## **GOSOURCE** DIVERSE SUPPLIER REGISTRATION QUICK GUIDE

**Procurement Process and Performance** 

**Deutsche Post DHL Group** GLOBAL BUSINESS SERVICES

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#### Open your web browser and go to: <a href="https://gosource.dpdhl.com">https://gosource.dpdhl.com</a>



Please ensure that this is the 🔍 first time that you will be registering to GoSource. Per company only one registration is It is possible to set up several users under one registration.

T - Central Europe Time DST	¥
Peutsche Post DHL iroup	If needed the language can be changed here
close Jser Agreement	(b) Adobe PDF file
	Terms of Usage for GoSource
of this page. In these terms and conditions, "us" and "we" means the entity identified as the "issuing Entity" of the Require You achnowledge and agree that: 1 Your participation in any online procurement activity is -supplementary to the tender documents-govern 2 You achnowledge and understand the specifications, operating rules and instructions in relation to any o 3 After completing your registration and auccessful activation, your will be provided with a username and a secure. 4 You are toolely responsible for establishing, and maintaining (at your own expense) your connection to th 5 Any computer logged on to the online procurement activity must not be left unattended. Any bid or respo 6 Subject to paragraph 7 of these terms, any valid bid or response abely you may not be retracted. 7 You must notify us immediately upon experiencing any difficulties during an online procurement activity Tofficulties" include any event or problem, which interferes with your agree to submit tib only throught 9 You warrant that you and your agents will not engage in any unethical or unlawful behaviour and will not 10 We may: (a) at our sole discretion, abandon, suspend or extend any online procurement activity at my time without	In the for Information, Request for Quotation, Request for Proposals or Reverse Auction in which you will participate if you accept these terms and conditions. In the activity which you intend to perform within GoSource. Therwards you can get your passervord by clicking on "send initial password" button on the GoSource start page. You are responsible for keeping your username and password secret and e internet at all relevant times including during any colline procurement activity. Inse made using your username and password will be regarded as a valid bid or response from you. In internet connectivity problems. We may, in our sole and absolute discretion, vary, reset or remove a bid or response, which we are satisfied, was submitted in error. The online bidding mechanism and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by us. fy us immediately if you witness practices that are counter-productive to the far, efficient or lawful operation of the online procurement activity. prior notification, obligation or liability to you or any other person:
I have read and agree to the eSourcing Service User Agreement.	

Read the Terms of Usage for GoSource carefully. It is possible to download the "Terms of Usage for GoSource " in PDF format in the language of choice



Adobe Acrobat Document

Select "I agree" and click on "Next" to continue with the registration

Registration Data				
Registration Data Basic Profile Forms	My Category Selection Re	egistration Confirmation	Enter	your company
Organisation Details		Save Cross	and u click c	ser details and on save
* Country	UNITED KINGDOM	•		
* Organisation Name (Please enter the legal entity name.)	User Details			]
* VAT Number	Title	•		
* Address	* Last Name			
* Postal Code	* First Name			
* City	Email Address     IMPORTANT: This email address will be used for access to the     place of feet "			
* State/County	site and for all communications. Please ensure you enter the address correctly. Please use ',' (semicolon) to separate multiple addresses.			Please note that t
	<ul> <li>Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)</li> </ul>			main user/admin for your company
	<ul> <li>Username</li> <li>(e.g. please use your email "example@abc.com")</li> </ul>			activation of your
	* Preferred language for use in system interface	•		additional users
	* Time Zone	(GMT 0:00) Western Europe Time, London, Lis	bon v	

Supp	Supplier Basic Profile					
Registra	ation Data	oarding Pages	My Category Selection		Registration Confirmation	
					Save & Cor	tinue X Cancel
SCoC						
	Question	Description		Response		
1 🔅	Does your Company commit to the Deutsche Post DHL Supplier Conduct? (Please note, if you do not accept your registration min activated.)	Code of X Available here: https://www.dpdhl.com/en/a conduct.html	bout-us/code-of-conduct/supplier-code-of-	V DPDHL_Supplier_C	ode_of_Conduct.pdf	
2	Supplier Code of Conduct Certification	Please upload the Supplier C completion of the compulso	ode of Conduct Certification here after the y training at:	+ Click to attach file	li li	
з 🏟	Can your company support Deutsche Post DHL Group Sustainat its products, services and solutions?	ility Agenda with * For further details please https://www.dpdhl.com/en/i strategy/sustainable-solution	:heck: esponsibility/organization-and- s.html	~		
4 🚯	How did you become aware of the Deutsche Post DHL Group Go	Source Platform? * Please select				~
5 🧔	Do you qualify as a Small or Diverse Business in the USA?	* Please select	ĺ	Yes 🗸		

