

**Purpose:** DCM is the one stop place for deals and cost management. DSD and Warehouse Vendors will use this system to submit Cost Changes and Deals to their Buyers. It is an online application available 24/7 and accessible with an internet connection. To get started, use this set of Visual Training Aides (VTAs).

**Users:** Vendors.

**Notes:** Before calling for assistance, please follow the detailed instructions below in the order they are presented.

**QUICK START STEPS:** Read above first.

The following Visual Training Guides (VTAs) are included in this document.

The links in the Table of Contents allow you to easily navigate *within this* document.

TOPIC	PAGE
1. <a href="#">Request H-E-B Supplier ID</a>	2
2. <a href="#">Check Flash Version</a>	3
3. <a href="#">Request Access to DCM</a>	4
4. <a href="#">Log In/Out of DCM</a>	5
5. <a href="#">Use DCM Help</a>	6

1. REQUEST H-E-B SUPPLIER ID

Step 1 -

- A. From your internet browser, access *SupplierNet* at:  
<https://suppliernet.heb.com/home.do>
- B. Click the **Systems** tab.
- C. Select *Supplier ID Portal*.



Step 2 – Use the instructions below the *Log In* button. *First time user?* Click, click here.



Step 3 – Complete the registration form.

**NOTE:** When you enter your *Vendor AP number*, make sure it is 8 digits. If your number is less than 8 digits, add zeros in front of the number.

For example, AP number is 12345.  
The number to enter is 00012345.

(No image)

Step 4 - Questions?

Email: [qualityteam@heb.com](mailto:qualityteam@heb.com)

Phone: (210) 938-9836 or (800) 765-8335, option 4.

(No image)

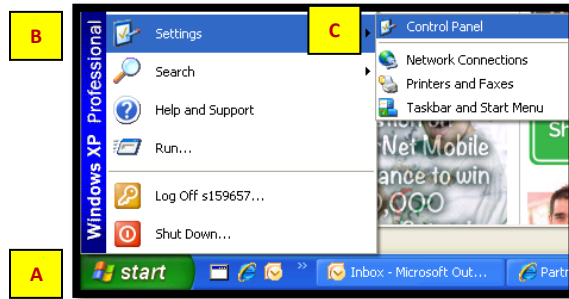
<< END REQUEST H-E-B SUPPLIER ID >>

[Go to Top](#)

2. CHECK FLASH VERSION 11.0 or HIGHER

Step 1 –

- A. Click the **Start** button.
- B. Click **Settings**.
- C. Click **Control Panel**.

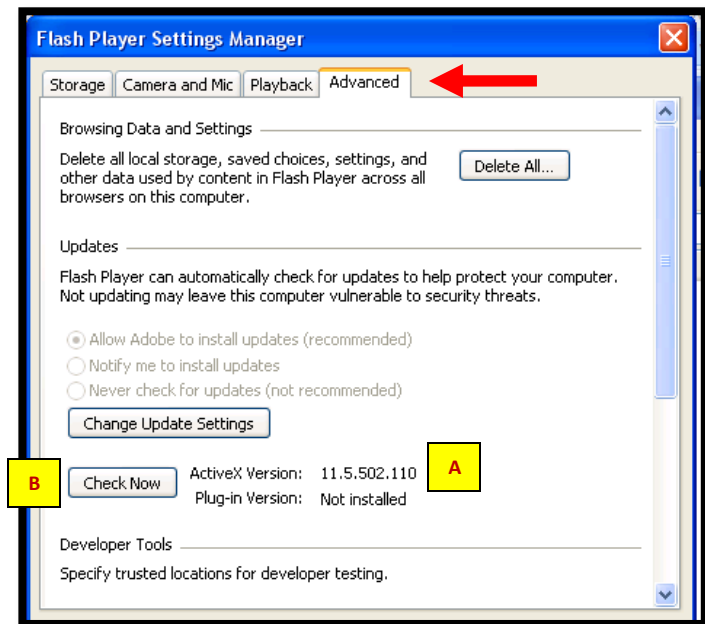


Step 2 – Double click **Flash Player**.



Step 3 –

- A. From the **Advance** tab, view which Flash version is loaded on your computer.
- B. If Flash Version is less than 11.0, select **Check Now** button to obtain the latest Flash version, which is a free download or check your company's **System Administrator**.



