

# **Procurement – Digital Sourcing Module**

## **Sourcing Process Flow User Guide for Supplier**

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Version 3.0

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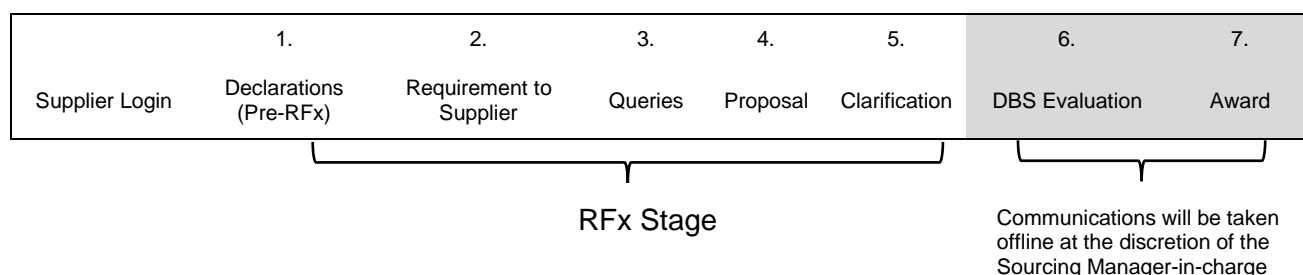
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## Overview of Sourcing Module Process Flow

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.



All communications after Stage 5. Clarifications will be done offline by the Sourcing Manager, if any.

# 1 Log In Page

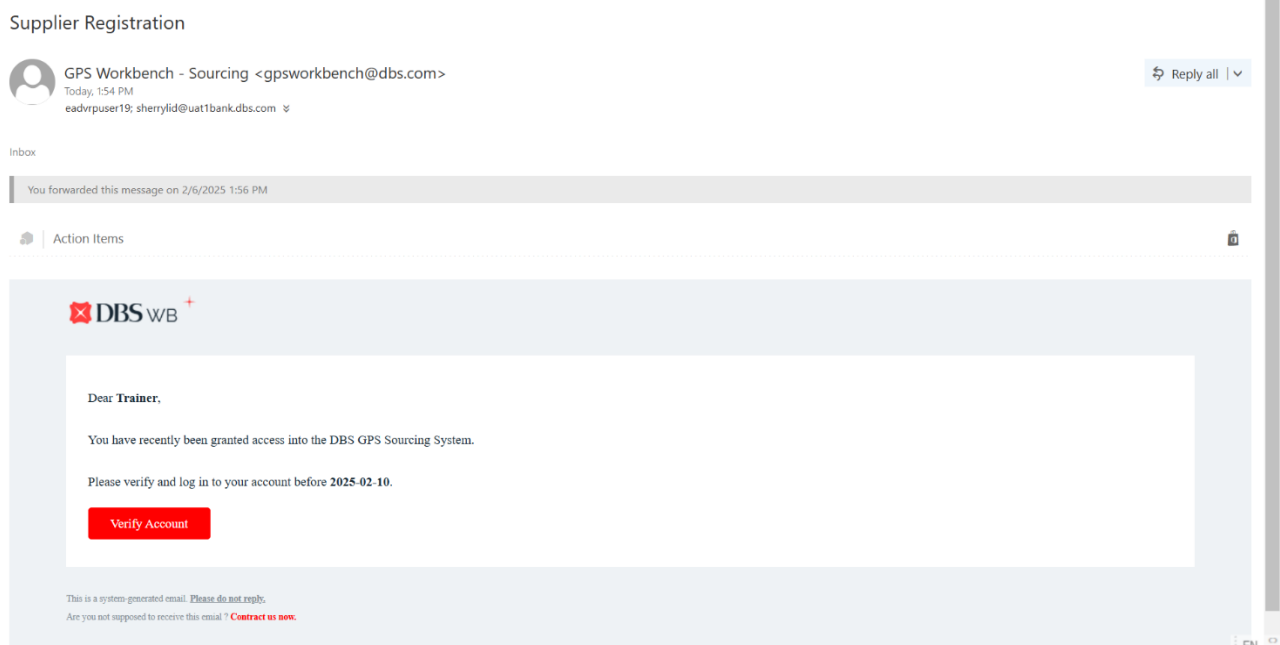
You will receive an email notification that your company has been shortlisted to participate in a new RFx request. Please follow the guided instructions to begin with the process accordingly.

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

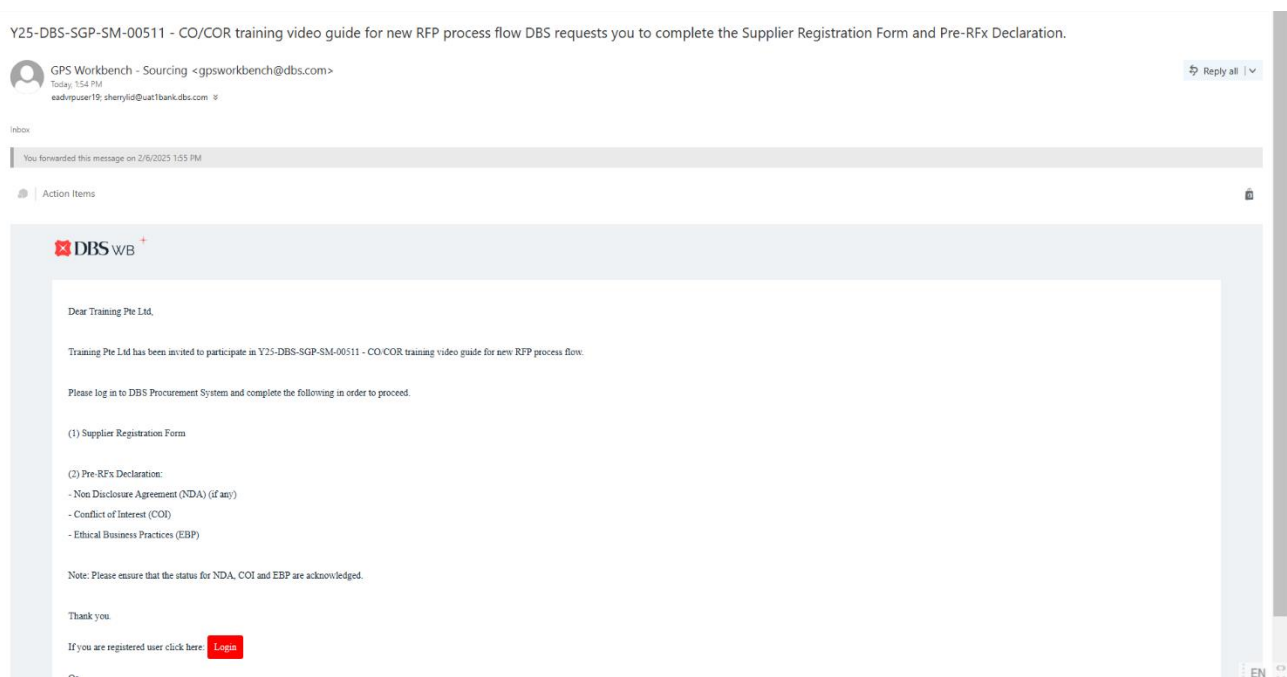
You will receive 2 emails, that is,

- (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**.

Supplier Registration



GPS Workbench - Sourcing <gpsworkbench@dbs.com>

Today, 1:54 PM

eadvrpuser19; sherryliid@uat1bank.dbs.com

Inbox

You forwarded this message on 2/6/2025 1:56 PM

Action Items



Dear **Trainer**,

You have recently been granted access into the DBS GPS Sourcing System.

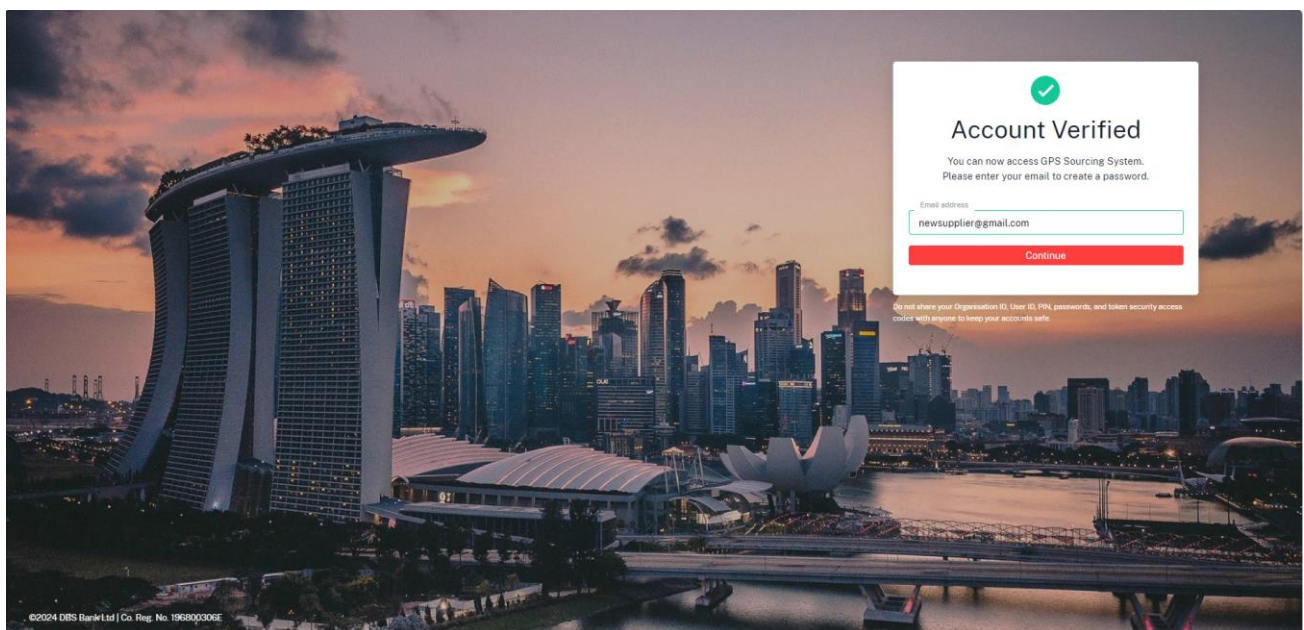
Please verify and log in to your account before **2025-02-10**.

[Verify Account](#)

This is a system-generated email. Please do not reply.  
Are you not supposed to receive this email? [Contact us now.](#)

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



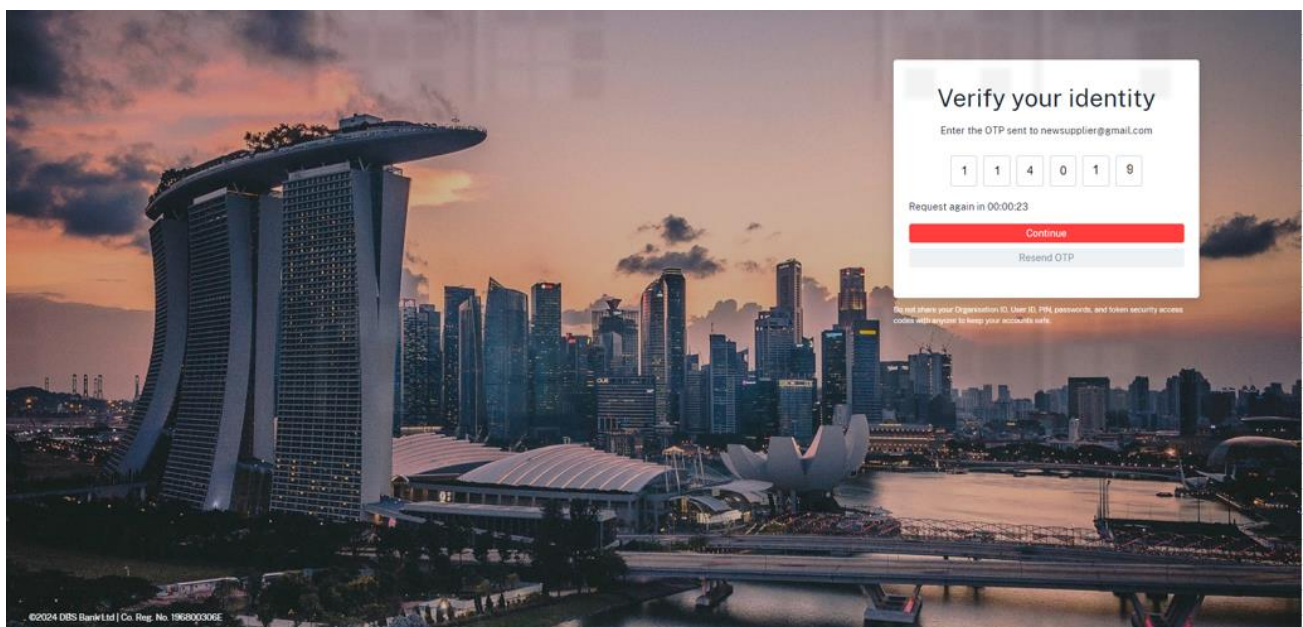
Dear New Supplier , New Supplier,

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

This is a system-generated email. **Please do not reply.**

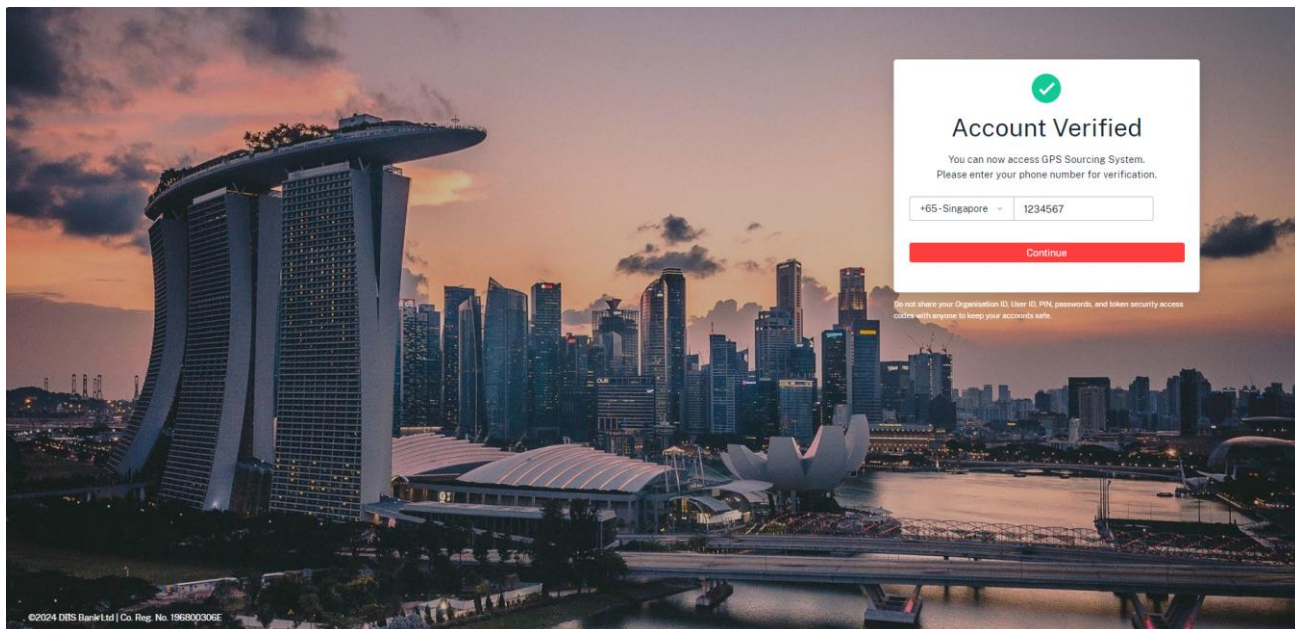
Are you not supposed to receive this email ? **Contact us now.**

Enter OTP number. Click **Continue**.

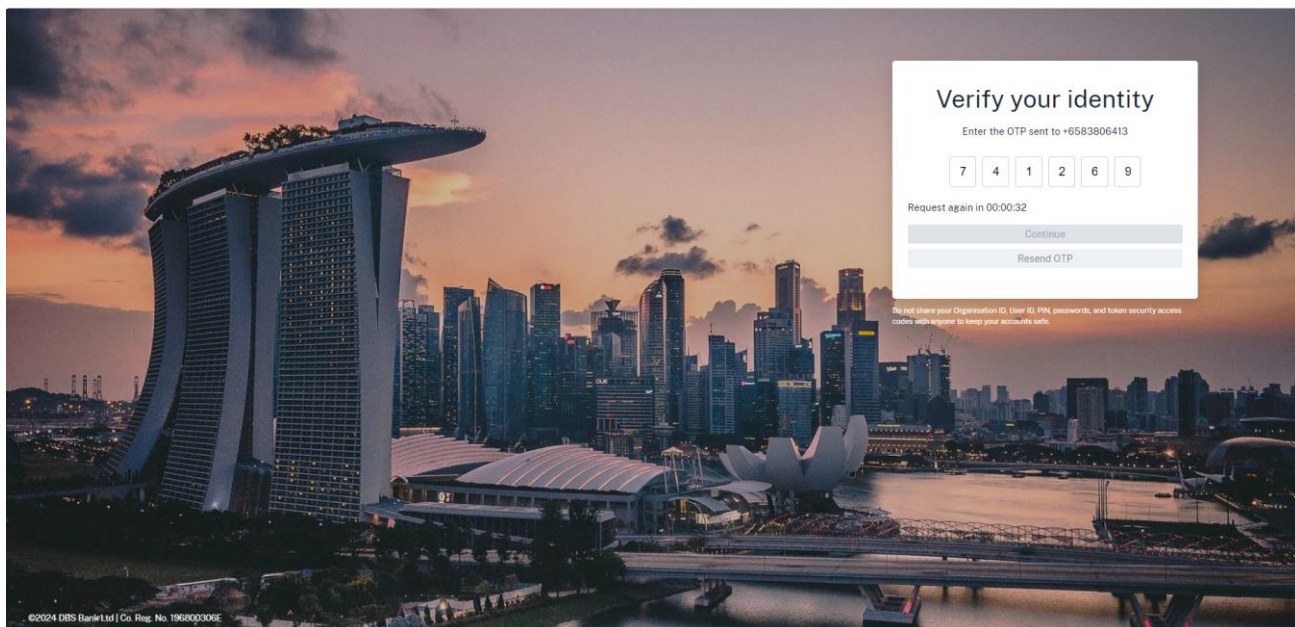




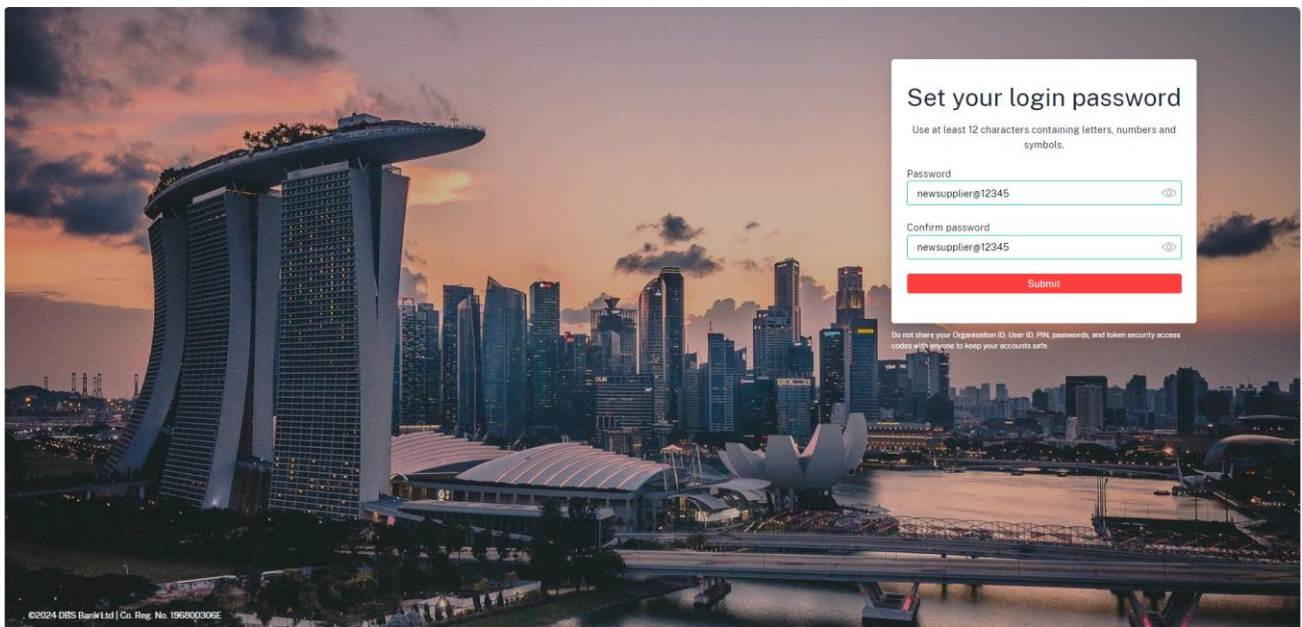
Enter your mobile number. Click **Continue**.



Enter OTP number. Click **Continue**.



Set your passwords. Click **Submit**.



Set your login password

Use at least 12 characters containing letters, numbers and symbols.


Password  
newsupplier@12345

Confirm password  
newsupplier@12345

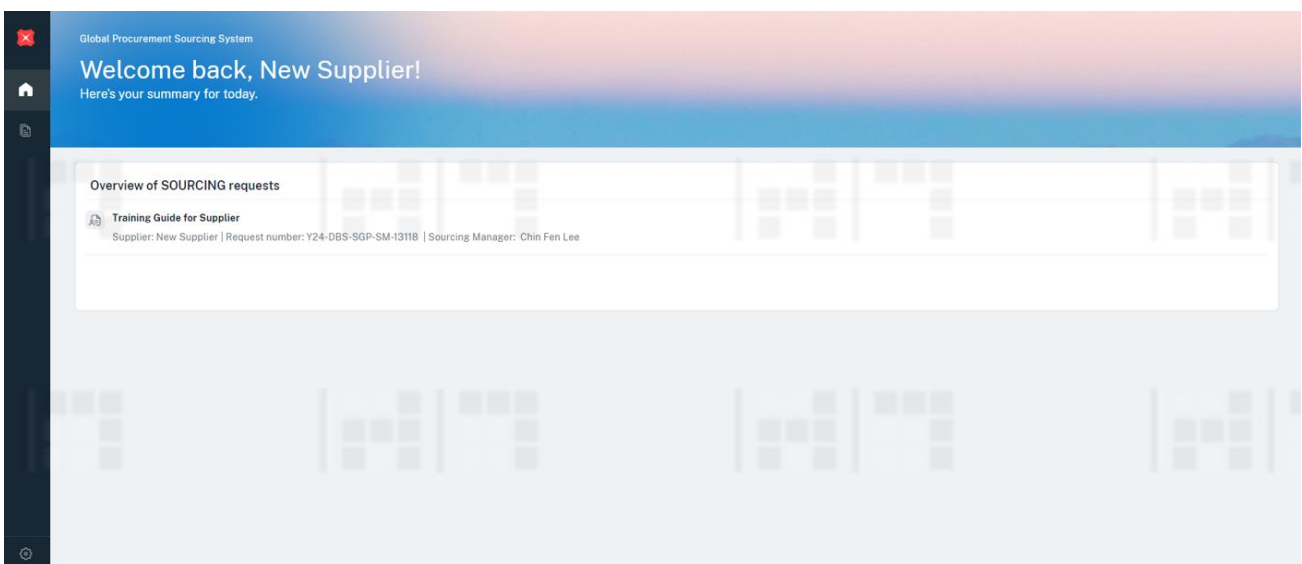
Submit

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

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.



Global Procurement Sourcing System

Welcome back, New Supplier!  
Here's your summary for today.

Overview of SOURCING requests

	<b>Training Guide for Supplier</b> Supplier: New Supplier   Request number: Y24-DBS-SGP-SM-13118   Sourcing Manager: Chin Fen Lee
---	--



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

Supplier registration form

Company details

Supplier registered company name\* ⓘ  
New Supplier

For Singapore registered entities, please ensure that the supplier name tallies with the registered name on [ACRA](#)

Company name in local language (optional)  
If none, please indicate NA

Country of registration/incorporation\*  
Singapore

Formally known as company name (optional)  
If none, please indicate NA

Type of registration\*  
☒ Singapore registered ☐ Foreign registered ☐ Individual

Company registration no.\* ⓘ  
1234567

Company address

Country\*  
Singapore

State\*  
Singapore

Supplier address (Line 1)\* ⓘ  
Changi

Supplier address (Line 2) (optional)  
Insert address

City\*  
SINGAPORE

ZIP code\*

Contact information

Login Person Name  
New Supplier

Designation\*  
Sales

Click **Save**.

Contact information

Login Person Name

New Supplier

☒ I am the Account Manager

Primary account manager (name)\*

New Supplier

Email\*

newsupplier@gmail.com

Mobile no.\*

+65-Singapore

83806413

☐ I am the Primary Contact Person

Primary contact person (name)\*

Supplier

Email\*

supplier@email.com

Mobile no.\*

+65-Singapore

83806413

Please attach copy of ACRA business profile (optional)

Drag your file here or [browse](#)

Supports up to 10MB of any type

Designation\*

Sales

Designation\*

Sales

Alternative no. (optional)

Designation\*

Sales

Alternative no. (optional)

Save

Submit

Message appears. Click **Submit**.

The screenshot shows a web form titled "Contact information" for a "New Supplier". The form is divided into two main sections. The top section is for the "Login Person Name" and includes fields for "Designation\*" (Sales), "Primary account manager (name)" (New Supplier), "Email\*" (newsupplier@gmail.com), and "Mobile no.\*" (+65-Singapore, 83806413). There is a checkbox "I am the Account Manager" which is checked. The bottom section is for the "Primary contact person (name)" and includes fields for "Designation\*" (Sales), "Email\*" (supplier@email.com), and "Mobile no.\*" (+65-Singapore, 83806413). There is a checkbox "I am the Primary Contact Person" which is unchecked. Below these sections is a dashed box for "Please attach copy of ACRA business profile (optional)" with a "Drag your file here or browse" button. A dark blue notification bar at the bottom of the form states "Supplier registration form submitted successfully and pending DBS' review". At the bottom right of the form are "Save" and "Submit" buttons.

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

The screenshot shows the Home page of the "Global Procurement Sourcing System". The header is a blue gradient bar with the text "Welcome back, New Supplier!" and "Here's your summary for today.". Below the header is a section titled "Overview of SOURCING requests" which contains a "Training Guide for Supplier" link. Below this is a table with one row showing "Supplier: New Supplier | Request number: Y24-DBS-SGP-SM-13118 | Sourcing Manager: Chin Fen Lee". The page has a dark blue sidebar on the left with icons for home, search, and other functions.

## 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@db.com>

Today, 10:41 AM

eadvrpuser19: newsupplier@uat1bank.db.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



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.

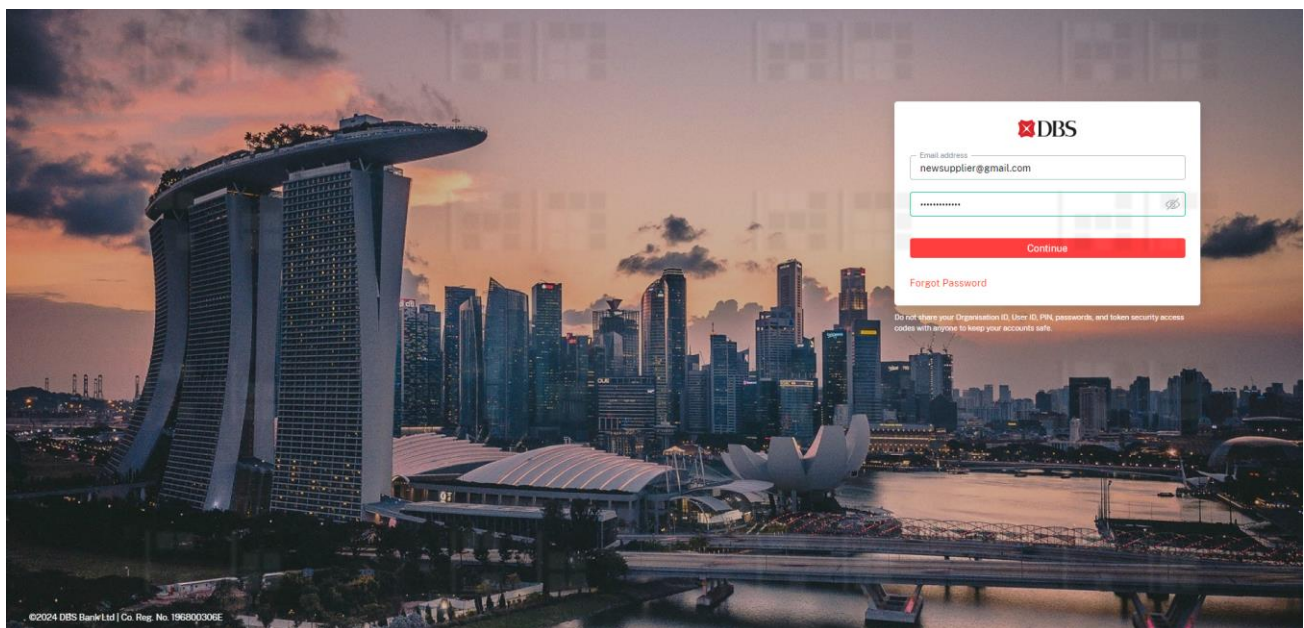
Thank you.

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

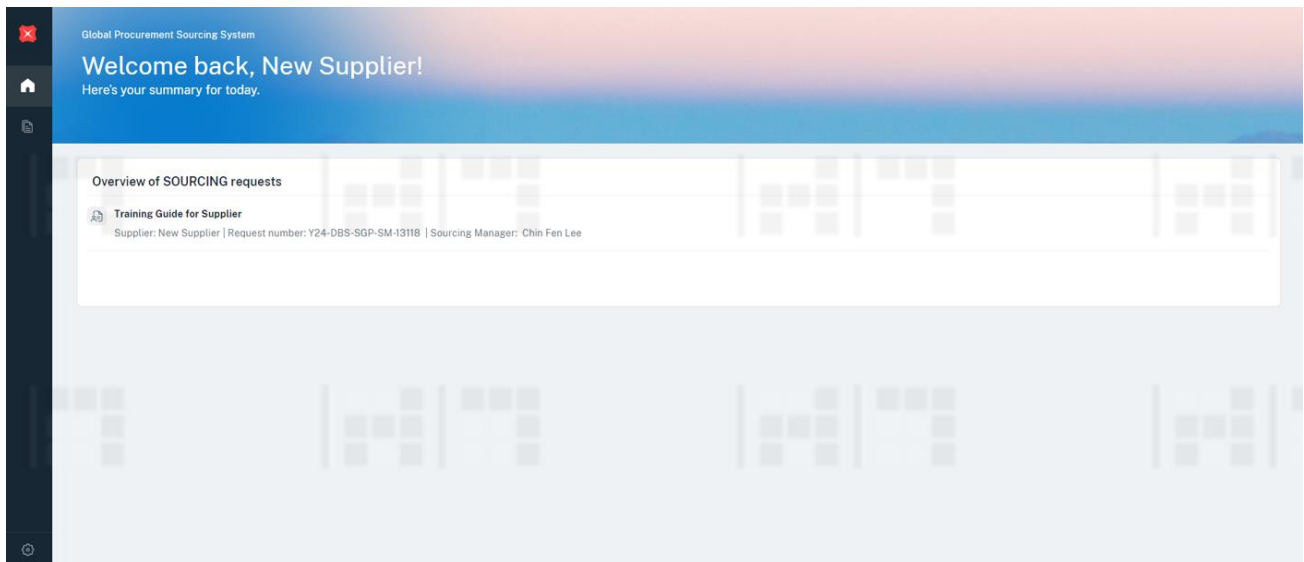
Or

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

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



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



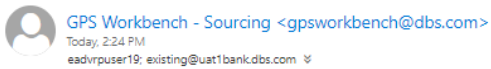
You will now proceed to Stage 1. Declaration section.

