

# Supplier Essentials Portal

## Supplier Essentials Portal

**Supplier Essentials** is designed to be your one-stop source for all information and resources related to your relationship with Medtronic. This guidance document provides instructions on how to gain access to this portal along with how to find help if needed.

[How to self-register for a new Medtronic account](#)


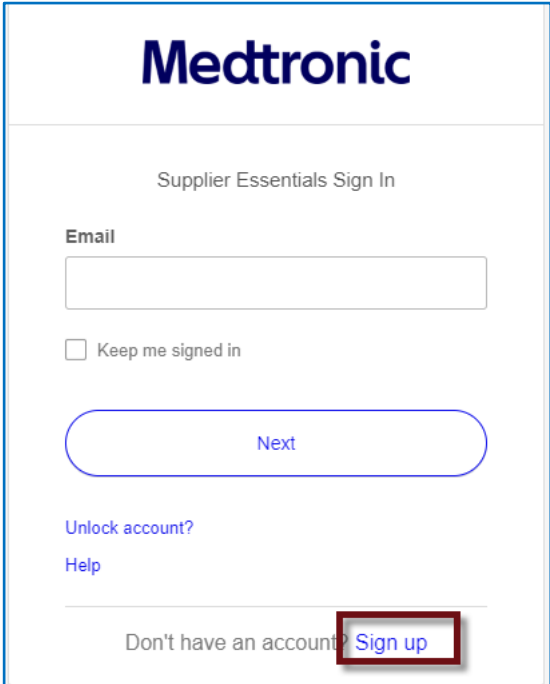
[How to log into Supplier Essentials with an existing Medtronic account](#)

[How to reset the password for a registered Medtronic account](#)

[Troubleshooting errors](#)

[Frequently asked questions](#)

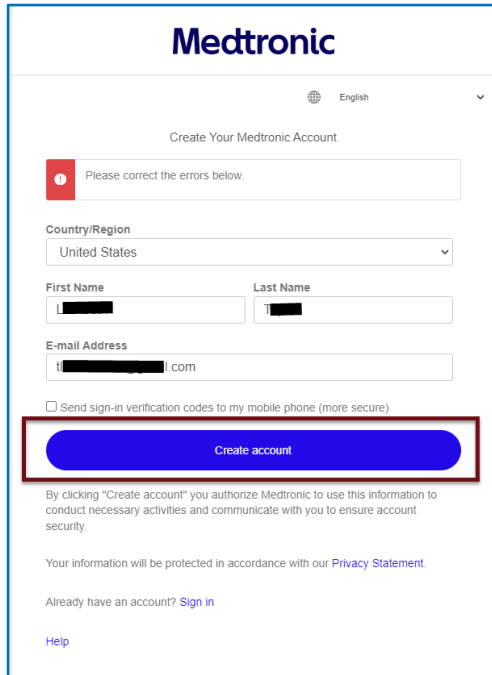
## How to self-register for a new Medtronic account

<p><b>Self-register</b> email address if you do not have a Medtronic account already set-up.</p>	<p>Go to <a href="https://www.medtronic.com/SupplierEssentials">https://www.medtronic.com/SupplierEssentials</a></p>
<p>Click on <b>Sign-In for Non-Employees</b>.</p>	
<p>The Medtronic Sign In screen will display.</p> <p>Click on <b>Sign up</b> to create a new account.</p>	

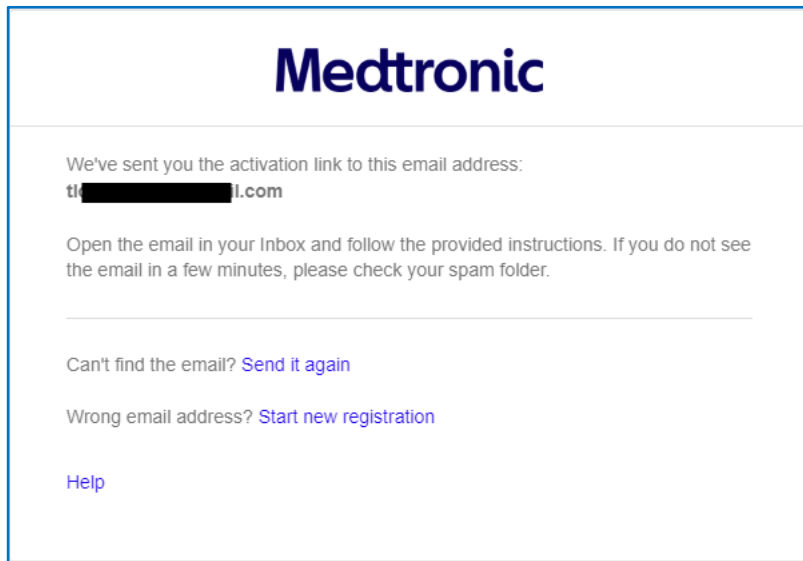
Enter information in all fields.

Register using a **company email address**. Do not use a personal email address.

Click **Create account**.

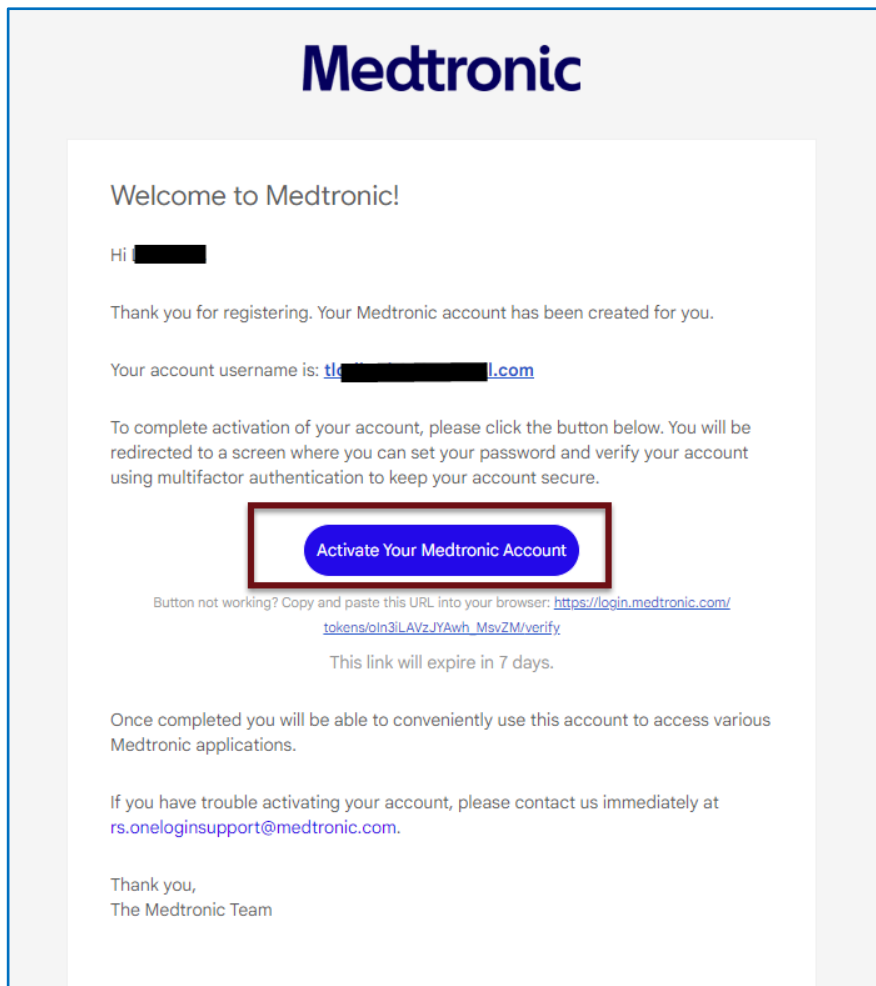


Receive notice that an activation link has been sent to your email address.



