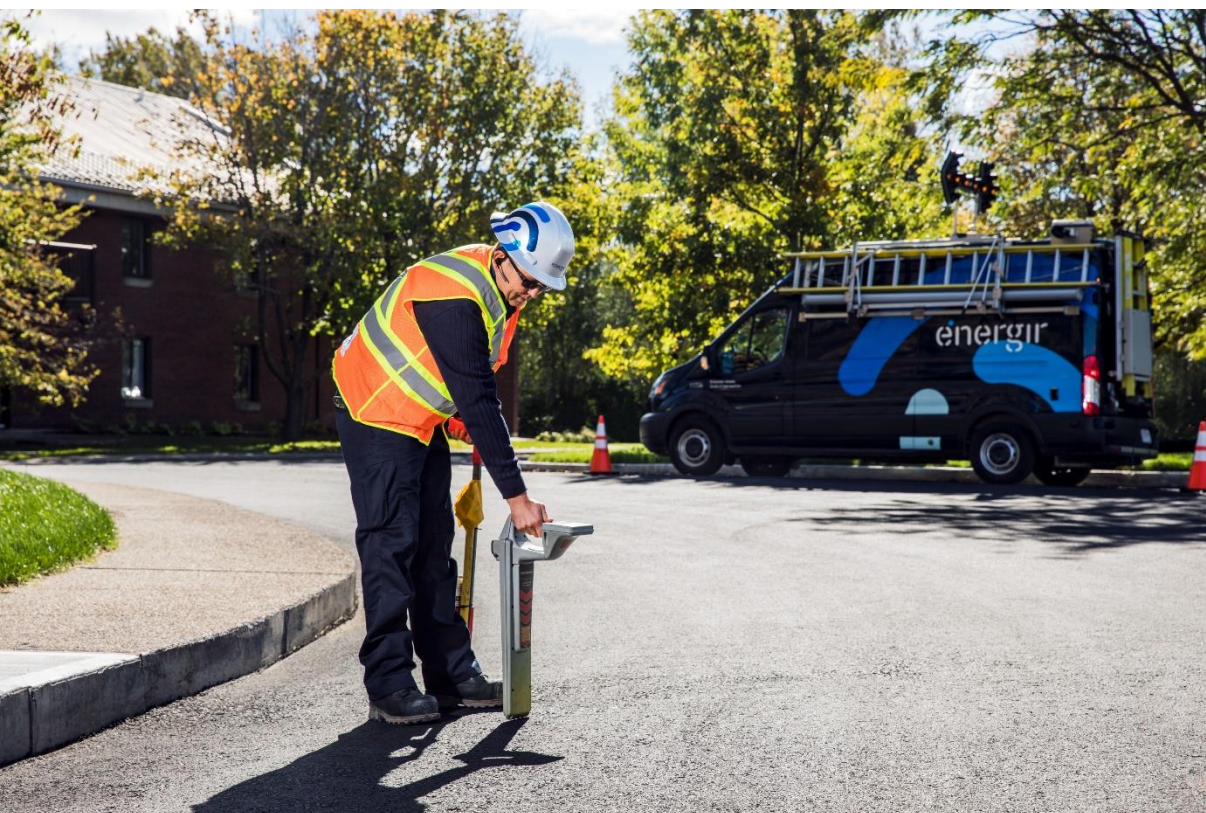


Supplier Guide

Complete the Supplier Registration Process

This guide contains the steps and information required to complete the supplier registration process to become an Énergir supplier.




Supplier Guide

Thank you for your interest in becoming an Énergir supplier.

By completing the registration process, you begin the **second stage** of the process we have put in place to manage suppliers and their performance.

On the following pages, you will find all the information you need to complete the registration process, submit documents and manage your profile.



Énergir is digitalizing its procurement and account payables processes by creating a collaborative landscape with its suppliers.

Processes, such as tendering, contracting, and purchase transactions, will be simplified and automated by implementing the SAP Business Network solution.

We are excited to invite you on this journey towards a future with efficient and easy collaboration.

This integration is a significant step towards optimizing our supplier relationships and fostering a seamless transaction experience for all parties involved.



Énergir strives to become the partner of choice for those seeking a better energy future.

With more than \$9 billion in assets, Énergir is a diversified energy business whose mission is to meet the energy needs of approximately 535,000 customers and the communities it serves in an increasingly sustainable way.

Énergir is the largest natural gas distribution company in Quebec; through its joint ventures, it also generates electricity from wind power.

And through its subsidiaries and other investments, Énergir has a presence in the United States, where it generates electricity from hydraulic, wind, and solar springs; it is also the largest electricity distributor and the sole natural gas distributor in the State of Vermont.

Énergir values energy efficiency and invests its resources and continues its efforts in innovative energy projects such as renewable natural gas and liquefied and compressed natural gas. Through its subsidiaries, it also provides a variety of energy services.

Guide Sections

The supplier registration guide is divided into several sections that explain the processes and the steps required to complete them.



Registration Process

Complete the registration form

➔ See page # 5.

Modify the registration form

➔ See page # 44.



Document Filing Process

Complete the required questionnaires

➔ See page # 51.

Modify the required questionnaires

➔ See page # 64.



Manage profile in SAP Business Network

➔ See page # 71.

Registration Process



Complete the registration form

You are invited by Énergir to start the second step of the supplier management process.

First, access SAP Business Network and then complete the registration form.

Form review and approval

Énergir's internal stakeholders complete the process steps associated with them.

You may need to make changes or additions to the submitted form.



Once the registration process has been completed, the supplier is integrated into the supplier management system.

It is the supplier's responsibility to keep the registration form up to date.



Complete the Registration Form

1

Required Information

Complete the registration form

You are invited by Énergir to start the second step of the supplier management process.

First, access SAP Business Network and then complete the registration form.

To complete the registration form, make sure you have the following information on hand:

- Type of incorporation, incorporation number and government documentation.
- Purchase order currency.
- Tax information, including tax numbers and official tax documentation.
- Payment information (check or wire transfer).
- Banking information, including country, account numbers, bank key, currency and void cheque or letter from the bank).

Complete the Registration Form

Step 1: Access SAP Business Network

Even if you already have an SAP Business Network account, please use the link in the invitation e-mail to sign in.

energir | Procurement

Please register as a supplier with Energir

Hello ! Alexandre invited you to register as a supplier with Energir. Start by creating a SAP Business Network account. It is free. Energir uses SAP Business Network to manage their sourcing and procurement activities, as well as to collaborate with their suppliers. If you already have an account on SAP Business Network, please sign in with your username and password.

2

[Click here](#) to create an account now.

1. Open the registration **invitation e-mail**.
2. Click the link **Click here**.

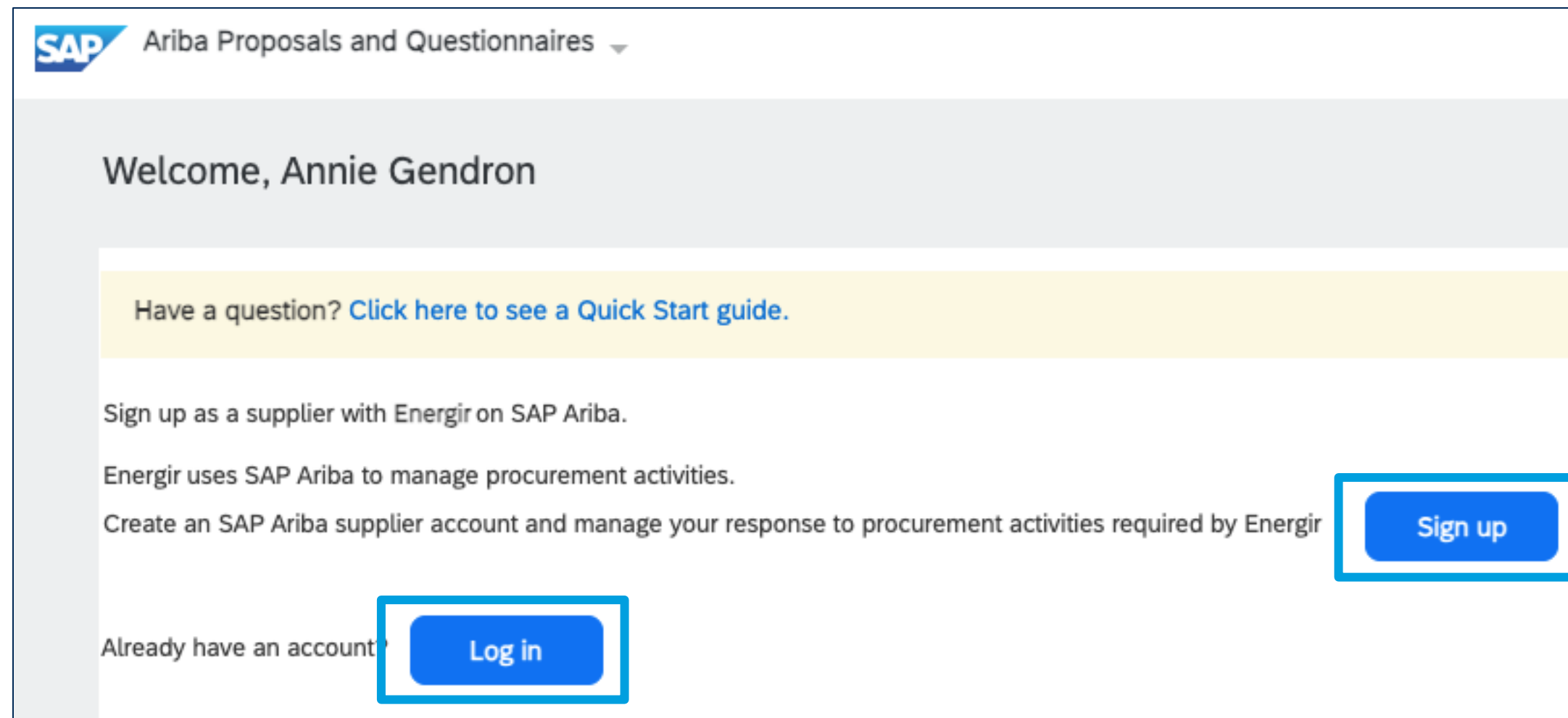
To display fields in English, make sure your web browser's language preference is set to English.

Complete the Registration Form

Step 2: Log in or Sign up to SAP Business Network

On the SAP Business Network home page, you have two options:

- A. If you already have an account, click **Log in**.
- B. If you don't have an account, click **Sign up**.

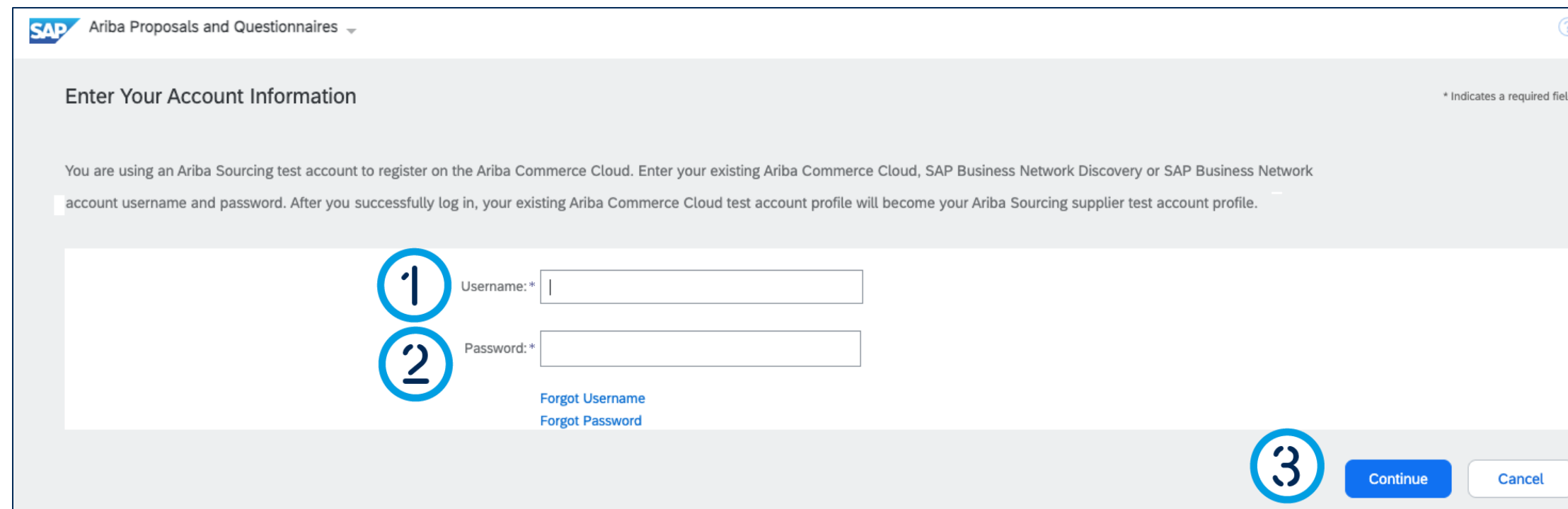


The screenshot shows the SAP Ariba interface. At the top left, there is the SAP logo and the text "Ariba Proposals and Questionnaires" with a dropdown arrow. Below this, a grey banner says "Welcome, Annie Gendron". Underneath is a yellow banner with the text "Have a question? [Click here to see a Quick Start guide.](#)". The main content area contains the text: "Sign up as a supplier with Energir on SAP Ariba. Energir uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Energir". There are two blue buttons: "Sign up" and "Log in". The "Log in" button is highlighted with a red box, and the "Sign up" button is also highlighted with a red box. At the bottom left, there is a link "Already have an account?" next to the "Log in" button.

