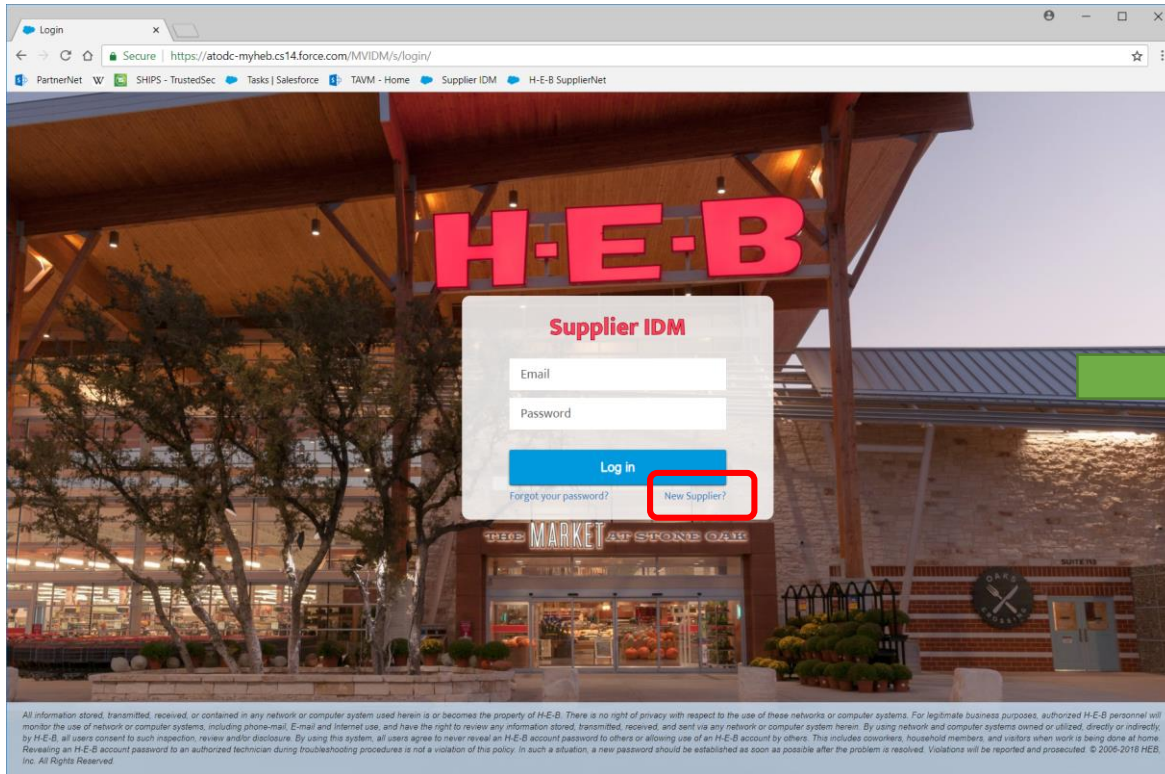Because People Matter

Task: Register a New User

Click "New Supplier?" Link

Complete the Form and Hit "Submit"

