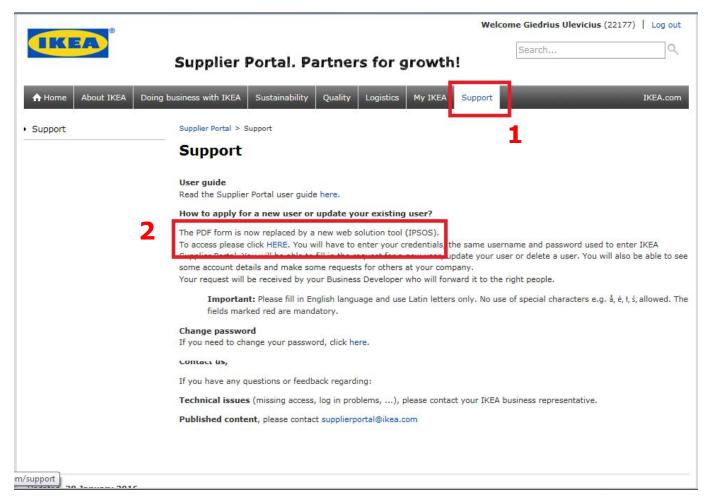
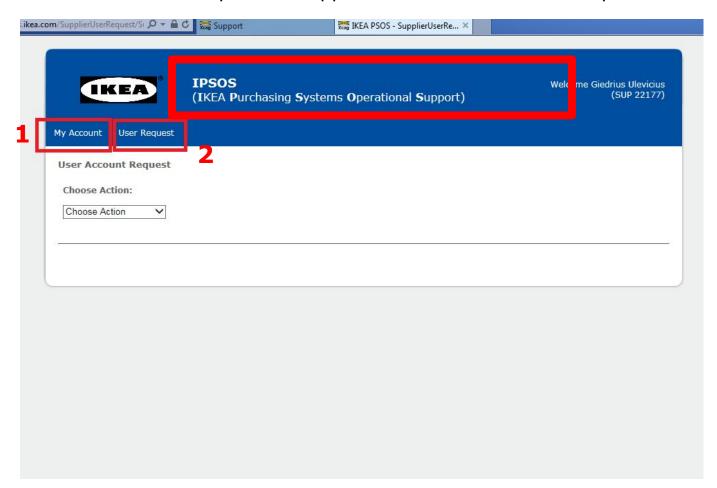
### **Supplier Portal, IPSOS**

- 1. Open 'Support' tab
- 2. To access to IPSOS click 'HERE'



# **Supplier Portal, IPSOS - My Account**

- To see your Account details click on 'My Account'
- 2. To make a request to Supplier Portal click on 'User Request'



## **Supplier Portal, IPSOS - My Account**

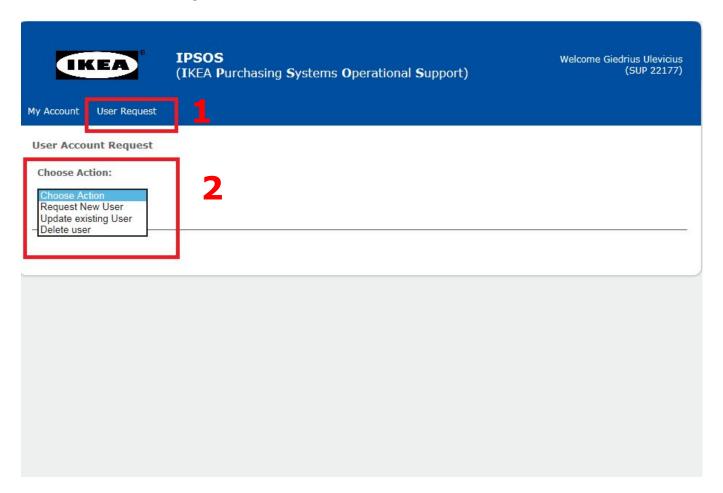
#### In 'My Account' you can see:

- 1. Your personal data, Supplier Company name and No
- 2. Expiration date of your Account and Password
- 3. Applications which you have access to
- 4. Your IKEA Contact Person



