	900-500-150	iSUPPLIER - SUPPLIER ON BOARDING PROCESS GUIDELINES		
CORPORATE STRATEGIC SOURCING & SUPPLIER DEVELOPMENT	Document Owner:	Strategic Sourcing & Supplier Development		
	Effective Date:	May 26, 2021	Rev: 00	Page 1 of 3

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1.0 PURPOSE

The purpose of this iSupplier On Boarding Process guideline is to provide a structured document that could support the understanding of the general business process in getting supplier access in the portal.

2.0 SCOPE

- 2.1 This procedure applies only to Regal’s internal stakeholders and suppliers who will be invited to be engaged and are engaged to use iSupplier web Portal.
- 2.2 On boarding process is only applicable for DIRECT & INDIRECT materials, provided that the Purchase Orders are the main data sources visible within the iSupplier web portal.
- 2.3 This procedure is not applicable for Expense or Capital Purchase Order Documents, since they do not utilize the PO dates and quantities change nor require visibility of material in-transit.

3.0 INTERNAL REFERENCES


- 3.1 Document 900 500 130 iSupplier Internal Functions Standard Operating Procedure
- 3.2 Document 900 500 140 iSupplier External Functions Standard Operating Procedure
- 3.3 Document 900 500 160 iSupplier Schedule/Forecast Process Guidelines
- 3.4 Document 900 500 170 Regal iSupplier Policy
- 3.5 Regal Internal Training (Commodity Managers, Material Planners and Buyers)
- 3.6 Tutorial Training Videos for External Training (Suppliers)

4.0 GENERAL RULE

- 4.1 ALL access request shall only use ONE standard form – iSupplier Registration Form available in Regal Intranet Oracle iSupplier Library page and Regal Supplier Internet – iSupplier Web Library page.
- 4.2 ALL access request shall only be processed using the official email dedicated for registration – isupplierregistration@regalbeloit.com
- 4.3 Group addresses are prevented to register during on boarding screening.

Email addresses that do not use an individual name (i.e. *sales@example.com*) – including those that identify a group or role whose recipient(s) may change over time – cause issues with terms of use and prevent tracking of individual responsibility for actions taken in isupplier portal web functions. They are therefore prohibited by Regal's security policy.
- 4.4 All user access are being reviewed annually.

Supplier email ID who are inactive for more than 6 months are subject for deletion. Accounts shall be sent to respective business commodity managers for review to remove nor retain.

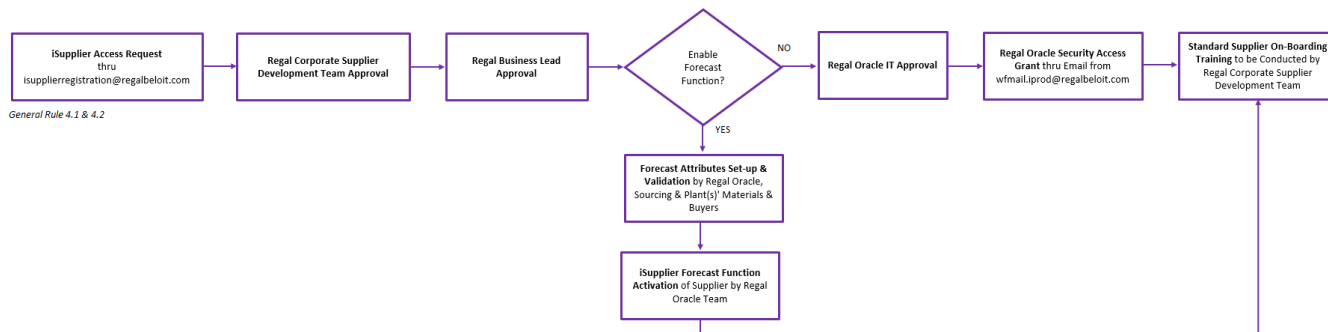
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5.0 SUPPLIER ON-BOARDING PROCESS

- 5.1 Once a specific supplier is identified to be invited to be on-board in isupplier portal, a registration form shall be completed either by supplier or the invitee.
- 5.2 A complete registration that is being sent to isupplierregistration@regalbeloit.com will then be automatically generate a jira to undergo screening and approval.
- 5.3 First screening assures that no duplicates of access requests and general rule 4.3 is met.
- 5.4 In instance that information is incomplete, requestor will be notified to complete the details before moving it to next step. Jira will retain to “Review” status.
- 5.5 Once complete verification passed through the process, jira will then move to business unit verification and approval.
- 5.6 Business unit sourcing director verifies then if specific supplier needs to have an access or not. An “Approved” statement triggers to move on to next process. This includes enabling of Forecast function for the supplier.
- 5.7 Access approval shall be assigned for IT-Oracle team person in-charge. Once approved, this will move to final assignment who is the Oracle Security person in-charge.
- 5.8 Oracle Security person in-charge shall then set-up the isupplier access username and password to the isupplier web portal. These information shall be sent to the approved contacts from the registration form.
- 5.9 On the other hand, a sub-jira shall be created in conjunction to the access jira. This sub-jira is dedicated for forecast set-up only.
- 5.10 Upon confirmation of the set-up and access grant to a supplier contacts, an invitation of standard iSupplier on-boarding overview will be sent.
- 5.11 All suppliers are required to attend an on-boarding overview training.

6.0 GENERAL SUPPLIER ON-BOARDING PROCESS FLOW



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7.0 RECORDS

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Function/Location :	Sourcing & Supplier Development	Review Frequency: Annual
Approvers:	<input checked="" type="checkbox"/> Strategic Sourcing / Supplier Development Lead <input checked="" type="checkbox"/> Ind Sys BU Lead <input checked="" type="checkbox"/> Comm Sys BU Lead	<input checked="" type="checkbox"/> Corporate Sourcing Lead <input type="checkbox"/> Climate BU Lead <input type="checkbox"/> PTS BU Lead
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