

Vendor Portal

Vendor Portal Homepage Job Aid



Table of Contents

Account Information and 'Search'	3
Top Navigation Tabs	3
Portal Association Box/'You are acting on behalf of' drop down	5
Carousel Articles	5
My Notifications	6
Actions	6
Alerts	6
Awareness	6
Happenings	7
Training Tips	7
Upcoming QVC Webinars	7
Did You Know?	7
Community News	7
QVC News	8
Market News	8
Change Notice	8



Account Information and 'Search'

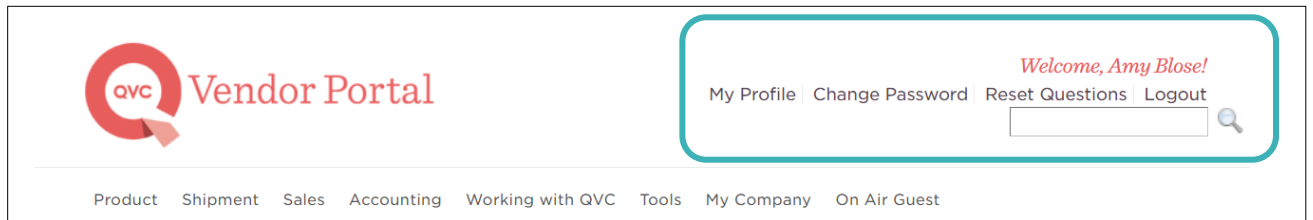
My Profile: This takes you to your profile page where you can view and edit your profile information

Change Password: This allows you to easily change your password

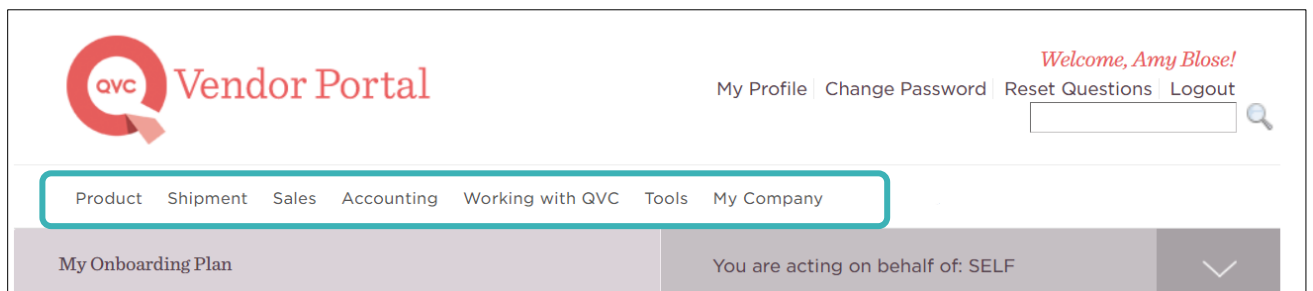
Reset Questions: This allows you to change your security questions

Please Note: Security questions are used for the 'Forgot Password' and 'Forgot Username' features in order to carry out password resets and request your username if you forget it

Logout: This logs you out of the Vendor Portal



Top Navigation Tabs



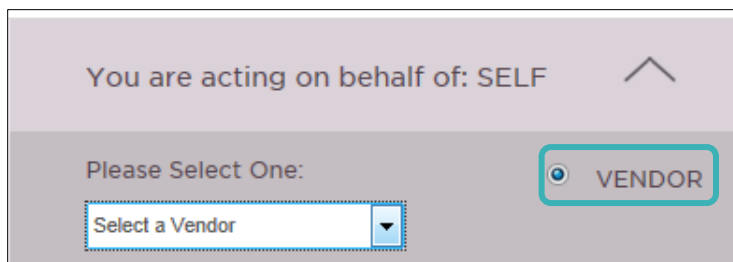
- **Product** – Here you can locate information and applications related to Purchase Order, Quality Assurance, Technical Design and Proposition 65 Warning Input
- **Shipment** – Here you can locate information and applications related to Distribution Center Shipment, Drop Ship, Vendor Funded Shipment and Return to Vendor (RTV)
- **Sales** – Here you can locate information and reports related to On-Air Platforms, Off-Air Platforms and Sales & Inventory
- **Accounting** – Here you can locate information and applications related to Accounts Payable
- **Working with QVC** – Here you can locate information related to your working relationship with QVC as it pertains to QVC Business Policies, QContacts & FAQs and information on the Vendor Advisory Board (VAB)
- **Vendor Onboarding** – Here you can find training resources that will help you onboard and ultimately work with QVC and follow QVC best practices and guidelines, sorted by product category
- **Tools** – Here you can locate information related to your Events and your Notifications
- **My Company** – Here you can go to your company's profile and access your company's contacts
- **Applications** – Here you can access commonly used applications



Portal Association Box/'You are acting on behalf of' drop down

If you are associated with multiple companies, you can use the portal association box/'You are acting on behalf of' drop down to switch between companies

Step 1: In the portal association box/'You are acting on behalf of' drop down, select the Vendor option



