Group Operations

Procurement – Digital Sourcing Module

Sourcing Process Flow
User Guide for
Supplier

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Version 3.0

Table of Contents

Overview of Sourcing Module Process Flow

This guide provides the supplier with a step-by-step process how to participate in a new RFx request in the system.

The sourcing process flow consists of 7 stages as reflected in the diagram below.

- Stage 1 Pre-RFx Declaration. Supplier is required to review, accept, and acknowledge on the Non-Disclosure Agreement (NDA), Conflict of Interest (COI) and Ethical Business Practices (EBP) before DBS releases the RFx Instructions and documents.
- Stage 2-5 RFx process that involves your participation.
- Stage 6-7 (For your information only) What happens after you have submitted your Proposals and responses to DBS clarifications.

Supplier Login	1. Declarations (Pre-RFx)	2. Requirement to Supplier	3. Queries	4. Proposal	5. Clarification	6. DBS Evaluation	7. Award

RFx Stage

Communications will be taken offline at the discretion of the Sourcing Manager-in-charge
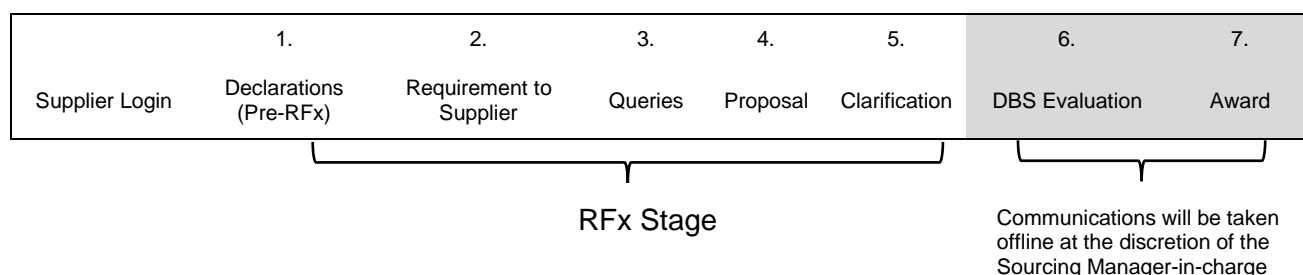
All communications after Stage 5. Clarifications will be done offline by the Sourcing Manager, if any.

1 Log In Page

You will receive an email notification that your company has been shortlisted to participate in a new RFx request. Please follow the guided instructions to begin with the process accordingly.

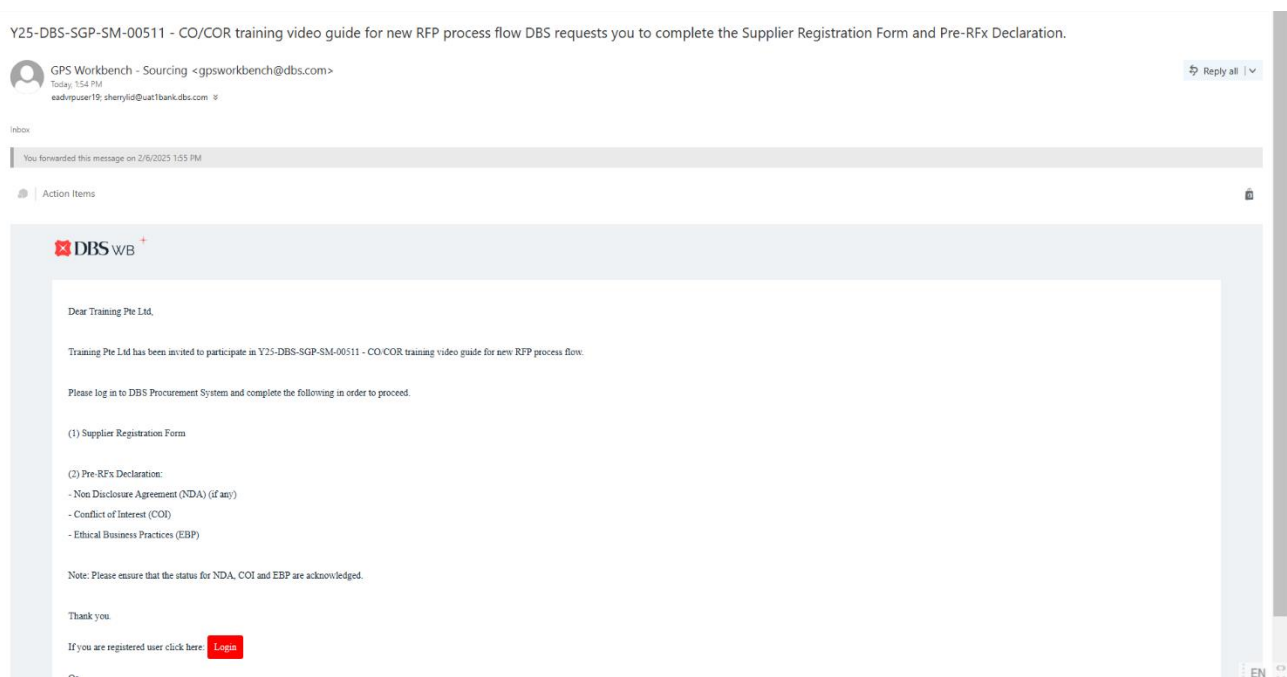## 1.1 If you are a logging into the system for the First Time.

You will receive 2 emails, that is,

(1) Supplier Registration and
(2) Invitation to Supplier Registration Form and Pre-RFx Declaration.

Sample email – Supplier Registration
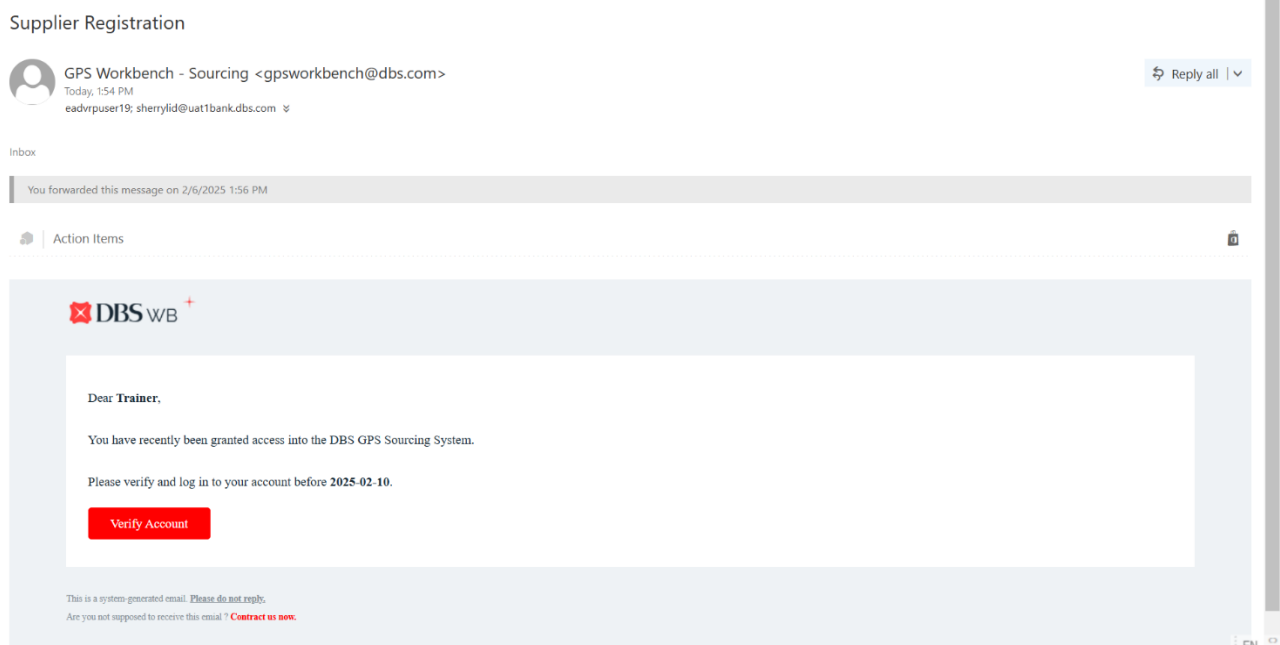
Sample email - Invitation to Supplier Registration Form and Pre-RFx Declaration.

1) Supplier Registration

Proceed to register your account.

Click **Verify Account**.

Login page for Account Verification appears.

Enter email address. Click **Continue**.
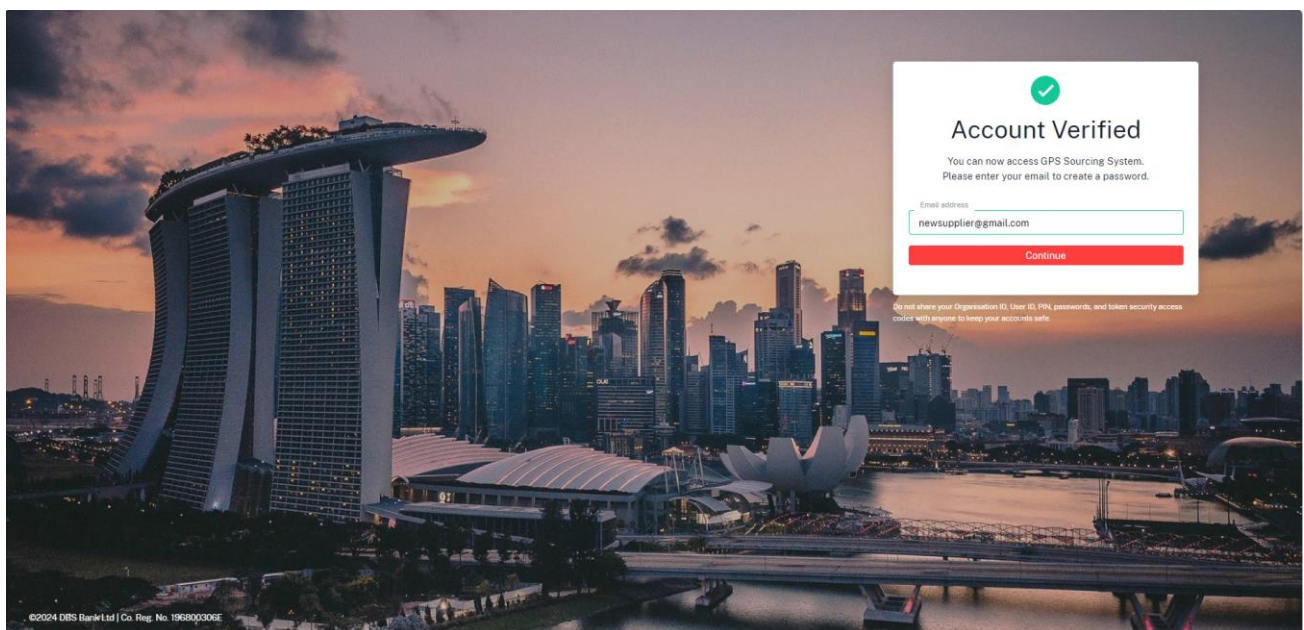
You will receive an email with an OTP number.

