



# SDD Supplier Guide

Sep 2025

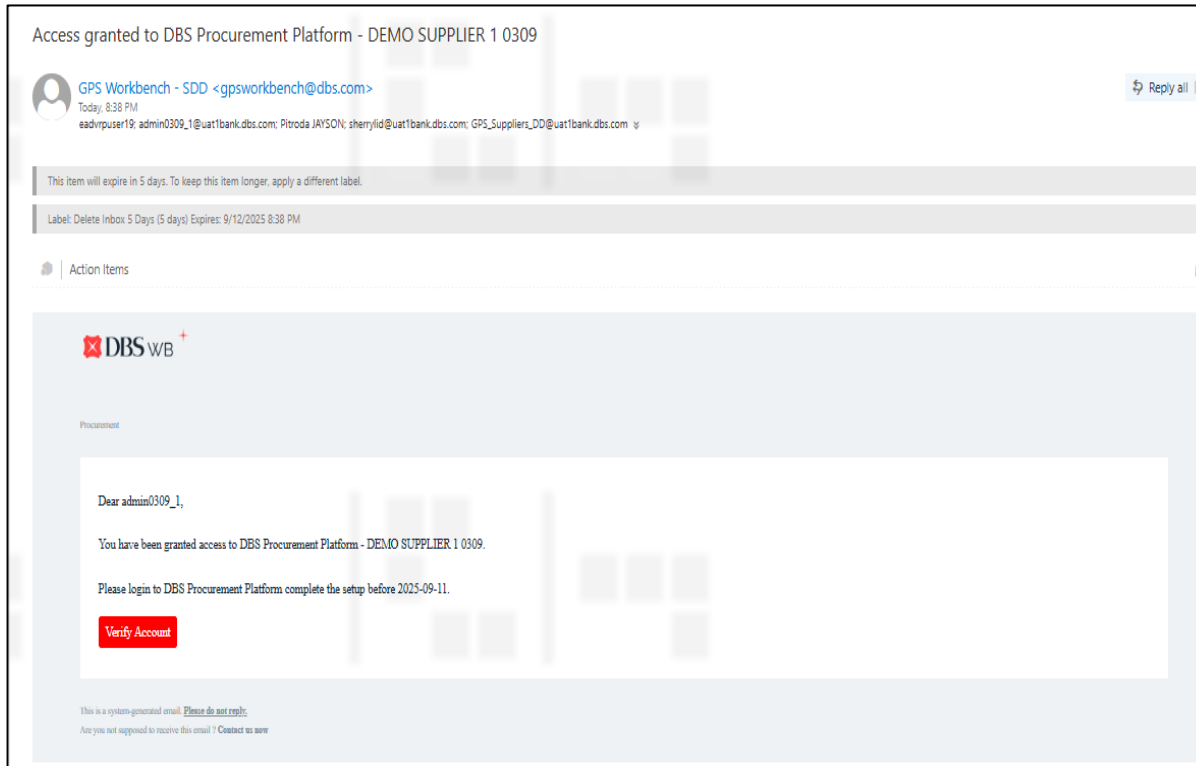
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- [Log in page](#)
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**Log in page**

