



Microsoft Supplier Code of Conduct Training Platform

Supplier Contact User Guide

Contents

Introduction	2
Completing your role as the supplier contact.....	3
Registering the authorized representative	4
Registering the training manager	7
What if you are NOT the correct supplier contact?.....	10

Introduction

Microsoft expects Suppliers to act ethically and with integrity. Suppliers demonstrate this commitment by complying with our [Supplier Code of Conduct](#) (SCoC) and ensuring that their employees and subcontractors are trained on the SCoC.

You have been identified by Microsoft as the supplier contact for your company. As the supplier contact, you will play a key role in setting up the SCoC training course for your company.

Important If you are not the supplier contact, please skip to "What if you are not the correct supplier contact" to register the correct contact for your company.

As a reminder, Microsoft suppliers must adhere to the following training requirements outlined in the Microsoft SCoC:

- **Suppliers shall administer and track annual SCoC training** to their managers, employees, and agents and ensure that they understand and comply with the contents of the SCoC, the applicable laws and regulations, and generally recognized standards. This includes supplier personnel engaged as External Staff workers who are providing services to Microsoft, who will bill time to Microsoft, or who otherwise work on Microsoft matters. External Staff includes Vendors/Agency Temps (Contractors), Business Guests, and Outsourced Staff.
- **Suppliers must administer and track the annual course completions** through the [Microsoft e-learning training platform](#), a Microsoft-provided third-party platform.

Note The training platform is localized in 26 languages. There is no cost to suppliers for use of this platform.

Completing your role as the supplier contact

As the Microsoft supplier contact for the Microsoft SCoC mandatory training course, your task is to identify the person(s) in your company who have the following roles and then register them for your company.

- **Authorized representative**—This is the person in your company who has the authority to sign contracts with Microsoft on behalf of your company. The authorized representative will take a few minutes to read and sign the attestation statement.
- **Training manager**—This person identifies the employees in your company who must take the SCoC course.

Note If you are authorized to sign contracts on behalf of your company, you can serve as the authorized representative. If you are responsible for training in your company, you can serve as both the supplier contact for the Microsoft SCoC and the training manager.

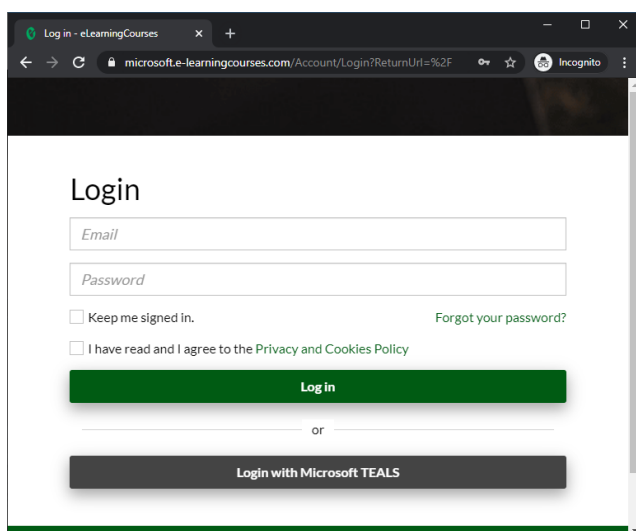
The following pages provide the details you need to quickly register the authorized representative and training manager for your company.

Registering the authorized representative

Follow these steps to register the authorized representative for your company. The authorized representative will be responsible for completing the SCoC attestation statement in the training platform within 30 days of receiving the email notification that is sent when you register them.

1. Identify the authorized representative within your company and tell them you will register them on the [Microsoft provided third party training platform](#).
2. Do the following to register the authorized representative on the training platform.
 - a. Use your account information to login to <https://microsoft.e-learningcourses.com/>.

Your account information for the training platform is provided in an email you received from microsoft@e-learningconsulting.com.

