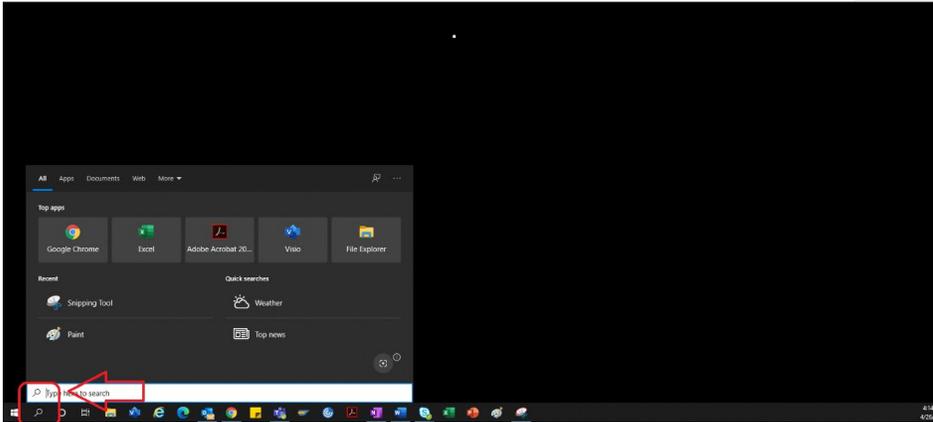


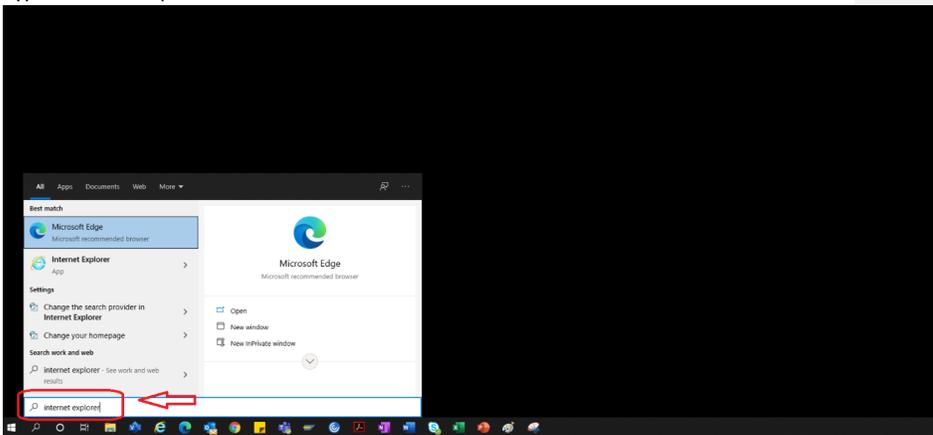
## VENDOR REGISTRATION JOB AID

### A. Access Supplier Portal through Internet Explorer

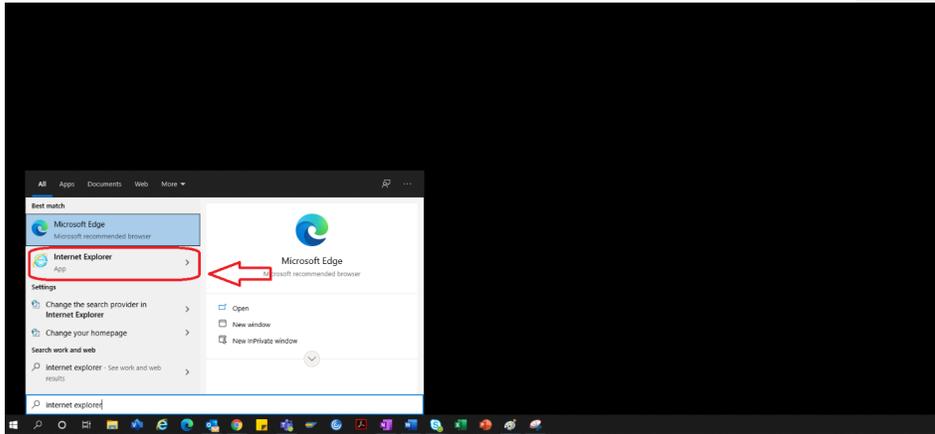
1. Click on the windows search bar



2. Type "Internet Explorer"



3. Select "Internet Explorer"



4. The IE Browser opens.



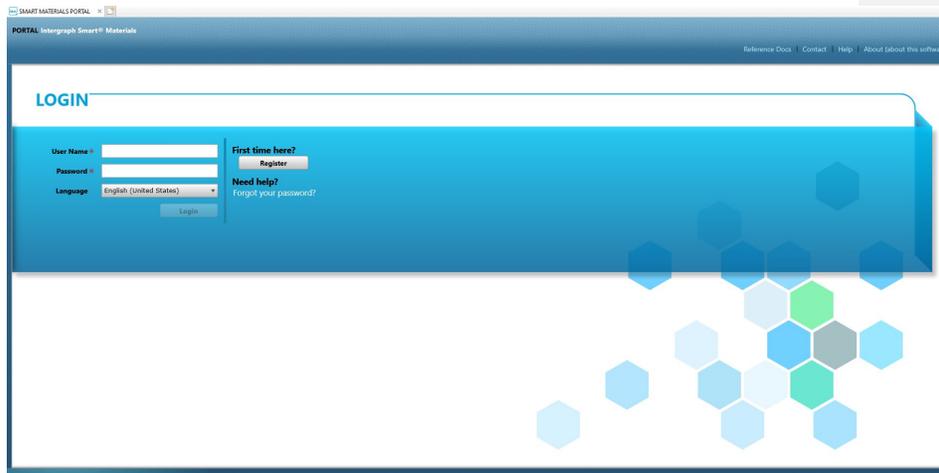
5. Use the Portal hyperlink to access the Supplier Portal →

<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.

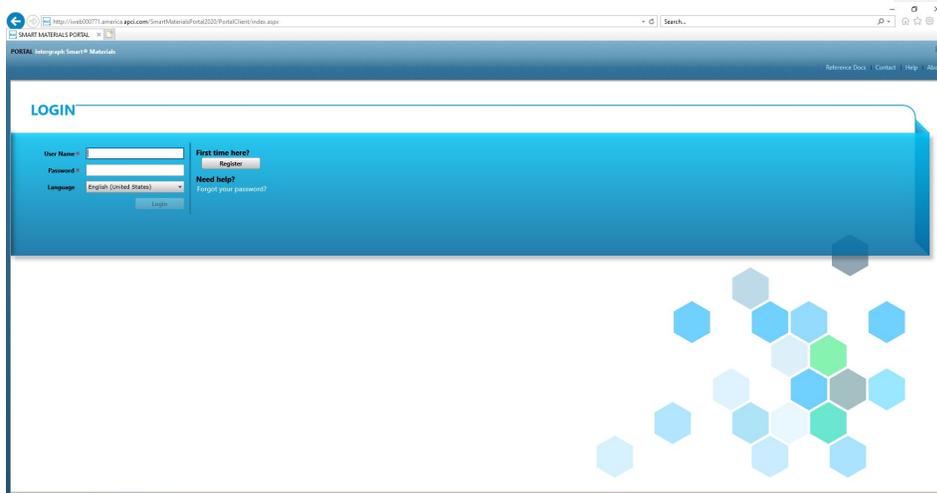


6. The supplier portal Login page opens



## B. Vendor registration steps

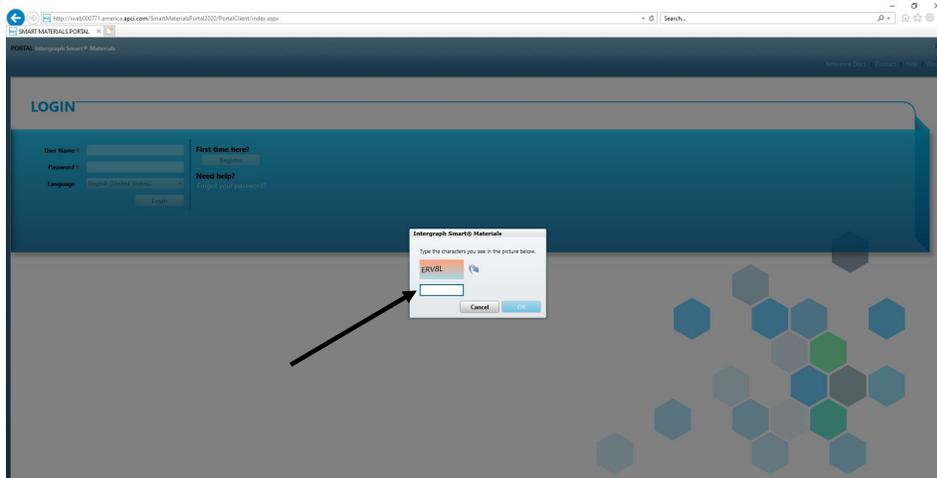
1. Copy the below vendor portal link given in the email by the AP and open the link in Internet Explorer Only.  
<https://engineeringsupplierportal.airproducts.com/>
  - Note: This link does not work with any other browser other than Internet Explorer.
2. Once the link is opened in the IE, the link requests 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.

Company Name \*

Company Type (Testing the possibility of adding...) \*

- EXISTING VENDOR
- NEW VENDOR
- SUBCONTRACTORS
- Supplier
- SUPPLIER (EUROPE)
- SUPPLIER (IN AMERICA)
- SUPPLIER (SE ASIA)
- TRANSPORT
- VENDOR
- VENDOR-REG

Federal ID

Address Type \* SOTA

Address Line 1

Address Line 2

Country \* Please select country...

City \*

State/Province \*

Zip \*

Setting Up an Account

Cancel Registration **Next**

- The fields that have a red asterisk are mandatory fields that the vendor must fill in.
- After entering the company details click the “Next” at the bottom right as shown below to go to the **user’s tab**

Company Name \* XYZ

Company Type (Testing the possibility of adding...) \*

- EXISTING VENDOR
- NEW VENDOR
- SUBCONTRACTORS
- Supplier
- SUPPLIER (EUROPE)
- SUPPLIER (IN AMERICA)
- SUPPLIER (SE ASIA)
- TRANSPORT
- VENDOR
- VENDOR-REG

