



# Welcome to Docuplus S&I

## Facilitating partnerships, building trust

Most companies in the Service Industries Sector view their supply chain as an integral extension of their organisations, and strive for a transparent and efficient collaboration with best in class suppliers. The Achilles Docuplus S&I community helps to create business opportunities for suppliers in a collaborative, neutral environment whilst ensuring compliance to industry standards and reducing risks across the supply chain for buying organisations.

### What is Docuplus S&I?

Docuplus S&I is the centralised online supplier registration and pre-qualification system for services industries sector in Spain, France, Argentina, Chile, Peru, Mexico, Brazil, Perú y Columbia. Joining as a supplier enables your organisation to become pre-qualified and to demonstrate that you comply with the minimum criteria determined by the buyers in this industry. With up-to-date accurate and validated information; multiple purchasers can use Docuplus S&I to search a database of relevant suppliers who provide the products and services they want to buy, and understand the capabilities of companies.

Joining Docuplus S&I as a supplier provides your organisation with an opportunity to showcase your capabilities to all buying organisations by completing a single questionnaire. You will gain access to contract opportunities, and reduce your time and effort spent to be shortlisted for a tender.

### How can Docuplus S&I help your company?

One of the main drivers for Docuplus S&I is to make the process of doing business with buying organisations in the service industries sector easier. Subscribing to Docuplus S&I community enables your Company to:

- Increase business opportunities.
- Sharing of information, audit and assessment costs
- An open and transparent supply chain
- Reduced administration of repetitive and duplicate pre-qualification exercises
- Time, resource, and cost saving during the procurement cycle
- An ethical way to do business

## Registration fee

Registration fees are set in two levels according to the turnover of your company in the last financial year. This data will be contrasted.

### Small Company, turnover <500.000 Euros

Number of products/services	FEE	VAT	TOTAL
1-8	275€	21%	332,75€

### Standard level, turnover >500.000 Euros.

On this level, the annual fee is based upon the number of product service chosen.

Number of products/services	FEE	VAT	TOTAL
1 - 2	575€	21%	695,75€
3 - 8	625€	21%	756,25€
9 - 25	775€	21%	937,75€
> 25	875€	21%	1.058,75€

NOTE: This community is managed in Spain, so fees are according to spanish taxes.

## How To Join Docuplus S&I

Visit [www.achilles.com/en/communities/docuplus](http://www.achilles.com/en/communities/docuplus) and click on 'Join as a Supplier' to start the application process for the Docuplus S&I community.

Completing the application form takes approximately 5 minutes and you will be asked to provide contact details and company information and select the number of product and service codes that reflect your company's offering. Once your application form has been completed, an invoice will be generated. When we have received payment for your annual subscription, you will be sent an activation email to access the online pre-qualification questionnaire.








This stage involves the submission of information and certificates related to finance, health, safety and environment, quality management, insurances, products and services, corporate social responsibility (CSR) and legal information. Your supplier profile will get published to the buyer community once the data validation has been successfully carried out.

### Contact with us for further information:

T: +39 02 403 26 370 E: [marketing.ase@achilles.com](mailto:marketing.ase@achilles.com)

W: [achilles.com](http://achilles.com)

## Supplier application and pre-qualification process

Process	Supplier	Achilles	Buyer
On line application	 Join via the Achilles Community website and make annual subscription payment		
Data and documentation submitted	 Complete the online questionnaire and send the documentation required		
Validation		 Data and information validated	
Publish	 Successful registration	 Validation complete	 Supplier information published
Search			 Access supplier information

**Buyer Companies:**

Achilles South Europe

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Spain:



Achilles Latam

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Argentina:



Brazil:



Chile:



Mexico:



Peru:



Colombia:

