

How to log on to web3

As a supplier or potential supplier of Post Office, you will be required to log on to the system to:

- » Register an account with web3
- » Complete a supplier registration form (SRF)
- » Maintain your company records

This guide will talk you through exactly how to do this.

How to Register

On your first visit to Post Office **web3** system, you will be required to **register** as a supplier. After going to the URL for the system, do the following:

POST OFFICE
User Login

Username

Password

Log In

[Retrieve Password](#) [Contact Us](#) [Register Here](#) [Open Opportunities](#)

1

Click the **Register Here** button. This will then take you to the registration form.

Register an Account
Welcome to the supplier registration page. Please complete your details and then click on the Register button to submit them.
* Indicates required field

Your Details

Title *
First Name *
Surname *
Job Title
Phone
Mobile *
Fax

Company Registered Details

Company *
Address 1 *
Address 2
Town *
Country *
Country *
Post Code
Website Address
Tax Registration
Company Reg No
DUNS Number

Categories You Supply

Categories

Login Details

Email Address (this will be your username) *
Password *
Password Confirmation *

Password Requirements:
Maximum number of repeated characters: 3; Minimum length: 6; History restriction length: 12
All of the following:
Minimum number of letters: 2; Minimum number of lowercase letters: 1; Minimum number of uppercase letters: 1; Minimum number of numbers: 1; Minimum number of punctuation characters: 1

2

Complete the **Supplier Registration Form**. Fields marked with an * are mandatory.

How to Log In

Once on to the URL for the **web3** eSourcing system, you will be presented with the log-in page. To log in, do the following:

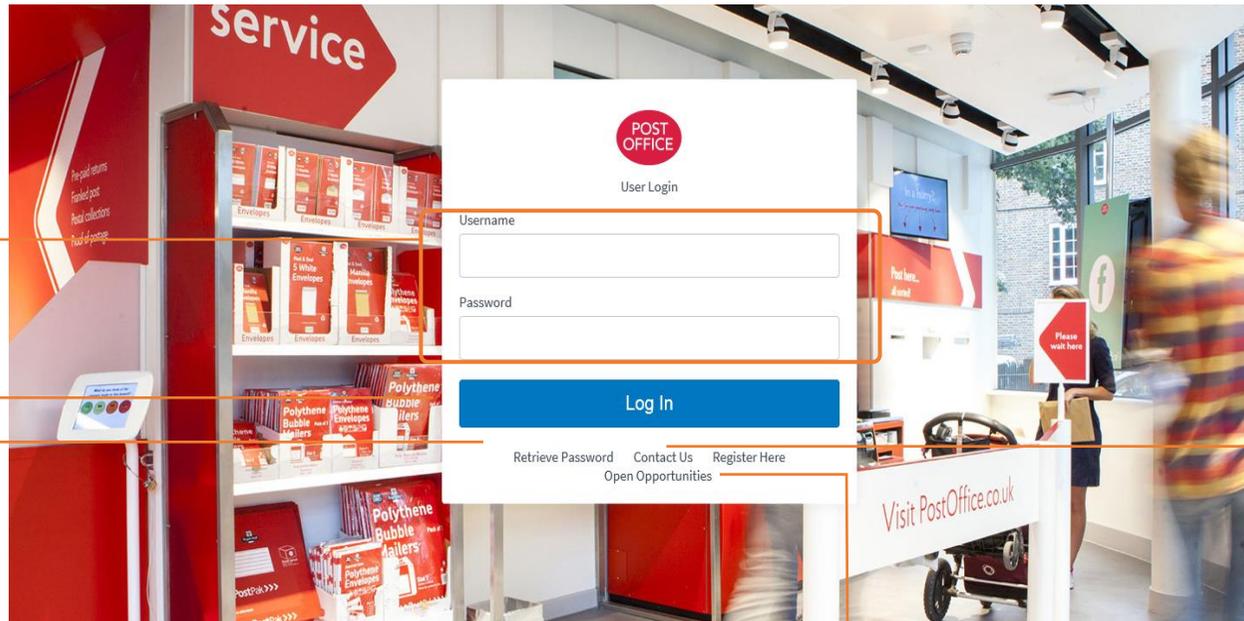
1 Enter your **Username** and **Password**.

2 Click **Log In**. You will now be taken to your dashboard.

3 If you forget your password, click the **Retrieve Password** button to navigate to the retrieve password page.

4 If you are looking for a list of open opportunities, click the **Open Opportunities** button.

5 Click the **Contact Us** button to send a message to the System Administration and/or the Wax Digital helpdesk.



How to Retrieve your Password

If you forget your password and cannot log in, click the **Retrieve Password** button as shown on the page above and then follow the instructions below:

1

Enter your **Username** into the available field.

2

Click the **Next** button to confirm the **Retrieve Password** request.

3

The system will then auto-generate an email containing your password and you will then be able to use this to log in.

How to use the Contact Us page

The **Contact Us** form is a way to send a message to the system administrator and/or the Wax Digital helpdesk. **Note:** This is not a messaging system and therefore should not be used for event-related communication.

1 Enter your **Contact Details** into the available fields.

About Wax Digital

Wax Digital is one of the globe's leading cloud Procurement solution providers, delivering Source to Pay solutions to mid and large-sized organisations around the world.

Our intuitive, easy to use and accessible web3 software, delivers complete spend control across the purchasing lifecycle for over 260,000 users in 102 countries, managing tens of millions of transactions annually.

Our web3 solutions are deployed via the cloud and are available either as standalone modules within our Source to Contract, Supplier Management and Purchase to Pay suites or as a completely Integrated Source to Pay solution.

Contact Form

If you need to contact us please fill in the form below.