A screenshot of a web browser window showing the login page for 'eLearningCourses'. The browser's address bar displays 'microsoft.e-learningcourses.com/Account/Login?ReturnUrl=%2F'. The page has a dark header and a white main content area. The 'Login' section includes two input fields for 'Email' and 'Password'. Below these fields are two checkboxes: 'Keep me signed in.' and 'I have read and I agree to the Privacy and Cookies Policy'. To the right of the first checkbox is a link that says 'Forgot your password?'. A large green 'Log in' button is positioned below the checkboxes. Below this button is the word 'or' and a dark grey button labeled 'Login with Microsoft TEALS'.

- b. After you have logged in, select the **View Admins** link.

My Groups

Contoso: 123456

View Admins

Tasks to complete:

- Complete Click "View Admins" link above to add an Authorized Representative (AR). An email with instructions is sent to the AR when you add the AR.
- Incomplete Your Authorized Representative must login and agree to the attestation statement.
- Your Training Manager must assign the course to learners annually and track course completion status.

Read the user guides to get step-by-step instructions on how to complete these tasks.



Microsoft Supplier Code of Conduct | Commitment to Integrity

Description: Microsoft expects Suppliers and External Staff to act ethically and with integrity. This commitment to integrity is expressed in the Supplier Code of Conduct.

Suppliers demonstrate this commitment by complying with the Code and

Assign User

Show Users

User Status

Invite Link

Edit

Do you have a LMS?

c. Select the **Add Admin** link.

Microsoft

My Groups

My Courses

Edit Supplier Group - Contoso

Admins

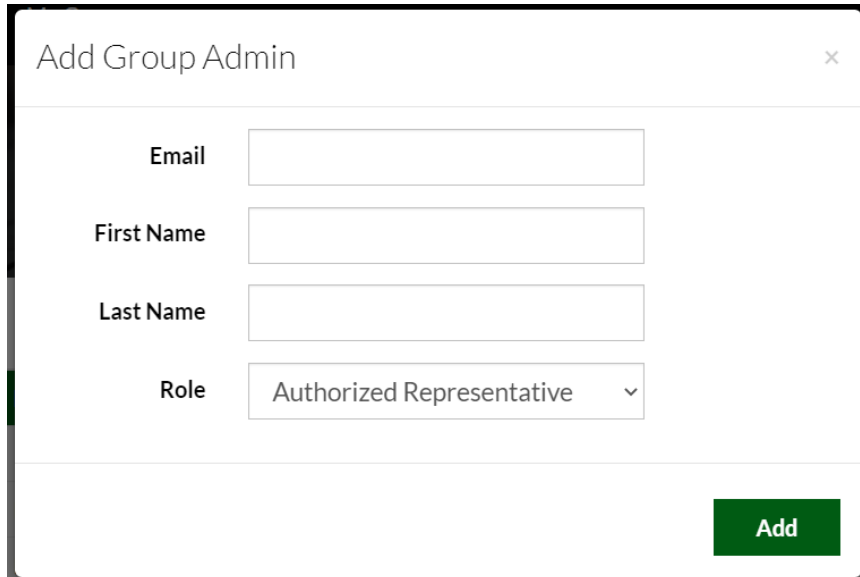
Username

Full Name

Language

Add Admin

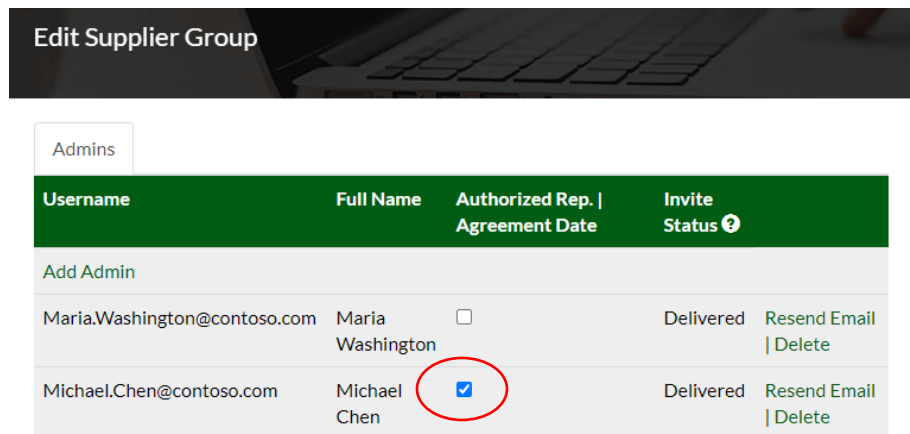
- d. Enter the **name** and **email address** of the authorized representative for your company.



