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## 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

[Forgot your password?](#)

Don't have an account? [Sign up now](#)

#### Sign in with your social account

3. Using personal accounts

< Cancel



## User Details

 \*

Send verification code

### 4. Verify your email address

Verify your email address

Thanks for verifying your .....:@gmail.com account!

Your code is:

Sincerely,  
Minopex B2C

### 5. Complete the information requested

< Cancel



## User Details

E-mail address verified. You can now continue.

 \*




Change e-mail

 \* \*

Create

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 >
-  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"



[Can't scan? Try this](#)

[Still having trouble?](#)

Continue

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

 Minopex B2C .. >  
**682 308** 29

 Minopex B2C  
@gmail.com >  
**536 715** 29

< Cancel



Enter the verification code from your authenticator app.

 \*

Verify

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.

Registration > Inbox x

minocore.alerts@minopex.com  
to me ▾

Please find message from Minocore

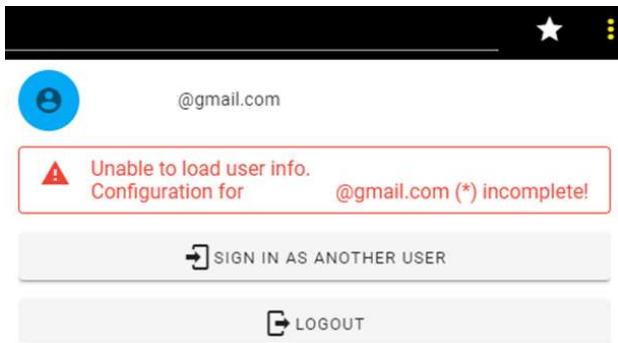
Thank you for your registration

The team will assess the account and grant the necessary permissions to continue the process. An email will be sent once the process has been completed.

Note: Please do not reply to this email as this mailbox is not monitored.

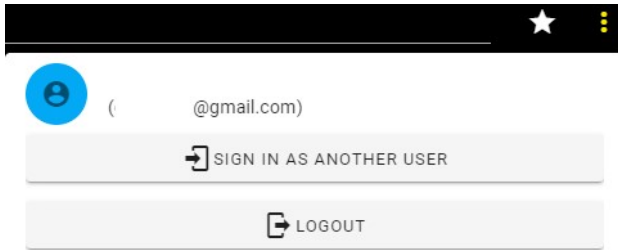
Regards,  
Minocore

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.



The screenshot shows a user profile menu with a star icon and a three-dot menu icon. Below the profile information, there is a red error message: "Unable to load user info. Configuration for @gmail.com (\*) incomplete!". At the bottom, there are two buttons: "SIGN IN AS ANOTHER USER" and "LOGOUT".

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.

### Vendor Portal

Client Portal

 Vendor Dashboard

2. Navigate to the Vendor menu and select Vendor Information to start completing the form required for registration on the database.