Log in: See page # 9
Sign up: See page # 10

Complete the Registration Form

Step 2a: Log in to SAP Business Network



The screenshot shows the SAP Ariba login page. At the top left, it says 'SAP Ariba Proposals and Questionnaires'. The main heading is 'Enter Your Account Information'. Below this, there is a paragraph of text: 'You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, SAP Business Network Discovery or SAP Business Network account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.' There are two input fields: 'Username:*' and 'Password:*'. A circled '1' is next to the Username field, and a circled '2' is next to the Password field. Below the Password field are links for 'Forgot Username' and 'Forgot Password'. At the bottom right, there is a circled '3' next to a blue 'Continue' button and a white 'Cancel' button. A small asterisk with a question mark icon indicates a required field.

1. Enter your **username**.
2. Enter your **password**.
3. Click **Continue**.

Go to page # 14 to continue.

Complete the Registration Form

Step 2b: Create an SAP Business Network account

SAP Ariba Proposals and Questionnaires

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Energir.

Company information

* Indicates a required field

Company Name:* CBA Électrique Inc.

Country/Region:* Canada [CAN]

Address:* Joseph

Line 2

Line 3

City:* Montréal

Province:* Quebec [CA-QC]

Postal Code:* H3R 5T6

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

1. Check the fields in the **Company information** section.

The information entered in the Supplier Request is displayed in the account creation form.

Complete the Registration Form

Step 2b: Create an SAP Business Network account

User account information

* Indicates a required field

SAP Business Network Privacy Statement

Name: * ①

Email: *

Use my email as my username

② Username: *

③ Password: *

④ Language: ▾

Email orders to: * ⑤

Must be in email format(e.g john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

1. Check the **contact name** for the user user account.
2. Check the **username**. To change it, uncheck the box **Use my email as my username**.
3. Enter a **password**.
4. Select the preferred **language**.
5. Enter the **e-mail address** to send orders to.

Complete the Registration Form

Step 2b: Create an SAP Business Network account

Tell us more about your business

Product and Service Categories:* **1** -or- [Browse](#)

Ship-to or Service Locations:* **2** -or- [Browse](#)

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ **3**

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

4

1. Select the **categories** of products and services you offer.
2. Select the delivery or service **locations**.
3. Check the boxes to accept the **terms of use** and **privacy statement**.
4. Click **Create account and continue**.

Complete the Registration Form

Step 3: Complete the Supplier Registration Form

In the top right-hand corner of the registration form you'll see the time remaining to complete and submit it.

Ariba Sourcing

Company Settings Annie Gendron Feedback Help Messages

< Go back to Energir Dashboard

Console Doc1136397088 - Supplier Registration Questionnaire

Time remaining 13 days 04:25:52

All Content

1 General terms and conditions

1.1 Do you accept the Terms and Conditions? Unspecified

2 General supplier information

2.1 Supplier Name CBA Électrique Inc.

Street: Joseph House Number: 315

(*) indicates a required field

Submit Entire Response Save draft 1 Compose Message Excel Import

1. At any time, you can click **Save draft** to save the form without submitting it.

Complete the Registration Form

Step 4: Answer the General Terms and Conditions question

Ariba Sourcing

< Go back to Energir Dashboard

Desktop File Sync

Company Settings Annie Gendron Feedback Help Messages

Console Doc1136397088 - Supplier Registration Questionnaire Time remaining 13 days 04:24:55

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1.1 Do you accept the Terms and Conditions? * Unspecified

References

Reference Documents

2.1 Conditions générales biens et services (Francais).pdf

Conditions générales biens et services (English).pdf

Download all attachments

House Number: * 315

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1. Under the **Do you accept the Terms and Conditions?** question, click **References**.
2. Click on **each reference document** to view it.

Complete the Registration Form

Step 4: Answer the General Terms and Conditions question

Ariba Sourcing

< Go back to Energir Dashboard

Desktop File Sync

Company Settings Annie Gendron Feedback Help Messages

Console Doc1136397088 - Supplier Registration Questionnaire Time remaining 13 days 04:24:27

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General terms and conditions

1.1 Do you accept the Terms and Conditions? Unspecified

2 General supplier information

2.1 Supplier Name

Street: Joseph House Number: 315

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1. In the **Do you accept the Terms and Conditions?** field, select **Yes** or **No**.

Complete the Registration Form

Step 5: Verify the supplier name and the supplier main address

Ariba Sourcing

Company Settings Annie Gendron Feedback Help Messages

< Go back to Energir Dashboard Desktop File Sync

Console Doc1136397088 - Supplier Registration Questionnaire Time remaining 13 days 04:23:49

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General terms and co...

2 General supplier inf...

3 Contact Details

4 Tax information

All Content

2.1 Supplier Name * CBA Électrique Inc. 1

Show More

Street: Joseph House Number: * 315

Street 2:

Street 3:

District:

Postal Code: H3R 5T6 City: * Montréal

Country/Region: Canada (CA) State/Province/Region: * Quebec (QC)

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1. In the **Supplier name** field, check the supplier name and modify if necessary.
2. In the **Supplier's main address** fields, check the address and modify if necessary.

Complete the Registration Form

Step 6: Identify the type of incorporation

Ariba Sourcing

< Go back to Energir Dashboard

Desktop File Sync

Company Settings Annie Gendron Feedback Help Messages

Console Doc1136397088 - Supplier Registration Questionnaire Time remaining 13 days 04:22:45

All Content

| Name ↑ | |
|---|--|
| 2.3 Type of incorporation | Unspecified |
| 2.8 Preferred language for correspondence | Unspecified |
| 2.9 Preferred communication method | Registraire des entreprises Québec (Quebec registry of enterprises) Entreprise d'industrie Canada (Industry Canada Company) |
| 2.10 Purchase Order Currency | Non disponible (Not Available) |
| 3 Contact Details | |
| 3.1 Contact First Name | Annie |

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1. In the **Type of incorporation** field, select the supplier's type of incorporation.

Select Unspecified if the supplier is outside Canada (if so, move on to page # 20).

Complete the Registration Form

Step 6: Identify the type of incorporation - Number

The screenshot displays the Ariba Sourcing interface for a 'Supplier Registration Questionnaire'. It shows two versions of the 'All Content' table, illustrating the selection of the incorporation type.

| Name ↑ | |
|---|--|
| 2.3 Type of incorporation ⓘ | * <input type="text" value="Entreprise d'industrie Canada (Industry Canada Company)"/> ▼ |
| 2.6 Industry Canada Company Number | <input type="text"/> |
| 2.7 Insert official governmental documentation supporting Canada company code | Attach a file |

| Name ↑ | |
|---|--|
| 2.3 Type of incorporation ⓘ | * <input type="text" value="Registraire des entreprises Québec (Quebec registry of enterprises)"/> ▼ |
| 2.4 NEQ Number | * <input type="text"/> |
| 2.5 Insert official governmental documentation with the NEQ | * Attach a file |

- For Industry Canada, please complete the field **Industry Canada Company Number**.
- For the Quebec Registry of Enterprises, please complete the field **NEQ Number**.

Please note! These fields are validated according to the current nomenclature.

Complete the Registration Form

Step 6: Identify the type of incorporation - Documentation

The screenshot displays the Ariba Sourcing interface for a 'Supplier Registration Questionnaire' (Doc1136397088). It shows two different paths for selecting the type of incorporation, with a red circle and the number '1' highlighting the 'Attach a file' step in both.

Scenario 1: Industry Canada Company

| Name ↑ | |
|---|--|
| 2.3 Type of incorporation ⓘ | * <input type="text" value="Entreprise d'industrie Canada (Industry Canada Company)"/> |
| 2.6 Industry Canada Company Number | <input type="text"/> |
| 2.7 Insert official governmental documentation supporting Canada company code | Attach a file 1 |

Scenario 2: Quebec registry of enterprises

| Name ↑ | |
|---|--|
| 2.3 Type of incorporation ⓘ | * <input type="text" value="Registraire des entreprises Québec (Quebec registry of enterprises)"/> |
| 2.4 NEQ Number | * <input type="text"/> |
| 2.5 Insert official governmental documentation with the NEQ | * Attach a file 1 |

1. Depending on the type of incorporation selected, please attach **government documentation** with the company number or NEQ.

Complete the Registration Form

Step 7: Select preferred language

Ariba Sourcing

< Go back to Energir Dashboard

Desktop File Sync

Company Settings ▾ Annie Gendron ▾ Feedback Help ▾

Console Doc1136397088 - Supplier Registration Questionnaire Time remaining 13 days 04:20:44

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

| Name ↑ | |
|---|---|
| 2.3 Type of incorporation | * Registraire des entreprises Québec (Quebec registry of enterprises) ▾ |
| 2.4 NEQ Number | * 1142965574 |
| 2.5 Insert official governmental documentation with the NEQ | * NEQ.jpg ▾ Update file Delete file |
| 2.8 Preferred language for correspondence | * Unspecified ▾ |
| 2.9 Preferred communication method | * Unspecified |
| 2.10 Purchase Order Currency | * [EN] - English ▾ [FR] - Français |
| 3 Contact Details | |
| 3.1 Contact First Name | * Annie |

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1. In the **Preferred language for correspondence** field, select the correspondence language.

Complete the Registration Form

Step 8: Select preferred method of communication

Ariba Sourcing

< Go back to Energir Dashboard

Desktop File Sync

Company Settings Annie Gendron Feedback Help

Console Doc1136397088 - Supplier Registration Questionnaire

Time remaining 13 days 04:19:33

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

| Name ↑ | |
|---|---|
| 2.3 Type of incorporation | * Registraire des entreprises Québec (Quebec registry of enterprises) ▾ |
| 2.4 NEQ Number | * 1142965574 |
| 2.5 Insert official governmental documentation with the NEQ | * NEQ.jpg ▾ Update file Delete file |
| 2.8 Preferred language for correspondence | * [EN] - English ▾ |
| 2.9 Preferred communication method | * Unspecified ▾ |
| 2.10 Purchase Order Currency | * Unspecified ▾ |
| 3 Contact Details | |
| 3.1 Contact First Name | * <input type="text"/> |

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1. In the **Preferred communication method** field, select the communication method.

Complete the Registration Form

Step 9: Select the currency

Ariba Sourcing

< Go back to Energir Dashboard Desktop File Sync

Company Settings Annie Gendron Feedback Help

Console Doc1136397088 - Supplier Registration Questionnaire Time remaining 13 days 04:19:02

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

| Name ↑ | |
|---|---|
| 2.3 Type of incorporation | * Registraire des entreprises Québec (Quebec registry of enterprises) ▾ |
| 2.4 NEQ Number | * 1142965574 |
| 2.5 Insert official governmental documentation with the NEQ | * NEQ.jpg ▾ Update file Delete file |
| 2.8 Preferred language for correspondence | * [EN] - English ▾ |
| 2.9 Preferred communication method | * Email ▾ |
| 2.10 Purchase Order Currency | * Unspecified ▾ |
| 3.1 Contact First Name | * [USD] - United States Dollar [CAD] - Canadian Dollar |

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1. In the **Purchase order currency** field, select the currency for the purchase orders.

