Supplier Registration
User Guide

Supplier Registration

Please follow the instructions below to register your company as an Xcel Energy Supplier.

Dear Xcel Energy Supplier:

Xcel Energy uses a 3rd party supported system, Emptoris, to solicit bids and write contracts. In order to receive invitations to future sourcing events (RFI, RFQ, RFP, Contracts or Auctions),   you must first be registered as an approved Xcel Energy Supplier.

How to Register your Company

*Please verify that your company has not already registered with Xcel Energy.

To register, follow the steps below:

1) Go to the following website: https://www.xcelenergy.com/working_with_us/suppliers

2) Click on the 'Supplier Registration Link'
3) This will open the Supplier Registration Page. Please note the following:
   a. You must fill in the fields identified below fields to complete your registration. Fields that are not required to be filled in are indicated
   b. A copy of your company W9 must be emailed to vendormagement@xcelenergy.com
   c. Your company must register from a computer devise within the USA, containing a USA IP address

ALL ENTRIES MUST BE MADE USING <u>UPPER CASE</u> LETTERS
Note: Drop down menu selections will not be in upper case.

General Company Information
   d. **Company Name as stated on W9:** This field is required.
   e. **D-U-N-S Number:** If you do not know your D-U-N-S Number, leave this field blank. *DO NOT ENTER YOUR SOCIAL SECURITY NUMBER. Note: Entering a D-U-N-S Number will speed up your registration approval.*
   f. **Language:** This field is required and should be set to 'English'.
   g. **Homepage:** Enter your company web site, if available.
   h. **Tax Jurisdiction Code:** Leave this field blank.
   i. **Currency:** Select "United States Dollar".

Address
   a. **Country:** This field is required.
   b. **Region:** This field is required. If you selected 'USA' as your Country, please select the appropriate state for this field. Otherwise, select the appropriate Region for your Country.
   c. **District:** Leave this field blank.
   d. **City / Postal Code:** These fields are required. Fill in the City field in <u>UPPER CASE</u> first and the Postal Code field next. Note: These fields are side-by-side.
   e. **Company Postal Code:** Leave this field blank.
   f. **House Number / Street:** Note: **Physical Address is preferred!** PO Box information will be entered in the next section if no Physical Address is available. Enter your entire address in the Street name field; leave the house number field blank. Note: These fields are side-by-side.
   g. **Building: / Floor: / Room:** These fields are optional.

PO Box Address
   Note: Use this section ONLY if a physical address is not applicable.
   a. **PO Box:** If you did not enter a 'House Number / Street' in the previous section, you **must** enter a PO Box.
   b. **PO Box Without Number:** Check if applicable.
   c. **Other City / Postal Code:** Enter as applicable.
   d. **Other Country:** Enter as applicable.

Communication
   a. **Phone Number / Extension:** This field is required. Enter your company phone number in the 'xxx-xxx-xxxx' format only. If you do not have an extension, leave that field blank.
   b. **Fax Number / Extension:** This field is not required.
   c. **Email** – This field is required. Enter your company email address.

Contact Details
   a. **Title:** This field is not required.
   b. **First Name:** This field is required.
   c. **Last Name:** This field is required.
   d. **Academic Title:** This field is not required.
   e. **Department:** This field is not required.
   f. **Function:** This field is not required.
   g. **Phone Number / Extension:** This field is required. Enter your company phone number in the 'xxx-xxx-xxxx' format only.
   h. **Fax Number / Extension:** This field is not required.
   i. **Email:** This field is required. Enter **your** email address.
   j. **Language:** This field is required and should be set to 'English'.
   g. **Country:** This field is required.

Product Categories
   a. You are <u>required</u> to select at least one option. Click the 'Add' button and choose the appropriate categories for goods or services that YOUR company provides, and press 'OK'.

Data Privacy Statement
   a. Read the 'Data Privacy Statement/Xcel Energy Terms of Use'. Check the box next to 'Xcel Energy Terms of Use' and click the 'Send' button to submit your registration.

