

## User Guide – Supplier Portal

Service Central Knowledge Article 11224

Updated 11/07/23

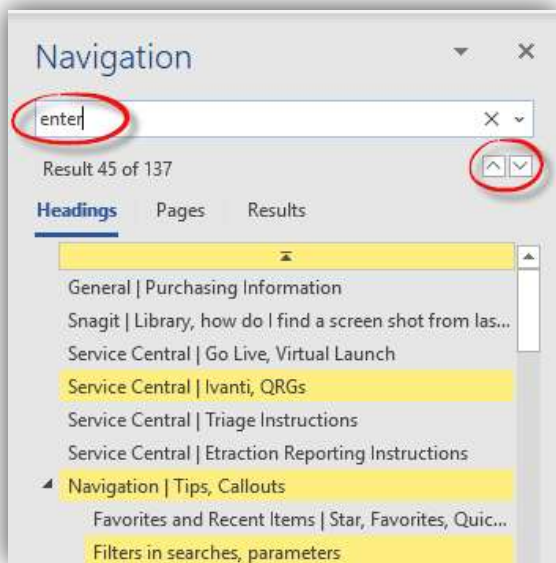
To optimize the view in document use the navigation panel view.

Select the view tab from the toolbar

In the “Show” section, check the Navigation Pane check box.



The headings throughout the document show on the left side of the screen. To search for a word or term, enter it in the white box. The ^v arrows just below the search bar allow you to quickly scroll through the results of your search.



## Important! Please Read

If you click the portal home button, it will kick you out of the supplier portal.

## Welcome Letter

### What is the supplier portal and what are the benefits?

The supplier portal is a browser-based platform that enables collaboration between your organization and Hormel Foods. The supplier portal will provide visibility into agreements, purchase orders, invoices, receipts, and real-time contact information. This system will provide you with the opportunity to manage your own change requests, advanced shipping notices, and profile.

### What do I need to know?

Logging in:

You will receive an e-mail with a link to create an account. Your login ID should appear in the "Name.Name" format and will be case sensitive. Please make sure that you bookmark the website after you log-in. Once your password has been set, login using your username and newly created password.

Our first ask of you is to review and update your existing contact information. Please make sure to assign a contact if you haven't done so already. You can add multiple contacts, and delegate roles to perform specific tasks for each supplier site. When adding contacts to the portal, it is important to note the system will default to one primary contact.

This packet contains all supporting material you will need to execute your tasks. Please refer to the table of contents above for the step-by-step process for the following tasks below:

- ☐ Submitting Supplier Registration Request
- ☐ Supplier Portal Roles
- ☐ Login and Navigation
- ☐ Updating Supplier Profile
- ☐ Addition of Contacts
- ☐ Acknowledge & Review Agreements and Purchase Orders
- ☐ Creating Purchase Order Change Request
- ☐ Responding to Sourcing Events or Negotiations
- ☐ Reviewing Invoice, Payment, and Receipt Information
- ☐ Completing Supplier Questionnaire

#### **E-mail notifications**

You should receive e-mail confirmations on any type of rejection or request for additional information from the company. You'll receive an email of approval once the supplier registration has been accepted.

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# Submitting Supplier Registration Request

## How to Submit a Supplier Registration Request

As a new supplier, you must register on Hormel's supplier portal. There are required items that must be provided, or the submission will be returned. Specifically, you will need to list a point of contact (first and last name) and attach a current W9. If you are eligible for other portions of the applications, you will also need to fully complete those as well (diversity classifications, quality assurance survey, risk documentation, etc). If you have certificates representing your diversity classification, please load.

This site will provide step-by-step instructions and process considerations to submit a supplier registration request. As a supplier, you may receive an email with a link to access the supplier registration portal. You can also find the link on Hormel Foods homepage.

There are eight phases within the registration process. Fill in the relevant and required details in each screen. Click **Next** to proceed to the next phase.

Click [here](#) for registration.

## Phase 1 | Company Details

Any field with an asterisk (\*) is a required field.

### Required

- Company
- Tax Organization Type
- Federal EIN document (preferred) W9, or Foreign Suppliers a W8BEN-E
- Contact Information (name and email)

### Requested

- DUNS Number
- Tax ID
- First and last name of your Hormel, Jennie-O, or Applegate contact

**Register Supplier: Company Details**

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number

\* Company: Wapsi Acre Farm

\* Tax Organization Type: Corporation

Supplier Type: Service

Corporate Web Site: www.waf.com

D-U-N-S Number: 788456123

Tax Country: United States

Taxpayer ID:

Tax Registration Number:

Note to Approver:

**Additional Information (Attach Federal EIN, Current W-9, or W-8BEN Form)**

\* Attachments (Upload Tax Documents Here): Wapsi Acre Farm EIN

Who are you working with at Hormel/Jennie-O/Applegate?: Cassandra Wynia

**Your Contact Information**

Enter the contact information for communications regarding this registration.

\* First Name: Wally

\* Last Name: Pinicon

\* Email: w.pinicon@gmail.com

\* Confirm Email: w.pinicon@gmail.com

## Phase 2 | Contacts

Click **+ Create** to add additional contacts.

Any field with an asterisk (\*) is a required field.

### Required

- First and Last Name
  - Do not insert a space following your first or last name. Your first and last names will generally create a user name in the format of First.Last.
- Email

### Requested

- Job Title
- Phone

If access to the portal should be granted, click **Create User Account**

**Create Contact**

Salutation ▼

\* First Name Summer

Middle Name

\* Last Name Flower

Job Title Director Customer Service

☐ Administrative contact

Phone 507 555 1234

Mobile ▼

Fax ▼

\* Email s.flower@gmail.com

☐ Create user account

**User Account**

Roles

Actions ▼ View ▼ Format ▼ ✕ 📄 Freeze 📄 Detach ↶ Wrap

Role	Description
No data to display.	

Create Another OK Cancel

Click **Create Another** if you desire to add additional contacts or click **OK**

Click **Next**

Company Details **2** Contacts 3 4 5 6 7 8  
 Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

**Register Supplier: Contacts** ?

Enter at least one contact.

Actions ▼ View ▼ Format ▼ + Create ✎ Edit ✕ Delete 📄 Freeze 📄 Detach ↶ Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Flower, Summer	Director Customer Service	s.flower@gmail.com	—	—	<span>✎</span>	<span>✕</span>
Pinicon, Wally		w.pinicon@gmail.com	✓	✓	<span>✎</span>	<span>✕</span>

Back **Next** Save for Later Register Cancel

## Phase 3 | Addresses

Click **+ Create**

Company Details 2 **3** 4 5 6 7 8  
 Company Details Contacts **Addresses** Business Classifications Bank Accounts Products and Services Questionnaire Review

**Register Supplier: Addresses**

Enter at least one address.

Actions ▼ View ▼ Format ▼ + Create ✎ Edit ✕ Delete 📄 Freeze 📄 Detach ↶ Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

**Required** - any field with an asterisk (\*) is a required field.

Please follow the below in order, contrary to how it's lined up on the screen.

- Address Name (please enter name of city)
- Country

- Address Line 1
  - Postal Code
- All city and county combinations will automatically populate for that street address.  
Select the correct combination  
Click **OK**

The screenshot shows the 'Create Address' form with several fields highlighted by yellow boxes: 'Address Name' (Austin Corp), 'Country' (United States), 'Address Line 1' (1 Homel Place), 'Postal Code' (55912), and 'City'. A modal window titled 'Search and Select: Postal Code' is open, showing a search bar with '55912' and a list of results: '55912, Austin, Mower, MN', '55912, Austin, Mower, Minnesota', '55912, Maplevue, Mower, MN', and '55912, Maplevue, Mower, Minnesota'. The modal has 'Search', 'Reset', 'OK', and 'Cancel' buttons.

- The remaining fields will populate with the selection
- Address Purpose

Requested (see second screen print)

- Associate a contact to this address. This is the individual who will receive information such as purchase orders and email correspondence.

The screenshot shows the 'Create Address' form with the following details:
 

- Address Name:** Farm
- Country:** United States
- Address Line 1:** 12345 Field Drive
- City:** Waterloo
- State:** IA
- Postal Code:** 50701
- County:** Black Hawk

 On the right, there are checkboxes for 'Address' (checked), 'Ordering' (checked), 'Purpose' (checked), 'Remit to' (checked), and 'RFQ or Bidding' (unchecked). Below these are fields for 'Phone', 'Fax', and 'Email'. At the bottom, there is a section for 'Address Contacts' with a table header: 'Name', 'Job Title', 'Email', 'Administrative Contact', and 'User Account'. The table currently shows 'No data to display.' and 'Columns Hidden 4'. At the bottom right, there are buttons for 'Create Another', 'OK', and 'Cancel'.

1. Click **Select and Add**
2. Select the contact for this address
3. Click **OK**



Create Address

\* Address Name Farm

\* Country United States

\* Address Line 1 12345 Field Dr

Address Line 2

Address Line 3

Address Line 4

\* City Waterloo

\* State IA

\* Postal Code 50701

\* County Black Hawk

\* Address ☒ Ordering

Purpose ☒ Remit to

☐ RFQ or Bidding

Select and Add: Contacts

Search

Name Job Title

Search Reset

View Format Wrap

Name	Job Title	Email	Phone
Flower, Summer	Director Custom...	s.flower@gmail...	+507 (555)1234
Pinicon, Wally		w.pinicon@gma...	

Rows Selected 1 Columns Hidden 1

Apply OK Cancel

Address Contacts

Select the contacts that are associated with this address

Actions View Format

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

Then click **Next**

Register Supplier: Addresses

Enter at least one address.

