

## Logging into the Supplier Portal

### Navigation

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

### Overview

This job aid describes how to log into the Supplier Portal located on the U-M Procurement Services website.

### Supplier Portal Page

**SUPPLIER PORTAL**

The Supplier Portal provides access to the university's electronic tools as well as resources for those tools. The electronic tools are available for existing university suppliers and access is granted through invitation. If you are currently not a supplier with the university and are interested in becoming one see [Prospective Suppliers](#) for more information.

**Important Note:** New for June 2021 the university is expanding its use of the Supplier Portal by invitation to established university suppliers. The Supplier Portal initiated in May 2020 with new supplier onboarding and established eSettlement suppliers. The Supplier Portal is a part of our ongoing effort to enhance the experiences and security of interacting with Procurement Services and the Shared Services Center for suppliers and university staff. If university staff or suppliers have any questions, please contact [supplier.maintenance@umich.edu](mailto:supplier.maintenance@umich.edu).

These latest updates to the Supplier Portal provides the following benefits to registered suppliers:

- Ability to update your address and payment information as changes occur
- Ability to view active purchase orders
- Ability to view invoice and payment information

If you are currently an eSettlement supplier no further action is required. For any questions, please email [esettlement@umich.edu](mailto:esettlement@umich.edu).

For suppliers that have completed the registration process you may access the [Supplier Portal](#) directly or if you have questions about the Supplier Portal and how to enroll, please contact the SSC Finance Contact Center at 734-615-2000 or email [supplier.maintenance@umich.edu](mailto:supplier.maintenance@umich.edu).

> ACCESS RECOVERY FOR REGISTERED SUPPLIERS

> SUPPLIER HOW TO DOCUMENTS

1. Click on 'Supplier Portal' in the last paragraph.

### eSupplier Sign-in Screen

**WOLVERINE ACCESS**  
UNIVERSITY OF MICHIGAN

GATEWAY TO ADMINISTRATIVE SYSTEMS AT THE UNIVERSITY OF MICHIGAN

User ID

Password

Sign In

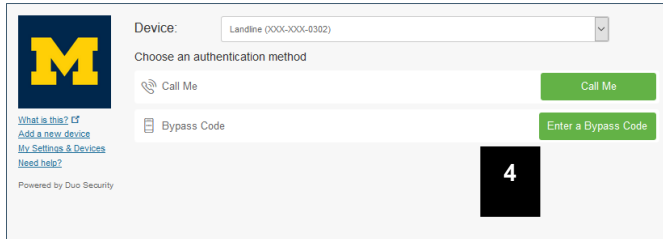
Enable Screen Reader Mode

[Forgot your password?](#)

2. In the User ID and Password boxes, type your Supplier user ID and password. Note: User ID is all caps
3. Click Sign In.

## Duo Two-Factor Authentication

Two-Factor Authentication Required



4. You must complete your Duo Two-Factor Authentication before being directed to the Supplier Portal. (Please refer to the document Setting up Duo for the Supplier Portal if this is your first time logging into the portal.)

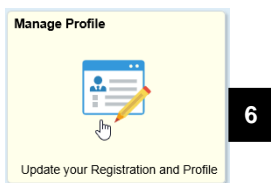
## Supplier Secure Home Page



### Note:

- The Supplier Secure Home Page will display various options, based on your assigned role(s).
5. Click the Actions List icon to see the Sign Out option when you are ready to exit the Supplier Portal.

## First Time User?



6. New users should always go to Manage Profile first.

**Manage Profile**

**General Profile Information**

ALL ROLES

**Password**

[Change password](#)  
[Change or set up forgotten password help](#)

**Personalizations**

My preferred language for PIA web pages is: English  
My preferred language for reports and email is: English  
Currency Code: USD  
Default Mobile Page:

**Alternate User**

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: \_\_\_\_\_  
From Date: \_\_\_\_\_ (example: 12/31/2000)  
To Date: \_\_\_\_\_ (example: 12/31/2000)

**Workflow Attributes**

Email User     Worklist User

Miscellaneous User Links

**Email**

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	mlshubsd@umich.edu

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- Confirm your email address. Update your password and set up forgotten password help.
  - Password must be a minimum of seven (7) characters
  - Password must contain one (1) special character
  - Password must contain one (1) number
  - Password must not match the User ID
  - Password cannot be the same password as one of the three previously used passwords

**Change password**

Current Password: \_\_\_\_\_  
New Password: \_\_\_\_\_  
Confirm Password: \_\_\_\_\_

### Change or set up forgotten password help

**Change or set up forgotten password help**

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question: What is your pet's name?  
Select from the list of questions.  
Response: PUPPY

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- You should select a question and enter a response. Your response may contain upper case letters, numbers and special characters. Any lower case letters will be converted to upper case.

What is your pet's name?

- In what city did you meet your spouse/significant
- What is the middle name of your oldest sibling?
- What is the name of the company of your first job?
- What is the name of your childhood best friend?
- What is your father's middle name?
- What is your pet's name?**
- What street did you grow up on?
- What was the first concert you attended?
- What was your childhood nickname?
- What was your favorite teacher's name in school?