Federal ID 1234

Address Type \* SOTA

Address Line 1 10000

Address Line 2

Country \* US

City \* Allentown

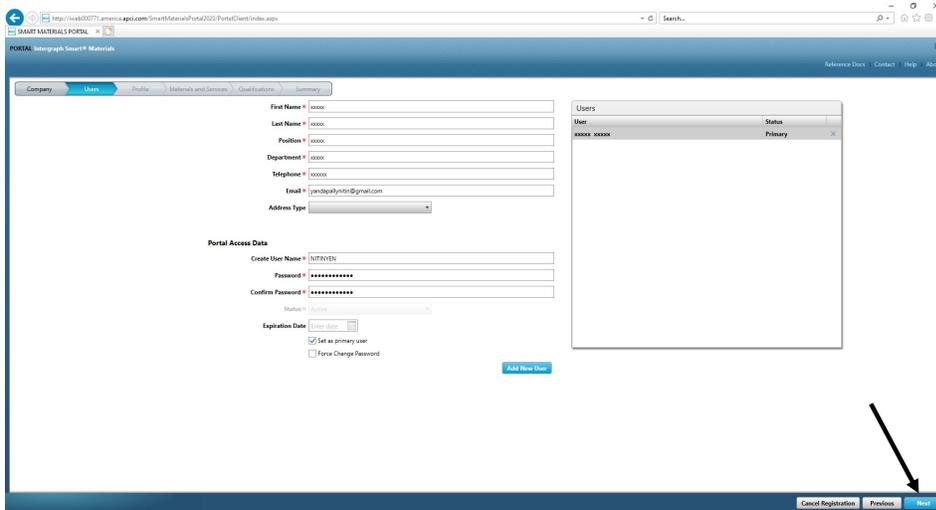
State/Province \* PA, Pennsylvania

Zip \* 18102

Setting Up an Account

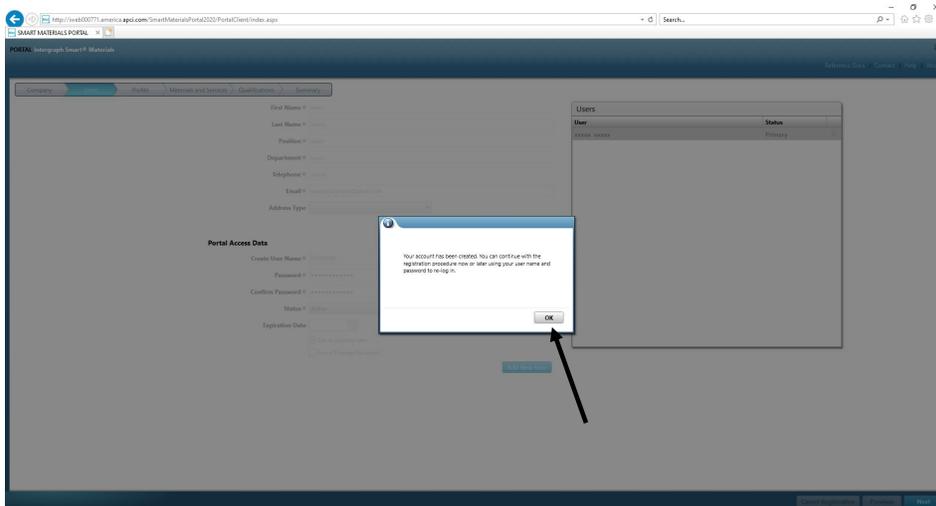
Cancel Registration **Next**

- In the Users tab, update all the mandatory fields as shown below and click on “Next” button to go to **Profile** tab:



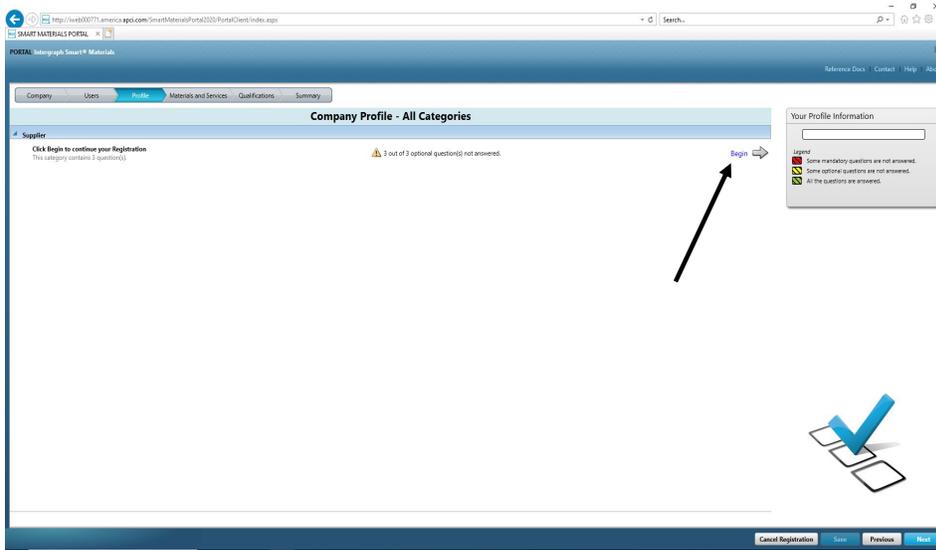
Once the vendor submits the information, the initial user will be automatically be the primary user vendors can add secondary users in the "Users" tab

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

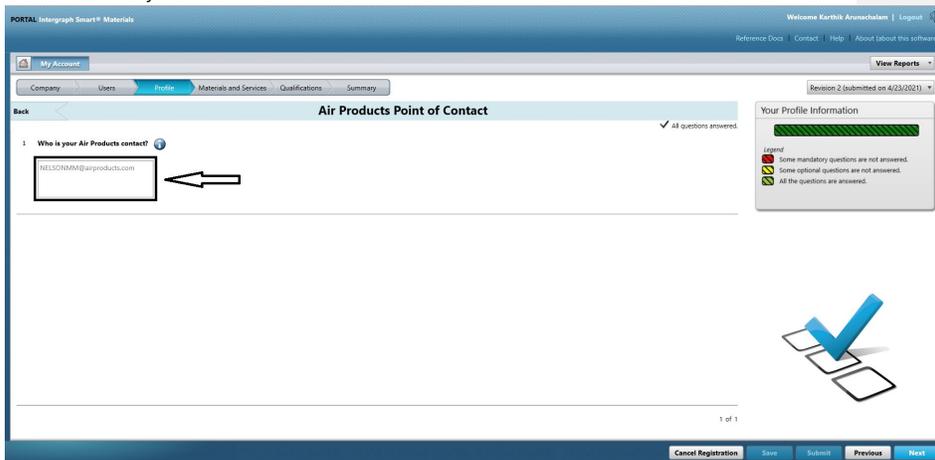


11. The next screen shows the "Profile" tab. The supplier is to click on "Begin" to answer the questionnaire.

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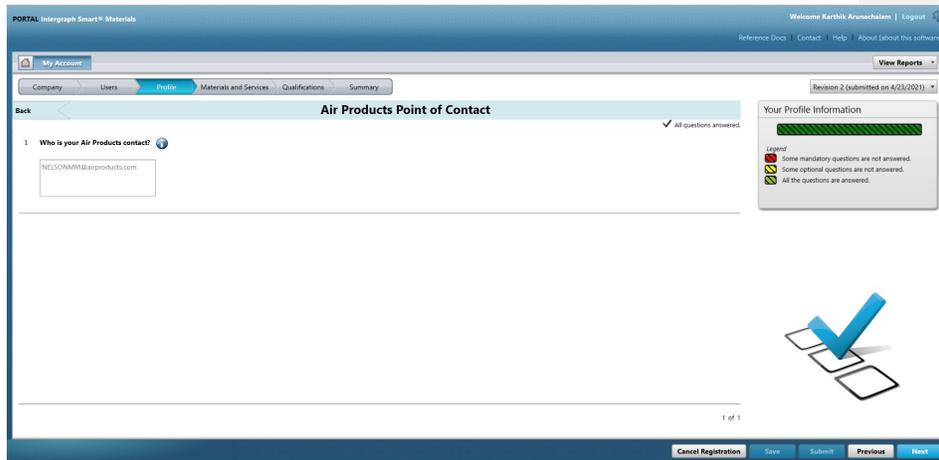


12. Enter the AP-buyer email address in the "Air Products Point of Contact" section and save

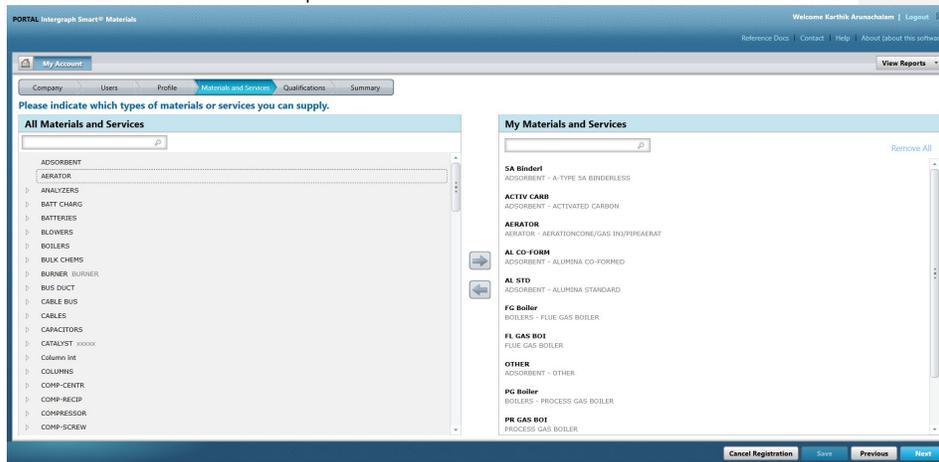


13. Click Next

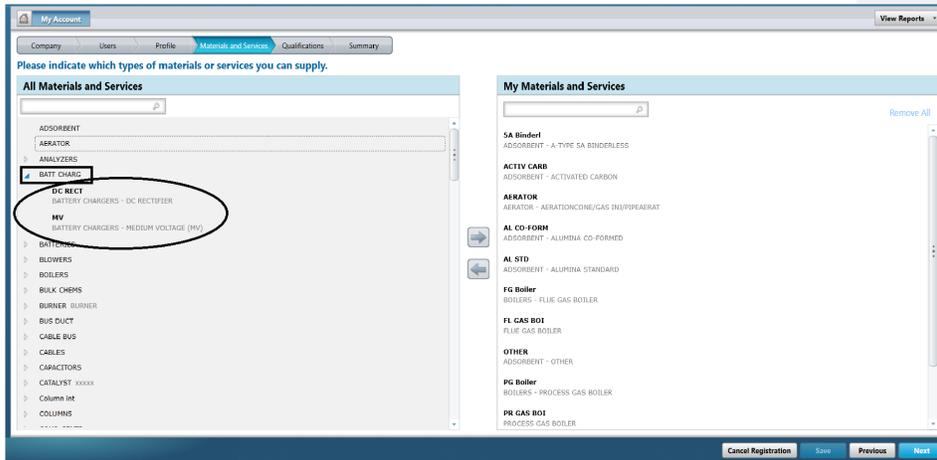
Rev 00: April 28, 2021



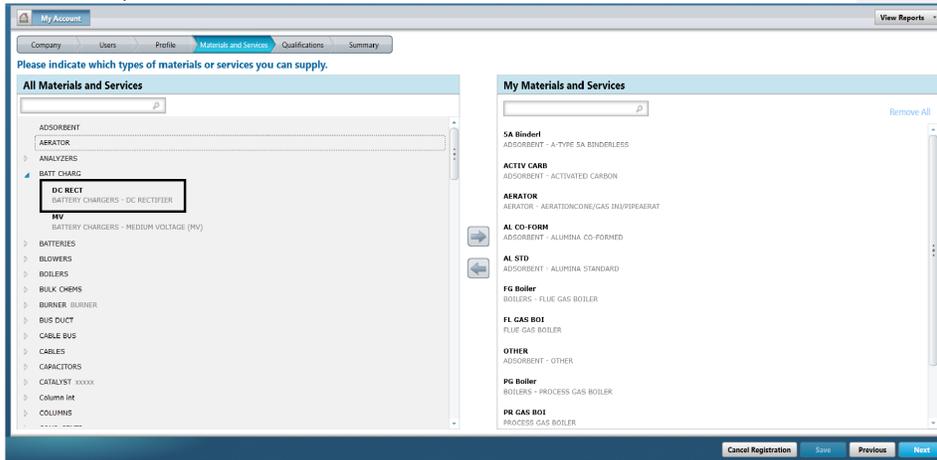
14. "Materials and Services" section opens



