AES Supplier Gateway
Supplier Guide

Introduction

→ This learning material will detail the process of how Supplier can:

  → complete a registration form

  → update existing data

on AES' Supplier Gateway

→ It is intended for:

  → AES' current Suppliers

  → AES's new Suppliers qualified as per its Procure-to-Pay policy

→ Only Suppliers invited to register or update their data by an AES person can do so via the Supplier Gateway.

→ If prospective Supplier wants to do business with AES and sell new services/products, please register on the Ariba Network instead (https://service.ariba.com/Register.aw/124987039/aw?awh=r&awssk=df555RWs&dard=1&ancdc=1) to be listed as a potential Supplier for future sourcing needs.
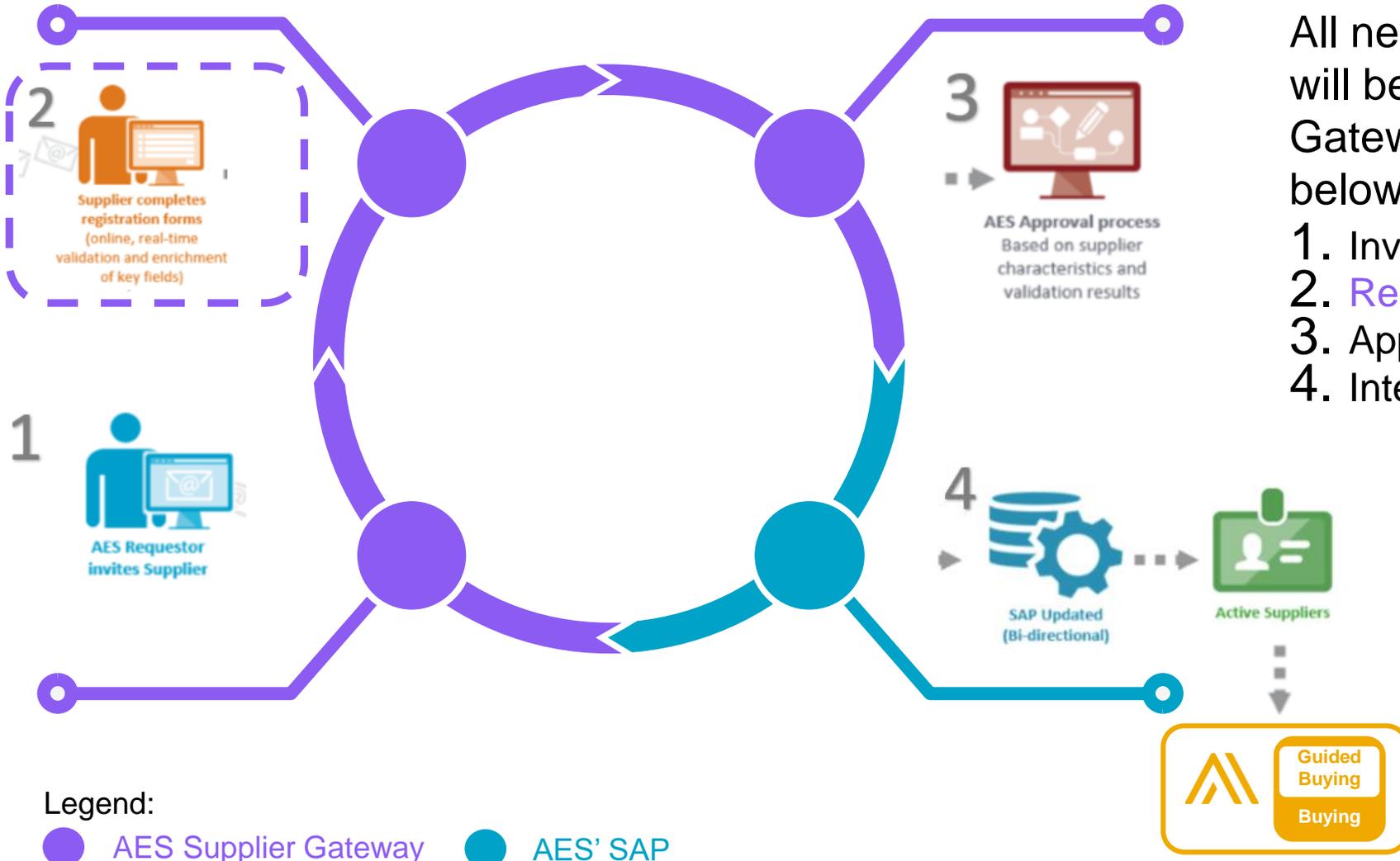
Course Topics

