



# Supplier Handbook

## Registration and Data Management

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# Welcome

The purpose of this **Supplier Handbook for Registration and Data Management** is to provide suppliers with the key activities associated with registering as a user in a customer's Branded Portal. This guide contains the basic process for:

1. Receiving and responding to invitations from Sam Houston State University
2. Registering with Sam Houston State University from our Supplier Portal login page
3. Logging into the Sam Houston State University Supplier Portal and beginning registration
4. Ongoing management of the supplier profile for Sam Houston State University

## Objectives

The purpose of this handbook is to familiarize suppliers with registering and managing information for Sam Houston State University through our branded Supplier Portal. The portal can be used to:

- **Register.** Tell us all about you as the supplier. Through the supplier profile, we can gather information that can help develop a strong working relationship.
- **Maintain your information.** Keep your profile up to date. Maintain your contact information, business information and products/service information.

## What you will learn...

The document is organized according to the major functions of the application:

- **The Basics** – How do I navigate the site? Where do I go for what task? This section provides an introduction to the Home page and Registration pages.
- **Supplier Registration and Access** – This section provides instruction on the process of registering and accessing the Supplier Portal.
- **Company Profile** - This section explores each area of your profile and the information that is captured in each.

## Introduction

Sam Houston State University has configured a branded portal for suppliers and potential suppliers, specifically for use in registering with our organization, as well as ongoing management of important business information. This ensures that we have the most accurate and up-to-date information when making purchasing decisions.

The Supplier Portal allows suppliers to provide a variety of data. This includes "basic" data such as company or individual name, business type, and contact information. It also includes information such as revenue history, company size, classifications for diversity management, insurance information, payment information, and more!

## What can a supplier do in the Supplier Portal?

The Supplier Portal is not only used to manage your company's data but also helps us manage our relationship with you. The better information you provide, the more likely it is that we have sufficient information to make purchasing decisions about your organization.

## Supplier Management Portal Invitation and Registration

You may have been asked to register as a supplier in one of the following ways:

- An email from Sam Houston State University as a supplier in our database, asking you to complete the registration process by clicking a link in the email.

- A notification from Sam Houston State University to navigate to our Supplier Portal website, and create a new account to begin the registration process.

During registration, you enter basic user account information to create your account for logging into the Supplier Portal. After logging in, you will be asked to enter additional information such as company name, legal structure, tax identification number and contact information. You may be asked to provide additional details such as business information and insurance information.

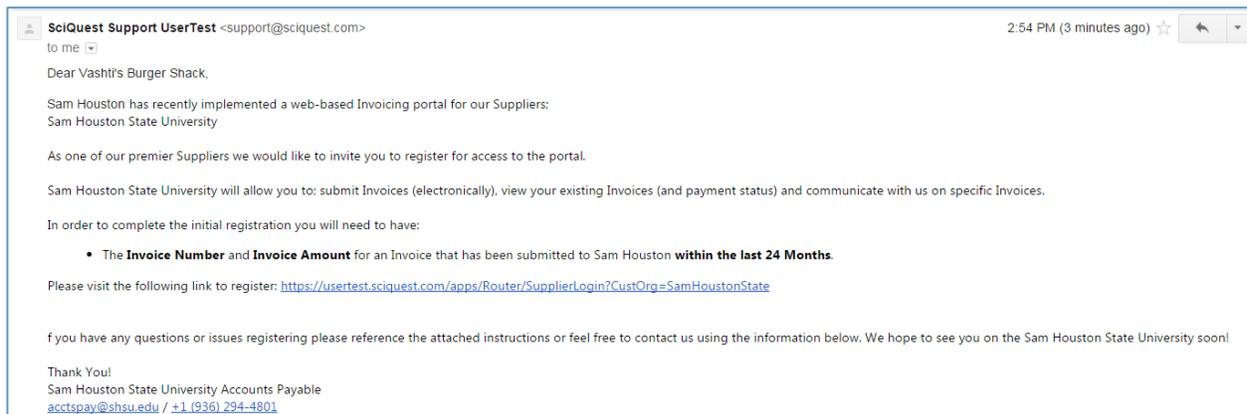
## The Supplier Profile

When you have completed registration, you will select to **Certify** and **Submit** your registration. We will review the information provided and decide if your supplier registration is approved. We may also request to review any changes that you make to your profile data after your registration has been submitted.

