

AES Supplier Gateway Supplier Guide

Introduction

- This learning material will detail the process of how Supplier can:
 - complete a registration form
 - update existing dataon 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](https://service.ariba.com/Register.aw/124987039/aw?a-wh=r&awssk=df555RWs&dard=1&ancdc=1) instead (<https://service.ariba.com/Register.aw/124987039/aw?a-wh=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

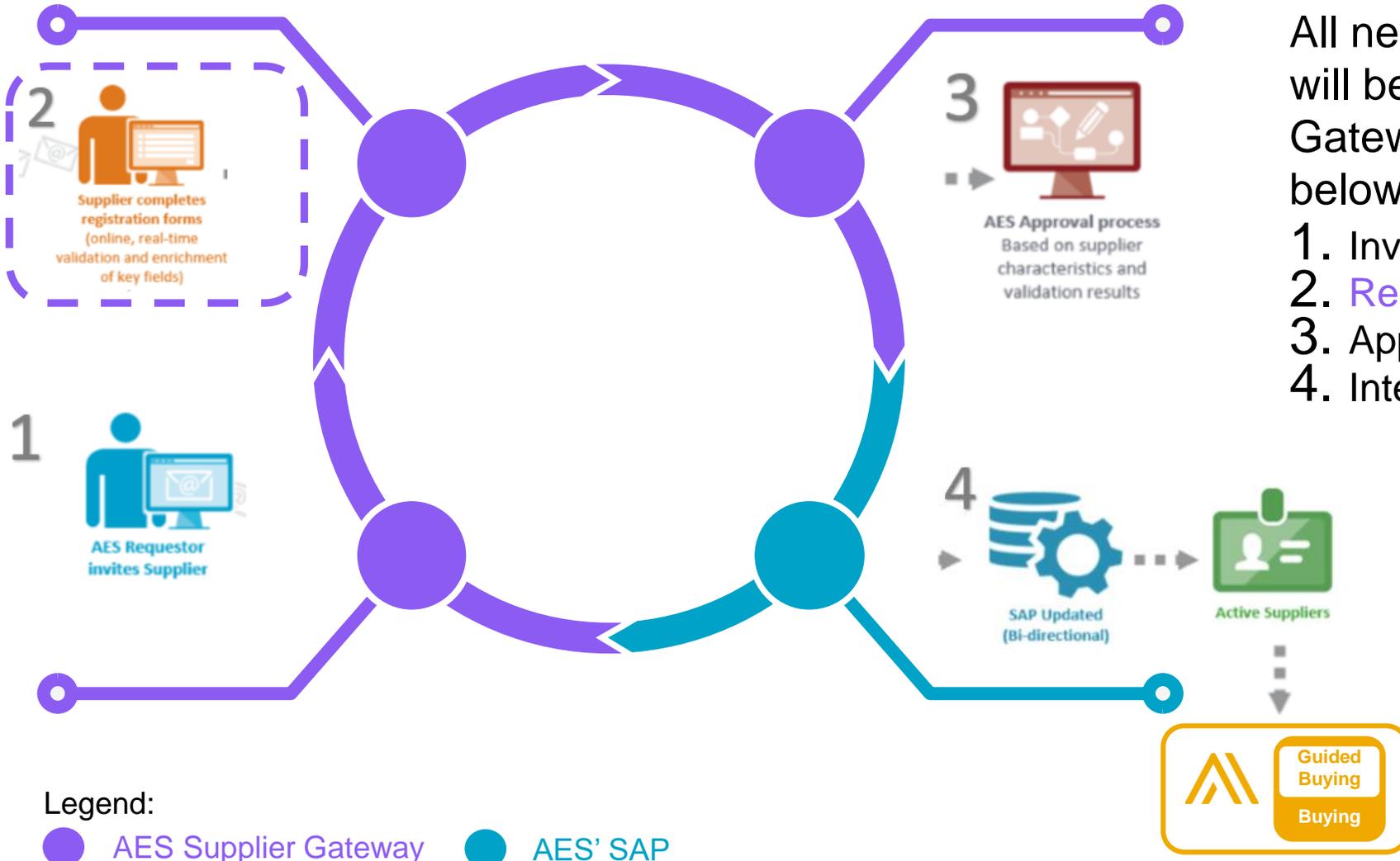


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Supplier Data Management Process



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 use one of the internet browsers listed above.

Note: *Do not use the Back or Forward icons on the browser 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.



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

IMPORTANT- Invitation to register your company with AES Inbox x

notifications@suppliergateway.aes.com via dkim.mimecast.org 9:13 PM (13 minutes ago) ☆ ↶ ⋮



Dear OLI RIV,

AUDIO VIDEO GROUP will be or has recently begun doing business with AES or one of its affiliates (such as DPL, IPL). To enable purchase order issuance and/or invoice/payment processing, please **register your company information (address, tax ID, bank details etc) in our supplier Gateway**. Failure to do so in a timely manner will result in delays in the business transaction/payment.

How to create and update your Company registration?

1. Visit <https://aes.apexportal.net/> to log in using the username and password listed below. These credentials are valid for 45 days from the date of this email. Please do not share these credentials.
2. Upon login, you will receive a authentication code via email. Please enter such authentication code to confirm your access.
3. You will be prompted to update your password.
4. Complete your Company registration; it will only take approximately 10-15 minutes.

Please use the **login credentials** below to access AES' Supplier Gateway to create and update your company registration:

Company Name:	SUPPLIER GROUP INC
Username:	SP.JOHN.SMITH.14
Password:	DXbzlpM[Ah0/1v

Optional message: PLEASE USE THE LINK TO COMPLETE YOUR REGISTRATION, AS DISCUSSED

On behalf of the AES person who requested your company registration: ANDRES GLUSKI

You will receive automatic email reminders until completion of this registration.

If you think you have received this email by error, or have any questions, please contact the AES Helpdesk at SupplierGateway.admin@aes.com

Sincerely,
AES

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

This email contains:

- Link** to access the Supplier Gateway
- Instructions** to access and complete the registration
- Credentials** to access the Supplier Gateway
- Message** (if any) which was entered by the AES Inviter
- Name of the AES Requestor** the Supplier is dealing with (typically project manager or technical supervisor)
- Support email** in case Supplier has an issue



Supplier Login (1 of 4)

SP.JOHN.SMITH.14

.....