Actions View Format Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
Farm	12345 Field Drive, Waterloo, IA 50701, Black Hawk		Ordering, Remit to		

Back Next Save for Later Register Cancel

## Phase 4 | Business Classifications

Hormel Foods works to support small businesses of diverse ownership, meaning minority, women, veteran, service-disabled veteran, disadvantaged, HUB zone, and LGBTQ. For more information on business classifications, please click [here](#).

- If you do not qualify for any business classifications, you must select **None of the classifications are applicable**
- If you qualify, add a business classification for your company by clicking +

Register Supplier: Business Classifications ?

Are you a small business? Is your business woman, minority, or veteran owned? Please share your diverse business classifications with us! If you are not part of these business classifications, please check the box below, indicating "None of these classifications are applicable".

☐ None of the classifications are applicable

Actions View Format + Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<div> <div></div> <div>Hub Zone</div> <div>LGBT Business Enterprise</div> <div>Minority Owned</div> <div>Service-disabled Veteran Owned</div> <div>Small Business</div> <div>Small Disadvantaged Business</div> <div>Veteran Owned</div> <div>Woman Owned</div> </div>								

Dependent on the classification you select, required fields will change. We request all information be provided. Add additional classifications as needed. Please attach a copy of the certificate.

Register Supplier: Business Classifications ?

Are you a small business? Is your business woman, minority, or veteran owned? Please share your diverse business classifications with us! If you are not part of these business classifications, please check the box below, indicating "None of these classifications are applicable".

☐ None of the classifications are applicable

Actions View Format + Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	African American	National Minority		9437812	12/31/20	12/31/21	Certificate +X	

Click **Next**

## Phase 5 | Products and Services

Click **Select and Add**

Register Supplier: Products and Services

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove

Scroll to find the category of which your company fits. If you know the exact category name, you can enter it within the **Category Name** field and click **Search**.

Once checked, click **OK**

**Search**

Category Name  Description

View ▼ Format ▼

Select	Category Name	Description
<input type="checkbox"/>	▶ SANITATION SUPPLIES	SANITATION SUPPLIES
<input type="checkbox"/>	▶ SERVICE.LAUNDRY	SERVICE.LAUNDRY
<input type="checkbox"/>	▶ SERVICE.LEGAL	SERVICE.LEGAL
<input type="checkbox"/>	▶ SERVICE.MEDICAL SERVICES	SERVICE.MEDICAL SERVICES
<input type="checkbox"/>	▶ SERVICE.OUTSIDE SERVICE	SERVICE.OUTSIDE SERVICE
<input type="checkbox"/>	▶ SERVICE.PACKAGE DESIGN	SERVICE.PACKAGE DESIGN
<input checked="" type="checkbox"/>	▶ SERVICE.PROFESSIONAL SERVICES	SERVICE.PROFESSIONAL SERVICES
<input type="checkbox"/>	▶ SERVICE.RETAIL BROKERAGE	SERVICE.RETAIL BROKERAGE
<input type="checkbox"/>	▶ SERVICE.SECURITY SERVICE	SERVICE.SECURITY SERVICE
<input type="checkbox"/>	▶ SERVICE.SOFTWARE LIC & MAINT	SERVICE.SOFTWARE LIC & MAINT

Columns Hidden 1

When complete, click **Next**

☒ Company Details
 ☒ Contacts
 ☒ Addresses
 ☒ Business Classifications
 ☒ Bank Accounts
 ☒ **Products and Services**
☐ Questionnaire
 ☐ Review

Register Supplier: Products and Services

Actions ▼ View ▼ Format ▼

Category Name	Description	Remove
SERVICE.LEGAL	SERVICE.LEGAL	<input checked="" type="button" value="X"/>
SERVICE.PROFESSIONAL SERVICES	SERVICE.PROFESSIONAL SERVICES	<input checked="" type="button" value="X"/>

## Phase 6 | Questionnaire

You will be asked questions in phase 7. Please make sure you read and understand the attachments prior to submitting.

Register Supplier: Questionnaire

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **Questionnaire** Review

Back Next Save for Later Register Cancel

If after you answer all the questions, the **Next Section** is grayed out, scroll back to the top and click **Next**

End of Section 1 of 1

Previous Section **Next Section**

Register Supplier: Questionnaire

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **Questionnaire** Review

Back **Next** Save for Later Register Cancel

- 1 Hormel Foods Corporation has preferred terms of Net 60. Please indicate if your company can comply with these preferred terms. An explanation is required if cannot comply is selected.
  - Seller can comply with Net 60 payment terms
  - b. Seller cannot comply with Net 60 payment terms. Explanation is required.  
If b, comment required  
Attachment is optional
- 2 Please open the attachment and read through the Hormel Foods Corporation Terms and Conditions. Please confirm that your Company agrees with the Attached Terms and Conditions for working with Hormel Foods Corporation.
  - Yes we can comply
  - No we cannot complyComment is optional
- 3 Please open the Link and read the expectations of Hormel Foods Corporation in regards to the Animal Care of Hogs, Chicken, Turkeys, Beef and Cage Free Eggs. Please confirm that as a Supplier of these type of items that you can comply with these expectations of Hormel Foods Corporation for animal care.
  - Yes we comply
  - No
  - Not ApplicableComment is optional
- 4 Please open and read the link in regards to Hormel Foods Corporation Palm Oil sourcing policy. Please confirm that your Company can comply with the document for Sustainable Palm Oil standards.
  - Yes we comply
  - No
  - Not ApplicableComment is optional
- 5 The Foreign Corrupt Practices Act ("FCPA") is a U.S. law that makes it unlawful for Hormel Foods Corporation, directly or indirectly (including through distributors, intermediaries or other third parties), to offer, promise, or pay money or anything else of value to any Foreign (i.e., non-U.S.) Official for the purpose of obtaining or retaining any business or any other business advantage. Under the FCPA "Foreign Official" generally includes (i) any officer or employee of any non-U.S. government or ministry, agency or similar body exercising executive, judicial, arbitral, regulatory, or administrative functions of or pertaining to government; any officer or employee of a wholly or partially state-owned enterprise; and any

member of a royal family; (ii) any political party, political party official, or candidate for political office (iii) any officer or employee of a public international organization (such as, but not limited to, the World Bank, United Nations, and the European Union); or (iv) any person acting on behalf of the above. A prohibited offer, promise, or payment is anything of value (cash, property, services, etc.).

Select one of the following:

- Seller understands and acknowledges the applicability of the FCPA and certifies that neither Seller nor any director, owner, officer, employee, affiliate, agent, or representative of Seller has offered, promised, given, or authorized the giving by any third party of anything of value to any Foreign Official in order to obtain, retain or direct any business to or to secure any business or regulatory advantage for Hormel Foods Corporation or will do so in the future.
- Seller cannot so certify

6 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction (if your company has invoiced in excess of \$30,000 annually to Hormel Foods Corp).

- Seller certifies that neither Seller nor any of its Principals are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
- Seller certifies that the above requirement #1 is not applicable to Seller (if your company has invoiced less than \$30,000 annually to Hormel Foods Corp).
- Seller cannot comply

Comment is optional

7 Certification Regarding Payments to Influence Federal Transactions (if your company has invoiced in excess of \$150,000 annually to Hormel Foods Corp).

- Seller certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on its behalf in connection with the award of this contract.
- Seller certifies that the above requirement is not applicable to Seller (if your company has invoiced less than \$150,000 annually to Hormel Foods Corp).
- Seller cannot Comply.

Comment is optional

8 Certification Regarding Compliance with California Transparency in Supply Chains Act.

- If Seller it is subject to the requirements of the California Transparency in Supply Chains Act, California Civil Code 1714.43, Seller certifies that the materials incorporated into any product provided to Buyer complies with the laws regarding slavery and human trafficking of the country or countries in which Seller does business
- Seller certifies that the above requirement is not applicable to Seller. (if your company does not do business in California)
- Seller cannot Comply.

Comment is optional

9 Please open the Link below and read through Hormel Foods Corporation expectations of our Suppliers. After reading the document please confirm that your Company can comply with the supplier Code of Conduct.

- Yes we can Comply
- No

10 Will you be performing work on site at a Hormel location(s)?

If yes, proof of insurance will be requested in the next step. If you are coming on site for meetings only and not performing work, answer No.

- No
- Yes

11 Will you be providing Meat, Ingredients, or Foods Contact Packaging goods?

- No
- Yes

12 For purposes of this question "government official" includes the following

- Government employees or elected or appointed officials at any level
- Government agents, such as customs, labor, health, environmental or safety inspectors
- Government standardization body or test lab employees
- Police officers, military personnel, and other security personnel
- Employees of a state-owned or state-controlled business, utility, school, hospital, or other entity

- Employees of public international organizations (such as the United Nations, World Bank, etc.)
- Political parties, party officials, and candidates for political office;
- Members of a royal family

Select any of the following that apply, and provide a brief explanation:

- Seller is not owned or controlled (in any part) by and does not act on behalf of a government entity or government-owned or government-controlled entity.
- Seller is owned (in any part) or controlled by a government entity (provide explanation in comment box below)
- Seller is owned (in any part) or controlled by a government-owned or government-controlled entity (provide explanation in comment box below)
- Seller acts on behalf of (e.g., as a consultant or advisor) a government entity or government-owned or government-controlled entity (provide explanation in comment box below)
- Any person affiliated with the Seller (including directors, executives, managers, and employees) is also a government official (provide explanation in comment box below)
- Any person affiliated with the Seller (including directors, executives, managers, and employees) has a family member who is a government official (provide explanation in comment box below)

Comments and attachments optional

13 In what country or countries will Seller work and/or provide goods or services to Hormel Foods Corporation)?

Select one of the following:

- Only in the United States
- In the United States and outside the United States (name all countries in comment box below)
- Outside the United States (name all countries in comment box below)

Comments and attachments optional

14 In the course of the proposed work related to Hormel Foods Corporation, will Seller interact or likely interact with a government entity or any government official, including but not limited to regulators, employees of a state-owned enterprises, government customers, inspectors, Customs or other border officials, military or security personnel, law enforcement or others? Select one of the following:

- No
- Unknown
- Yes (please describe in comments below)

Comments and attachments optional.