The image shows a modal window titled "Add Group Admin" with a close button (X) in the top right corner. Inside the modal, there are four input fields: "Email", "First Name", "Last Name", and "Role". The "Role" field is a dropdown menu currently showing "Authorized Representative". At the bottom right of the modal is a green button labeled "Add".

Note An email will be sent from microsoft@e-learningconsulting.com to the authorized representative. Remind them to look for the email in their inbox, junk folder or spam folder.

3. After you add the authorized representative, designate that person as the authorized representative by selecting the **check box** next to their name.



The image shows the "Edit Supplier Group" interface. At the top, there is a tab labeled "Admins". Below the tab is a table with the following columns: "Username", "Full Name", "Authorized Rep. | Agreement Date", and "Invite Status ?". There are two rows of data. The first row is for Maria.Washington@contoso.com, Maria Washington, with an unchecked checkbox. The second row is for Michael.Chen@contoso.com, Michael Chen, with a checked checkbox (circled in red). To the right of the table, there are links for "Resend Email" and "Delete" for each row.

Username	Full Name	Authorized Rep. Agreement Date	Invite Status ?
Maria.Washington@contoso.com	Maria Washington	☐	Delivered
Michael.Chen@contoso.com	Michael Chen	☒	Delivered

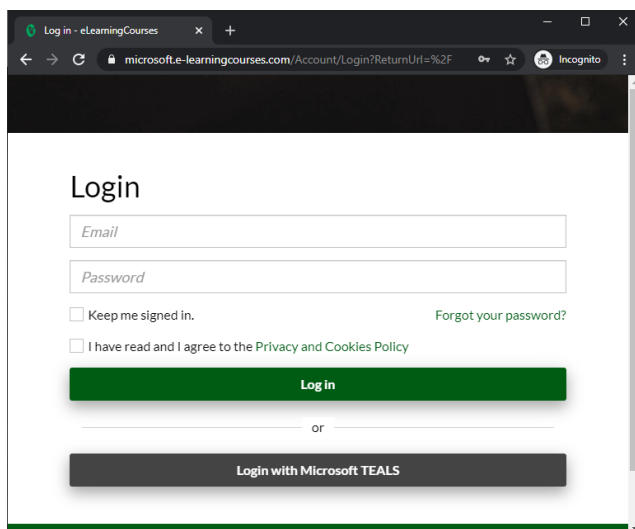
Registering the training manager

Follow these steps to register one or more training managers for your company. The training manager identifies the employees in your company who must take the SCoC course and assigns the course to them. You can serve as both the supplier contact and training manager if you choose.

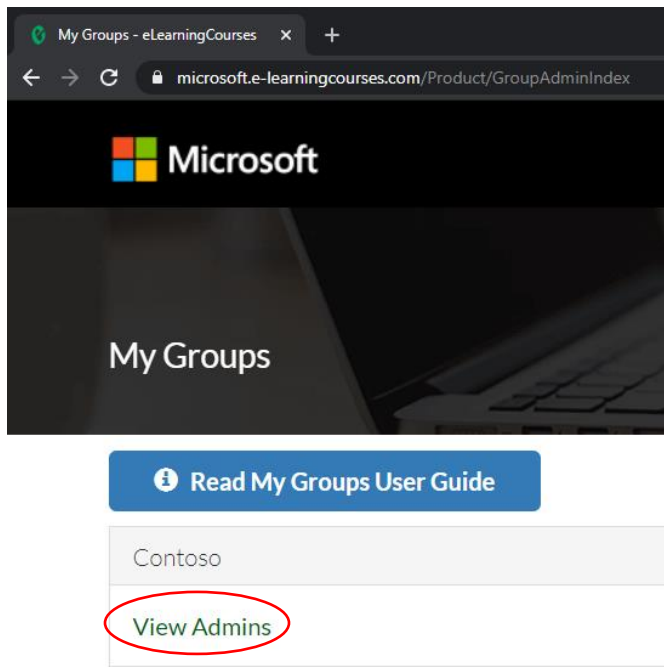
Important All training managers are required to read the training manager guide at <https://www.e-learningcourses.com/ms/guides.html> and complete the training manager tasks.

