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Purpose

Instruct Vendors and Vendor Reps how to obtain an account for the Ace Hardware Vendor Portal and how to log in.

Overview

Ace Hardware now offers a newly enhanced and secure vendor portal. To ensure the portal is secure we utilize the Microsoft Program: Azure B2B. Azure Active Directory (Azure AD) B2B collaboration is a feature within External Identities that lets us invite guest users to collaborate with our organization. With B2B collaboration, we can securely share our applications and services with users, while maintaining control over our own corporate data. Going forward, some log in experiences will include multi-factor authentication processes.

Account Creation

If you do not have an account with Ace Hardware, start by visiting: <u>www.acehardware-vendors.com</u>. This is the location of the Vendor Portal. You can bookmark this web address to ensure it's at your fingertips.

1. Select the red Create Account button in the top right.

Vendors		Create Account 🖋 Login 😫 🦉
Creat		X
Founded in 1924 by a small group of Chicage merchandise in bulk to save money and buy larger stores in their market.	Job Title: Select Job Title Additional Access For RSC/Warehouse Vendors	wing individual stores to purchase es to compete effectively at retail despite
Ac is the largest retailer-owned hardware or Headquartered in Oak Brook, Ill., Ace and its Ningbo, China; Colon, Panama; and Dubai, United Ar with the helpful hardware folks.	by requesting access to trace additional services you win recover emails with separate credential for this websites. These are processed separately from your account request and may take 2-5 business days to process. ab Emirates. Since 1924, Ace has become a part of local com	dware stores in approximately 70 countries. , and have distribution capabilities in munities around the world and known as the place

- 2. A pop-up window will appear for completion.
- 3. Begin by clicking to radio dial button to answer the question: Are you a Vendor or are you a Manufacturer's Rep Group?

- 4. Complete the required fields
 - a. Note: If you are unsure of your Vendor Number, contact the Ace Vendor Care Center at 630-990-2777.
 - b. Note: The name populating is the legal name that you have filed with the IRS that we have on file. If the incorrect name is appearing, please visit the vendor portal > Vendor Profile once you log in to submit the documentation for a name change.
 - c. **Note:** If the Manufacturer's Rep Group Company does not appear, contact: <u>vendorengagement@acehardware.com</u>.
- 5. Select your Job Title from those listed in the drop down.
- 6. The next section is for Vendors that will be shipping into our Warehouses (RSCs). One or both boxes can be checked.

Note: If you are a Dropship (ACENET Direct) Vendor **ONLY**, no need to check the boxes. You can scroll down and click submit.

Select Job Title	•
Additional Acces Vendors	s For RSC/Warehouse
By requesting access to thes emails with separate creden processed separately from y business days to process.	e additional services, you will receive tials for this websites. These are our account request and may take 2-5
✔ BluJay ✔ Travers	e
* Shin from City:	
* Ship from State:	
* Ship from State: * Ship from Zip:	* Phone Number:
* Ship from State: * Ship from Zip: Phone Extension Number:	* Phone Number:
* Ship from State: * Ship from Zip: Phone Extension Number:	* Phone Number:

e2open is a third-party Transportation Management System that Ace Hardware uses for inbound and outbound transportation planning. **e2open is used for collect vendors only**. Clicking on this check box will allow additional boxes to appear for completion. For questions related to e2open please reach out to: <u>inboundtraffic@acehardware.com</u>.

Traverse Systems is a third-party Compliance Management System that Ace Hardware uses for tracking of Inbound Load Quality Requirements, specific EDI and Transportation related requirements, and barcode accuracy and readability. By checking this box, you are requesting login credentials for this system. You will be sent your User ID and password within 7 days. For questions related to Traverse, please reach out to: <u>acesupplychaincompliance@acehardware.com</u>.

As the first registered user of your vendor account, a request will be sent to Ace Hardware for approval. Once approved, you will be invited to join the Ace Hardware Vendor Portal via an email from Microsoft. As the initial user of your vendor account, you will be assigned the role of Account Administrator. Account Administrators have the ability to approve and reject additional users, assign additional Account Administrators and authorize a manufacturers rep group access to the vendor number. The Administrator role can be reassigned to a different user at a later date.

If you are not the first registered user of your vendor account, your request will be sent to the account administrator for approval.

When the account administrator approves your request, you will receive an email. Click on Accept Invitation.

	Ace Hardware CORP invited you to access applications within their organization (Eleven) Max x		0	ø
1	Microsoft Invitations on behalf of Ace Hardware CORP -invitationicosoft.com	1536AM (0 minutes ago)	\$ fi	1
	Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive traudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.			

This message was provided by	by the sender and is not from Microsoft Corporation.	
	Message from	
	Ace Hardware CORP:	
Your request for acces	ss to the Ace Hardware Vendor Portal has been	
approved. Click on invi	ritation link below to finalize set up. You will be required	
of the following method	ds: downloading an app, receiving a text or receiving a	
phone call. If you are p	prompted for a password enter the password	
associated with your er	email account which enhances the single sign on	
990-2777.	onar help please contact. Ace vendor care center 650-	
If you accept this invitation	n, you'll be sent to https://apps.acehardware-vendors.com/	
	and the second se	

Multi Factor Authentication options

You will now be asked to walk through the Multi Factor Authentication (MFA) process to set up your account. There are 3 options to set up MFA.