For currencies other than CAD and USD, please select Unspecified.

Complete the Registration Form

Step 10: Verify contact details

Ariba Sourcing

< Go back to Energir Dashboard Desktop File Sync

Company Settings Annie Gendron Feedback Help

Console Doc1136397088 - Supplier Registration Questionnaire Time remaining 13 days 04:18:29

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

| Name ↑ | |
|--|-----------------------------------|
| 3 Contact Details | |
| 3.1 Contact First Name * | Annie |
| 3.2 Contact Last Name * | Gendron |
| 3.3 Contact Email * | agendron_consultante@videotron.ca |
| 3.4 Do you have any additional Email ID? * | Unspecified |
| 3.6 Contact Phone Number * | 514-514-5145 |
| 3.7 Other Phone Number | |
| 3.8 Fax Number | |

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1. In the **Contact details** fields, check the contact's name, e-mail and telephone details.

Complete the Registration Form

Step 11: Complete the Tax information fields

The screenshot shows the Ariba Sourcing interface for a 'Supplier Registration Questionnaire'. The page title is 'Doc1136397088 - Supplier Registration Questionnaire'. A timer indicates 'Time remaining 13 days 04:17:26'. The form is divided into sections: '4 Tax information' and '5 Payment Information'. In the '4.1 Tax Numbers' section, the 'Country/Region' dropdown menu is open, showing a list of countries and regions. A red asterisk indicates a required field. A blue circle with the number '1' is overlaid on the dropdown menu. The 'Submit Entire Response' and 'Save draft' buttons are visible at the bottom of the form.

| Name ↑ | |
|---|---------------------------------------|
| ▼ 4 Tax information | |
| 4.1 Tax Numbers | Country/Region: (no value) [dropdown] |
| 4.2 Please attach official supporting documentation that supports the tax information (GST/PST) | Attach a file [button] |
| ▼ 5 Payment Information | |
| 5.1 Will you accept the purchasing card? (less...) | Unverified [button] |

1. In the **Tax numbers** field, select the country or region in which the supplier is registered for tax identification purposes.

Complete the Registration Form

Step 11: Complete the Tax information fields

The screenshot displays two versions of the 'Tax information' section of a registration form. The top version is for Canada, and the bottom version is for the United States. Both versions show a 'Country/Region' dropdown menu and a table of tax fields. The 'Canada (CA)' version shows fields for 'Canada: Goods and Service Tax (GST) No.' and 'Canada: Quebec Sales Tax (QST) No.'. The 'United States (US)' version shows fields for 'USA: Social Security Number', 'USA: Employer ID Number', 'USA: Unique Form Identifier', and 'USA: GIIN Number'. Each field is labeled with its name, tax type, and a 'Tax Number' input box. The 'Tax Number' input boxes are highlighted with a blue border in both screenshots. Below the table, there is an 'Attach a file' button and a note: '4.2 Please attach official supporting documentation that supports the tax information (GST/PST)'.

| Tax Name | Tax Type | Tax Number |
|---|--------------|----------------------|
| Canada: Goods and Service Tax (GST) No. | Organization | <input type="text"/> |
| Canada: Quebec Sales Tax (QST) No. | Organization | <input type="text"/> |

| Tax Name | Tax Type | Tax Number |
|-----------------------------|--------------|----------------------|
| USA: Social Security Number | Organization | <input type="text"/> |
| USA: Employer ID Number | Organization | <input type="text"/> |
| USA: Unique Form Identifier | Organization | <input type="text"/> |
| USA: GIIN Number | Organization | <input type="text"/> |

- For Canada, the fields **GST** (9 digits) and **QST** (10 digits) are displayed.
- For the USA, the following fields are displayed: **Social Security Number, Employer ID Number, Unique form Identifier, GIIN Number.**
- For other countries/regions, the fields differ.

Please note! These fields are validated according to the current nomenclature.

Complete the Registration Form

Step 11: Complete the Tax information fields

All Content

Name ↑

▼ 4 Tax information

4.1 Tax Numbers

Country/Region: ⓘ

| Tax Name | Tax Type | Tax Number |
|---|--------------|----------------------|
| Canada: Goods and Service Tax (GST) No. | Organization | <input type="text"/> |
| Canada: Quebec Sales Tax (QST) No. | Organization | <input type="text"/> |

4.2 Please attach official supporting documentation that supports the tax information (GST/PST)

Attach a file ⓘ **1**

Name ↑

▼ 4 Tax information

4.1 Tax Numbers

Country/Region: ⓘ

| Tax Name | Tax Type | Tax Number |
|-----------------------------|--------------|----------------------|
| USA: Social Security Number | Organization | <input type="text"/> |
| USA: Employer ID Number | Organization | <input type="text"/> |
| USA: Unique Form Identifier | Organization | <input type="text"/> |
| USA: GIIN Number | Organization | <input type="text"/> |

4.2 Please attach official supporting documentation that supports the tax information (GST/PST)

Attach a file ⓘ **1**

1. Depending on the tax information entered in the previous field, **please attach official supporting documentation that supports the tax information.**

Please note! Only one document can be uploaded for this field.

Complete the Registration Form

Step 12: Answer the question about the purchasing card

Ariba Sourcing

< Go back to Energir Dashboard Desktop File Sync

Company Settings Annie Gendron Feedback Help Messages >>

Console Doc1136397088 - Supplier Registration Questionnaire Time remaining 13 days 04:14:27

All Content

4.1 Tax Numbers

Canada: Goods and Service Tax (GST) No. Organization 123456789

Canada: Quebec Sales Tax (QST) No. Organization 1234567890

4.2 Please attach official supporting documentation that supports the tax information (GST/PST)

Taxes Number.jpg Update file Delete file

5 Payment Information

5.1 Will you accept the purchasing card? (less than 1000 Dollars) ①

Unspecified

Yes

No

Unspecified

5.2 Method of payment

6 Bank Information Add Bank Information (0)

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1. In the **Will you accept the purchasing card? (less than 1000 dollars)** field, select **Yes** or **No**.

Complete the Registration Form

Step 13: Select method of payment

The screenshot shows the Ariba Sourcing interface for a 'Supplier Registration Questionnaire'. The form is titled 'Doc1136397088 - Supplier Registration Questionnaire' and has a 'Time remaining' of '13 days 04:14:00'. The form is divided into sections: 'General terms and conditions', 'General supplier information', 'Contact Details', 'Tax information', 'Payment Information', and 'Bank Information'. The 'Payment Information' section is expanded, showing '5.1 Will you accept the purchasing card? (less than 1000 Dollars)' with a 'No' dropdown, and '5.2 Method of payment' with a dropdown menu. The dropdown menu is open, showing options: 'Unspecified', 'Chèque (Cheque)', and 'Transfert de fond électronique (Electronic Transfer of Funds)'. A red circle with the number '1' is placed over the 'Unspecified' option in the dropdown menu. At the bottom of the form, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

1. In the **Method of payment** field, select the method of payment.

Transfer: See page # 29
Cheque: See page # 32

Complete the Registration Form

Step 13a: Select method of payment – Electronic Transfer of funds

Ariba Sourcing

< Go back to Energir Dashboard

Desktop File Sync

Company Settings Annie Gendron Feedback Help Messages

Time remaining 13 days 04:12:34

Doc1136397088 - Supplier Registration Questionnaire

All Content

| Name ↑ | |
|---|---|
| 5.1 Will you accept the purchasing card? (less than 1000 Dollars) | No |
| 5.2 Method of payment | Transfert de fond électronique (Electronic Transfer of Funds) |
| 5.3 Remittance email address | 1 |
| 5.4 Complete the direct deposit form | Attach a file |
| 6 Bank Information | Add Bank Information (0) |

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1. In the **Remittance email address** field, enter the e-mail address to which the notification of payment for electronic transfer of funds will be sent.

Complete the Registration Form

Step 13a: Select method of payment – Electronic Transfer of funds

Ariba Sourcing

< Go back to Energir Dashboard

Desktop File Sync

Company Settings Annie Gendron Feedback Help Messages

Time remaining 13 days 04:12:34

Console Doc1136397088 - Supplier Registration Questionnaire

All Content

| Name ↑ | |
|---|---|
| 5.1 Will you accept the purchasing card? (less than 1000 Dollars) | No |
| 5.2 Method of payment | Transfert de fond électronique (Electronic Transfer of Funds) |
| 5.3 Remittance email address | annie.gendron@cbaelectrique.com |
| 5.4 Complete the direct deposit form | Attach a file |
| 6 Bank Information | |

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1. Under the **Complete the direct deposit form** field, click **References**.

Complete the Registration Form

Step 13a: Select method of payment – Electronic Transfer of funds

Ariba Sourcing

Company Settings Annie Gendron Feedback Help Messages

Go back to Energir Dashboard Desktop File Sync

Console Doc1136397088 - Supplier Registration Questionnaire Time remaining 13 days 04:11:57

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General terms and co...
2 General supplier inf...
3 Contact Details
4 Tax information
Payment

5.1 Will you accept the purchasing card? (less than 1000 Dollars) No

5.2 Method of payment * Transfert de fond électronique (Electronic Transfer of Funds)

5.3 Remittance email address * annie.gendron@cbaelectrique.com

5.4 Complete the direct deposit form *Attach a file

Reference Documents

Autorisation de paiement des fournisseurs par dépôt direct_fev2024_officiel (1).pdf

Vendor Authorization form_fev2024_official.pdf

Download all attachments Excel Import

6 Bank Information Add Bank Information (0)

1. In the list that appears, click the **authorization document** in the language of your choice.

Fill in the downloaded document with the electronic transfer of funds information.

2. When complete, click **Attach a file** to upload the authorization form.

Complete the Registration Form

Step 14: Add bank information

Ariba Sourcing

< Go back to Energir - TEST Dashboard

Desktop File Sync

Company Settings Annie Gendron Feedback Help

Console Doc1136397088 - Supplier Registration Questionnaire Time remaining 13 days 04:04:59

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General terms and co...

2 General supplier inf...

3 Contact Details

4 Tax information

Payment

All Content

4.2 Please attach official supporting documentation that supports the tax information (GST/PST) Taxes Number.jpg Update file Delete file

5 Payment Information

5.1 Will you accept the purchasing card? (less than 1000 Dollars) No

5.2 Method of payment * Chèque (Cheque)

6 Bank Information Add Bank Information (0) 1

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1. Next to **Bank information**, click the **Add Bank information (0)** link.