→ Topic 1: Supplier Data Management Process

→ Topic 2: Internet Browser requirements

→ Topic 3: Supplier Invitation and Login

→ Topic 4: How to register

→ Topic 5: How to update existing data

→ Topic 6: Resources and Support

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Supplier Data Management Process

2 Supplier completes registration forms (online, real-time validation and enrichment of key fields)

1 AES Requestor invites Supplier

3 AES Approval process Based on supplier characteristics and validation results

4 SAP Updated (Bi-directional)

Active Suppliers

Guided Buying
Buying

Legend:
● AES Supplier Gateway   ● AES' SAP

All new and existing Supplier records will be managed in the Supplier Gateway following the main 4 phases below:

1. Invitation (by AES)
2. Registration (by Suppliers)
3. Approval (by AES)
4. Integration (by AES)

This Supplier guide details phase 2.

Note: Once Supplier record is active in SAP, it is integrated with Ariba eP2P: PO and payment can be issued in Ariba eP2P.

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Internet Browser Requirement

AES Supplier Gateway is best viewed in the following internet browsers:

→ Google's Chrome,
→ Microsoft's Edge,
→ Apple's Safari, and
→ Firefox.

Microsoft has dropped support of Internet Explorer (IE) and will no longer provide security updates. If you use Microsoft's Internet Explorer (IE), the error page on the right will be displayed.

Instead, please one of the internet browser listed above.

Note: *Do <u>not use the Back or Forward icons</u> on the browse but instead* **use the Previous and Next buttons** *within the Supplier Gateway*

Oops!
It looks like your computer is using an operating system or browser that doesn't provide a secure online experience.

To maintain the highest security standards and promote the safety of your data, we occasionally need to make security improvements that may impact older browsers and operating systems. We have disabled access to our systems from browsers that do not support the latest communication protocols. This security vulnerability can allow intruders to hack their way into your customer information and other information as you use your computer to conduct business.

To maintain a consistent look and feel of this application across all major browsers, we have currently disabled the support for Internet Explorer 11 (IE 11).
The following Operating Systems and browsers support the latest encryption protocols, and are the only Operating Systems and browsers that will be able to access our systems:

- All Windows O/S using Chrome version 40 or newer
- All Windows O/S using Firefox version 45 or newer
- Windows 8.1 and 10 using Edge version 79 or newer
- All Mac O/S using Safari 9 or newer

What do you need to do?
Find your internet browser in the list below and follow the instructions.

Chrome

Firefox

Edge

Thank you for being an APEX Analytix client. We apologize for this inconvenience; however the security of your account information is of utmost importance to us.

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Supplier Invitation to register

Supplier will receive an invite email notification from AES inviter requesting to complete the online registration:

This email contains:

a. **Link** to access the Supplier Gateway

b. **Instructions** to access and complete the registration

c. **Credentials** to access the Supplier Gateway

d. **Message** (if any) which was entered by the AES Inviter

e. **Name of the AES Requestor** the Supplier is dealing with (typically project manager or technical supervisor)

f. **Support email** in case Supplier has an issue

Supplier Login (1 of 4)

Once you click on the link sent in the invitation email

Your default internet browser will open with the Landing Page allows the user to log into the Supplier Gateway

a. **Username:** Enter as received on invitation email
b. **Password:** Enter as received on invitation email. This will be a temporary password
c. Click **Log in**

Supplier Login (2 of 4)

a) You will receive an email from notifications@suppliergateway.aes.com with the subject: "AES Login Authentication Code"

b) Enter the Authentication code

c) Click on **Submit** button to continue

Note: *You will receive an authentication code via email every time you login in the Supplier Gateway for security purposes.*

Supplier Login (3 of 4)

a) Enter the current password found in the invitation email

b) Set your new password according to the instructions

c) Re-enter your new password to confirm

d) Click on **Change Password** button to apply changes

Note: *You will not be requested to change you password beyond the initial login.*

Supplier Login (4 of 4)

a) Click on **AES Term of Use AES** link to download and read

b) Click on **AES Code of conduct** link to download and read

c) Check the both checkboxes to accept

d) Click on **Next** button to continue

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Navigation

Note: *Do not use the Back or Forward icons on the browser, but instead* **use the Previous and Next buttons** *within the Supplier Gateway*

Note: *if you do not have certain information handy, you can save the draft registration and return to complete it later.*

Registration Sections

The Registration Form is composed of the following Sections. The tool will guide you through these sections:

→ Supplier Agreement
→ Registration Checklist
→ General Business Information
→ AES Country Information
→ Business Address
→ Banking Details
→ Business Certifications
→ Document Upload
→ Review and Submit

Registration Section Status

The Legend is displayed at the very top of each Section.

