VENDOR REGISTRATION JOB AID
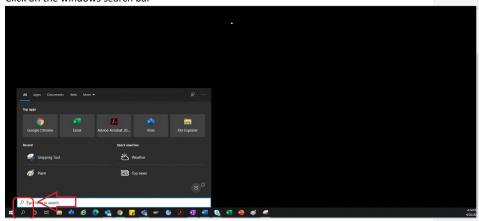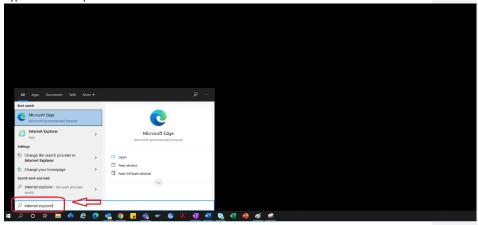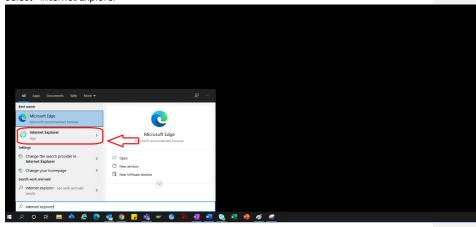
A. Access Supplier Portal through Internet Explorer

1. Click on the windows search bar

2. Type" Internet Explorer"

3. Select "Internet Explorer"

4. The IE Browser opens.

5. Use the Portal hyperlink to access the Supplier Portal →
   https://engineeringsupplierportal.airproducts.com/
   a. For the first time users, the IE explorer will ask for installing "Silverlight". Follow the instructions, install Silverlight and refresh the browser.
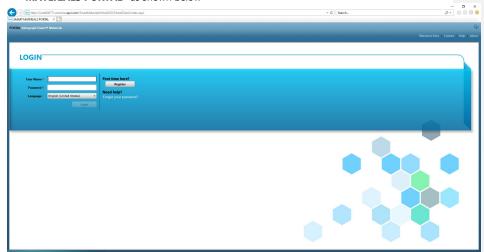

6. The supplier portal Login page opens

B. Vendor registration steps

1. Copy the below vendor portal link given in the email by the AP and open the link in Internet Explorer Only.
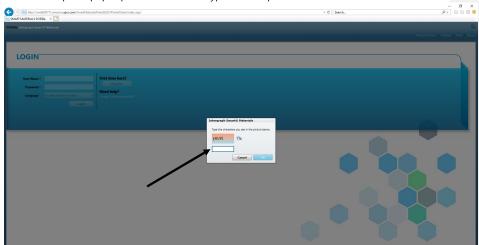
https://engineeringsupplierportal.airproducts.com/

- Note: This link does not work with any other browser other than Internet Explorer.

2. Once the link is opened in the IE, the link requests the user to download the Silverlight software to open the vendor portal.

3. After finishing the setup with the Silverlight software, the website directs to **"SMART MATERIALS PORTAL"** as shown below
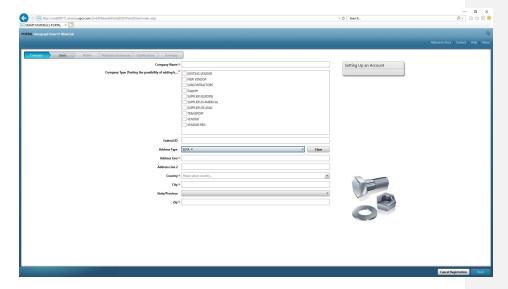
4. If the vendor has the username and password, vendor can use those credentials to login else click on the "Register" button as shown below if the vendor is new to the portal
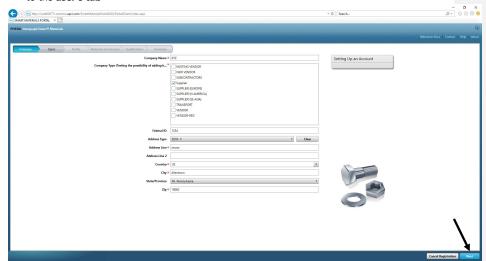