Complete the Registration Form

Step 14: Add bank information

Ariba Sourcing

< Go back to Energir Dashboard

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (0)

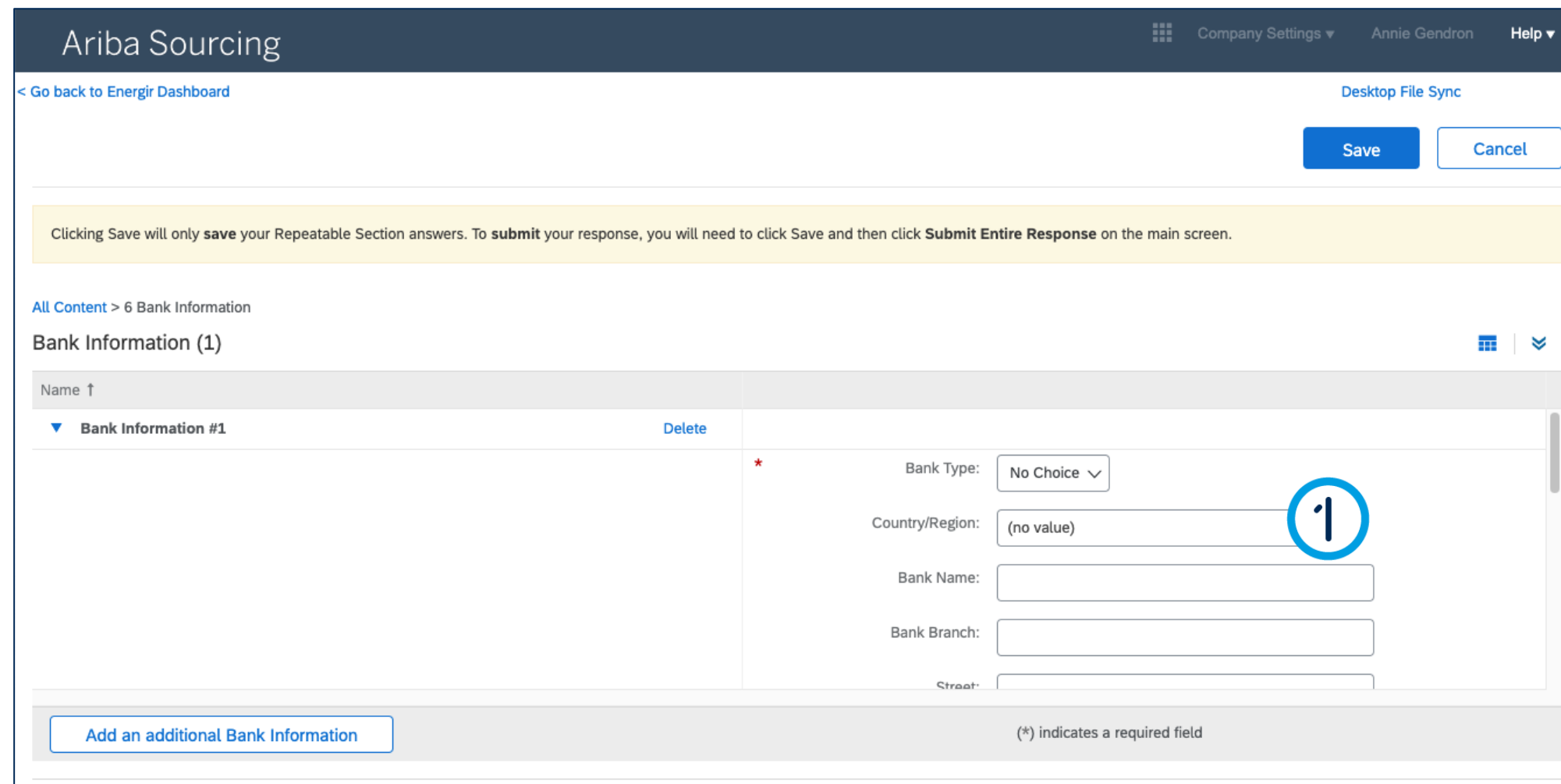
| Name ↑ |
|----------|
| No items |

Add Bank Information 1 (*) indicates a required field

1. Click the **Add Bank information** button.

Complete the Registration Form

Step 14: Add bank information



Ariba Sourcing

< Go back to Energir Dashboard Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (1)

| Name ↑ |
|---------------------|
| Bank Information #1 |

Bank Type: No Choice ▾

Country/Region: (no value) **1**

Bank Name:

Bank Branch:

Street:

Add an additional Bank Information (*) indicates a required field

1. In the **Country/Region** field, select the region or country in which the financial institution is located.

Complete the Registration Form

Step 14: Add bank information

Ariba Sourcing

< Go back to Energir Dashboard Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (1)

Name ↑

Bank Key/ABA Routing Number: ①

② Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice ▾

Void cheque or bank letter specifying detailed banking information *Attach a file

Currency * Unspecified ▾

Add an additional Bank Information (*) indicates a required field

Please complete the following fields:

- Bank key
 - 9 digits - with a 0 at the beginning
 - Transit number, financial institution number.
- Account number
 - 7 digits

Please note! These fields are validated according to the current nomenclature.

Complete the Registration Form

Step 14: Add bank information

Ariba Sourcing

< Go back to Energir Dashboard Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (1)

| Name ↑ | |
|--|--|
| | Bank Key/ABA Routing Number: 081592177 |
| | Account Number: 98765432 |
| | IBAN Number: |
| | SWIFT Code: |
| | Bank Control Key: No Choice ▾ |
| Void cheque or bank letter specifying detailed banking information | *Attach a file |
| Currency | * Unspecified ▾ |

Add an additional Bank Information (*) indicates a required field

1. In the field **Void cheque or bank letter specifying detailed banking information**, click **Attach a file** to add the proper documentation.

Complete the Registration Form

Step 14: Add bank information

Ariba Sourcing

< Go back to Energir Dashboard

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (1)

Name ↑

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice ▾

Void cheque or bank letter specifying detailed banking information

* Cheque Specimen.jpg ▾ Update file Delete file

Currency

* Unspecified ▾

Unspecified

[USD]

[CAD]

[EUR]

1

(*) indicates a required field

Add an additional Bank Information

1. In the **Currency** field, select the bank account currency.

Complete the Registration Form

Step 14: Add bank information

Ariba Sourcing

< Go back to Energir Dashboard

Desktop File Sync

2 Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (1)

Name ↑

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice ▾

Void cheque or bank letter specifying detailed banking information * Cheque Specimen.jpg ▾ Update file Delete file

Currency * [CAD] ▾

Add an additional Bank Information 1 (*) indicates a required field

1. To add a second bank account for the same or another currency, click **Add an additional bank information** (see pages #34 to #37).
2. When you have finished entering the bank details, click **Save**.

Complete the Registration Form

Step 15: Review the form

The screenshot shows the Ariba Sourcing interface for a Supplier Registration Questionnaire. The form is titled "Doc1136397088 - Supplier Registration Questionnaire" and has a time remaining of 13 days 04:04:59. The form is divided into sections: "All Content", "5 Payment Information", and "6 Bank Information". The "6 Bank Information" section is highlighted with a red box and contains the text "Add Bank Information (1)". The "5 Payment Information" section includes questions 5.1 and 5.2. Question 5.1 asks "Will you accept the purchasing card? (less than 1000 Dollars)" with a dropdown menu set to "No". Question 5.2 asks "Method of payment" with a dropdown menu set to "Chèque (Cheque)". A red asterisk indicates a required field. The form also includes a "Submit Entire Response" button and a "Save draft" button.

| Name ↑ | |
|---|--|
| 4.2 Please attach official supporting documentation that supports the tax information (GST/PST) | Taxes Number.jpg Update file Delete file |
| 5 Payment Information | |
| 5.1 Will you accept the purchasing card? (less than 1000 Dollars) | No |
| 5.2 Method of payment | * Chèque (Cheque) |
| 6 Bank Information Add Bank Information (1) | |

The **Bank Information** field has been updated and displays a **(1)** to indicate that the bank information has been saved.

Please take the time to review the form before submitting it.

Please note! Until the end of the registration process, you will not be able to modify your answers unless invited to do so by Energir.

Complete the Registration Form

Step 16: Submit the registration form

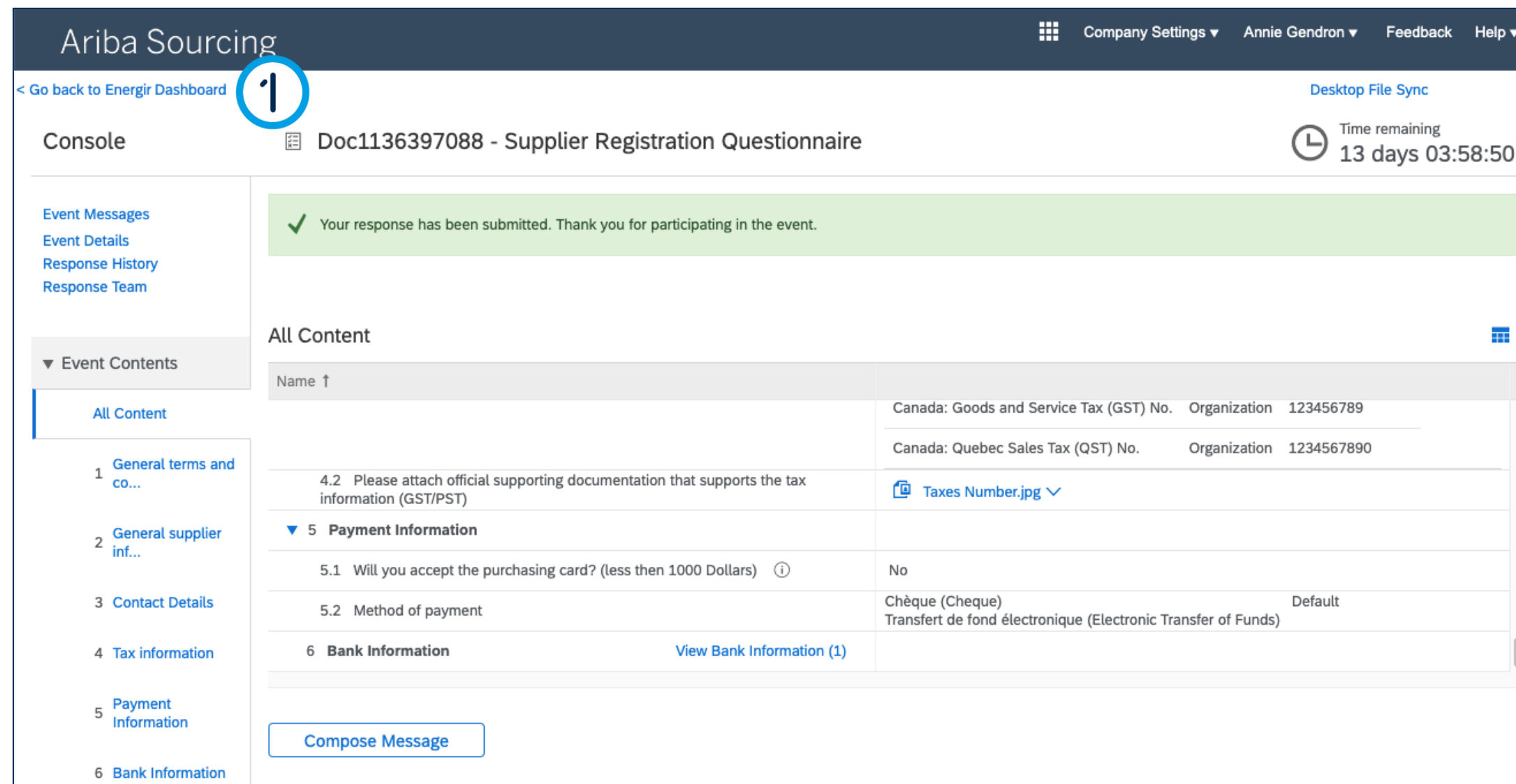
The screenshot shows the Ariba Sourcing interface for a 'Supplier Registration Questionnaire'. The 'Submit Entire Response' button is circled with a blue '1'. A modal dialog box titled 'Submit this response?' is overlaid on the bottom right, with the 'OK' button circled with a blue '2'. The dialog box contains a green checkmark, the text 'Submit this response?', and 'Click OK to submit.' Below the text are 'OK' and 'Cancel' buttons.

1. When you are ready, click the **Submit entire response** button.

2. The **Submit this response** window appears, click **OK**.

Complete the Registration Form

Step 17: Display the dashboard



The screenshot shows the Ariba Sourcing interface. At the top, there is a navigation bar with "Ariba Sourcing" on the left and "Company Settings", "Annie Gendron", "Feedback", and "Help" on the right. Below the navigation bar, there is a "Console" section with a "Go back to Energir Dashboard" link (circled with a blue '1') and a "Doc1136397088 - Supplier Registration Questionnaire" title. A "Desktop File Sync" button and a "Time remaining 13 days 03:58:50" timer are also visible. The main content area features a green success message: "Your response has been submitted. Thank you for participating in the event." Below this is an "All Content" section with a table of items. The table has columns for "Name", "Canada: Goods and Service Tax (GST) No.", "Organization", and "Canada: Quebec Sales Tax (QST) No.". The items listed are: "4.2 Please attach official supporting documentation that supports the tax information (GST/PST)" with a file "Taxes Number.jpg", "5 Payment Information" (expanded), "5.1 Will you accept the purchasing card? (less than 1000 Dollars)" with answer "No", "5.2 Method of payment" with options "Chèque (Cheque)" and "Transfert de fond électronique (Electronic Transfer of Funds)", and "6 Bank Information" with a "View Bank Information (1)" link. A "Compose Message" button is located at the bottom left of the content area.

| Name ↑ | Canada: Goods and Service Tax (GST) No. | Organization | Canada: Quebec Sales Tax (QST) No. |
|---|---|---|------------------------------------|
| 4.2 Please attach official supporting documentation that supports the tax information (GST/PST) | | 123456789 | 1234567890 |
| 5 Payment Information | | | |
| 5.1 Will you accept the purchasing card? (less than 1000 Dollars) | | No | |
| 5.2 Method of payment | | Chèque (Cheque) | Default |
| | | Transfert de fond électronique (Electronic Transfer of Funds) | |
| 6 Bank Information | | | View Bank Information (1) |

1. To display the dashboard, click **Go back to Energir dashboard.**

Complete the Registration Form

Step 17: Display the dashboard

SAP Ariba Proposals and Questionnaires Standard Account

ENERGIR

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

| Title | ID | End Time ↓ | Event Type | Participated |
|----------|----|------------|------------|--------------|
| No items | | | | |

Registration Questionnaires

| Title | ID | End Time ↓ | Status |
|-------------------------------------|---------------|-------------------|------------------|
| ▼ Status: Terminé(e) (1) | | | |
| Supplier Registration Questionnaire | Doc1136397088 | 6/4/2024 11:01 AM | Pending Approval |

Qualification Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|----------|----|------------|-----------|---------|--------|
| No items | | | | | |

Questionnaires

In the **Registration questionnaires** section, you will find the supplier registration questionnaire with the **Pending approval** status.

