

Vendor Portal

Account Set-Up Job Aid



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Account Set-Up

When you are first granted access to the Vendor Portal, you will receive a notification email to prompt you to complete your account set-up. If you need an account created, contact your Company's Primary Contact/Company Admin to add you as a user

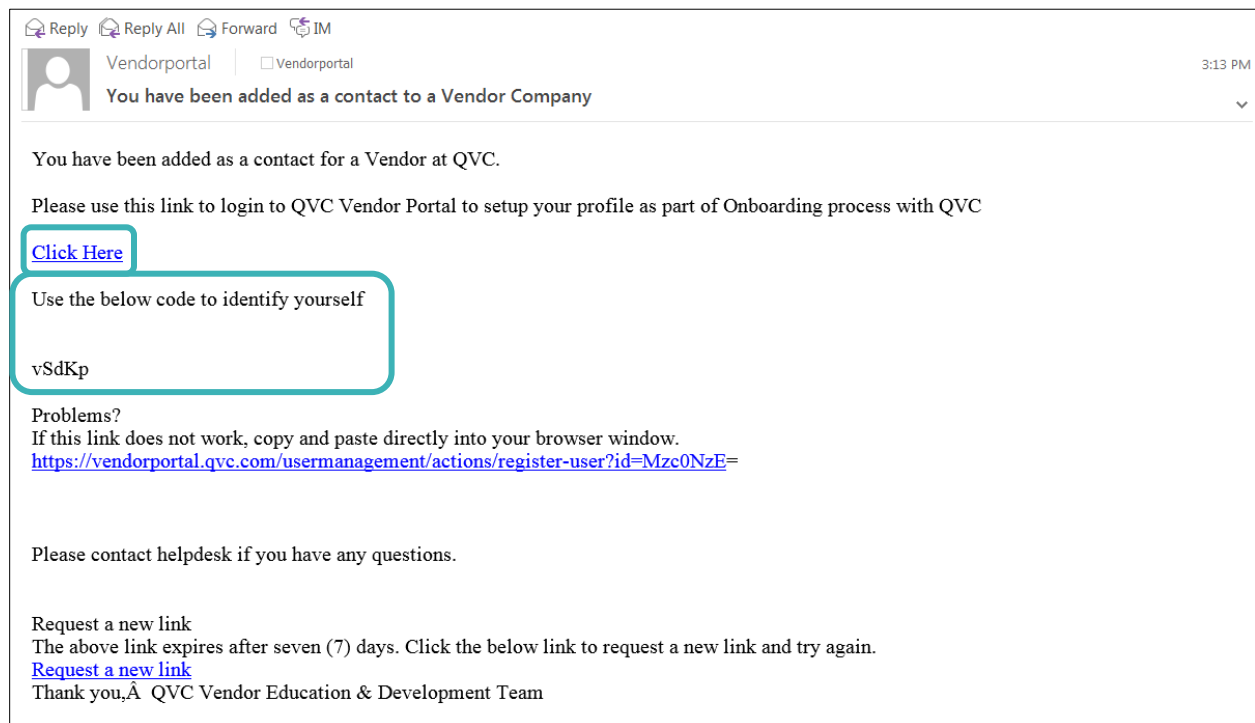
Please Note: You will not have access to your account(s) until you complete the account set-up

Step 1: Check your email for a communication from VendorPortal@qvc.com notifying you that you have been added to the QVC Vendor Portal

Please Note: Be sure to check your spam/junk folder if you do not see the email come through

Step 2: Access the link in the email titled 'Click Here'

Please note: Take note of the unique verification code provided to you in the email, as you will need this to complete your registration



The screenshot shows an email interface with the following content:

- Header: Reply, Reply All, Forward, IM icons. Sender: Vendorportal. Subject: You have been added as a contact to a Vendor Company. Time: 3:13 PM.
- Body: "You have been added as a contact for a Vendor at QVC. Please use this link to login to QVC Vendor Portal to setup your profile as part of Onboarding process with QVC"
- A blue box highlights the link: [Click Here](#)
- Another blue box highlights the text: "Use the below code to identify yourself" followed by the code "vSdKp".
- Text: "Problems? If this link does not work, copy and paste directly into your browser window. <https://vendorportal.qvc.com/usermanagement/actions/register-user?id=Mzc0NzE=>
- Text: "Please contact helpdesk if you have any questions."
- Text: "Request a new link The above link expires after seven (7) days. Click the below link to request a new link and try again. [Request a new link](#)"
- Text: "Thank you, QVC Vendor Education & Development Team"



Step 3: After you have clicked the link, you will be brought to the below page. Enter the requested information and click 'Confirm'

Vendor Portal

Home / User Registration

Verification Code vSdKp

Verify Email VendorPortal@qvc.com

Confirm

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Step 4: You will then be brought to the below screen where you will need to choose a Username and Password as well as create and answer personalized security questions. Once finished, click 'Submit'

Please Note the **username** requirements:

- No special characters or punctuation are permitted
 - i.e. @\$%^&*!+=
- No uppercase letters are permitted
- Lowercase letters are permitted
- Digits 0-9 are permitted

Please Note the **password** requirements:

- 8-50 characters in length
- At least one (1) uppercase letter
- At least one (1) lowercase letter
- At least one (1) digit
 - i.e. 0-9
- At least one (1) of the below special characters
 - i.e. @\$%^&*!+=

*Please Note: Your security questions will allow you to reset your password in the event that you forget your password and need a password reset for the Vendor Portal (Please see the '**Forgot Password and Forgot Username Job Aid**' for further instructions on resetting your password)*



