



7 January 2022

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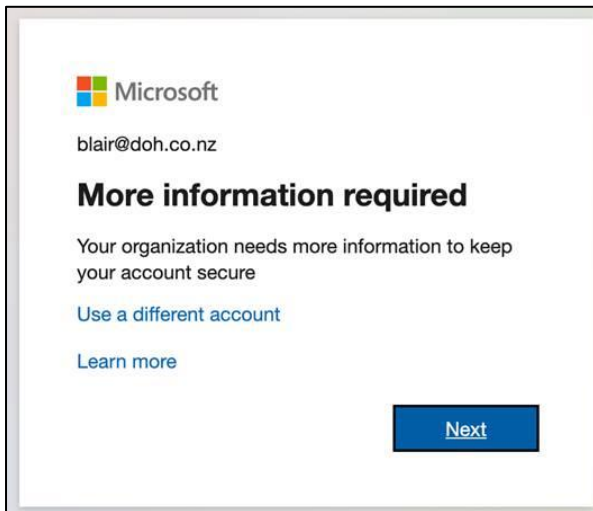
# External Vendor Access

[Vendors.terracat.co.nz](https://vendors.terracat.co.nz)

**Terra Industrial New Zealand Ltd**

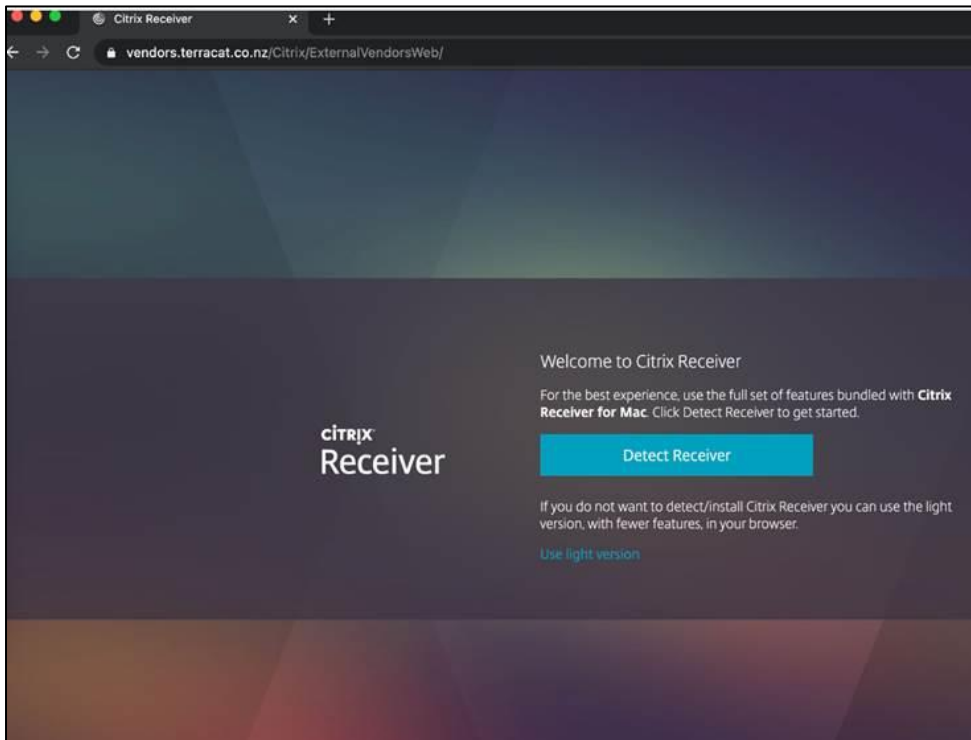
PO Box 16 168  
16 Branston Street, Hornby  
Christchurch 8441, New Zealand  
03 983 2333 Tel  
[www.TerraCat.co.nz](http://www.TerraCat.co.nz)

1. Go to [vendors.terracat.co.nz](https://vendors.terracat.co.nz) (not [www.vendors.terracat.co.nz](https://www.vendors.terracat.co.nz))
2. You should then be asked to sign into your Microsoft Account (here is where you will need to put in your company email address and password)
3. It will then pop up saying that more info is required.
4. Click **next** then you will be required to set up MFA (2 Step Verification). This will take you through steps on how to do that.

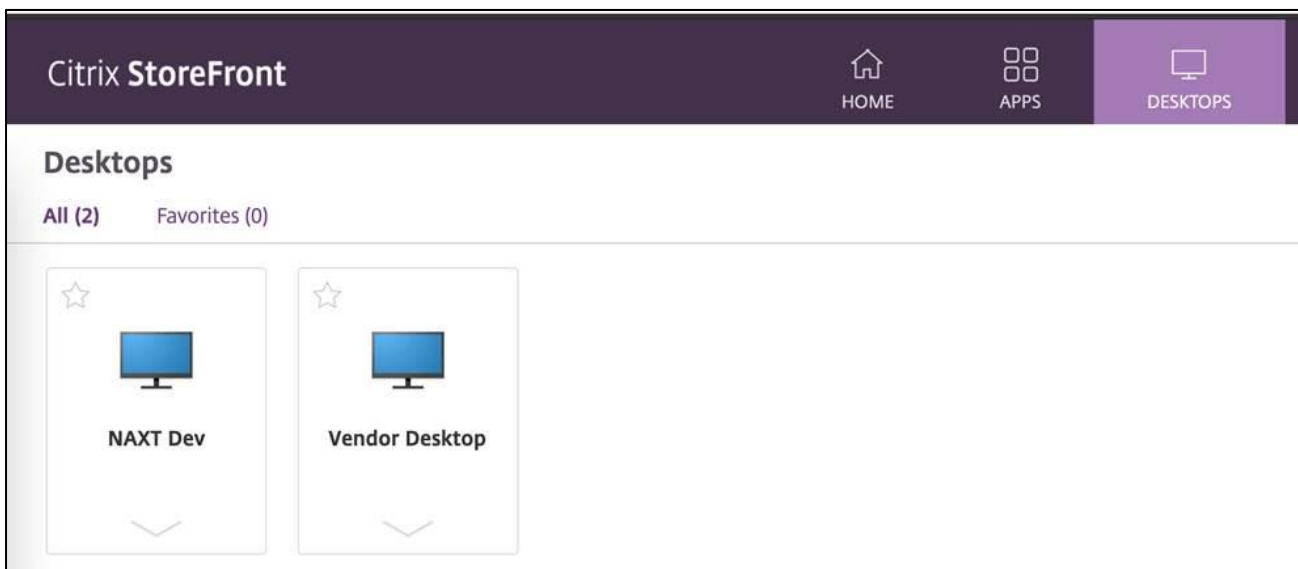


Once MFA is all set up, you should land at this page below

5. Select **detect receiver** (or if it isn't installed already then it will give you the option to download it instead)



6. Once that is complete and you land at this page (or the Citrix homepage) click **desktops**
7. Double click on **Vendor Desktop** (in there you will find everything you need)



Let us know if you have any issues 😊