

Secure Source to Pay (SS2P) Sourcing – Supplier Registration Form and Supplier Approval

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[Supplier Registration Form \(SRF\)](#)

Once the basic set of account details are provided, the system auto-invites the supplier to complete the SRF. Upon initial login to the system, the dashboard displays an alert stating the supplier was invited to complete the SRF.

The supplier must click the Supplier Registration event link in the Event Management widget, and complete the requested details.

Note: SRF content is client configurable.

There are three supplier tabs within the SRF:

1. **Header:** Displays the SRF summary.
2. **Messaging:** This instant messaging tool allows for easy communication between the buyer and supplier teams.
3. **Questions:** Questionnaire for the supplier to answer.

While completing the questionnaire:

1. Click the **Save Responses** button and return to complete the questionnaire at a later stage, if necessary.
2. Once complete and reviewed, confirm submission by selecting the **Submit Responses** button.

Note: Both the buyer and supplier receive a system-generated email confirming SRF submission.

[Supplier Approval](#)

Suppliers not approved for sourcing sit in a **Pending Supplier** section in the **Administration Center**.

Users with relevant permissions to approve suppliers (Category Managers) are required to access the SRF event, evaluate supplier responses, and approve them for sourcing.

Supplier approval has three user options:

1. **Approve for Sourcing:** Approval of this supplier to be invited to Tenders or Auctions.
2. **Re-invite to Registration Form:** Where a clarification or amendment is required, this option allows approvers to re-invite the supplier to correct any information on the SRF.
3. **Reject Supplier:** Rejection of the supplier. This supplier cannot participate in Tenders and Auctions.