

SUPPLIER

REGISTRATION



SUPPLIER REGISTRATION SITE USER GUIDE

Rev 1 2025 Edition

Welcome to the General Dynamics-OTS Supplier Registration Portal. This guide will walk you through the steps to register as a supplier and manage your account.

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Getting Started

Overview of the registration site and its purpose.

Welcome to the Supplier Registration Portal! This site is designed to streamline the registration process for suppliers, allowing you to easily manage your information and documentation. To get started, you will need an internet connection and a valid email address.

Creating an Account

Step-by-step guide to creating a new supplier account.

- 1. Click the link in the email provided to you by GD-OTS to initiate the registration process.
- 2. Enter Your Email: Provide a valid email address on the initial registration landing page. This will be used for all communications and to verify your account.
- 3. Create a Password: Choose a strong password for your account.
- 4. Verify Your Email: Check your email for a verification link. Click the link to verify your email address.
- 5. Complete Registration: Fill out the required fields, such as company name, address, and contact information. Click 'Submit' to create your account.

Completing Your Profile

Detailed instructions for filling out your supplier profile.

- 1. Log In: Use your email and password to log in to the portal.
- 2. Build your profile: Wizard will allow you to 'Build your Profile' upon login.
- 3. Fill Out Information: Complete all required fields, including company details, contact information, and business categories.
- 4. Upload Documents: Upload necessary documents, such as business licenses and certifications. Ensure all documents are in the correct format (e.g., PDF, JPG).
- 5. Submission: Click 'Submit for Review' to process your request.

Submitting Documentation

How to submit and manage your documentation.

- 1. Navigate to 'Documents': From your dashboard, go to the 'Documents' section.
- 2. Upload Files: Click 'Upload' and select the files from your device.
- 3. Tag Documents: Ensure each document is correctly tagged (e.g., 'Tax Certificate', 'Business License'). Documents auto-save when they are loaded.

Navigating the Dashboard

Overview of the dashboard features and functionalities.

- 1. Home: View announcements and important updates.
- 2. Profile: Edit your personal and company information.
- 3. Documents: Manage and upload required documents.
- 4. Notifications: Check notifications for any actions required or messages.
- 5. Support: Access support resources or contact customer service.

Managing Your Account

Guide to updating and managing your account information.

- 1. Edit Profile: Make changes to your profile by navigating to the 'Profile' section.
- 2. Update Documents: Upload new or updated documents as needed.
- 3. Change Password: Go to 'Settings' to update your password.
- 4. Deactivate Account: If you need to deactivate your account, contact support.

Frequently Asked Questions (FAQ)

Common questions and their answers.

- 1. How do I reset my password?
 - Click 'Forgot Password' on the login page and follow the instructions.
- 2. What documents are required?
 - Required documents typically include a business license, tax certificates, and any relevant certifications.
- 3. How do I adjust my supplier details?
 - See section for "Managing Your Account", if you are having an issue, please contact your buyer
- 4. How come I can't see my PO's?
 - The Registration site is only used to register and maintain your supplier details. If you have questions pertaining a PO, please contact your buyer.
- 5. How do I find the status of my registration request?
 - Throughout the process, you will be sent automatic updates on your registration status. Additionally, you can view your registration status from the home page.
- 6. For a full list of more frequently asked questions, please go to the support page, [HERE].

Contact Support

Please contact your buyer for assistance.

Revision History

Туре	Date	Adjustments	Rev#
Initial Document Approved	6-Jun-25	Document Created	1