

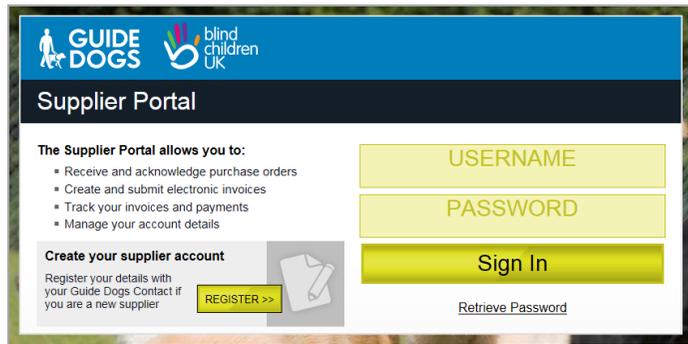


# Existing Supplier: Getting Started

## 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 **OK**

Password Requirements:  
Minimum length: 5

**Change of Password**

User Name: V.collins

Current Password:

New Password:

New Password Again:

**OK**

**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 **Retrieve Password**. The retrieve password screen will appear. In the Username field, enter your allocated username, click **Submit**

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

**Terms and Conditions Acceptance**

**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.

Name	Last Accepted	Language	Version	Document	Accept
Trading Terms and Conditions (Guide Dogs)	None	English (UK)	1.0	<a href="#">Download</a>	<input type="radio"/> Accept <input type="radio"/> Reject

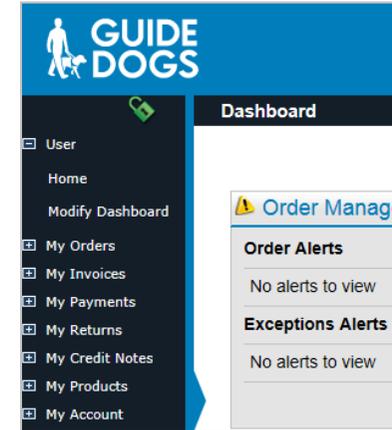
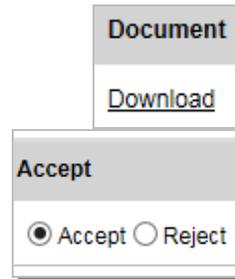
**Confirm**

### To view the Terms and Conditions

1. Click on **Download**

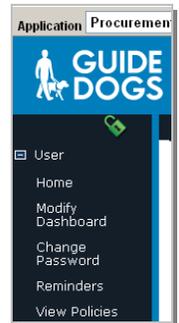
2. Either **Reject** or **Accept** by clicking the relevant toggle button

3. Click **Confirm**



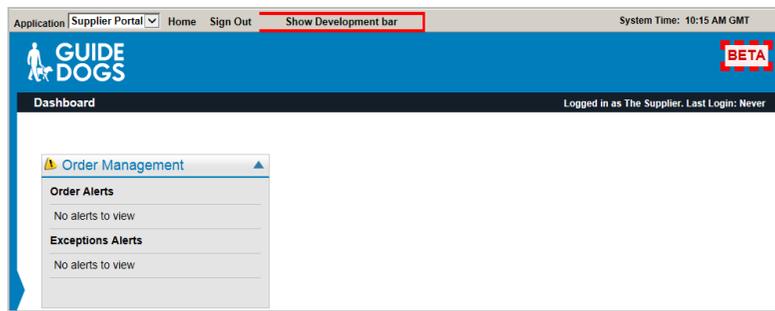
### Lock the Navigation Pane in place

2. Click on the green lock  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.



## Managing your Dashboard

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



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

## Important: Add Order Management Alerts & News

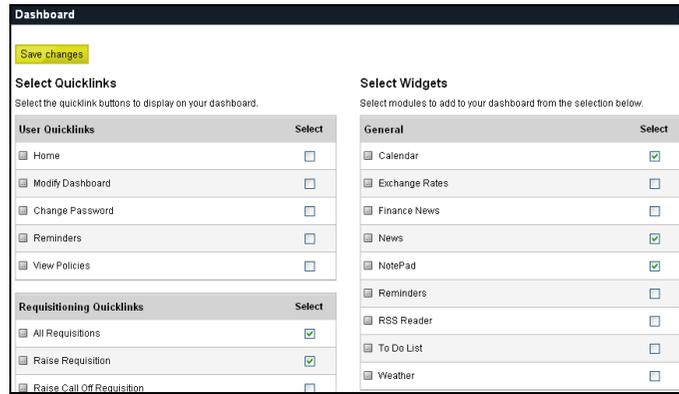
The Dashboard is your personalised landing page. You can add functions that are useful to you