Monitor your Email for Approvals

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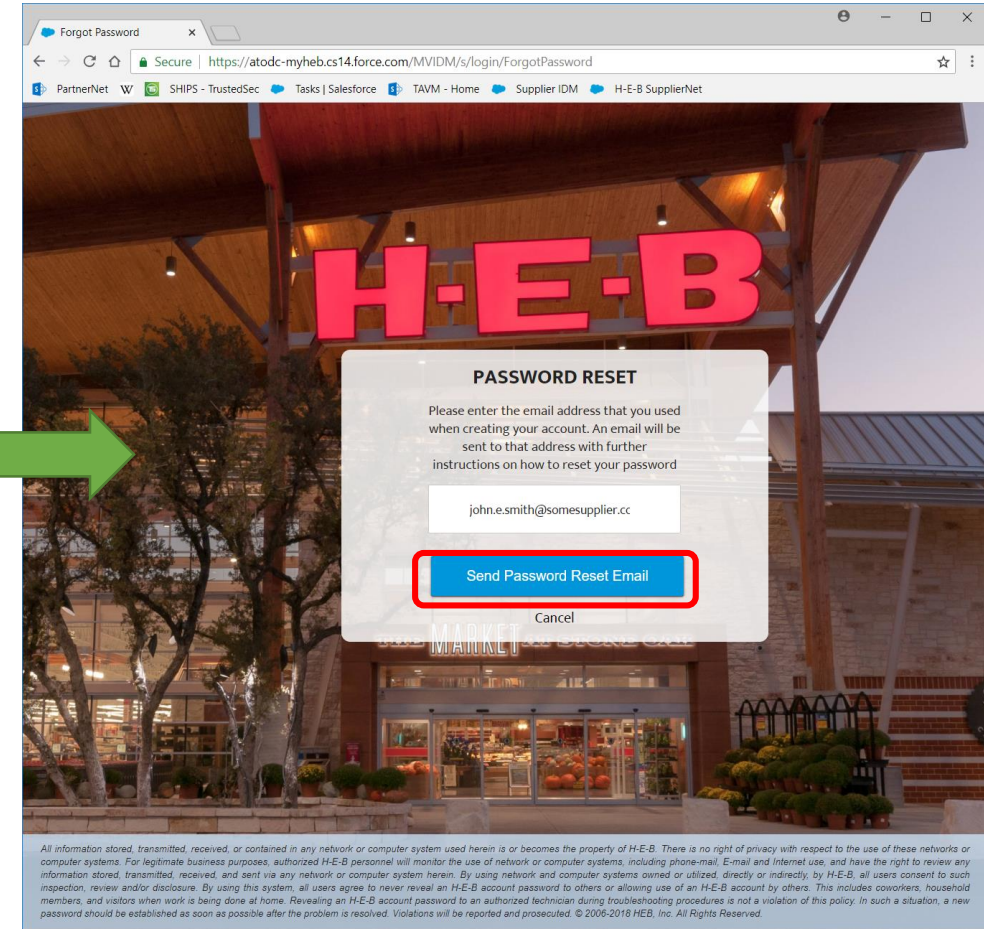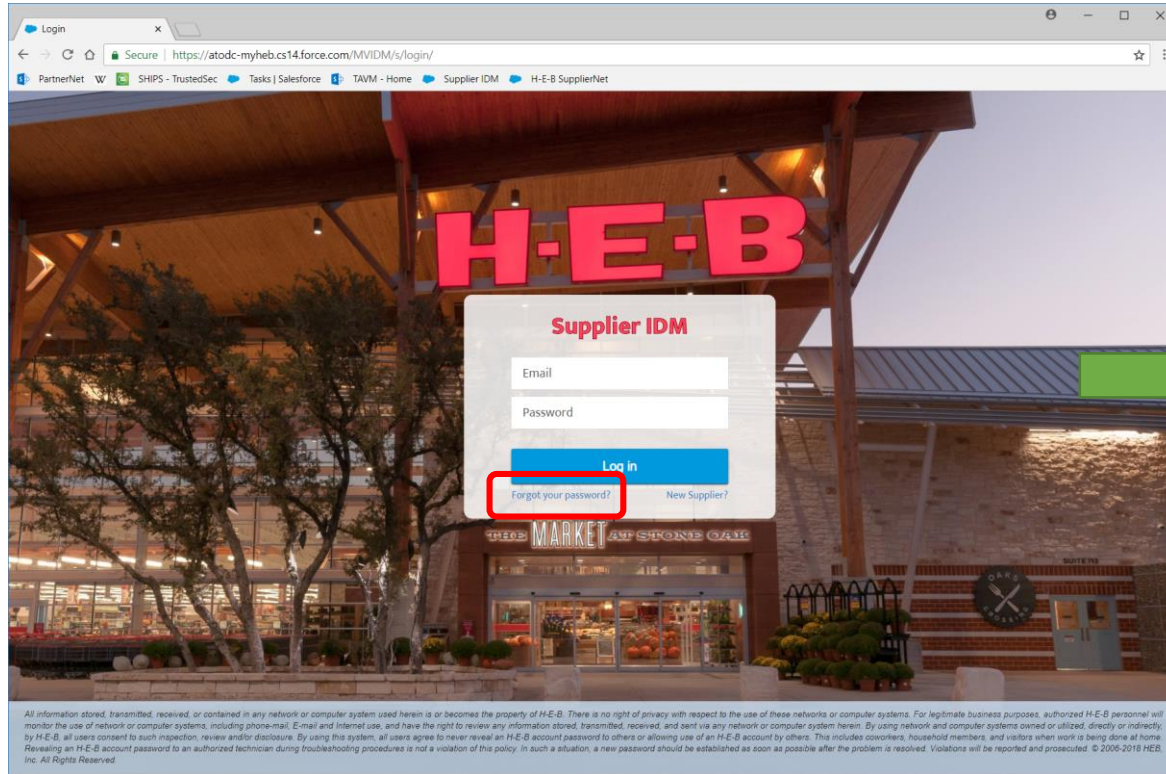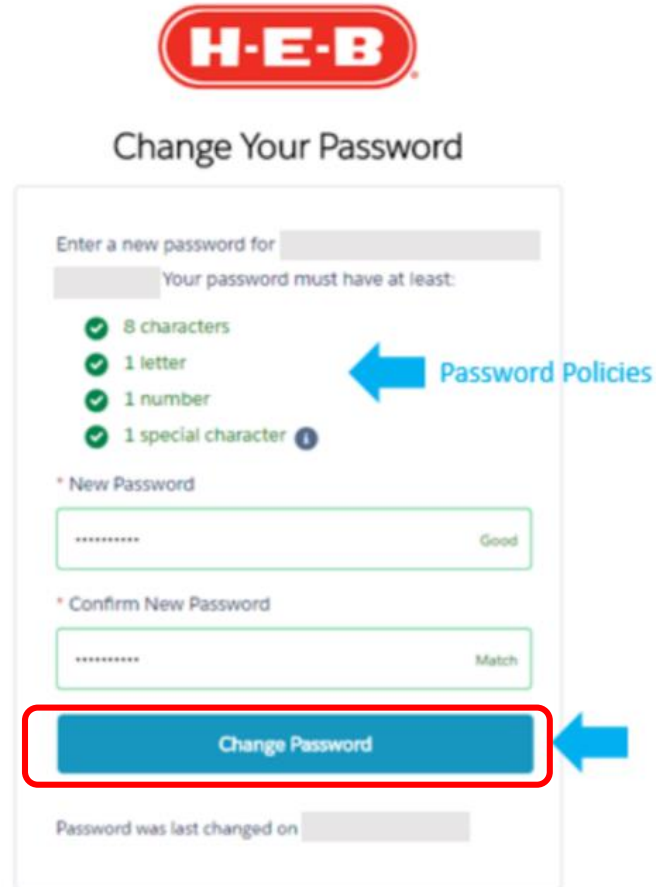
Task: Reset a Forgotten Password (2/2)