Your email OTP number is sent.

GPS Workbench - Sourcing <gpsworkbench@dbs.com>
Today, 10:45 AM
eadvrpuser19 ⤵

This item will expire in 5 days. To keep this item longer, apply a different label.
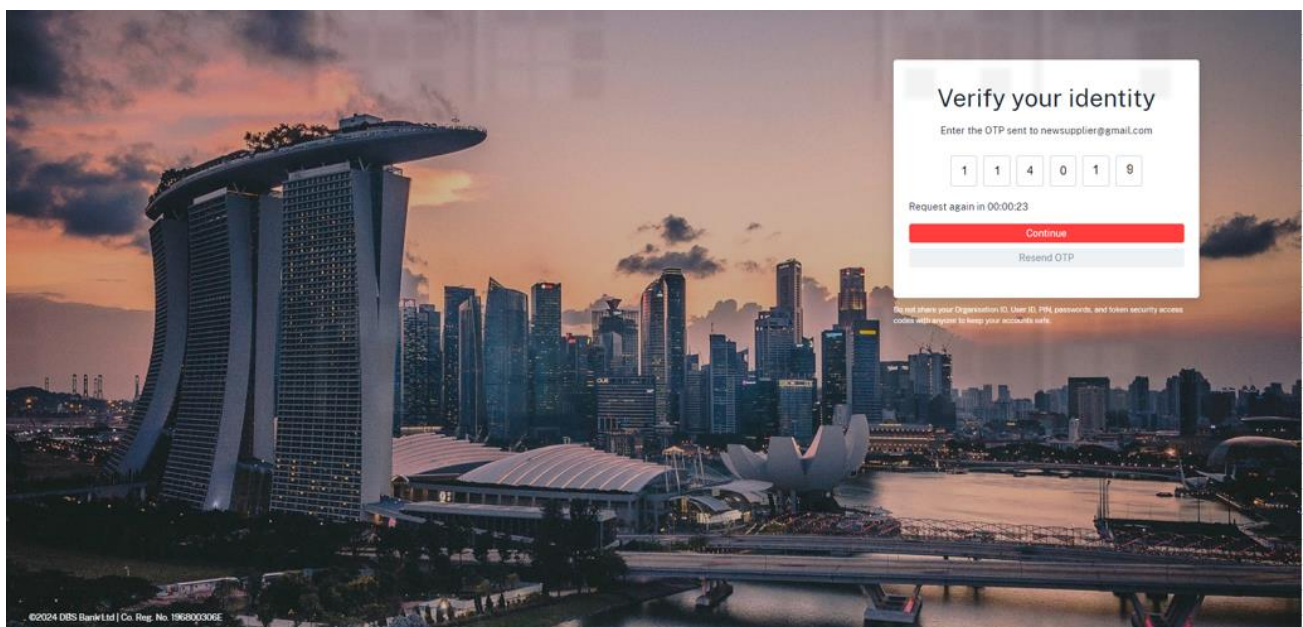
Label: Delete Inbox 5 Days (5 days) Expires: 11/9/2024 10:45 AM

DBS WB

Dear **New Supplier** , **New Supplier**,

Your OTP number is **114019** and it is valid for 90 seconds.

This is a system-generated email. **Please do not reply.**
Are you not supposed to receive this email ? **Contact us now.**

Enter OTP number. Click **Continue**.
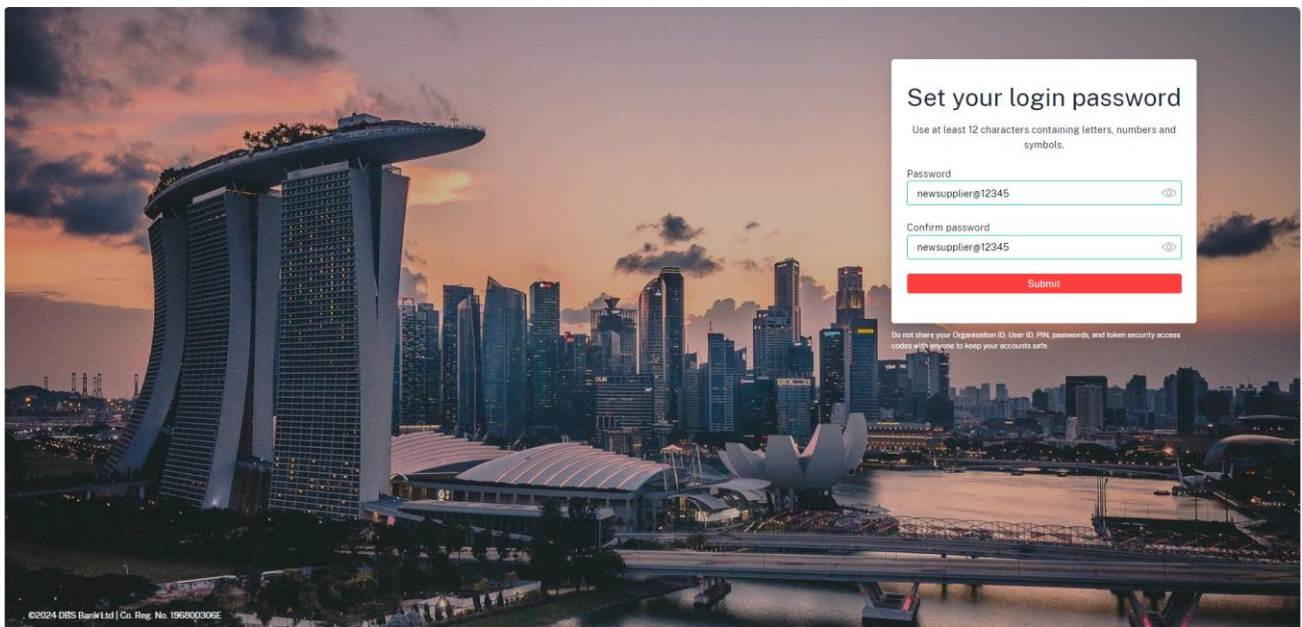
Enter your mobile number. Click **Continue**.
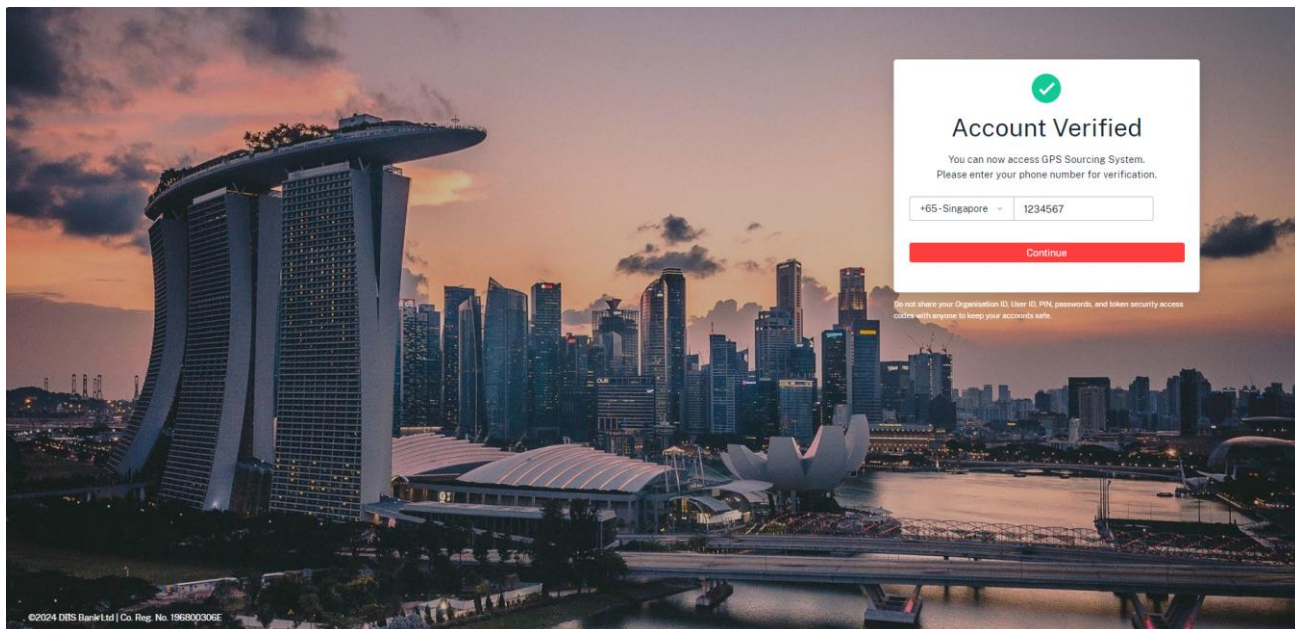
Enter OTP number. Click **Continue**.
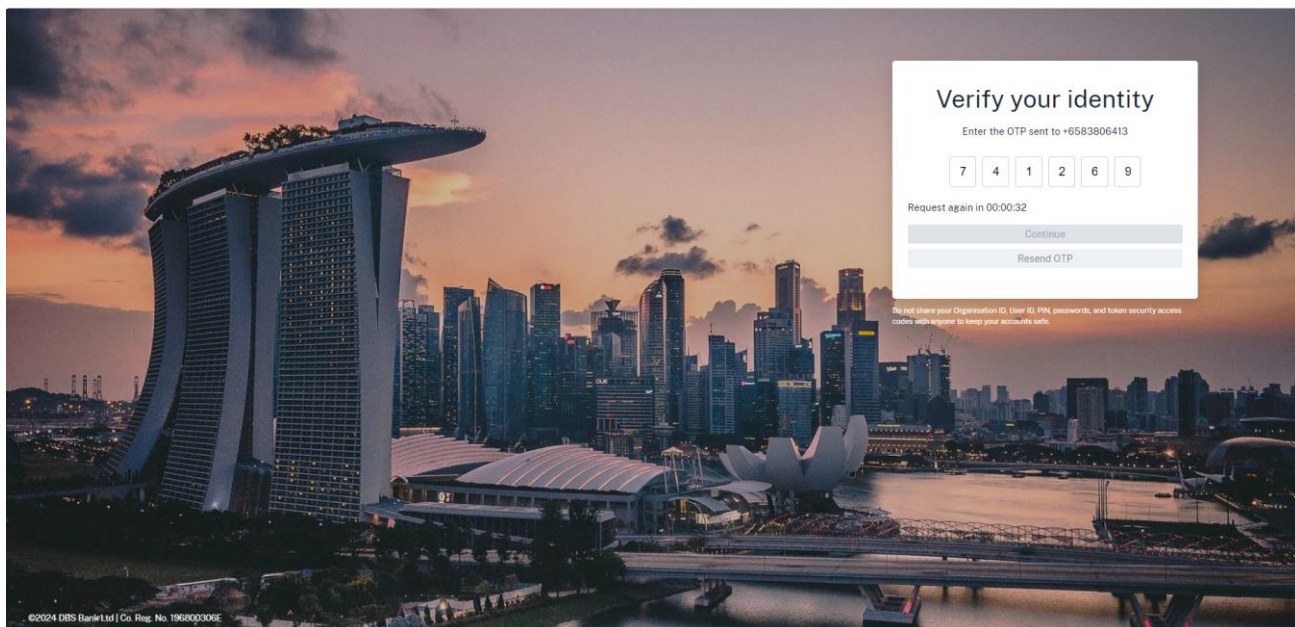
Set your passwords. Click **Submit**.