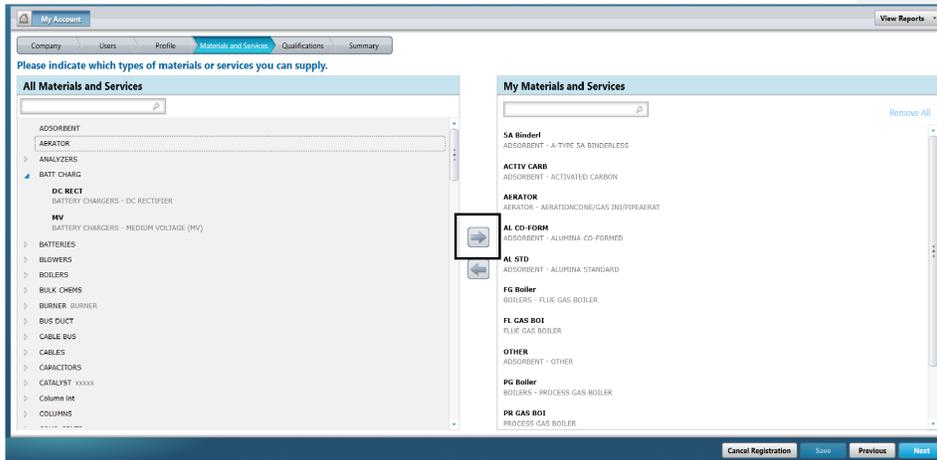
15. Click on the Material Category to Open the sub menu



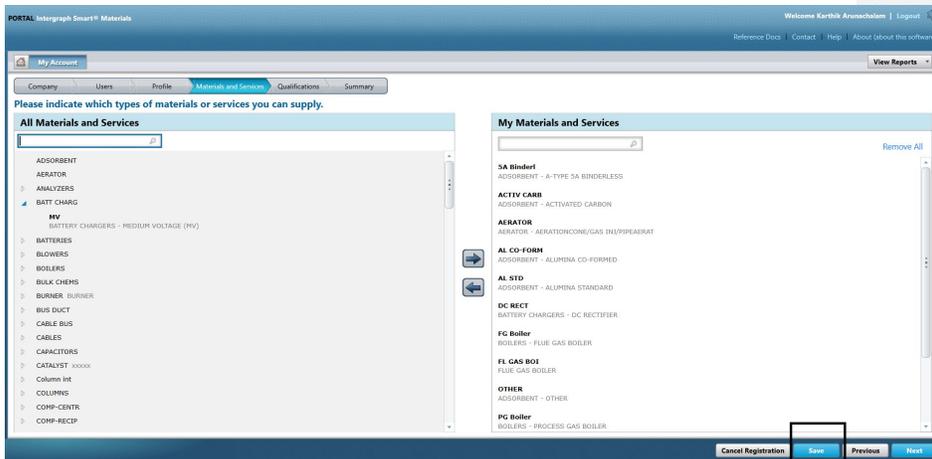
16. Select the required "Material"



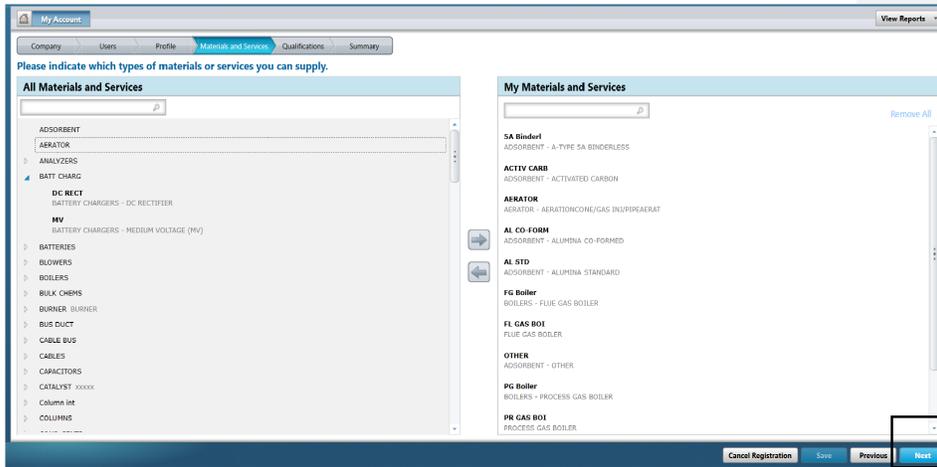
17. Click on the Right arrow "→" to add the selection to "MY Materials and Services"



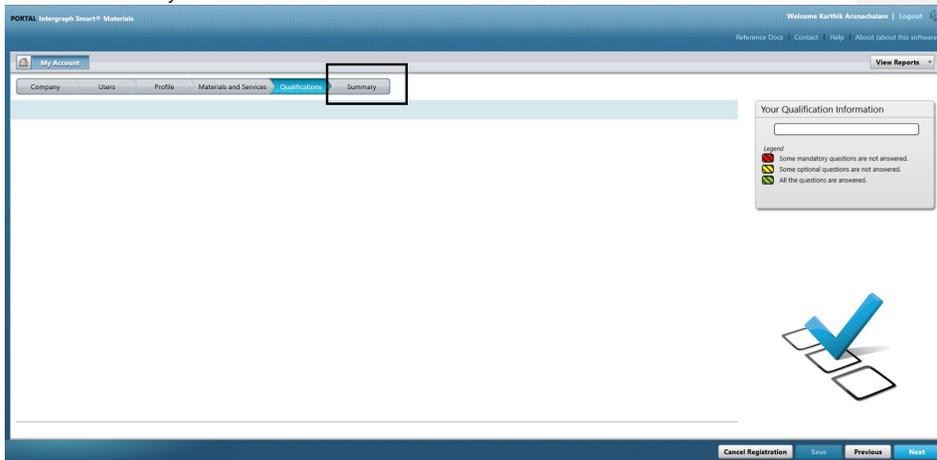
18. Click "Save"



19. Click Next



20. Click the "Summary" Tab



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

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PORTAL: Intergaph 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

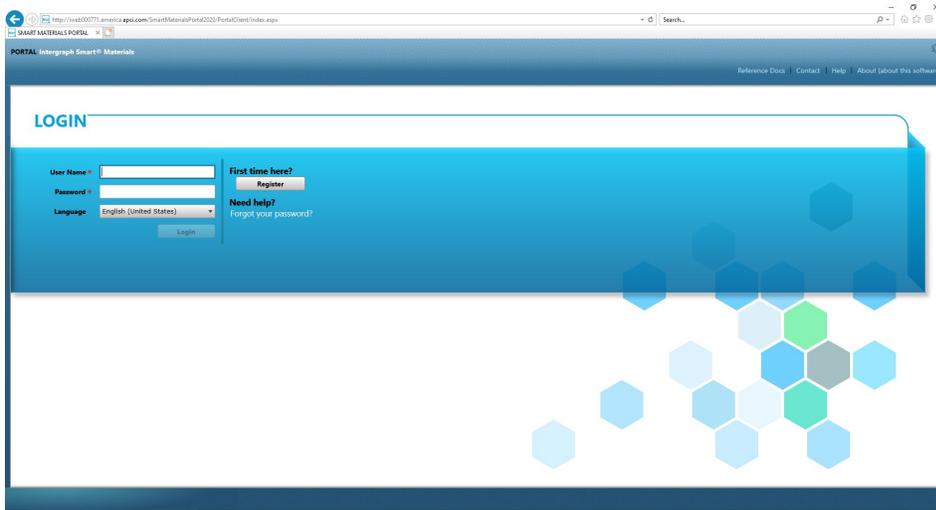
**Materials and Services**  
1 Materials and services group(s) entered

**Qualifications**

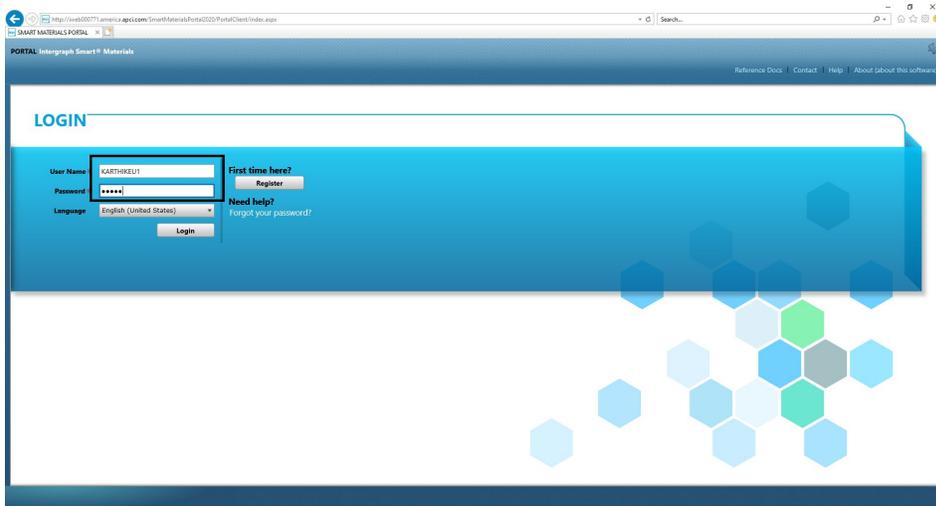
Cancel Registration | Previous | **Submit**

### C. Login to Supplier Portal

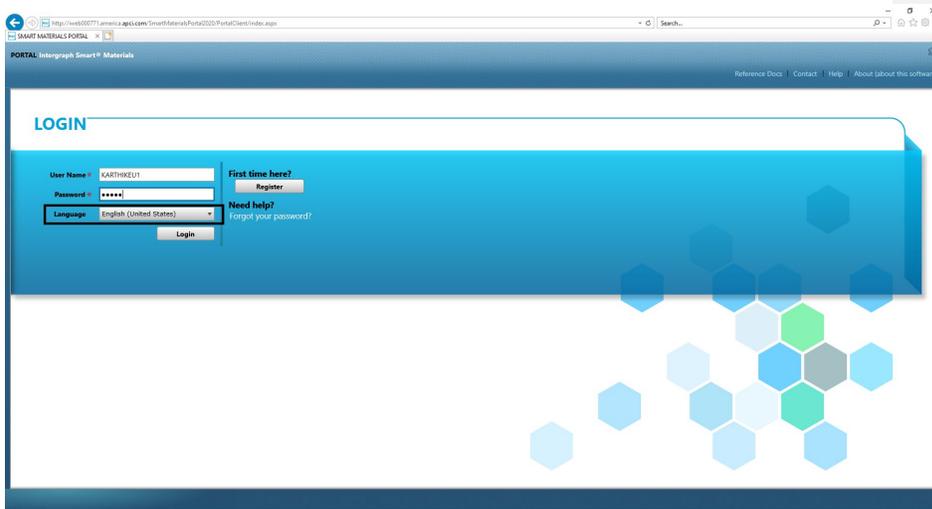
1. Navigate to Supplier portal Home page: <https://engineeringsupplierportal.airproducts.com/>  
**Note: Use Internet Explorer Only.**