Click the Link in the Supplier IDM Password Reset Email

Change your password according to our policies

Password reset will automatically log you in

Task: Log In

Type your registered email address and password
into the email and password fields,   Click "Log In"
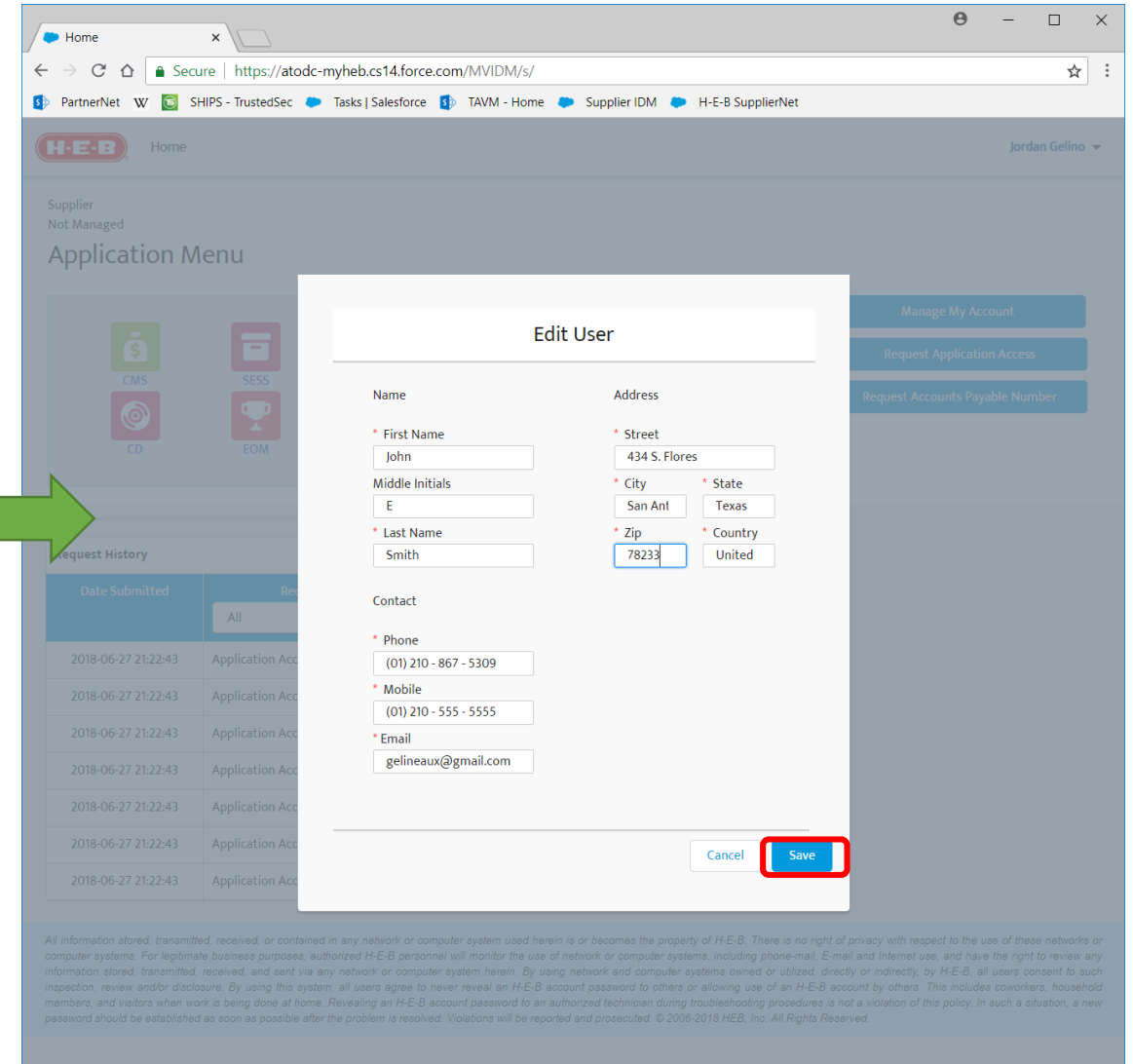
Task: Change Account Details

Click "Manage My Account"

