

Supplier Registration Process at CODELCO

01 Supplier Registration

- Register at Rednegocios.cl
- Enter Contact, Business and Banking information.
- Selection of Categories associated with the provider's business.
- Plan selection:
 - Advance
 - MIPYME Local

- *Approved: experience validated.*
- *Rejected: Poor documentation. You must resubmit documentation for validation.*

Validation & Feedback



New categories can be added. Validation is effective for 3 years.

02 Experience Validation Process in Registered Categories

- [List of Categories.](#)
- [Information to Codelco's suppliers](#) (spanish) at Red Negocios.
- More information about validation at <https://www.rednegocios.cl/validacion-de-experiencia/> (spanish)

Document Verification
• Made by Red Negocios.

Upload Docs. to validate Experience

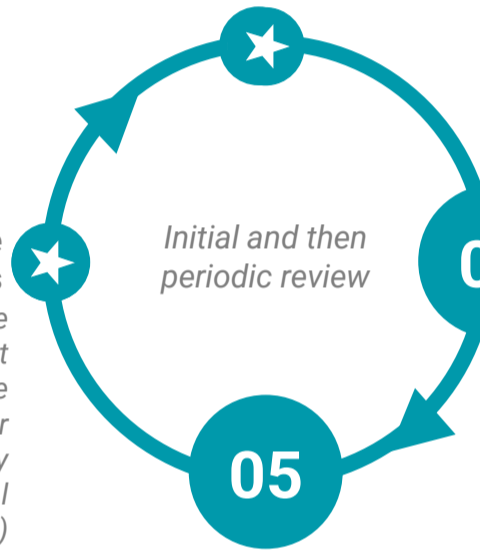
- Invoices
- Purchase Orders
- Contracts

03 Upload Documents requested by CODELCO

- List of documents requested by type of company:
- [Legal person](#) (Spanish)
 - [Natural person](#) (Spanish)
 - [Companies with less than one year old](#) (Spanish)
 - [Foreign Companies](#)

- Performed by Codelco Contract Administrator if there is a previous contract.

Performance Evaluations



Initial and then periodic review

04 Segmentation, Risk Scoring and Compliance Process

- The award of any procurement process is subject to the completeness of this stage (Segmentation and Compliance).

Compliance Analysis

Complete the mandatory Affidavit Form (annual update or whenever required by organizational modifications)

Validation & Feedback

- *Approved: Accredited documents.*
- *Rejected: Deficient documents. You must resubmit new documents to accredit.*

06 Segmentation, Risk Scoring and Compliance Results

- Result at Dashboard at Rednegocios.cl

Creation of supplier at CODELCO Supplier Master

Synchronization at E-Commerce ARIBA

07 Invitation to Bidding Process by Categories by Codelco

- If you complete the previous steps, you will have the possibility of being invited by Codelco by email to tenders in their validated categories.
- Alternatively, at the request of the supplier, can be invited by email in accordance with the Technical Specifications for tenders published at <https://www.codelco.com/licitaciones-en-proceso>

08 SAP Ariba Enrollment

- Generate username and password with standard Ariba account on first login from invitation link.
- Invitation to bidding processes are available at ARIBA associated with validated categories and valid Plan Status at Red Negocios.
- Manuals and training for Ariba available [here](#) (Spanish).

09 Complete Bidding Process in SAP Ariba

- The tenders to which the supplier has been invited to submit their bid remain available in ARIBA.



Support, Training and Help Desk RED NEGOCIOS

General Help Desk:

- Callcenter: +56228185706
- backofficern@upcom.cl

For Registration:

- contacto@rednegocios.cl

For Training:

- capacitaciones@rednegocios.cl

Additional links:

- [Documents required by supplier \(Spanish\)](#)
- [Local MSME Suppliers \(Spanish\)](#)
- [Monthly Training Calendar \(Spanish\)](#)
- [FAQs](#)
- [Banking Information Form](#)
- [Staffing Declaration](#)
- [Questionnaire of Alignment to Chilean Standard 2770 \(Spanish\)](#)
- [Sworn Declaration of Judicial Proceedings of Individuals and Companies \(Spanish\)](#)

Standard Validation and Feedback response time

- **Stage 02:** 72 hours after uploading documents.
- **Step 04:** 10 working days from document validation.

Suppliers at CODELCO.COM



RedNegocios.cl



Current Tenders



Documents Required



CODELCO Help Desk

- Callcenter: +56228185765
- Monday-Friday: 08:00-19:00.
- portalcompras@codelco.cl