Note: If this is a first time log in, this page (below) will take some minutes to load.

- Click on the "Refresh" ⟳ icon.
- Try using another browser – Chrome / Edge.

At the Request Listing Page, select the Request Number to view.

You will be directed to the **Supplier Registration Form** page. Complete this form.

Click **Save**.

Message appears. Click **Submit**.

You will be directed to the Home page. Select Request Number to review.

2) Invitation to Supplier Registration Form and Pre-RFx Declaration

Click **Login**.

Y24-DBS-SGP-SM-13118 - Training Guide for Supplier DBS requests you to complete the Supplier Registration Form and Pre-RFx Declaration.

GPS Workbench - Sourcing <gpsworkbench@dbs.com>
Today, 10:41 AM
eadvrpuser19; newsupplier@uat1bank.dbs.com ⅋

This item will expire in 5 days. To keep this item longer, apply a different label.

Label: Delete Inbox 5 Days (5 days) Expires: 11/9/2024 10:41 AM

DBS WB⁺

Dear New Supplier ,

New Supplier has been invited to participate in Y24-DBS-SGP-SM-13118 - Training Guide for Supplier .

Please log in to DBS Procurement System and complete the following in order to proceed.

(1) Supplier Registration Form

(2) Pre-RFx Declaration:
- Non Disclosure Agreement (NDA) (if any)
- Conflict of Interest (COI)
- Ethical Business Practices (EBP)

Note: Please ensure that the status for NDA, COI and EBP are acknowledged.
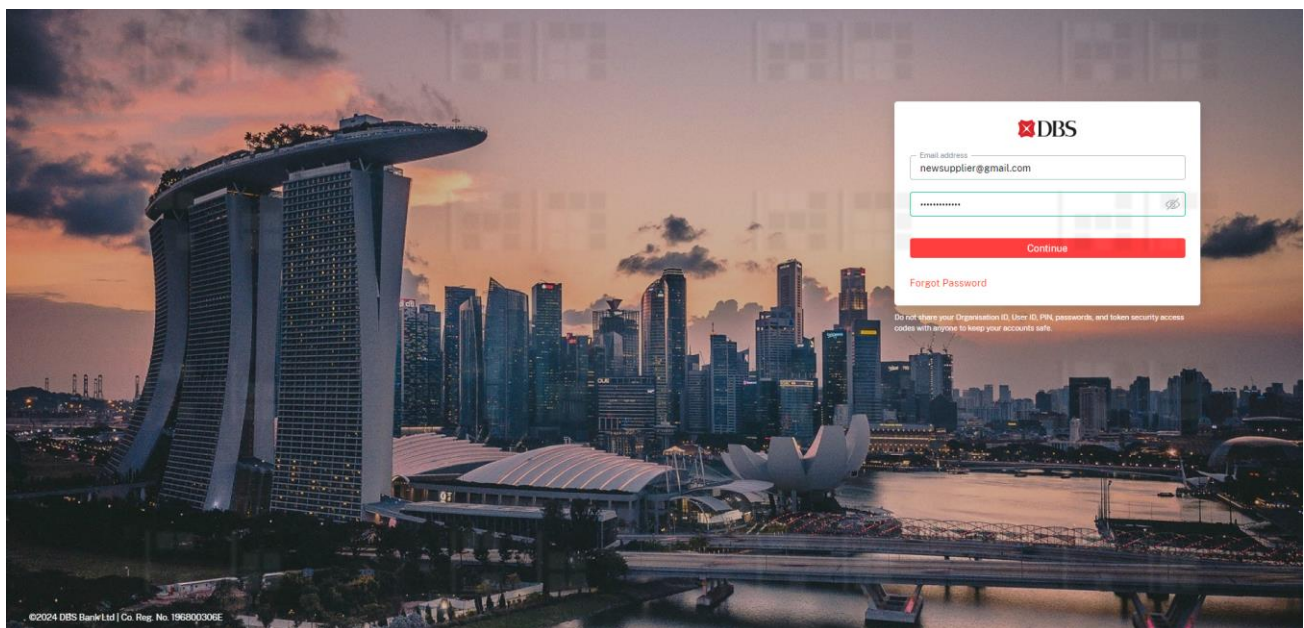
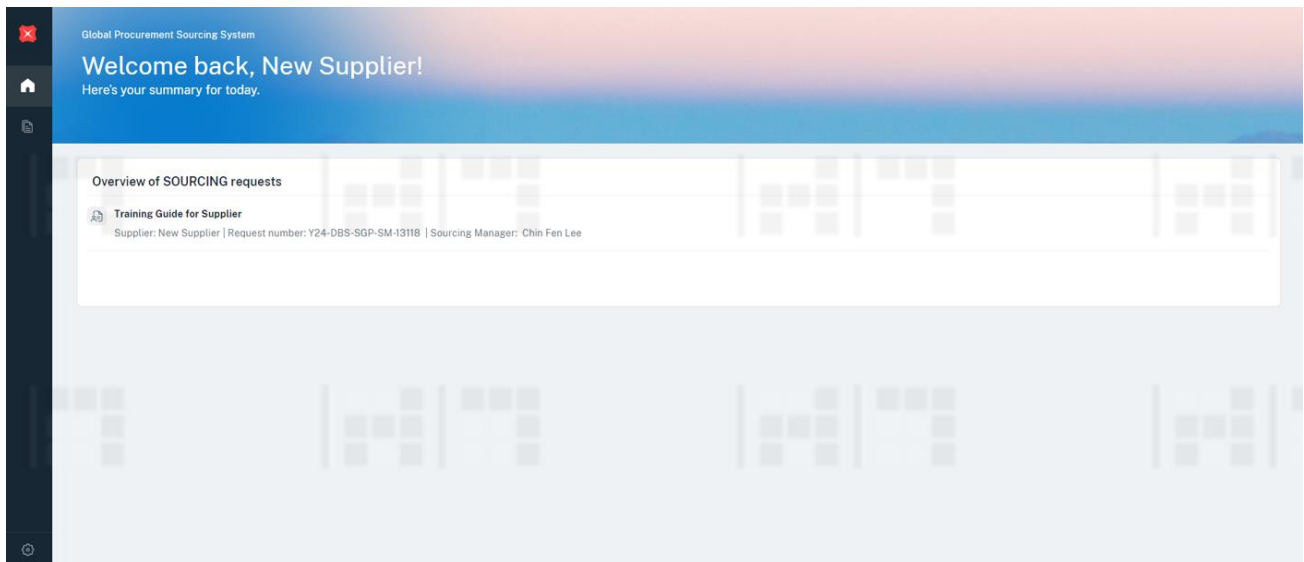Thank you.

If you are registered user click here: **Login**

Or

Please complete the registration sent via a separate email (Supplier Registration)

Enter email and password. Click **Continue**.

DBS

Email address
newsupplier@gmail.com

••••••••••

Continue

Forgot Password

Do not share your Organisation ID, User ID, PIN, passwords, and token security access codes with anyone to keep your accounts safe.

©2024 DBS Bank Ltd | Co. Reg. No.196800306E

You will be directed to the Request Listing Page. Select the Request Number.

You will now proceed to Stage 1. Declaration section.

1.2 If this is <u>NOT</u> the first time that you are logging in.

You will receive an email to proceed with Pre-RFx Declaration. Click **Login**.

Login screen appears. Enter email address and password. Click **Continue**.

You will receive an email with an OTP number.

Screen appears. Enter OTP number. Click **Continue**.

You will be directed to the Request Listing Page. Select the Request Number.

You will now proceed to Stage 1. Declaration section.

2   Sourcing Process – Standard Flow

2.1   Stage 1. Declarations

Supplier who is invited to participate in a new sourcing request is required to abide to DBS declaration policies.

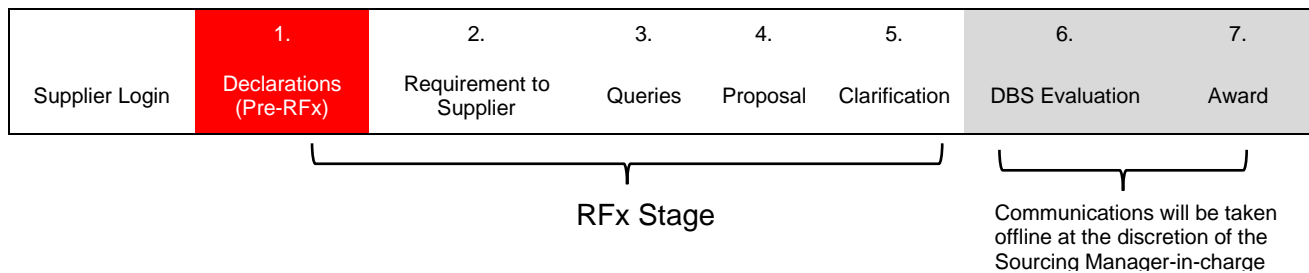| Supplier Login	1. Declarations (Pre-RFx)	2. Requirement to Supplier	3. Queries	4. Proposal	5. Clarification	6. DBS Evaluation	7. Award

RFx Stage

Communications will be taken offline at the discretion of the Sourcing Manager-in-charge

Supplier is required to complete this declaration.