Change Details as needed

Click "Save"
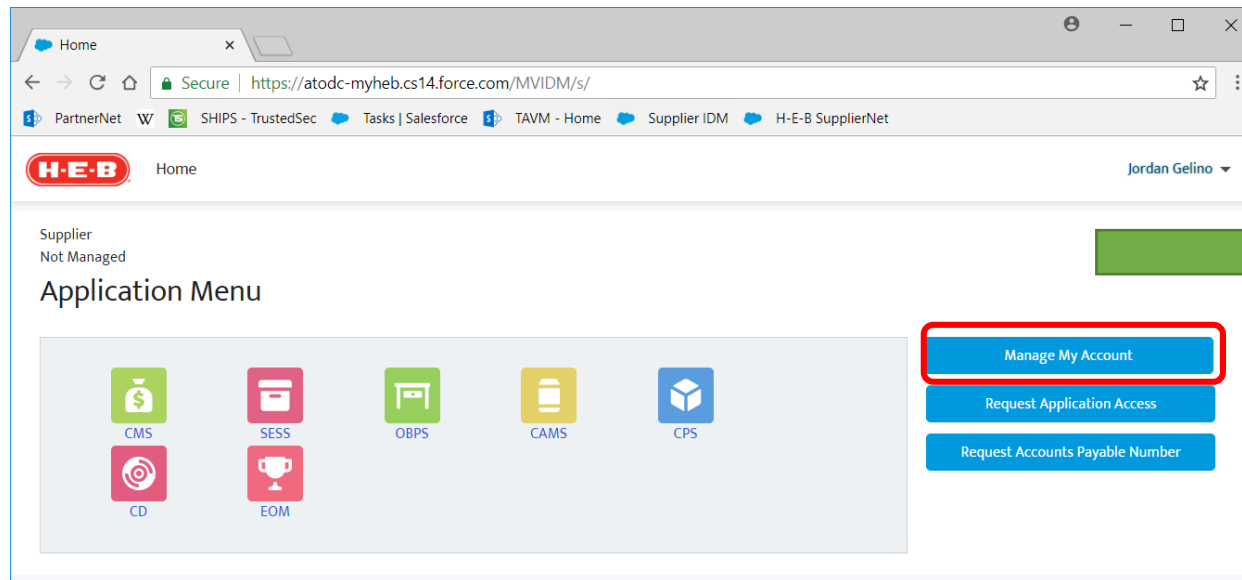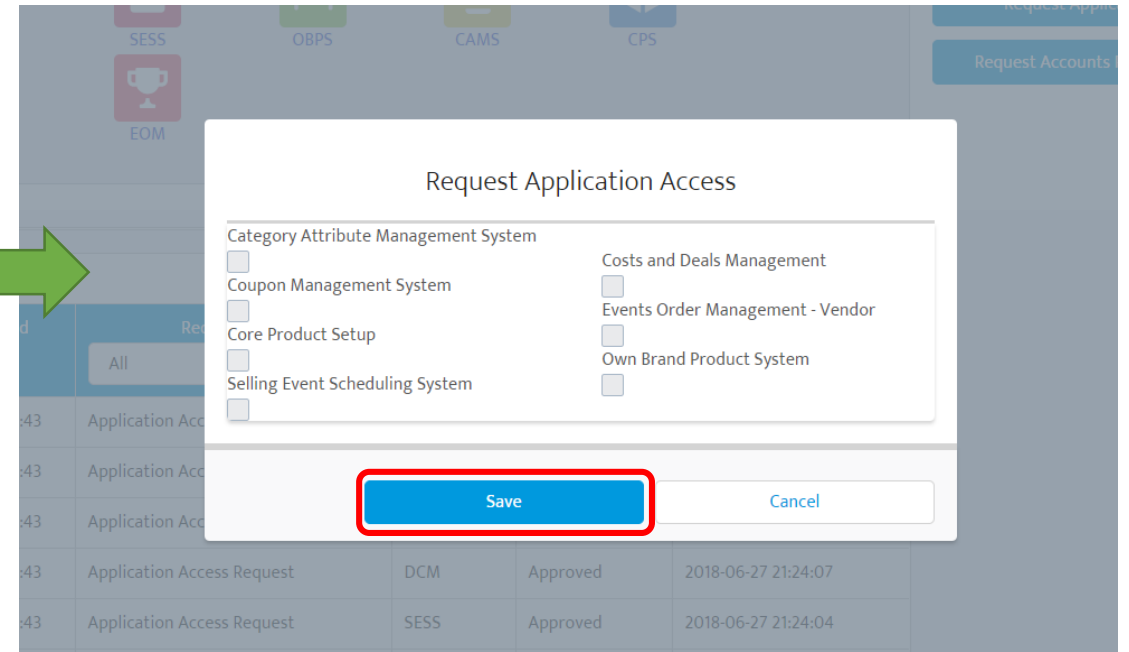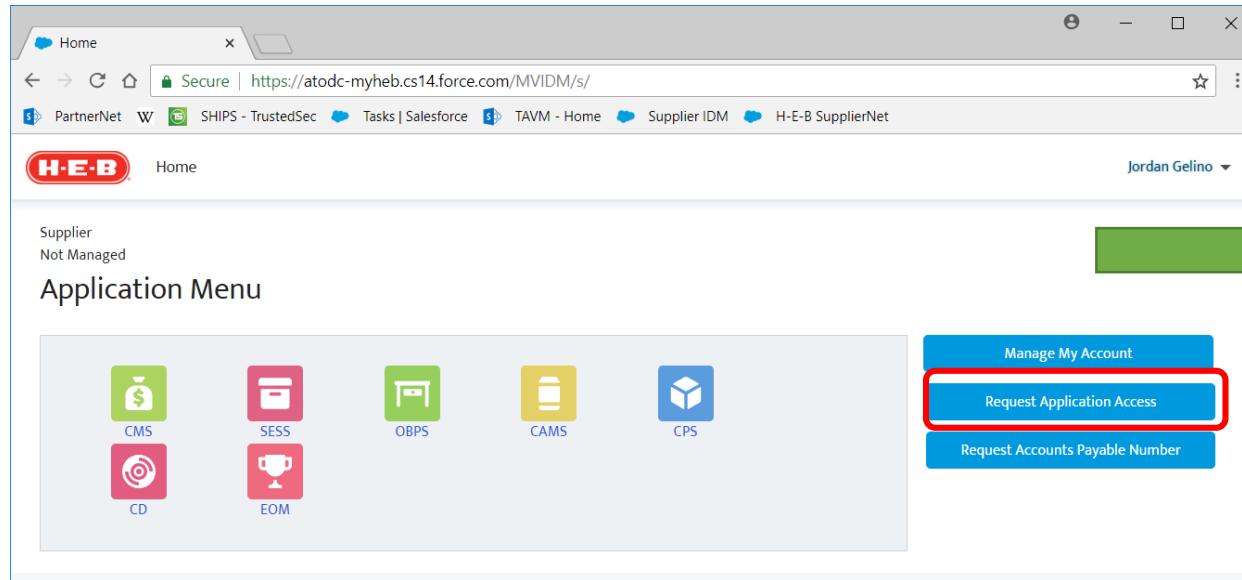
Task: Request Application Access

Click "Request Application Access"