Provide your answers to the Supplier Basic Profile Questions, select "Yes" if you are a small or diverse supplier in the USA and click on "Save & Continue"

;	Supplier Diversity Verification       Registration Data       Onboarding Pages   My Category Selection Registration Confirmation							Prov answ Supp Verif	ide your vers to the olier Diversity ication
1	upplier D	Question	tion Description * Please enter				Response	Save & Continue X Cancel Quess on "S	tions and click Gave & Continue"
2	¢	DUNS Number TAX ID	Plesase enter 9 digit number. For more     Plesase enter     Commercial and Government Entity (CAG	8	¢	Business Type	* Please let us know if you qualify as the following business type(s). for further information please visit: < <website>&gt;</website>		Minority Business Enterprise (MBE) Woman Business Enterprise (WBE) Wetran Business Enterprise (VBE) Vetran Business Enterprise (VBE) Enterprise (SDVBE) SBA Certified Historically Underutilized Business Zone (HUBZone)
5	•	NAICS (primary)	* 6 digit classification within the North A	9	ø	Business Size	Business size is determined by NAICS code number of employees or annual receipts. To determine if your company is a Sm https://www.sba.gov/size-standards "NOTE: When you calculate your business size, you MUST include the annual receipts and controls of has the power to control the other.	Il Business, visit the SBA's Size Standards tool: the employees of your affiliates. Entities are affiliated when one	~
6	ф	Annual Revenue	* Please enter	10	ф	Are you a US citizen?	* Please select		~
7	ф	Number of Employees	* Please enter	11	ф	Owner Gender	* Please select ONE: Gender of the owner / controller with 31% or more ownership		~
				12	ф	Owner Ethnicity	$\bigstar$ select ONE: Ethnicity of the owner / controller with \$1% or more ownership		~
				13	ф	Certifications	★ If you are certified, please enter all certifications that apply below.		□SBA □MMSDC □WBENC □Department of Veteran Affairs □No certification □Other
				14	ф	Web Site	* Please enter your web site		Characters available 2000
				15	ø	Capability Statement	* Please upload A concise, ONE page document of your business competencies.		+ Click to attach file

Certification Unload SBA

**Registration : Step 6** 

Attach applicable certificate, provide certificate expiration date, and click on "Save & Continue"

oortinoution oproud ob/					date, and click on
Registration Data	Onboarding Pages	My Category Selection	Registration Confirmation		"Save & Continue"
				Save & Continue X Cancel	
SBA					
Question	Description	Certification Upload NMSDC			
		Registration Data	Onboarding Pages	My Category Selection	Registration Confirmation
1 🤹 Upload Certificate SBA	st Please enter the certificate number, upload a copy of the certificate and er				Save & Continue X Cancel
		NMSDC			
		Question Descrip	ption	_	Response
Certification Upload WBENC					Click to attach file
Registration Data	Onboarding Pages My C	Category Selection	Registration Confirmation	an expiry date.	Expiring on: MM/dd/yyyy
			Save & Continue X Cancel	]	
Certification Upload WBENC					
Question	Description	Certification Upload Departmen	nt of Veteran Affairs		
1 doload Certificate WBENC	· Please enter the certificate number upload a copy and enter the expiration date	Registration Data	Onboarding Pages	My Category Selection	Registration Confirmation
	<ul> <li>Freedocrites into occumente normate, aprova a copy and crites the copraction date.</li> </ul>				Save & Continue × Cancel
		Certification Upload Department of Veteran Affai	irs		
		Question	Description		Response
					+ Click to attach file //
		1 🔅 Upload Certificate Department of Veterar	in Affair * Please enter certificate number, upload a	a copy and enter the expiration date.	Expiring on: MM//dd/yyyy

	Basic Profile Porms	My Category Selection	Registration Confirmation
			Confirm
irch or Navigate the Tree			
nter filter (type to start search)			
Selected Items: 0			
			1 Expand All
			• 1
1 Categories			
🔲 💡 11 - Aviation			
) 🚠 110 - Aviation			
🔲 🂡 21 - Real Estate			
) 📥 210 - Real Estate			
22 - Facility Manac	gement		
_ , ,,			
) 🚠 220 - Facility Manager	nent		

Please select the applicable category/categories for the product/service you provide by ticking the box and clicking on "Confirm" button. You can select more than one category.

