



# iSupplier 登录指南

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# 1. 1. 如何首次登录 iSupplier 门户?

## 1.1 电子邮件通知

- 一旦 Experian 管理员注册了您的供应商用户名和电子邮件，您将收到两 (2) 个工作流程通知。

### 注意:

- 两封通知邮件均由 wfunify\_p@experian.com 发送。
- 如果您没有收到任何通知邮件，请务必检查您的垃圾邮件/垃圾邮箱。
- 如果其他方法均失败，请联系您的 IT 部门，将电子邮件 wfunify\_p@experian.com 列入白名单。

- 电子邮件 1: 您的用户名的工作流程通知。

The screenshot shows an email interface with the following details:

- Header:** "Experian Supplier Portal: Confirmation of Registration". On the right, there are buttons for "Reply", "Reply All", "Forward", and a menu icon. The date and time are "Thu 8/17/2023 3:23 PM".
- Sender:** "WM" (with a profile picture) and "Global Supplier Maintenance". Below it, it says "Retention Policy 6 Months Delete - All (6 months)" and "Expires 2/13/2024".
- Body:**
  - To:** [Redacted]
  - Sent:** 17-AUG-2023 08:21:04
  - ID:** 56985443. A red box highlights this ID, followed by the text "NOTE: This is not your username".
  - Text:** "You have now been registered with Experian supplier online portal. You can log on [https://proixt.unify.uk.experian.com/OA\\_HTML/AppsLocalLogin.jsp&lang=US](https://proixt.unify.uk.experian.com/OA_HTML/AppsLocalLogin.jsp&lang=US), with the username ([Redacted]). Your temporary password will be supplied separately in approximately 30 minutes."
  - Text:** "If you have any difficulties with the setup process then please refer to the How to Reset Password Guide on this link <http://www.experian.com/corporate/isupplier.html>. Should you still face further problems, then contact [GlobalSupplierMaintenance@experian.com](mailto:GlobalSupplierMaintenance@experian.com)."
  - Text:** "The Experian purchase policy, requires that no work should be initiated unless accompanied by a valid purchase order number. It is our responsibility to provide this number before any goods and/or services are provided and it is your responsibility as a supplier, to reference this number on all relevant documentation."
  - Text:** "As a registered supplier for Experian you will benefit from the following:"
  - List:**
    1. Update the information held against your supplier record - address and bank details.
    2. Access to your data in a secure environment.
    3. Electronic access to your online purchase orders.
  - Text:** "FAQs and system requirements are available on this link. <http://www.experian.com/corporate/isupplier.html>."
  - Text:** "Thank you."

- 电子邮件 2: 临时密码的工作流程通知。

The screenshot shows an email interface with the following details:

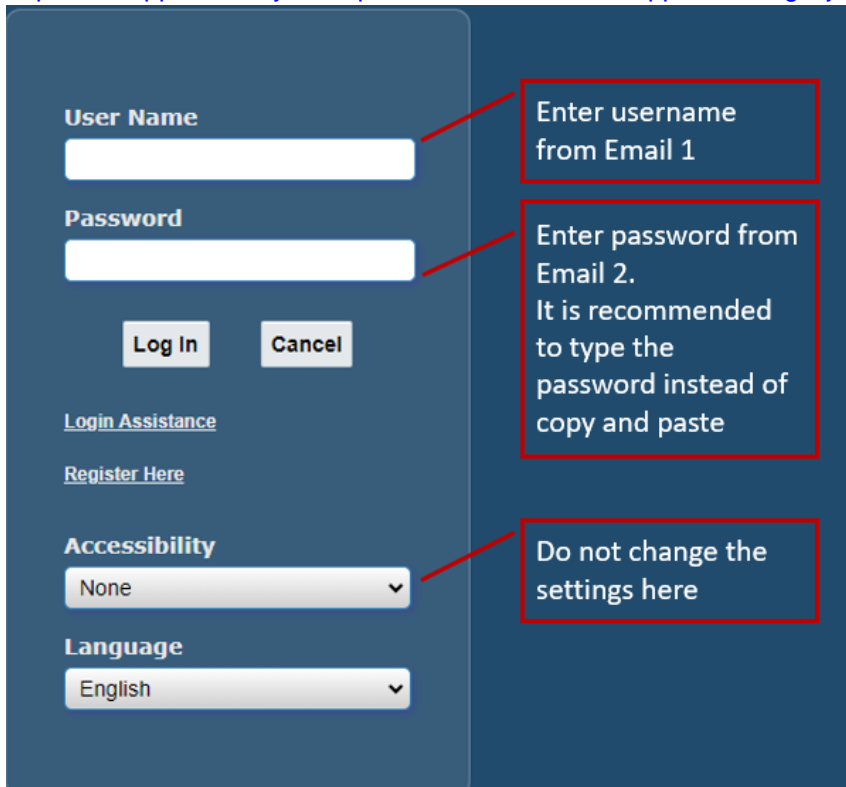
- Header:** "Experian Supplier Portal: Confirmation of Registration". On the right, there are buttons for "Reply", "Reply All", "Forward", and a menu icon. The date and time are "Thu 8/17/2023 3:25 PM".
- Sender:** "WM" (with a profile picture) and "Global Supplier Maintenance". Below it, it says "Retention Policy 6 Months Delete - All (6 months)" and "Expires 2/13/2024".
- Body:**
  - To:** [Redacted]
  - Sent:** 17-AUG-2023 08:23:29
  - ID:** 56985445. A red box highlights this ID, followed by the text "NOTE: This is not the password".
  - Text:** "In continuation of the previous mail, your initial & onetime password is Ms8\_A8 Password". "Ms8\_A8" is highlighted in a green box.
  - Text:** "Thank you."