1) Non-Disclosure Agreement (NDA) (if required)
2) Conflict of Interest (COI)
3) Ethical Business Practice (EBP)

2.1.1 Non-Disclosure Agreement (NDA)

Click **Download** to open the DBS NDA. To accept the NDA, tick **YES** and click **Submit**.

Message appears. NDA has been accepted.

The NDA status is declared as "Acknowledged".

2.1.2   Conflict of Interest (COI)

To make a Negative COI Declaration, tick **NO** and click **Declare**.

Message appears. Negative COI has been declared.

The COI status is declared as "Acknowledged".

2.1.3 Ethical Business Practice (EBP)

To agree to DBS EBP, tick **YES** and click **Acknowledge**.

Message appears. EBP has been acknowledged.

The EDP status is declared as "Acknowledged".

Stage 1. Declaration is now completed.

2.2 Stage 2. Requirement to Supplier

DBS has released the RFx requirements and documents (templates). Supplier can now log in to Requirement to Supplier tab to view the details.

	1. Declarations (Pre-RFx)	2. Requirement to Supplier	3. Queries	4. Proposal	5. Clarification	6. DBS Evaluation	7. Award
Supplier Login							

RFx Stage

Communications will be taken offline at the discretion of the Sourcing Manager-in-charge
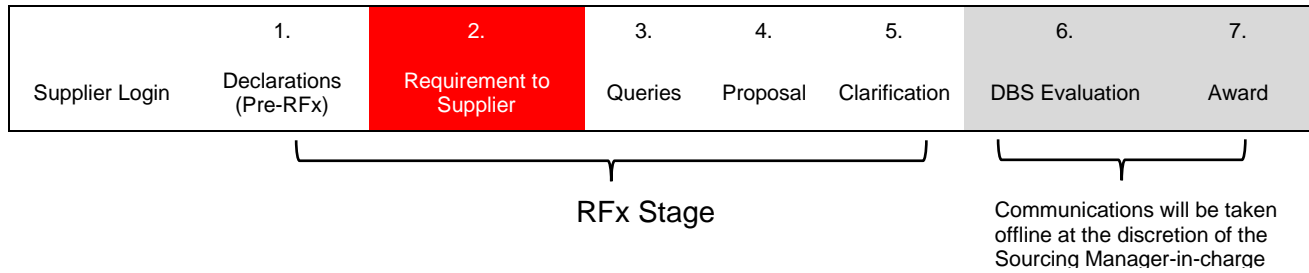
Under the Requirement to Supplier tab, there are 2 sub-sections namely:

a)   Instruction to Supplier
b)   Appendix

Supplier will receive an email notification that the RFx documents are launched for their review and to submit queries (if any).

Click **Login**.

Y24-DBS-SGP-SM-13118 - Training Guide for Supplier DBS has launched the RFx Requirements and Appendix for your review.

GPS Workbench - Sourcing <gpsworkbench@dbs.com>
Today, 4:32 PM
eadvrpuser19; existing@uat1bank.dbs.com

This item will expire in 5 days. To keep this item longer, apply a different label.

Label: Delete Inbox 5 Days (5 days) Expires: 11/9/2024 4:32 PM

DBS WB

Dear Existing Supplier ,

DBS has launched an RFx for Y24-DBS-SGP-SM-13118 - Training Guide for Supplier on . The RFx details and documents are now available in the system for your review.

Please submit your questions (if any) in the Queries tab within 3 working days from the receipt date of RFx documents.

Thank you.

If you are registered user click here: Login

Or

Please complete the registration sent via a separate email (Supplier Registration)

a) Instruction to Supplier

Supplier will see the request instruction details and requirement.

b) Appendix

Supplier will see the list of documents (templates) that must be submitted.

After reviewing the request requirements and documents (templates), please proceed to Stage 3. Queries to submit your questions (if any).

2.3 Stage 3. Queries

This stage is for Suppliers to submit any questions regarding the request requirements and documents (templates) that are issued by DBS.

	1. Declarations (Pre-RFx)	2. Requirement to Supplier	3. Queries	4. Proposal	5. Clarification	6. DBS Evaluation	7. Award
Supplier Login							

RFx Stage

Communications will be taken offline at the discretion of the Sourcing Manager-in-charge
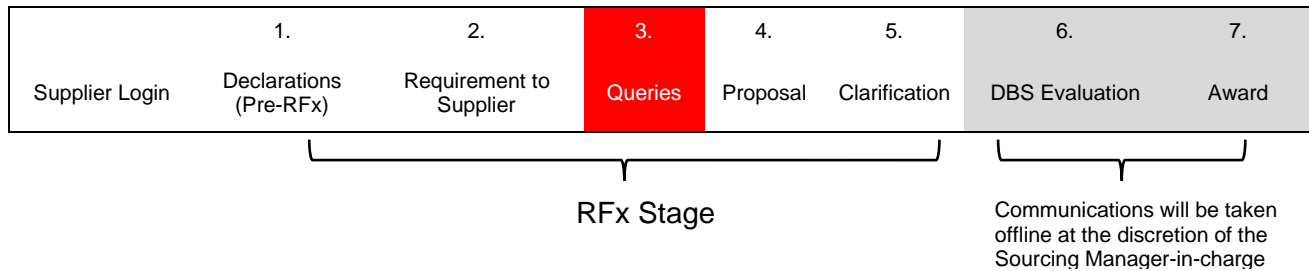
Please submit your queries before the submission date and cutoff time (as indicated in the Requirement to Supplier tab). Note: Submission time is defaulted to 12:00 noon (SGT)

In Queries tab, there are 2 sub-sections namely:

1) Submitted Queries
2) DBS Response

Supplier will receive an email notification once DBS releases the RFx documents. Supplier to review and submit queries (if any) at the given response timeline.

Sample email – RFx requirements and documents (templates)

Y24-DBS-SGP-SM-13118 - Training Guide for Supplier DBS has launched the RFx Requirements and Appendix for your review.

GPS Workbench - Sourcing <gpsworkbench@dbs.com>
Today, 4:32 PM
eadvrpuser19; existing@uat1bank.dbs.com

This item will expire in 5 days. To keep this item longer, apply a different label.

Label: Delete Inbox 5 Days (5 days) Expires: 11/9/2024 4:32 PM

DBS WB +

Dear Existing Supplier ,

DBS has launched an RFx for Y24-DBS-SGP-SM-13118 - Training Guide for Supplier on . The RFx details and documents are now available in the system for your review.

Please submit your questions (if any) in the Queries tab within 3 working days from the receipt date of RFx documents.

Thank you.

If you are registered user click here: Login

Or

Please complete the registration sent via a separate email (Supplier Registration)

1) Submitted Queries

Supplier can submit any queries regarding the request in this tab (if any).

Click **browse** and attach a query file.

Once the file is attached, click **Submit**.

Message appears. Query has been submitted to DBS.

2) DBS Response

This sub-section shows a summary of DBS responses to the Supplier's queries.

Sample email - DBS has responded to Supplier's queries.

Supplier can find DBS respond details and an attached response file.

When the queries responses are clarified by DBS, please proceed to Stage 4. Proposal to submit the estimated cost of proposal, proposal and/or commercial files.

2.4   Stage 4. Proposal

Supplier will submit their estimated cost of proposal, proposal and/or commercial files.

1. Supplier Login	2. Declarations (Pre-RFx)	3. Requirement to Supplier	4. Queries	5. Proposal	6. Clarification	7. DBS Evaluation	Award

(Note: numbering in diagram — 1. Supplier Login, 2. Declarations (Pre-RFx), 3. Requirement to Supplier, 4. Queries, 5. Proposal (highlighted red), 6. Clarification, 7. DBS Evaluation, Award)

RFx Stage

Communications will be taken offline at the discretion of the Sourcing Manager-in-charge
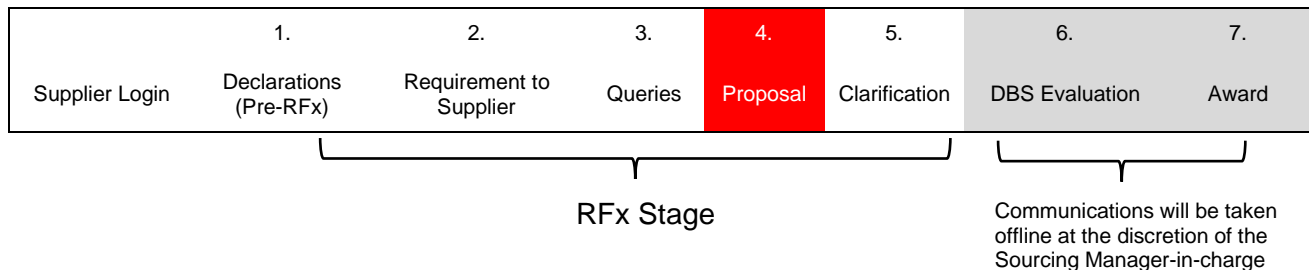
In the Proposal tab, Supplier is required to update the following:

1. Estimated cost of proposal
2. Attach Proposal/s (i.e., technical files/specs, etc)
3. Attach Commercial files.

Enter **Estimated cost of proposal**.

Click **browse** to attach the **Proposal** and **Commercial** files. Once the files are attached, click **Submit**.

Message appears. Proposal and Commercial files are submitted to DBS.

Supplier will not be able to attach the Proposal and/or the Commercial files once the submission date and time has expired.

2.5   Stage 5. Clarification

This stage is for DBS to submit their clarifications regarding to the Supplier's proposal and commercial.

	1.	2.	3.	4.	5.	6.	7.
Supplier Login	Declarations (Pre-RFx)	Requirement to Supplier	Queries	Proposal	Clarification	DBS Evaluation	Award

RFx Stage

Communications will be taken offline at the discretion of the Sourcing Manager-in-charge
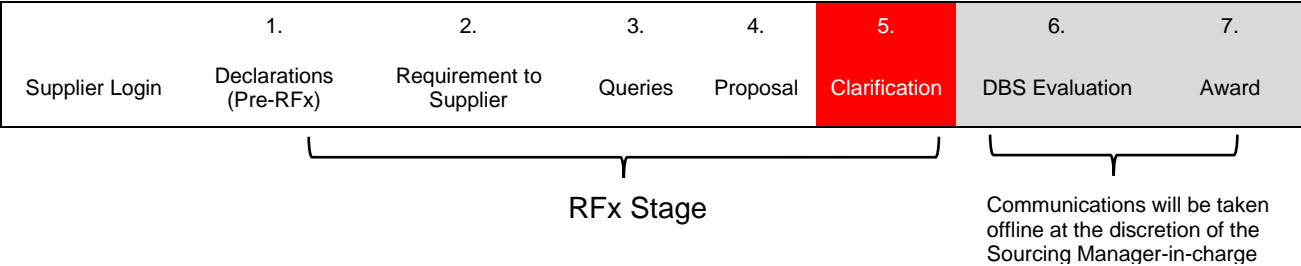
DBS employees participating in this request will submit their clarifications (if any) in this tab.