Links below are links from questionnaire

<https://www.hormelfoods.com/responsibility/our-approach-to-issues-that-matter/animal-care/raising-our-animals/>

<https://www.hormelfoods.com/responsibility/our-approach>

<https://www.hormelfoods.com/responsibility/our-approach-to-issues-that-matter/supply-chain/supplier-code-of-conduct/>

## Phase 7 | Review

This is the final review stage. Please review the information you entered. When done, click **Register**

Review Supplier Registration: Wapsi Acre Farm ?

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Back Next Save for Later Register Cancel

## Hormel Approval Process

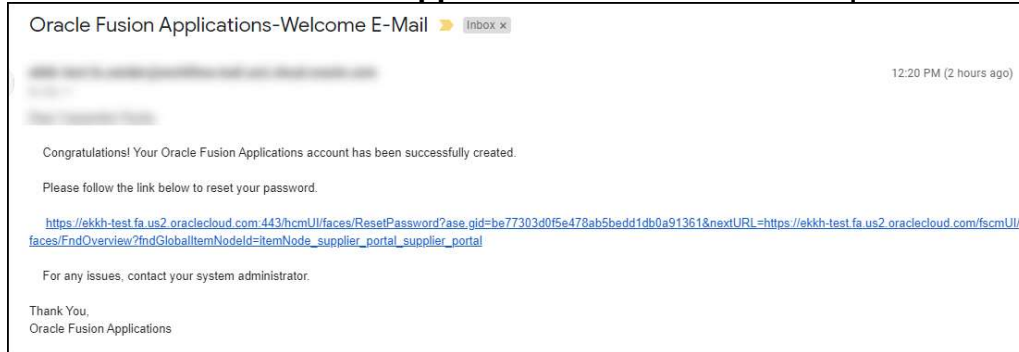
The registration request will come to our Supplier Technician for review.

If you've checked yes that you will be on-site or providing ingredients, meat, or food contact packaging, upon approval, you'll receive another questionnaire. [Click here for those instructions](#)

## Approved | Everything Submitted 100%

If your registration request is 100% complete with the required attachments, your registration will be approved. **IMPORTANT!** You will receive three (3) emails. Please see the email address within each screen print below for domain names. These may be blocked in your company's junk mail.

### Email #1 – Oracle Fusion Applications-Welcome E-Mail | Password Reset



1. Click on the link provided within the email
2. Enter in your password twice and click **Submit**
3. Write down this password so you have easy access to it
4. Hormel Foods Supplier Portal will then open
5. You will then receive the second email

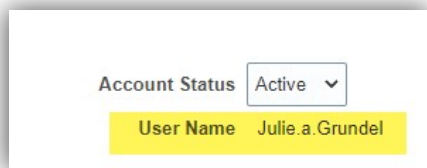
### Email #2 – FYI: Supplier Contact User Account for Hormel Foods Corporation was Created

**This is important information!**

1. Click on the "Access the application" to access the portal site. Save this URL (bookmark it)
2. The Assignee shows what your user name is, but with a small tweak. It's case sensitive and combines the first and last names with a period in between.


Examples:

- Cassandra Supplier will be **Cassandra.Supplier**
- Cassandra supplier will be **Cassandra.supplier**
  - In the case there are users with same first & last names, Oracle adds a middle letter to differentiate the 2<sup>nd</sup> user from the first. See example below. If there are 2 users with Julie Grundel, Oracle adds the a. between first & last names to create a unique user name Julie.a.Grundel, also case sensitive.






[EXTERNAL] FYI: Supplier Contact User Account for Hormel Foods Corporation was Created

 Hormel Foods Corporation <ekkh.fa.sender.1@workflow.mail.us2.cloud.oracle.com>  
To Wynia\_Cassandra\_M

Retention Policy HRL Inbox (90 days) Expires 9/20/2021

 If there are problems with how this message is displayed, click here to view it in a web browser.

Supplier Contact User Account for Hormel Foods Corporation was Created

**Details**

Assignee	Cassandra Supplier	Supplier	Billy Bobs Smoking Service Shop
Assigned Date	6/22/21 8:03 AM	Supplier Number	71000228
Expiration Date	7/22/21 8:03 AM		
Task Number	8932003		

**Recommended Actions**

You were granted access to the supplier application for Hormel Foods Corporation. A separate email will be sent to you with the instruction to access the application.


[Access the application.](#)

### Email #3 – FYI: Oracle Fusion Applications-Password Reset Confirmation


This email is sent for two reasons:

- 1) Notification of password reset
- 2) Identifies your username. Per the example above and below, note the exact capitalization and the period between the first and last name.

[EXTERNAL] FYI: Oracle Fusion Applications-Password Reset Confirmation

 Hormel Foods Corporation <ekkh.fa.sender.1@workflow.mail.us2.cloud.oracle.com>  
To Wynia\_Cassandra\_M

Retention Policy HRL Inbox (90 days)

 If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Cassandra Supplier,

The password for your Oracle Fusion Applications Account - **Cassandra.Supplier** - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,  
Oracle Fusion Applications

### Not Approved | More Information Required

If you receive communication stating a portion was missed, an attachment omitted, or additional questions need answers, you will be contacted by the Supplier Technician. Once field or information is populated and submitted, the review/approval process will begin again.

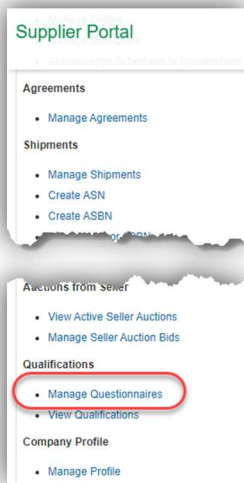
### Completing Additional Supplier Questionnaire

You'll receive either an email OR you can sign directly into the portal and access the questionnaire that way.

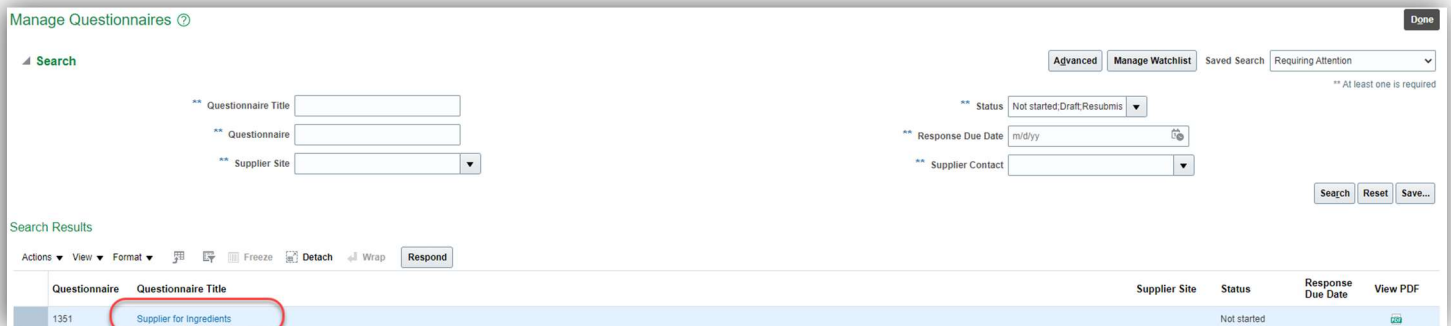


Please remember as you are filling out the questionnaire, there are questions and attachments that are **required**. These should be marked with asterisks.

1. Either click onto the link from the email, or
2. Within the portal, click **Manage Questionnaires**



3. Select a Questionnaire by clicking on the hyperlink; you may have more than one.



4. Proceed through the questions.  
Again, please remember as you are filling out the questionnaire, there are questions and attachments that are **required**. These should be marked with asterisks.
5. When complete, click **Submit**.

## Hormel Supplier Portal

Step by step instructions on how to access and administer the supplier portal

URL:

[https://ekkh.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fndGlobalItemNodeId=itemNode\\_supplier\\_portal\\_supplier\\_portal](https://ekkh.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fndGlobalItemNodeId=itemNode_supplier_portal_supplier_portal)

## User name and Password

Your username follows a specific nomenclature. It is not your email address.

## Oops! I don't have my User name nor my password

1. At the log in page, select Forgot Password



User ID

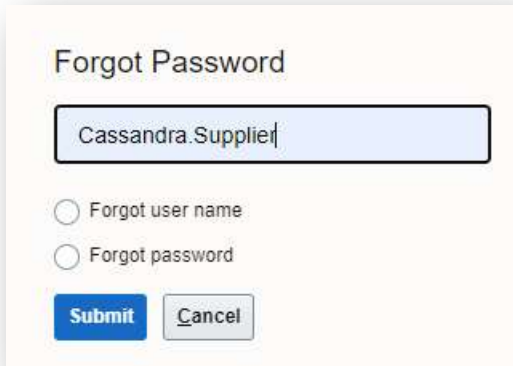
Password

**Forgot Password**

**Sign In**

English

2. Select the radio button to the left of **Forgot user name**



Forgot Password

Cassandra.Supplier

☐ Forgot user name

☐ Forgot password

**Submit** **Cancel**

3. Click Submit
4. Enter information requested
5. Follow instructions per the email sent after submission
6. Write down your user name
7. Proceed with instructions for I have my user name, but not a password

### I have my User name, but not a password

1. At the log in page, select **Forgot Password**



User ID

Password

**Forgot Password**

**Sign In**

English

2. Select the radio button to the left of **Forgot password**

Cancel

6. Write down your password

Provides step-by-step instructions on how to view and update supplier profile information using the Hormel Foods supplier portal.

