Vendor Interaction Portal (VIP) for suppliers of raw materials, packaging and merchandized goods

Elemica
Go-live checklist

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We create chemistry

Checklist for a successful start on the Elemica Portal:

✓ **Create user accounts for those of your colleagues who have tasks to complete in the Purchase-to-Pay process:**
  - ○ Receiving POs
  - ○ Confirming POs
  - ○ Creating advance shipping notices
  - ○ Creating invoices
  - ○ Checking invoice status

✓ **Make sure all users have access to the Elemica User Guide:**
The User Guide and the Quick Guide can be found in the Elemica portal under
Help -> Document Center -> Download Documents.

The Quick Guide will guide you through the most important steps of setting up and using your account. For the complete documentation, please refer to the User Guide.

There are also short How-To videos available: Help -> Help Center -> click on the little arrow to open the menu ->click on the video you would like to watch.

✓ **Set up e-mail notifications for new POs:**
In the Elemica portal, go to Help -> User Preferences -> Notification Subscriptions.

✓ **Ensure that your Spam filter will not filter out the Elemica e-mails:**
Add noreply@email.elemica.com, noreply@elemica.com and no-reply@elemica.com to your address book.

✓ **Set up the location master data for your company. Setting this up correctly will ensure that documents you create are filled with correct data:**
Check chapter 1.4 of the Quick Guide / chapter 4 of the User Guide for more information. If you need help, please contact the Elemica support.