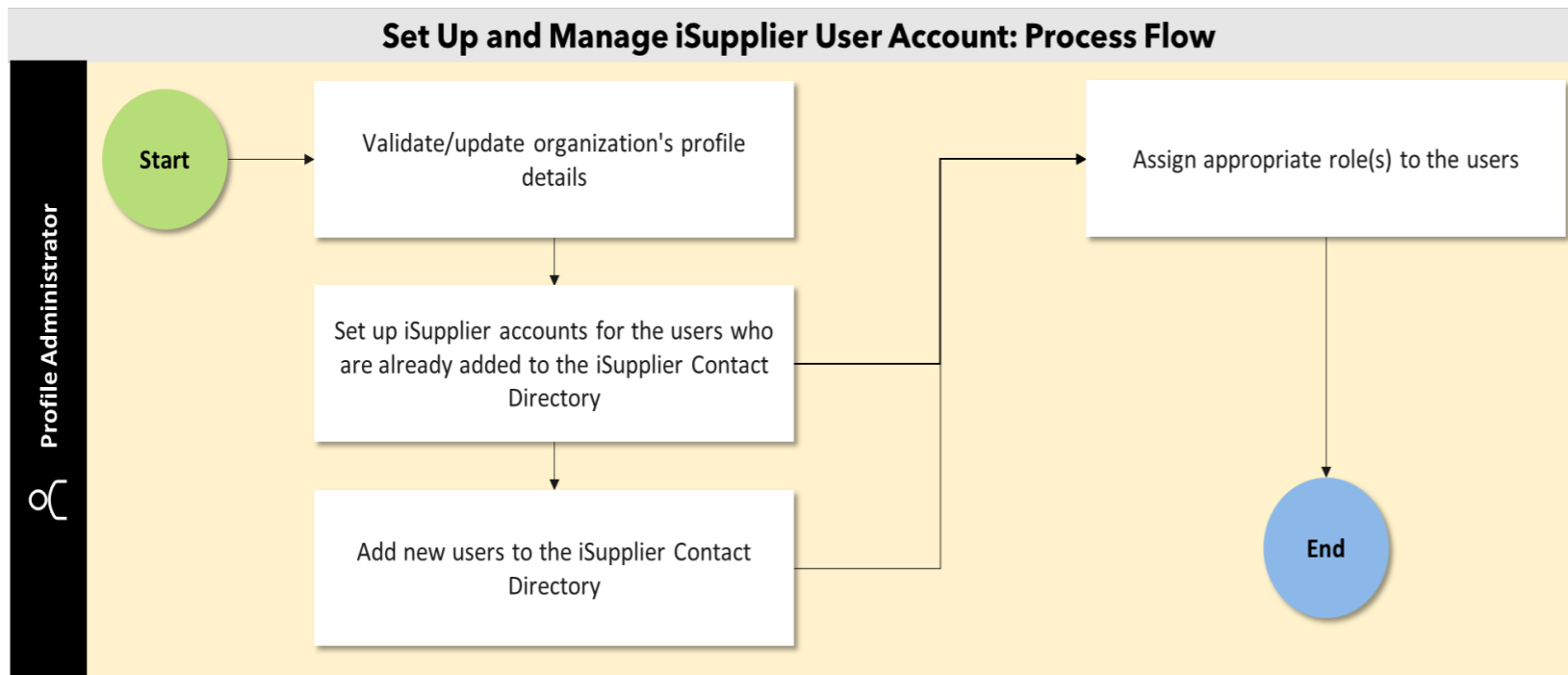


# iSupplier Portal Overview - Quick Reference Guide

Audience: Existing Vendors




#### Prerequisite(s):

- You have received an email from Metrolinx confirming your iSupplier registration.
- You have updated your iSupplier password in accordance with password and security best practices using the **Reset your password** link from the email confirming your iSupplier registration.