The screenshot shows the 'Training Guide for Supplier' declaration section. The breadcrumb trail is 'Dashboard > Training Guide for Supplier'. The page title is 'Training Guide for Supplier'. Below the title, the text 'Supplier: New Supplier | Request Number: Y24-DBS-SGP-SM-13118 | Sourcing Manager: Chin Fen LEE' is displayed. The navigation tabs are 'Declarations', 'Requirement to Supplier', 'Queries', 'Proposal', and 'Clarification'. The 'Declarations' tab is active. The section is titled 'Declarations' and contains three sub-sections: 'NDA', 'Conflict of interest', and 'Ethical Business Practices'. Each sub-section has a 'Pending' status indicator. The 'NDA' section includes a 'Standard NDA' download button and a 'Submit' button. The 'Conflict of interest' section includes a 'Declare' button. The 'Ethical Business Practices' section includes an 'Acknowledge' button. The form is designed with a clean, modern layout and includes a dark sidebar on the left.

1.2 If this is NOT the first time that you are logging in.

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

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



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



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.

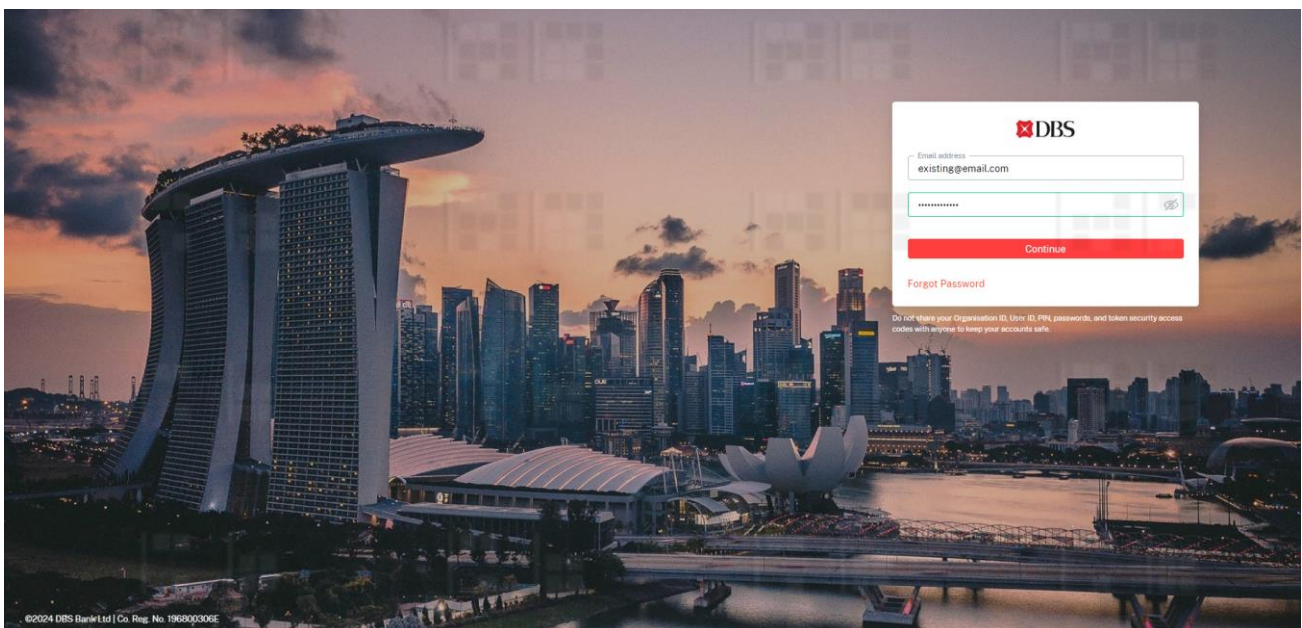
Thank you.

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

Or

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

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





You will receive an email with an OTP number.

Your email OTP number is sent.



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 2:36 PM



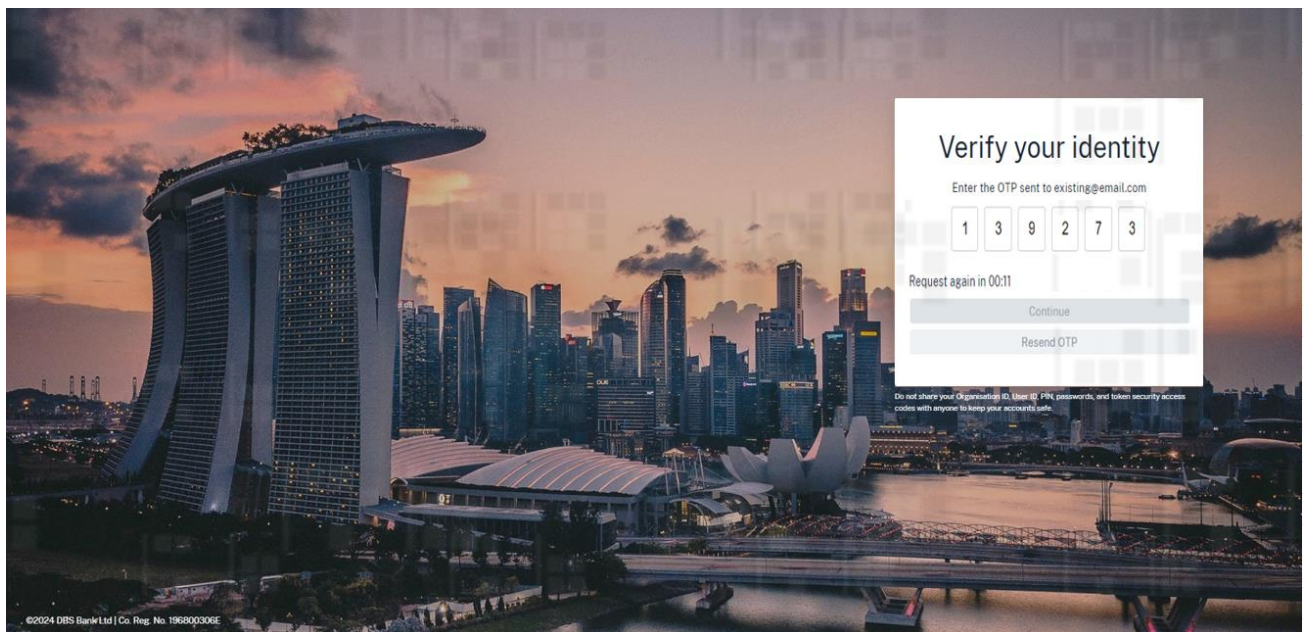
Dear Existing Supplier , Existing Supplier ,

Your OTP number is **139273** and it is valid for 90 seconds.

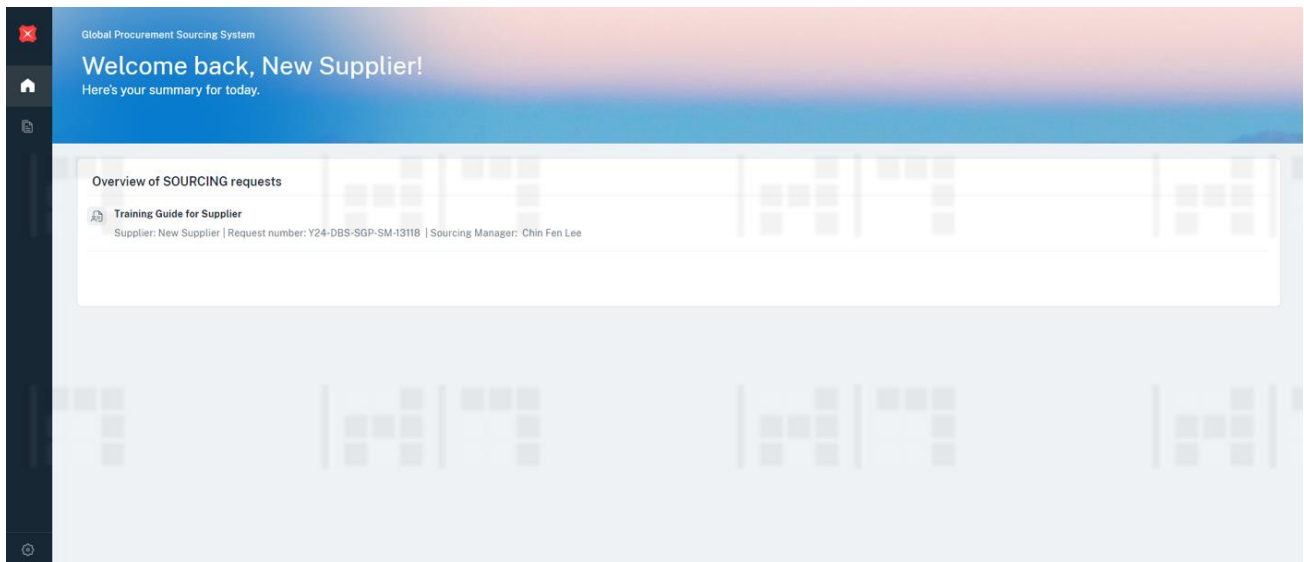
This is a system-generated email. [Please do not reply.](#)

Are you not supposed to receive this email ? [Contact us now.](#)

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



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



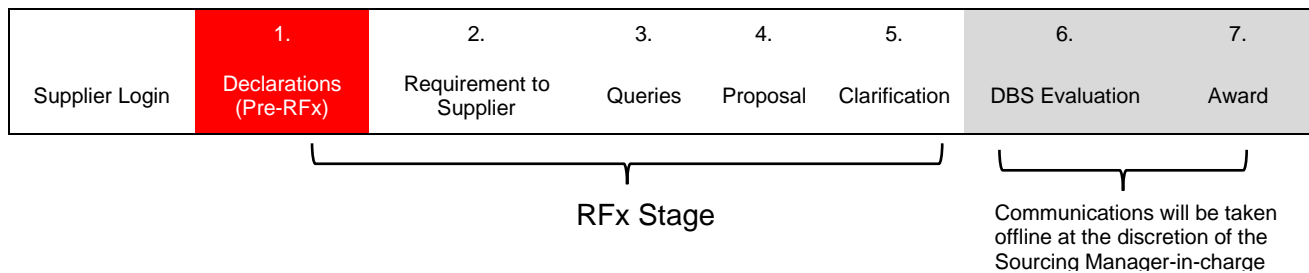
You will now proceed to Stage 1. Declaration section.

The screenshot displays the 'Training Guide for Supplier' declaration section. The breadcrumb trail is 'Dashboard > Training Guide for Supplier'. The page title is 'Training Guide for Supplier', and the sub-header is 'Supplier: Existing Supplier | Request Number: Y24-DBS-SGP-SM-13118 | Sourcing Manager: Chin Fen LEE'. A navigation bar includes 'Declarations', 'Requirement to Supplier', 'Queries', 'Proposal', and 'Clarification'. The 'Declarations' section is active and contains three sub-sections, each with a 'Pending' status indicator: 1. 'NDA' (Non-Disclosure Agreement) with a 'Download' button and a 'Submit' button. 2. 'Conflict of Interest' with a 'Declare' button. 3. 'Ethical Business Practices' with a 'Yes' or 'No' radio button selection. Each sub-section includes a brief instruction and a list of bullet points. A dark sidebar on the left contains navigation icons, and a light blue background with a grid pattern is visible behind the main content area.

## 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 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**.

Dashboard / Training Guide for Supplier  
Training Guide for Supplier  
Supplier New Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

**Declarations**

**NDA** Pending

Due to the sensitive nature of this request, a confidentiality undertaking is required. Please download and review the Undertaking below.

**Standard NDA** Download 1. Click Download.

Please click 'yes' to accept the terms of the confidentiality undertaking and 'no' if you want to propose amendments.

☒ Yes ☐ No 2. Tick YES.  
Submit 3. Click Submit.

**Conflict of interest** Pending

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?

☐ Yes ☐ No

Declare

**Ethical Business Practices** Pending

I acknowledge the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

☐ Yes ☐ No

Acknowledge

Message appears. NDA has been accepted.

Dashboard / Training Guide for Supplier  
Training Guide for Supplier  
Supplier New Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

**Declarations**

**NDA** Acknowledged

**Standard NDA** Download

Acknowledged on 04 Nov 2024, 02:16:13 PM

**Conflict of interest** Pending

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?

☐ Yes ☐ No

Declare

**Ethical Business Practices** Pending

I acknowledge the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

☐ Yes ☐ No

Acknowledge

The NDA has been successfully submitted

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**.

Dashboard / Training Guide for Supplier  
Training Guide for Supplier  
Supplier New Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

**Declarations**

**NDA** ● Acknowledged

**Standard NDA**  
Acknowledged on 04 Nov 2024, 02:16:13 PM Download

**Conflict of Interest** ● Pending

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?

☐ Yes ☒ No

Declare

1. Tick No for Negative COI.  
2. Click Declare.

**Ethical Business Practices** ● Pending

I acknowledge the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

☐ Yes ☐ No

Acknowledge

Message appears. Negative COI has been declared.

Dashboard / Training Guide for Supplier  
Training Guide for Supplier  
Supplier New Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

**Declarations**

**NDA** ● Acknowledged

**Standard NDA**  
Acknowledged on 04 Nov 2024, 02:16:13 PM Download

**Conflict of Interest** ● Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?

No

**Ethical Business Practices** ● Pending

I acknowledge the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

☐ Yes ☐ No

Acknowledge

✓ Your declarations for Conflict of Interest has been submitted successfully

The COI status is declared as “Acknowledged”.



### 2.1.3 Ethical Business Practice (EBP)

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

Dashboard / Training Guide for Supplier  
Supplier New Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

**Declarations**

**NDA** ● Acknowledged

**Standard NDA**  
Acknowledged on 04 Nov 2024, 02:16:13 PM Download

**Conflict of interest** ● Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?  
No

**Ethical Business Practices** ● Pending

I acknowledge the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

☒ Yes ☐ No

**Acknowledge**

1. Tick **YES** to agree.  
2. Click **Acknowledge**.

Message appears. EBP has been acknowledged.

Dashboard / Training Guide for Supplier  
Supplier New Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

**Declarations**

**NDA** ● Acknowledged

**Standard NDA**  
Acknowledged on 04 Nov 2024, 02:16:13 PM Download

**Conflict of interest** ● Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?  
No

**Ethical Business Practices** ● Acknowledged

You have acknowledged the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

Your declarations for Ethical Business Practices has been submitted successfully

The EBP status is declared as “Acknowledged”.

Stage 1. Declaration is now completed.

Dashboard - Training Guide for Supplier

Supplier New Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

Declarations

NDA

Standard NDA

Acknowledged on 04 Nov 2024, 02:16:13 PM

Download

Conflict of interest

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?

