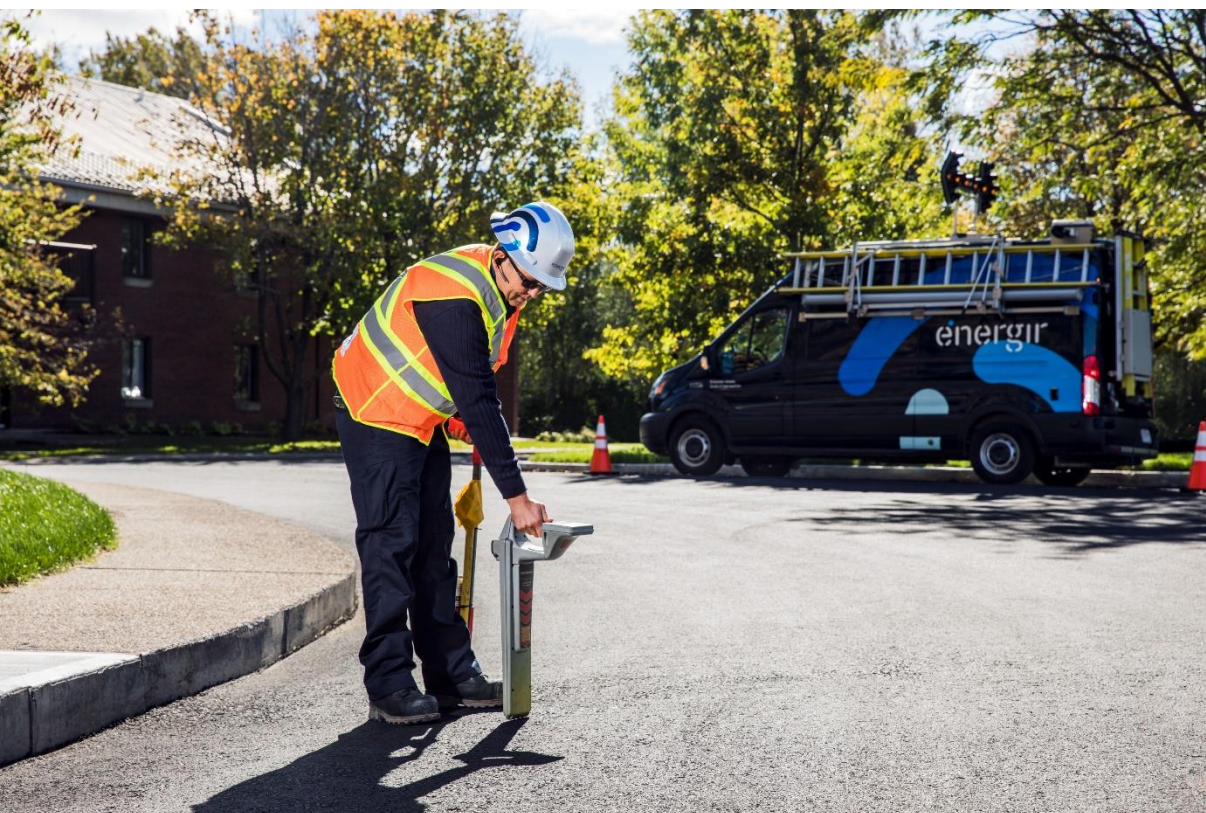# Supplier Guide

Complete the Supplier Registration Process

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

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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.

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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

1

2

Complete the registration form

Form review and approval

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.

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.

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Complete the Registration Form

1

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.

Required Information

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).

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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.