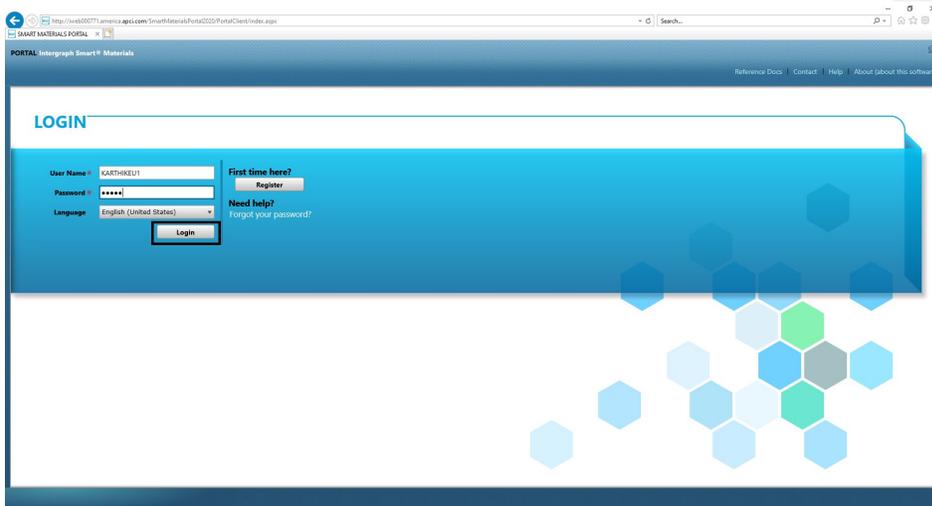
2. Enter the Login Credentials to login to supplier Portal



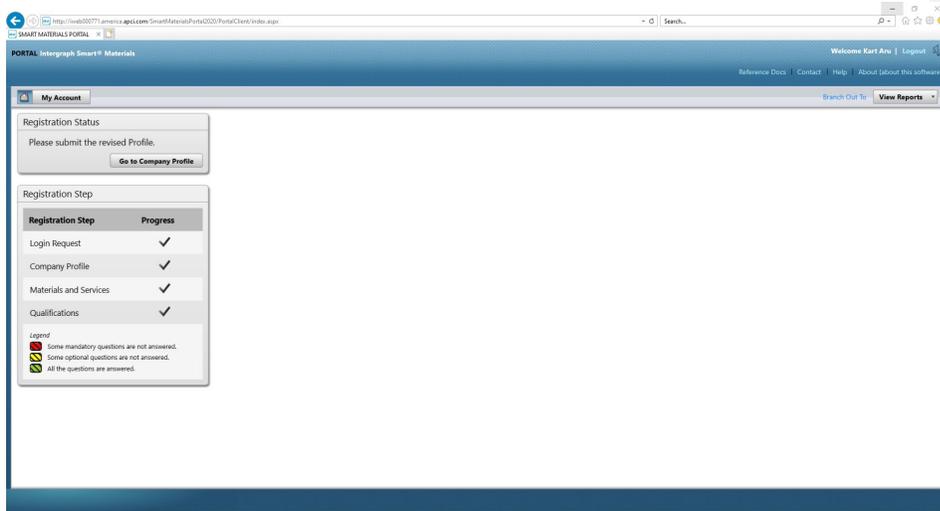
3. Select the Language



4. Click "Login" to enter the portal.

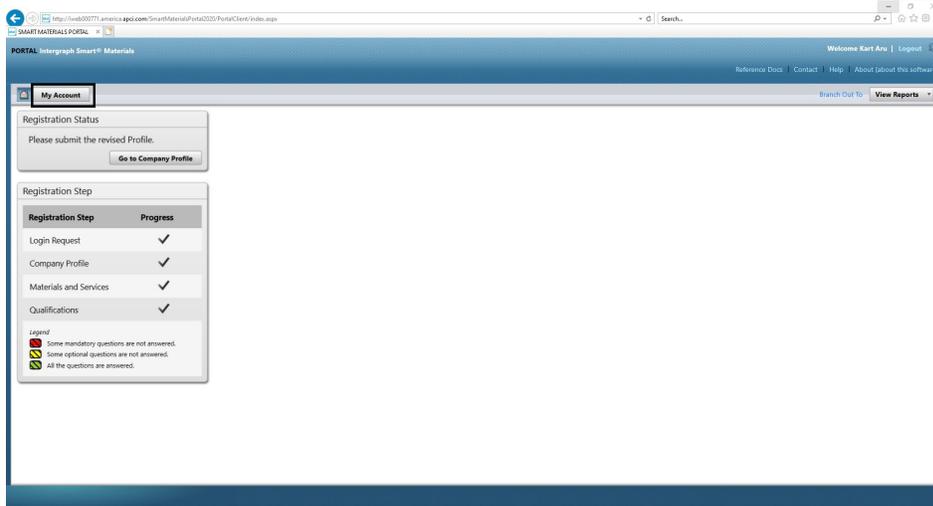


5. This is the portal Home page



#### D. Changes to Profile

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



2. GOTO Profile Section

Rev 00: April 28, 2021

Setting Up an Account

Company Name:

Company Type:  
 Logistics (Transportation and Logistics Services)  
 Subcontractors (Provide Work and/or Services)  
 Supplier (Provide Material, Equipment and/or Goods)

Federal ID:

Address Type:

Address Line:

Address Line 2:

Country:

City:

State/Province:

Zip:

3. Select the Revision Dropdown

Revision 3 (submitted on 4/26/2021)

Company Profile - All Categories

General Questions

Air Products Point of Contact  
(This category contains 3 question(s)).

All questions answered.

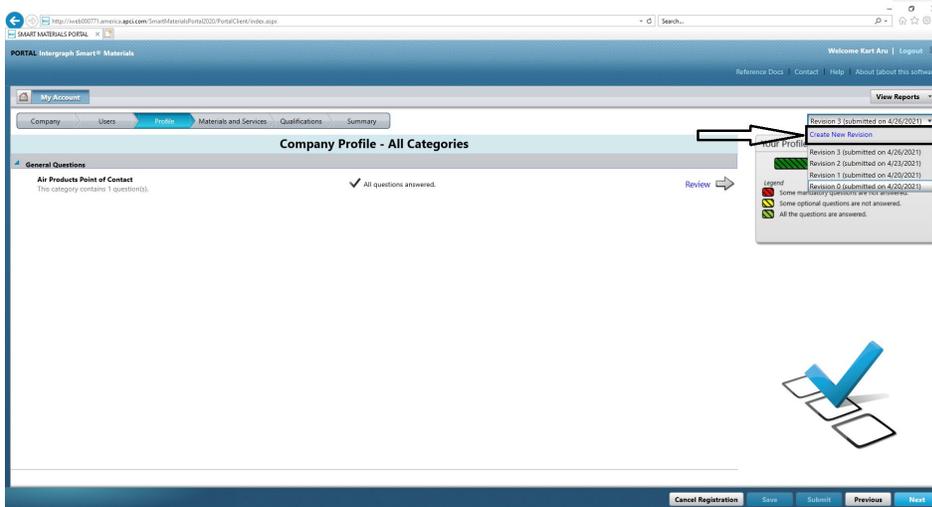
Your Profile Information

Legend

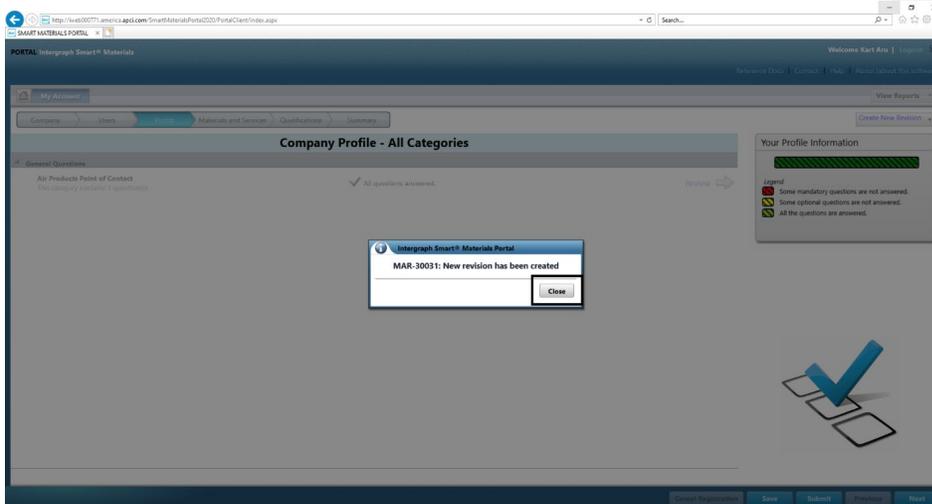
- Some mandatory questions are not answered.
- Some optional questions are not answered.
- All the questions are answered.

4. Click "Create New Revision"

Rev 00: April 28, 2021

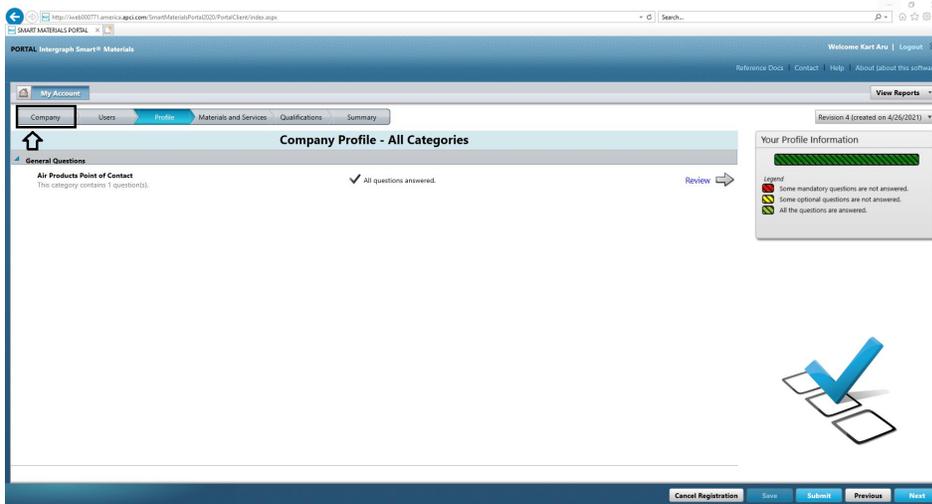


5. A Pop-up screen Appears. Click “Close”

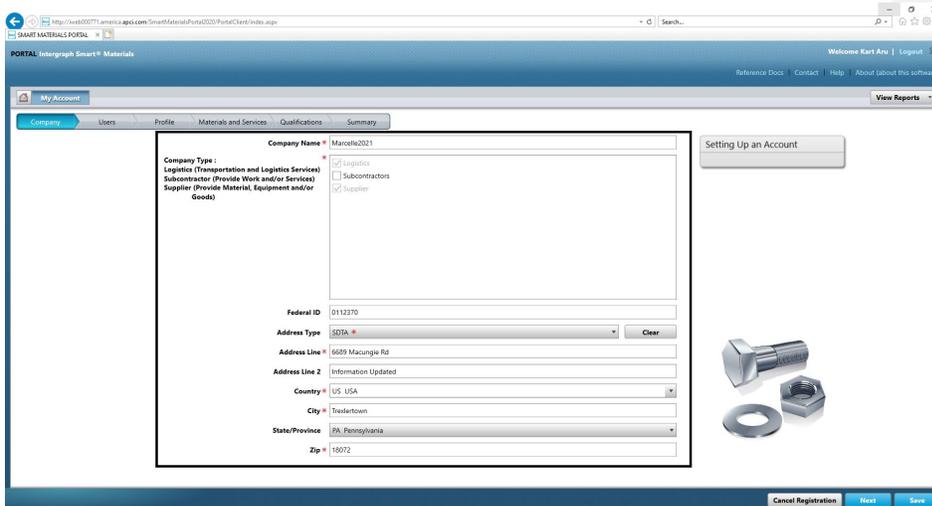


6. GOTO “Company” Tab and make the necessary changes to profile information.

Rev 00: April 28, 2021



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



8. Click "Save"

Rev 00: April 28, 2021

PORTAL: Intergraph Smart® Materials

Welcome Karl Anz | Logout

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

My Account

Company Users Profile Materials and Services Qualifications Summary

Company Name: Marcelle2021

Setting Up an Account

Company Type:

- Logistics
- Subcontractors
- Supplier

Federal ID: 0112370

Address Type: SDTA

Address Line: 6609 Macungie Rd

Address Line 2: Information Updated

Country: US USA

City: Trexlertown

State/Province: PA, Pennsylvania

Zip: 18072

Cancel Registration Next Save

9. Click "Next"

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

My Account

Company Users Profile Materials and Services Qualifications Summary

Company Name: Marcelle2021

Setting Up an Account

Company Type:

- Logistics
- Subcontractors
- Supplier

Federal ID: 0112370

Address Type: SDTA

Address Line: 6609 Macungie Rd

Address Line 2: Information Updated

Country: US USA

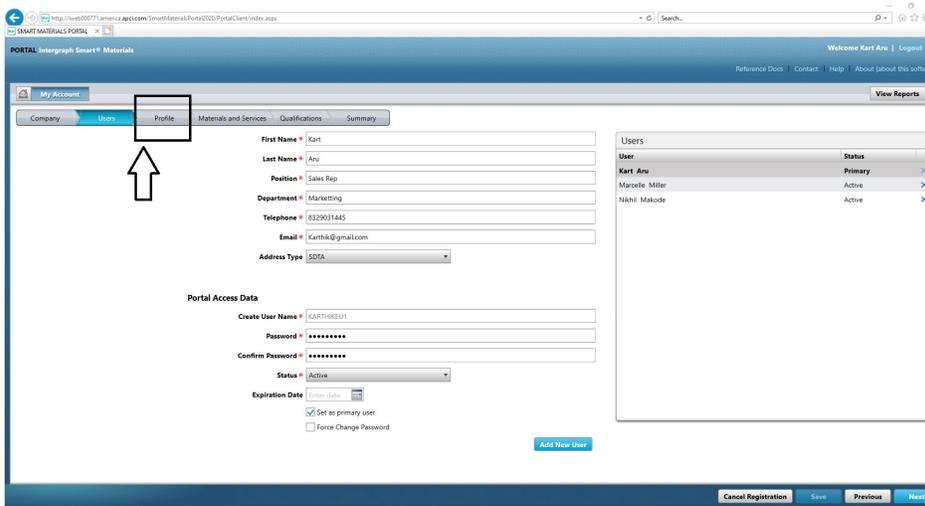
City: Trexlertown

State/Province: PA, Pennsylvania

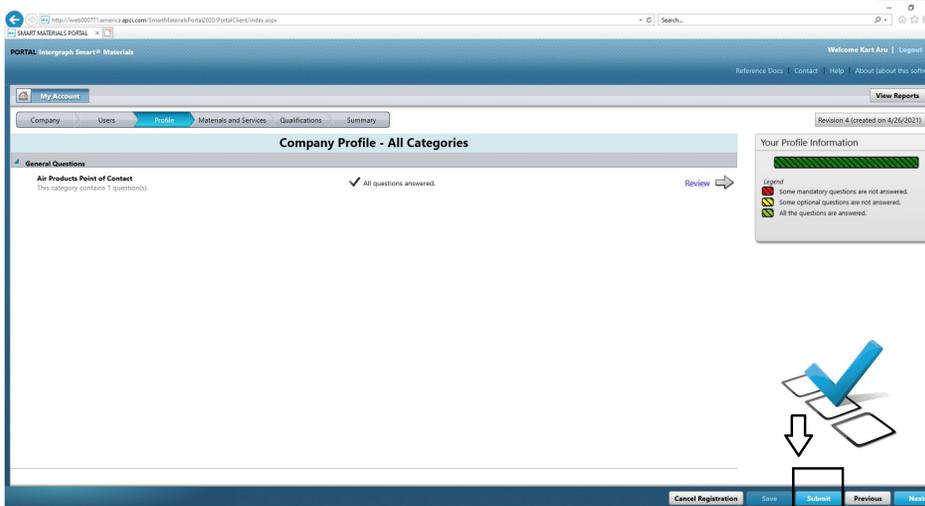
Zip: 18072

Cancel Registration Next Save

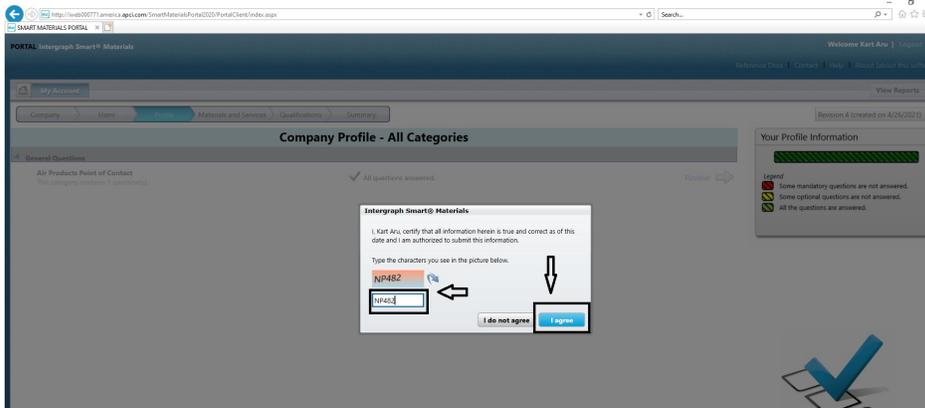
10. Go to "Profile" Section



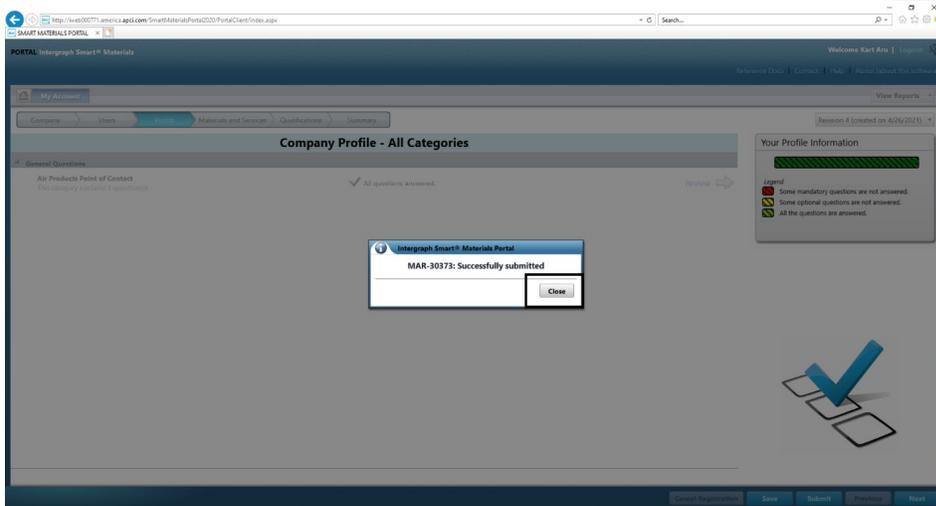
11. Click "Submit"



12. Enter the Captcha and click "I Agree"



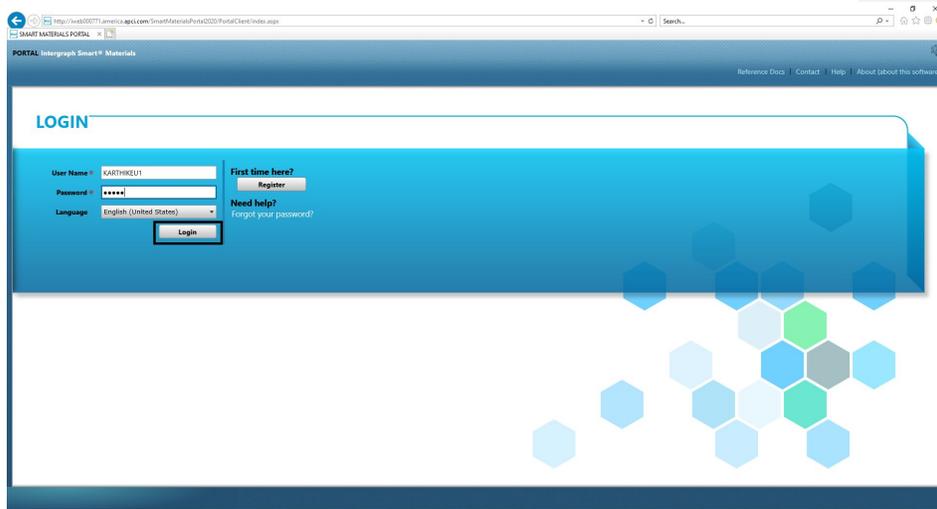
13. Click “Close” on the Popup screen.