Receive an email to your registered email address for activating your account.

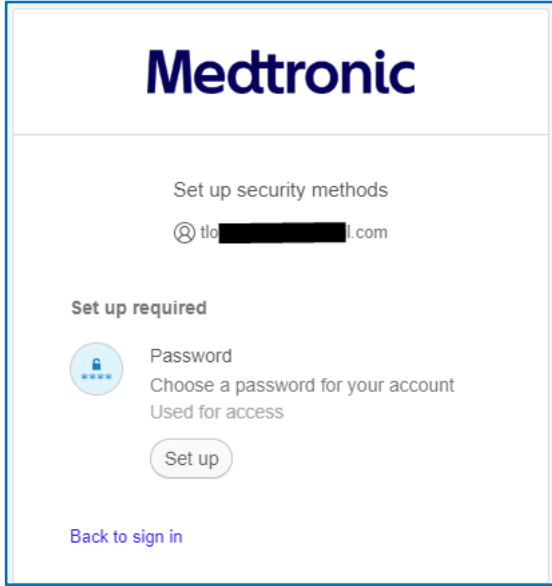
Click on **Activate your Medtronic Account**.



Set up security methods.

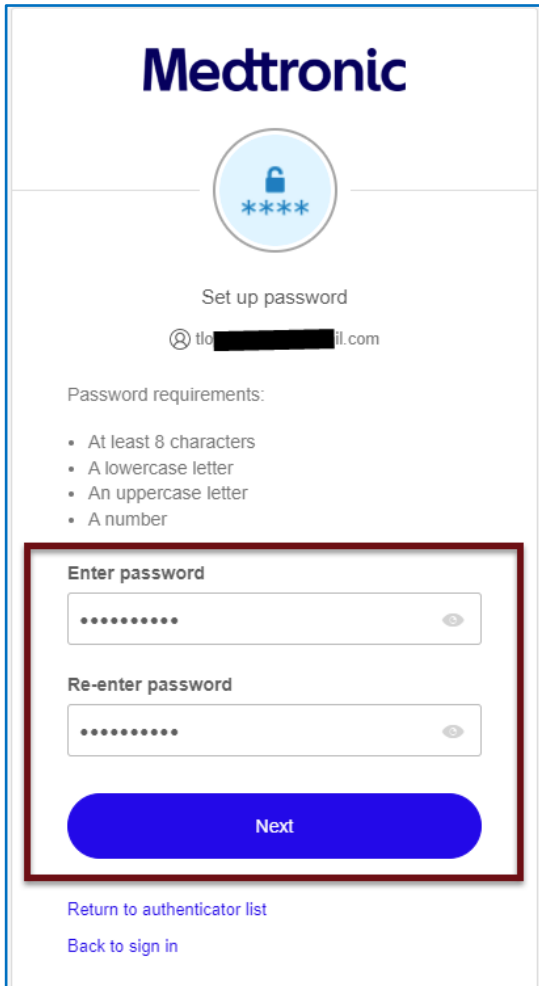
You must set up a password for your account.

Click **Set up**.



Enter and re-enter a password.

Click **Next**.

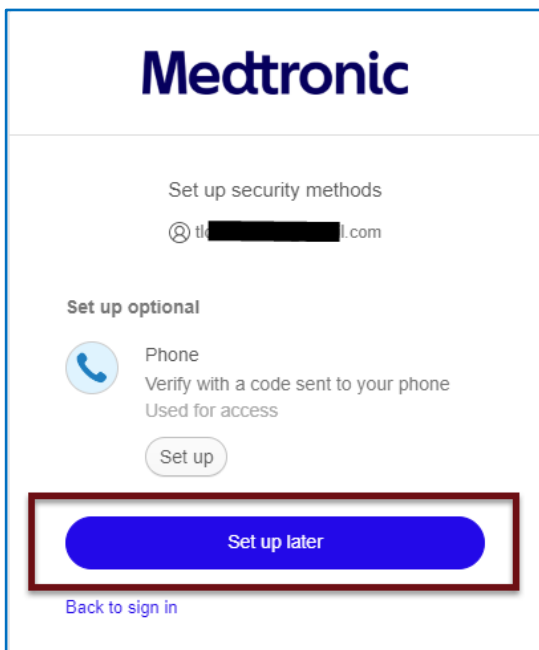


Setting up a phone (text) verification is **optional**. You may choose to set up now or later.

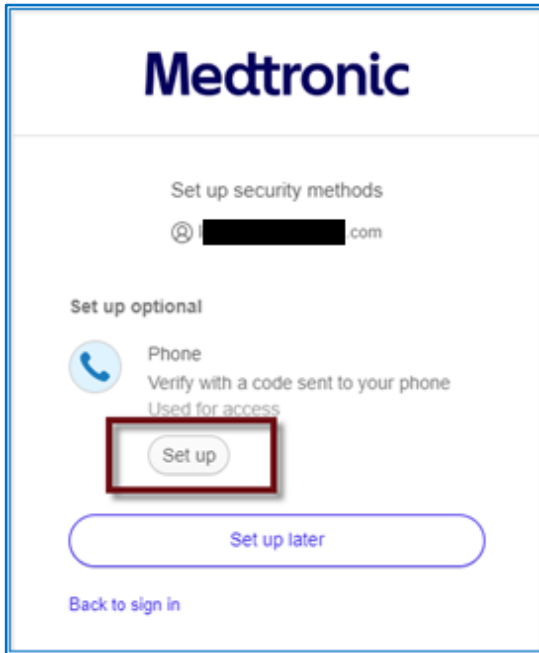
Click **Set up later** if you do not wish to receive verification codes via SMS text message to your mobile number.

**OR**

Go to next step to set up having verification codes sent to your phone.



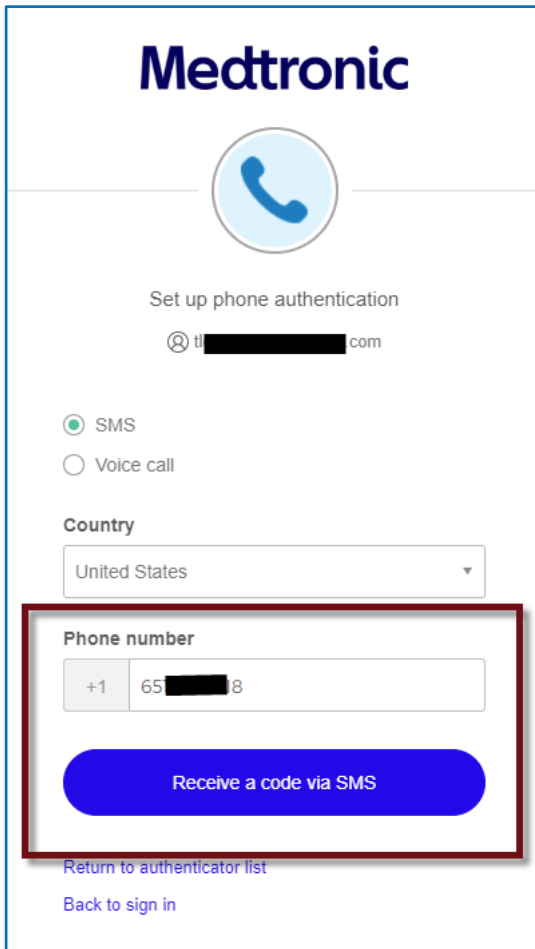
Click on **Set up**.