If you do not receive email responses containing your user name and password within 4 business days, please contact the Supply Chain Hotline at (303) 628-2644 or supplychainhotline@xcelenergy.com.

YOU MUST KEEP YOUR PASSWORD IN A LOCATION WHERE YOU WILL REMEMBER IT. THE PROCESS FOR RESETTING YOUR PASSWORD MAY TAKE UP TO 3 DAYS.

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 should generate the following messages within 4 business days of your registration:

Next Page Please

1. The first email message will look similar to the following:

From: Sell Side Supplier data maintenance eSourcing_Admin@Xcelenergy.com
Date: Wed 10/5/2016 10:45AM
To: Scott Supplier <youremailaddress@yourcompany.com>
Subject: Your Xcel Energy supplier registration has been completed

Dear Scott Supplier,

We are pleased to welcome you as supplier DEMO SUPPLIER AAA.
The user ID K7AGOISXDIYV has been generated for you.

Please click the following URL to log on to the system with this user ID within the next 31 days:
https://saprd4di00.erp.xcelenergy.com:8001/sap/bc/bsp/srmsmc/ros_ext_2/ros_bsp_second.do?sap-client=200&sap-user=K7AGOISXYV
You can then create an Employee Administrator user. With this user you have access to all supplier qualification functions and to the user administration.

Thank you.
Xcel Energy eSourcing

Please do not reply to this message. This email is an automated notification and replies to this message will not be received.

You will receive your password for registration in a separate e-mail.

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2. The second email message will look similar to the following:

From: Sell Side Supplier data maintenance eSourcing_Admin@Xcelenergy.com
Date: Wed 10/5/2016 10:45AM
To: Scott Supplier <youremailaddress@yourcompany.com>
Subject: Password for Xcel Energy SAP logon after supplier registration

Within the next 31 days you can log on as supplier DEMO SUPPLIER AAA with the user ID you have already received and the following password: XXXXXX

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

Once a Supplier is "sponsored", the Supplier's information will be transferred by Xcel Energy to our Emptoris eSourcing System. At that point the Supplier may receive the emails referenced below. The supplier will then be available to respond to Bid events.

1. The first email message will look similar to the following

From: Xcel Energy eSourcing Notification <eSourcing_admin@xcelenergy.com>
Date: October 8, 2016 at 9:26:57 AM MDT

To: Scott Supplier youremailaddress@isp.com

Subject: Your new password for Xcel Energy's eSourcing Application OR Your login
Your new system generated password for login: ScottSupplier 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

2. The second email message will look similar to the following:

From: Xcel Energy eSourcing Notification <eSourcing_admin@xcelenergy.com>
Date: October 8, 2016 at 9:26:56 AM MDT

To: Scott Supplier youremailaddress@isp.com

Subject: Your new password for Xcel Energy's eSourcing Application OR Your login

Your new system generated password is below. Please log into the system using this new password.
The system will automatically request you to change your system generated password.
Password: x50QT98 Expiration: 10/15/2016 11:26:37
Please Login to https://xcelenergy-esourcing.emptoris.com/emptoris/sso_login.jsp /gateway?kindOfAuth=Internal to
reply to this message.
Please do NOT reply to this email.

Upon initial login using the one-time password, you will be prompted to reset your password.

Please note: The 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 found at:
  https://www.xcelenergy.com/working_with_us/suppliers

- Frequently Asked Questions – Provides questions and answers to commonly asked questions, also found at https://www.xcelenergy.com/working_with_us/suppliers.

![Xcel Energy logo]

Supplier Data Maintenance and Qualification Responses

After you receive your SAP-SLC login you will be able to create an administrator account that will allow you to update your company information; for example create additional users, update addresses, phone numbers, bank information, respond to qualifications sent by Xcel Energy and attach documents to your company's profile.