## Step 1 | Create a change request

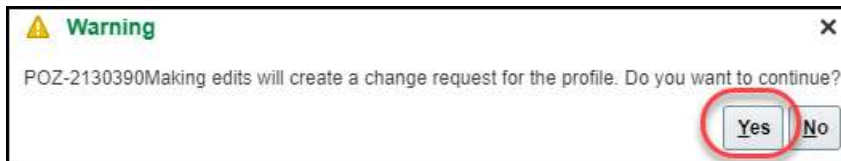
1. On the left navigation pane of the supplier portal, scroll down to **Company Profile** and click **Manage Profile** to view and/or update supplier details



2. Click **Edit**



3. An edit warning message will display, click **Yes** to continue the edit process



4. The **Edit Profile Change Request** screen will appear.
  - A. **Change Description**: enter in a brief description for the change request

## Step 2 | Update Desired Information

### Organization Details

You can update the items in red below

Organization Details	Tax Identifiers	Addresses	Contacts	Payments	Business Classifications
<b>General</b>					
Company: Billy Bobs Smoking Service Shop			Tax Organization Type: Individual		
Supplier Number: 71000228			Status: Active		
Supplier Type: Service			Attachments: None		
<b>Identification</b>					
D.U.N.S Number: 123658749			National Insurance Number		
Customer Number			Corporate Web Site		
SIC					
<b>Corporate Profile</b>					
Year Established			Chief Executive Title		
Mission Statement			Chief Executive Name		
Year Incorporated			Principal Title		
			Principal Name		
<b>Financial Profile</b>					
Current Fiscal Year's Potential Revenue					
Preferred Functional Currency					
Fiscal Year End Month					

## Tax Identifiers

You can update the items in red below

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications

**Income Tax**

Taxpayer Country

Taxpayer ID

Federal reportable

Federal Income Tax Type

State reportable

Tax Reporting Name

Name Control

Verification Date

Use withholding tax

Withholding Tax Group

**Transaction Tax**

Tax Registration Country

Tax Registration Number

Tax Registration Type

## Addresses

You can update the items in red below

If changing information, select the row you wish to edit, and click the pencil (edit) icon. You cannot delete a record; you can edit and update the status to Inactive.

Example of changing an address:

Edit Profile Change Request: 377012

Delete Change Request | Review Changes | Save | Save and Close | Cancel

Change Description: Updating address phone number

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

Actions | View | Format | + | - | Status: Active | Freeze | Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
EDI AUSTIN	1201 27 AVE NW, AUSTIN, MN 55912, MOWER		Ordering		Active
EDI MPLS	2300 E 26 ST, MINNEAPOLIS, MN 55406, HENNEPIN		Ordering		Active
LABELS MNPLS	NW 9556 PO BOX 1450, MINNEAPOLIS, MN 55405, HENNEPIN		Remit to		Active
MPLS 2300	2300 E 26TH ST, MINNEAPOLIS, MN 55405, HENNEPIN		Remit to		Active
WS AUSTI	1201 27 AVE NW, AUSTIN, MN 55912, MOWER		Ordering		Active

## Contacts

You can update the items in red below

If changing information, select the row you wish to edit, and click the pencil (edit) icon. You cannot delete a record; you can edit and update the status to Inactive.

Organization Details | Tax Identifiers | Addresses | Contacts | Business Classifications

Actions | View | Format | + | - | Status: Active | Freeze | Detach | Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Bob, Billy		skfiabelkom@hormel.com		✓	✓	Active
Grundel, Julie		jgrundel@hormel.com				Active
Huston, Lisa		lmhuston2@hormel.com		✓	✓	Active
Supplier, Cassandra		cmwynia@hormel.com			✓	Active

## Business Classification

If you are receiving a system generated email stating your business classification indicator is expiring or if you need to add or remove an indicator, please review the below to update.

### Updating an indicator

1. Select the diverse indicator (row/line) needing to be updated  
**Important!** Do not add a new line for an indicator that is already displaying.
2. Update the desired field(s)
  - a. The most common reason to update an indicator is the expiration date. Click into the fields to update.
  - b. If there is an attachment and you want to replace it, click the X (it appears grayed out). Then proceed to click the + (it appears grayed out) to attach new certificate or updated letter.**Important!** You *may* need to expand the **Attachment** title portion in order to see the + & x options

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provi
Veteran Owned		Current	Self Certified				m/d/yy	IMG_0343.jpg X		Cassa

Fields that can be updated include:

- **Classification:** The indicator itself (veteran owned, woman owned, minority owned, etc.)
- **Subclassification:** Will become editable if classification is minority.
- **Certifying Agency:** If your certifying agency is not available, please email [HormelSupplierDiverse@Hormel.com](mailto:HormelSupplierDiverse@Hormel.com).
- **Certificate:** If you have a certified indicator, please enter the certificate number.
- **Start date:** Start date of certificate or first date of indicator being valid.
- **Expiration date:**
  - If certified, enter the expiration date of certificate, or
  - If self-certified, enter an expiration date one year from current date. This is to ensure you are actively verifying the self-certification status.
- **Attachments:** Upload your certificate or if self-certified, please attach a confirming an updated letter on company letterhead. Please see note above (b) on removing and adding attachments
- **Notes:** If you want to add any notes, please do so here

7. IMPORTANT! You are not done! Once you are complete, please move to [Step 3 | Submitting your changes](#) in order for the changes to be submitted for approval

### Adding a Business Classification

If you have become a diverse supplier or need to add another indicator, please review the below to update.

1. If the box next to “**None of the classifications are applicable**” is checked, uncheck it.
2. Click + (the + will continue to remain gray, but it’s clickable)

☐ None of the classifications are applicable

Actions ▾ View ▾ Format ▾ **+** **x** Freeze Detach Wrap

### 3. Complete the information to add the desired indicator

Fields that can be updated include:

- **Classification:** The indicator itself (veteran owned, woman owned, minority owned, etc.)
- **Subclassification:** Will become editable if classification is minority.
- **Certifying Agency:** If your certifying agency is not available, please email [HormelSupplierDiverse@Hormel.com](mailto:HormelSupplierDiverse@Hormel.com).
- **Certificate:** If you have a certified indicator, please enter the certificate number.
- **Start date:** Start date of certificate or first date of indicator being valid.
- **Expiration date:**
  - If certified, enter the expiration date of certificate, or
  - If self-certified, enter an expiration date one year from current date. This is to ensure you are actively verifying the self-certification status.
- **Attachments:** Upload your certificate or if self-certified, please attach a confirming an updated letter on company letterhead.
- **Notes:** If you want to add any notes, please do so here

Edit Profile Change Request: 1206012

Delete Change Request Review Changes Save Save and Close Cancel

Change Description Adding business indicator

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

☐ None of the classifications are applicable

Actions ▾ View ▾ Format ▾ **+** **x** Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provl
Small Business		Current	City of Alameda, Ca		CERT1254	2/14/22	2/14/23	None		

4. **IMPORTANT!** You are not done! Once you are complete, please move to [Step 3 | Submitting your changes](#) in order for the changes to be submitted for approval.

### Removing a Business Classification

If you no longer qualify under the current classification in the system, the indicator needs to be removed. Reasons for no longer qualifying is growth, acquisition, owner transfer, shouldn't have been there to begin with, etc.

1. Email [HormelSupplierDiverse@Hormel.com](mailto:HormelSupplierDiverse@Hormel.com) to request the indicator be removed.
2. **IMPORTANT!** You are not done! If you have created a change order and the only action was to remove a business classification indicator, please delete the change order.

## Step 3 | Submitting your changes

1. When your changes have been made, click **Review Changes**

Edit Profile Change Request: 1381015

Delete Change Request **Review Changes** Save Cancel

Change Description Updating business indicator

- a. Click **Save** only if you want to move between the tab options, otherwise proceed with next steps.
  - b. If you do not want to submit the changes and want to exit, please click **Delete Change Request**, not **Cancel**.
2. While in the Review Changes window, click **Submit** to send updates to the Hormel Foods supplier team for final review and approval

3. A confirmation pop-up window will appear. You should see, “There is a profile change request pending approval. You may edit to make additional changes.”
4. Click **OK** to acknowledge the changes have been submitted.

5. To close the Company Profile page, click **Done**
6. All submitted updates will be reviewed and approved by the Hormel Foods supplier and administration team before being published to the supplier portal.
7. Notification(s) will be delivered regarding the approval or rejection of the submitted change

## Completing Profile Change in Draft Status

Search words: draft status, incomplete, update

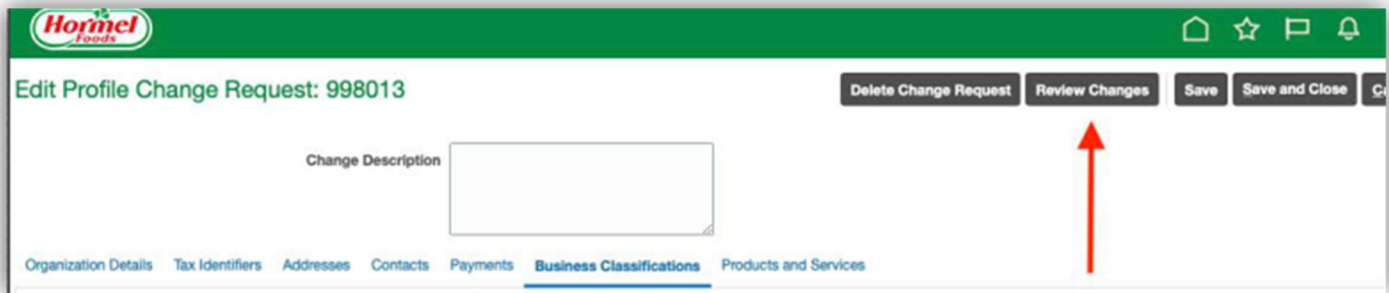
You've started a supplier profile change but see it's still in draft status, log into the portal and follow the below steps. Click [here](#) for portal.