# Account setup

## 1. Sample email - Supplier Registration



## 2. Invitation to Complete Supplier Registration Form

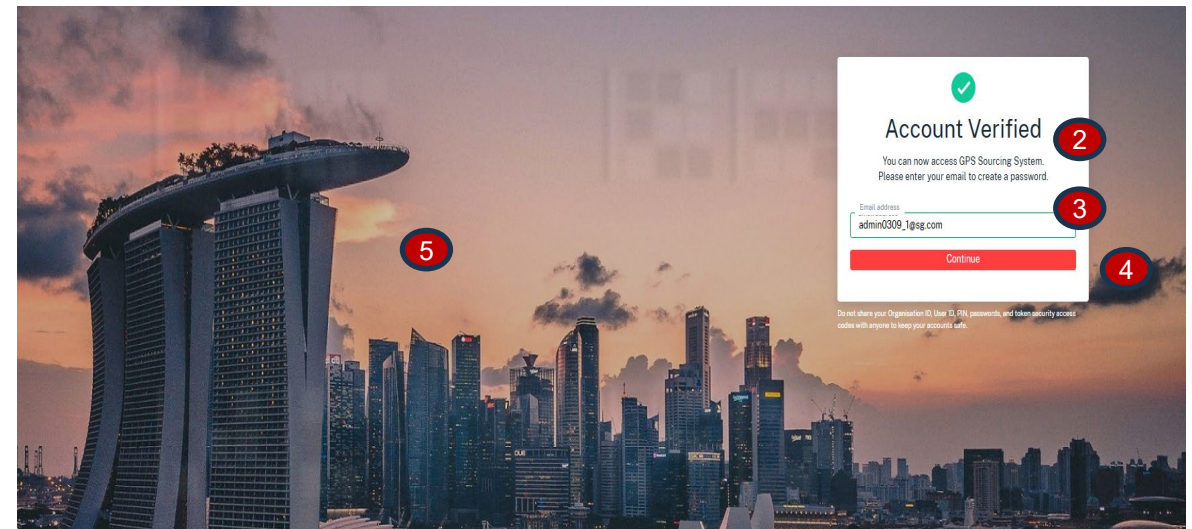
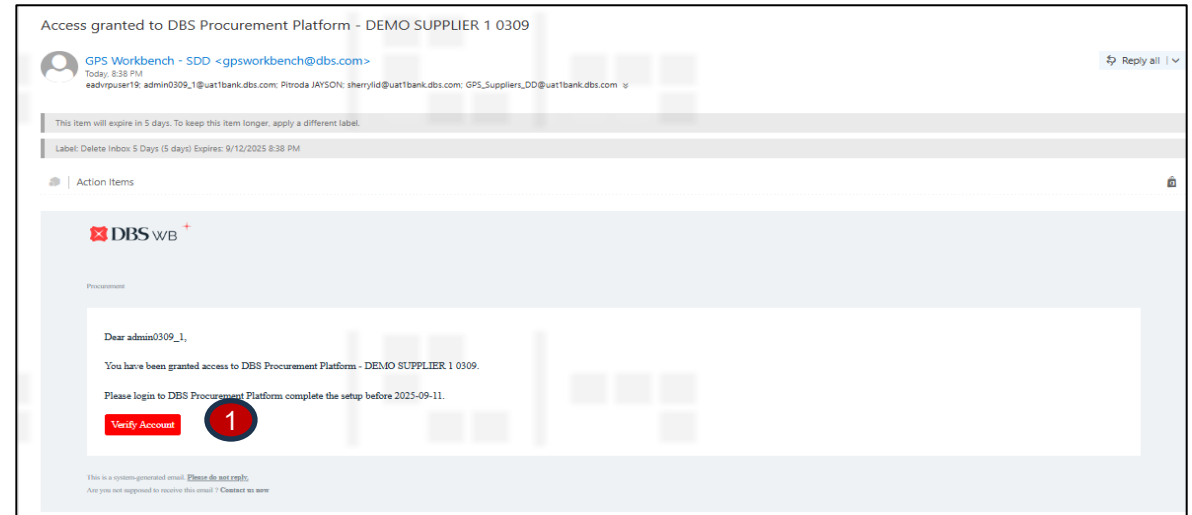


If you are logging into the system for the **First Time**.

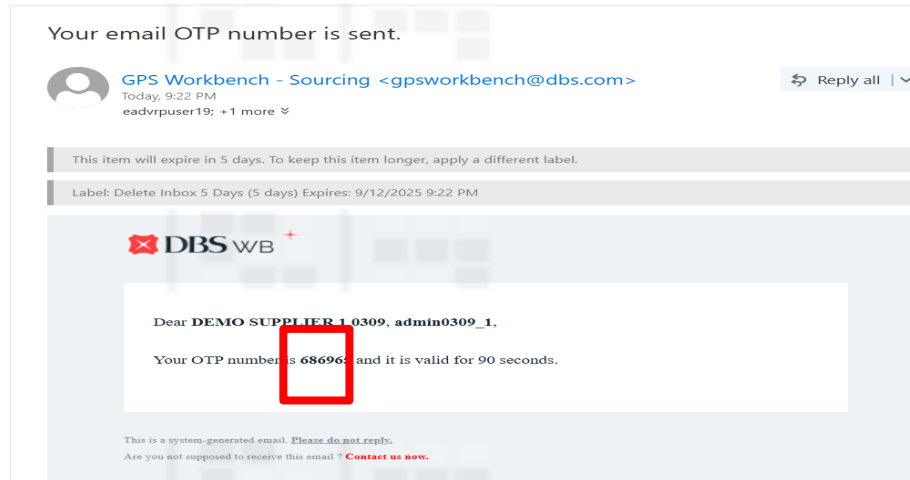
You will receive two email notification that your company has been invited to complete Supplier Registration