If a Section has a blue circle ⬤ in front of it, it means it is completed or under completion.

If a Section has a blank circle ◯ in front of it, it means it is incomplete.

Section: Supplier Agreement

The Section Supplier Agreement (to 'AES Terms of Use' and 'AES Code of Conduct') was completed upon initial login and does not be completed again.

Registration Checklist

Under the section Registration Checklist:

a) Review the information needed to complete the registration and make sure you have it handy.

Section: General Business Information (1 of 10)

Complete the following fields under the General Business Information Section. Fields marked with a * are mandatory

1. **Supplier Country**: Type or select your Country of registration

2. **Supplier Registered Name**: Enter Supplier's Legal Entity Name as per government records

3. **'Doing Business As' Name:** (Optional) Enter your commercial or alternate name (if any)

Complete the following fields under the General Business Information Section. Fields marked with a * are mandatory

4. **Tax Reporting Country:** Enter the country where Supplier legally reports all taxes.

   Note: *Field is defaulted based on Supplier country.*

5. **Business Entity Type**:

   For US entity, entity type should match what would be reported on a W-9 IRS tax form.

   For a non-US entity, please select the appropriate entity type, should be based on their W-8 tax IRS tax form.

Note: *The data entry in this field ⑤ will be automatically populated in the W-9 or W-8 electronic form to be submit as part of this registration.*

Complete the following fields under the General Business Information Section. Fields marked with a * are mandatory

6. **Income Source:** Select "Non-US Sourced" or "US Sourced" as per instructions.

    For Example: *If you are a US entity, and if your services/goods are performed/delivered in the US, then please select "US Sourced".*

Complete the following fields under the General Business Information Section. Fields marked with a * are mandatory

7. **Is the supplier providing Goods, Services or Construction Services?:** Select one of the applicable option which best describes the nature of contemplated transaction with AES

8. **Primary Category**: Select the option which best describes your business

9. **Primary Subcategory:** Select one or more option(s) that best describes your business subcategory

Complete the following fields under the General Business Information Section. Fields marked with a * are mandatory

10. **Tax Identification Number:** Click on **Edit** button. A window will pop up to enter at least one tax identification number

Complete or update the following fields in pop-up window:

a) **Tax Reporting Country:** Enter the country where Supplier legally reports all taxes.

   Note: *Field is defaulted based on Supplier country*.

b) **Tax Type:** Defaulted based on business entity type

c) **Tax ID:** Enter the Tax ID number

d) Click **OK** when all the information has been entered

Complete the following fields under the General Business Information Section. Fields marked with a * are mandatory

11. **Tax Identification Number validation:** The information entered will be displayed.

→ The Supplier Gateway will validate the Tax ID against a 3rd party gvt database (if available).

→ If validation fails for any reason, an error "Invalid" will be displayed in the 'Validation' column. If so, please verify the number and retry.

→ If the Tax ID validation fails again, an AES Admin will request more information after your registration submission.

12. Supplier Contact Information: Click on **Edit** button to enter the contact details. A new window will pop-up.

a. Update Supplier's **first name** & **last name**
b. Update Supplier's **E-mail** – This will be the person's log-in to the Supplier Gateway to complete the registration
c. **Confirm Supplier's E-mail**
d. **Preferred language**: Defaulted based on Supplier's country. Update if needed
e. Click on the pencil button to enter phone number. A new pop-up window will open.
f. To add a phone number, select the type from drop down and enter the number then click Update button to confirm the value

Click on **OK** button to continue

13. **Supplier Identification Numbers** (Optional): Enter each Identification Number you currently hold. Click g on **Add New Identification Number** button

   a) **Identification Type**: If you have a DUNS (Dun & Bradstreet) Number, please enter your DUNS #

   If you are a Minority Supplier, please enter your NAICS (North America Industry Classification System) code

   b) **Identification Number**: Enter the Identification Number as per previous selection

Click on **OK** button to continue

Complete the following fields under the General Business Information Section. Fields marked with a * are mandatory

