

# Becoming a vendor with Pact

Thank you for your interest in partnering with Pact Group. Pact runs a 5-stage process to ensure a smooth onboarding process for new vendors and compliance with our procurement standards. The 5 stages are below followed by some information to support you through this process.

## 1 New Vendor Request



Your **Pact Contact** (typically the Pact employee at the Pact site you are dealing with) will seek approval from Pact's Procurement team to onboard your company as a vendor to Pact.

## 2 Procurement Review



Whilst considering this approval the Pact Procurement Team may seek more information, such as confirmation of pricing and commercial agreements.

## 3 Questionnaire and Compliance Check



Pact partners with Exiger to manage our compliance and third-party risk considerations. Exiger's platform will email you the Pact Supplier Onboarding Questionnaire to gather critical information for Pact to establish your company as a vendor.

The email contains a one-click link to access this questionnaire with no requirement for logins, usernames or passwords. You can save your progress and complete the questionnaire over several attempts, or all in one go.

Exiger's secure platform will conduct a full review of your company across several risk dimensions and across ESG considerations.

### TIP

Prepare for the questionnaire by gathering the following:

- All relevant company details, addresses, Tax ID, etc.
- Certificates of Currency for your relevant insurances
- A copy of your commercial agreement and or rate card, price list, etc. that you have agreed with Pact

## 4 Final check and Registration



Once the Exiger process is complete, our teams will check over your information and may reach out if anything further is required.

Our Vendor Masterdata team will then contact your company to verify bank details before completing the registration process in our systems.

## 5 Commence Trade



Only after this entire process is complete should you trade with Pact. Pact may not be able to be responsible for any goods or services delivered by companies that are not registered vendors to Pact.

## FAQs & Support

### How long will this process take?

It typically takes 10-15 working days to onboard a new supplier to Pact, but this can accelerate if you complete the questionnaire promptly.

### How do I supplier get assistance?

It is your Pact Contact's role to support you to be ready to trade with Pact, complete the questionnaire, answer your questions, etc. They can reach out internally if they need support in this process.

Should you require technical assistance with Exiger's platform, email [support@exiger.com](mailto:support@exiger.com).