

Supplier Quick Reference

Supplier Totality Registration and Access

ACCESS:

Totality Extranet Website: <https://totalitygateway.jnj.com/tpextranet/>

REMINDER: *Internet Explorer* must be the Internet Browser to Access/Login to Totality

SUPPLIER TRAINING:

Training dates & logistics can be downloaded from the following link on the Extranet Login page:

* [Training Materials](#) Zip (.zip) Format.

REGISTRATION:

- Download the “User Registration Request Form” (.xls file) from the following link on the Login Page
* [User Registration Request Form](#) in Zip (.zip) Format

Supplier Name	Supplier Number	E-mail Address	Your First Name	Your Middle Initial	Your Last Name	Title	Your Business
Required Validation: must be alphanumeric.	Required Validation: must be numeric	Required Validation: must be alphanumeric.	Validation: must be alphanumeric.	Optional Validation: must be alphanumeric.	Required Validation: must be alphanumeric.	Required Validation: must be alphanumeric.	Required Validation: must be alphanumeric.
Enter Information Below:							

- Complete all “Required” fields

NOTES:

- Multiple users can register for one Supplier and be submitted on the same Registration Form
- “*Supplier Number*” is required and can be obtained from the J&J Purchase Order (PO)
- Supplier Administrator* role – Provides the User with the ability to access all PO activity for that Supplier number. Recommend at least one User from a Supplier be registered with this role.

- Submit the Registration Form to support team by following below steps:
 - Please contact Support by calling the IRIS helpdesk at 1-855-561-4747
 - Please enter the WWID: External users press 0
 - Choose Option 4 for Business Application Support. This will connect you to helpdesk assistant.
 - Talk to helpdesk assistant to create a ticket for “TOTALITY”

Note: If you need to attach a file, please mention you have an attachment and the Helpdesk will guide you appropriately.

- Registration may take up to 5 business days to process
4. Temporary Password Notification: Each newly registered User will receive a confirmation email from TG@PRDUS.jnj.com with a Temporary Password for initial Login.

REMINDER: Supplier system firewalls must allow emails from TG@PRDUS.jnj.com

LOGIN and ACCESS:

1. Go to Totality Extranet website and enter required information on Login Screen:
 - User Name = Registration eMail address
 - Password = *Temporary* Password (first time and re-activated users)



The screenshot shows the login interface. On the left is a vertical banner with the word 'LOGIN' in red. The main form has two input fields: 'User Name:' and 'Password:' (with '(Case Sensitive)' to its right). Below the password field is a yellow 'LOGIN' button. A blue link 'Forgot Your Password?' is positioned below the login button. At the bottom, there are four links: '* [User Registration Request Form](#) in Zip (.zip) Format.', '* [User Guide](#)', '* [Training Materials](#) in Zip (.zip) Format.', and '* [Training Demo](#) in Zip (.zip) Format.'

2. First time and Re-Activated Users will be prompted and required to change the Temporary Password

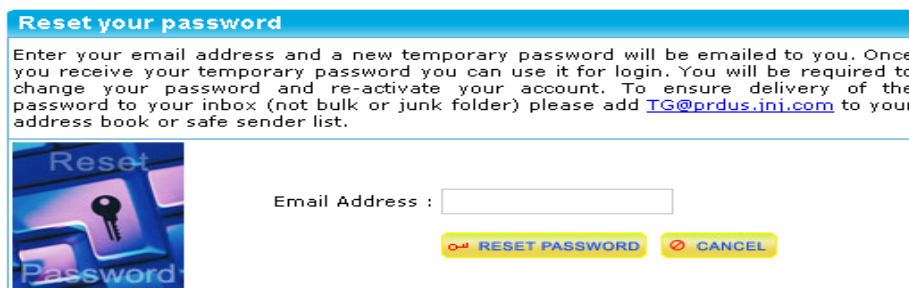


The screenshot shows the 'Change Your Password' form. It includes a blue header, instructions, password requirements, and input fields. The requirements are: must be 8-12 characters, include 3 of 4 character types (upper, lower, numeric, symbols), and be different from the last 5 passwords. The form shows 'Username : abhayd@hcl.in' and three password input fields. A yellow 'CHANGE PASSWORD' button is at the bottom right.

3. Enter required information to change password. Email confirmation sent when password changed
4. Go back to the Login screen and Login with your new password

ACCOUNT RE-ACTIVATION and PASSWORD RESETS

1. From the Login Screen, select the “*Forgot your Password?*” option
2. On the “Reset your Password” screen, enter the Registered Email Address
3. Email confirmation will be sent with a new Temporary Password that must be changed



The screenshot shows the 'Reset your password' form. It has a blue header, instructions, and an email address input field. The instructions state that a temporary password will be emailed and that the user must change it and re-activate their account. The form includes a yellow 'RESET PASSWORD' button and a yellow 'CANCEL' button.