

RESOURCE FOR MICROSOFT SUPPLIERS

SupplierWeb Toolkit

Everything you need to set up your account, keep your profile competitive, and respond to Microsoft bid requests.

Set up · Manage your profile · Get found · Bid and win work

NEW IN THIS EDITION: Sourcing Events — updates to the RFQ experience in SupplierWeb

Last updated: October 2026 · aka.ms/supplierwebtoolkit

Welcome to SupplierWeb

One place to manage your company info and act on what Microsoft needs. Four sections — jump to what you need.

1

Get started

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Get found and win work

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Sourcing Events functionality

- [How you're invited](#)
- [Where to find bids in SupplierWeb](#)
- [How to respond and the timing](#) - 🕒 **NEW: 5 days** to prepare and submit your quote
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Go to SupplierWeb: supplier.microsoft.com

Prepare: Confirm you can sign in to SupplierWeb, and keep contacts and user access current so the right people receive and can respond to RFQs.

SECTION 1

Get started

How working with Microsoft fits together

Not every step applies to every supplier — it varies by circumstance, location, and partner.

1 Participate in an RFI, RFP, or RFQ

2 Awarded business from Microsoft

3 Contracting

4 Compliance reviews and assessments

5 Account setup in Microsoft's systems

6 Data processing reviews and assessments

7 Receive signed SOW and/or purchase order

8 Deliver goods or services

9 Submit invoices and get paid

- A signed NDA is required before any discussion of Microsoft business.
- Ongoing compliance and legal requirements may recur periodically or yearly, depending on the scope of work awarded.
- Payments are released according to payment terms once the invoice has been approved.

Your setup checklist

Things to do. Each one directly affects whether Microsoft can find you, contact you, and pay you.

1st time users: DO THIS NOW

- 1 Sign in using the email address that received your invitation.
- 2 Complete onboarding activities if your account is new.
- 3 Add authorized users — including at least one backup admin.
Admins must add a person as both a contact and a user
- 4 Add the critical contact types.
Primary, Business point of contact, Accounts receivable, SCoC
- 5 Review business and diversity classifications.
Address any certification needs
- 6 Attest to your capabilities and skills.
Drives whether you appear in Microsoft's internal supplier searches
- 7 Submit roles and hourly rates.
Required in certain categories

RECOMMENDED

- 1 Take the guided tours and browse self-serve resources
- 2 Customize your dashboard to show what matters most to you
- 3 Add the remaining contact types for ongoing communications

Why this matters for bidding / RFQs

Sourcing Event invitations are emailed to the contacts you maintain in SupplierWeb. If those contacts are missing or out of date, you will not know you were invited — and the response window is short.

Only users with an Admin, Profile manager, or Contributor role can open Sourcing Events and submit a bid.

Onboarding a new account

For initial onboarding or setting up additional accounts

- 1 Open **SupplierWeb** from your invitation email, or go to supplier.microsoft.com
The contact on that email is automatically added as the admin user.
- 2 After signing in, ensure the correct **onboarding** name and/or company is selected - See **Dashboard** page
- 3 Select **Get started**
- 4 Complete required **sections** and **acknowledgments**, then **submit** for review.(You'll be contacted if more info is needed).

Have this ready

- **Basic organization information** : use your legal business registration name
- **Questionnaire details** on conflict of interest, information security, and company size
- **Tax Profile**: This can NOT be changed after submission as it will impact tax filing and reporting
- **Banking details**: Admins and contributors can add up to five bank accounts. After a bank account is created, its currency can NOT be changed
- The **country** on a supplier account can NOT be changed after creation—a new country requires new onboarding. Suppliers can update other address details in SupplierWeb if the country stays the same.

SupplierWeb 1

Supplier Name: Test Supplier (0001112222) Microsoft Company: Microsoft (1010) 2

Dashboard

Welcome to Microsoft SupplierWeb

We look forward to doing business with you. Please start the registration process by selecting 'Get started' and submit your application within 30 calendar days of receiving the invitation email to avoid auto cancellation.

3 **Get started**

Profile step	Status
Setup Language and region	Complete
Agreement terms	
PO Terms	Not Started
Supplier code of conduct	Not Started
Contact Info	
Contact Information	Not Started
Questionnaire	
Questionnaire	Not Started
Tax Profile	
Tax Info	Not Started
Bank Profile	

4 **Setup Language & Region**

Terms & Conditions

Contact Info

Questionnaire

Tax Profile

Bank profiles

Supplier Web > New Supplier Registration

I need help!

Completing the Non-Disclosure Agreement (NDA)

A mandatory step in onboarding, *required* for all suppliers.

- 1 Complete the NDA steps** within new supplier registration
This section appears only if the Microsoft requestor indicated you have no NDA in place.
- 2 Tell us** whether you've already signed an NDA
- 3 If yes, provide the NDA number**
Your entry is validated; an error appears if it isn't correct.
- 4 If no, provide contact details for your authorized signer**
This triggers an email to that person.

An admin user can sign the NDA or assign it to another contact in your company.

The screenshot shows the 'SupplierWeb' interface for 'New Supplier Registration'. The 'Non-Disclosure Agreement (NDA)' step is highlighted in the progress bar. The main form area has a red circle '1' next to the title and a red circle '2' around the 'Have you signed the NDA?' radio buttons. The 'No' option is selected. Below this is a text field for 'Non-Disclosure Agreement Number' with a 'Verify' button. Two callout boxes are overlaid on the right. The top callout, labeled with a red circle '3', shows an 'Invalid NDA Number' error message. The bottom callout, labeled with a red circle '4', shows the 'Yes' option selected and the 'Supplier Signer' information fields (Business Title, Full Name, Email Address) with a 'Generate Template and Email' button.

SupplierWeb

We need your help! Learn more

Supplier Web > New Supplier Registration

Setup Language & Region
Terms & Conditions
Contact Info
Non-Disclosure Agreement (NDA)
Questionnaire
Tax Profile
Bank profiles

1 Non-Disclosure Agreement (NDA)
This section is to complete the NDA.

Current Status is
● Not Started Download

Have you signed the NDA? ● Yes ○ No

Invalid NDA Number 3

Non-Disclosure Agreement Number *
123456 Verify
Please enter numeric value

Previous Next

Microsoft Confidential Information. Information and content on SupplierWeb is for your internal use for informational purposes only. Microsoft disclaims all warranties, expressed or implied, as to the content on SupplierWeb. Including the accuracy, completeness, and reliability of the information and content.

Non-Disclosure Agreement (NDA)
This section is to complete the NDA.

Current Status is
● Not Started Download

Have you signed the NDA? ○ Yes ● No 4

Supplier Signer Business Title *
Supplier Signer Full Name *
Supplier Signer Email Address *
Generate Template and Email ?