<< END CHECK FLASH VERSION 11.0 or HIGHER >>

[Go to Top](#)

3. REQUEST ACCESS TO DCM

Step 1 –

- A. From your internet browser, access *SupplierNet* at:  
<https://suppliernet.heb.com/home.do>
- B. Click the **Systems** tab.
- C. Select *Supplier ID Portal*.



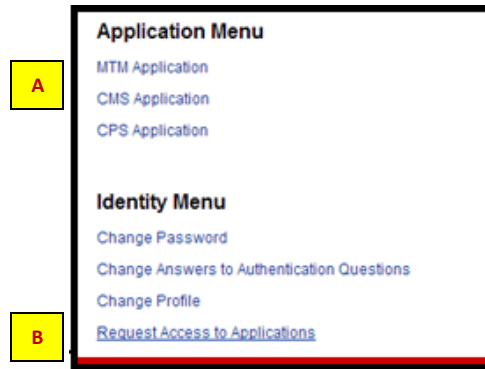
Step 2 –

- A. In the *User Name* field, enter your H-E-B issued **Supplier ID**.
- B. In the *Password* field, enter your **password**.
- C. Click the **Login** button.



Step 3 – Under *Application Menu*, look for DCM Application link.

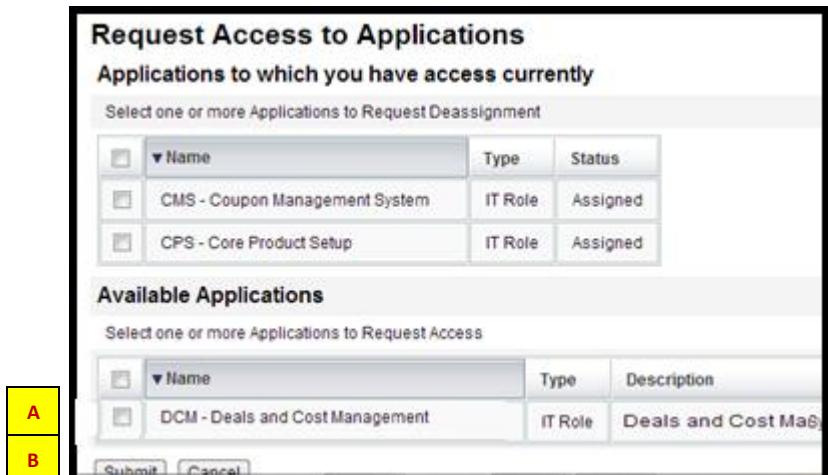
- A. If *DCM Application* link is listed, click it, and end this VTA.
- B. If *DCM Application* link is not listed, under *Identity Menu*, click the **Request Access to Applications** link.



Step 4 –

- A. Under *Available Applications*, click in the **check box** next to *DCM – Deals and Cost Management*.
- B. Click the **Submit** button.



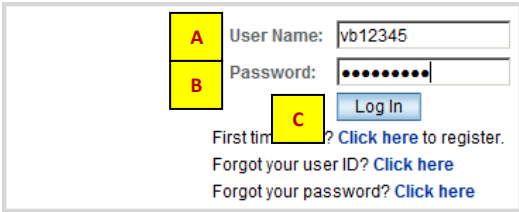
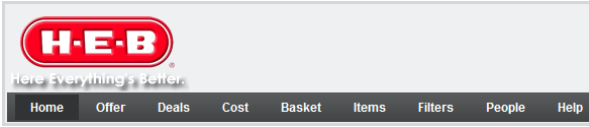

**NOTE:** Access to the application should be granted the same or next business day.



<< END REQUEST ACCESS TO DCM >>

[Go To Top](#)

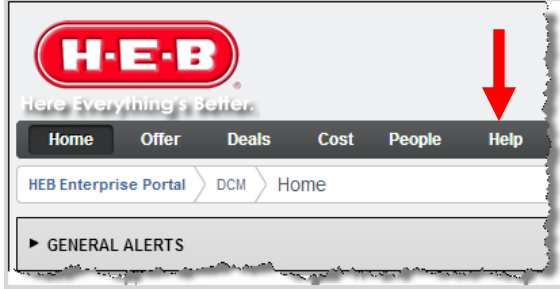
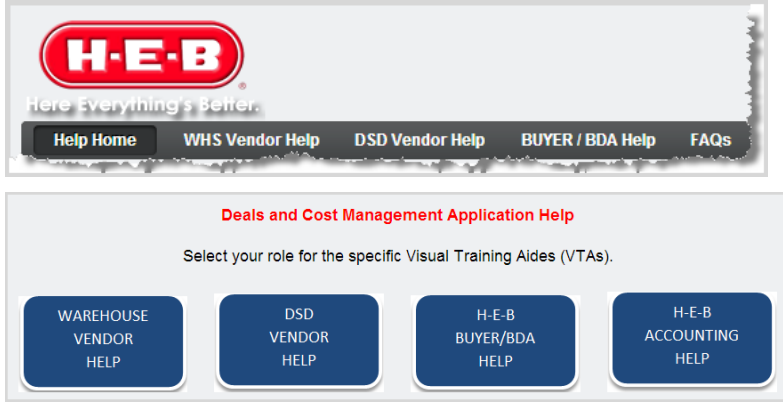
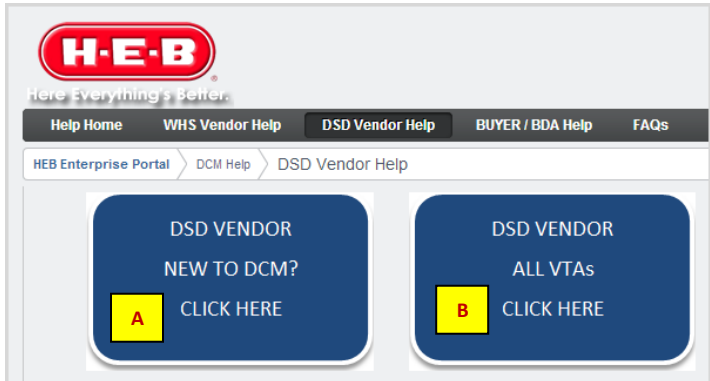
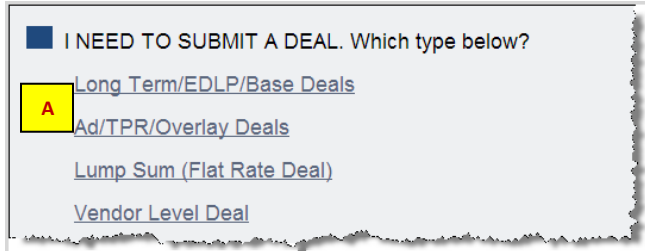
4. LOG IN / OUT OF DCM

Procedure	View
<p><b>Step 1</b> – To log in, from your internet browser, enter the URL, <a href="http://www.heb.com">www.heb.com</a>.</p>	
<p><b>Step 2</b> – Scroll down. From the <i>Company Information</i> list, select <b>Suppliers</b>.</p>	
<p><b>Step 3</b> – From the <i>SupplierNet</i> page, hover over the <i>Systems</i> tab and select <b>Supplier ID Portal</b>.</p>	
<p><b>Step 4</b> –</p> <ul style="list-style-type: none"> <li>A. In the <i>User Name</i> field, enter your H-E-B issued <b>Supplier ID</b>.</li> <li>B. In the <i>Password</i> field, enter your <b>password</b>.</li> <li>C. Click the <b>Login</b> button.</li> </ul>	
<p><b>Step 5</b> – From the <i>Application Menu</i>, select <b>DCM Application</b> link.</p>	<p>(no image)</p>
<p><b>Result</b> – User is logged in to DCM and the <i>Home page</i> displays.</p>	
<p><b>Step 1</b> – To log out, click <b>Sign Out</b> link in top, right corner.</p>	

<< END LOG IN/OUT OF DCM >>

[Go To Top](#)

5. USE DCM HELP

Procedure	View
<p><b>Step 1</b> – Upon log in to DCM, to the far right, click the <b>Help</b> tab.</p>	
<p><b>Step 2</b> – To view VTAs that pertain to your role, choose from the top, black menu bar or click one of the blue buttons.</p>	
<p><b>Step 3</b> –</p> <ul style="list-style-type: none"> <li>A. For a narrow list of VTAs to get you started, click the <b>NEW TO DCM</b> button, or</li> <li>B. To view all VTAs, click the <b>ALL VTAs</b> button.</li> </ul>	
<p><b>Result</b> – A list of VTAs, by topic, are listed.</p> <ul style="list-style-type: none"> <li>A. Click the link to the topic you need.</li> <li>B. The pdf file opens in a new window.</li> </ul>	

<< END DCM HELP >>

[Go To Top](#)

<<End VENDOR START DCM >>