



Vendor Portal User Guide

Vendor Portal Phase 2A – Auto Onboarding





This Job Aid will Cover the Following:

Part A - Getting Started – Vendor Portal New User Registration

Part B - Assigning a New User to Your Contract

Part C - New User Logging Into Vendor Portal for the First Time



Part A - Getting Started – Vendor Portal New User Registration



Part A - Getting Started – Vendor Portal New User Registration

The Authorized Negotiator will need to provide to the New User the Vendor Portal link and CAGE code to start the registration process to add a new user.

Step 1 – The New User should start the process by selecting **Vendor User Registration** option as shown below

Username:

Password:

[Sign In](#)

[Forgot Password](#)

[Vendor User Registration](#)

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Part A - Getting Started – Vendor Portal New User Registration

The New User will need to input the information requested below to begin the Vendor Portal registration process.

Step 2 – Enter all New User information in the mandatory fields provided as shown.

Step 3 – Select **Register** once all the data has been provided.

localhost/retalixhq/Main/VendorRegistration/VendorRegistration.aspx

NCR
Vendor Portal

Vendor Registration

Email:

Cage Code:

First Name:

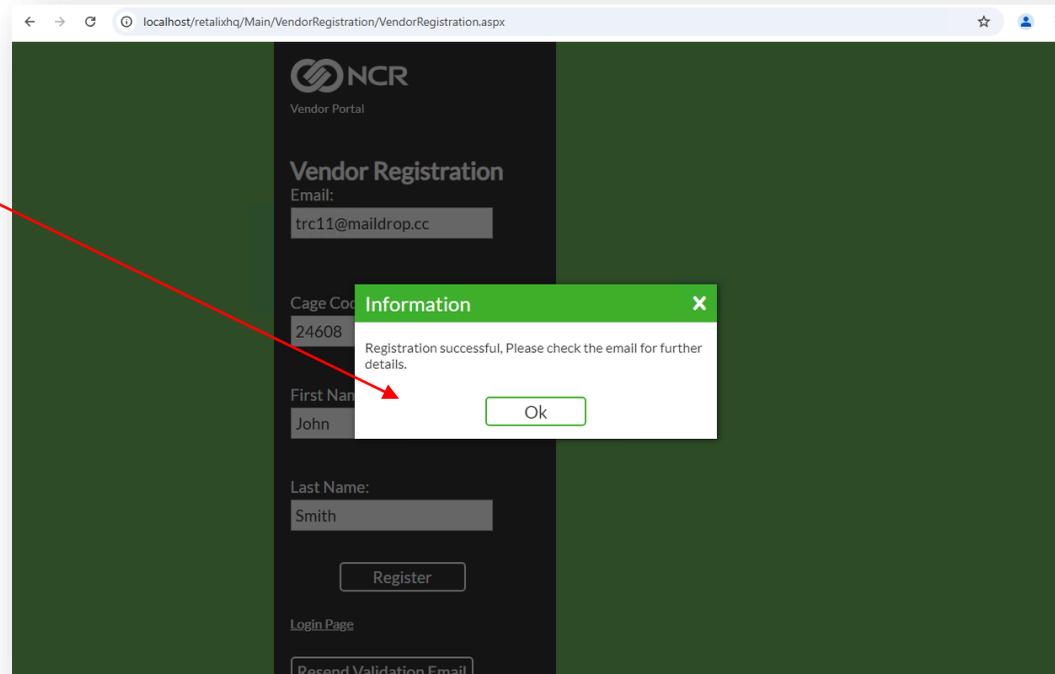
Last Name:

Login Page



Part A - Getting Started – Vendor Portal New User Registration

Step 4 – Once the New User registration process is complete the screen will display a notification that the registration has been successfully completed as shown.