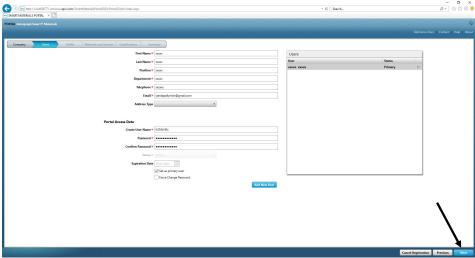5. A new captcha pops up as shown below. Type in the captcha and click "ok"

6. Once the captcha is entered and clicked "Ok", a new screen pops up requesting the vendor to fill company name, company type, FED ID (if required), Address type, Address line, country, city, state & Zip code as shown below.

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7. The fields that have a red asterisk are mandatory fields that the vendor must fill in.

8. After entering the company details click the "Next" at the bottom right as shown below to go to the **user's tab**
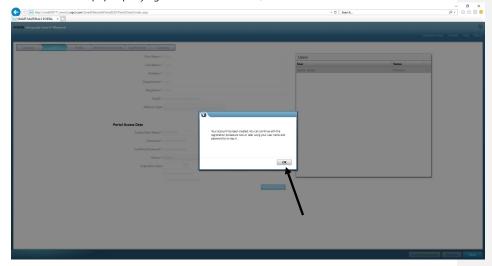

9. In the Users tab, update all the mandatory fields as shown below and click on "Next" button to go to "**Profile**" tab:
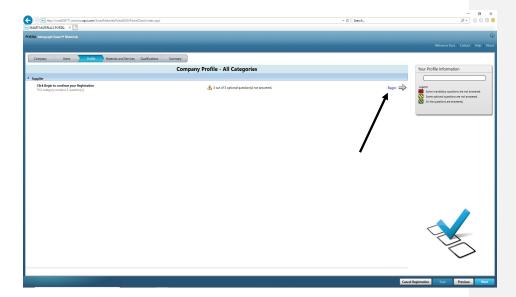
Once the vendor submits the information, the initial user will be automatically be the primary user vendors can add secondary users in the "**Users**" tab

10. A notification pops up saying the account is created, as shown below. Click "OK" button.

11. The next screen shows the "Profile" tab. The supplier is to click on "Begin" to answer the questionnaire.
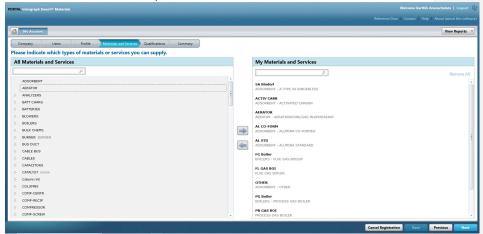
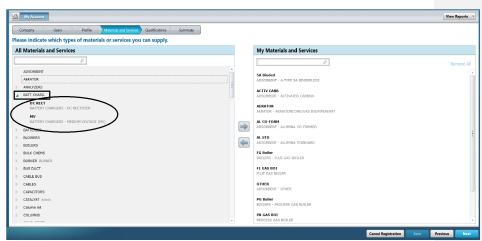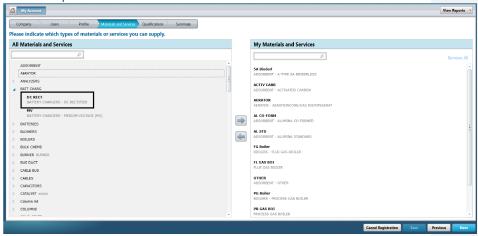12. Enter the AP-buyer email address in the "Air Products Point of Contact" section and save