Check whichever Applications you need Access to

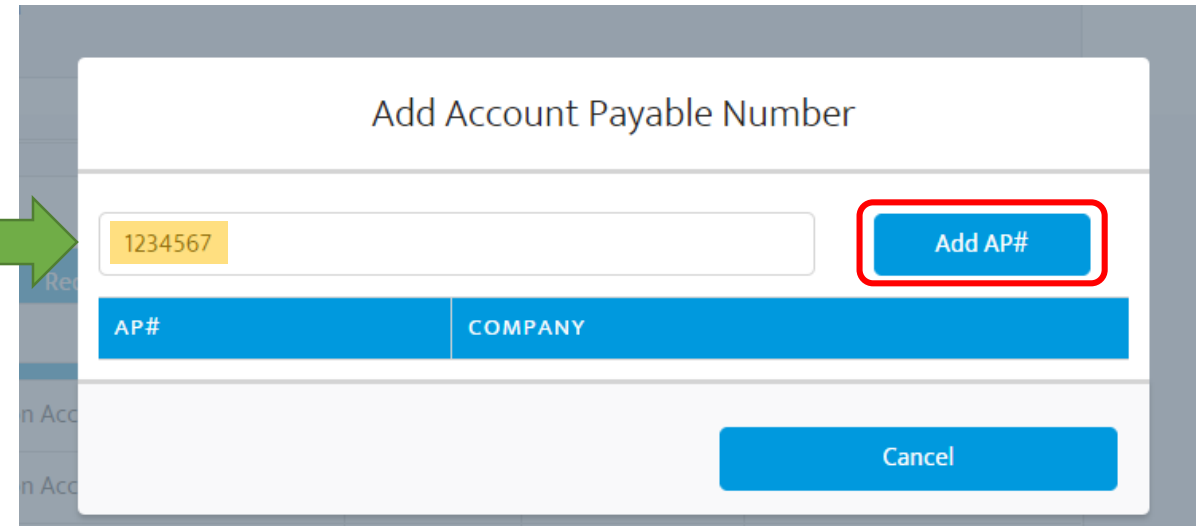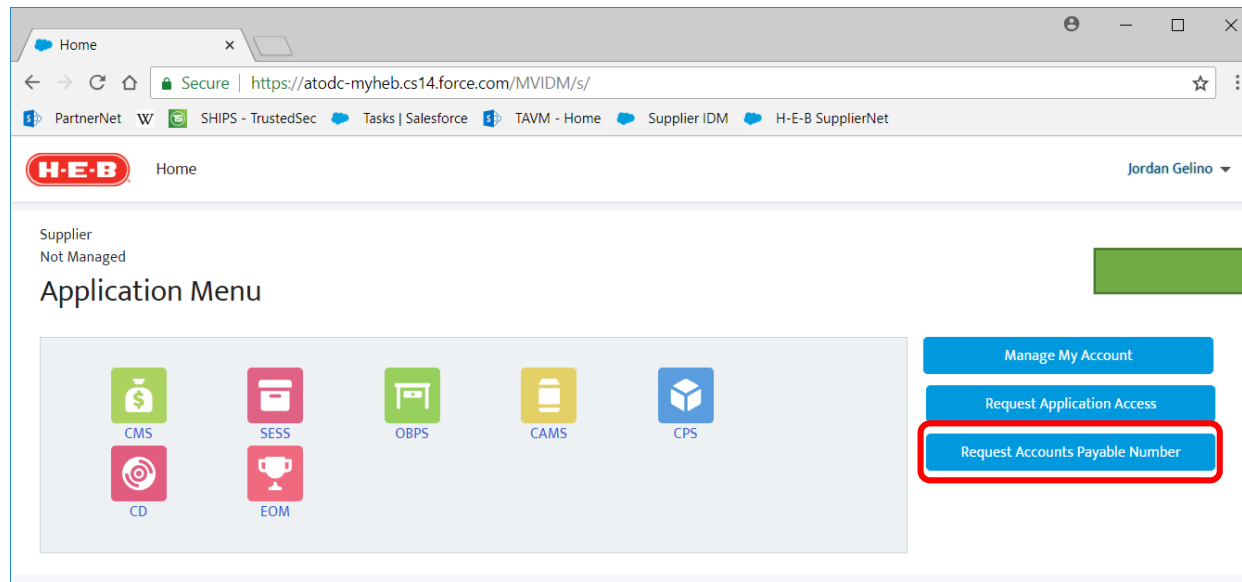Click "Save" and monitor email for approvals

Task: Request Accounts Payable Number

Click "Request Accounts Payable Number"

Enter the desired AP#

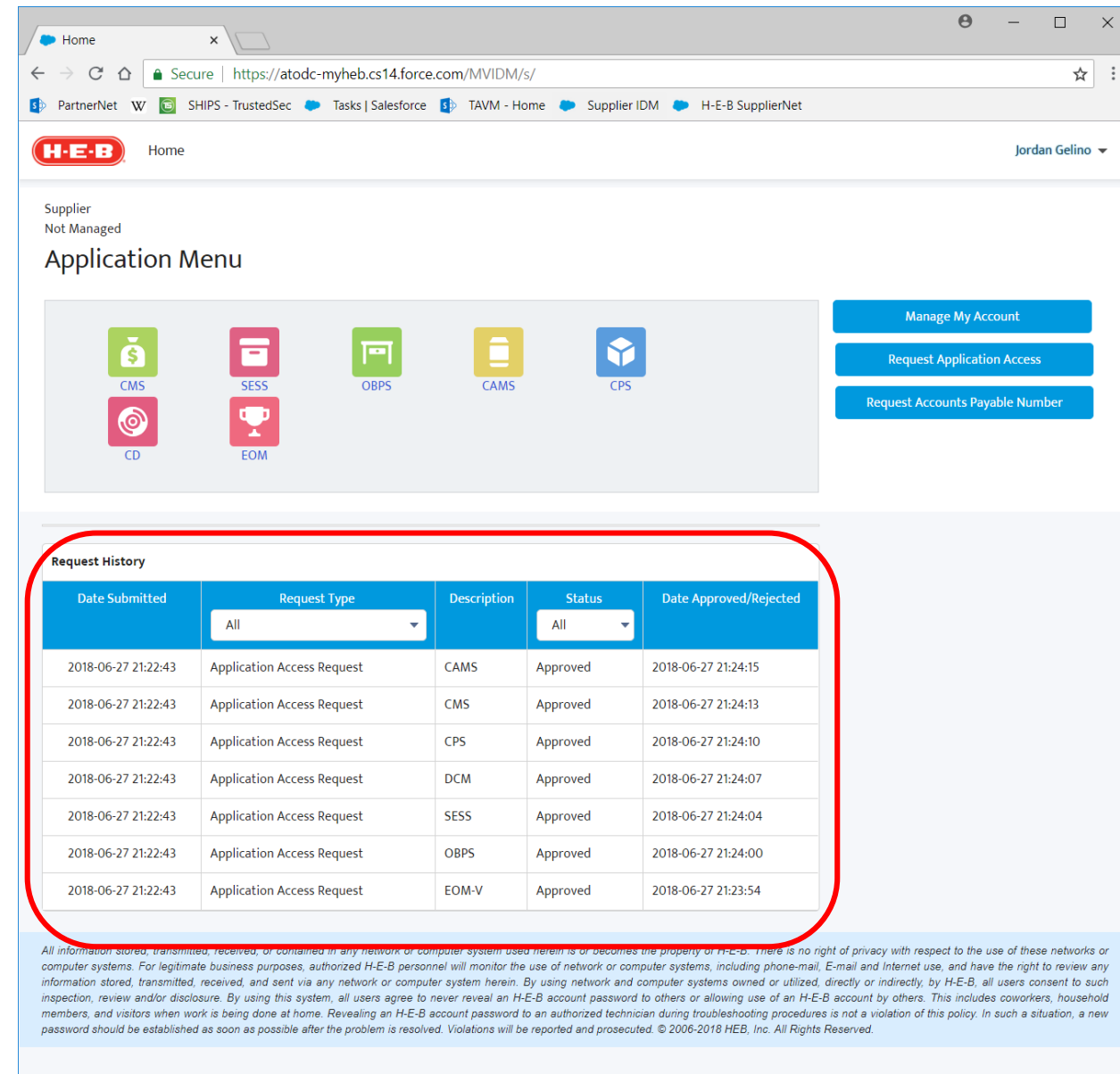Click "Add AP#" and monitor email for approvals