 Vendor 

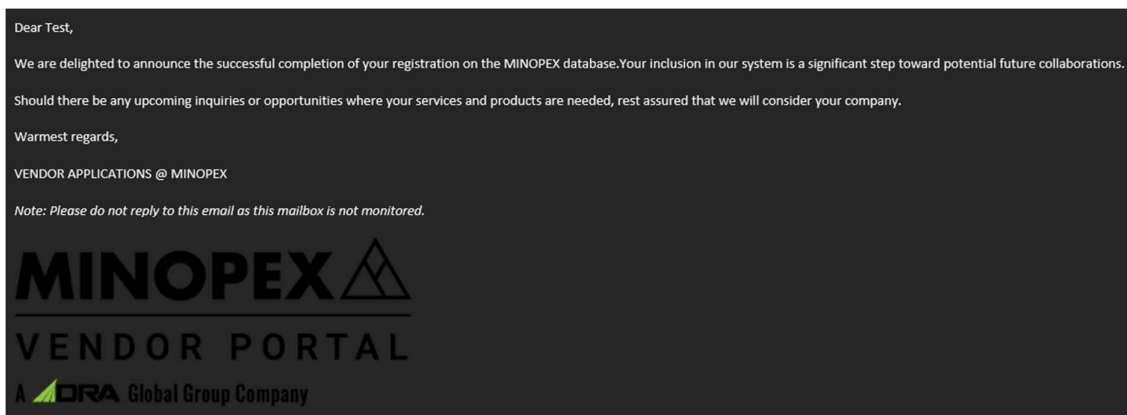
Vendor Information

3. Initially you will create a new Vendor record.

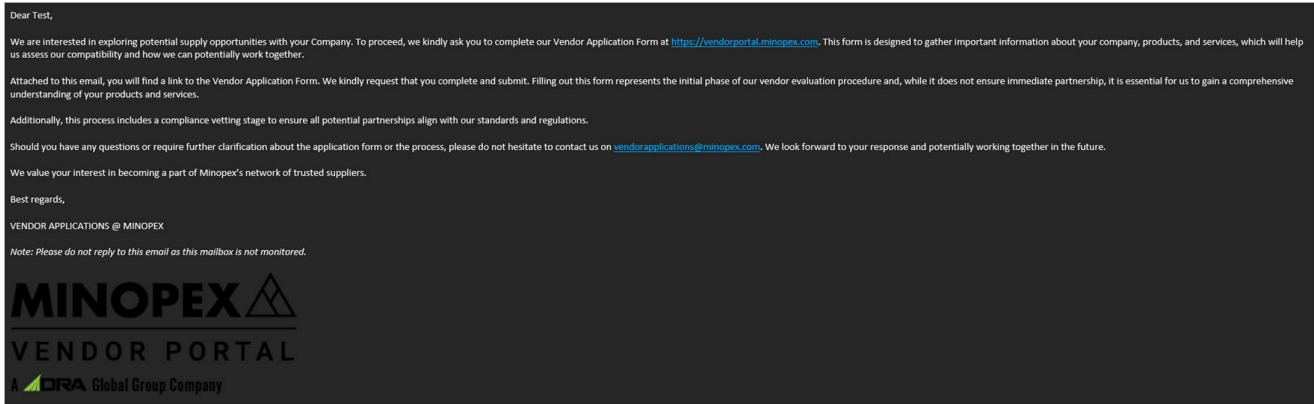
[CREATE VENDOR !\[\]\(47734e4656765d20df4fdbd5b7aff048\_img.jpg\)](#)

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

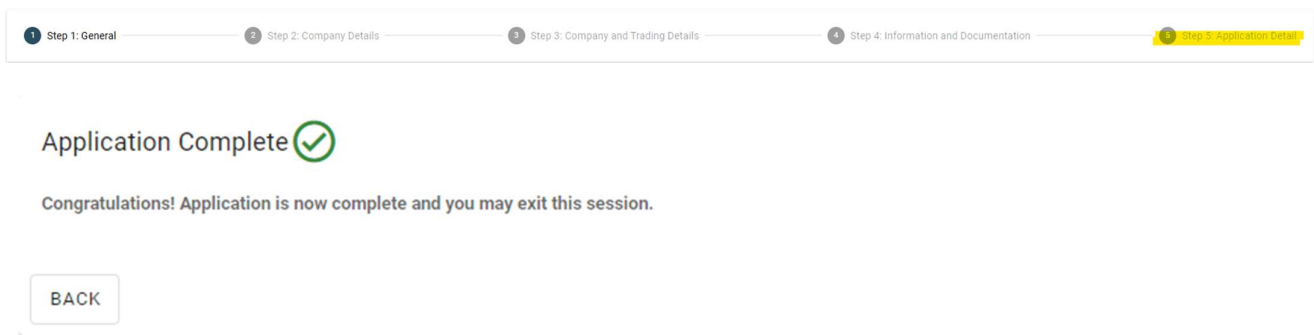
**1** Step 1: General **2** Step 2: Company Details **3** Step 3: Company and Trading Details **4** Step 4: Information and Documentation



- 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.



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



- Receive an Email confirmation after Application is completed.

