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PARTNERSHIP

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Administrator Guide

A Guide to Logging on, Creating users and
Password Resets

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Introduction

What is JLP iSupplier?

- JLP iSupplier holds all supplier communication through a secure internet-based portal.
- It is a standard Oracle Financials Product and is offered to JLP suppliers free of charge.
- As a supplier, you will have a local iSupplier Administrator who will have the authority to grant additional logins and passwords, as required. This could be limited to a handful of individuals in your Accounts Department, or extended to include individuals in your Sales Department - the choice is yours.

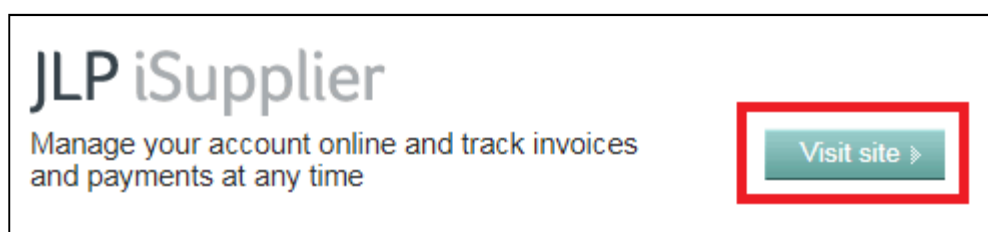
What should you use JLP iSupplier for?

- By using JLP iSupplier, you are able to access the latest account information. This includes:
 - Invoice status.
 - Purchase Orders raised for your organisation.
 - Status of any payments.
- JLP iSupplier enables you to obtain up to date information relating to your account at any time.
- JLP iSupplier also enables you to enter invoices directly into the JLP Financial System. As soon as the invoice is entered, you can track the invoice through its life cycle, from processing to payment.
- Using JLP iSupplier reduces the risk of invoices getting lost in the post or being sent to the wrong address.

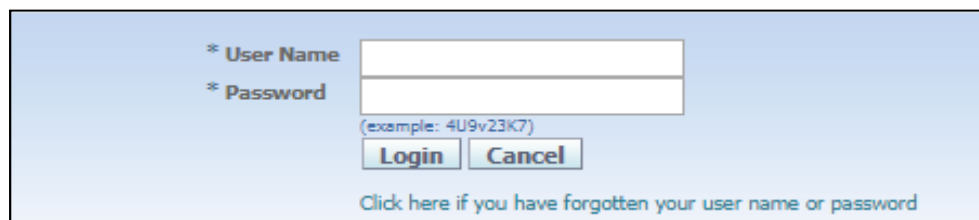
Logging into JLP iSupplier

How do you access and login to JLP iSupplier?

- To access the John Lewis Partnership's Supplier Web Portal please visit: www.jlpsuppliers.com
- To access JLP iSupplier



- Click Visit Site in the JLP iSupplier section.
- Click Log in on the Welcome Page.



- Enter your User Name* and Password.
- Click Login.

*Your User Name will be the email address you used to register with JLP iSupplier.

Creating new iSupplier Users

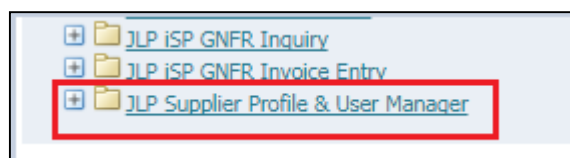
What are JLP iSupplier Users?

- Each organisation registered to use JLP iSupplier is required to nominate an 'Administrator' who will have access to create, amend or delete additional JLP iSupplier Users.
- All Users will have the same access rights as the Administrator, but are not able to add any additional JLP iSupplier Users.

