# Global Supplier Portal Potential Supplier User Registration

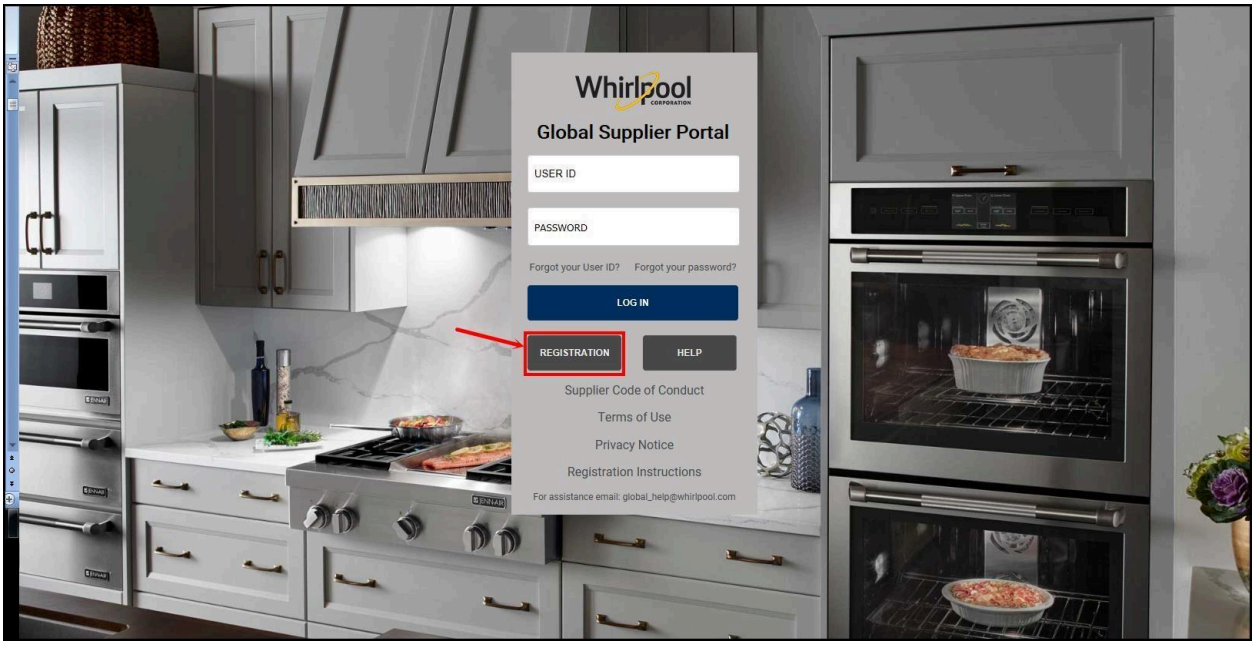
## COMPANY REGISTRATION

Please add No_Reply@whirlpool.com and no-reply@ivalua.com to your email contacts before beginning the registration process.

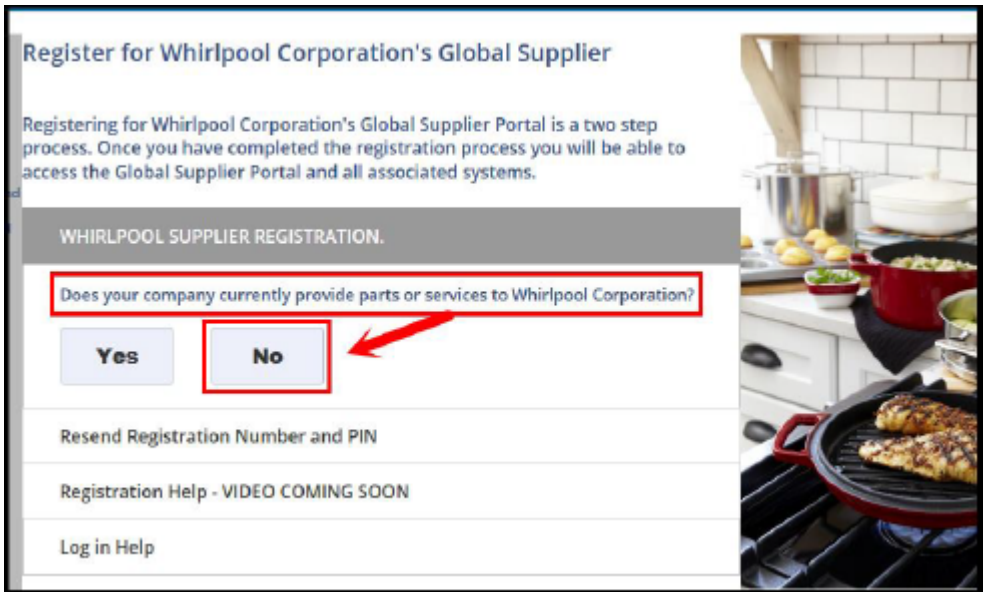
**For any questions or issues regarding the registration process, please contact:**
**Global_Help@whirlpool.com**