Sign in and sign-in help

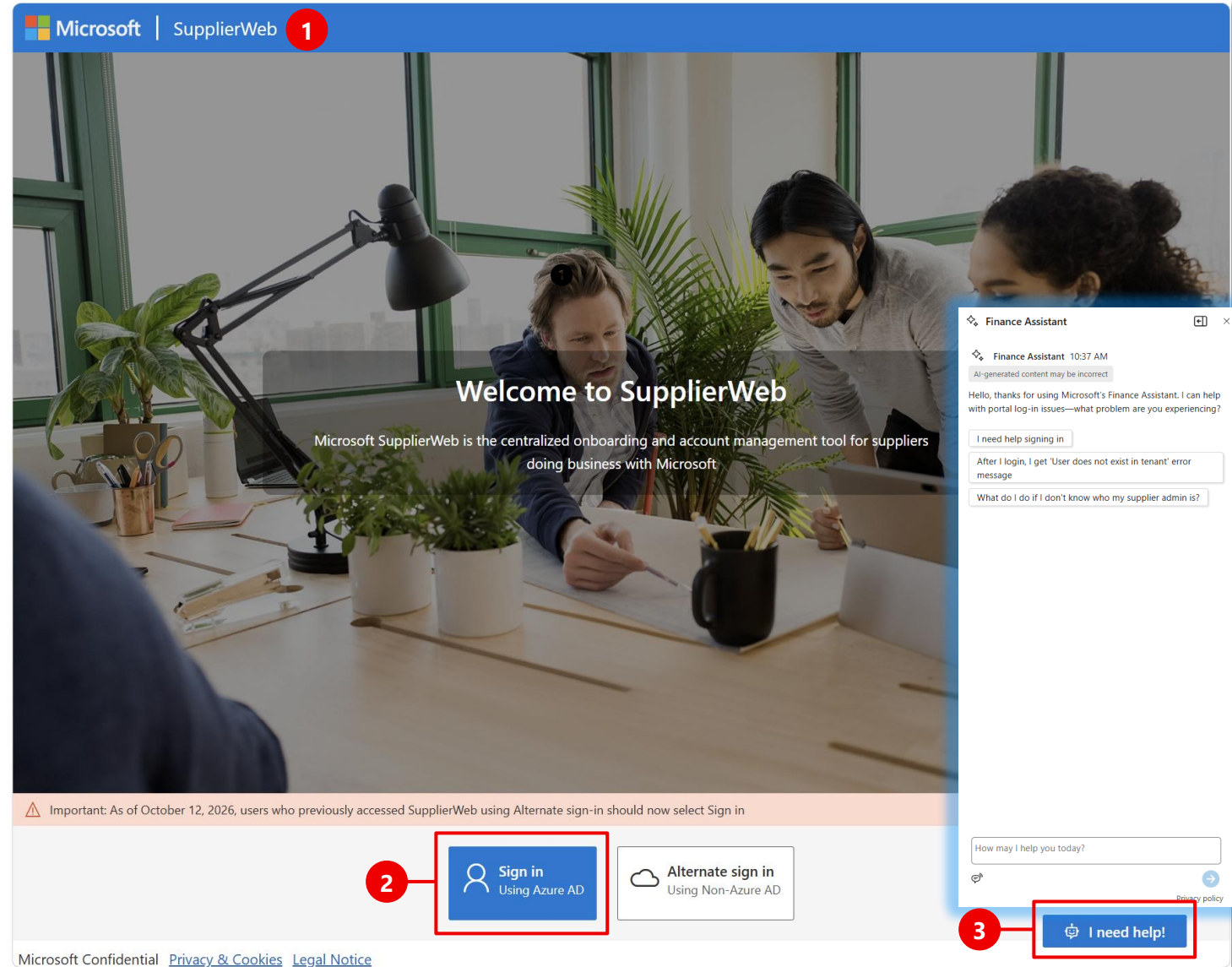
- 1 Go to supplier.microsoft.com
- 2 **Sign in** using your account setup email address.
 - Use the address on the **To** line of your invitation email.
- 3 **Can't sign in?** Select **I need help** to get self-service troubleshooting from the Microsoft Finance Assistant.

Troubleshooting:

- Access is by invitation from Microsoft or your account admin. Contact your admin to request access (see "Manage users and their access").
- Confirm you're using the correct, authorized email and been added as an authorized user.
- Ask your account admin to add you if you haven't been.

IMPORTANT:

- Microsoft security policy **requires** users to sign in at least every 60 days.
- Never share sign-in credentials — every user needs their own account.
- Don't switch sign-in methods — stick with what works.



Your dashboard

Where you land after sign-in — and where you'll see alerts about new bid opportunities

1 Select the right account

Use the Supplier Name and Microsoft Company lists — your selection changes the data shown.

2 Read announcements to stay informed

3 Search by payment, purchase order, or invoice number

4 Use the header icons

Language, alerts and notifications, help and resources, feedback.

5 Edit your dashboard to rearrange tiles

6 Expand any tile for more detail

7 Use 'I need help!' from any page

Tip: Your Supplier ID appears next to the selected supplier name (for example, 0001112222). Have it ready if you need support.

The screenshot shows the SupplierWeb dashboard interface. The top navigation bar is blue and contains the 'SupplierWeb' logo, a search bar, and several icons. The left sidebar is grey and lists various navigation options. The main content area is white and displays a dashboard with several tiles. The tiles include: 'Payments (2)' with a bar chart showing 'Paid' and 'In Progress' status; 'Purchase Orders (17)' with a donut chart showing 'Paid' and 'Not Paid' status; 'Tickets (4)' with a list of tickets; 'Invoices (49)' with a bar chart showing 'Payment Created', 'Approved Invoices', and 'Pending Approval' status; 'Supplier Profile' with a link to 'View and edit profile information'; 'Sourcing Events & Surveys' with a list of events; 'Recycling' with a table of programs; and 'Purchase Order Projections' with a line chart showing 'Actual' and 'Forecast' data. The bottom right corner features a 'Finance Assistant' chat window and an 'I need help!' button.

SupplierWeb

Microsoft Supplier COVID-19 Confirmed Case Notification Process March 8, 2020 (PDF) Learn More

Supplier Name: Test Supplier (0001112222) Microsoft Company: Microsoft Company (1010)

Purchase orders, invoices, payments...

Dashboard

Payments (2)

Paid: 2

In Progress: 0

Failed: 0

Purchase Orders (17)

5.3m Total

5m Paid

310.1k Not Paid

Currency: EUR

Tickets (4)

Aug 29: TKT-1016753-D027G2 - Finance Support Bot: Where is my invoice? Sorting: Completed

Aug 28: TKT-1016748-Y3D4J9 - Finance Support Bot: Invoice status. New

Jul 29: TKT-1016579-F3G4W5 - Finance Support Bot: What is rsm? Sorting: Completed

Invoices (49)

Payment Created: 16

Approved Invoices: 28

Pending Approval: 4

1 Invoices Rejected

Supplier Profile

View and edit profile information

Sourcing Events & Surveys

Microsoft Company (1190)

0 new events

Total 0 events

All company code events

All geographies

2 new events

Total 8 events

Recycling

Program Type Published On

Responsible Recycle 2/4/2020

Cloud 2/5/2020

Supply Chain 2/6/2020

Purchase Order Projections

Actual Forecast

Finance Assistant

Finance Assistant 11:41 AM

AI-generated content may be incorrect

Hello, Thank you for using Microsoft's Finance Assistant. How can I help you today?

How may I help you today?

0 / 400

I need help!