Log In

Remember Me?

[Forgot your password?](#)
First time user/Forgot username?

Home Help

English (United States)

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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)

The image shows a browser window displaying the AES Supplier Management Portal authentication page. The page has a header with the AES logo, navigation links for Home and Help, and a language dropdown set to English. Below the header, there is a section titled "Please enter authentication code received in your email" with a text input field containing "624850". Below this is a section titled "Please configure the Security Questions" with three dropdown menus: "In what city or town was your first job?" (Atlanta), "What was the color of your first car?" (Blue), and "What was your childhood nickname?" (Will). At the bottom of this section are "Submit" and "Resend Authentication Code" buttons. A dashed purple box labeled 'a' highlights the email content, which includes the AES logo, the text "AES Login Authentication Code Email", a "Dear User," salutation, a security notice, the authentication code "624850", and contact information for the System Administrator. A dashed purple box labeled 'b' highlights the authentication code input field, and a dashed purple box labeled 'c' highlights the "Submit" button.

Please enter authentication code received in your email

624850

Please configure the Security Questions

In what city or town was your first job? Atlanta

What was the color of your first car? Blue

What was your childhood nickname? Will

Submit Resend Authentication Code

a AES Login Authentication Code Email

Dear User,

For your security, please see your Authentication Code for login to the AES Supplier Management Portal.

Authentication Code: 624850

If you have any questions, please contact the Help Desk at suppliergateway.admin@aes.com

System Administrator
AES

THIS IS AN AUTOMATED MESSAGE GENERATED BY AES
PLEASE DO NOT REPLY DIRECTLY TO THIS MESSAGE.

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

The screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Authenticate`. The main page has the AES logo and a navigation bar. A modal dialog box titled "AES Supplier Management Portal Change Password" is open. It contains the following text:

The administrator has required that you change your password before continuing.

Passwords must have

- At least 8 Characters
- At most 20 Characters
- At least One Lower and One Upper Character
- At least One Alpha and Numeric Character
- Should not be same as the Username

Below the requirements are three input fields:

- a) Current Password: [password field]
- b) New Password: [password field]
- c) Re-enter Password: [password field]

At the bottom of the dialog is a red button labeled "Change Password" (d).

- Enter the current password found in the invitation email
- Set your new password according to the instructions
- Re-enter your new password to confirm
- 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)

The screenshot shows the AES Supplier Management Portal interface. At the top, there is a navigation bar with the AES logo, 'Home', 'Supplier', and 'Help' links, and a user greeting 'Welcome JOHN SMITH'. Below this is a progress indicator showing 'Supplier Agreement' as the current step. A list of steps is provided, with 'Terms Of Use | AES' and 'AES Code of Conduct / Code of Conduct' highlighted. The 'Digital Certificate Agreement' section contains two checkboxes: 'I have read and agree to the terms and conditions outlined in the customer agreement.' and 'I have reviewed and agreed to the Code of Conduct document'. A 'Next >>' button is highlighted at the bottom of the form.

- Click on **AES Term of Use AES** link to download and read
- Click on **AES Code of conduct** link to download and read
- Check the both checkboxes to accept
- Click on **Next** button to continue

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Navigation

The screenshot displays the 'Supplier Contact Information' page in a web browser. The browser's address bar shows the URL 'uat-aes.apexportal.net/Registration/SupplierRegistration.aspx'. The page content includes a table for 'Supplier Contact Information' with one entry for 'JOHN SMITH' and an 'Add New Person' button. Below this is the 'Supplier Identification Numbers (DUNS, NAICS)' section, which includes a table with one entry for a 'DUNS Number' and an 'Add New Identification Number' button. At the bottom of the page, three buttons are highlighted with a purple dashed box: '<< Previous', 'Next >>', and 'Save Draft'. The browser's back and forward navigation icons are highlighted with a red box.

	First Name	Last Name	Title	Contact Type	Email	Resend
Edit	JOHN	SMITH		Supplier Primary Contact	MINAYA03@HOTMAIL.COM	Delete Resend
Add New Person						

	Type	Issued By	Number	Issued Date	SubType	Delete
Edit	DUNS Number		123456658			Delete
Add New Identification Number						

<< Previous Next >> Save Draft

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 screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. The page features the AES logo and a navigation menu with 'Home', 'Supplier', and 'Help'. A user is logged in as 'JOHN SMITH'. The main content area is titled 'Registration Checklist' and includes a legend for 'Complete' (blue dot) and 'Incomplete' (white dot). A list of registration sections is shown, with 'Supplier Agreement', 'Registration Checklist', and 'General Business Information' marked as complete. Below the list, there are five numbered items to be provided: 1. Company contact information, 2. Tax Registration Information (TIN, FED ID, VAT, CIF, NIF as applicable), 3. Banking Information, 4. Business classification, and 5. Government and diversity certifications. At the bottom, there are 'Next >>' and 'Save Draft' buttons. The footer contains the copyright notice 'Copyright © 2005 - 2020 APEX Analytix'.

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 screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. The page features the AES logo in the top left, a navigation menu with 'Home', 'Supplier', and 'Help', and a user greeting 'Welcome JOHN SMITH' in the top right. Below the navigation is a 'Registration Checklist' section. A legend on the left indicates that a blue circle represents a 'Complete' section and a white circle represents an 'Incomplete' section. The checklist items are: Supplier Agreement (blue circle), Registration Checklist (blue circle), General Business Information (white circle), AES Company Information (white circle), Business Address (white circle), Banking Details (white circle), Business Certifications (white circle), Document Upload (white circle), and Review and Submit (white circle). The 'Registration Checklist' item is highlighted with a dashed blue box. Below the checklist, there are two buttons: 'Next >>' and 'Save Draft'.

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 screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. The page features the AES logo in the top left, a navigation menu with 'Home', 'Supplier', and 'Help', and a user greeting 'Welcome JOHN SMITH' in the top right. Below the navigation is a 'Registration Checklist' section. On the left, a vertical list of items is shown with radio buttons: 'Supplier Agreement' (checked), 'Registration Checklist' (checked), 'General Business Information', 'AES Company Information', 'Business Address', 'Banking Details', 'Business Certifications', 'Document Upload', and 'Review and Submit'. To the right of this list, a message states: 'Please be prepared to provide the following before you proceed with registration:' followed by a numbered list: 1. Company contact information, 2. Tax Registration Information (TIN, FED ID, VAT, CIF, NIF as applicable), 3. Banking Information, 4. Business classification, and 5. Government and diversity certifications. Below the list, there is a thank you message and a contact email: 'Thank you. For any questions, please contact helpdesk suppliergateway.admin@aes.com'. At the bottom of the checklist area are two buttons: 'Next >>' and 'Save Draft'. The footer of the page contains the copyright notice: 'Copyright © 2005 - 2020 APEX Analytix'.

