Logging into the eSettlements MSupplier Portal

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

MSupplier Portal Page

1. Click the MSupplier Portal Link.

eSupplier Login Screen

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 display in the Menu pane.

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