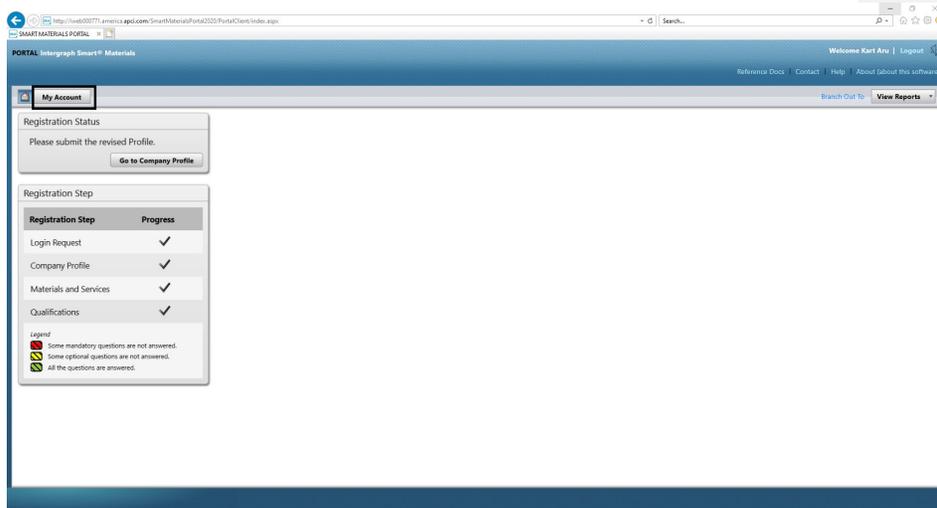
## E. Adding New Users

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.**

Rev 00: April 28, 2021



2. Click on MY Account



3. Go to "Users Tab"

PORTAL Integraph Smart® Materials

Welcome Kart Aru | Logout

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

My Account

Company Users Profile Materials and Services Qualifications Summary

Company Name: Marcelle2021

Setting Up an Account

Company Type: Logistics (Transportation and Logistics Services) Subcontractor (Provide Work and/or Services) Supplier (Provide Material, Equipment and/or Goods)

Logistics  
 Subcontractors  
 Supplier

Federal ID: D112370

Address Type: SDIA

Address Line 1: 6609 Matunglo Rd

Address Line 2: Information Updated

Country: US, USA

City: Treafertown

State/Province: PA, Pennsylvania

Zip: 15072

Cancel Registration Next Save

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

Commented [M1]: @Arunachalam,Karthik We can also provide here information for Force Change Password

PORTAL Integraph Smart® Materials

Welcome Kart Aru | Logout

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

My Account

Company Users Profile Materials and Services Qualifications Summary

First Name: Kart

Last Name: Aru

Position: Sales Rep

Department: Marketing

Telephone: 8329031445

Email: Karthik@gmail.com

Address Type: SDIA

Portal Access Data

Create User Name: KARTHKEU1

Password: \*\*\*\*\*

Confirm Password: \*\*\*\*\*

Status: Active

Expiration Date: [calendar icon]

Set as primary user  
 Force Change Password

Add New User

Cancel Registration Save Previous Next

User	Status
Kart Aru	Primary
Marcelle Miller	Active
Nishil Makode	Active

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

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Welcome Kart Aro | Logout

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

My Account View Reports

Company Users Profile Materials and Services Qualifications Summary

First Name \* Newuser  
Last Name \* Newest  
Position \* Sales rep  
Department \* Sales & Mktg  
Telephone \* 1235647895  
Email \* Newuser@company.com  
Address Type \*

Portal Access Data

Create User Name \* NEWUSER  
Password \* \*\*\*\*\*  
Confirm Password \* \*\*\*\*\*  
Status \* Active  
Expiration Date

Set as primary user  
 Force Change Password

Add New User

User	Status
Kart Aro	Primary
Marcelle Miller	Active
Nahil Makode	Active
Newuser Newest	Active

Cancel Registration Save Previous Next

6. Click "Save"

PORTAL Integraph Smart® Materials

Welcome Kart Aro | Logout

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

My Account View Reports

Company Users Profile Materials and Services Qualifications Summary

First Name \* Newuser  
Last Name \* Newest  
Position \* Sales rep  
Department \* Sales & Mktg  
Telephone \* 1235647895  
Email \* Newuser@company.com  
Address Type \*

Portal Access Data

Create User Name \* NEWUSER  
Password \* \*\*\*\*\*  
Confirm Password \* \*\*\*\*\*  
Status \* Active  
Expiration Date

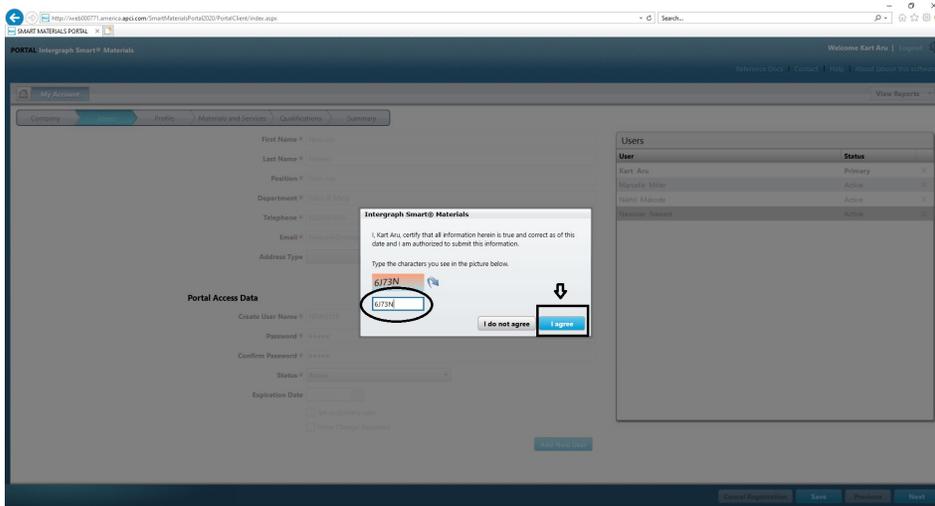
Set as primary user  
 Force Change Password

Add New User

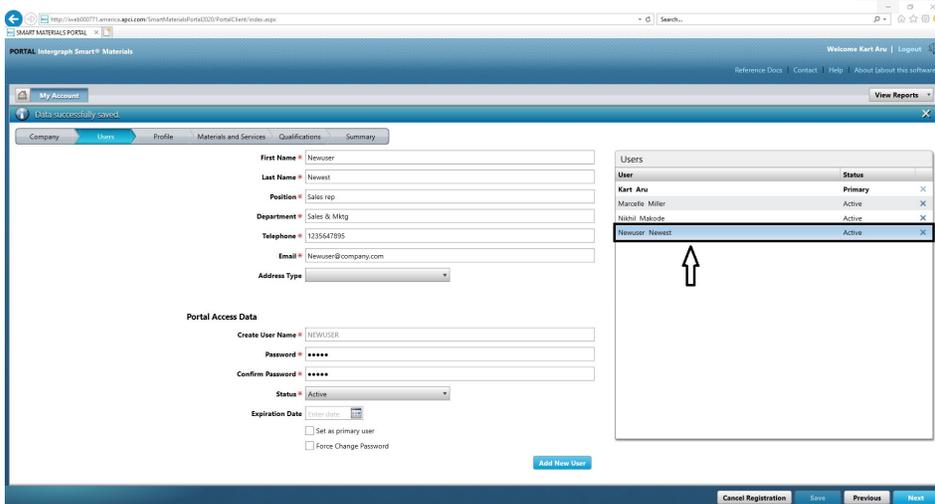
User	Status
Kart Aro	Primary
Marcelle Miller	Active
Nahil Makode	Active
Newuser Newest	Active

Cancel Registration Save Previous Next

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



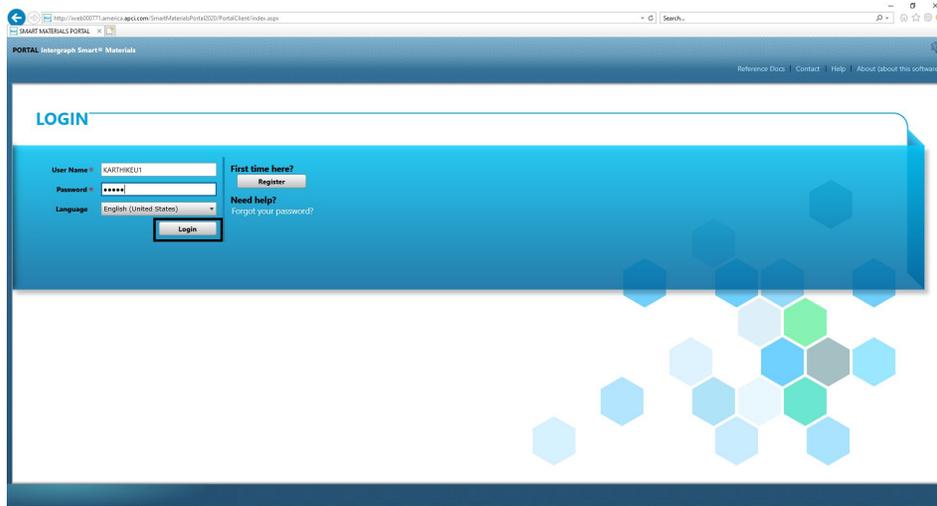
8. The Information is saved, and the New user is listed in the "Users" Queue and "Active".



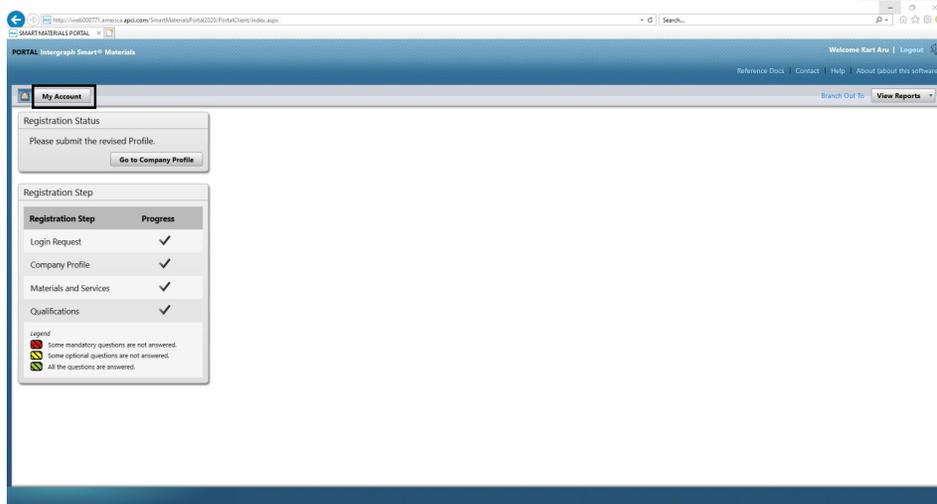
## F. Deleting Users

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.

Rev 00: April 28, 2021



2. Click on MY Account



3. Go to "Users Tab"

Rev 00: April 28, 2021

PORTAL: Intergraph Smart® Materials

Welcome Kart Aro | Logout

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

My Account

Company Users Profile Materials and Services Qualifications Summary

Setting Up an Account

Company Name: Marcelle2021

Company Type: Logistics (Transportation and Logistics Services)  
Subcontractor (Provide Work and/or Services)  
Supplier (Provide Material, Equipment and/or Goods)

Logistics  
 Subcontractors  
 Supplier

Federal ID: D112370

Address Type: SDTA

Address Line 1: 6609 Matunglo Rd

Address Line 2: Information Updated

Country: US, USA

City: Treafertown

State/Province: PA, Pennsylvania

Zip: 15072

Cancel Registration Next Save

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

PORTAL: Intergraph Smart® Materials

Welcome Kart Aro | Logout

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

My Account

Data successfully saved

Company Users Profile Materials and Services Qualifications Summary

First Name: Newuser

Last Name: Newtest

Position: Sales rep

Department: Sales & Mktg

Telephone: 1235647895

Email: Newuser@company.com

Address Type:

Portal Access Data

Create User Name: NEWUSER

Password: \*\*\*\*\*

Confirm Password: \*\*\*\*\*

Status: Active

Expiration Date: Enter date

Set as primary user  
 Force Change Password

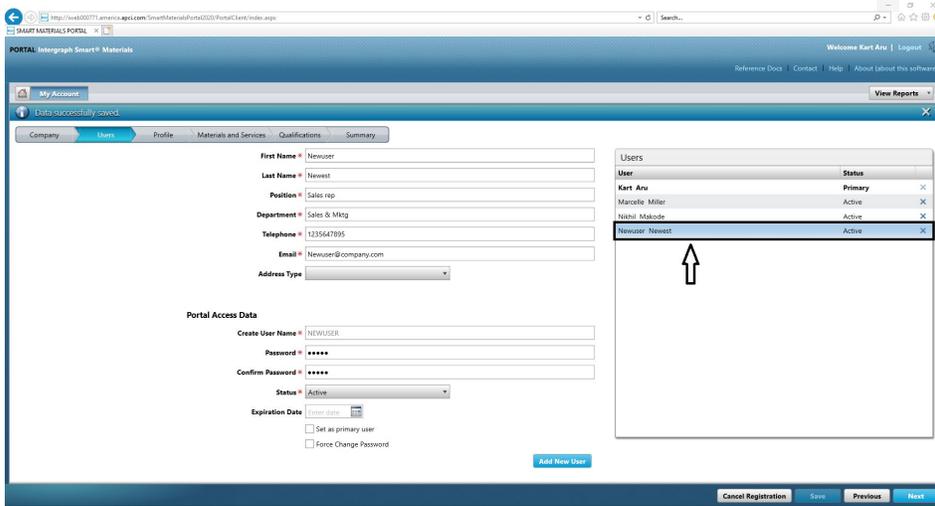
Add New User

Cancel Registration Save Previous Next

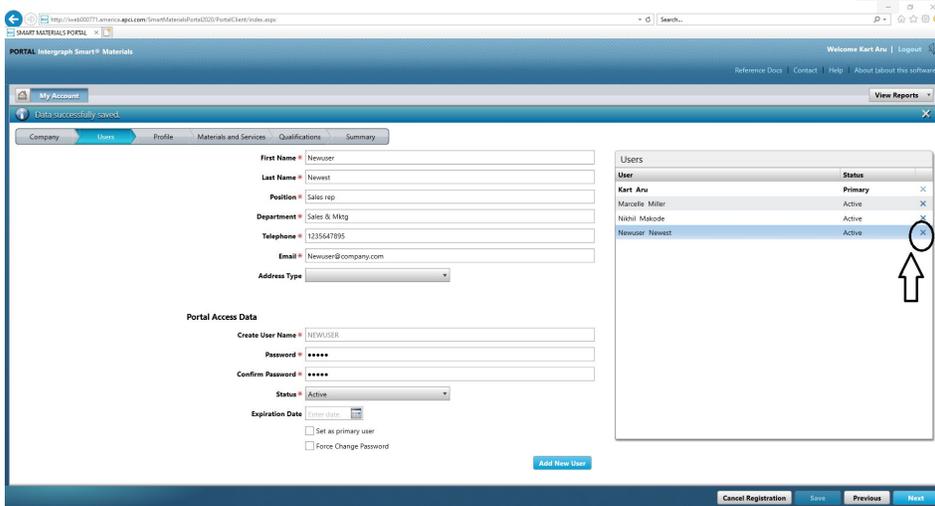
USER	Status
User	Primary
Kart Aro	Primary
Marcelle Miller	Active
Nahli Makode	Active
Newuser Newtest	Active

5. Select the user you wish to delete

Rev 00: April 28, 2021

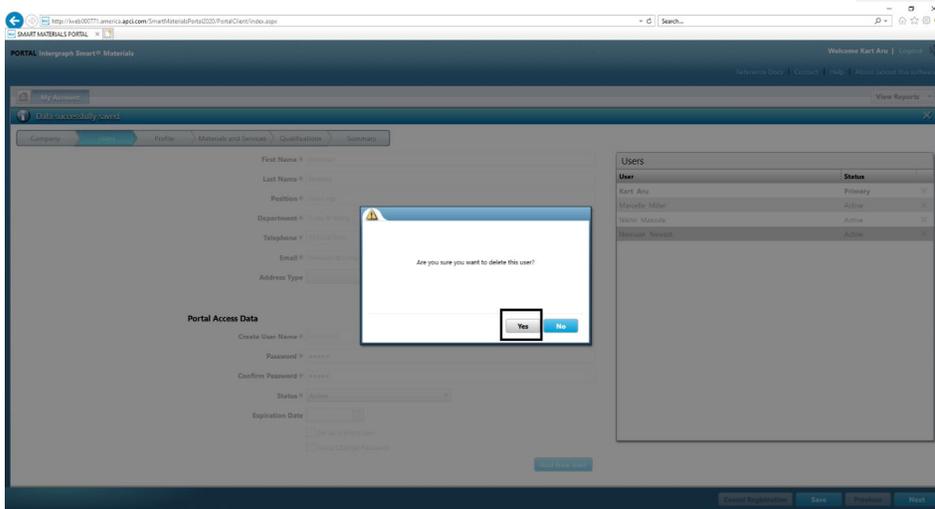


6. Click on the "X" to delete the user

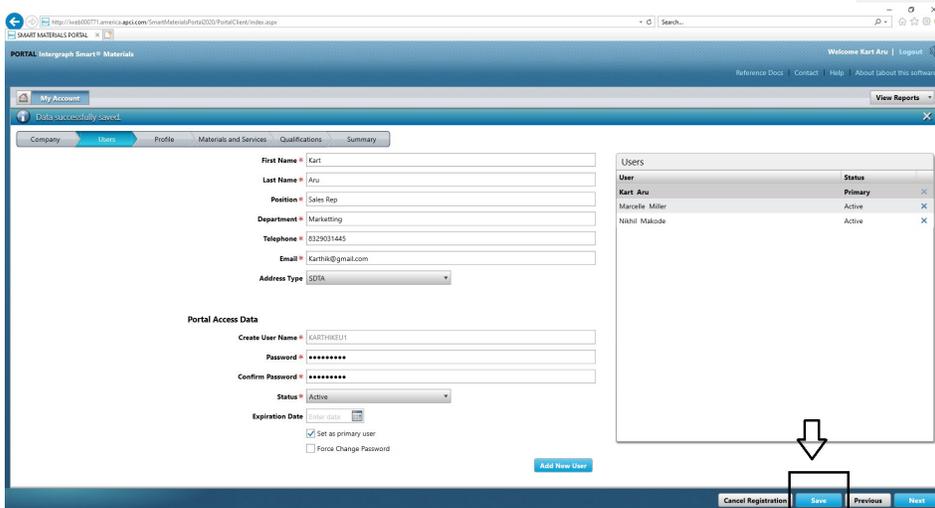


7. Click "Yes" on the Pop-up screen and confirm deletion.

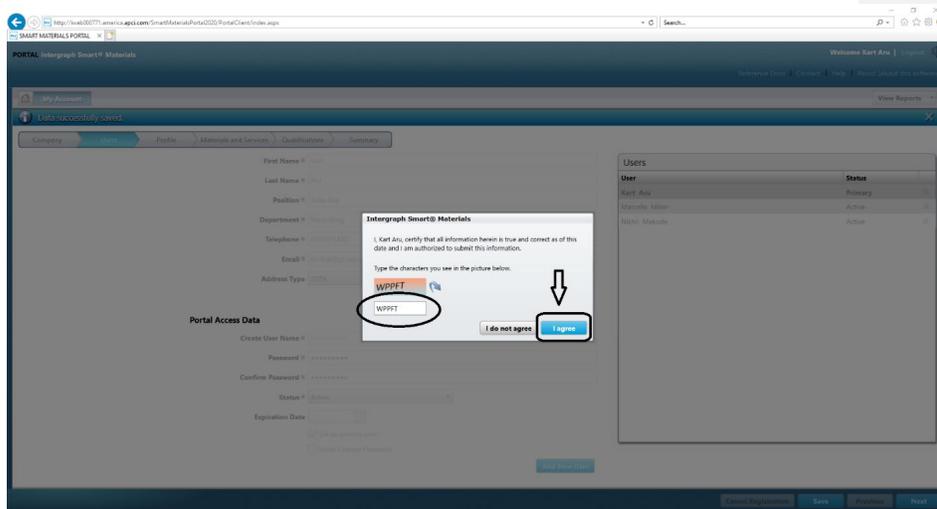
Rev 00: April 28, 2021



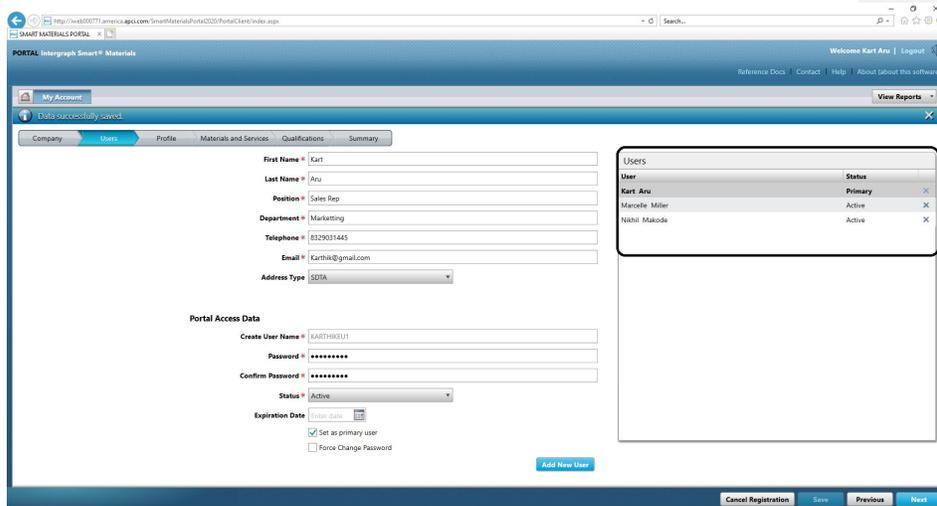
8. Click "Save"



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



10. Review the “Users” List. The user is deleted.

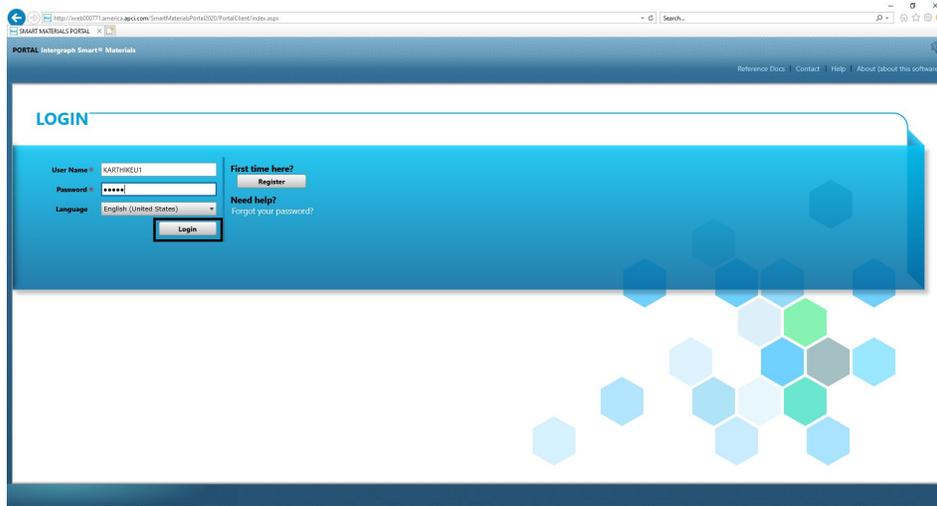


## G. Changing Primary Users

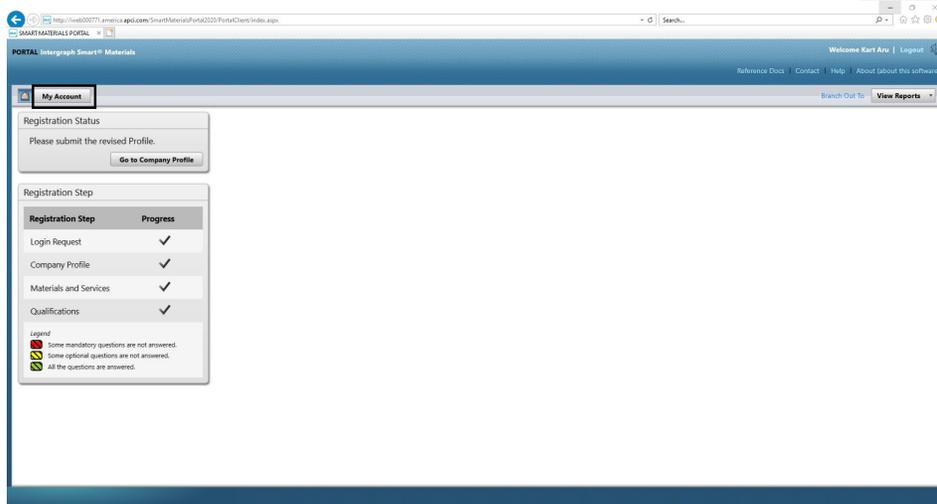
1. Login to the Portal.