Task: View Request History

See Main Page

The request history is viewable towards the bottom of the main page.
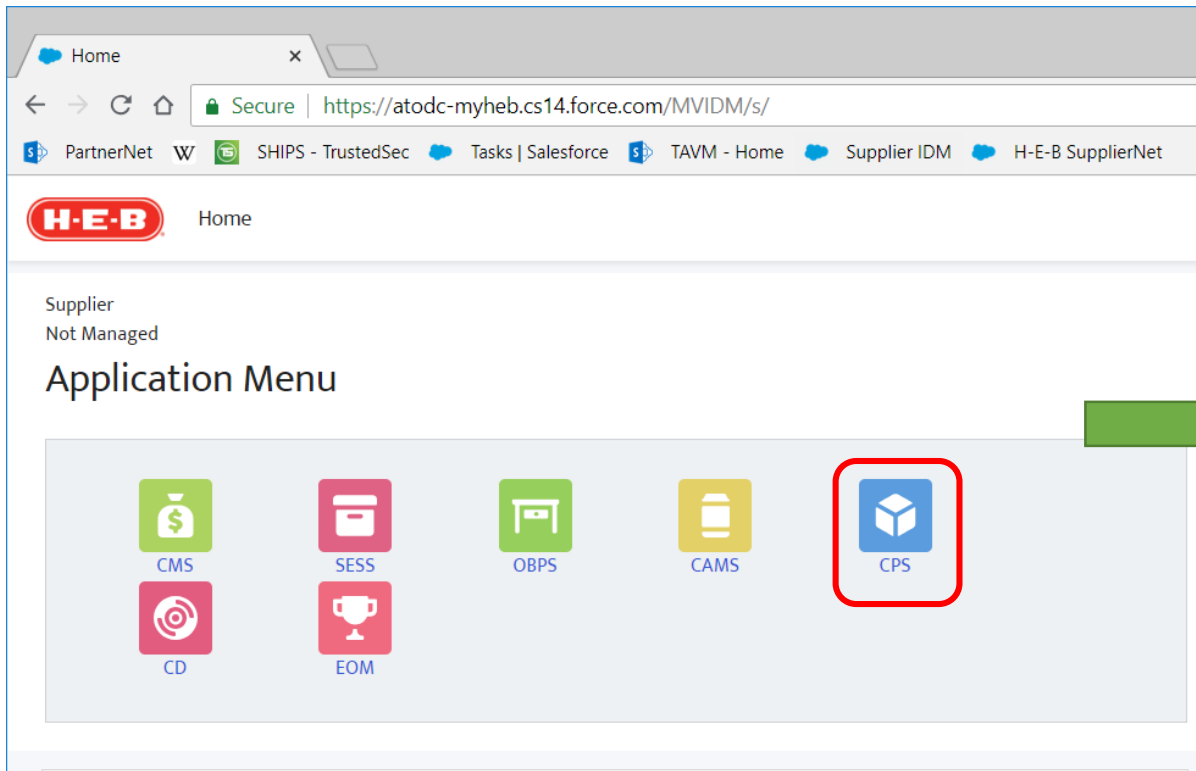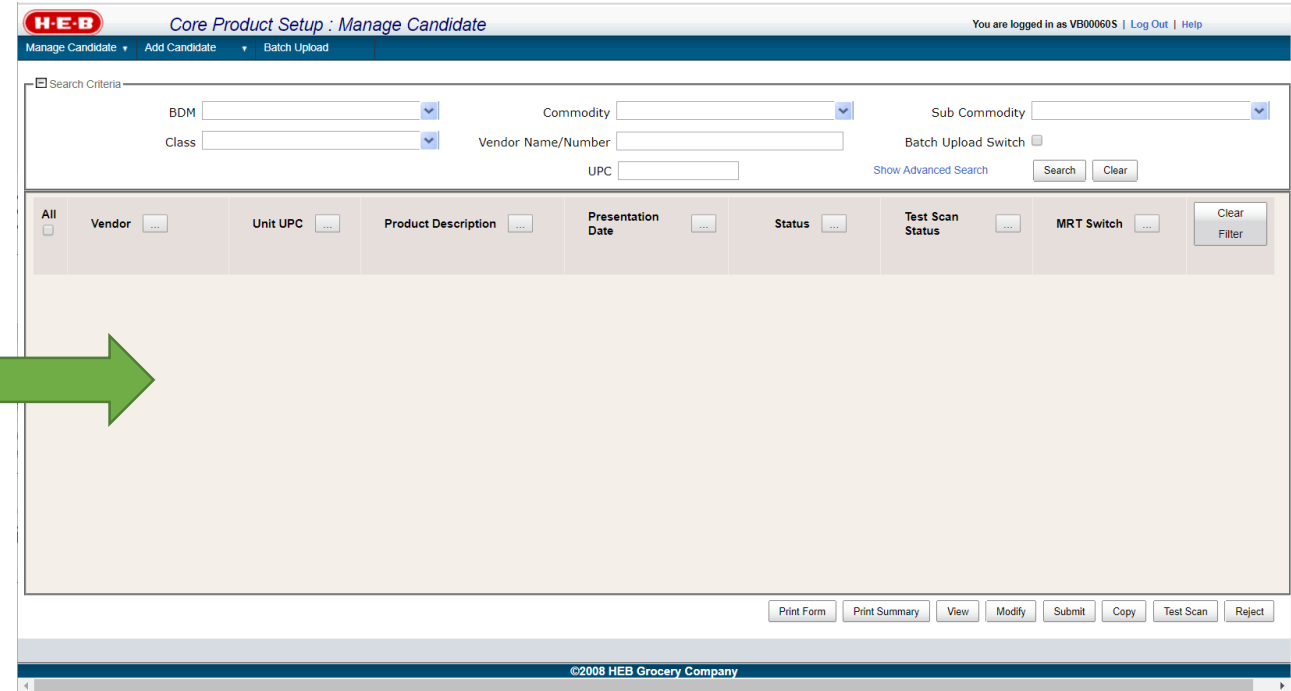
Task: Access Application – From Supplier IDM

