



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.

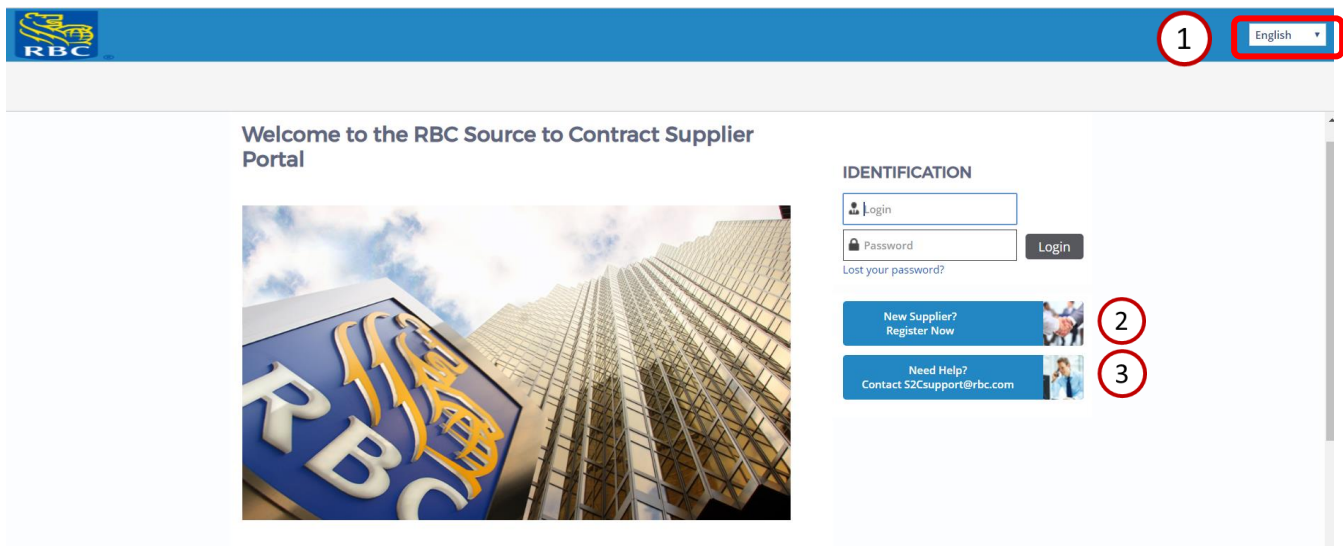
- Please read all of the information on RBC.com **Become a Supplier** page (including the Supplier Code of Code)
- It is recommended that you use **Google Chrome** whenever you are accessing/using the RBC Supplier Portal
- You will need to have one of the following Tax ID numbers:
 - GST/HST/QST
 - EIN/SSN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

Supplier Self-Registration

You will access supplier self-registration via the link on [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 line).
3. Complete remaining fields (optional but recommended).

The screenshot shows the RBC Supplier Self-Registration Form. The form is divided into three steps:

- STEP 1 - FILL IN MANDATORY COMPANY AND CONTACT INFORMATION:** This step includes fields for Company Legal Name, Company Operating Name, Website, Country of Head Office, GST/HST/QST, VAT, TIN, and EIN/STN. The Address section includes Address Label, Address Line 1, Address Line 2, Zip Code / Postal Code, Country, and State/Province. A red line is drawn under the 'POPULATE AT LEAST ONE FIELD' header.
- STEP 2 - COMPLETE REGION AND COMMODITY INFO FOR INITIAL SUPPLIER REGISTRATION:** This step includes a checkbox for 'RBC Code of Conduct URL', a dropdown for 'Regions Served', a dropdown for 'Categories', and several checkboxes for diversity groups: 'Privately Held', 'Aboriginal / indigenous', 'LGBTBIAN, GAY, BI-SEXUAL, AND/OR TRANSGENDER OWNED', 'Minority or Visible Minority', 'Persons with disabilities', 'Small Business (SME only)', 'Veteran Owned', and 'Women'. There is also a dropdown for 'Does your company have an active certified diverse supplier status from any one or more certifying council(s)?' and a 'Comment' field.
- STEP 3 - CONTACT INFORMATION:** This step includes fields for First Name, Last Name, Email, Position, and Phone Number. There are also fields for Password and Confirm password, with a note: 'Password must contain at least 1 digit(s)', 'Password must contain at least 1 non-alphanumeric character(s)', and 'Password must contain at least 6 characters'.

A red circle with the number '1' is placed over the Security Control code field in Step 1.

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

You also will receive an email acknowledgement.

The screenshot shows the RBC Supplier Self-Registration confirmation page. The page displays a large green checkmark icon, a message box saying "Data has been saved", and a message: "Thank you for your visit. Your request for registration has been submitted. You will receive e-mail from RBC Procurement providing status of this request shortly." Below the message is a button labeled "Go back to login page".