# Account setup

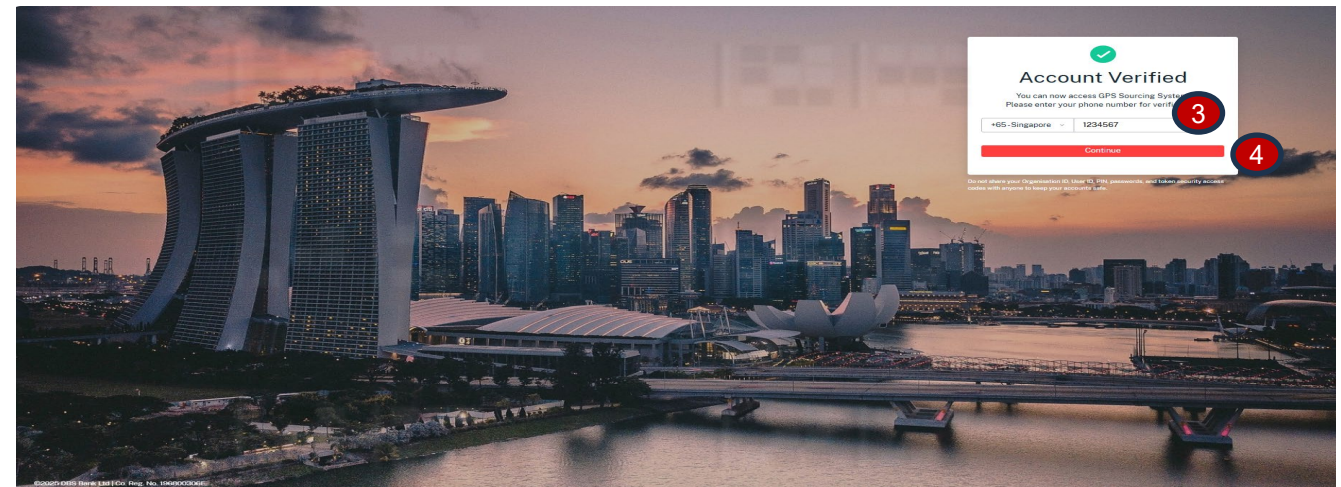
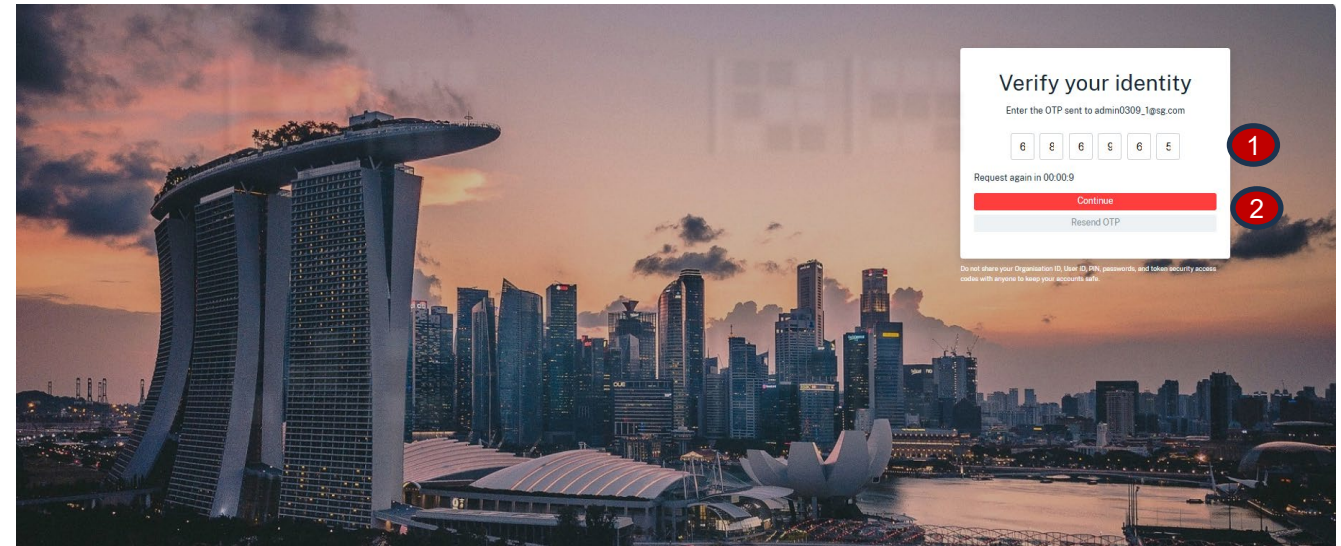
1. Click “Verify Account”.
2. Login page for Account Verification appears.
3. Enter email address.
4. Click Continue.



