

## Overview

This topic is intended for vendors who have access to their purchase orders, receipts, and invoices created in the Materials Management *Supply Chain* application.

Topics below include how to log in, how to use the Materials Management menu and list navigation elements, and how to change your password.

## Log In to Supply Chain

The Administrator at the customer site that you are accessing will provide the following:

- The URL for accessing the application.
- A Customer ID.
- A User ID
- A Password.

1. Using Windows *Internet Explorer 8 or higher*, navigate to the URL. The login menu appears ([Figure 1](#)).
2. Enter the *Customer ID*, *User ID*, and *User Password* that you were provided.
3. Click **Sign In**.

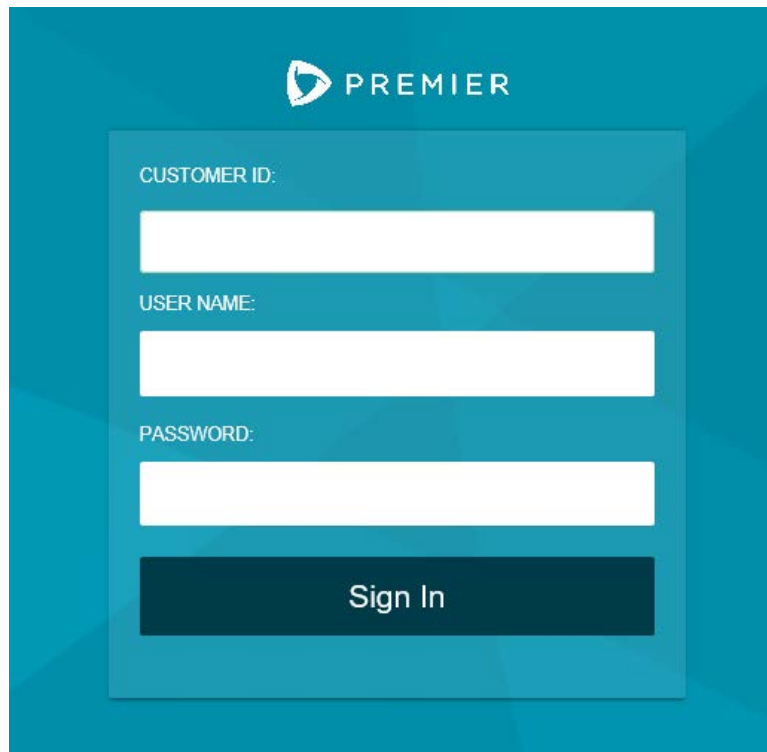
The image shows a login interface for 'PREMIER'. At the top center is the 'PREMIER' logo, which consists of a white play button icon inside a teal circle, followed by the word 'PREMIER' in white capital letters. Below the logo is a teal rectangular box containing three white input fields. The first field is labeled 'CUSTOMER ID:', the second 'USER NAME:', and the third 'PASSWORD:'. At the bottom of this teal box is a dark teal button with the text 'Sign In' in white.

Figure 1 - Logging In to Aperek Materials Management

The Materials Management menu appears, as in [Figure 2](#).

### The Menu

On the Menu ([Figure 2](#)), click the item that you wish to open.

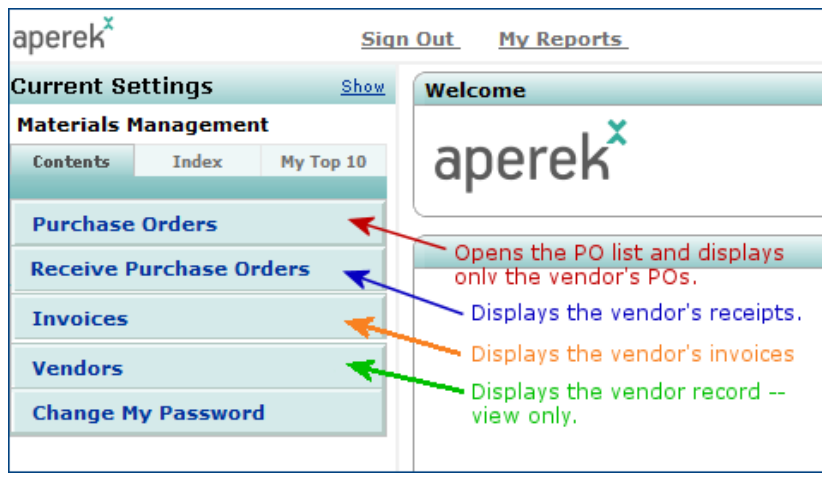


Figure 2 - The Materials Management Menu

For example, clicking **Purchase Orders** opens the list of your purchase orders ([Figure 3](#)).

### The List Tools

**Purchase Orders**  
(ordered by Create Date)

QuickReport (page) Spreadsheet

Position to Create Date [ ] Go Search Show All Hide Quick Filter

		Organization	PO No	Asset Location	Type	Reason Code	Vendor No	Vendor/Location	Buyer	Authorized Buyer	(descending) Create Date	Authorized Date	Status	Buyer
		{Org} ...												
	<a href="#">Print PO</a>	Menu	CHS	F1219	Main	Regular	787	ALTAIR MEDICAL TECHNOLOGIES/NORDEN		BrianC	1/23/2015 12:05:21 PM	1/23/2015	Authorized	Ye
	<a href="#">Print PO</a>	Menu	CHS	F1215	Main	Regular	787	ALTAIR MEDICAL TECHNOLOGIES/NORDEN		BrianC	1/23/2015 11:55:40 AM	1/23/2015	Authorized	Ye
	<a href="#">Print PO</a>	Menu	CHS	F1209	Main	Regular	787	ALTAIR MEDICAL TECHNOLOGIES/NORDEN		BrianC	1/23/2015 11:44:28 AM	1/23/2015	Authorized	Ye

Figure 3 - A Sample List of Purchase Orders for a Vendor

In [Figure 4](#), the numbered elements are tools that help you find a purchase order on the list. The list tools are standard, and appear on other panels that you can access from the main Materials Management menu: **Purchase Orders for Receiving**, **Vendors**, and **Invoices**.

