

# SUPPLIER PORTAL

## How to request and manage access July 2014

### Getting Registered

- Contact your GMR representative they will send you the link to register where you'll need to complete the steps below.
- On the Existing Suppliers page fill in all required fields (\*) and be sure to check the **Terms and Conditions** box at the bottom of the screen before submitting.

GMR

HOME

FAQ

CONTACT US

### Existing Suppliers

Are you an existing GMR supplier? Please fill out the following form to gain access to:

- Upload your invoices directly into the GMR system
- View real-time status of when your invoices will be paid

#### COMPANY INFORMATION

Company:*	<input type="text"/>
Address:*	<input type="text"/>
City:*	<input type="text"/>
State/Prov:*	<input type="text"/>
Zip/Postal:*	<input type="text"/>
Country:*	<input type="text"/>
Phone:*	<input type="text"/>
EIN/BN:*	<input type="text"/>

#### ACCOUNT INFORMATION

First name:*	<input type="text"/>
Last name:*	<input type="text"/>
Title:*	<input type="text"/>
Email:*	<input type="text"/>
Phone:*	<input type="text"/>

#### CREATE YOUR LOGIN

Email:*	<input type="text"/>
Password:*	<input type="text"/>
Confirm password:*	<input type="text"/>

#### TERMS AND CONDITIONS

By clicking, I agree to the [terms and conditions](#).

SUBMIT ACCESS REQUEST

## Submit Profile

- An email will be sent to validate your account.
- Click on the link within the email to validate
- Please wait up to 48 hours for your account to be activated
- Once we finish processing your account, we will send you a notification email letting you know that your account is activated and ready for use

## Log In to the Portal

- Enter your Email Address
- Enter your Password
- Click the LOG IN button

The screenshot shows the GMR Supplier Portal login interface. At the top left is the GMR logo. On the right side of the header are links for HOME, FAQ, and CONTACT US. Below the header, the text reads "GMR Supplier Portal" and "Welcome to the GMR Marketing supplier portal." The login form consists of two input fields: "Email:\*" and "Password:\*". Below the email field is a "Remember me?" checkbox. Below the password field is a "Forgot your password?" link. To the right of the password field is a "LOG IN" button. Below the login form is a section titled "BECOME A SUPPLIER" with a sub-heading "BECOME A SUPPLIER" and a paragraph: "Is your business looking to become a supplier to GMR Marketing? Please fill out the new supplier request form." Below this text is an "APPLY TODAY" button. At the bottom of the page, there is a dark grey footer containing the text "PRIVACY POLICY" on the left, "© 2016 GMR Marketing" in the center, and social media icons for Facebook, Twitter, and LinkedIn on the right.

- First time you log in you'll be required to fill in the Security Questions form

## Security Questions

Please set your personalized security questions.

Question 1:\*

Question 2:\*

Question 3:\*

SAVE

### Why do we ask for these security questions?

Challenge questions help prevent unauthorized people from obtaining access to your Supplier Portal account. Even if someone has stolen your Username and Password, they won't know the answers to your secret questions. And if someone signs in from a computer that we don't recognize (for example, if you sign in from a public library), we'll ask you a challenge question to verify that it's really you.

## Links

- Pages include
  - [Invoices](#)
  - [FAQ](#)
  - [Support](#)
  - [Admin](#)

## INVOICES

- **Submit Invoice**
  - Click on the **Click here to Submit Invoice** button

## Invoice Status

The invoice was successfully uploaded.

[CLICK HERE TO SUBMIT AN INVOICE](#)

Invoice	Status	Amount	Date	Estimated / Actual Pay Date
Company Name: InnerWorkings, Inc.- USA				
2131	Submitted	2121	06-10-2016	

25 items per page

### STATUS LEGEND

**Submitted**  
• Submitted for review

**Processed**  
• Scheduled to be paid

**Paid**  
• Invoice has been paid

- Enter Invoice number
- Select Invoice date
- Enter Invoice amount
- Upload file (Must be PDF)
  - Click **Browse** button
  - Locate file
- Click **Submit Invoice** button at bottom of screen

### Submit An Invoice

#### INVOICE INFORMATION

Invoice number:\*

Invoice date:\*

Invoice amount:\*

Company name:\*

#### PURCHASE ORDER

Please select a purchase order from the following list:

Upload Invoice (Required):\*  
 No file chosen

#### HELP TOPICS

Can I submit an invoice without a purchase order?  
Why is a document is required?

## FAQ

- Find answers to the most frequently answered questions

## SUPPORT

- Fill out this form. The internet is fast, so as long as you use that handy drop-down, your message will go straight to the right people.

## ADMIN

- **User Management** - Add new user to your account

ERNESTO DI LUCCIA  
GMR MARKETING  
LOG OFF

GMR INVOICES FAQ SUPPORT ADMIN

User Management

Modify, add, or remove users

+ Add new user

First name	Last name	Email	Security Role	Actions
Ernesto	Di Luccia	ediluccia@gmrmarketing.com	Administrator	Reset Password Edit

1 - 1 of 1 items

HELP TOPICS  
Can anyone add a user?

- Click **Add new user**
- Enter First name, Last name, Email, Phone and Select a role
  - **ADMIN** – can add and change users, company information and submit an invoice and submit a support request
  - **SUBMITTER** - can submit/check invoice and submit a support request
  - **READ ONLY** – can view invoice status and submit a support request
- Click **Update**, an email will be sent to the user email address with a temporary password and a link where they can confirm the account

The screenshot displays the GMR User Management interface. At the top, the GMR logo is on the left, and navigation links for INVOICES, FAQ, SUPPORT, ADMIN, and LOG OFF are on the right. The user's name, ERNESTO DI LUCCIA, and GMR MARKETING are also visible. The main heading is 'User Management' with the subtitle 'Modify, add, or remove users'. A sidebar on the left contains 'User Management: Information Change' and a 'User guide' link. The main content area features a table with columns for First name, Last name, Email, Security Role, and Actions. A modal window titled 'Edit' is open, showing input fields for First name, Last name, Email, and Phone, and a dropdown menu for Role (currently set to Submitter). The modal has 'Update' and 'Cancel' buttons at the bottom.

- **Information Change** - Update your Company and Admin User Information from this page
  - Be sure to click the **Save** button when finished

## Update Company Information

User Management Information Change	EIN / BN: 123124124
User guide	Company name:* GMR Marketing
	Address:* 5000 Towne Dr.
	City:* New Berlin
	State/Prov.* WI
	Country:* United States
	Zip/Postal:* 53151
	Phone:* 2627865931
	First name:* Ernesto
	Last name:* Di Luccia
	Title:* BA
	Email:* ediluccia@gmrmarketing.com

## HELP TOPICS

[Can anyone add a user?](#)[SAVE](#)

- **HELP TOPICS** - Invoices and Admin have a Help Topic Box that displays page related to help
  - Click on the question and another window will open
  - Also available throughout the portal is an **USER GUIDE** that is downloadable.