Get help without waiting

Four self-serve options are built into every page

- 1 Open **Help** for support and training
- 2 Take a **guided tour** to learn common tasks
- 3 Use **I need help!** to ask a question
- 4 Create a **support ticket** if you need to

Guided tours worth taking

- First time using SupplierWeb
- User management
- Supplier profile
- Supplier profile contact
- Supplier profile capability attestation
- Tickets

The screenshot displays the SupplierWeb interface with four self-serve help options highlighted by red circles and numbered 1 through 4:

- 1**: A question mark icon in the top right navigation bar.
- 2**: A blue banner at the top left that says "Welcome to SupplierWeb" and "Would you like to take a tour?" with a "Next" button.
- 3**: A button in the bottom right corner that says "I need help!" with a speech bubble icon.
- 4**: A chat window titled "Finance Assistant" with a message: "Hello, Thank you for using Microsoft's Finance Assistant. How can I help you today?" and a text input field at the bottom.

The background interface shows a sidebar with navigation links: Call Center Invoice, Purchase Orders, Tickets, Invoices, Recycling, User Management, Supplier Profile, Sourcing Events, Other Supplier Apps, Microsoft Invoice, and Supplier Compliance Po... The main content area displays a "Payments (2)" summary, an "Invoices (49)" summary with a table of counts, and a "Recycling" table.

Payment Created	Approved Invoices	Pending Approval
16	28	4

Program Type	Published On
Responsible Recycle	2/4/2020
Cloud	2/5/2020
Supply Chain	2/6/2020

SECTION 2

Manage your account

Manage users and their access

Only admin users can see or edit the user list

- 1 Open **User Management** from the navigation pane
- 2 Filter by **Access Type**
General SupplierWeb Access –OR– Invoice Management
- 3 **Add user*** to create a new user
- 4 OR select an **existing user** to change their access

* **Must be admin user to view or edit the user list**

The screenshot shows the 'Manage users' page. On the left is a navigation pane with items like Dashboard, Recently Viewed Items, User Management (highlighted with a red box and callout 1), Payments, Purchase Order Monthly..., CE&S Invoices, Purchase Orders, Life Cycle, Tickets, Invoices, Recycling, Sourcing Events, Sustainability Resources, and Supplier Profile. The main content area is titled 'Manage users' and includes instructions: 'Select a user from the list to review or change their access. You must have admin access to review or edit this list.' There is an 'Add user' button (callout 3) and an 'Access Type' dropdown menu (callout 2). Below these, it says 'Filtered by: Clear all' and 'Showing: 19 Users'. A table of users is shown with columns: User, Email, General SupplierWeb Access, and Invoice Management. The table has four rows, each with 'Name or email' and 'Email@companyaddress.com' in the first two columns, and checkmarks in the last two. A red box and callout 4 highlight the table.

User	Email	General SupplierWeb Access	Invoice Management
Name or email	Email@companyaddress.com	✓	✓
Name or email	Email@companyaddress.com		✓
Name or email	Email@companyaddress.com		✓
Name or email	Email@companyaddress.com	✓	✓

Roles - General SupplierWeb Access

- **Admin:** read/write plus user management (limit 3 per supplier ID)
- **Contributor:** read/write to all profile, transaction, and banking info
- **Profile Manager:** read/write to profile and sourcing info, except invoice, tax, and banking
- **Reader:** read only

Roles - Invoice Management

- **Admin:** view/submit invoices and manage invoice users
- **User:** view and submit invoices

IMPORTANT

- Group email accounts aren't supported.
- You cannot change your own role or access — even as an admin.
- **Authentication is required:** [Security codes and verification](#), including [2-step authentication](#) and [Microsoft Authenticator app](#).

What else to know about users

Six things to be aware of

Two access types

General SupplierWeb Access covers most features. Invoice Management covers submitting invoices, checking status, and downloading copies.

The user list is admin-only

If you can't see it, create a support ticket through Help and ask who your admin is.

Changes take a few minutes

Adds, edits, and removals typically appear in 1–2 minutes and can take up to 10.

New users get an email invitation

They must claim their identity before they can sign in. The admin who made the change is copied.

No group mailboxes

Each user needs a valid individual email account — a corporate account is preferred.

Two-factor authentication is required

New users complete 2FA/MFA setup as part of gaining access.



Important: To ensure business continuity, assign at least two admins to each supplier account and access type - **General** and **Invoice Management**.

Profile: basic information

Must be an admin, contributor, or profile manager to edit

- 1 Open **Supplier Profile** from the navigation pane or dashboard
- 2 Select **Edit** to update name, DBA, address, or DUNS
- 3 **Scroll** for more profile details
- 4 **Edit** industry types using the section link
- 5 Add countries under **Manage key geographies**
- 6 Add or edit awards with **Add award** and the **edit/delete** icons

Good to know

- Supplier offerings shown here come from your capability attestations — edit them on the Capability attestation page, not here.
- Supplier Type is for business-specific use and won't apply to every supplier.

The screenshot displays the 'Supplier Profile' page for 'TEST SUPPLIER NAME' (ID: 0001010101, Status: Active). The page is divided into several sections, each with an 'Edit' button:

- Basic information:** Includes fields for Legal entity name, Doing business as, D-U-N-S, Revenue (in USD), UVP name, Employee count, Social media, and Website. Callout 2 points to the 'Edit' button.
- Supplier capabilities:** Lists capabilities like 'Back-office Services: Finance, Ops & Procurement' and 'Project Based Consulting Services'. Callout 4 points to the 'Edit' button.
- Industry types:** Currently shows '--'. Callout 4 points to the 'Edit' button.
- Addresses:** Includes an 'Address type' (Primary) and an 'Address' field.
- Key Geographies:** Includes a table with 'Country' and 'Cities' (e.g., NYC, LA). Callout 5 points to the 'Manage key geographies' link.
- Awards:** Includes a table with columns: Award Title, Awarding Entity, Date Awarded, Valid Till, Award Link, Description, Uploads, and Action. Callout 6 points to the 'Add Award' button.

The left navigation pane shows the 'Supplier Profile' link highlighted, with callout 1 pointing to it. The bottom of the page includes a 'Need help?' link.

Profile: contacts

Keeping contacts current is what makes sure bid invitations and compliance notices reach you

- 1 Open **Contacts** from Supplier Profile
- 2 Select **Add Contact** to create an entry
- 3 **Delete** with the trash icon 
Or select a row to activate the delete button.
- 4 **Edit** with the pencil icon 
- 5 Use the provided links for contacts marked Uneditable

Edited in SupplierWeb:

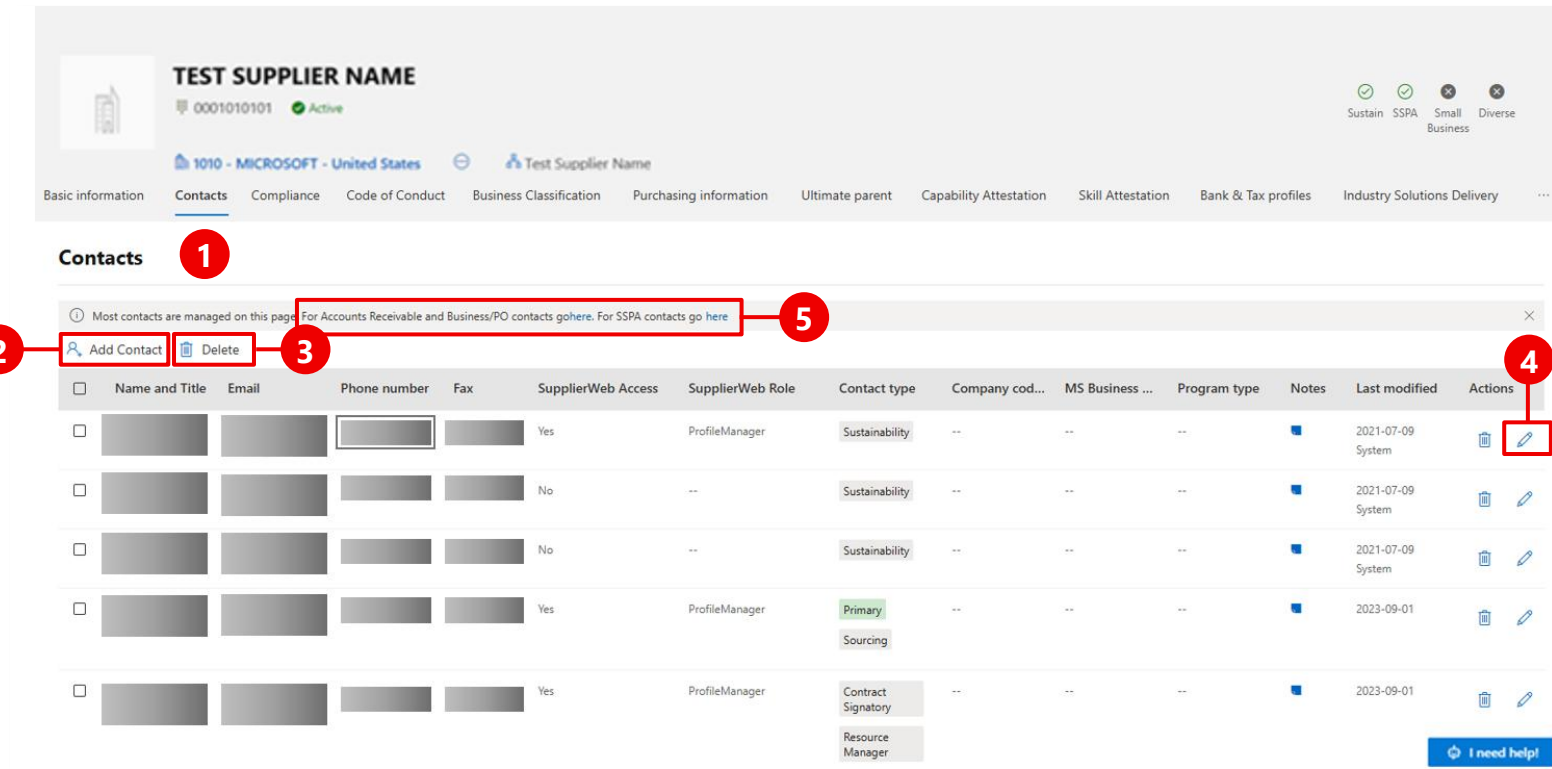
Primary, Legal, Cybersecurity, SCoC Compliance, Sustainability Compliance, Diversity, Enterprise Resilience, Resource Manager, Contract Signatory

Edited via links:

Accounts Receivable, SSPA Compliance

Not all contacts get access to SupplierWeb.

Use the **Access**, **Role**, and **Type** columns to identify who has access. Grant access by adding the contact in User Management. Contacts may have multiple types, and each type can be assigned to multiple contacts.



Contacts 1

Most contacts are managed on this page. For Accounts Receivable and Business/PO contacts go [here](#). For SSPA contacts go [here](#) 5

2 Add Contact 3 Delete

	Name and Title	Email	Phone number	Fax	SupplierWeb Access	SupplierWeb Role	Contact type	Company cod...	MS Business ...	Program type	Notes	Last modified	Actions
☐					Yes	ProfileManager	Sustainability	--	--	--		2021-07-09 System	 
☐					No	--	Sustainability	--	--	--		2021-07-09 System	 
☐					No	--	Sustainability	--	--	--		2021-07-09 System	 
☐					Yes	ProfileManager	Primary Sourcing	--	--	--		2023-09-01	 
☐					Yes	ProfileManager	Contract Signatory Resource Manager	--	--	--		2023-09-01	 

I need help!



Important: Suppliers are expected to maintain current contact information and conduct an annual review to verify that all designated contacts remain accurate and up to date.

Contact types and what each is used for

Types marked ★ are critical — set these first.

★ Primary

Supplier relationship management (SRM) related communications

★ Business point of contact

Purchase order (PO) communications

★ Accounts receivable

Tax, invoice, and remittance communications

★ Compliance – SCoC

Supplier Code of Conduct communications

Sourcing

Sourcing Events, includes bidding RFQs

Compliance – SSPA

Supplier Security and Privacy Assurance

Compliance – Diversity

Diversity-related communications

Cybersecurity

Incident response for data security issues

Legal

Legal communications

Sustainability

Sustainability communications

Enterprise resilience

Business continuity and disaster recovery of services to Microsoft

Resource manager

Microsoft Consulting Services (MCS) suppliers — supplier resource manager

Contract signatory

MCS suppliers — signatory for MCS contracts

ECIF Contract Signatory

End-Customer Investment Funding (ECIF) contract signatory

ECIF Admin

ECIF administrators with portfolio-level access to ECIF projects

ECIF Collaborators

Reserved for future use

Sourcing Event notifications go to the Primary, Sourcing, Resource Manager, Contract Signatory, and Business contact types — all of them, if several people are listed.

Enterprise resilience

Visible only to enrolled suppliers. Formerly known as EBCM.

- 1 Open **Resilience** from Supplier Profile if it's available to you
If your organization isn't enrolled, the page won't appear.
- 2 Check your **enrollment status and dates**
A due date shows for assessments in progress or scheduled.
- 3 **Review questionnaire responses**
Responses *can't be edited* once the assessment status is **Complete**.
- 4 **Add or read** comments at the bottom to talk to the Microsoft review team

The assessment gives Microsoft insight into your company's ability to keep delivering services through unexpected disruption — from small incidents to major outages.

Add at least one Enterprise Resilience contact so your organization can be invited to submit or update responses.

The screenshot shows the 'Resilience' section of a supplier profile for 'TEST SUPPLIER NAME'. The page has a top navigation bar with tabs: Basic information, Contacts, Compliance, **Resilience** (highlighted with a red box and callout 1), Business Classification, Purchasing information, Ultimate parent, Bank & Tax profiles, and Microsoft Consulting Service. Below the tabs, the 'Resilience' section contains a table with enrollment and assessment details. Callout 2 points to the 'Enrollment status' (Enrolled). Callout 3 points to the 'Resilience & Continuity' section, which includes a questionnaire. Callout 4 points to the 'Comments' section, which has a text input field and a comments history. A blue 'I need help!' button is in the bottom right corner.

Enrollment status	Enrollment date	Anniversary date
Enrolled	2021-12-01	2023-05-30

Assessment status	Assessment due date	Assessment review date
Completed	--	2021-12-06

Assessment

At Microsoft we recognize that the unexpected can and does occur - from simple situations to major outages. This assessment provides insights into your company's resilience capability Microsoft despite unexpected challenges.