1) Once you receive your SAP-SLC email, select the link in the email and login with your initial system generated password.
2) After login, you will be presented with the 'Create Your Administrator Account' screen. The first person from your company to register will be considered the initial administrator.
    a. Change your password (minimum 7 characters, alpha and numeric and one special character.
    b. Set your date format, decimal format and Time Zone.
    c. Select the Data Privacy Statement box.
    d. Select the "Create" button.

3) After selecting the "Create" button the next screen shows your account was created
    a. Select the "Login" link to proceed into the application.
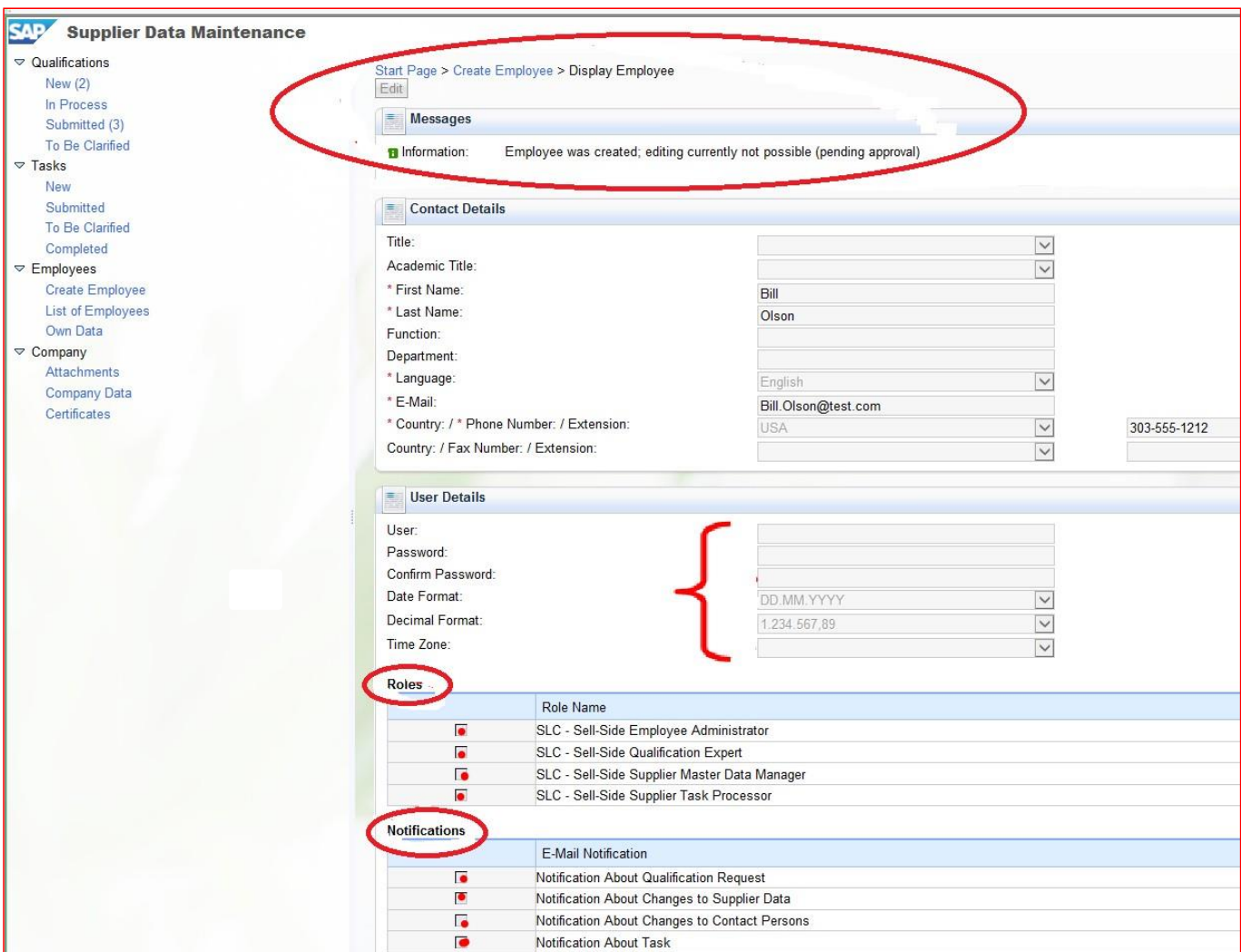
