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# REGISTER SUPPLIERS

Version 4



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## REGISTER SUPPLIERS

<b>Name</b>	Register Suppliers
<b>Version</b>	4
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<b>Owner</b>	
<b>Category</b>	Process Library EN
<b>Creation Date</b>	04/04/2025 11:47 AM

### Description

The **Register Suppliers** process describes the steps required to evaluate, approve, and register a new supplier within the organization. It ensures that all necessary information and documents are collected, verified, and stored in compliance with internal procedures.

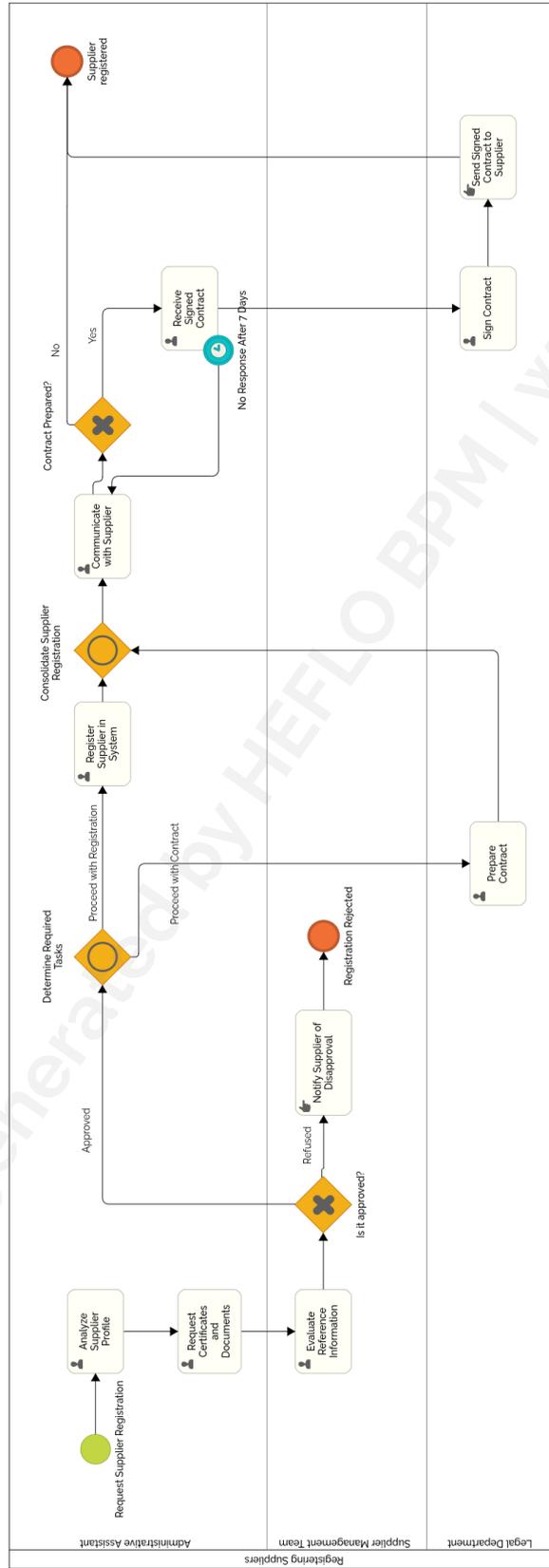
The process involves three key participants: the **Administrative Assistant**, who initiates the request; the **Supplier Management Team**, responsible for evaluating the supplier and handling registration; and the **Legal Department**, which prepares and manages contracts when required.

Once the supplier's profile is analyzed and references are validated, the relevant actions—such as system registration and contract preparation—are carried out. The supplier is then officially informed of the outcome, and, if applicable, the contract is finalized and shared.

The process ends when the supplier is fully registered and ready to operate within the company's procurement system.

# REGISTER SUPPLIERS

## Diagram



## TASKS AND EVENTS

### Registering Suppliers

The **Register Suppliers** process describes the steps required to evaluate, approve, and register a new supplier within the organization. It ensures that all necessary information and documents are collected, verified, and stored in compliance with internal procedures.

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### Request Supplier Registration

**Performer**  
Administrative Assistant

This Start Event marks the beginning of the "Register Suppliers" process. It is triggered when a need for a new supplier is identified within the organization, typically by the Procurement Department or another requesting unit.