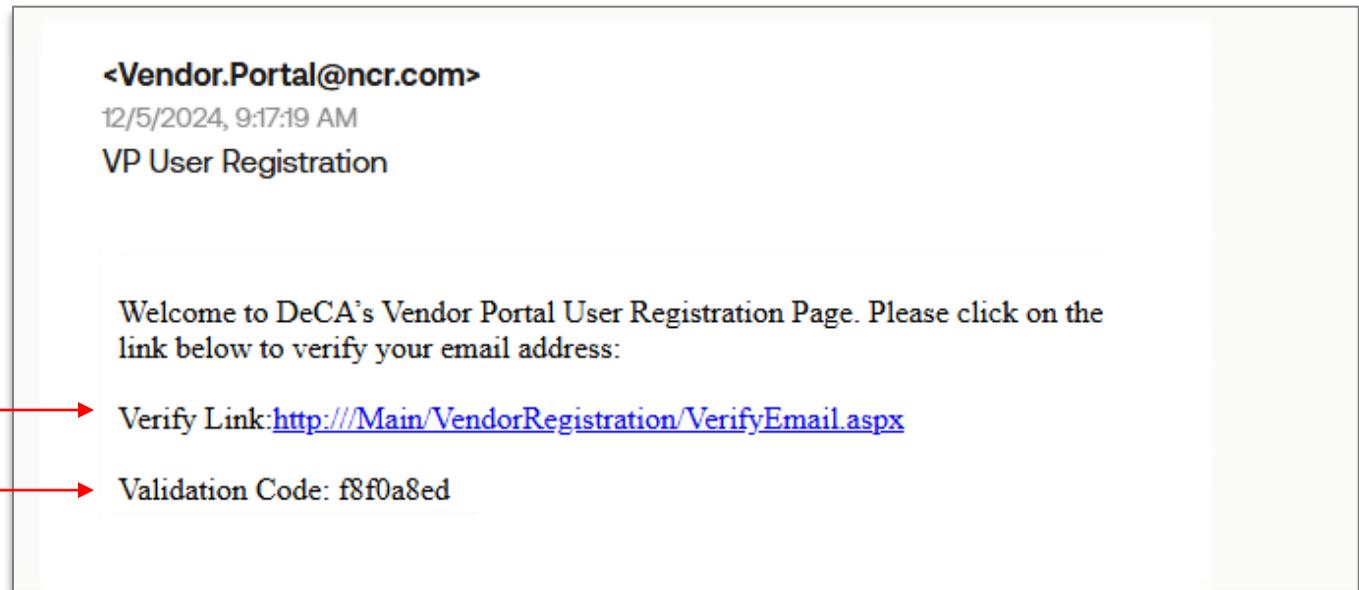


Part A - Getting Started – Vendor Portal New User Registration

Step 5 - Navigate to your email application.

Confirm you received the **Verify Email** link as shown.

Step 6 – Click on the link provided in the email. Input the Validation Code provided in the email.