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

The screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. The page features the AES logo and a navigation menu with 'Home', 'Supplier', and 'Help'. A user is logged in as 'JOHN SMITH'. The main content area is titled 'Registration Checklist' and includes a legend for 'Complete' (filled circle) and 'Incomplete' (empty circle). A list of registration steps is shown on the left, with 'Supplier Agreement', 'Registration Checklist', and 'General Business Information' marked as complete. The 'Registration Checklist' section is highlighted with a dashed purple box and a purple circle containing the letter 'a'. The checklist items are: 1. Company contact information, 2. Tax Registration Information (TIN, FED ID, VAT, CIF, NIF as applicable), 3. Banking Information, 4. Business classification, and 5. Government and diversity certifications. Below the checklist, there is a thank you message and contact information for the helpdesk, along with 'Next >>' and 'Save Draft' buttons.

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)

The screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. The page features the AES logo and a navigation menu with 'Home', 'Supplier', and 'Help'. A user is logged in as 'JOHN SMITH'. The main content area is titled 'General Business Information' and includes a progress indicator on the left with steps: 'Supplier Agreement', 'Registration Checklist', 'General Business Information' (highlighted), 'AES Company Information', 'Business Address', 'Banking Details', 'Business Certifications', 'Document Upload', and 'Review and Submit'. The 'General Business Information' section contains the following fields:

- Supplier Country:** A dropdown menu with 'United States' selected. A red asterisk indicates it is mandatory.
- Supplier Registered Name:** A text input field containing 'SUPPLIER GROUP INC'. A red asterisk indicates it is mandatory.
- Doing Business As Name:** An empty text input field. A red asterisk indicates it is mandatory.
- Tax Reporting Country:** A dropdown menu with 'United States' selected. A red asterisk indicates it is mandatory.
- Business Entity Type:** A dropdown menu with 'Select a value...' selected. A red asterisk indicates it is mandatory.
- Income Source:** A dropdown menu with 'Select a value...' selected. A red asterisk indicates it is mandatory.
- Is the supplier providing Goods, Services or Construction Services?:** A dropdown menu with 'Select a value...' selected. A red asterisk indicates it is mandatory.

Below the fields, there are instructions: 'If you are a US entity, and if your services/goods are performed/delivered in the US, then please select "US Sourced". If you are a US entity, and if your services/goods are performed/delivered outside the US, then please select "Non-US Sourced". If you are a non-US entity, and if your services/goods are performed/delivered in the US, then please select "US Sourced". If you are a non-US entity, and if your services/goods are performed/delivered outside the US, then please select "Non-US Sourced".'

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)

Section: General Business Information (2 of 10)

The screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. The page features the AES logo and a navigation menu with 'Home', 'Supplier', and 'Help'. A user is logged in as 'JOHN SMITH'. The main content area is titled 'General Business Information' and includes a progress indicator on the left showing 'Supplier Agreement', 'Registration Checklist', and 'General Business Information' as completed steps. The 'General Business Information' section contains a red warning message: 'You must click Submit in the 'Review and Submit' section for changes to take effect.' Below this is the 'AES Company Information' section with several dropdown menus: 'Supplier Country' (United States), 'Supplier Registered Name' (SUPPLIER GROUP INC), 'Doing Business As Name' (empty), 'Tax Reporting Country' (United States), 'Business Entity Type' (Select a value...), 'Income Source' (Select a value...), and 'Is the supplier providing Goods, Services or Construction Services?' (Select a value...). A list of instructions for selecting 'US Sourced' or 'Non-US Sourced' is provided below the dropdowns.

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.

Section: General Business Information (3 of 10)

uat-aes.apexportal.net/Registration/SupplierRegistration.aspx

aes

Welcome JOHN SMITH

Home Supplier Help English (United States) Powered by apexportal™

General Business Information

● Complete
○ Incomplete

● Supplier Agreement
● Registration Checklist
● General Business Information
○ AES Company Information
○ Business Address
○ Banking Details
○ Business Certifications
○ Document Upload
○ Review and Submit

AES Company Information

You must click **Submit** in the **'Review and Submit'** section for changes to take effect.

Supplier Country: United States *

Supplier Registered Name: SUPPLIER GROUP INC *

Doing Business As Name: *

Tax Reporting Country: United States *

Business Entity Type: Select a value... *

6 Income Source: Select a value... *

6

- If you are a US entity, and if your services/goods are performed/delivered in the US, then please select "US Sourced".
- If you are a US entity, and if your services/goods are performed/delivered outside the US, then please select "Non-US Sourced".
- If you are a non-US entity, and if your services/goods are performed/delivered in the US, then please select "US Sourced".
- If you are a non-US entity, and if your services/goods are performed/delivered outside the US, then please select "Non-US Sourced".

Is the supplier providing Goods, Services or Construction Services?: Select a value... *

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".*

Section: General Business Information (4 of 10)

General Business Information

You must click Submit in the 'Review and Submit' section for changes to take effect.

AES Company Information

Supplier Country: United States *

Supplier Registered Name: SUPPLIER GROUP INC *

Doing Business As Name: TRADING

Tax Reporting Country: United States *

Business Entity Type: Partnership Firm *

Income Source: US Sourced *

- If you are a US entity, and if your services/goods are performed/delivered in the US, then please select "US Sourced".
- If you are a US entity, and if your services/goods are performed/delivered outside the US, then please select "Non-US Sourced".
- If you are a non-US entity, and if your services/goods are performed/delivered in the US, then please select "US Sourced".
- If you are a non-US entity, and if your services/goods are performed/delivered outside the US, then please select "Non-US Sourced".

7. Is the supplier providing Goods, Services or Construction Services?: Services *

8. Primary Category: Distribution Equipment *

9. Primary Subcategory: Dist Eqpt. Dist Part *

Tax Identification Number

Please click "Edit" and enter at least one tax identification number from the below tax types.