1. Go to URL: **https://suppliers.whirlpool.com/** to access the Global Supplier Portal login page.

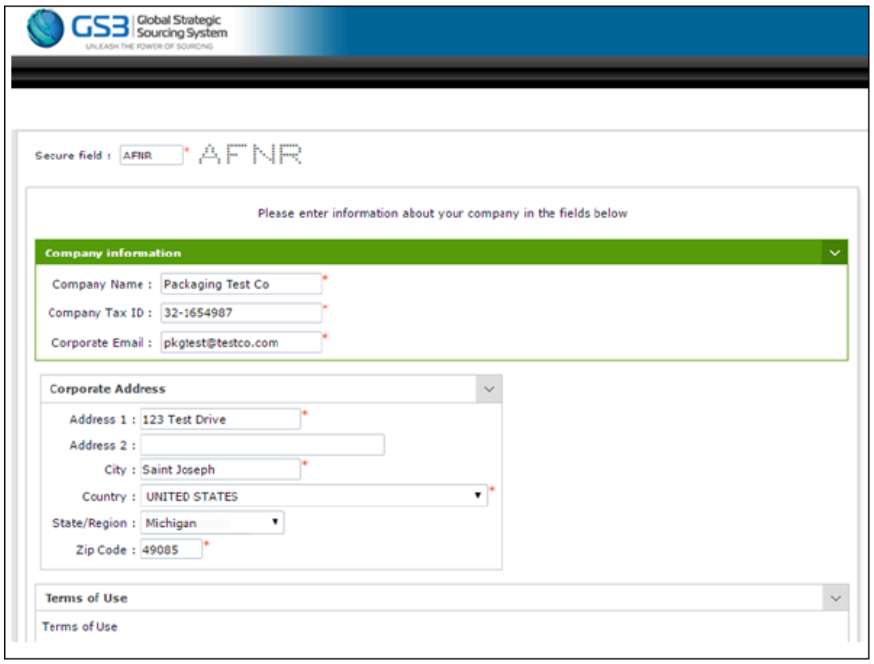
2. Click on the supplier '**Registration**' link on the Global Supplier Portal Login page:



3. The registration process will open. This step determines how you will register. If your company does not provide parts or services to Whirlpool, select '**No**" and continue the registration process.