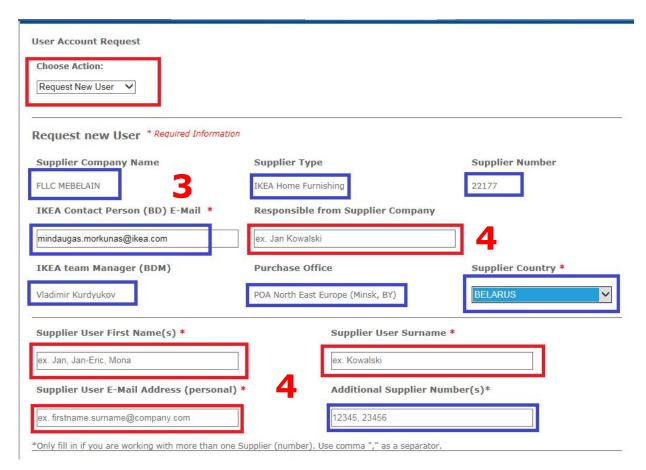
#### To apply for access to Supplier Portal for a new user

- 1. Click on 'User Request'
- 2. Choose **Request New User**



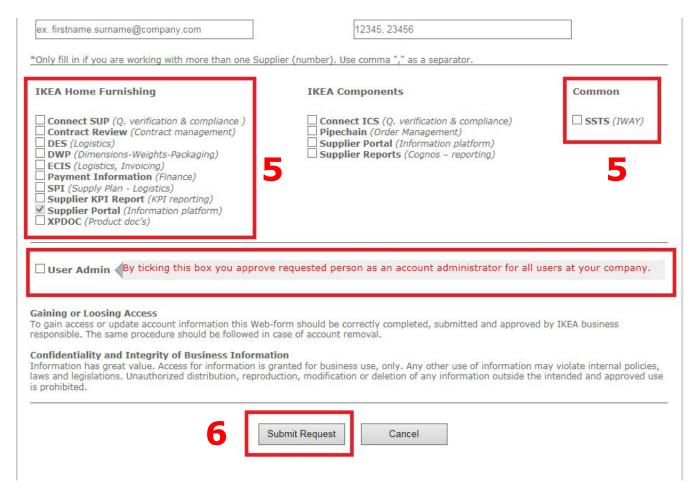
#### To apply for access to Supplier Portal for a new user

- 3. Fields in **BLUE** are filled in automatically
- 4. Fill in fields in RED
- ✓ 'Responsible from Supplier Company' name of a person who signs contract.



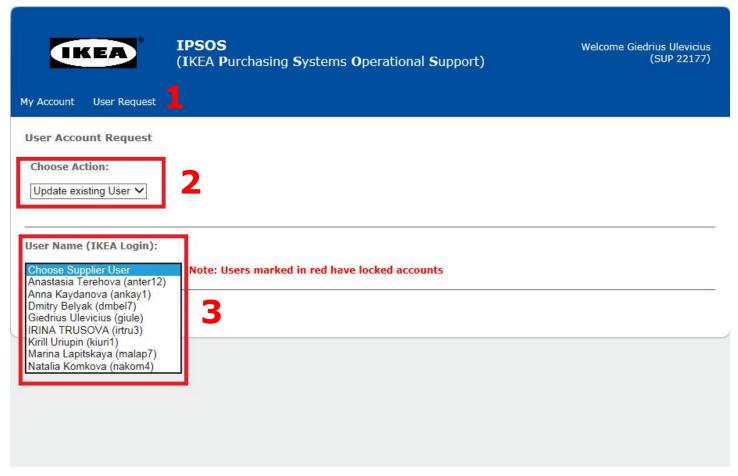
#### To apply for access to Supplier Portal for a new user

- 5. Tick the Applications which you need access to
- 6. Click 'Submit Request'



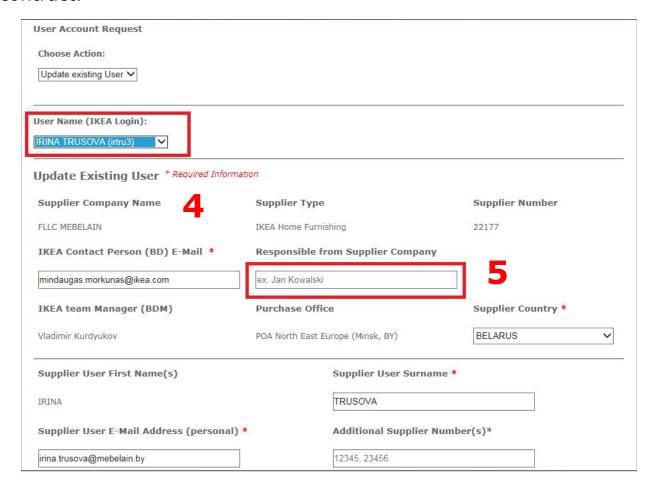
### To apply for access to additional Applications for existing user

