B2B PORTAL

SUPPLIER USER GUIDE
2020

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Revision

Date	Version Number	Document changes	Who
December 2019	Version 1.0	Initial Release	Myer IT Project Delivery

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Table of Contents

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Who is this guide for?

This user guide had been designed as a learning tool for all Suppliers who use the B2B (Business to Business) portal to view and manage their Myer applications.

It describes:

- Process to request access for B2B portal.
- Process to login to B2B portal.

Icons used

The following table lists the icons you might see throughout this user guide.

| Icon	Explanation
	Note: Highlighting a specific point about the task.
	Business Rule: A rule that has been applied when completing the step.
	Tip: A tip to assist in making the task easier.

About the B2B Portal

The B2B portal helps Suppliers of Myer to access selected applications within the Myer network.

There is a one-time registration process that needs to be followed in order to set up access. Suppliers lodge a request for an account to be created for them with Myer. The request is then approved or declined by the Myer B2B Administrator. Following successful registration users can in future navigate directly to Myer Applications (Myer MyApps).

The below diagram shows the high-level processes.
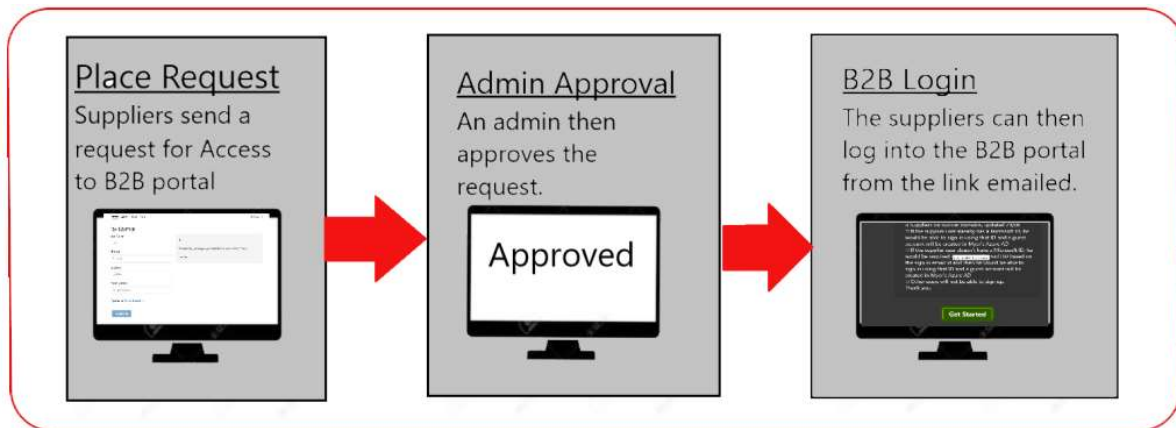
The Suppliers will be required to first place a request for an account to be created for them, once it is approved by the Myer B2B Administrator they will receive the confirmation mail. This will enable the Suppliers to login to the portal.
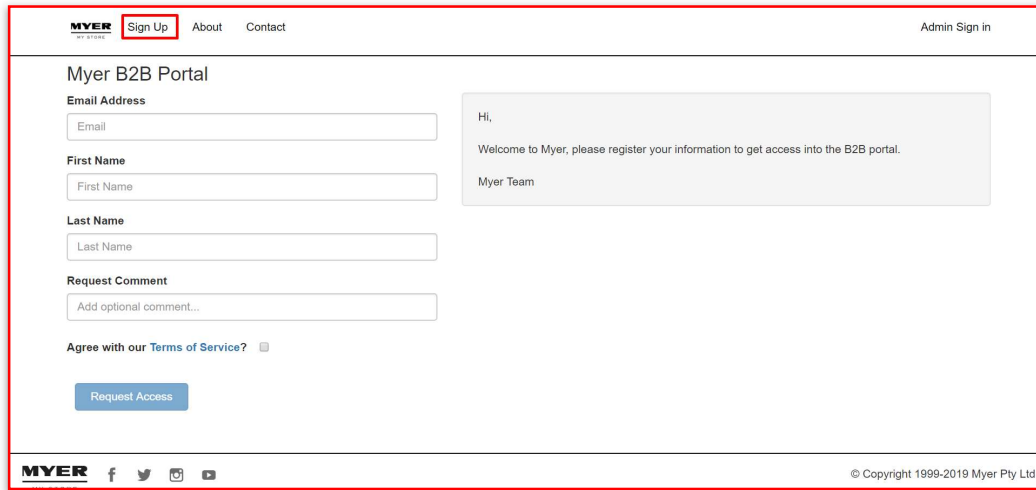
*Due to licencing constraints **each Supplier is limited to only three users**. No additional users will be able to register. This limitation is applied by the system and is unable to be altered.*