1. Identify the training manager within your company and tell them you will register them on the [Microsoft provided third party training platform](#).
2. Do the following to register the training manager on the training platform.
 - a. Use your account information to login to <https://microsoft.e-learningcourses.com/>.

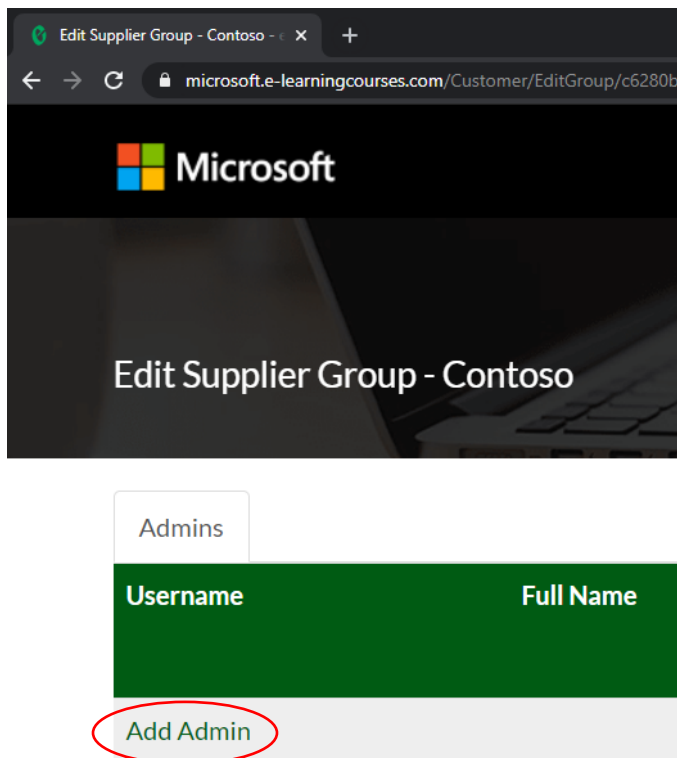
Your account information for the training platform is provided in an email you received from microsoft@e-learningconsulting.com.

A screenshot of a web browser showing the login page for 'eLearningCourses'. The browser's address bar displays 'microsoft.e-learningcourses.com/Account/Login?ReturnUrl=%2F'. The page has a dark header and a white login form. The form includes fields for 'Email' and 'Password', a 'Keep me signed in.' checkbox, a 'Forgot your password?' link, and a checkbox for 'I have read and I agree to the Privacy and Cookies Policy'. Below these is a green 'Log in' button. Underneath the button is a horizontal line with 'or' in the center, followed by a dark grey button labeled 'Login with Microsoft TEALS'.

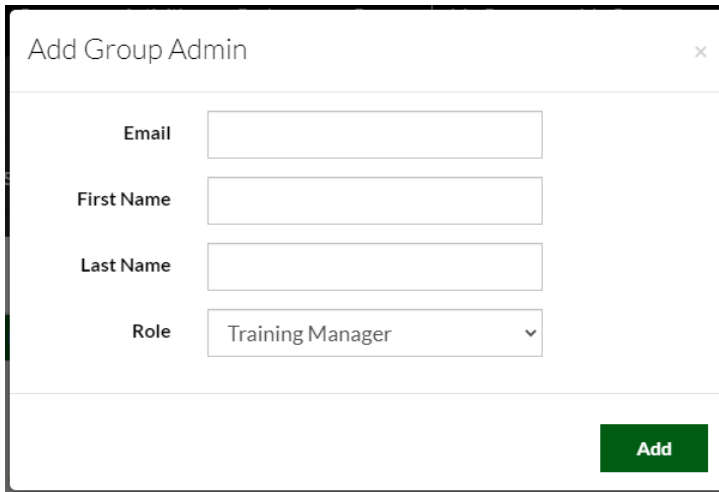
- b. After you have logged in, select the **View Admins** link.



