

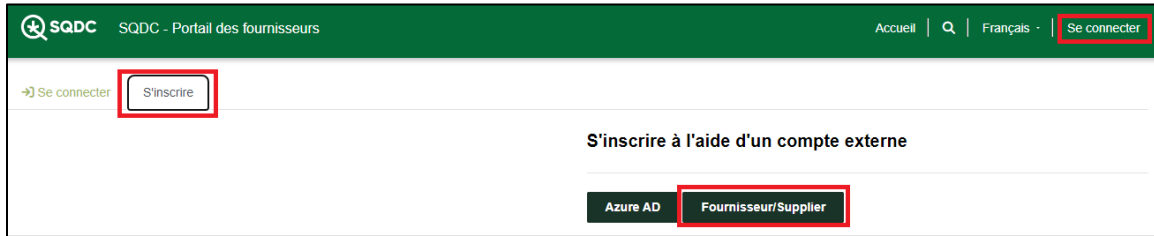
Supplier Portal User Guide

Contents

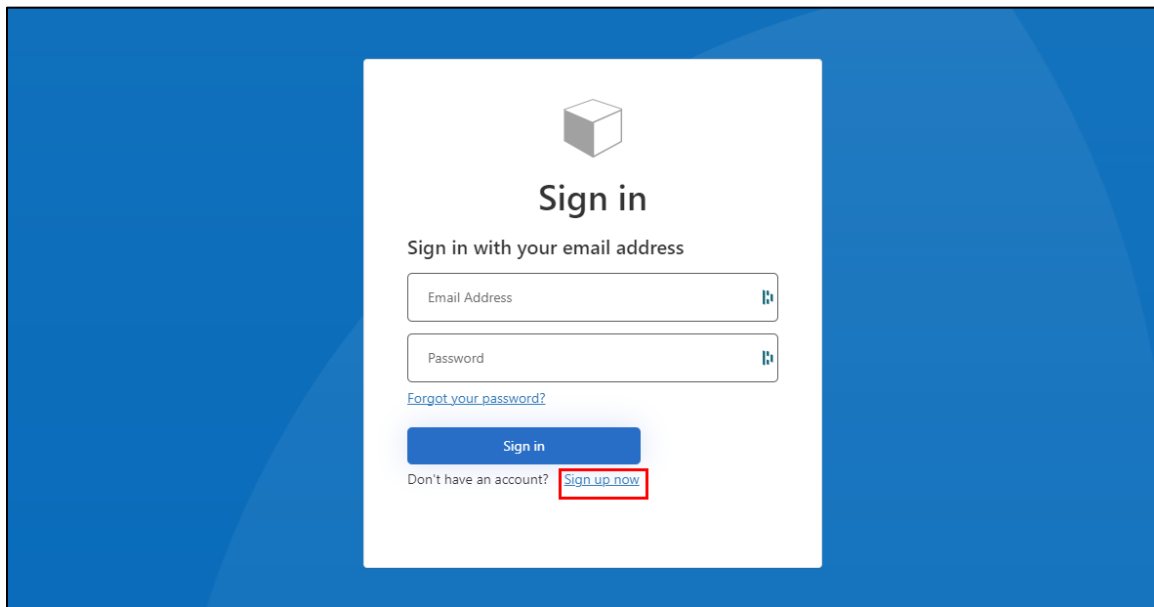
Create a supplier account.....	2
Sign in	5
Complete your Supplier profile	6
Submit a product	7
Display the submitted products.....	8
Update a submitted product	9