Supplier will receive an email notification when DBS submits any clarification question/s.

Sample email – DBS has requests for clarifications on the proposal/commercial files.

Y24-DBS-SGP-SM-13118 - Training Guide for Supplier DBS requested Clarifications

GPS Workbench - Sourcing <gpsworkbench@dbs.com>
Today, 4:49 PM
eadvrpuser19; existing@uat1bank.dbs.com ⌄

This item will expire in 5 days. To keep this item longer, apply a different label.

Label: Delete Inbox 5 Days (5 days) Expires: 11/9/2024 4:49 PM

DBS WB
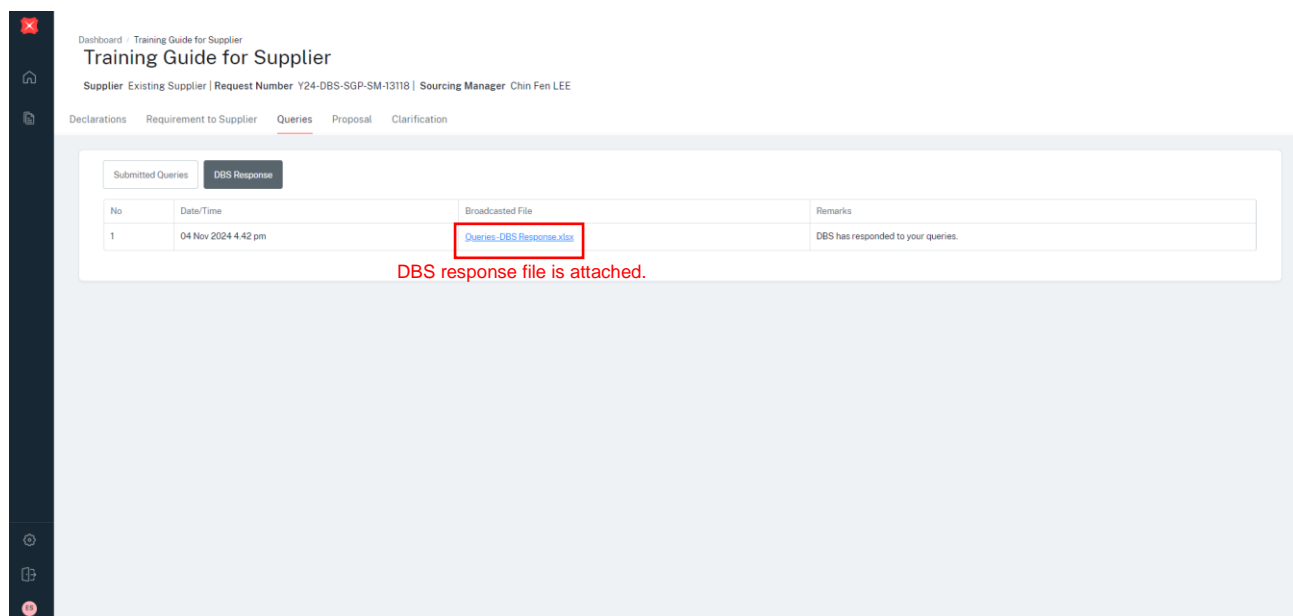
Dear **Existing Supplier** , **Existing Supplier**

DBS has requested Clarifications for **Y24-DBS-SGP-SM-13118 - Training Guide for Supplier** .

Please login to the DBS Procurement System and respond to the clarifications in accordance to the RFx schedule.

Thank you.

[Login]

Supplier will view the clarification details from the attached file that is submitted by DBS.

Click on the **file link** to view the Clarification details.

FYI. Supplier may see <u>multiple</u> clarification lines. These lines can be submitted by the same person with multiple entries or by different DBS project members.

Click on each **Upload Clarifications** button to submit your responses to DBS.

At each **Upload Clarification** button click, screen appears from the right.

Click **browse** and upload the response file.

Once the file is attached, click **Upload**.

Message appears. Respond file is uploaded.

Repeat the same steps to upload the other clarifications responses.

Clarification respond is completed.

The Supplier has completed his role for the Standard sourcing process flow.

3   Sourcing Process - Non-Standard Flow (Stage 1. Declarations)

3.1   Stage 1. Declarations

This section provides the Supplier how to handle a non-standard sourcing process in responding to DBS RFx requirements.

Recap on the Sourcing Process Flow
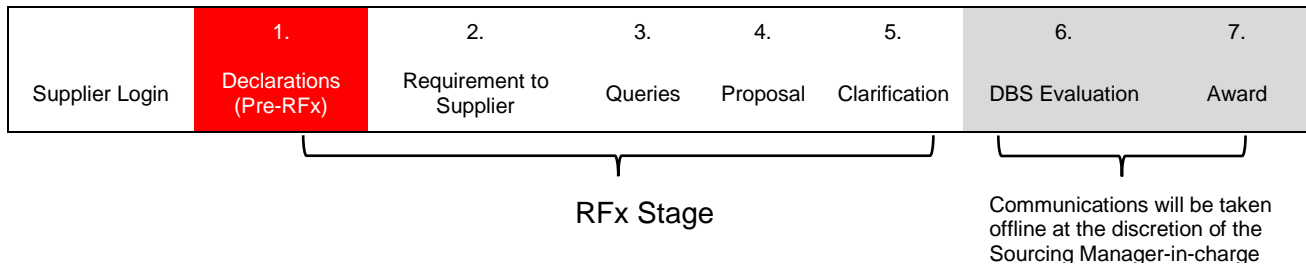
Supplier Login	1. Declarations (Pre-RFx)	2. Requirement to Supplier	3. Queries	4. Proposal	5. Clarification	6. DBS Evaluation	7. Award

RFx Stage

Communications will be taken offline at the discretion of the Sourcing Manager-in-charge

Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.

Please refer to the guides below for details on the following:

1. To contest DBS Standard NDA
2. To make a Positive COI
3. To disagree with the EBP

3.1.1 Supplier declaration – Contest to DBS Standard NDA

This guide provides a step-by-step process for the Supplier to submit their contest on DBS Non-Disclosure Agreement (NDA) clause for a request in the system.
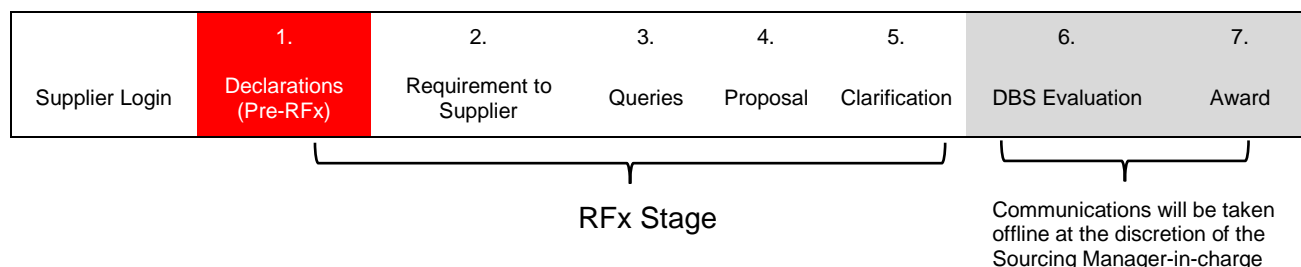
Re-cap of the Sourcing Process Flow

Supplier Login	1. Declarations (Pre-RFx)	2. Requirement to Supplier	3. Queries	4. Proposal	5. Clarification	6. DBS Evaluation	7. Award

RFx Stage

Communications will be taken offline at the discretion of the Sourcing Manager-in-charge

Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.

Supplier receives an email notification from DBS that the Supplier company has been invited for a new request and a Pre-RFx declaration is required before the Supplier can proceed to view the request requirements/documents.

Log into the email with title "Pre-RFx Declaration" to check for the request instructions and details.

Click **Login** to access to DBS Procurement system log in page.

Y24-DBS-SGP-SM-13118 - Training Guide for Supplier DBS requests you to complete the Supplier Registration Form and Pre-RFx Declaration.

GPS Workbench - Sourcing <gpsworkbench@dbs.com>
Today, 10:41 AM
eadvrpuser19; newsupplier@uat1bank.dbs.com

This item will expire in 5 days. To keep this item longer, apply a different label.

Label: Delete Inbox 5 Days (5 days) Expires: 11/9/2024 10:41 AM

Action Items

Dear New Supplier ,

New Supplier has been invited to participate in Y24-DBS-SGP-SM-13118 - Training Guide for Supplier .

Please log in to DBS Procurement System and complete the following in order to proceed.

(1) Supplier Registration Form

(2) Pre-RFx Declaration:
- Non Disclosure Agreement (NDA) (if any)
- Conflict of Interest (COI)
- Ethical Business Practices (EBP)

Note: Please ensure that the status for NDA, COI and EBP are acknowledged.

Thank you.