- c. Select the **Add Admin** link.



- d. Enter the name and email address of the training manager for your company.



The image shows a modal window titled "Add Group Admin" with a close button (X) in the top right corner. Inside the modal, there are four input fields: "Email", "First Name", "Last Name", and "Role". The "Role" field is a dropdown menu currently showing "Training Manager". At the bottom right of the modal is a green button labeled "Add".

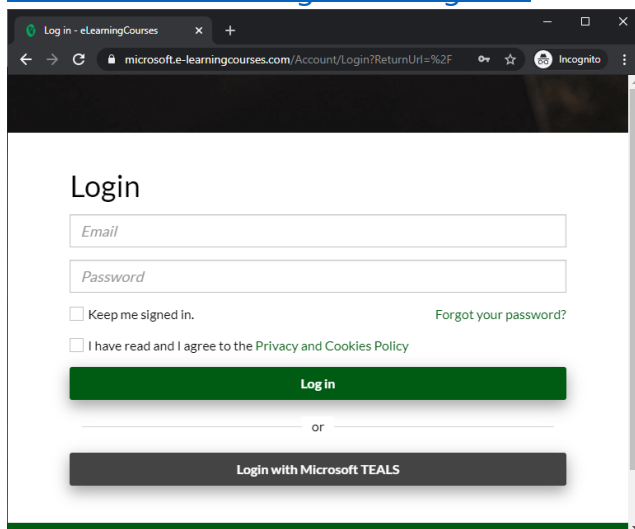
Note An email will be sent from microsoft@e-learningconsulting.com to the training manager. Remind them to look for the email in their inbox, junk folder or spam folder.

What if you are NOT the correct supplier contact?

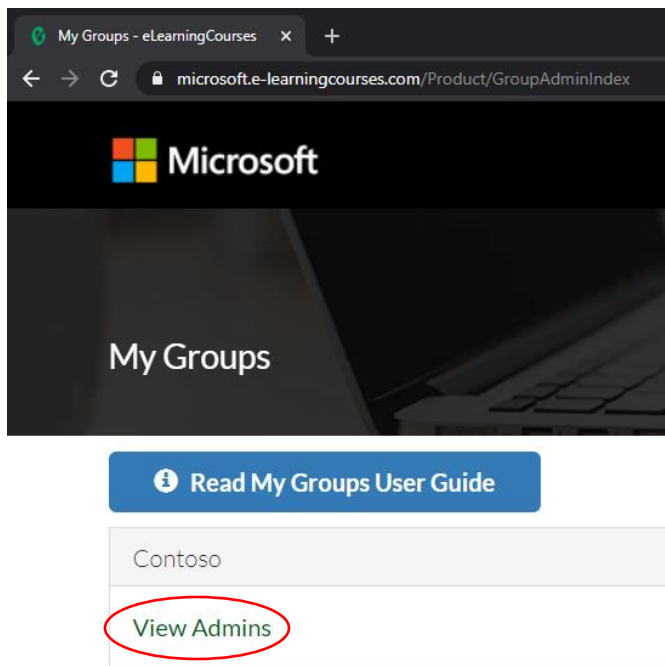
If you are **not** the correct Microsoft supplier contact for your company, please take five minutes to register the correct contact on the training platform using these steps.

1. Identify the correct Microsoft contact within your company and tell them you will register them on the Microsoft provided third party training platform.
2. Do the following to register the correct contact on the training platform.
 - a. Use your account information for the training platform to login to <https://microsoft.e-learningcourses.com/>.