13. Click Next

14. "Materials and Services" section opens

15. Click on the Material Category to Open the sub menu

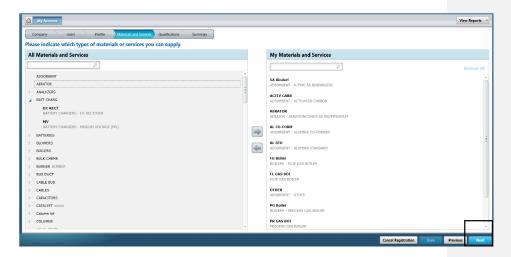16. Select the required "Material"

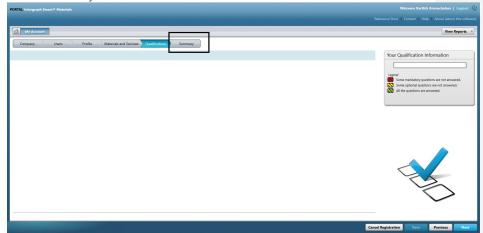17. Click on the Right arrow "→" to add the selection to "MY Materials and Services"

18. Click "Save"

19. Click Next

20. Click the "Summary" Tab

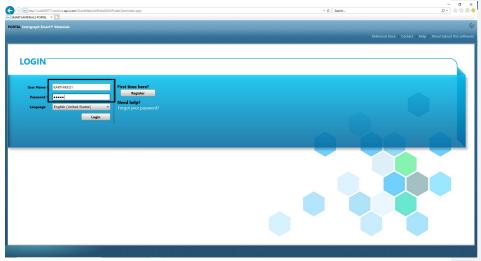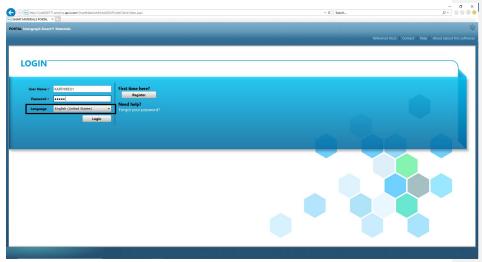21. Click "Submit". This completes the Vendor profile submission.

PORTAL Intergraph Smart® Materials

Reference Docs | Contact | Help | About (about this software)

Company | Users | Profile | Materials and Services | Qualifications | **Summary**

Submitting will send your information to Air Products.

Login Request

Company Name: zxc

1 User(s) registered

Profile

1 of 1 optional question(s) answered

Materials and Services

1 Materials and services group(s) entered

Qualifications

Cancel Registration | Previous | **Submit**

C. Login to Supplier Portal

1. Navigate to Supplier portal Home page: https://engineeringsupplierportal.airproducts.com/
   Note: Use Internet Explorer Only.

