

# AES Supplier Gateway Supplier Guide

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# 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

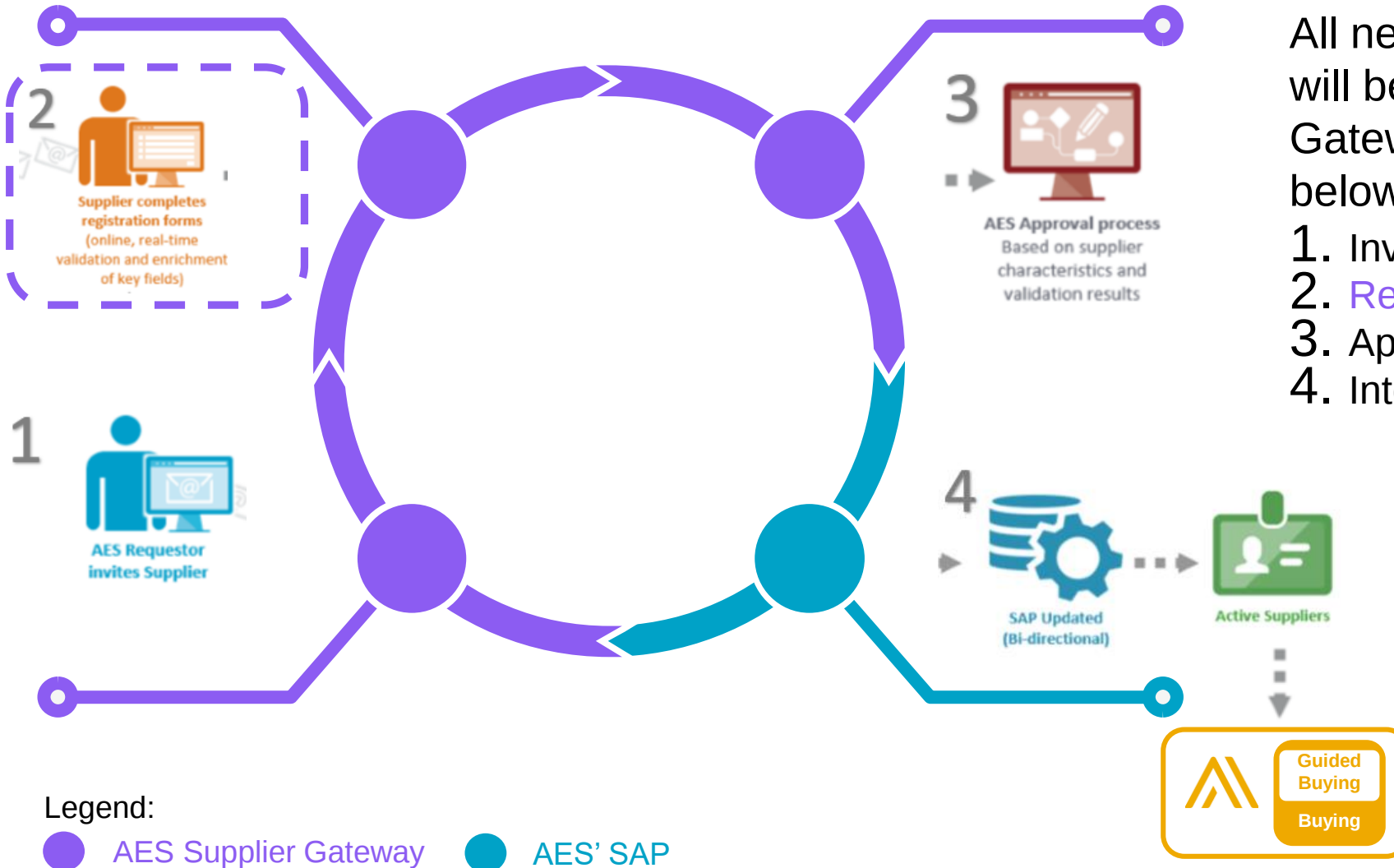


# Course Topics

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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.