14. Once all the required information is entered, click on **Next** button to access the Company Information section

Complete the following fields under the AES Company Information Section. Fields marked with a * are mandatory

15. If you need to update your currency Click on **Edit** Button

   a) A pop-up window will appear. Review the existing currency (defaulted by Supplier Country) and update if needed

   b) Click **OK** button when all the information has been entered

Note: *The Company Information data (Company code, Purch Org, etc.) is internal to AES and cannot be updated.*

Complete the following fields under the AES Company Information Section. Fields marked with a * are mandatory

11. **Withholding Tax Information:**

If business entity is 'Individual', 'Partnership Firm', 'Limited Liability Company [LLC]' or 'Trust', you will be prompted to complete withholding tax information as follows:

a) **Withholding Tax Type**: Defaulted value is "*1099 MISC Reporting Federal Tax*", update if needed.

b) **What type of services do you provide?:** Select one of the 4 options from the dropdown value list

Click on **OK** button to continue

Complete the following fields under the AES Company Information Section. Fields marked with a * are mandatory

12. Click **Next** to access the Business Address section

Complete the following fields under the Business Address Section. Fields marked with a * are mandatory

13. **Registered Address**: In order to add/edit **Registered address** (as per company legal registration), please click on **Edit** button. A pop-up window will appear.

Notes:
→ *Registered Address must be completed before adding a Remit-to Address (step 14) and/or Ordering address (step 15).*
→ *Registered Address is required to proceed with the registration*

Notes:
→ *There can be only one Registered Address, which cannot be deleted (but can be updated).*

Complete or update the following fields in the pop-up window:

a) **Address Type** is defaulted to Registered Address

b) **Country** is defaulted to Supplier Country as per General Business Information section

c) **Street name 1,2,3,4**: Enter the address listed as your official address in company registration as per government records

d) **Postal Code**: Enter the postal code of the official registered address

e) **State/Province**: Enter the state or province

Note: *A validation against the postal service registry (if available) will be performed. The Supplier Gateway will populate city, and standardize the format of the address data. If validation error, please verify. If error persists, please save the registration draft and contact SupplierGateway.Admin@aes.com*

Complete or update the following fields in the pop-up window:

f) **PO Delivery Email**: Enter the email to which you want POs to be delivered.

Notes:

→ *Additional PO Delivery email can be entered under Step 15.*

→ *You must maintain this email address in your Ariba Network profile to ensure POs are delivered to this PO Delivery email.*

g) **Phone Number**: Add your company phone number

Complete or update the following fields in the pop-up window:

h) **Do you have an Alternate Payee?:** Select Yes or No if you want AES to pay a different company with a different tax ID number.

Click on **OK** button to continue

Section: Business Address – Remit-to (1 of 3)

Complete the following fields under the Business Address Section. Fields marked with a * are mandatory

14. If you have different **Remit-to Address**, please click on **Add new address** button and select "Remit To Address" from the field "Address Type" .

Note: *Registered Address must be completed before adding a Remit-to Address (See step 13).*

Section: Business Address – Remit-to (2 of 3)

Complete or update the following fields in the pop-up window:

a) **Copy from address**: You can copy another address if already entered in registration

b) **Address Type:** Select *"Remit-To address"* from the dropdown value list

c) **Country** is defaulted to Supplier Country as per Business Information section

d) **Street name 1,2,3,4**: Enter the remit-to address

e) **Postal Code**: Enter a valid postal code.

Note: *A validation against the postal service registry (if available) will be performed. The Supplier Gateway will populate city, state/province and standardize the format of the address data. If validation error, please verify. If error persists, please save the registration draft and contact SupplierGateway.Admin@aes.com*

Complete or update the following fields in the pop-up window:

f) **Phone Number**: Add your company Remit-to address' phone number

g) **Remittance E-mail:** Enter the Remittance E-mail email that will receive payment remittance notifications

h) **Payee Name** (Optional): Enter Payee Name as needed.

Click **OK** to continue

Section: Business Address – Ordering Address (1 of 3)

Complete the following fields under the Business Address Section. Fields marked with a * are mandatory

15. Please click on **Add new address** button and select "**Ordering Address**" from the field "Address Type" if you have:

→ If you have different **Order-from Address(es)**

→ For **each PO contact email** you want POs to be delivered to.