# Account setup



1. You will receive an email with an OTP number. Enter OTP number.
2. Click Continue.
3. Enter your mobile number.
4. Click Continue.





## Account setup

5. Enter OTP number
6. Click Continue
7. Set your password
8. Click Submit

The image displays two sequential steps of the DBS account setup process, overlaid on a background image of the Marina Bay Sands hotel in Singapore.

**Top Screenshot: Verify your identity**

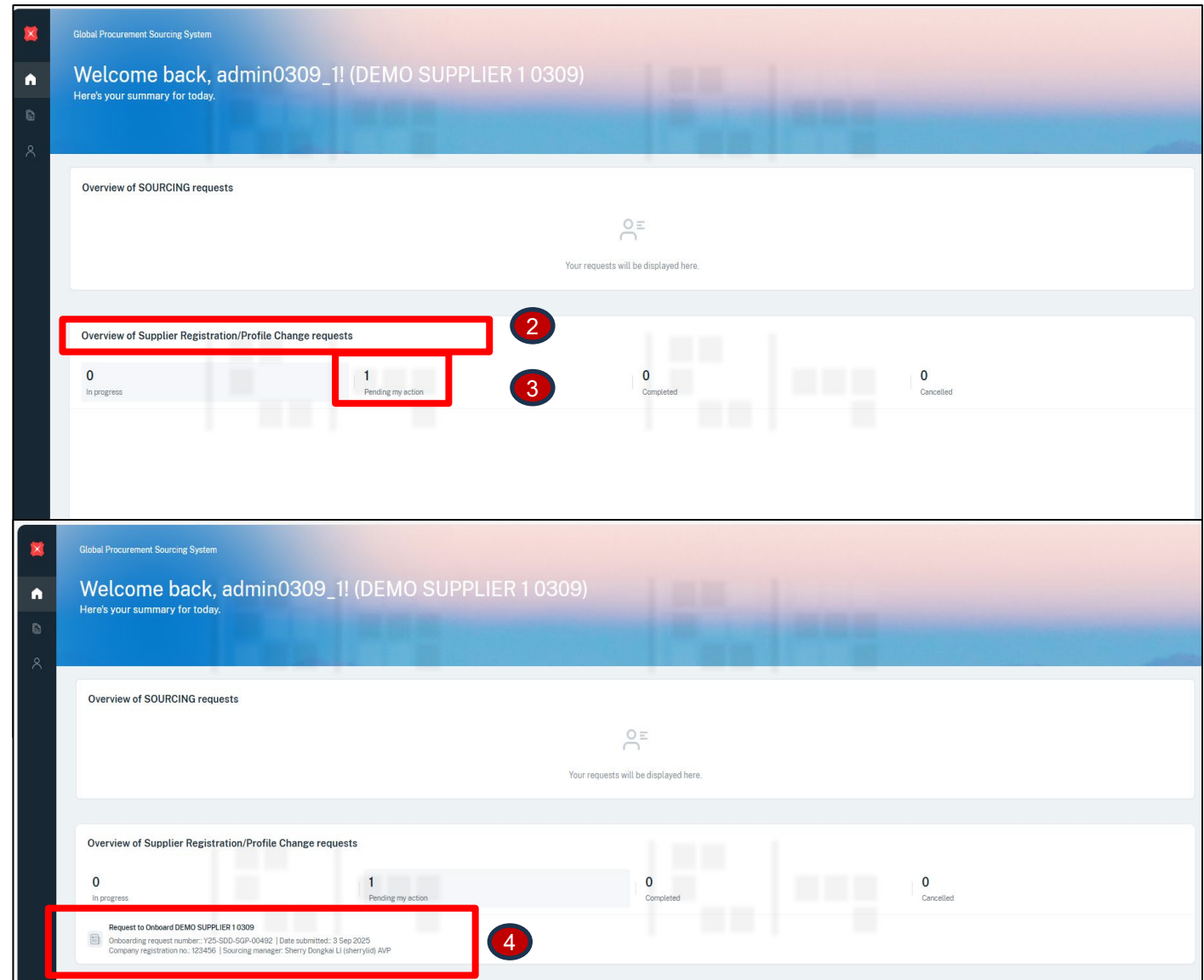
- Header: Verify your identity
- Text: Enter the OTP sent to +6583896413
- Input field: A numeric keypad with digits 7, 4, 1, 2, 6, 9 entered.
- Text: Request again in 00:00:32
- Buttons: Continue, Resend OTP
- Annotations: Red circles with numbers 5 and 6 pointing to the OTP input field and the Continue button, respectively.