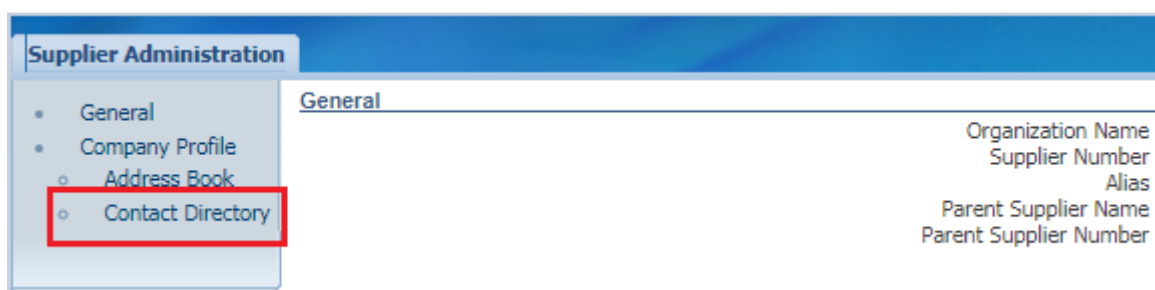
KEY NOTE: It is the responsibility of your organisation's JLP iSupplier Administrator to maintain your JLP iSupplier User base. Please ensure any JLP iSupplier Users who leave your organisation have their access removed.

How do you set up a new iSupplier User?

- From the Home Page, Click on JLP iSupplier Profile and User Manager.



- Click on Contact Directory.



- To create a new JLP iSupplier User click Create.



- On the Create Contact screen, the mandatory fields are marked with an * however, Administrators should enter as many details as possible.

 A screenshot of the 'Create Contact' form. The form is divided into three main sections:

- Create Contact:** Contains various input fields. Mandatory fields are marked with an asterisk (*): 'Last Name', 'Email Address', and 'Url'. Other fields include 'Contact Title', 'First Name', 'Middle Name', 'Alternate Name', 'Job Title', 'Department', 'Phone Area Code', 'Phone Number', 'Phone Extension', 'Alternate Phone Area Code', 'Alternate Phone Number', 'Fax Area Code', and 'Fax Number'. There are 'Cancel' and 'Apply' buttons at the top right.
- User Account:** Contains two mandatory fields: '* Supplier Name' (with a magnifying glass icon) and '* Username'.
- Responsibilities:** Contains a table with checkboxes for selecting responsibilities. The table has two columns: 'Select Responsibility' and 'Application'.

Select Responsibility	Application
<input type="checkbox"/> JLP ISP GFR Invoice Entry	iSupplier Portal
<input type="checkbox"/> JLP ISP GNFR Invoice Entry	iSupplier Portal
<input type="checkbox"/> JLP ISP GFR Inquiry	iSupplier Portal
<input type="checkbox"/> JLP ISP GNFR Inquiry	iSupplier Portal

 There are 'Cancel' and 'Apply' buttons at the bottom right of the form.

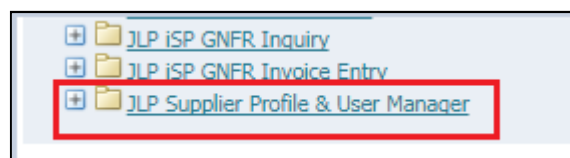
- In the User Account section enter...
 - **Supplier Name** - Name of your organisation (can be selected via the magnifying glass)
 - **Username** - The email address of the JLP iSupplier User you are setting up (this field will be pre-populated from the email address entered previously)
 - **Responsibilities** - Tick the relevant boxes to select the User Responsibilities. The general guidance is to allocate Users with the same responsibilities as the Administrator (with the exception of 'JLP iSupplier Profile & User Manager').

What are the responsibilities and what do they mean?



