

Supplier Portal, IPSOS

1. Open 'Support' tab
2. To access to IPSOS click '[HERE](#)'

The screenshot shows the IKEA Supplier Portal interface. At the top left is the IKEA logo. To the right, it says "Welcome Giedrius Ulevicius (22177) | Log out". Below this is a search bar. The main navigation bar contains several tabs: Home, About IKEA, Doing business with IKEA, Sustainability, Quality, Logistics, My IKEA, Support, and IKEA.com. The "Support" tab is highlighted with a red box and a red number "1". Below the navigation bar, the page title is "Supplier Portal. Partners for growth!". The main content area is titled "Support" and includes a "User guide" section. A red box highlights the "How to apply for a new user or update your existing user?" section, with a red number "2" next to it. This section contains text about a new web solution tool (IPSOS) and a link labeled "HERE". Below this is an "Important" note about language and characters. Further down are sections for "Change password", "CONTACT US", "Technical issues", and "Published content".

Supplier Portal > Support

Support

User guide
Read the Supplier Portal user guide [here](#).

How to apply for a new user or update your existing user?

The PDF form is now replaced by a new web solution tool (IPSOS). To access please click [HERE](#). You will have to enter your credentials the same username and password used to enter IKEA Supplier Portal. You will be able to fill in the request for a new user, update your user or delete a user. You will also be able to see some account details and make some requests for others at your company. Your request will be received by your Business Developer who will forward it to the right people.

Important: Please fill in English language and use Latin letters only. No use of special characters e.g. å, é, ð, ð, allowed. The fields marked red are mandatory.

Change password
If you need to change your password, click [here](#).

CONTACT US,

If you have any questions or feedback regarding:

Technical issues (missing access, log in problems, ...), please contact your IKEA business representative.

Published content, please contact supplierportal@ikea.com

Supplier Portal, IPSOS – My Account

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

The screenshot shows the IKEA Supplier Portal interface. At the top, there is a blue header bar containing the IKEA logo on the left, the text "IPSOS (IKEA Purchasing Systems Operational Support)" in the center, and a welcome message "Welcome Giedrius Ulevicius (SUP 22177)" on the right. Below the header, there are two buttons: "My Account" and "User Request". The "User Request" button is highlighted with a red box and a red number "2". The "My Account" button is also highlighted with a red box and a red number "1". Below the buttons, there is a section titled "User Account Request" with a "Choose Action:" label and a dropdown menu showing "Choose Action".

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

My Account User Request

My Account

Name	Giedrius Ulevicius
E-Mail:	giedrius.ulevicius@mebelain.by
User Name (IKEA Login):	giule
Supplier (Main):	22177 - FLLC MEBELAIN
IKEA Supplier Type:	IKEA Home Furnishing

Additional Supplier(s):

Granted Applications:	Connect SUP, Supplier Portal, XPDOC, Payment Information, Contract Review, SPI, Supplier KPI Report, DWP
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IKEA Contact Person:	Mindaugas Morkunas
IKEA Team Manager:	Vladimir Kurdyukov

Account Expiration:	March 25, 2017
Password Expiration:	April 28, 2016

Welcome Giedrius Ulevicius (SUP 22177)

Supplier Portal, IPSOS – User Request

To apply for access to Supplier Portal for a new user

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

The screenshot displays the Supplier Portal interface. At the top, the IKEA logo is on the left, followed by the text 'IPSOS (IKEA Purchasing Systems Operational Support)'. On the right, a welcome message reads 'Welcome Giedrius Ulevicius (SUP 22177)'. Below the header, there are two navigation links: 'My Account' and 'User Request'. The 'User Request' link is highlighted with a red box and a red number '1'. Underneath, the 'User Account Request' section is visible. It contains a 'Choose Action:' dropdown menu, which is also highlighted with a red box and a red number '2'. The dropdown menu lists four options: 'Choose Action', 'Request New User', 'Update existing User', and 'Delete user'. The 'Request New User' option is the one to be selected according to the instructions.

Supplier Portal, IPSOS – User Request

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.

