

# Logging into Guide Dogs Portal

You will have been sent a link to the Guide Dogs Portal along with your login name and password

1. *Click* on the link for the **URL** for the Guide Dogs Portal in the email, to launch the portal



2. Enter your assigned user name, and password

#### 3. Click Sign In

On the first time logging into the Guide Dogs portal you will be requested to change your password. Enter Current and new passwords, *click* on  $\mathbf{OK}$ 

Sign In

Password Requirements: Minimum length: 5	
Change of Password	
User Name: V.collins	
Current Password:	
New Password:	
New Password Again:	
ок	

**Tip:** You may wish to add the Guide Dogs portal to your Favourites in your web browser, or add a shortcut onto your desktop

#### I've forgotten my password and/or username

1. *Click* <u>Retrieve Password</u>. The retrieve password screen will appear. In the Username field, enter your allocated username, *click* **Submit** 

CUIDE UK
Enter your Username below and we will send an email to the email address you used when registering for the system containing a reminder of your Password.
user_1003145@supplier.co.uk ×
Submit
Return to Sign In

If you have forgotten your Username and Password, please contact the Guide Dogs Procurement Team

### **Accepting Terms and Conditions**

After signing in you will need to accept Guide Dogs terms and conditions. Guide Dogs portal will be restricted from use until the terms and conditions are accepted

**Note**: When new or revised Terms and Conditions are released, a notification of new terms and conditions email will be sent to the main company contact email address. You will need to login to the portal at your earliest convenience to accept the terms and conditions. If you have separate terms and conditions under a signed contract, then these terms and conditions will be used and not the standard ones detailed above

Pending Terms and Conditions					
There are terms and conditions for your company pending your acceptance. You need only accept the terms for a single language for any given row. By selecting the 'Accept' option for a row you are agreeing to be legally bound by the linked terms and conditions document on that row. Failure to accept terms may also restrict portal access or functionality.					
that row. Failure to accept terms may al	so restrict portal acc	ess or functionality.			
that row. Failure to accept terms may al Name	so restrict portal acc Last Accepted	ess or functionality. Language	Version	Document	Accept
that row. Failure to accept terms may al Name Trading Terms and Conditions (Guide Dogs)	so restrict portal acc Last Accepted None	Language	Version 1.0	Document Download	Accept Accept Reject

#### To view the Terms and Conditions

1. Click on **Download** Document Download 2. Either **Reject** or **Accept** by *clicking* the relevant toggle Accept button Accept O Reject Confirm 3. Click Confirm

## Managing your Dashboard

Application Supplier Portal V Home Sign Out Show Development bar System Time: 10:15 AM GMT BETA Dashboa Logged in as The Supplier. Last Login: Ne Order Management Order Alerts No alerts to view Exceptions Alerts No alerts to view

The first time you login to the Guide dogs Portal the default Dashboard will appear

Hover over the thick blue line on the left of the Dashboard, to display the Navigation 1. pane

	<b>\$</b>	Ľ	)ashboard	
	User			
	Home			
	Modify Dashboard		🕭 Order Manage	
Đ	My Orders		Order Alerts	
Ð	My Invoices		No alerts to view	
Ð	My Payments			
Ð	My Returns		Exceptions Alerts	
Ð	My Credit Notes		No alerts to view	
Ð	My Products			
Đ	My Account	7		

### Lock the Navigation Pane in place

- 2. *Click* on the green lock
  - 0
  - on the top right of the navigation pane, to lock the pane in position. The lock will change to red The navigation pane is now locked in place.



### **Important: Add Order Management Alerts & News**

The Dashboard is your personalised landing page. You can add functions that are useful to you

To enable you to keep in touch with Guide Dogs and Blink Children UK, please add the News widget and ensure the Order Management Alerts widget displays

#### **Order Management Alerts**

Alerts raised by Guide Dogs purchasing activity with you are captured in the Order Management Alerts widget

1. If Order Management Alerts does not appear on your dashboard as default. From the navigation pane on the left of the screen, *click* **User** or *click* the **+** sign to expanded, select **Modify Dashboard**. The Dashboard screen will appear

Dashboard			
Save changes			
Select Quicklinks		Select Widgets	
Select the quicklink buttons to display on your dashboard.	Select the quicklink buttons to display on your dashboard. Select modules to add to your dashboard from the selection below.		
User Quicklinks	Select	General	Select
Home		Calendar	
Modify Dashboard		Exchange Rates	
Change Password		Finance News	
Reminders		News	
View Policies		NotePad	
		Reminders	
Requisitioning Quicklinks	Select	RSS Reader	
All Requisitions	<b>V</b>		
Raise Requisition	<b>V</b>		
Raise Call Off Requisition		Weather	

2. Locate the **Order Management Alerts** item within the **KPI** section. Make sure there is a *tick* in the check box on the left of Order Management Alerts

крі	Select
Order Management Alerts	✓

#### News

Any information from Guide Dogs, for example tender requests, system information will be delivered to you via the News widget

1. Locate the **News** item within the **General** section. Place a *tick* in the check box on the left of Order Management Alerts

General	BETA
Calendar	<ul><li>✓</li></ul>
Exchange Rates	
Finance News	
News	

2. Click Save Changes Save changes. The modified dashboard will be displayed

<u></u>	Dashboard	Logged in
± User		
My Invoices	🖾 News 🔺	Order Management
		Alerts
My Returns	Category Urgent	Order Alerte
My Credit Notes		
		No alerts to view
My Account		Exceptions Alerts
		No alerts to view

# **Update Categories**

So that your services are searchable by Guide Dogs, please make sure that your supplier category has been identified correctly

1. From the Navigation pane, *click* My Products and *click* Manage Catalogue



2. *Click* on a Category name to drill down a level. *Or* use the **Search Within View [Full Catalogue]** to search for a category

Category Se Please click	iategory Selection Please click on a Category name to drill down a level. The human tand modern tata will be found				
	Search Within View [Full Catalogue]				
Dowr	Ioad Temptate Download Catalogue Uptoad Catalogue No supplier filter applied				
Full Cat	Full Catalogue2- Individual Products saved: 0 Category trees saved: 0				
Saved	Category Name Category Cod	Product Count	Sub Category Count		
	Accounting and auditing services.	0 products	1 sub-categories		
	Advertising and marketing services.	0 products	1 sub-categories		
	Agricultural, forestry, horticultural, aquacultural and apicultural services.	0 products	1 sub-categories		
	Air transport services.	0 products	1 sub-categories		
	Animal feedstuffs,	0 products	1 sub-categories		
	Business and management consultancy and related services.	0 products	1 sub-categories		
	Business services: law, marketing, consulting, recruitment, printing and security,	0 products	16 sub-categories		

3. Place a tick in the check box to the left of the required categories



4. Click Save Categories Save Categories button

### How can I upload my product Catalogue

Please see the Managing your Product Catalogue Quick Reference Guide

### **Getting Help**

Please contact Guide Dogs Procurement Team on 0118 9835555 or email web3.procurement@guidedogs.org.uk

Thank you!