- Click on **Manage profile** (lower left of screen)
- Click the **Edit** button (top right of screen)

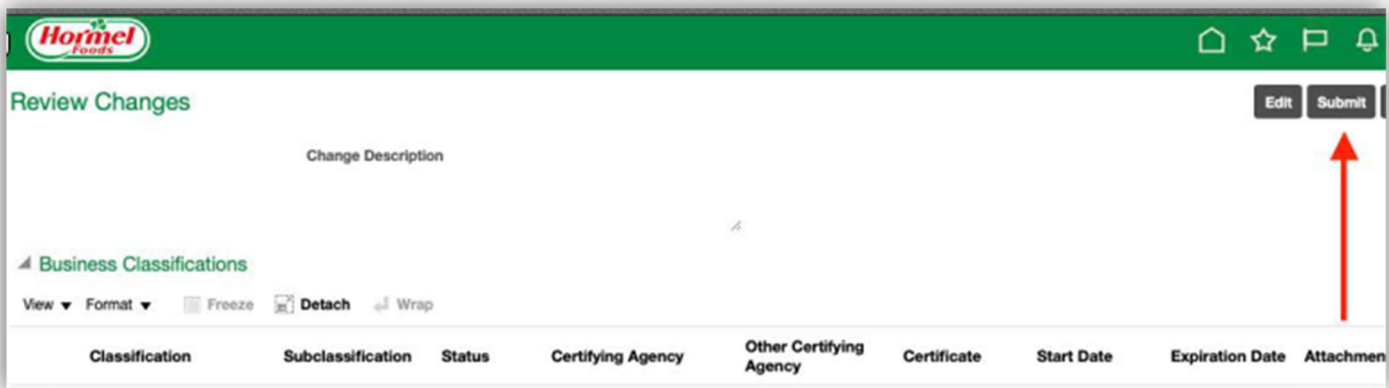




- **Review Changes** button; make changes if needbe
- Make sure the **Change Description** field is filled out (very brief summary)



- Click **Submit** button



## Manage Orders

### Creating Purchase Order Change Request

Provides step-by-step instructions on how to create a purchase order change request.

1. On the left navigation pane of the supplier portal, scroll to **Orders** and click **Manage Orders** or **Manage Schedules** to review purchase orders

**Supplier Portal**

Search  Order Number

**Tasks**

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Shipments**

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Requiring Attention**

25  
411  
386

Invoices Overdue Schedules Overdue or Due Today

**Recent Activity**  
Last 30 Days

Receipts	1
Payments	1

**Transaction Reports**  
Last 30 Days

No data available

**Supplier News**

- Use the applicable search fields to search for your purchase order
  - If you do not know your purchase order number, leave the data fields blank and click **Search**

**Manage Orders**

Headers Schedules

**Search**

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents

- Click onto the desired order number (the hyperlink)
- Click **Actions** and **Edit**

**Purchase Order: 4222671**

Acknowledge View PDF **Actions**

Main

**General**

Sold-to Legal Entity	Hormel Foods Corporation	Supplier	SMYTH COMPANIES LLC
Bill-to BU	Hormel Foods Corporation	Supplier Site	EDI AUSTIN
Order	4222671	Supplier Contact	
Status	Open	Bill-to Location	Remit To
Buyer	Cassandra Wynia	Ship-to Location	Corporate Office North Ship To
Creation Date	4/29/21		

Ordered Description Source Agreement Supplier Order

**Edit**

Cancel Document

View Document History

View Change History

View Revision History

- A warning pop-up box will appear. Click **Yes** to acknowledge you are making a change order on the purchase order.
- The Edit Change Order screen will appear. Within the **Description** field box, enter a summary of the changes to be made. This is a mandatory field. Please note ALL changes being made.

**Edit Change Order: 3**

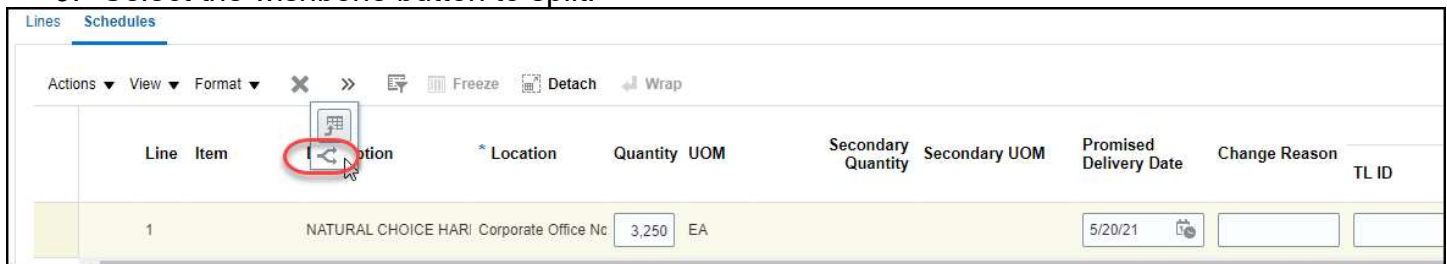
Actions Save Submit Cancel

Change Order 3 Status Incomplete Initiating Party Supplier

\* Description  Amount Changed 0.00 USD Initiator Cassandra Wynia

Creation Date 6/16/21

7. Make the appropriate updates to the item(s) as desired.
8. If you need to split a line, click on the **Schedules** tab.
9. Select the wishbone button to split.



10. Once the line item is split, update the quantity and delivery date field on both lines. Total quantity of both lines must match the quantity of the original line.
11. Click **Save**
12. Click **Submit**
13. A confirmation pop-up window will appear. Click **OK**
14. To close the Purchase Order page, click **Done**
15. If the Hormel buyer rejects the change order, you will receive an email. If the change order is approved, you will **not** receive notification. If you are an EDI supplier, no notification will be sent.

### Delete Purchase Order Change Order

*Search words: incomplete change order*

If you start a change order and realize you don't need it – follow the steps below to remove

- Click change order number in your column,
- Go to Actions Edit
- Actions Delete Change order
- Click Yes

Overview Manage Orders x

## Manage Orders

Done

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All My Orders copy

\*\* Keywords

Procurement BU Hormel Foods Corporation

\*\* Supplier

\*\* Buyer

\*\* Order 4458439

\*\* Requisition

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View View Format Freeze Detach Wrap

Life Cycle	Requisition	Buyer	Status	Change Order Status	Order	Change Order	Supplier Site
	2976538	Scheuermann, Dennis	Open	Pending Approval	4458439	1	FEDI LAKE FOREST

Columns Hidden 30

Overview Manage Orders x Purchase Order: 4458439 x

## Change Order: 1

View PDF Actions Done

Change Order 1

Status Pending Approval

Description PRICE UPDATE

Amount Changed +53.52 USD

Initiating Party Buyer

Initiator Dennis Scheuermann

Type External

Main

General

Procurement BU Hormel Foods Corporation

Requisitioning BU Hormel Foods Corporation

Sold-to Legal Entity Hormel Foods Corporation

Bill-to BU Hormel Foods Corporation

Order 4458439

Status Open

Buyer Dennis Scheuermann

Creation Date 4/6/22

Supplier GRAINGER

Supplier Site FEDI LAKE FOREST

Supplier Contact

Communication Method None

Bill-to Location Remit To

Ship-to Location Nevada S 11th St Ship To

Ordered 216.84 USD

Total Tax 0.00 USD

Total 216.84 USD

Procurement Card

Description EAM(202242214) DUST MOP HANDLES

Requisition 2976538

Supplier Order

Terms Notes and Attachments

Required Acknowledgment None

Payment Terms ACH NET 60

Shipping Method BEST AVAIL

Freight Terms

Requires signature

Buyer managed transportation

**Warning**

The selected change order will be permanently deleted. This action can't be undone. Do you want to continue? (PO-2055218)

Yes No

\* Supplier Site NOT TRANSMITTED

## Negotiations

### Responding to Negotiations or Sourcing Events

Provides step-by-step instructions on how to respond to sourcing events.

1. If you clicked the portal link from the email you received, you will be brought to the Negotiation Overview screen. You can also navigate here by logging into the portal.
2. In **Section 1** of the Create Response screen, please respond to the questions in the requirement section.

3. If there are more sections to the requirement, click through them using the drop downs in the upper right corner. Complete the questions

4. The **Create Response: Lines** screen will appear. Enter in your response price and quantity if applicable. Then click **Next**.

5. There is an optional field, **Note to Buyer**. Otherwise, click **Save and Close**.

Lines: Edit Line: 1 (Quote 1001)

Messages < 1: Enchanting Vocal Modula > Save **Save and Close** Cancel

Currency = US Dollar

Item: Enchanting Vocal Modulator - Monofrequency  
Revision: INDIRECT BRUSHES  
Description: Enchanting Vocal Modulator - Monofrequency  
Category Name: INDIRECT BRUSHES  
Start Price: 100.00  
\* Response Price: 100.00  
Target Quantity: 1,000  
Response Quantity: 1,000  
UOM: EA

Close Date: 3/27/20 2:15 AM  
Location: Austin - Annex  
Requested Delivery Date: m/d/yy  
Promised Delivery Date: m/d/yy  
Note to Buyer: There could be some future changes  
Attachments: None

Last Saved: 3/26/20 2:19 AM

6. The **Review Response** screen will appear. Review all tabs prior to clicking **Submit**

1 2 3 **4**

Overview Requir... Lines **Review**

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Review Response: Quote 1001

Currency = US Dollar

Title: Beef Product Modulator RFO  
Close Date: 3/27/20 2:15 AM  
Time Remaining: 23:54:42

Overview **Requirements** **Log**

Section 1: Company Information

\* 1. Please provide what Business Classification your company has. Please attach your Certificate as well.

