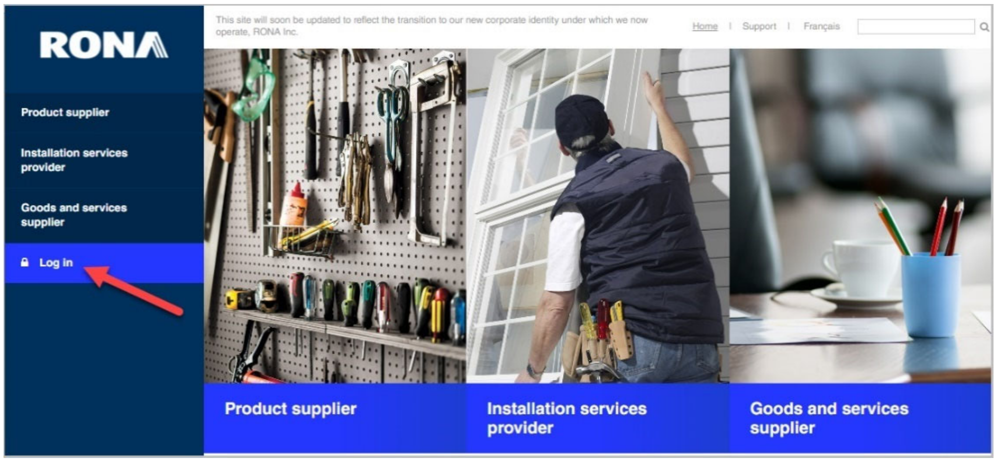
Cost Change Requests - Vendor Procedure

STEPS TO FOLLOW

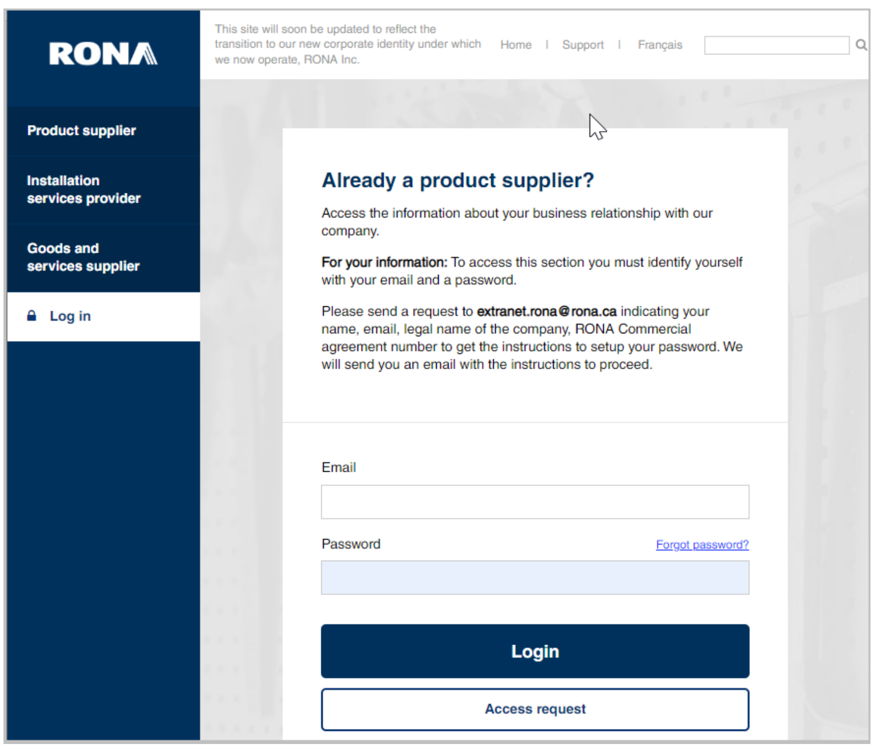
1. Access the website at (https://vendors.rona.ca/home)

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

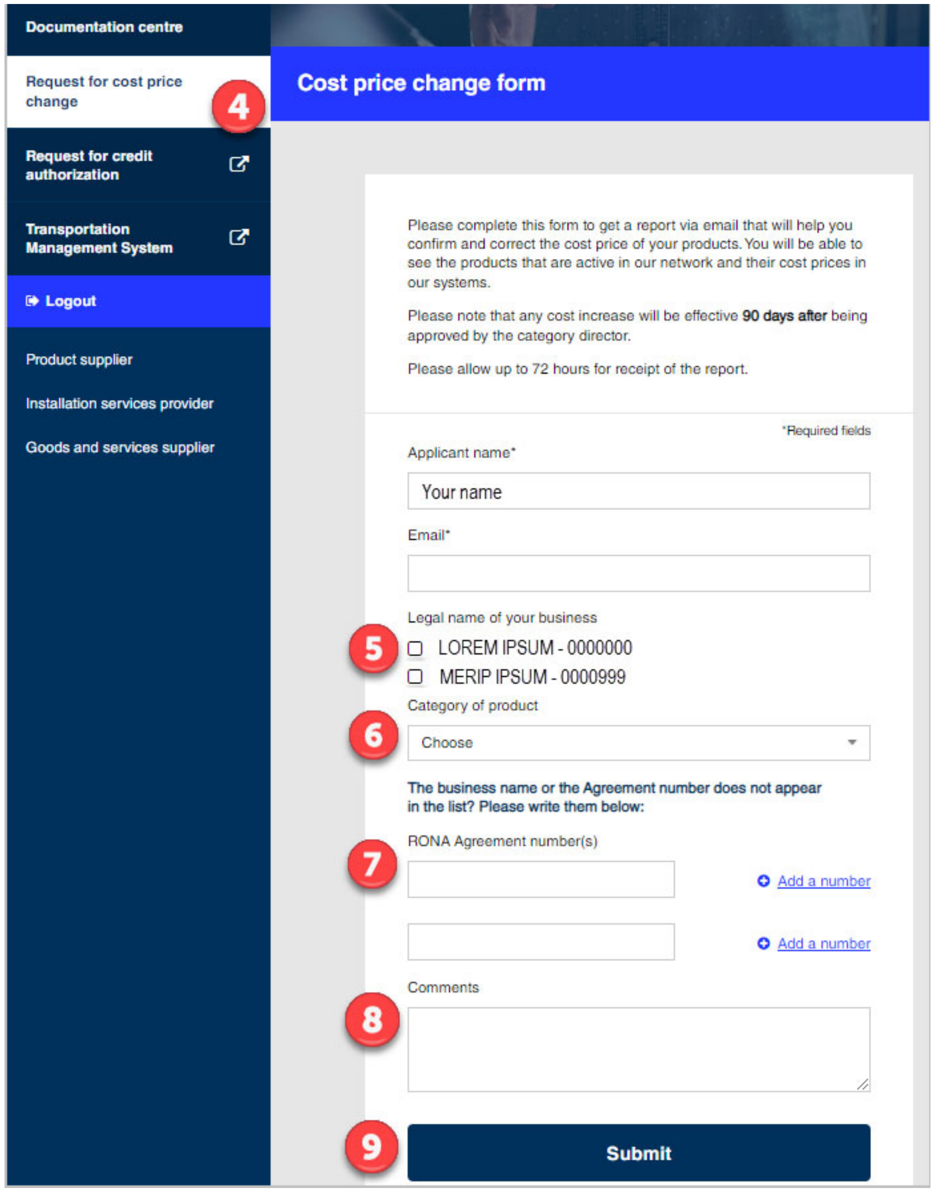
5. Select all associated companies to this request

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**



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.