

## Supplier Onboarding Process

BUMA Australia operates a need-based supplier onboarding model, supported by supplier pre-registration to assist with market awareness and future planning.



### Pre-registration

Suppliers may submit a Supplier Pre-Registration Application Form, together with a capability statement, to [supplier.preregistration@buma.com.au](mailto:supplier.preregistration@buma.com.au)

Pre-Registration allows BUMA to:

- Maintain awareness of supplier capabilities in the market
- Support sourcing strategy and market research
- Identify potential suppliers for future opportunities

Pre-registration **does not constitute onboarding and does not guarantee engagement.**

### Step 1: Identification of Business Need

Formal supplier onboarding is initiated only when BUMA has a specific operational or project requirement. BUMA does not onboard suppliers without an identified business need.

### Step 2: Supplier Shortlisting or Invitation

When a need is identified, BUMA may:

- Approach pre-registered suppliers whose capabilities align with the requirement, and/or
- Invite registered suppliers to participate in a sourcing activity (e.g. RFQ or tender)

Only suppliers relevant to the identified need will progress further.

### Step 3: System Onboarding

Shortlisted suppliers will be invited by BUMA to complete supplier onboarding within BUMA's supplier management system (SAP Ariba – Supplier Lifecycle and Performance).

System onboarding involves supplier self registration and submission of compliance and due diligence information, supported by BUMA review and approval workflows. The scope and level of information required are risk based and proportionate to the intended engagement.

As part of SAP Ariba onboarding, suppliers may be required to provide information including, but not limited to:

- Safety, Environmental, and Quality information
- Insurance and licensing verification
- Modern Slavery and sustainability disclosures
- Financial and risk related information

Completion of system onboarding does not in itself constitute engagement and is subject to successful review, approval, and confirmation of business need.



#### **Step 4: Contracting & Engagement**

Where approval is granted, BUMA may proceed with:

- Contract negotiation and execution
- Purchase order issuance in accordance with BUMA procurement processes