**Bottom Screenshot: Set your login password**

- Header: Set your login password
- Text: Use at least 12 characters containing letters, numbers and symbols.
- Form fields: Password (newsupplier@12345), Confirm password (newsupplier@12345).
- Button: Submit
- Text: Do not share your Organisation ID, User ID, PIN, passwords, and token security access codes with anyone to keep your accounts safe.
- Annotations: Red circles with numbers 7 and 8 pointing to the Password field and the Submit button, respectively.

## Account setup

1. You will be directed to the Homepage.
2. Under Overview of Supplier Registration/Profile Change requests.
3. Click on 'Pending my action'.
4. You will see request listing to onboard your company.





# Supplier Registration Form

# Supplier Registration Form – Company Details

**Supplier Registration Form**

**Company Details**

Supplier Registered Company Name ⓘ **3** As in Company Registration Certificate  
TEST COMPANY

Formerly Known as Company Name  
NA

Company Name in Local Language  
If no, please indicate NA

Country of Registration/Incorporation  
Singapore

Company Registration No.  
NA

GST Registration No. ⓘ **4** Provide your Singapore GST registration number or indicate NA  
If no, please indicate NA

For Singapore registered company: Attached copy of ACRA business profile  
For Foreign registered company: Attached copy of Company Registration Certificate  
For Individual: Attached copy of NRIC or Passport

Company Registration Document  
**\*Required**  
Drag your file here or **browse**  
Supports up to 10MB of any type

GST Registration Document  
**\*Required**  
Drag your file here or **browse**  
Supports up to 10MB of any type

1. All fields in the form are compulsory.
2. Input the Company Details.
3. Company name as per registration certification.
4. GST Registration No. is not applicable for overseas supplier if your company is not GST registered in Singapore (to fill in as NA).

# Supplier Registration Form – Billing Information

**Billing Information**

What are the different currency that you will be billing DBS?

MYR x NZD x SGD x **1**

Please sign, date and stamp the form and ensure bank account provided is in the same currency as your invoices. If there is no company stamp, please submit the form in your company letterhead or with a copy of the latest redacted bank statement.

DBS bank account information template.doc **2**

Drag your file here or **browse** **3**  
Supports up to 10MB of any type

1. Please select the invoice currency. More than one billing currency can be selected.
2. Download the Bank account information. Please sign, date and stamp the form and ensure bank account provided is in the same currency as your invoices. If there is no company stamp, please submit the form in your company letterhead or with a copy of the latest redacted bank statement.
3. Upload the complete form.

# Supplier Registration Form – Supplier Contact Information

|   |  |  |
|---|--|--|
| <b>Primary Contact (Account Manager/Admin/Finance)</b> <span>1</span> | <b>Name</b><br>ADMIN0309_1                   | <b>Email</b><br>admin0309_1@sg.com           |
|   | <b>Mobile No</b><br>+65 - Singapore 12345678 | <b>Office No</b><br>+65 - Singapore 11111111 |
|   |  |  |
| <b>PO and Payment related Contact Person</b> <span>2</span>           | <b>Name</b><br>ADMIN0309_1                   | <b>Email</b><br>admin0309_1@sg.com           |
|   | <b>Mobile No</b><br>+65 - Singapore 12345678 | <b>Office No</b><br>+65 - Singapore 11111111 |

1. Primary Contact (Account Manager/Admin/Finance).
2. PO and Payment related Contact Person - this person will handle PO and invoice related matters.

# Supplier Registration Form – Sustainable Sourcing Principles (SSP)

The screenshot shows the 'DBS Sustainable Sourcing Principles (SSP)' registration form. It includes a header with the title and an information icon. Below the header, there is a section titled 'Download and sign the SSP Form' containing a link to 'DBS SSP Form.pdf'. A second section asks 'Have you signed the SSP Form?' with 'Yes' and 'No' radio buttons. The third section is titled 'Please upload your signed SSP Form' and contains a dashed box with a 'Drag your file here or browse' prompt and a file upload icon. Red numbered circles (1-4) are overlaid on the form to indicate key steps: 1 on the title, 2 on the download link, 3 on the 'Yes' radio button, and 4 on the upload area.