☐ a. NOHE  
☐ b. Minority Owned  
☒ c. Woman Owned  
☒ d. Veteran Owned  
☐ e. Disabled Veteran Owned  
☐ f. Small Business

Last Saved: 3/26/20 2:29 AM  
Time Zone: Coordinated Universal Time

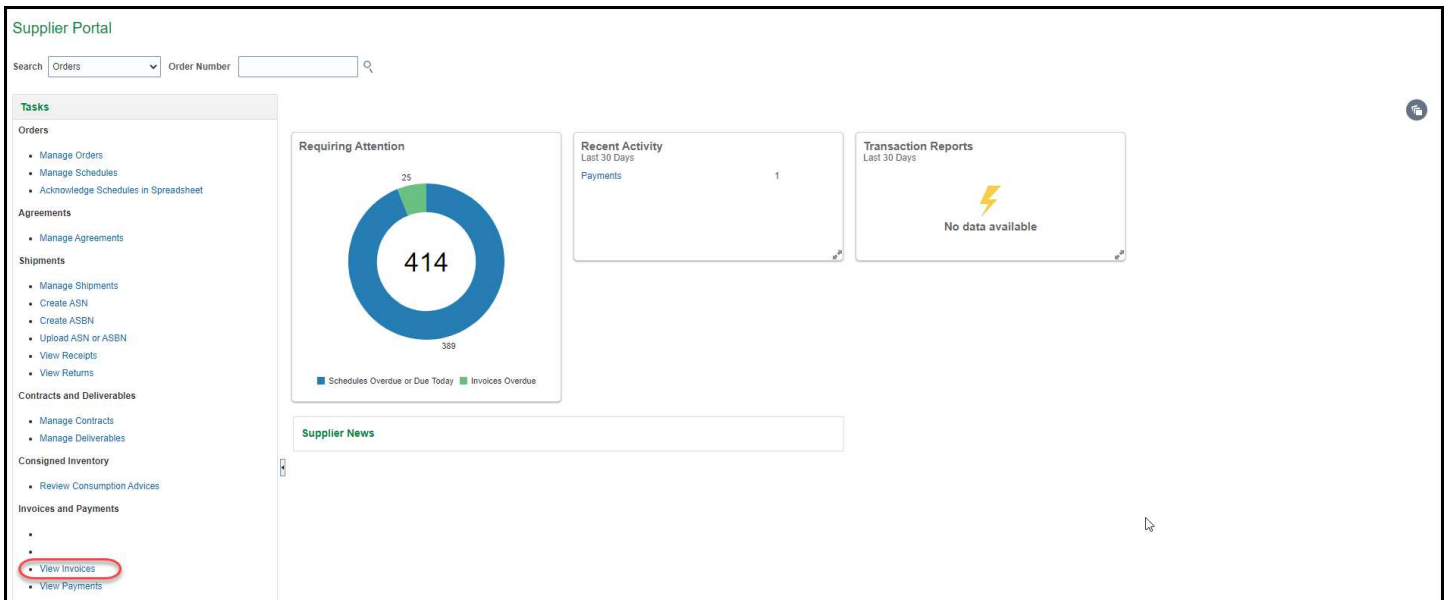
7. A confirmation pop-up window will appear. Click **OK** to acknowledge the response has been submitted.

8. Click **OK** and **Done**.

## Invoices and Payments

### Reviewing Invoice(s) and Payment(s)

1. On the left navigation pane of the supplier portal, scroll to **Invoices and Payments** and click **View Invoices**



2. Search for your supplier name (you only have access to yo

3. Enter in a name for your query or use the pre-populated name.  
Click **Set as Default** and **OK**.  
This will assist you the next time you come into this section of the guide.

4. The View Invoices screen will display. Search for a particular invoice using the search fields.  
Click on the **Invoice Number** you would like to view.



**View Invoices** Done

**Search**

Advanced Saved Search All Invoices At least one is required

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

**Search Results**

View    Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
249227PB	4/26/21	Standard		SMYTH COMPANIES LLC	LABELS MNPLS	0.00 USD	288.00 USD	Appro...	434870	
249228PB	4/26/21	Standard		SMYTH COMPANIES LLC	LABELS MNPLS	0.00 USD	181.57 USD	Appro...	434870	
249229PB	4/26/21	Standard		SMYTH COMPANIES LLC	LABELS MNPLS	0.00 USD	112.98 USD	Appro...	434870	

5. The details for the invoice will appear. Review as needed. You can also click the **Payments** tab to view payments for that specific invoice. Click **Done** when your review is complete.

**Invoice: 249227PB** Done

Business Unit: Homel Foods Corporation  
 Legal Entity Name: Homel Foods Corporation  
 Supplier or Party: SMYTH COMPANIES LLC  
 Supplier Site: LABELS MNPLS  
 Address: NW 9556 PO BOX 1450, MINNEAPOLIS, MN 55485, HENNEPIN  
 Invoice Date: 4/26/21

Invoice Amount: 288.00 USD  
 Unpaid Amount: 0.00 USD  
 Payment Currency: USD  
 Tax Control Amount

Invoice Type: Standard  
 Description: SMYTH CMK TESTMAR27  
 Attachment: None

**Lines** **Payments**

**Items**

View    Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order	Receipt	Consumption Advice	Tax Determinants
Number	Line	Schedule	Number	Line	Number	Line	Number	Line	Ship-to Location
1	288.00	4.5 X 5.5 Scratch Pads	400	0.72	PD	4213435 1 1			Austin Supply Doors 2-5 Ship To

**Summary Tax Lines**

View

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount
No data to display.											

**Totals**

Tax charges summary

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount
No shipping and handling.											

**Shipping and Handling**

Line	Type	Amount
Items		288.00
Freight		0.00
Miscellaneous		0.00
Tax		0.00

6. Click **Done** again.

## Reviewing Payment(s)

If you've been given a payment number and you want to search this way, follow the below.

1. On the left navigation pane of the supplier portal, scroll to **Invoices and Payments** and click **View Payments**.



**Supplier Portal**

Search  Order Number

**Tasks**

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Shipments**

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Consigned Inventory**

- Review Consumption Advises

**Invoices and Payments**

- View Invoices
- View Payments

**Requiring Attention**

414

25 Schedules Overdue or Due Today 389 Invoices Overdue

**Recent Activity**  
Last 30 Days  
Payments 1

**Transaction Reports**  
Last 30 Days  
No data available

**Supplier News**

2. The **View Payments** screen will display. Search for a particular payment using the search field below and click **Search**. Click on the **Payment Number** you would like to view.

**View Payments**

**Search**

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier

Supplier Site

Payment Date

**Search** **Reset** **Save...**

**Search Results**

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
434870	6/16/21	Payment Process Re...	Multiple	SMYTH COMPANIES LLC	LABELS MNPLS	618,675.49 USD	Negotiable	1008522

3. The **Paid Invoices** for that payment number will display. Review.

**Payment: 434870**

Business Unit: Hormel Foods Corporation  
Payee: SMYTH COMPANIES LLC  
Payee Site: LABELS MNPLS  
Address: NW 9556 PO BOX 1450, MINNEAPOLIS, MN 55485, HENNEPIN  
Payment Status: Negotiable

Payment Amount: 618,675.49 USD  
Payment Date: 6/16/21  
Payment Type: Payment Process Request  
Remit-to Account: 1008522  
Payment Document: HFC ACH

**Paid Invoices**

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
249227PB	4/26/21	Standard	4213435			285.12 USD	288.00 USD	Workflow ...	6/25/21	Fully paid
249228PB	4/26/21	Standard	4207645			179.75 USD	181.57 USD	Workflow ...	6/25/21	Fully paid
249229PB	4/26/21	Standard	4210753			111.85 USD	112.98 USD	Workflow ...	6/25/21	Fully paid
249230PB	4/26/21	Standard	4211610			158.89 USD	160.50 USD	Workflow ...	6/25/21	Fully paid
249231PB	4/26/21	Standard	4208285			196.51 USD	198.50 USD	Workflow ...	6/25/21	Fully paid
249232PB	4/26/21	Standard	4208285			228.34 USD	230.65 USD	Workflow ...	6/25/21	Fully paid
249246PB	4/26/21	Standard	4211603			1,782.00 USD	1,800.00 USD	Workflow ...	6/25/21	Fully paid
249247PB	4/26/21	Standard	4213174			106.05 USD	107.12 USD	Workflow ...	6/25/21	Fully paid
249248PB	4/26/21	Standard	4212822			310.86 USD	314.00 USD	Workflow ...	6/25/21	Fully paid
249249PB	4/26/21	Standard	4199069			475.20 USD	480.00 USD	Workflow ...	6/25/21	Fully paid
249250PB	4/26/21	Standard	4214630			247.50 USD	250.00 USD	Workflow ...	6/25/21	Fully paid
1035557	4/23/21	Standard	4208331			188.67 USD	190.58 USD	Workflow ...	6/22/21	Fully paid
1035558	4/23/21	Standard	4179630			96.05 USD	97.02 USD	Workflow ...	6/22/21	Fully paid
1035559	4/23/21	Standard	4202886			188.67 USD	190.58 USD	Workflow ...	6/22/21	Fully paid
1035560	4/23/21	Standard	4185146			224.54 USD	226.81 USD	Workflow ...	6/22/21	Fully paid

4. If you want more information, click onto the invoice number.



**View Receipts** Done

**Search**

**Search Results**

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
9395	8/3/20 7:00 PM	Austin		8/4/20	4039922				EDI MPLS

**Search** **Reset** **Save...**

3. Scroll to the bottom to view all the details of your receipt. Click **View Transaction History** in order to view more details.