**注意：**

- 密码长度应为 9 个字符（密码字段中应显示 9 个点）。
  - 密码可以是大写字母、小写字母、符号和数字字符。
- 注意不要复制和粘贴密码，因为这可能会在后面产生多余的空格。

## 1.2 首次登录

- 使用电子邮件 1 中收到的用户名和电子邮件 2 中收到的临时密码，请继续输入详细信息并通过链接单击登录
- [https://exaappsext.unify.uk.experian.com/OA\\_HTML/AppsLocalLogin.jsp](https://exaappsext.unify.uk.experian.com/OA_HTML/AppsLocalLogin.jsp).



The screenshot shows a login form with the following elements:

- User Name**: A text input field with a red box annotation: "Enter username from Email 1".
- Password**: A password input field with a red box annotation: "Enter password from Email 2. It is recommended to type the password instead of copy and paste".
- Log In** and **Cancel**: Two buttons below the password field.
- Login Assistance**: A link below the buttons.
- Register Here**: A link below the assistance link.
- Accessibility**: A dropdown menu with "None" selected and a red box annotation: "Do not change the settings here".
- Language**: A dropdown menu with "English" selected.

## 1.3 更改密码

### 1.3.1 当前密码

- 在这里输入 wfunify\_p@experian.com 发送的**临时密码**。
- 临时密码始终为 **9 个字符**。因此，输入或复制粘贴时请务必小心谨慎。
- 临时密码仅在 **3 次**尝试中有效。
- .

### 1.3.2 新密码

- 这是您设置的新密码。您**不能**使用与**临时密码**相同的密码。
- 密码**不得包含重复字符**，例如 Mississippi。

### 1.3.3 重置密码

- 此处输入的内容必须与**新密码**中输入的内容**相同**。

Change Password

\* Current Password

\* New Password

\* Re-enter New Password

Submit Cancel

\* Indicates required field

- 最后，点击“提交”。

## 1.4 多因素身份验证

- 出于安全考虑，将采用多因素身份验证步骤。单击“发送代码”，身份验证代码将发送到您的供应商注册电子邮件。收到后，输入身份验证代码并单击“验证”。

Oracle E-Business Suite  
Two-Factor  
Authentication

Two factor-authentication is required to access your Oracle E-Business Suite account.

An email will be sent to the email address  
r\*\*\*\*\*w@e\*\*\*\*\*n.com  
with an authentication code.

Send Code

Authentication Code

Verify

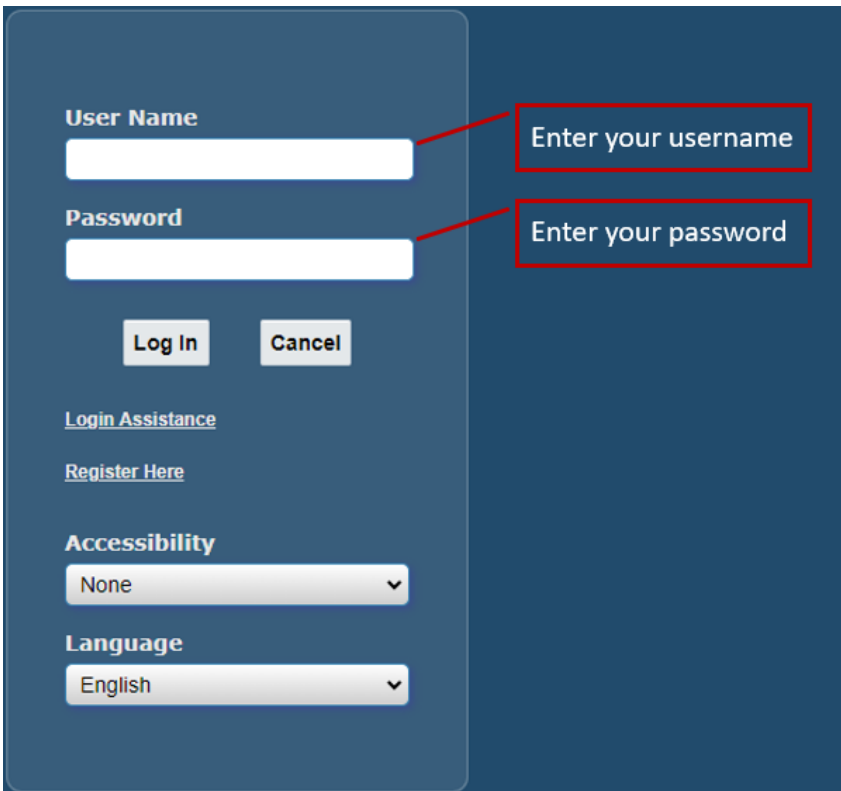
[Logout instead](#)

