



**Supplier Portal  
User  
Guide**

**For  
responsible  
consumption**



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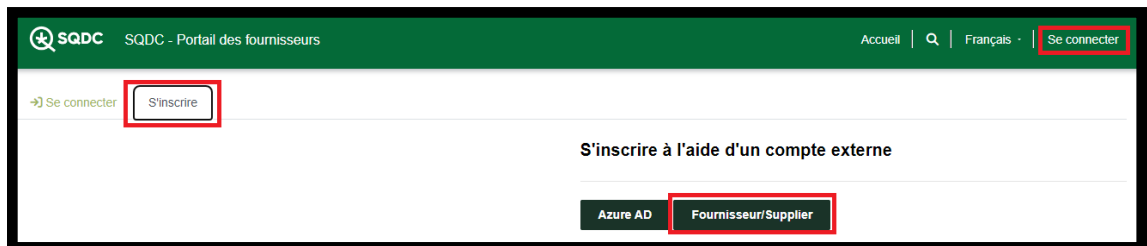
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# 1

## Create a supplier account

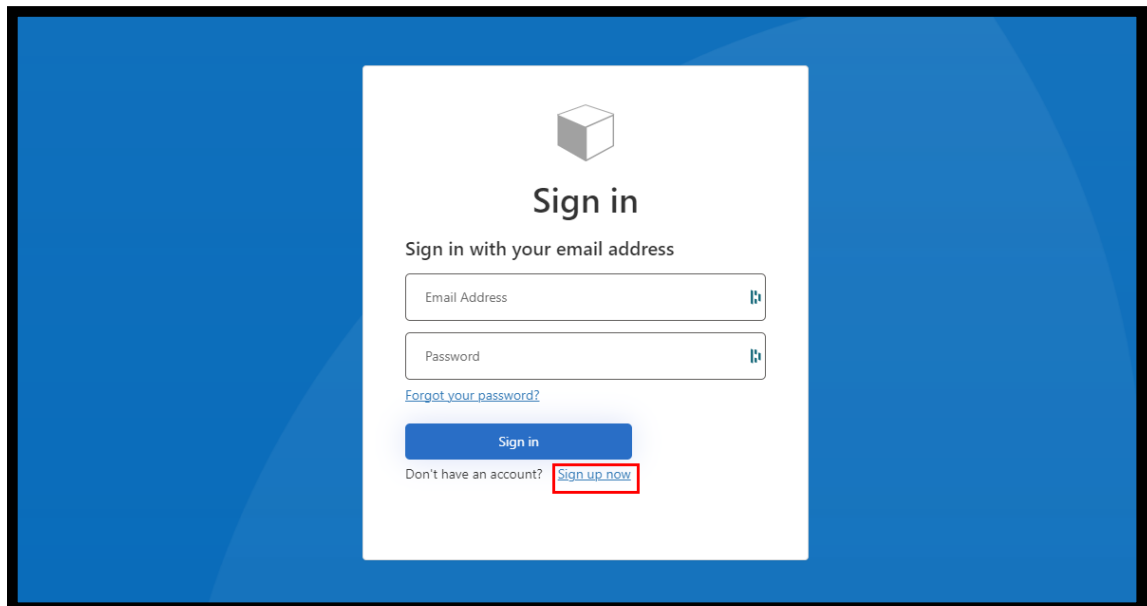
### 1.1

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.



### 1.2

Then click on the **Sign Up Now** link.

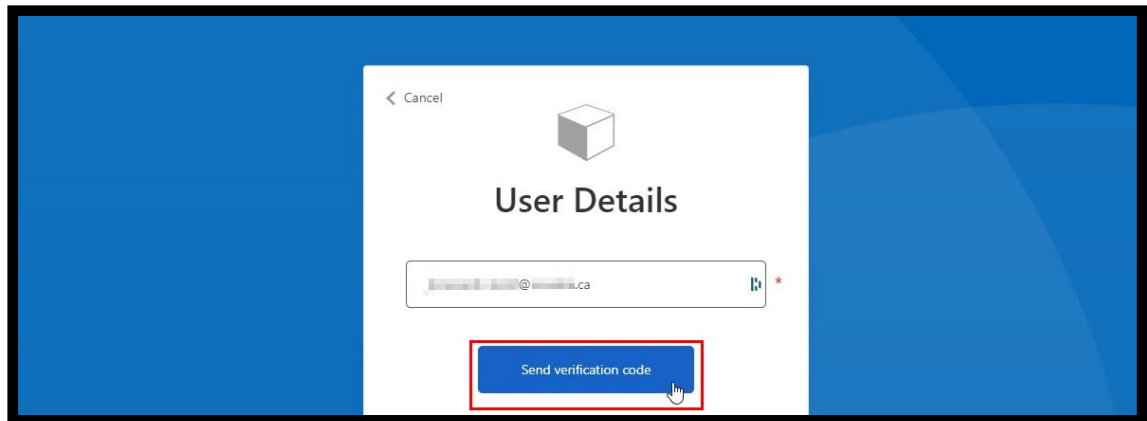


## 1

# Create a supplier account

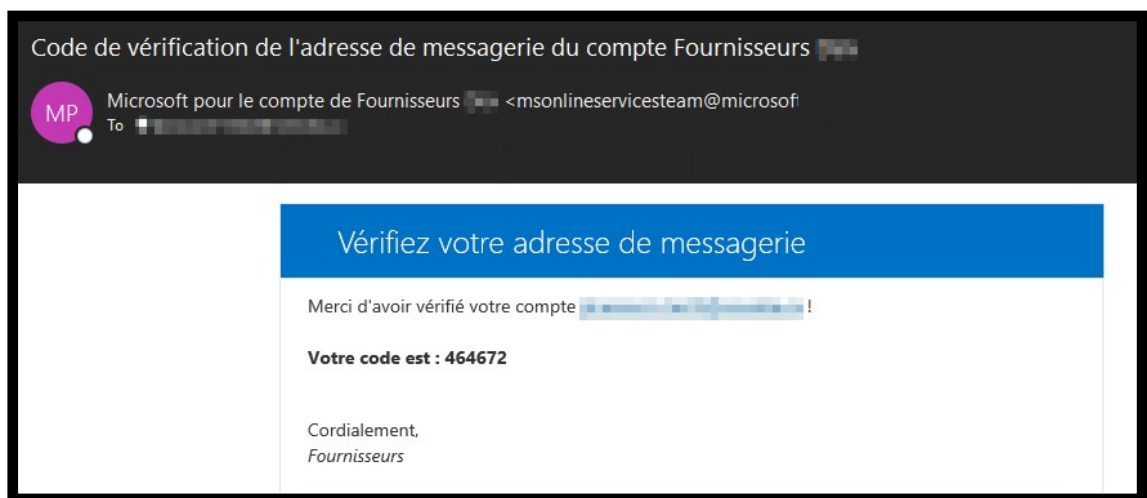
## 1.3

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



## 1.4

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.



## 1

# Create a supplier account

## 1.5

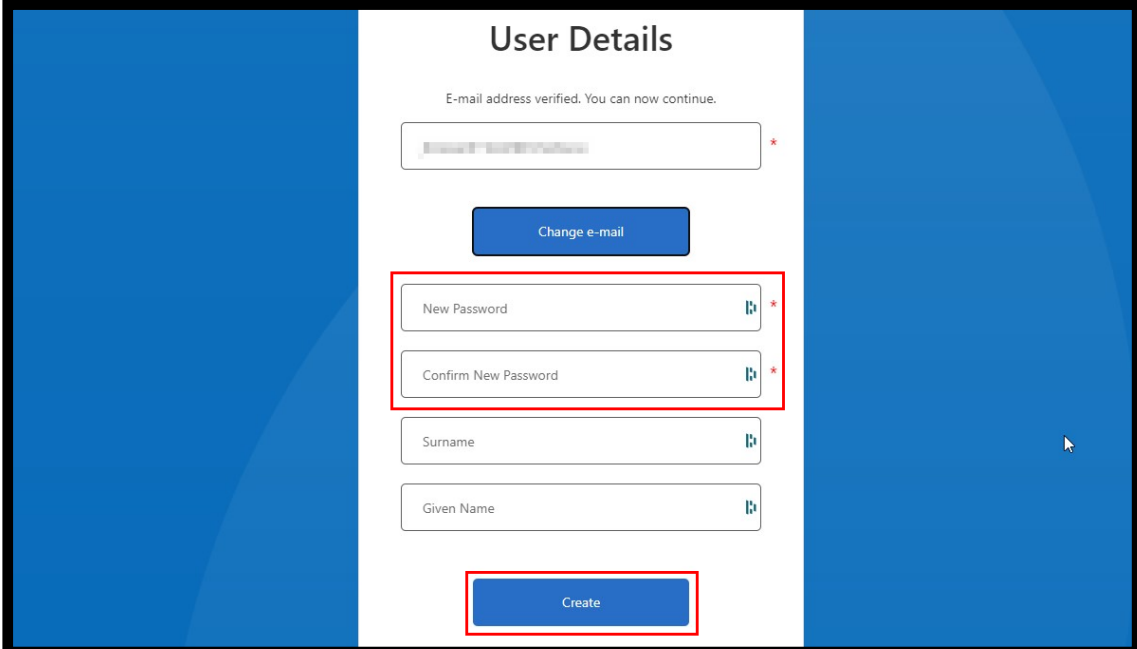
After receiving the message, enter the code it provides on the following screen and click the **Verify Code** button:



The screenshot shows a 'User Details' form with a white background and blue sidebars. The title 'User Details' is at the top. Below it, a message reads: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first is empty, and the second contains the number '464672'. Below the input fields are two buttons: 'Verify code' and 'Send new code'. Red boxes highlight the second input field and the 'Verify code' button.

## 1.6

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



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

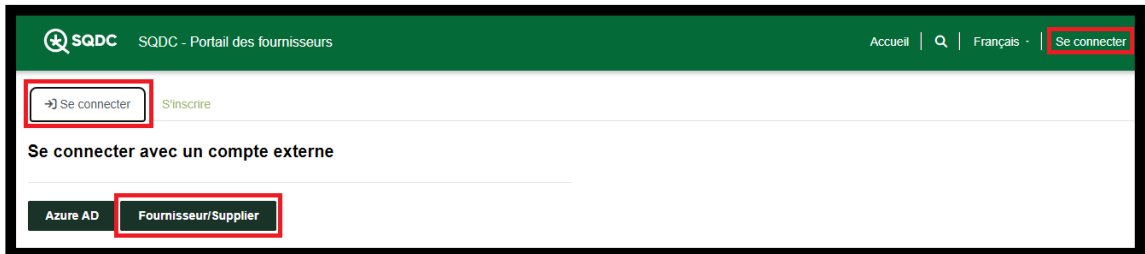
Now that your account has been created, you can sign in and **complete your Supplier Profile**.

# 2

## Sign in

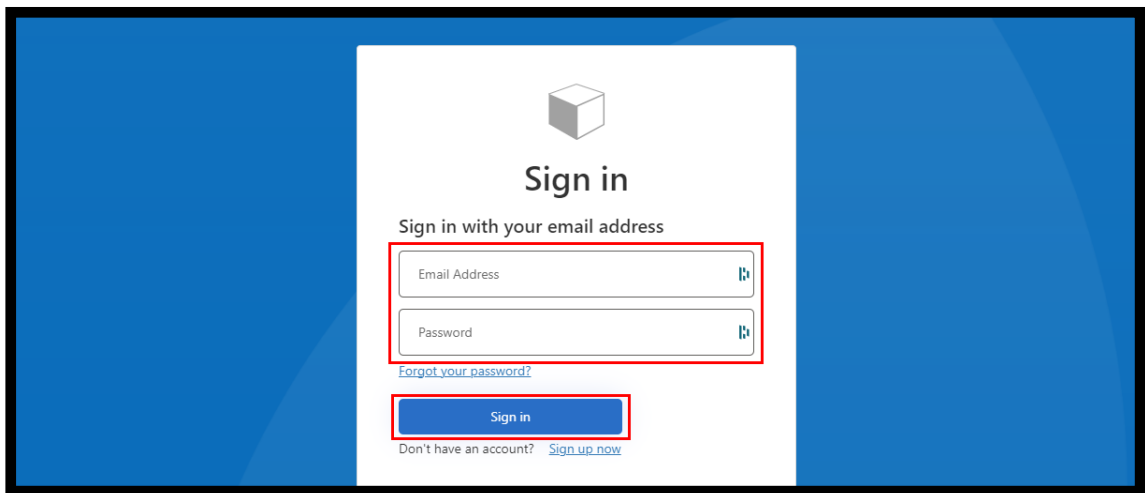
### 2.1

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.