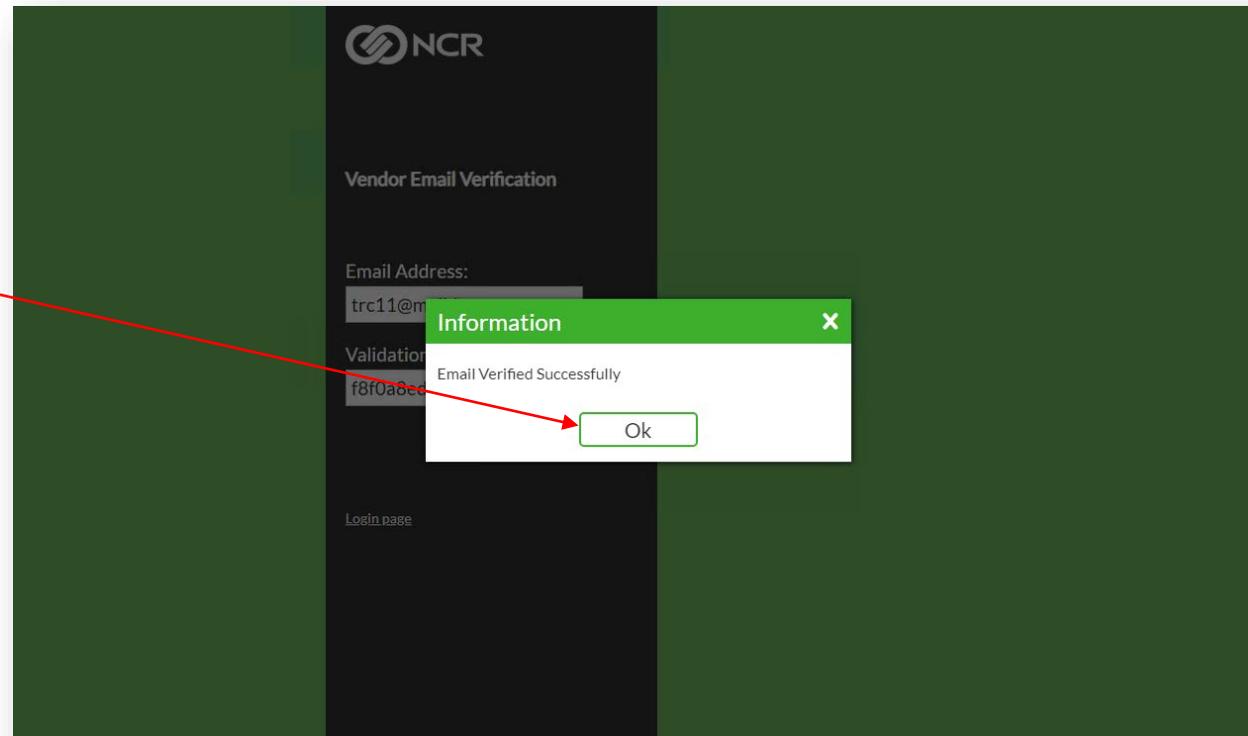


Part A - Getting Started – Vendor Portal New User Registration

Step 7 – Once your email is verified by Vendor Portal – you will receive a notification of **Email Verified Successfully**. Please select **OK**.

The New User registration process is now complete.

At this point, the Authorized Negotiator will need to complete the New User Registration process as described in this Job Aid.





Part B – Assigning a New User to Your Contract



Part B – Assigning a New User to Your Contract

Once the **New User** has completed the Email Validation process described in **Part A** the Authorized Negotiator will be able to complete the Vendor Portal registration process.

Please note only an Authorized Negotiator can add and assign New User to a contract and assign a role.

Step 1 – The Authorized Negotiator logs into Vendor Portal and selects the contract to assign the **New User** access.

If only one vendor number is attached to Auth Neg profile, screen will default to Cost Book.

Proceed to Step 2.

| Vendor Number | Vendor Name |
|---------------|----------------------------------|
| 0241-01 | TACO LOCO PRODUCTS INC - 18G8596 |
| A050-01 | GENERAL MILLS INC - 20G5052 |



Part B – Assigning a New User to Your Contract

Step 2 - Navigate to and select **External Users Vendor** from the Menu Options shown

Power Portal
Welcome back, VENDTCOTE

GENERAL MILLS INC - 20G5052

Vendor View > External Users Vendor

External User Maintenance

External User Vendors

Filter By: [dropdown] Apply Clear

| Log In Name | Email Address | Role | Ext User Type | Email Verified | Registration Status | Vendor ID |
|----------------|-------------------|------------|---------------|-------------------------------------|---------------------|-----------|
| VDR-GALINDO... | aa123789@ncr.com | VPAuthNeg | Vendor | <input checked="" type="checkbox"/> | Accept | 0241-01 |
| VDR-GALINDO... | aa123789@ncr.com | VPAuthNeg | Vendor | <input checked="" type="checkbox"/> | Accept | |
| VENDTCOTE | abc.xyz@ncr.com | VPAuthNeg | Vendor | <input checked="" type="checkbox"/> | Accept | |
| VDR-CoteT24608 | trc10@maildrop.cc | VPVendView | Vendor | <input checked="" type="checkbox"/> | Accept | |
| | trc11@maildrop.cc | VPAuthNeg | Vendor | <input checked="" type="checkbox"/> | In Progress | |

Page 1 of 1 Total Found: 5

Page 1 of 1 Total Found: 1



Part B – Assigning a New User to Your Contract

Step 3 – The **New Users** email address will be displayed at the bottom of the list as shown.

Highlight the **New User's** email address from the list.

Select **Edit** or double click to open the New User's record.

