



The Vendor Transaction Portal Login and Password Management User Guide

Welcome to the Tractor Supply Company Vendor Transaction Portal. This portal supports multiple applications designed to facilitate communications between TSC, our trading partners, and their EDI partners. You have been assigned application access by TSC based on your role and contact information with TSC.



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Definitions

DTC: *Direct to Consumer Supply Chain. Sales generated via TSC ecommerce channels and shipped directly to the consumer from the vendor. Previously known as Drop Ship Vendor (DSV).*

SDC: *Store and Distribution Center Supply Chain. Purchases generated to replenish retail store inventory and shipped directly to a store or a TSC distribution center.*

SAP: *Systems, Applications, and Products. The financial system software used by TSC for processing purchase orders, invoices, SDC advance ship notifications, and other associated documents. SAP is also a source for master data such as item, vendor, and contact information.*

VTP: *Vendor Transaction Portal. Web page that allows the vendor and/or their EDI partners to view or provide updates to transactions. This moves specific conversations out of email into an environment that allow us to track and share this information as required in systems used by TSC.*

OMS: *Order Management System. The TSC system that manages ecommerce sales transactions. Purchase Orders are created for items on the Sales Order and sent to DTC Vendors to fulfill the purchase and delivery of items to the customer.*



Portal User

The portal supports multiple applications and multiple types of users. A user account giving you access to the portal is automatically created for you based on your role with your organization. When the account is created, a welcome email is sent to the email we have on file for you.

The Portal uses the email address and role established for you to exchange notifications regarding the portal. Depending on the application assigned, your 3rd Party EDI partners who assist you with EDI issues may also need to establish an email for portal communications.

Please confirm with the appropriate TSC department for changes to your contacts.

- For EDI contacts and their 3rd parties send change requests to:
EDICoordinator@TractorSupply.com
- For Shipment Delay send change requests to: Your Merchant Contact or
DropShipMC@TractorSupply.com

Login Credentials

Your login credentials and a link to the TSC Vendor Transaction Portal is sent to your portal email account once you have been setup and approved for access. These credentials provide you with a User Name and a temporary Password.

Your login credentials allow access to your transactions on the portal.

User Name: *The user name is established by TSC and assigned to your account. Your username will be your email address or a unique TSC Identifier that uniquely identifies your company, location, division, or subsidiary.*

Password: *Initially TSC assigns a temporary password. When signing in for the first time you are required to change the password.*

Password Policy

- ⊗ Must have a minimum of 8 characters
- ⊗ Expires every 90 days
- ⊗ Account lock threshold is 5 failed tries
- ⊗ Account Lockout duration is 15 minutes



Welcome Email

Once your account is setup in the portal, a welcome email is sent with your assigned User Name and a Temporary Password. Once you receive this email you can login and establish your custom password and security question. The security question is used to verify your identity if you forget your password during a future login. **Please bookmark the link to the portal for future access.**



Welcome to the Tractor Supply Vendor Transaction Portal – 800000

We are pleased to announce that you have been granted access to the Tractor Supply Vendor Transaction Portal. This portal supports multiple applications designed to facilitate communications between TSC, our trading partners, and their EDI partners. Your application access is based on your role and contact information with TSC.

Application	Data Included	Documentation Links
Shipment Delay – DTC Vendors Only	Orders that do not have a shipped status, have not been cancelled, and are past the expected shipping date.	Shipment Delay User Guide
Vendor Transactions	SAP Invoice and ASN errors.	Transaction Errors User Guide

To log on, click [here](#) and enter the login information below. If you have any questions, please reference [Login and Password Management](#)

User Name: VendorUSER

Temporary Password: z3uwFM\$sFor

(You will be asked to change the password.)

If you experience problems opening the link above, you can enter this address into your browser to log in:

<https://vtp.tractorsupply.com>

Be sure to bookmark the address for continued access to the portal.

Welcome!

Tractor Supply Integration Team

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Login Screens

Login Page

Once the link is selected the first screen presented is the Login Page.



TSC Vendor Transaction Portal

PLEASE LOGIN

 User Name

 Password

Login

[Forgot your password?](#)

- ❌ Enter your credentials and select **Login**. If successful, you are taken to an application Dashboard screen. If this is your initial login, you will be prompted to change your password (See [Initial Login](#)).
- ❌ The password is case sensitive and has a minimum length of 6 characters.
- ❌ After 5 failed attempts to login your account is locked for 15 minutes. After 15 minutes you may attempt to login again.
- ❌ Selecting **Forgot your password?** takes you to the [Forgot Password Start Page](#). You are prompted for your User Name. If you do not know your User Name, please contact edicoordinator@tractorsupply.com to reset your password.
- ❌ Your password expires every 90 days. If your password has expired, you are prompted to change your password during login (See [Change Password](#))



Initial Login

When signing in for the first time using your temporary password you are prompted to change your password, choose a security question, and provide an answer to your selected security question. The security question is prompted when you use the [Forgot Password](#) function.