Select **SMS**.

Enter your **Phone number**.

Click on **Receive a code via SMS**.



Enter the verification code receive via SMS on your phone.

Medtronic

Complete multifactor authentication by SMS.

Enter your phone number below to receive a verification code via SMS text message.

SMS  
 Voice Call

United States

PHONE NUMBER

+1 65 [redacted] 318

ENTER VERIFICATION CODE:

3 [redacted] 8

Activate

Resend

You will be brought to the **User Profile** page.

The registration of your email for a Medtronic account is successful.

Medtronic | Profile Management

English (English) | Lori

### User Profile

Personal information

FIRST NAME	LAST NAME	COUNTRY	
L [redacted]	T [redacted]	United States	<button>Edit</button>

EMAIL ADDRESS (LOGIN)

L [redacted] .com Edit

Privacy statement

Password

PASSWORD REQUIREMENTS

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A special character

LAST CHANGED

Aug 15, 2022

CURRENT PASSWORD

NEW PASSWORD

Extra verification

Extra verification helps protect your Medtronic account by sending you a one-time authentication code to use when signing in. You can set up one or more methods for receiving codes.

EMAIL AUTHENTICATION

L [redacted] .com Enabled

PHONE AUTHENTICATION

xxx-xxx-3318 Remove

Now, you **must request access** to the **Supplier Essentials** User Group by submitting information by way of a form.

Go to <https://www.medtronic.com/SupplierEssentials>

Please re-authenticate as a non-employee, if required, by providing your Medtronic ID and Password.

**Enter** the required (\*) and requested information then **submit** the form.

Note: This form will be sent to the **Supplier Essentials admin team** to have your email address added to the user access group for **Supplier Essentials** specifically.



## Supplier Essentials Log-in error

You currently do not have access to log in to the Medtronic Supplier Essentials site.

Please fill out this form to request access.

*Indicates a required field\**

First name\*

Last name\*

Title / role\*

Email address\*

Supplier company name\*

Supplier ID

Main point of contact at Medtronic\*

Medtronic region\*

Does your company provide Direct Materials and/or Indirect Services to Medtronic?

Please select\*

Comments

Country / region\*

I agree to receive emails from Medtronic.\*

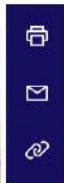
Please select

I have read and agree with the Terms and Conditions\* [🔗](#)

Your information will be used and protected in accordance with our [privacy statement](#) [🔗](#)

**Submit**

You will be brought to the **Thank you** page and you will receive an **email acknowledging your submission** requesting your user ID is added to the **Supplier Essentials** User Group.



## Thank you


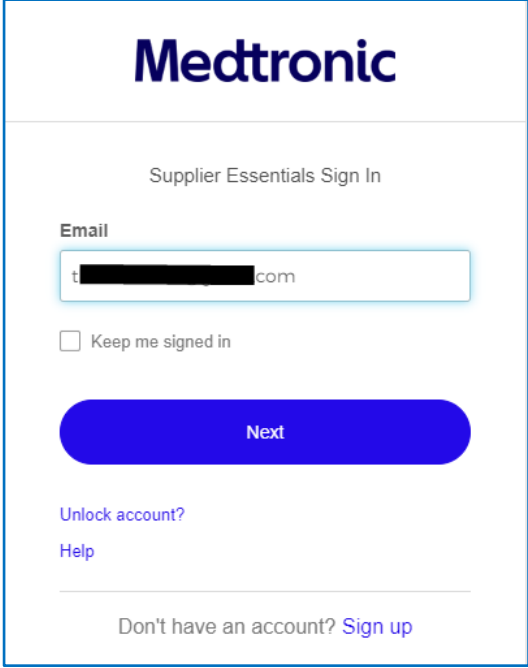
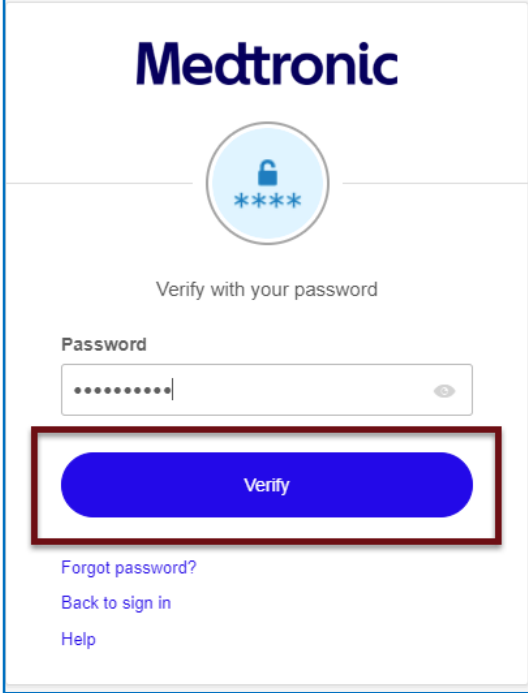
Your request has been submitted. If you have not received confirmation that access has been granted within 48 hours, please email [rs.supplieressentials@medtronic.com](mailto:rs.supplieressentials@medtronic.com) for status.

**\*Important!** If you do not receive an email back from the **Supplier Essentials** Team confirming you have been added to the **Supplier Essentials** User Group within 48 hours, please email [rs.SupplierEssentials@medtronic.com](mailto:rs.SupplierEssentials@medtronic.com) for a status.

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# How to log into Supplier Essentials with an existing Medtronic account

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<p>Go to <b>Supplier Essentials</b>.</p>	<p>Go to <a href="https://www.medtronic.com/SupplierEssentials">https://www.medtronic.com/SupplierEssentials</a></p>
<p>Click on <b>Sign-in for Non-Employees</b>.</p>	 <p>The screenshot shows the Medtronic logo at the top. Below it are two buttons: 'Sign-in for Employees' and 'Sign-in for Non-Employees'. The 'Sign-in for Non-Employees' button is highlighted with a red rectangular border.</p>
<p>Enter your registered <b>Email</b> and click <b>Next</b>.</p>	 <p>The screenshot shows the 'Supplier Essentials Sign In' page. It features an 'Email' input field with a redacted email address ending in '.com'. Below the input field is a checkbox labeled 'Keep me signed in'. A large blue 'Next' button is highlighted with a red rectangular border. At the bottom, there are links for 'Unlock account?', 'Help', and 'Don't have an account? Sign up'.</p>
<p>Enter your <b>Password</b> and click <b>Verify</b>.</p>	 <p>The screenshot shows the password verification page. It features a password input field with a redacted password. Below the input field is a large blue 'Verify' button, which is highlighted with a red rectangular border. At the bottom, there are links for 'Forgot password?', 'Back to sign in', and 'Help'.</p>

