

Work Instruction

SRM_Vendor Registration



Purpose

Use this procedure to register your company for SUS activity with INVISTA. .

Trigger

Perform this procedure when receive a registration E-mail.

Prerequisites

- You must be an active vendor with INVISTA.

Helpful Hints

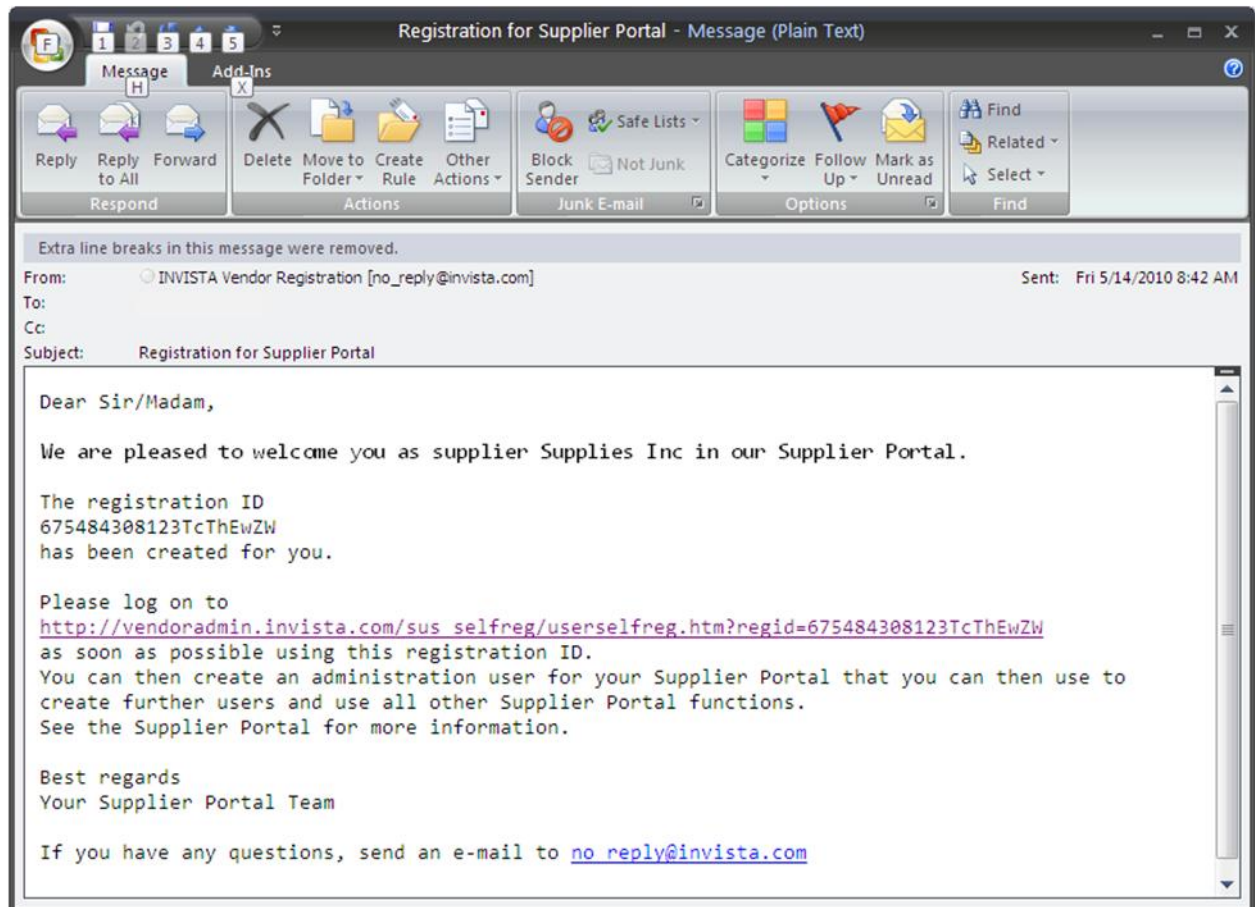
- The initial password you enter is not used for your registration. You will receive a system generated password.
- Some functions require allowing pop-ups in Internet Explorer. If blocked, you should see icon at top and/or bottom of the page.



- If cookies are disabled, you will run into system operating issues.
- Field indicators R/O/C designate whether the information is Rquired, Optional, or Conditional. Conditional fields have a different result based on input.