No

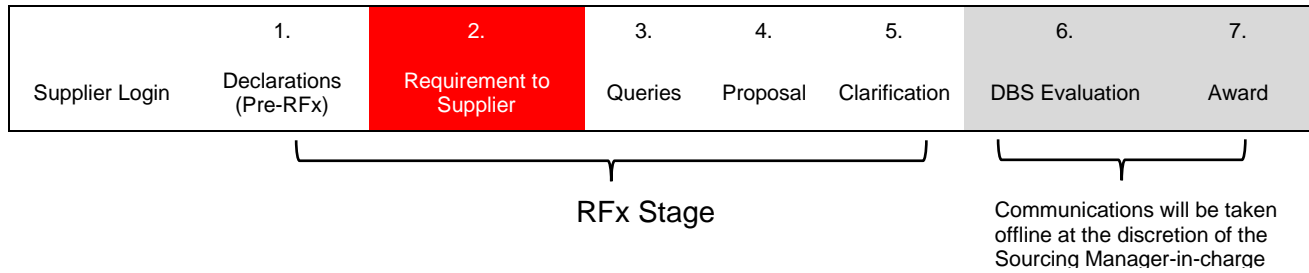
Ethical Business Practices

You have acknowledged the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

## 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.



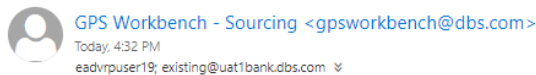
Under the Requirement to Supplier tab, there are 2 sub-sections namely:

- 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.



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



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.

Dashboard / Training Guide for Supplier  
**Training Guide for Supplier**  
Supplier: Existing Supplier | Request Number: Y24-DBS-SGP-SM-13118 | Sourcing Manager: Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

Instruction to Supplier Appendix

**Requirements (External Facing)**

Product & Service Description/ Requirements  
Training Guide for Supplier

Instruction to supplier  
NIL

Supporting documents  
[Dummy file.xlsx](#)

**Period of Validity**

Supplier's Response must have a validity of not less than 180 days from the required date of submission.

**Terms**

This REQUEST is confidential and proprietary to DBS.

The purpose of this document is to enable the recipient to formulate a Response to the REQUEST as specified in this document.

This document shall not be construed as a request or authorisation for Supplier to perform work at DBS' expense. Any work performed by the Supplier in connection with evaluating and responding to this REQUEST and, if selected, negotiating a definitive agreement, will be at the Supplier's own discretion and expense.

The information in this REQUEST is to the best of DBS knowledge. DBS does not provide any warranty or guarantee that the information contained in this REQUEST is accurate or correct. DBS disclaims all responsibilities for any damages whether direct or indirect resulting from Supplier or any third-party reliance on this REQUEST.

Supplier and DBS shall abide by the Non-Disclosure Agreement (NDA) entered into by Supplier and DBS (if any) preceding this REQUEST issuance and all information pertaining to this REQUEST shall be covered by the afore-mentioned NDA.

Supplier shall not include nor make any reference to this REQUEST in any publicity or marketing material without the prior consent of DBS, which can only be granted only by the individuals listed in the REQUEST Contact list.

This REQUEST does not represent a commitment to purchase, and DBS is not obliged to award nor shortlist any suppliers for further evaluation. DBS reserves the right to shortlist or reject any REQUEST Responses, whether in total or in part regardless of whether it meet or does not meet DBS' stipulated requirements, at its sole and absolute discretion. DBS shall

## b) Appendix

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

Dashboard / Training Guide for Supplier  
**Training Guide for Supplier**  
Supplier: Existing Supplier | Request Number: Y24-DBS-SGP-SM-13118 | Sourcing Manager: Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

Instruction to Supplier Appendix

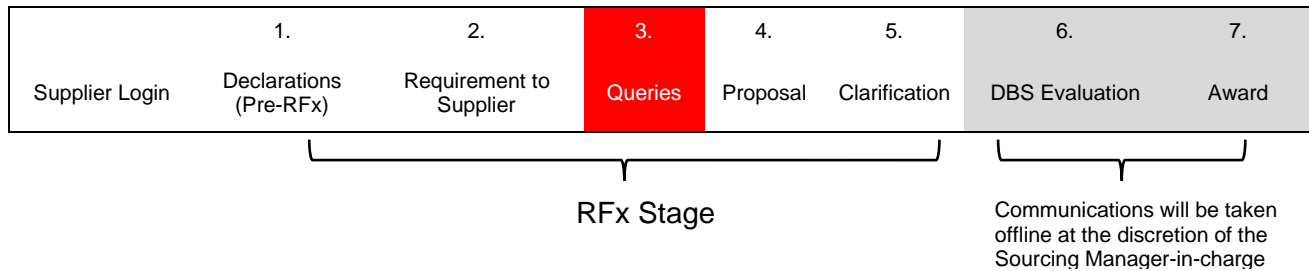
**RFX Specific**

Exhibit	Description	Template	Attachment	Uploaded by	Uploaded on	Action
1	Supplier's Response	Template A - Supplier's Response.docx	-			
3	Scope of Work and Service	Template C - Scope of Work and Service(Sample).docx	-			
5	Supplier Clarification Template	Template E - Supplier Clarification Template.xlsx	-			

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.



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@db.com>

Today, 4:32 PM  
eadvrpuser19; existing@uat1bank.db.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



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.

The screenshot shows the 'Submitted Queries' tab selected in the 'Queries' section. The interface includes a sidebar with navigation icons, a top header with the title 'Training Guide for Supplier' and user information, and a main content area. In the main area, there are two tabs: 'Submitted Queries' (active) and 'DBS Response'. Below the tabs, the text 'Queries' is followed by instructions: 'Please consolidate your queries into 1 xlsx or docx file, with supporting docs attached separately for reference.' and 'Please upload your queries here before the cutoff time'. A large dashed box represents the file upload area, with the text 'Drag your file here or browse' and 'Supports up to 10MB of any type'. A red box highlights the 'browse' link, and a red arrow points to it with the text '1. Click browse'. A 'Submit' button is located at the bottom right of the upload area.

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

This screenshot shows the same 'Submitted Queries' tab, but now a file named 'Queries-Supplier 1.xlsx' is attached to the upload area. A red box highlights the file name, and a red arrow points to it with the text 'Query file is attached.' Below the file name, the text 'Query file is attached.' is displayed. The 'Submit' button is now highlighted with a red box, and a red arrow points to it with the text '1. 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.

Y24-DBS-SGP-SM-13118 - Training Guide for Supplier DBS have responded to all supplier (s) queries.

 **GPS Workbench - Sourcing** <gpsworkbench@dbs.com>  
Today, 4:42 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 4:42 PM



Dear **Existing Supplier** , **Existing Supplier** ,

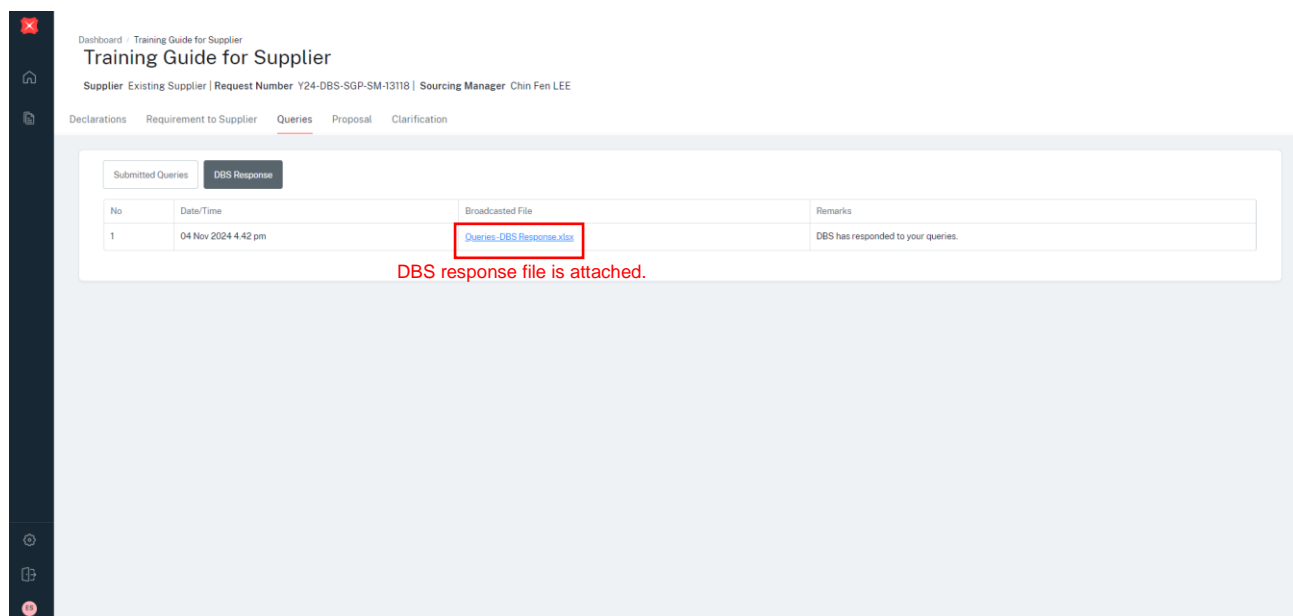
DBS have responded to your queries for **Y24-DBS-SGP-SM-13118 - Training Guide for Supplier** .

Please login to the DBS Procurement System to view.

Thank you.

[Login](#)

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



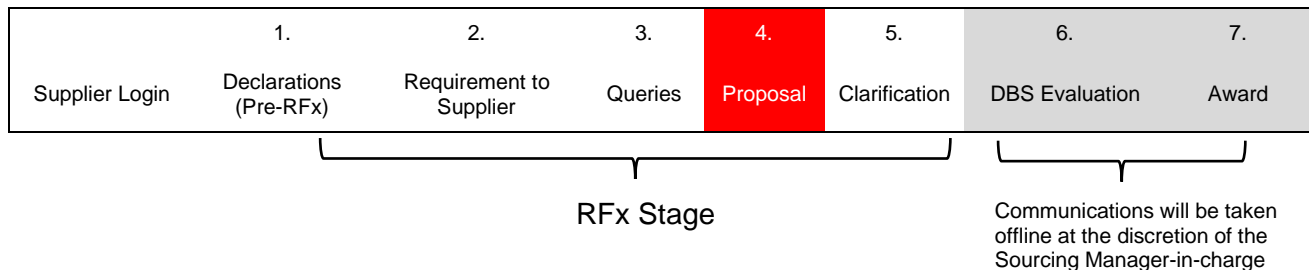
The screenshot displays the 'Training Guide for Supplier' interface. The top navigation bar includes 'Dashboard / Training Guide for Supplier' and 'Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE'. The main navigation tabs are 'Declarations', 'Requirement to Supplier', 'Queries', 'Proposal', and 'Clarification'. The 'Queries' tab is active, showing a table with columns: No, Date/Time, Broadcasted File, and Remarks. The table contains one row with the following data: No. 1, Date/Time: 04 Nov 2024 4:42 pm, Broadcasted File: [Queries-DBS Response.xlsx](#) (highlighted with a red box), and Remarks: DBS has responded to your queries. Below the table, a red text label states 'DBS response file is attached.'

No	Date/Time	Broadcasted File	Remarks
1	04 Nov 2024 4:42 pm	<a href="#">Queries-DBS Response.xlsx</a>	DBS has responded to your queries.

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.



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**.

Request Number Y24-DBS-SGP-SM-09773 | Sourcing Manager Sherry Dongkai LI

Declarations Requirement to Supplier Queries **Proposal** Clarification

Please ensure that the proposal is submitted before the cutoff date 24-Aug-2024 12:00:00 PM (SGT)

Estimated cost of proposal (Where applicable)

SGD 0.00 **1. Enter amount for the cost of proposal.**

**Proposal**  
Please include Supplier(s) Response, Scope of work and service, where applicable: DBS Lite checklist for request, Service level requirement and Security checklist

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

**Commercial**  
To include Service Fee/ Pricing Schedule

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

**Submit**

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

Dashboard / Training Guide for Supplier

**Training Guide for Supplier**

Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries **Proposal** Clarification

Please ensure that the proposal is submitted before the cutoff date 26-Nov-2024 12:00:00 PM (SGT)

Estimated cost of proposal (Where applicable)

SGD 88,888

**Proposal**  
Please include Supplier(s) Response, Scope of work and service, where applicable: DBS Lite checklist for request, Service level requirement and Security checklist

Drag your file here or **browse** **1. Click **browse** to attach proposal file.**

Proposal-1.xlsx

**Commercial**  
To include Service Fee/ Pricing Schedule

Drag your file here or **browse** **2. Click **browse** to attach commercial file.**

Commercial-1.xlsx

**Submit** **3. 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.

The screenshot displays a web application interface for a supplier. At the top, a navigation bar includes a home icon, a document icon, and a settings icon. The main header area shows the title 'Training Guide for Supplier' and the user's role 'Sourcing Manager Chin Fen LEE'. Below this, a breadcrumb trail indicates the current location: 'Declarations > Requirement to Supplier > Queries > Proposal > Clarification'. A prominent message at the top of the main content area states: 'Please ensure that the proposal is submitted before the cutoff date 26-Nov-2024 12:00:00 PM (SGT)'. The 'Proposal' section is active, showing a form for 'Estimated cost of proposal (Where applicable)' with a dropdown set to 'SGD' and a text field containing '88,888'. Below this, a dashed box prompts the user to 'Drag your file here or browse' for the proposal file, with a note 'Supports up to 10MB of any type'. A file named 'Proposal-1.xlsx' is shown as uploaded. The 'Commercial' section follows, with a note 'To include Service Fee/ Pricing Schedule'. It also features a dashed box for file upload and a note 'Supports up to 10MB of any type'. A file named 'Commercial-1.xlsx' is shown as uploaded. At the bottom of the page, a dark green notification bar with a checkmark icon states: 'You have successfully submitted your proposal'. A red 'Submit' button is located at the bottom right of the page.

Dashboard / Training Guide for Supplier

## Training Guide for Supplier

Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries **Proposal** Clarification

Please ensure that the proposal is submitted before the cutoff date 26-Nov-2024 12:00:00 PM (SGT)

Estimated cost of proposal (Where applicable)

SGD 88,888

### Proposal

Please include Supplier(s) Response, Scope of work and service, where applicable: DBS Lite checklist for request, Service level requirement and Security checklist

Drag your file here or [browse](#)

Supports up to 10MB of any type

Proposal-1.xlsx

### Commercial

To include Service Fee/ Pricing Schedule

Drag your file here or [browse](#)

Supports up to 10MB of any type

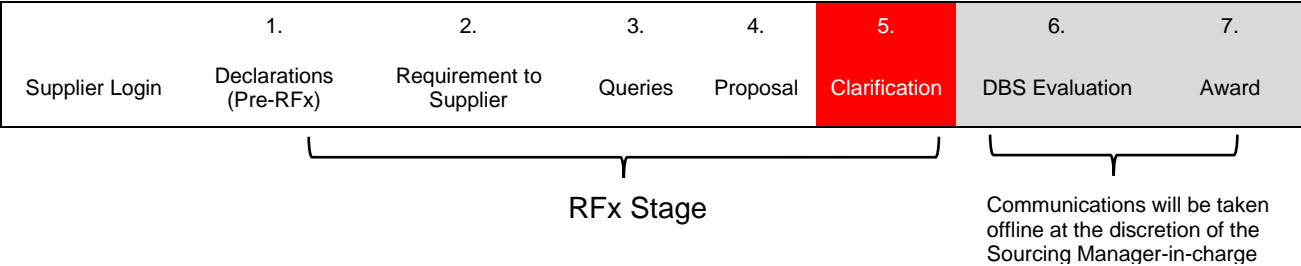
Commercial-1.xlsx

You have successfully submitted your proposal

Submit

2.5 Stage 5. Clarification

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




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



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.



Dashboard / Training Guide for Supplier

Training Guide for Supplier

Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations

Requirement to Supplier

Queries

Proposal

Clarification

Clarification

No.	Date/Time	DBS Clarifications	DBS Remarks	Timeline to Respond to DBS Clarification	Response to DBS
1	2024-11-04T16:49:14	<a href="#">Clarification-DBS 1.xlsx</a>	Please provide more commercial details.	2024-11-06T13:00:00	<button>Upload Clarifications</button>
2	2024-11-04T16:50:47	<a href="#">Clarification-DBS 2.xlsx</a>	Please provide more Proposal details.	2024-11-06T13:00:00	<button>Upload Clarifications</button>

1. Click **file link** to view the details.

FYI. Supplier may see multiple 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.