If you are not sure which category to select, please get in touch with your DPDHL Procurement Contact or send an e-mail to GoSource@dpdhl.com

16:1	17 WET - Western Europe Time DST Welcome supplier test 🛓						
	Deutsche Post DHL Group						
	Registration Confirmation						
	Registration Data Onboarding Pages My Category Selection	Registration Confirmation					
		× Close Window					
	The Registration phase of your Account has been Completed. The Activation of your account will be evaluated and communicated to you via email. You will be able to log in with your selected username and the Password you received on registration once your account has been activated.						

You will see the registration confirmation on the screen and you will receive a confirmation e-mail.

DPDHL GoSource team will evaluate your registration. Your activation might take up to 3 working days.

Once your registration is activated you will receive another e-mail notification



The e-mails will be sent from <u>corporate-procurement@dpdhl.com</u>

Please ensure that these e-mails are not filtered as junk and please do not reply to these e-mails.

#### Login

Thu 16/04/2020 18:06 Corporate-Procurement@dpdhl.com Information Regarding Account Access on Deutsche Post DHL GoSource Platform To Chi Man (DPDHL GB)	Once you receive the confirmation on the activation of your registration, please click on the link in the email
Dear Supplier,	
Your User account has now been enabled on Deutsche Post DHL GoSource Platform	
To access GoSource:	
- Connect to <u>https://gosource.dpdhl.com/esop/guest/login.do?qvu=43462567017183F1C53B</u> - Enter your Username (ckmansupplier) and Password - Go to Sourcing or to My Organisation to see pending Rfx or Assessments	Change Password
Please note that at this moment there may not be any pending Rfx/Tender or Assessments. You will receive a separate invitation to participate in online Rfx/Tender or Assessments.	* Username
Please do NOT directly reply to this email.	Recover Username
Need help? Contact our support via gosource@dpdhl.com	* New Password
Enter your username (a reminder of this is in the email), then set a new password and click Submit	Confirm Password      Submit × Cancel

## Navigation and Main Dashboard

Here you can access and change your user details (e.g. User name, password, e-mail address, time zone and language settings)



#### **User Management 1**

	-		flexibility to set	t un users ner	
â	15:47 WET - Western Europe Time DST		division to refle	ect your	
	Deutsche Post DHL Group	Need support? Email: GoSource@dpdhl.com Ethical Compliance issues? Email: procurement-governance@dpdhl.com	subsidiary/ site	estructure	
39 -	Main Dashboard				
í lı	📣 New Messages (last 30 days)	My RFQs with Pending Responses			
-	User Management N	Manage Users	Sta and	rt with creating t d divisions that yc	he user roles 🛛 💺
	Manage Users → U	Jsers und Pending Auctions	hav the	ve so that you can users that you cr	assign these to reate
	D	pivisions product to display			
~	۷.	,			
<b>\</b> →		If you are the main user of your organiza	tion you can set up	1. Step Create/De	fine division if nece
		organization. You can then assign the use	ers you have created	2. Step Create/De	fine user roles (set
		e.g. Mr. X can be responsible for RFQs w	here as Ms. Z for	3. Step Create us	er accounts for coll
		Auctions and Ms. Y for User Administrat		4. Step Select def	ault users if necess

The user Management

module gives you the

**1. Step** Create/Define division if necessary

2. Step Create/Define user roles (sets of rights)

3. Step Create user accounts for colleagues

4. Step Select default users if necessary

#### User Management 2

15:57 WET - Western Europe Time DST	Welcome Paul Smith 💄 🔱	
Deutsche Post DHL Group     Group     Gr		
Users User Roles Divisions Default Users		
	🕂 Create 🛛 🚥	
Go to Enter at least 3 ch vactors Filter By: All Users Enter Filter (type to start search)	New User	
Last Name         A First Name         Division         Email           1         Smith         Paul         Division         chLman@dhl.com	-	Save Cancel
Total 1	User Details	
	* Last Name	
- COMMIGHT 2000 - 2020 JAGGAEK -	* First Name	
	User Tag for Codes	
	* Telephone Number	
	The Mobile phone number must start with '+' and contain digits from 0 to 9	
	(min 8 max 15) with no spaces. The first number can not be 0.	Enter the user details, select the
Select either user, user role or	* Division Name	role and the division that you would
division depending on what you	Department Role Name	IIKE to assign and click on save
would like to create by clicking	* Choose your Username and check it is not already in use	
on the tab and click on Create.	* Preferred Language	V
	* Time Zone	(GMT + 1:00) CET(Central Europe Time), Brussels, Copenhagen, Madrid, Paris, Rome
DPDHL Group   Diverse Supplier Registration Guide   Bonn   May 2021	External Code	14