Complete the Registration Form

Step 18: Display the Registration Form

| Title | ID | End Time ↓ | Status |
|---|---------------|-------------------|------------------|
| ▼ Status: Terminé(e) (1) | | | |
| Supplier Registration Questionnaire | Doc1136397088 | 6/4/2024 11:01 AM | Pending Approval |

Ariba Sourcing

< Go back to Energir Dashboard Desktop File Sync

Event Details Doc1136397088 - Supplier Registration Questionnaire Pending Approval

Download Content Print Event Information Review Response

General terms and conditions (Section 1 of 6) Next

| Name ↑ | |
|--|-----|
| ▼ 1 General terms and conditions | |
| 1.1 Do you accept the Terms and Conditions? References ⓘ | Yes |

Event Overview and Timing Rules

Owner: Project Owner ⓘ Currency: US Dollar

Event Type: Survey

Publish time: 6/3/2024 3:00 PM

Due date: 6/4/2024 11:01 AM

Project Owner Actions

1. To view the registration form details, click **Supplier registration questionnaire**.

The submitted information is displayed; it is not possible to modify the information at this stage of the process.

Form Review and Approval

2

Important Information

Form review and approval

Energir's internal stakeholders complete the process steps associated with them.

You may need to make changes or additions to the submitted form.

During the review and approval phases, internal stakeholders may ask you to make changes or additions to the registration form.

If this is the case, the contact entered in the supplier profile will receive an e-mail notification with the requested changes or additions.

You can make these changes in your profile on the SAP Business Network.

Modify the Registration Form

Step 1: Access the registration form



energir | Approvisionnement

Additional registration information needed.

Energir reviewed your registration information and needs the additional information described in the comments below.

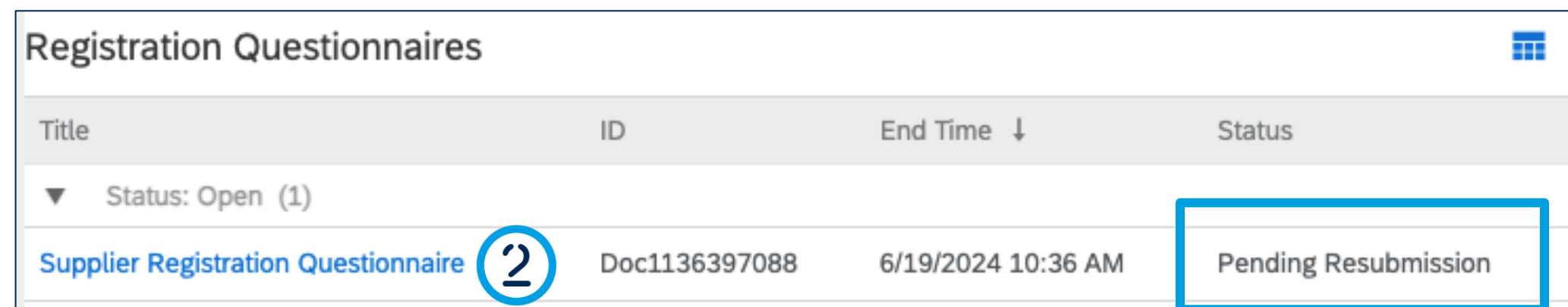
Comments: Provide NEQ Information

To provide the additional information that Energir needs, [Click Here](#) ① to the registration questionnaire.

1. In the notification e-mail, click **Click here**.

OR

2. Click **Supplier Registration Questionnaire** in the Energir dashboard.



| Title | ID | End Time ↓ | Status |
|---------------------------------------|---------------|--------------------|----------------------|
| ▼ Status: Open (1) | | | |
| Supplier Registration Questionnaire ② | Doc1136397088 | 6/19/2024 10:36 AM | Pending Resubmission |

Modify the Registration Form

Step 2: Modify the registration form

The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Ariba Sourcing' and user information. Below that, a 'Console' section displays 'Doc1136397088 - Supplier Registration Questionnaire' with a 'Time remaining' of '13 days 23:50:31'. A yellow message box states: 'You have submitted a response for this event. Thank you for participating.' Below this, a blue button labeled 'Revise Response' is circled with a '1'. The main content area shows a table with columns for 'Name' and 'Response'. The first row is expanded to show '1.1 Do you accept the Terms and Conditions?' with a 'References' link and a 'Yes' response. The second row is '2 General supplier information'.

1. Click **Revise response.**
2. Click **OK.**

The dialog box is titled 'Revise Response?' and contains the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled with a '2'.

Modify the Registration Form

Step 2: Modify the registration form

Ariba Sourcing

< Go back to Energir Dashboard

Desktop File Sync

Company Settings Annie Gendron Feedback Help Messages >>

Console Doc1136397088 - Supplier Registration Questionnaire Time remaining 13 days 23:49:24

Latest comment [6/5/2024]: Provide NEQ Information

All Content

Name ↑

1 General terms and conditions

1.1 Do you accept the Terms and Conditions? 1

2 General supplier information

2.1 Supplier Name

Street: Hous

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

The yellow bar displays a comment indicating any changes or additions to be made to the form.

1. Make the necessary corrections.

Modify the Registration Form

Step 3: Submit the modified registration form

Ariba Sourcing

Company Settings Annie Gendron Feedback Help Messages

< Go back to Energir Dashboard Desktop File Sync

Console Doc1136397088 - Supplier Registration Questionnaire Time remaining 13 days 23:49:24

Latest comment [6/5/2024]: SVP entrez numéro du NEQ

All Content

Name ↑

1 General terms and conditions

1.1 Do you accept the Terms and Conditions? Yes

2 General supplier information

2.1 Supplier Name CBA Électrique Inc.

Street: St-Joseph

(*) indicates a required field

Submit Entire Response 1 Reload Last Bid Save draft

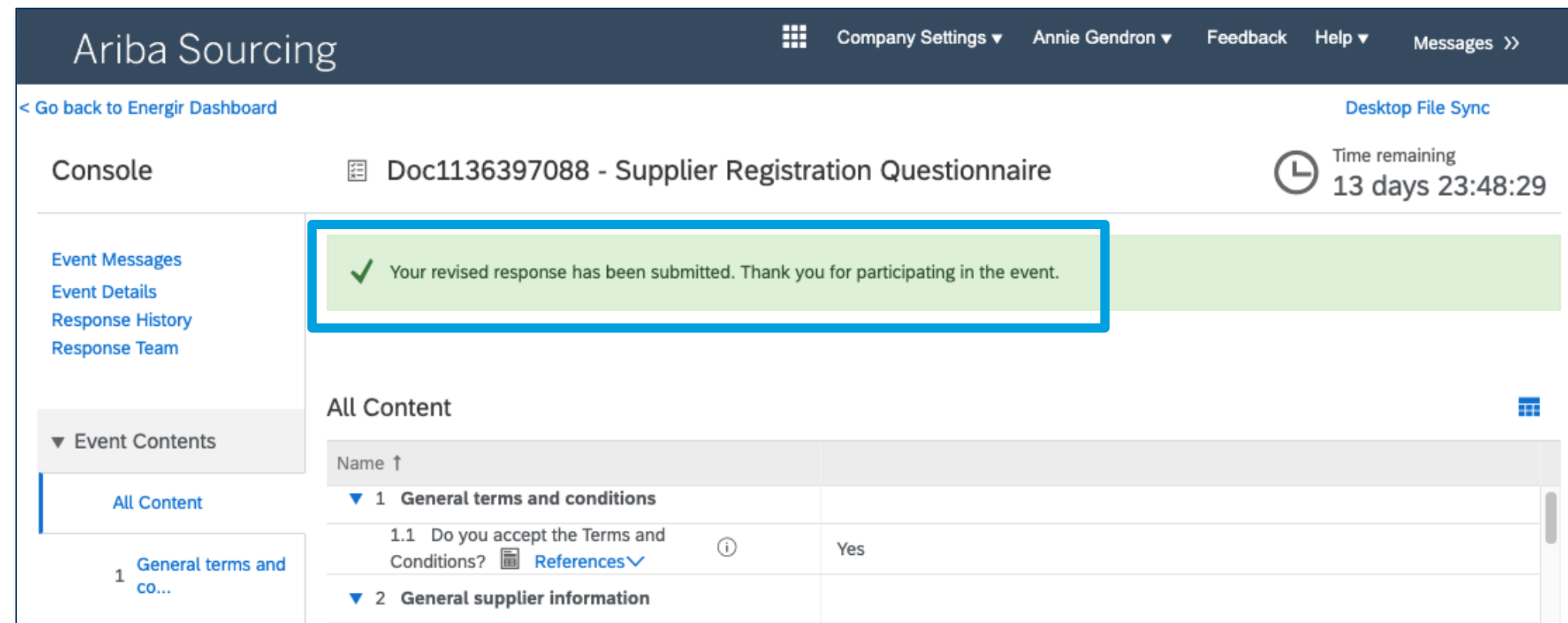
Excel Import

2 Submit this response? Click OK to submit. OK Cancel

1. Click **Submit entire response.**
2. Click **OK.**

Modify the Registration Form

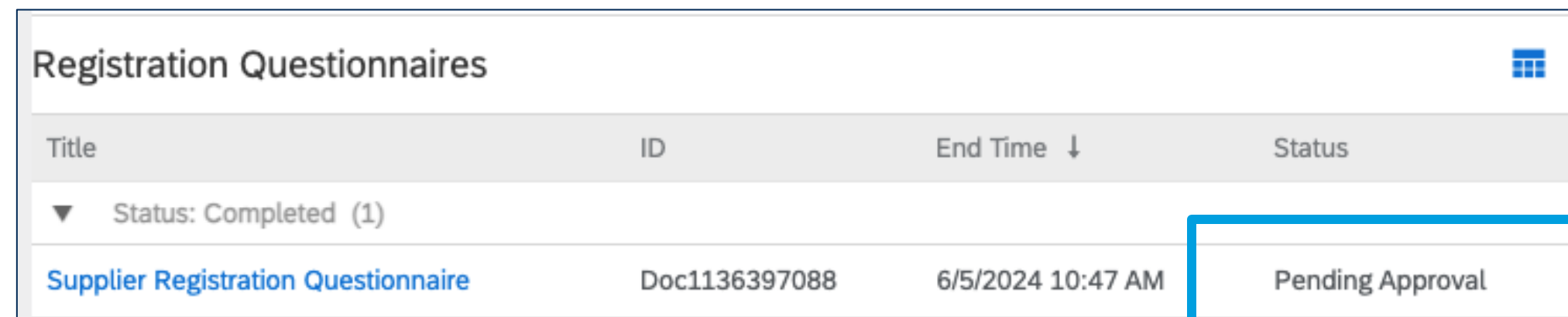
Step 4: Check the status



The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with "Ariba Sourcing", "Company Settings", "Annie Gendron", "Feedback", "Help", and "Messages". Below this, there's a "Console" section with a breadcrumb "Doc1136397088 - Supplier Registration Questionnaire" and a "Time remaining" indicator showing "13 days 23:48:29". A green notification box with a checkmark states: "Your revised response has been submitted. Thank you for participating in the event." Below this, there's a section for "All Content" with a table listing the registration form sections.

| Name ↑ | |
|--|-----|
| 1 General terms and conditions | |
| 1.1 Do you accept the Terms and Conditions? References | Yes |
| 2 General supplier information | |

The revised registration form has been submitted.