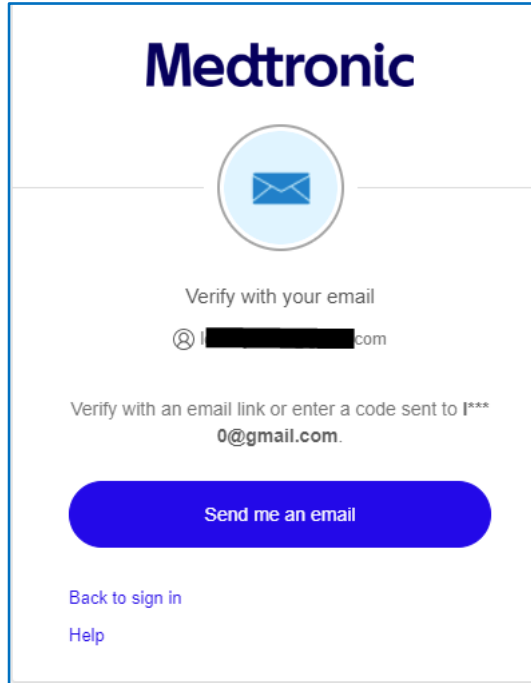
System message indicates you are being signed in.



**Multi-factor authentication process required when logging into Supplier Essentials**

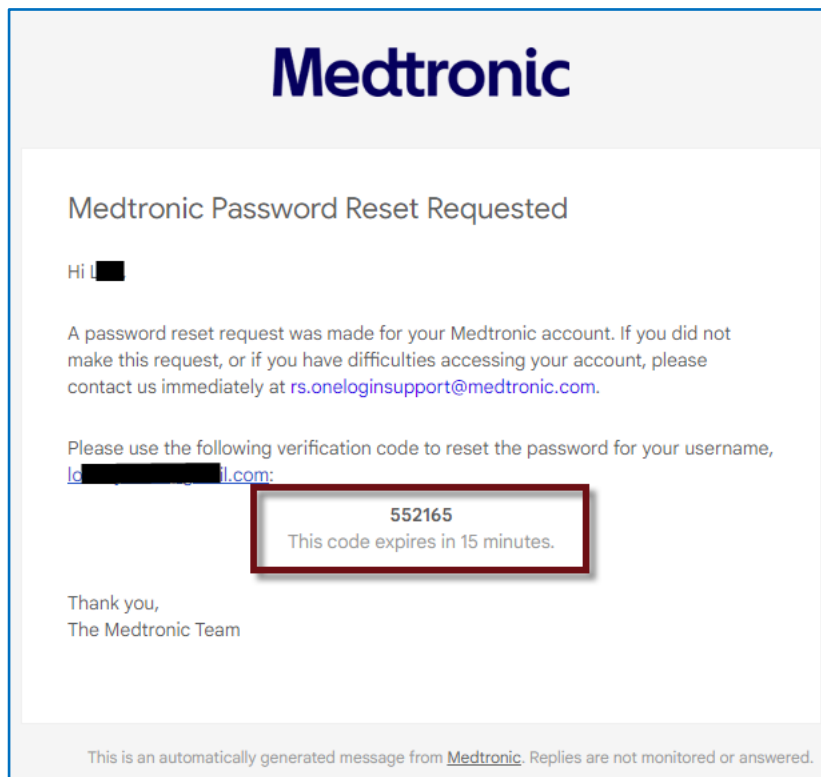
At times you will be prompted to complete the verification process by email or by phone (depending on your account setup).

When prompted, click on **Send me the code / end me an email.**



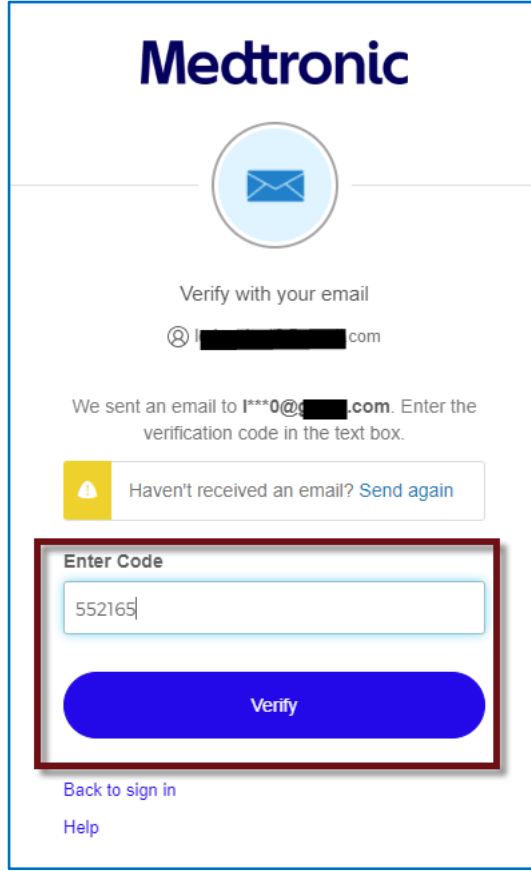
A message with a verification code will be sent to your email or phone.

Go to your email or phone to obtain the verification code.

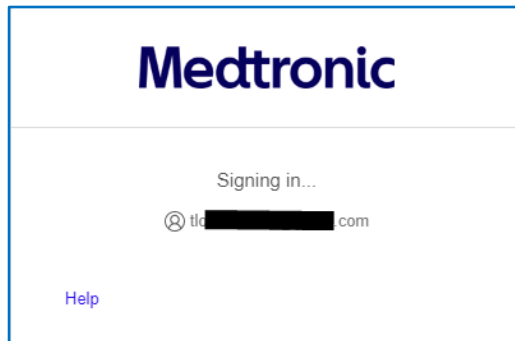




Enter the verification code and click **Verify**.

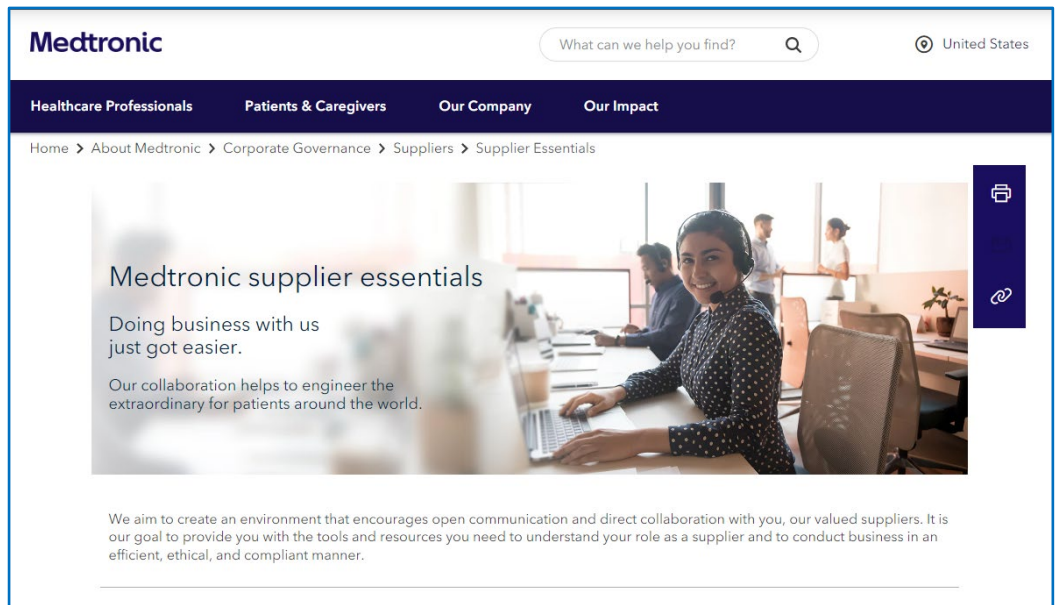


System message indicates you are being signed in.