### 2.2

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.

# 3

## Complete your Supplier profile

### 3.1

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 displays the SQDC Supplier Portal interface. At the top, a green navigation bar contains the SQDC logo and the text 'SQDC - Portail des fournisseurs'. On the right side of the navigation bar, there are links for 'Accueil', 'Inscription', 'Liste de produits', a search icon, and 'French - France'. A dropdown menu is open under the 'Nom du profil' link, showing 'Profil' and 'Se déconnecter'. The main content area is titled 'Profil' and includes a breadcrumb 'Accueil / Profil'. On the left, there is a sidebar with a profile picture placeholder labeled 'Nom du profil', a 'Profil' link, and a 'Sécurité' section with a 'Gérer l'authentification externe' link. The main content area contains instructions: 'Please provide some information about yourself. The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site. The **Email Address** and **Phone** number will not be displayed on the site. Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.' Below this, there is a 'Détails' section with a 'PERSONNEL' sub-section containing input fields for 'Prénom', 'Nom de famille \*', and 'Courrier électronique'. At the bottom, there is a 'FOURNISSEUR' section with a 'Fournisseur' input field.

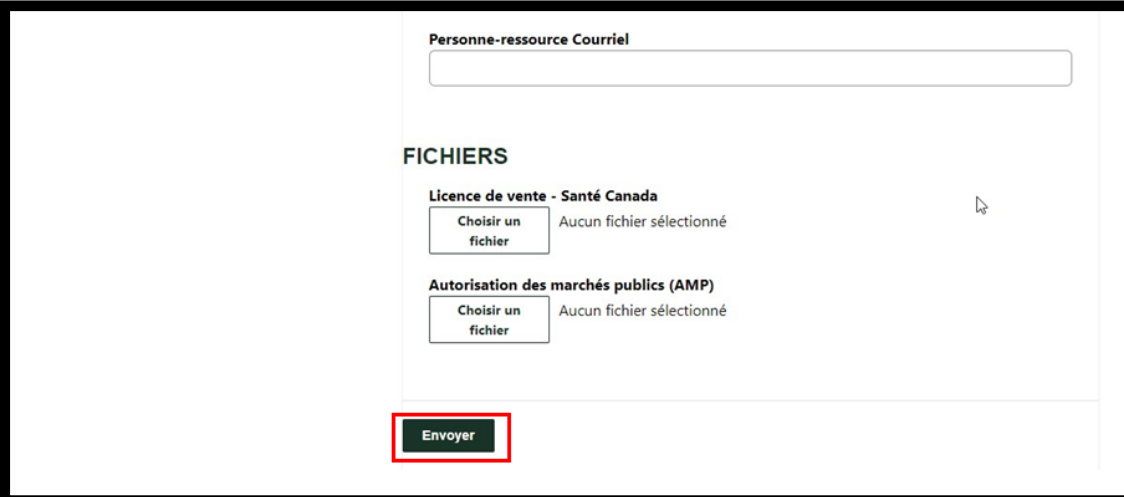
## 3

## Complete your Supplier profile

## 3.2

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 a web form for a supplier profile. At the top, there is a text input field labeled "Personne-ressource Courriel". Below this, the section "FICHIERS" is displayed. It contains two rows of file upload options:

- Licence de vente - Santé Canada**: A button labeled "Choisir un fichier" and the text "Aucun fichier sélectionné".
- Autorisation des marchés publics (AMP)**: A button labeled "Choisir un fichier" and the text "Aucun fichier sélectionné".

At the bottom of the form, a dark green button labeled "Envoyer" is highlighted with a red rectangular border.