Resilience & Continuity

1. Does your company have a Business Continuity and/or Disaster Recovery plan?

☐ Yes ☐ No

2. Does your company have a written Business Continuity or Resilience Standard?

Comments

Add a comment

Write your comments here

Comments History

- [03-December-2021 (UTC) : Supplier] Provided required answers and resubmitting
- [03-December-2021 (UTC) : Resilience Manager]

[I need help!](#)

Business classifications

US-based accounts only

- 1 Open **Business classification** from Supplier Profile
- 2 **Review** the status of existing classifications
- 3 Answer the **Small Business** question **Required**
- 4 Add **Minority Owned Business** classifications as appropriate
- 5 **Upload** your certification document and details
- 6 **Review** or **add comments** at the end of the questionnaire
- 7 **Save** your changes, or **Submit** when complete

Why we ask

The US Government requires Microsoft to collect accurate supplier self-attestation of business size before an initial award, and annual re-attestation from US-based small business suppliers.

The screenshot shows the 'Business Classification' form for a supplier named 'TEST SUPPLIER NAME'. The form is divided into several sections:

- Business Classification:** Contains checkboxes for 'Small business' (No), 'Diverse supplier' (Yes), and 'Diversity classifications' (Women).
- Questionnaire:** Contains a 'Small Business' section with a question: '1. Does your business meet the small business size standards defined by the SBA.gov?'. It has two radio button options: 'Yes (Small Business)' (selected) and 'No (Large Business)'.
- Minority Owned Business:** Contains a question: '2. Is your business at least 51% owned, operated and controlled by one or more ethnic minorities?'. It has two radio button options: 'Yes' (selected) and 'No'. Below this is a section to 'Select the appropriate minority classification' with radio buttons for 'Asian/Indian Subcontinent', 'Asian/Pacific', 'Black and African American', 'Native American', and 'Hispanic/Latino'.
- Upload certificate:** Contains a section to 'Select the appropriate MBE certification'. It has a 'Choose...' dropdown, an 'Upload certificate' button (highlighted with a red box and callout 5), and a 'Choose file' button. To the right are fields for 'Certifying Agency', 'Certificate Issue Date', 'Certificate Expiry Date', and 'Certificate Status'.
- Comments:** Contains a 'Comments History' section with a table showing a comment from '[11-August-2021 (UTC) : Supplier]' with the text 'Test'. Below this is an 'Add a comment' section with a text area and a 'Write your comments here' prompt.

Numbered callouts (1-7) are placed over the form to indicate the steps: 1 points to the 'Business Classification' tab; 2 points to the 'Business Classification' section; 3 points to the 'Small Business' question; 4 points to the 'Minority Owned Business' section; 5 points to the 'Upload certificate' button; 6 points to the 'Comments' section; and 7 points to the 'Save' and 'Submit' buttons at the bottom right.

Important: Misrepresentation may result in offboarding from Microsoft supplier programs, termination of funded awards, and civil or criminal penalties imposed by the United States Government.

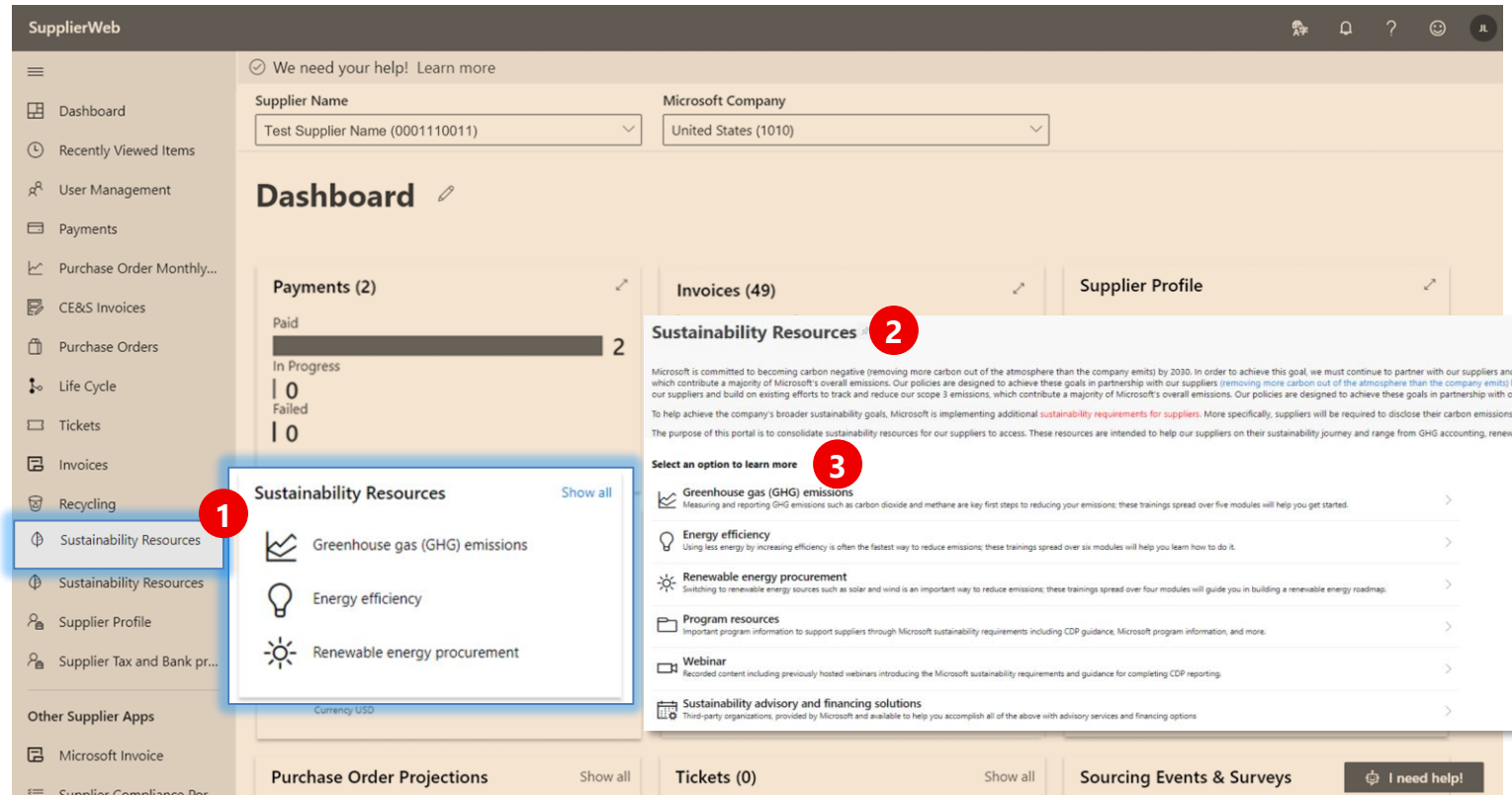
Sustainability resources

Available to suppliers engaged in Microsoft's Procurement Sustainability program

- 1 Open **Sustainability Resources** from the dashboard tile or navigation pane
- 2 **Browse** trainings, webinars, and guidance documents
- 3 **Open** a section to review or download resources

Microsoft is committed to becoming carbon negative by 2030 and welcomes suppliers on that journey. These resources support compliance with the sustainability requirements in the Supplier Code of Conduct.

Make sure your Sustainability Compliance contact is correct, so you receive these communications.



CO+I Business Unit Qualification & Annual Re-screening

Cloud Operations + Innovation

- 1 Open **Business classification** from Supplier Profile

i **CO+I business unit qualification** is the process by which an already onboarded supplier must meet additional qualification criteria to do business with Microsoft's Cloud Operations + Innovation (CO+I) business group.

- 2 Select the **CO+I** tab in the profile
 - Complete and submit the questionnaire

✉ For support contact the [CO+I Supplier Assurance Team](#).