When your account has been verified, you will be taken to the **Supplier Essentials** portal.


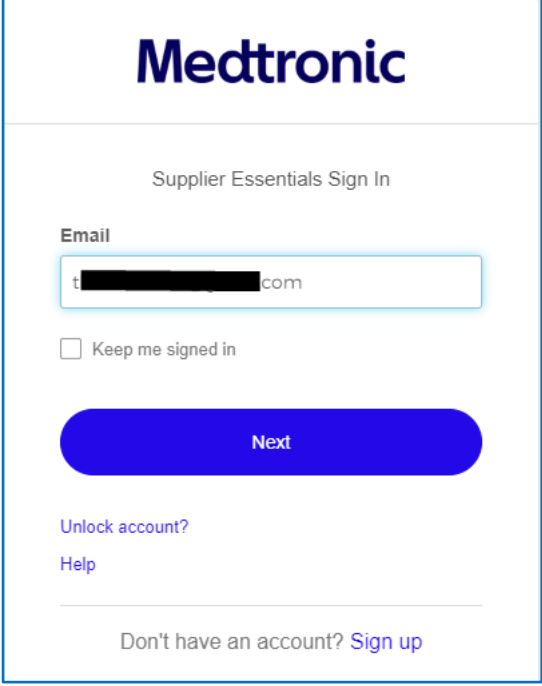
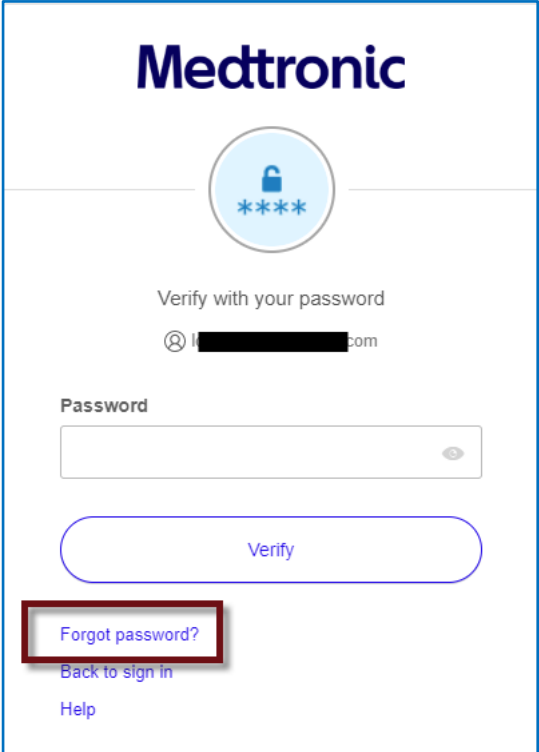
Login successful.



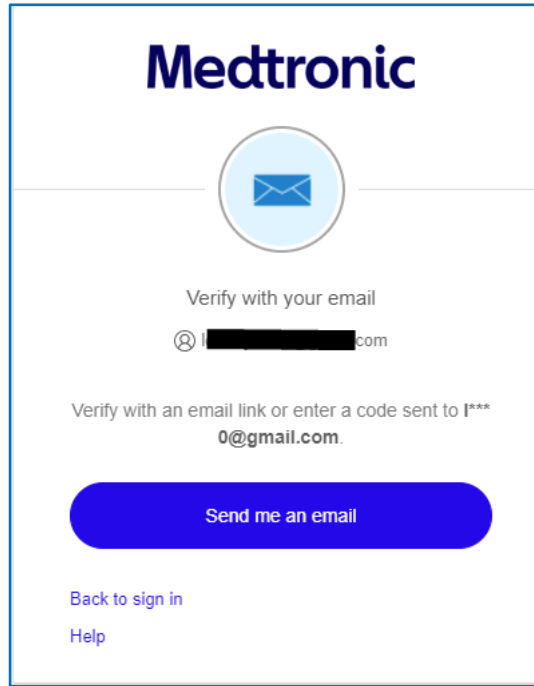
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# How to reset the password for a registered Medtronic account

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<p>Go to <b>Supplier Essentials</b>.</p>	<p>Go to <a href="https://www.medtronic.com/SupplierEssentials">https://www.medtronic.com/SupplierEssentials</a></p>
<p>Click on <b>Sign-in for Non-Employees</b>.</p>	 <p>The screenshot shows the Medtronic logo at the top. Below it are two buttons: 'Sign-in for Employees' and 'Sign-in for Non-Employees'. The 'Sign-in for Non-Employees' button is highlighted with a red rectangular box.</p>
<p>Enter your <b>Email</b> and click <b>Next</b>.</p>	 <p>The screenshot shows the Medtronic logo and the text 'Supplier Essentials Sign In'. Below this is an 'Email' field containing a redacted email address followed by '.com'. There is a checkbox for 'Keep me signed in' which is unchecked. A blue 'Next' button is prominent. Below the button are links for 'Unlock account?' and 'Help'. At the bottom, there is a link for 'Don't have an account? Sign up'.</p>
<p>Click <b>Forgot password?</b></p>	 <p>The screenshot shows the Medtronic logo and a padlock icon with '****' below it. The text 'Verify with your password' is displayed above an email field containing a redacted address followed by '.com'. Below the email field is a 'Password' field with a toggle icon. A blue 'Verify' button is centered below the password field. At the bottom left, the 'Forgot password?' link is highlighted with a red rectangular box. Other links include 'Back to sign in' and 'Help'.</p>

Enter your registered email address and click on **Send me an email**.