2. Enter the Login Credentials to login to supplier Portal

3. Select the Language

4. Click "Login" to enter the portal.

5. This is the portal Home page

D. Changes to Profile

1. Login to the Portal per above steps and Click on "MY ACCOUNT"
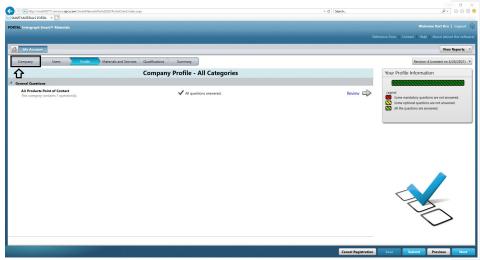

2. GOTO Profile Section

3. Select the Revision Dropdown

4. Click "Create New Revision"

5. A Pop-up screen Appears. Click "Close"

6. GOTO "Company" Tab and make the necessary changes to profile information.

7. Update the "Company" Information as needed. Note all the Fields marked fir Asterix (*) must be mandatorily updated.

8. Click "Save"

9. Click "Next"

10. Go to "Profile" Section

11. Click "Submit"

12. Enter the Captcha and click "I Agree"

13. Click "Close" on the Popup screen.

E. Adding New Users

1. Login to the Portal as described above.
   Note the user logging in must be the Primary user. If you do not know the primary user, please reach out to the AP-Buyer for assistance.
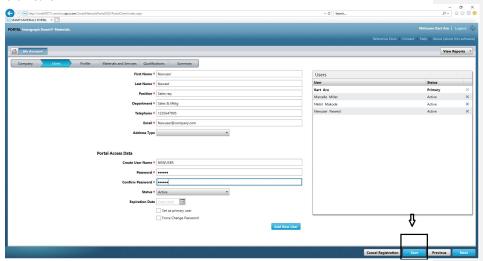
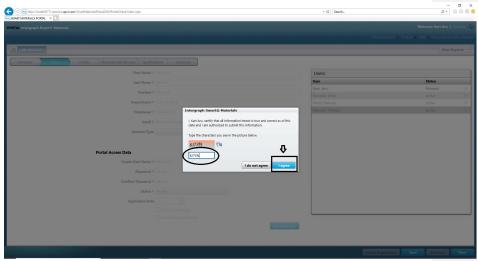2. Click on MY Account

3. Go to "Users Tab"

4. Click on "Add New User"
   Note: Only a Primary User will be able to see this option.

5. Fill the form and ensure all the Mandatory information is provided.

6. Click "Save"

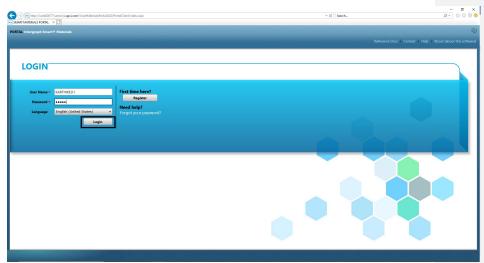
7. Fill out the "Captcha" information and Click "I Agree".

8. The Information is saved, and the New user is listed in the "Users" Queue and "Active".
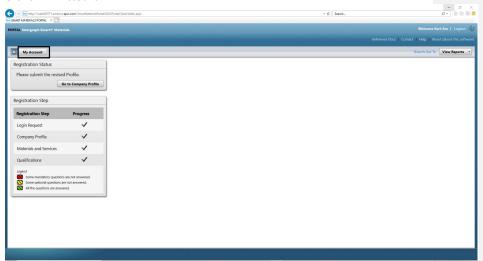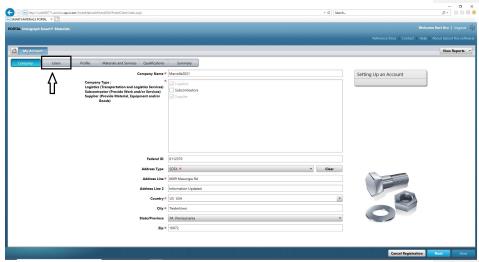

F. Deleting Users

1. Login to the Portal. Note the user logging in must be the Primary user. If you do not know the primary user, please reach out to the AP-Buyer for assistance.
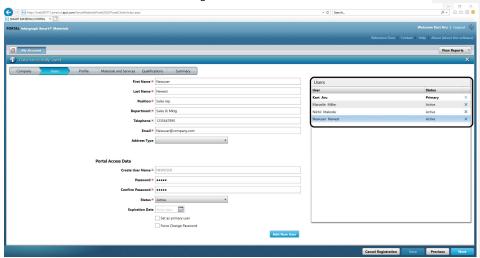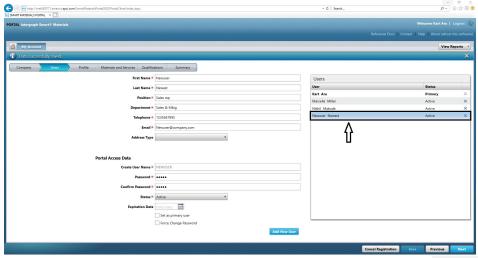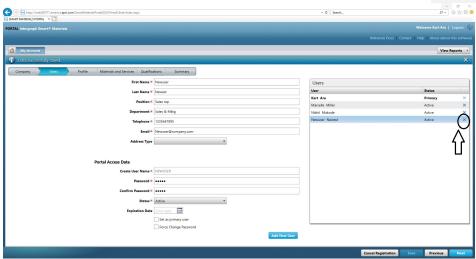
2. Click on MY Account

