

Guide on how navigate the supplier portal

Introduction

This guide is designed to help suppliers navigate Simply Garlic's supplier portal. It provides step-by-step instructions for registering, entering contact information, and uploading required documentation. Please ensure you have received an email invitation to register before proceeding with this guide.

Step 1: Registering on the Supplier Portal

You will receive an email notification inviting you to register on Simply Garlic's supplier portal. If you are not the relevant person to complete this registration, please forward the email to the appropriate person in your organization or send their contact details to Mmabatho@simplygarlic.co.za and Lizzy@simplygarlic.co.za.

Click on the 'Complete Registration' link in the email. This will redirect you to the portal where you will set a password linked to your email address for future access.

Welcome to Simply Garlic's Supplier Portal

Hello Karabo ,

We are writing to invite you to register on our Supplier Portal. This portal is designed to streamline our communication and collaboration processes, ensuring efficient and effective business operations.

By registering on our portal, you will be able to:

- Update your company's contact information
- Complete a quality assurance supplier questionnaire assessment
- Attach your company's compliance certification document/s

We understand that navigating a new system can be time-consuming, so we have attached a user guide to assist you through the registration and update process.

To register, please click on the following link:

[Complete Registration](#)

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If you have any questions or require assistance, please do not hesitate to contact Lizzy Namanya at (Lizzy@simplygarlic.co.za or +27 64 631 3691) or Mmabatho Tjiane at (Mmabatho@simplygarlic.co.za or +27 66 128 9558)

Thank you for your prompt attention to this matter.

Thanks,
Karabo Mokone

You can also copy-paste following link in your browser

<https://erp.simplygarlic.co.za/update-password?key=523bddf0c1db2f73e1d0b1546e7eec38ee3029d767027f5ada3d4b11>

Sent via ERPNext



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Simply Garlic Contact KM

Reset Password

New Password

Confirm Password

Confirm

Step 2: Entering Contact Information

After setting your password, you will be directed to the main interface of the portal. Click on the 'Contacts' icon. Here, you will need to add the contact information for the following representatives in your organization:

1. Quality Assurance Representative(s)
2. Sales Representative(s)
3. Management Representative(s)

Ensure that all relevant stakeholders are included.

