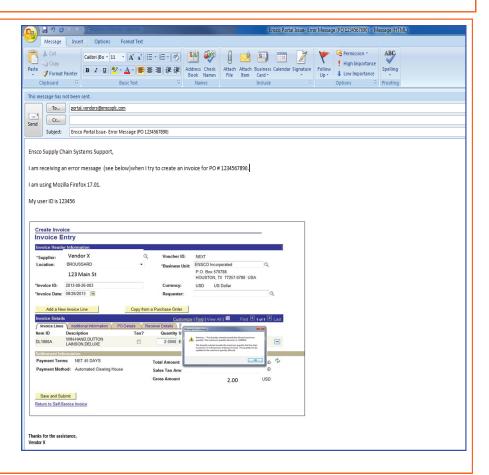


## **PeopleSoft Vendor Portal Issue Checklist**

Please provide the information from the Vendor Checklist below to ensure efficient resolution of any Ensco Vendor Portal issues.

Required Information	Example
	What profile do you use to log into the Ensco Por-
User ID	tal with?
What internet browser and	
version of the same are you	
using when accessing the En-	Internet Explorer 10, Safari 6.0, Mozilla Firefox
sco Portal?	17.01?
Did you receive and error mes-	A screen shot is required of any error messages
sage?	that you receive
What is the document number	
(PO, RFQ, etc.) that you are	
having an issue with?	PO 123456

Please see an example email with the required information.



If you have any questions please feel free to reach out to the SC Systems Group:

SupplyChainSystems@enscoplc.com