

C18 - What a supplier can see ?

Overview

Suppliers can connect to Convergence with the link displayed in email received from the platform. They have very limited access to Convergence information.

You can access to the supplier view with any document in "Sent" status. Click on the link on the field "URL for Supplier"

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Links

Help - They can have access to the link "Supplier help" in the left panel.

The screenshot shows the 'Supplier Help' link highlighted in the left sidebar. The main content area displays the 'RFI Detail' for RFI-0000261, including fields for RFI Id, Account, and Contact. Below this, there is a 'Go To Next Step' section with a 'Step Description' and a 'Step' column. The 'Step Description' contains instructions for filling in the document and submitting it. The 'Step' column has a 'Next' button.

Recent items - Suppliers can access all their recent items.

The screenshot shows the 'Recent Items' link highlighted in the left sidebar. The main content area displays the 'RFI Detail' for RFI-0000261, including fields for RFI Id, Account, and Contact. Below this, there is a 'Go To Next Step' section with a 'Step Description' and a 'Step' column. The 'Step Description' contains instructions for filling in the document and submitting it. The 'Step' column has a 'Next' button.

Supplier page

Suppliers can access their **own supplier page**. They just have to click on their account name in any document.

The screenshot shows the 'Supplier Help' link highlighted in the left sidebar. The main content area displays the 'RFI Detail' for RFI-0000229, including fields for RFI Id, Account, and Contact. Below this, there is a 'Go To Next Step' section with a 'Step Description' and a 'Step' column. The 'Step Description' contains instructions for filling in the document and submitting it. The 'Step' column has a 'Next' button.

Accounts

Account Info

2828282.1828

Account Details

Account Name: **PALL ITALIA SRL**

Account Number: **PALL-ITALIA-SRL**

Parent Account: **CONSIGLIO DI AMMINISTRAZIONE**

Language: **Italian**

Your **SOURCE** Reference: **SP Internal Key: A-020005**

Address Information

Address: **VIALE GARIBOLDI 25**

City: **ROMA**

Country: **Italy**

Map: [View Map](#)

PO Box:

PO Box Postal Code:

Company Postal Code:

In their supplier page, they will find **Related Contacts, Account Qualification Processes, Core RFIs, CSR Assessments and Supplier Actions**.

Related Contacts						
Account Name	Job Title	Email	Is Email Verified	Phone	Type	Direct
Account Name: PALL ITALIA SRL	Owner Manager (NOU)	488133311@pallitalia.it		24887731	Commercial Manager/Other	☒

Account Qualification Processes						
Action	Act. Qual. Process ID	Status	Created Date	Created By	Created On	Created At
Act. Qual. Process ID	488133311	Pending	8/12/2016	2828282.1828	8/12/2016 11:17 PM	
Act. Qual. Process ID	488133311	Draft	8/14/2016	2828282.1828	8/14/2016 12:17 PM	

Core RFIs						
Action	RFI ID	Supplier Status	Created	Created Date	Created By	Created At
Act. Qual. Process ID	488133311	Pending	8/12/2016	8/12/2016	2828282.1828	8/12/2016 11:18 PM
Act. Qual. Process ID	488133311	Pending	8/12/2016	8/12/2016	2828282.1828	8/12/2016 11:25 AM
Act. Qual. Process ID	488133311	Pending	8/12/2016	8/12/2016	2828282.1828	8/12/2016 12:17 PM

CSR Assessments						
Action	CSR ID	CSR Assessment Name	Supplier Status	Submitted	Submitted To	Submitted On
Act. Qual. Process ID	488133311	Supply Convergence	Pending	8/12/2016	8/12/2016	8/12/2016 11:17 PM
Act. Qual. Process ID	488133311	Supply Convergence	Pending	8/12/2016	8/12/2016	8/12/2016 11:25 AM
Act. Qual. Process ID	488133311	Supply Convergence	Pending	8/12/2016	8/12/2016	8/12/2016 12:17 PM

Supplier Actions						
Action	Supplier Action ID	Created Date	Due Date	Status	Task Subject	Task For
Act. Qual. Process ID	488133311	8/14/2016	8/14/2016	Pending	Task For Act	

Documents

Suppliers can access and edit their **documents** when in status "Sent" or "Need more information". The supplier status is then "Received".

All other statuses let them read the document but not edit and save.

CSR Assessment 828

2828282.1828

Information

CSR ID: **CSR-00000283**

Recent Type: **Supply CSR Questionnaire**

Is Active: ☒

Valid From: **8/12/2016**

Valid To: **8/12/2016**

Due Date: **8/12/2016**

Go to next step

Supplier Profile Questions

A. **Does your company provide services to other companies?**

B. **Does your company provide services to other companies?**

Answer: **Yes**

Answer: **Yes**

Related articles

- [A1315 - C18 - Supplier portal - Supplier Help](#)

Need help

How to ask for assistance?

Dear Salesforce Convergence user,

For any question or issue regarding Convergence, please :

- create a request in **Service One** with the following information:
 - I want to update data in Convergence [Maintain data ownership in CONVERGENCE](#)
 - I want to mass upload procurement data [Maintain procurement data in CONVERGENCE](#)
 - Process : Data & Analysis
 - PTP-Subprocess: Purchasing Tools Support
 - PTP-Category: Convergence

For account creation, please refer to [here](#).

Thank you very much,

Convergence Team.