

Loblaw Vendor Portal Job Aid

First-Time User Login for Vendors

Background

Once you have been setup on the Loblaw Vendor Portal you will receive a Welcome email. The Welcome email will contain information, including a username and temporary password.

One of the first tasks you'll need to complete once you receive your Welcome email, is your initial profile setup, which includes changing your temporary password, setting security questions for your password, and entering your contact information.

This job aid will show Portal Administrators and users how to setup their user profile when they login to the Loblaw Vendor Portal for the first time.

Initial Profile Setup

1. Navigate to the Loblaw Vendor Portal URL, which is <http://www.loblaw.ca/vendor>.
2. Enter your **Username** (which is your corporate e-mail address provided to Loblaw) and temporary **Password** (provided in the welcome email) and click **Login**.

Login to the Portal

Robert.Bayes@loblaw.ca

..... [Forgot?](#)

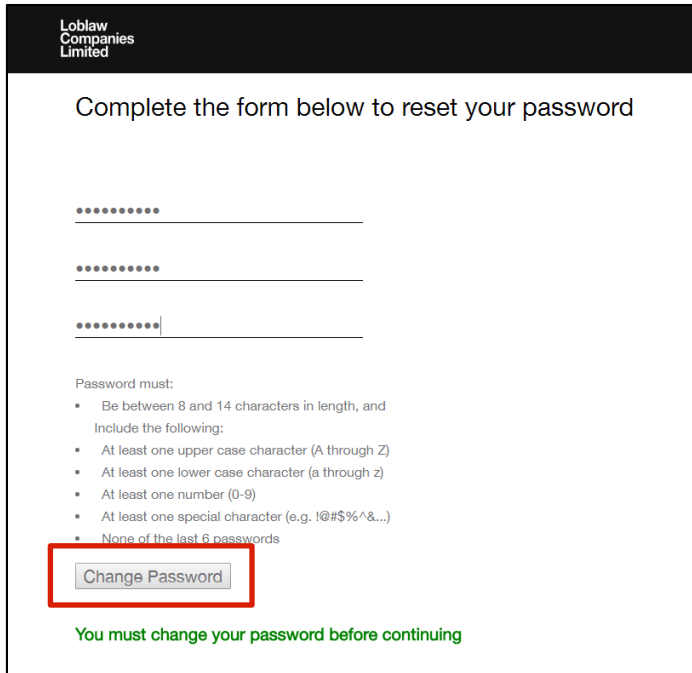
Login

Prior to logging in, please review both the Terms and Conditions that govern your use of the Loblaw Vendor Portal as well as the Supplier Communication Guidelines. You can access these by clicking on the respective link below. Please note that clicking on the login button constitutes your acceptance of the Terms and Conditions and the Supplier Communication Guidelines and your agreement to be bound by them.

[Terms & Conditions](#) | [Supplier Communication Guidelines](#)

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3. Enter your current and new password twice, then click **Change Password**.



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Complete the form below to reset your password

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.....

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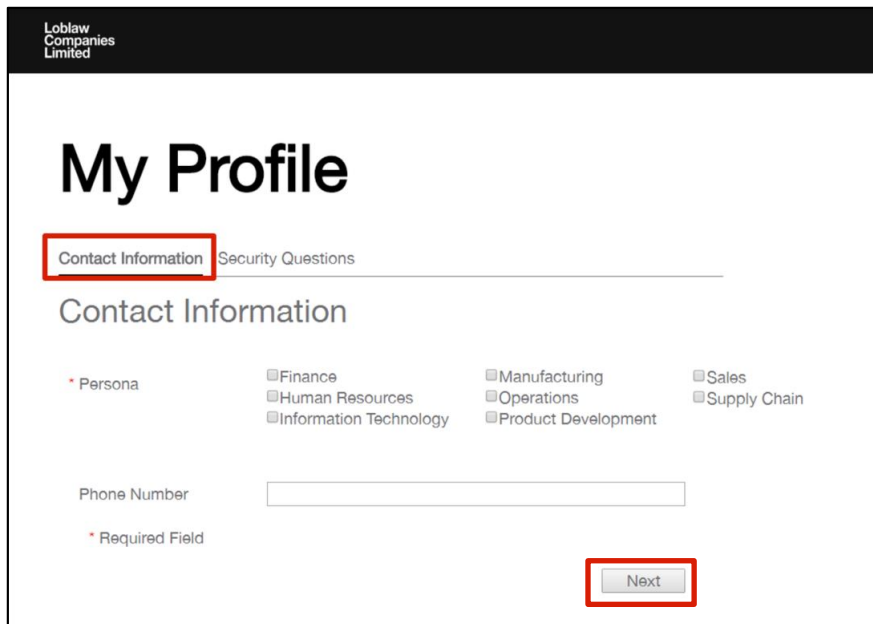
Password must:

- Be between 8 and 14 characters in length, and Include the following:
- At least one upper case character (A through Z)
- At least one lower case character (a through z)
- At least one number (0-9)
- At least one special character (e.g. !@#%&^&...)
- None of the last 6 passwords

Change Password

You must change your password before continuing

4. You will be redirected to the Vendor Portal login page. Enter your **Username** (which is your corporate e-mail address provided to Loblaw) and your new **Password** and click **Login**.
5. After a few seconds, you will be directed to the **My Profile** page. Within the **Contact Information** tab, enter your information, such as your **Persona** details and phone number and click **Next** to continue.



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My Profile

Contact Information Security Questions

Contact Information

* Persona

- Finance
- Human Resources
- Information Technology
- Manufacturing
- Operations
- Product Development
- Sales
- Supply Chain

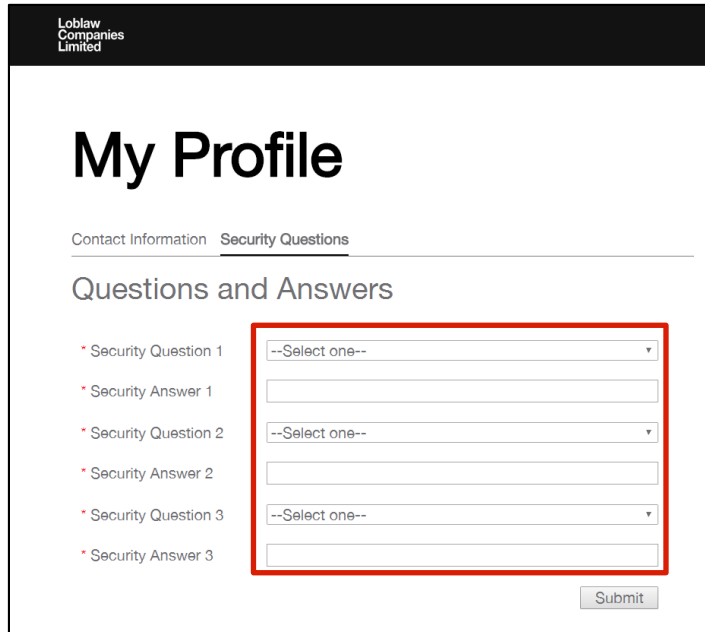
Phone Number

* Required Field

Next

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6. The Security Questions page will appear. Select a security question and enter a corresponding answer.
Note: Answers cannot be the same as the question and each answer must be unique.



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My Profile

Contact Information Security Questions

Questions and Answers

* Security Question 1

* Security Answer 1

* Security Question 2

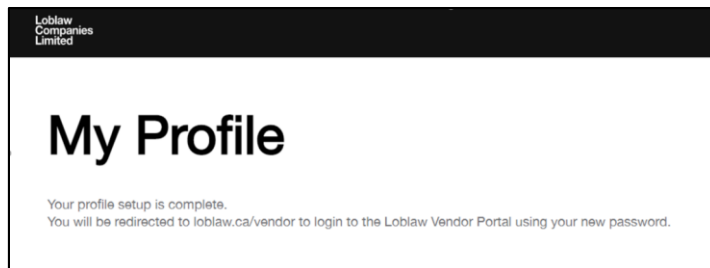
* Security Answer 2

* Security Question 3

* Security Answer 3

Submit

7. Click **Submit** once the *Contact Information* and *Security questions* section are complete.



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My Profile

Your profile setup is complete.
You will be redirected to loblaw.ca/vendor to login to the Loblaw Vendor Portal using your new password.

Note: You will see a message indicating your profile is complete.



- If you are a user, contact your Portal Administrator within your company for any issues.
- If you are a Portal Administrator, use the *Loblaw Vendor Portal Support Form* to address any issues you may have. Go to (<http://www.loblaw.ca/vendor> and then click *Help Materials*).