

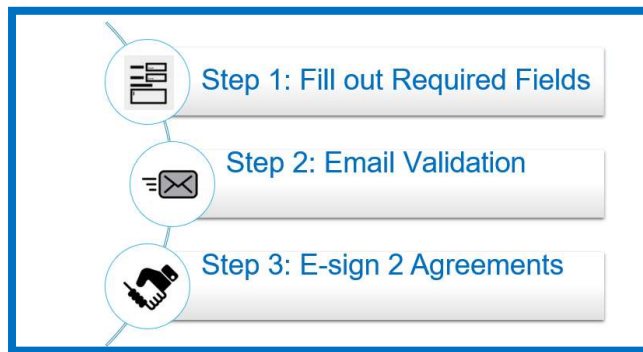
Supplier Portal Self-Registration User Guide

1. PRE-REQUISITE

- Supplier needs a TE supplier number and any of the following for the registration in the portal:
 - A valid TE PO number (At least one day old and not older than one year)
 - An Invoice Number (Must be at least 7 days old)
 - A compliant number (Must be at least 7 days old)

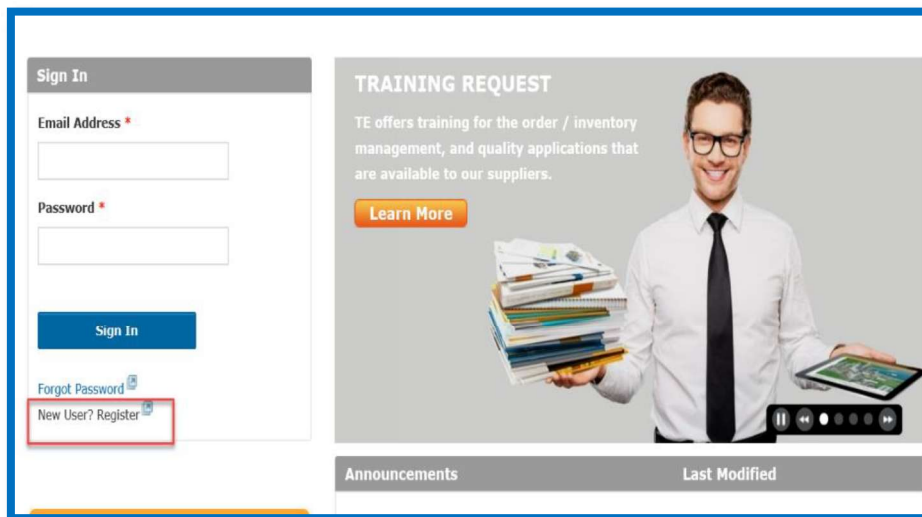
2. GENERAL PROCESS

- The self-registration can be completed with the three steps below:

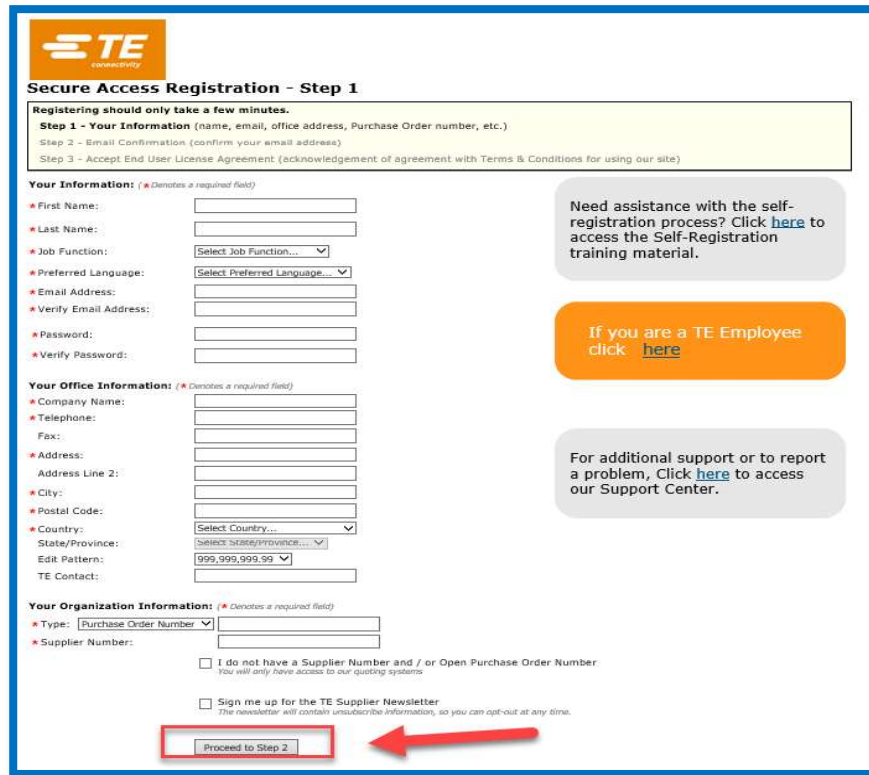


3. DETAIL PROCESS

- Access to the portal via Supplier.te.com
- Click on “New User? Register” link to start the registration process.