Dashboard / Training Guide for Supplier

Training Guide for Supplier

Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations

Requirement to Supplier

Queries

Proposal

Clarification

Clarification

No.	Date/Time	DBS Clarifications	DBS Remarks	Timeline to Respond to DBS Clarification	Response to DBS
1	2024-11-04T16:49:14	<a href="#">Clarification-DBS 1.xlsx</a>	Please provide more commercial details.	2024-11-06T13:00:00	<button>Upload Clarifications</button>
2	2024-11-04T16:50:47	<a href="#">Clarification-DBS 2.xlsx</a>	Please provide more Proposal details.	2024-11-06T13:00:00	<button>Upload Clarifications</button>

1. Click each button to attach clarification response.

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

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

The screenshot shows the 'Training Guide for Supplier' interface. The 'Clarification' tab is active, displaying a table with two rows of clarification requests. To the right, an 'Upload file to respond to DBS' modal is open, showing a file named 'Clarification-Supplier Response.xlsx' (8.52 KB) and a red 'Upload' button. A red box highlights the 'browse' link in the modal, with the text '1. Click browse' next to it.

No.	Date/Time	DBS Clarifications	DBS Remarks	Timeline to Respond to DBS Clarification
1	2024-11-04T16:49:14	<a href="#">Clarification-DBS 1.xlsx</a>	Please provide more commercial details.	2024-11-06T13:00:00
2	2024-11-04T16:50:47	<a href="#">Clarification-DBS 2.xlsx</a>	Please provide more Proposal details.	2024-11-06T13:00:00

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

The screenshot shows the 'Training Guide for Suppliers' interface. The 'Clarification' tab is active, displaying a table with three rows of clarification requests. To the right, an 'Upload file to respond to DBS' modal is open, showing a file named 'Clarification-Supplier Response.xlsx' (8.46 KB) and a red 'Upload' button. A red box highlights the 'Upload' button, with the text '1. Click Upload' next to it. Another red box highlights the file name, with the text 'Clarification response file is uploaded.' next to it.

No.	Date/Time	DBS Clarifications	DBS Remarks	Timeline
1	2024-08-23T17:24:07	<a href="#">Clarification-DBS 1.xlsx</a>	Please provide clarity for the Proposal. Thank you	2024-08-23T17:24:07
2	2024-08-23T17:25:41	<a href="#">Commercial-2.xlsx</a>	Please provide clarity for the Commercial. Thank you	2024-08-23T17:25:41
3	2024-08-23T17:26:05	<a href="#">Commercial-2.xlsx</a>	Please confirm the estimate Cost of Proposal. Thank you	2024-08-23T17:26:05

Message appears. Respond file is uploaded.

Repeat the same steps to upload the other clarifications responses.

Dashboard / Training Guide for Supplier

### Training Guide for Supplier

Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

#### Clarification

No.	Date/Time	DBS Clarifications	DBS Remarks	Timeline to Respond to DBS Clarification	Response to DBS
1	2024-11-04T16:49:14	<a href="#">Clarification-DBS 1.xlsx</a>	Please provide more commercial details.	2024-11-06T13:00:00	<div>Upload Clarifications</div> <div><a href="#">Clarification-Supplier Response.xlsx</a> </div>
2	2024-11-04T16:50:47	<a href="#">Clarification-DBS 2.xlsx</a>	Please provide more Proposal details.	2024-11-06T13:00:00	<div>Upload Clarifications</div> <div><a href="#">Clarification-Supplier Response.xlsx</a> </div>

You have successfully uploaded the file

Clarification respond is completed.

Dashboard / Training Guide for Supplier

### Training Guide for Supplier

Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

#### Clarification

No.	Date/Time	DBS Clarifications	DBS Remarks	Timeline to Respond to DBS Clarification	Response to DBS
1	2024-11-04T16:49:14	<a href="#">Clarification-DBS 1.xlsx</a>	Please provide more commercial details.	2024-11-06T13:00:00	<div>Upload Clarifications</div> <div><a href="#">Clarification-Supplier Response.xlsx</a> </div>
2	2024-11-04T16:50:47	<a href="#">Clarification-DBS 2.xlsx</a>	Please provide more Proposal details.	2024-11-06T13:00:00	<div>Upload Clarifications</div> <div><a href="#">Clarification-Supplier Response.xlsx</a> </div>

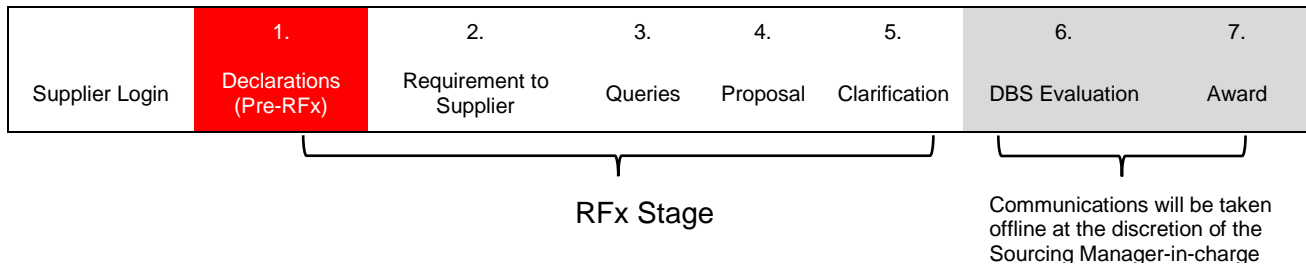
The Supplier has completed his role for the Standard sourcing process flow.

### 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*



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

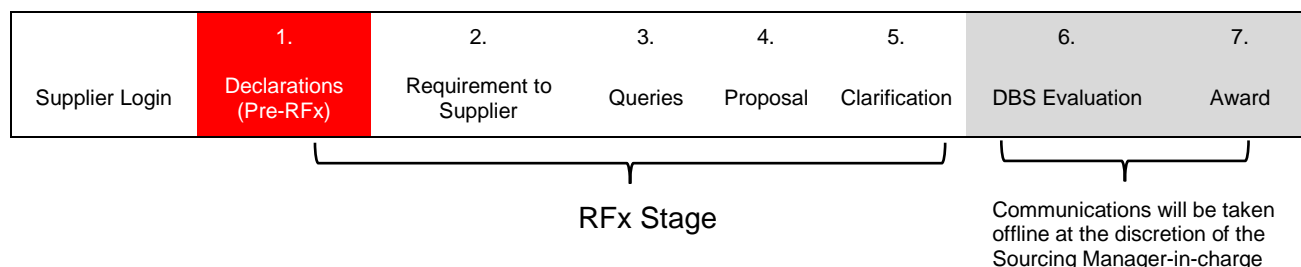
Please refer to the guides below for details on the following:

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*



*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@dbb.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.

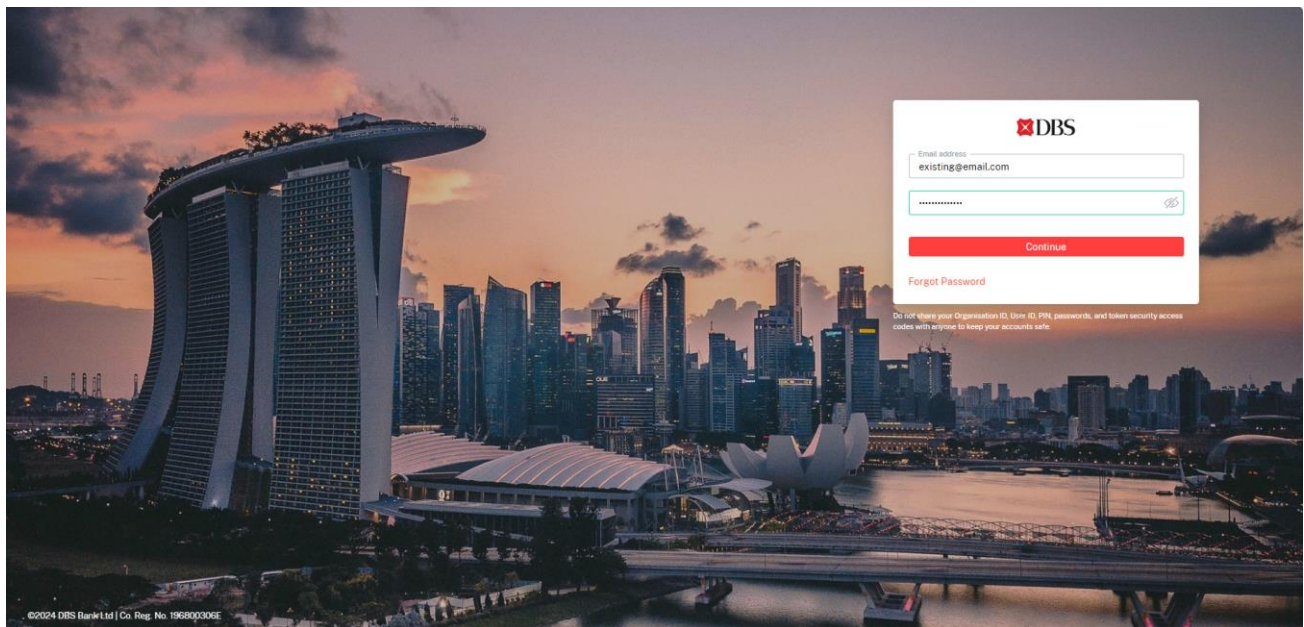
If you are registered user click here: **Login**

Or

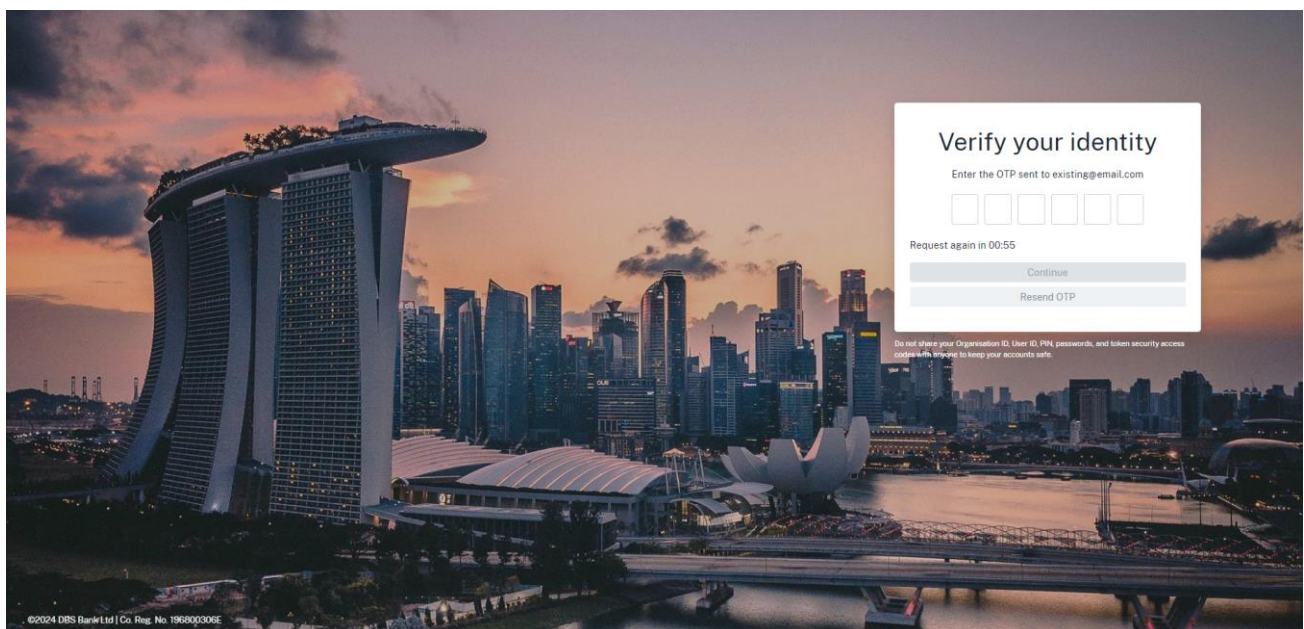
Please complete the registration sent via a separate email (Supplier Registration)

## Log In Page

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



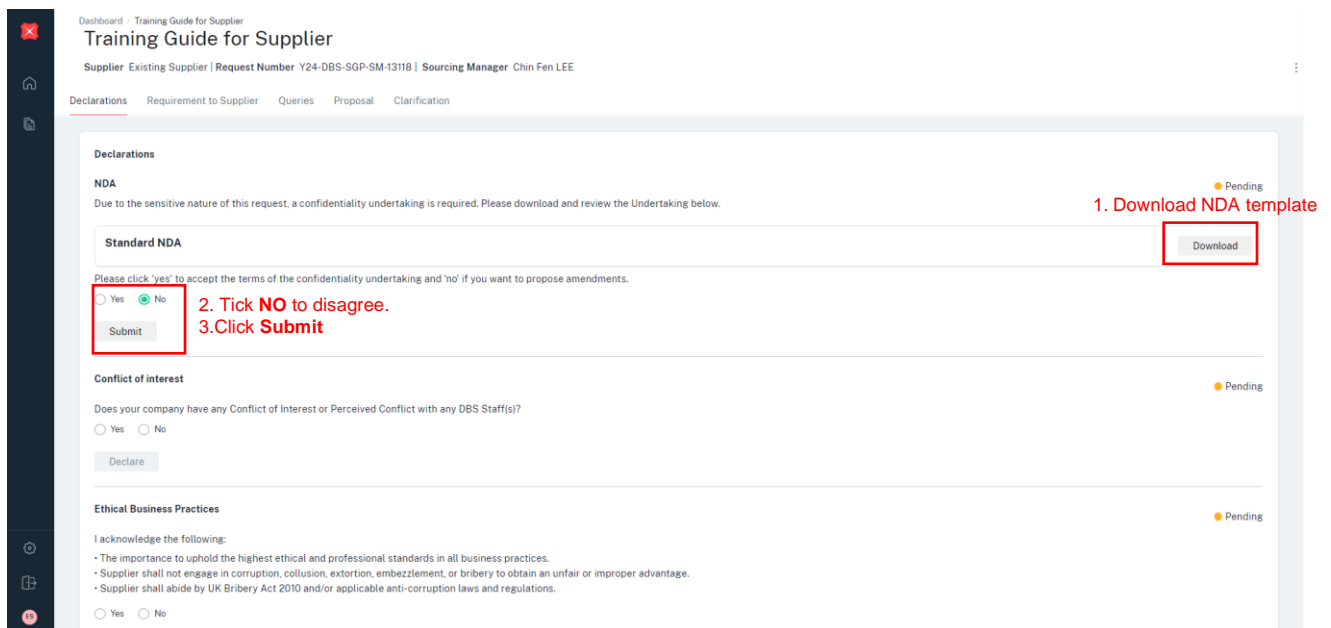
Enter **OTP number**, click **Continue**. Remark: Retrieve OTP number from email.



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

Supplier proceeds with Pre-RFx Declaration and contested to DBS Standard NDA.

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



Dashboard / Training Guide for Supplier  
**Training Guide for Supplier**  
Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

**Declarations**

**NDA** Pending  
Due to the sensitive nature of this request, a confidentiality undertaking is required. Please download and review the Undertaking below.

