

Overview of Public Access to Supplier Portal

If you want to register as a supplier to Basware Supplier Portal, your organization needs to register as a supplier. After registering, you need to be approved by the organizations that are publishing the calls (later referred to as customers).

After a customer has approved your company, you will have a "supplier candidate" status for that customer. Once the customer assigns the supplier candidate to Basware Purchase Management, the supplier candidate status changes to "supplier".

Basware Supplier Portal integrates customer organizations to suppliers with a real time connection. Customers can use Supplier Portal together with procurement and invoice processing systems (for example Basware Purchase Management and Basware Invoice Processing) and with Basware RFX Management.

Depending on whether the customer uses procurement or invoice processing systems, Basware Supplier Portal gives the suppliers an access to their order or invoice information. If customer uses both procurement and invoice processing systems, the suppliers can both view their invoices and receive orders in electronic format.

The customer offers Supplier Portal service to selected suppliers, and has the authority, and power to administer the system.

Changing User Interface Language

You can change the user interface language for both the call view (Public) and the registration (Register) pages.

1. Click  **Return to Login Page**.
2. Select your preferred language from the **Language** drop-down list.

Registering to Supplier Portal

You must register to Supplier Portal before you can manage products, orders, and tenders. Before you can log in, your registration must be approved by the customer's administrator. After your registration has been approved, you can view and edit your information in Supplier Portal on the **Administration > Company Profile** page.

1. Click **Register**.
2. Fill in your company's details in **Supplier Details**:
 - **Company code**: Enter your company's official company code. For example: organization number, VAT number (European Union), EAN/GLN (<http://www.gs1.com>), D-U-N-S (<http://www.dnb.com/us/>). If you have selected Finland as the home country of your company, you must enter either a Finnish Business Identity Code or a Finnish personal identity code to this field.
 - **Supplier name**: Enter the official name of your company.
 - **E-mail**: The customer will see this e-mail address in the company information.
3. Click  in the **Customers** table. The **Select Customers** window opens.
4. Select the customers' subsidiaries that you want to offer your services to.

Do not select the parent company. Select one or several subsidiaries.

5. Click **OK**.
6. Fill in your Supplier Portal administrator's details in **User's Information**:
 - **E-mail**: The administrator user will receive the approval e-mail and other system e-mails to this address. It is possible to change this address later in Supplier Portal.
 - **Language**: Select in which language you want the administrator user to receive e-mails and other system messages.

7. Fill in your Supplier Portal administrator's login information in **Login Information**:
 - **User name**: Use this user name when logging in. This will be the supplier candidate administrator user name, and it cannot be changed later.
 - **Password**: The password needs to have at least 8 characters and at least one special character. Examples of special characters: !"#%&/()=?` Example of a password: **Pass!word"**
8. Click  in the toolbar. A dialog box opens showing an automatically generated e-invoicing address (a unique ID created based on the company code information). You can modify the address if necessary.
9. Click **OK**. The **Terms and Conditions** dialog box opens.
10. Read the terms and conditions, and click **Accept** to accept them. Your information is sent to the customer's administrator for approval. You will receive a notification e-mail when you have been approved or rejected by each customer.
11. Click  **Return to Login Page** to return to the login page.

Logging into Supplier Portal

Your registration must be approved by a customer before you can log into Supplier Portal

1. In the **User name** field, enter your user name.
2. Enter your password in the **Password** field.
3. Click **Log In**. If this is your first login, you will be asked to change your password.

Password must contain letters and special characters (such as !"#%&/()=?`), in total a minimum of 8 characters.