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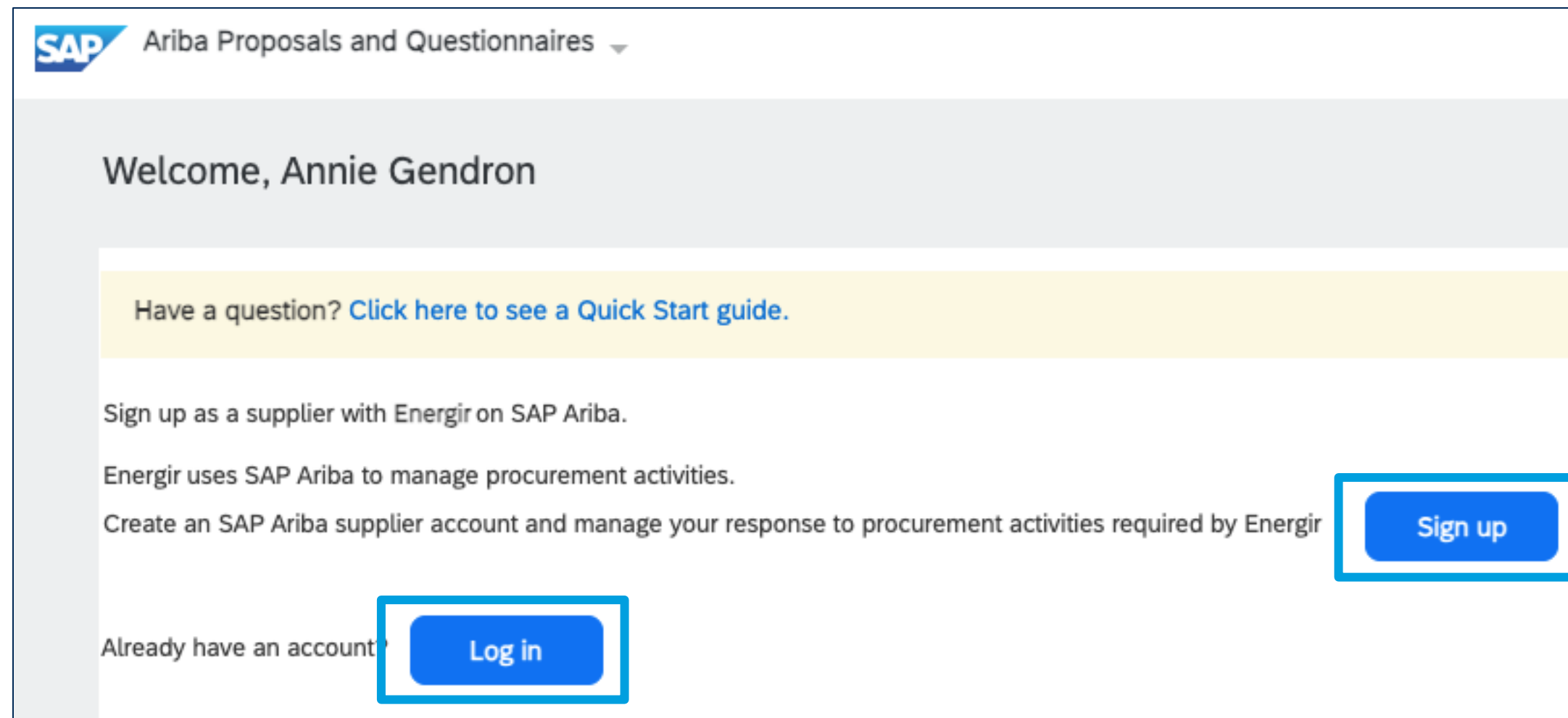
To display fields in English, make sure your web browser's language preference is set to English.

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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**.

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

Complete the Registration Form

Step 2a: Log in to SAP Business Network

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

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

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

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.

