Supplier Registration

To help register new suppliers the following resources were created.

General instruction letter:

Dear Xcel Energy Suppliers-

Xcel Energy uses an electronic Sourcing (e-Sourcing) application to solicit bids and write contracts. It is important to get your company registered into the tool as soon as possible to ensure your company can be invited to future sourcing events (RFI, RFQ, RFP, Contracts or Auctions).

Below are the technical requirements necessary to run the application and the steps for the self-registration
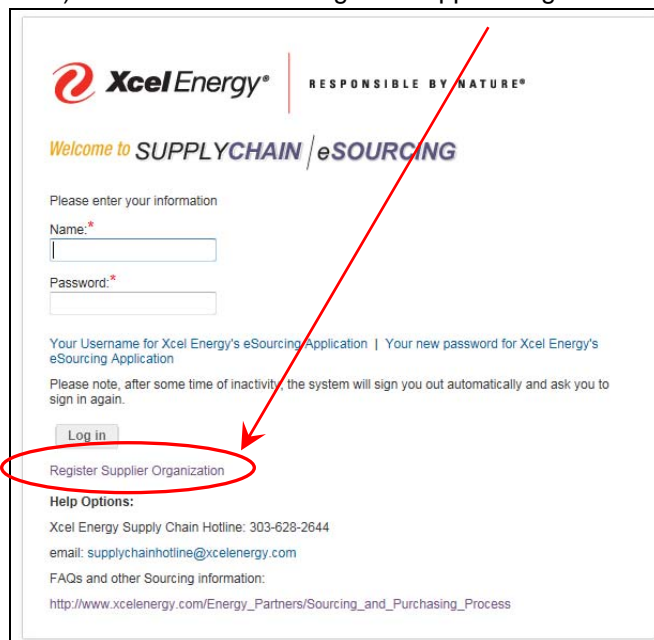
Technical Requirements:
- Operating Systems:
  - Microsoft Windows XP, Windows 7 or 8,
  - Apple Mac OS X 10.8.2 or later

- Browsers: (a minimum of):
  - Internet Explorer 8.0, 9.0 and 10.0
  - Mozilla Firefox 24 or greater
  - Apple Safari 6.0.5
  - Google Chrome 29

How to Register your Company:

Prior to registration, please verify internally that someone in your organization has not already registered your company with Xcel Energy's e-Sourcing application.
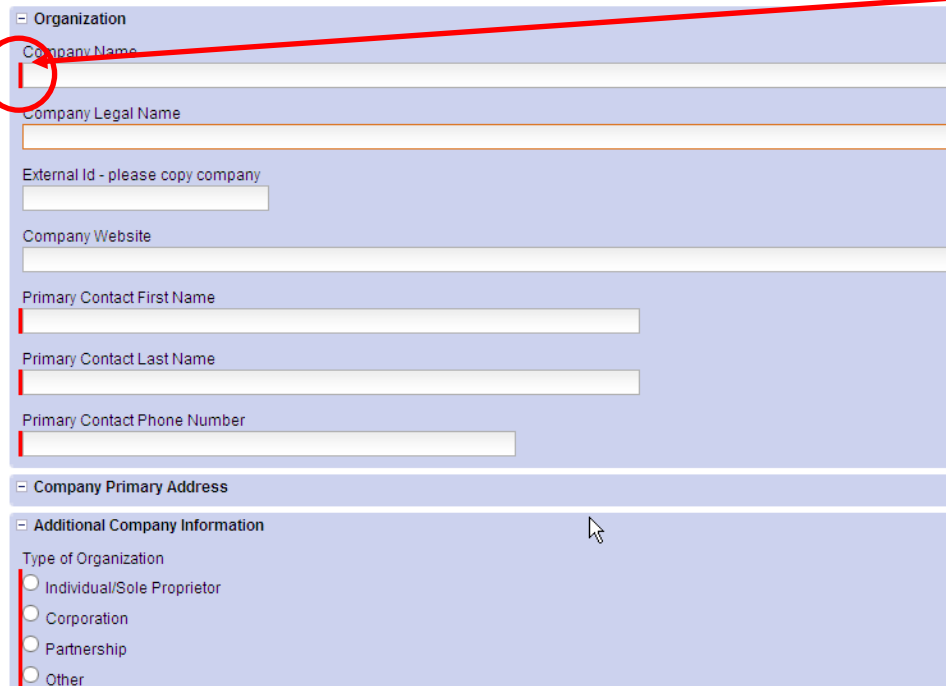To register, follow the steps below.

