Logging into the eSettlements MSupplier Portal

Overview
This job aid describes how to log in to the eSettlements MSupplier Portal located on the U-M Procurement Services website.

MSupplier Portal Page

1. Expand the section Login for Authorized Supplier. Click the Login to the MSupplier Portal link.

2. In the User ID and Password boxes, type your Msupplier user ID and password.

3. Click Sign In.

Supplier Dashboard

Note:
- The Supplier Dashboard page displays.
- Your assigned access determines what options are displayed in the Menu pane.

4. Click the Sign Out link to exit and return to the MSupplier Portal web page.