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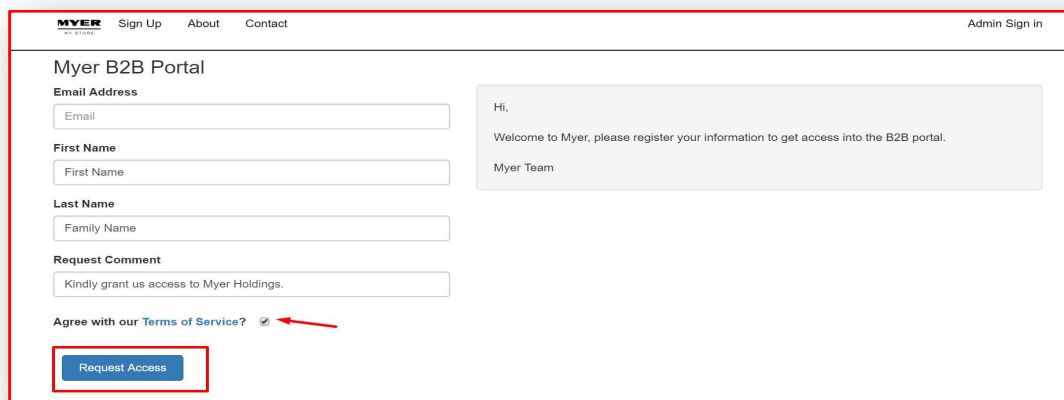
Accessing the B2B Portal Access Link

How to place the request for access to the B2B Portal

1. You will receive a URL link to enter the portal, this can be accessed using any internet browser (eg Google Chrome, Internet Explorer, Safari, Firefox)

2. Enter your details, review the Terms of Service, check **Agree with our terms** and click **Request Access**

*You will not be able to register using a generic email domain such as Gmail or yahoo; nor will you be permitted to use generic email addresses such as no-reply@..., info@... etc. Accounts will only be approved for email addresses containing your name and **company specific domain**, eg "John.Smith@yourcompany.com".*

Myer B2B Portal

Email Address

mail@yahoo.com

First Name

First Name

Last Name

Last Name

Request Comment

Add optional comment...

Agree with our **Terms of Service**? ☐

[Request Access]

Hi,

Welcome to Myer, please register your information to get access into the B2B portal.

Myer Team

Your email is using a public domain which is not allowed.

3. Once you click on ***Request Access***, the request will be sent to the Myer B2B Administrator for approval.
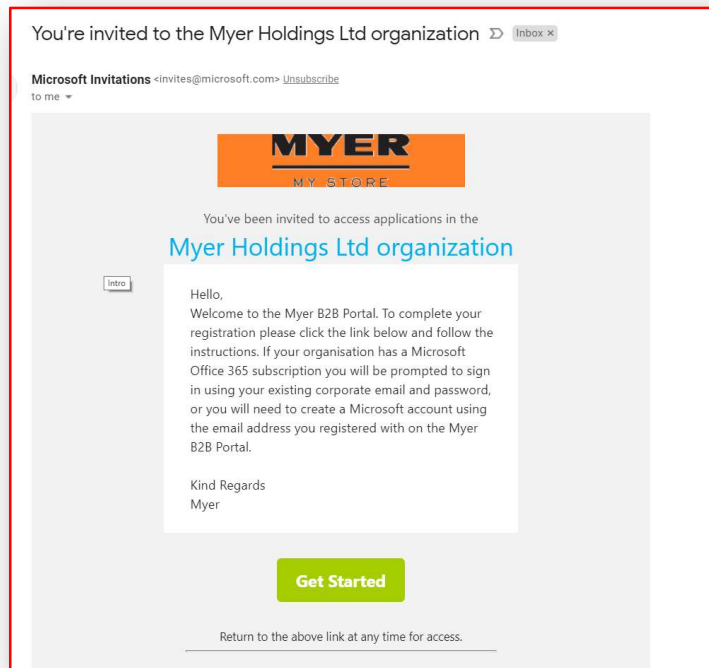
Thanks for Signing Up

