

### Getting a Userid and Password

1. ALLETE will register you to the Oracle System

You will receive an e-mail notification of your registration with the ALLETE Supplier Collaboration Network (SCN). The e-mail will be “From: P1 Oracle Applications”. (The example below is a bit different as it is an example from our test system)

- Click [log on](#). This link will take you to the log on page. (logging on is covered in section 3 “viewing bid documents”)
- Make note of your userid and password contained in the e-mail.



HINT: You may want to Copy (ctl-c) the password, so it's easy to enter into the log on page (make sure no spaces, or the period, as the password is at the end of the sentence).

Note: The notifications could be blocked by your system. Please add “Minnesota Power P1 Oracle Applications” as a trusted site.

## Getting a Userid and Password

Questions: [iSupplierinquiries@allete.com](mailto:iSupplierinquiries@allete.com)

✉ FYI: ALLETE, Inc. Supplier Collaboration Network: Confirmation of Registration - Message (HTML) (Read-Only)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward [Icons]

From: X9 Oracle Applications [nobody@dev11.mnpower.com] ←

To: GABE ATKINSON

Cc:

Subject: FYI: ALLETE, Inc. Supplier Collaboration Network: Confirmation of Registration ←

Attachments: Notification Detail.html (449 B)

To **GABE ATKINSON**  
Sent **20-JAN-2011 15:00:58**  
ID **609930**

You have been registered at ALLETE, Inc. for access to their supplier collaboration network. You can [log on](#) with the username GABE@GABESCHEWTOYS.COM and the password P1F629D. ←

When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information. ←

Thank you.



HINT: Bookmark or Favorite the log on page web address for quick reference!!! This userid and password will be used for all sourcing events you are invited to in the future! <https://partner.allete.com/>

- Enter your e-mail as your username
- Enter the password you received on your initial registration notification. The first time you login to the system, you will need to change your password.
- Click
- Suppliers can have multiple user names and passwords but notifications for purchase orders will need to go to one address. We recommend a “front office” type email address like `abcsupplier@supplier.com`.

ALLETE

\*User Name   
(example: michael.james.am10)

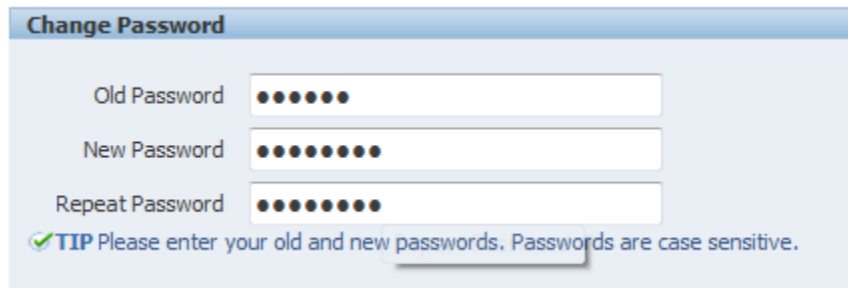
\*Password   
(example: 4!99v23)

[Login Assistance](#)

Accessibility

Select a Language:  
English

- The first time you log on, you will need to change your password. Enter the temporary password provided in the registration e-mail you received. NOTE: It is a system generated password, and therefore may contain some unique characters. It may work best to copy (ctl-c) the password from your registration e-mail. Then paste (ctl-v) the password into the password field.
- Enter a new password. NOTE: Must be at least 6 characters long, must NOT start with a number, but must contain a number.
- Re-enter your new password.
- Click




**Change Password**

Old Password

New Password

Repeat Password

 **TIP** Please enter your old and new passwords. Passwords are case sensitive.

## Getting a Userid and Password


Questions: [iSupplierinquiries@allete.com](mailto:iSupplierinquiries@allete.com)

Enterprise Search   Search Results Display Preference



Logged In As **ABCSUPPLIER@ABCSUPPLIER.COM**

[Oracle Applications Home Page](#)

### Main Menu

- ALT iSupplier User
  - Home Page** 
- ALT Sourcing Supplier

### Worklist

From	Type	Subject	Sent	Due
There are no notifications in this view.				
	TIP	Vacation Rules		
- Redirect or auto-respond to notifications.				
	TIP	Worklist Access		
- Specify which users can view and act upon your notifications.				

Click on the ALT iSupplier User Home Page. Under the Worklist, you will see notifications for your company.