

How to Login to I-supplier portal for First Time

Step 1: The Email Notification

Once your I-Supplier username (also your email) is registered by Experian Administrator, you will receive **two** workflow notification.

Attention/Note:

- Both notification email is sent from wfunify_p@experian.com
- If you did not receive any notification email, always check in your spam/junk mailbox
- If all else failed, please contact your IT to whitelist the email wfunify_p@experian.com

Email 1: The workflow notification for your username

For Your Information: Experian Supplier Portal: Confirmation of Registration

WM
Cc: Global Supplier Maintenance
Archive 9/12/2022

Reply Reply All Forward

Sun 9/12/2021 3:57 PM

To: ITALY
Sent: 09-SEP-2021 12:43:26
ID: 33531054

You have now been registered with the Experian supplier online portal. You can log on [redacted], with the username ([redacted]). Your temporary password will be supplied separately in approximately 30 minutes.

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 to request a Password Re-set.

Please see the complete contact details attached with the mail.

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.

As a registered supplier for Experian you will benefit from the following:

1. Access to your payment information - removing the need to phone AP.
2. Electronic attachment of invoices.
3. Access to your data in a secure environment.
4. Electronic access to your online purchase orders.
5. Update the information held against your supplier record - address and bank details.

FAQs and system requirements are available on this link.
<http://www.experian.com/corporate/isupplier.html>.

Thank you.

Note: This is not your username

Email 2: The workflow notification for your temporary password



Attention/Note:

- The password could be in the form of alphabetical uppercase, lowercase, symbol and numerical characters
 - Be careful not to copy and paste the password as this will create extra space behind.
 - The password should be 9 characters long (there should be 9 dots in the password field)

Step 2: The First Login

Using the username receive from Email 1 and temporary password receive from Email 2, please proceed to enter the details and click Log in via link https://exaappsext.unify.uk.experian.com/OA_HTML/AppsLocalLogin.jsp

The screenshot shows a login form with the following fields and buttons:

- User Name: [redacted]@experian.com
- Password: [redacted]
- Log In button
- Cancel button
- Login Assistance link
- Register Here link
- Accessibility dropdown menu (set to None)
- Language dropdown menu (set to English)

Annotations: A red dashed arrow points from the text "It is recommended to type the password instead of copy and paste. Please ensure 9 dots here (the same you receive as temporary password)" to the password field. Another red dashed arrow points from the text "You do not need to change the settings here" to the Accessibility dropdown menu.

Step 3: The changing Password

Current Password

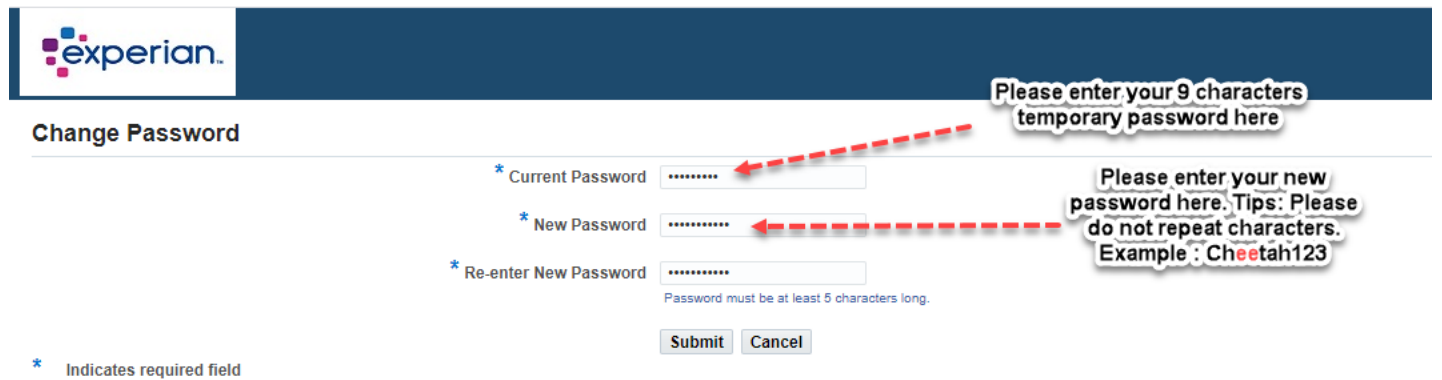
- This is where you input the **temporary password** we sent from wfunify_p@experian.com.
- The temporary password is always **9 characters long**. Therefore be careful with what you type in or copy and paste.
- The temporary password is only valid for **3 trials**.

New Password

- This is the new password that comes from you and you **cannot use** the same password from **temporary password**.
- The password here must **not** contain **duplicate character** such as Mississippi

Re-enter New Password

What you enter here must be the **same** as what you enter in **New Password**



The screenshot shows the Experian 'Change Password' form. It features three required input fields: 'Current Password', 'New Password', and 'Re-enter New Password'. The 'Current Password' field is annotated with a callout: 'Please enter your 9 characters temporary password here'. The 'New Password' field is annotated with a callout: 'Please enter your new password here. Tips: Please do not repeat characters. Example : Cheetah123'. Below the 'Re-enter New Password' field, there is a note: 'Password must be at least 5 characters long.' At the bottom of the form are 'Submit' and 'Cancel' buttons. A legend indicates that an asterisk (*) denotes a required field.

Finally, click **Submit**.