Create a supplier account

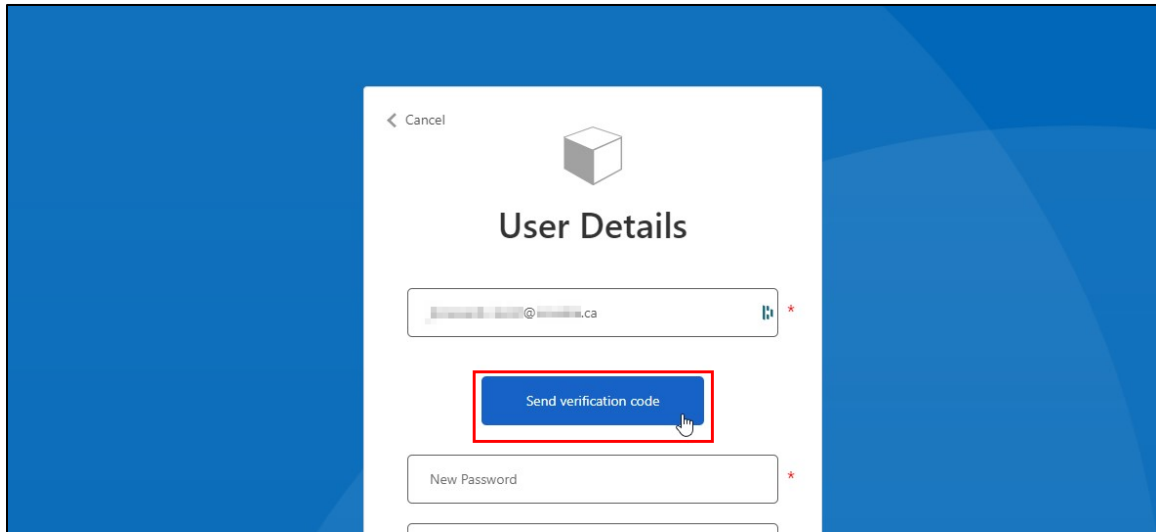
If you don't have a supplier account, you can create one by going to the *Se connecter* page. Then, select the *S'inscrire* tab and click the *Fournisseur/Supplier* button.



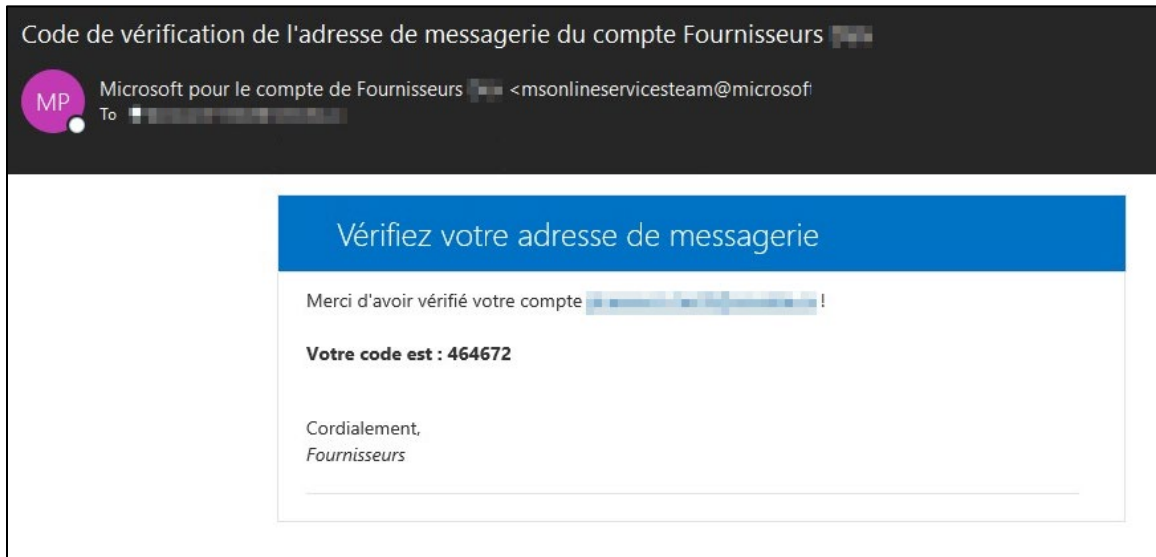
Then click on the Sign Up Now link.



