

Supplier Registration Process at CODELCO

1 SUPPLIER REGISTRATION

Validación y Feedback

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

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

2.2

NEW CATEGORIES CAN BE ADDED. VALIDATION IS EFFECTIVE FOR 3 YEARS.

Document Verification
Made by Red Negocios.

2 EXPERIENCE VALIDATION PROCESS IN REGISTERED CATEGORIES

Upload Docs. to validate Experience

- Invoices
- Purchase Orders
- Contracts

2.1

Performance Evaluations

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

- 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)

3 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**

Compliance Analysis

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

INITIAL AND THEN PERIODIC REVIEW

4 SEGMENTATION, RISK SCORING AND COMPLIANCE PROCESS

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

VALIDATION & FEEDBACK

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

6 SEGMENTATION, RISK SCORING AND COMPLIANCE RESULTS

Creation of supplier at CODELCO Supplier Master

Synchronization at E-Commerce ARIBA

Result at Dashboard at [Rednegocios.cl](https://rednegocios.cl)

7 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>

8 INVITATION TO BIDDING PROCESS AT SAP ARIBA

- 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).

9 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 \(Spanish\)](#)

Face-to-face attention at Red Negocios:
Tuesday and Thursday from 9 am to 1 pm.
Mac Iver 410, Santiago de Chile,
Bellas Artes Metro Station.

Standard Validation and Feedback response time

Stage 2:

72 hours after uploading documents.

Step 4:

10 working days from document validation.

Suppliers at CODELCO.COM



RedNegocios.cl



Current Tenders



Documents Required



CODELCO Help Desk

Callcenter: +56 2 2818 5765
Monday-Friday: 08:00 - 19:00.
portalcompras@codelco.cl