The screenshot displays the Microsoft SupplierWeb Toolkit interface for a supplier profile. At the top, the header shows 'TEST SUPPLIER NAME' with a status of 'Active' and a unique identifier '0001010101'. Below this, a navigation bar lists various tabs: 'Basic information', 'Contacts', 'Compliance', 'Code of Conduct', 'Business Classification', 'CO+I', 'Purchasing information', 'Ultimate parent', 'Capability Attestation', 'Skill Attestation', 'Rates', and 'Bulk Upload Data'. The 'CO+I' tab is highlighted with a red box and a red circle containing the number '2'. The main content area is titled 'CO+I Questionnaire' and includes a sub-header: 'This section contains additional details about your business, financial accounts and details on Environment, Health and Safety (if applicable)'. The questionnaire form itself is partially visible, showing sections for 'Business information' and 'Financial information' with various input fields and checkboxes. A blue 'Submit' button is located at the bottom right of the form.

Invoice management

1 Open **Invoices** from the navigation pane or dashboard

2 All invoices are shown by default

3 **Filter** by status
Payment created · Approved · Pending approval · Rejected

4 **How to submit invoices:**

1. Select **Create invoices > Purchase order**, then drag and drop one or more invoices.
2. Under **Document classification**, select the document type, then select **Continue**.
3. Review the extracted invoice details, upload supporting documents, then select **Submit**.
4. Select **Calculate tax**, then select **Next**.

Note: Some countries require compliance documents and statutory fields.

5 Export your invoice list to a CSV file

The screenshot shows the 'Invoices' page in the Microsoft SupplierWeb Toolkit. The left navigation pane has 'Invoices' highlighted with a red box and a red circle with the number 1. The main content area has a header with 'Supplier Name' (Test Supplier (0001112222)) and 'Microsoft Company' (MICROSOFT (1010)). Below this is the title 'Invoices (49)' with a 'See all Invoices' link and a 'Create Invoice' button. A status filter bar shows 'Payment Created' (16), 'Approved Invoices' (28), 'Pending Approval' (4), and 'Invoices Rejected' (1). Below the filter bar is a table of invoices. A red box and a red circle with the number 2 highlight the 'See all Invoices' link. A red box and a red circle with the number 3 highlight the status filter bar. A red box and a red circle with the number 4 highlight the 'Create Invoice' button. A red box and a red circle with the number 5 highlight the 'Export To CSV' button. The table has columns: Supplier Invoice Number, Invoice Status, Invoice Date, Invoice Due Date, Invoice Amount, Currency, Microsoft Invoice, Purchase Order Number, and Rejection Reason. The table contains 10 rows of invoice data.

Supplier Invoice Number	Invoice Status	Invoice Date	Invoice Due Date	Invoice Amount	Currency	Microsoft Invoice	Purchase Order Number	Rejection Reason
	Payment Created	2018-10-27	2018-11-28	1,514.99	EUR			N/A
	Approved	2018-10-27	2018-11-28	1,093.54	EUR			N/A
	Rejected	2018-10-27	2018-11-28	990.45	EUR			test to reject a in...
	Approved	2018-10-27	2018-11-28	1,093.54	EUR			N/A
	Payment Created	2018-11-04	2018-12-06	1,457.36	EUR			N/A
	Approved	2018-11-04	2018-12-06	1,411.89	EUR			N/A
	Payment Created	2018-11-04	2018-12-06	1,411.89	EUR			N/A
	Payment Created	2018-11-04	2018-12-06	1,411.89	EUR			N/A
	Approved	2019-02-26	2019-03-09	37,784.80	USD			N/A

Invoice Management is a *separate* access type. If you can't see invoices, ask your admin to grant it under User Management.

SECTION 3

Get found and win work

This is the single **biggest** driver of whether Microsoft finds you when we're looking for a supplier

- ### 5 Save progress
- Entries appear as Supplier offerings on your basic information tab.

Microsoft uses capability data to match suppliers to business needs. Complete, current data makes an RFP or RFQ invitation more likely.

TEST SUPPLIER NAME
0001010101 Restricted

MSP Unable to load SSPA data Small Business Diverse

1010 - Microsoft - United States +5 Test Supplier Name

Basic information | Contacts | Compliance | Business Classification | Purchasing information | Ultimate parent | Capability Attestation | Skill Attestation | Bank & Tax profiles | Rates | Bulk Upload Data

2

Category group
Technical Services

What is this?

Category
Technical Development

What is this?

3

Functional

Export Capability

2

Search for capabilities

Make sure to save the data you've entered periodically.

4

Show capability description Attestation definitions

Does Not Perform	Beginning	Growing	Performing
Does Not Perform	Beginning	Growing	Performing
Does Not Perform	Beginning	Growing	Performing
Does Not Perform	Beginning	Growing	Performing
Does Not Perform	Beginning	Growing	Performing
Does Not Perform	Beginning	Growing	Performing

5

Save progress

Application Development

Software engineering services to build applications. Management of development environment and process including resolution of issues & bugs, etc.

Game Development & Test

Development or co-development of video games including concept, prototype, pre-production, production, and pre-release support in disciplines such as animation, motion capture, engine cinematics, engineering, UI/UX, audio, concept art, 3D modeling, VFX, and CGI.

Machine Learning (ML)

Suppliers who specialized in the development of computer programs or applications that learn from data, services include classification, clustering, forecasting, regression, etc.

Natural Language Processing

Computer programs that take natural, or human, language as input. Use cases include bots, call center voice processing, and sentiment analysis.

User Experience (UX) Design

Suppliers who specialize in user experience design considering accessibility, usability, and discoverability for different modalities (e.g. websites, desktop application, mobile applications)

Web Development & Test

Software engineering services for web technologies.

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I need help

Tip: Use bulk upload to make many updates at once — see the [bulk upload page](#).

Capability attestation: the rules

[Read this before you attest.](#)

How the information is used

Microsoft uses capability attestations to identify and recommend suppliers for RFPs and RFQs, and to make your capabilities visible in internal searches.

Attestation isn't mandatory — but it costs you

If every capability is left at the default 'Does not perform', your company is likely to be overlooked for opportunities.

In-house capabilities only

Attest only to services performed or delivered by your own employees. Do not attest to the capabilities of subcontractors or affiliates.

Attestations apply per supplier ID

If you trade with Microsoft under several supplier accounts, complete the attestations for each. If one account covers several locations, reflect all of them.

This replaced the old certification exercise

The previous process was manual, annual, and limited to a subset of suppliers. You can now manage capabilities directly, as often as you need.

Microsoft runs on trust

Overstating your capabilities can put your company at risk of removal from a category.

Skill Attestation

Microsoft uses skills as a secondary search filter. Skills are not tied to a category.