Your request is being processed. Your request ID is "f52de93d-0833-42ad-8c85-e457e3ae6d85".

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Accessing the B2B Portal

1. Once the request has been placed, it will be sent to the Myer B2B Administrator for approval. Once it is approved you will receive a **welcome email** containing a "Get Started" link to finish your registration.


Clicking on the "Get Started" link is a vital step in the account creation process. You will not be able to access the B2B portal without completing this action.

2. Click on **Get Started** link, which will redirect you to a sign in page to confirm your details.
3. Enter your company email address and password.
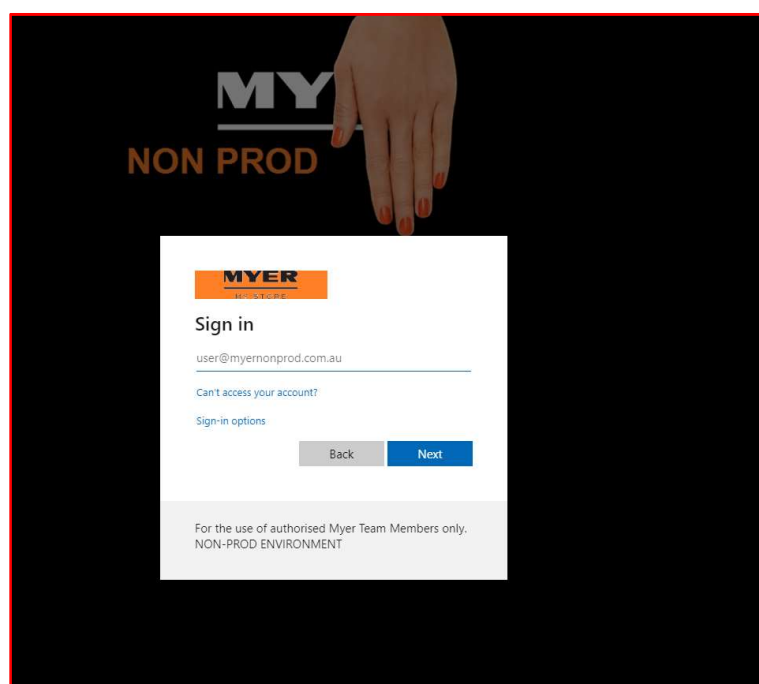
Pre-Existing Microsoft User

If your company uses Microsoft for managing user accounts, you will be redirected to an **Authentication Page** where you enter your password associated with your company email.
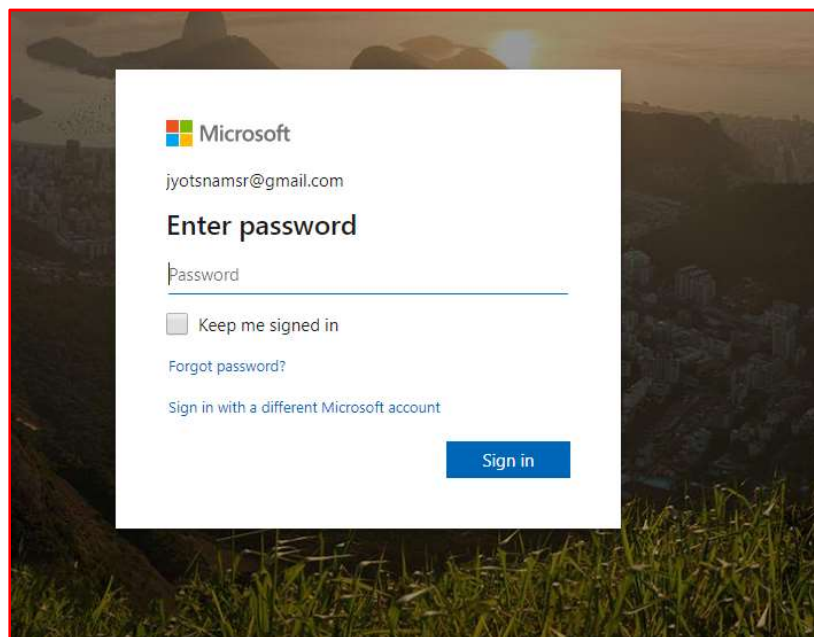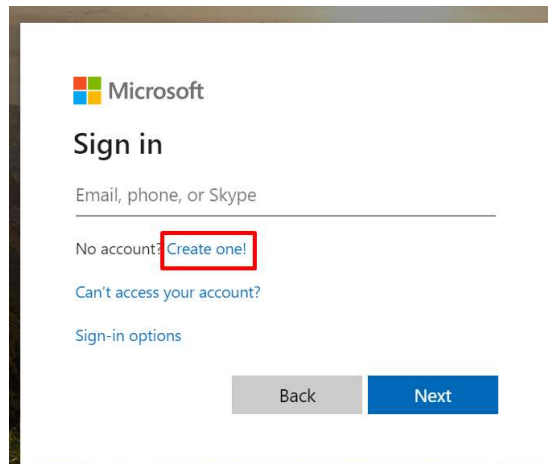

Not Already a Microsoft User

The error below often indicates that your company may not use Microsoft for managing user accounts.
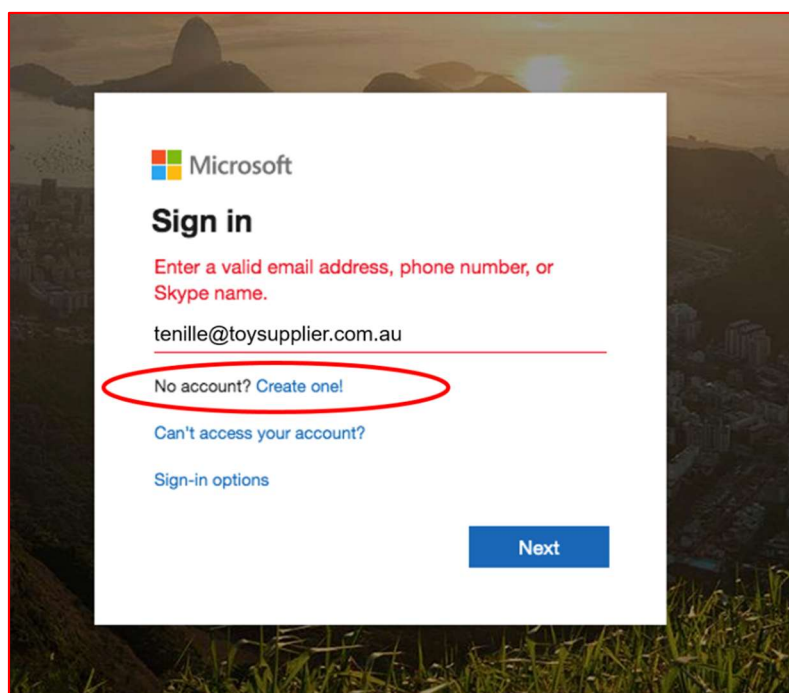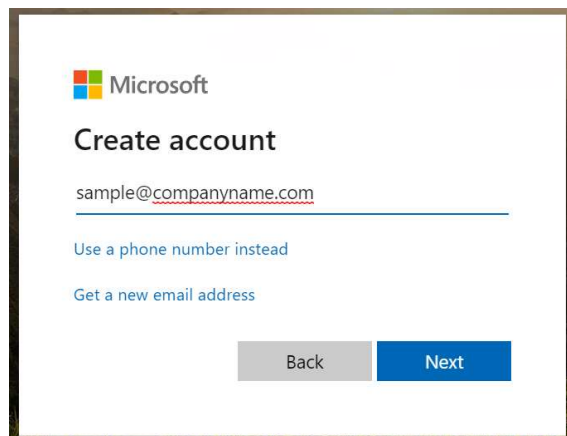