The screenshot shows a table titled "Registration Questionnaires". The table has columns for "Title", "ID", "End Time", and "Status". A filter is applied to "Status: Completed (1)". The table contains one row for the "Supplier Registration Questionnaire" with ID "Doc1136397088" and End Time "6/5/2024 10:47 AM". The "Status" column for this row is "Pending Approval", which is highlighted with a blue box.

| Title | ID | End Time ↓ | Status |
|-------------------------------------|---------------|-------------------|------------------|
| ▼ Status: Completed (1) | | | |
| Supplier Registration Questionnaire | Doc1136397088 | 6/5/2024 10:47 AM | Pending Approval |

The status for the registration form is **Pending Approval**.

Modify the Registration Form

Step 5: Receive the approval notification

energir | Approvisionnement

Registration with Energir

Congratulations! Energir has approved your supplier registration. CBA Électrique Inc. has now been included in the supplier database of Energir.

You will be notified when next steps of the supplier onboarding process require your attention.

| Registration Questionnaires | | | |
|-------------------------------------|---------------|-------------------|------------|
| Title | ID | End Time ↓ | Status |
| ▼ Status: Open (1) | | | |
| Supplier Registration Questionnaire | Doc1136397088 | 6/29/6107 1:24 PM | Registered |

When the registration form is approved, the main contact receives an e-mail notification.

In SAP Business Network, the status is set to **Registered**.

Document Filing Process



Complete the required questionnaires

If required, you will receive invitations to complete questionnaires in the SAP Business Network portal.

For example: certificates (RBQ, ISO), forms (cyber security, ESG), insurance (property, liability).

Questionnaire review and approval

Énergir's internal stakeholders complete the process steps associated with them.

You may need to make changes or additions to the submitted questionnaires.



Once the questionnaires have been approved, they are integrated into the supplier's 360° profile.

The system checks the expiry date and sends the required notifications.



Complete the questionnaires

1

Important information

Complete the required questionnaires

If required, you will receive invitations to complete questionnaires in the SAP Business Network portal.

For example: certificates (RBQ, ISO), forms (cyber security, ESG), insurance (property, liability).

You will receive an individual invitation for each of the questionnaires to be submitted to complete the supplier profile, be it a certificate, insurance document or form.


These are sent to you according to the products or services you offer as a supplier.

Make sure you have all the relevant information and documentation required to complete and submit them.

Complete the questionnaire

Different types of questionnaires

For some questionnaires, you will be asked to answer a question and complete the **Details** section.

All Content 

Name ↑

1 Does your organization currently hold an ISO 14001 certificate? If yes, please provide details. * Yes ▾ Details


(*) indicates a required field

[Submit Entire Response](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

Complete the questionnaire

Different types of questionnaires

For other questionnaires, you'll need to complete the **Details** section, and add a specific **amount** according to the type of product or service.

All Content 

Name ↑

1 Does your organization currently hold Property insurance? If yes, please provide details. [Details](#)

2 Please provide the valuation for the insurance CAD

3 The insurance filed must comply in all respects with the insurance requirements of the contract.
Please take note of the following before submitting your certificates:
- **Issuer:** Please specify the name of the insurer;
- **Year of publication:** N/A;
- **Certificate Location:** N/A

(*) indicates a required field

[Submit Entire Response](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

Complete the questionnaire

Different types of questionnaires

In other questionnaires, you will have to answer various questions relating to your organization or the product/service you offer.

All Content ☰ ☑

Name ↑

▼ 1 Social

| | |
|--|--|
| 1.1 Organisation name | * <input type="text" value="CBA Électrique Inc."/> |
| 1.2 Select the option(s) that best represent your business | * <input type="text" value="Unspecified"/> ▼ |
| 1.3 If you have one or more places of business in Québec, specify the function or functions. | * <input type="text" value="Unspecified"/> ▼ |
| 1.4 Where is the product manufactured? | * <input type="text" value="Unspecified"/> ▼ |

Complete the questionnaire

Step 1: Access the questionnaire

energir | Approvisionnement

Hello Annie Gendron,

Energir has invited you to complete a questionnaire. This is required so CBA Électrique Inc. can do business with Energir.

Questionnaire Overview
Questionnaire name: INSURANCE - Property
Respond by: Sat, 15 Jun, 2024
Update Request Comments:

[Submit questionnaire](#) ①

Best,
SAP Ariba team

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name ②

Password ②

③ Login

[Forgot Username or Password](#)

1. In the notification e-mail, click **Submit questionnaire**.
2. Enter your SAP Business Network **login details**.
3. Click **Login**.

Complete the questionnaire

Step 1: Access the questionnaire

The top right-hand corner of the questionnaire shows the time remaining to complete and submit it.

The screenshot shows a questionnaire interface for 'Doc1138551241 - CERTIFICATES - ISO 14001'. In the top right corner, a timer indicates 'Time remaining 9 days 23:45:38'. Below the header, there is a section titled 'All Content' with a table. The table has a header row with 'Name ↑' and a data row with the question '1 Does your organization currently hold an ISO 14001 certificate? If yes, please provide details.' and a dropdown menu showing 'Unspecified'. A note below the table states '(*) indicates a required field'. At the bottom of the interface, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Save draft' button is circled with a blue circle containing the number '1'.

1. At any time, you can click **Save draft** to save the questionnaire without submitting it.

Complete the questionnaire

Step 2: Confirm the requirement

Doc1138551241 - CERTIFICATES - ISO 14001 Time remaining 9 days 23:45:24

All Content

| Name ↑ | |
|---|-----------------|
| 1 Does your organization currently hold an ISO 14001 certificate? If yes, please provide details. | * Unspecified ▾ |

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1

1. Answer the question **Does your organization currently hold an [Type of certificate]? If yes, please provide details.**

Complete the questionnaire

Step 2: Confirm the requirement

Depending on the choice you made in the previous step, there are two possible options:

- If you answered **Yes**, click **Details**.
- If you answered **No**, click **Submit entire response**.

Doc1138551241 - CERTIFICATES - ISO 14001 Time remaining 9 days 23:45:07

All Content

| Name ↑ | |
|---|-----------------|
| 1 Does your organization currently hold an ISO 14001 certificate? If yes, please provide details. | * Yes ▾ Details |

(*) indicates a required field

Submit Entire Response **2** Save draft | Compose Message Excel Import

If Yes: See page # 60
If No: See page # 61

Complete the questionnaire

Step 2: Confirm the requirement

1 Does your organization currently hold an ISO 14001 certificate? If yes, please provide details.

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: **ISO 14001**

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date:

1 Expiration Date: *

Attachment: * Certificat.jpg 2

Or drop file here

Description:

3

Complete the following field:

1. Select the **Expiration date**.
2. Add the justification document by clicking on **Add a file**.
3. Click **OK**.

Complete the questionnaire

Step 3: Submit the questionnaire

Doc1138551241 - CERTIFICATES - ISO 14001 Time remaining 9 days 23:43:48

All Content

| Name ↑ | |
|---|-----------------|
| 1 Does your organization currently hold an ISO 14001 certificate? If yes, please provide details. | * Yes ▾ Details |

(*) indicates a required field

Submit Entire Response **1** Save

✓ Submit this response?
Click OK to submit.

2 OK Cancel

Doc1138551241 - CERTIFICATES - ISO 14001

3 ✓ Your response has been submitted. Thank you for participating in the event.

1. Once you have reviewed the questionnaire, click **Submit entire response**.
2. The **Submit this response** window appears, click **OK**.
3. A message is displayed to confirm that the questionnaire has been submitted.

Complete the questionnaire

Step 4: Check the status

The status of this questionnaire is **Pending Approval**. Before approval, it is not possible to make any changes unless invited to do so by Energir.

The screenshot shows the Ariba Sourcing interface. At the top, there is a navigation bar with 'Ariba Sourcing' on the left and 'Company Settings', 'Annie Gendron', 'Feedback', and 'Help' on the right. Below the navigation bar, there is a breadcrumb trail: '< Go back to Energir Dashboard' followed by a circled '1'. To the right of the breadcrumb is a 'Desktop File Sync' link. The main content area is titled 'Console' and shows 'Doc1138551241 - CERTIFICATES - ISO 14001'. A 'Pending Approval' button is highlighted with a red box. Below this, a yellow message box states 'You have submitted a response to the questionnaire.' Underneath, there is an 'All Content' section with a table. The table has a header 'Name ↑' and one row with the text '1 Does your organization currently hold an ISO 14001 certificate? If yes, please provide details.' and a 'Yes Details' link. At the bottom of the console, there is a 'Compose Message' button.

1. To return to the dashboard, click **Go back to Energir dashboard**.

Complete the questionnaire

Step 4: Check the status

In the **Questionnaires** section, you can view the status of each questionnaire submitted.

Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|---------------------------|---------------|-------------------|------------|------------|------------------|
| ▼ Status: Completed (3) | | | | | |
| INSURANCE - Property | Doc1138551260 | 6/5/2024 10:57 AM | (no value) | (no value) | Pending Approval |
| FORM - ESG 1 | Doc1138551278 | 6/5/2024 10:56 AM | (no value) | (no value) | Pending Approval |
| CERTIFICATES - ISO 14001 | Doc1138551241 | 6/5/2024 10:54 AM | (no value) | (no value) | Pending Approval |

Pending Approval

Download Content | Print Event Information | Review Response

Social (Section 1 of 3) Next »

| Name ↑ | |
|--|--|
| ▼ 1 Social | |
| 1.1 Organisation name | CBA Électrique Inc. |
| 1.2 Select the option(s) that best represent your business | Organisation with the mission of social and professional integration |
| 1.3 If you have one or more places of business in Québec, specify the function or functions. | Other |
| 1.4 Where is the product manufactured? | The product is made in Québec |

1. To view the details of a questionnaire, click the name of the questionnaire.

Questionnaire Review and Approval

2

Important Information

Questionnaire review and approval

Énergir's internal stakeholders complete the process steps associated with them.

You may need to make changes or additions to the submitted questionnaires.

During the review and approval phases, internal stakeholders may ask you to make changes or additions to the questionnaires.

If this is the case, the contact entered in the supplier profile will receive an e-mail notification with the requested changes or additions.

You can make these changes in your profile on the SAP Business Network.

Modify the questionnaire

Step 1: Access the questionnaire

energir | Approvisionnement

Hello Annie Gendron,

Energir has reviewed your questionnaire and needs additional information.

Questionnaire Overview
Questionnaire name: CERTIFICATES - ISO 14001
Comments: Please provide certificate.

For more information or if you have any questions, contact Energir.

[Click Here](#) 1 the questionnaire.

Best,
SAP Ariba team

1. In the e-mail notification click the **Click here** link.

OR

2. Click the **questionnaire** with the status **Pending resubmission** in the Energir Dashboard.

| Questionnaires | | | | | | |
|--|---------------|--------------------|------------|------------|----------------------|--|
| Title | ID | End Time ↓ | Commodity | Regions | Status | |
| ▼ Status: Completed (1) | | | | | | |
| INSURANCE - Property | Doc1138551260 | 6/5/2024 10:57 AM | (no value) | (no value) | Pending Approval | |
| ▼ Status: Open (2) | | | | | | |
| FORM - ESG | Doc1138551278 | 6/5/2025 11:09 AM | (no value) | (no value) | Approved | |
| CERTIFICATES - ISO 14001 | Doc1138551241 | 6/15/2024 11:09 AM | (no value) | (no value) | Pending Resubmission | |

Modify the questionnaire

Step 2: Modify the questionnaire

Ariba Sourcing

Company Settings ▾ Annie Gendron ▾ Feedback Help ▾ Messages >>

< Go back to Energir Dashboard Desktop File Sync

Console Doc1138551241 - CERTIFICATES - ISO 14001 Time remaining 9 days 23:46:13

If your customer has requested an update to this questionnaire, please click **Revise Response** and re-submit your answers. Even if you do not need to change any of your current answers, your customer cannot complete their evaluation until you re-submit the questionnaire.

