

## GENERAL

### WHAT IS PROVEEDOR?

Proveedor provides insights and analytics to corporations which are investing in Supplier Diversity initiatives by partnering with diverse suppliers.

### WHY AM I BEING ASKED TO REGISTER?

By registering on Proveedor, you will be able to enter valuable information about your company. The more information collected from diverse suppliers, the better your client will understand their impact on the diverse supplier community, as a whole.

### HOW WILL MY INFORMATION BE USED?

Your information will solely be used to help quantify your client's continuing commitment to Supplier Diversity and working with vendors like you. The information is only used within your client's Supplier Diversity team for this purpose only. No data tied back to your specific company will be shared with anyone other than our contracted partners (i.e. your clients).

## REGISTRATION

### WHY IS MY TAX-ID NEEDED?

The Tax-ID is used to uniquely identify your company in our system. Your tax-id will not be shared with anyone.

### WHY DO I NEED TO VERIFY MY EMAIL ADDRESS?

Since we use email to communicate with our suppliers, we must verify that you are using a valid email address prior to gaining access to the system.

### HOW DO I ACCESS THE SITE TO LOGIN AFTER I HAVE COMPLETED REGISTRATION?

Simply navigate to <https://cbi.proveedor.biz/>. Enter your login ID and password that were set up during registration and click 'Login'. After successful login, you will be redirected to your Company Profile.

## COMPANY PROFILE

### HOW WILL THIS INFORMATION BE USED?

The information in your company profile provides, what we call, 'core' data to your clients. Core information includes supplier counts, locations, revenue, employee size, etc.

## COMPANY PROFILE *(CONTINUED)*

### WHY ARE SOME FIELDS DISABLED NOT ALLOWING ME TO MAKE CHANGES?

You may notice that your company name and tax-id are disabled. These fields were populated during the registration process and are what identify your company as a unique entity within our system. If your company name has changed, please contact [suppliersupport@proveedor.biz](mailto:suppliersupport@proveedor.biz) and we can make any necessary changes for you.

### WHAT ARE 'KEYWORDS' AND WHY DO I NEED THEM?

Keywords are simply words that describe your business. When deciding what words to use, try to use words that are specific about your business and avoid common words (such as 'and', 'are', 'is', 'the', etc.). For example, a sign-printing company might use words such as: eco-friendly, graphics, wraps, posters, etc.

Proveedor provides a search capability to corporations looking for diverse suppliers. Corporate users can login to our system and search for vendors based on keywords that are entered by our suppliers.

### WHY DO YOU NEED TO KNOW MY REVENUE?

Revenue is one of the core metrics that we use to help your client, and those of other suppliers, understand who their diverse suppliers are. We use revenue (along with other factors, like employee size) to help them understand the company size, and we also map revenue to geographic locations.

Revenue is only reported in the aggregate and only revenue ranges are shown to your client. We do not report actual supplier revenue to your client.

### WHY CAN'T I DELETE MY PRIMARY LOCATION?

Location is a key factor when reporting on various metrics such as supplier location, profile, revenue, etc. While any other location record can be removed from the system, we ask that at least one location remain on record; this is, by default, your 'Primary Location'. Although this location record cannot be deleted, it can be edited. If your Primary Location information changes at any time, we encourage you to modify this information so that it is current.