



24 October 2017

Countdown to the launch of Morrisons Supplier Portal

The launch of our new Supplier Portal is now just a few weeks away. As you are aware, suppliers will be on-boarded by category from the beginning of November on a weekly basis. The next steps are:

- You will receive an email notifying you one week prior to your go live date.
- A separate email will be sent out to individual users on your go live date. This email will be from Google and users will need to follow instructions to create a Google ID and password which will then give them access to the Supplier Portal.
- A final email on your go live date will confirm that your onboarding has been successful and that you are now live on the Supplier Portal. We will provide a link to the Supplier Portal in this email.

The development of the Supplier Portal is one of the most important improvements that we've been working on this year, so I would like to take this opportunity to say a sincere thank you for your support and involvement throughout this project. It was vital to us that our suppliers were fully involved with this project to ensure we provided the best solution for all.

Training and preparation for launch

Training will be in the form of a series of quick-reference guides and an online webinar session each week. Training dates and times will be sent to you as part of your notification of 'go live'. Training using the Quick Reference Guides can be accessed via the Supplier Portal at any point after initial login. This means that you can choose when to take the training. We will also have a support team available should you have any difficulties or queries (see below for contact information).

If you have not already done so, please let us have details of all users from your company who require access to the Portal so that we can create login details for them. You can let us have your users' details by [clicking here](#) or if you prefer, you can email your company, job title, name and email addresses to: supplierportal@morrisonspc.co.uk clearly stating in the subject line that it is for **access to the portal**.

Suppliers with Goods for Resale and Goods Not For Resale

If you are a supplier that supplies goods to both areas of the business, you will for now, only be able to see associated agreements for Goods For Resale on the Portal. On the Invoice Status Portal you will be able to view all invoices.

What happens next?

We will email you again a week before your onboarding date to confirm that your company's information is about to go live on the Supplier Portal. Once you have received this confirmation, you will be ready to use the Supplier Portal to create:

- A supply agreement
- Cost price changes requests
- Agreements to invoice deals
- A promotion agreement
- A promotion amendment

You will also be able to update your account details, giving you more control over the information we hold about you and the way we communicate with you.

Further information

As always, if you have any queries, please speak to your Buyer or a member of the Supplier Portal Team at supplierportal@morrisonspc.co.uk who will also be able to deal with any training queries. You can also look at our Supplier Portal FAQs online at: www.morrison-corporate.com/about-us/meet-our-buyers/.

Thank you once again for your support. I look forward to hearing your feedback on the Supplier Portal in due course!

Regards

Darren Blackhurst
Group Commercial Director