



Vendor Portal Login Instructions

日本語版の操作ガイドを[こちらのリンク](#)に掲載しております

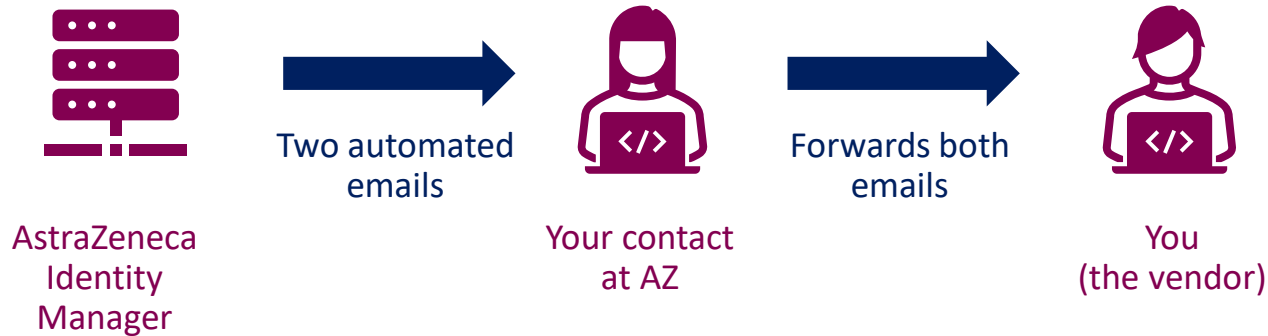
한국어 가이드라인은 이 링크를 통해 확인 가능합니다.

[请点击此链接获得中文版](#)



1 Receiving your Username and Password

Your AZ contact should forward 2 emails to you - one email with your LOGIN NAME and one email with PASSWORD. You need this login and password to login to Vendor Portal. Please reach out to your AstraZeneca contact if they have not shared the LOGIN NAME and PASSWORD with you.



The username will look like an email address, for example **cdhr523@azpip.com**

The password will consist of a range of letters and numbers, for example **PcqNWKf6**

Please keep these emails safe. You will need them as you follow Step 2 (next page).



“My username looks wrong”

If the username you are provided with does not include @azpip.com, please add this to the end of your username when you use it. For example:

cdhr523 + @azpip.com



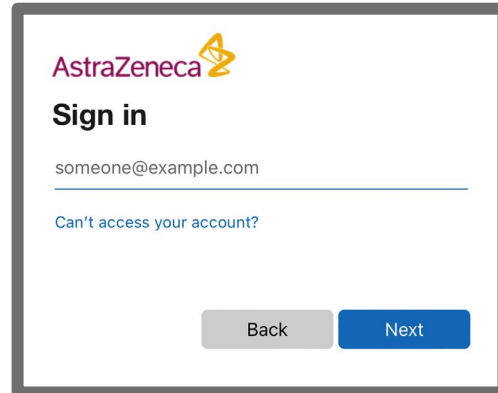
cdhr523@azpip.com


Reminder: You only need to log into the Vendor Portal if you receive a separate, direct email asking you to do so.

2 Accessing the Vendor Portal

1. Click on 3prm.astrazeneca.com
(or paste the text into your browser's address bar and press Enter.
It is best to open an Incognito window)

2. Enter your username below (*remember to use AZ given login ending in @azpip.com, do NOT use your company email address*)



AstraZeneca 

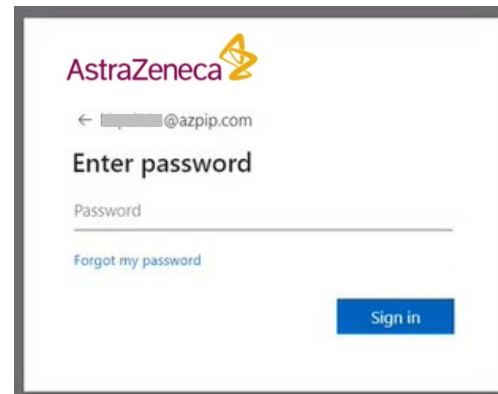
Sign in


someone@example.com

[Can't access your account?](#)

