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## **SMRC Supplier Portal Access Guide**

Obtain an ID, Establish a Password and Login



- **Accessing SMRC Supplier Portal**
- **Login Process**
- **Obtain an ID and Password, Registering new company**
- **Reset a forgotten ID or Password**

The following guide is designed to help suppliers learn how to **register** a new company or supplier security administrator (SSA), **obtain** an ID for an existing company, **reset** a forgotten ID or password, and **access** the supplier portal.

# Accessing SMRC Supplier Portal



- Visit SMRC's public website **www.smrc-automotive.com** and select Suppliers from the top menu
- Please click on the link **SMRC Supplier Portal** located in the heading Login to SMRC Supplier Portal and paragraph starting with Already a SMRC Automotive Supplier



Our Purchasing team has the mission of buying at the most competitive price, reducing costs and improving quality, working with global and local suppliers in all the regions where we operate.  
We have implemented effective processes to comply with our quality, cost effectiveness and performance standards in order to build sustainable relationships with our Suppliers.

#### Purchase Terms & Conditions

Please download here the SMRC Purchase Terms & Conditions: [SMRC Purchasing T&C](#)

#### SMRC Supplier Portal Access Guide

Please download here the SMRC Supplier Portal Access Guide: [SMRC Supplier Portal Access Guide](#)

#### Login to SMRC Supplier Portal

You are already a SMRC supplier with valid long ID and password and you want to access the SMRC Supplier Portal.  
Please click here: [SMRC Supplier Portal](#)

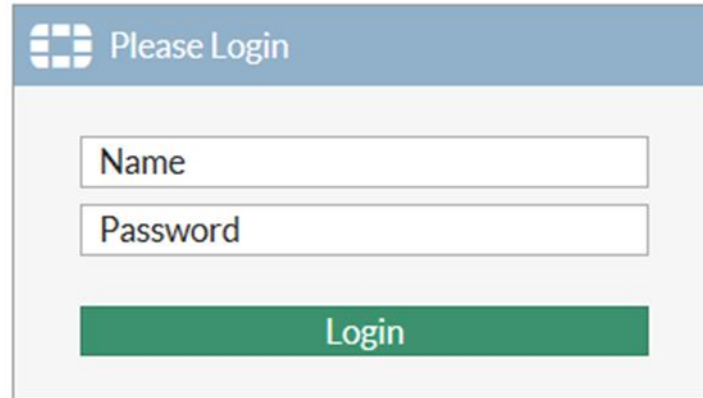
#### Registration for SMRC Suppliers

You are already a SMRC Supplier and you want to register to get access to the SMRC Supplier Portal. To retrieve an ID, reset a password or register to access the Supplier Portal, please click here to send your request: [Supplier Request](#)



# Supplier Portal: Login process

- Enter your ID and Password, click Login button

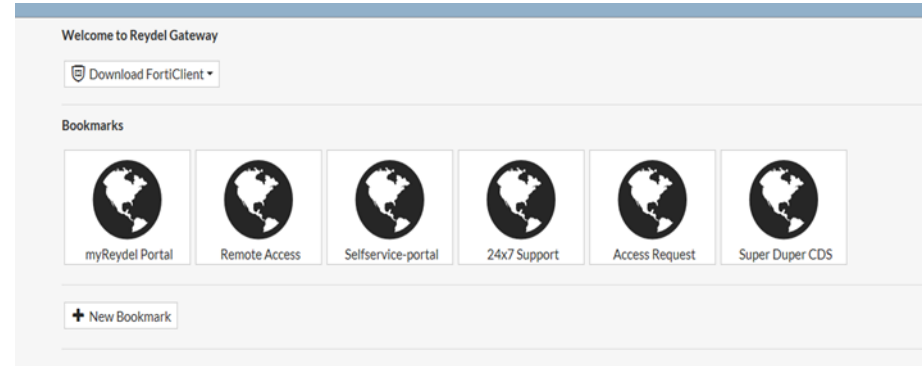


The image shows a login form with a blue header bar containing a grid icon and the text "Please Login". Below the header are two input fields: "Name" and "Password". At the bottom of the form is a green button labeled "Login".