To proceed further, you will need to create a Microsoft account, which will then be associated to your email address. Follow the instructions below on how to create one.
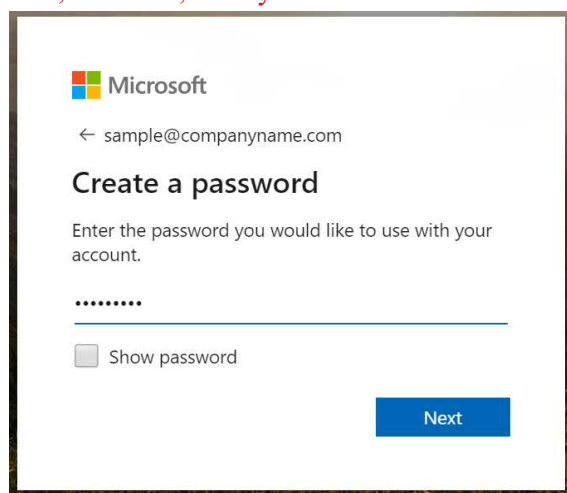
Creating a Microsoft Account

1. From the **Sign in** window, click **Create one**
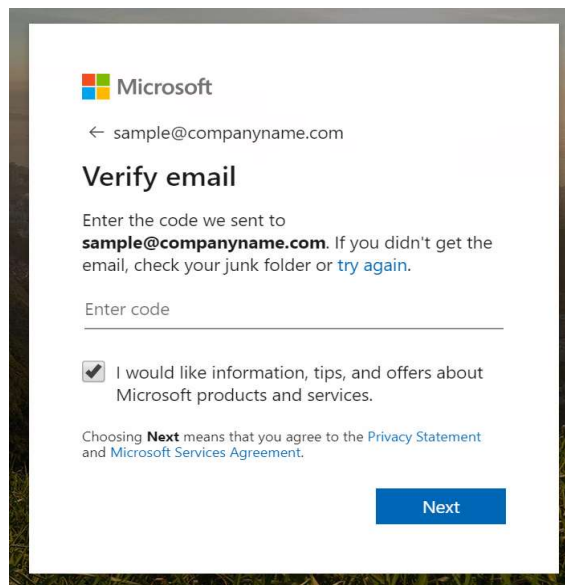
2. Enter your work email address

3. Enter the password that you will use to log in
    Passwords must have at least 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols.