Change Password

New Password

Re-Type Password

Choose a question... ▼

Answer

[Back To Login](#)

- ⊗ If your email is a distribution group and password changes managed by more than one person on your team, we recommend creating a generic security question and answer that could be shared within the distribution group.
- ⊗ Once you Submit your changes you are taken to an application Dashboard screen.



Forgot Password

Use this function from the login screen when you have forgotten your password. You must know your user name and security question answer to use this function.

Forgot Password Start Page



Forgot your password

Submit

[Back To Login](#)

- ⊗ Entering a User Name and selecting **Submit** resets your password and sends an email with a link to login and change your password. Please close this page and use the link sent in the email to create a new password. Resetting your password through this option requires that you answer the security question during the password change process. If you do not know your security question answer, then select **Back to Login** and contact the edicoordinator@tractorsupply.com for a password reset.
- ⊗ Selecting **Back To Login** returns you to the Login Page without initiating a password change.



Forgot Password Email

TractorSupply - Reset Forgotten Password

Dear Vendor User ,

In order to reset your TractorSupply password, you need to answer your previously selected security question.

Click https://eip.t1raeip7561.ssc.tsc:8284/networking/servicedesk/index.jsp?lang=en#_securityQuestion&s_q=Yw%2FLZML%2FhXLCFeF9%2Fm6EL0qapuMD3FrBmDsXdYAg1XkZg6r8%2F%2FzGpwt%2F%2F6pFGljMAcSMw5Zi3DKctLvjZYvtj5ySFbpCR13fG%2BOUI4yznoc5llb4m364IKE7tckGf39V1a3sLTUVJ5gSIhlo%2FCHVA%3D%3D to answer your Security question and reset your password.

Thank you,
TractorSupply Team

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Forgot Password Login

When logging in, you are taken to the Password Reset screen.



Password Reset

Write my own security question ▼

My town

Answer

New Password

Re-Type Password

Submit

- Enter your security question answer and create a new password.
- Once the password is changed successfully you will be taken to an application Dashboard screen.
- If you do not know your security question answer, please contact the edicoordinator@tractorsupply.com for assistance.



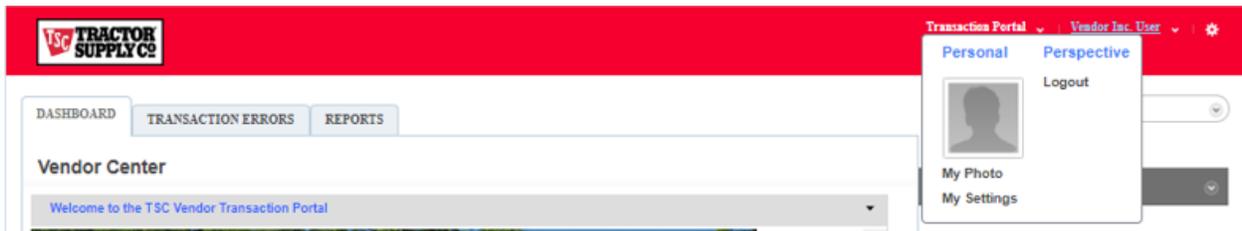
User Management

Once you are signed into the portal, the top right corner of the screen indicates the application name (Transaction Portal or Shipment Delay depending on your access) and the user name for the account.

Logging Out/Accessing Settings



Hovering your cursor over your user name opens a dialog box from which you can select to log out of the portal or to access My Settings. After 15 minutes of inactivity your account is logged out automatically.



My Settings

DASHBOARD TRANSACTION ERRORS REPORTS

Transaction Portal | Vendor Inc. User | ⚙️

Q Search

Personal Settings

Manage your personal settings.

