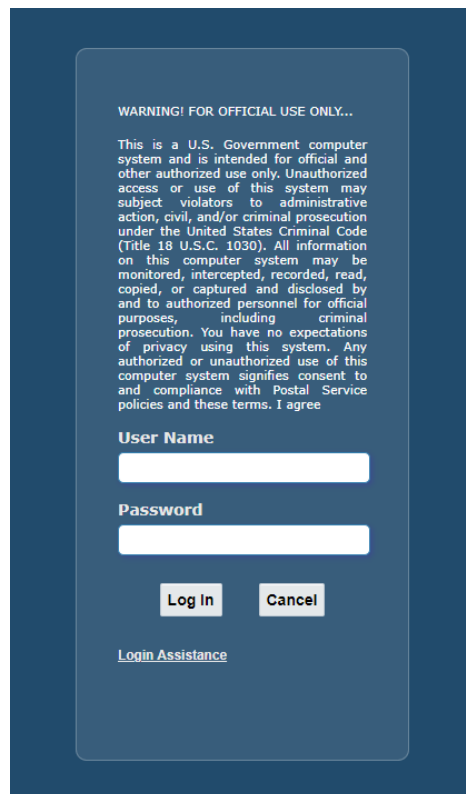


USPS iSupplier: Standard Work Instructions (SWI)

iSupplier Login

<https://einvoice.usps.com>

- Suppliers can access the electronic invoicing system (iSupplier) at <https://einvoice.usps.com> to submit invoices and credit memos, once they have an account.
- Accounts are created by USPS when the contract is setup for electronic invoicing, by your Contracting Officer.
- Username and password are assigned, when the account is created, by our accounts team.
- Please note that your username is typically your email address unless you have more than one account setup, for iSupplier.
- Password setup links are sent via email when the account is created.
- If you do not have a password or your password has expired, please see “Reset Password” steps for more information on how to set up or reset your password.
- If you need further assistance, please email einvoice@usps.gov.



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User Name

Password

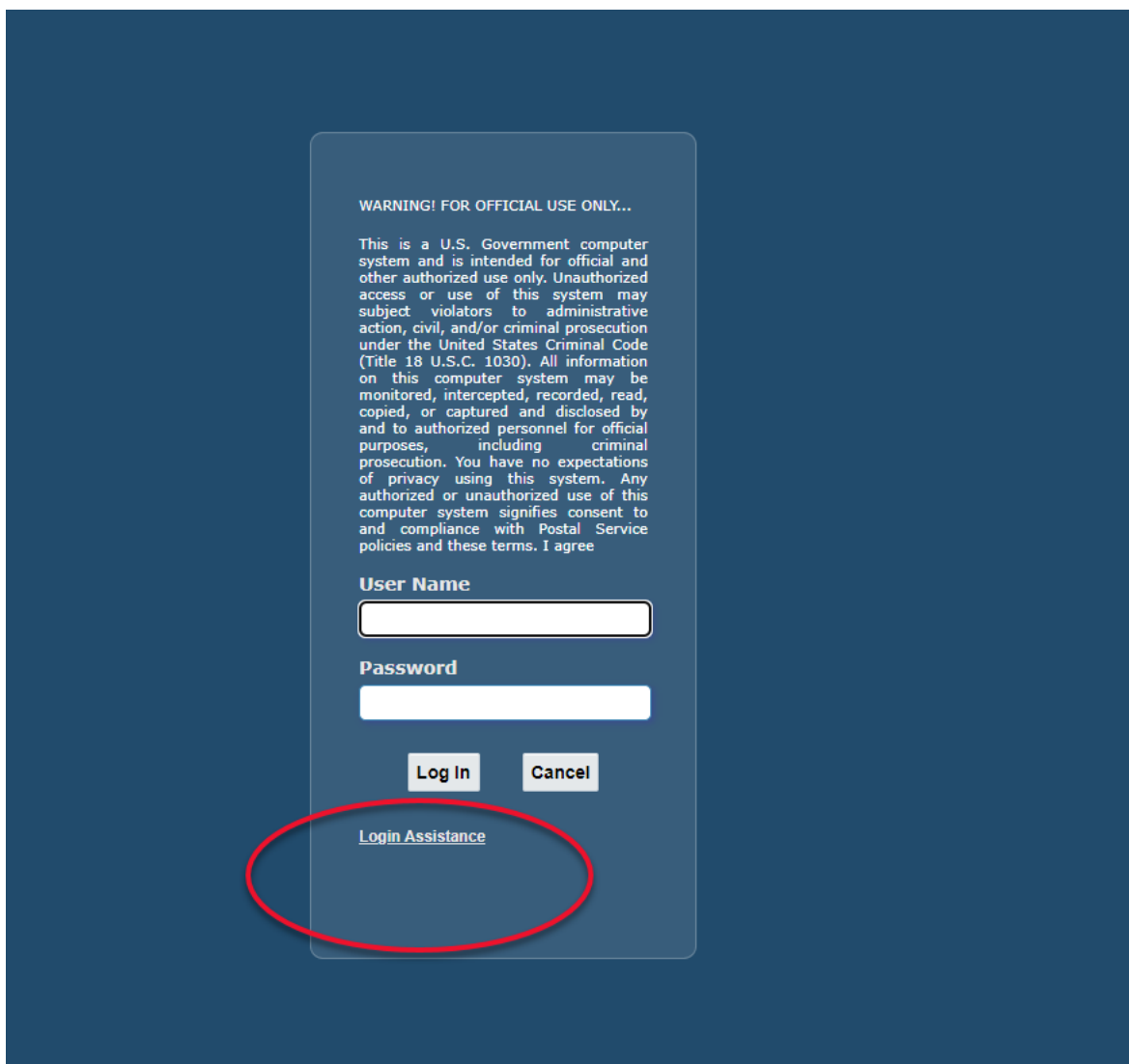
[Login Assistance](#)

Reset Password

Suppliers have the ability to reset their passwords, once an account has been created.

<https://einvoice.usps.com>

Step 1 Select Login Assistance, from the bottom of the home page



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User Name

Password

Log In Cancel

[Login Assistance](#)

- Step 2

- Enter your username and select Forgot Password.
 - Please note: Your username is your email address, unless you have more than one iSupplier account.
 - Select OK for the confirmation email message.

Login Assistance

* Indicates required field

Forgot Password

Enter your user name. Instructions for how to reset your password will be emailed to you.

User Name

Forgot Password

Forgot User Name

Enter the email address associated with your account. Your user name will be emailed to you.

Email

Forgot User Name

Step 3

- The system will send you an email with a password reset link.
- Select the reset your password link found on the email.
- Enter your username and new passwords and confirm password

QU

QNAOFA - USPS National Accounting System <donotreply@usps.gov>

To

- Washington, DC

Notification Detail.html

718 bytes

To

Sent

13-SEP-2023 15:48:17

ID

3089370

🗉

Reply

🗉

Reply All

➡

Forward

📧

⋮

Wed 9/13/2023 4:49 PM

The following user account is associated with your email address. You can now [login](#) or [reset your password](#). This email can be ignored in case you didn't submit the user name lookup request; the reset password link is only active for a short time.

Username: F1234567

Reset Password

☆

* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

* User Name

* Password

(15 characters or more)

* Confirm Your Password

Confirm Password

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National Roll Out FY22-W1P

PAPER CARD

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