**Purchase Orders**  
(ordered by Create Date)

QuickReport (page 4)  
Spreadsheet

Position to Create Date  Go Search **9** Show All Hide Quick Filter **10**

		Organization	<u>PO No</u> <b>5</b>	<u>Asset Location</u>	Type	Reason Code	Vendor No	Vendor/Location	Buyer	Authorized Buyer	<u>(descending) Create Date</u>	<u>Authorized Date</u>	Status	Buyer
<b>1</b>	<b>2</b>	<b>3</b> {Org} <b>4</b> ...												
<b>1</b>	<b>2</b>	<b>3</b>	F1219	Main	Regular		787	ALTAIR MEDICAL TECHNOLOGIES/NORDEN		BrianC	1/23/2015 12:05:21 PM	1/23/2015	Authorized	Ye
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Figure 4 - Tools on the Purchase Orders List

1. The **i** -- **inquiry** -- opens the purchase order for viewing.
2. Clicking the link **Print PO** routes the purchase order to a local printer.
3. Clicking **Menu** opens the actions menu for a PO. A sample is in [Figure 5](#).
4. The white boxes at the tops of columns are Quick Filters. To find a value in the column, and set the list to that row, enter the value. Then click **Go** or click the **Enter** key.
5. Any column header that is underlined can be used to sort the column in ascending or descending order. Click the underlined column header.
6. The three dots ... open a select list that you can use to find values. For example, clicking ... next to *Reason Code* opens a list of reasons for a PO. Select one to locate rows in the list with that *Reason Code*.
7. Clicking the down arrow opens a list of values. Select one to locate rows containing the value.
8. The *Position To* tool positions the list to the value that you enter in the box. Initially, *Position To* finds purchase orders for a selected create date.
  - Click the calendar icon to pick a date.
 When you sort any column, *Position To* sets itself to the column name.
9. **Search** opens a more detailed Search panel. You can enter values to search for in the list.
10. To narrow the size of the list horizontally, clicking **Hide Quick Filter** closes the white boxes in the columns. **Show Quick Filter** appears, and you can click it to get the filters back.

You can also highlight a row, as in [Figure 5](#).

- Clicking any row highlights the row in blue. Double-clicking any row opens a drop-down box of basic information for the PO.
- Click again to remove the blue color and close the box.

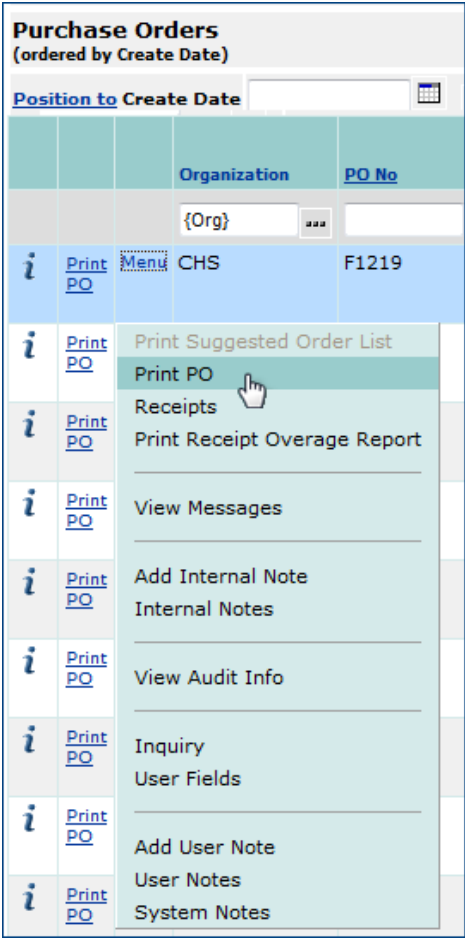


Figure 5 - The Actions Menu for the Purchase Order List

Changing Your Password

- On the Materials Management menu (Figure 2), click **Change My Password**.  
The **Change Password** panel appears (Figure 6).
- If the *Current Password* field is empty, enter your current password.
- Enter your new password in the *New Password* field.  
(**Note:** You must use at least 8 characters and you can use up to 15 characters. If you try to type 16 characters, a warning sounds.)
- Enter your new password again in the *Confirm New Password* field.

Change Password	
<b>General</b>	
User ID	VendorABC
User Name	Vendor Employee
Current Password	<input type="password"/>
New Password (Must be at least 8 characters long)	<input type="password"/>
Confirm New Password	<input type="password"/>

Password must be 8 to 15 characters long and contain characters from at least three of the following four categories:

- Uppercase letters (A-Z)
- Lowercase letters (a-z)
- Numbers (0-9)
- Non-alphanumeric characters, for example: !,\$,#,%

Figure 6 - The *Change Password* Panel with the Current Password Field

- Click **Submit**.

*Ellipse* confirms the password change. Sign out, and then sign back in to the system.

Be sure to use your new password the next time you log in.