Procedure

1. Start the transaction using the Registration for Supplier Portal E-mail you receive.



2. Click the link provided in the E-mail.

Please log on to
http://vendoradminqa.invista.com/sus_selfreg/userselfreg.htm?regid=7B27AA4E9D2+twU1NWfL
as soon as possible using this registration ID.
You can then create an administration user for your Supplier Portal that

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Self-Registration - Microsoft Internet Explorer

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Hello! Before you start, ...
 You will be created as an administrator for your company with the following registration

Fields indicated with a * must be filled

*User Name

*FormOfAddr

*First Name

*Last Name

*E-Mail Address

*Country

Language

Telephone

Fax

Item

Department

Date Format

Decimal Format


Time Zone

Registration ID

Buyer of Record

Done Internet

3. As required, complete/review the following fields:

Field Name	R/O/C	Description
*User Name	R	Select a User Name or User ID which will be used in the future for vendor portal access.  If you are an INVISTA eSourcing user, use the same user name and password. Example: Inv_sjones
FormofAddr	R	Select a form of address from the dropdown. Example: Ms.

*First Name	R	Enter your first name. Please add indicator for role. Example: Sally-Adm
*Last Name	R	Enter your Last Name. Example: Jones
*E-Mail Address	R	Enter your E-mail address to receive communication. Example: Sally.Jones@Supplier.com
Country	R	Enter the country of your company headquarters

Telephone	O	Enter telephone number for communication. Example: 704-323-8321
Date Format	O	From drop down, select your preference for entering dates.
Decimal Format	O	From drop down, select your preference for currency.
Time Zone	O	From drop down, select the time zone in which you operate.

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Address [https://vendoradminqa.invista.com/sus_selfreg\(bD1lbiZjPTA3MA==\)/userselfreg.htm?regid=7B27AA4E9D2+twUINWFL](https://vendoradminqa.invista.com/sus_selfreg(bD1lbiZjPTA3MA==)/userselfreg.htm?regid=7B27AA4E9D2+twUINWFL)

*Country: USA
 Language: English
 Telephone: 704-323-8321
 Fax:
 Item:
 Department:
 Date Format: MM/DD/YYYY
 Decimal Format: 12,345,687.90
 Time Zone: Eastern Time (New York)
 Registration ID: 7B27AA4E9D2 twUINWFL

Disclaimer: Registering as an INVISTA vendor does not guarantee that either you or your company will be awarded any contract or purchase order to provide goods or services to INVISTA.