- 1 Open **Skill Attestation** from **Supplier Profile**
- 2 **Choose** a skill group from the page tabs
Functional, Industry, Competitor knowledge, or Programming
- 3 **Select** a skill domain and subdomain
- 4 Use **Attestation** definitions for guidance
- 5 **Rate** your company's level for each skill
Default is 'None'
- 6 **Save progress**

THE FOUR SKILL AREAS

- **Functional** — technical skills and proficiencies across disciplines
- **Industry** — expertise across verticals such as financial services, manufacturing, retail, healthcare
- **Competitor knowledge** — third-party software and cloud solutions
- **Programming languages** — industry-standard languages

The screenshot shows the 'Skill Attestation' page for a 'TEST SUPPLIER NAME'. The interface includes a top navigation bar with tabs: Basic information, Contacts, Compliance, Business Classification, Purchasing information, Ultimate parent, Capability Attestation, **Skill Attestation** (highlighted with a red box and callout 1), Bank & Tax profiles, Rates, and Bulk Upload Data. Below the tabs, there are four skill group tabs: **Functional** (highlighted with a red box and callout 2), Industry, Competitor Knowledge, and Programming Languages. A search bar for skills is also present. The main content area shows a list of skills with columns for Skill domain, Skill subdomain, and Employee count. The 'Skill domain' and 'Skill subdomain' dropdowns are highlighted with a red box and callout 3. The 'Skill domain' is set to 'AC&AI' and the 'Skill subdomain' is set to 'AI Innovation/Data science'. The 'Employee count' is set to 9. A yellow warning message states: 'Make sure to save the data you've entered periodically.' The skills listed include: AMI, Databricks, Synapse, HDInsights, Azure Notebooks / Jupyter, DSVM / Linux VM, ACI/AKS, Docker, ADO, Git; Business Analyst; Cognitive Services, Azure Search, Knowledge Mining, Custom Computer Vision; Data Modeling (Industry, etc.); Data Science, Data Engineering, Machine Learning (Regression, Clustering, Classification/Architect); MLFlow, Kubeflow, Tensorflow, Fairlearn; Python, R; and Understanding of Industrialized Toolkits (Spacy, OpenNLP). To the right of the skills list, there is a table with five columns: None, Introductory, Intermediate, Experienced, and Expert. The 'Experienced' column is highlighted with a red box and callout 4. The 'Introductory' column is highlighted with a red box and callout 5. The 'Save progress' button at the bottom is highlighted with a red box and callout 6.

THE FIVE SKILL LEVELS

None

No awareness or knowledge of the topic

Foundational

Initial understanding, limited or no customer exposure

Intermediate

Used in customer environments, not yet regularly or with repeated success

Advanced

Fully trained and competent, demonstrated repeated success, used regularly

Expert

Acknowledged leader, multiple complex implementations, coaches others

Roles and hourly rates

Rate cards are required in certain categories if you've attested to capabilities there

- 1 Open **Rates** from **Supplier Profile**
- 2 Select the **country location** and **category**
A list of roles appears based on the category.
- 3 Enter the **hourly rate** for each role and level you support
Leave a field blank if you have no resource at that level.
- 4 **Save** your changes
Saved rates are binding for the fiscal year and cannot be edited.

When you can submit

New rate information can be submitted between April and June each year for the coming fiscal year. Microsoft's fiscal year runs 1 July – 30 June.

Rate submissions do **not** replace or supersede pricing in an existing rate card addendum or Statement of Work.

STANDARD ROLE LEVELS

Level 1	Level 2	Level 3	Level 4	Level 5
Junior · 1–3 yrs	Mid · 3–5 yrs	Senior · 5–10 yrs, can manage a small team	Lead · 10–15 yrs, can manage a large team	Expert / mentor · 15+ yrs

Microsoft deliberately excludes certain levels for some roles in the rate assessment.

CATEGORIES THAT REQUIRE A RATE CARD

Events	Creative and production · Demand generation and sponsorship sales · Logistics and management · Tools, registration and technical services · Venues, site selection, food and beverage
Marketing	Market research · Marketing services · Retail services · Video production services
Professional services	Back-office: finance, ops, procurement · Learning · Consulting and advisory · Telesales · Enterprise Services (MCS and Premier) — restricted
Technical services	Content services · Data management and analytics · Datacenter ops, physical security, critical environment · Hardware development lifecycle · Service engineering (DevOps) · Technical development · Test and lab operations
Other	ECIF — restricted category

Microsoft uses these rates to determine not-to-exceed pricing and may use them as a baseline for a multi-year rate card addendum.

Bulk upload

The fastest way to update capabilities, skills, and rates at scale.

- 1 Open **Bulk Upload Data** from **Supplier Profile**
- 2 Under **Capability**, select **Download Capabilities.xlsx**
- 3 Complete and save your copy of the **template**
- 4 Select **Upload Capabilities Excel** and follow the prompts
- 5 Repeat for **Skills** and **Rates** using each template

Do **not** change the template columns or format. Add your data and nothing else — an altered template will fail to upload.

The screenshot illustrates the bulk upload process for capabilities. The top part shows the 'TEST SUPPLIER NAME' profile page with the 'Bulk Upload Data' button highlighted (1). The 'Capability' tab is selected, and the 'Download Capabilities.xlsx' button is highlighted (2). The 'Skills' and 'Rates' tabs are also highlighted (5). The bottom part shows the downloaded Excel template with columns for CategoryGroup, Category, Capability, and Response. The 'Capability' column is highlighted (3).

1	2	3	4	5
CategoryGroup	Category	Capability	Response	
Contractor and Temporary Services	Agency Temps	Agency Temps		
Data Center	Data Center Services-Site Security & Safety	XYZ		
Events	Event Creative & Production	AV, Lighting Design & Related Equipment		
Events	Event Creative & Production	Captioning & Presentation Support		
Events	Event Creative & Production	Event Creative		
Events	Event Creative & Production	Furnishing and Decorating services		
Events	Event Creative & Production	Production Labor		
Events	Event Creative & Production	Talent & Paid Speakers		
Events	Event Creative & Production	Technical Production Management		
Events	Event Demand Generation & Sponsorship Sales	Demand Generation		
Events	Event Demand Generation & Sponsorship Sales	Sponsor & Exhibitor Sales		
Events	Event Logistics & Management	Event Project Management		

SECTION 4 · NEW

Sourcing Events functionality

Suppliers may be invited to participate in Request for Quotes (RFQs). Here's where you'll find your request for quote, how to respond, key timelines, and what happens after you submit.

★ [Watch a demo!](#)

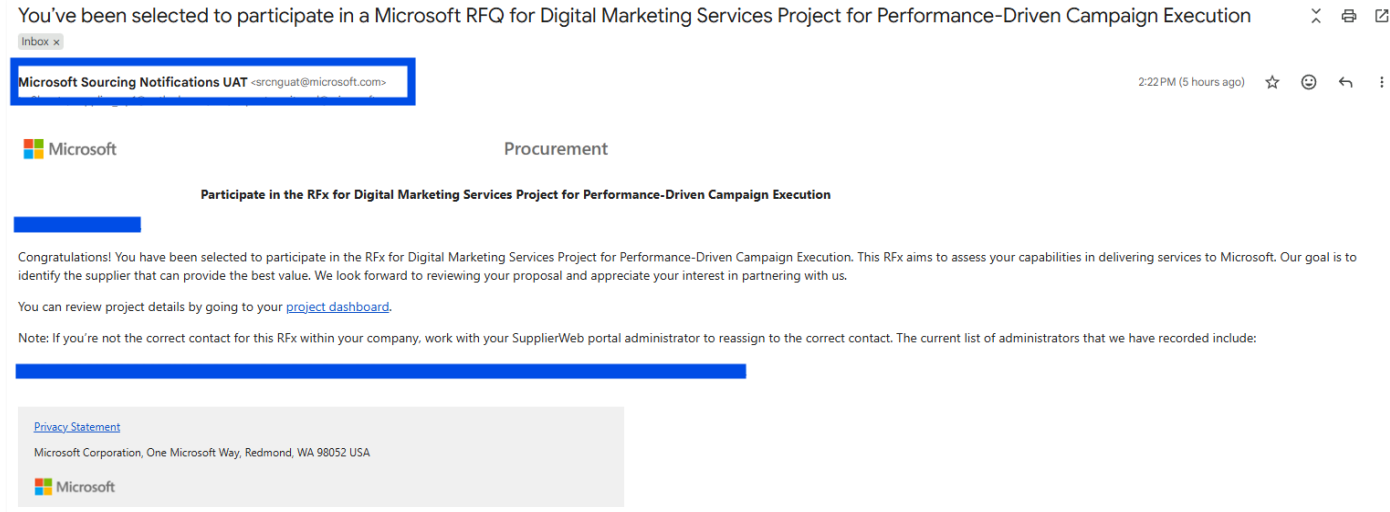
How you'll know you've been invited

Microsoft defines project scope, timing, and budget.