1) Go to the following website: https://xcelenergy-esourcing.emptoris.com/emptoris/sso_login.jsp
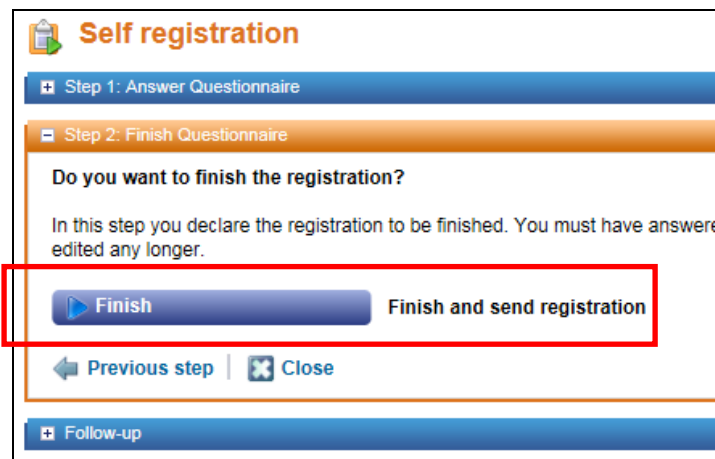2) Click on the link "Register Supplier Organization"

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3) Complete the fields on the Supplier Registration form and click "Save& next step". Then click "Finish" to submit your registration to Xcel Energy. **Note: Required fields are denoted by a red bar (|).**
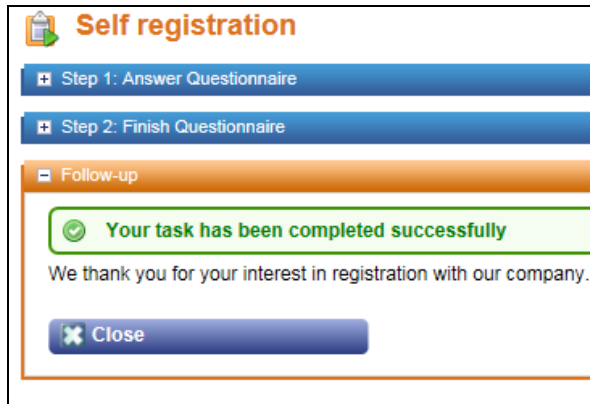
After registration, Xcel Energy staff will evaluate your information, check for duplicate registrations and then send you a response. This process can take several days and we ask for your patience.

You can work with your IT department and ensure that the system generated e-mails coming from our eSourcing application are not blocked or quarantined by your email system. Your IT department may need to "White list" our system email address: Give this information to your IT department contact:

    1) Xcel Energy eSourcing Notification is the label
    2) eSourcing_admin@xcelenergy.com is the email address

Once you have successfully completed the registration form and Xcel Energy clears your registration, the system generates the below 2 messages (these emails should be received within 3 business days of your registration).

The first email message will look similar to the following:

From: Xcel Energy eSourcing Notification <eSourcing_admin@xcelenergy.com>
Date: October 8, 2014 at 9:26:57 AM MDT
To: Stella Olson <youremailaddress@isp.com>
Subject: Your new password for Xcel Energy's eSourcing Application OR Your login

Your new system generated password for login: stellaolson is being sent in a separate email. Please log into the system using this new password. The system will automatically request you to change your system generated password.

Please Login to
https://xcelenergy_esourcing_emptoris.com:443/emptoris/gateway?kindOfAuth=Internal to reply to this message.

Please do NOT reply to this email.

The second email you will receive provides you with a one-time password to login.

Upon initial login using the one-time password, you will be prompted to reset your password. The email message will look similar to the following:

If an email notification is not received within 3 business days, contact the Supply Chain Hotline at 303-628-2644 or supplychainhotline@xcelenergy.com.

Please note: The self-registration process does not guarantee inclusion in Xcel Energy sourcing events or an award.

In addition, the following tools have been provided to assist your organization in responding to sourcing events within Xcel Energy's new eSourcing tool.

- Computer Based Training (CBT's) – Online training modules available in the eSourcing tool through the "Help" and "Tutorial" icons.

- Supplier Quick Reference Guide – Provides a quick guide to definitions, instructions on responding to sourcing events and using the CBT's.

- Frequently Asked Questions – Provides questions and answers to commonly asked questions.

Supply Chain
Xcel Energy