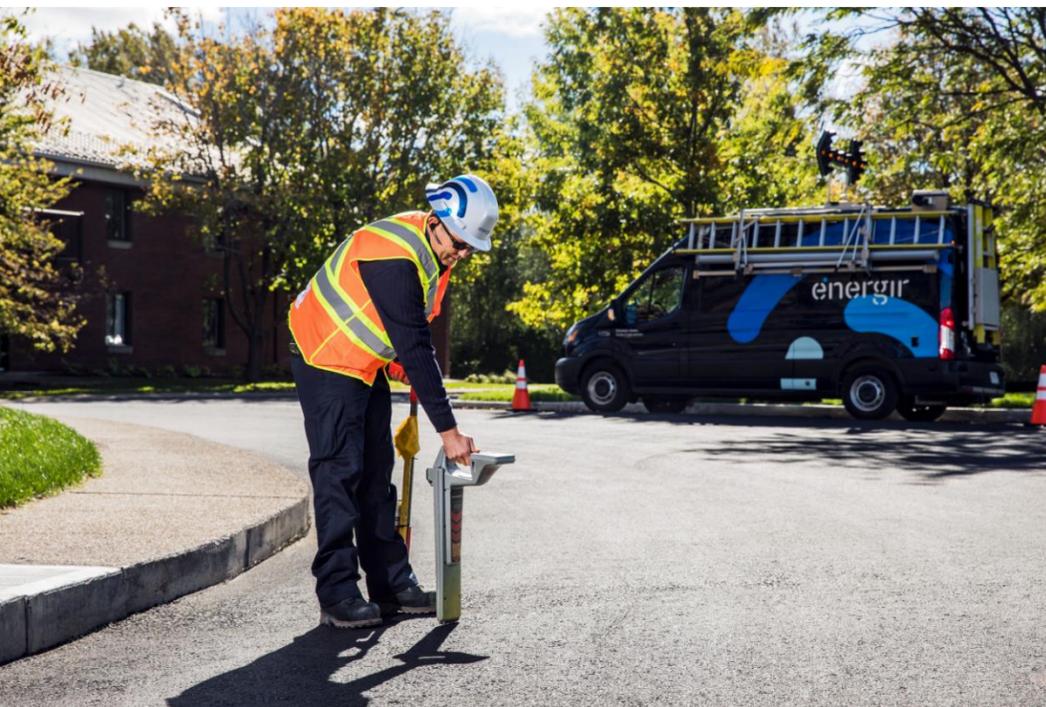


# Supplier Guide

## Submit a Request to be Considered as a Supplier

This guide contains the steps and information required to submit a request to be considered as a supplier for Énergir.



# Supplier Guide

Thank you for your interest in becoming an Énergir supplier.

Submitting this supplier application is the **first step** in a process we have put in place to manage suppliers and their performance.

In the next few pages, we will provide you with all the information you need to submit this request.



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.

We value energy efficiency, invests our resources and continue our efforts in innovative energy projects such as renewable natural gas and liquefied and compressed natural gas. Through its subsidiaries, we also provides a variety of energy services.

# Steps to Submit a Request



# If your Request is Approved



## Invitation to Register

If Énergir has a procurement need related to the product or service you offer, you will be invited to continue with the supplier registration process.



## Complete the Supplier Registration

If this is the case, you will need to complete a registration form with various information (type of incorporation, bank details, tax identification numbers, etc.) and submit different documents and/or certificates.



## Review and Approval

The procurement team is then notified that the form and documents have been submitted. The registration process continues internally at Énergir with various forms to be completed and an approval process to be completed.

# Submit a Request

1

## Required Information

Supplier  
submits  
Request

As a supplier, you submit a request through the website to be considered as an Énergir supplier.

To complete the request form, please make sure that you have the following information on hand:

- Supplier's full legal name
- Supplier's main address
- Main contact details
- Product or service category(ies)
- Place(s) of operation
- Supporting reference documents, if needed

# Submit a request

## Step 1: Access the supplier request form

### Partnering with Energir

#### Interested in becoming an Energir Supplier

If you are interested in becoming a potential supplier to Energir, please complete the following information:

[Supplier Request Form](#)

1

[Supplier Request Guide](#)

If you are approved, you will be contacted to complete your registration. Please refer to our :

[Supplier Registration Guide](#)

#### Want to transition our partnership to the SAP Business Network

If you are interested to transition our partnership onto the SAP Business Network, please contact our activation team at: [activation.ariba@energir.com](mailto:activation.ariba@energir.com)

Click [HERE](#) if you would like to know more about the SAP Business Network.