# Supplier Portal: Login process

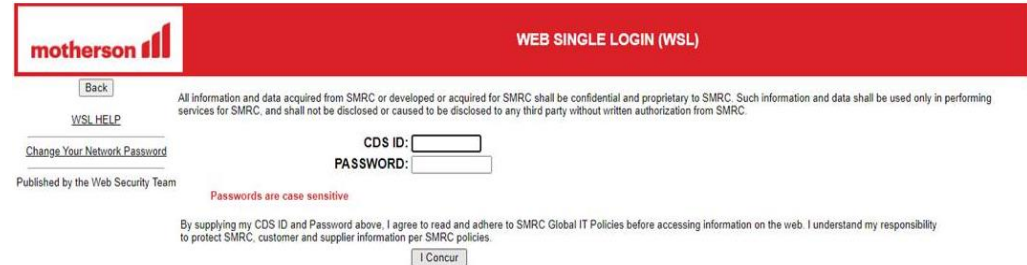


- Once logged in, click on “MyReydel portal”



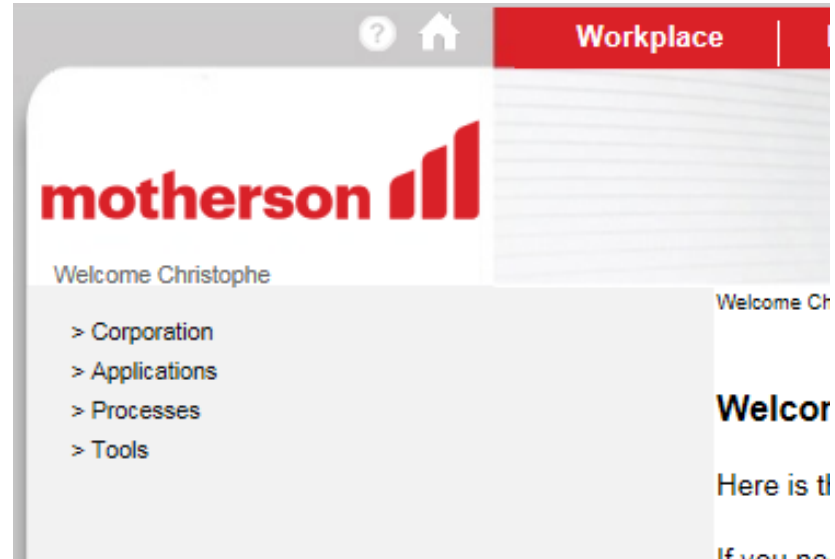
- New window will be open
- Re-enter your ID and Password and select “I Concur” button

- For security purposes, you will be prompted each 90 days to change your password



# Supplier Portal: Login process

- You will see the Supplier Portal
- Once logged in the portal, use the menu on the left side to access documents and applications



# Obtaining an ID

- In order to obtain a new ID, please send e-mail with following information to the SMRC SSA mailbox [rspsecur@smrc-automotive.com](mailto:rspsecur@smrc-automotive.com)
- Company name
- Is it new company or existing one that has already access
- If new company, you will be asked for more company details
- First name
- Last name
- Phone
- Email address
- With each new registration you must agree with the supplier terms and conditions published on the <http://www.smrc-automotive.com/suppliers/>

# Reset forgotten ID or password



- In order to reset forgotten password, or enable forgotten or expired ID, please send e-mail with following information to the SMRC SSA mailbox [rspsecur@smrc-automotive.com](mailto:rspsecur@smrc-automotive.com)
- Company name
- Your SMRC ID you have trouble with
- First name
- Last name
- Phone
- Email address







**Thank you.**

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