4) You will be presented with the 'Supplier Data Maintenance' screen.
    a. From this screen you will be able to:
        i. Create additional employee accounts for your company.
        ii. Change company data (phone, address, bank information).
        iii. Respond to qualifications sent by Xcel Energy.
        iv. Review submitted qualifications.
        v. Add attachments to your company's profile.
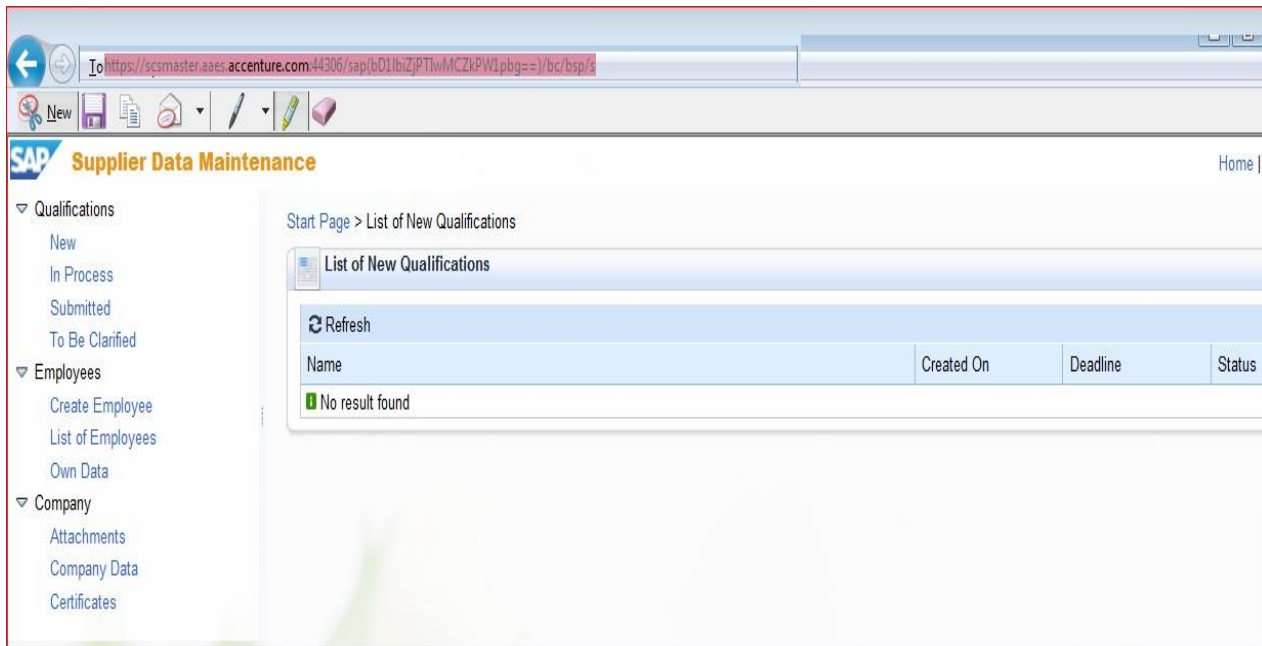
5) When your company's administrator creates additional employees Xcel Energy will receive the new user request from the system and grant access. The administrator will see the message below "Employee created; editing currently not possible (pending approval).