The event reflects a manual initiation: a user recognizes the need to work with a new supplier and begins the registration process. This may involve filling out a supplier request form, entering initial data in a system, or notifying the supplier management team.

No system event, message, or timer is required to trigger this start — it is based on internal business needs. This event launches the process that will validate, approve, and record the supplier in the company's database.

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### Analyze Supplier Profile

**Performer**  
Administrative Assistant

## REGISTER SUPPLIERS

In this task, the Supplier Management Team (or the responsible party) reviews the supplier's submitted profile and documentation. The objective is to ensure the supplier meets the company's minimum requirements and standards before moving forward with the registration process.

The profile typically includes information such as:

- Company details (name, address, legal structure)
- Product or service offering
- Contact information
- Certificates or licenses (if applicable)

This analysis may involve verifying the credibility of the supplier, checking for duplicates in the system, and assessing the relevance of the supplier's offer in relation to current needs.

If the information is incomplete or inconsistent, the supplier may be contacted for clarification or additional documents before proceeding to the next step.

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### Request Certificates and Documents

**Performer**  
Administrative Assistant

During this task, the Supplier Management Team contacts the supplier to request all the necessary documents and certificates required for registration. This step ensures that the company obtains all the legal, financial, and operational information needed to evaluate and validate the supplier.

Typical documents may include:

- Business registration certificate
- Tax identification number (TIN or VAT)
- Banking information
- ISO or quality certifications (if applicable)
- Insurance certificates (if relevant)

The request can be made through a supplier portal, email, or official communication channel. This task may include sending a predefined checklist or a supplier onboarding

form.

The process does not continue until all required documents are received or the supplier is disqualified due to missing or non-compliant information.

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### Evaluate Reference Information

**Performer**  
Supplier Management Team

In this task, the responsible team reviews and verifies the reference information provided by the supplier. This includes assessing the credibility of references such as past clients, previous projects, or recommendation letters.

The objective is to ensure that the supplier has a reliable track record and sufficient experience to meet the company's quality and performance expectations.

Activities in this task may include:

- Contacting listed references (clients or partners) to confirm satisfaction and past performance
- Reviewing written references or certificates of good execution
- Cross-checking information with internal records or external databases (if applicable)

The outcome of this task helps in determining whether the supplier can be trusted as a business partner. Based on the evaluation, the supplier may be approved, conditionally accepted, or rejected.

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### Notify Supplier of Disapproval

**Performer**  
Supplier Management Team

## REGISTER SUPPLIERS

This task involves formally informing the supplier that their registration request has been rejected. The communication may include the reason(s) for disapproval and potential next steps, such as reapplying or correcting the submitted information.

The message is typically sent by email or through the supplier portal, and may be accompanied by an official statement or feedback form. This ensures transparency and maintains a professional relationship even in case of refusal.

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### Registration Rejected

**Performer**  
Supplier Management Team

This End Event marks the termination of the supplier registration process due to disapproval. No further actions are taken, and the supplier will not be added to the system.

This outcome usually follows a formal notification to the supplier and is documented for audit or reporting purposes. The process ends here for this particular supplier request.

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### Determine Required Tasks

**Performer**  
Administrative Assistant

This gateway evaluates which subsequent validation tasks are required based on the supplier's profile, risk level, or category. Multiple paths can be activated simultaneously if several checks are needed (e.g., financial, legal, compliance).

Unlike exclusive gateways, the inclusive gateway allows **one or more** branches to proceed in parallel. Each selected path corresponds to a specific task in the supplier registration process.

### Prepare Contract

**Performer**  
Legal Department

This task involves drafting the contractual agreement between the company and the supplier. The contract defines the terms and conditions of the collaboration, such as pricing, delivery, confidentiality, and service levels.

The task may include collaboration between the procurement team and the legal department. A template may be used, and the document is then reviewed internally before being sent to the supplier for signature.

Activities may include:

- Selecting the appropriate contract template
- Filling in supplier-specific details
- Internal validation (if required)
- Sending the contract for signature (electronic or physical)

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### Consolidate Supplier Registration

**Performer**  
Administrative Assistant

This inclusive gateway synchronizes the parallel branches of the process: registering the supplier in the system and preparing the contract.