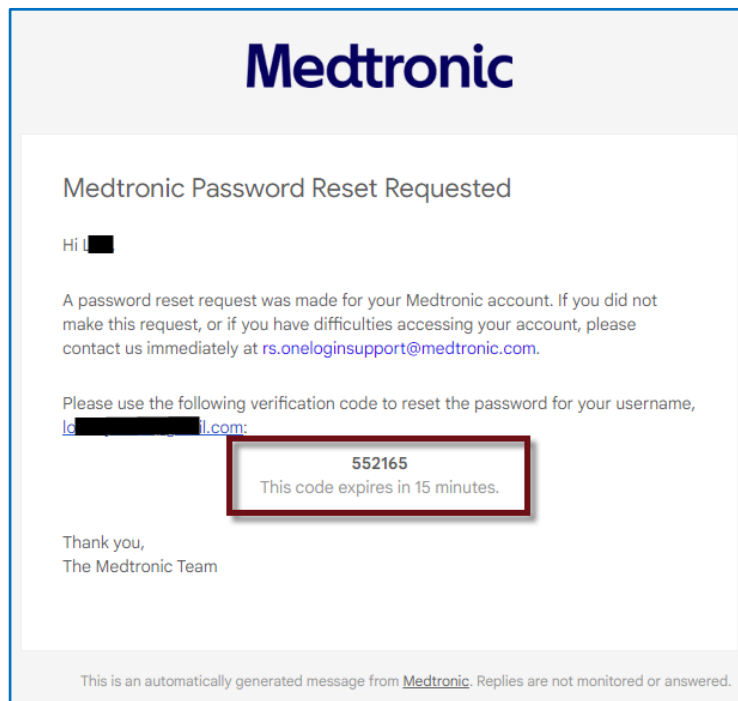


The screenshot shows the Medtronic logo at the top. Below it is a blue envelope icon in a circle. The text reads: "Verify with your email" followed by a redacted email address ending in ".com". Below that, it says "Verify with an email link or enter a code sent to I\*\*\*0@gmail.com." A large blue button labeled "Send me an email" is centered. At the bottom, there are links for "Back to sign in" and "Help".

You will receive a **Medtronic Password Reset Requested** email.

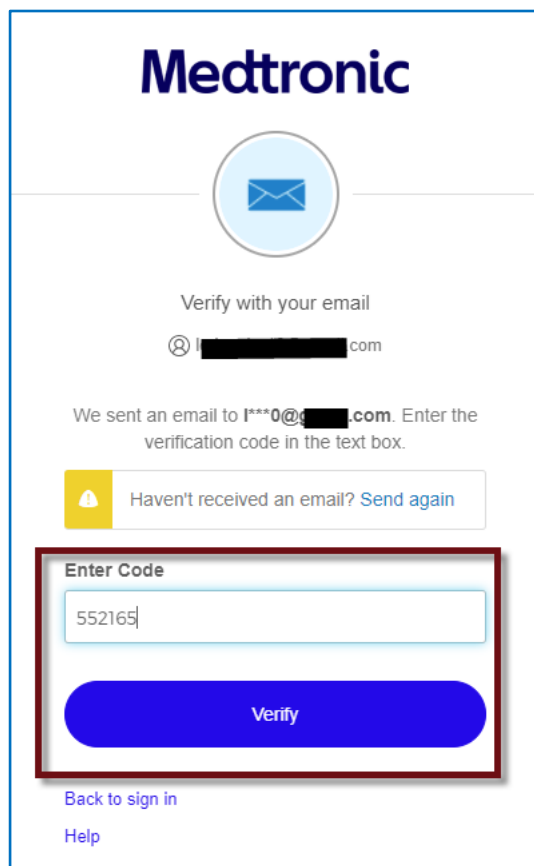
Copy or note the **verification code** provided.

**Note:** The code expires in 15 minutes.



The screenshot shows an email from Medtronic with the subject "Medtronic Password Reset Requested". It starts with "Hi [redacted]". The body text says: "A password reset request was made for your Medtronic account. If you did not make this request, or if you have difficulties accessing your account, please contact us immediately at [rs.oneloginsupport@medtronic.com](mailto:rs.oneloginsupport@medtronic.com)." It then says: "Please use the following verification code to reset the password for your username, [\[redacted\]@medtronic.com](mailto:[redacted]@medtronic.com):" followed by a red box containing the code "552165" and the text "This code expires in 15 minutes." The email ends with "Thank you, The Medtronic Team" and a footer: "This is an automatically generated message from Medtronic. Replies are not monitored or answered."

Enter the verification code and click **Verify**.



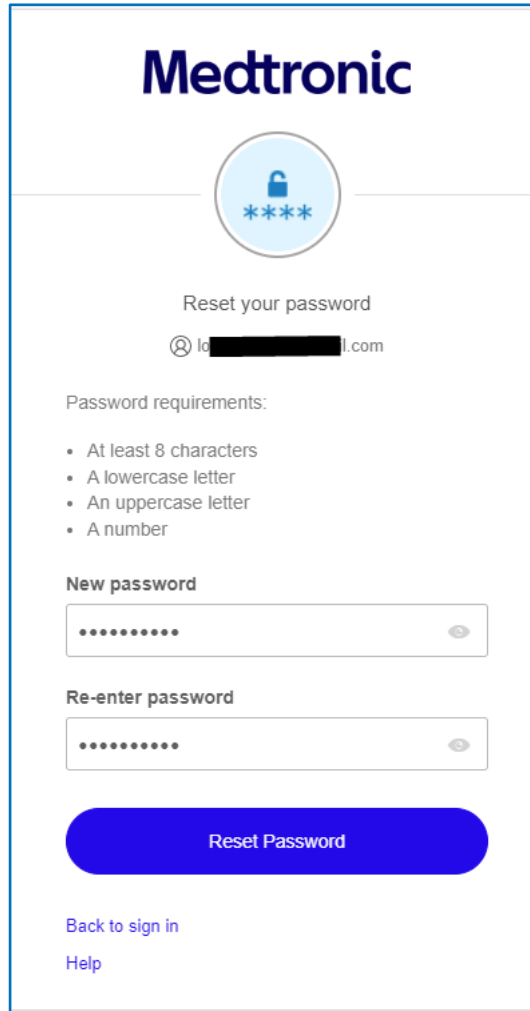
The screenshot shows the Medtronic logo at the top. Below it is a blue envelope icon in a circle. The text reads: "Verify with your email" followed by a redacted email address ending in ".com". Below that, it says "We sent an email to I\*\*\*0@[redacted].com. Enter the verification code in the text box." There is a yellow warning icon and a button that says "Haven't received an email? Send again". Below that is a text input field labeled "Enter Code" containing the code "552165". A large blue button labeled "Verify" is centered below the input field. At the bottom, there are links for "Back to sign in" and "Help".

Complete the **New password** and **Repeat password** fields.

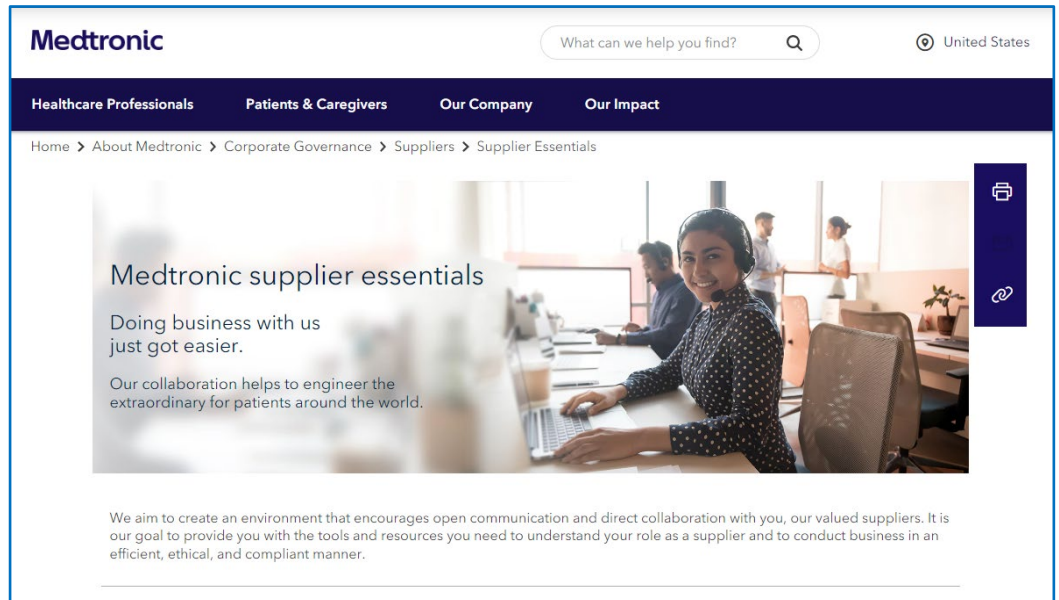
Click **Reset Password**.