*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

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

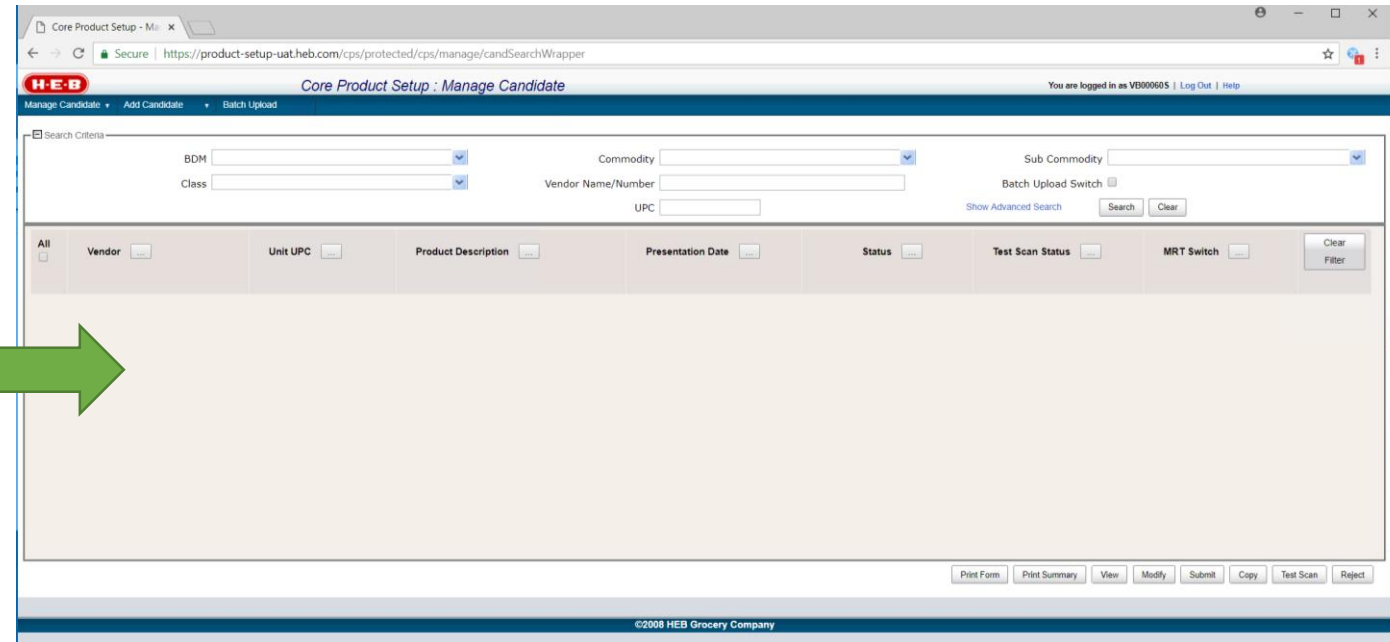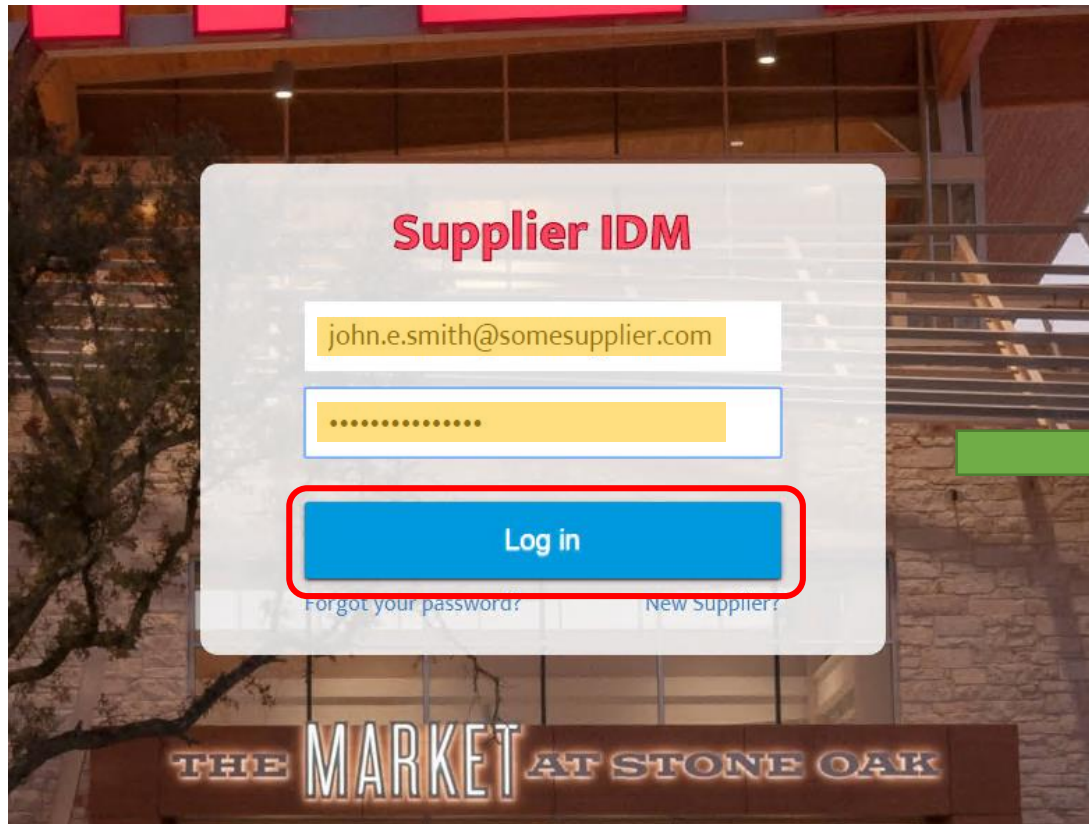Suppliers/Brokers – Click the Link that says "Click Here", Select the Application you want to get in to