Note: *You must maintain these PO contact email address(es) in your Ariba Network profile to ensure POs are delivered to this PO Delivery email.*

Note:

→ *Registered Address must be completed before adding a Remit-to Address. Registered Address is required to proceed (See step 13).*

Section: Business Address – Ordering Address (2 of 3)

Complete or update the following fields in the pop-up window:

a) **Copy from address**: You can copy another address if already entered in the registration

b) **Address Type:** Select *"Ordering address"* from the dropdown value list

c) **Country** is defaulted to Supplier Country as per Business Information section

d) **Street name 1,2,3,4**: Enter the order-from address

e) **Postal Code**: Enter a valid postal code.

Note: *A validation against the postal service registry (if available) will be performed. The Supplier Gateway will populate city, state/province and standardize the format of the address data. If validation error, please verify. If error persists, please save the registration draft and contact SupplierGateway.Admin@aes.com*

Section: Business Address – Ordering Address (3 of 3)

Complete or update the following fields in the pop-up window:

f) **Phone Number**: Add your company Ordering Address' phone number

g) **PO Delivery E-mail:** Enter the PO contact email you want to issue PO to.

Note: *You **must** maintain these PO Delivery e-mail address(es) in your Ariba Network profile to ensure POs are delivered to this PO Delivery email*

Click on **OK** button to continue

Section: Business Address – All (1 of 1)

Review the Business Address Section to ensure it is complete. Fields marked with a * are mandatory

a) **Registered Address**: Registered Address is required to proceed. There can only be only one Registered Address, which cannot be deleted but can be updated

b) **Remit-To Address**: if needed. There is no limit to the number of remit-to addresses

c) **Ordering Address**: Add one record per PO Delivery email/contact. There is no limit to the number of ordering addresses.

16. Click on **Next** button to proceed to the Country Specific Tax Information Section

Section: Country Specific Tax Information (1 of 1)

Complete the following fields under the Country Specific Tax Information Section. Fields marked with a * are mandatory

17. **Tax Document Type**: is defaulted based on the Supplier Country; No need to modify

18. **Additional Tax Information**: (Optional)

→ If Supplier is tax-exempt, enter the relevant codes.

→ If Supplier is not tax-exempt, leave these fields blank

19. Click on **Next** button to access the Banking Details *Section*

Section: Banking Details (1 of 7)

Complete the following fields under the **Banking Details** Section. Fields marked with a * are mandatory

19. **Payment Method**: Select from drop-down values: Check, Electronic Payment (preferred)

    → If **Check** is selected, the Banking Information will not be required.

    → If **Electronic** Payment is selected banking information will be required

20. Click **Add New Bank Account button** to enter the required Banking Information

A pop-up window will appear. Complete or update the following fields:

a) **Address**: Select and match the address that belong to this banking details

b) **Bank Country**: is defaulted based on Supplier Country. Update as needed. The Bank country will drive the fields displayed in this form.

c) **Bank Swift Code**: No needed for US bank accounts. It will be auto-populated by Supplier Gateway.. These codes are used when transferring money between banks, primarily for international wire transfers.

A pop-up window will appear. Complete or update the following fields:

d) **Payment Currency**: Select the currency for payment

e) **Account Holder:** Name registered on bank account

f) **Account Number:** The bank account number provided by the financial institution.

Notes:

→ *The Bank Account must belong to Supplier.*

→ *Account Holder must match the Account Number and vice versa.*

A pop-up window will appear. Complete or update the following fields:

g) **ABA Routing number**: A nine-digit code at the bottom of negotiable instruments to identify the financial institution on which it was drawn.

Note: *Validation will be performed on ABA Routing Number. If failure occurs, an error message will appear. Please verify account and re-enter. If failure persists, save the registration in draft and contact SupplierGateway.Admin@es.com*

A pop-up window will appear. Complete or update the following fields:

h) **Bank address**: The Bank Street Name, Bank Address 2, Bank City/Town, Bank State/Region, Bank Postal Code will be auto-populated based on the ABA routing Number

i) **Bank Name**: The name of the financial institution will be auto – populated based on the ABA routing number

Section: Banking Details (6 of 7)

A pop-up window will appear. Complete or update the following fields:

j) **Do you have Intermediary Banking**?:

→ If 'Yes', a new section will appear. Please Enter the bank details of the Intermediary Bank.

→ If 'No', no action is needed

Click on **OK** button when complete to return to the Banking Details Section.