3. Go to "Users Tab"

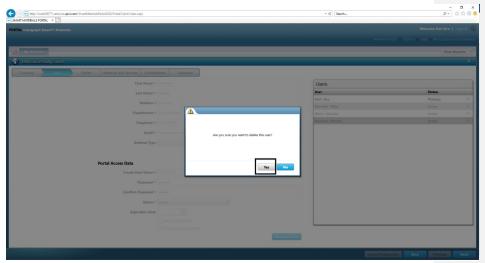4. Review the "Users" Queue section on the right half of the screen

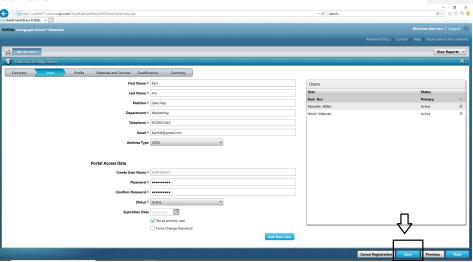5. Select the user you wish to delete

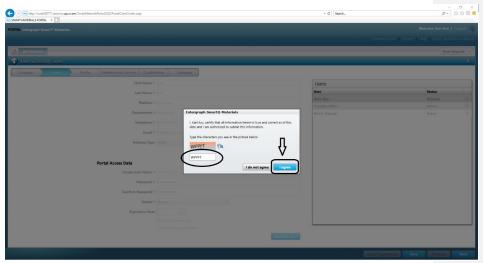6. Click on the "X" to delete the user

7. Click "Yes" on the Pop-up screen and confirm deletion.
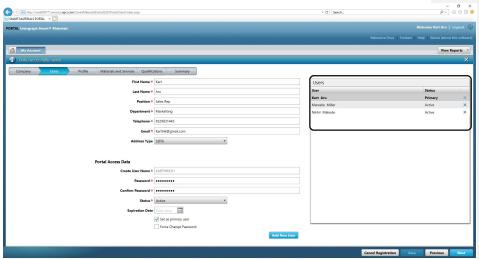
8. Click "Save"

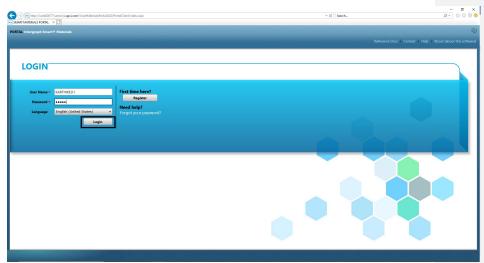9. Enter the "Captcha" and click "I Agree"

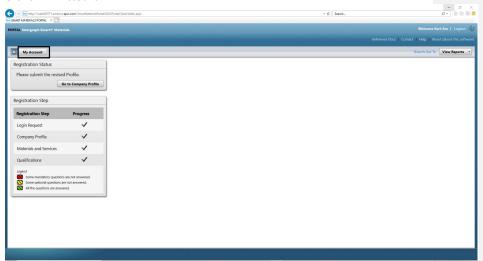10. Review the "Users" List. The user is deleted.

