

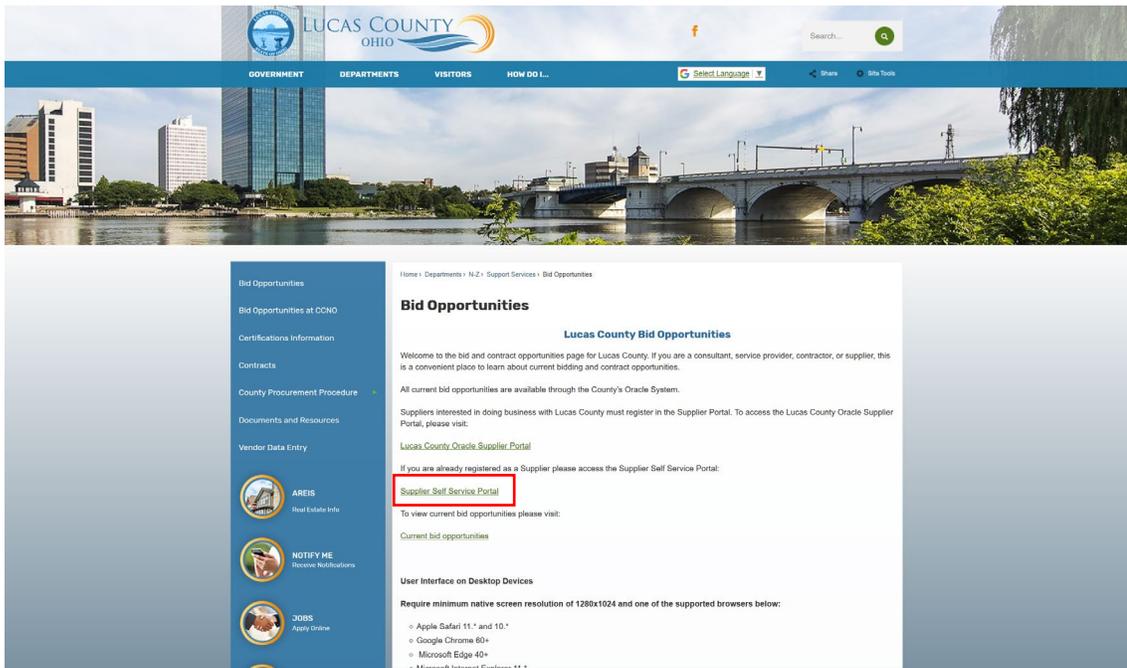
## Supplier Portal Login

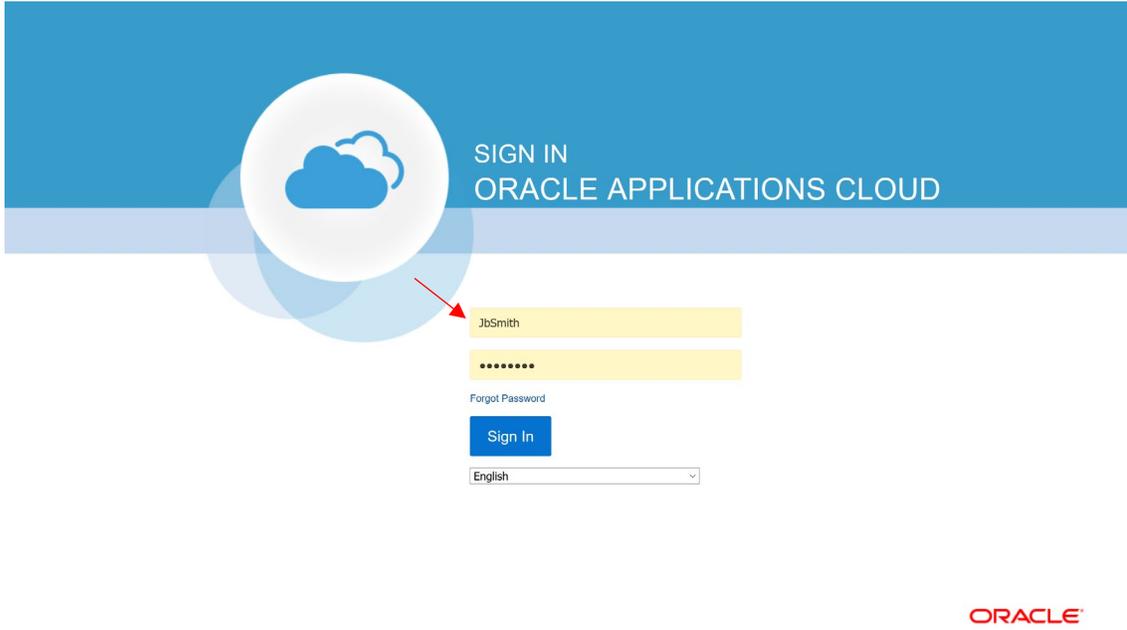
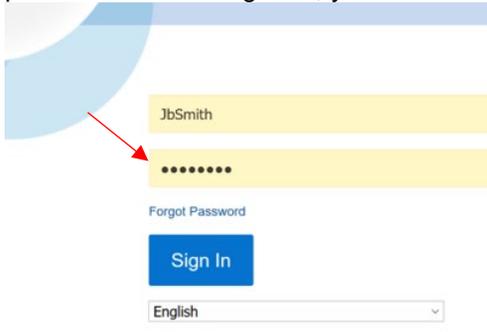
**Audience:** Supplier/Vendor

**Purpose:** The Supplier Portal page serves as the landing page for all **registered** Suppliers and provides quick access to tasks and reports relevant to you. The content that you can access in the Supplier Portal is controlled by your job role and your data access settings.

The Supplier Portal page includes an integrated search facility to locate particular orders, agreements, shipments all on a Tasks list from which to access all Supplier Portal tasks and reports, and a number of dynamically updated infolets. Infolets provide interactive graphic readouts of critical real time information, such as supplier transaction reports, for example.

This job aid will assist you with logging in as a registered Supplier.

Step	Action
1	<p>Launch the ERP application from the provided URL. Click the <b>Supplier Self Service Portal</b> link.</p>  <p>The screenshot shows the Lucas County Ohio website. The navigation bar includes 'GOVERNMENT', 'DEPARTMENTS', 'VISITORS', and 'HOW DO I...'. Below the navigation bar is a large banner image of a cityscape. On the left side, there is a vertical menu with various links. The main content area is titled 'Bid Opportunities' and contains text about the County's Oracle System. A red box highlights the 'Supplier Self Service Portal' link in the text.</p>
2	<p>Your User ID and password will be provided to you by the County. Enter your User ID in the <b>User ID</b> field.</p>

	
<p>3</p>	<p>Enter the password in the <b>Password</b> field. The password is masked as you enter it. If your password is ever forgotten, you can click the <b>Forgot Password</b> link for a resolution.</p> 
<p>4</p>	<p>Click the <b>Sign In</b> button.</p>