DBS Sustainable Sourcing Principles (SSP) ⓘ

Download and sign the SSP Form

[DBS SSP Form.pdf](#)

Have you signed the SSP Form?

☒ Yes ☐ No

Please upload your signed SSP Form

⤶ Drag your file here or [browse](#)

Supports up to 10MB of any type

1. All suppliers are required to sign the SSP Form.
2. Download and sign the SSP Form.
3. Select 'Yes'.
4. Please upload your signed, dated and stamped SSP form.



## Supplier Registration Form – Save Registration Form

The screenshot displays the 'DBS Sustainable Sourcing Principles (SSP)' registration form. The header includes the title and a help icon. The main content area is titled 'Download and sign the SSP Form' and contains a download link for 'DBS SSP Form.pdf'. Below this, a question 'Have you signed the SSP Form?' is followed by 'Yes' (selected) and 'No' radio buttons. A dashed box prompts the user to 'Please upload your signed SSP Form' with a 'Drag your file here or browse' instruction and a file size limit of 'Supports up to 10MB of any type'. A file named 'DBS SSP Form (2).pdf' (0.14 MB) is shown as uploaded. At the bottom right, there are 'Save' and 'Next' buttons, with red circles and numbers 1 and 2 indicating the sequence of actions. A dark blue success message bar at the bottom left states 'The form has been saved successfully' with a green checkmark and a close icon.

1. Click 'Save'.
2. Click 'Next'.

# Supplier Registration Form – Submit Registration Form

|  |   |                             |
|--|---|-----------------------------|
| <b>Primary Contact (Account Manager/Admin/Finance)</b> | Name<br>ADMIN0309_1   | Email<br>admin0309_1@sg.com |
|  | Mobile No<br>+65 12345678   | Office No<br>+65 12345678   |
| <b>PO and Payment related Contact Person</b>           | Name<br>ADMIN0309_1   | Email<br>admin0309_1@sg.com |
|  | Mobile No<br>+65 12345678   | Office No<br>+65 12345678   |
| <b>DBS Sustainable Sourcing Principles (SSP)</b>       | Have you signed the SSP Form?<br><input checked="" type="radio"/> Yes <input type="radio"/> No  |                             |
|  | Please upload your signed SSP Form<br><input type="checkbox"/> <a href="#">DBS SSP Form (2).pdf</a>   |                             |
| <b>Acknowledgement</b>                                 | <div>1 <input checked="" type="checkbox"/> By submitting this completed form, you confirm that all documents and information you provide to us is true, complete and accurate, and you agree to let DBS and its representatives to use the information as required and necessary in the registration process.</div> |                             |
| <a href="#">Back</a>                                   | <div>2 <a href="#">Submit</a></div>   |                             |

1. Review and attest to the Acknowledgement.
2. Click 'Submit'.

# Supplier Registration Form – Pending Review with DBS

Dashboard / Request Listing / DEMO SUPPLIER 1 0309

DEMO SUPPLIER 1 0309

Supplier Registration Declarations


### Onboarding Progress

Supplier Registration →

Declarations

✓ Onboarding request has been submitted on 09 Sep 2025, 9:54 AM

#### Company Details

|  |  |
|--|--|
| Supplier Registered Company Name ⓘ<br>DEMO SUPPLIER 1 0309   | Formerly Known as Company Name<br>NA               |
| Company Name in Local Language<br>NA   | Country of Registration/Incorporation<br>Singapore |
| Company Registration No.<br>123456   | GST Registration No. ⓘ<br>NA                       |
| Company Registration Document<br> <a href="#">Test.docx</a> | GST Registration Document                          |
| Company Registered Address<br>DBS ASIA HUB   | State<br>SINGAPORE                                 |
| City   | Postal Code  |

✓ Vendor registration form submitted successfully and pending DBS' review

Your registration form is now pending review with DBS. You will receive email notification if you are required to rework on your submission.