1 **Revise Response**

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

| Name ↑ | |
|---|-------------|
| 1 Does your organization currently hold an ISO 14001 certificate? If yes, please provide details. | Yes Details |

Compose Message

1. Click **Revise response**.
2. Click **OK**.

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

2 **OK** Cancel

Modify the questionnaire

Step 2: Modify the questionnaire

The screenshot displays the Ariba Sourcing interface. At the top, the header includes 'Ariba Sourcing', 'Company Settings', 'Annie Gendron', 'Feedback', 'Help', and 'Messages'. Below the header, there is a navigation bar with '< Go back to Energir Dashboard' and 'Desktop File Sync'. The main content area is titled 'Console' and shows 'Doc1138551241 - CERTIFICATES - ISO 14001' with a 'Time remaining' of '9 days 23:45:45'. A yellow bar highlights a comment: 'Latest comment [6/5/2024]: Please provide certificate.' Below this, the 'All Content' section shows a table with one row: '1 Does your organization currently hold an ISO 14001 certificate? If yes, please provide details.' The row has a '1' in a blue circle next to it, indicating a required field. The table also shows a dropdown menu with 'Yes' selected and a 'Details' link. Below the table, there is a note: '(*) indicates a required field'. At the bottom, there are buttons for 'Submit Entire Response', 'Excel Import', 'Reload Last Bid', 'Save draft', and 'Compose Message'.

The yellow bar displays a comment indicating any changes or additions to be made to the questionnaire.

1. Make the necessary corrections.

Modify the questionnaire

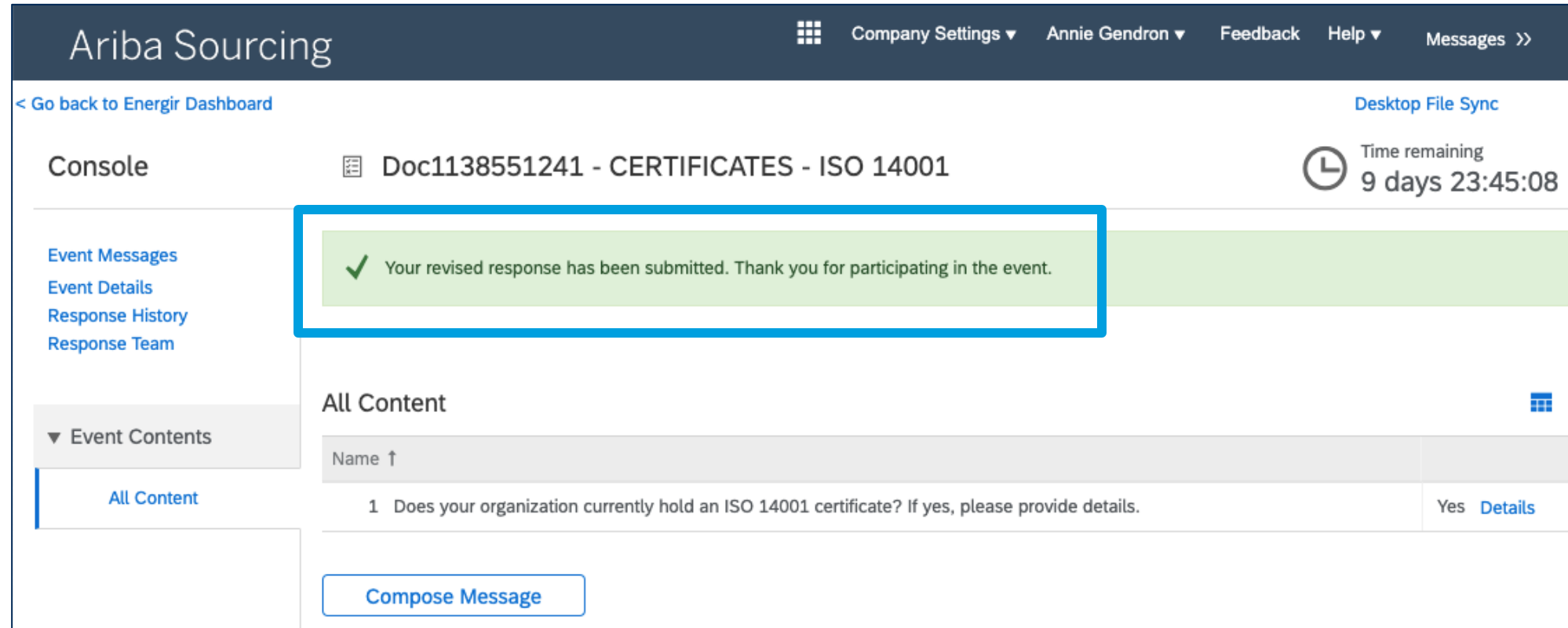
Step 3: Submit the modified questionnaire

The screenshot shows the Ariba Sourcing interface for document Doc1138551241 - CERTIFICATES - ISO 14001. The interface includes a navigation bar with 'Company Settings', 'Annie Gendron', 'Feedback', 'Help', and 'Messages'. A sidebar on the left contains 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area shows a 'Latest comment [6/5/2024]: Please provide certificate.' and a table of 'All Content' with one row: '1 Does your organization currently hold an ISO 14001 certificate? If yes, please provide details.' with a 'Yes' dropdown and a 'Details' link. A modal dialog box is open in the foreground, asking 'Submit this response?' with a green checkmark and the instruction 'Click OK to submit.' The dialog has 'OK' and 'Cancel' buttons. A red circle with the number '1' is placed over the 'Submit Entire Response' button in the background interface.

1. Click **Submit entire response.**
2. Click **OK.**

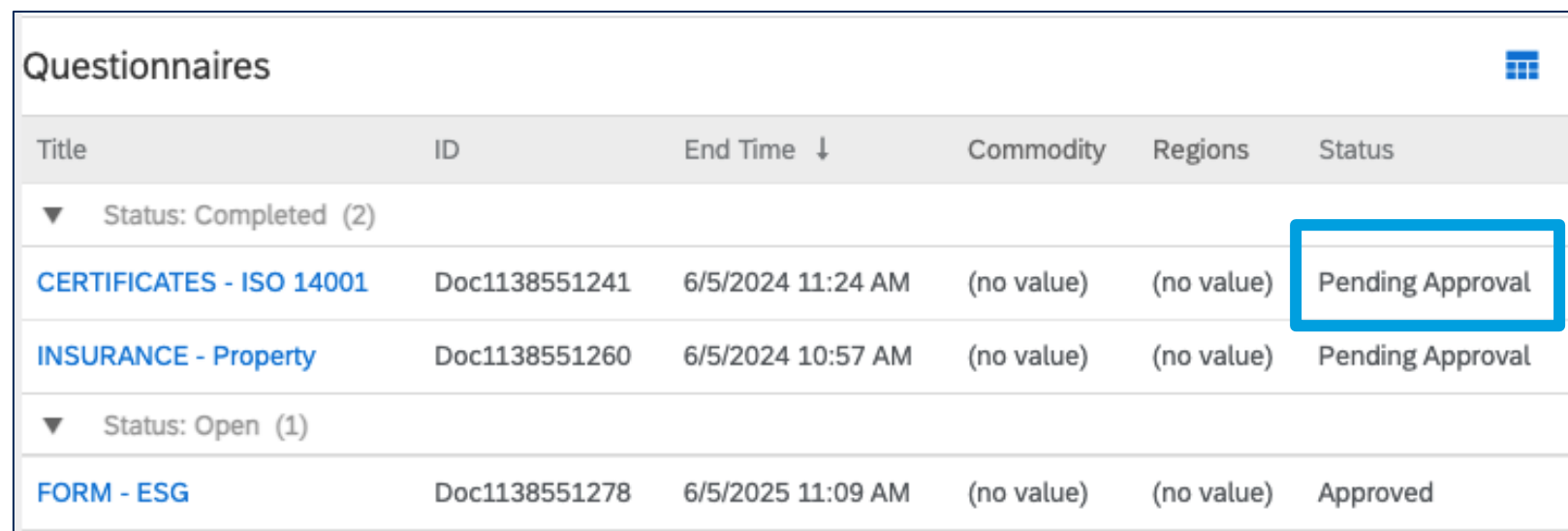
Modify the questionnaire

Step 4: Check the status



The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Ariba Sourcing', 'Company Settings', 'Annie Gendron', 'Feedback', 'Help', and 'Messages'. Below this, a breadcrumb trail says '< Go back to Energir Dashboard'. The main header area includes 'Console', 'Doc1138551241 - CERTIFICATES - ISO 14001', and a clock icon with 'Time remaining 9 days 23:45:08'. A green success message box is highlighted with a blue border, containing a checkmark and the text: 'Your revised response has been submitted. Thank you for participating in the event.' Below the message, there's a section for 'All Content' with a table listing questionnaire items. One item is visible: '1 Does your organization currently hold an ISO 14001 certificate? If yes, please provide details.' with 'Yes' and 'Details' links. A 'Compose Message' button is at the bottom.

The revised questionnaire has been submitted.



The screenshot shows a table titled 'Questionnaires'. The table has columns for Title, ID, End Time, Commodity, Regions, and Status. It is filtered by 'Status: Completed (2)'. Two rows are visible: 'CERTIFICATES - ISO 14001' with ID 'Doc1138551241' and status 'Pending Approval', and 'INSURANCE - Property' with ID 'Doc1138551260' and status 'Pending Approval'. A third row is visible under 'Status: Open (1)': 'FORM - ESG' with ID 'Doc1138551278' and status 'Approved'. The 'Pending Approval' status in the first row is highlighted with a blue border.

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|--------------------------|---------------|-------------------|------------|------------|------------------|
| ▼ Status: Completed (2) | | | | | |
| CERTIFICATES - ISO 14001 | Doc1138551241 | 6/5/2024 11:24 AM | (no value) | (no value) | Pending Approval |
| INSURANCE - Property | Doc1138551260 | 6/5/2024 10:57 AM | (no value) | (no value) | Pending Approval |
| ▼ Status: Open (1) | | | | | |
| FORM - ESG | Doc1138551278 | 6/5/2025 11:09 AM | (no value) | (no value) | Approved |

The questionnaire status is **Pending Approval**.

Modify the questionnaire

Step 5: Receive the approval notification

energir | Approvisionnement

Hello Annie Gendron,

Energir has approved the questionnaire that you completed.

Questionnaire Overview

Questionnaire name: FORM - ESG

You'll be notified if any other tasks require your attention.

Best,

SAP Ariba team

Once the questionnaire is approved, the main contact receives an e-mail notification.

In SAP Business Network, the status is set to **Approved**.

| Questionnaires | | | | | | |
|--------------------------|---------------|-------------------|------------|------------|------------------|--|
| Title | ID | End Time ↓ | Commodity | Regions | Status | |
| ▼ Status: Completed (1) | | | | | | |
| INSURANCE - Property | Doc1138551260 | 6/5/2024 10:57 AM | (no value) | (no value) | Pending Approval | |
| ▼ Status: Open (2) | | | | | | |
| CERTIFICATES - ISO 14001 | Doc1138551241 | 6/5/2025 11:31 AM | (no value) | (no value) | Approved | |
| FORM - ESG | Doc1138551278 | 6/5/2025 11:09 AM | (no value) | (no value) | Approved | |

Manage Supplier Profile

When the supplier is integrated into the supplier management system, it is the supplier's responsibility to keep the information on the registration form, as well as the documents, certificates and/or forms, up to date.



Update the information entered in the registration form.



Submit the latest version of certificates, documents and/or forms that are about to expire.

