Inviting New Suppliers to Mtivity

Process of Inviting New Suppliers

In order to set up a new user one needs to perform the following steps:

Go to the **Address Book** section in the main menu.

Select the **Contacts** tab in the lower menu.

Select **New** under the Tools section on the right hand side.

This will open the New Contact screen. Fill in the details of the new contact and click **Next.**
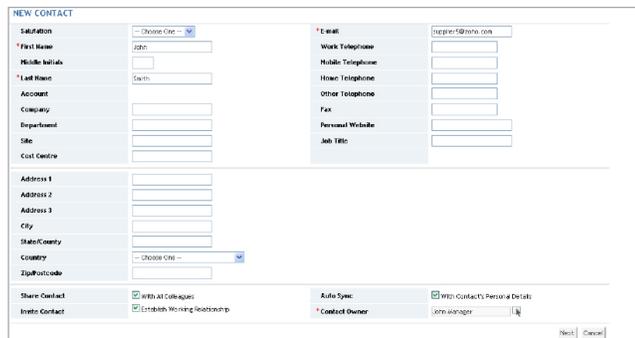
This will open the Select Account screen. Select **New Account** and click **Next.**
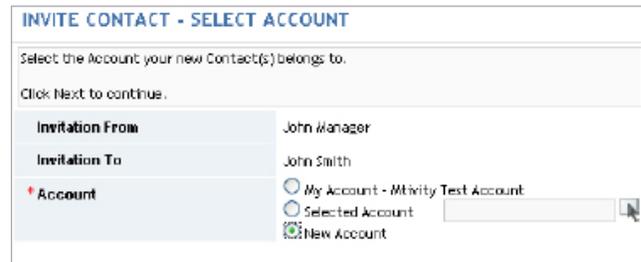
Now enter the details of the new supplier company that it is going to be created and click **Next.**

Here you can customize the invitation message if required. Click on **Invite** to send the invitation email to your supplier.

Accepting an Invitation

Your supplier will receive an invitation from "Notifications". This will contain their username and an automatically generated temporary password.
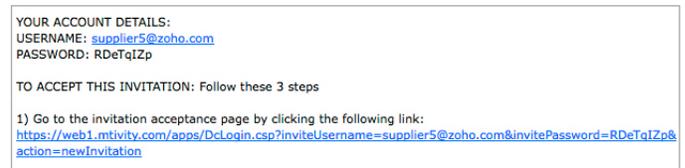
They need to click the link in the email under step 1.

1) Go to the invitation acceptance page by clicking the following link:
https://web1.mtivity.com/apps/DcLogin.csp?inviteUsername=supplier5@zoho.com&invitePassword=RDeTqIZp&action=newInvitation

This will take them to the invitation acceptance screen, with their username and password already entered. Your supplier will click the **Login** button.


Welcome to Mtivity.

Invitation From: John Manager (Mtivity Demo)

To accept this Invitation please Log-in and complete the signup process.

If you have any problems accepting this invitation please contact Support either by e-mailing support@mtivity.com or calling +44 (0)3336 661 890

Username:
supplier5@zoho.com

Password:
••••••••

Log-in

Next, they should accept the terms and conditions and enter a new password. They will need to confirm the password to ensure no mistakes have been made and click **Next** to continue.
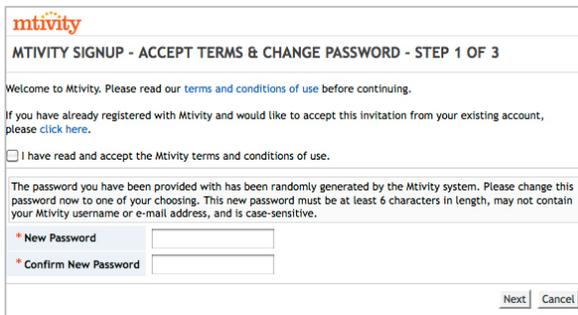
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MTIVITY SIGNUP - ACCEPT TERMS & CHANGE PASSWORD - STEP 1 OF 3

Welcome to Mtivity. Please read our terms and conditions of use before continuing.