**Receipt: 9395** View Transaction History Done

**Summary**

Supplier: SMYTH COMPANIES LLC  
 Shipment: Waybill  
 Shipped Date: 8/4/20 9:50 AM  
 Shipping Method: Note  
 Number of Supplier Packing Units: Attachments: None  
 Supplier Site: EDI MPLS

**Additional Information**

**Lines**

Actions

Item	Item Description	Document Type	Document Number	Quantity	Ordered	Returned	Net Received	Rejected	UOM Name	Currency	Receipt Date
S0089718-00	LBL 1.5 LB AT R...	Purchase order	4039922		11,400	0	11,400	0	EA		8/3/20 7:00 PM

4. After review, click **Done** until you are back to where you wish to be.

## Supplier Portal Roles

ROLE	DESCRIPTION
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company
Supplier Bidder	Manages requests for quote, requests for proposal, and requests for information
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities
Supplier Sales Representative	Manages agreements and catalog pricing
Supplier Self Service Administrator	Manages the profile information for the supplier company, including updating supplier contact information and administering user accounts

## Business Classifications Definitions

Certifications are not handed out to just any business. A business must qualify and prove that it meets the certification requirements.

- [Minority Owned Business](#)
- [Women Owned Business](#)
- [Veteran Owned Business](#)
- [Service-Disabled Veteran Owned Business](#)
- [Small Disadvantaged Business](#)

- [Small Business](#)
- [HUBZone Certified](#)
- [LGBT Owned Business](#)

## Minority Owned Business

A business that is at least 51% owned by, and whose management and daily business operations are controlled by, one or more members of a socially and economically disadvantaged minority group, namely U.S. citizens who are African Americans (Black), Hispanic Americans, Native Americans, Asian-Pacific Americans, Alaskan Native Americans and Indian Sub-Continent Americans.

## Eligibility

To receive this type of business certification, your company must be:

- Owned by United States citizen(s).
- A least 51% minority–owned, managed, and controlled. For the purposes of NMSDC’s program, a minority group member is an individual who is at least 25% Asian Indian, Asian-Pacific, Black, Hispanic or Native American. Minority eligibility is established via a combination of document reviews, screenings, interviews and site visits. Ownership, in the case of a publicly owned business, means that at least 51% of the stock is owned by one or more minority group members.
- A for-profit enterprise and physically located in the U. S. or its trust territories.
- Managed and daily operations exercised by the minority ownership member(s).

## Benefits

Minority Business Executives (MBEs) have access to numerous benefits and services – including educational programs plus a wide range of networking opportunities. This section briefly outlines some of those benefits.

The National Minority Supplier Development Council’s (NMSDC) Certification Policy and Procedures are firmly adhered to by its 23 regional affiliate councils (or RMSDCs) for the certification of minority–owned, managed and controlled businesses. Standardized Procedures assure consistent certification of MBEs throughout the NMSDC Network. The NMSDC is the only national organization providing certification throughout the U.S. for ethnic diverse suppliers ready to do business.

- Access — MBEs have exposure to 13,000 other MBEs to engage in business opportunities and the ability to form partnering relationship, strategic alliances or joint ventures for success.
- Business Opportunity Fairs — The largest US conference focused on minority business development, MBEs present themselves to hundreds of prospective buyers, government agencies and procurement professionals in a single setting.
- Capacity Building — NMSDC has created capital access opportunities for MBEs throughout the life cycle of our partnership with the Business Consortium Fund, the Growth Initiative Program and Capital Manager’s Program
- Contract Opportunities – NMSDC facilitates business connections between buying agencies and MBEs, which sets the foundation for future partnering and business opportunities.

- Customized executive education — The NMSDC Academy and other concentrated training and technical assistance creates stronger and sustainable businesses while developing leadership tools for our MBE CEOs.
- Networking opportunities — Provide expansion of relationship-building opportunities with corporate buyers.

And a variety of other formal and informal activities to foster the development of long-term, mutually beneficial business relations – bringing corporate purchasing people together with representatives of minority businesses.

## How to Apply

<https://nmsdc.org/mbes/mbe-certification/>

1. Review certification criteria as stated online.
2. Gather the required documentation. A sample of the documentation requirements are listed directly below.
3. Complete the online application in its entirety. You'll have as long as you need to complete the application and can save each section as you go.
4. The application fee must be paid online via credit card.
5. Upload the required documentation via the online certification/recertification application and hit submit upon completion.
6. The application will go through a desk audit to ensure the accuracy of the application, all of the documentation is uploaded and completed, and the references are contacted.
7. A site visit will be performed by a NMSDC Certification Specialist.
8. The Certification Compliance Committee (CCC) will review the application, supporting documents and site visit. They will make a recommendation to the Board of Directors.
9. The Board of Directors will make the final approval.

## Woman Owned Business

A business that is at least 51% owned by, and whose management and daily business operations are controlled by one or more women who are U.S. citizens.

## Eligibility

- Applicant company must be at least 51% owned and controlled by one or more women who are U.S. citizens or permanent legal residents, or in the case of any publicly owned business, at least 51% of the equity of which is owned and controlled by one or more women who are U.S. citizens or permanent legal residents
- Management and daily operation must be controlled by one or more of the women.
- Women's Business Enterprise National Council (WMENC) uses a two-part process to ensure that the applicant company meets the WBENC Standards. This will include a thorough review of the documentation presented and a site visit interview with the female owner(s).

## Benefits

### Access

Access to a current list of supplier diversity and procurement executives at hundreds of major U.S. corporations and federal, state and local government entities that accept WBENC

certification. WBENC is also an approved Third-Party Certifier for the United States Small Business Administration (SBA) Women-Owned Small Business (WOSB) Federal Contracting Program.

- National recognition of WBENC-Certified WBEs by thousands of major U.S. corporations and federal, state and local government entities.

Formal and informal opportunities to pursue business deals with National Corporate Members and/or WBENC-Certified WBEs:

- WBENC's National Conference & Business Fair.
  - Eligibility to participate in face-to-face MatchMaking Sessions.
  - Eligibility to exhibit at WBENC's annual National Conference & Business Fair.
  - Informal networking and targeted marketing.
  - WBENC Summit & Salute
  - Informal networking and targeted marketing.
  - Automatic inclusion in WBENCLink, WBENC's Internet database of certified WBEs, which is accessible by WBENC's Corporate Members and other certified WBEs across the country.
  - Opportunities to partner with other WBENC-Certified WBEs to pursue other business opportunities.

### Capacity Development

Access to mentoring, education, and capacity development.

- Eligibility to receive a Dorothy B. Brothers Scholarship.
- Eligibility to participate in the Tuck School of Business at Dartmouth through the Tuck-WBENC Executive Program, brought to you by IBM.
- Workshops and keynotes at WBENC national events.
- Webinars:
  - WBENCLink Training
  - Conference Prep Webinar Series

Access to community of support among WBENC-Certified WBEs.

Articles in WBENC blog, newsletter and website

### Recognition

- Eligibility for regional representation and national recognition.
- Eligibility for recognition through WBENC's Applause Award.
- Eligibility for International Luminary Award.
- Eligibility for recognition through the William J. Alcorn Leadership Award.

### Promote Your Business

- Use of the WBENC certified WBE seal on your marketing materials, which identifies your women's business enterprise as certified through WBENC's national Standards and Procedures.
- Use of the Women Owned Logo on retail product packaging
- Use of WBENC Press Release template to announcing your business as newly WBENC certified. WBEs are responsible for submitting press release to local media.
- Eligibility to promote your business through sponsorship of WBENC national events. A number of promotional opportunities are provided in sponsorship packages. WBE Chair opportunities are available and open to every WBENC-Certified WBE. Although only two WBE Co-Chairs are selected for each national event, this sponsorship opportunity

includes year-long promotional and exposure benefits. For more information, contact [mdelano@wbenc.org](mailto:mdelano@wbenc.org).

### Community of Support

- Eligibility to participate in WBENC Social Media profiles, including [Facebook](#), [YouTube](#) and [Twitter](#).
- Informal networking at WBENC national events.

### Advocacy

- White papers and research developed on key women business issues.
  - Opportunity to participate in surveys so your voice is represented on key issues.
- Representation of women business issues in key forums.

### **How to Apply**

<https://www.wbenc.org/certification-process>

### **Veteran Owned Business**

A business that is at least 51% owned by one or more veterans, who control and operate the business. Control in this context means exercising the power to make policy decisions and operate means to be actively involved in the day-to-day management of the business. The term “veteran” (38 U.S.C. 101(2)) means a person who served in the active military, naval, or air service, and who was discharged or released.

### **Eligibility**

You or another Veteran at your company must:

- Own 51% or more of the company you want to register, and
- Has full control over the day-to-day management, decision-making, and strategic policy of the business, and
- Has the managerial experience needed to manage the business, and
- Is the highest-paid person in the company (or can provide a written statement explaining why your taking lower pay helps the business), and
- Works full time for the business, and
- Hold the highest officer position in the company

To be considered a Veteran, at least one of these must be true.

- Served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and didn't receive a dishonorable discharge, **or**
- Served as a Reservist or member of the National Guard and were called to federal active duty or disabled from a disease or injury that started or got worse in the line of duty or while in training status

### **Benefits**

- Priority when you bid on contracts for other federal or state government agencies

- Tax relief
- Better access to capital
- Extra support if your startup or small business is poised for high growth and innovation
- Support in finding VA procurements, contract awards, and acquisition resources
- Resources, education, and training to help you learn how to do business with us
- Help building business partnerships and connecting with the people who make decisions about procurement in government and large private-sector firms
- Resources to guide you through every step of becoming an entrepreneur

## How to Apply

Apply through the Vets First Verification Program. [Click here](#)

## Service Disabled Veteran Owned Business

A business that a veteran with a disability which as a result of service. The term “service connected” means, with respect to disability or death, that such disability was incurred or aggravated, in the line of duty in the active military, naval or air service.