Since both paths may be required independently or simultaneously (depending on supplier type or internal policy), this gateway waits for **all active branches** to complete before proceeding.

For example:

- If only registration is required  $\square$  waits only for registration task

## REGISTER SUPPLIERS

- If both contract and registration are needed ☐ waits for both tasks

Once all required actions are complete, the process continues to the final confirmation or activation steps.

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### Communicate with Supplier

**Performer**  
Administrative Assistant

In this task, the company communicates the successful completion of the supplier registration process. This step ensures the supplier is informed that they are now an official supplier and can begin working with the organization.

Depending on the process, this communication may include:

- Confirmation of registration
- Supplier ID and access credentials to the supplier portal (if applicable)
- Signed contract (if required)
- Instructions on how to respond to purchase orders or submit invoices

The communication is typically sent via email or the supplier platform. This task is essential to initiate the collaboration phase and maintain a positive supplier relationship from the start.

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### Receive Signed Contract

**Performer**  
Administrative Assistant

In this task, the signed contract is expected to be received back from the supplier. After the contract has been sent, the organization monitors for the return of the signed version, either via email, electronic signature platform, or another agreed channel.

This step ensures that the contractual agreement is officially confirmed by both parties before the supplier becomes fully active.

Once the contract is received, the process can proceed to final registration confirmation and closure.

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### Sign Contract

**Performer**  
Legal Department

In this task, the contract received from the supplier — already signed by them — is formally signed by the responsible party within the organization. This step finalizes the legal agreement between both parties.

Depending on the company's internal rules, this may involve:

- A manual or digital signature by the procurement officer, legal department, or executive
- Validation or approval workflow prior to the signature
- Archiving the signed document in the document management system or ERP

Once this step is completed, the supplier is fully contracted and ready for operational collaboration.

### Send Signed Contract to Supplier

**Performer**  
Legal Department

In this task, the company sends the fully signed version of the contract back to the supplier, finalizing the agreement from both sides. This step ensures that the supplier has an official copy of the agreement, signed by both parties.

The transmission can be done via:

- Email (with PDF attachment)
- Supplier portal (upload or system message)
- Document management system with notification

The signed copy is archived both internally and, when applicable, shared through a secure channel. This marks the end of the formal contracting phase of the supplier registration process.

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### Supplier registered

**Performer**  
Administrative Assistant

This end event marks the successful completion of the supplier registration process. All required information has been validated, and the supplier has been registered in the system. If a contract was prepared, it has also been sent to the supplier.

The supplier is now officially available in the company's supplier database and can be selected for future purchasing operations.

### No Response After 7 Days

**Performer**  
Administrative Assistant

This timer boundary event is attached to the task "**Receive Signed Contract**". It is triggered if no response is received from the supplier **within 7 days** after the contract has been sent.

When this timer expires, the ongoing task is **interrupted**, and the process returns to the task "**Communicate with Supplier**". This allows the company to follow up with the supplier, resend the contract if needed, or provide additional clarification.

The goal of this event is to prevent the process from stalling due to lack of response, and to ensure proactive communication in case of supplier inaction.

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### Register Supplier in System

**Performer**  
Administrative Assistant

In this task, the validated supplier is officially entered into the company's ERP or Supplier Relationship Management (SRM) system. A supplier ID is created, and the profile is completed with all the required validated data.

This step ensures the supplier can now be used in procurement processes (e.g., issuing purchase orders or invoices). It may include:

- Entering administrative and legal data
- Assigning supplier category
- Associating the supplier with responsible departments or buyers

This action is typically performed by the Supplier Management Team or an ERP administrator.

### PERFORMERS

#### Administrative Assistant

The Administrative Assistant initiates the supplier registration process by identifying the need for a new supplier and submitting the initial request. This role may also support follow-up communication or coordination with other departments involved in the process.

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#### Supplier Management Team

The Supplier Management Team is responsible for evaluating the supplier's profile, requesting and reviewing necessary documents, and registering the supplier in the system. They ensure that all requirements are met and that supplier data is complete and accurate before approval.

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#### Legal Department

The Legal Department intervenes when a contract is required. They are responsible for preparing, reviewing, and approving the contractual agreement, and ensuring it is signed and archived according to company standards and legal requirements.



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