⚠ **Watch for this email** ➡

Sender: Microsoft Sourcing Notifications
srcngprd@microsoft.com

It tells you your company has been selected to participate in an RFQ and gives the response deadline. Reminder emails may follow if the buyer switched them on.



i Who receives it

Every email address for these SupplierWeb contact types:

- Primary
- Sourcing
- Business point of contact
- Resource Manager
- Contract Signatory

✓ **Before anything else**

- Confirm you can sign in to SupplierWeb.
- Confirm your contact types are updated and accurate.
- Confirm the people who will respond have Admin, Profile manager, or Contributor access.

★ **Watch a demo!**

Where to find the RFQ (request for quote) in SupplierWeb

- 1 Sign in at supplier.microsoft.com
- 2 On the **Dashboard** page, select the **supplier account that was invited**
If your business has more than one account, this matters — the event only appears under the invited account.
- 3 Select the **'Sourcing Events'** tile on the page
- 4 **'All Sourcing Events'** screen:
Sort by **Event Status** and events marked **Open for response** with **Event Type = RFQ** are ready for bids.
- 5 Select the event you were invited to

Can't see 'Sourcing Events'?

You need an Admin, Profile manager, or Contributor role. Your account admin can assign it under **User Management**.

The screenshot shows the SupplierWeb interface. The dashboard has a sidebar with navigation options like Dashboard, Files, User Management, Payments, CE&S Invoices, Purchase Orders, Life Cycle, Tickets, Invoices, Recycling, Sourcing Events, Supplier Profile, Supplier Tax and Bank pr..., Supplier Profile Contact..., and Shipment. The main area displays various tiles: Payments, CE&S Invoices (0), Purchase Orders (1), Tickets (0), Invoices, Recycling, Sourcing Events, and Supplier Profile. The 'Sourcing Events' tile is highlighted with a red box and a yellow arrow pointing to the 'All Sourcing Events' screen.

The 'All Sourcing Events (10)' screen shows a table with the following columns: Event, Supplier Id, Geography, Due, Event status, Response stage, Responder Com, Event type, and Outcome. The first row is highlighted with a red box and a yellow arrow pointing to it.

Event	Supplier Id	Geography	Due	Event status	Response stage	Responder Com	Event type	Outcome
Test Engagement - Consulting Services	0002050274	United States	--	Closed for response	No response	abirashniddgp@gmail.com sourcingupplierintest@outlook.co	RFQ	
ISD RFQ - MS INVOICE/TEST ONLY (0002050274) - India (1649)	0002050274	India	--	Complete	Submitted	test_supplier_123@outlook.com	ISD	Rejected
ISD RFQ - MS INVOICE/TEST ONLY (0002050274) - United States (1429)	0002050274	United States	--	Complete	No response	mahajanikovid@gmail.com	ISD	
ISD RFQ - MS INVOICE/TEST ONLY (0002050274) - United States (1010)	0002050274	United States	--	Complete	Submitted	mahajanikovid@gmail.com	ISD	Approved
ISD RFQ - MS INVOICE/TEST ONLY (0002050274) - India (1098)	0002050274	India	2023-06-07	Closed for response	Submitted	sourcingupplierintest@outlook.co	ISD	Awaiting Outco
ISD RFQ - MS INVOICE/TEST ONLY (0002050274) - Canada (1075)	0002050274	Canada	2024-03-01	Complete	Submitted	shwetahtyer@gmail.com	ISD	Approved

How to respond — and how long you have

1 Accept the Bidders Agreement

You can't proceed without it. By accepting, you attest that you're authorized to negotiate and legally bind your company to the terms and pricing in your proposal, and that you will not act contrary to its terms.

2 Review the project summary

Open and download the summary: scope of services, milestones and dates, and the budget range, if the buyer shared it. Check any attachments.

3 Build your response

Provide your pricing detail and your execution plan for the deliverables and answer the buyer's questions.

4 Ask questions on the Project Message Board

Post questions to the Microsoft project manager. The board is anonymized — you can see other suppliers' questions and answers, plus messages from the project manager.

5 Submit before the deadline

You'll get a confirmation email. If it doesn't arrive, check that your submission went through.

 **YOUR RESPONSE WINDOW:** Day 0 invitation → 2-7 business days to respond (**default is 5 days**; *always follow the RFQ deadline*) → Microsoft evaluation and award decision timeline may vary based on business needs. Award decisions are communicated before the engagement start date.

After you submit

1

Proposal review

Microsoft reviews submitted proposals and may follow up with questions on the message board. Suppliers can also message buyers there anytime *before* they submit a proposal.

2

Decision shared

You'll be notified whether your company was selected.

3

SOW finalized

If selected, review the SOW and confirm the milestones, dates, and amounts match your proposal.

4

Purchase order created

If selected, deliver against the purchase order and invoice through SupplierWeb.

If a project is cancelled -

If Microsoft cancels the RFQ, all invited suppliers are notified automatically.

Prepare for a sourcing event / RFQ (Request for Quote)

Things to do.

- 1 **Confirm** at least one Primary, Sourcing, Business, Resource Manager, or Contract Signatory contact is listed — and correct
- 2 **Confirm** the right people have Admin, Profile manager, or Contributor access – TIP: Keep two admins per supplier account
- 3 Add **srcngprd@microsoft.com** to your safe senders so invitations don't go to junk
- 4 **Check** you can open **Sourcing Events** under every supplier account you have
- 5 **Complete** your capability, skill, and rate attestations so you're shortlisted in the first place
- 6 **Agree** internally who prices a bid, who approves it, and who submits it

Where to get help

- Sign in and use the **?** icon or '**I need help!**' on any page
- Create a support ticket through help
- Can't sign in at all: email askp2p@microsoft.com
- This toolkit: aka.ms/supplierwebtoolkit

Remember

- Bidding show as **RFQ** in **Sourcing Events**
- You typically have **5 days to respond** — *always check the deadline* on the event
- The **message board** is your direct line for communication
- **Contact Types** determine who receives notifications. **SupplierWeb Roles** determine who can access and respond to RFQs.

THANK YOU

Questions?

Use the ? icon or the **I need help!** button on any SupplierWeb page.

Can't sign in? Email **askp2p@microsoft.com** (*external suppliers only*).

This toolkit: aka.ms/supplierwebtoolkit