Country	Tax Type	Tax Id Number	Validation

If Your Tax Identification Failed Validation

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

Section: General Business Information (5 of 10)

Is the supplier providing Goods, Services or Construction Services?: Services

Primary Category: Distribution Equipment

Primary Subcategory: Dist Eqpt, Dist Part

Tax Identification Number

Please click "Edit" and enter at least one tax identification number from the below tax types.

	Country	Tax Type	Tax Id Number	Validation	If Your Tax Identification Failed Validation
10 Edit	United States	EMPLOYER IDENTIFICATION NUMBER			Delete

Supplier Contact Information

Click "Edit" to update the below required Primary Contact. If Additional Contacts are needed, click "Add New Person" after the Primary Contact has been updated.

Note: The below contact information is only for providing access to the supplier gateway. For any PO email/Remittance email please add in the Business Address page.

	First Name	Last Name	Title	Contact Type	Email	Resend
Edit	JOHN	SMITH		Supplier Primary Contact	MINAYA03@HOTMAIL.COM	Delete

Add New Person

Supplier Identification Numbers (DUNS, NAICS)

Please enter each Identification Number you currently have by clicking on the "Add New Identification Number" button below.

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

Section: General Business Information (6 of 10)

The screenshot displays the 'Country Specific Tax Information' pop-up window. The fields are as follows:

Field	Value
Tax Reporting Country	United States
Tax Type	EMPLOYER IDENTIFICATION NUMBER
Tax Id	.

The background form includes the following fields:

- Is the supplier providing Goods, Services or Construction Services? (Services)
- Primary Category: (Distribution Equipment)
- Primary Subcategory: (Dist Eqpt, Dist Part)
- Tax Identification Number

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

- Tax Reporting Country:** Enter the country where Supplier legally reports all taxes.
Note: Field is defaulted based on Supplier country.
- Tax Type:** Defaulted based on business entity type
- Tax ID:** Enter the Tax ID number
- Click **OK** when all the information has been entered

Section: General Business Information (7 of 10)

Country Tax Type Tax Id Number Validation

Edit	United States	EMPLOYER IDENTIFICATION NUMBER	89-6547569	Pending Validation	Delete
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11 If Your Tax Identification Failed Validation

Supplier Contact Information

Click "Edit" to update the below required Primary Contact. If Additional Contacts are needed, click "Add New Person" after the Primary Contact has been updated.

Note: The below contact information is only for providing access to the supplier gateway. For any PO email/Remittance email please add in the Business Address page.

	First Name	Last Name	Title	Contact Type	Email		Resend
Edit	JOHN	SMITH		Supplier Primary Contact	MINAYA03@HOTMAIL.COM	Delete	Resend

[Add New Person](#)

Supplier Identification Numbers (DUNS, NAICS)

Please enter each Identification Number you currently have by clicking on the "Add New Identification Number" button below:

- If you have a DUNS (Dun & Bradstreet) Number, please enter your DUNS #
- If you are a Minority Supplier to DPL or IPL Businesses, please enter your NAICS (North America Industry Classification System) code

Type	Issued By	Number	Issued Date	SubType	Delete
No records to display.					

[Add New Identification Number](#)

[<< Previous](#) [Next >>](#) [Save Draft](#)

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.

Section: General Business Information

(8 of 10)

The screenshot displays the AES Supplier Management Portal interface. At the top, there is a table with columns: Country, Tax Type, Tax Id Number, and Validation. The first row shows 'United States', 'EMPLOYER IDENTIFICATION NUMBER', '89-6547569', and 'Pending Validation'. Below this table is the 'Supplier Contact Information' section, which includes a table with columns: First Name, Last Name, Title, Contact Type, Email, and Resend. The first row shows 'JOHN', 'SMITH', 'Supplier Primary Contact', and 'MINAYA03@HOTMAIL.COM'. A purple circle with the number '12' is next to the 'Edit' button in this table. Below the table is a 'Supplier Identification Number' section with a table and an 'Add New Identification Number' button. A 'Supplier Contact Information' pop-up window is open, showing fields for: Supplier Contact Type (dropdown), First Name (JOHN), Last Name (SMITH), Job Title, Website Address, E-mail (MINAYA03@HOTMAIL.COM), Confirm E-mail (MINAYA03@HOTMAIL.COM), and Preferred Language (English). A purple circle with the number 'a' is next to the First Name field. Below the pop-up is an 'Office Number' pop-up window with fields for: Phone Type (Office Number), Phone Number ((809) 555-5555), and Extension. A purple circle with the number 'e' is next to the 'Add New Phone' button. A purple circle with the number 'b' is next to the 'Add New Identification Number' button. A purple circle with the number 'c' is next to the 'Edit' button in the Supplier Contact Information table. A purple circle with the number 'd' is next to the 'Preferred Language' dropdown in the Supplier Contact Information pop-up.

12. **Supplier Contact Information:** Click on **Edit** button to enter the contact details. A new window will pop-up.
- Update Supplier's **first name & last name**
 - Update Supplier's **E-mail** – This will be the person's log-in to the Supplier Gateway to complete the registration
 - Confirm Supplier's E-mail**
 - Preferred language:** Defaulted based on Supplier's country. Update if needed
 - Click on the pencil button to enter phone number. A new pop-up window will open.
 - 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

Section: General Business Information (9 of 10)

Supplier Contact Information

Click "Edit" to update the below required Primary Contact. If Additional Contacts are needed, click "Add New Person" after the Primary Contact has been updated.

Note: The below contact information is only for providing access to the supplier gateway. For any PO email/Remittance email please add in the Business Address page.

	First Name	Last Name	Title	Contact Type	Email		Resend
Edit	JOHN	SMITH		Supplier Primary Contact	MINAYA03@HOTMAIL.COM	Delete	Resend

[Add New Person](#)

Supplier Identification Numbers (DUNS, NAICS)

Please enter each Identification Number you currently have by clicking on the "Add New Identification Number" button below:

- If you have a DUNS (Dun & Bradstreet) Number, please enter your DUNS #
- If you are a Minority Supplier to DPL or IPL Businesses, please enter your NAICS (North America Industry Classification System) code

Type	Issued By	Number	Issued Date	SubType	Delete
No records to display.					