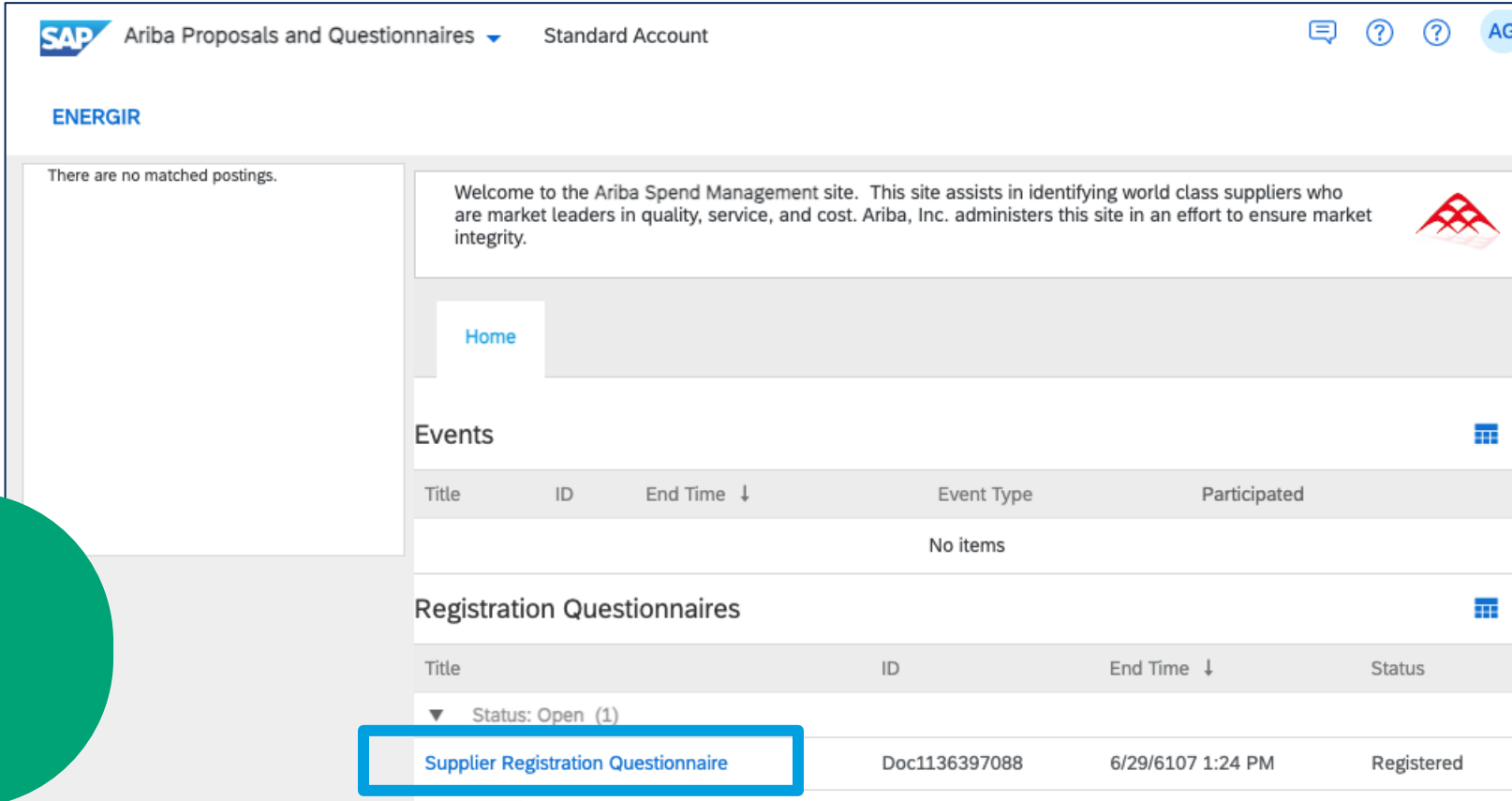


Configure parameters for notifications sent by the SAP Business Network.

Update the Registration Form

Once the registration process has been completed (registered status), the supplier can make changes to the registration form at any time.

In SAP Business Network, click [Supplier Registration Questionnaire](#).



The screenshot shows the SAP Business Network interface for 'ENERGIR'. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires' and 'Standard Account'. A message on the left states 'There are no matched postings.' The main content area features a welcome message and a 'Home' button. Below this, there are two tables: 'Events' and 'Registration Questionnaires'. The 'Registration Questionnaires' table has a dropdown menu set to 'Status: Open (1)'. The table contains one entry: 'Supplier Registration Questionnaire' with ID 'Doc1136397088', end time '6/29/6107 1:24 PM', and status 'Registered'. This entry is highlighted with a blue box.

| Title | ID | End Time ↓ | Status |
|-------------------------------------|---------------|-------------------|------------|
| Supplier Registration Questionnaire | Doc1136397088 | 6/29/6107 1:24 PM | Registered |

Submission of this new version of the registration form triggers an approval process for Energir to review the changes.

See pages # 44 to # 50 to modify the form.

Submit latest version of questionnaire

There are two options for accessing expired questionnaires:

- In the notification e-mail, click [Click here](#).
- In the dashboard, click the questionnaire with the **Expiring** status.

energir | Approvisionnement

Hello Annie Gendron,

Please upload a new ISO 14001 before the current certificate expires on Thu, 06 Jun, 2024.

[Click Here](#) to upload the certificate in CERTIFICATES - ISO 14001.

Best,

SAP Ariba team

A notification is sent 30 days before the questionnaire expiry date.

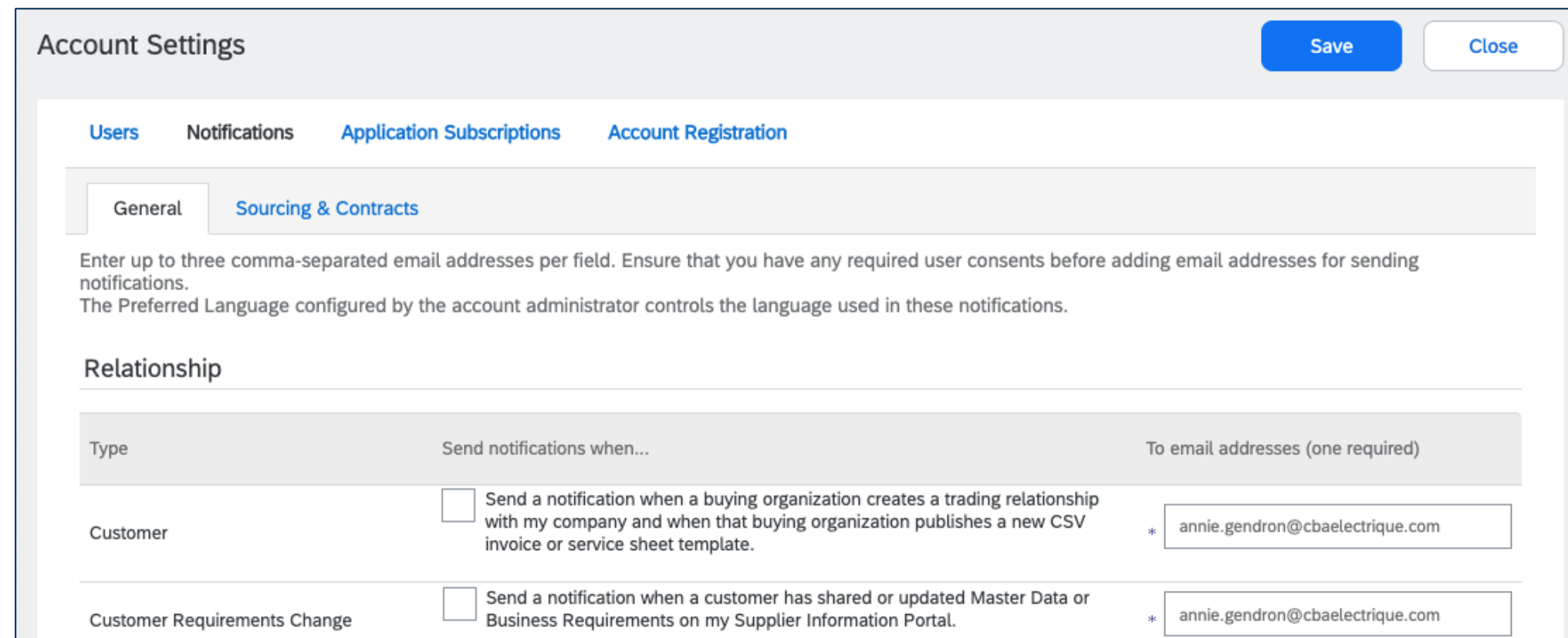
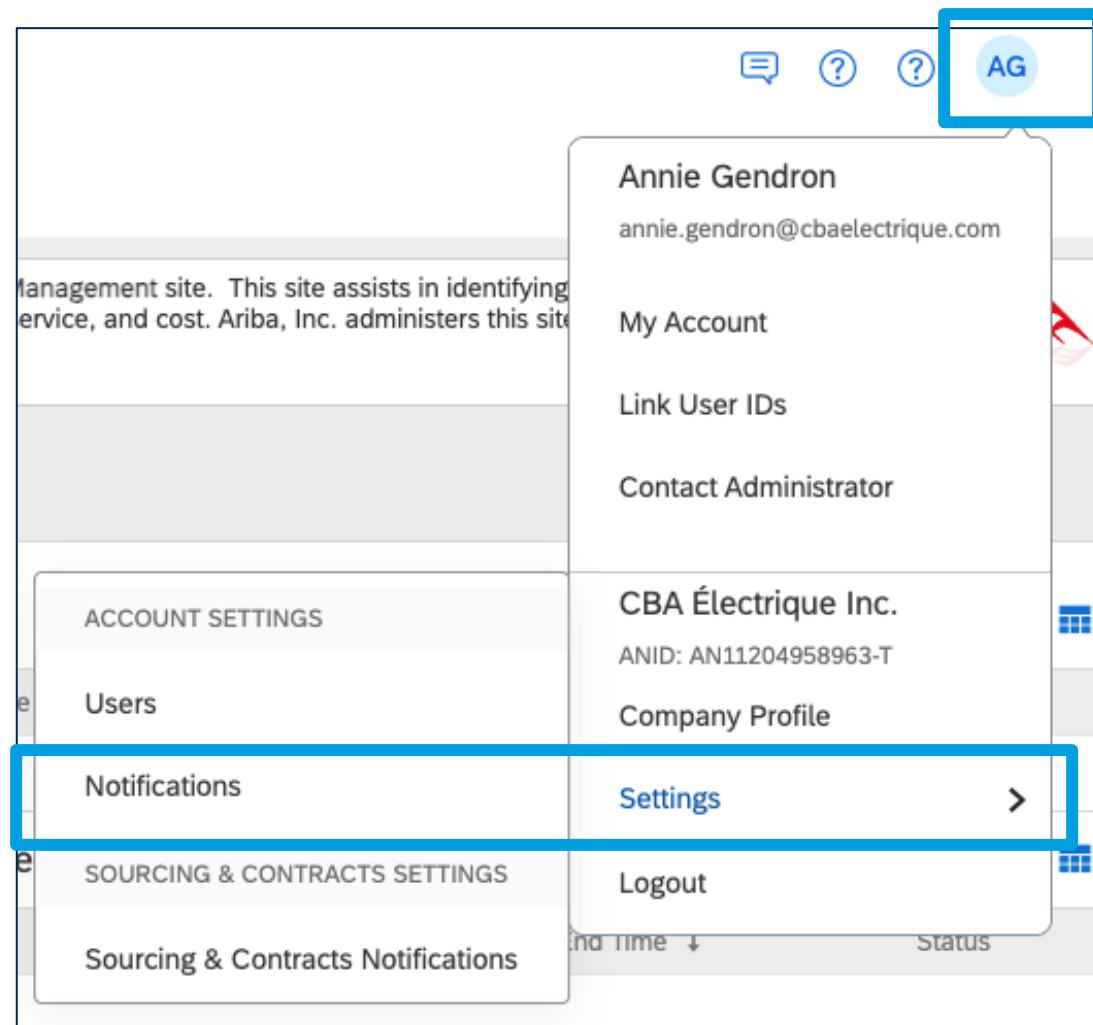
| Title | ID | End Time ↓ | Commodity | Regions | Status |
|--|---------------|-------------------|------------|------------|------------------|
| ▼ Status: Completed (1) | | | | | |
| INSURANCE - Property | Doc1138551260 | 6/5/2024 10:57 AM | (no value) | (no value) | Pending Approval |
| ▼ Status: Open (2) | | | | | |
| CERTIFICATES - ISO 14001 | Doc1138551241 | 6/5/2025 12:09 PM | (no value) | (no value) | Expiring |
| FORM - ESG | Doc1138551278 | 6/5/2025 11:09 AM | (no value) | (no value) | Approved |

See pages # 64 to # 70 to modify the questionnaire.

Configure Notifications

To configure the SAP Business Network notification settings :

- Click the account icon, select **Settings** and **Notifications**.
- Review the list of notifications and enable/disable them.





Thank you

Once again, thank you for your interest in becoming an Énergir supplier.

You will be notified when the registration process is complete, or when information needs to be modified or added.

If you have any questions, please contact commisachat@energir.com.