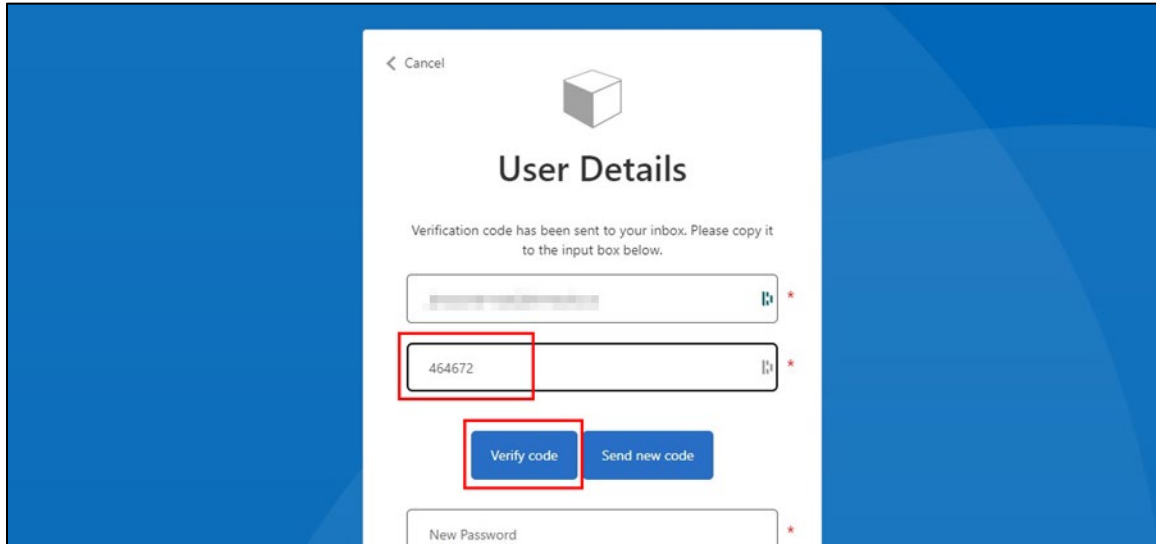
On the following screen, enter your email address, then click the Send Verification Code button.



You will receive an email message with a verification code. Sending and receiving the message may take a few minutes. If you don't receive a message, first check that the previously entered email address is correct. If it is, check your junk mail box.