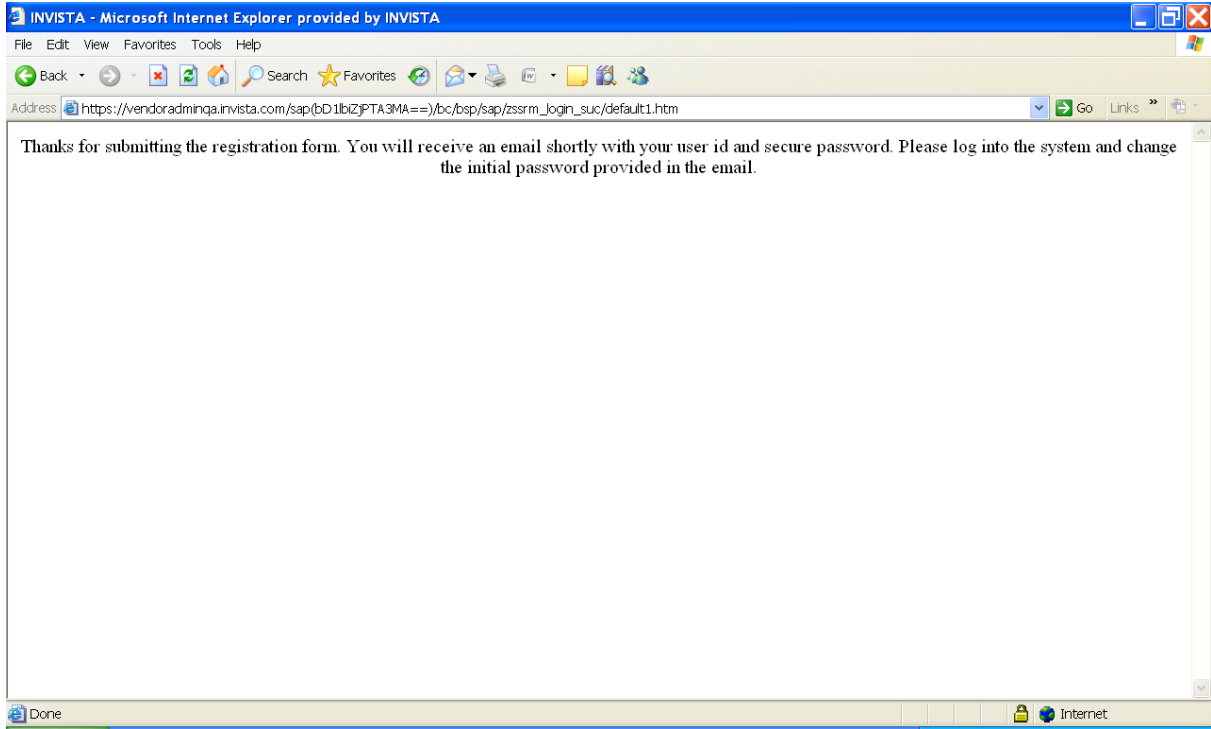
Data Privacy: Information provided through the INVISTA Supplier Portal will be used in the purchasing and accounting activities of INVISTA and its associated companies. Information is retained in accordance with internal INVISTA policies. You and your company will keep any information received or gained through the INVISTA Supplier Portal as confidential. In the event that you or your company has an existing contract which addresses confidentiality or data privacy, those provisions will also apply. Any data received by you that is not relevant to business transactions with INVISTA will be returned to INVISTA. Neither you nor your company may disclose or use any information made available to you or your company by INVISTA by which the identity of a natural person could be revealed. You and your company must process any data received from INVISTA as a result of the use of the INVISTA Supplier Portal in compliance with the data protection laws and regulations applicable to the jurisdiction from which the information is disclosed.

Confirmation: By submitting information through the INVISTA Supplier Portal, you certify that you are authorized to submit the information for or on behalf of, the person or entity identified. You certify that the information provided is true and correct to the best of your knowledge.

I have read disclaimer, data privacy statement and confirmation statements and accept the terms.

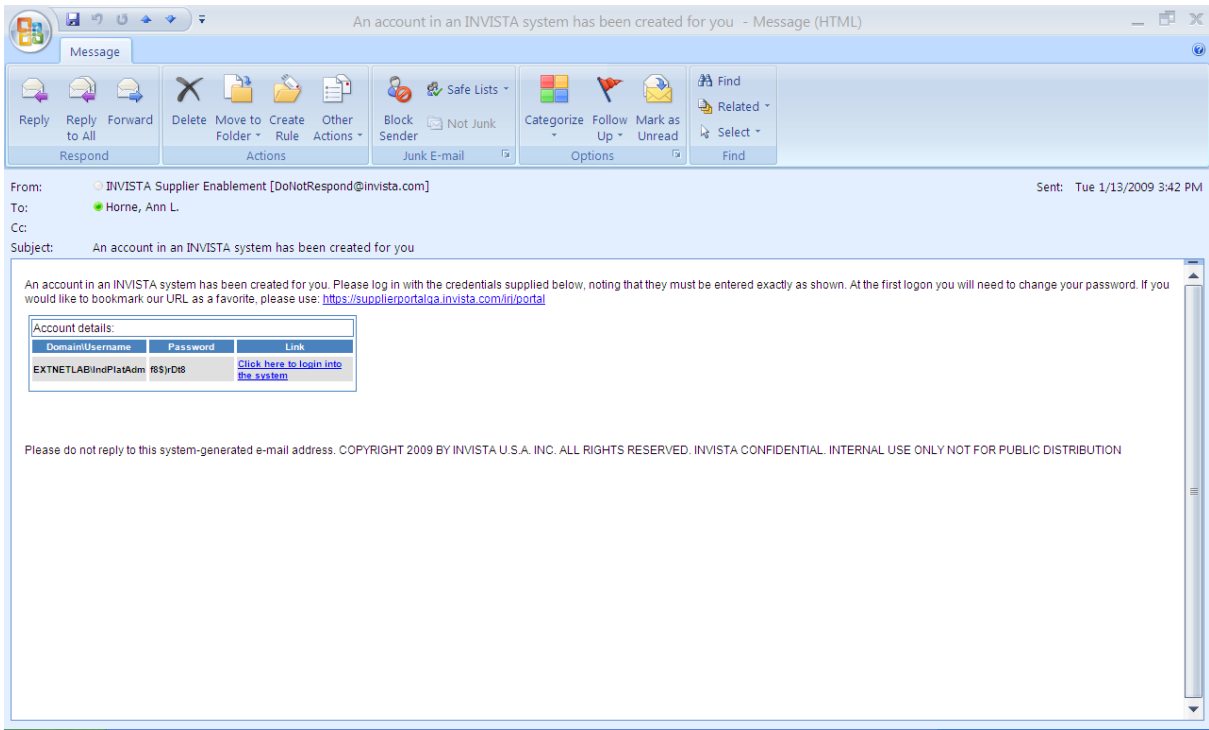
4. Read the Disclaimer and indicate your acceptance by Clicking .
5. Click .