4. Complete all required fields which are noted with a red asterisk.



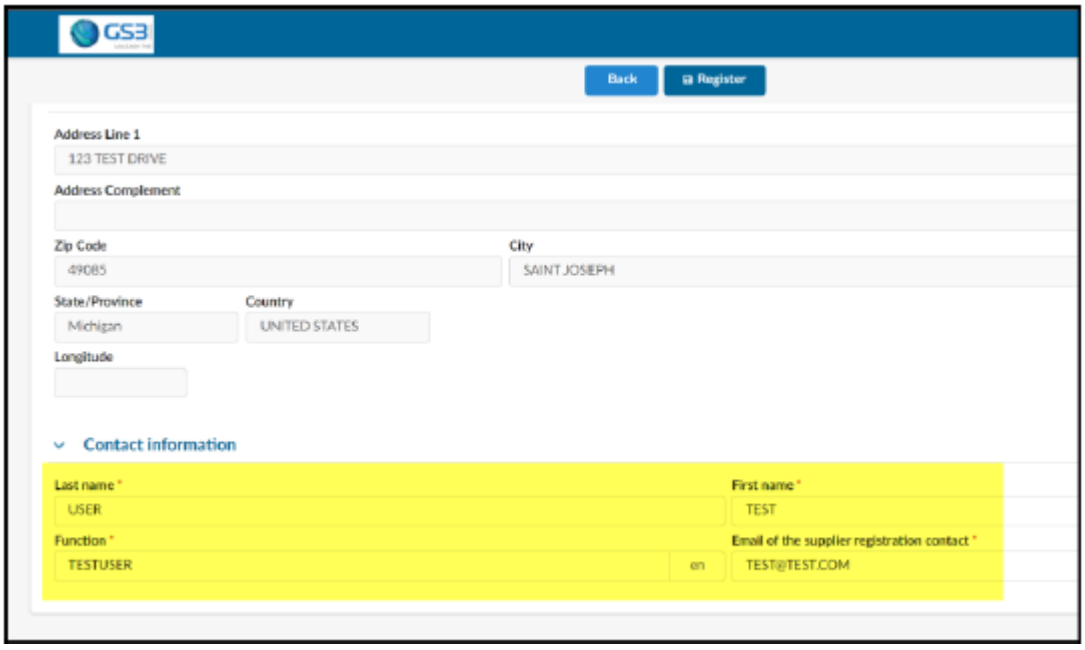

5. Review the Terms & Conditions, Supplier code of Conduct and the Privacy Notice and check the 'I Accept' box for each, if you agree.

**NOTE:** If the "I Accept" box is not checked for all, you will receive a message stating that mandatory data has not been filled correctly and will not be able to continue the registration process.