# The Basics

## Registering from an Invitation Email

You may receive an email invitation from Sam Houston State University with instructions and a link to complete the registration process. If you receive this email, we already have a record for you in our database, and may have some preliminary information in your profile. Below is an example of the email you will receive:



Click on the **Customer Portal Login Link** to create your user account – the first step in the registration process. You will be taken to a page that contains a Welcome message and Login portal. To proceed with the registration process you should click the “Complete Registration” button below the login section of the page, so you are prepared to proceed with the registration. When you are prepared, select the **Continue with Registration** button:

**SH** <sup>TM</sup> **Sam Houston State University**

**Secure Account Login**

If you already have an account or are a registered supplier that has been invited to participate in a sourcing event, please login by entering your e-mail address, password and then click on the "Login" button.

Registered suppliers with up-to-date information have the ability to:

- Update contact information
- Bid on open sourcing events

If you are a supplier that has not yet registered, click the button below to create your account.

[Create Account](#)

Please contact Sam Houston State University Accounts Payable at [acctspay@shsu.edu](mailto:acctspay@shsu.edu) or +1 (936) 294-4801 for assistance. powered by **sciQuest**

Once you click the "Create Account" button, you will be taken to another page with any FAQs and/or additional messages from Sam Houston State University. Click the **Continue with Registration** button to move to the next step:

**SH** <sup>TM</sup> **Sam Houston State University**

**Registration Checklist**  
[Registration FAQ](#)

**Welcome to Supplier Registration**  
**Welcome to Sam Houston State University's online Supplier Portal/Vendor Registration.**

Browse the topics below to learn more about registering and to begin the registration process:

**The registration process**

1. Click the button below to begin the registration process.
2. Ensure all the required fields and sections are completed.
3. Attest to the validity of the information and submit the form electronically.
4. You will receive your Login ID and Password via email once you have submitted your completed form.
5. Login when needed to update your profile or to add additional contact information.

**Before you begin registering**  
With the necessary data collected, the registration process should not take more than 15 minutes. Compiling the necessary information prior to beginning the process will ensure a smooth and trouble-free registration.

The following information will be requested during the registration process:

- Address, phone, and email information
- List of commodities you supply
- Diversity information and certifications (if applicable)
- Additional contacts

[Continue with Registration](#)

Please contact Sam Houston State University Accounts Payable at [acctspay@shsu.edu](mailto:acctspay@shsu.edu) or +1 (936) 294-4801 for assistance. powered by **sciQuest**

You will now be sent to a page where you will create your user login information. Fields with an asterisk are required. Complete the required fields and any other information as appropriate. **Important Note:** The email you provide will be your login name to the Supplier Portal.



# Sam Houston State University

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## Supplier Registration

To begin your registration, please complete this page and click "Create Account". You will be directed to Sam Houston Supplier Management Portal to enter your information.

### Contact Information

First Name \*

Last Name \*

Title

Phone Number \*

For international numbers, begin the number with +

### Login Information

Email \*

Confirm Email \*

Create Password \*  

Confirm Password \*  

### Supplier Verification

Enter the information for an invoice that has been submitted to the customer within the last 24 months.

Invoice Number \*

Invoice Amount \*

### Security Information

Select your Security Question and enter an answer. This information will be used in the future if you forget your password.

Question \*

Select the Security Check shown below.

Security Check  I'm not a robot 

\* Required to Create Account

[Create Account](#)

Please contact Sam Houston State University Accounts Payable at acctspay@shsu.edu or +1 (936) 294-4801 for assistance. 

If no duplication is found, upon selecting **Create Account** you will proceed into the portal, and will see the SHSU home page:

## Logging in to the Sam Houston State University Supplier Portal

Log in to the Sam Houston State University Supplier Portal at the following link:

<http://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=SamHoustonState>

Log in with your registered email address and password that you provided when creating your account. If you forget your password, select the **Trouble logging in?** link to enter your email address and receive instructions to reset your password.

## SciQuest Supplier Network Tasks

By registering for a Supplier Portal with **Sam Houston State University**, you have access to the SciQuest Supplier Network as well. By navigating to the SciQuest Supplier Network from your portal, you may edit user settings, enable notifications, and access other resource information. To navigate to the SciQuest Supplier Network, select your name from the top right banner in your portal, and select the option to Return to SciQuest Supplier Network. Refer to the Online Training and Support Page link on that page to learn more about the Network.

### Online Training & Support Page

The Online Training & Support Page is available via hyperlink on the SciQuest Supplier Network home page. On the Online Training & Support Page, you have access to handbooks, short guides, and video snippets related to navigating and working in the SciQuest Supplier Network.

