

How-to Guide for Awarded Suppliers

Congratulations on being awarded a contract with RFxPremier. Your partnership with us marks an exciting opportunity to collaborate and grow.



Maximizing the Benefits of Your Awarded Contract

You will be invited to attend a Supplier Kick-Off Conference where you'll be equipped with the knowledge and tools to effectively fulfill your contractual obligations and optimize your partnership with us. By attending the Supplier Kick-Off, you will gain the following:



Learn more about RFxPremier and the benefits of being an awarded supplier on a cooperative contract

Overview of the contract purchasing processes

- eMarketPlace
- PA (Participating Addendum)
- PO (Purchase Order)

Cooperative Contract Compliance

- Master Agreement (MA) Overview
- Administrative Fee & Process
- Detailed & Summary Spend Reporting Guidance

Onboarding / Reviews

- Creation of Onboarding Plan
- Implementation to eMarketPlace System
- Regular Recurring Business Meetings with a Dedicated Supplier Engagement Manager (SEM)



Supplier Education

It is important to understand the cooperative and benefits to your customers. Please take the time to familiarize your staff with the areas below:

- RFxPremier Website / eMarketPlace
- Portfolio snapshot detailing how the Master Agreement was established

If there are any changes to your staff, or you require additional assistance, the RFxPremier Supplier Engagement Team is here to help.



Marketing Information

RFxPremier will work with awarded suppliers on a variety of marketing resources to bring buyers to your contracts.

As an authorized supplier, you may display the official RFxPremier logo on your website, social media pages, marketing materials and more to highlight your participation in our cooperative purchasing program. You will be required to adhere to the RFxPremier logo use agreement. To assist new contract awardees in announcing their awards, we can provide a customizable press release template.

Awarded Suppliers will be informed of all events and tradeshow RFxPremier will be attending to promote the portfolio offerings by the awarded suppliers.