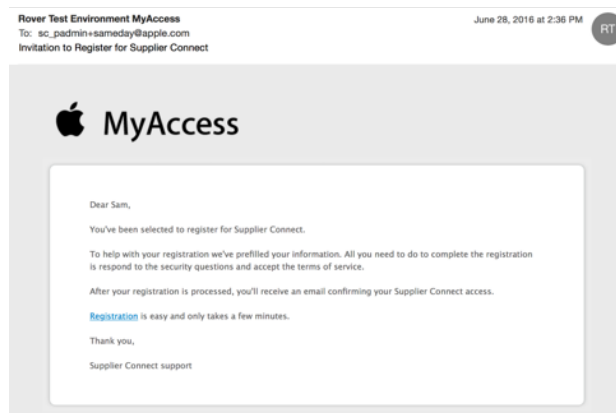




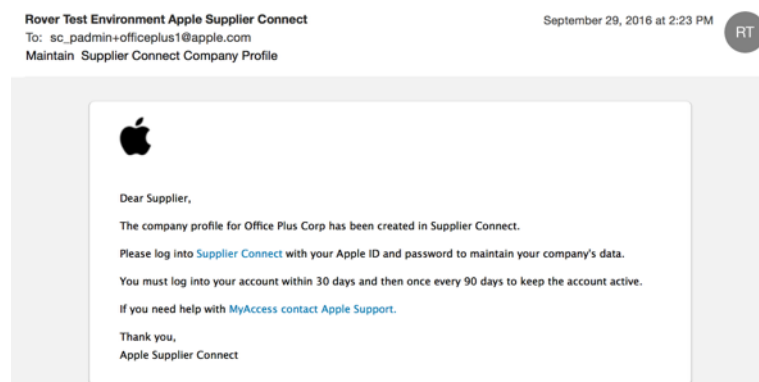
# Supplier Connect

## Supplier On-Boarding Process

1. Apple Requestor will create and submit the new supplier request in Supplier Connect
2. Supplier will receive an email notification from myaccess@apple.com to register their company.



3. After completing the MyAccess registration, Supplier needs to wait 30-60 minutes for the new account to be provisioned in Supplier Connect.
4. Supplier will receive a second email notification to login to Supplier Connect allowing them to enter their company information in Supplier Connect.



5. Supplier will complete the following sections in Supplier Connect: Company, Address, Contacts, Tax and Banking, then Submit their company information.
6. Applicable internal Apple reviews and approvals are completed in Supplier Connect.
7. Supplier and Apple Requestor will receive email notifications with new SAP vendor number.

## Not Receiving Email Notifications from Apple?

1. Look for email from "myaccess.apple.com".
  - 1.1. If you don't see this email, check your Spam or Junk folder to ensure the message was not filtered.
  - 1.2. If the message was filtered, you may find an option to 'Mark as good' or 'Add sender to white-list.'
2. Firewall, Content Filter, or Email Security Policy: Check if your firewall or virus scan is blocking the email notifications. Contact your Internet Service Provider (ISP) or Corporate IT department and check your spam emails in exchange server.

## Still Need Help?

1. For issues with receiving the registration email from Apple or creating an account with Apple, please contact [myaccess.support@apple.com](mailto:myaccess.support@apple.com).
2. Once you have logged into Supplier Connect, please contact [global\\_ap@apple.com](mailto:global_ap@apple.com) for questions or issues on how to complete and submit your company information.