## Eligibility

- Be a small business
- Be at least 51% owned and controlled by one or more service-disabled veterans
- Have one or more service-disabled veterans manage day-to-day operations and also make long-term decisions
- Eligible veterans must have a service-connected disability

You can view the full eligibility requirements in [Title 13 Part 125 Subpart B of the Code of Federal Regulations](#) (CFR).

## Benefits

The government limits competition for certain contracts to businesses that participate in the Service-Disabled Veteran-Owned Small Business program.

Joining the disabled veterans’ business program makes your business eligible to compete for the program’s set-aside contracts. You can still compete for contract awards under other socio-economic programs you qualify for.

## How to Apply

<https://www.vip.vetbiz.va.gov/>

## Small Disadvantaged Business

A Small Disadvantaged Business (SDB) is a small business that is at least 51% owned by one or more individuals who are both socially and economically disadvantaged. SDB status makes a company eligible for bidding and contracting benefit programs involved with federal procurement. Businesses must be certified by the Small Business Administration (SBA) to qualify for SDB status.



## Eligibility

Effective July 15, 2020, to qualify for the 8(a) program, follow this eligibility checklist:

- Be a small business
- Not already have participated in the 8(a) program
- Be at least 51% owned and controlled by U.S. citizens who are economically and socially disadvantaged
- Be owned by someone whose personal net worth is \$750,000 or less
- Be owned by someone whose average adjusted gross income for three years is \$350,000 or less
- Be owned by someone with \$6 million or less in assets
- Have the owner manage day-to-day operations and also make long-term decisions
- Have all its principals demonstrate good character
- Show potential for success and be able to perform successfully on contracts

## Benefits

To help provide a level playing field for small businesses owned by socially and economically disadvantaged people or entities, the government limits competition for certain contracts to businesses that participate in the 8(a) Business Development program.

Disadvantaged businesses in the 8(a) program can:

- Compete for set-aside and sole-source contracts in the program
- Get a Business Opportunity Specialist to help navigate federal contracting
- Form joint ventures with established businesses through the SBA's mentor-protégé program
- Receive management and technical assistance, including business training, counseling, marketing assistance, and high-level executive development

## How to Apply

1. To apply for this certification, create and/or update your business profile at [SAM.gov](https://sam.gov).
2. Then apply to become certified as an 8(a) business, use the [certify.SBA.gov](https://certify.sba.gov) website.
3. You'll receive a letter in the mail informing you if your application was approved or not. If you're accepted into the program, your profile in the Dynamic Small Business Search will show your approval date and exit date for the program.
4. Your certification will last for a maximum of nine years. You'll need to complete annual reviews to maintain your good standing in the program.

## Small Business

A small business is one that is organized for profit, with a place of business located in the United States. It must operate primarily within the United States or make a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor. Together with its affiliates, it must meet the numerical size standards as defined in the Small Business Size Regulations, 13 CFR 121.

## Eligibility

To receive this type of business certification, your company must be:

- A small business by [SBA standards](#)
- Organized for profit
- Has a place of business in the U.S
- Operates primarily within the U.S. or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor
- Is independently owned and operated
- Is not dominant in its field on a national basis
- Click for [Small Business Size Regulations](#)

Industry	Not to exceed
Manufacturing and mining	500 employees
Wholesale trade	100 employees
Retail and service	\$6 million average annual revenue
General and heavy construction	\$28.5 million average annual revenue
Special trade contractors	\$12 million average annual revenue
Agriculture	\$0.75 million average annual revenue

Chart from: [ASQ.org](#)

## Benefits

- Compete for set-aside and sole-source contracts in the program
- Get a Business Opportunity Specialist to help navigate federal contracting
- Form joint ventures with established businesses through the SBA's Mentor-Protégé Program
- Access to management and technical assistance, including business training, counseling, marketing assistance, and high-level executive development
- Assigned a specialist to help with the growth of your business

## How to Apply

1. If you want to obtain the 8(a) Business Development certification, create a profile at [SAM.gov](#) and use the [certify.sba.gov](#) website.
2. If accepted, you'll receive a one-time certification that's good for nine years. You cannot apply if you've already received the certification and been a part of the program.

To learn more about the program, check out the [SBA's 8\(a\) Business Development page](#).

## HUBZone Certified

The HUBZone Small Business certificate is another one of the SBA contracting programs. This certification is for businesses that set up shop in historically underutilized business zones.

## Eligibility

To qualify for the HUBZone program, your business must:

- Be a small business

- Be at least 51% owned and controlled by U.S. citizens, a Community Development Corporation, an agricultural cooperative, a Native Hawaiian organization, or an Indian tribe
- Have its principal office located in a HUBZone
- Have at least 35% of its employees live in a HUBZone

You can find the full qualification criteria in [Title 13 Part 126 Subpart B of the Code of Federal Regulations](#) (CFR).

You can also get a preliminary assessment of whether you qualify at the [SBA's Certify website](#).

## Benefits

- The government limits competition for certain contracts to businesses in historically underutilized business zones. It also gives preferential consideration to those businesses in full and open competition.
- Joining the HUBZone program makes your business eligible to compete for the program's [set-aside contracts](#). HUBZone-certified businesses also get a 10% price evaluation preference in full and open contract competitions.
- HUBZone-certified businesses can still compete for contract awards under other socio-economic programs they qualify for.

## How to Apply

Before you can participate in the HUBZone program, you must be certified by the SBA. Take these steps to get HUBZone certified.

1. Make sure you have a [SAM.gov](#) account.
2. Make sure you have a General Login System account.
3. Apply for HUBZone certification using the General Login System. Log in, select "Access" and then "HUBZone" before completing the prompts.
4. Check your email for time-sensitive instructions to electronically verify your application within 10 business days.
5. Submit all requested supporting documentation within 10 business days; your submission cannot be assigned for eligibility review until all required documents are submitted.
6. Update your [SAM.gov](#) profile to indicate you are a HUBZone business after you get an email confirmation from the SBA.

Read the instructions from the General Login System carefully to make sure you provide all the necessary information.

You will be required to submit different supporting documentation based on your ownership structure:

- Corporations must be prepared to submit documents described in the [Corporation Document Request](#).
- Sole Proprietors must be prepared to submit documents described in the [Sole Proprietor Document Request](#).
- Partnerships must be prepared to submit documents described in the [Partnership Document Request](#).
- LLCs must be prepared to submit documents described in the [LLC Document Request](#).

## LGTB Owned Business

A business that is at least 51% owned and operated by a LGTB (lesbian, gay, transgender, bisexual) person(s).

## Eligibility

A business that is at least 51% owned and operated by a LGTB (lesbian, gay, transgender, bisexual) person(s).

## Benefits

You'll have access to the full network of National LGBT Chamber of Commerce (NGLCC) which features more than 200 corporate and government partners expressly looking to do business with certified LGTB companies.

## How to Apply

<https://www.nglcc.org/get-certified>

## Hog Procurement Definitions

Large Business Family Owned: Family-owned business, with more than \$0.75 million average annual revenue, which is a commercial organization in which decision making is influenced by multiple generations of a family, related by blood or marriage or adoption, who can influence the vision of the business.

Large Business Non-Family: Non-family-owned business, with more than \$0.75 million average annual revenue, which is a commercial organization.

Small Business Family Owned: Family-owned business, with less than \$0.75 million average annual revenue, which is a commercial organization in which decision making is influenced by multiple generations of a family, related by blood or marriage or adoption, who can influence the vision of the business.

Small Business Veteran Owned: A business, with less than \$0.75 million average annual revenue, which is at least 51% owned by one or more veteran, who controls and operates the business. Control in this context means exercising the power to make policy decisions and operate means to be actively involved in the day-to-day management of the business. The term "veteran" (38 U.S.C.'101(2)) means a person who served in the active military, naval, or air service, and who was discharged or released.

## Website Resource Information

CATEGORY	RESOURCE
Minority Owned	<a href="https://nmsdc.org/">https://nmsdc.org/</a>

Women's Business Enterprise National Council	<a href="https://www.wbenc.org/">https://www.wbenc.org/</a>
Veteran Owned	<a href="https://federal.famr.us/veteran-owned-business">https://federal.famr.us/veteran-owned-business</a> <a href="https://www.va.gov/careers-employment/veteran-owned-business-support/">https://www.va.gov/careers-employment/veteran-owned-business-support/</a> <a href="http://www.inc.com">www.inc.com</a>
Service-Disabled Veteran Owned	<a href="https://www.sba.gov/federal-contracting/contracting-assistance-programs/service-disabled-veteran-owned-small-businesses-program">https://www.sba.gov/federal-contracting/contracting-assistance-programs/service-disabled-veteran-owned-small-businesses-program</a>
Small Business	<a href="https://certify.sba.gov">https://certify.sba.gov</a>
Small Disadvantaged Business	<a href="http://www.sba.gov/sdb">www.sba.gov/sdb</a> <a href="#">ACQ Notes</a>
HUBZone	<a href="https://www.sba.gov/hubzone">https://www.sba.gov/hubzone</a> <a href="https://www.unitedstatesbusinessregistration.us/hubzone-certification/">https://www.unitedstatesbusinessregistration.us/hubzone-certification/</a>
LGBT Owned	<a href="https://www.nglcc.org/">https://www.nglcc.org/</a> <a href="https://www.uschamber.com/co/start/strategy/how-to-become-a-certified-lgbt-business">https://www.uschamber.com/co/start/strategy/how-to-become-a-certified-lgbt-business</a> <a href="https://www.sba.gov/business-guide/grow-your-business/lgbt-owned-businesses">https://www.sba.gov/business-guide/grow-your-business/lgbt-owned-businesses</a> <a href="https://www.nglcc.org/get-certified">https://www.nglcc.org/get-certified</a>