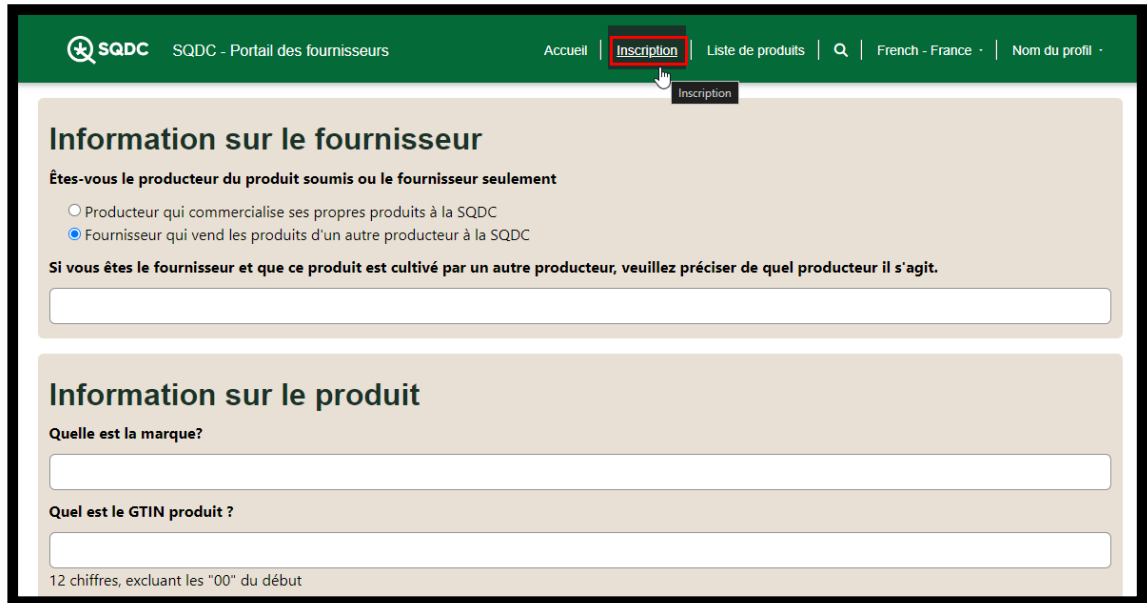


# 4

## Submit a product

### 4.1

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



**SQDC** SQDC - Portail des fournisseurs Accueil **Inscription** Liste de produits | French - France · Nom du profil ·

### Information sur le fournisseur

Êtes-vous le producteur du produit soumis ou le fournisseur seulement

- Producteur qui commercialise ses propres produits à la SQDC
- Fournisseur qui vend les produits d'un autre producteur à la SQDC

Si vous êtes le fournisseur et que ce produit est cultivé par un autre producteur, veuillez préciser de quel producteur il s'agit.

### Information sur le produit

Quelle est la marque?

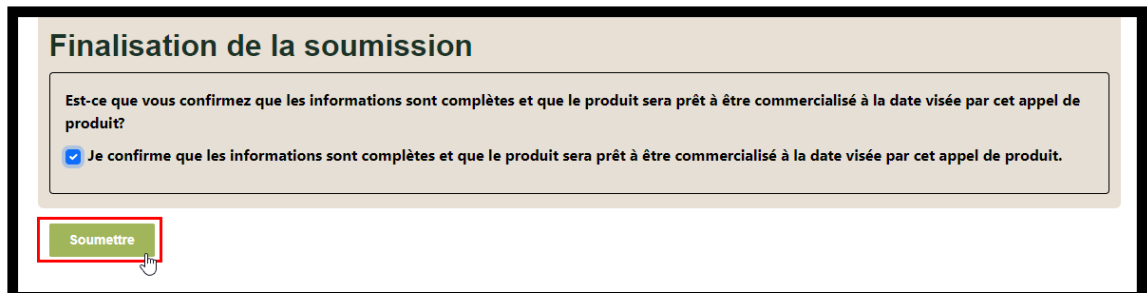
  

Quel est le GTIN produit ?

  
12 chiffres, excluant les "00" du début

### 4.2

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



### Finalisation de la soumission

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?

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.

**Soumettre**

## 4

## Submit a product

## 4.3

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.



Quelle est la marque?

ⓘ

Veillez renseigner ce champs

The image shows a screenshot of a web form. The label 'Quelle est la marque?' is at the top left. Below it is a text input field with a red border. To the right of the input field is a small red circle containing a white 'i' icon. Below the input field, the text 'Veillez renseigner ce champs' is displayed in red, indicating an error.