    a. Once the new user is approved by Xcel Energy, the adminstrator will receive a notification that the new user is approved and the administrator will update the account with a new username of your choice, password, date format, decimal format and time zone of the user. We also suggest you give all the roles and notifications available. Once the username and password are created by the administrator, communicate the information to your new user.
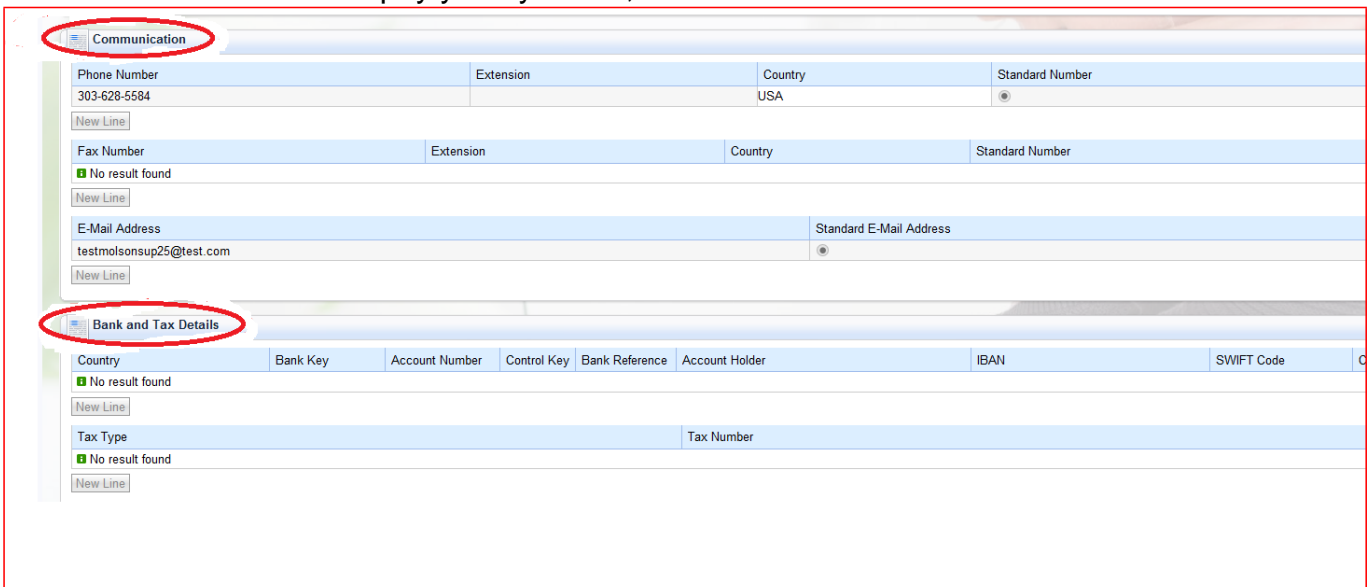
6) Add or update Company data:
   a. In the 'General Company Information' section, updates can be made to:
      i. Company Name.in
      ii. DUNS Number.
      iii. Homepage (Web address).
      iv. Leave the Tax Jurisdiction Code blank and Currency set to US Dollar.
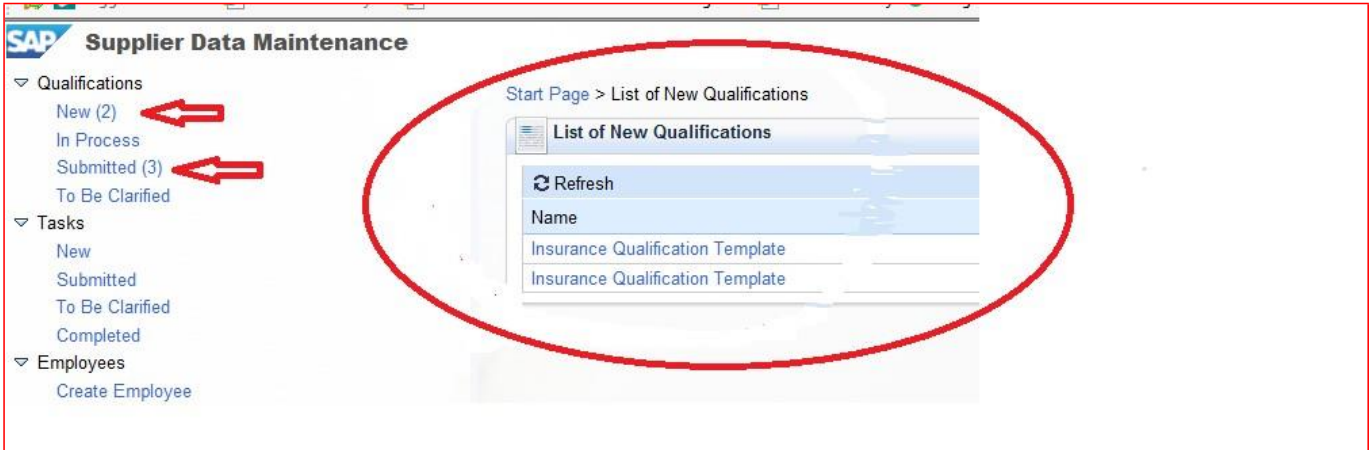   b. Address information can also be updated.