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You will receive a Supplier Enablement E-mail shortly. Example is as shown below.

An account in an INVISTA system has been created for you - Message (HTML)



Message

From: INVISTA Supplier Enablement [DoliotRespond@invista.com] Sent: Tue 1/13/2009 3:42 PM
To: Horne, Ann L.
Cc:
Subject: An account in an INVISTA system has been created for you

An account in an INVISTA system has been created for you. Please log in with the credentials supplied below, noting that they must be entered exactly as shown. At the first logon you will need to change your password. If you would like to bookmark our URL as a favorite, please use: <https://supplierportalqa.invista.com/iri/portal>

Domain\Username	Password	Link
EXTNETLAB\indPlatAdm	f65jDd8	Click here to login into the system

Please do not reply to this system-generated e-mail address. COPYRIGHT 2009 BY INVISTA U.S.A. INC. ALL RIGHTS RESERVED. INVISTA CONFIDENTIAL. INTERNAL USE ONLY NOT FOR PUBLIC DISTRIBUTION

6. Click the link to access the portal.

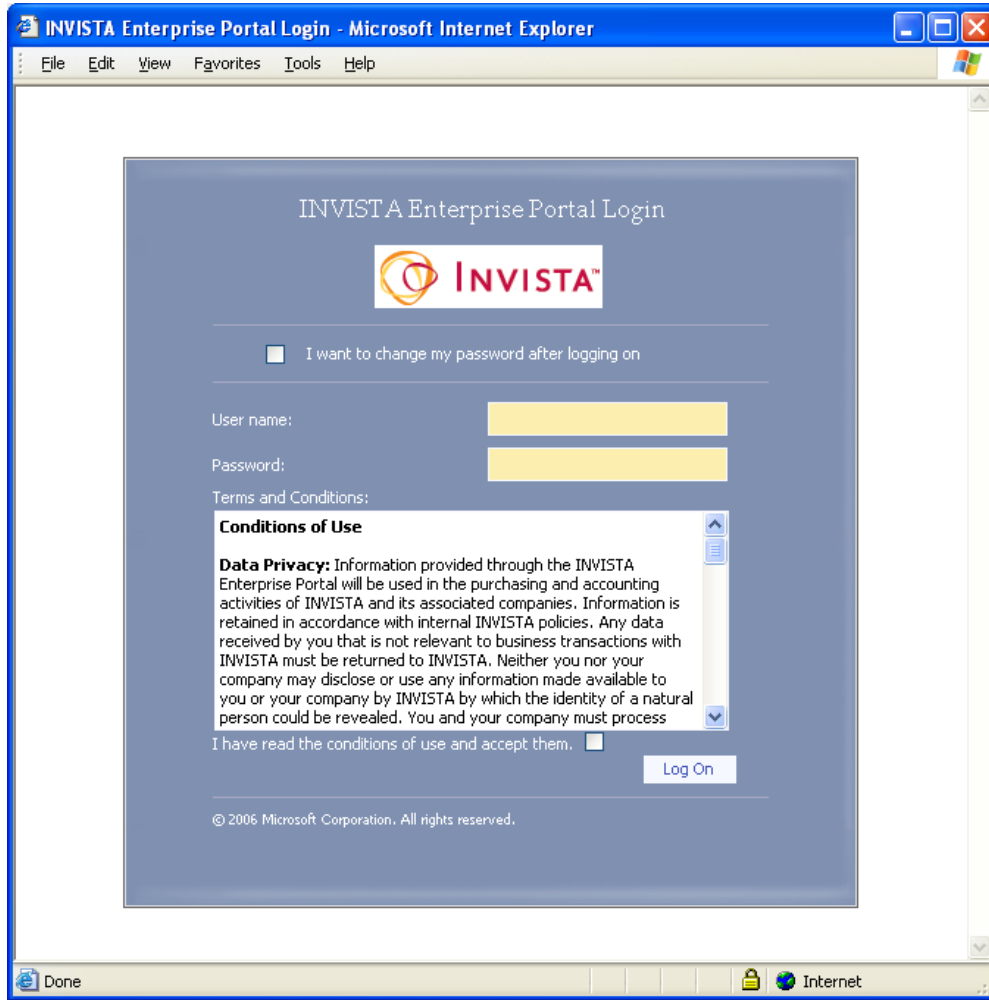
An account in an INVISTA system has been created for you. Please log in with the credentials supplied below, noting that they must be entered exactly as shown. At the first logon you will need to change your password. If you would like to bookmark our URL as a favorite, please use: <https://supplierportalqa.invista.com/iri/portal>