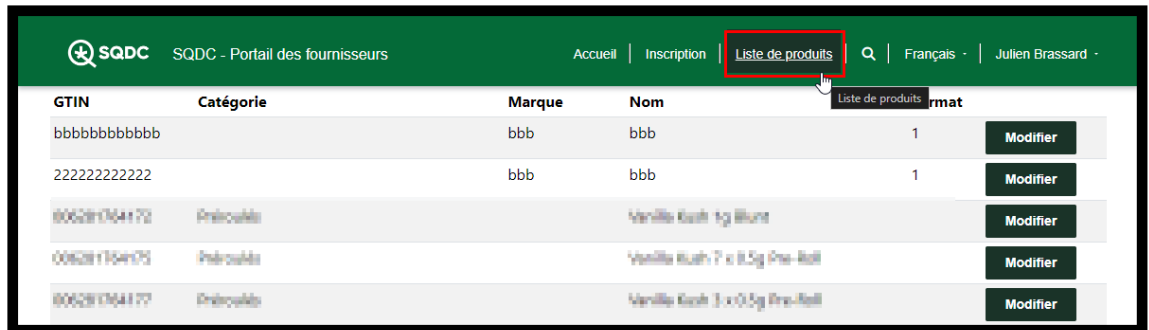
Once the form is error-free, you are taken to the list of submitted products.

# 5

## Display the submitted products

### 5.1

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



GTIN	Catégorie	Marque	Nom	Format	
bbbbbbbbbb		bbb	bbb	1	Modifier
2222222222		bbb	bbb	1	Modifier
806281364173	Pré-coulés		Vanille Rush 1g Blunt		Modifier
006281364175	Pré-coulés		Vanille Rush 7 x 0.5g Pre-Roll		Modifier
806281364177	Pré-coulés		Vanille Rush 3 x 0.5g Pre-Roll		Modifier

From this screen, you can also **update a submitted product**.

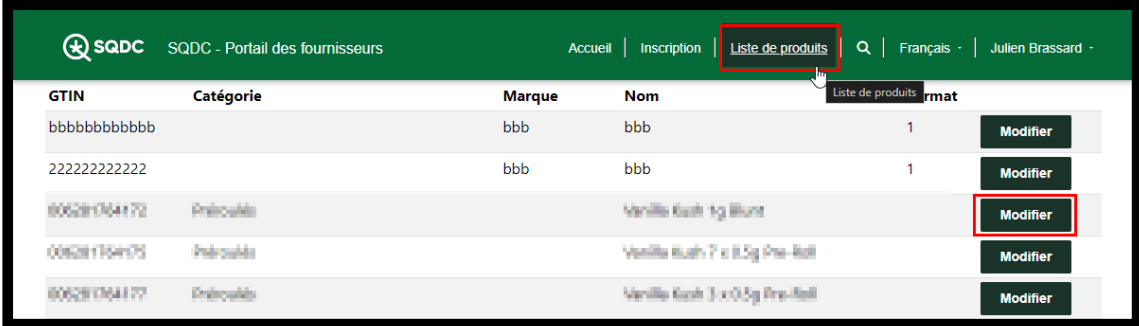
# 6

## Update a submitted product

### 6.1

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 includes 'Accueil', 'Inscription', 'Liste de produits' (highlighted with a red box), a search icon, 'Français', and 'Julien Brassard'. Below the navigation bar is a table of submitted products. The table has columns for 'GTIN', 'Catégorie', 'Marque', 'Nom', 'Format', and 'Modifier'. The third row is highlighted, and its 'Modifier' button is also highlighted with a red box.

GTIN	Catégorie	Marque	Nom	Format	Modifier
bbbbbbbbbb		bbb	bbb	1	Modifier
2222222222		bbb	bbb	1	Modifier
80628104472	Pâtisseries		Vanille Rush 1g (Runt)		Modifier
00628115470	Pâtisseries		Vanille Rush 7 x 0.5g (Pre-Roll)		Modifier
80628104477	Pâtisseries		Vanille Rush 3 x 0.5g (Pre-Roll)		Modifier

You are then taken to the product edit page, which works exactly like the **product submission form**.