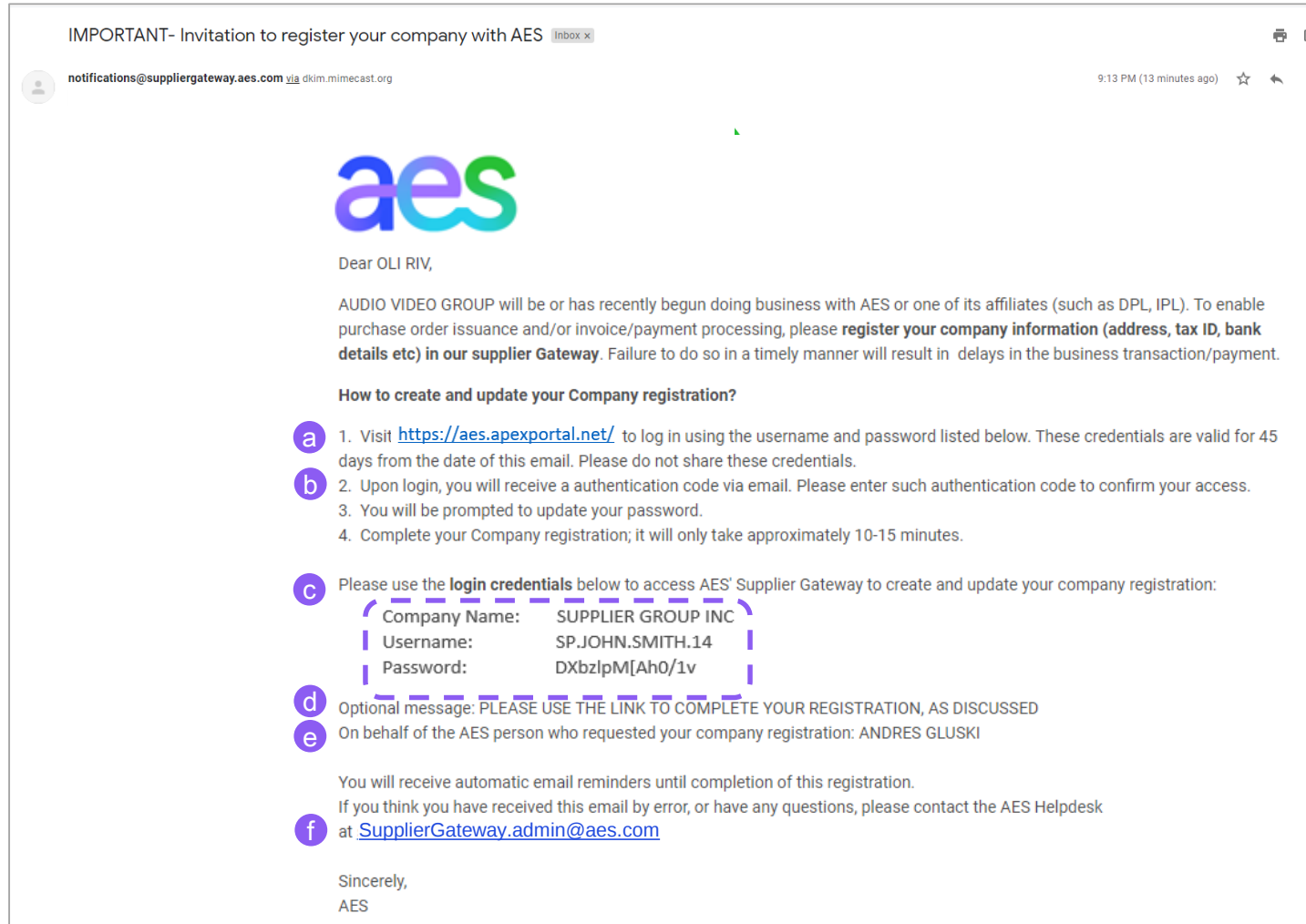
Thank you for being an APEX Analytix client. We apologize for this inconvenience; however the security of your account information is of utmost importance to us.

