



Supplier Registration Guide

Thank you for your interest in becoming a potential supplier with RBC. To get you started with the self-registration process, we have created a Supplier Registration quick reference guide.

- Please read all of the information on RBC.com **Become a Supplier** page (including the Supplier Code of Conduct)
- It is recommended that you use **Google Chrome or Microsoft Edge** whenever you are accessing/using the RBC Supplier Portal
- You will need to have one of the following Tax ID numbers:
 - GST/HST/QST
 - EIN/SSN
 - VAT/TIN

Note: Please fill out only one tax ID field. Wording such as NA, N/A or GST will not be accepted. If your Tax ID already exists, your registration will not be valid. If your company does not have Tax ID, please add your Business ID instead.

Supplier Self-Registration

You will access supplier self-registration via the link on [RBC.com](https://www.rbc.com). (Become a Supplier – bottom of the page)

Once you are on the RBC Source to Contract Supplier Portal log-in page:

1. Choose your interface language in the upper right corner.
2. Click on “New Supplier? Register Now”.
3. If you have questions or require assistance, you can send an email to S2Csupport@rbc.com.

Supplier Self-Registration

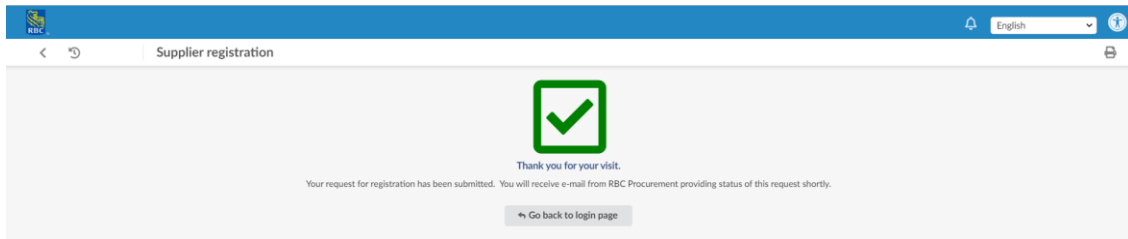
You have now access to the Supplier Registration Form:

1. Enter the Security Control code.
2. **Complete all mandatory fields** (indicated by red * asterisk).
3. Complete remaining fields (optional but recommended).

The screenshot shows the 'New Supplier? Register Now' page. It is divided into two main sections. The left section, titled 'STEP 1 - FILL IN MANDATORY COMPANY AND CONTACT INFORMATION', contains fields for 'Company Legal Name*', 'Company Operating Name*', 'Website', 'Country of Head Office*', a map for 'Address', 'Address Label', 'Address Line 1 (*)', 'Address Complement', 'Zip Code / Postal Code', 'City*', and 'Country*'. The right section, titled 'Help us identify your company. Populate at least one of these fields', includes 'GST/HST/IQT', 'VAT/TIN', 'DUNS', and a 'Security Control' field. The 'Security Control' field contains the code 'GZOT' and is highlighted with a red box and a circled '1'. Below this, the form continues with 'STEP 2 - COMPLETE REGION AND COMMODITY INFO FOR INITIAL SUPPLIER REGISTRATION', which includes a URL, a checkbox for 'RBC Code of Conduct URL', a 'Comment' field, 'Regions Served', 'Categories', and a checkbox for 'Is your company privately held or publicly traded or a Social Enterprise(non-profit)?'. The final section is 'STEP 3 - CONTACT INFORMATION', which includes fields for 'First Name*', 'Last Name*', 'Phone Number*', 'Function*', 'Email*', 'Password*', and 'Confirm password*'. A password strength indicator is shown at the bottom of Step 3.

4. Click "Register". A message will follow to indicate you have registered successfully.

You also will receive an email acknowledgement.



Supplier Self-Registration

Next steps:

- RBC Procurement will review and approve your self-registration request. Once approved, you will receive an email notification.
- You will be able to log in to the RBC Supplier Portal to view/update your supplier profile using the email and password you provided during registration as login ID and password.
- To ensure you receive future emails from RBC's supplier registration portal, we recommend that you save noreply@rbc.ivalua.com to your safe senders (or equivalent) list.

Note: Supplier status will be “draft”. If in the future, your organization is invited to on-board, the status will change to “activated”.