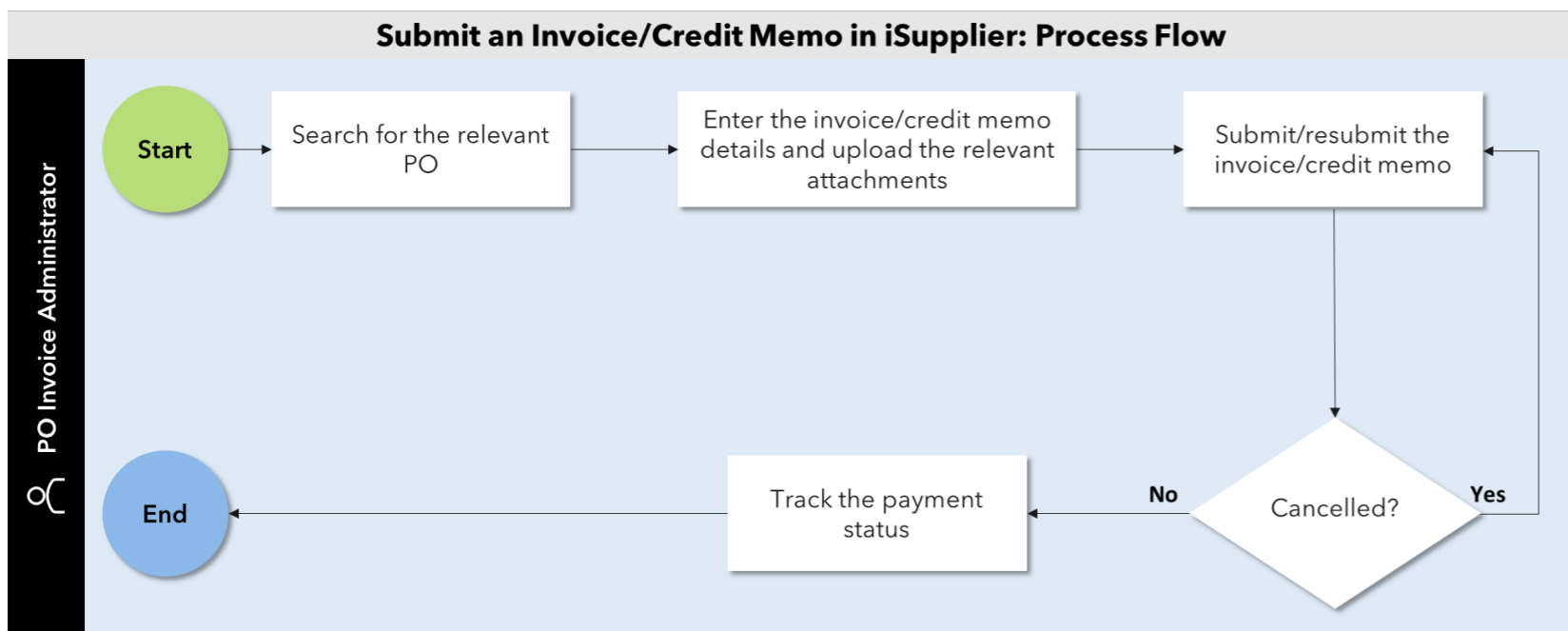
#### Navigation Path:

To set up and manage accounts in iSupplier, go to:

**Menu > MX iSupplier Profile Administrator > Supplier Details**

 Click the following "How-To" video link to view the relevant steps.

- [Manage Profile and Account Details](#)




#### Prerequisite(s):

- You have reset your password and successfully logged in to iSupplier.
- You have provided goods and/or services to Metrolinx against a purchase order (PO).

#### Navigation Path:

To submit an invoice/credit memo in iSupplier, go to:

**Menu > MX iSupplier Portal Supplier PO Inv Admin > Home Page**

 Click the following "How-To" video links to view the relevant steps.

- [View PO Details](#)
- [Submit a PO-Based Invoice](#)
- [Submit a Credit Memo](#)
- [View and Resubmit Cancelled PO-Based Invoices](#)

For further assistance, please email us at [iSupplierSupport@metrolinx.com](mailto:iSupplierSupport@metrolinx.com)