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# Supplier Invitation to register



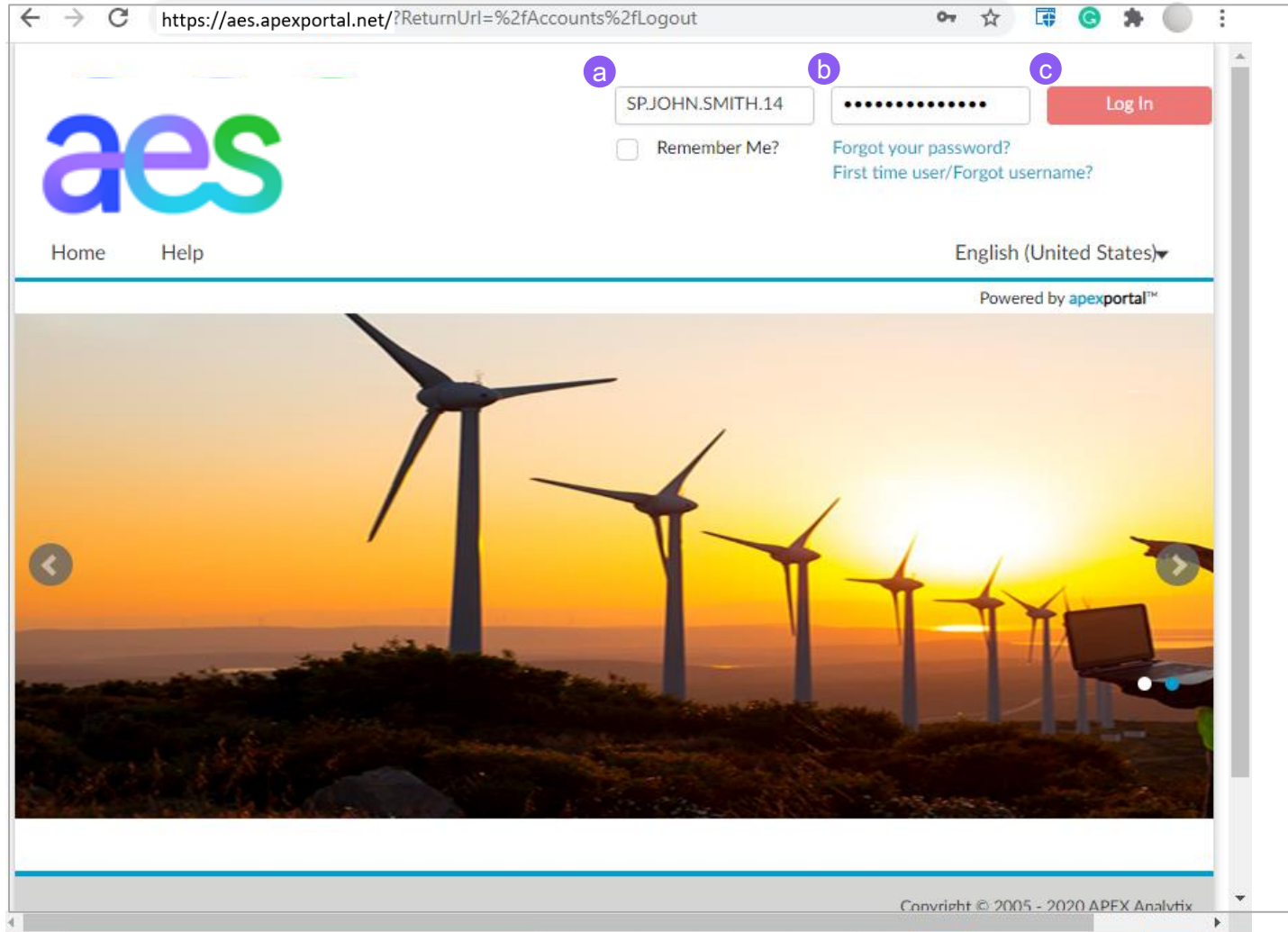
Supplier will receive an invite email notification from AES inviter requesting to complete the online registration:

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)



The screenshot shows the AES Supplier Login page in a web browser. The URL is <https://aes.apexportal.net/?ReturnUrl=%2fAccounts%2fLogout>. The page features the AES logo, navigation links for Home and Help, and a language selector set to English (United States). The main content area displays a banner image of wind turbines at sunset. The login form includes a username field (labeled 'a') containing 'SP.JOHN.SMITH.14', a password field (labeled 'b') with masked characters, and a 'Log In' button (labeled 'c'). There is also a 'Remember Me?' checkbox and links for 'Forgot your password?' and 'First time user/Forgot username?'. The footer contains the copyright notice 'Copyright © 2005 - 2020 APEX Analytix'.

