



SUPPLIER REGISTRATION

Changing Your Temporary Password

Abstract

This job aide will show you how to change your temporary password.

PPL Supplier Enablement Team
[Email address]

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Overview

Infor serves as the modern solution for work management, contract, and invoice processing. This document is intended to provide you with a step-by-step guidance on how update an existing Supplier registration.

By reading this document at its entirety you will be able to:

- Update an Existing Supplier Registration Password

Steps to Take if the Password was in Your Invitation Email

1. Click on URL provided in Supplier Registration Email Invite.
2. Note your login and password.
3. Click Sign In on the bottom left menu.
4. Enter the Username mentioned in the email Invite.
5. Enter the Password mentioned in the email Invite.
6. Click **Sign In** at the top of the side menu.
Note: If the side menu is not visible, click the Toggle menu.
7. Click on **Settings** icon at the top of the Menu Bar.
8. Click **Change Password**.
9. Enter password from email invite in the **Current Password** field.
Use the following criteria:
 - At least 8 characters in length
 - Contain 3 of following:
 - Upper case letters
 - Lower case letters
 - Numbers
 - Special Characters
 - Does not contain any part of your login ID
 - Must be different than previous passwords
10. Enter new password in the **New Password** field.
11. Re-enter password in the **Confirm New Password** field.
12. Click **Submit**.

If you are asked to login again:

1. Click on the URL provided in the Supplier Registration.
2. Enter the Username mentioned in the email Invite.
3. Enter the new password in field.
4. Click **Sign In**.

Steps to Take if the Password was Sent in a Separate Email

1. Read the Supplier Registration Email Invite.
2. Wait for “Your supplier Portal password has been reset” email.
3. Once received, note your login and temporary password.
4. Click on the URL provided in the Supplier Registration Email Invite.
5. Click **Sign In**.
6. Enter the Username mentioned in the email Invite.
7. Enter your temporary Password.
8. Click **Sign In**.
9. Enter password from email invite in the **Current Password** field:
Use the following criteria:
 - At least 8 characters in length
 - Contain 3 of following:
 - Upper case letters
 - Lower case letters
 - Numbers
 - Special Characters
 - Does not contain any part of your login ID
 - Must be different than previous passwords
10. Enter new password in the **New Password** field.
11. Re-enter password in the **Confirm New Password** field.
12. Click **Submit**.

If it asks you to login again.

1. Click on the URL provided in the Supplier Registration Email Invite.
2. Enter your Username mentioned in the email Invite.
3. Enter your New Password in field.
4. Click **Sign In**.