- My Information**
Modify your name, location, email address, and phone numbers.
- Password**
Create a new password here.
- Security Question**
Select a standard security question or define one of your own, so your identity can be authenticated when you have forgotten your password.
- Delegations**
Delegate your own profile or the profiles of your direct reports to somebody who you want to delegate your role to while you are away.
- Recycle Bin**
View, recover, or permanently remove deleted items.
[Learn more](#)

Personal Settings

- My Information
- Password
- Security Question
- Delegations
- Recycle Bin

- ❌ The Delegations and Recycle Bin do not provide any function since you only have read access.
- ❌ My Information is explained in the [My Information](#) section.
- ❌ Your password expires every 90 days. Prior to the 90 days you can use the Password selection to change your password. After 90 days, the system requires you to change your password during login (See [Change Password](#)).
- ❌ You may also change your security question and answer at any time



Change Password

Select Password from the My Settings page. Use this function to change your password any time prior to the 90-day window required by TSC. If you are using a shared account and a group team member leaves your staff, it is recommended that you use this function to change your password to prevent unauthorized access to the portal.

The screenshot shows the TSC Transaction Portal interface. At the top, there is a red header with the TSC logo on the left and 'Transaction Portal' and 'Vendor Inc. User' on the right. Below the header, there are navigation tabs for 'DASHBOARD', 'TRANSACTION ERRORS', and 'REPORTS'. A search bar is located on the right side. The main content area is titled 'Personal Settings' and contains a 'Password' section. This section has a 'Change password' heading and three input fields: 'Old Password', 'New Password', and 'Re-enter New Password'. There are 'Save' and 'Cancel' buttons on the right side of the form. A sidebar on the right lists other settings options: 'Personal Settings', 'My Information', 'Password', 'Security Question', 'Delegations', and 'Recycle Bin'.

Change Security Question

Select Security Question from the My Settings page. Use this function to change your security question and answer. If you are using an account shared by a group, it is recommended that if a team member leaves your staff that you change your question and answer to prevent unauthorized password changes.

This screenshot is identical to the one above, showing the 'Change Password' form in the TSC Transaction Portal. It includes the same header, navigation tabs, search bar, and sidebar. The main content area is titled 'Personal Settings' and contains a 'Password' section with 'Change password' heading and three input fields: 'Old Password', 'New Password', and 'Re-enter New Password'. 'Save' and 'Cancel' buttons are present on the right. The sidebar on the right lists settings options: 'Personal Settings', 'My Information', 'Password', 'Security Question', 'Delegations', and 'Recycle Bin'.

My Information

Transaction Portal | VENDOR User |

DASHBOARD | TRANSACTION ERRORS

Q Search

[Personal Settings »](#)

My Information Back

Fill in the information a user needs to begin accessing the platform. (The user can modify some of the values in their "My Information" page, under Personal Settings.) The operations that a user can perform is determined by their Access Profile. The applications a user can access (and their Role) is determined by the Application Access settings. The default initial application comes from your Company Settings—but you can change it here for the new user. The data a user can access is determined by their Team and their application Role.

Basic Information

First Name	VENDOR
Last Name	User
User License Type	Platform User
Access Profile	Vendor Portal Profile
Accessibility Mode	No
Act as delegation proxy	No

Locale Information

Time Zone	(GMT-06:00) Central Standard Time (America/Chicago)
Date Format	mm/dd/yyyy
Time Format	hh:mm a
Locale	English (United States)

Login Information

Email	vendor@vendor.com
Username	VENDOR
Active	Yes
Enable Mobile Access	No
<small>Last Modified By Greg Smith at 02/06/2020 11:19:12 AM Created By Greg Smith at 02/06/2020 08:26:59 AM</small>	
<small>Last Password Change Date 02/06/2020 09:30:32 AM</small>	

Email Signature

Address and Contact Information Back

Personal Settings

My Information

Password

Security Question

Delegations

Recycle Bin

Team Memberships

Team	Primary Team	Date Created	Date Modified
VENDOR DTC	No	02/06/2020	02/06/2020
VENDOR Store DC	Yes	02/06/2020	02/06/2020

Application Access

Application Name	Roles
Transaction Portal	Agent

⊗ This is a view only screen as the information on this screen must stay in sync with our EDI and SAP systems. If any of the information is incorrect on this screen, please contact the appropriate staff to request a change based on the Application Name listed under Application Access.

- Shipment Delay: DropShipMC@TractorSupply.com
- Transaction Portal: EDICoordinator@TractorSupply.com

⊗ User Name: Your login name is assigned by TSC. This will either be your email or a unique identifier assigned to you by TSC.

⊗ Team Memberships: Used to define the transactions available for view with your account. The Team Memberships are specific to program types SDC (Store DC) or DTC (Direct to Consumer).

⊗ For 3rd Party vendors, you will see Team Memberships for all vendors that you manage by program type.