Power Portal
Welcome back, VENDTCOTE

GENERAL MILLS INC - 20G5052

Vendor View > External Users Vendor

External User Maintenance

External User Vendors

Filter By: [] Apply Clear

| Log In Name | Email Address | Role | Ext User Type | Email Verified | Registration Status | Vendor ID |
|----------------|-------------------|------------|---------------|-------------------------------------|---------------------|-----------|
| VDR-GALINDO... | aa123789@ncr.com | VPAuthNeg | Vendor | <input checked="" type="checkbox"/> | Accept | 0241-01 |
| VDR-GALINDO... | aa123789@ncr.com | VPAuthNeg | Vendor | <input checked="" type="checkbox"/> | Accept | |
| VENDTCOTE | abc.xyz@ncr.com | VPAuthNeg | Vendor | <input checked="" type="checkbox"/> | Accept | |
| VDR-CoteT24608 | trc10@maildrop.cc | VPVendView | Vendor | <input checked="" type="checkbox"/> | Accept | |
| | trc11@maildrop.cc | VPAuthNeg | Vendor | <input checked="" type="checkbox"/> | In Progress | |

Page 1 of 1 Total Found: 5



Part B – Assigning a New User to Your Contract

Step 4

Confirm (1) First Name, (2) Last Name (3) and (4) Cage Code are populated.

Click **Verify**. No changes are noticeable; this is normal.

Click on the carrot to the left of the Vendor ID box.

Go to the Vendor ID section and choose vendor number. Vendor Number should display in box. Click away to a neutral space.

Select **(+)** to Save selection.

Please Note: The **Accept User** button will enable and be in bold font after completing Step 4.

External User: trc49@maildrop.cc Edit < > x

Save Disable User Accept User Reject User

Email Address: trc49@maildrop.cc Verify

First Name: Test3

Last Name: tests

Cage Code: 24608

Role: VPVendView

Ext User Type: Vendor

Delete Undelete

| Vendor ID | Vendor Name |
|-----------|-----------------------------|
| A050-01 | GENERAL MILLS INC - 20G5052 |



Part B – Assigning a New User to Your Contract

Step 5

Select **Accept User**. Info screen appears that says “User Approved Successfully”.

Click “Ok”

External User: trc49@maildrop.cc

Save | Disable User | Accept User | Reject User

Email Address: trc49@maildrop.cc Verify

First Name: Test3

Last Name: tests

Cage Code: 24608

Role: VPVendView

Ext User Type: Vendor

| Vendor ID | Vendor Name |
|-----------|-----------------------------|
| A050-01 | GENERAL MILLS INC - 20G5052 |

Step 6

Select **New User’s role** by clicking on the magnifying glass icon.

Highlight the New User’s role.

Click **Apply**.

The “Role” field will populate. Click away to an empty space.

Click **Save**.

Select from External User Security

Filter By: [] Apply Clear

| Ext User Security |
|--|
| <input checked="" type="checkbox"/> VPActMGR |
| <input checked="" type="checkbox"/> VPAuthNeg |
| <input checked="" type="checkbox"/> VPFrProd |
| <input checked="" type="checkbox"/> VPVendCost |
| <input checked="" type="checkbox"/> VPVendView |

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Vendor Portal Role(s)

VPACCTMGR - Vendor Portal Account Manager

VPAuthNeg - Vendor Portal Authorized Negotiator

VPFRProd – Vendor Portal Fresh Produce

VPVendCost – Vendor Portal Cost Only

VPVendView – Vendor Portal Vendor View Only

After clicking Save, an Information Box that says “Saved Successfully” appears. **Click Ok.**

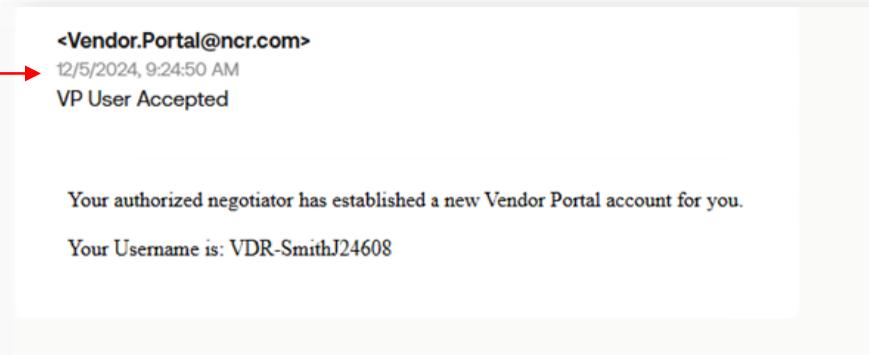


Part B – Assigning a New User to Your Contract

Authorized Negotiation should close External User Box. On External Users Vendor Form, make note that New User Registration Status has changed to **“Accept”**. Auth Negotiator can now log out of Vendor Portal.

