Contents

Vendor Portal Signup	1
Registering as a Vendor	5

Vendor Portal Signup

1. Navigate to https://vendorportal.minopex.com/#/



2. Sign in using your personal account or a Microsoft account, if you have already signed up, else select "Sign up now"



Sign in

Sign in with your email address

@gmail.com	ı	
Forgot your password?		
Sign in		
Don't have an account?	Sign up now	

Sign in with your social account

~		
J	Google	

3. Using personal accounts

< Cancel	
User Details	
gajvdwalt@gmail.com	*
Send verification code	

4. Verify your email address



5. Complete the information requested



- 6. Add MFA (Multi Factor Authentication using the Microsoft Authenticator app)
 - a. Click on the *Plus* button on the top right of the Authenticator app.
 - b. Select the account type that you are using.

WHAT KIND OF ACCOUNT ARE YOU ADDING?				
	Personal account	>		
	Work or school account	>		
8	Other (Google, Facebook, etc.)	>		

c. Scan the QR Code

Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.



Once you've downloaded the Authenticator app, you can use any of the methods below to continue with enrollment.

Scan the QR code

Using your app scan this QR code and click "Continue"



d. Enter the verification code from your Authenticator app. Ensure that the code does not expire by the time you submit the form.



- 7. You will then be directed to the landing page of https://vendorportal.minopex.com/#/
- 8. Receive a confirmation of Registration email from the system. The internal team will then assign a role to your user so that you may complete your Supplier information.



9. On https://vendorportal.minopex.com/#/, when selecting the "three dots" menu, you will initially see that your user has not been given a role and can't access the portal.

	*
0 @gmail.com	
Unable to load user info. Configuration for	@gmail.com (*) incomplete!
🚽 SIGN IN AS /	ANOTHER USER
- LO	GOUT

10. Once a role has been assigned, you can reload the page, or alternatively navigate to the webpage again. You will now see that there are no errors on your account.



Registering as a Vendor

1. Select the menu in the top left corner of the page. You will see that the Vendor Dashboard is now available.



3. Initially you will create a new Vendor record.



4. Complete steps 1 to 4 to complete the registration process.

1 Step 1: General	2 Step 2: Company Details	3 Step 3: Company and Trading Details	Step 4: Information and Documentation
Dear Test,			
We are delighted to announce the successful cor	npletion of your registration on the MINOPEX database.Yo	ur inclusion in our system is a significant step toward potential future o	collaborations.
Should there be any upcoming inquiries or oppor	rtunities where your services and products are needed, res	t assured that we will consider your company.	
Warmest regards,			
VENDOR APPLICATIONS @ MINOPEX			
Note: Please do not reply to this email as this ma	ilbox is not monitored.		
MINOPE	XA		
VENDOR PO	RTAL		
A ADRA Global Group Company	и		

5. For the Application process, to be integrated into the Minopex supplier list, you will receive a separate request from the Contracts department. There will then be an additional Step 5 on the Vendor Information form for you to complete.

Dear Test,
We are interested in exploring potential supply opportunities with your Company. To proceed, we kindly ask you to complete our Vendor Application Form at https://vendorportal.minoper.com . This form is designed to gather important information about your company, products, and services, which will help us assess our compatibility and how we can potentially work together.
Attached to this email, you will find a link to the Vendor Application Form. We kindly request that you complete and submit. Filling out this form represents the initial phase of our vendor evaluation procedure and, while it does not ensure immediate partnership, it is essential for us to gain a comprehensive understanding of your products and services.
Additionally, this process includes a compliance vetting stage to ensure all potential partnerships align with our standards and regulations.
Should you have any questions or require further clarification about the application form or the process, please do not hesitate to contact us on vendor applications@minopex.com. We look forward to your response and potentially working together in the future.
We value your interest in becoming a part of Minopex's network of trusted suppliers.
Best regards,
VENDOR APPLICATIONS @ MINOPEX
Note: Please do not reply to this email as this mailbox is not monitored.
MINOPEXA
VENDOR PORTAL
A ADRA Global Group Company

6. Verify all the information in step 1 to 4 and complete step 5 to complete the application process.

1 Step 1: General	2 Step 2: Company Details	3 Step 3: Company and Trading Details	Step 4: Information and Documentation	Step 5: Application Detail
Application Co	omplete 🧭	l you may exit this session.		
BACK				
7. Receive a	n Email confirmation	after Application is complete	d.	
Dear Test,				
We are pleased to inform you that your reg	istration as a vendor with MINOPEX has been succes	sfully completed. Welcome to our network of esteemed suppliers!		
Your addition to our vendor list is a signification	ant step towards fostering a strong and mutually ben	eficial relationship. We have carefully reviewed your application and are	confident in your capabilities to provide high-quality products/services tha	t align with our standards and requirements.
Here are a few next steps and important in	formation to keep in mind:			
Vendor ID: Your unique Vendor ID Compliance and Standards: As a re Contact Information: For any inqui	is . Please refer to this ID in all your communications minder, we expect all our vendors to adhere strictly ries or support, please contact our Vendor Managem	and transactions with us. to our compliance standards and ethical guidelines. Regular audits and as ent Team via email at <u>Vendorapplications@minopex.com</u>	ssessments will be conducted to ensure these standards are met.	

Ve are looking forward to a productive partnership and the opportunity to work together on upcoming projects. Your expertise and quality products/services are valued, and we believe they will make a significant contribution to our success.

Thank you for choosing to work with MINOPEX. Here's to a fruitful collabo Best Regards, VENDOR APPLICATIONS @ MINOPEX Note: Please do not reply to this email as this mailbox is not monitored.

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