**Standard NDA** Download

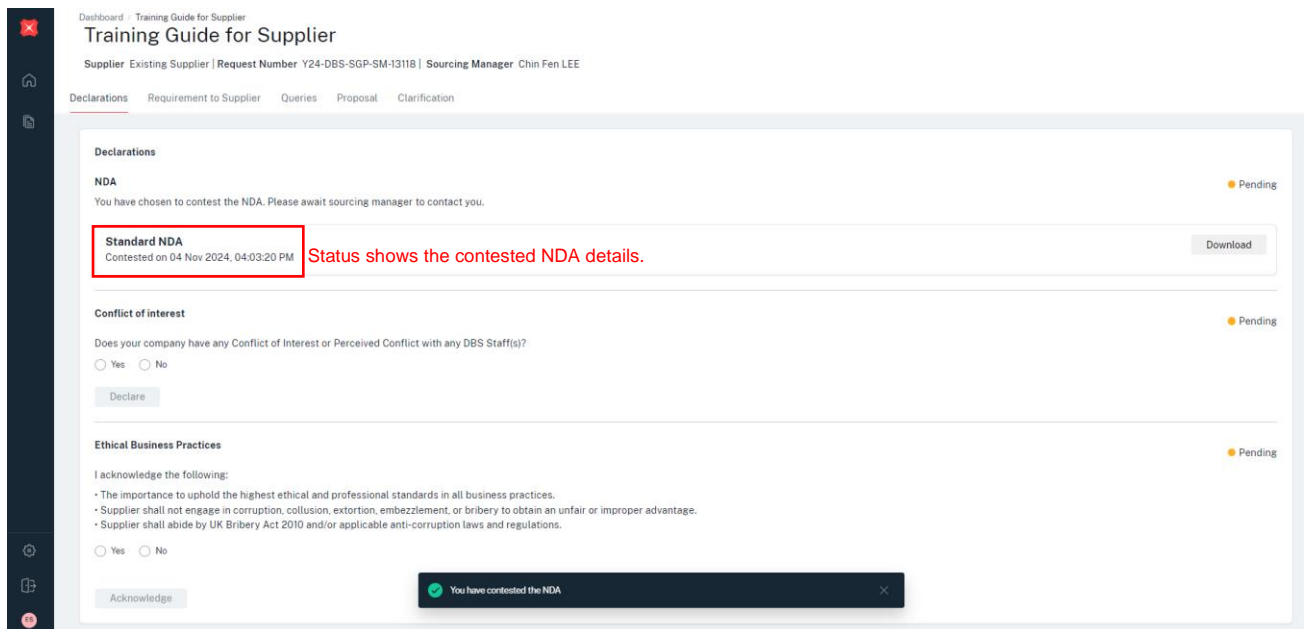
Please click 'yes' to accept the terms of the confidentiality undertaking and 'no' if you want to propose amendments.

☐ Yes ☒ No 2. Tick **NO** to disagree.  
3. Click **Submit** Submit

**Conflict of interest** Pending  
Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?  
☐ Yes ☐ No  
Declare

**Ethical Business Practices** Pending  
I acknowledge the following:  
• The importance to uphold the highest ethical and professional standards in all business practices.  
• Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.  
• Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.  
☐ Yes ☐ No  
Acknowledge

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



Dashboard / Training Guide for Supplier  
**Training Guide for Supplier**  
Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

**Declarations**

**NDA** Pending  
You have chosen to contest the NDA. Please await sourcing manager to contact you.

**Standard NDA** Download  
Contested on 04 Nov 2024, 04:03:20 PM Status shows the contested NDA details.

**Conflict of interest** Pending  
Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?  
☐ Yes ☐ No  
Declare

**Ethical Business Practices** Pending  
I acknowledge the following:  
• The importance to uphold the highest ethical and professional standards in all business practices.  
• Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.  
• Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.  
☐ Yes ☐ No  
Acknowledge

You have contested the NDA



The NDA status is **Pending**.

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

Dashboard / Training Guide for Supplier

## Training Guide for Supplier

Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

### Declarations

#### NDA

You have chosen to contest the NDA. Please await sourcing manager to contact you. Pending

**Standard NDA**  
Contested on 04 Nov 2024, 04:03:20 PM Download

#### Conflict of interest

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?

☐ Yes ☐ No

Declare

#### Ethical Business Practices

I acknowledge the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

☐ Yes ☐ No

Acknowledge

Next Step:

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

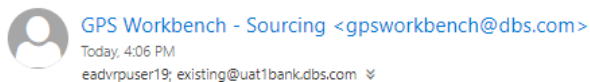
Declaration – (Part 2) Supplier agrees with the revised NDA.

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.

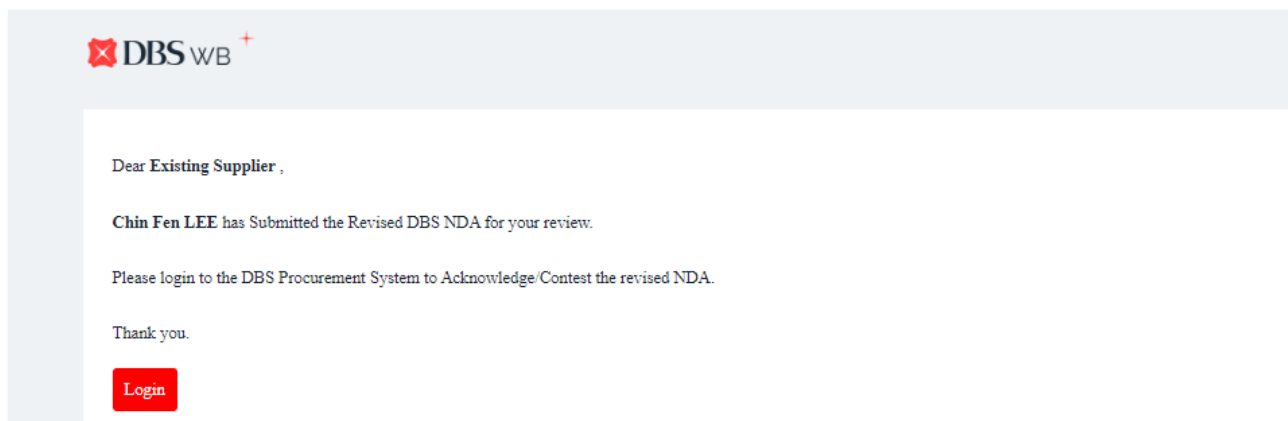
Sample email – DBS sends the revised NDA for supplier to acknowledge in the system.

Y24-DBS-SGP-SM-13118 - Training Guide for Supplier Supplier to Acknowledge/Contest on the Revised DBS NDA.



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 4:06 PM



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

A screenshot of the 'Training Guide for Supplier' web application. The page title is 'Training Guide for Supplier' with a breadcrumb 'Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE'. The 'Declarations' section is active, showing 'NDA' with a 'Pending' status. It includes a download link for 'DBS NDA\_DBS Disclosing\_SG (Simplified Non Data).pdf'. Below this, there are radio buttons for 'Yes' and 'No' to accept the confidentiality undertaking, with a 'Submit' button. Red annotations indicate: '1. Tick YES.' and '2. Click Submit.' The 'Conflict of interest' section follows, asking if there is a conflict, with 'Yes' and 'No' radio buttons and a 'Declare' button. The 'Ethical Business Practices' section is at the bottom, with a list of acknowledgments and 'Yes'/'No' radio buttons.

Message appears.

Dashboard / Training Guide for Supplier

## Training Guide for Supplier

Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

### Declarations

#### NDA

**DBS NDA\_DBS Disclosing\_SG (Simplified Non Data).pdf**  
Acknowledged on 04 Nov 2024, 04:08:50 PM Download

#### Conflict of interest

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?  
☐ Yes ☐ No  
Declare

#### Ethical Business Practices

I acknowledge the following:  
• The importance to uphold the highest ethical and professional standards in all business practices.  
• Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.  
• Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.  
☐ Yes ☐ No  
Acknowledge

✓ The NDA has been successfully submitted

Declaration – (Part 2) Revised NDA is accepted.

The Pre-RFx Declaration is now completed.

Dashboard / Training Guide for Supplier

## Training Guide for Supplier

Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

### Declarations

#### NDA

**DBS NDA\_DBS Disclosing\_SG (Simplified Non Data).pdf**  
Acknowledged on 04 Nov 2024, 04:08:50 PM Download

#### Conflict of interest

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?  
☐ Yes ☐ No  
Declare

#### Ethical Business Practices

I acknowledge the following:  
• The importance to uphold the highest ethical and professional standards in all business practices.  
• Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.  
• Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.  
☐ Yes ☐ No  
Acknowledge

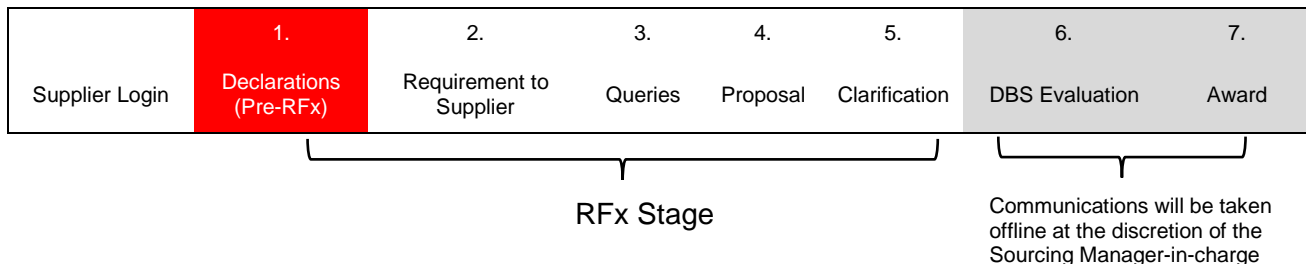
Next Steps:

- 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



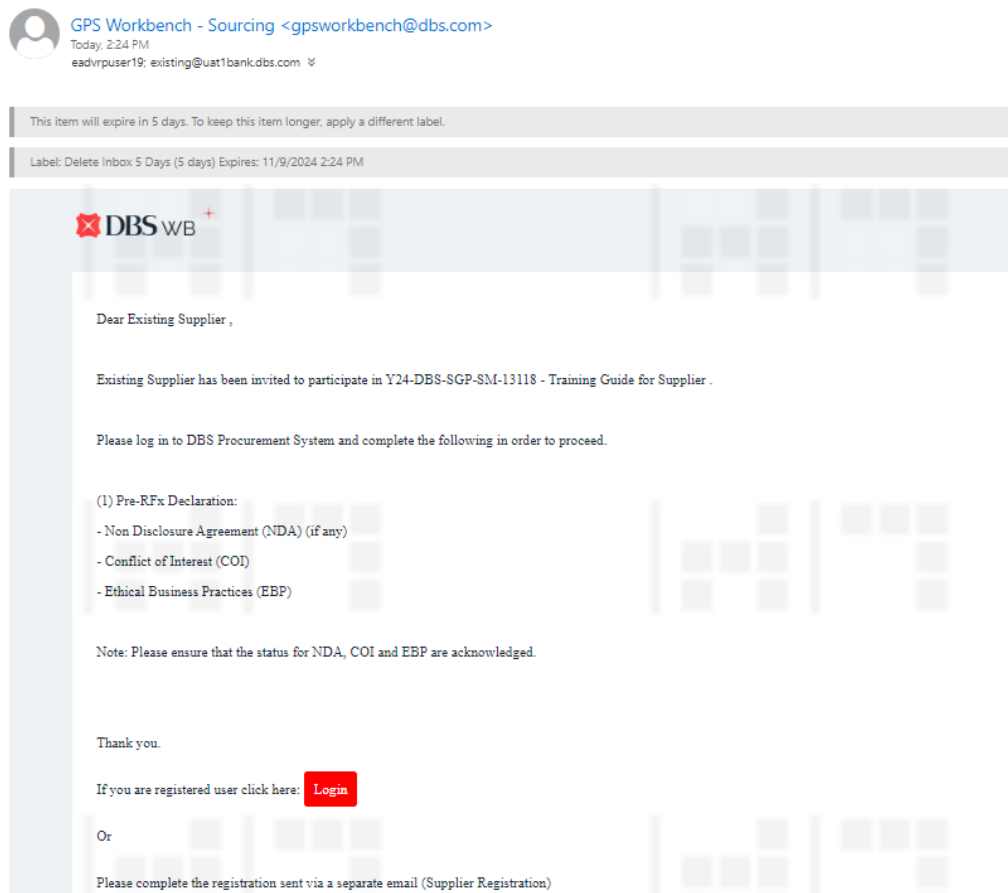
*Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.*

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.

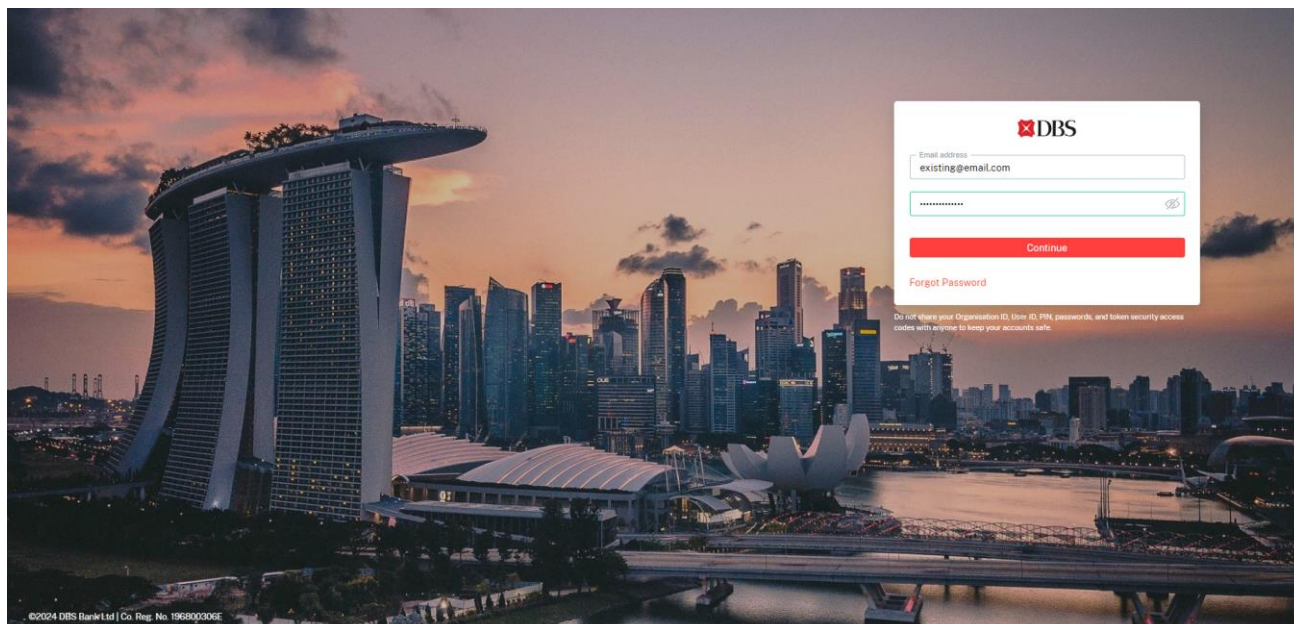
Click **Login** to access to DBS Procurement system log in page.