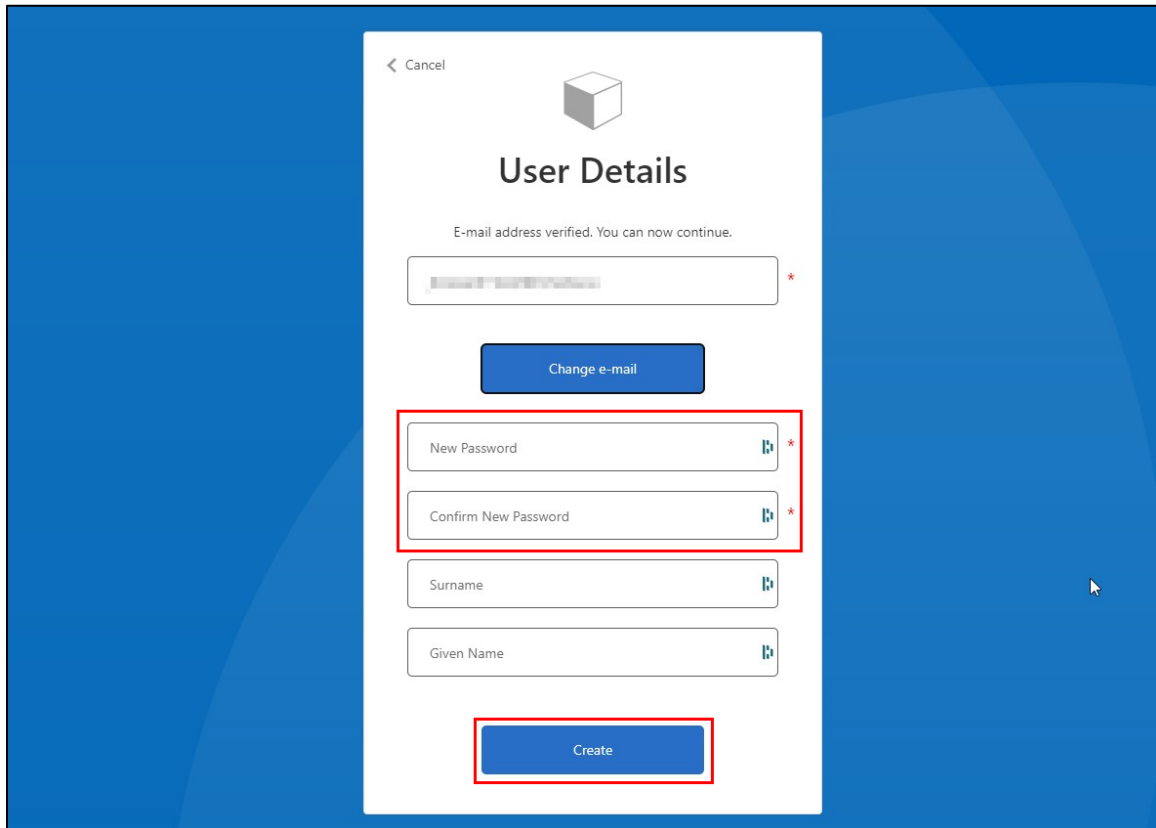


After receiving the message, enter the code it provides on the following screen and click the Verify Code button:



The screenshot shows a mobile application interface for 'User Details'. At the top, there is a 'Cancel' button and a cube icon. Below the title, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields for the verification code. The second field contains the code '464672'. Below the input fields are two buttons: 'Verify code' and 'Send new code'. At the bottom, there is a 'New Password' input field. Red boxes highlight the 'Verify code' button, the 'Send new code' button, and the '464672' code in the input field.

Once the code is verified, you can enter a password of your choosing and click the Create button:

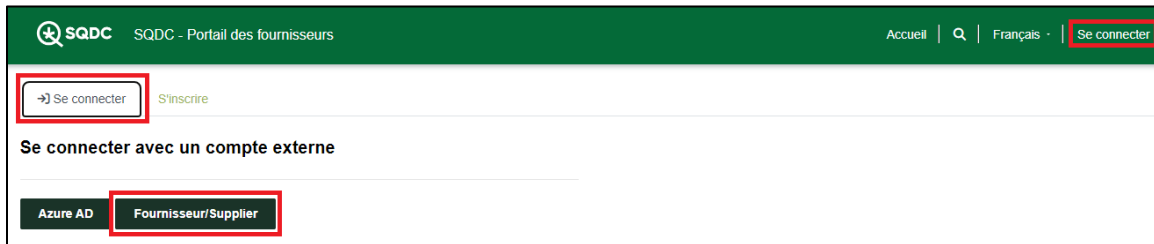


The screenshot shows the 'User Details' screen after the verification code has been entered. The message now reads: 'E-mail address verified. You can now continue.' There is a 'Change e-mail' button. Below it are two input fields for 'New Password' and 'Confirm New Password', which are highlighted with a red box. Below these are fields for 'Surname' and 'Given Name'. At the bottom, there is a 'Create' button, also highlighted with a red box.

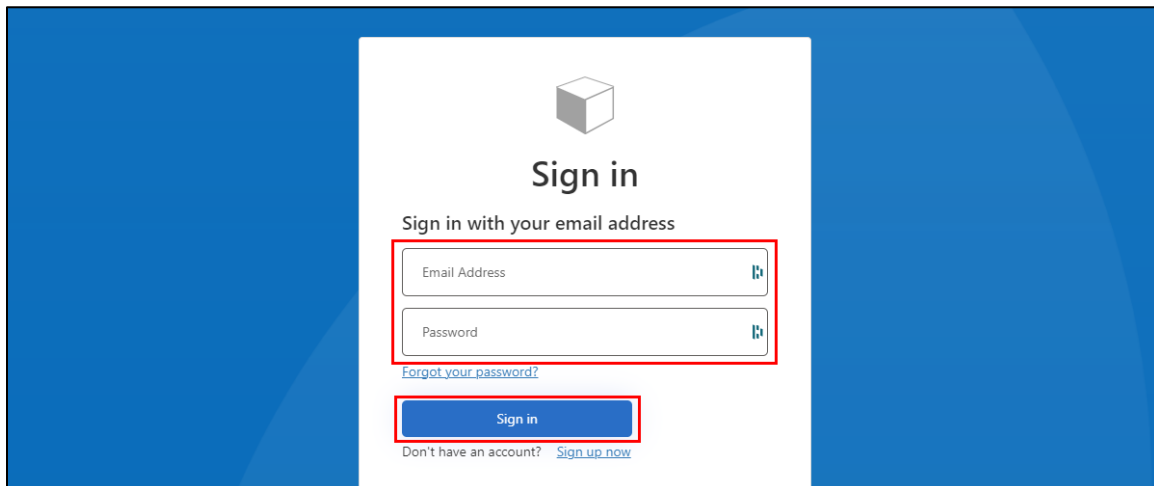
Now that your account has been created, you can sign in and [complete your Supplier Profile](#).