Section: Banking Details (7 of 7)

Review the Banking Details Section to ensure it is complete. Fields marked with a * are mandatory

21. Click the **Edit** if need to update banking details. Click on **Add new Account** to add additional bank details.

22. Click **Next** to proceed to the Business Certifications *Section*

Section: Business Certifications (1 of 2)

Complete this <u>optional</u> Business Certification Section. Fields marked with a * are mandatory.

23. **Minority Certification**: Select from dropdown value list the desired certification

24. **Are you a certified Diverse Supplier?:** If **"No"**, none certification details need to be added.

   a) If **"Yes",** certification details will be required, click on **Add New Certification** button

   b) A pop-up window will appear. Complete the form. Click on **OK** button to close the pop-up window.

Section: Business Certifications (2 of 2)

Review the Business Certifications Section to ensure it is complete. Fields marked with a * are mandatory

25. Click the **Edit** if need to update Certification Details. Click on Add new Certification button to add an additional certification.

    Note: *You will be requested to upload any Business Certification in the next Section*

26. Click on **Next** button to continue to Document Upload Section.

Section: Document Upload (1 of 3)

Complete the Upload Documents Section. Fields marked with a * are mandatory.

27. Review the list of system-required documents to be uploaded

28. If it applies, W-9 form will be pre-created with information submitted on the registration form and ready for e-signature (by authorized signatory). Click on "**Electronic Signature**" to sign. Alternatively, you can upload an existing W-9 pdf.

Complete the Upload Documents Section. Fields marked with a * are mandatory.

29. Go to **Document type** and select from the dropdown menu the required document as requested on step #27

30. Click on **Select** button to browse your documents on your PC

31. Click on **Upload file** to upload the file

Section: Document Upload (3 of 3)

Complete the Upload Documents Section. Fields marked with a * are mandatory.

32. Review the documents uploaded. Click on the hyperlink to open any document. Click on Delete to delete such document. Add document by following steps 29-31.

33. Click on **Next** button to proceed to the Review and Submit Section

Note: *If a required document was not uploaded, a warning will appear with the name(s) of the pending document(s).*

Note: *if you do not have such document handy, you can save the draft registration and return to complete it later.*

Section: Review and Submit (1 of 2)

Finalize your registration in the Review and Submit Section.

34. Review the status of each Section. All Sections (aside from Review and Submit) should have the circles filled in. If not, click on the name of the Section or on the **Previous** button to go back to that Section. Do <u>not</u> use the Back button on the browser.

35. Click **Submit** to complete the process

Dear JOHN SMITH,

36 Reference: VRID 262539 | Notification from AES to complete profile online to register as a supplier.

Thank you for taking the time to respond to our notification, and to access and update your profile online. This is to confirm that your registration has been successful.

You will receive another e-mail containing your ID number that is recorded in our database. You must reference that ID for all future correspondence with AES.

If you have any questions or need assistance, please contact the AES Help Desk Team at suppliergateway.admin@aes.com

System Administrator,
AES

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Upon submission of the Registration, an email is sent to the Supplier's primary contact confirming that the submission has been successful.

If additional information is needed, an AES Data Administrator will contact Supplier's primary contact.

36. For any support request, please use your VRID as reference to the AES Administrator.

For any question, please contact AES Support at: suppliergateway.admin@aes.com

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Existing Data Update

There are 2 ways in which existing data may be updated:

→ **AES may request an existing Supplier to update existing data** previously submitted and migrated to the Supplier Gateway. Supplier will receive an email to access the Supplier Gateway and will follow the steps described in Topic 4 (How to register): registration form's fields will not be blank but instead will contain existing data to be reviewed and updated by Supplier.

→ Once registered, a **Supplier can and should update existing data as needed without an invitation from AES**. Supplier shall use its credentials to access the Supplier Gateway and update its data (for example, upload a renewed business certificate, update banking details, add a new PO Delivery contact email, etc.) Modified data will be validated, reviewed and approved by AES.

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Supplier Gateway Training

The AES Supplier Gateway Supplier Guide (this document) can be found at:

→ AES Supplier Page: https://www.aes.com/suppliers/training-resources/

→ Within the Supplier Gateway, under the **Supplier** tab

Supplier Gateway Support

Within the Supplier Gateway, under the **Help** tab, you can find:

→ **Contact Us**: Send a message to the tool developer to report any technical issues you may be having.

Also, you can contact **AES' Supplier Gateway Support team at** SupplierGateway.admin@aes.com

Thank you