**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.**

Rev 00: April 28, 2021



2. Click on MY Account



3. Go to "Users Tab"

Rev 00: April 28, 2021

PORTAL: Intergraph Smart® Materials

Welcome Kart Aru | Logout

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

My Account

Company Users Profile Materials and Services Qualifications Summary

Company Name: Marcelle2021

Setting Up an Account

Company Type: Logistics (Transportation and Logistics Services)  
Subcontractor (Provide Work and/or Services)  
Supplier (Provide Material, Equipment and/or Goods)

Logistics  
 Subcontractors  
 Supplier

Federal ID: 0112370

Address Type: SDTA

Address Line 1: 6609 Matunglo Rd

Address Line 2: Information Updated

Country: US, USA

City: Treafertown

State/Province: PA, Pennsylvania

Zip: 15072

Cancel Registration Next Save

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

PORTAL: Intergraph Smart® Materials

Welcome Kart Aru | Logout

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

My Account

Company Users Profile Materials and Services Qualifications Summary

Data successfully saved

First Name: Kart

Last Name: Aru

Position: Sales Rep

Department: Marketing

Telephone: 8329031445

Email: karthi@gmail.com

Address Type: SDTA

Portal Access Data

Create User Name: KARTHIEU1

Password: \*\*\*\*\*

Confirm Password: \*\*\*\*\*

Status: Active

Expiration Date:

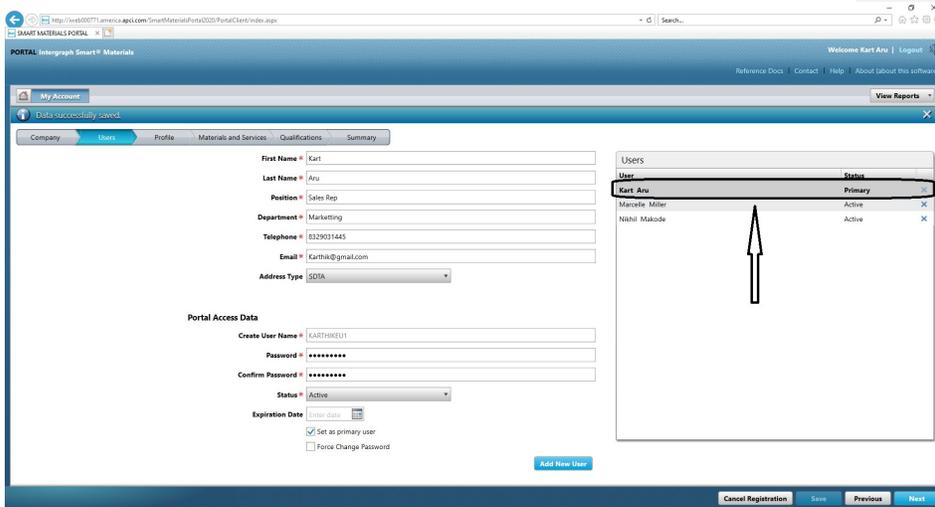
Set as primary user  
 Force Change Password

Add New User

Cancel Registration Save Previous Next

USER'S	Status
Kart Aru	Primary
Marcelle Miller	Active
Nahil Makode	Active

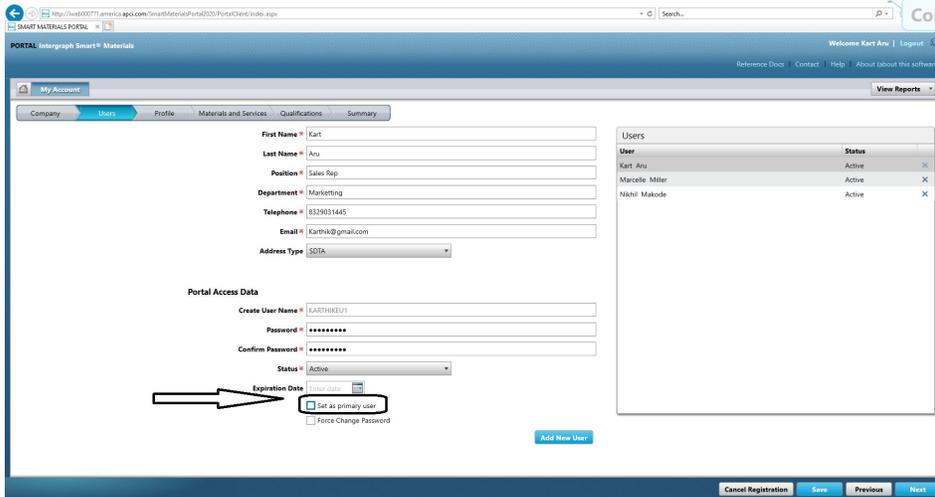
5. Check the User "Status" list and select the Primary User.



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

Commented [M2]: @Arunachalam,Karthik Need a line for "Only single user can be defined as Primary User"

Commented [Ar3R2]: @Makode,Nikhil updated



7. Review the status column in Users section. All the users at this point are under "Active" status.

The screenshot shows the 'Add New User' form in the Integraph Smart® Materials portal. The form is for user 'Kart Aru' and includes the following fields:

- Personal Information:** First Name (Kart), Last Name (Aru), Position (Sales Rep), Department (Marketing), Telephone (8329031446), Email (karthi@gmail.com), Address Type (GDTA).
- Portal Access Data:** Create User Name (KARTHIEU1), Password (\*\*\*\*\*), Confirm Password (\*\*\*\*\*), Status (Active), Expiration Date (dropdown), and checkboxes for 'Set as primary user' and 'Force Change Password'.
- Users List:** A table on the right showing the status of existing users: Kart Aru (Active), Marcelle Miller (Active), and Nihili Makode (Active). An arrow points to the 'Status' column of the 'Kart Aru' row.

Buttons at the bottom include 'Add New User', 'Cancel Registration', 'Save', 'Previous', and 'Next'.

8. Select the New Primary user you wish to proceed with.

The screenshot shows the 'Add New User' form in the Integraph Smart® Materials portal. The form is for user 'Nihili Makode' and includes the following fields:

- Personal Information:** First Name (Nihili), Last Name (Makode), Position (Sales Rep), Department (Marketing), Telephone (8329031446), Email (nihili01@gmail.com), Address Type (dropdown).
- Portal Access Data:** Create User Name (NIHILEU1), Password (\*\*\*\*\*), Confirm Password (\*\*\*\*\*), Status (Active), Expiration Date (dropdown), and checkboxes for 'Set as primary user' and 'Force Change Password'.
- Users List:** A table on the right showing the status of existing users: Kart Aru (Active), Marcelle Miller (Active), and Nihili Makode (Active). An arrow points to the 'Nihili Makode' row.

Buttons at the bottom include 'Add New User', 'Cancel Registration', 'Save', 'Previous', and 'Next'.

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

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PORTAL: Intergraph Smart® Materials

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My Account

Company Users Profile Materials and Services Qualifications Summary View Reports

First Name: Nikhil  
Last Name: Makode  
Position: Sales Rep  
Department: Marketing  
Telephone: 8329031446  
Email: nikhil01@gmail.com  
Address Type: [Dropdown]

Portal Access Data

Create User Name: NIKHILEU1  
Password: [Masked]  
Confirm Password: [Masked]  
Status: Active  
Expiration Date: [Date Picker]

Set as primary user  
 Force Change Password

Add New User

Cancel Registration Save Previous Next

User	Status
Kart Anu	Active
Marcelle Miller	Active
Nikhil Makode	Primary

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

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My Account

Company Users Profile Materials and Services Qualifications Summary View Reports

First Name: Nikhil  
Last Name: Makode  
Position: Sales Rep  
Department: Marketing  
Telephone: 8329031446  
Email: nikhil01@gmail.com  
Address Type: [Dropdown]

Portal Access Data

Create User Name: NIKHILEU1  
Password: [Masked]  
Confirm Password: [Masked]  
Status: Active  
Expiration Date: [Date Picker]

Set as primary user  
 Force Change Password

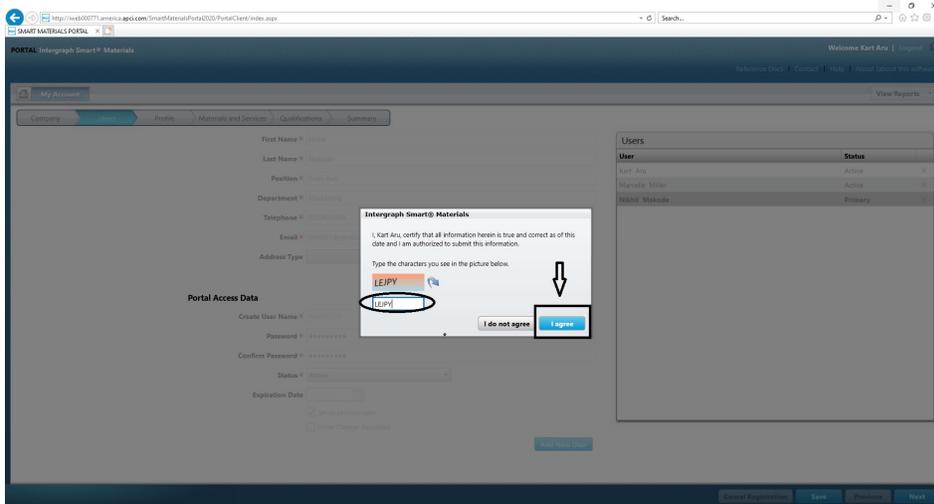
Add New User

Cancel Registration Save Previous Next

User	Status
Kart Anu	Active
Marcelle Miller	Active
Nikhil Makode	Primary

11. Enter the Captcha and Click "I Agree"

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12. Selected user is now the "Primary User"

