

Minimum documentation required for supplier registration

Formal registration of Suppliers to participate in the bidding and assignment processes is managed via SAP Ariba ERP system. At a minimum, interested suppliers must submit the following required documents, that must be updated to comply with the requirements in any the corresponding invitations to participate in the open bid.

Minimum documentation required to register as a supplier:

1. Supplier form duly filled out and signed. Digital signatures are not accepted (link to the form).
2. Certificate of tax identification (RFC) issued by the SAT.
3. Utility bill (water, electricity or telephone) that is no more than 3 months old.
4. Bank account statement cover page to verify address and account information; transactional information may be covered.
5. Copy of the official identification of the supplier or legal representative of the company, where the name and signature of the same can be checked.