# Completion of Supplier Onboarding



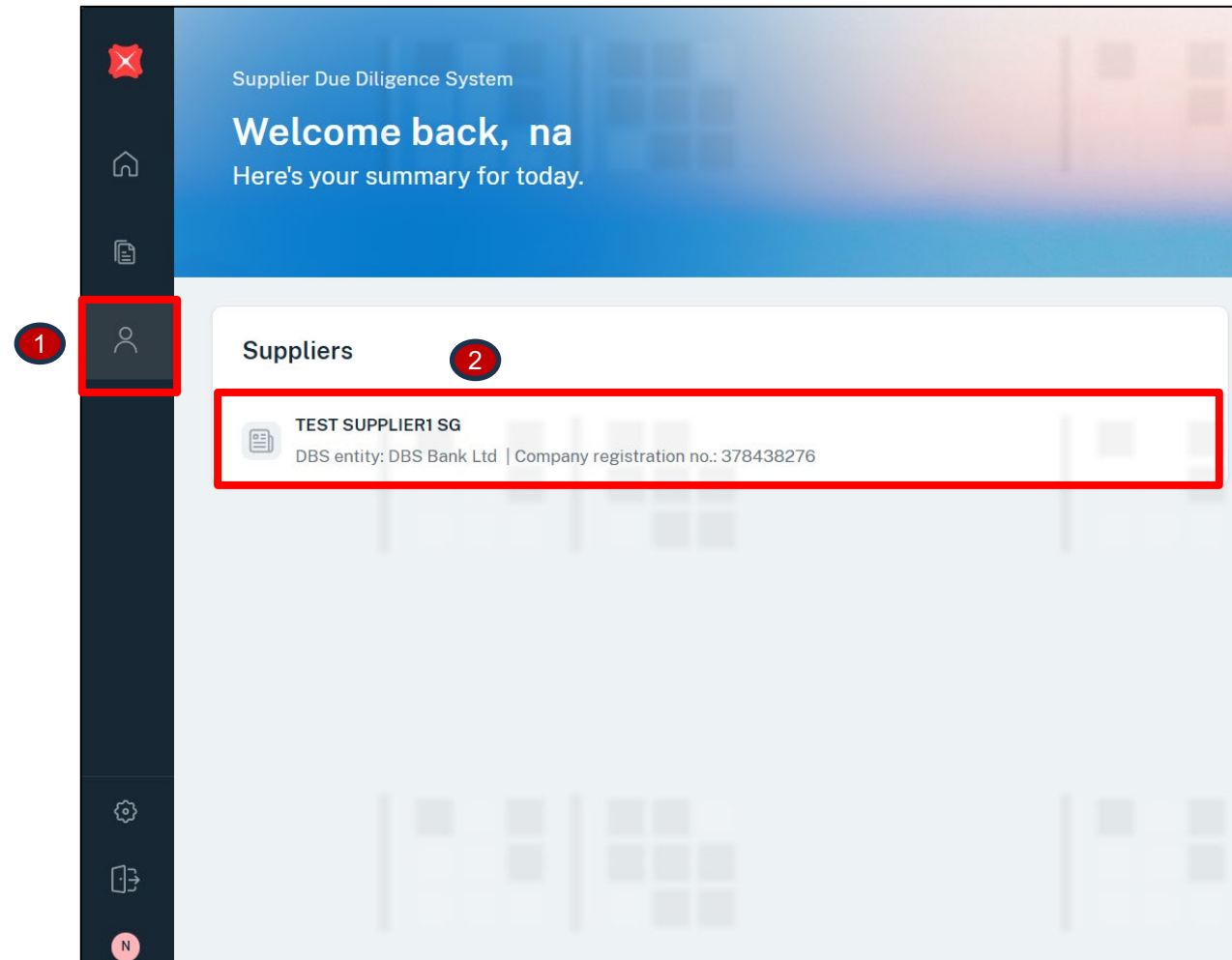
Once you are successfully onboarded, you will receive a Completion of GPS Supplier Onboarding email with the relevant instruction/guide.

## **Edit Supplier Profile**



# Supplier Profile

For existing suppliers, you can access supplier profile via the navigation pane.



# Edit Supplier Profile

1. Click 'Edit'.
2. In the popup, tick the checkbox for sections you wish to edit.
3. Click 'Edit'.

|  |                           |                              |
|--|---------------------------|------------------------------|
| <b>Primary Contact (Account Manager/Admin/Finance)</b> | Name<br>SUPPLIER ADMIN    | Email<br>testsupplier@sg.com |
|  | Mobile No<br>+65 12345678 | Office No<br>+65 12345678    |
| <b>PO and Payment related Contact Person</b>           | Name<br>SUPPLIER ADMIN    | Email<br>testsupplier@sg.com |
|  | Mobile No<br>+65 12345678 | Office No<br>+65 12345678    |

**1**  
Edit

**Edit**

**2**  
Select sections to edit:

☐ Company Details  
☐ Billing Information  
☐ Primary Contact (Account Manager/Admin/Finance)  
☐ PO and Payment related Contact Person

Note: For change in company name, please contact [gpssg\\_supplier@db.com](mailto:gpssg_supplier@db.com) via email.