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

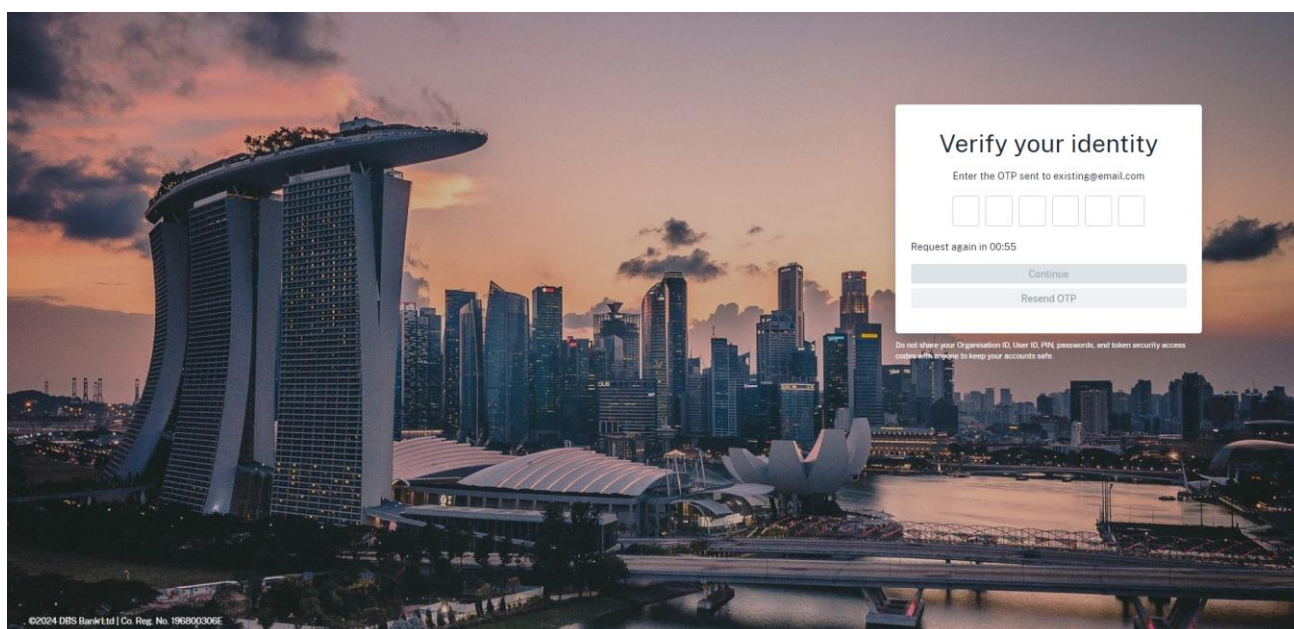


## Log In Page

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**.

Dashboard / Training Guide for Supplier  
**Training Guide for Supplier**  
Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

**Declarations**

**NDA** ● Acknowledged

DBS NDA\_DBS Disclosing\_SG (Simplified Non Data).pdf  
Acknowledged on 04 Nov 2024, 04:08:50 PM Download

**Conflict of interest** ● Pending

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?

☒ Yes ☐ No **1. Tick YES to declare a POSITIVE COI.**

Name of supplier's personnel	Supplier designation	Name of DBS staff	DBS designation	Relationship	Actions
Supplier A	General Manager	DBS Staff A	SVP	Relative	<span>✕</span>

**2. Enter person details who has a POSITIVE COI with DBS staff.**

**3. Click Declare.**

**Ethical Business Practices** ● Pending

I acknowledge the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

☐ Yes ☐ No

Acknowledge

Message appears. Supplier completes the COI declaration.

Dashboard / Training Guide for Supplier  
**Training Guide for Supplier**  
Supplier Existing Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

**Declarations**

**NDA** ● Acknowledged

DBS NDA\_DBS Disclosing\_SG (Simplified Non Data).pdf  
Acknowledged on 04 Nov 2024, 04:08:50 PM Download

**Conflict of interest** ● Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?

Yes

Name of supplier's personnel	Supplier designation	Name of DBS staff	DBS designation	Relationship
Supplier A	General Manager	DBS Staff A	SVP	Relative

**Ethical Business Practices** ● Pending

I acknowledge the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

☐ Yes ☐ No

Acknowledge

✔ Your declarations for Conflict of Interest has been submitted successfully

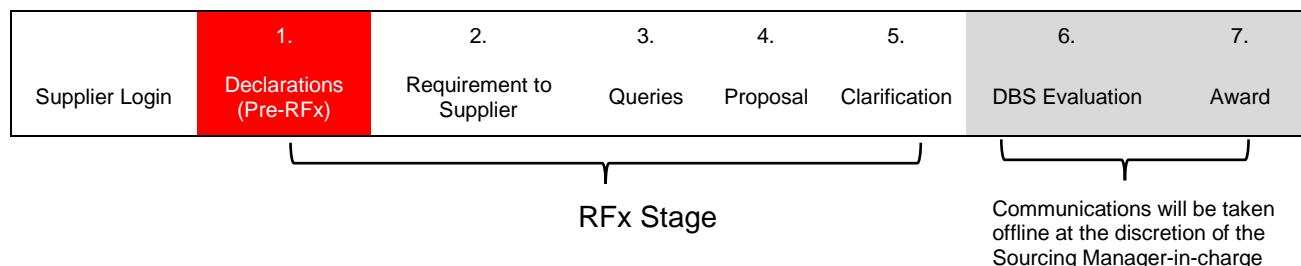
Next Step:

- 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



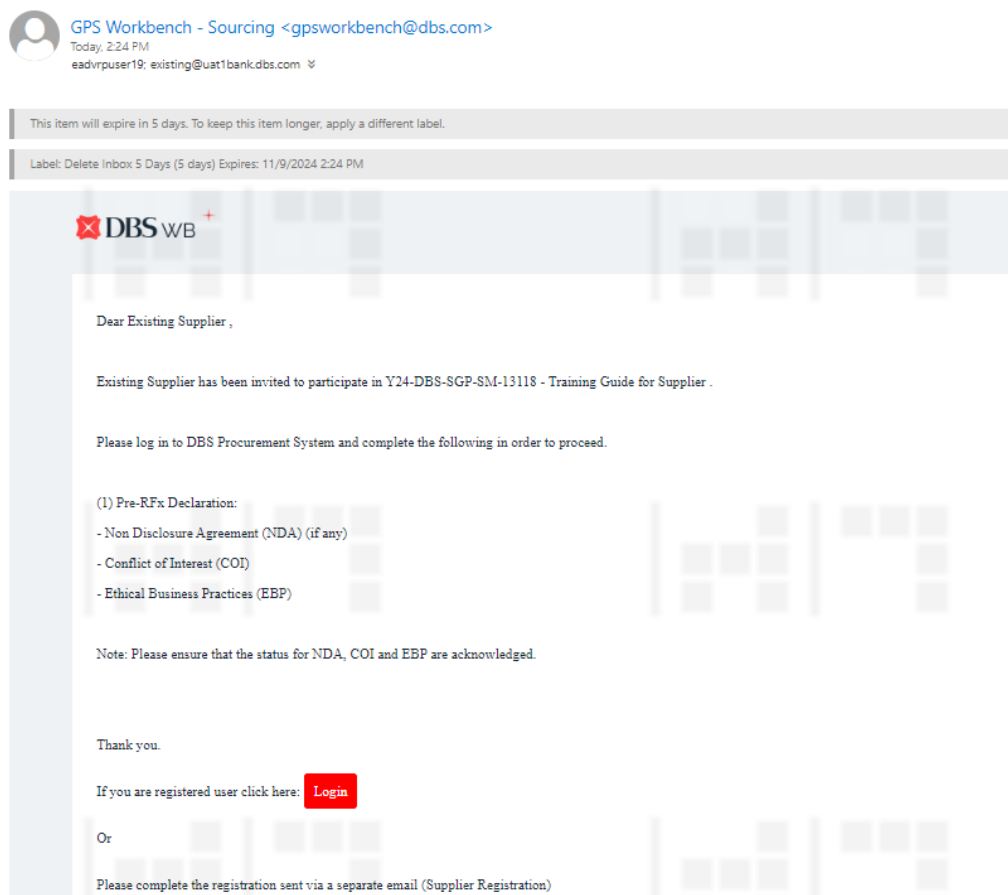
*Should you have any further questions regarding this deviation process steps, please reach out to the respective Sourcing Manager responsible for your request.*

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.

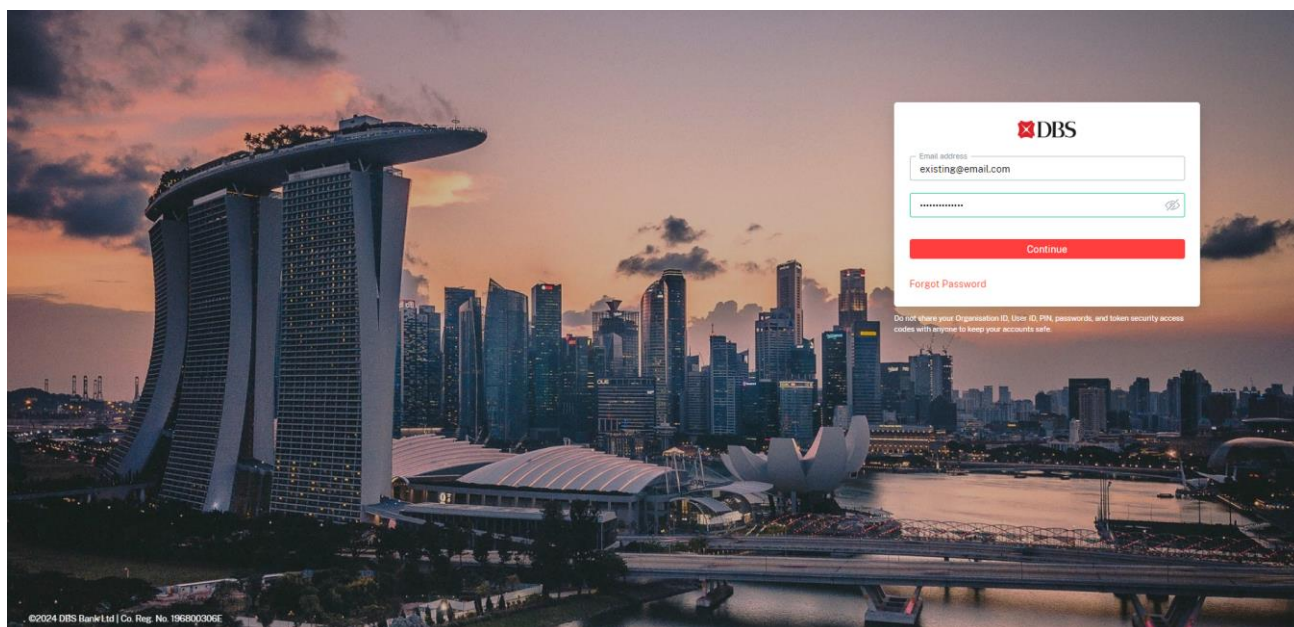
Y24-DBS-SGP-SM-13118 - Training Guide for Supplier DBS requests you to complete a Pre-RFx Declaration.





## Log In Page

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



The image shows the DBS Log In page overlaid on a background of the Marina Bay Sands hotel in Singapore at dusk. The login form is white with a red DBS logo at the top. It contains an 'Email address' field with 'existing@email.com' entered, a password field with masked characters, and a red 'Continue' button. Below the button is a 'Forgot Password' link. At the bottom of the form, a small disclaimer reads: 'Do not share your Organisation ID, User ID, PIN, passwords, and token security access codes with anyone to keep your accounts safe.' A copyright notice '©2024 DBS Bank Ltd | Co. Reg. No. 196800306E' is visible in the bottom left corner of the background image.

DBS

Email address  
existing@email.com

\*\*\*\*\*

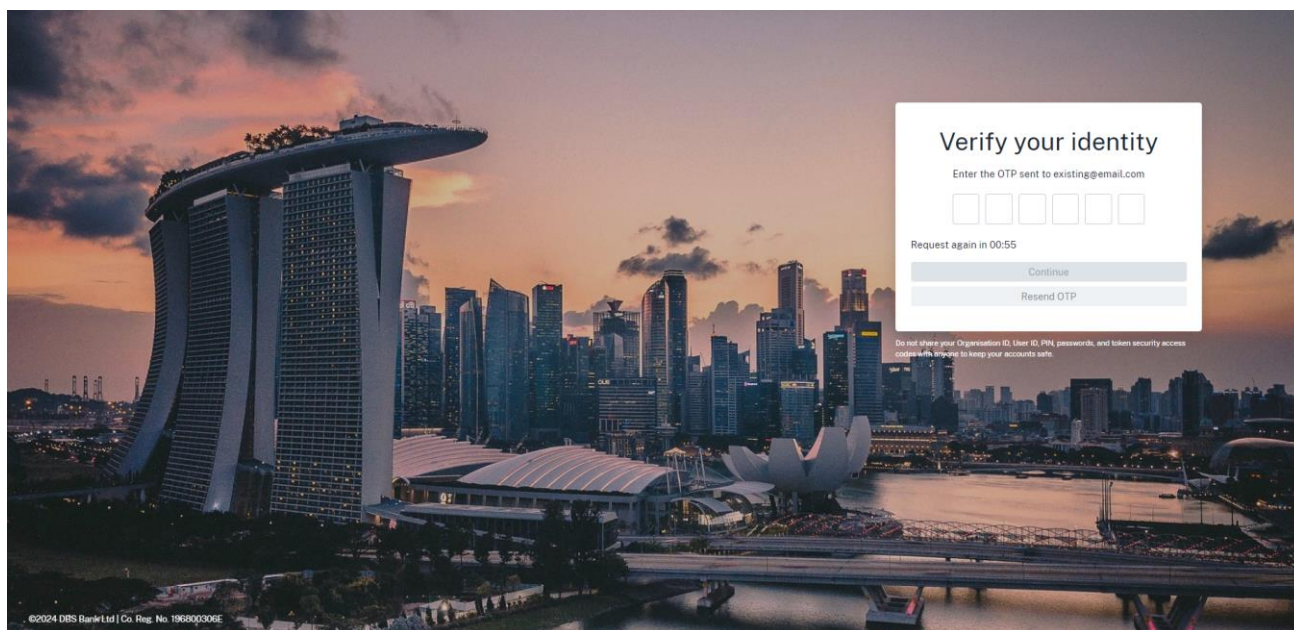
Continue

[Forgot Password](#)

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

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



The image shows the DBS 'Verify your identity' page overlaid on the same Marina Bay Sands background. The form is white and titled 'Verify your identity'. It asks the user to 'Enter the OTP sent to existing@email.com' and provides five empty boxes for the digits. Below the boxes, it says 'Request again in 00:55'. There are two buttons: a grey 'Continue' button and a grey 'Resend OTP' button. The same disclaimer about not sharing credentials is at the bottom of the form. The copyright notice '©2024 DBS Bank Ltd | Co. Reg. No. 196800306E' is in the bottom left corner.

Verify your identity

Enter the OTP sent to existing@email.com

□ □ □ □ □

Request again in 00:55

Continue

Resend OTP

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

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

Message appears. EBP declaration is now sent to DBS.

Page 46 of 53



## Training Guide for Supplier

Declarations Requirement to Supplier Queries Proposal Clarification

NDA

● Acknowledged

Acknowledged on 04 Nov 2024, 04:08:50 PM

Download

● Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?

Yes

Name of supplier's personnel	Supplier designation	Name of DBS staff	DBS designation	Relationship
Supplier A	General Manager	DBS Staff A	SVP	Relative

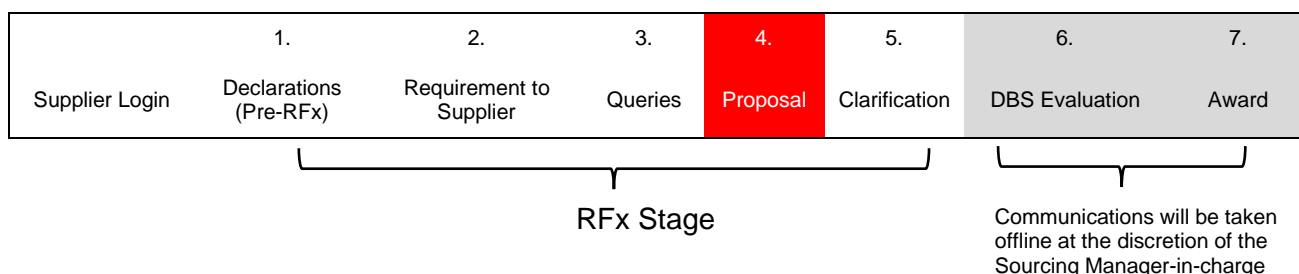
## No

- 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



*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@db.com>  
Today, 2:24 PM  
eadvrpuser19; existing@uat1bank.db.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



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.