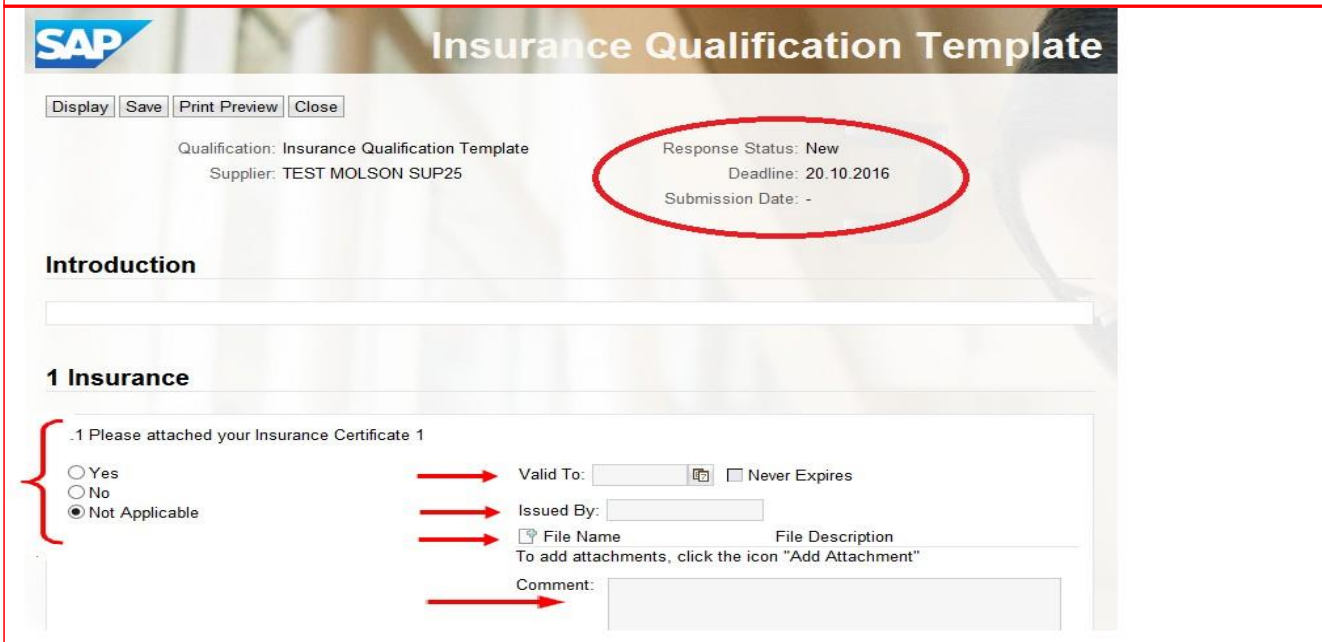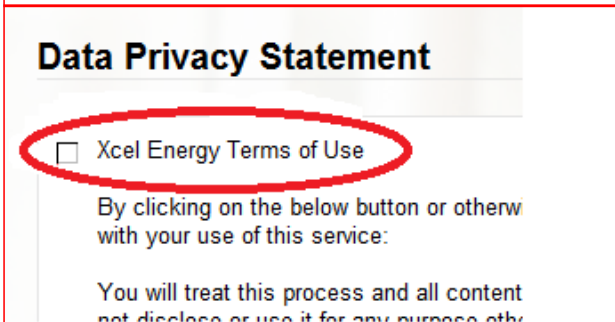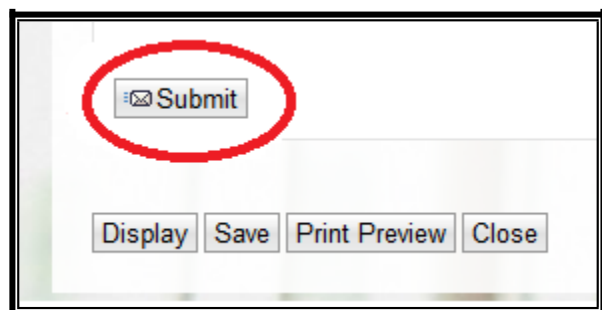   c. Communication and Bank Details can be updated:
      i. Phone & fax numbers, email addresses.
      ii. DO NOT update Bank information unless requested to do so by Xcel Energy. This information should only be updated when we start doing business with your company and need it for electronic bank transfers. If we are to pay you by check, do not enter bank details here.

