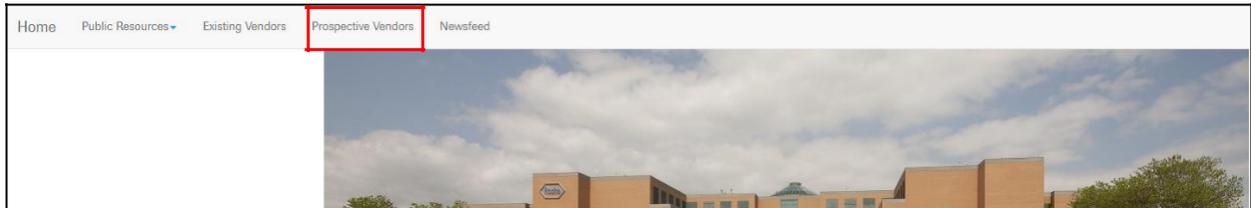


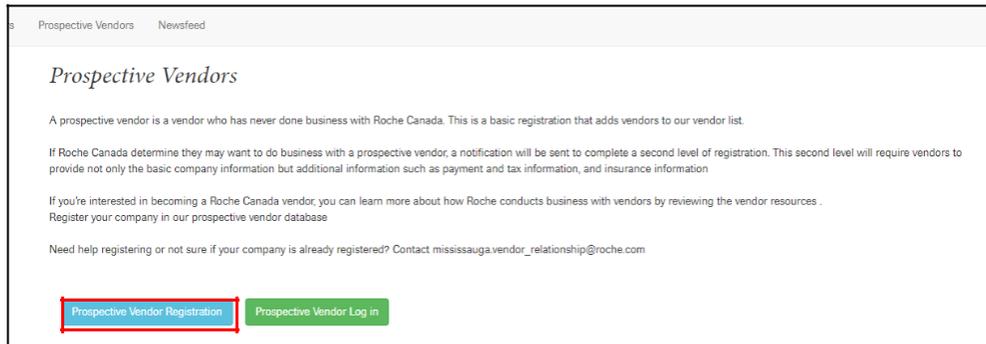
## New Vendor Instruction Manual: Creating and Account and Vendor Profile:

If you are a new vendor to Roche, or want to be considered for future Roche business, you must have a registered account for your company in the Roche Vendor Portal. To create an account for your company:

- 1) Start by registering your profile. Click “Prospective Vendors” in the top navigation bar.



- 2) On the Prospective Vendors page, click the blue “Prospective Vendor Registration” button.



- 3) Register using the email account associated with your company, create and confirm a password and enter the CAPTCHA.

Prospective Vendors Newsfeed

## Prospective Vendor Registration

Create a new account:

**Email**

**Password**

**Confirm password**

**JBFCR**  
Refresh  
Enter the text above:

**Register**

- 4) After Registering, you will be redirected to the following screen. As indicated, check your email and click the link provided.

Home Public Resources Existing Vendors Prospective Vendors Newsfeed Français English Roche

## Confirm Your Account

Please Check your email and confirm your account. You must confirm through this e-mail before your account is created.

©Copyright 2020, Hoffmann-La Roche Limited [Privacy Policy](#) [Contact Us](#)

*This Portal is neither intended nor designed to record or report adverse event information. If you have a suspected side effect or problem to report regarding a Roche product, please email [mississauga.canada\\_medinfo@roche.com](mailto:mississauga.canada_medinfo@roche.com) or call 1-888-762-4388. You can also report adverse events relating to any product to Health Canada directly by going to the Canada Vigilance Program website at <https://www.canada.ca/en/health-canada/services/drugs-health-products/medeffect-canada/adverse-reaction-reporting.html>*

[click here to log in](#)

- 5) After clicking the link provided through email, you will be redirected to this screen. Please click “click here to log in”.

Prospective Vendors Newsfeed

## ConfirmAccount.

Thank you for confirming your account. Please [click here to log in](#)

©Copyright 2017, Hoffmann-La Roche Limited [Contact Us](#)

6) Login with the information you registered with in step 3.

Prospective Vendors Newsfeed

## Vendor Login

Please use your email to log in:

Email

Password

Refresh

Enter the CAPTCHA text above:

[Register if you don't have a registered account.](#)

[Forgot Your Password?](#)

7) After clicking Login, you will be redirected to the Vendor Registration page. Complete all mandatory fields at a minimum and click "Submit".

Home Public Resources Existing Vendors Prospective Vendors Newsfeed Vendor Profile vpvendortest3@gmail.com Français English Roche

## Vendor Detail -> Vendor Registration - Page 1 of 5

Prospective Registration Request Form / Vendor Request Form

N/A for GST/HST#

N/A for QST#

Order Currency\*  
--Select Currency--

Portal Administrator Email address\*

Portal Administrator Contact Name\*

Buy From Vendor E-mail address (For Purchase Order Communication)

Same as portal administrator e-mail address

E-mail

Vendor Address (Buy from)

8) Upon submitting your profile will be reviewed by procurement. Once approved by procurement, your status will be upgraded to “Registered”

The screenshot shows the 'Prospective Vendor Home' interface. It includes a 'Vendor Name' field with an 'escalate' link, a 'View/Modify Profile' button, and a 'Start Onboarding' button. The 'Status' is 'Registered' (highlighted with a red box) and the 'Status Description' is 'Completed Procurement Review'.

Vendor Name:	escalate
<a href="#">View/Modify Profile</a>	Status: <b>Registered</b>
<a href="#">Start Onboarding</a>	Status Description: Completed Procurement Review

Registered prospective vendors who are awarded business will be invited to onboard and become an approved Roche Canada vendor through the Vendor Portal. Having an “Approved” vendor status in the vendor portal is a mandatory requirement prior to conducting business with Roche.