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:
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:

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.
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.
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.

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