4. Microsoft will send a code to your email account which you entered in step 2, enter the code and click **next**

5. You will now be able to continue further using your work email address.

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After Login

On successful Login, you will then be requested to review and **accept** the Permissions for Myer Holdings Ltd.
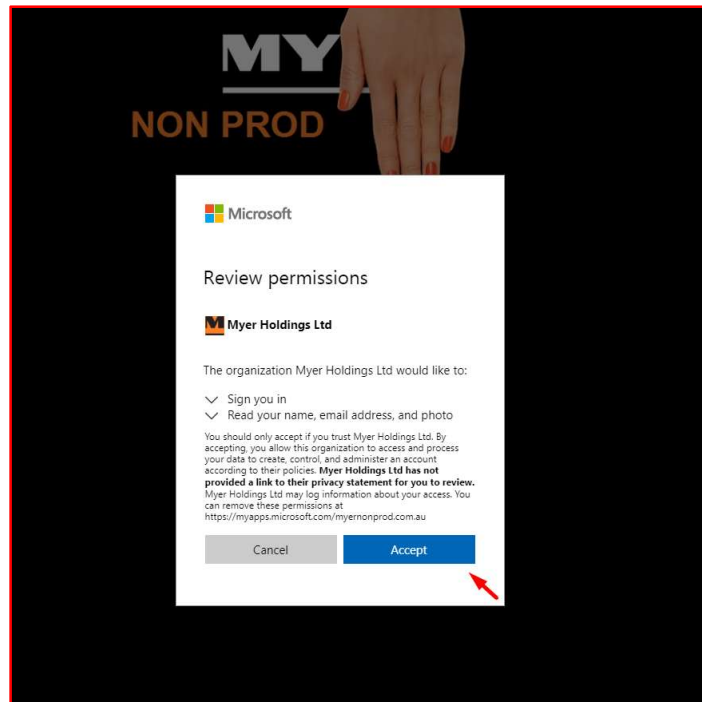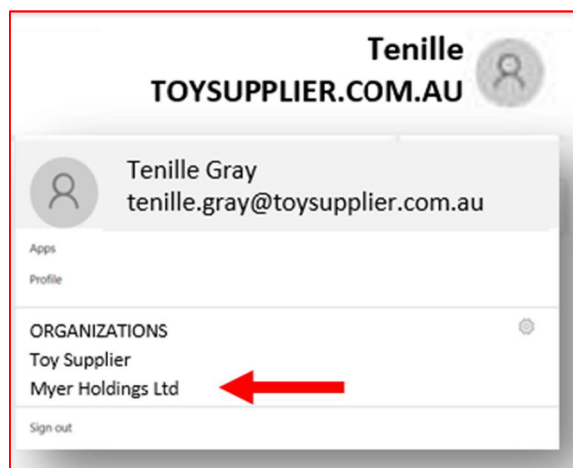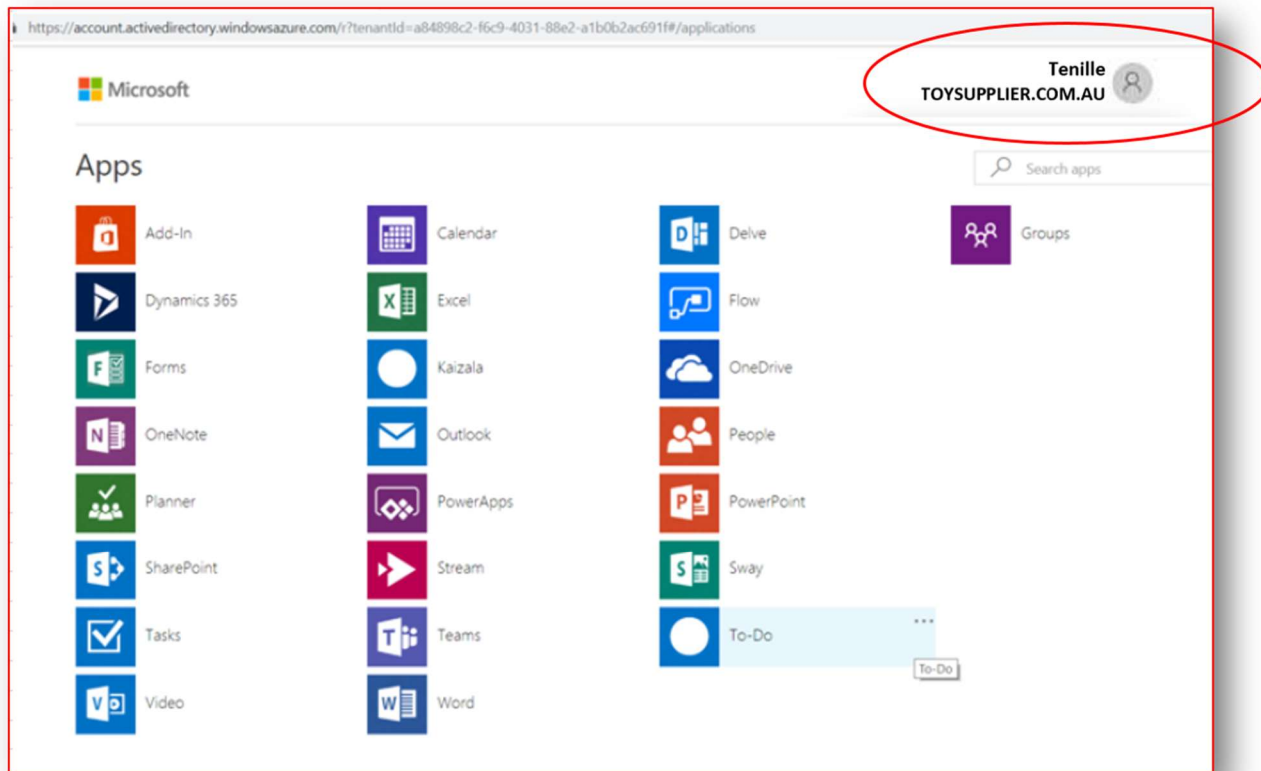