If you are registered user click here: **Login**

Or

Please complete the registration sent via a separate email (Supplier Registration)

Log In Page

Enter **email address** and **password**. Click **Continue**.
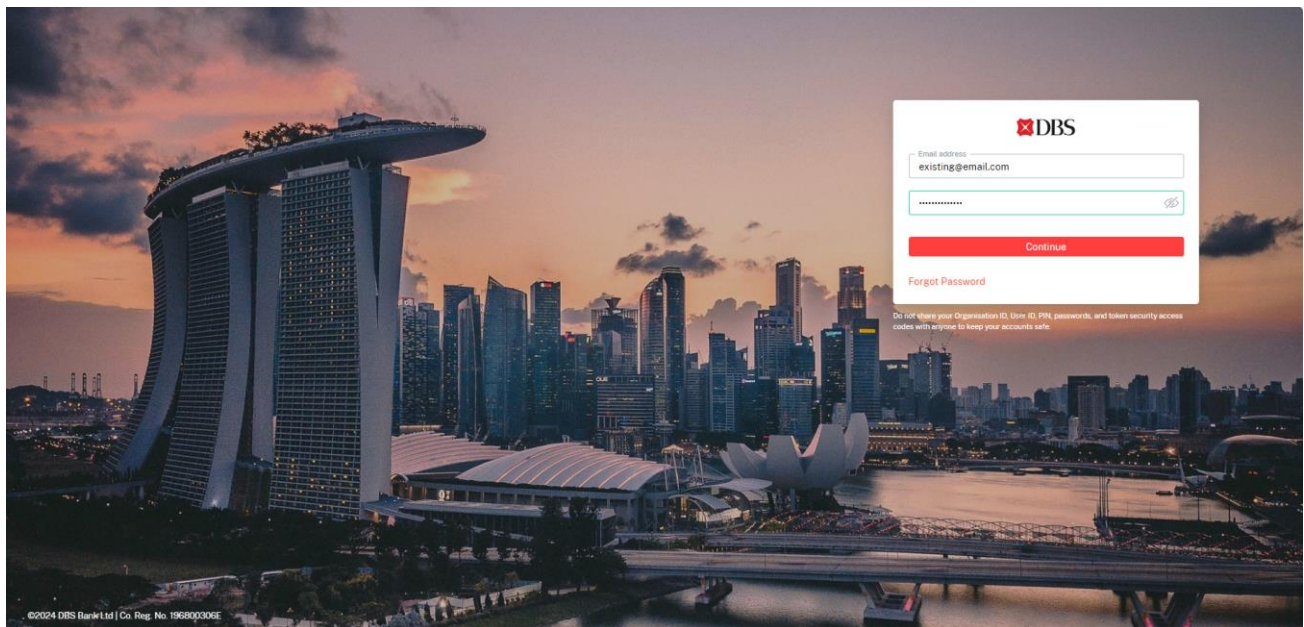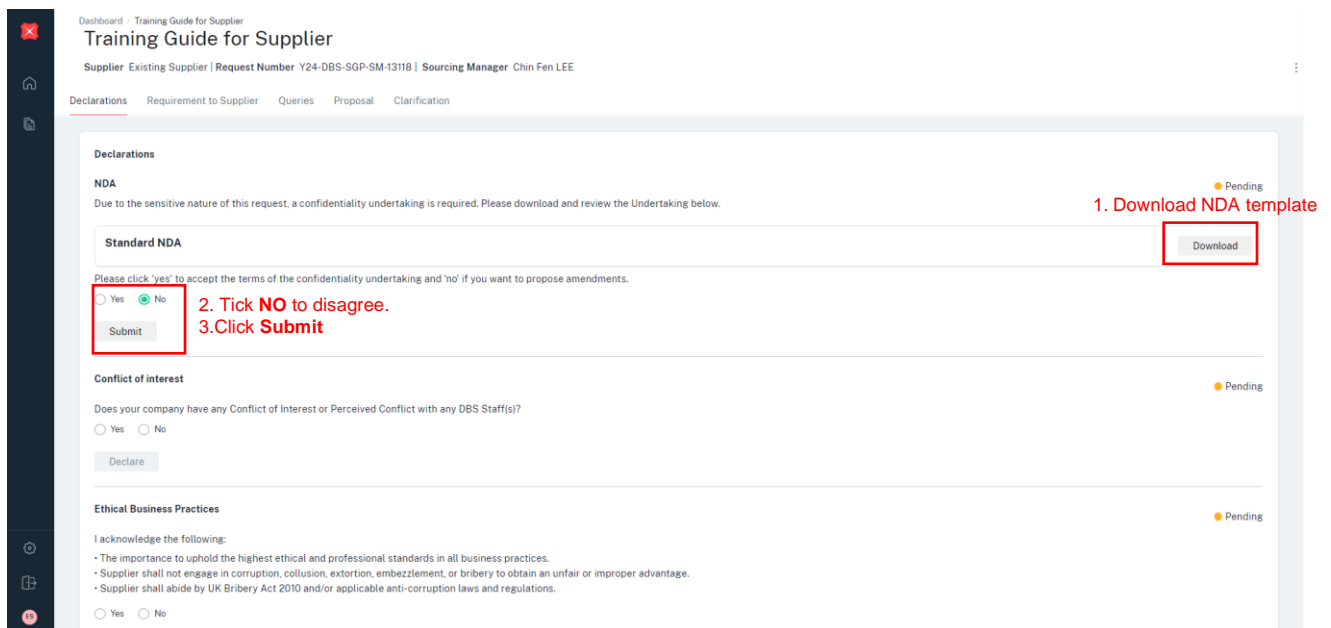
Enter **OTP number**, click **Continue.** Remark: Retrieve OTP number from email.

Declarations – (Part 1) Supplier Contested to DBS Standard NDA.

Supplier proceeds with Pre-RFx Declaration and <u>contested</u> to DBS Standard NDA.

Click **Download** to review the NDA. Tick **NO** and click **Submit**.

Message appears. NDA has been contested and DBS is notified.

The NDA status is **Pending**.

Supplier is not able to proceed to the next stage while the NDA is being **CONTESTED**.

Next Step:

DBS will proceed to take offline discussion with the Supplier to finalise and sign a revised NDA.

Declaration – (Part 2) Supplier agrees with the revised NDA.

Supplier agrees with the revised NDA, receives an email notification from DBS that a revised NDA has been sent to them for approval.

Click **Login** button in the email to enter the system and acknowledge on the revised NDA.

Sample email – DBS sends the revised NDA for supplier to acknowledge in the system.

Tick **YES** and click **Submit**.

Message appears.

Declaration – (Part 2) Revised NDA is accepted.

The Pre-RFx Declaration is now completed.

Next Steps:

- Supplier completes the declaration (NDA, COI and EBP)
- Supplier can view the Requirement to Supplier tab once DBS releases/publishes the request requirements and documents.

3.1.2 Supplier declaration – Positive COI

This guide provides a step-by-step process for the Supplier to make a positive COI declaration.

Re-cap of the Sourcing Process Flow

	1.	2.	3.	4.	5.	6.	7.
Supplier Login	Declarations (Pre-RFx)	Requirement to Supplier	Queries	Proposal	Clarification	DBS Evaluation	Award

RFx Stage

Communications will be taken offline at the discretion of the Sourcing Manager-in-charge

Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.

Supplier receives an email notification from DBS that the Supplier company has been invited for a new RFx request and a Pre-RFx declaration is required before the Supplier can proceed to view the request requirements/documents.

Log in the email to check for the request instructions and details.

Click **Login** to access to DBS Procurement system log in page.

Y24-DBS-SGP-SM-13118 - Training Guide for Supplier DBS requests you to complete a Pre-RFx Declaration.

GPS Workbench - Sourcing <gpsworkbench@dbs.com>
Today, 2:24 PM
eadvrpuser19; existing@uat1bank.dbs.com

This item will expire in 5 days. To keep this item longer, apply a different label.

Label: Delete Inbox 5 Days (5 days) Expires: 11/9/2024 2:24 PM

DBS WB

Dear Existing Supplier ,

Existing Supplier has been invited to participate in Y24-DBS-SGP-SM-13118 - Training Guide for Supplier .

Please log in to DBS Procurement System and complete the following in order to proceed.

(1) Pre-RFx Declaration:

- Non Disclosure Agreement (NDA) (if any)

- Conflict of Interest (COI)

- Ethical Business Practices (EBP)

Note: Please ensure that the status for NDA, COI and EBP are acknowledged.

Thank you.

If you are registered user click here: Login

Or

Please complete the registration sent via a separate email (Supplier Registration)

Log In Page

Enter **email address** and **password**. Click **Continue**.

Enter **OTP number**. Click **Continue.** Remark: Retrieve OTP number from email.

Supplier proceeds with Pre-RFx Declaration and declares a positive COI.

Tick **Yes** and enter the person/s details. Click **Declare**.

Message appears. Supplier completes the COI declaration.

Next Step:
- Supplier proceeds to acknowledge EBP.
- Supplier to ensure that Pre-RFx declaration (i.e., NDA, COI and EBP) shows "Acknowledged."

3.1.3 Supplier declaration – Disagree to EBP

This guide provides a step-by-step process for the Supplier to disagree with DBS Ethical Business Practice (EBP) clause.

Re-cap of the Sourcing Process Flow

Supplier Login	1. Declarations (Pre-RFx)	2. Requirement to Supplier	3. Queries	4. Proposal	5. Clarification	6. DBS Evaluation	7. Award

RFx Stage

Communications will be taken offline at the discretion of the Sourcing Manager-in-charge

Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.

Supplier receives an email notification from DBS that the Supplier company has been invited for a new RFx request and a Pre-RFx declaration is required before the Supplier can proceed to view the request requirements/documents.

Log in the email to check for the request instructions and details.

Click **Login** to access to DBS Procurement system log in page.

Y24-DBS-SGP-SM-13118 - Training Guide for Supplier DBS requests you to complete a Pre-RFx Declaration.

GPS Workbench - Sourcing <gpsworkbench@dbs.com>
Today, 2:24 PM
eadvrpuser19; existing@uat1bank.dbs.com

This item will expire in 5 days. To keep this item longer, apply a different label.

Label: Delete Inbox 5 Days (5 days) Expires: 11/9/2024 2:24 PM

DBS WB

Dear Existing Supplier ,

Existing Supplier has been invited to participate in Y24-DBS-SGP-SM-13118 - Training Guide for Supplier .

Please log in to DBS Procurement System and complete the following in order to proceed.

(1) Pre-RFx Declaration:
- Non Disclosure Agreement (NDA) (if any)
- Conflict of Interest (COI)
- Ethical Business Practices (EBP)

Note: Please ensure that the status for NDA, COI and EBP are acknowledged.

Thank you.

If you are registered user click here: Login

Or

Please complete the registration sent via a separate email (Supplier Registration)

Log In Page

Enter **email address** and **password**. Click **Continue**.

Enter **OTP number**. Click **Continue.** Remark: Retrieve the OTP number from email.

Supplier disagrees with DBS EBP.