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

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

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

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

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

- 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

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 prefered language

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

Complete the Registration Form

Step 8: Select preferred method of communication

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

Complete the Registration Form

Step 9: Select the currency

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

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

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

- 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

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

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

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

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

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

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

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

Complete the Registration Form
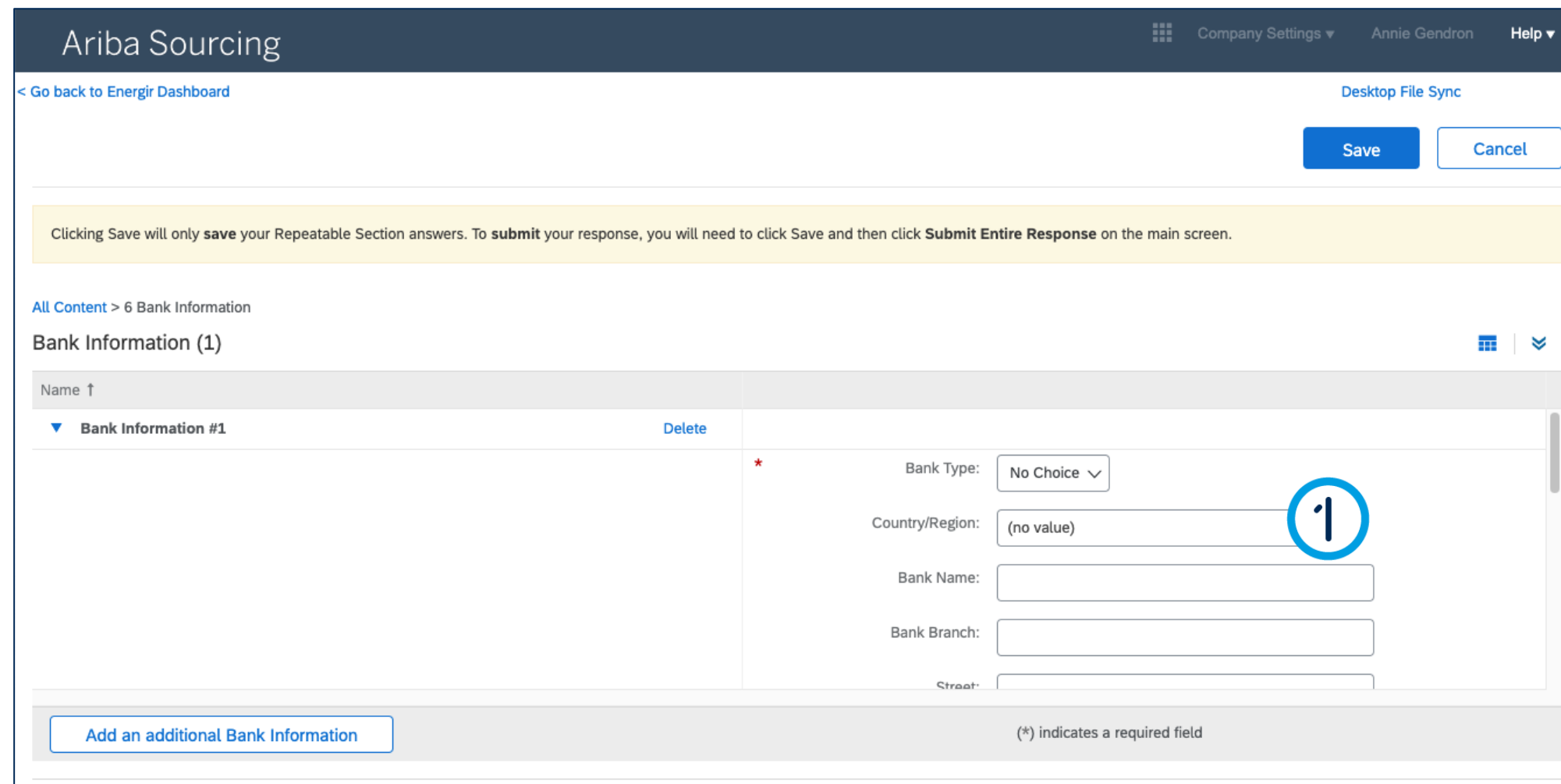
Step 14: Add bank information