You will be redirected to the Myer Holding My Apps landing page. The Myer logo should appear in the top left corner, and Myer Holdings under your account name
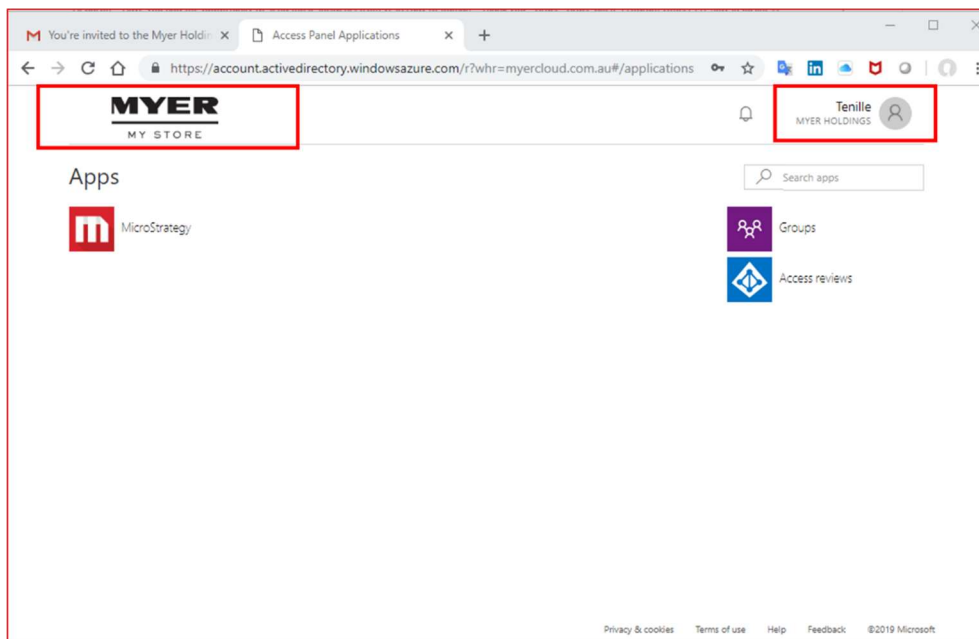
Switching between My Apps pages

If you do not see the Myer logo you may be on your company's My Apps page.

To navigate to the Myer My Apps page, click on the log in at the top right and toggle between organisations.
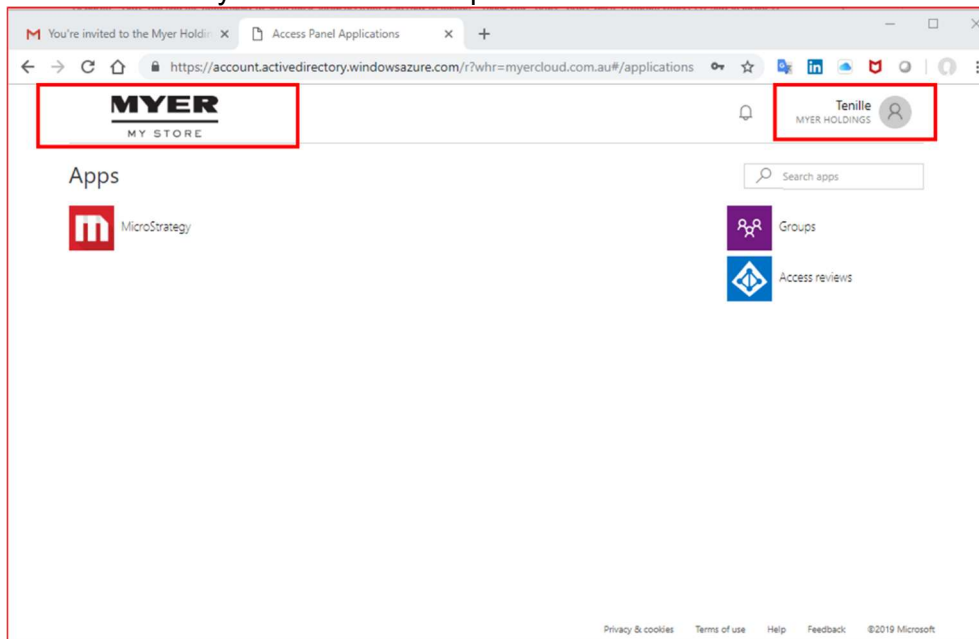