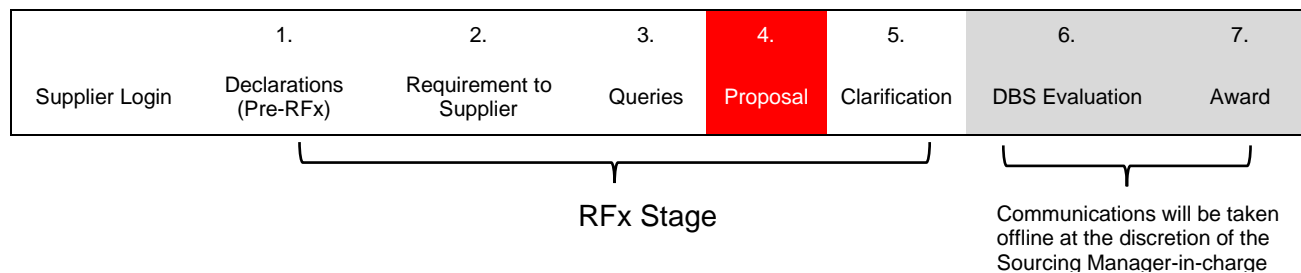
If you are registered user click here: [Login](#)

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.



*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@db.com>  
Today, 2:24 PM  
eadvruser19; existing@uat1bank.db.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



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**

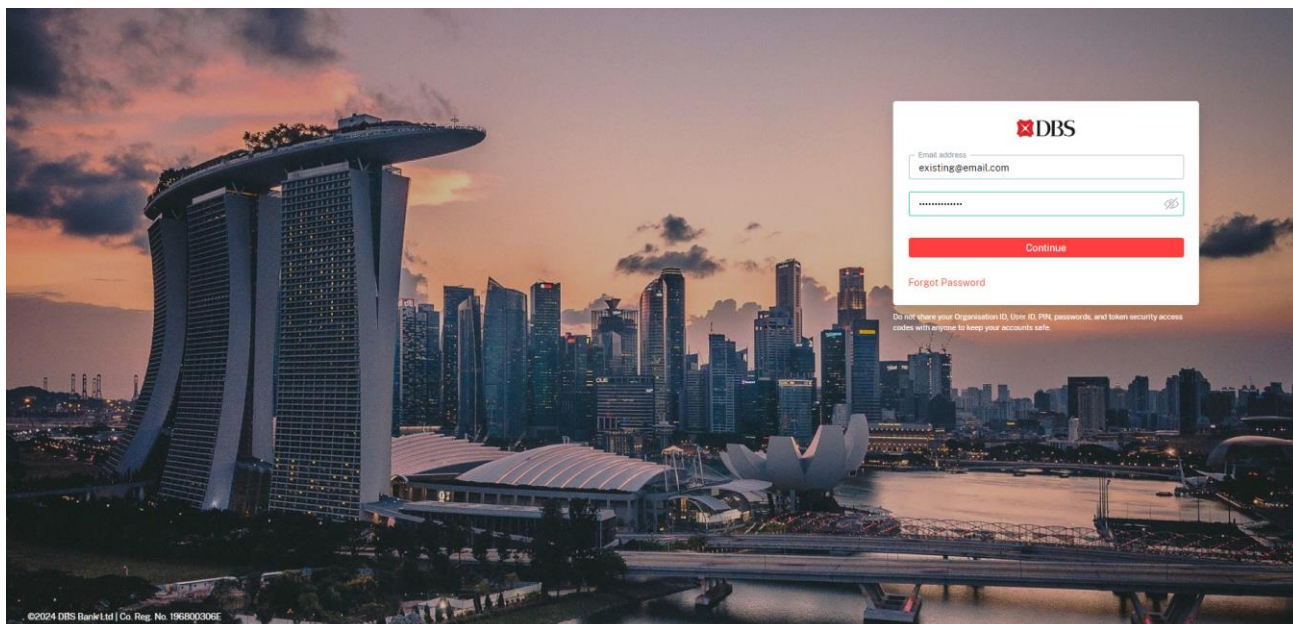
Or

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



## Log In Page

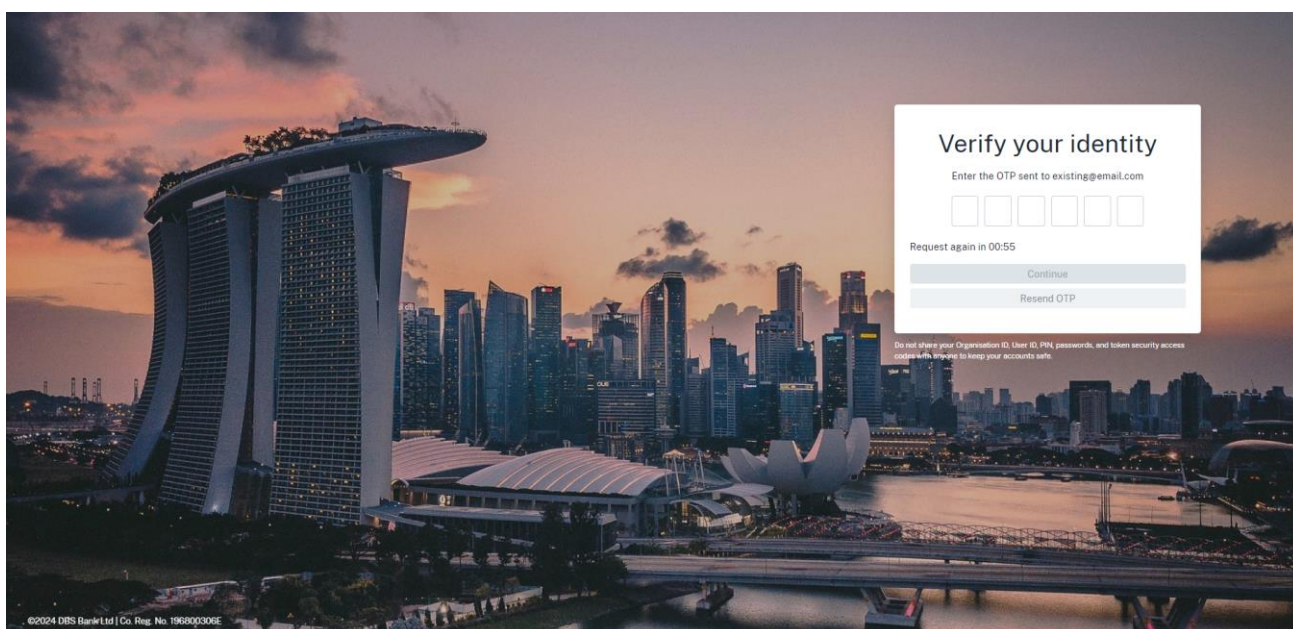
Enter **email address** and **password**. Click **Continue**.



The image shows the DBS Log In page overlaid on a background of the Marina Bay Sands hotel in Singapore at dusk. The login form is white with a red DBS logo at the top. It contains an 'Email address' field with 'existing@email.com' entered, a password field with masked characters, and a red 'Continue' button. Below the button is a 'Forgot Password' link. At the bottom of the form, a small disclaimer reads: 'Do not share your Organisation ID, User ID, PIN, passwords, and token security access codes with anyone to keep your accounts safe.'

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

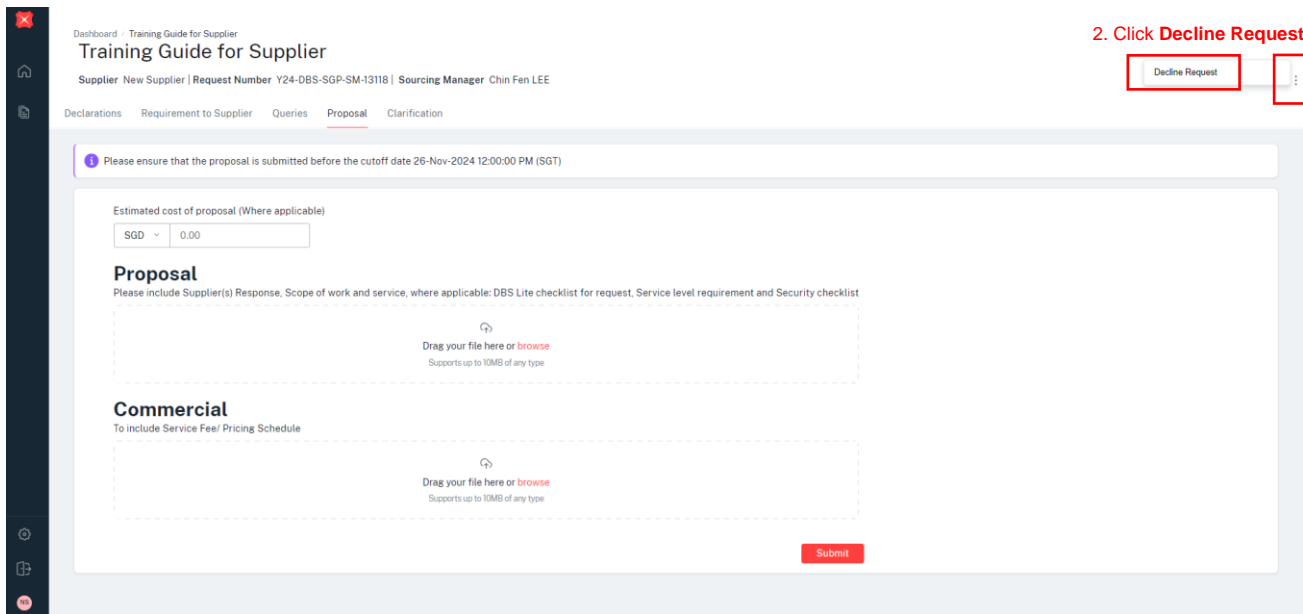


The image shows the DBS 'Verify your identity' page overlaid on the same Marina Bay Sands background. The form is white and titled 'Verify your identity'. It asks the user to 'Enter the OTP sent to existing@email.com' and provides five input boxes for the OTP digits. Below the boxes, it says 'Request again in 00:55'. There are two buttons: a grey 'Continue' button and a light blue 'Resend OTP' button. The same disclaimer as the previous page is at the bottom: 'Do not share your Organisation ID, User ID, PIN, passwords, and token security access codes with anyone to keep your accounts safe.'

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

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



Dashboard / Training Guide for Supplier  
**Training Guide for Supplier**  
Supplier: New Supplier | Request Number: Y24-DBS-SGP-SM-13118 | Sourcing Manager: Chin Fen LEE

Declarations Requirement to Supplier Queries **Proposal** Clarification

Please ensure that the proposal is submitted before the cutoff date 26-Nov-2024 12:00:00 PM (SGT)

Estimated cost of proposal (Where applicable)  
SGD 0.00

**Proposal**  
Please include Supplier(s) Response, Scope of work and service, where applicable: DBS Lite checklist for request, Service level requirement and Security checklist

Drag your file here or [browse](#)  
Supports up to 10MB of any type

**Commercial**  
To include Service Fee/ Pricing Schedule

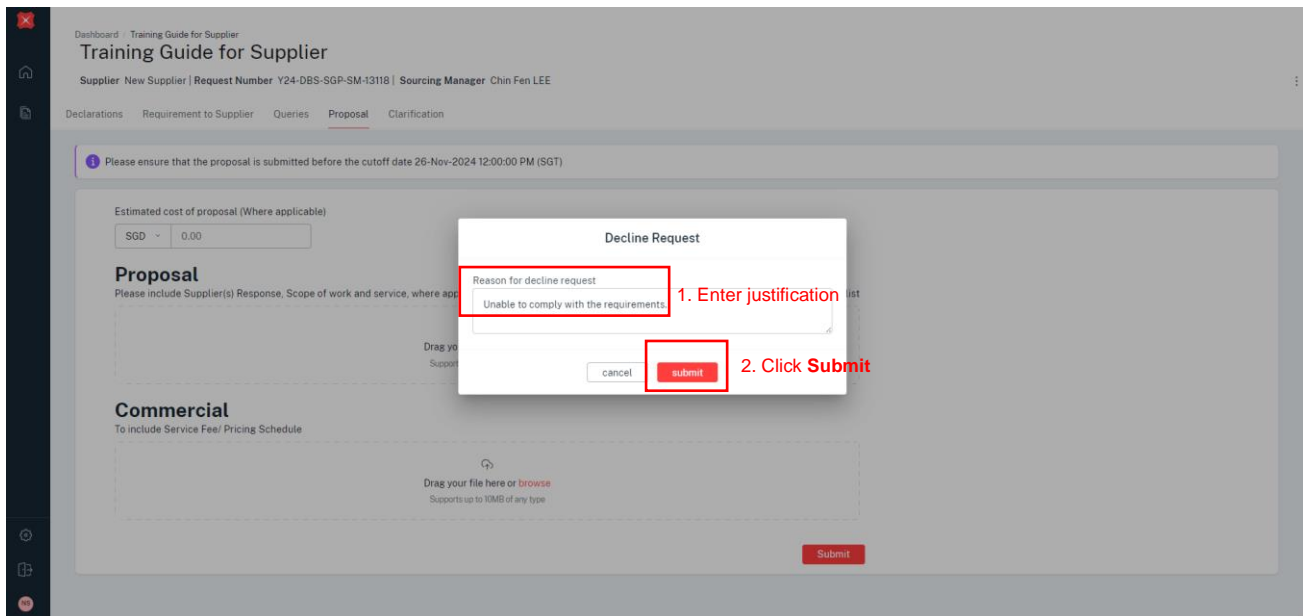
Drag your file here or [browse](#)  
Supports up to 10MB of any type

**Submit**

2. Click **Decline Request**

1. Click here.

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



Dashboard / Training Guide for Supplier  
**Training Guide for Supplier**  
Supplier: New Supplier | Request Number: Y24-DBS-SGP-SM-13118 | Sourcing Manager: Chin Fen LEE

Declarations Requirement to Supplier Queries **Proposal** Clarification

Please ensure that the proposal is submitted before the cutoff date 26-Nov-2024 12:00:00 PM (SGT)

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Please include Supplier(s) Response, Scope of work and service, where applicable: DBS Lite checklist for request, Service level requirement and Security checklist

Drag your file here or [browse](#)  
Supports up to 10MB of any type

**Commercial**  
To include Service Fee/ Pricing Schedule

Drag your file here or [browse](#)  
Supports up to 10MB of any type

**Submit**

**Decline Request**

Reason for decline request  
Unable to comply with the requirements

1. Enter justification

2. Click **Submit**



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

Dashboard / Training Guide for Supplier

## Training Guide for Supplier

Supplier New Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries Proposal Clarification

### Declarations

**NDA** ● Acknowledged

**Standard NDA**  
Acknowledged on 04 Nov 2024, 02:16:13 PM Download

**Conflict of interest** ● Acknowledged

Does your company have any Conflict of Interest or Perceived Conflict with any DBS Staff(s)?  
No

**Ethical Business Practices** ● Acknowledged

You have acknowledged the following:

- The importance to uphold the highest ethical and professional standards in all business practices.
- Supplier shall not engage in corruption, collusion, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- Supplier shall abide by UK Bribery Act 2010 and/or applicable anti-corruption laws and regulations.

✓ You have declined Request successfully

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

Dashboard / Training Guide for Supplier

## Training Guide for Supplier

Supplier New Supplier | Request Number Y24-DBS-SGP-SM-13118 | Sourcing Manager Chin Fen LEE

Declarations Requirement to Supplier Queries **Proposal** Clarification

! Please ensure that the proposal is submitted before the cutoff date 26-Nov-2024 12:00:00 PM (SGT)

Estimated cost of proposal (Where applicable)

SGD 0.00

### Proposal

Please include Supplier(s) Response, Scope of work and service, where applicable: DBS Lite checklist for request, Service level requirement and Security checklist

Drag your file here or [browse](#)  
Supports up to 10MB of any type

### Commercial

To include Service Fee/ Pricing Schedule

Drag your file here or [browse](#)  
Supports up to 10MB of any type

Submit

## 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”.