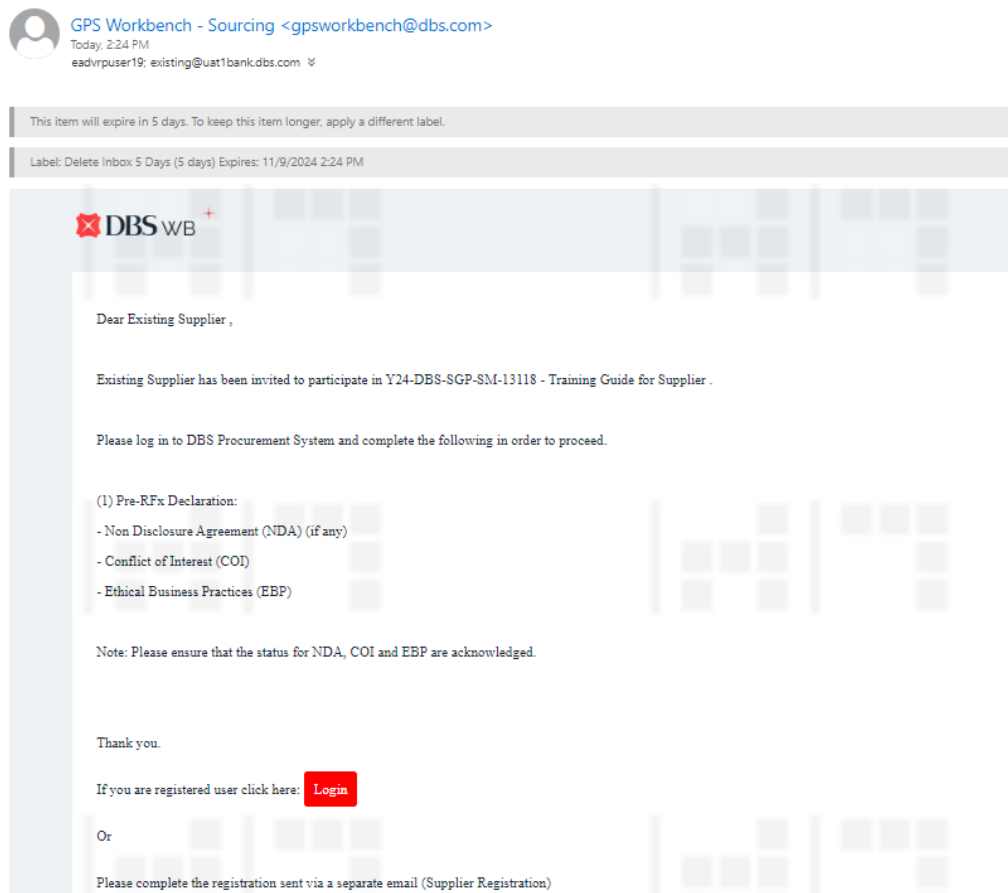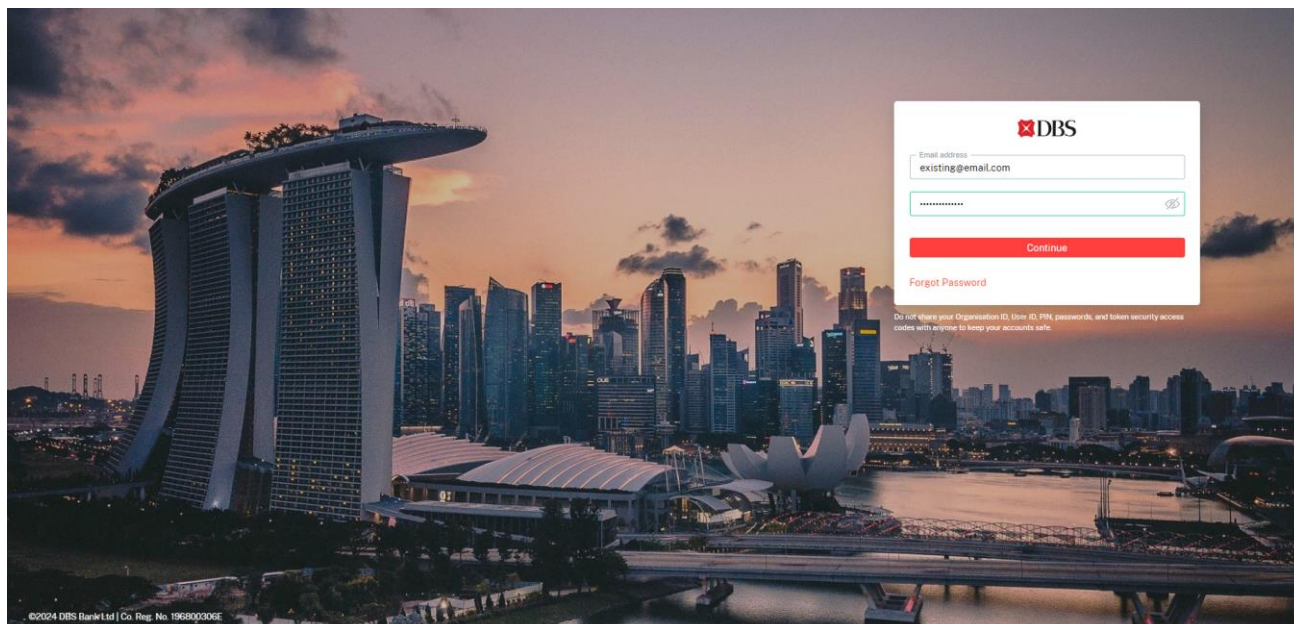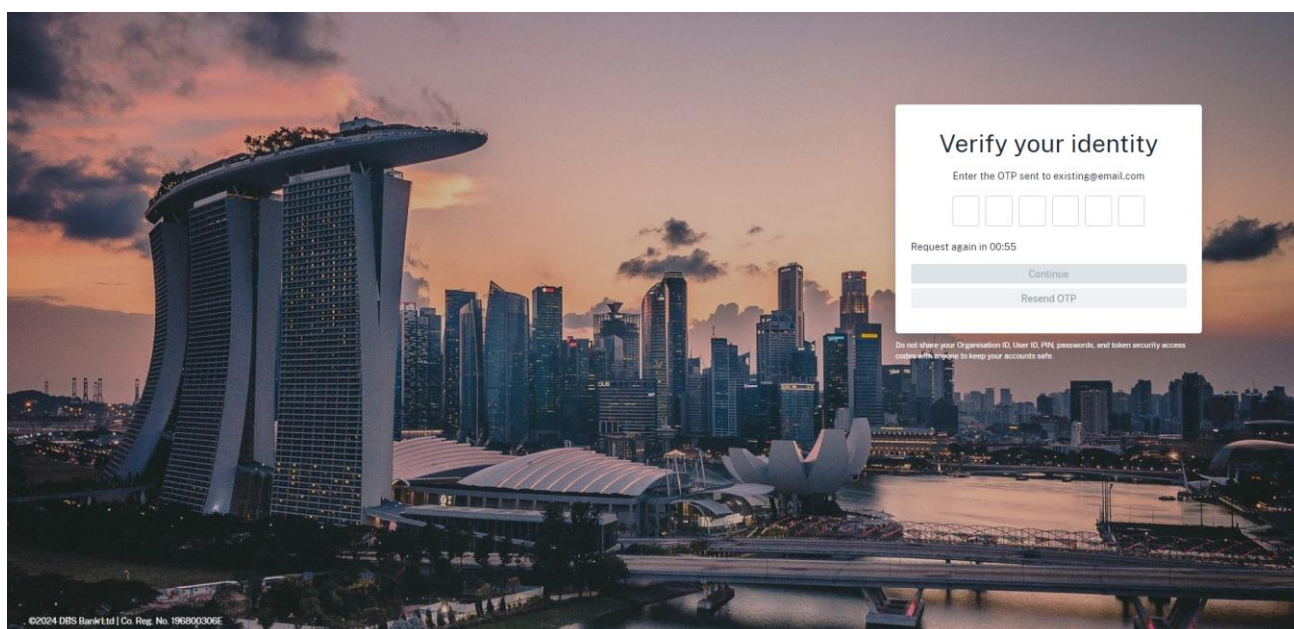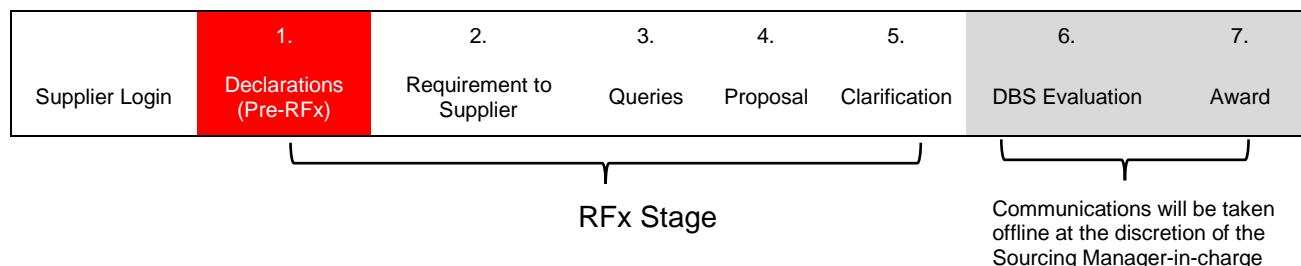Tick **NO**, click **Acknowledge**.

Message appears. EBP declaration is now sent to DBS.

Pre-RFx declaration is now completed.

Next Step:

- Supplier can view the Requirement to Supplier tab once DBS publishes the request requirements and documents.

4 Sourcing Process – Non-Standard Flow (Stage 4. Proposal Submission)

This guide provides a step-by-step process for the Supplier to submit their proposal and commercial for a new request in the system.

Re-cap of the Sourcing Process Flow

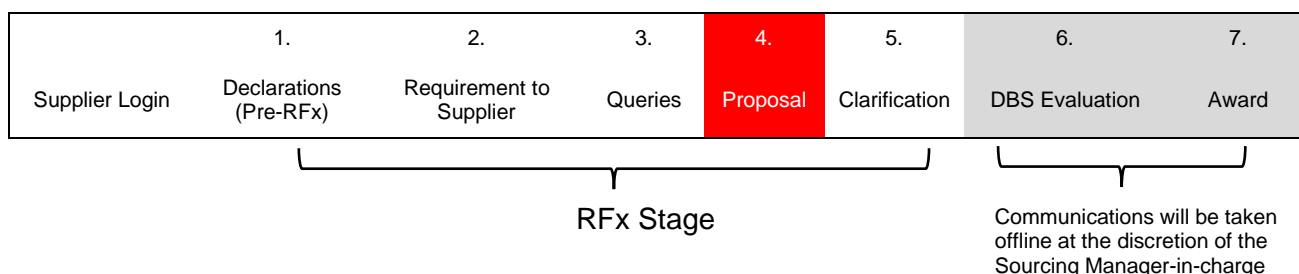|	1.	2.	3.	4.	5.	6.	7.
Supplier Login	Declarations (Pre-RFx)	Requirement to Supplier	Queries	Proposal	Clarification	DBS Evaluation	Award

RFx Stage

Communications will be taken offline at the discretion of the Sourcing Manager-in-charge

Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.

