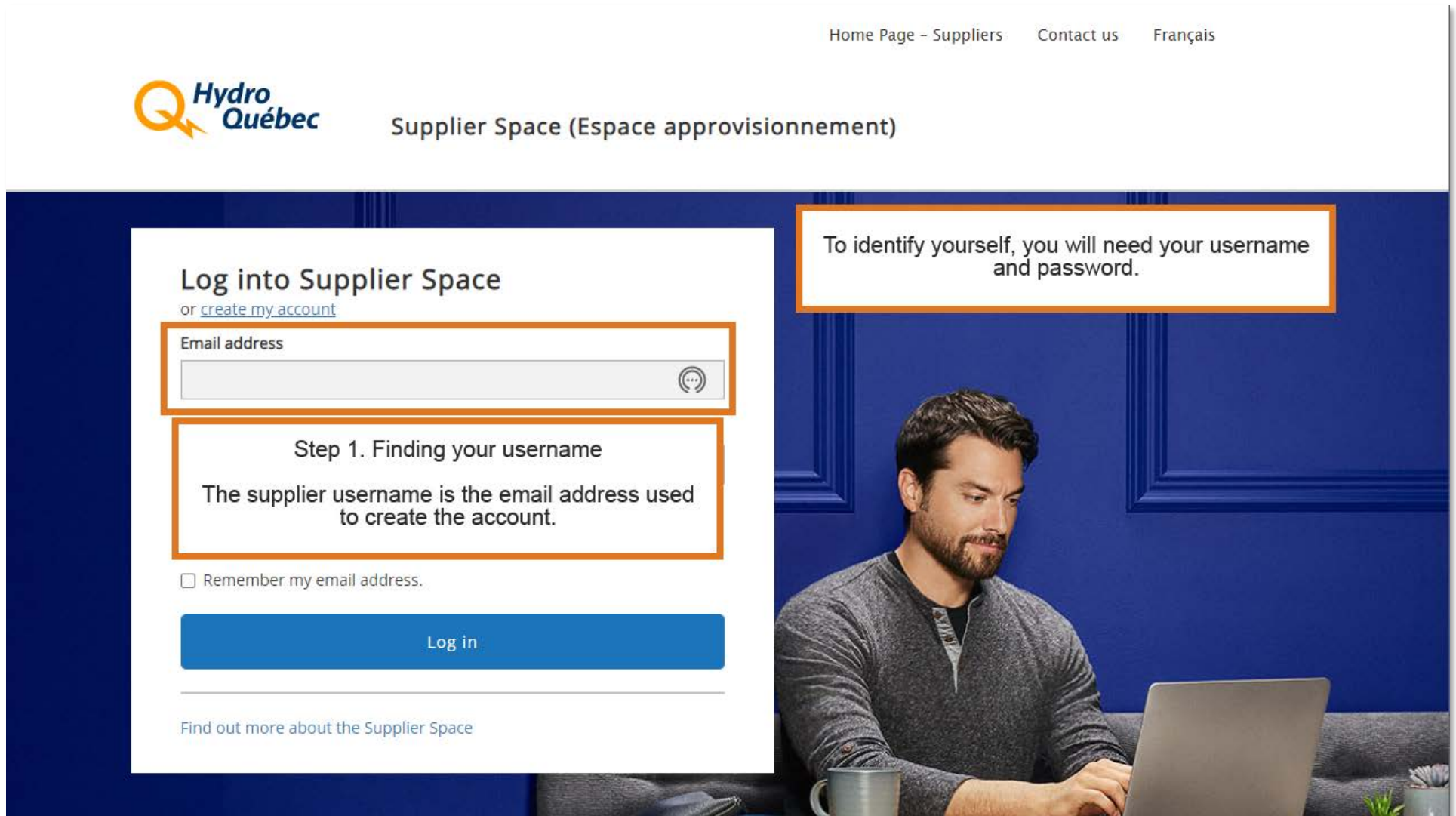


## SUPPLIER SPACE TRAINING DOCUMENT

### Two-step authentication process



The screenshot shows the Hydro Québec Supplier Space login interface. At the top right, there are navigation links: "Home Page - Suppliers", "Contact us", and "Français". The Hydro Québec logo is on the left, followed by the text "Supplier Space (Espace approvisionnement)".

The main content area features a white login box on a dark blue background. The box is titled "Log into Supplier Space" with a link "or [create my account](#)". Below this is an "Email address" input field, which is highlighted with an orange border. To the right of the input field is a circular icon with three dots.

Below the input field is a text box with the heading "Step 1. Finding your username" and the text "The supplier username is the email address used to create the account.", also highlighted with an orange border. Underneath is a checkbox labeled "Remember my email address." and a blue "Log in" button.

At the bottom of the login box is a link: "Find out more about the Supplier Space".

To the right of the login box, a white text box with an orange border contains the text: "To identify yourself, you will need your username and password." The background of the entire page shows a man with a beard sitting at a desk, working on a laptop.

## SUPPLIER SPACE TRAINING DOCUMENT



Accounts with the HQ – Supplier administrator profile (the person who created the Supplier Space): the username is indicated in the confirmation email sent following the creation of the Supplier Space. See the example below for the company "Entreprise Canada":

Hello,

We have created the Supplier space for the company, ENTREPRISE CANADA as well as an account for which you are the administrator.

You will be able to access it using the following username `first.name@company.ca`

Please follow these steps to complete your application:

1. Choose your password, using an authentication e-mail that you will receive shortly.
2. Log in and accept the general terms for access and use.
3. Verify the information in your Supplier record.  
If you wish to update it, create a change request in your record.
4. If required, submit proof of identity\* within 90 days, or your record will automatically be deleted. You will be able to begin the registration process again at a later time. To submit proof of identity, you must insert the proof under the Documents tab – Verification of identity section – of your record. If you wish to participate in a request for proposals, allow three business days for the verification of your proof of identity.

\*An alert on your record will inform you if a proof of identity is required.

Best regards,

**Supplier Space Team**

For any support request, contact:

Phone: +1 800 324-1759

## SUPPLIER SPACE TRAINING DOCUMENT

### Accès à l'Espace approvisionnement de l'entreprise « ENTREPRISE CANADA »

no-reply@ivalua.com

to me ▾



All other accounts with the “HQ – Supplier administrator” or “HQ – Supplier collaborator” profiles (created by the first administrator): the username is indicated in the confirmation email sent when the contact was created. See the example below:

Bonjour.

L'administrateur de l'Espace approvisionnement de l'entreprise « OctoD » vous a créé comme contact sur la Fiche fournisseur.

Vous pourrez accéder à l'Espace en utilisant l'identifiant suivant : [« prénom1.nom2@entreprise.ca »](mailto:« prénom1.nom2@entreprise.ca »)

Vous recevrez un courriel d'authentification sous peu qui vous permettra de choisir votre mot de passe et vous connecter.

Cordialement,

#### Équipe Espace approvisionnement

Pour toute demande de soutien, communiquez avec :

Téléphone : +1 800 324-1759

Courriel : [support-hydroquebec@ivalua.com](mailto:support-hydroquebec@ivalua.com)

Si vous êtes un employé ou une employée d'Hydro-Québec, cliquez [ici](#) pour le soutien interne.

CE COURRIEL EST ENVOYÉ AUTOMATIQUÉMENT. MERCI DE NE PAS Y RÉPONDRE.

Hydro-Québec ne vous demandera jamais des renseignements personnels par courriel.

Consultez notre [Politique en matière de confidentialité](#).

**Avis de confidentialité** - Avertissement relatif à la *Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels*. L'information transmise avec ce courriel électronique est de nature privilégiée et confidentielle. Elle e

# SUPPLIER SPACE TRAINING DOCUMENT



## Supplier Space (Espace approvisionnement)

### Log into Supplier Space

or [create my account](#)

Email address

Password

[Forgot your password?](#)

[Having trouble logging in?](#)

#### Step 2. Choosing your password





Once you have created your username, you will receive a second email prompting you to choose a password.

[Find out more about the Supplier Space](#)




## SUPPLIER SPACE TRAINING DOCUMENT

Choose a password for Supplier Space (Espace approvisionnement) Boîte de réception x

 **Hydro-Québec** <hydro-quebec@communications.hydro.qc.ca> mar. 28 avr. 19:03 (il y a 19 heures)   


À moi ▾



Hello,

You are almost ready to use Supplier Space (Espace approvisionnement).  
For access, please select a password.  
[Select a password](#)

If you did not make this request, please ignore this email.

Sincerely, 

Supplier Space Team

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Do not reply to this message. It was generated automatically, so we cannot respond to your questions or comments. To contact a member of the Supplier Space team, go to [Contact us](#).

# SUPPLIER SPACE TRAINING DOCUMENT



## Supplier Space (Espace approvisionnement)

### Password selection

Choose a new password

Must be at least 8 characters long, contain 1 uppercase letter, 1 lowercase letter and 1 digit, and have no more than four identical consecutive characters already used in your account.

Enter your password.

Re-enter your new password

Click on Submit.



# SUPPLIER SPACE TRAINING DOCUMENT



## Supplier Space (Espace approvisionnement)

### Password selection

Your new password has been saved. You can now log in.

Log in

Click on Log in.



[Fraud prevention](#) | [Terms and confidentiality](#) | [Accessibility](#) | [Netiquette](#) | [Access Act](#)

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# SUPPLIER SPACE TRAINING DOCUMENT



## Supplier Space (Espace approvisionnement)

**Log into** Then enter your username and password.  
or [create my account](#)

Email address

Password

[Forgot your password?](#)  
[Having trouble logging in?](#)

Remember my email address.


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[Find out more about the Supplier Space](#)






# SUPPLIER SPACE TRAINING DOCUMENT

 Espace approvisionnement d'Hydro-Québec  
Exploité par Ivalua

First\_Name ▾ (ENTREPRISE CANADA) ▾

Home page | Supplier record | Tender calls | Need help ? | Useful links

☆ | GENERAL TERMS OF ACCESS AND USE  

You must accept the terms below in order to continue.

## General conditions of access and use – Supplier Space operated by Ivalua

This document defines the general conditions of access and use (the "Conditions") of Hydro-Québec's Supplier Space (the "Application").

Permission to access and use the Supplier Space is granted to your employees (individually a "User" and collectively the "Users") on the condition that you accept these General Conditions unconditionally.

Ivalua, Hydro-Québec, its subsidiaries and affiliates (the "Operator") reserve the right to amend these General Conditions at any time without notice.

I accept the general conditions of access and use.

# SUPPLIER SPACE TRAINING DOCUMENT

**Espace approvisionnement d'Hydro-Québec**  
Exploité par Ivalua

First\_Name (ENTREPRISE CANADA)

Home page Supplier record Tender calls Need help? Useful links

Home page Search ...

**News from Hydro-Québec**

We are in the midst of a gradual rollout and not all tender calls are shown in the Supplier Space for the time being.

For a complete list of tender calls, go to the page [Current tender calls](#).

**0** RFPs

**1** Open tender calls

**Support tools**

[Tutorials](#)

[Frequently asked questions](#)

**Contact us**

[Click here](#)

... to navigate in your Supplier Space.