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| Supplier Portal – Quick Reference Guide |
| **How do I Register on Supplier Portal?** |

#  Invitation to Register

To register with the Supplier Portal, fill the Registration Form and you will receive an **Invitation to Register** from the department.
On receiving the email:

| Step | Action |
| --- | --- |
| 1 | Review the email  |
|  | Note: If you have not received the email it is recommended that the junk mail or spam mail folders are checked |
| 2 | Review the terms and conditions by selecting the link for the department’s website |
| 3 | Select the link for the registration page |
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| 4 | The **Respond to Invitation** window opens |

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| --- | --- |
| Step | Action |
| 5 | Complete all mandatory fields:1. Email Address will default – but can be changed/overwritten
2. First Name
3. Last Name
4. Phone Number
5. Submit
 |
|  | respond to invitation |
| 6 | The invitation is returned to the department to be registered |
|  |  |

**NOTE:** The Supplier Contact must be a specific person with a specific email address, NOT a generic email ID

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| Step | Action |
| --- | --- |
| 1 | Review the email  |
| 2 | Note that your username is your email address |
| 3 | Copy the **Password** |
| 4 | Select the **Log On** Link |
|  |
| 5 | The Log In screen will display |
| 6 | Enter your username. Note – this is will be your email address |
| 7 | Copy the password into the password box. Note – the password was displayed in the email |
| 8 | Select the **Login** button |

Once your individual user account is registered by the department you will receive an email to change your password and establish your account. On receiving the email:

|  |  |
| --- | --- |
| Step | Action |
|  |
| 9 | Paste the password into the **Current Password** box |
| 10 | Enter the New PasswordYour password MUST have a minimum of ten characters – with at least one number and one letter. Your password must not contain characters that repeat next to each other OR contain your user name. It is recommended that passwords contain a mixture of upper and lowercase characters and at least one special character.Passwords expire every 60 days. |
| 11 | Re-enter the New Password |
| 12 | Select the **Submit** Button |
| change password 3 |
| The Oracle Home Screen will display. You can now access the Supplier Portal |

**TIP:** After logging in for the first time it is recommended that you save the URL (link) to your favourites or establish a shortcut which will allow you to access the portal quickly.

Questions? Email to SupplierSupport@justice.vic.gov.au