

# UoR eMarketplace – Getting Started



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## Click the 'Activate Account' link In your activation email

Hello Supplier to Update Supplier to Update,

An account has been created for you in eMarketPlace with the username [youraddress@yourdomain](#)

To access the system after activation please return to this email and use the following link: [Log In](#)

Activate your account

To confirm your email address and activate your account please use the following link:

[Activate Account](#)

The link is valid for the next 30 days.

The activation email is sent from [no-reply@emarketplace.reading.ac.uk](mailto:no-reply@emarketplace.reading.ac.uk)  
Please check your junk folders.

Thanks  
eMarketPlace Team

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## Set a new password



Create New Password

Please enter your new password in the fields below.

New Password :

Confirm New Password :

Password must conform to all of the following:  
Minimum number of characters : 5

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## Accept the eMarketplace Terms of Use

Terms and Conditions Acceptance

### Pending Terms and Conditions

There are terms and conditions for your company pending your acceptance. You need only accept the terms for a single language for any given row.

Accepting these Terms and Conditions will not supersede:

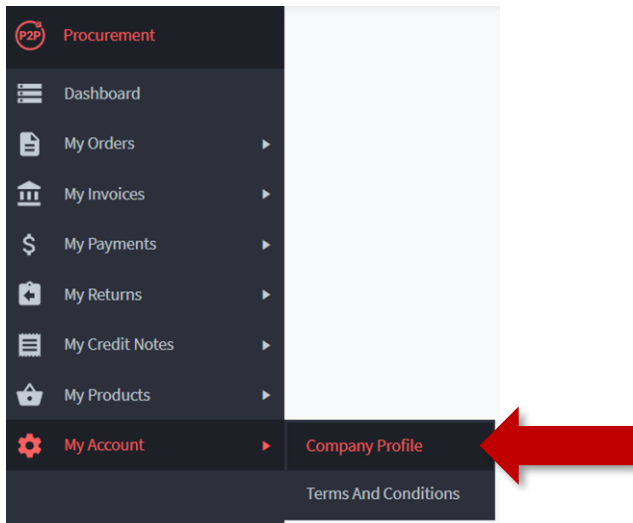
- (1) the terms previously agreed by the University with you by contract or framework terms, or if no such contract or framework terms have been previously agreed, on the University's terms and conditions, and ~
- (2) the prices noted in the Purchase Order, or any other pricing document referred to in the Purchase Order, or previously agreed with the University. Failure to accept terms may also restrict portal access or functionality.

Name	Last Accepted	Language	Version	Document	Accept
Web3 Access Terms and Conditions P2P		English	v1	Download	<input type="radio"/> Accept <input type="radio"/> Reject

Select the 'Accept' option  
then click the 'Confirm' button

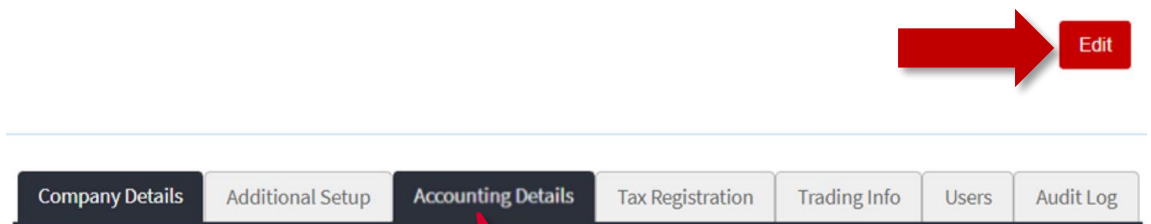
4

Select My Account > Company profile  
To open the Company Maintenance area



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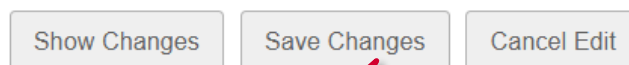
Review your **Company Details** and **Accounting Details** tabs  
Click the 'Edit' button if you need to make changes



Please pay particular attention to your Bank Details

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When you've finished making changes,  
click the 'Save Changes' button



Any changes you make will need to be approved by the University's New Supplier & Amendments team. You will receive notification when the amendment is approved, or if you need to make further changes.

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Click on the **Users** tab and then select the default user profile created for you

Company Details Additional Setup Accounting Details Tax Registration Trading Info **Users** Audit Log

Search by: Name contains  Search

Filter users by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Items per page: 20 Results. **New User**

**Name**

Supplier to Update Supplier to Update

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Click 'Edit' to update the default user with your own details. You can also add additional users.

**Edit** **Copy**

Details Contact Audit Log

User Details

Update the First Name and Surname Fields

You may also want to update the User Name and Email Address. Use an email address you control, preferably one not shared with others. This won't affect where purchase orders or remittances are sent

Title

First Name \*

Middle Name

Surname \*

Description

Username Requirements:

User Name \*

User Locked Out

Email Address \*

Native Currency

Default Delivery Point



Once you've saved your user account you're all set. Remember, if your details change in future you should log into the Supplier Portal to make changes