G. Changing Primary Users
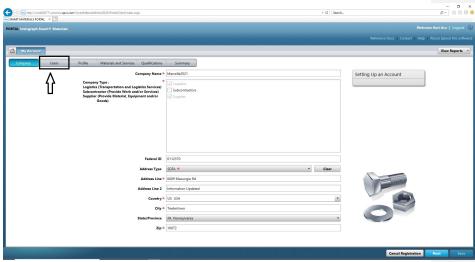
1. Login to the Portal.
   Note the user logging in must be the Primary user. If you do not know the primary user, please reach out to the AP-Buyer for assistance.
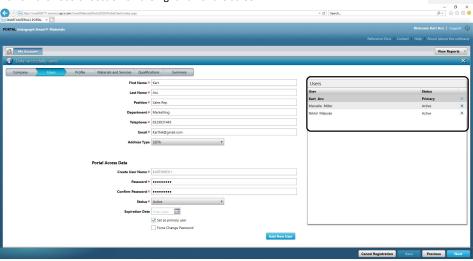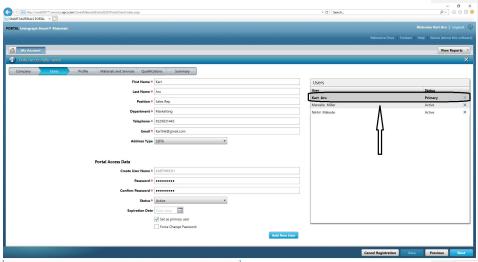
2. Click on MY Account

3. Go to "Users Tab"

4. Review the "Users" section on the right half of the screen
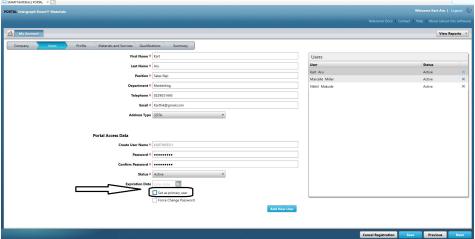

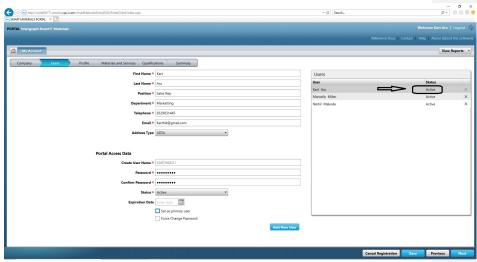5. Check the User "Status" list and select the Primary User.

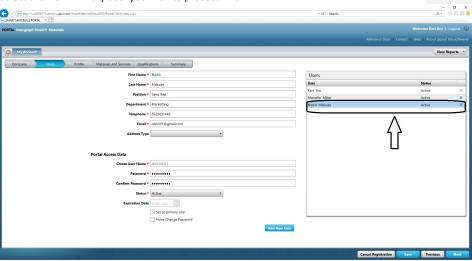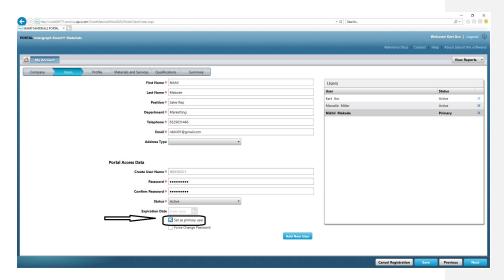6. Uncheck the "Set as Primary User" check box. Note: "Only single user can be defined as Primary User"

7. Review the status column in Users section. All the users at this point are under "Active" status.
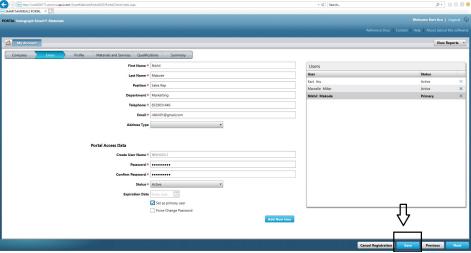
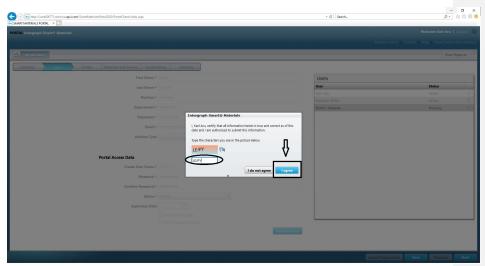8. Select the New Primary user you wish to proceed with.

9. Check the "Set as primary user" check box

10. Click "Save". Note the User Status changes to "Primary".

11. Enter the Captcha and Click "I Agree"

12. Selected user is now the "Primary User"