User Account Request

Choose Action:
Request New User ▼

Request new User * Required Information

Supplier Company Name FLLC MEBELAIN 3	Supplier Type IKEA Home Furnishing	Supplier Number 22177
IKEA Contact Person (BD) E-Mail * mindaugas.morkunas@ikea.com	Responsible from Supplier Company ex. Jan Kowalski 4	
IKEA team Manager (BDM) Vladimir Kurdyukov	Purchase Office POA North East Europe (Minsk, BY)	Supplier Country * BELARUS ▼

Supplier User First Name(s) * ex. Jan, Jan-Eric, Mona	Supplier User Surname * ex. Kowalski
Supplier User E-Mail Address (personal) * ex. firstname.surname@company.com	Additional Supplier Number(s)* 12345, 23456

*Only fill in if you are working with more than one Supplier (number). Use comma "," as a separator.

Supplier Portal, IPSOS – User Request

To apply for access to Supplier Portal for a new user

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

ex. firstname.surname@company.com 12345, 23456

*Only fill in if you are working with more than one Supplier (number). Use comma "," as a separator.

IKEA Home Furnishing <ul style="list-style-type: none"><input type="checkbox"/> Connect SUP (Q. verification & compliance)<input type="checkbox"/> Contract Review (Contract management)<input type="checkbox"/> DES (Logistics)<input type="checkbox"/> DWP (Dimensions-Weights-Packaging)<input type="checkbox"/> ECIS (Logistics, Invoicing)<input type="checkbox"/> Payment Information (Finance)<input type="checkbox"/> SPI (Supply Plan - Logistics)<input type="checkbox"/> Supplier KPI Report (KPI reporting)<input checked="" type="checkbox"/> Supplier Portal (Information platform)<input type="checkbox"/> XPDOC (Product doc's)	5	IKEA Components <ul style="list-style-type: none"><input type="checkbox"/> Connect ICS (Q. verification & compliance)<input type="checkbox"/> Pipechain (Order Management)<input type="checkbox"/> Supplier Portal (Information platform)<input type="checkbox"/> Supplier Reports (Cognos – reporting)	Common <ul style="list-style-type: none"><input type="checkbox"/> SSTS (IWAY)
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User Admin ◀ By ticking this box you approve requested person as an account administrator for all users at your company.

Gaining or Loosing Access
To gain access or update account information this Web-form should be correctly completed, submitted and approved by IKEA business responsible. The same procedure should be followed in case of account removal.

Confidentiality and Integrity of Business Information
Information has great value. Access for information is granted for business use, only. Any other use of information may violate internal policies, laws and legislations. Unauthorized distribution, reproduction, modification or deletion of any information outside the intended and approved use is prohibited.

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Supplier Portal, IPSOS – User Request

To apply for access to additional Applications for existing user

1. Click on 'User Request'
2. Choose **Update existing User** from 'Choose Action'
3. Choose user name from drop down menu in 'User Name (IKEA Login)'

My Account User Request **1**

IPSOS
(IKEA Purchasing Systems Operational Support)

Welcome Giedrius Ulevicius
(SUP 22177)

User Account Request

Choose Action: **2**
Update existing User ▾

User Name (IKEA Login): **3**

Note: Users marked in red have locked accounts

Choose Supplier User
Anastasia Terehova (anter12)
Anna Kaydanova (ankay1)
Dmitry Belyak (dmbel7)
Giedrius Ulevicius (giule)
IRINA TRUSOVA (irtru3)
Kirill Uriupin (kiuri1)
Marina Lapitskaya (malap7)
Natalia Komkova (nakom4)

Supplier Portal, IPSOS – User Request

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.

