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Sourcing Platform FAQs for Suppliers





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Introduction

The purpose of this Frequently Asked Questions (FAQ) document is to provide clarity on how to use the digital Sourcing Platform.

- More FAQs will be added to this document as we receive feedback on the Sourcing Platform from our suppliers and staff.
- Please submit your feedback on the Sourcing Platform at [this link](#).

Section	Topic
Section 1	Pilot Phase 1

Pilot Phase 1

My company is already onboarded as an existing supplier with DBS. Do I still need to register my company in the Sourcing Platform to use the Sourcing Platform?

Yes. Both business entities that are already onboarded as existing suppliers with DBS and business entities that are new to DBS will have to register in the Sourcing Platform to use the Sourcing Platform.

What are the steps to register my company in the Sourcing Platform?

Refer to the [Sourcing Platform Supplier Guide](#).

- **Existing Suppliers:** pages 4-11
- **New Suppliers:** pages 12-17

I had received the request via the Sourcing Platform. Do I have to submit my proposal via the Sourcing Platform? Can I submit my proposal to the Sourcing Manager directly via email instead?

If you have received the request via the Sourcing Platform, please respond via the Sourcing Platform including submission of the proposal.

What should I do if I encounter any issue with the Sourcing Platform?

If you encounter any issue, please contact the following:



Technical Support	Dave Chieng at davechieng@dbs.com
Queries on Use and Navigation of Platform	Sophia Low at sophialow@dbs.com
Sourcing Process Queries (eg RFP submission deadline, sourcing requirements)	Respective Sourcing Manager in charge of the Sourcing Request

Will the award result be shown anywhere in the Sourcing Platform? If not, how will I know the award result?

The award result will not be shown in the Sourcing Platform but will be communicated to you offline directly by the Sourcing Manager in charge.