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

Complete the Registration Form

Step 14: Add bank information

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

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

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

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

Complete the Registration Form

Step 14: Add bank information

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 **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
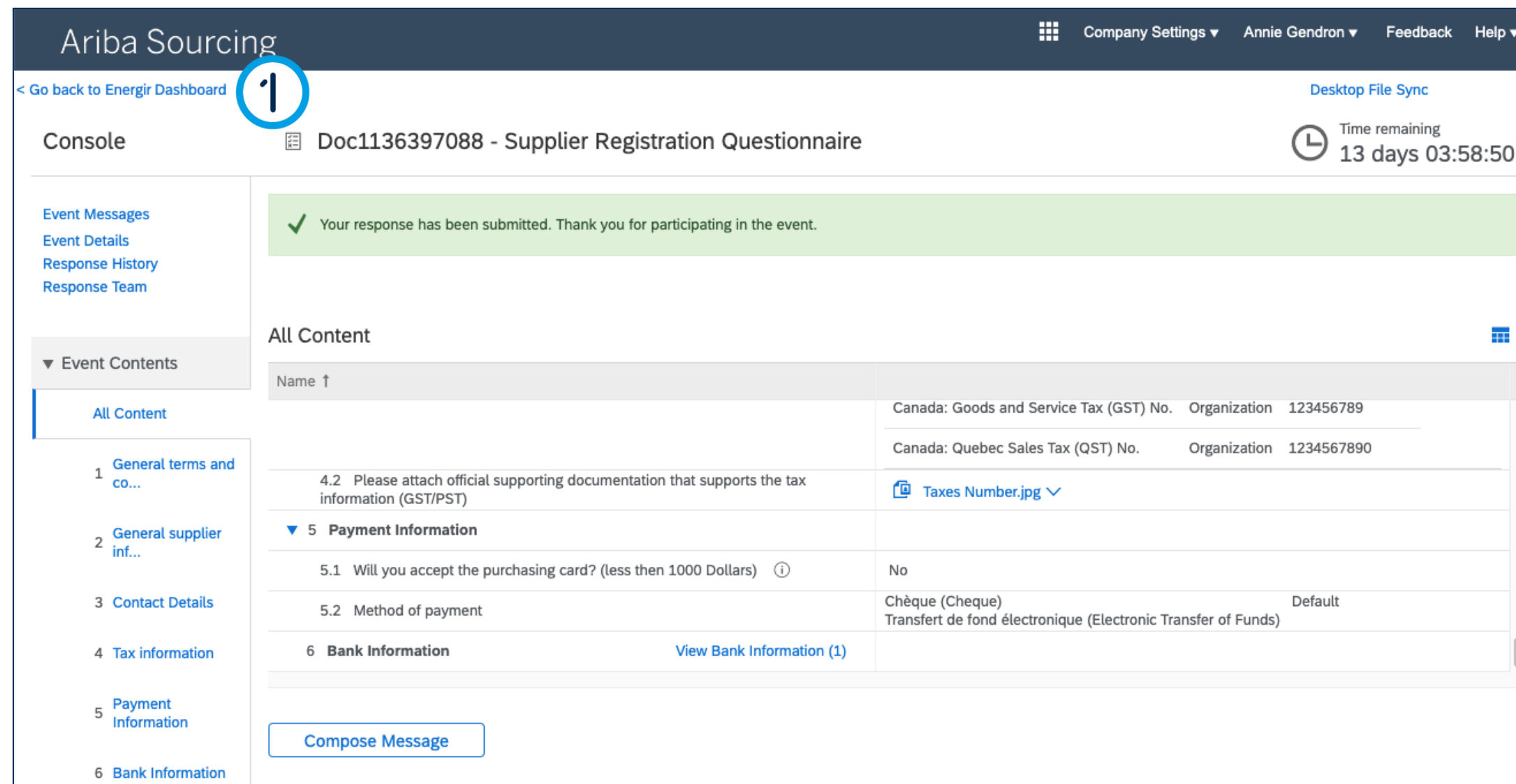
Step 16: Submit the registration form

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

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

Complete the Registration Form

Step 17: Display the dashboard

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

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

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.

Important Information

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.

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Modify the Registration Form