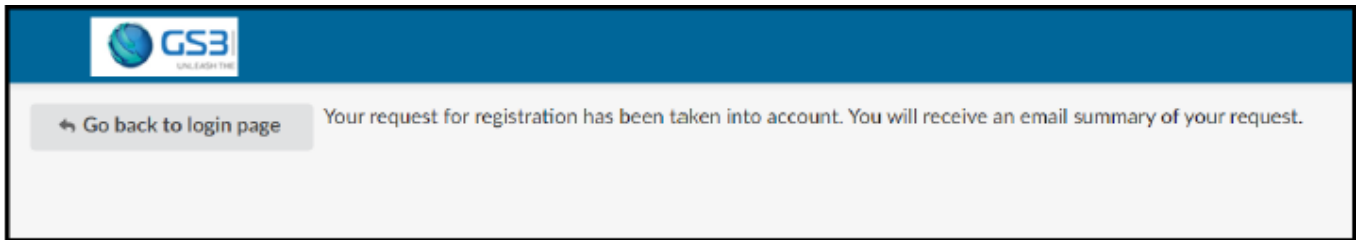



6. Enter the '**Contact Information**' in the fields and click on '**Registration Request**'.

**NOTE:** The registration and PIN IDs will be sent to the email address provided here.

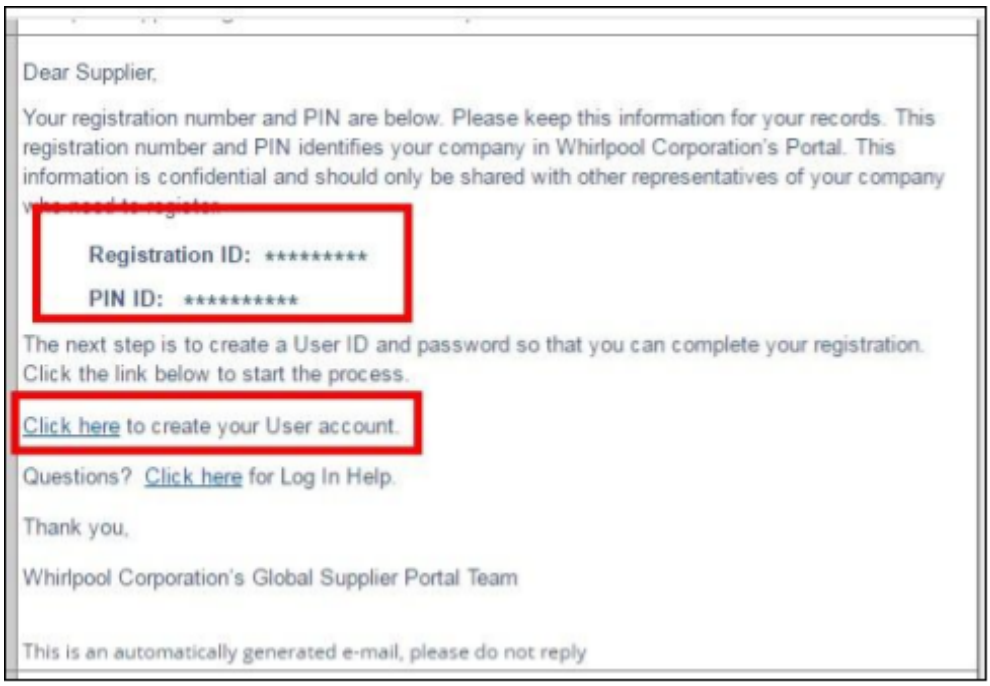


7. Users will receive confirmation notice on the screen if the company registration was completed successfully.




8. Users will receive an email that will contain the Registration and PIN numbers and a link to continue the registration process by creating the user account.

**NOTE:** if you do not receive the email, contact: global_help@whirlpool.com

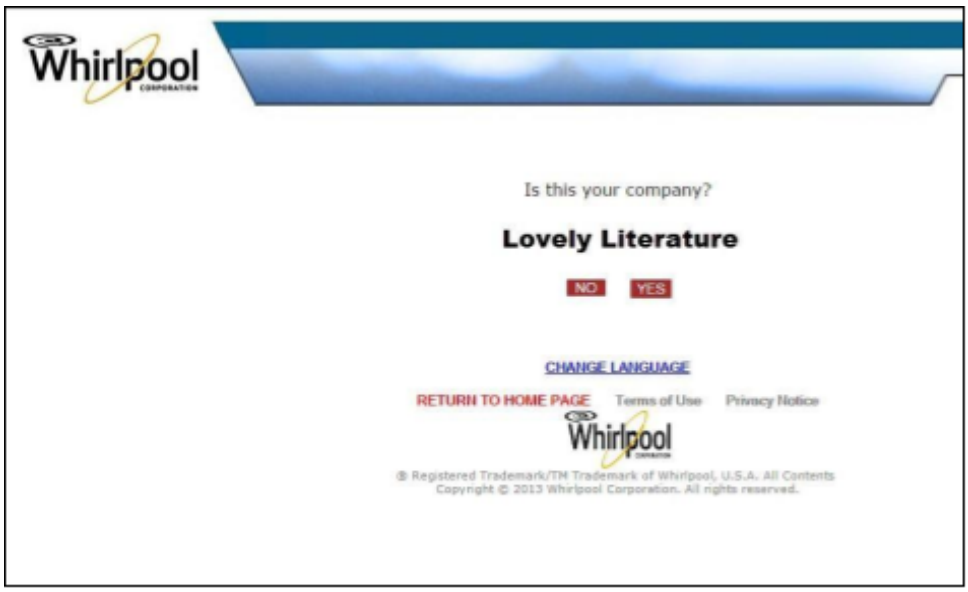


## USER REGISTRATION

1. Follow the link in the email, enter the Registration and PIN Numbers into the appropriate fields and click '**Continue**'.

