

## University of Iowa – New User Account Request Instructions

Thank you for doing business with the University of Iowa. This script will help current suppliers of the University of Iowa that have received an invitation to request a user account for our new supplier portal, eSupplier Connection. Should you have any questions or comments, please email the Supplier Relations team at [purchasing-vendor@uiowa.edu](mailto:purchasing-vendor@uiowa.edu).

**NOTE:** We recommend that you use one of the following browsers: Internet Explorer, Google Chrome, Mozilla Firefox, and Safari.

### 1) Step 1 – Receive Email Invitation and Submit New User Account Request

- a. Once you have received an email inviting you to create a new user account for eSupplier Connection, select the link in the email titled **Request User Account**.

**ORACLE**

Register New User Accounts

Thank you for your interest in registering as a new user of an existing supplier. Your protected information is secure on this site. Suppliers are solely responsible for the accuracy of the information provided to the University.

Being a registered user does not guarantee the receipt of electronic notification for applicable bids. Additional information including University of Iowa standard terms and conditions and how to register for the eBid system is available on the following webpage: <https://ap-purchasing.fo.uiowa.edu/tools-vendors>.

You will receive an e-mail confirmation shortly after submission. User registration requests are normally reviewed within 1-3 business days.

If you have any questions or feedback on the user registration process, please contact Supplier Relations at [purchasing-vendor@uiowa.edu](mailto:purchasing-vendor@uiowa.edu).

**Authentication**

**Supplier List**

*Supplier ID	Tax Identification Number
b.	c.

d.

e. Add

**User Account Information** ?

\* Requested User ID ES- f.

Description g.

\* Email ID h.

Time Zone i.

**Terms and Conditions**

Make sure you read terms of agreement fully before submitting your registration.

j. ☐ Select to accept the Terms of Agreement below.

k. Terms of Agreement

l. Submit m. Cancel

\* Required field

- b. Enter the current **Supplier ID** for your firm.
- c. Enter the current **Tax Identification Number** (TIN) for your firm. This form should not be used to request an update to your firm's TIN. Please contact the Supplier Relations team at [purchasing-vendor@uiowa.edu](mailto:purchasing-vendor@uiowa.edu) if you need help with a TIN change.
- d. Select the trashcan icon to delete a **Supplier ID** and **Tax Identification Number** entered in error.

- e. If your firm has multiple **Supplier IDs** at the University, select the **Add** button to add a new row so you can enter each **Supplier ID** on a single request.
- f. Enter your **Requested User ID** which automatically begins with 'ES-'. User ID must be in all capital letters. If the User ID already exist, you will receive a message and can enter a different **Requested User ID** to continue.
- g. Enter **Description** which should be your name entered in the following format Lastname,Firstname.
- h. Enter your **Email ID** which will be used to send any emails about your User ID request and future use of eSupplier Connection.
- i. Select your current **Time Zone** from the list. You can see the list of valid **Time Zone's** by clicking on the spyglass next to the field.
- j. Click the checkbox next to the following sentence to continue the user account request process: **Select to accept the Terms of Agreement below.** As a note, you will not be able to continue with the user account request process without checking the box.
- k. To review the **Terms of Agreement**, click on the hyperlink titled **Terms of Agreement**.
- l. Select the **Submit** button to send your request to the Supplier Relations team for review and approval.
- m. Select the **Cancel** button to discard your New User Account request.