Step 7

The New User will receive a **“VP User Accepted”** email that provides a new Username in the body of the email as shown.

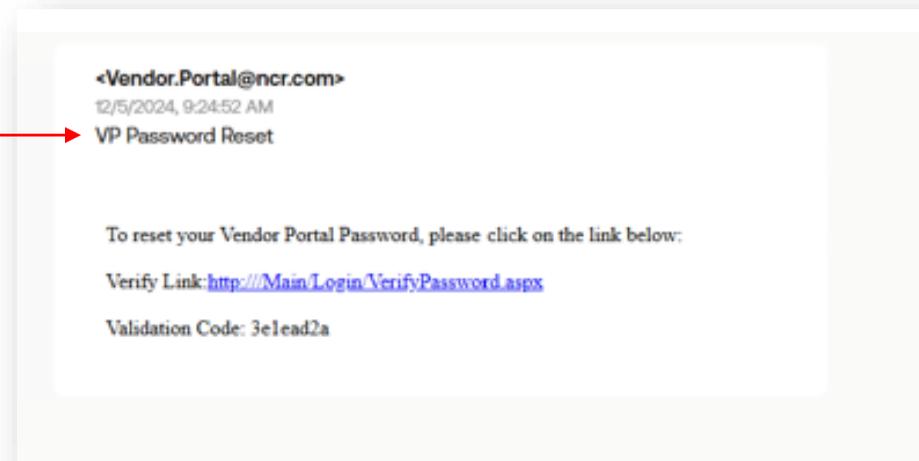


Step 8

The Authorized Negotiator should confirm with the New User that (2) email have been received as follows:

- (1) Vendor Portal Username
- (2) Password Reset notification.

These emails are required to complete the registration process as shown on **Part C** of this training guide.





Part C – New User Logging Into Vendor Portal for the First Time



Part C – New User Logging Into Vendor Portal for the First Time

Step 1

This step validates New User email and verification code in preparation for changing password.

Click on link that contains “Verify Password”

Key in your email address in the “Email Address” field.

Key in the Validation Code received in the Email.

Click **Verify Email**

<Vendor.Portal@ncr.com>
12/5/2024, 9:24:52 AM
VP Password Reset

To reset your Vendor Portal Password, please click on the link below:

Verify Link: <http://Main/Login/VerifyPassword.aspx>

Validation Code: 3e1ead2a

NCR

Vendor Email Verification

Email Address:

Validation Code:

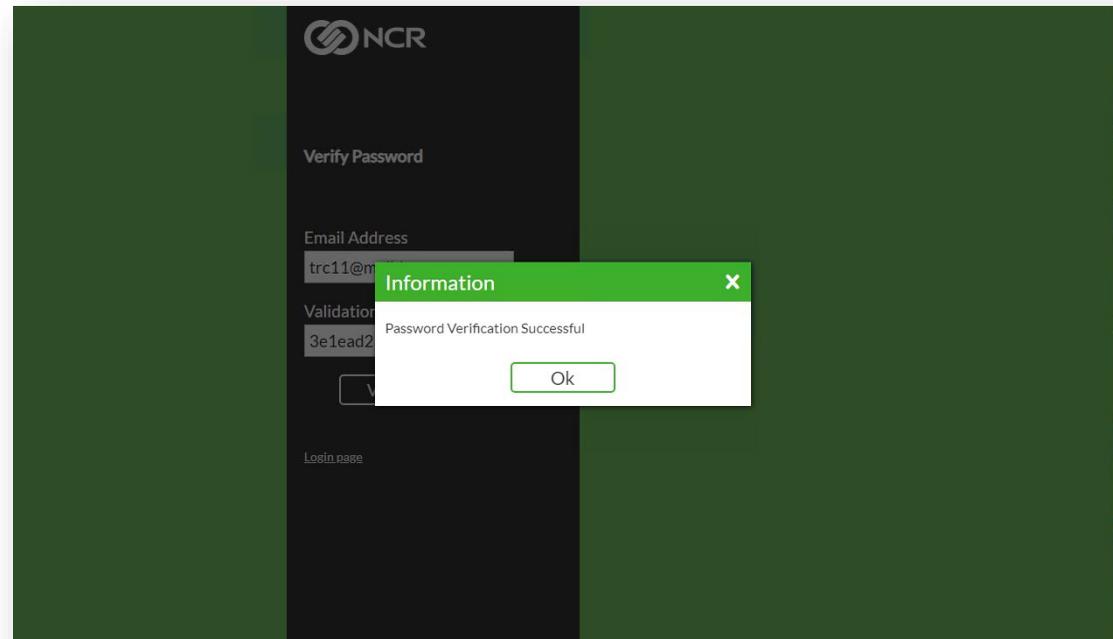
[Login page](#)