Sign in

To go to the sign-in screen, click on *Se connecter* in the menu at the top of the screen and then click the *Fournisseur/Supplier* button.



When the sign-in screen is displayed, enter your email address (the one used when creating the account) and password, then click the Sign In button.



Once signed in, you are redirected to the home page of the Supplier portal.

Complete your Supplier profile

To reach the screen for managing your Supplier profile, click on your name (or on *Nom du profil* if you've not yet entered your name) in the menu bar at the top of the screen. Then select the *Profil* option from the drop-down menu.

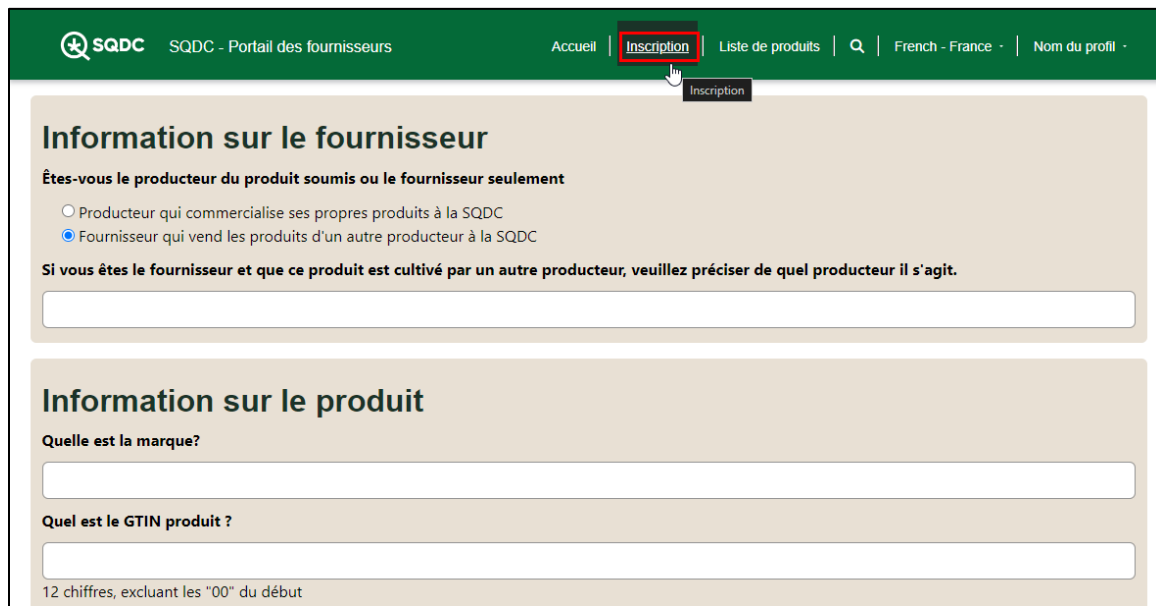
The screenshot shows the SQDC - Portail des fournisseurs website. The top navigation bar includes links for Accueil, Inscription, Liste de produits, and a search icon. The user's name 'Nom du profil' is highlighted in the top right, with a dropdown menu showing 'Profil' and 'Se déconnecter'. The main content area is titled 'Profil' and contains a sidebar with 'Sécurité' and 'Gérer l'authentification externe'. The main section is titled 'Détails' and is divided into 'PERSONNEL' and 'FOURNISSEUR' sections. The 'PERSONNEL' section includes fields for 'Prénom', 'Nom de famille *', and 'Courrier électronique'. The 'FOURNISSEUR' section includes a 'Fournisseur' field. A red dashed box highlights the 'Nom du profil' dropdown menu, and a red solid box highlights the 'Profil' option.