**sciQuest** SUPPLIER NETWORK

Tools | Online Training and Support | View Online Training and Support | Online Training and Support

**Help** [Search] Q  
Search the online help using terms such as catalog, invoicing, reports, etc.  
Browse the Table of Contents

**Basic Information** ?

- Getting Started** - Introductory information for the SciQuest Supplier Network
- SciQuest Supplier Network Handbook** - Find detailed information about the application and how it is used.
- What's New in this Release?** - Summary of changes from the most recent product release.
- Product Release Information** - Learn about upcoming product changes and important dates.
- Training Videos**  
Navigating Your Portal
- Additional Resources** - Navigate to see more about the SciQuest Product Suite, previous SupplierNews newsletters and information about participation in the SciQuest Supplier Network.
- Supplier Enablement Licenses** - Overview of the Enablement Licenses that SciQuest customers use to enable their suppliers.

**Registration Tools** ?

- Registration and Profile Management** - Introductory information around registering for the SciQuest Supplier Network and maintaining your profile.
- Training Videos**  
Managing Your Network Profile  
Register for a specific customer  
Profile management for a specific customer

**Portal Invoicing Tools** ?

- Invoicing 101** - Learn about the invoicing and communications functionality in the SciQuest Supplier Network.
- Reference Materials**  
Sales Invoice Import Guide  
Sales Invoice CSV Template  
Sales Invoice Sample Import File
- Training Videos**  
Creating Invoices from POs  
Invoice Management and Status

**Integration Information** ?

- What is Integration ?** - An overview of the types of integrations available for suppliers and customers.
- Supplier Integration Specification** - Guide with technical information about the integration types, messaging, and troubleshooting.
- Training Videos**  
Supplier Enablement Setup

**Catalog Management Tools** ?

- Catalog Management 101** - An overview of the process and steps required to manage product information.
- Supplier Catalog Management Handbook** - Find detailed information regarding uploading and maintaining product and price information for your customers.
- Reference Materials**  
Hosted Catalog Sample Data  
Catalog Management Templates  
Item Categories and Attributes  
Standard Units and Unit Mappings
- Product Search at a Glance** - See how customers view your products in their application.
- Training Videos**  
Preparing item and price information  
Submitting your data

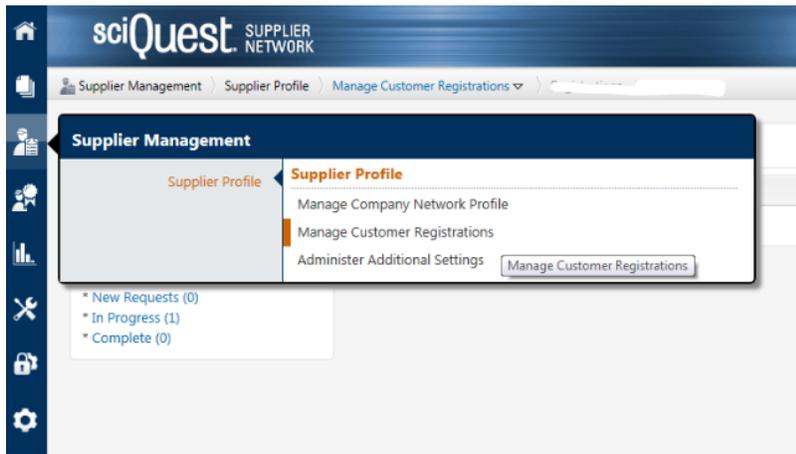
Additional Information continued on this page

## User Profile

Users with the appropriate permissions have the ability to access their own profile. The user profile is used to manage permissions that allow for display of different features in the Network and customer portals. Also in the User Profile, a user may select to enable Email Preferences or in-application Notifications regarding certain actions, such as a certificate expiration issue. For more information, access the Supplier Network Handbook available on the Online Training & Support Page.

## Navigating between the SciQuest Supplier Network Portal and the SHSU Branded Portal

If as a supplier you would like to navigate to the SHSU Branded portal from the SciQuest Supplier Network page, the supplier can do so by hovering over the Supplier Management icon, and selecting the “Manage Customer Registrations” Link.



As a supplier you will be able to click on the link for “Sam Houston State University Supplier Portal”. This will take you back to the SHSU branded portal.

**Vashti's Burger Shack** ?

SciQuest Network ID 9822600

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**Registration Overview** ?

- \* New Requests (1)
- \* In Progress (0)
- \* Complete (0)

**Customer Registrations** History ?

Customer	Registration Status	Users and Roles	Customer Contact	
Sam Houston State University	Invited	Portal Contact	Sam Houston State University Accounts Payable	Actions ▼

Note that the Registration status will show as In Progress, which is expected.