**Note:** You may not reset the password to one that has been previously used. If you attempt to reuse a previous password, you will receive an error message.

**Note 2:** Be sure to adhere to the password requirements listed on the screen.



Once your password is reset, you will be taken into the **Supplier Essentials** portal.



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## Troubleshooting errors

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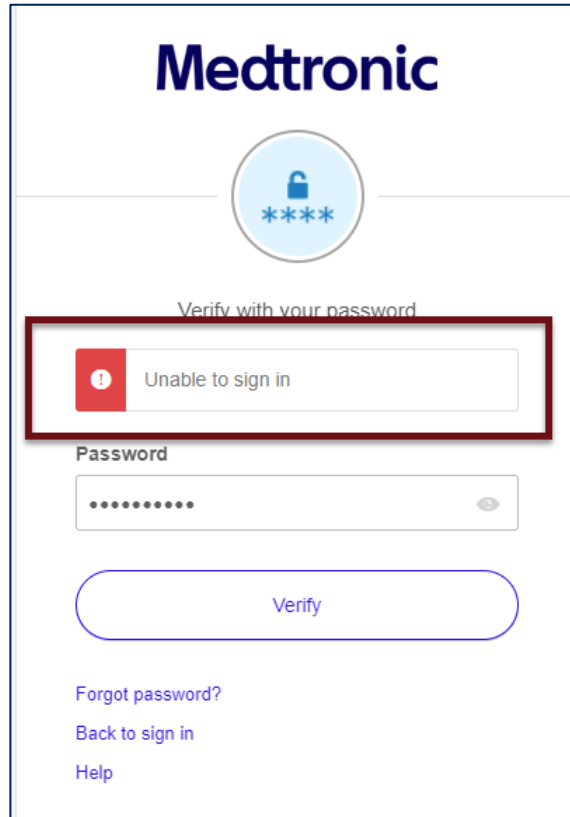
### Error: Unable to sign into Medtronic account

If you attempt to log into Medtronic with an email address is not registered for a Medtronic account, then you will receive the “Unable to sign in” error message.

**Resolution:** Follow the steps for [How to self-register for a new Medtronic account](#).

Once completed, send an email to the **Supplier Essentials** admin mailbox to request your email address added to the user access group.

[rs.supplieressentials@medtronic.com](mailto:rs.supplieressentials@medtronic.com)

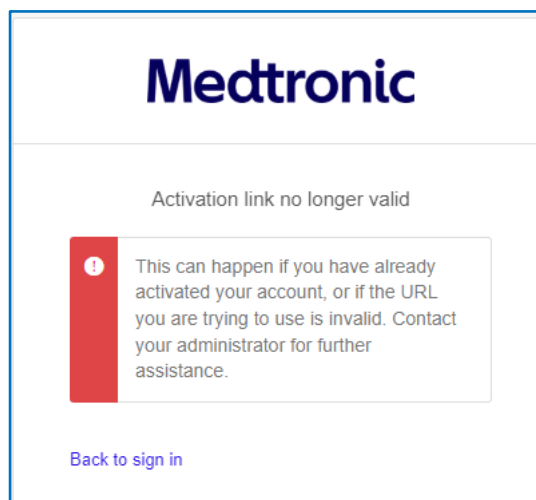


Note: Requests to add your email to the **Supplier Essentials** user access group may be sent to [rs.supplieressentials@medtronic.com](mailto:rs.supplieressentials@medtronic.com).

### Error: Activation link to longer valid

If you have already activated your account, the link is no longer valid.

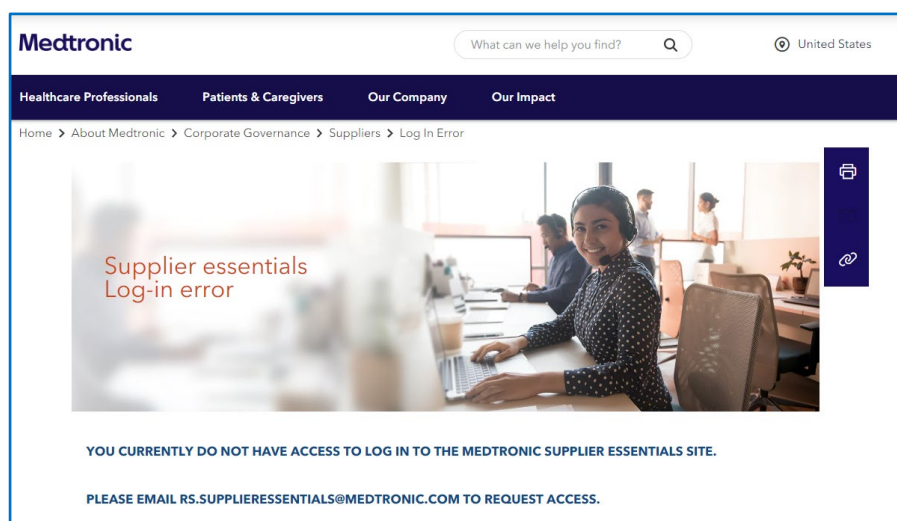
**Resolution:** Click on **Back to sign in** and log into your account using the password that you already set up.



### Error: Supplier Essentials Log-in error

Your email address has not been added to the user access group for the **Supplier Essentials** portal.

**Resolution:** Send an email to the **Supplier Essentials** admin team to request your email address added to the user access group.

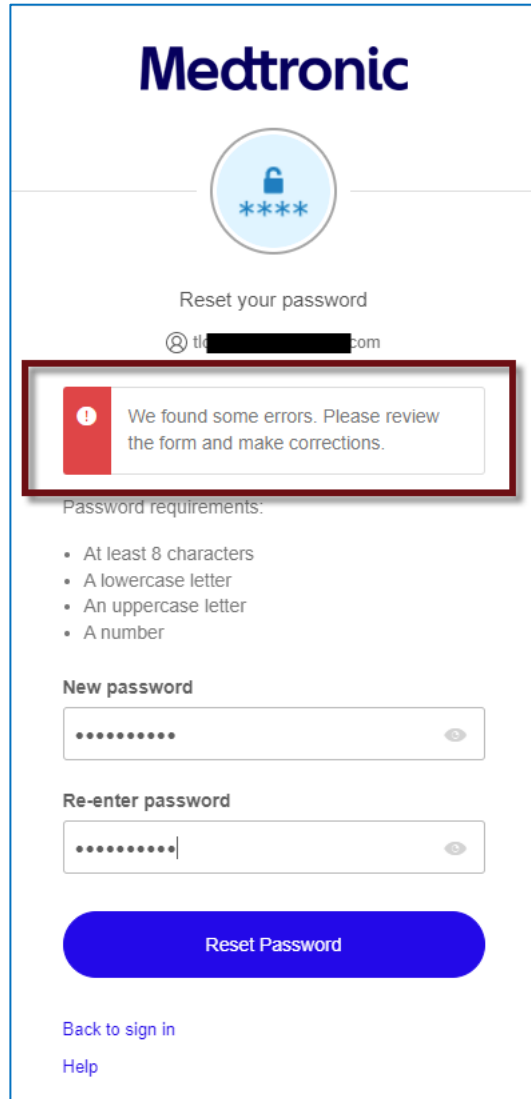


Note: Requests to add your email to the **Supplier Essentials** user access group may be sent to [rs.supplieressentials@medtronic.com](mailto:rs.supplieressentials@medtronic.com).