3. Click on “Next”

4. Enter your password
5. Click on “Sign In”



AstraZeneca 

← ...@azpip.com

Enter password

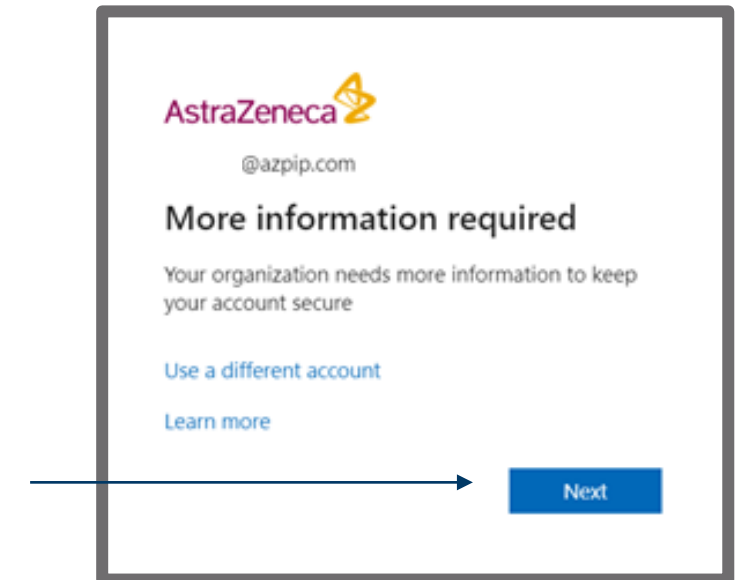
Password


[Forgot my password](#)

(Additional action, required during first login only)

For security reasons, we need you to set up standard Microsoft security controls and change your password:

6. Click “Next”



AstraZeneca 

@azpip.com

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

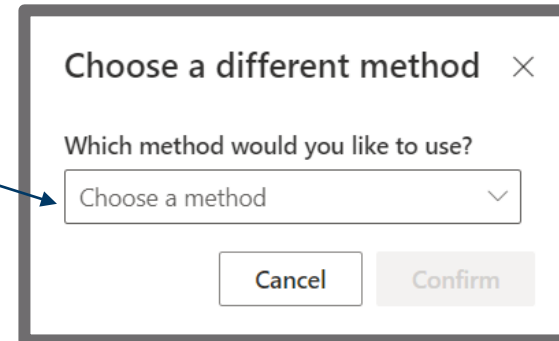
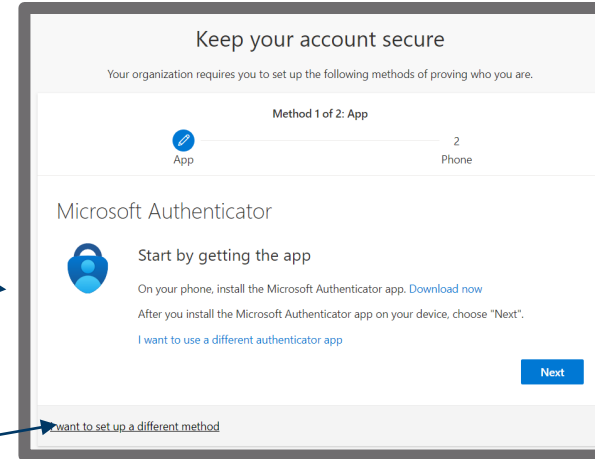
Click here if you are facing an issue

(continued on next page)

2 Accessing the Vendor Portal

(Additional action, required during first login only)

7. Follow the standard Microsoft account security procedure.
8. If you want to use alternative security methods (for example, secret questions), click on “I want to set up a different method”.
9. Follow the on-screen instructions to complete the security procedure.



(continued on next page)

2 Accessing the Vendor Portal

(Additional action, required during first login only)

For security reasons, we need you to change your password:

10. Enter your existing password
11. Enter a new password of your own choice, and enter it again to confirm
Please remember this new password, as you will need it to access the Vendor Portal in future.
12. Click on "Sign In"

You will now have accessed the Vendor Portal. In future, just access 3prm.astrazeneca.com to be taken to the login screen.

If you **forget your password**, you can always reset it in the login screen.



If you have any challenges with this process

Troubleshooting

Option 1: Use a private browser window

Most browsers now enable you to use private windows that do not remember your history.

- Google Chrome: [Open an Incognito tab](#)
- Apple Safari: [Open a Private window](#)
- Microsoft Edge: [Open an InPrivate window](#)

Open a private window, paste "3prm.astrazeneca.com" into the address bar, press Enter, and then start again at **step 2** on the earlier page. All remaining steps in this document should then work successfully.