7) Respond to Qualifications from Xcel Energy:
   a. If Xcel Energy needs additional information from your company you might receive qualification request (see picture below).
   b. Select the link to open the qualification and answer the questions as required
      i. Questions can be "yes" or "No", single or multiple selections, text boxes or we may ask you to attach a document (for example: a Certificate of Insurance).
      ii. At the end of the questions select the "Terms of Use" checkbox and press the "Submit" button.

8) Review submitted Qualifications:
   a. Periodically you may want to review the information sent to Xcel Energy through the submitted Qualification section.
   b. Select the link to review the specific qualification (all the data including attachment will be stored within the qualification).
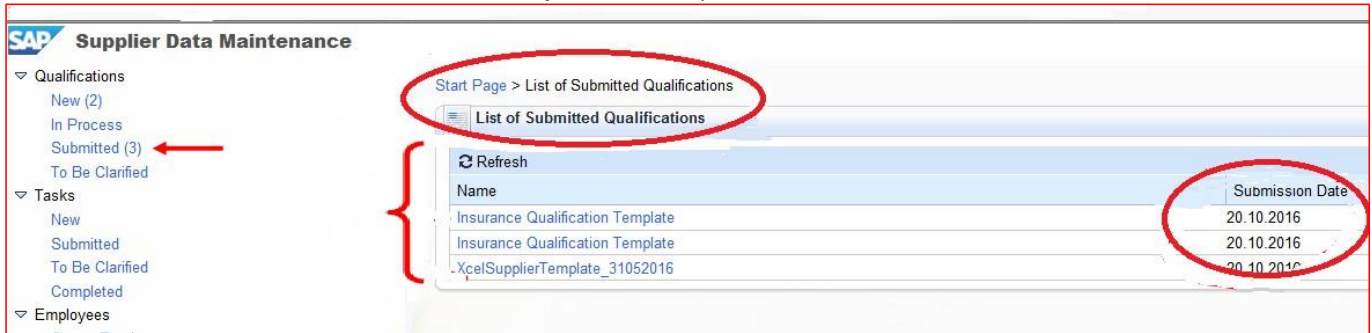
9) Attach documents and certificates to your company's profile
   a. Documents will be noted with the file name, description, size and date uploaded and who uploaded the file. These are files you load to keep Xcel Energy informed about your company (e.g. financial statements).
   b. Certificate information will be shown if during a qualification Xcel Energy asked a certificate type question and you uploaded a certificate. The certificate information would be show in the certificate section. It would also be within the submitted qualification.

For additional assistance contact
The Xcel Energy Supply Chain Hotline at
(303) 628-2644 or SupplyChainHotline@xcelenergy.com

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