If you have already registered with Mtivity and would like to accept this invitation from your existing account, please click here.

☐ I have read and accept the Mtivity terms and conditions of use.

The password you have been provided with has been randomly generated by the Mtivity system. Please change this password now to one of your choosing. This new password must be at least 6 characters in length, may not contain your Mtivity username or e-mail address, and is case-sensitive.

* New Password ▢

* Confirm New Password ▢

Next | Cancel

Your supplier will check if their details are correct, enter any missing information and click **Next** to continue.
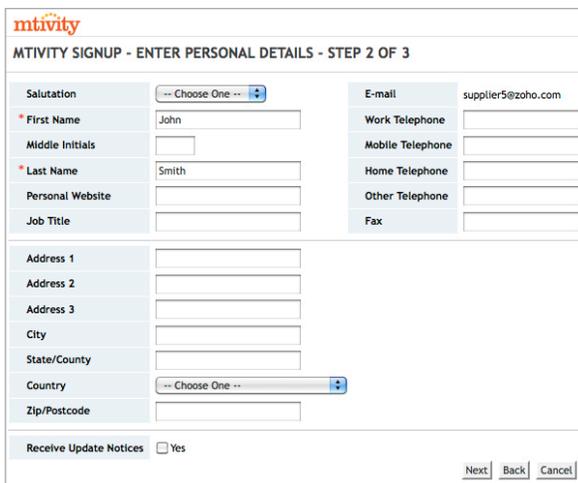
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MTIVITY SIGNUP - ENTER PERSONAL DETAILS - STEP 2 OF 3

Salutation	-- Choose One --	E-mail	supplier5@zoho.com
* First Name	John	Work Telephone	
Middle Initials		Mobile Telephone	
* Last Name	Smith	Home Telephone	
Personal Website		Other Telephone	
Job Title		Fax	

|	
Address 1	
Address 2	
Address 3	
City	
State/County	
Country	-- Choose One --
Zip/Postcode	

Receive Update Notices ☐ Yes

Next | Back | Cancel

If they are the first user in the company they will also be asked to confirm their company details. This is the final step in the process - they need to click **Done** to create the account.
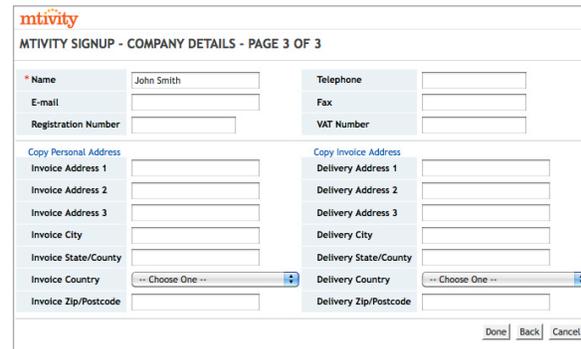
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MTIVITY SIGNUP - COMPANY DETAILS - PAGE 3 OF 3

* Name	John Smith	Telephone	
E-mail		Fax	
Registration Number		VAT Number	

Copy Personal Address   Copy Invoice Address

Invoice Address 1		Delivery Address 1	
Invoice Address 2		Delivery Address 2	
Invoice Address 3		Delivery Address 3	
Invoice City		Delivery City	
Invoice State/County		Delivery State/County	
Invoice Country	-- Choose One --	Delivery Country	-- Choose One --
Invoice Zip/Postcode		Delivery Zip/Postcode	

Done | Back | Cancel

Your supplier is now a signed-up user. When you send them a new RFQ or Purchase Order they will receive an email notification. They only need to click the link in the email, log in, and they will be taken directly to the item where pricing can be entered or the Purchase Order accepted.