

RM6322 Fund Administration & Disbursement Services (FAADS) DPS Supplier Onboarding Steps

The below are the basic steps of joining the DPS. Suppliers can find a more detailed guide in the RM6322 bid pack (the 'READ FIRST - DPS NEEDS' document). Steps for accessing this can be found below.

Before committing to join the DPS, Suppliers should download and read the bid pack to fully understand the terms and conditions, and obligations, of joining the DPS. The basic steps for joining the DPS can be found on the next page.

RM6322 Bid Pack:

The bid pack is split into 5 parts:

- **Part 1 (General):** This contains a guidance document for suppliers looking to join the DPS called 'READ FIRST - DPS NEEDS'. It also has an example of all the possible questions within the selection questionnaire, the excel spreadsheet for the Financial Viability Risk Assessment (FVRA) and guidance document for the FVRA. Lastly, it includes an example of the MI template which you'd submit on a monthly basis, an overview of the filters used on the DPS (products and services matrix) and a spreadsheet for adding additional subcontractors or if you operate as a group of economic operators.
- **Part 2 (T&CS - DPS Schedules):** This file contains the Terms and Conditions for joining the agreement (DPS Schedules). These are the schedules that outline the agreement between yourself and CCS by joining the DPS. It also includes the DPS order form (DPS Schedule 6) which a customer uses if they wish to award a contract to you via the DPS after you've won a tender competition.
- **Part 3 (T&Cs - DPS Joint Schedules):** This file contains the Terms and Conditions which a customer may use to form the basis of their contract between them and their awarded supplier. This is split into order schedules and joint schedules.
- **Part 4 (T&Cs - DPS Order Schedules):** This file contains the Terms and Conditions which a customer may use to form the basis of their contract between them and their awarded supplier. This is split into order schedules and joint schedules.
- **Part 5 - 'Mastering the Schedules':** Lastly, in the bid pack, you'll find a document called 'Attachment 7c - Mastering the Schedules'. There are a lot of schedules to go through. This document will give you an overview of what each schedule covers, so you'll have an easier time going through them. Not all order / joint schedules will necessarily be used by a customer in a contract, however, we have made all available.

Accessing and joining the RM6322 FAADS DPS

1. Access the Supplier Registration website by [Clicking the following link](#)
2. Scroll to 'Fund Administration & Disbursement Services'.
3. Click 'Access as a Supplier'. You will then create an account and login (NB, if you already have an account on the supplier registration portal, [please login to that website first](#), and then start from step 1 in this list).
4. Agree the 'Terms and conditions for accessing the DPS'
5. Click create new questionnaire.
6. Complete the Selection Questionnaire (SQ)
7. Complete the DPSQ - you will be taken to this automatically after completing the SQ. It is here you will upload your completed FVRA document and select your filter options. You can also upload your insurance and cyber essentials certificates.
8. Submit to CCS. You will enter the 'assessing' stage. CCS will assess your certificates and our commercial finance team will assess the FVRA. This process can take up to 15 working days depending on the complexity of the FVRA.
9. Once assessing is complete, you will enter 'agreeing'. This is your final confirmation you wish to join the DPS and agree to the DPS T&CS. You click to confirm you wish to join the DPS online when notified by CCS.
10. Once confirmed, you receive your electronic 'DPS Appointment Form' and will be appointed as a supplier on the DPS. You will then be immediately available for potential customers to invite to competition.