- 1. Microsoft Authenticator Application (Ace preferred method).
 - a. Check your App store to download (see instructions below).
- 2. Text authentication via your mobile phone.
 - a. Less secure method.
- A third party web browser extension, available at <u>http://authenticator.cc</u>.



Setting up Multi Factor Authentication

1. When you click Accept Invitation in your approval email, you will be asked to sign in, using your email password.

Enter password	
Password	
Forgot my password	
Sign in with another account	
	Sign in

2. Accept the requested permissions.

Permissi	ons requested	by:	
Ace Ha	rdware CORP dware4.onmicrosoft.com	n	
By accepting,	you allow this organiza	ation to:	
✓ Receive yo	ur profile data		
✓ Collect and log your activity			
V Use your p	profile data and activity data	a	
You should only Hardware CORP to review. You ci https://myaccour Learn more	accept if you trust Ace Hardw has not provided links to t an update these permissions nt.microsoft.com/organization	vare CORP. Ace their terms for you at ns.	
This resource	e is not shared by Mic	rosoft.	
		-	

3. You may need to go through an additional step to keep your account secure. Click "Next."

		2	
	.org		
Мо	e inform	nation re	quired
Your o your a	rganization ne ccount secure	eeds more info	ormation to keep
Use a	different accou	unt	
Learn	more		
			Next

4. You will be asked if you would like to download the Microsoft Authenticator app. *Ace Hardware highly recommends using this method.* First, you will need to click Download Now to install the app. If you already have the Microsoft Authenticator app, click Next and skip to Step 7.

Micros	oft Authenticator
6	Start by getting the app
	On your phone, install the Microsoft Authenticator app Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator app
	Next

If you do not wish to use the Microsoft Authenticator app, skip down to Step 9.

5. Clicking 'Download Now' will take you take a Microsoft.com website where you can scroll down and see QR codes for Android and Apple devices. Use your phone to scan the appropriate QR code.



6. Download the app onto your phone. Then return to your browser and click Next.

	Keep your account secure
Micros	oft Authenticator
6	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator app Next
I want to set u	up a different method

SOP

7. In your phone app, if prompted, allow notifications. Then add an account, and Select "Work or School." When complete, click Next on your computer.



8. Now, you will use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. After you scan the QR code, click Next.

Keep your account secure
Microsoft Authenticator
Scan the QR code
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.
After you scan the QR code, choose "Next".
Can't scan image?
Back
I want to set up a different method

You have now set up your Microsoft Authenticator app.

9. If you would like to use text message verification, click "I want to set up a different method."



10. Select the method that you would like to use: Phone. Click Confirm.

Keep your accor Your organization requires you to set up the fo	Dunt secure
Microsoft Authenticator	entrator rap. Devokant now to rap on your device, choose "Next". P t method X aller to use?

11. Enter your phone number. Click Next.

Keep your account secure		
Phone		
Tou can prove who you are by receiving a code on your phone. What phone number would you like to use? United States (+1)		
Receive a code Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.		
Next		
I want to set up a different method		

12. Enter the code you receive and click Next.

Keep your account secure Your organization requires you to set up the following methods of proving who you are.
Phone We just sert a 6 digit code to Enter the code below. 428250 Resend code Back Next
I want to set up a different method
4

13. You have now set up Multi Factor Authentication with your phone number.

Keep your account secure Your organization requires you to set up the following methods of pro	ving who you are.
Phone SMS verified. Your phone was registered successfully.	Next
	D.

14. If you would like to use option 3, the third party web browser extension, please review the Microsoft Azure B2B MFA – Third Party Authenticator QRG.

Logging In

Once you have created your account, click on the blue Login button at the top right of the vendor portal.

Vendors	Create Account
KENSAGON ORIGINAL AND	
Founded in 1924 by a small group of Chicago hardware store owners, Ace Hardware changed the retail landscape by allor merchandise in bulk to save money and buy at the lowest possible price. This partnership enabled even the smaller store larger stores in their market.	wing individual stores to purchase is to compete effectively at retail despite
Ace is the largest retailer-owned hardware cooperative in the world with more than 5,200 locally owned and operated hard Headquartered in Oak Brook, Ill., Ace and its subsidiaries operate an expansive network of distribution centers in the U.S. Ningbo, China; Colon, Panama; and Dubai, United Arab Emirates. Since 1924, Ace has become a part of local communitie with the helpful hardware folks.	dware stores in approximately 70 countries, and have distribution capabilities in is around the world and known as the place

If you are using Office 365/Microsoft (Outlook) as your platform, you should automatically be signed in and directed to the Vendor Portal homepage. If it does ask you for password, you should be entering the password associated with your email account or your work sign on password. **NOTE: Ace no longer manages, or issues passwords associated with the vendor portal.** This is all part of the single sign on experience.

If you are having trouble with your password, we suggest contacting your IT department or using the forgot my password link listed on the screenshot below.



For additional questions, please contact the Ace Vendor Care Center at 630-990-2777.