

## Navigate the Supplier Portal Quick Reference

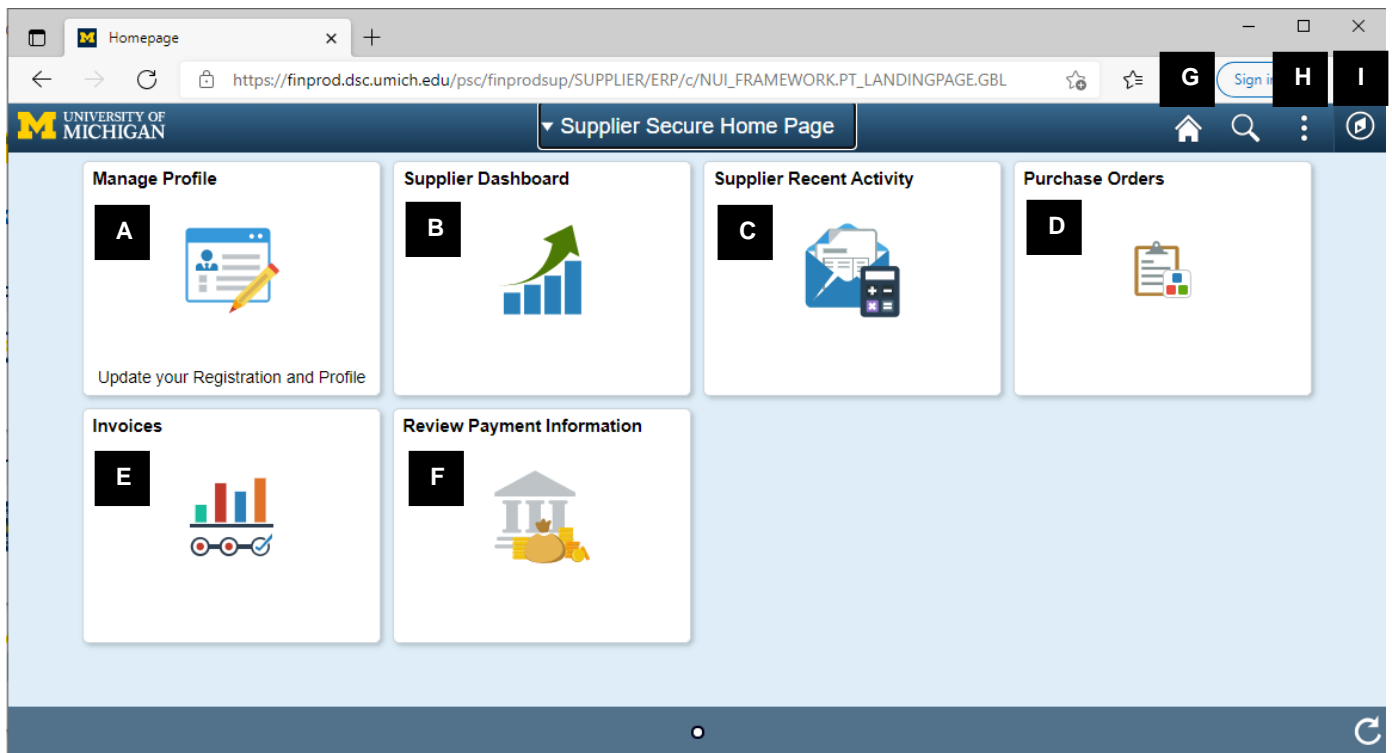
### Navigation




<http://procurement.umich.edu/supplier-resources/supplier-portal>

### Overview

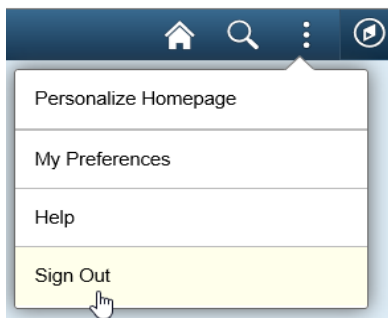
This Supplier navigation quick reference describes the main functional areas of the Supplier dashboard. For additional assistance or questions about using the Supplier portal, contact the Finance Contact Center at 734-615-2000.

### Supplier Secure Home Page



.	Field/Button	Description
<b>A</b>	Manage Profile	Update Profile - Update your password, and change or setup your forgotten password help.  Supplier Change Request - Company Profile requests - Add / Modify Addresses - Add / Modify Contacts - Update Payment Profile  Please note that you must submit all supplier change requests.
<b>B</b>	Supplier Dashboard	View a summary and list of payments and invoices.
<b>C</b>	Supplier Recent Activity	View recent payment and invoices within the past 90 days
<b>D</b>	Purchase Orders	View recent purchase orders (PO) dispatched to the supplier
<b>E</b>	Invoices	Manage Bills, Review Payment Installments, Receivables Aging Balance
<b>F</b>	Review Payment Information	Invoices, Payments, Review Payments, Account Balances
<b>G</b>		The home icon will navigate the user to the Supplier Secure Home Page from anywhere in the supplier portal.
<b>H</b>		This is the actions icon. Sign out is one of the actions available to the user. Sign out
<b>I</b>		The navigation icon is used to navigate to specific screens or pages.

### Sign Out of the Supplier Portal



Click the actions icon, and then click Sign Out