

MITRE 10 Connect

Getting set up on Mitre 10 Connect

Your Mitre 10 Connect portal administrator (who is your Supplienet migration contact) will receive the welcome email containing links to the portal, usernames and a link to create your password.

Getting Started

When you receive your welcome email, we would like you as the portal administrator to **please work through the list below** to check your access is working correctly. Depending on your site, this may take up to 30 minutes to complete.

| | | Yes/No |
|-----------------------------|--|--------|
| Log In | As a portal administrator, have you successfully logged into the portal using the links provided? | |
| Log In | Are you able to save this link to your browser? | |
| Create User | Have you created user profiles for others in your company that will require access? | |
| Create User | Have all users you have created logged in successfully? | |
| Access menu options | Have you successfully accessed each of the menu options/tabs or dashboard tiles? | |
| View Announcement | Can you see announcements on the Mitre 10 Connect dashboard? | |
| View Purchase Orders | Can you see purchase orders on the Mitre 10 Connect dashboard, drill down to the report and open a PDF copy of a purchase order? | |
| View Invoices | Can you see invoices on the Mitre 10 Connect dashboard, drill down to the report and open a PDF copy of an invoice? | |

Need Support?

Please follow our support process starting with our [Supplier Hub website](#).

Check Supplier Hub

which is being regularly updated with info on any current issues, including FAQs

Log a call via email to

m10accountshelp@mitre10.co.nz

please be aware there is currently a backlog of queries we're working through

Register for the supplier Q&A sessions

1pm every Tuesday and Thursday to ask a question