[Add New Identification Number](#)

13

Identity Information

a Identification Type:

b Identification Number:

[Ok](#) [Discard](#)

13. Supplier Identification Numbers (Optional): Enter each Identification Number you currently hold. Click 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

Section: General Business Information (10 of 10)

Supplier Contact Information

Click "Edit" to update the below required Primary Contact. If Additional Contacts are needed, click "Add New Person" after the Primary Contact has been updated.

Note: The below contact information is only for providing access to the supplier gateway. For any PO email/Remittance email please add in the Business Address page.

	First Name	Last Name	Title	Contact Type	Email		Resend
Edit	JOHN	SMITH		Supplier Primary Contact	MINAYA03@HOTMAIL.COM	Delete	✉

[Add New Person](#)

Supplier Identification Numbers (DUNS, NAICS)

Please enter each Identification Number you currently have by clicking on the "Add New Identification Number" button below:

- If you have a DUNS (Dun & Bradstreet) Number, please enter your DUNS #
- If you are a Minority Supplier to DPL or IPL Businesses, please enter your NAICS (North America Industry Classification System) code

	Type	Issued By	Number	Issued Date	SubType	Delete
Edit	DUNS Number		123456658			Delete

[Add New Identification Number](#)

[<< Previous](#) [Next >>](#) [Save Draft](#)

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

Section: AES Company Information (1 of 3)

15

Buying Unit	Company Code	Purchase Organization	Currency	Payment Terms
US	US12 AES Wind Generation, LLC.	US10 North Amer	USD United States Dollar	30 NET DUE IN 45 DAYS-DD

Please complete each of the withholding tax records below by clicking on "Edit".

Company Code
US12

a Payment Term: 30 Net due in 45 days-DD

a Currency: USD United States Dollar

b Ok Discard

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.*

Section: AES Company Information

(2 of 3)

AES Company Information

You must click Submit in the 'Review and Submit' section for changes to take effect.

The default currency is driven by the supplier country. The default payment term is driven by the Purchasing Organization. If the future transaction is to be in another currency or a different payment terms, these should be inserted in the purchase order. If the future transaction does not have a PO, the currency and the Payment terms should be clearly stated in the Invoice.

Buying Unit	Company Code	Purchase Organization	Currency	Payment Terms
US	US12 AES Wind Generation, LLC.	US10 North Amer	USD United States Dollar	30 NET DUE IN 45 DAYS-DD

Please complete each of the withholding tax records below by clicking on "Edit".

Company Code	Withholding Tax Type	Withholding Tax Code Value	Delete
US12	1099 MISC Reporting Federal Tax		Delete

11 Edit

<< Previous Next >> Save Draft

WithholdingTax Information

Withholding Tax Type: 1099 MISC Reporting Federal Tax *

What type of services do you provide?: Other Services|

Ok Discard

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:

- Withholding Tax Type:** Defaulted value is "1099 MISC Reporting Federal Tax", update if needed.
- What type of services do you provide?:** Select one of the 4 options from the dropdown value list

Click on **OK** button to continue

Section: AES Company Information

(3 of 3)

AES Company Information

Complete
 Incomplete

- Supplier Agreement
- Registration Checklist
- General Business Information
- AES Company Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Certifications
- Document Upload
- Review and Submit

You must click Submit in the 'Review and Submit' section for changes to take effect.

The default currency is driven by the supplier country. The default payment term is driven by the Purchasing Organization. If the future transaction is to be in another currency or a different payment terms, these should be inserted in the purchase order. If the future transaction does not have a PO, the currency and the Payment terms should be clearly stated in the Invoice.

	Buying Unit	Company Code	Purchase Organization	Currency	Payment Terms
Edit	US	US12 AES Wind Generation, LLC.	US10 North Amer	USD United States Dollar	30 NET DUE IN 45 DAYS-DD

Please complete each of the withholding tax records below by clicking on "Edit".

	Company Code	Withholding Tax Type	Withholding Tax Code Value	Delete
Edit	US12	1099 MISC Reporting Federal Tax	Medical and Healthcare Services	Delete

[<< Previous](#) **12** [Next >>](#) [Save Draft](#)

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

Section: Business Address – Registered (1 of 4)

Business Address

You must click Submit in the 'Review and Submit' section for changes to take effect.

- In order to add/edit Registered address(as per company registration), please click the Edit button with the Registered Address.
- If you have different remittances please click add new address and select "Remit To Address" from the field "Address Type" .
- If you have a different order from address (es), then click "Add New Address" button and select "Ordering Address" from the field "Address type" to enter the information.
- Each address record should contain only 1 email. If you have additional contact persons/email at address, please duplicate the address per email. In case of multiple contact emails at registered address, create additional Ordering address with that email.

Address Type	Address	City	State	Country	Delete
Registered Address					Delete

13 Add New Address

<< Previous Next >> Save Draft

Notes:

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

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

Section: Business Address – Registered (2 of 4)

The screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. A pop-up window titled "Address Information" is open, displaying a form with the following fields:

- a** Address Type: Registered Address
- b** Country: United States
- c** Street Name 1: 4300 WILSON BLVD
- Street Name 2: (empty)
- Street Name 3: (empty)
- Street Name 4: (empty)
- City: ARLINGTON
- District/County: ARLINGTON
- d** Postal Code: 22203-4167
- e** State/Province: Virginia
- PO Delivery E-mail: MINAYA03@HOTMAIL.COM
- Phone Number: 8095555555
- Fax Number: (empty)
- Remittance E-mail: (empty)
- Do you have an Alternate Payee?: No

Buttons for "Ok" and "Discard" are at the bottom of the form. A sidebar on the left shows a progress indicator for "Business Address" and a list of registration steps.

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

Section: Business Address – Registered (3 of 4)

The screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. A pop-up window titled "Address Information" is open, displaying the following fields:

- Address Type: Registered Address
- Country: United States
- Street Name 1: 4300 WILSON BLVD
- Street Name 2: (empty)
- Street Name 3: (empty)
- Street Name 4: (empty)
- City: ARLINGTON
- District/County: ARLINGTON
- Postal Code: 22203-4167
- State/Province: Virginia
- PO Delivery E-mail: MINAYA03@HOTMAIL.COM
- Phone Number: 8095555555
- Fax Number: (empty)
- Remittance E-mail: (empty)
- Do you have an Alternate Payee?: No

Buttons for "Ok" and "Discard" are at the bottom of the pop-up. A sidebar on the left shows a navigation menu with "Business Address" selected. A purple 'f' and a green 'g' are overlaid on the "PO Delivery E-mail" and "Phone Number" fields respectively.