User Account Request

Choose Action:
Update existing User ▼

User Name (IKEA Login):
IRINA TRUSOVA (intru3) ▼

Update Existing User * Required Information

Supplier Company Name 4	Supplier Type	Supplier Number
FLLC MEBELAIN	IKEA Home Furnishing	22177
IKEA Contact Person (BD) E-Mail *	Responsible from Supplier Company	5
mindaugas.morkunas@ikea.com	ex. Jan Kowalski	
IKEA team Manager (BDM)	Purchase Office	Supplier Country *
Vladimir Kurdyukov	POA North East Europe (Minsk, BY)	BELARUS ▼

Supplier User First Name(s)	Supplier User Surname *
IRINA	TRUSOVA
Supplier User E-Mail Address (personal) *	Additional Supplier Number(s)*
irina.trusova@mebelain.by	12345, 23456

Supplier Portal, IPSOS – User Request

To apply for access to additional Applications for existing user

6. Tick the Applications which you need access to

7. Click 'Submit Request'

*Only fill in if you are working with more than one Supplier (number). Use comma "," as a separator.

IKEA Home Furnishing	IKEA Components	Common
<input type="checkbox"/> Connect SUP (Q. verification & compliance)	<input type="checkbox"/> Connect ICS (Q. verification & compliance)	<input type="checkbox"/> SSTS (IWAY)
<input checked="" type="checkbox"/> Contract Review (Contract management)	<input type="checkbox"/> Pipechain (Order Management)	
<input checked="" type="checkbox"/> DES (Logistics)	<input type="checkbox"/> Supplier Portal (Information platform)	
<input type="checkbox"/> DWP (Dimensions-Weights-Packaging)	<input type="checkbox"/> Supplier Reports (Cognos – reporting)	
<input checked="" type="checkbox"/> ECIS (Logistics, Invoicing)		
<input checked="" type="checkbox"/> Payment Information (Finance)		
<input checked="" type="checkbox"/> SPI (Supply Plan - Logistics)		
<input checked="" type="checkbox"/> Supplier KPI Report (KPI reporting)		
<input checked="" type="checkbox"/> Supplier Portal (Information platform)		
<input type="checkbox"/> XPDOc (Product doc's)		

User Admin

Gaining or Losing Access
To gain access or update account information this Web-form should be correctly completed, submitted and approved by IKEA business responsible. The same procedure should be followed in case of account removal.

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Supplier Portal, IPSOS – User Request

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

*Only fill in if you are working with more than one Supplier (number). Use comma "," as a separator.

IKEA Home Furnishing	IKEA Components	Common
<input checked="" type="checkbox"/> Connect SUP (Q. verification & compliance) <input checked="" type="checkbox"/> Contract Review (Contract management) <input checked="" type="checkbox"/> DES (Logistics) <input type="checkbox"/> DWP (Dimensions-Weights-Packaging) <input checked="" type="checkbox"/> ECIS (Logistics, Invoicing) <input checked="" type="checkbox"/> Payment Informa <input checked="" type="checkbox"/> SPI (Supply Plan - <input checked="" type="checkbox"/> Supplier KPI Rep <input checked="" type="checkbox"/> Supplier Portal (I <input checked="" type="checkbox"/> XPDOC (Product d	<input type="checkbox"/> Connect ICS (Q. verification & compliance) <input type="checkbox"/> Pipechain (Order Management) <input type="checkbox"/> Supplier Portal (Information platform) <input type="checkbox"/> Supplier Reports (Cognos – reporting)	<input type="checkbox"/> SSTS (IWAY)
<input type="checkbox"/> User Admin		
Gaining or Loosing A To gain access or upda responsible. The same		EA business

Update request confirmation

Below properties has been changed for user

Name: IRINA TRUSOVA

Following update(s) is about to be requested:

Added applications: XPDOC, Connect SUP

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No

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* 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.

The screenshot shows the IKEA Supplier Portal interface. At the top right, it says "Welcome Vladimir Kurkin | Log out" and has a search bar. The navigation bar includes links for Home, About IKEA, Doing business with IKEA, Sustainability, Quality, Logistics, My IKEA, and Support. The Support tab is highlighted with a red box and a red "1". Below the navigation bar, the page title is "Support" and the breadcrumb is "Supplier Portal > Support". The main content area includes a "User guide" section, a "How to apply for a new user or update your existing user?" section, and a "Change password" section. The "Change password" link is highlighted with a red box and a red "2".

Follow the instruction in the new popup window