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 two parts of the login process. The top part is a browser window displaying the 'AES Supplier Management Portal' login page. It features the AES logo, navigation links for 'Home' and 'Help', and a language selector set to 'English'. The main heading is 'Please enter authentication code received in your email'. Below this is a text input field containing '624850'. Underneath is a section titled 'Please configure the Security Questions' with three dropdown menus and their corresponding answers: '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 two buttons: 'Submit' (highlighted with a red box and labeled 'c') and 'Resend Authentication Code'. A dashed purple box labeled 'b' encloses the authentication code input field. A purple line connects the 'Submit' button to the bottom part of the image, which is an email confirmation screen. This email screen is titled 'AES Login Authentication Code Email' (labeled 'a') and features the AES logo. The email body reads: '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](mailto:suppliergateway.admin@aes.com). System Administrator AES'. At the bottom of the email, it states: 'THIS IS AN AUTOMATED MESSAGE GENERATED BY AES PLEASE DO NOT REPLY DIRECTLY TO THIS MESSAGE.' and 'APEX Analytix and the APEX Analytix Logo are registered trademarks of APEX Analytix. APEX Analytix - 1501 Highwoods Blvd, Suite 200-A, Greensboro, NC 27410'. The email footer says 'Powered by apexportal™'.

a) You will receive an email from [notifications@suppliergateway.aes.com](mailto: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)

The screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Authenticate`. The main page has the AES logo and a 'Please enter authentication code' section with a text box containing '624850'. Below this is a 'Please configure the Security' section with three questions: 'In what city or town was your first job?', 'What was the color of your first car?', and 'What was your childhood nickname?'. A 'Submit' button is visible. Overlaid on this is a 'Change Password' dialog box. The dialog box contains the AES logo and a red message: 'The administrator has required that you change your password before continuing.' Below this, it lists password requirements: 'Passwords must have' followed by a bulleted list: '- At least 8 Characters', '- At most 20 Characters', '- At least One Lower and One Upper Character', '- At least One Alpha and Numeric Character', and '- Should not be same as the Username'. There are three password input fields: 'Current Password:', 'New Password:', and 'Re-enter Password:'. Each field is followed by a red dot indicating a character count. A 'Change Password' button is at the bottom of the dialog box. The background page also shows 'English (United States)' and 'Powered by apexportal™'.

- 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 your password beyond the initial login.

# Supplier Login (4 of 4)

AES Supplier Management Portal

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

Welcome JOHN SMITH

English (United States)

Powered by apexportal™

### Supplier Agreement

● Complete  
○ Incomplete

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

#### Digital Certificate Agreement

Before proceeding, please review the customer supplier agreement stated below. You must agree to the terms and conditions of the agreement in order to access the secure self-service site.

a [Terms Of Use | AES](#)

b [AES Code of Conduct / Code of Conduct](#)

c ☐ I have read and agree to the terms and conditions outlined in the customer agreement. \*

☐ I have reviewed and agreed to the Code of Conduct document \*

Thank you. For any questions, please contact helpdesk [suppliergateway.admin@aes.com](mailto:suppliergateway.admin@aes.com)

d [Next >>](#) [Save Draft](#)

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- 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

AES Supplier Management Portal

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

### 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                 |
|----------------------|------------|-----------|-------|--------------------------|----------------------|------------------------|------------------------|
| <a href="#">Edit</a> | JOHN       | SMITH     |       | Supplier Primary Contact | MINAYA03@HOTMAIL.COM | <a href="#">Delete</a> | <a href="#">Resend</a> |

[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                 |
|----------------------|-------------|-----------|-----------|-------------|---------|------------------------|
| <a href="#">Edit</a> | DUNS Number |           | 123456658 |             |         | <a href="#">Delete</a> |

[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 the 'Registration Checklist' page in the AES Supplier Management Portal. The browser address bar indicates the URL is 'uat-aes.apexportal.net/Registration/SupplierRegistration.aspx'. The page features the AES logo, a 'Welcome JOHN SMITH' message, and a language dropdown set to 'English (United States)'. A navigation bar includes 'Home', 'Supplier', and 'Help' links. The main content area is titled 'Registration Checklist' and includes a legend for 'Complete' (blue dot) and 'Incomplete' (grey dot). A list of registration steps is shown on the left, with 'Supplier Agreement', 'Registration Checklist', and 'General Business Information' marked as complete. The main list of steps includes: 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. A 'Next >>' button is visible at the bottom of the checklist area. 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 and a user greeting "Welcome JOHN SMITH" in the top right. A navigation bar includes links for Home, Supplier, and Help, along with a language dropdown set to "English (United States)". The main content area is titled "Registration Checklist" and includes a legend with a blue circle for "Complete" and a blank circle for "Incomplete". A list of registration steps follows, with the first three items marked as complete. At the bottom, there are buttons for "Next >>" and "Save Draft", and a footer with contact information.