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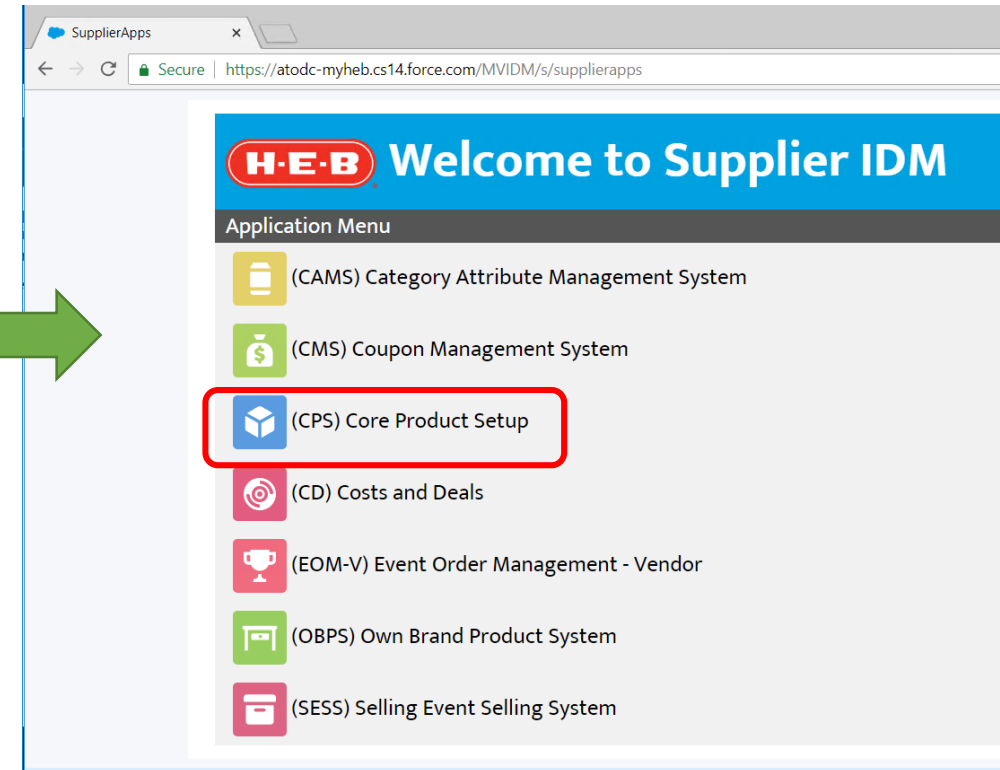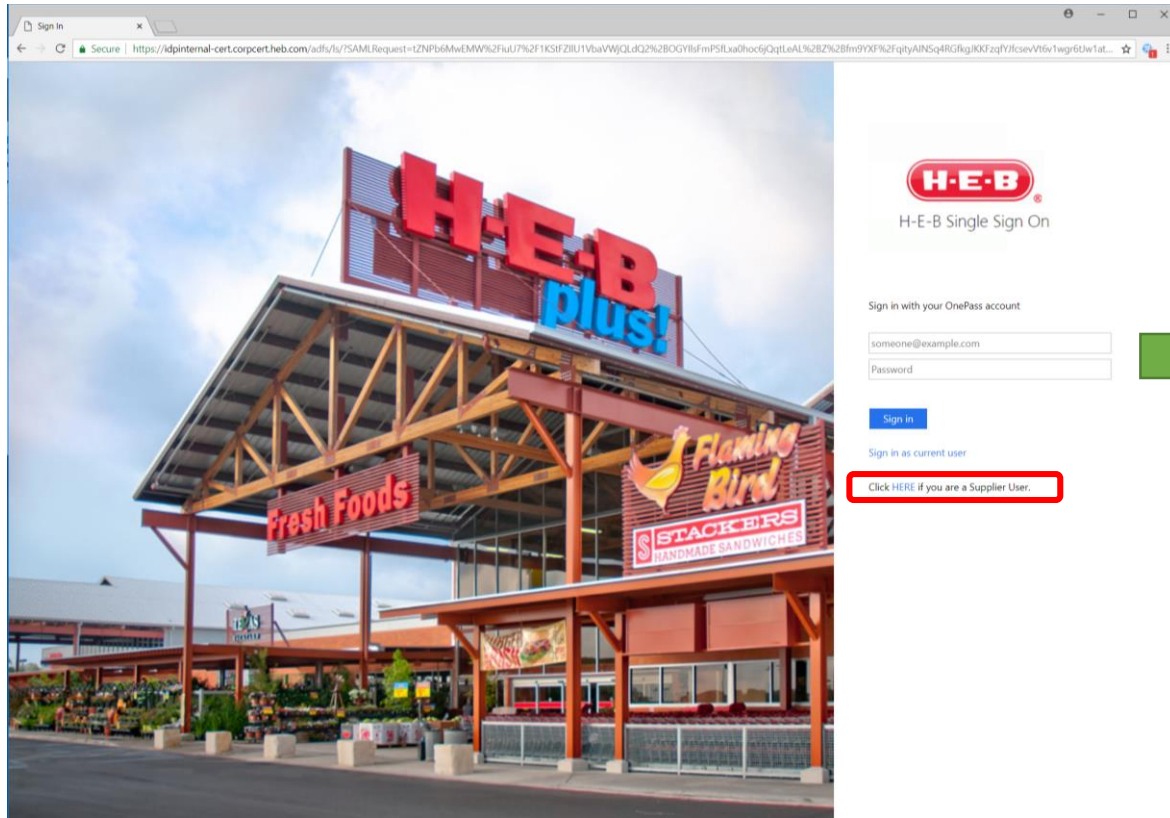
Task: Access Application – From Bookmark/URL (2/2)

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

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

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