



STRATEGY
SOLUTION
TRANSITION
SAVE

Bell Procurement Management Onboarding

Softools Supplier Guide



Receive Softools Invitation

Invitation to Bell Procurement Management Portal

- Check your SPAM folder for the invitation link
- Use **Invitation Link** to activate your account

Welcome E-mail with Softools Supplier Guide

B

Bell Procurement Management
[SPAM] Invitation to Bell Procurement Management Portal

Dear Supplier You've been invited to Bell Procurement Management. Please use the link below to create your account and access S...

Dear Supplier

You've been invited to Bell Procurement Management.

Please use the link below to create your account and access Supplier Onboarding questionnaire.

You should have also received a second e-mail with additional information.

For your own security we strongly recommend copy and pasting this link directly into a compatible browser:

https://bell.on.softools.net/Account/Login?code=invite-ddbaf00a5b114505a850482cbf15bac8&email=darrenbriggs%40op.pl&username=sa04349&firstName=Darren&lastName=Briggs&company=TEST_KM_16

W

Welcome to Bell Procurement Management
Welcome to Bell Procurement Management

Dear Darren We are happy to invite you to register on the Bell Procurement Management Supplier Database! You will receive an Invit...

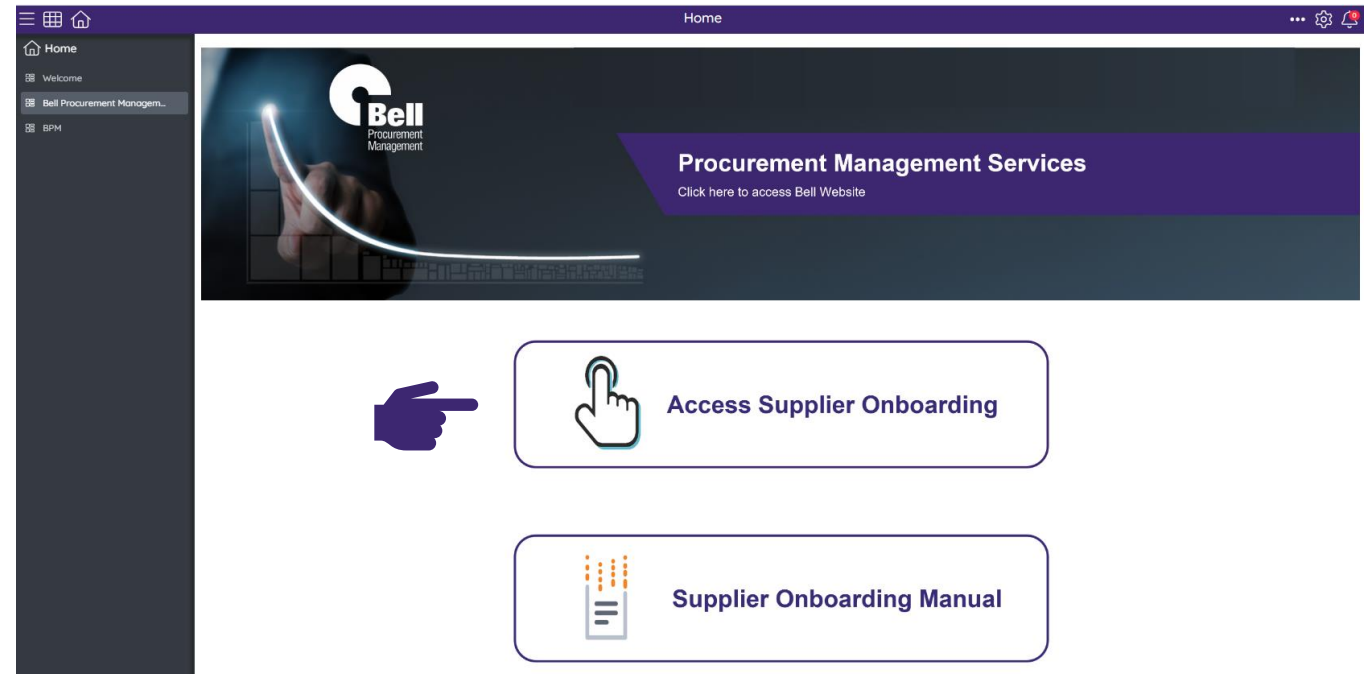
Had you not received the Invitation e-mail please contact Supplier Onboarding team immediately!

Access Onboarding

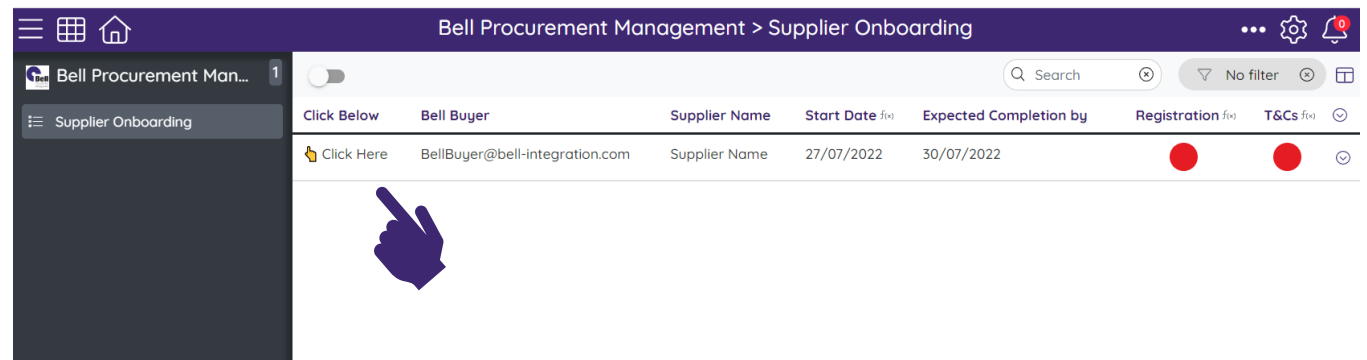
You will automatically land on Home Page