- Click on 'User Request'
- Choose Update existing User from 'Choose Action'
- Choose user name from drop down menu in 'User Name (IKEA Login)'



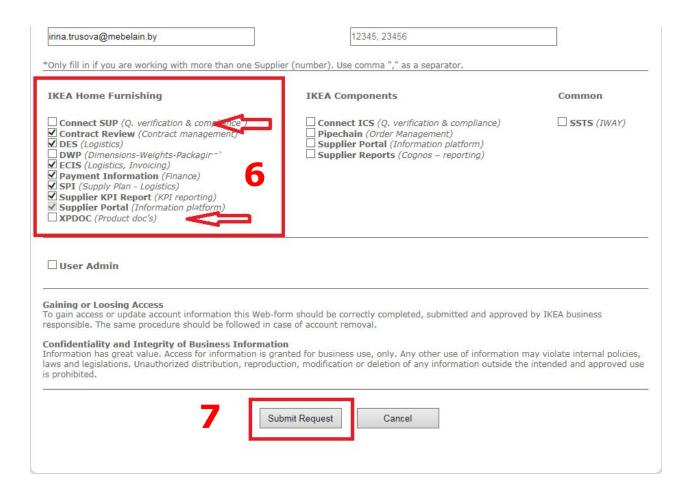
#### To apply for access to additional Applications for existing user

- 4. User Account details are filled in automatically
- 5. Fill in 'Responsible from Supplier Company' name of a person who signs contract.



#### To apply for access to additional Applications for existing user

- 6. Tick the Applications which you need access to
- 7. Click 'Submit Request'



To apply for access to additional Applications for existing user 8. Check and confirm your request.

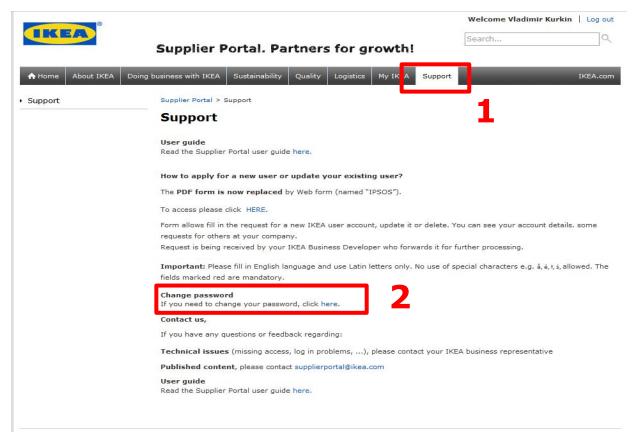
EA Home Furnis	hing	IKEA Components	Common
Contract Review ( DES (Logistics) DWP (Dimensions- ECIS (Logistics, Inc.		□ Connect ICS (Q. verification & compliance) □ Pipechain (Order Management) □ Supplier Portal (Information platform) □ Supplier Reports (Cognos – reporting)	☐ SSTS (IWAY)
Payment Informa SPI (Supply Plan -	Update request confirmation	n	×
Supplier KPI Rep Supplier Portal (1	Below properties has been cha	nged for user	
XPDOC (Product d	Name:	IRINA TRUSOVA	
User Admin	Following update(s) is about to be requested:		
	Added applications:	XPDOC, Connect SUP	
ning or Loosing A gain access or upda consible. The same		8 Yes	No EA business
ormation has great v		ion ranted for business use, only. Any other use of information action, modification or deletion of any information outside the	
	S	ubmit Request Cancel	

\* Your request will be sent with e-mail to your IKEA Contact Person for approval.

### **Supplier Portal – Change Password**

User password is valid 90 days. User can change password before it is locked.

- 1. Open 'Support' tab
- 2. To reset password click 'here' in the 'Change password' par.



Follow the instruction in the new popup window