

### INTRODUCTION

This document describes the necessary steps to join the **Grupo Antolin Supplier Hub**, the B2B platform for Grupo Antolin suppliers where our procurement applications are placed.

### HOW TO ACCESS

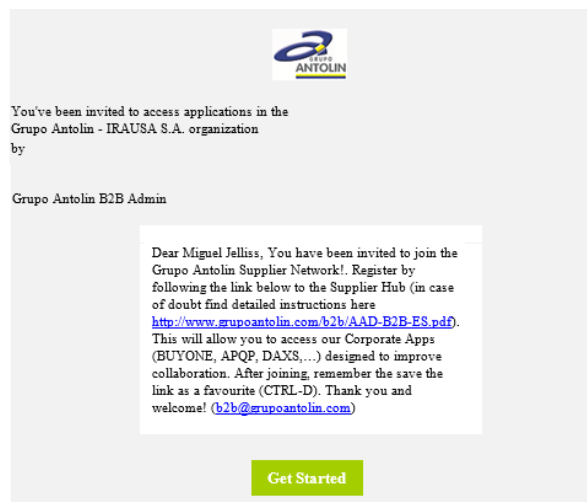
In order to access go to [www.grupoantolin.com](http://www.grupoantolin.com) and click **Suppliers Portal** from the top link menu and then **SUPPLIER PORTAL** from the sub-options menu.



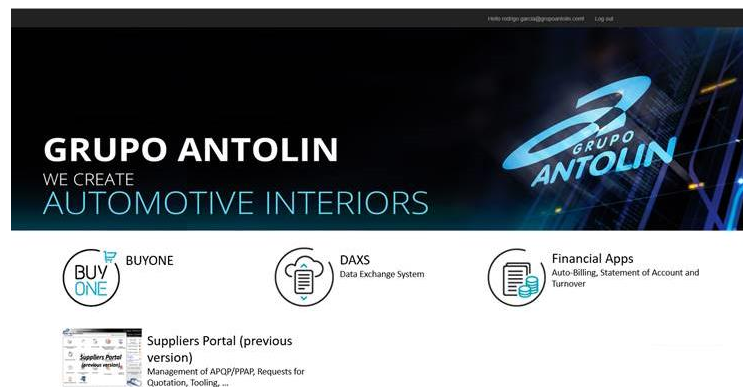
External Grupo Antolin users will receive a personal invitation to join this channel. It is necessary to accept before accessing the website.

### RECEIVING AND ACCEPTING THE INVITATION (CORPORATE USER)

- Click **Get Started** button in the invitation email.



- Then, the system will ask for your corporate credentials to log in. Accept terms and conditions to continue when prompted. Finally you will be directed to the Apps Panel.



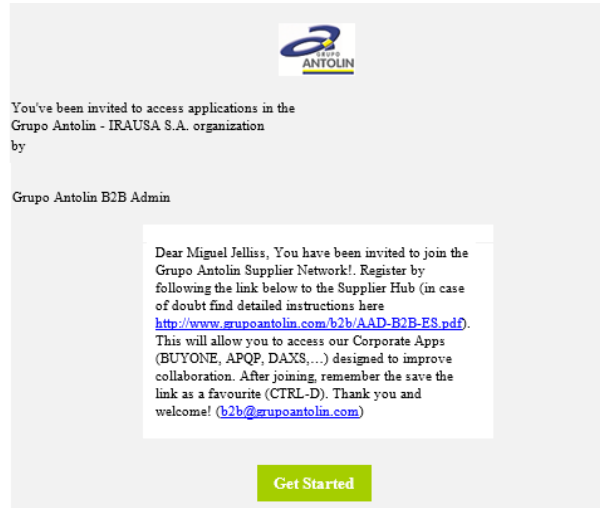


# GRUPO ANTOLIN SUPPLIER HUB

## ACCESS TO THE B2B PORTAL

### RECEIVING AND ACCEPTING THE INVITATION (SOCIAL ID USER)

- Click **Get Started** in the invitation email.



- The invitation accept landing page should be displayed. Click **Next**.

### Welcome

You have been invited to access myapps.microsoft.com

To access applications in the Contoso 369 Corporation organization, you'll need a Microsoft account with contoso369b2binvitee@gmail.com.

Next

Note: After completing sign in you will be redirected to:  
[https://myapps.microsoft.com/?tenantid=6e9cd0b6-dfb2-4c83-8b56-4470862f7aa1&login\\_hint=contoso369b2binvitee@gmail.com](https://myapps.microsoft.com/?tenantid=6e9cd0b6-dfb2-4c83-8b56-4470862f7aa1&login_hint=contoso369b2binvitee@gmail.com)

- You are now invited to create a **Microsoft** account. Click **Next**.



## Create account

Microsoft account opens a world of benefits.

contoso369b2binvitee@gmail.com

Create password

Send me promotional emails from Microsoft

[Use a phone number instead](#)

[Get a new email address](#)

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

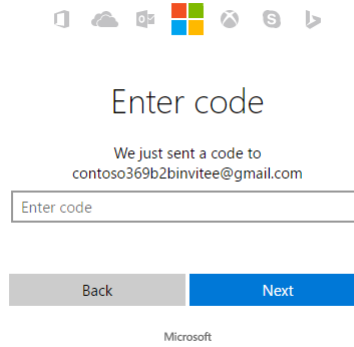
Microsoft



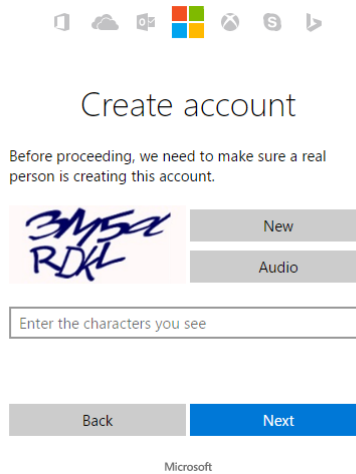
# GRUPO ANTOLIN SUPPLIER HUB

## ACCESS TO THE B2B PORTAL

- Specify a password for this Microsoft account and click **Next**. Check your mailbox for the code send by the Microsoft account team, enter the received code and then click **Next**.



- Enter the characters you see in the Captcha, and then click **Next**. The account is getting ready.



- You will then be redirected to the Apps Panel. Click on BUYONE!!!