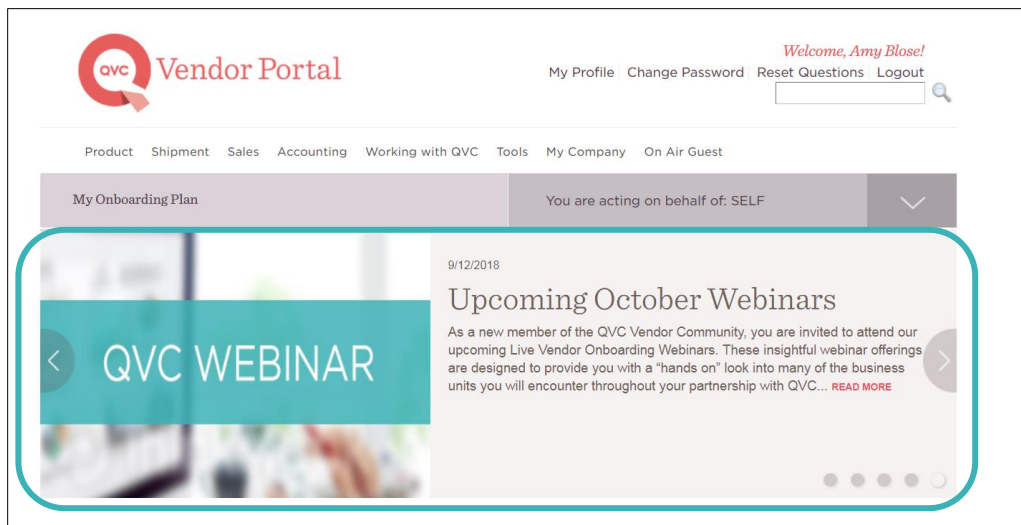
The screenshot shows a user interface for selecting a company to act on behalf of. At the top, it says "You are acting on behalf of: SELF" with an upward-pointing chevron icon. Below this, there is a section titled "Please Select One:" which contains a radio button next to the word "VENDOR". To the left of the radio button is a dropdown menu with the text "Select a Vendor" and a downward-pointing arrow.

Step 2: In the list of associated vendors select the vendor you wish to act under, and click 'Save'

Carousel Articles

Here you will always find 5 Articles featured by the QVC Vendor Education & Engagement team. These Articles may be relevant to QVC news/announcements, current or upcoming process changes and/or the Change Notice, upcoming webinars and events, and anything else that might be of interest to our Vendor Community





My Notifications

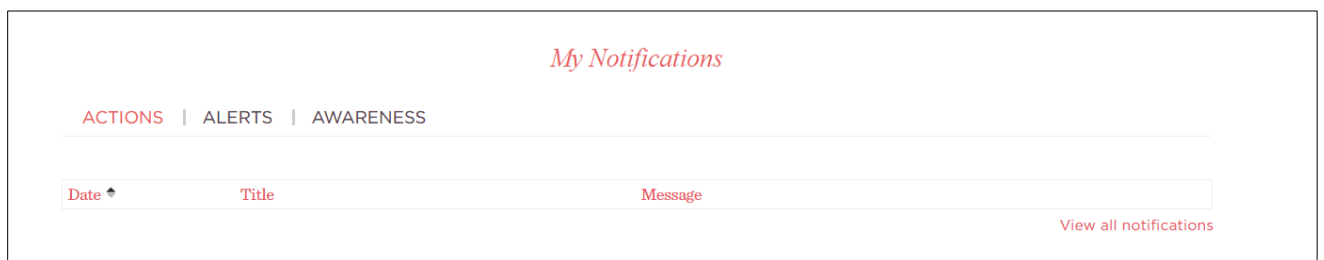
Here you will find a log of important QVC announcements and communications upon logging into the Vendor Portal:

Actions: Here you can find notifications that require an action

Alerts: These notifications include “need-to-know” information but may not require an action (i.e. Change Notice)

Awareness: Here you can find non-critical communications (i.e. Friday In Case You Missed It emails), etc.

Please Note: You can click on ‘View all notifications’ to get a further look into your notifications



Happenings

Highlights timely and useful information that applies to the Vendor Community

Happenings

TRAINING TIPS
QContacts
Need to contact a QVC team member? Check out the contact lists, organized by team, on the QContacts page.
[Click here to access Qcontacts.](#)

QVC WEBINAR
Upcoming Webinars
We will be hosting a number of live webinars in early October. These are intended for new vendors, but all are welcome to attend!
[Click here to register for upcoming webinars.](#)

DID YOU KNOW?
Temporary Password
The temporary password can only be used once - be sure you are copying and pasting without any extra spaces. Once logged in, click "Change Password" from the Homepage.
[Click here for the Resetting Password Job-aid.](#)

Training Tips: Here you will find tips and instructions for some of our most frequently asked questions by our Vendor Community

Upcoming QVC Webinars: Here you will find links to register for any upcoming QVC Webinars. These can include our monthly onboarding webinars as well as other webinars regarding various topics across our business

Did You Know?: Here you will find helpful information and facts that are relevant to our Vendor Community

Community News

Here you can find a list of archived articles that are relevant to our Vendor Community:



QVC News: Here you will find QVC corporate news and/or announcements, such as press releases, Newsroom articles, etc.

Market News: Here you will find news and information that is specific to our Vendor and/or Guest Community

Change Notice: Here you will find past monthly Change Notice communications, which include changes in processes and procedures in doing business with QVC

Community News



QVC News

Market News

QVC Beauty Strategy for 2019: Webinar Follow-Up

As a follow-up to last week's Beauty webinar, we wanted to provide a few materials for Beauty vendors' reference. Please read more for more information and links... [READ MORE](#)

[View More in Market News](#)

Docuseries Gives Inventors 48 Hours to Create a

It typically takes inventors years to go from idea to prototype to product pitch. But this September, viewers across the U.S. will watch 12 teams from around the country try to do all this in 48 hours – with some help from QVC... [READ MORE](#)



[View More in QVC News](#)



Change Notice

US Change Notice - September 5, 2018

For September, we are reporting changes and/or updates to the following: an updated Claims form for all vendors (except Beauty and Supplements), updated sample requirements for Apparel & Accessories vendors, and updates to the Packaging & Labeling Manual... [READ MORE](#)

[View More in Change Notice](#)