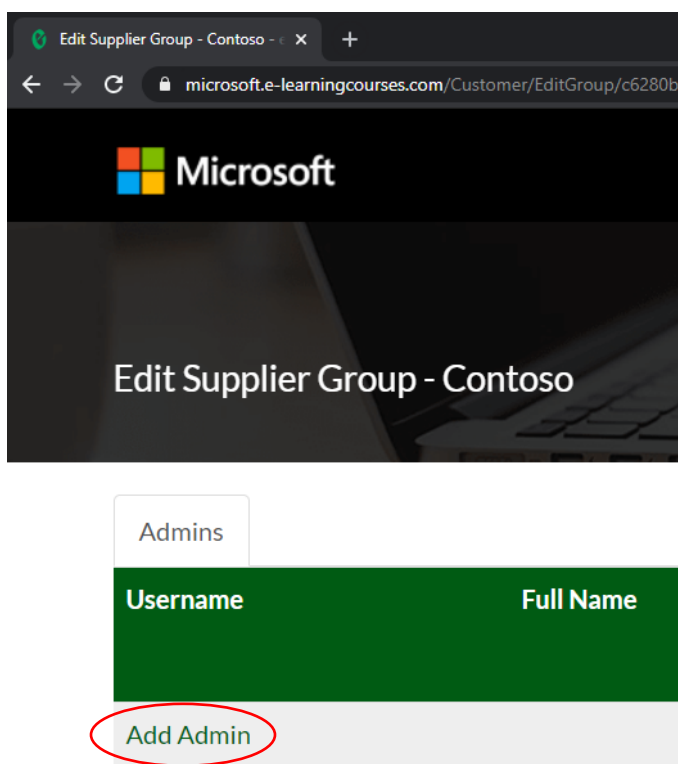
Your account information is provided in an email you received from microsoft@e-learningconsulting.com.



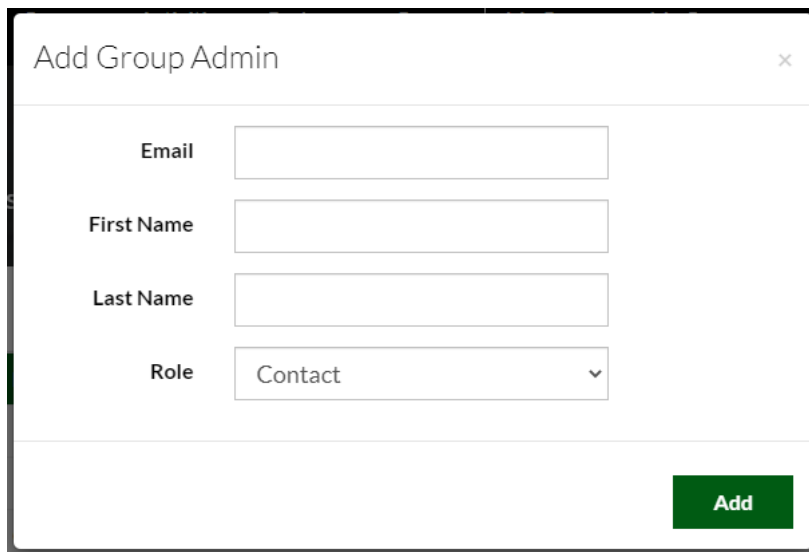
- b. After you have logged in, select the **View Admins** link.



- c. Select the **Add Admin** link.



- d. Enter the name and email address of the correct Microsoft supplier contact for your company.

A dialog box titled "Add Group Admin" with a close button (X) in the top right corner. It contains four input fields: "Email", "First Name", "Last Name", and "Role". The "Role" field is a dropdown menu currently showing "Contact". A green "Add" button is located at the bottom right of the dialog box.

Email	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Role	<input type="text" value="Contact"/>

Add

Note An email will be sent from microsoft@e-learningconsulting.com to the correct contact. Remind them to look for the email in their inbox, junk folder or spam folder.