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



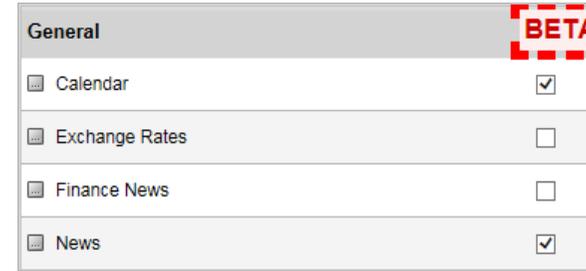
2. Locate the **Order Management Alerts** item within the **KPI** section. Make sure there is a *tick* in the check box on the left of Order Management Alerts



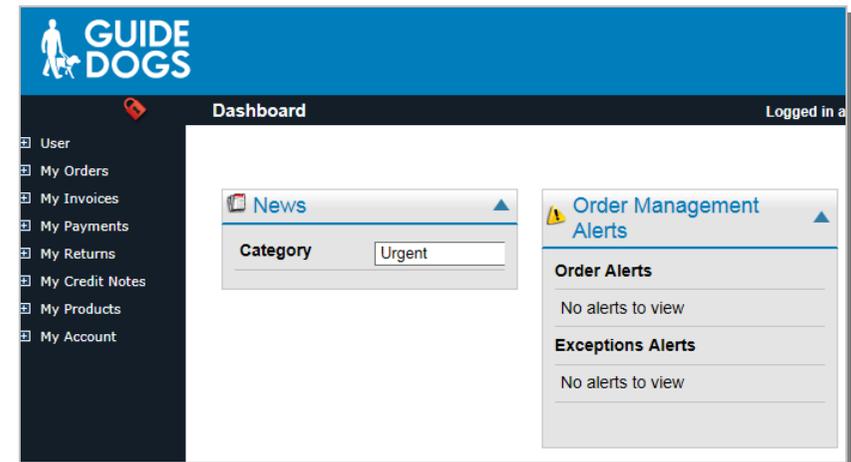
## News

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



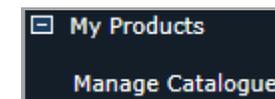
2. *Click* **Save Changes** **Save changes**. The modified dashboard will be displayed



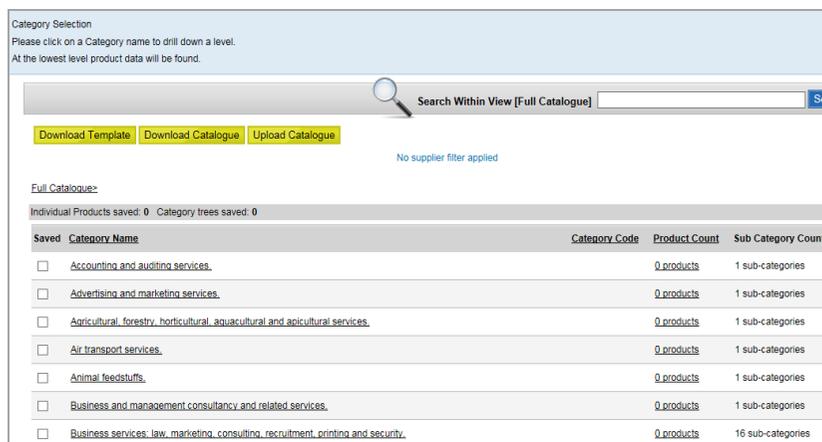
## Update Categories

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



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](mailto:web3.procurement@guidedogs.org.uk)

Thank you!