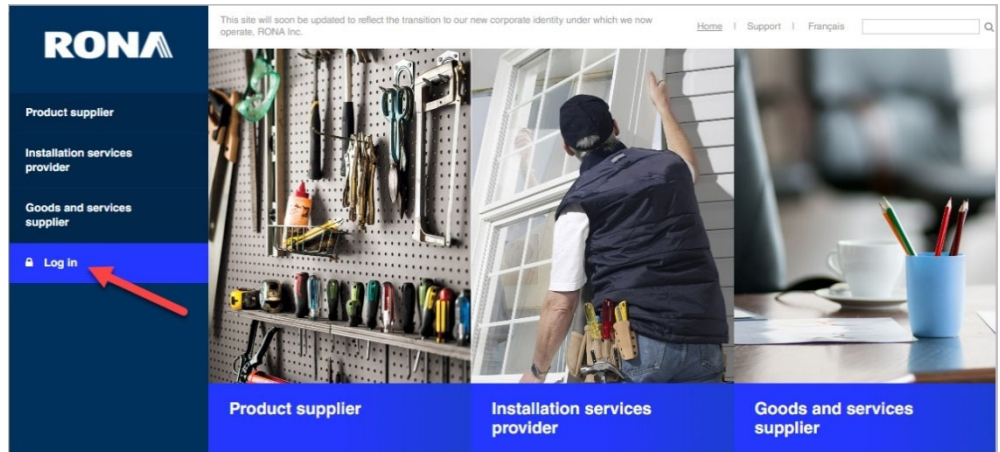


## Cost Change Requests - Vendor Procedure

### STEPS TO FOLLOW

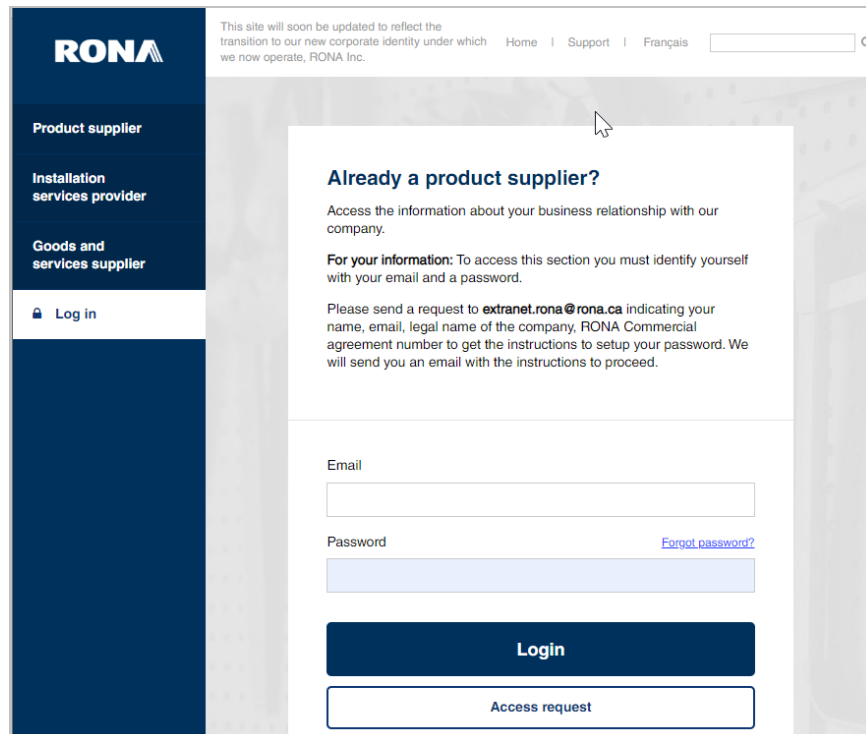
1. Access the website at (<https://vendors.rona.ca/home>)

2. Click on **Log in** to access the Secure Zone



3. Identify yourself with the following info and click on **Login:**

- Email
- Password
- Click on **Log in**



4. Click on **Request for cost price change** and complete the form
5. Select all associated companies to this request
6. Select product category
7. If the business name or agreement number do not appear, please enter info here
8. Please indicate the name of your merchandiser and any additional information related to this request
9. Click **Submit**

**Documentation centre**

Request for cost price change **4**

Request for credit authorization

Transportation Management System

Logout

Product supplier

Installation services provider

Goods and services supplier

**Cost price change form**

Please complete this form to get a report via email that will help you confirm and correct the cost price of your products. You will be able to see the products that are active in our network and their cost prices in our systems.

Please note that any cost increase will be effective **90 days after** being approved by the category director.

Please allow up to 72 hours for receipt of the report.

\*Required fields

Applicant name\*  
Your name

Email\*

Legal name of your business

**5**  LOREM IPSUM - 0000000  
 MERIP IPSUM - 0000999

Category of product

**6** Choose

The business name or the Agreement number does not appear in the list? Please write them below:

RONA Agreement number(s)

**7**  [Add a number](#)  
 [Add a number](#)

Comments

**8**

**9** **Submit**

This form will be emailed to RONA. We will send the report (s) generated for you.

Upon completion of the form, you must **reply to all** in order to ensure all concerned parties receive the information.

Your account manager will follow up with you.

**IMPORTANT:**

Please note that all requests for an upward cost change will become effective **90 days** after approval by your account manager.