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

Section: Business Address – Registered (4 of 4)

uat-aes.apexportal.net/Registration/SupplierRegistration.aspx

Address Information

Address Type: Registered Address

Country: United States

Street Name 1: 4300 WILSON BLVD

Street Name 2:

Street Name 3:

Street Name 4:

City: ARLINGTON

District/County: ARLINGTON

Postal Code: 22203-4167

State/Province: Virginia

PO Delivery E-mail: MINAYA03@HOTMAIL.COM

Phone Number: 8095555555

Fax Number:

Remittance E-mail:

h Do you have an Alternate Payee?: No

Ok Discard

Complete
Incomplete

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

Welcome JOHN SMITH
English (United States)
Powered by apexportal™

Delete
Delete

../Registration/AddressPopUp.aspx?VR_AddressID=7JQUdmGGI3Y%3d&vrid=E0dqtehhB8k%3d

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)

The screenshot shows the 'Business Address' section of the AES Supplier Management Portal. The page includes a navigation menu with 'Home', 'Supplier', and 'Help'. A progress indicator on the left shows 'Business Address' as the current step. The main content area contains instructions and a table for managing addresses.

Business Address

You must click Submit in the 'Review and Submit' section for changes to take effect.

- In order to add/edit Registered address(as per company registration), please click the Edit button with the Registered Address.
- If you have different remittances please click add new address and select "Remit To Address" from the field "Address Type".
- If you have a different order from address (es), then click "Add New Address" button and select "Ordering Address" from the field "Address type" to enter the information.
- Each address record should contain only 1 email. If you have additional contact persons/email at address, please duplicate the address per email. In case of multiple contact emails at registered address, create additional Ordering address with that email.

	Address Type	Address	City	State	Country	Delete
<input type="button" value="Edit"/>	Registered Address					<input type="button" value="Delete"/>
<input type="button" value="Add New Address"/>						

14

<< Previous Next >> Save Draft

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)

The screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. A pop-up window titled "Address Information" is open, displaying a form with the following fields and values:

- Copy From Address: Select a value... (dropdown)
- Address Type: Remit To Address (dropdown)
- Country: United States (dropdown)
- Street Name 1: 2500 30th St (text)
- Street Name 2: (text)
- Street Name 3: (text)
- Street Name 4: (text)
- City: (text)
- District/County: (text)
- Postal Code: 80302 (text)
- State/Province: Virginia (dropdown)
- Phone Number: 6095555555 (text)
- Fax Number: (text)
- Remittance E-mail: minaya03@supplier.com (text)
- Payee Name: (text)
- Payee DBA Name: (text)

Buttons "Ok" and "Discard" are at the bottom of the pop-up. The background shows the AES portal interface with a navigation menu and a sidebar.

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

- Copy from address:** You can copy another address if already entered in registration
- Address Type:** Select “*Remit-To address*” from the dropdown value list
- Country** is defaulted to Supplier Country as per Business Information section
- Street name 1,2,3,4:** Enter the remit-to address
- 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 – Remit-to (3 of 3)

uat-aes.apexportal.net/Registration/SupplierRegistration.aspx

Address Information

Copy From Address: Select a value...

Address Type: Remit To Address

Country: United States

Street Name 1: 2500 30th St

Street Name 2:

Street Name 3:

Street Name 4:

City:

District/County:

Postal Code: 80302

State/Province: Virginia

f) Phone Number: 8095555555

Fax Number:

g) Remittance E-mail: minaya03@supplier.com

h) Payee Name:

Payee DBA Name:

Ok Discard

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)

Business Address

You must click Submit in the 'Review and Submit' section for changes to take effect.

- In order to add/edit Registered address(as per company registration), please click the Edit button with the Registered Address.
- If you have different remittances please click add new address and select "Remit To Address" from the field "Address Type".
- If you have a different order from address (es), then click "Add New Address" button and select "Ordering Address" from the field "Address type" to enter the information.
- Each address record should contain only 1 email. If you have additional contact persons/email at address, please duplicate the address per email. In case of multiple contact emails at registered address, create additional Ordering address with that email.

	Address Type	Address	City	State	Country	Delete
Edit	Registered Address					Delete
15 Add New Address						

<< Previous Next >> Save Draft

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)

The screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. A pop-up window titled "Address Information" is open, displaying a form with the following fields:

- a** Copy From Address: PHYSICAL-4300 WILSON BLVD
- b** Address Type: Ordering Address
- c** Country: United States
- d** Street Name 1: 4300 WILSON BLVD
- Street Name 2: (empty)
- Street Name 3: (empty)
- Street Name 4: (empty)
- City: ARLINGTON
- District/County: ARLINGTON
- e** Postal Code: 22203-4167
- State/Province: Virginia
- PO Delivery E-mail: mminaya@gmail.com
- Phone Number: (empty)
- Fax Number: (empty)

Buttons for "OK" and "Discard" are at the bottom of the pop-up window. A sidebar on the left shows a navigation menu with "Business Address" selected.

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)

uat-aes.apexportal.net/Registration/SupplierRegistration.aspx

Home Supplier Help

Address Information

Copy From Address: PHYSICAL-4300 WILSON BLVD

Address Type: Ordering Address

Country: United States

Street Name 1: 4300 WILSON BLVD

Street Name 2:

Street Name 3:

Street Name 4:

City: ARLINGTON

District/County: ARLINGTON

Postal Code: 22203-4167

State/Province: Virginia

f g PO Delivery E-mail: mminaya@gmail.com

Phone Number:

Fax Number:

OK Discard

../Registration/AddressPopup.aspx?vrid=EOdqtehhB8k%3d

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)

Business Address

You must click Submit in the 'Review and Submit' section for changes to take effect.

- In order to add/edit Registered address(as per company registration), please click the Edit button with the Registered Address.
- If you have different remittances please click add new address and select "Remit To Address" from the field "Address Type" .
- If you have a different order from address (es), then click "Add New Address" button and select "Ordering Address" from the field "Address type" to enter the information.
- Each address record should contain only 1 email. If you have additional contact persons/email at address, please duplicate the address per email. In case of multiple contact emails at registered address, create additional Ordering address with that email.