Fill the fields of the form, then click the *Envoyer* button to save the information. **Submission of files (Sales licence and AMP) is required for new suppliers only.**

The screenshot shows the 'FICHIERS' section of the form. It includes a 'Personne-ressource Courriel' field at the top. Below it, there are two sections: 'Licence de vente - Santé Canada' and 'Autorisation des marchés publics (AMP)'. Each section has a 'Choisir un fichier' button and the text 'Aucun fichier sélectionné'. A red solid box highlights the 'Envoyer' button at the bottom of the form.

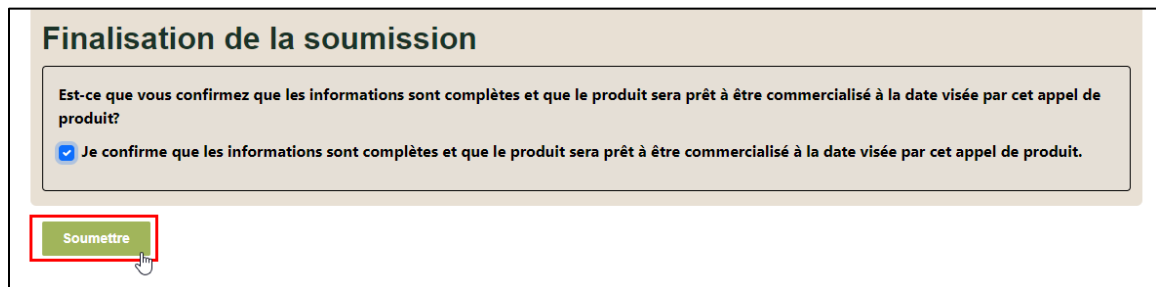
Submit a product

To display the product submission form, click on *Inscription* in the menu at the top of the screen.



The screenshot shows the SQDC - Portail des fournisseurs website. The top navigation bar is green and contains the SQDC logo, the text "SQDC - Portail des fournisseurs", and several menu items: "Accueil", "Inscription" (highlighted with a red box and a mouse cursor), "Liste de produits", a search icon, "French - France", and "Nom du profil". Below the navigation bar, the main content area is divided into two sections. The first section is titled "Information sur le fournisseur" and contains a question: "Êtes-vous le producteur du produit soumis ou le fournisseur seulement". There are two radio button options: "Producteur qui commercialise ses propres produits à la SQDC" and "Fournisseur qui vend les produits d'un autre producteur à la SQDC". The second option is selected. Below this is a text input field with the instruction: "Si vous êtes le fournisseur et que ce produit est cultivé par un autre producteur, veuillez préciser de quel producteur il s'agit." The second section is titled "Information sur le produit" and contains two text input fields. The first is labeled "Quelle est la marque?" and the second is labeled "Quel est le GTIN produit?". Below the second field is a note: "12 chiffres, excluant les '00' du début".

After filling out the form, you can submit the product by clicking the *Soumettre* button at the end of the form.



The screenshot shows the "Finalisation de la soumission" section of the form. It contains a confirmation question: "Est-ce que vous confirmez que les informations sont complètes et que le produit sera prêt à être commercialisé à la date visée par cet appel de produit?". Below the question is a checked checkbox with the text: "Je confirme que les informations sont complètes et que le produit sera prêt à être commercialisé à la date visée par cet appel de produit.". At the bottom left of this section is a green "Soumettre" button, which is highlighted with a red box and a mouse cursor.

When a product is submitted, each of the fields of the submission form is checked. If an error is found in a field, it will be flagged in red and must be corrected before resubmitting the form.

