



Morrisons Supplier Portal - FAQs for Suppliers

We want to make sure that you have all the information you need in the lead up to the supplier portal launch later this year. We've pulled together a list of questions and answers to help you familiarise yourself with the Portal. So, we'll continue to add more FAQs as we get closer to our 'go live' date.

1. What is the Morrisons Supplier Portal?

The Morrisons Supplier Portal is a really easy way to work with Morrisons. It provides a central hub where all communications relating to supply agreements between Morrisons and a supplier will be stored.

The web-based portal will provide a more efficient way of working for suppliers and for Morrisons, streamlining processes and data flow, and will provide direct access to information on agreements and status of invoices. All parties will have access to the same information at the same time.

2. When will the Supplier Portal be launched?

The Supplier Portal will go live on 31st October 2017 and suppliers will move over to the portal on a phased approach from then onwards. You will need to undertake some training (dates will be confirmed with you nearer to the launch date), after which you will be sent a date for moving over onto the portal.

3. How do I access the Supplier Portal?

You can access the portal using any modern internet browser. You just need the web address (URL) and your login information, all of which will be given to you nearer to the launch date.

4. Will the Supplier Portal be accessible 24 hours a day?

Yes, as it is web-based you will be able to access it at any time.

5. Do we need any specific software to be able to access the Supplier Portal?

No, you don't need any specific software. The portal is web-based, so everything is online.

6. Will I receive training on the Supplier Portal?

Training will start in October and will be rolled out via a phased approach in line with supplier onboarding. We will be in touch nearer to the launch date with further information about training.

7. Is there a limit to how many people in my company can have access to the Supplier Portal?

No. Any colleagues within your organisation who work with Morrisons can have access to the portal.

8. Is there a cost associated with using the Supplier Portal?

No. The Supplier Portal has been developed to help improve the way we work with you – there are no associated costs to our suppliers.

9. I still have questions, who should I contact?

We will be in touch with you regularly in the run up to the launch date and will provide further information about training, access and 'go live' procedures in due course. If you still have any questions that haven't been answered in this FAQ document, please do not hesitate to contact your Buyer or a member of the Supplier Portal Team on supplierportal.training@morrisonspc.co.uk.

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