	Address Type	Address	City	State	Country	Delete	
a	Edit	Registered Address	4300 WILSON BLVD	ARLINGTON	Virginia	United States	Delete
b	Edit	Remit To Address	2500 30TH ST	BOULDER	Colorado	United States	Delete
c	Edit	Ordering Address	4300 WILSON BLVD	ARLINGTON	Virginia	United States	Delete

[Add New Address](#)

16

[<< Previous](#) [Next >>](#) [Save Draft](#)

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

- Registered Address:** Registered Address is required to proceed. There can only be only one Registered Address, which cannot be deleted but can be updated
- Remit-To Address:** if needed. There is no limit to the number of remit-to addresses
- 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)

uat-aes.apexportal.net/Registration/SupplierRegistration.aspx

Welcome JOHN SMITH

English (United States)

Powered by apexportal™

Country Specific Tax Information

You must click Submit in the 'Review and Submit' section for changes to take effect.

17 Tax Document Type: W9 Form

18 Additional Tax Information

W-9 Exemptions Information

Exempt payee code (if any): Select a value...

Exemption from FATCA reporting code (if any): Select a value...

List account number(s) here (optional):

Others (See Instructions):

19

<< Previous Next >> Save Draft

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)

The screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. The page features the AES logo and a navigation menu with links for Home, Supplier, and Help. A user is logged in as JOHN SMITH. The main content area is titled "Banking Details" and includes a progress indicator on the left showing that "Banking Details" is the current step. The "Accounts Payable Information" section contains a "Payment Method" dropdown menu with "Electronic Payment" selected, marked with a red asterisk and a circled number 19. Below this is the "Banking Information" section, which contains a table with columns for Bank Name, Country, Currency Type, Account Type, and Delete. The table is currently empty, with a message "No records to display." and an "Add Bank Account" button marked with a circled number 20. At the bottom of the form are buttons for "<< Previous", "Next >>", and "Save Draft".

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

Section: Banking Details (2 of 7)

a Address: - 4300 WILSON BLVD *

b Bank Country: United States *

c Bank Swift Code: PNCCUS33XXX

Payment Currency: US Dollar *

Account Holder: SUPPLIER GROUP INC

Account Number: *****7804 *

ABA Routing Number: 054000030 *

Bank Street Name: 650 PENNSYLVANIA AVE SE

Bank Address 2:

Bank City/Town: WASHINGTON

Bank State/Region: District of Columbia

Bank Postal Code: 20003-4318

Bank Name: PNC BANK, NATIONAL ASSOCIATION

Do you have Intermediary Banking?: No

Ok Discard

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.

Section: Banking Details (3 of 7)

Address:	<input type="text" value="- 4300 WILSON BLVD"/>	*
Bank Country:	<input type="text" value="United States"/>	*
Bank Swift Code:	<input type="text" value="PNCCUS33XXX"/>	
d) Payment Currency:	<input type="text" value="US Dollar"/>	*
e) Account Holder:	<input type="text" value="SUPPLIER GROUP INC"/>	
f) Account Number:	<input type="text" value="*****7804"/>	*
ABA Routing Number:	<input type="text" value="054000030"/>	*
Bank Street Name:	<input type="text" value="650 PENNSYLVANIA AVE SE"/>	
Bank Address 2:	<input type="text"/>	
Bank City/Town:	<input type="text" value="WASHINGTON"/>	
Bank State/Region:	<input type="text" value="District of Columbia"/>	
Bank Postal Code:	<input type="text" value="20003-4318"/>	
Bank Name:	<input type="text" value="PNC BANK, NATIONAL ASSOCIATION"/>	
Do you have Intermediary Banking?:	<input type="text" value="No"/>	

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.*

Section: Banking Details (4 of 7)

Address:	<input type="text" value="- 4300 WILSON BLVD"/>	*
Bank Country:	<input type="text" value="United States"/>	*
Bank Swift Code:	<input type="text" value="PNCCUS33XXX"/>	
Payment Currency:	<input type="text" value="US Dollar"/>	*
Account Holder:	<input type="text" value="SUPPLIER GROUP INC"/>	
Account Number:	<input type="text" value="*****7804"/>	*
g ABA Routing Number:	<input type="text" value="054000030"/>	*
Bank Street Name:	<input type="text" value="650 PENNSYLVANIA AVE SE"/>	
Bank Address 2:	<input type="text"/>	
Bank City/Town:	<input type="text" value="WASHINGTON"/>	
Bank State/Region:	<input type="text" value="District of Columbia"/>	
Bank Postal Code:	<input type="text" value="20003-4318"/>	
Bank Name:	<input type="text" value="PNC BANK, NATIONAL ASSOCIATION"/>	
Do you have Intermediary Banking?:	<input type="text" value="No"/>	

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*

Section: Banking Details (5 of 7)

The screenshot shows a form for entering banking details. The fields are as follows:

Address:	- 4300 WILSON BLVD	*
Bank Country:	United States	*
Bank Swift Code:	PNCCUS33XXX	
Payment Currency:	US Dollar	*
Account Holder:	SUPPLIER GROUP INC	
Account Number:	*****7804	
ABA Routing Number:	054000030	*
Bank Street Name:	650 PENNSYLVANIA AVE SE	
Bank Address 2:		
Bank City/Town:	WASHINGTON	
Bank State/Region:	District of Columbia	
Bank Postal Code:	20003-4318	
Bank Name:	PNC BANK, NATIONAL ASSOCIATION	
Do you have Intermediary Banking?:	No	

At the bottom of the form are two buttons: "Ok" and "Discard".

A dashed purple box highlights the fields from "Bank Street Name" to "Bank Postal Code". A purple circle with the letter 'h' is positioned to the left of this box. A purple circle with the letter 'i' is positioned to the left of the "Bank Name" field.