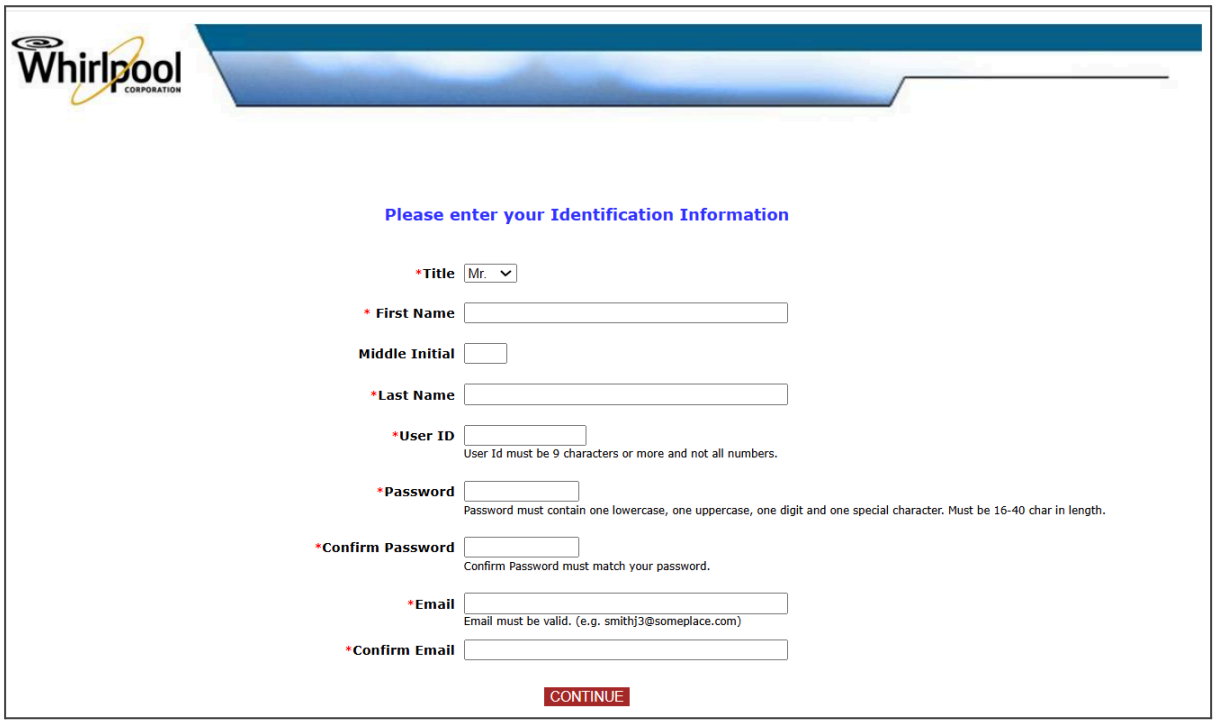



2. If your company name is identified correctly, click '**YES**'. If not, click '**NO**' and forward the registration and PIN ID email to global_help@whirlpool.com with a screen shot of the company name that you were presented with.




3. Upon clicking '**YES**' on the company confirmation screen, enter your identifying information and click '**Continue**'.

   ***NOTE:** When creating your password, the below rules must be followed to avoid user access issues.*



**USER ID Rules:**

a. Must be at least 9 characters
b. Must not be all numbers
c. Must not contain any form of date, month or year (EXAMPLES: June2015, 30July1987)
d. Must not contain any special characters (*&^_+@)

**PASSWORD RULES**

a. Must be 16-40 characters
b. Must contain 1 number
c. Must contain 1 upper case letter
d. Must contain 1 lower case letter
e. Must contain at least 1 special character (~ @ $ % ^ & * _ - + = ( ) { } [ ] : ; < > , . / '|"\`)
f. The first character must be an alphabetic character
g. ***Can not contain any part of the user ID***

**NOTE**: If the password contains any part of the user ID, it will still be created but it will not allow the user to log into the system.

4. Review the Terms of Use. If you accept, click the '**I Agree**' button to proceed. If you do not accept, please click '**I Do Not Agree'** which will result in an error message.

**NOTE:** The registration process will not continue if '**I Do Not Agree**' is selected.




5. Upon clicking '**I Agree**', you will be asked to confirm your account information and complete the required fields that are noted with a red asterisk.

**NOTE:** Any changes made on this screen will be noted in your user account in the Whirlpool systems but will not make changes to your vendor account.