Justification (Optional)

**3**  
Cancel Edit

Note: For change of company name, please contact [gpssg\\_supplier@db.com](mailto:gpssg_supplier@db.com)

## Edit Supplier Profile - Example

1. Depending on the checkbox ticked, the corresponding section(s) will be opened up for edit.
2. After inputting the changes, click 'Submit changes'.

The image shows two screenshots of a web application interface for editing a supplier profile.

The top screenshot shows a modal window titled "Edit" with the following options:

- Select sections to edit:
- ☐ Company Details
- ☐ Billing Information
- ☐ Primary Contact (Account Manager/Admin/Finance)
- ☒ PO and Payment related Contact Person

Note: For change in company name, please contact [gpssg\\_supplier@dbb.com](mailto:gpssg_supplier@dbb.com) via email.

Justification (Optional)

Update contact

Buttons: Cancel, Edit

The background shows a form with fields for State (SINGAPORE), Postal Code (6473843), and Primary Contact (Account Manager/Admin/Finance).

The bottom screenshot shows the "PO and Payment related Contact Person" form with the following fields:

- Name: SUPPLIER ADMIN 2
- Email: testsupplier2@sg.com
- Mobile No: +65 - Singapore, 12345678
- Office No: +65 - Singapore, 12345678

Buttons: Cancel, Submit changes

# Edit Supplier Profile - Audit Trail and Changelog

Dashboard / Supplier Listing / TEST SUPPLIER1 SG

TEST SUPPLIER1 SG Active

Supplier Details

Declarations

Onboarding Progress

○ Supplier Details

→

● Declarations

Audit Trail

Changelog

General Information

Supplier ID

SGDBU|TEST SUPPL

Requestor

Wee Chong ONG (weechong) SVP

DBS Entity

DBS Bank Ltd

Department

T&O-IBGT-Digital&Asstdigitalch

Sourcing Manager

Charis Kai Li CHIN (chinchariskaili)

1. Submitted changes will be logged under Audit Trail and Changelog.
2. You will receive email notification once the change request is approved/if you are required to rework on your submission.

| Audit Trail         |          |        |                |            |                         |
|---------------------|----------|--------|----------------|------------|-------------------------|
| User                | Role     | Action | Remark         | Attachment | Date                    |
| testsupplier@sg.com | supplier | Edit   | Update contact |            | Sep 9, 2025, 2:51:53 PM |

| Changelog           |                          |                     |                      |                         |                    |
|---------------------|--------------------------|---------------------|----------------------|-------------------------|--------------------|
| Operator            | Field                    | Previous Value      | New Value            | Date                    | Action             |
| testsupplier@sg.com | poprNameOfCompanyContact | SUPPLIER ADMIN      | SUPPLIER ADMIN 2     | Sep 9, 2025, 2:51:53 PM | Pending Set Review |
| testsupplier@sg.com | poprCompanyContactEmail  | testsupplier@sg.com | testsupplier2@sg.com | Sep 9, 2025, 2:51:53 PM | Pending Set Review |

## FAQ



## FAQ – Getting Started/Account Setup

1. **How do I register for a new account?** You will receive an email to verify and set up your account in SDD during onboarding process (refer to slide 4).
2. **I forgot my password. How do I reset it?** You can reset your password by clicking on the 'Forgot Password' link on the homepage.



## FAQ – Profile Information/Documents

1. **What information do I need to provide?** In general, we will require company details, billing information, primary contact, and PO/Payment related contact.
2. **Which documents are required for onboarding?** Please provide company registration certification, GST certification (if applicable), Bank Account Information (BAI) form, and Sustainability Sourcing Principles (SSP) Form.
3. **How do I upload documents? What file formats are accepted?** Documents can be uploaded via file upload/drag and drop. Commonly accepted file formats are .doc, .pdf, .xlsx.
4. **How do I update my company details/contact information?** For update of company details/information, please access the supplier profile and raise an edit request (refer to slide 19).
5. **Who can I contact if my question isn't listed here?** For further queries on SDD, please write to [gpssg\\_supplier@db.com](mailto:gpssg_supplier@db.com).