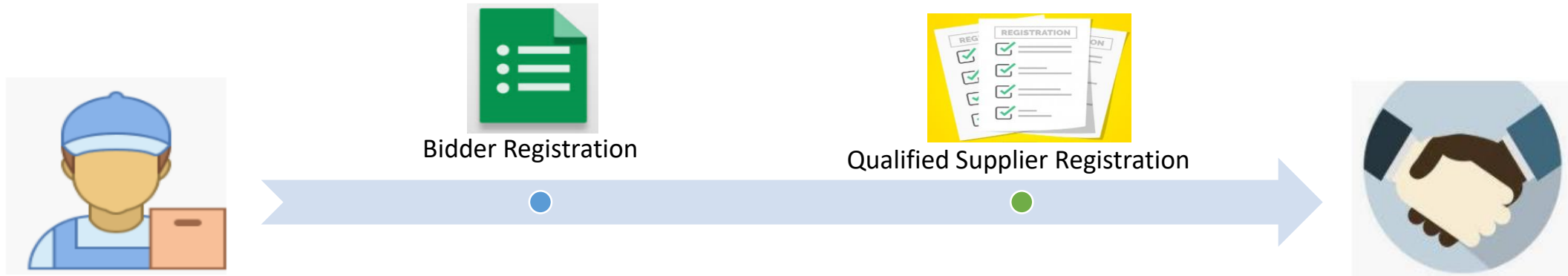




Supplier Onboarding Guide

Supplier Onboarding Process

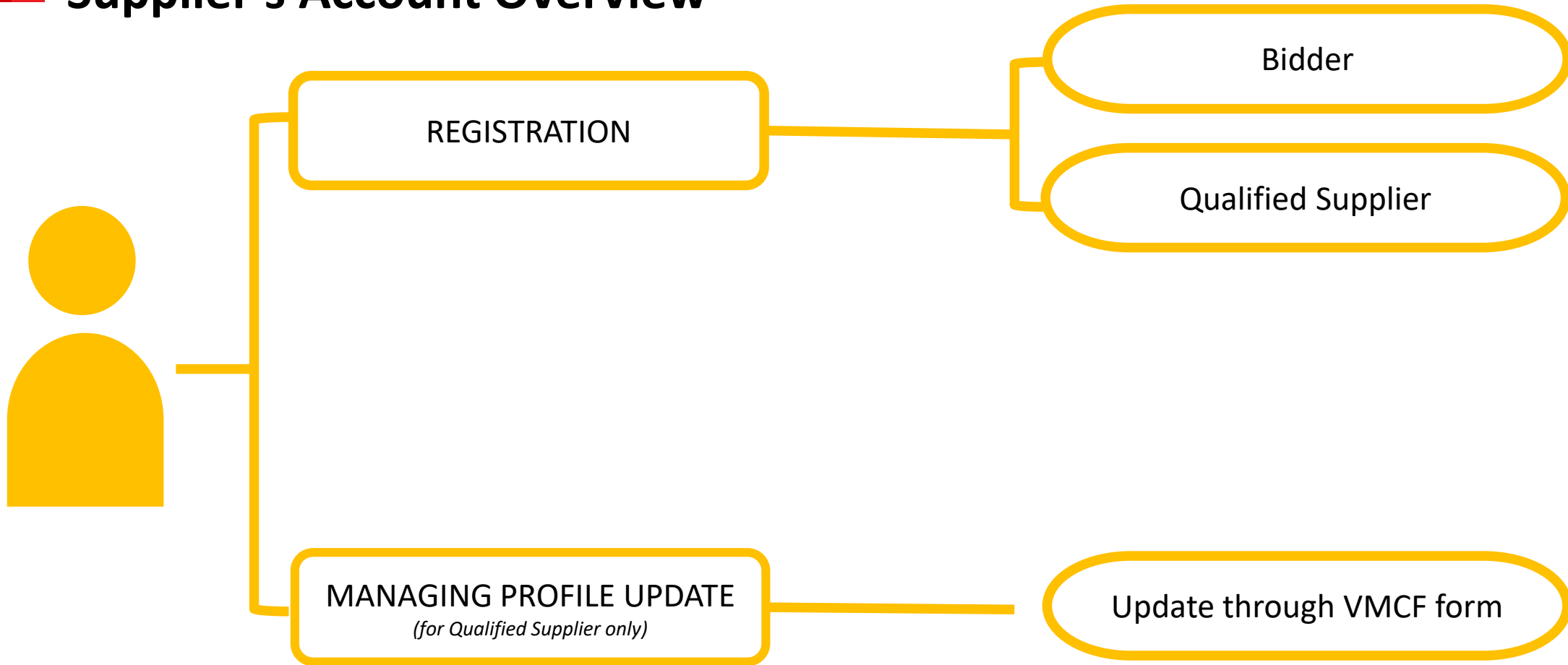
Overview of RWS Supplier Onboarding Process



There are 2 phases for Suppliers' registration:

- 1st phase is known as the Bidder registration, where Supplier has to complete a Bidder Self Registration Questionnaire and RWS Team will assess the application. Once the Supplier is approved, they will be able to receive and participate in sourcing activities (e.g. RFX/Auctions).
- 2nd phase is where Supplier has to submit detailed information and documents by responding to the Vender Master Creation Form (VMCF). Once the Supplier is approved at this stage, the Supplier will be considered a qualified Supplier and will be able to receive Purchase Orders (POs) and e-invoice RWS.

Supplier's Account Overview



Overview & Detailed Instructions for Bidder



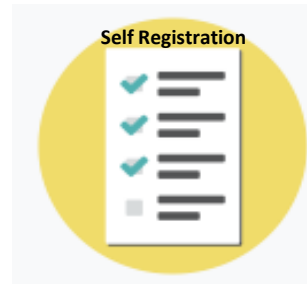
Overview of Bidder Registration Process

Before Suppliers can participate in any RWS sourcing activities, they have to register to be a Bidder with RWS.



Bidder registration can be done via:-

- Sourcing events invitation links,
- Self-Registration link available in [RWS Supplier webpage](#).



Supplier completes [Self-Registration Questionnaire](#).



Successfully on boarded as RWS Bidder.

Overview & Detailed Instructions for Qualified Supplier



Overview of Qualified Supplier Registration Process

Upon successful contract award, Suppliers have to be RWS Qualified Suppliers before they are able to receive Purchase Orders and e-invoice RWS.

The Qualified Supplier registration process requires Supplier to complete the Vender Master Creation Form (VMCF). The Sourcing Buyers will send a copy of the VMCF upon award.



Supplier receives VMCF through email from Sourcing Buyer



Supplier fills in the VMCF and submits for approval.



Successfully on boarded as RWS Qualified Supplier.

The End