- 将显示主页。

## 2. 2. 后续登录 iSupplier

### 2.1 2.1 后续登录步骤

- 输入您的凭证并点击登录。



The image shows a login form on a dark blue background. It includes input fields for 'User Name' and 'Password', 'Log In' and 'Cancel' buttons, and links for 'Login Assistance' and 'Register Here'. There are also dropdown menus for 'Accessibility' (set to 'None') and 'Language' (set to 'English'). Two red boxes with arrows point to the input fields, containing the text 'Enter your username' and 'Enter your password' respectively.

User Name

Enter your username

Password

Enter your password

Log In Cancel

[Login Assistance](#)

[Register Here](#)

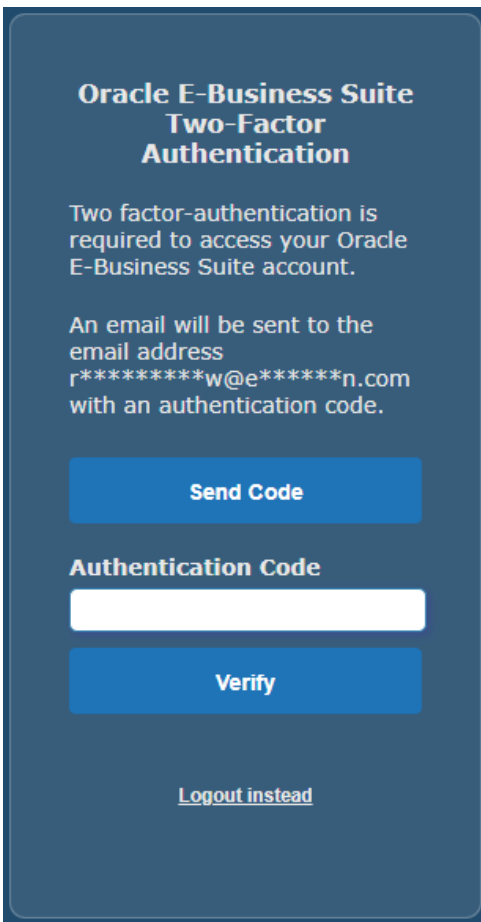
Accessibility

None

Language

English

- 出于安全考虑，将采用双因素身份验证步骤。单击“发送代码”，身份验证代码将发送到您的供应商注册电子邮件。收到后，输入身份验证代码并单击“验证”。



The image shows a 'Two-Factor Authentication' screen. It features a title, explanatory text, a 'Send Code' button, an 'Authentication Code' input field, a 'Verify' button, and a 'Logout instead' link.

**Oracle E-Business Suite  
Two-Factor  
Authentication**

Two factor-authentication is required to access your Oracle E-Business Suite account.

An email will be sent to the email address  
r\*\*\*\*\*w@e\*\*\*\*\*n.com  
with an authentication code.


Send Code

Authentication Code

Verify

[Logout instead](#)

- 将显示主页。

 Supplier Portal
 

[Home](#)
[Star](#)
[Settings](#)
[Notifications](#)
Logged In As [User Name]

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Supplier Home | [Orders](#) | [Finance](#) | [Administration](#)

Search: PO Number  Go

**Notifications** Full List

Subject	Date
No results found.	

**Purchase Orders At A Glance** Full List

PO Number	Description	Order Date
No search conducted.		

[Contact Us](#)

**Orders**

- Purchase Orders
- Purchase History

**Invoices**

- Invoices

**Payments**

- Payments

TIP Important documents are placed on Admin tab.