

## HOW TO DO BUSINESS WITH T-MOBILE

T-Mobile's procurement and supply chain teams manage the contractual relationships with suppliers across the enterprise. T-Mobile seeks to identify Business Unit suppliers capable of providing the best and most competitively sourced products and services. When contracting with T-Mobile, Business Units are expected to adhere to the following\*:

- Diverse Suppliers must first be certified as a diverse or small business (Diverse Supplier) to support T-Mobile's diverse spend reporting.
- Several certifying agencies exist to certify a Diverse Supplier. T-Mobile recognizes the following:
  - National Minority Supplier Development Council (NMSDC)
  - Women's Business Enterprise National Council (WBENC)
  - National Gay and Lesbian Chamber of Commerce (NGLCC)
  - National Veteran Business Development Council (NVBDC)
  - Disability:IN
  - [www.SAM.gov](http://www.SAM.gov)
  - [www.thesupplierclearinghouse](http://www.thesupplierclearinghouse.com) (for those providing services in California)
- Diverse Suppliers must create a profile by registering with T-Mobile for consideration of RFx opportunities (*i.e.*, Request for "x" (*x* = Information, Quote, Proposal) by registering at the [T-Mobile Diverse Supplier Registration Site \(SupplierOne\)](#). If a supplier is not sure or needs to confirm registration, go to [SupplierOne](#), which allows searching of registered Diverse Suppliers. Companies not listed are not recognized as a T-Mobile registered Diverse Supplier.
- Certification information must remain accurate and current (e.g., diversity certifications, accurate email addresses, phone numbers, mailing addresses, and line(s) of business).
- **Minimum Requirements**
  - Be in business for at least 12 months.
  - Have more than two W-2 full time employees.
  - Must not exclusively obtain revenue directly from T-Mobile.
  - Meet insurance requirements for general/commercial liability, cyber/e-commerce, fidelity, errors & omissions, and inherent risk. Requirements may vary by type/size of service/product purchased by T-Mobile.
  - Meet T-Mobile's safety requirements, as required, by the type of service/product.
  - Meet T-Mobile's bonding requirements (typically, payment bonds are required for construction services or services where subcontractors will be used).
  - Be capable of receiving purchase orders, issuing invoices, and receiving payments electronically via the T-Mobile specified tool, and meet contractual requirements.
  - Supplier must not be on the U.S. Treasury Office of Foreign Assets Control (OFAC) SDN List (Specially Designated Nationals and Blocked persons) of banned organizations, companies, or individuals.
  - Supplier must agree to adhere to the [T-Mobile Code of Supplier Conduct](#).
  - Staffing companies can email their company profile to [Debra.Sullivan@Tapfin.com](mailto:Debra.Sullivan@Tapfin.com).
- **Guidance**
  - Use effective marketing strategies to distinguish your company from others.
  - Patience: Understand contracts are cyclical and opportunities may not be readily available. Ask when the approximate next cycle for RFx will occur.
    - Diverse Suppliers may request feedback, every three to six months, regarding status of the next RFx opportunity.
  - Upon suppliers taking required actions, identified herein, and providing Supplier Diversity representative(s) a capability statement, Supplier Diversity will champion the supplier's company by introducing them to a Procurement or Business Unit representative.
  - Should T-Mobile Procurement or a Business Unit representative want to learn more regarding the Diverse Supplier's company, Supplier Diversity will host a call, or the Procurement Manager/Business Unit representative may directly contact the supplier.
  - Supplier Diversity is the liaison between Procurement and Diverse Suppliers. Supplier Diversity does not manage RFx or contract awards.
  - Supplier Diversity team will proactively inform CBOs of supplier opportunities when made aware of them; please engage with your local council or chamber to check for opportunities.

\*This information is subject to change without notice. Contact [SupplierDiversity@T-Mobile.com](mailto:SupplierDiversity@T-Mobile.com).