Option 2: Use a different device

The Vendor Portal is accessible on any internet-enabled device.

Use a different device, paste "3prm.astrazeneca.com" into your browser's address bar, press Enter, and then start again at **step 2** on the earlier page. All remaining steps in this document should then work successfully.



Remember to use AZ given login ending in **@azpip.com**, do NOT use your company email address

~~John@mycompany.com~~

~~John@astrazeneca.com~~



Kkkk1111@azpip.com

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Accessing the Vendor Portal

You should now see your Engagement listed at the bottom of the screen. This page shows whether you have Assessments, Issues or Tasks requiring your attention (e.g. 1 Assessment in this example).

FINAL STEP: Click on the Engagement for more detail and start responding to the item(s) requiring your attention. Refer to the “FAQ Page” for supporting guidance.

The screenshot shows the AstraZeneca Vendor Assessment Portal interface. The top navigation bar includes links for Assessments, Issues, Tasks, and FAQ Page. The main content area displays a table with two sections: Vendor and Engagement. The Engagement section contains one row with the following data:

Engagement	Primary Contacts	Assessments	Issues	Tasks
TestVendor28April-BOOKS & MONOGRAPHS-5309003-2022-04-28 15:31:27	[User Icon]	1	-	-

Annotations in the image include:

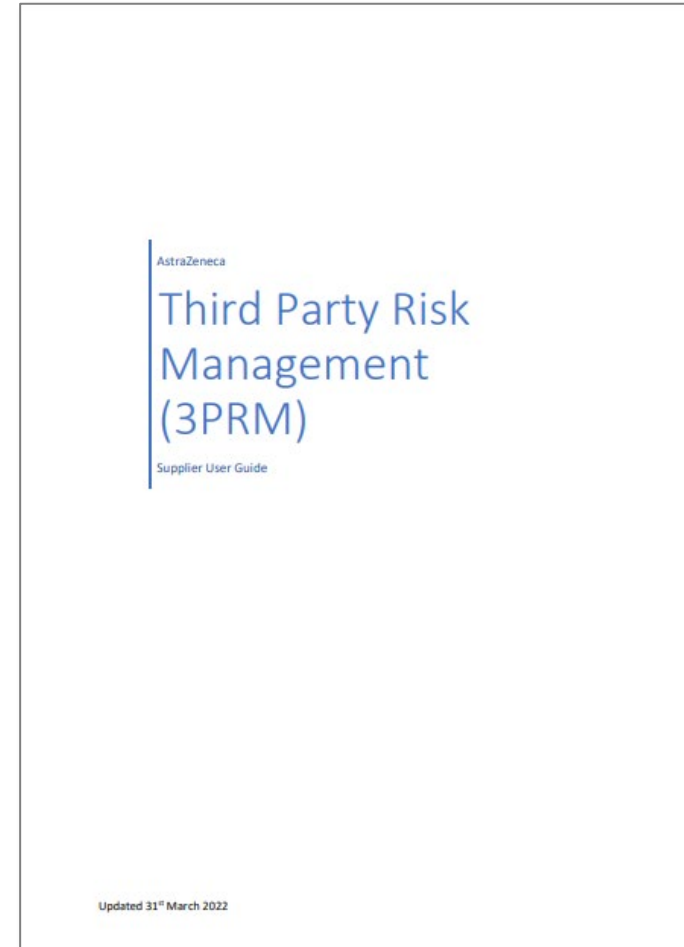
- A hand icon pointing to the 'FAQ Page' link in the top navigation bar, with a callout box that says 'Click here to access FAQ Page'.
- A hand icon pointing to the 'Assessments' column for the engagement 'TestVendor28April-BOOKS & MONOGRAPHS-5309003-2022-04-28 15:31:27', with a callout box that says 'Click here to access item(s) needing your attention'.
- A callout box below the '1' in the Assessments column that says 'This shows one Assessment is due'.

Further guidance for using the Vendor Portal:

Please click [here](#) for further guidance on using the Vendor Portal.

This will take you to a folder, where you can see different language versions of the Vendor Portal user guidance. Click on the relevant file to open it or download to your device.

Please use this guidance to support your use of the Vendor Portal.



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