- Within JLP iSupplier, there are a number of responsibilities each of which grants different access. The responsibilities are:
 - **JLP iSP GNFR Invoice Entry** - For use by GNFR Suppliers who are processing their invoices through JLP iSupplier
 - **JLP iSP GNFR Inquiry** - For use by GNFR Suppliers who are using JLP iSupplier as a query tool
 - **JLP iSP GFR Invoice Entry** - For use by GFR Suppliers who are processing their invoices through JLP iSupplier
 - **JLP iSP GFR Inquiry** - For use by GNFR Suppliers who are using JLP iSupplier as a query tool
 - **JLP iSupplier Profile & User Manager** - This responsibility will be allocated to each JLP iSupplier Local Administrator (Administrators will not be able to allocate this responsibility to JLP iSupplier Users).

How do you deactivate a JLP iSupplier User responsibility?

- From the Home Page, click on JLP iSupplier Profile and User Manager.

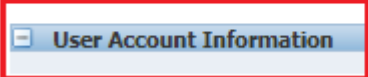


- Click on Contact Directory.
- Click on Update next to the User you wish to change access.

Status	User Account	Local Admin	Addresses	Update
Current	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

- Click on the User Account Information.

Contact Title	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last Name	Mr John Lewis
Alternate Name	<input type="text"/>
Job Title	REM
Department	<input type="text"/>
* Email Address	John@Johnlewis.co.uk
Url	<input type="text"/>



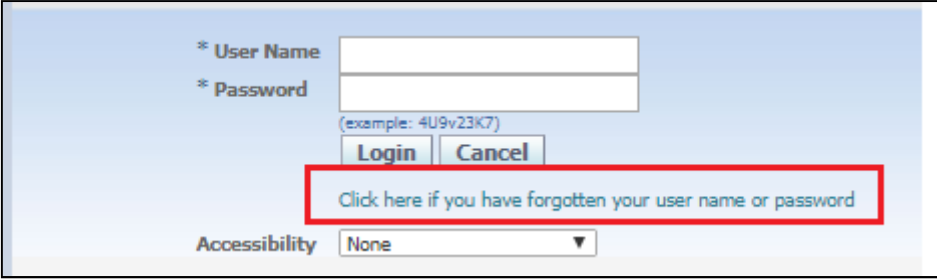
- Un-tick the box to remove the access for the User.

Responsibilities	
Select All	Select None
Select Responsibility	
<input checked="" type="checkbox"/>	JLP ISP GFR Invoice Entry
<input checked="" type="checkbox"/>	JLP ISP GNFR Invoice Entry
<input checked="" type="checkbox"/>	JLP ISP GFR Inquiry
<input checked="" type="checkbox"/>	JLP ISP GNFR Inquiry

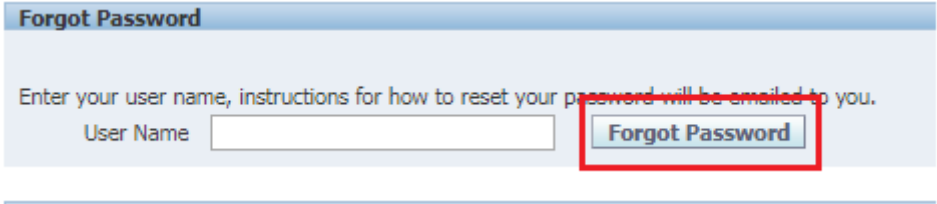
- Click 'Apply'.

How do you request a new password?

- JLP iSupplier allows Users to manage their User password locally without any requirement to contact the John Lewis Partnership or IT help Desk.
- If you are unable to recall your password...



- Click on the Forgotten your username or password?



- Enter your User Name
- Click Forgot Password
- You will then be sent an email with a new password. Once you've received the password, please change it immediately.

KEY NOTE: JLP iSupplier will prompt you to enter a new, easier to remember password.

What happens if you continue to enter the wrong password details?

- If a JLP iSupplier User enters an incorrect User name and password combination more than three times, your account will be revoked and your JLP iSupplier Administrator (the individual within your organisation who created your account), will need to unlock your account.
- JLP iSupplier Administrators who enter incorrect User name and password combinations more than three times should E-mail financialprocessing@johnlewis.co.uk to have their account unlocked.