Step 1: Access the registration form
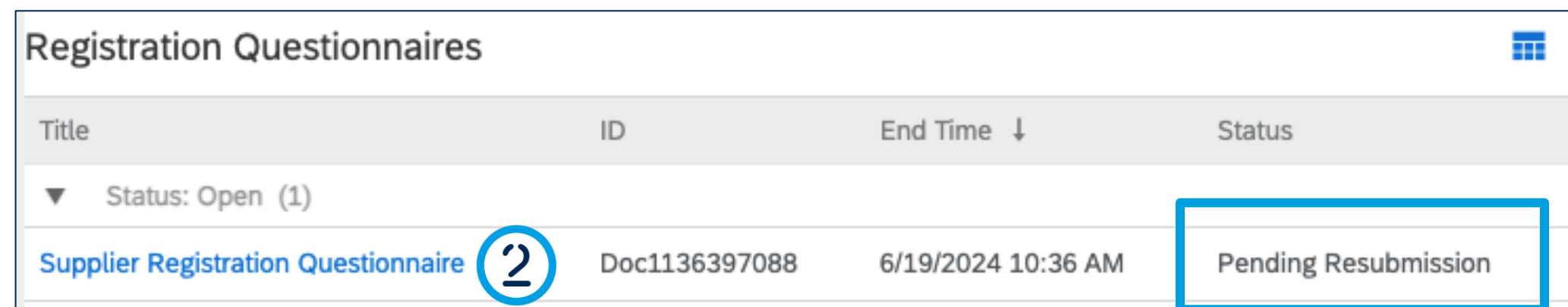
1. In the notification e-mail, click **Click here**.

   OR

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

Modify the Registration Form

Step 2: Modify the registration form

1. Click **Revise response.**

2. Click **OK.**

Modify the Registration Form

Step 2: Modify the registration form

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

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

Modify the Registration Form

Step 4: Check the status

The revised registration form has been submitted.

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

Modify the Registration Form

Step 5: Receive the approval notification

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

1 → **2**

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.

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Complete the questionnaires

1

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).

Important information

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.

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Complete the questionnaire

Different types of questionnaires

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

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.

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.

Complete the questionnaire

Step 1: Access the questionnaire

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.

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

Complete the questionnaire

Step 2: Confirm the requirement

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**.

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

Complete the questionnaire

Step 2: Confirm the requirement

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

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.

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.

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.

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Modify the questionnaire

Step 1: Access the questionnaire

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.

Modify the questionnaire

Step 2: Modify the questionnaire

1. Click **Revise response.**

2. Click **OK.**

Modify the questionnaire

Step 2: Modify the questionnaire

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

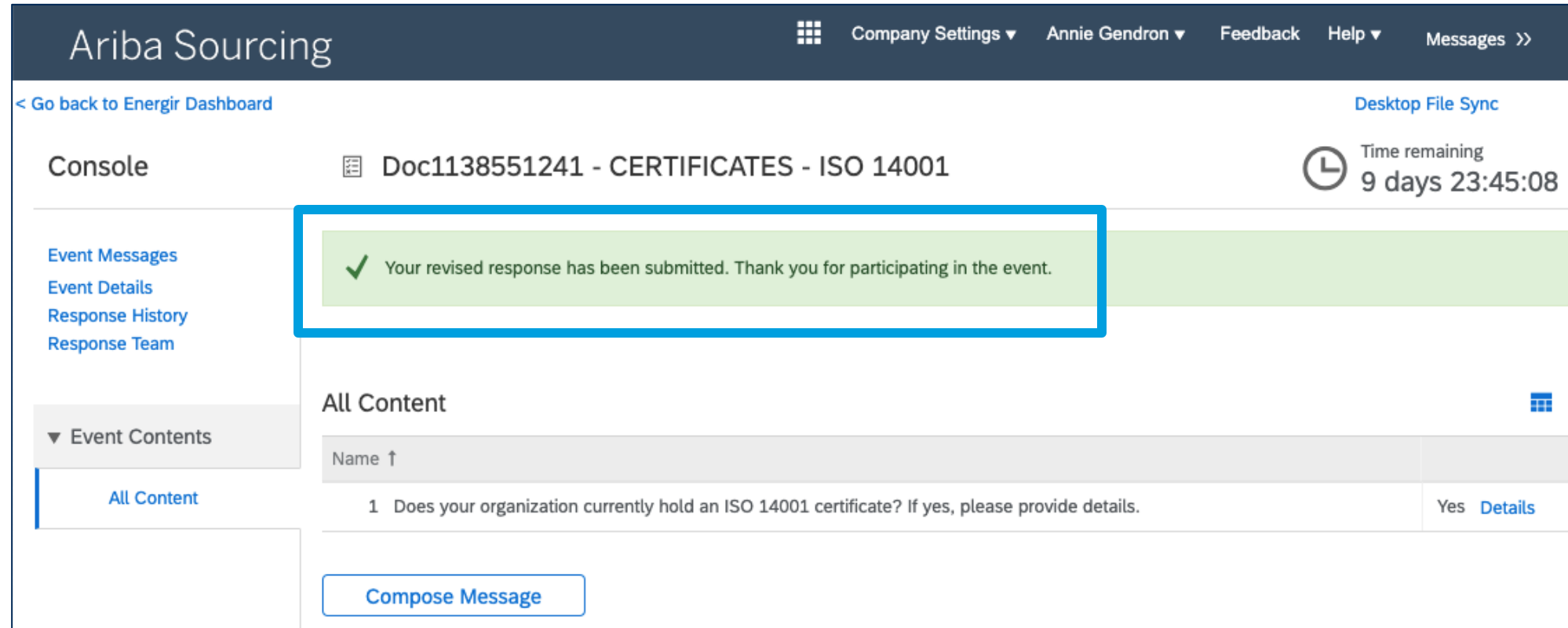**Step 3: Submit the modified questionnaire**