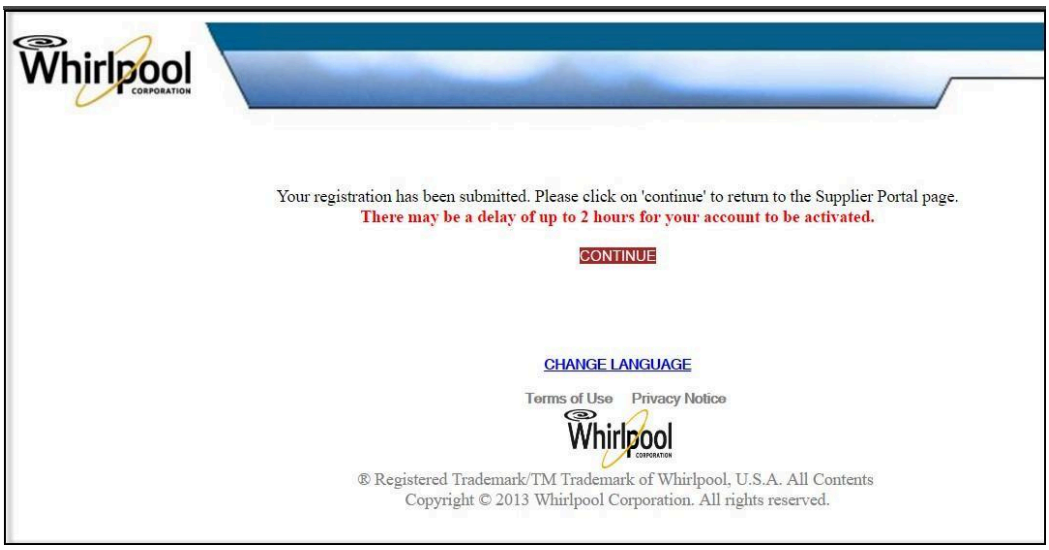


6. Review the Privacy Notice and Consent. If you accept, click the '**I Agree**' button to proceed. This will complete the User Registration process. If you do not accept, please click '**I Do Not Agree**' which will result in an error message.

**NOTE**: You will not be able to continue into the website if '**I Do Not Agree**' is selected.

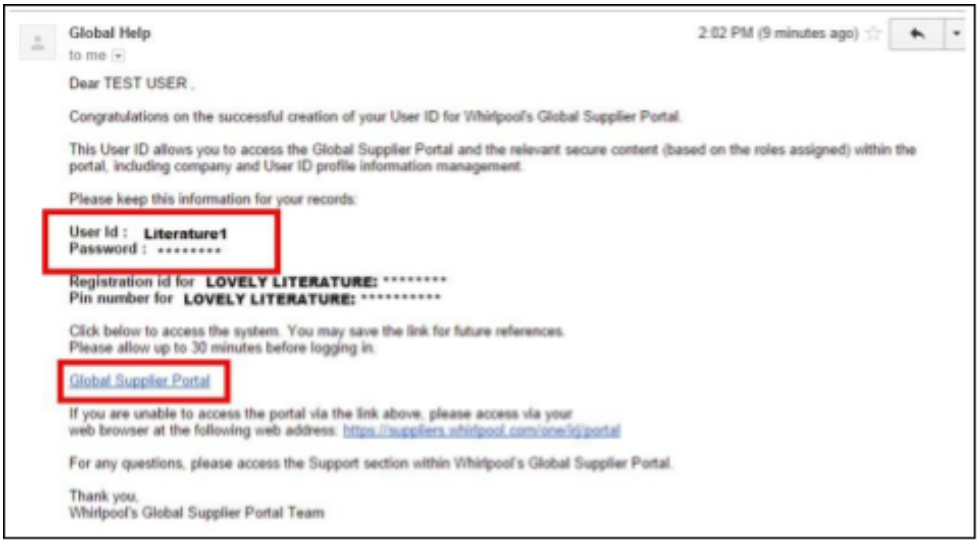



7. After accepting the Terms of Use and Privacy Notice, you will see the message notifying you that your registration has been submitted.