Name

User Name

Email ‡

Telephone ‡

Fax ‡

‡ Preferred method of contact

Tender Name (if applicable)

Comments

[Send Feedback](#)

2 Select your **Preferred Method of Contact** by clicking the relevant button.

3 Type your message or request in the **Comments** text box.

4 Click **Send Feedback** to submit the message.

How to Use the Supplier Registration Form (SRF)

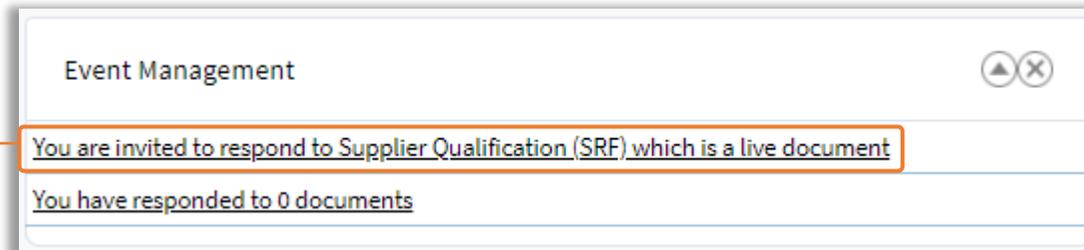
Once you have registered your account on **web3**, you will be invited to respond to the **Supplier Registration Form (SRF)**.

This form is where you will give the required information about your company, beyond the basic information you provided when setting up your account. This might include safety certificates, insurance information and other valuable information you will need to supply Post Office.

To access the SRF, use the following instructions:

1

On your dashboard, the **Event Management** widget will display that you have been invited to complete the SRF. Click this link to access the SRF form.



How to Use the Header Tab

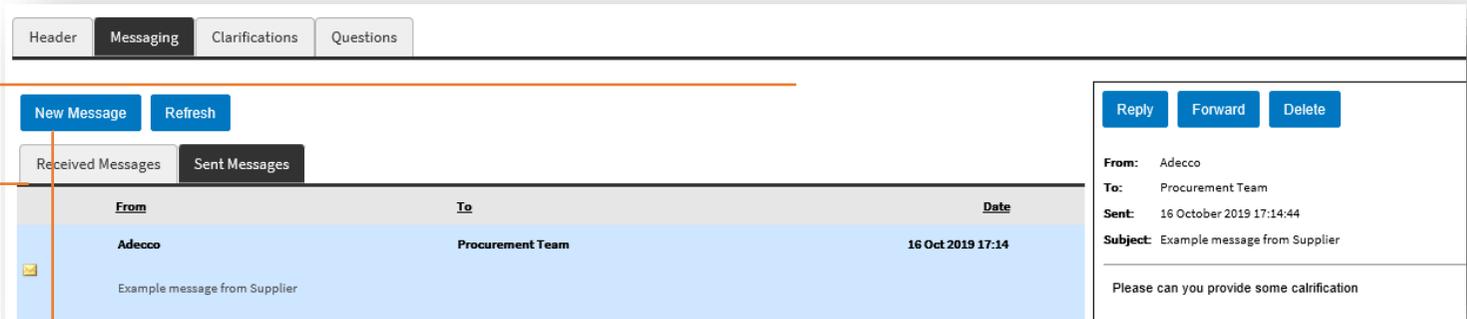
The **Header Tab** contains high level details about SRF such as name, description and any attachments pertinent to the SRF. As a supplier completing the SRF, this tab simply contains information for you to view and does not require any input from you.

The screenshot displays the 'Header' tab of a Supplier User Guide interface. At the top, there are three tabs: 'Header' (selected), 'Messaging', and 'Questions'. Below the tabs, the 'Document Name' is 'Supplier Qualification'. A 'Description' field is present but empty. An 'Attachments' section lists two files: 'Attachment 1 NDA.docx' and 'Attachment 2 Terms and Conditions.docx', each with a checkmark icon. On the right side, an 'Actions' section contains a 'Decline Tender' button and a text box stating: 'If you do not wish to take part in this tender then you can choose to decline the tender.'

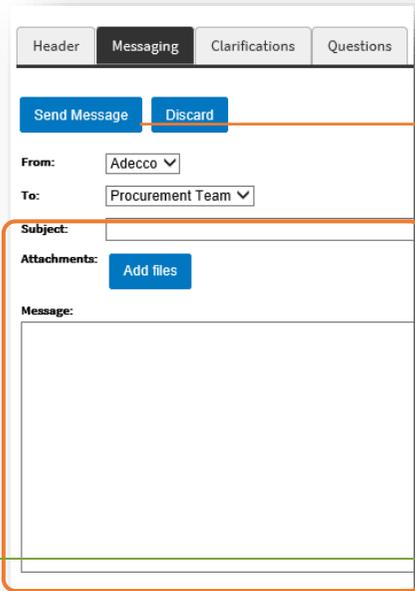
How to Use the Messaging Tab

The **Messaging Tab** allows you to message to and from Post Office. This can be particularly helpful for dealing with any issues you may have when completing the SRF form.

1 To view your messages, click the either tab. You can then select a message to appear to the right-hand side.



2 Click the **New Message** button to create a new message that you wish to send to Post Office.



3 Enter the **Subject**, **Attachments** and the text **Message** for your message.

4 Click the **Send Message** button. Your message will now appear in the Sent Messages tab within the Messaging tab.

How to Use the Questions Tab

The **Questions Tab** is the most important tab on the SRF and is where you are required to input the information that Post Office needs to know about your company before you can be invited to tenders. To complete the SRF questions, use the following instructions:

1 Answer the questions as required. Questions with an * are mandatory.

2 At any point, you can click **Save Responses** and return to the SRF at a later date.

3 Once all questions have been completed, click the **Submit Responses** button on the **Submission Declaration** page to submit the form for approval.