Part C – New User Logging Into Vendor Portal for the First Time

Step 2

Click **OK** to continue with the process.





Part C – New User Logging Into Vendor Portal for the First Time

Step 3

The final step of the New User Registration Process is Resetting the Password as shown.

The Password Reset screen will display.

Enter your **New Password**, **Confirm Password**.

Select **Reset Password**

Please note the criteria for passwords as shown at the top of the screen.

NCR
Reset Password
Password must meet following criteria:

- Must be 15 characters in length or more.
- Must contain a number.
- Must contain a letter.
- Must contain a special character.

New Password:

Confirm Password:

Reset Password

[Login page](#)

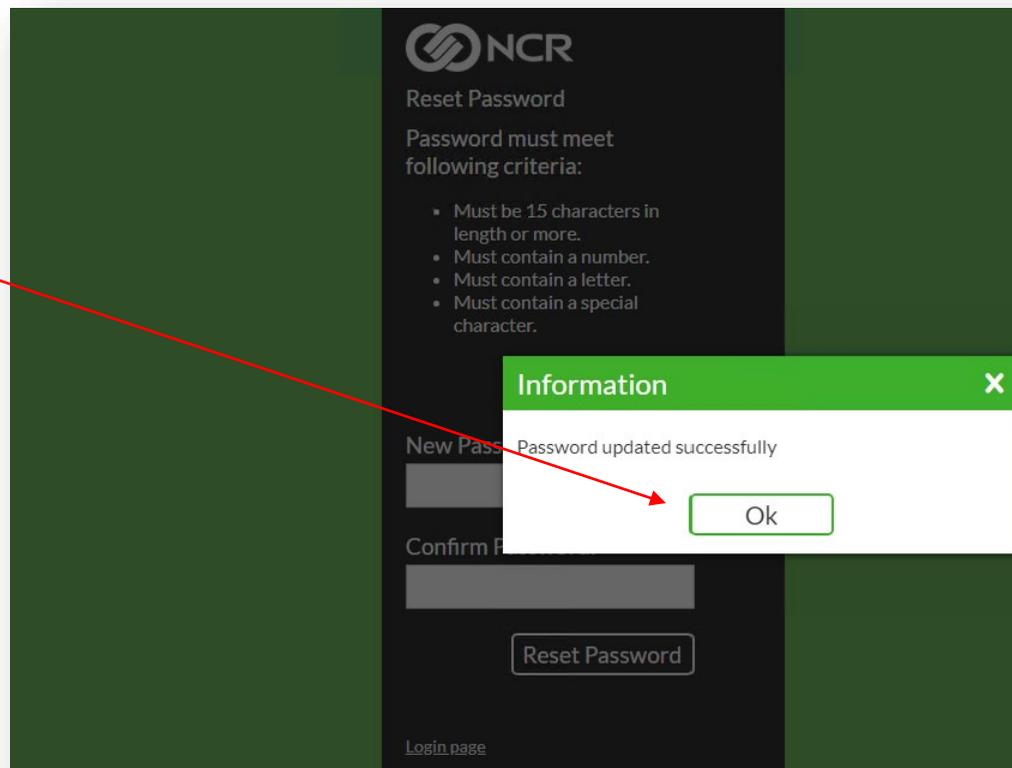


Part C – New User Logging Into Vendor Portal for the First Time

Step 4

Once the New Users password has been reset the Vendor Portal Registration Process is Complete.

Select **OK**.





Part C – New User Logging Into Vendor Portal for the First Time

Step 5

New User should test ability to login using Username and new Password.

NCR
Power HQ

Username:
VDR-SmithJ24608

Password:
.....

Sign In

[Forgot Password](#)
[Vendor User Registration](#)

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