LOGGING IN TO THE RBC SOURCE TO CONTRACT SUPPLIER PORTAL

After Self-Registration:

1. Go to the [RBC Source to Contract Supplier Portal](#) login page.
2. In the Identification box, type login ID and password and click Login (*lost/forgotten login/password, see instruction on page 5*).
3. You will be asked to accept the site's Use Terms & Conditions. Select the checkbox “I accept terms and conditions” and click Accept.

10. Governing law

These Terms are entered into and governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein. The Business and the Bank agree that the Ontario courts shall have exclusive jurisdiction over the Business and the Bank for the determination of any matter arising out of these Terms.

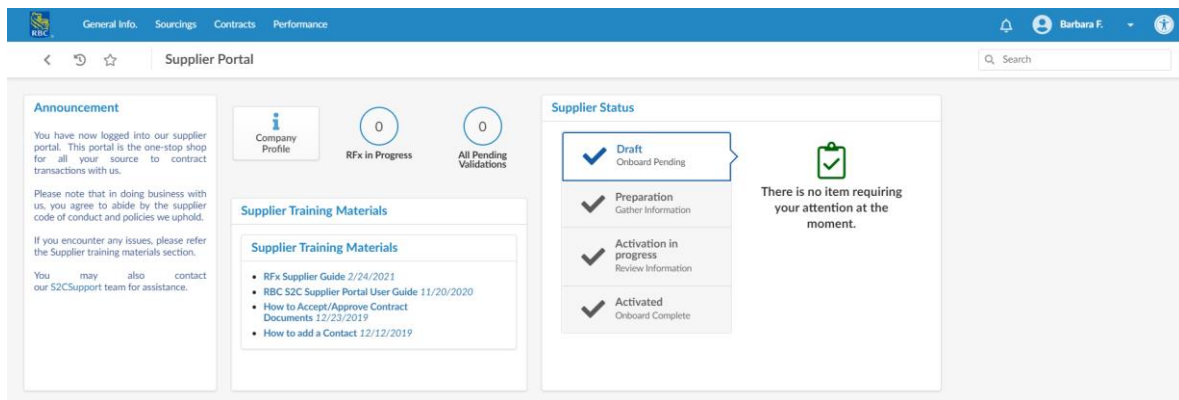
☐ I accept the terms and conditions

[Acknowledge](#) [Print](#)

SUPPLIER HOMEPAGE

Once you accept the Terms and Conditions, you will be taken to the supplier homepage.

- From the Supplier Home Page you can view/update your Supplier Profile including:
 - Company Name, Address
 - Supplier Contacts
 - Diversity / Social and Environmental Responsibility Information
 - Upload Documents (ie. any Diversity or Environmental certifications)







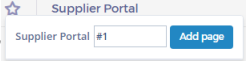



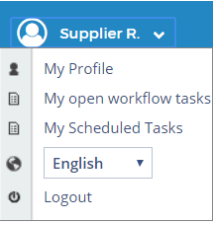

An RBC Supplier Portal User Guide will be available for reference and downloading from the Supplier Homepage. The User Guide will provide detailed instructions on how to use the various functions within the Supplier Portal.

GENERAL NAVIGATION

Menu bar: allows you to access to all functionalities you may need.

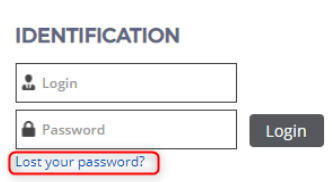


GENERAL NAVIGATION

	Click the RBC to go back to supplier homepage
	Go back to previous screen
	History: visit the most recent pages you may have visited.
	<p>Favorite button:</p> <ul style="list-style-type: none"> - First favorite: go on the page you want to put in Favorites and click “Add page”  - Go to favorite pages: you’ll be able to Modify () or Delete () the favorite
	Username with a menu:
	<ul style="list-style-type: none"> - My Profile: view your account profile - My pending validations: a task you’re asked for in a workflow under “All Pending Validations” tab - My scheduled Tasks: your client task assignments - Language: you can change the language - Logout: disconnect your account
	Search in all pages

LOST/FORGOTTEN PASSWORD

1. If you have lost your password, you can click “lost your password” on the RBC Supplier Portal login page.



2. Enter your email address, perform the security control and click “Deliver password” to receive a new temporary password.