Simply Garlic Contact KM

Addresses

Addresses

Purchase Orders

Purchase Invoices

Contacts

Supplier Documentation

My Account

My Account

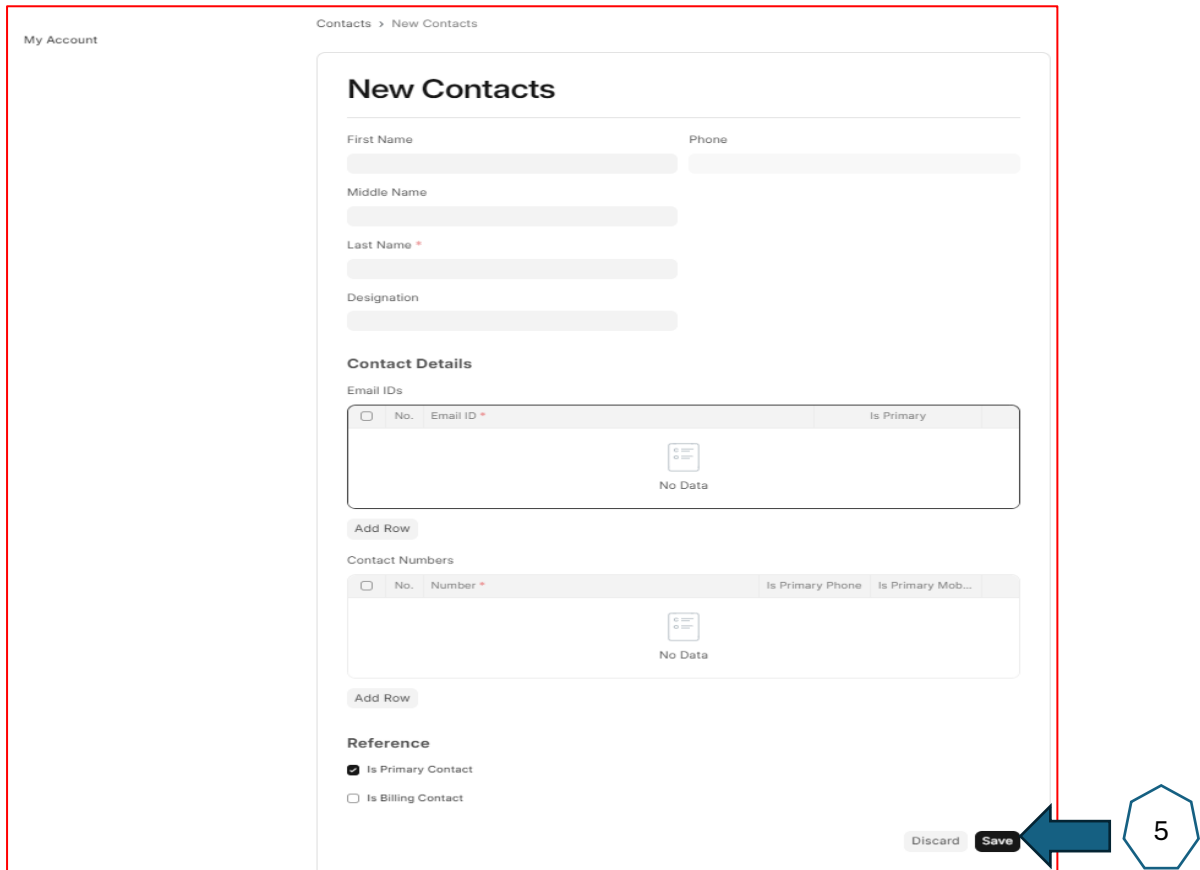
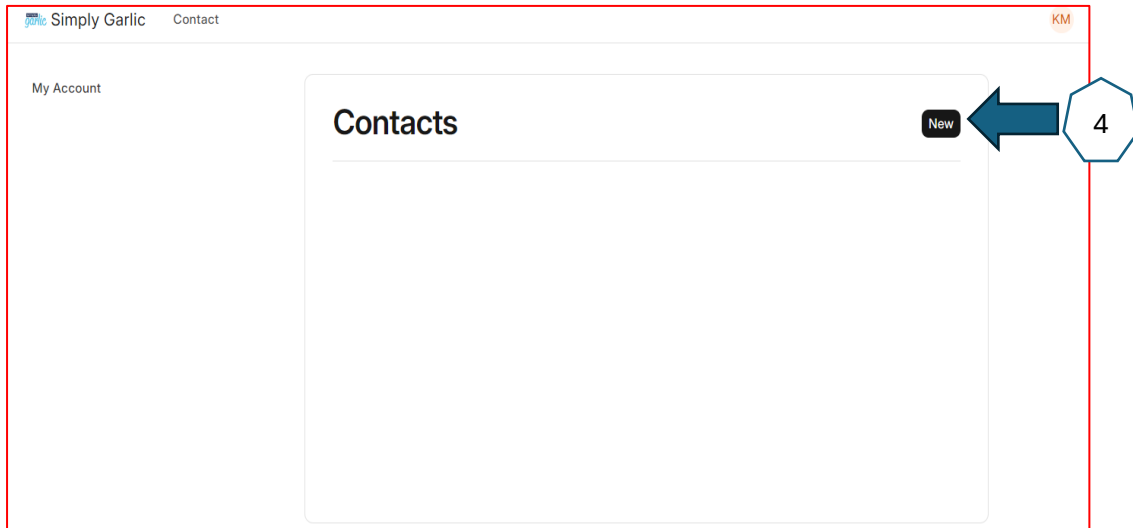
KM karabo Mokone [Edit Profile](#)

Reset Password
Reset the password for your account [Reset Password](#)

Manage third party apps
To manage your authorized third party apps [Manage your apps](#)

Main
interphase

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Step 3: Uploading Supplier Documentation

Once the contacts have been saved, return to the main interface by clicking on the Simply Garlic logo at the top left of the screen. Next, click on the 'Supplier Documentation' icon. Your