AES Supplier Management Portal

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

Home Supplier Help

Welcome JOHN SMITH

English (United States)

Powered by apexportal™

**Registration Checklist**

Complete  
Incomplete

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

Please be prepared to provide the following before you proceed with registration:

1. Company contact information
2. Tax Registration Information (TIN, FED ID, VAT, CIF, NIF as applicable)
3. Banking Information
4. Business classification
5. Government and diversity certifications

Thank you. For any questions, please contact helpdesk [suppliergateway.admin@aes.com](mailto:suppliergateway.admin@aes.com)

Next >> 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 and a navigation bar with links for Home, Supplier, and Help. A user is logged in as JOHN SMITH, and the language is set to English (United States). The main content area is titled "Registration Checklist" and includes a list of steps, some of which are marked as complete. A list of required information items is provided, along with a "Next >>" button and a "Save Draft" button. A footer note mentions the helpdesk email `suppliergateway.admin@aes.com`.

**Registration Checklist**

● Complete  
○ Incomplete

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

Please be prepared to provide the following before you proceed with registration:

1. Company contact information
2. Tax Registration Information (TIN, FED ID, VAT, CIF, NIF as applicable)
3. Banking Information
4. Business classification
5. Government and diversity certifications

Thank you. For any questions, please contact helpdesk [suppliergateway.admin@aes.com](mailto:suppliergateway.admin@aes.com)

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

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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 bar with links for 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 steps is shown on the left, with "Registration Checklist" highlighted. The main checklist area contains five items, all marked as complete: 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. A dashed purple box labeled 'a' encloses the first four items. At the bottom, there are "Next >>" and "Save Draft" buttons, and a footer with copyright information.

AES Supplier Management Portal

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

aes

Welcome JOHN SMITH

Home Supplier Help

English (United States)

Powered by apexportal™

### Registration Checklist

● Complete  
○ Incomplete

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

Please be prepared to provide the following before you proceed with registration:

1. Company contact information
2. Tax Registration Information (TIN, FED ID, VAT, CIF, NIF as applicable)
3. Banking Information
4. Business classification
5. Government and diversity certifications

Thank you. For any questions, please contact helpdesk [suppliergateway.admin@aes.com](mailto:suppliergateway.admin@aes.com)

Next >> Save Draft

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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 the AES Supplier Registration portal. The browser address bar displays 'uat-aes.apexportal.net/Registration/SupplierRegistration.aspx'. The AES logo is in the top left, and 'Welcome JOHN SMITH' is in the top right. A navigation bar includes 'Home', 'Supplier', and 'Help' links, along with a language dropdown set to 'English (United States)' and a 'Powered by apexportal™' note.

**General Business Information**

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

**AES Company Information**

1 Supplier Country: United States \*

2 Supplier Registered Name: SUPPLIER GROUP INC \*

3 Doing Business As Name: \*

Tax Reporting Country: United States \*

Business Entity Type: Select a value... \*

Income Source: Select a value... \*

\* 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... \*

On the left, a 'Registration Checklist' sidebar shows the following items: Complete, Supplier Agreement, Registration Checklist, General Business Information (highlighted with a red box and numbers 1-3), AES Company Information, Business Address, Banking Details, Business Certifications, Document Upload, and Review and Submit.

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 the 'General Business Information' section of the AES Supplier Registration form. The form is titled 'General Business Information' and includes a progress bar on the left with steps: Complete, Incomplete, Supplier Agreement, Registration Checklist, General Business Information (current), AES Company Information, Business Address, Banking Details, Business Certifications, Document Upload, and Review and Submit. The 'General Business Information' section contains the following fields:

- AES Company Information:**
  - Supplier Country: United States (dropdown)
  - Supplier Registered Name: SUPPLIER GROUP INC (text)
  - Doing Business As Name: (text)
- Tax Reporting Country:** United States (dropdown, marked with a red asterisk and a blue circle with the number 4).
- Business Entity Type:** Select a value... (dropdown, marked with a red asterisk and a blue circle with the number 5).
- Income Source:** Select a value... (dropdown, marked with a red asterisk).

