

# SecureForms

## Overview

SecureForms focuses on providing Raytheon with the ability to invite suppliers to complete forms electronically which then become available to everyone at Raytheon. The system also ensures that suppliers cannot submit forms until all required forms have been completed. It contains built-in data collection processes and workflows, automated features and services that allow Raytheon Users to continuously review and make future decisions on supplier relationships.

## Quick Reference

For more detailed information by topic select from the buttons below to access the applicable content.



Get Started



Register/Activate

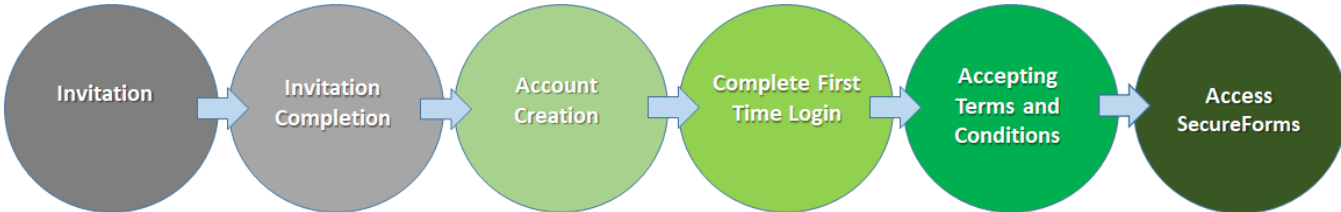


Purchase, Renew & Pay



Learn

## Workflow



## Roles and Responsibilities

**Supplier User**

- View any forms assigned to them
- Reassign forms assigned to them to other supplier users
- Edit forms assigned to them
- Submit forms assigned to them
- Download, save, and print forms assigned to them

**Supplier Admin**

Supplier Administrators can conduct the same functionalities as above in addition to:

- Manage Users
- View all forms assigned to their Org
- View any current form in org that are currently in progress
- Assign any forms assigned in org to any supplier users