Account details:

Domain\Username	Password	Link
EXTNETLAB\indPlatAdm	f65jDd8	Click here to login into the system



You may wish to save this link as a favorite.



7. As required, complete the following fields:

Field Name	R/O/C	Description
User Name	R	Enter the user name as indicated in the E-mail
Password:	R	Enter the system generated password from the E-mail. Type it in exactly as it appears. Example: NewPass23
Conditions	R	Click that you have read and accept the conditions.

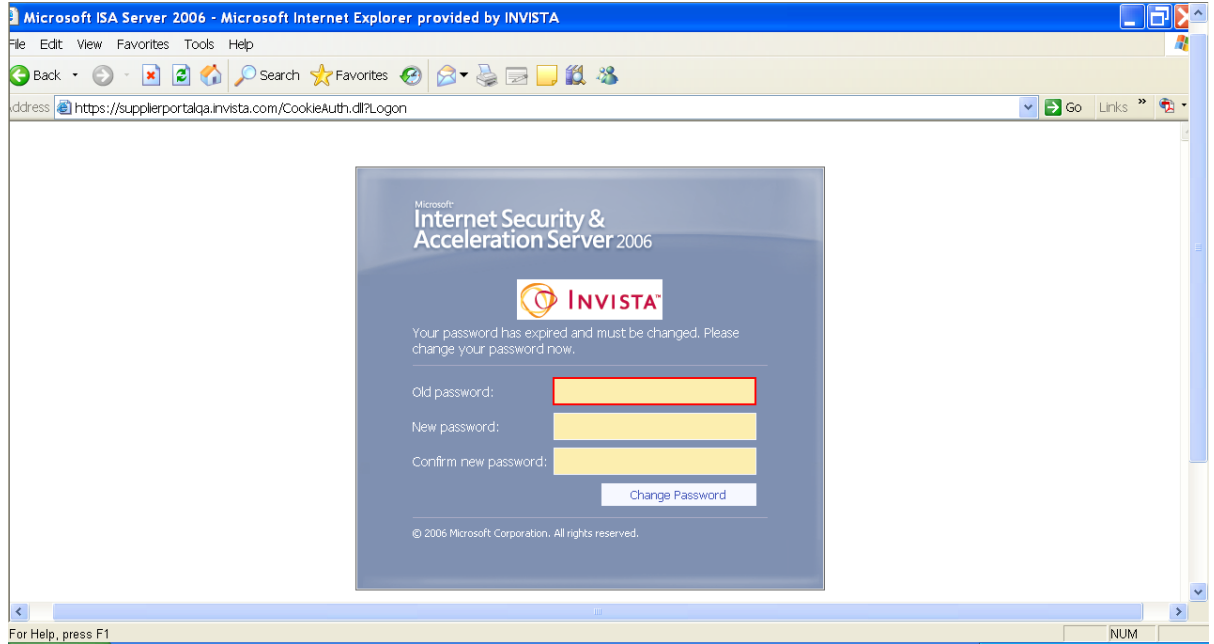


When doing a copy and paste of the User Name and Password, there is often an extra character (space) at the end. If access is denied, type the information or remove the last character to try again.

8. Click Log On You will be required to select a new password.



New password must be a minimum of 8 characters. Use your eSourcing password if you are an INVISTA eSourcing user.

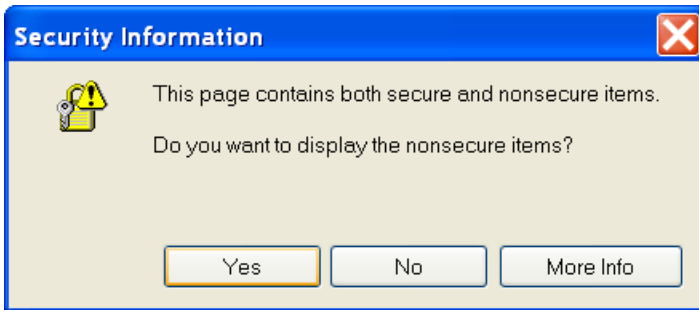


9. As required, complete/review the following fields:

Field Name	R/O/C	Description
Old password:	R	The system generated password from the E-mail. Example: NewPass23
New password:	R	Enter a new password with a minimum of 8 characters. This will be your active password. Example: *****
Confirm new password:	R	Enter the new password you have created. Example: *****

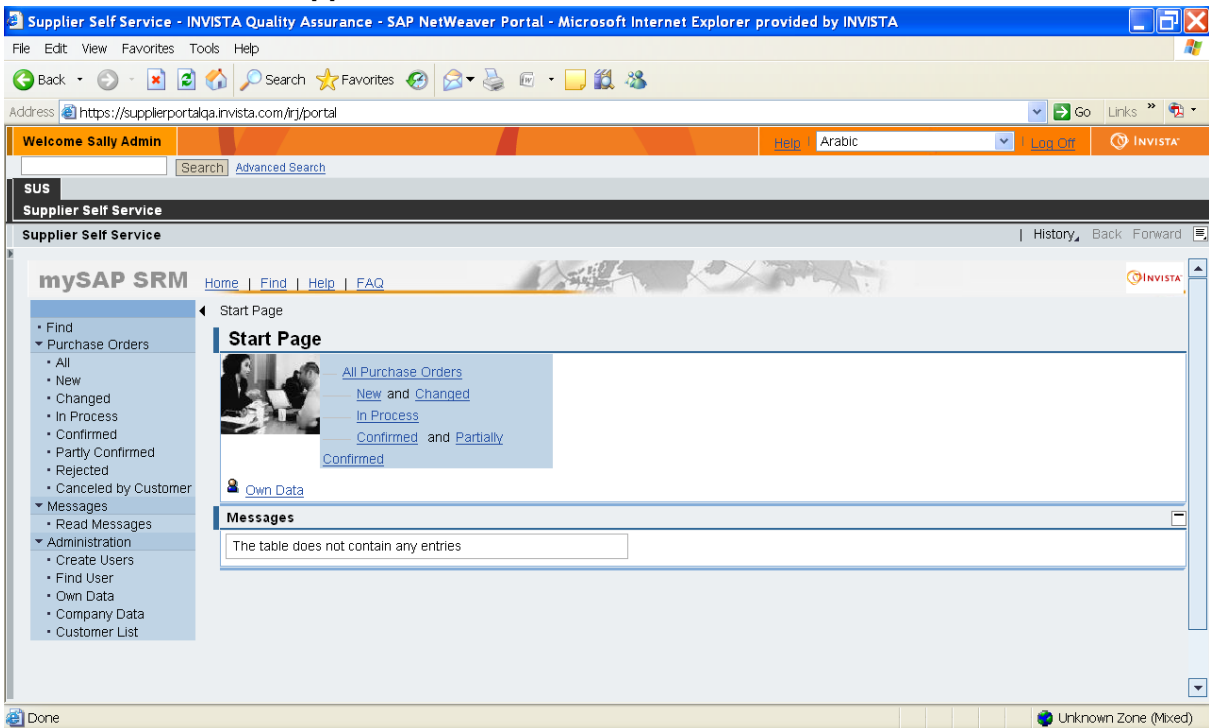
10. Click Change Password .


Security Information



11. Click  .

You are now in the Supplier Portal.



12. Click  to verify your user information is correct.



You may wish to create additional users for your company. See separate instructions for that work.

13. You have completed this transaction.

Log Off

Click Log Off at the top left hand of the screen to end your session.

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