#### Already doing business with us on the SAP Business Network

The Help Center is available whenever you visit or log in to SAP Business Network.

Frequently asked questions, support documentation, training videos and more information about the task you're performing are presented in a concise, easy-to-understand format.

You can also visit the :

[Supplier Information Portal](#)

1. To access the supplier request form, click the **Supplier Request Form** button.

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

# Submit a request

## Step 2: Complete the General Supplier Information section

The screenshot shows a form titled "1 General Supplier Information". It contains three main sections:

- 1.1 Supplier Name \*** (Callout 1): A single text input field.
- 1.2 Supplier Main Address \*** (Callout 2): A sub-section with a "+" icon, containing:
  - Street (with a help icon) and House Number (with a help icon) input fields.
  - Street 2 (with a help icon) input field.
  - Street 3 (with a help icon) input field.
  - District (with a help icon) input field.
  - Postal Code (with a help icon) and City \* (with a help icon) input fields.
  - Country/Region (with a help icon) input field.
- 1.3 Website** (Callout 3): A single text input field.

1. Enter the supplier's **full legal name**.
2. Enter the supplier's **main address**.
3. Enter the supplier's **website**.

# Submit a request

## Step 3: Complete the Primary Supplier Contact section

Only one contact is required in the supplier request form.

2 Primary Supplier Contact

2.1 Contact First Name \*

2.2 Contact Last Name \*

2.3 Contact Email \* ⓘ

2.4 Contact Phone Number \* ⓘ

Enter the following information for the main contact:

- First name
- Last name
- Email
- Phone number

# Submit a request

## Step 4: Identify the service or product category(ies)

There are two ways to select the category of product or service related to the supplier request:

- Enter text in the available field and select from the list of choices displayed.
- Display a drop-down list of all product and service categories.



3 Additional information

3.1 Category \*

3.2 Region \*

See next page for the steps to follow.

# Submit a request

## Step 4a: Enter partial or complete text in the available field

The image shows two screenshots of a web form. The top screenshot shows the '3 Additional information' section with the '3.1 Category \*' field. The text 'eled' is entered in the search box, and a dropdown menu is open showing three options: 'All Commodities (All) > Conduit électrique (0406)', 'All Commodities (All) > Ent. Télécom (5237)', and 'All Commodities (All) > MATÉRIEL ÉLECTRIQUE'. A blue circle with the number '1' is next to the search box, and a blue circle with the number '2' is next to the first dropdown option. The bottom screenshot shows the same form, but the '3.1 Category \*' field now contains a tag 'Conduit électrique' with a close button (x) and a blue circle with the number '3' next to it. Below it, the '3.2 Region \*' field is empty.

1. In the **Category** field, enter the text you wish to search for in the list of categories.
2. Click the appropriate category.
3. The selected category is displayed.

To select more than one category, repeat the same steps.

