



Walgreens.com Suppliers

iSupplier(aka **eProcurement**) Training



Walgreens Boots Alliance

eProcurement – iSupplier Training

What is eProcurement?

- **What is ePro iSupplier?** ePro is the online system Walgreens.com uses to track orders that have been shipped and closed, and the related invoices and payments for Suppliers that provide inventory for the Walgreens.com dropship program.
 - *Please note: your invoice will not be in ePro until the order has been shipped and closed*
- **What's the process?** Walgreens.com creates purchase orders on the digital side. The purchase orders are sent to the supplier for fulfillment. Once the supplier fulfills the order and ships to the customer, Walgreens.com forwards the invoice number to ePro. Suppliers can track their invoice and payment status in ePro.
 - *Please do not manually submit your invoice without Walgreens requesting you to do so. That can cause an error for duplicate invoice and therefor causes delays in your payments.*

- **How do I get started?** <https://supplier.walgreens.com:8000>

Enter your Username and Password. Login Credentials and a temporary password will be sent to you via email.



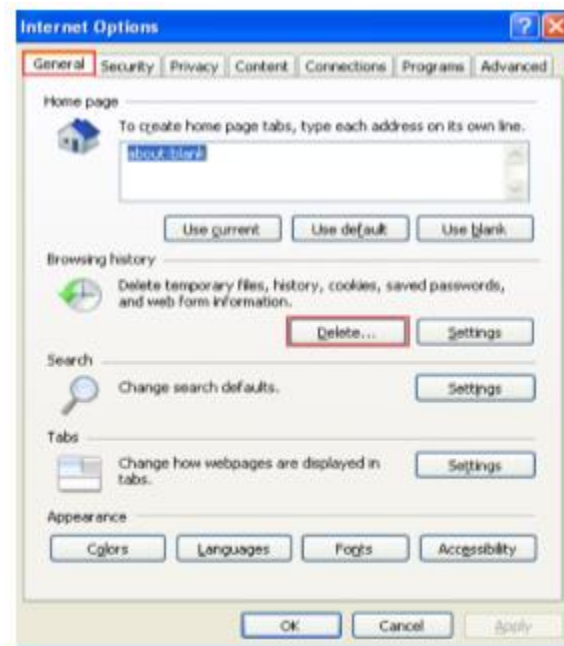
The screenshot shows the login interface for the ePro iSupplier system. It includes a header with a globe and a navigation bar. The main area contains a login form with the following elements:

- User Name:** A text input field with the placeholder text "Example: michael.james@abc.com".
- Password:** A text input field with the placeholder text "Example: 12345678".
- Login:** A button to submit the login credentials.
- Cancel:** A button to cancel the login attempt.
- Log In Assistance:** A link for users needing help with their login.
- Accessibility:** A dropdown menu with "None" selected.
- Select a Language:** A dropdown menu with "English" selected.

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Internet Browser

- As a good practice, follow the below steps to clear the cache of your internet browser as it might interfere with proper functioning of eProcurement:
 1. Launch Internet Browser -> Tools -> Internet options
 2. Within the “General” tab under browsing history, click on the “delete” button
 3. Click on the ‘Delete All’ button at the bottom of the screen. This function will delete all your saved passwords and your internet browsing history, so retain all passwords prior to completing this function.
 4. When the operation is complete click on Close and then on
 5. Close the Internet Browser window and launch it again



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First Time Login

- You will receive an email notification when you are granted access to the eProcurement portal. To log in either click the link in the email or go to <https://supplier.walgreens.com:8000> in your internet browser.

If you have misplaced the original email with login information or never received it, please refer to Forgot Password and Forgot User Name section

- Type in your username and password
- Click on Login
- Upon first login, the system will enforce a password change
- Enter your current password (which is the password that was sent to you in the email) and create a new password and click on Submit



The screenshot shows the login page of the eProcurement portal. It features a header with a globe and a navigation bar. The main content area contains a login form with fields for 'User Name' and 'Password', both highlighted with red boxes. Below these fields are 'Login' and 'Cancel' buttons. There is also a 'Log out' link and a language selection dropdown set to 'English'. A footer contains a 'Read this Page' link and a disclaimer: 'For use by Walgreen Co., its subsidiaries and other authorized users. All content may not be appropriate for all audiences.'



The screenshot shows the 'Change Password' page. It has a blue header with a 'Logout' link. The main content area is titled 'Change Password' and contains three password input fields, each with an asterisk indicating it is required: '* Current Password', '* New Password', and '* Re-enter New Password'. The 'Current Password' and 'New Password' fields are highlighted with red boxes. Below the fields is a note: 'Password must be at least 7 characters long.' and 'Submit' and 'Cancel' buttons. A legend at the bottom left states '* Indicates required field'. The footer includes an 'About this Page' link and the same disclaimer as the login page.

