



8th August 2017

### **Launching a Morrisons Supplier Portal**

As you know, we are committed to buying and selling simply as a business and after listening to your comments in our last Supplier Survey, we have been working incredibly hard to improve the way we engage with our suppliers.

One of the most important improvements that we have been working on is our new Supplier Portal. This launches in Autumn 2017 and will provide a more efficient way of working for our suppliers and Morrisons. We would like you to move on to our new Supplier Portal in a phased rollout. You will be fully supported throughout the changeover by our experienced team. The team will write to you with precise details a little closer to go live.

### **What are the benefits?**

The Supplier Portal provides a central and completely transparent hub for all our supply agreements.

The benefits are:

- All information relating to you and your supply agreements with us will be stored in full in a central, secure location.
- Both parties will have online access to the same information at the same time.
- Time-saving and efficiency improvements due to the automation of: information flow; handover; delivery; approvals; reminders; and filing and retrieval.
- The ability to access all information relevant to your supply agreements, including: our framework supply agreements, new lines, promotions, cost price changes and agreements to invoice.
- The flow of data will be streamlined and you will quickly see efficiencies in terms of workflow.
- The ability to view the status of your invoices online.

### **What happens next?**

We will keep in touch with you in the lead up to the launch and will ensure you know the relevant training opportunities and key dates. We will also ensure you have all the information you need before the portal launches.

### **Keeping in touch**

If there is anyone else in your company who needs to receive updates about the Supplier Portal, please let us know. All you need to do is send an email to [supplierportal.training@morrisonspc.co.uk](mailto:supplierportal.training@morrisonspc.co.uk) with Supplier Portal Updates in the subject line and details of the person's name, job title, company and contact email address in the body of the email.

The Supplier Portal is a huge step forward. We're very excited about the launch as it will undoubtedly simplify the way we work together. We are mindful that it may require a change in process so please be assured that the Morrisons team will be there at every step of the way, helping you through the transition. If you have any questions please take a look at the Supplier Portal FAQs online at <https://www.morrisonscorporate.com/about-us/meet-our-buyers/> otherwise please do not hesitate to contact your Buyer or a member of the Supplier Portal Team on [supplierportal.training@morrisonspc.co.uk](mailto:supplierportal.training@morrisonspc.co.uk)

Regards

A handwritten signature in black ink, appearing to read 'Darren Blackhurst', written over a light grey background.

**Darren Blackhurst**  
Group Commercial Director