- **Step 1 - Fill out all required fields (highlighted with an asterisk) and then click on “Proceed to Step 2” button**



Secure Access Registration - Step 1

Registering should only take a few minutes.

Step 1 - Your Information (name, email, office address, Purchase Order number, etc.)

Step 2 - Email Confirmation (confirm your email address)

Step 3 - Accept End User License Agreement (acknowledgement of agreement with Terms & Conditions for using our site)

Your Information: (* Denotes a required field)

* First Name:

* Last Name:

* Job Function:

* Preferred Language:

* Email Address:

* Verify Email Address:

* Password:

* Verify Password:

Your Office Information: (* Denotes a required field)

* Company Name:

* Telephone:

Fax:

* Address:

Address Line 2:

* City:

* Postal Code:

* Country:

State/Province:

Edt Pattern:

TE Contact:

Your Organization Information: (* Denotes a required field)

* Type:

* Supplier Number:

☐ I do not have a Supplier Number and / or Open Purchase Order Number.
You will only have access to our quoting system.

☐ Sign me up for the TE Supplier Newsletter.
The newsletter will contain unsubscribe information, so you can opt-out at any time.

[Proceed to Step 2](#)

Need assistance with the self-registration process? Click [here](#) to access the Self-Registration training material.

If you are a TE Employee click [here](#)

For additional support or to report a problem, Click [here](#) to access our Support Center.

Note:

- When the registration is completed, the Email Address you entered on this screen will be your portal account.
- Passwords must be at least 6 characters and contain 1) at least one uppercase character or at least one number 2) The first 3 characters cannot be the same.
- You're requested to provide a Purchase Order Number, which should be within 1-year valid date, or an invoice number of an invoice the supplier submitted to TE, or a Compliant number that was issued to the supplier by TE.
- You're also requested to provide your TE supplier number. Please contact TE buyer if you don't know your TE supplier number
- If the "I do not have a supplier number and/or open Purchase number" option is selected, you can complete the registration, but you will not be able to access to any of the secured applications in the portal.

▪ Step 2: Email Validation

- Open the mailbox that you entered in Step 1, and then find a TE's automatic email.
- You need to click on the embedded link in the email. The link takes you to the Step 3 screen to complete your registration.
- If you do not receive the automated email, then you can try step 1 again and ensure you entered your email correctly. Or you can go back to Step 1 of Self Registration and click on the Supplier Support Center link for assistance.



Secure Access Registration - Step 2

Registering should only take a few minutes.

Step 1 - Your Information (name, email, office address, Purchase Order number, etc.)

Step 2 - Email Confirmation (confirm your email address)

Step 3 - Accept End User License Agreement (acknowledgement of agreement with Terms & Conditions for using our site)

Your registration is nearly complete! A confirmation was sent to the email address you provided.

Please click on the confirmation link in the email to complete your registration.

Thank you!

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[Home](#) | [Support Center](#) | [Customer](#) | [Privacy Policy](#) | [Browser Support](#)

Step 3 E-sign 2 Agreements:

- **EULA** - End User License Agreement
- **CDA** - Confidential Disclosure Agreement
 - Requires the password entered in Step 1 to be entered again to verify the registration
 - Select and answer to security questions
 - Check the "I have read and agreed to the "End User License Agreements" checkbox
 - Click the link in the red box below to view and sign the CDA



Secure Access Registration - Step 3

Registering should only take a few minutes.

Step 1 - Your Information (name, email, office address, Purchase Order number, etc.)

Step 2 - Email Confirmation (confirm your email address)

Step 3 - Accept End User License Agreement (acknowledgement of agreement with Terms & Conditions for using our site)

- Agree to, complete, and Electronically accept the Tyco Electronics' Confidential Disclosure Agreement (CDA)

Your email address has been validated.

Please acknowledge your agreement with our Terms & Conditions by checking the box below.

* Enter the Password you created in Step 1 of Secure Registration:

Security Information:

* Question #1:

* Answer #1:

* Question #2:

* Answer #2:

* ☐ I have read and agreed to the [End User License Agreement](#) for using this site.