Supplier Self-Registration

Next steps:

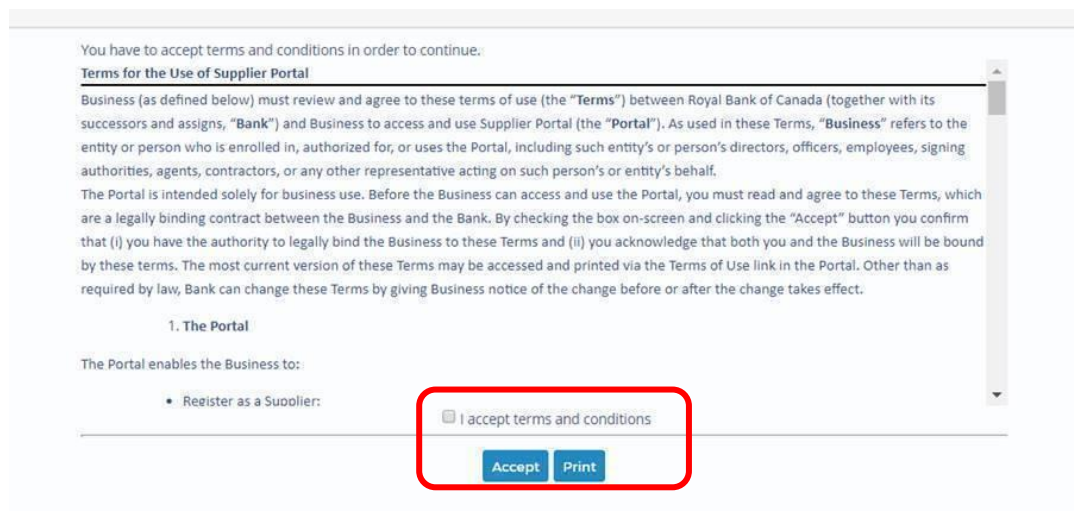
- RBC Procurement will review and approve your self-registration request. Once approved, you will receive an email notification.
- You will be able to log in to the RBC Supplier Portal to view/update your supplier profile using the email and password you provided during registration as login ID and password.
- 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.



You have to accept terms and conditions in order to continue.

Terms for the Use of Supplier Portal

Business (as defined below) must review and agree to these terms of use (the “Terms”) between Royal Bank of Canada (together with its successors and assigns, “Bank”) and Business to access and use Supplier Portal (the “Portal”). As used in these Terms, “Business” refers to the entity or person who is enrolled in, authorized for, or uses the Portal, including such entity’s or person’s directors, officers, employees, signing authorities, agents, contractors, or any other representative acting on such person’s or entity’s behalf.

The Portal is intended solely for business use. Before the Business can access and use the Portal, you must read and agree to these Terms, which are a legally binding contract between the Business and the Bank. By checking the box on-screen and clicking the “Accept” button you confirm that (i) you have the authority to legally bind the Business to these Terms and (ii) you acknowledge that both you and the Business will be bound by these terms. The most current version of these Terms may be accessed and printed via the Terms of Use link in the Portal. Other than as required by law, Bank can change these Terms by giving Business notice of the change before or after the change takes effect.

1. The Portal

The Portal enables the Business to:

- Register as a Supplier:

I accept terms and conditions

Accept 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)

ANNOUNCEMENTS

You have now logged into our supplier portal. This portal is the one-stop shop for all your source to contract transactions with us.

Please note that in doing business with us, you agree to abide by the supplier code of conduct and policies we uphold.

If you encounter any issues, please refer the Supplier training materials section.

You may also contact our S2CSupport team for assistance.

Company Profile

All Pending Validations

RFx in progress

SUPPLIER TRAINING MATERIALS

SUPPLIER TRAINING MATERIALS





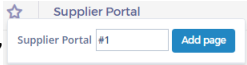



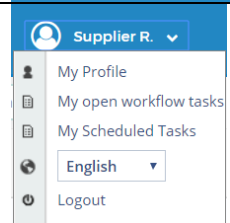



An RBC Supplier Portal User Guide will be available for reference and downloading from the Supplier Homepage. The User Guide will provide detailed instructions on how to use the various functions within the Supplier Portal.

GENERAL NAVIGATION

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

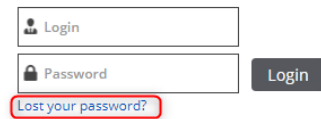
GENERAL NAVIGATION

	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”  <ul style="list-style-type: none"> - Go to favorite pages: you’ll be able to Modify () or Delete () the favorite
 Supplier R. ▾	Username with a menu:
	<ul style="list-style-type: none"> - My account: view your account profile - My open workflow tasks: a task you’re asked for in a workflow - My open scheduled tasks: your client task assignments - Language: you can change the language - Logout: disconnect your account
 Search ...	Search in all pages

LOST/FORGOTTEN PASSWORD

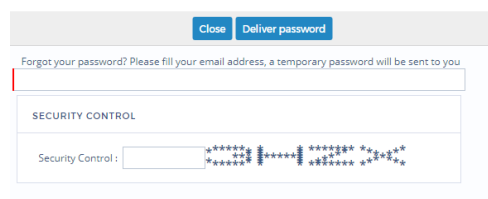
1. If you have lost your password, you can click “lost your password” on the RBC Supplier Portal login page.

IDENTIFICATION



[Lost your password?](#)

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



Forgot your password? Please fill your email address, a temporary password will be sent to you.

SECURITY CONTROL

Security Control: *****