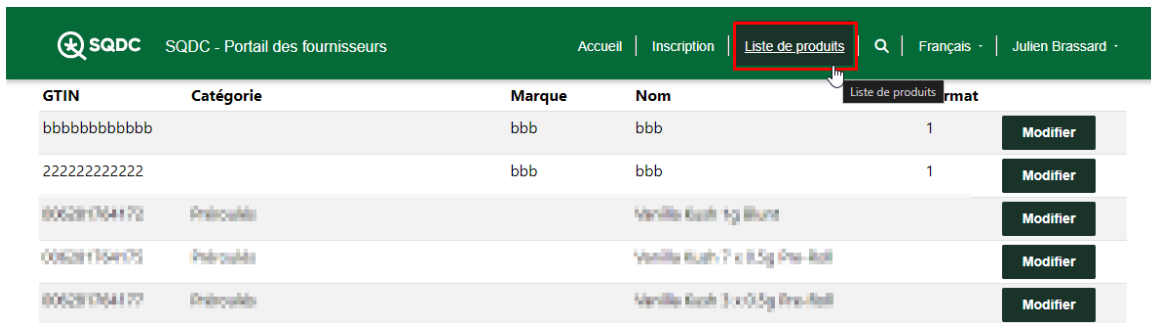


The screenshot shows a close-up of a text input field labeled "Quelle est la marque?". The field is empty and has a red border. Below the field, there is a red error message: "Veuillez renseigner ce champs". A small red circle with an exclamation mark is visible in the bottom right corner of the input field.

Once the form is error-free, you are taken to the list of submitted products.

Display the submitted products

To display a list of your submitted products, click on *Liste de produits*.



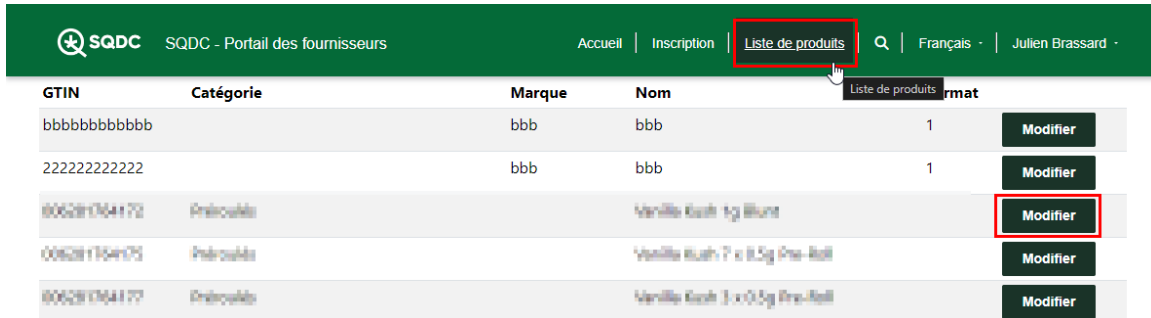
GTIN	Catégorie	Marque	Nom	Format	
bbbbbbbbbbb		bbb	bbb	1	Modifier
22222222222		bbb	bbb	1	Modifier
006281764172	Préroulés		Vanille Kush 1g Blunt		Modifier
006281764175	Préroulés		Vanille Kush 7 x 0.5g Pré-Roll		Modifier
006281764177	Préroulés		Vanille Kush 1 x 0.5g Pré-Roll		Modifier

From this screen, you can also [update a submitted product](#).

Update a submitted product

You can update a submitted product provided the submission deadline has not passed.

To update a submitted product, first display your list of submitted products. Then click the *Modifier* button for the product you want to update.



The screenshot shows the SQDC - Portail des fournisseurs interface. The top navigation bar is green and contains the SQDC logo, the text 'SQDC - Portail des fournisseurs', and links for 'Accueil', 'Inscription', 'Liste de produits' (highlighted with a red box), a search icon, 'Français', and 'Julien Brassard'. Below the navigation bar is a table with the following columns: 'GTIN', 'Catégorie', 'Marque', 'Nom', and 'Quantité'. The table contains five rows of product data. The 'Modifier' button for the third row is highlighted with a red box.

GTIN	Catégorie	Marque	Nom	Quantité	Modifier
bbbbbbbbbb		bbb	bbb	1	Modifier
2222222222		bbb	bbb	1	Modifier
006281764172	Préroulé		Vanille Rush 1g Blunt		Modifier
006281764173	Préroulé		Vanille Rush 7 x 0.5g Pré-Roll		Modifier
006281764177	Préroulé		Vanille Rush 1 x 0.5g Pré-Roll		Modifier

You are then taken to the product edit page, which works exactly like the [product submission form](#).