

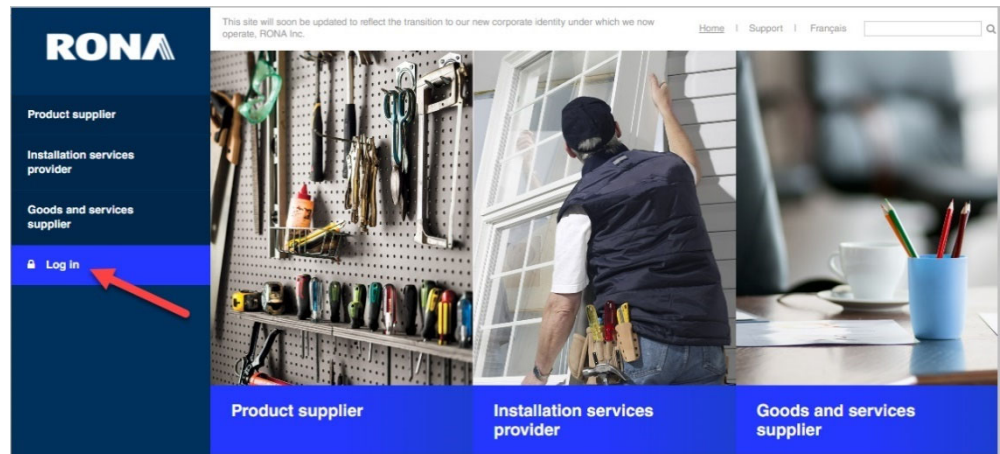


Cost Change Requests - Vendor Procedure

STEPS TO FOLLOW

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

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

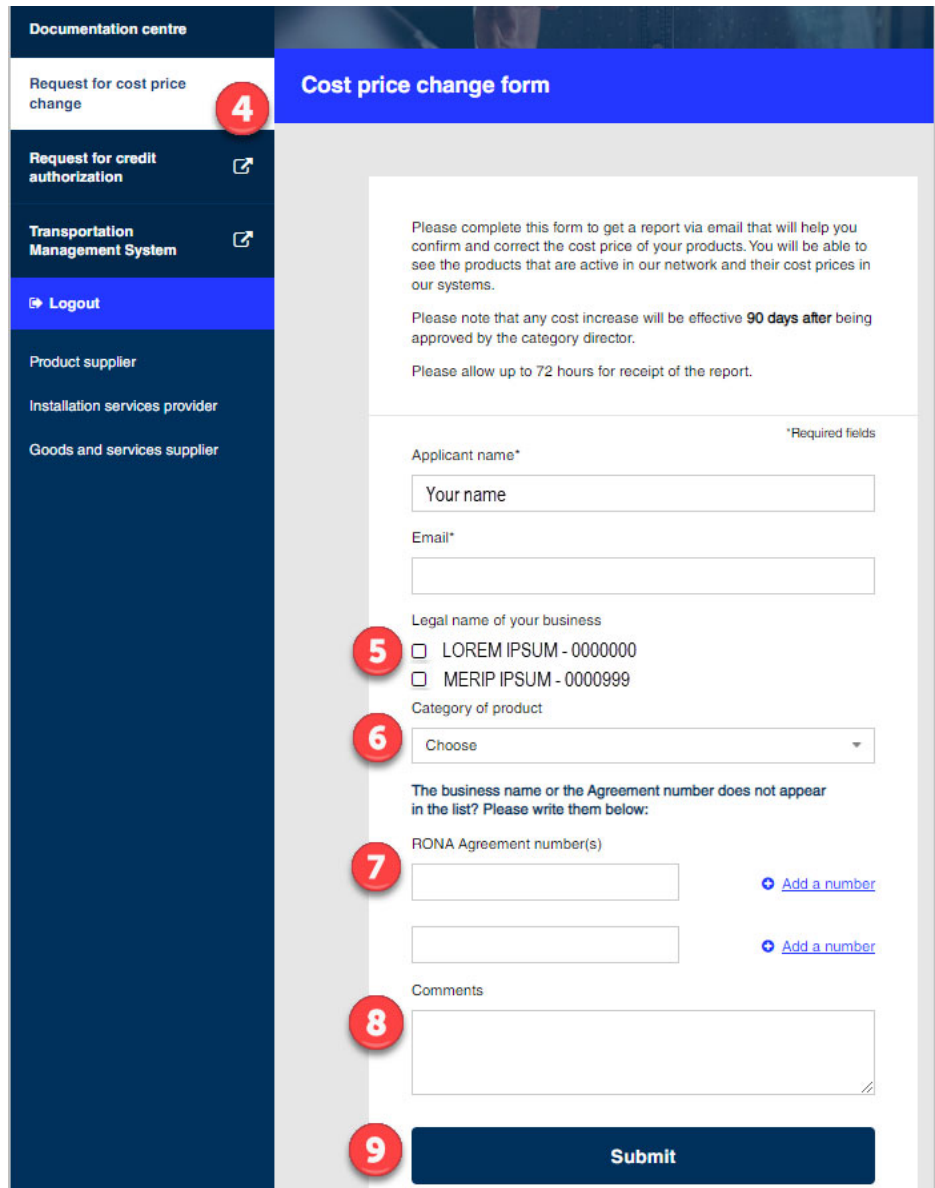


3. Identify yourself with the following info and click on **Login**:

- 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**



The screenshot shows the 'Cost price change form' interface. On the left is a dark blue sidebar with a 'Documentation centre' header. It contains links for 'Request for cost price change' (marked with a red circle 4), 'Request for credit authorization', 'Transportation Management System', 'Logout', 'Product supplier', 'Installation services provider', and 'Goods and services supplier'. The main content area has a blue header 'Cost price change form'. Below this, there is instructional text: '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.' and '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.' The form fields are: 'Applicant name*' (text box, marked 5), 'Email*' (text box, marked 6), 'Legal name of your business' (checkboxes for 'LOREM IPSUM - 0000000' and 'MERIP IPSUM - 0000999', marked 5), 'Category of product' (dropdown menu, marked 6), 'The business name or the Agreement number does not appear in the list? Please write them below:' (text area, marked 7), 'RONA Agreement number(s)' (text box, marked 7), and 'Comments' (text area, marked 8). There are two 'Add a number' links next to the agreement number field. At the bottom is a large blue 'Submit' button (marked 9).

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.