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

Modify the questionnaire

Step 4: Check the status

The revised questionnaire has been submitted.

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

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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.
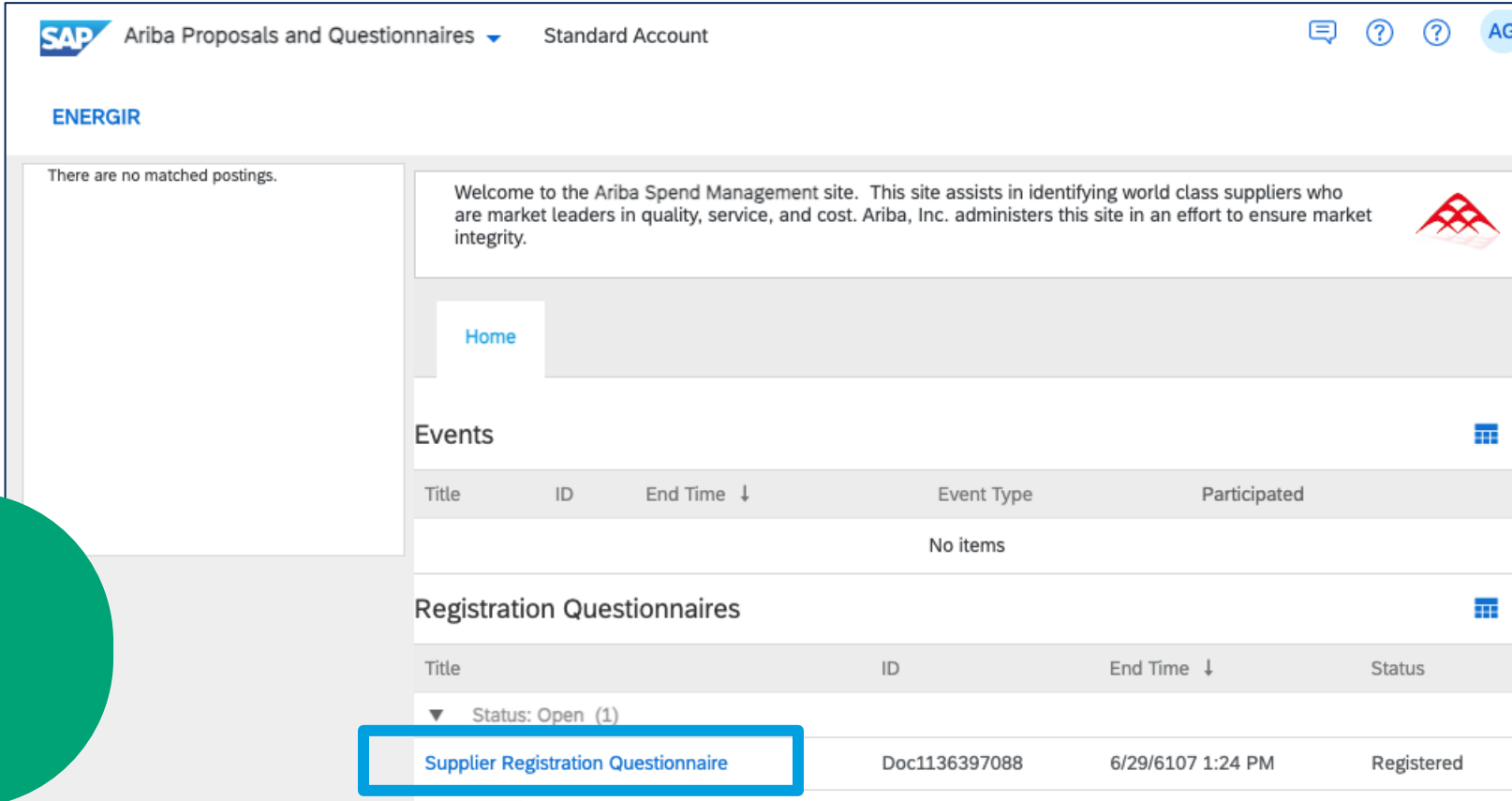
Configure parameters for notifications sent by the SAP Business Network.

