



12 September 2017

### **An update on the Morrisons Supplier Portal**

When we wrote to you at the beginning of August to tell you about the launch of the Morrisons Supplier Portal we promised to keep you up to date with our progress.

We're making big strides towards the Autumn launch and as promised we'll fully support you throughout however there are a few things we'll need you to do in preparation:

- **Preparation for Portal access / login details** We will need you to nominate one person to collate all users from your company that require access to the Portal. We will then create login details for all of your users closer to the launch. Please follow the link to capture your nominated users details by clicking here: <https://goo.gl/forms/jrWEqhk6PfMY11U43> Should you have any issues populating the form, please send your list of users email address, company, job title, full name and email addresses to: [supplierportal@morrisonspc.co.uk](mailto:supplierportal@morrisonspc.co.uk) clearly stating in the subject line that it is for **Access to the Portal**
- **Updating your team** Please make sure everyone in your company who deals with Morrisons knows about the Portal so they are aware of the changes. In addition please let us know if updates regarding the Supplier Portal aren't going to the right person by emailing us at the above email address.
- **Training** We are really keen to make sure you get the most out of the Portal so we will be offering a number of online training courses and 'how to' guides. Training will be available from November so please do your best to go through the online training on the new Supplier Portal. We've done these online so you can fit them in whenever it suits.

The Supplier Portal will provide a fully accessible, completely transparent hub for all communications relating to supplier agreements between you and us. Suppliers will be onboarded by category and once you are up and running we can use the portal to create:

- Supply agreement
- Cost price changes request
- Agreements to invoice deals
- Promotion agreement
- Promotion Amendment
- New line Form

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.

## **What happens next?**

We are excited to announce that our new Supplier Portal launches in Autumn 2017. It's an online hub for all our supply agreements which allows us to simplify and speed up the way we work with our suppliers. This is part of our commitment to buy and sell simply.

We will contact you again in October to let you know when you will be able to access the Portal and online training material. The launch of the Supplier Portal will improve the way we work together and will lead to efficiencies for everyone. We're excited about the change and we'll continue to work closely with you to make sure the transition is as smooth as possible.

You can look at our Supplier Portal FAQs online at: [www.morrisons-corporate.com/about-us/meet-our-buyers/](http://www.morrisons-corporate.com/about-us/meet-our-buyers/), or alternatively speak to your Buyer or a member of the Supplier Portal Team at [supplierportal@morrisonsplc.co.uk](mailto:supplierportal@morrisonsplc.co.uk)

Regards

**Darren Blackhurst**  
Group Commercial Director