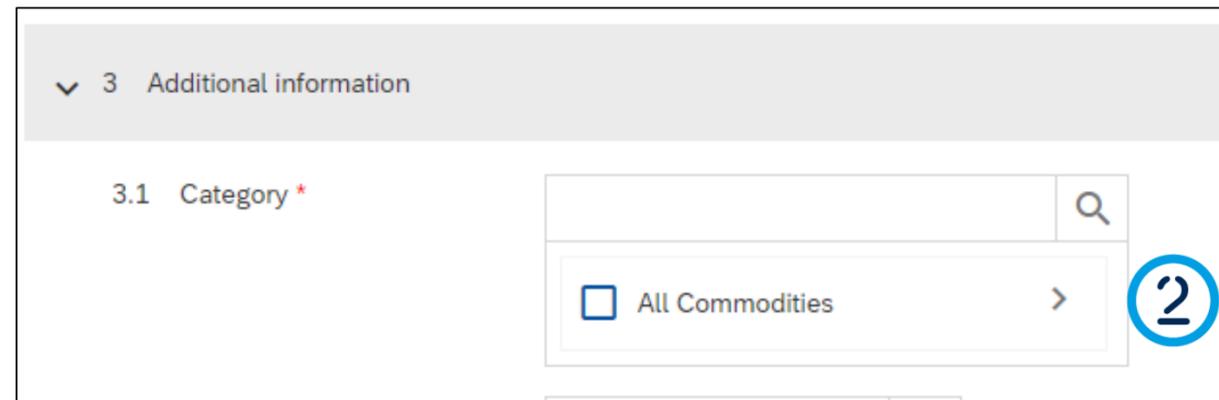
# Submit a request

## Step 4b: Select from the drop-down list



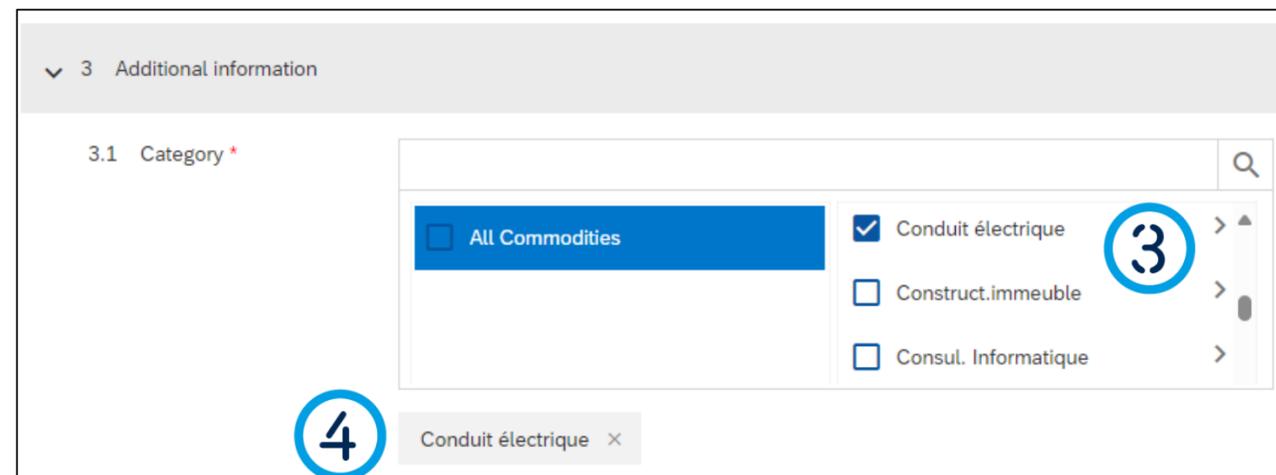
3.1 Category \*

1



3.1 Category \*

2



3.1 Category \*

3

4

Conduit électrique x

1. In the **Category** field, click the magnifying glass.
2. Click the arrow.
3. Scroll through the list and tick the box of the required category.
4. The selected category is displayed.

To select more than one category, repeat the same steps.

# Submit a request

## Step 5: Identify the region

Use one of the two previous methods to select the supplier's region(s) of operation.

3.2 Region \*

Canada

United States of America >

Ontario >

Quebec >

Saskatchewan >

Terr. du Nord-Ouest >

Terre-Neuve/Labrador >

Quebec x

You can select a country or a province/state as the place of operation.

It is possible to add more than one place of operation.

# Submit a request

## Step 6: Add attachments

To complete this request, attach any relevant or required documents (e.g. for a sourcing event).

4 Supplier Reference Attachments

Please attach supporting reference documents for creation of the supplier profile (If any)

4.1 Attachment 1: ?

4.2 Attachment 2: ?

4.3 Attachment 3: ?

Upload File

Upload File

Upload File

Submit Cancel

See next page for the steps to follow.

# Submit a request

## Step 6a: Upload an attachment

4 Supplier Reference Attachments

Please attach supporting reference documents for creation of the supplier profile (If any)

4.1 Attachment 1: ?  ①

4.2 Attachment 2: ?

Ouvrir

> Énergie > Images > Captures d'écran

Rechercher dans : Captures ...

Organiser Nouveau dossier

Documents

Captures d'écran

Nom du fichier : Certificat.png

Tous les fichiers (\*.\*)

Téléverser à partir d'un appareil mobile

Ouvrir ③

4 Supplier Reference Attachments

Please attach supporting reference documents for creation of the supplier profile (If any)

4.1 Attachment 1: ?

④ 24.37 kb Certificat.png x

1. Click the **Upload file** button.
2. Select the document.
3. Click **Open**.
4. The document is displayed below the field.

To add other attachments, repeat the same steps.

# Submit a request

## Step 7: Submit the supplier request

Be sure to review the request form before submitting it. It is not possible to modify the form once it has been submitted.

