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