

Log into eSupplier

1. Navigate to the [eSupplier website](#), and use the credentials provided by your eSupplier administrator to log in.

Supplier Login

User ID

Password

[Forgot Password ?](#)

Announcements

Helpful Links:

- [IRS W-9 Form](#)
- [Doing Business with the State](#)
- [State Agency Contacts - Accounts Payable](#)
- [State Agency Contacts - Purchasing](#)
- [Direct Deposit \(ACH\) Application Instructions](#)

FAQs

General Information

- ❑ [Who is a Supplier Administrator?](#)

Problems/Issues

- ❑ [Who do I contact with a question about payments due to me?](#)
- ❑ [Who do I contact with a question about my vendor data?](#)

Registration

- ❑ [Why is it necessary to register as a Supplier?](#)
- ❑ [How do I submit a Supplier Registration Request?](#)
- ❑ [How long does it typically take for a new supplier to complete the registration process?](#)

Contact Us

E-mail: osc.apdvf@ct.gov

Please include "VSS" in the subject line when contacting the help desk via email regarding the Supplier Portal.

Telephone:
(860) 702-3400

Hours of Help Desk Availability:
Monday - Friday: 8am - 4pm

Hours of Supplier Portal Access:
Monday - Saturday: 4am - 8pm

2. Click the Supplier Homepage link.

Supplier Homepage

Click [Supplier Homepage](#) to view supplier transactions and profile information.

Announcements

Workcenter Link:

Click [Supplier Homepage](#) to view supplier transactions and profile information.

Helpful Links:

- [IRS W-9 Form](#)
- [Doing Business with the State](#)
- [State Agency Contacts - Accounts Payable](#)
- [State Agency Contacts - Purchasing](#)
- [Direct Deposit \(ACH\) Application Instructions](#)

FAQs

General Information

- ❑ [Who is a Supplier Administrator?](#)

How Do I?

- ❑ [How do I reset my password?](#)

Job Aids/Training

- ❑ [User Productivity Kit - UPK](#)

Office of School Construction

- ❑ [School Construction Contact and Training information.](#)

Problems/Issues

- ❑ [Who do I contact with a question about payments due to me?](#)
- ❑ [Who do I contact with a question about my vendor data?](#)

Contact Us

E-mail: osc.apdvf@ct.gov

Please include "VSS" in the subject line when contacting the help desk via email regarding the Supplier Portal.

Telephone:
(860) 702-3400

Hours of Help Desk Availability:
Monday - Friday: 8am - 4pm

Hours of Supplier Portal Access:
Monday - Saturday: 4am - 8pm

3. The Supplier Homepage contains links to all activities that you need to complete within eSupplier.

The screenshot shows the Supplier Homepage interface. The left sidebar contains a navigation menu with the following categories and items:

- Supplier Homepage
 - My Alerts
 - Links
- Maintain Supplier Information
 - Initiate Supplier Change
 - User Profiles
 - Addresses
 - Contacts
- Manage Events and Place Bids
 - Bidding Homepage
 - My Event Activity
 - Discussion Forums
- Review Payment Information
 - Invoices
 - Payments
 - Account Balances
- School Construction
 - Payment Request
- My Profile Information
 - Change My Password

Four callout boxes provide instructions for specific links:

- My Event Activity:** Click **My Event Activity** to start a new application or continue work on an existing application.
- Discussion Forum:** Click the **Discussion Forum** to send a message to the OSCG&R team.
- Payments:** Click **Payments** to view payments sent from the State.
- Payment Request:** Click **Payment Request** to submit a new Payment Request or view the status of an existing request.