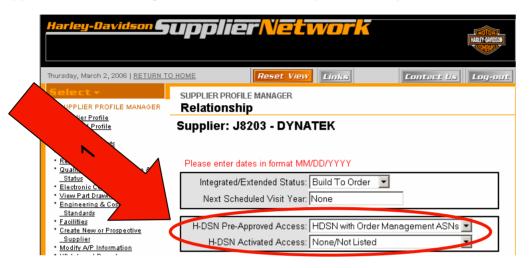
## Activation & Training of Suppliers on <a href="https://www.h-dsn.com">www.h-dsn.com</a>

Follow the steps below to complete activation & training of your suppliers on H-DSN.

## Step 1:

SCA,SCS, SBA or Buyer Planner verifies supplier is pre-approved for H-DSN access.

- Approval status is found in the SPM Relationship page.
- If approval status change is needed, email request to Kelly Barbara.



## Step 2:

SCA, SCS, SBA or Buyer Planner instructs supplier to register online using the Public Menu on <a href="https://www.h-dsn.com">www.h-dsn.com</a>. The menu item is called Registration/Activation & Training.

- Supplier will enter a valid Supplier ID and select an activation date to register.
- Note the registration process is typically completed in less than 5 days.



## Step 3:

The supplier will receive an email confirmation with a user name and password following activation and set up. The supplier is now capable of self training, setting up additional users and utilizing the functionality on H-DSN.

Tutorials are provided on H-DSN for self training on all of the applications.

Updated: May 2006