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Accessing Myer MyApps after sucessful one time registration

To access Myer applications after successfully registering
1. Type myapps.microsoft.com into the address bar
2. Press enter
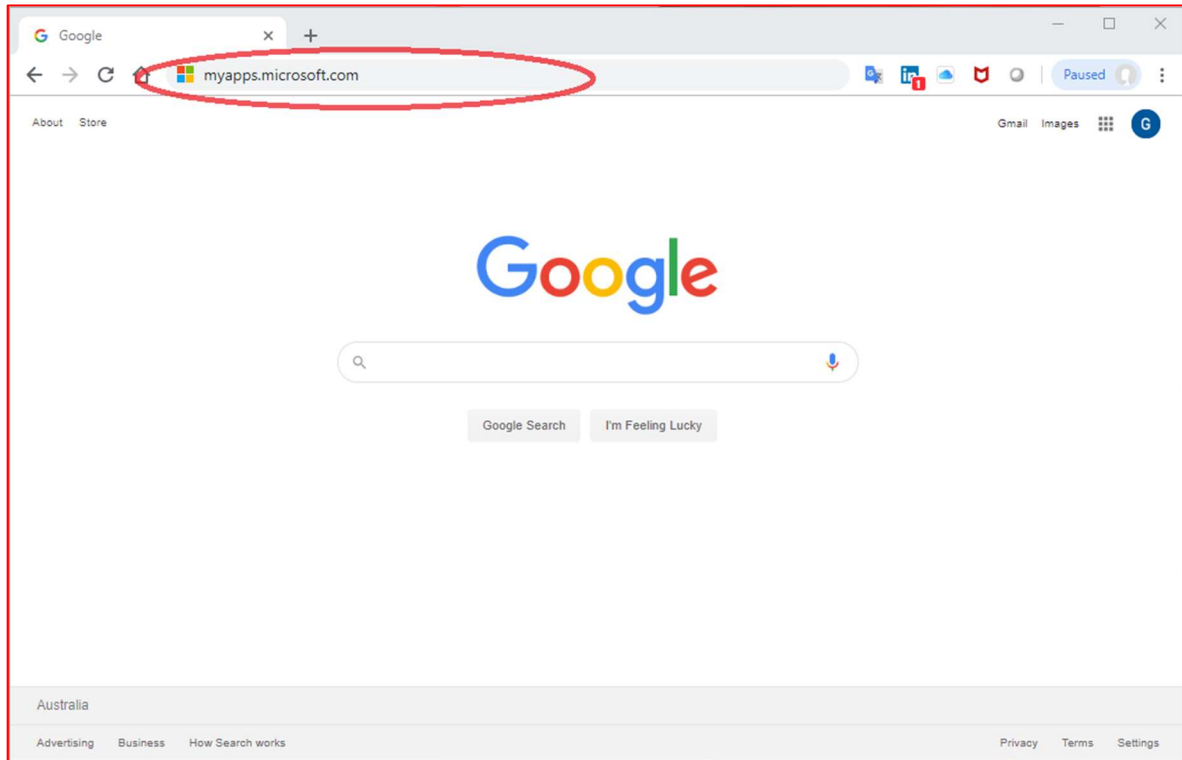
3. You will be redirected to the Myer Applications page.
4. Save this to your favourites for quick access in future

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Contacts

For other support/queries, contact the following teams:

Enquiry:	Contact Details:	Post Implementation Contact
Login / Access Issues	B2BSupplierPortal@myer.com.au	Central Merchandise Team
Refresher /user training	B2BSupplierPortal@myer.com.au	Merchandise Team

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