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Changing Password

- All eProcurement passwords are set to expire after 90 days in compliance with the Walgreens IT Security policy. However, you may change your password at any point in time using the below steps.
 1. Login to eProcurement and click on Preferences
 2. Click Display Preferences
 3. Enter your current password in the Old Password field, and your new password in the New Password and Repeat Password fields
 4. Click the Apply button

The screenshot displays the 'Preferences' page in the eProcurement system. The 'Display Preferences' option is selected in the left-hand navigation menu. The 'Change Password' section is highlighted with a red box and contains the following fields:

Field Name	Value
Known As	
Old Password	
New Password	
Repeat Password	

Below the fields, a note states: "⚠️ Please enter your old and new passwords. Passwords are case sensitive." The 'Apply' button is also highlighted with a red box in the top right corner of the page.

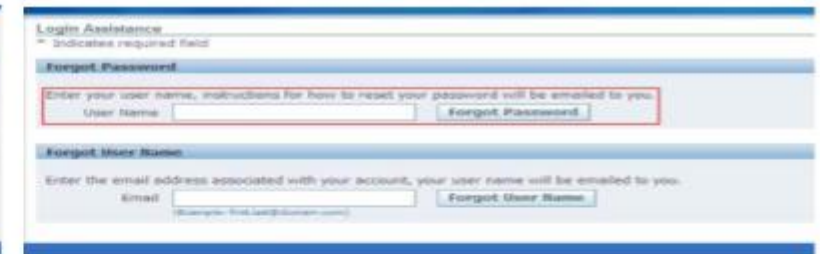
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Forgot Password

- If you did not receive the system generated email with your eProcurement login credentials or have forgotten your password, then the following steps can be used for assistance.
 1. Open the eProcurement Login screen and click on Login Assistance
 2. Enter your username in the User Name field and click on the Forgot Password button A confirmation message will be received on the screen
 3. The eProcurement system will send you an auto generated email
 4. Click on the 'Reset your password' link from the email
 5. Enter your username and new password and then click on 'Confirm Password'.



The screenshot shows the eProcurement login interface. It includes fields for 'User Name' and 'Password', a 'Forgot Password' button, and a 'Login Assistance' link. The 'Forgot Password' button is highlighted with a red box.



The screenshot shows the 'Login Assistance' screen. It has a section for 'Forgot Password' with a text box for 'User Name' and a 'Forgot Password' button. The button is highlighted with a red box.



The screenshot shows an email header with 'To: SAHA, SUPRATIM' and 'Sent: 06-30-2012 16:56:42'. The main body of the email contains a red box around the text 'Reset your password' followed by instructions: 'and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.'



The screenshot shows the 'Reset Password' screen. It has fields for 'User Name' (containing 'SUPRATIM'), 'Password', and 'Confirm Your Password'. A 'Confirm Password' button is highlighted with a red box.

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Forgot User Name

If you **do not know who your company payment contact is** for Walgreens.com or **need to add or update your payment contact**, (please note, you can have two payment contacts) please reach out to your Walgreens.com category manager or Walgreens.com merchant coordinator for assistance

- If you did not receive the system generated email with your eProcurement login credentials or have forgotten your user name, then the following steps can be used for assistance.
 1. Open the eProcurement Login screen and click on Login Assistance
 2. Enter your email id in the Email field and click on the Forgot User Name button
 3. A confirmation message will be received on the screen
 4. The eProcurement system will send you an auto generated email containing your username for the system
 5. Click on the 'login' link from the email to launch the eProcurement login screen and use the username provided in the email.



Before you view invoice and payment in iSupplier (ePro)

- **The best place to check invoice status should always be Vendor Accounting Information Systems (VAIS)**
 - Link: <https://vendor.walgeens.com>
 - See detailed instructions [here](#)
 - While iSupplier has invoice updates, VAIS is the final log and most reliable
- If you can't find your invoices on VAIS, then come to iSupplier
 1. Your invoice payment is not due yet
 2. If past due, your invoice is likely stuck in a pending status in iSupplier due to an error and not paid yet
 - Please see Invoices & Payments section on the Support Site for detailed next steps

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View Invoices

- To view invoices, payment due dates, holds and payment status in iSupplier
 - From the iSupplier home page, click the Finance tab.
 - Click View Invoices.
 - Enter search criteria into one or more of the search fields (or use the Advanced Search feature). Please see advanced search in the iSupplier Reference –Searching document.
 - On the View Invoices page, Click Go.
 - The search results display. Click the invoice number link to view details of the invoice.
 - The invoice details will display the invoice header information. To view the invoice lines, scheduled payments, or hold reasons click the appropriate tab.