4 Supplier Reference Attachments

Please attach supporting reference documents for creation of the supplier profile (If any)

4.1 Attachment 1: ⓘ

24.37 kb Certificat.png ×

4.2 Attachment 2: ⓘ

4.3 Attachment 3: ⓘ

1

1. Click **Submit**.
2. If omitted, the field is displayed in red. Enter the missing information and click **Submit**.

1 General Supplier Information

1.1 Supplier Name \* ⓘ

**This field is required**

# Submit a request

## Step 8: Be notified of the submission

When the supplier request form is submitted, you will receive these confirmations:

1. A message appears at the top of the screen.
2. An e-mail is sent to the contact address entered in the form.

**Your request for registration as a supplier with Energir is complete.**

The Energir supplier management team will review your request details and make a decision on your request.  
Decision will be sent to your email at

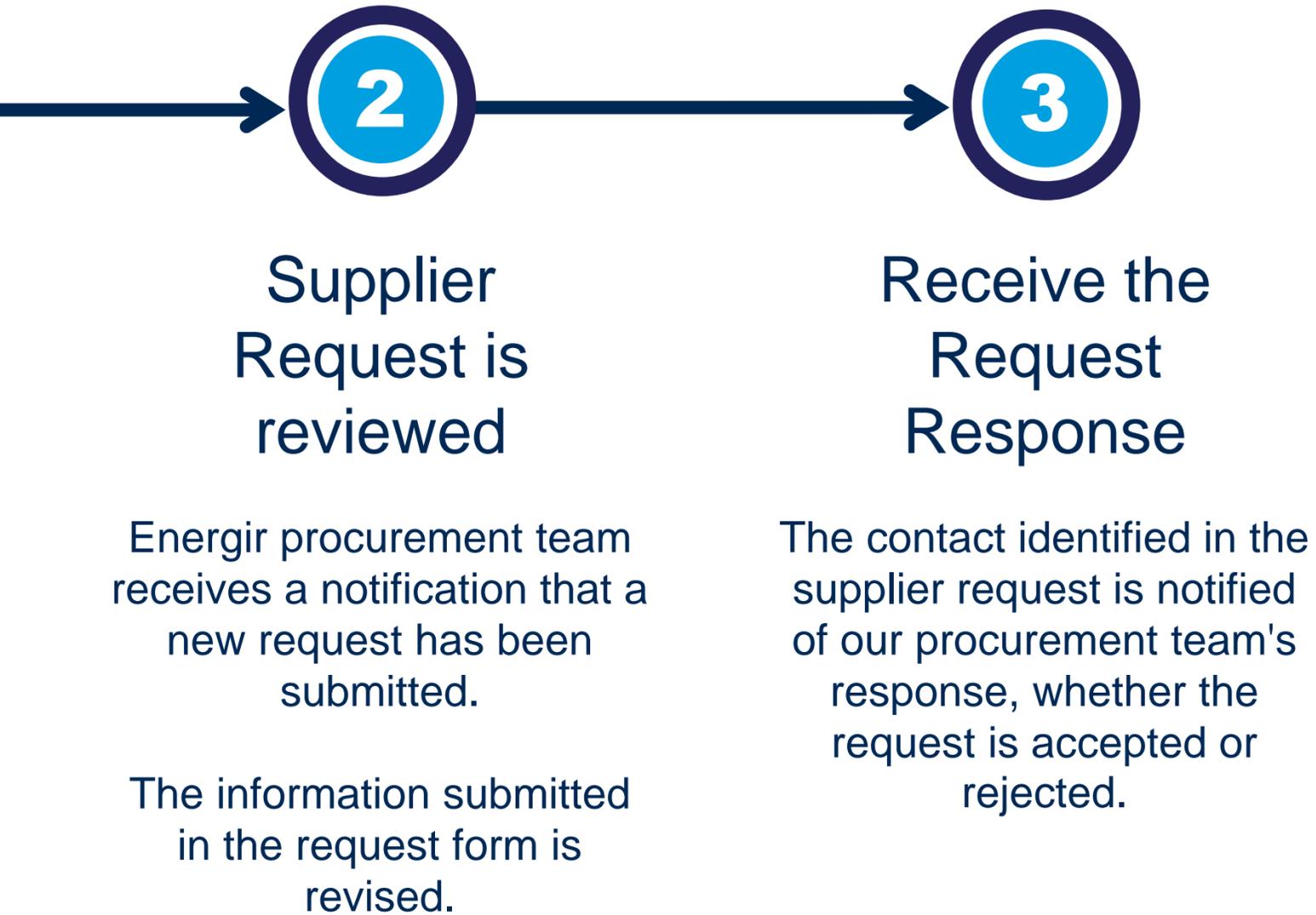
Hello ABC Électrique Inc.,

Energir has received your registration request and will review it for approval.  
Their response will be emailed to [annie.gendron@energir.com](mailto:annie.gendron@energir.com).

If you have any questions, please don't reply to this email but instead contact Energir directly.

This email has been sent to you on behalf of Energir by SAP Ariba.

# The next steps



When a request is approved, the first stage of the process is completed.

The supplier's 360° profile is created in our management system.





# Thank you

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

You will be notified shortly of our procurement team's decision.

If you have any questions, please contact [commisachat@energir.com](mailto:commisachat@energir.com).