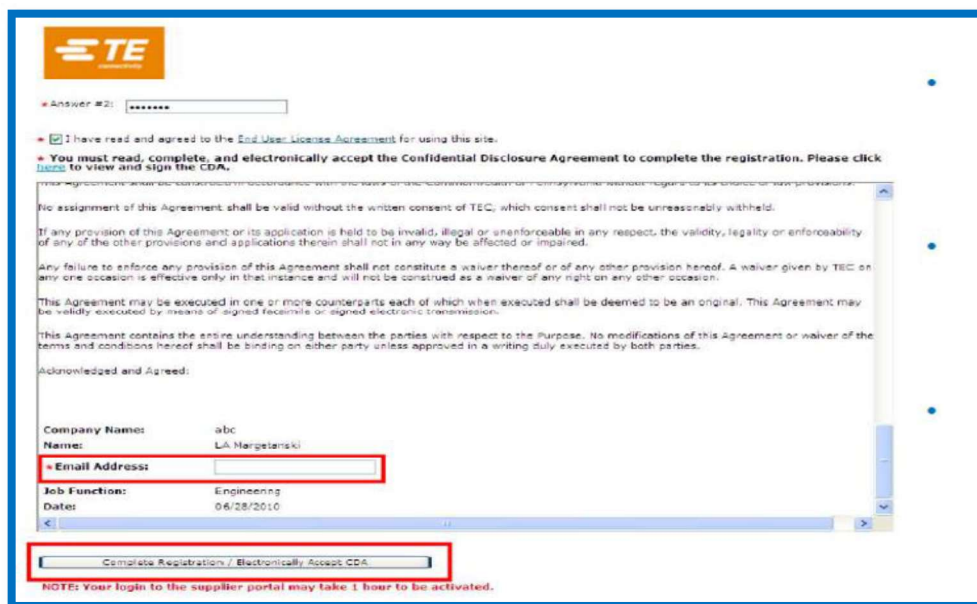
* **You must read, complete, and electronically accept the Confidential Disclosure Agreement to complete the registration. Please click [here](#) to view and sign the CDA.**

To view and sign
the CDA click
the link

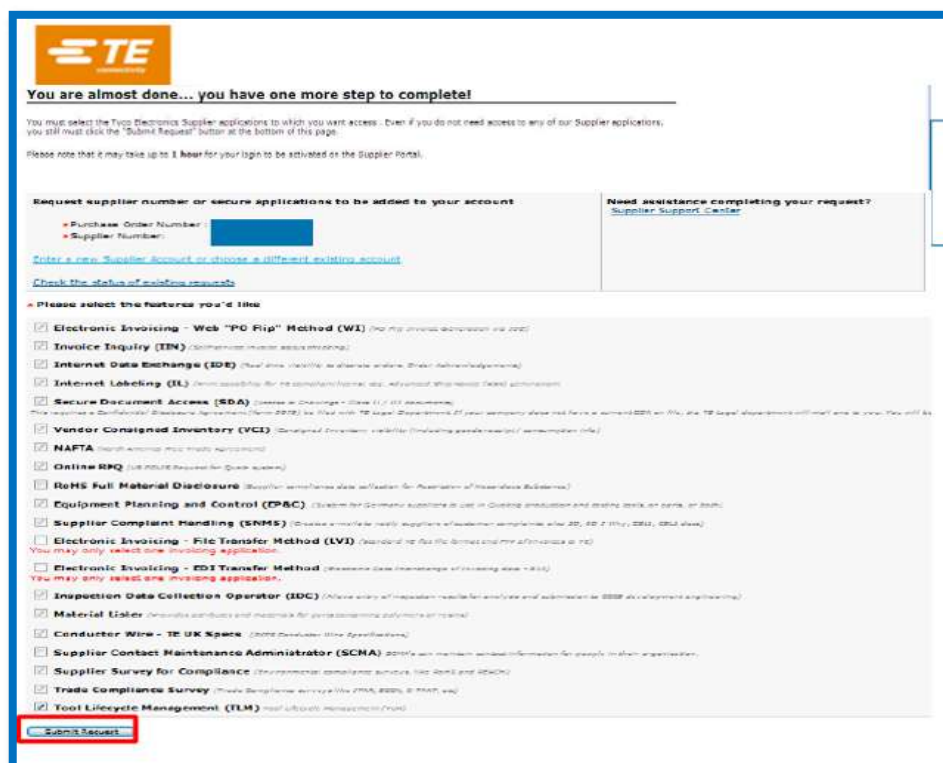
[Complete Registration / Electronically Accept CDA](#)

NOTE: Your login to the supplier portal may take 1 hour to be activated.

- Once the CDA opens, please review it, then scroll to the bottom and electronically sign the CDA
- The email address you enter must match the email you entered on step one
- Click Complete Registration /Electronically Accept CDA



- Last step – check the box for the appropriate portal applications access and then click on “Submit Request” button



- When the registration process is completed, your portal account will become active in about 1 hour.