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)

Address:	<input type="text" value="- 4300 WILSON BLVD"/>	*
Bank Country:	<input type="text" value="United States"/>	*
Bank Swift Code:	<input type="text" value="PNCCUS33XXX"/>	
Payment Currency:	<input type="text" value="US Dollar"/>	*
Account Holder:	<input type="text" value="SUPPLIER GROUP INC"/>	
Account Number:	<input type="text" value="*****7804"/>	*
ABA Routing Number:	<input type="text" value="054000030"/>	*
Bank Street Name:	<input type="text" value="650 PENNSYLVANIA AVE SE"/>	
Bank Address 2:	<input type="text"/>	
Bank City/Town:	<input type="text" value="WASHINGTON"/>	
Bank State/Region:	<input type="text" value="District of Columbia"/>	
Bank Postal Code:	<input type="text" value="20003-4318"/>	
Bank Name:	<input type="text" value="PNC BANK, NATIONAL ASSOCIATION"/>	
j Do you have Intermediary Banking?:	<input type="text" value="No"/>	

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)

uat-aes.apexportal.net/Registration/SupplierRegistration.aspx

Welcome JOHN SMITH

English (United States)

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Banking Details

● Complete
○ Incomplete

● Supplier Agreement
● Registration Checklist
● General Business Information
● AES Company Information
● Business Address
● Country Specific Tax Information
● **Banking Details**
○ Business Certifications
○ Document Upload
○ Review and Submit

Accounts Payable Information

You must click Submit in the 'Review and Submit' section for changes to take effect.

Payment Method: *

Banking Information

	Bank Name	Country	Currency Type	Account Type	Delete
21 <input type="button" value="Edit"/>	PNC BANK NATIONAL ASSOCIATION	United States	US Dollar		<input type="button" value="Delete"/>
<input type="button" value="Add Bank Account"/>					

22

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)

uat-aes.apexportal.net/Registration/SupplierRegistration.aspx

Welcome JOHN SMITH

English (United States)

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Business Certifications

● Complete
○ Incomplete

You must click Submit in the 'Review and Submit' section for changes to take effect.

23 Minority Certification: Large Business

24 Are you a certified Diverse Supplier?: Yes

25 Certification Group: No records to display.

a Add New Certification

Certification Information

b

Certification Group: CERTIFIED

Certification Type: HISTORICAL UNDERUTILIZED BUSINESS

Certification Number:

Certification Agency:

Certification Issue Date: (M/d/yyyy) 11/1/2020

Certification Expiration Date: (M/d/yyyy) 3/4/2021

% Privately/Publicly owned & controlled by a female:

% Privately/Publicly owned & controlled by a male:

% Minority owned and controlled:

../Registration/CertificationPopup.aspx?vrid=E0dqtehhB8k%3d

Complete this optional 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)

uat-aes.apexportal.net/Registration/SupplierRegistration.aspx

Welcome JOHN SMITH

English (United States)

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Business Certifications

● Complete
○ Incomplete

- Supplier Agreement
- Registration Checklist
- General Business Information
- AES Company Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Certifications
- Document Upload
- Review and Submit

You must click Submit in the 'Review and Submit' section for changes to take effect.

Minority Certification: Large Business

Are you a certified Diverse Supplier?*: Yes

	Certification Group	Certification Type	Number	Agency	Delete
25	CERTIFIED	HISTORICAL UNDERUTILIZED BUSINESS			26 Delete

25 Add New Certification

26 Next >>

<< Previous Save Draft

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)

uat-aes.apexportal.net/Registration/SupplierRegistration.aspx

Document Upload

● Complete
○ Incomplete

- Supplier Agreement
- Registration Checklist
- General Business Information
- AES Company Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Certifications
- Document Upload
- Review and Submit

Document Type:

File:

Document Name:

Expiration Date:

27 Form W-9 is required to be e-signed.
Form Self-Certification Diversity Document is required to be uploaded.
Form US/Eurasia: Bank letterhead / Void Check /Quote /Invoice is required to be uploaded.

File	Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Delete
SUPPLIER GROUP INFORMATION W-9.pdf	SUPPLIER GROUP INFORMATION W-9	W-9		12/15/2020	Supplier	28 Click here to eSign	✕

Page size: 10 1 items in 1 pages

[Instructions to Upload a Document](#)

You must click Submit in the 'Review and Submit' section for changes to take effect.

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.

Section: Document Upload (2 of 3)

uat-aes.apexportal.net/Registration/SupplierRegistration.aspx

Document Upload

● Complete
○ Incomplete

- Supplier Agreement
- Registration Checklist
- General Business Information
- AES Company Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Certifications
- Document Upload
- Review and Submit

29 Document Type:

File: 30

Document Name:

Expiration Date:

31

Form W-9 is required to be e-signed.
Form Self-Certification Diversity Document is required to be uploaded.
Form US/Eurasia: Bank letterhead / Void Check /Quote /Invoice is required to be uploaded.

File	Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Delete
SUPPLIER GROUP INC_W-9.pdf	SUPPLIER GROUP INC_W-9	W-9		12/15/2020	Supplier	Click here to eSign	✕

Page size: 10 1 items in 1 pages

[Instructions to Upload a Document](#)

You must click Submit in the 'Review and Submit' section for changes to take effect.

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)

Document Upload

Document Type:

File:

Document Name:

Expiration Date:

Form W-9 is required to be e-signed.
Form Self-Certification Diversity Document is required to be uploaded.
Form US/Eurasia: Bank letterhead / Void Check /Quote /Invoice is required to be uploaded.

File	Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Delete
SUPPLIER GROUP INC_W-9.pdf	SUPPLIER GROUP INC_W-9	W-9		12/15/2020	Supplier	Click here to eSign	<input type="button" value="X"/>

Page size: 10 | 1 items in 1 pages

Complete the [Upload Documents](#) Section. Fields marked with a * are mandatory.

- 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.
- 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)

uat-aes.apexportal.net/Registration/SupplierRegistration.aspx

Welcome JOHN SMITH

English (United States)

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Review and Submit

● Complete
○ Incomplete

- Supplier Agreement
- Registration Checklist
- General Business Information
- AES Company Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Certifications
- Document Upload
- Review and Submit

Please hit the **SUBMIT** button to finalize your information for approval.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with AES, and its affiliates.

For any questions please contact AES support at or email us at suppliergateway.admin@aes.com

<< Previous Save Draft **Submit**

Rate your experience:
☆☆☆☆
☆☆☆☆

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 not use the Back button on the browser.

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

Section: Review and Submit (2 of 2)



Dear JOHN SMITH,

Reference: **36** 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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THIS IS AN AUTOMATED MESSAGE GENERATED BY AES
PLEASE DO NOT REPLY DIRECTLY TO THIS MESSAGE.

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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



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



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.

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**



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