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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**.

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.

énergir | 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.

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 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.
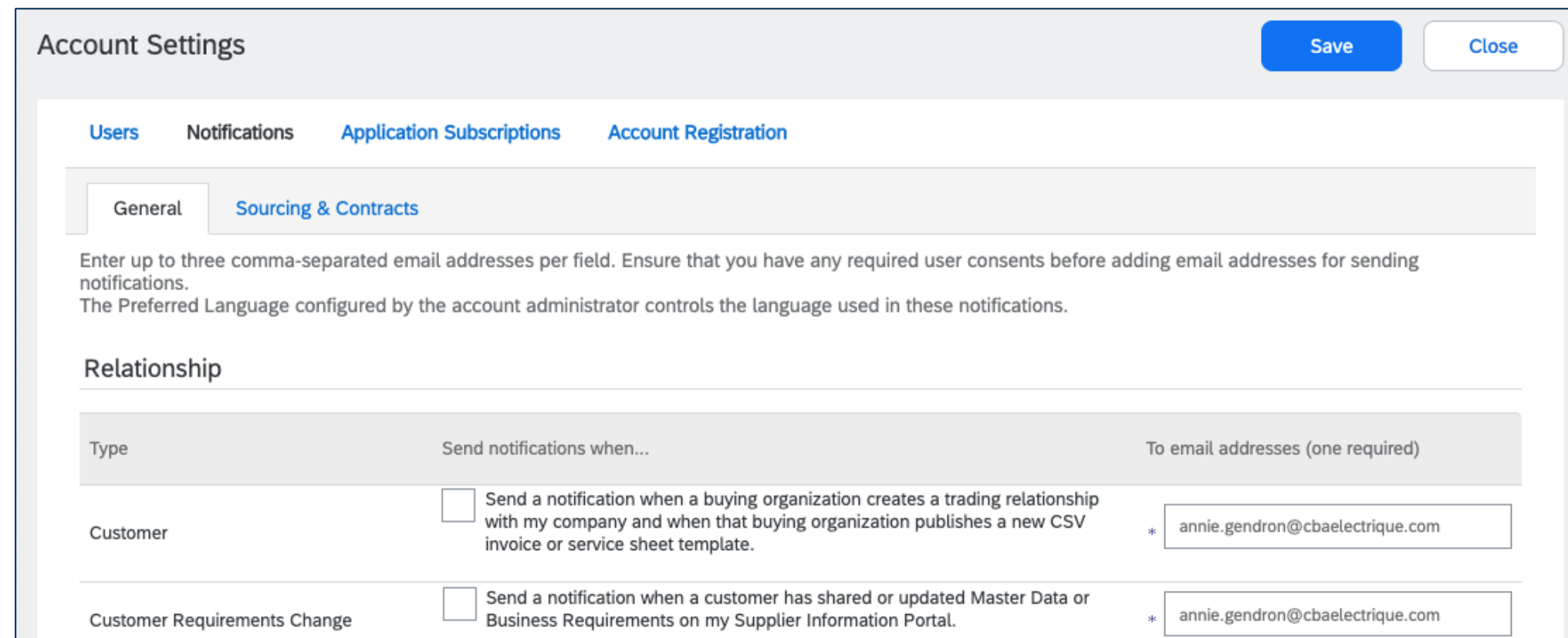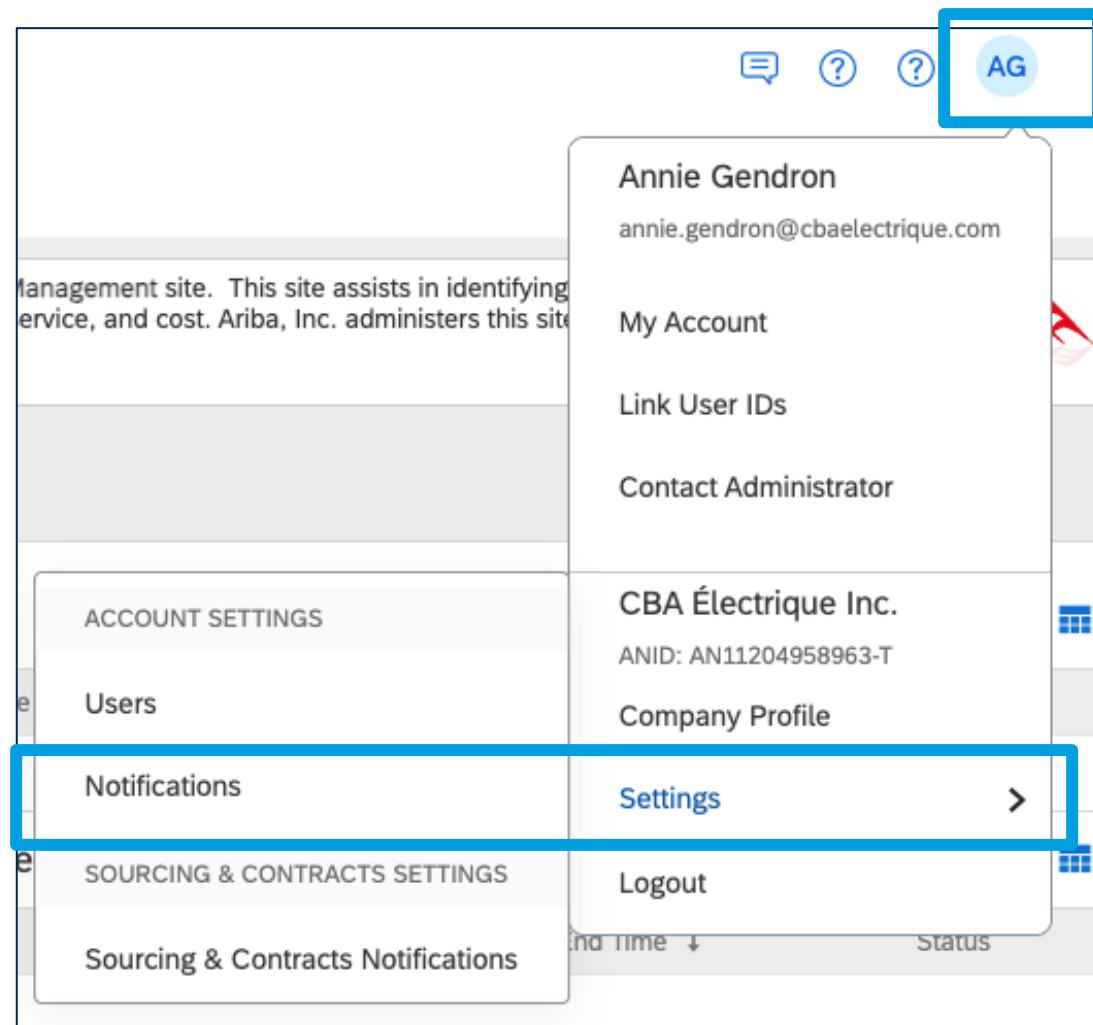
Thank you

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.

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