Press on the "Access Supplier Onboarding" button

You can also download this guide Supplier Onboarding Manual which will help you complete the questionnaire if you get stuck



Click on "Click Here" icon to access your questionnaire



Complete Supplier Registration

You're now in your onboarding questionnaire

See information at the top informing about pending sections



Click on each tab to see and complete questions



Summary of completion will be updating as you proceed through the form

Bell Procurement Management > Supplier Name > Supplier Registration

Bell Procurement Management

- Click on the pending sections to the left, to access and complete them.
- Supplier Registration / Actions Required
- Terms and Conditions / Actions Required

If you have any questions, please contact your Bell Procurement Management Contact.

Please complete Supplier Registration and Terms and Conditions by: Expected Completion Date: 30/07/2022 Days To Complete Onboarding: 3

Summary

	01. General Information	02. Supplier Contact Details	03. Environmental, Social, Governance (ESG)	04. Bank Details	05. Russian Sanctions
Completion%	10%	0%	0%	0%	0%
Status	●	●	●	●	●

Thank you for taking the time to fill in this questionnaire. The purpose is to help us to ensure that we have the correct and most up to date information for suppliers and meet our obligations to suppliers, stakeholders and society at large. This information will be used by Bell PM for internal use only. Please answer all questions marked with an asterisk (*) to gain 100% completion for each stage. Thank you Bell Procurement Management

- 01 General Information ⓘ
- 02 Contact Details ⓘ
- 03 Environmental, Social, Governance (ESG) ✓
- 04 Bank Details ✓
- 05 Russian Sanctions ✓

Summary

	01. General Information	02. Supplier Contact Details	03. Environmental, Social, Governance (ESG)	04. Bank Details	05. Russian Sanctions
Completion%	100%	80%	100%	78%	100%
Status	●	●	●	●	●

Complete Supplier Registration

You must answer to all questions (*) to be able to submit your questionnaire for review!



Submit your questionnaire



Follow instruction and complete pending sections



Bell Procurement Management > Supplier Name > Supplier Registration

Bell Procurement Management

Click on the pending sections to the left, to access and complete them.

- Supplier Registration / Actions Required
- Terms and Conditions / Actions Required

If you have any questions, please contact your Bell Procurement Management Contact.

Please complete Supplier Registration and Terms and Conditions by: Expected Completion Date: 30/07/2022 Days To Complete Onboarding: 3

	01. General Information	02. Supplier Contact Details	03. Environmental, Social, Governance (ESG)	04. Bank Details	05. Russian Sanctions
Completion%	100%	100%	100%	100%	100%
Status	●	●	●	●	●

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- 01 General Information
- 02 Contact Details
- 03 Environmental, Social, Governance (ESG)
- 04 Bank Details
- 05 Russian Sanctions
- Submit

Submit Completed Date

Thank you for completing the questionnaire. Please ensure all questions have been answered and then date and submit your form.

Bell Procurement Management > Supplier Name > Supplier Registration

Bell Procurement Management

Click on the pending sections to the left, to access and complete them.

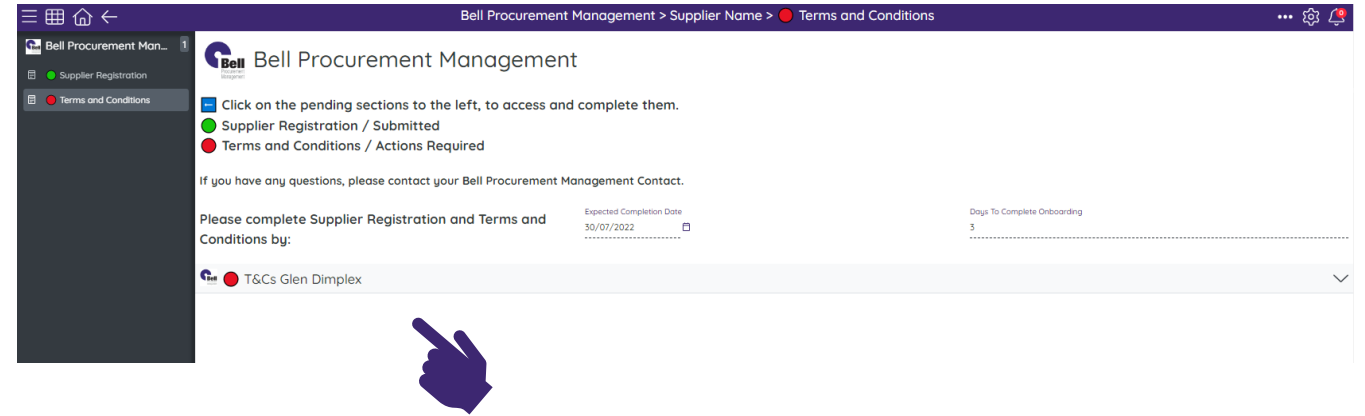
- Supplier Registration / Submitted
- Terms and Conditions / Actions Required

If you have any questions, please contact your Bell Procurement Management Contact.

Complete Supplier Registration

Follow the same steps to complete all pending sections

Complete and Submit pending sections 



Once all pending sections are submitted the view will change

You may now close this window. The Bell Procurement Management Team will be in contact with you soon.

If you have any questions, please contact your Bell Procurement Management Contact:

SupplierOnboarding@bell-integration.com

