



Procure Supplier Guide – Budgetary Quotation

Kyndryl is introducing Procure, our digital workflow orchestration procurement portal designed to streamline our end-to-end buying processes and enhance collaboration with our vendors. Going forward, you will begin receiving RFQs directly through this platform.

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1. Access to Procure

To access Procure, you will receive an email invitation. Click **“Continue”** in the first email, after which you will receive a second email containing a **One-Time Password (OTP)**.

- The OTP is a 6-digit code
- A new OTP will be sent each time action is required
- No password needs to be created or remembered

Once the OTP is verified, you will be directed to the Procure platform.

Kyndryl Procurement - Test
[TEST] Action Required - Submit Requested Information (Procure-5853)
Pre:

kyndryl Procure

Hello Monika,
The task **Supplier Proposal** under the request **Budgetary Quotations Only** has been assigned to you. Submit the following information as part of the request.

- 1 Proposal
- 2 IAO Supplier Proposal Request

Request Overview

Request ID: Procure-5853
Requester: M Ta
Task Due Date: March 27, 2026
Company entity: 3500 - Kyndryl Services Slovensk
Supplier: Micro Focus GmbH

[Get started](#)

Need help? Contact us at support@orolabs.ai
This is an automated message. Do not reply to this email.

Kyndryl Procurement - Test
One-Time Passcode (OTP) - Valid for 30 minutes
Pre:

(Procure-5853): Your one time passcode (OTP) is : 358988

This code was generated for your request and will expire in 30 minutes.

If you did not request this code or need assistance, contact us at: support@orolabs.ai

Welcome to Partner Collaboration

POWERED BY OXO

Please Enter Your One-Time Passcode (OTP)
A 6 digit verification code is sent to [@gmail.com](mailto:)

3 5 8 9 8 8

[Verify code](#)

Didn't receive code? [Resend code](#)

Once the code has been verified, you will land on the page below:

kyndryl Procure English

Procure-5853: Supplier Proposal

Requesting companies: 3500 - Kyndryl Services Slovensk

Requested by: **MT** | Your team: [Invite members](#)

Supplier Proposal

Action pending

Provide the following details:

- 1 Proposal [Start](#)
- 2 IAO Supplier Proposal Request [Start](#)

[Submit details](#)

Messages

M **Proposal** requested redo in Supplier
Today @ 9:06 am
test
[Reply](#)

[Start a new conversation](#)

Procure-5853: Supplier Proposal

Requesting companies:

Requested by: [OA](#) Oro Admin | Your team: [P](#) pascal | [+ Invite members](#)

Collect pre-onboarding supplier details Action pending ^

Provide the following details:

- Pre-onboarding vendor form Edit
- 2 Tax information Start
- 3 Shareholder information Start
- 4 Supplier contacts Start

Submit details

You will receive these email invitations when you are invited, as an existing supplier, to provide a budgetary quotation.

2. FAQ

- **Can I forward the email invitation to a colleague?**

No. The OTP is unique to your email address. If another colleague needs access, please contact your Kyndryl representative or use the collaboration feature within Procure.

- **How can I change the language of the questionnaire?**

You can change the language by selecting your preferred option from the top-right corner of the screen.