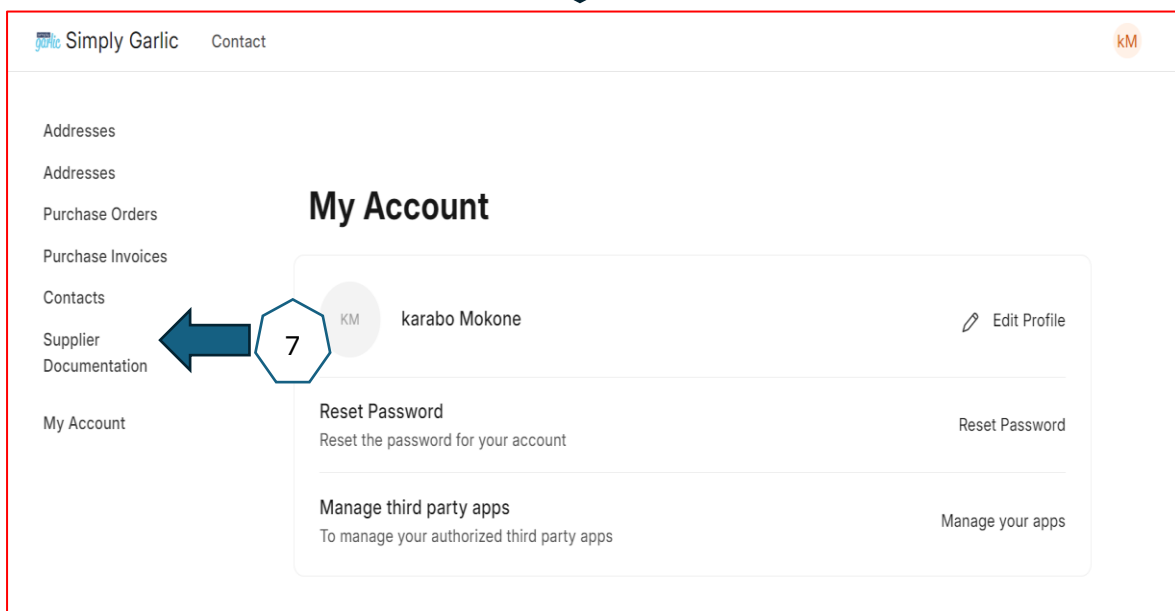
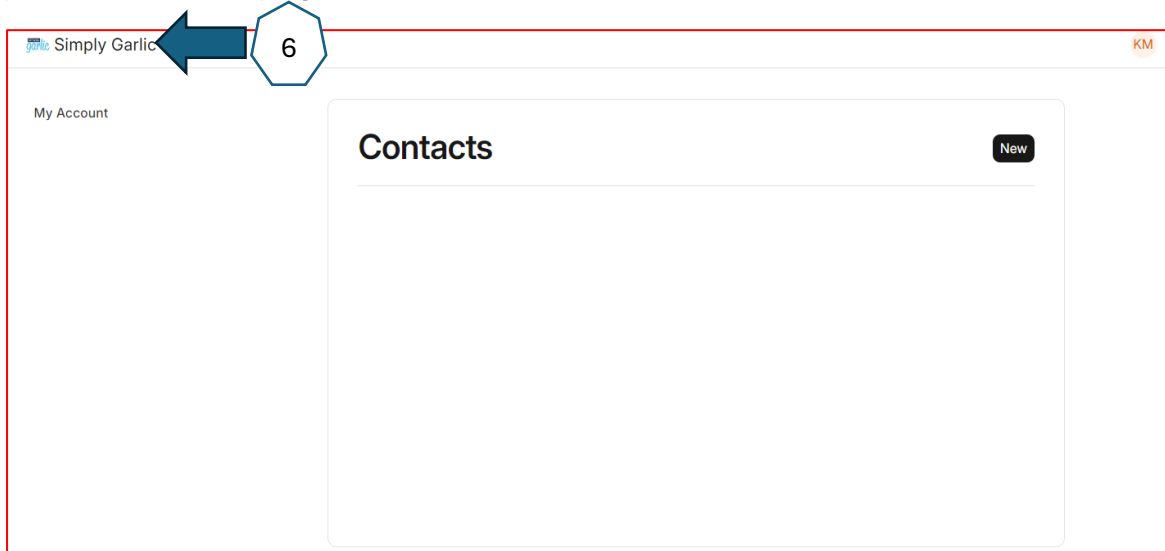
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company name should be displayed under the supplier's name. Click on your company name to proceed.

You will be directed to a page where you can upload the necessary documents. Start by clicking on 'Edit Response.' You will need to upload the following documents:

1. Your company's Food Safety Certification Certificate
2. Certificate of Acceptability
3. Halaal and Kosher Certificates (if applicable)
4. Any other certifications relevant to your trade.

After uploading the documents, complete the accompanying questionnaire and save your response by clicking on the save icon at the bottom of the page. To log out, click on the icon with your initials at the top right of the screen.



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Simply Garlic Contact KM

My Account

Supplier Documentation

<input type="checkbox"/>	Sr.	Supplier Name
<input type="checkbox"/>	1	Agri Needs Seeds



My Account

Supplier Documentation > Agri Needs Seeds

Supplier Documentation

Agri Needs Seeds

Edit Response

Documents

<input type="checkbox"/>	No.	Type *	Subtype	Attachment *	Expiry Date
No Data					

A Questionnaire

A1: Are you working in accordance with a recognized good manufacturing practice standard? *

A2: Are you working in accordance with any other dietary standard? *



Supplier Documentation

Agri Needs Seeds

Documents

<input type="checkbox"/>	No.	Type *	Subtype	Attachment *	Expiry Date
No Data					

Add Row

A Questionnaire

A1: Are you working in accordance with a recognized good manufacturing practice standard? *

A2: Are you working in accordance with any other dietary standard? *

A3: Have you done any food safety hazard related risk assessments? *

Add row and attach relevant documents e.g. food safety certification certificate, certificate of acceptability, halaal, kosher, global gab /SA Gap etc

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Conclusion and Next Steps

You have now completed the registration and document submission process on Simply Garlic's supplier portal. You may log out or continue to explore the portal for any additional features. If any further action is required, you will be contacted via email. For any assistance, please refer to the contact details provided in step 1.