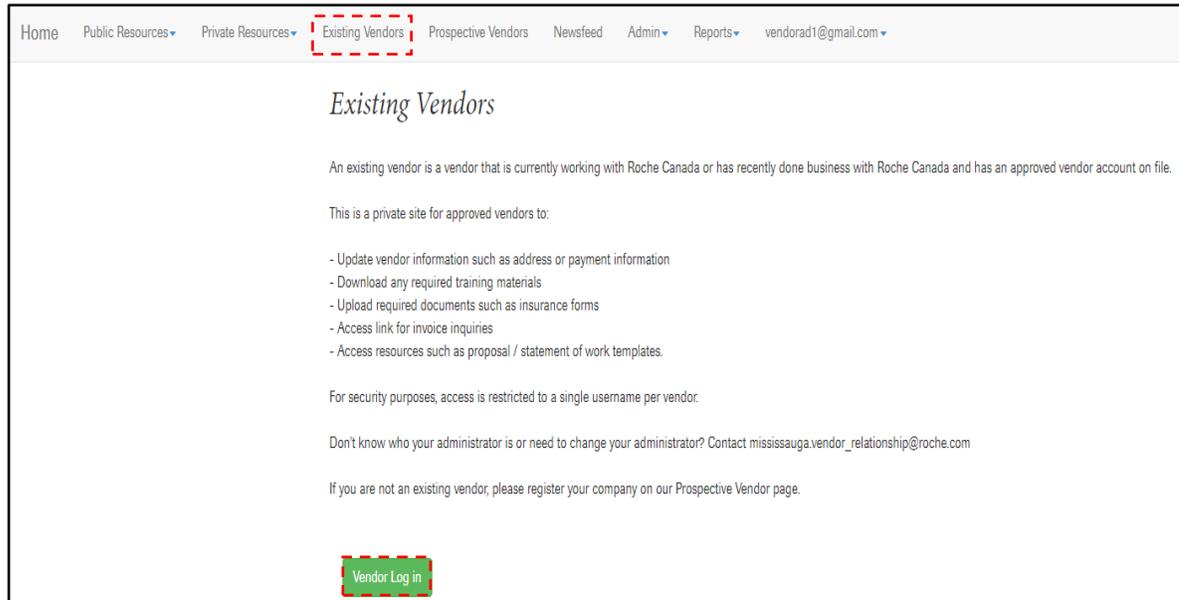


Instructions for Migrated Existing Vendors

If you are an existing vendor with Roche, information we currently have was migrated into the new Vendor Portal. To access your account in the Vendor Portal:

- 1) Start by registering your profile. Click “Existing Vendors” in the top navigation bar and then Vendor Log in



The screenshot shows the 'Existing Vendors' page in the Roche Vendor Portal. The navigation bar at the top includes links for Home, Public Resources, Private Resources, Existing Vendors (highlighted with a red dashed box), Prospective Vendors, Newsfeed, Admin, Reports, and a user profile dropdown for vendorad1@gmail.com. The main content area features the heading 'Existing Vendors' and a definition: 'An existing vendor is a vendor that is currently working with Roche Canada or has recently done business with Roche Canada and has an approved vendor account on file.' It states that the site is private for approved vendors and lists several actions they can perform: updating vendor information, downloading training materials, uploading documents, accessing invoice inquiries, and accessing proposal/work templates. It also notes that access is restricted to a single username per vendor and provides contact information for administrators. A 'Vendor Log in' button (highlighted with a red dashed box) is located at the bottom of the page.

Home Public Resources Private Resources Existing Vendors Prospective Vendors Newsfeed Admin Reports vendorad1@gmail.com

Existing Vendors

An existing vendor is a vendor that is currently working with Roche Canada or has recently done business with Roche Canada and has an approved vendor account on file.

This is a private site for approved vendors to:

- Update vendor information such as address or payment information
- Download any required training materials
- Upload required documents such as insurance forms
- Access link for invoice inquiries
- Access resources such as proposal / statement of work templates.

For security purposes, access is restricted to a single username per vendor.

Don't know who your administrator is or need to change your administrator? Contact mississauga.vendor_relationship@roche.com

If you are not an existing vendor, please register your company on our Prospective Vendor page.

Vendor Log in

2) On the login page select "forgot your password?"

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?](#)

3) Enter your e-mail address and click e-mail link

Forgot Your Password?

Enter your email:

Email

4) A notification will be sent to your e-mail. Select Please Click Here

Reset your password Inbox x

 noreply@rochecanada.com 10:55 AM (19 minutes ago) ☆

to me

Please follow this link to reset your password. If you have not attempted to log-in, and are receiving this email, please contact mississauga_vendor_relationship@roche.com for support.

[Please click here](#)

- 5) This will direct you back to the portal to create your password. A password must be a minimum of 10 characters in length and include at least 1 letter, 1 number, and 1 special character (#\$%&). Complete all fields and click "Reset".

Reset password.
Reset your password.

Email

Password

Confirm password

- 6) Now you can log in with your new password. Select "click here to log in"

Reset password confirmation.
Your password has been reset. Please [click here to log in](#)

- 7) Enter your e-mail, new password, the Capcha and click log in

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?](#)

- 8) After clicking Login, you will be redirected to the Vendor Registration page which will have some existing information of your company's information migrated over. Review the information and make any changes as required. Please note, if HST # is changed, your account will require a new vendor number and will be reset. **Note:** In some cases, information such as your company name or address may be truncated due to character limitations in our Procure to Pay system. In these cases, you do not need to update this information. Please click on the information button for each field to learn about the character limitations if any.

Existing Vendors Prospective Vendors Newsfeed Vendor Profile migratedvendor@gmail.com

Vendor Registration - Page 1 of 4
Prospective Registration Request Form / Vendor Request Form

Proponent Legal Name 1* **Proponent Legal Name 2**

GST/HST # **QST Registration#** **Order Currency***

CRA Registration name* **The Proponent DUNS number is**

Vendor Address (Buy from)

Street #* **Street Name***

City* **Province / State*** **Postal Code/Zip***

Country*

Phone Number* **Facsimile Number** **Cell Number**

Email address* **Alt Email/Generic Email address**

- 9) Upon submitting any changes, your Status on the Vendor Detail page will be "Approved"

Existing Vendors Prospective Vendors Newsfeed Vendor Profile migratedvendor@gmail.com

Vendor Detail

Vendor Name: **change** Vendor Number:

Insurance Certificate Status: **Missing Professional Insurance, Missing WSIB Insurance**

[View/Modify Profile](#) [View/Modify insurance declarations](#)

[View Profile changes](#)

Status: **Approved**

Status Description: **Profile update - pending Vendor Finance review**