Supplier receives an email notification from DBS that the Supplier company has been invited for a new RFx request and a Pre-RFx declaration is required before the Supplier can proceed to view the request requirements/documents.

Y24-DBS-SGP-SM-13118 - Training Guide for Supplier DBS requests you to complete a Pre-RFx Declaration.

GPS Workbench - Sourcing <gpsworkbench@dbs.com>
Today, 2:24 PM
eadvrpuser19; existing@uat1bank.dbs.com

This item will expire in 5 days. To keep this item longer, apply a different label.

Label: Delete Inbox 5 Days (5 days) Expires: 11/9/2024 2:24 PM

DBS WB⁺

Dear Existing Supplier ,

Existing Supplier has been invited to participate in Y24-DBS-SGP-SM-13118 - Training Guide for Supplier .

Please log in to DBS Procurement System and complete the following in order to proceed.

(1) Pre-RFx Declaration:

- Non Disclosure Agreement (NDA) (if any)

- Conflict of Interest (COI)

- Ethical Business Practices (EBP)

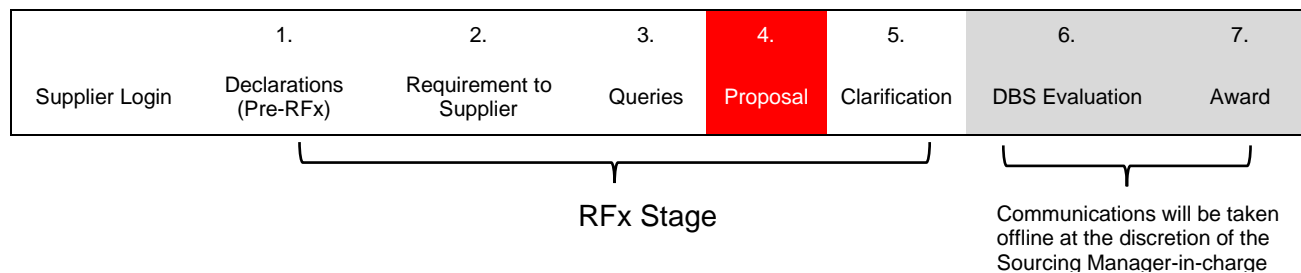Note: Please ensure that the status for NDA, COI and EBP are acknowledged.

Thank you.

If you are registered user click here: Login

Or

Please complete the registration sent via a separate email (Supplier Registration)

4.1 Supplier declines to participate in the new request.

In this scenario, the Supplier after reviewing the request requirements and documents, has decided to decline participate in the request. This guide provides a step-by-step process for the Supplier to decline the request in the system.

1. Supplier Login	2. Declarations (Pre-RFx)	3. Requirement to Supplier	4. Queries	5. Proposal	6. Clarification	7. DBS Evaluation	Award

RFx Stage

Communications will be taken offline at the discretion of the Sourcing Manager-in-charge

Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.

Log in the email to check for the request instructions and details.

Click **Login** to access to DBS Procurement system log in page.

Y24-DBS-SGP-SM-13118 - Training Guide for Supplier DBS requests you to complete a Pre-RFx Declaration.

GPS Workbench - Sourcing <gpsworkbench@dbs.com>
Today, 2:24 PM
eadvrpuser19; existing@uat1bank.dbs.com

This item will expire in 5 days. To keep this item longer, apply a different label.

Label: Delete Inbox 5 Days (5 days) Expires: 11/9/2024 2:24 PM

DBS WB

Dear Existing Supplier ,

Existing Supplier has been invited to participate in Y24-DBS-SGP-SM-13118 - Training Guide for Supplier .

Please log in to DBS Procurement System and complete the following in order to proceed.

(1) Pre-RFx Declaration:
- Non Disclosure Agreement (NDA) (if any)
- Conflict of Interest (COI)
- Ethical Business Practices (EBP)

Note: Please ensure that the status for NDA, COI and EBP are acknowledged.

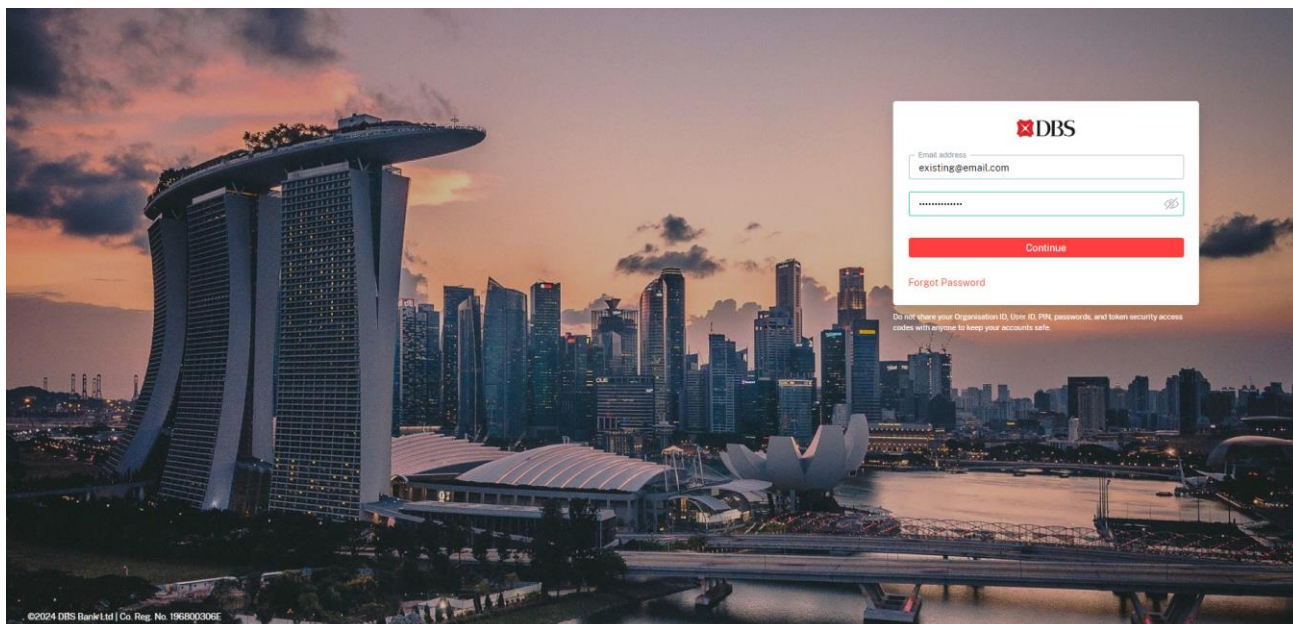Thank you.

If you are registered user click here: **Login**

Or

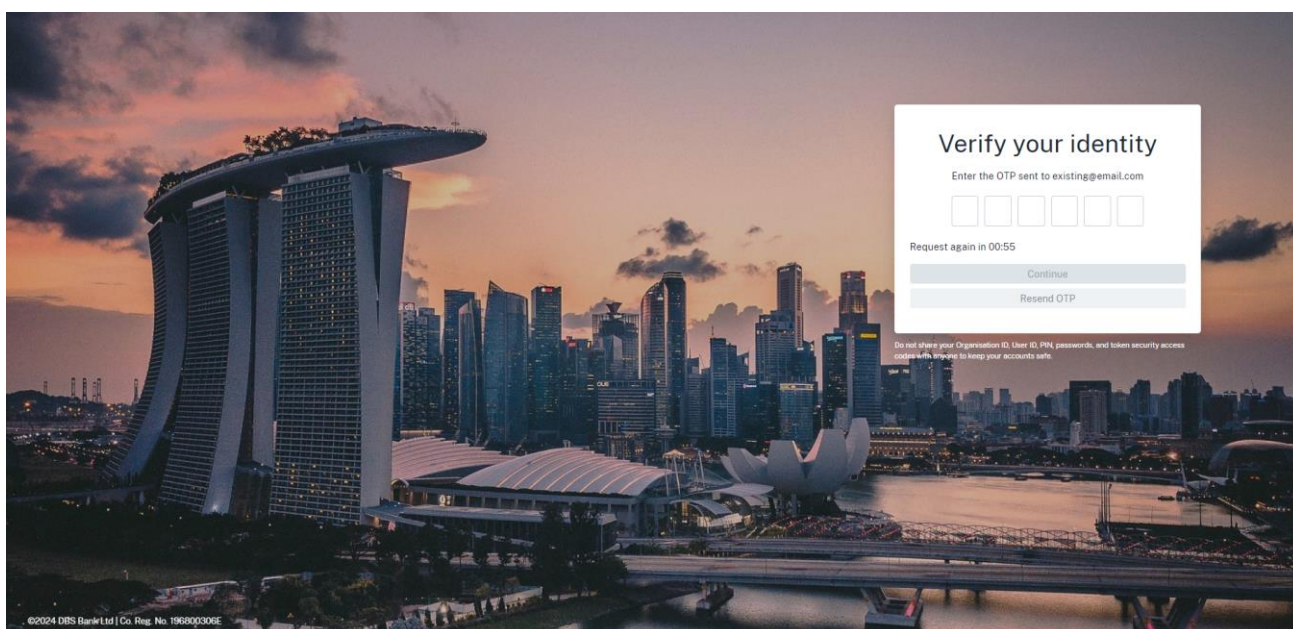Please complete the registration sent via a separate email (Supplier Registration)

Log In Page

Enter **email address** and **password**. Click **Continue**.

Enter **OTP number**. Click **Continue.** Remark: Retrieve the OTP number from email.

Supplier reviews the Request requirements and decides not to participate in the Request.

At the top right-hand corner, click ⋮ and click **Decline Request**.

Pop up screen appears. Enter justification for declining the request. Click **Submit.**

Message appears. The decline request has been sent to DBS.

The "Submit" button is deactivated and the supplier is no longer able to submit their proposal and commercial files.

5 Appendix

Version	Date issued	Summary of key changes
1.0	17 Apr 2024	
2.0	15 May 2024	Revise supplier registration steps for existing suppliers who logs in the system for the first time.
3.0	20 Feb 2025	Revised slides with words with "Vendor" changed to "Supplier" And "request" changed to "RFx".