**Error: Found errors when resetting the password**

If you attempt to reset your password to one that you have previously used - or - if the new and re-entered password do not match, you will receive an error message with direction to review the form and make corrections.

**Resolution:** Enter a new password and re-enter the password, selecting one that has not been used before with your email address.



The screenshot shows the Medtronic password reset interface. At the top is the Medtronic logo. Below it is a circular icon with a lock and four asterisks. The text "Reset your password" is centered. Below that is an email address field with a red circle icon and the text "td [redacted] .com". A red-bordered box highlights an error message: "We found some errors. Please review the form and make corrections." Below the error message, the text "Password requirements:" is followed by a bulleted list: "At least 8 characters", "A lowercase letter", "An uppercase letter", and "A number". There are two password input fields: "New password" and "Re-enter password", both with red dots for characters and a red eye icon for visibility. A blue "Reset Password" button is at the bottom. At the very bottom, there are links for "Back to sign in" and "Help".

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## Frequently asked questions

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### What is multi-factor authentication?

Multi-factor authentication (MFA) is a security technology that requires multiple authentication methods from independent categories of credentials to verify a user's identity for a login or other transaction. Multi-factor authentication is a core component of an identity and access management framework.

### How do I register for a new Medtronic MFA account?

Go to <https://www.medtronic.com/SupplierEssentials>, click on **Sign-in for Non-Employees**, and follow the prompts to create a new account. See detailed instructions in the "[How to self-register for a new Medtronic account](#)" section.

### Do I need to notify the **Supplier Essentials** administrative team when I register a new email for an MFA account?

Yes. Please send an email to [rs.supplieressentials@medtronic.com](mailto:rs.supplieressentials@medtronic.com) once you have successfully registered your business email address for a MFA account so that it may be added to the approved user-group for access to **Supplier Essentials**.

### If I already have an account for another Medtronic system or portal, do I need to re-register my email address for a new one?

No. If you already have a registered account, you should be able to log into **Supplier Essentials** with the same email and password.

### Does registering for a Medtronic account for **Supplier Essentials** grant me access to other Medtronic systems and portals?

No. Access to other Medtronic systems and portals, like Supplier Network Collaboration (SNC), Supplier Change Requests (SCR), or Tool Management, are managed separately. Please request access to those other systems and portals from the separate contact listed for each application on the related Supplier Essentials section. You may continue to receive invitations to participate in programs or access specific Medtronic collaboration tools independent from Supplier Essentials (e.g. Supplier SUCCESS, Supplier Change Request, etc.).

### May I set up a shared mailbox when registering for a Medtronic account?

No. We are not currently accepting shared mailboxes for access to **Supplier Essentials**.

### May I set up a personal email that is not a company email address when I register for a new account?

No. The email address on the Medtronic account must be associated by the official business on record.

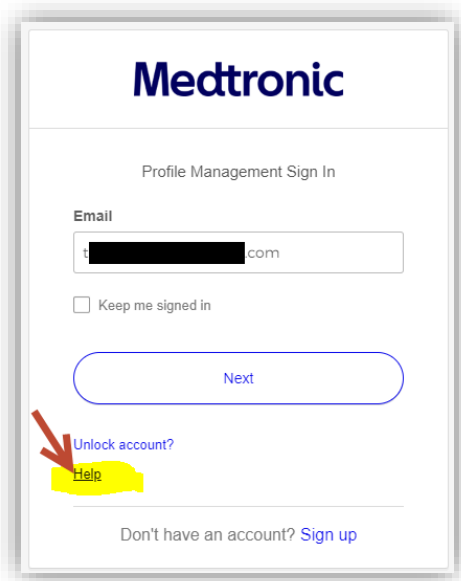
**Are we able to add multiple users to access the system from one supplier company or are we only granted one user?** You are welcome to have multiple teammates from your company register for a Medtronic account (Medtronic user ID and password) and request access the Supplier Essentials Portal. All individuals must follow the steps outlined in the "How to self-register for a new Medtronic account" section of this guidance document if they do not already have a Medtronic multi-factor authentication account.

### Who do I contact for questions on the new **Supplier Essentials** portal?

If your question is not answered in the FAQs or How-To instructions in this guidance document, then you may send an email to [rs.supplieressentials@medtronic.com](mailto:rs.supplieressentials@medtronic.com).


### Who should I contact for help with the MFA account?

Click on **Help** in the account sign-in window or send an email to [rs.oneloginsupport@medtronic.com](mailto:rs.oneloginsupport@medtronic.com)



### How do I navigate between pages?

Many links are outside of the main **Supplier Essentials** section and will open in another browser tab. This means it is easy to click back onto the **Supplier Essentials** tab if needed. When links do not open in a separate tab, you should be able to use the breadcrumb navigation trail at the top of the page to navigate back to the **Supplier Essentials** home page or to use the browser back button.

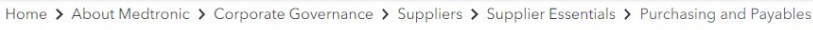


Home > About Medtronic > Corporate Governance > Suppliers > **Supplier Essentials** > Purchasing and Payables

The screenshot shows a horizontal breadcrumb trail at the top of a page. The trail consists of several links separated by chevron symbols. The link 'Supplier Essentials' is highlighted with a red oval, indicating it is the current page.

### How do I navigate within a page?

Many pages have expandable and collapsible sections. You can expand or collapse an individual section by clicking on the "+" or "-" respectively. Alternatively, you can "Expand All" or "Collapse All" if that option is available on the page.



Home > About Medtronic > Corporate Governance > Suppliers > **Supplier Essentials** > Purchasing and Payables

The screenshot shows the top of a page with a breadcrumb trail. Below the trail is a large banner image of a modern office interior. The text 'Medtronic supplier essentials' and 'Purchasing and payables' is overlaid on the image. Below the banner is a paragraph of text: 'We maintain a wide range of applications and programs designed to expedite on-time purchase, delivery, invoice issuing and payments.' At the bottom left, there are two expandable sections: '+ Ariba® Network\*' and '+ Logistics portal'. At the bottom right, there is a red oval button labeled 'Expand All'. On the right side of the page, there is a dark blue vertical sidebar with a white icon of a document and a white icon of a link.

Medtronic supplier essentials

Purchasing and payables

We maintain a wide range of applications and programs designed to expedite on-time purchase, delivery, invoice issuing and payments.

+ Ariba® Network\*

+ Logistics portal

Expand All