8. You will receive an email containing your user ID and password.

**NOTE:** This may take up to twelve hours.



## USER LOG IN

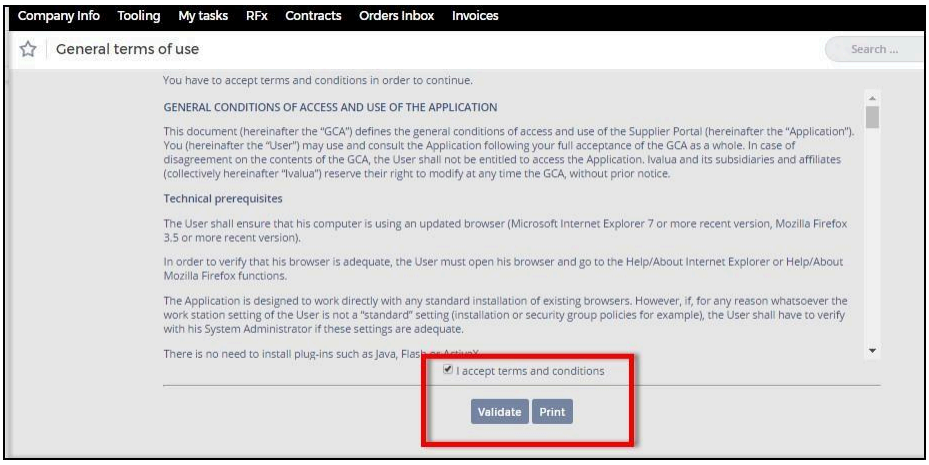
1. Once you have completed the registration process, you will be able to log in to the Global Supplier Portal via the link in the email containing your user ID and Password.

**Please follow these steps to access GS3:**

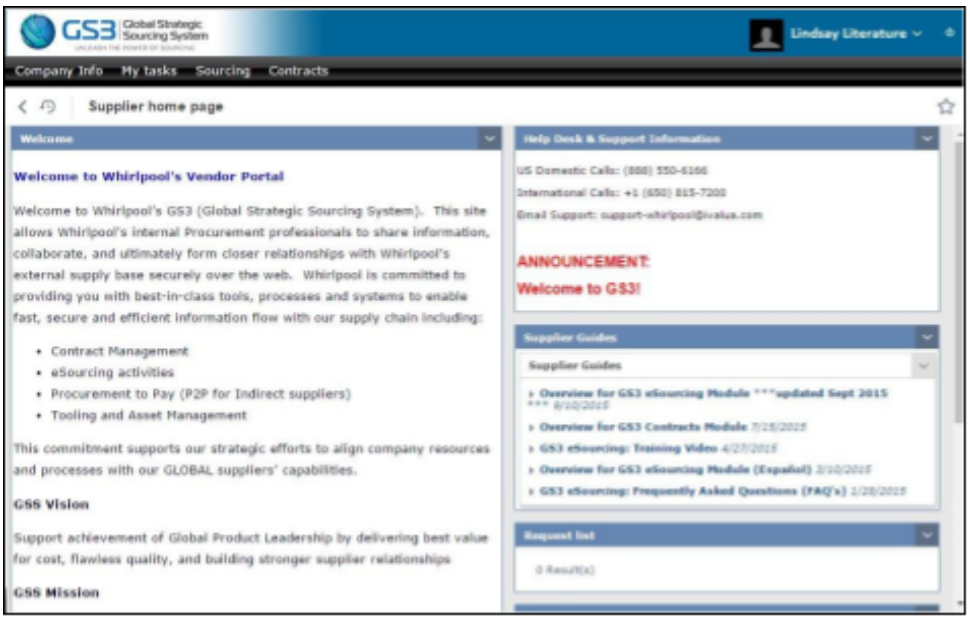
- Log into the Global Supplier Portal (GSP) here: https://suppliers.whirlpool.com/
- Scroll to the bottom of the welcome page to the Application Quick Launch icons
- Click on GS3. GS3 will open in a new browser tab. if it does not open, please ensure that you have allowed popups for the portal.

**NOTE:** It may take up to 24 hours for your access to the GS3 application to be provisioned.

2. The first time that you access the GS3 application, you will be required to accept the terms and conditions for the GS3 Portal by checking the box and clicking on Validate.




3. Once you have validated your acceptance of the terms and conditions, the GS3 application Supplier Home page will open.




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