#### Select the area that you **Organization Profile** would like to maintain and complete as many 16:01 WET - Western Europe Time DST Welcome Paul Smith 1 (1) $\hat{}$ profile questions as Need support? **Deutsche Post DHL** Email: GoSource@dpdhl.com possible. Ethical Compliance Issues? Group Email: procurement-governance@dpdhl.com Click on Edit to make your 39 entries My Organisation Organisation Profile Organisation Profile Registration Data FQs with Pending Responses Quick Links My Categories History of Changes Standard Links FQs to display **Basic Profile** Assessments My Auctions Extended Profile Scorecards My RFIs ✓ı and Pending Auctions **Buyer Attachments** My RFQs No RFIs to display No Auctions to display Basic Profile Extended Profile Status Summary Response History Organisation Name: Dernac Test Supplier **Organisation Details** In order to maintain your organization details, open Country GERMANY Supplier Name Dernac Test Supplier the "My Organization Dun & Bradstreet code Module" and ensure the data **Organisation Legal Structure** GmbH provided is correct and up-VAT Number 134679 Address Godesberger Allee to-date. The invitations for Address 2 Rfx will be send to the e-mail Postal Code 53175 City Bonn address provided here. State/County Nordrhein-Westfalen

Web site

Phone number

## **File Sharing**

*	16:05 WET - Western Europe Time DST					Welcome Paul Smith 🛓 🕧
	Deutsche Post DHI Group	Need : Email: GoSour Ethical Comp Email: procurement-g	support? irce@dpdhl.com pliance Issues? governance@dpdhl.com			
<b>₽</b>	Main Dashboard					¢ 2
17.50			FQs with Pending Responses	. 🗆 .	Quick Links	
	File Sharing	Directories			<ul> <li>Standard Links</li> </ul>	In the File Sharing Module, you can
•	Directories	List of Directories	Cos to display		My Auctions	find documentation and manuals
		Search			My Adduotes	documents/attachments are
			and Pending Auctions	. — .	My RFQs	organized under different
			uctions to display		List of Directories	directories. It is posible to conduct
					Organisation Profile	document.
					✓ Custom Links	
Q, →						•



#### **Projects - RFIs, RFQs and Auctions 2**



#### **Projects - RFIs, RFQs and Auctions 3**

â	17:04 WET - Western Europe Time DST					Welcome Paul Smith 🛓 🕛
	Deutsche Post DHL Group	Need su Email: GoSource Ethical Compli Email: procurement-gov	pport? e@dpdhl.com ance issues? /emance@dpdhl.c	om		When you click on All RFQs a list of all RFQs that your orgaization have
	My RFQs			7		been invited to (given that your user has the rights to see) will be shown. You can filter the results e.g. search by RFQ code, status, closing time etc.
1	Running & submitted RFQs Response not yet submitted     No RFQs to display	Filter By: All RFQs	~	Select a Filter	*	
	- COPYRIGHT 2000 - 2020 JAGGAER ~	RFQ Code	RFQ Title	Search RFQ Code Project Code Project Title	RFQ Status	*Top
		1 2015_rfq_1613	2015_EWS/DI License Mana	RFQ Title Publishing Date RFQ Closing Date/Time Sourcing User Name	🕓 Closed: To Be Evaluate	d
Q, →		2 2015_rfq_1629	2015_EWS/DI scoring	Department Sourcing User Organisation RFQ Status Response Status RFQ Type	Closed: To Be Evaluate	d
		3 2015_rfq_1614	2015_EWS/DE (RFQ with Eva	_ITSW_EXP_License 2015_project_1715 luation Groups)	Closed: To Be Evaluate	d

# **THANK YOU**

Do you have GoSource or Sourcing related questions?

Send an e-mail to GoSource@dpdhl.com