Step 6: Click the link shown below to be brought to the Vendor Portal log-in screen

click here to login.' The 'click here' link is highlighted with a red box. A copyright notice at the bottom reads '© 1995-2015 QVC, Inc. All rights reserved. Trademark Notice'."/>

Step 7: Enter your newly created Username (Screen Name) and Password to log into the Vendor Portal

You now have access to the QVC Vendor Portal. If you have questions about this process please contact VendorPortal@qvc.com



Completing your User Profile

Step 1: Navigate to 'My Profile' at the top right of the screen

There you will see 4 tabs in which you can populate information to complete your profile: Profile, Roles & Access, Online Presence, and Category

Profile

This tab contains information specific to individual users, regardless of any company associations

Please Note: It is **required** that you complete the following information on your profile in order to ensure you receive all pertinent notifications from the Vendor Portal:

- First Name
- Last Name
- Job Title
- Primary Email
- Primary Phone Number and Type
 - You can select the Phone Number Type using the drop down to the right of the phone number field
- Primary Street Address (All fields required)
 - Address Type
 - Street
 - City
 - State/Province
 - Country
 - Zip

Please note: You can add additional contact information such as email, phone and address by clicking the 'Plus' sign in the red box

Step 1: Select 'Edit' to update any editable field information

Please Note: Only contacts currently associated with the default company can be selected from the 'Assistant to' drop down

Step 2: Select 'Save' to save any changes made to your User Profile



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PROFILE | ROLES & ACCESS | ONLINE PRESENCE | CATEGORY

[Edit](#) [Save](#)

User ID: Salutation:

*First Name: *Job Title:

*Last Name: Responsibilities:

On Air Guest: System Access:

Last updated by SYSTEM on 08/08/2018 8:58:05 am

[+](#) **Emails** [+](#) **Phones**

Country Code | Phone | Type

Primary: Primary:

[+](#) **Addresses**

Primary: Address Type: City:

Street: Country:

State/Province: Zip:

Roles & Access

This tab displays your level of access in the vendor portal under 'Access Roles.' If you are a Primary Contact or President, this will be shown under 'Lead Roles.' If you are a key contact, this will be shown under 'Functional Roles'

*Please Note: Please refer to the '**Primary Contact & Company Admin Job Aid: Managing Vendor Portal Users**' for additional detail on Lead Roles, Functional Roles and Access Roles*

Product Shipment Sales Accounting Working with QVC Tools **My Company** Applications

Home / My Company

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PROFILE | **ROLES & ACCESS** | ONLINE PRESENCE | CATEGORY

Lead Roles

QVC's Primary points of contact within your company

Functional Roles

Secondary contact within your company for QVC business interactions

Access Roles

Controls the level of access each individual has to business information

- Accounting
- Sales & Inventory
- Document Share Min Access
- Role having ability to access to share files
- Company Admin
- Document Share Admin
- Default access to a Vendor Company Contact
- Notifications for PO, QA, and Shipping
- Purchase Order



Online Presence

This tab allows you to input your social media account names and URLs as they relate to QVC (i.e. Facebook, Twitter, Instagram, LinkedIn)

Step 1: Click the 'Type' drop down to select which type of online information will be added

Step 2: Enter in the Name and URL for the selected type and click 'Add'

Home / My Company / Company Profile

You are acting on behalf of: !AZOOKA JOE INC...

!AZOOKA JOE INC. 1

COMPANY DETAILS | PRODUCT CATEGORY | **ONLINE PRESENCE** | CHARITY

Type: Select One (dropdown menu open showing: Facebook, Google Plus, Instagram, LinkedIn, Pinterest, Twitter, Website, You Tube)

Name: [input field] URL: [input field] Add

Type	Name	URL	Actions
Facebook	test	test	[Pencil icon] [Trash icon]

Please Note: Select the Pencil Icon to edit any preexisting information or the Trashcan Icon to remove any preexisting information

Test User

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PROFILE | ROLES & ACCESS | BUILDING ACCESS | **ONLINE PRESENCE** | CATEGORY

Type: Select One (dropdown menu open showing: Facebook, Google Plus, Instagram, LinkedIn, Pinterest, Twitter, Website, You Tube)

Name: [input field] URL: [input field] Add

Type	Name	URL	Actions
Facebook	test	test	[Pencil icon] [Trash icon]

Category

This tab allows you to select the Primary Category (the category which constitutes the bulk of your work with QVC/your default company), and it also allows you to add Other Categories pertaining to your QVC business relationship

Step 1: Select 'Edit'

Step 2: In the Primary Category and Other Category drop downs, select the appropriate category

Please Note:

- You will need to select 'Edit' each time you want to add a category
- You can add multiple 'Other' categories
- If you would like to remove an 'Other Category' you have added, you can select 'Edit' and then click the Minus Box that corresponds with the category you would like to remove

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PROFILE | ROLES & ACCESS | ONLINE PRESENCE | CATEGORY

Primary Category: Home Decor

Other Category: Select One

- Electronics
- Jewelry
- Entertainment
- License Hardgds
- Housewares
- App/Access Event
- Health
- Costume Jewelry
- Fun & Leisure
- Gift Cards
- Home Decor**
- Textile/Furnit
- Collectibles
- Apparel
- Accessories
- Health/Beauty

Edit

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PROFILE | ROLES & ACCESS | ONLINE PRESENCE | CATEGORY

Primary Category: Home Decor

Other Category: Select One to Add

- Fun & Leisure -
- Textile/Furnit -

Edit