Below the fields, there is a note: 'You must click Submit in the 'Review and Submit' section for changes to take effect.' and a list of instructions for selecting 'US Sourced' or 'Non-US Sourced' based on the entity type and location of services/goods. At the bottom, there is a field for 'Is the supplier providing Goods, Services or Construction Services?:' with a dropdown menu.

**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

**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.

# Section: General Business Information (3 of 10)

The screenshot displays the AES Supplier Registration portal. The browser address bar shows 'uat-aes.apexportal.net/Registration/SupplierRegistration.aspx'. The page header includes the AES logo, navigation links (Home, Supplier, Help), a user greeting 'Welcome JOHN SMITH', and a language selector 'English (United States)'. A sidebar on the left contains a progress checklist with items: Complete, Incomplete, Supplier Agreement, Registration Checklist, General Business Information (highlighted), AES Company Information, Business Address, Banking Details, Business Certifications, Document Upload, and Review and Submit. The main content area is titled 'General Business Information' and includes a red instruction: '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, Tax Reporting Country (United States), Business Entity Type, and Income Source. The 'Income Source' dropdown is highlighted with a purple dashed box and a purple circle containing the number 6. Below the dropdown is a list of 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";'. At the bottom of the section is a dropdown for 'Is the supplier providing Goods, Services or Construction Services?'. The footer of the page reads 'Powered by apexportal™'.

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:

Tax Reporting Country: United States \*

Business Entity Type: Select a value... \*

6 Income Source: Select a value... \*

- 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)

The screenshot displays the 'General Business Information' section of the AES Supplier Management Portal. The form is titled 'General Business Information' and includes a navigation sidebar on the left with options like 'Supplier Agreement', 'Registration Checklist', 'General Business Information', 'AES Company Information', 'Business Address', 'Country Specific Tax Information', 'Banking Details', 'Business Certifications', 'Document Upload', and 'Review and Submit'. The main form area contains several sections: 'AES Company Information' with fields for 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), and Income Source (US Sourced). Below this is a section for 'Is the supplier providing Goods, Services or Construction Services?' with a dropdown menu set to 'Services'. This is followed by 'Primary Category' (Distribution Equipment) and 'Primary Subcategory' (Dist Eqpt, Dist Part). The 'Tax Identification Number' section includes a table with columns for Country, Tax Type, Tax Id Number, and Validation. A red message states: 'Please click "Edit" and enter at least one tax identification number from the below tax types.' A blue link at the bottom right of the table reads 'If Your Tax Identification Failed Validation'.

**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)

AES Supplier Management Portal

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

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

Primary Category:  \*

Primary Subcategory:  \*

**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 |                                       |
|----------------------------------------|---------------|--------------------------------|---------------|------------|---------------------------------------|
| 10 <input type="button" value="Edit"/> | United States | EMPLOYER IDENTIFICATION NUMBER |               |            | <input type="button" value="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                                |
|-------------------------------------|------------|-----------|-------|--------------------------|----------------------|---------------------------------------|---------------------------------------|
| <input type="button" value="Edit"/> | JOHN       | SMITH     |       | Supplier Primary Contact | MINAYA03@HOTMAIL.COM | <input type="button" value="Delete"/> | <input type="button" value="Resend"/> |

**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 AES Supplier Management Portal interface. A pop-up window titled 'Country Specific Tax Information' is open, overlaying the main registration form. The pop-up contains the following fields:

- a) Tax Reporting Country:** A dropdown menu with 'United States' selected.
- b) Tax Type:** A dropdown menu with 'EMPLOYER IDENTIFICATION NUMBER' selected.
- c) Tax Id:** A text input field containing a hyphen (-).
- d) Buttons:** 'Ok' and 'Discard' buttons at the bottom.

The background form shows fields for 'Is the supplier providing Goods, Services or Construction Services?', 'Primary Category', 'Primary Subcategory', and 'Tax Identification Number'. Below the pop-up, there is a table with supplier contact information:

| First Name | Last Name | Title                    | Contact Type | Email                | Resend                                        |
|------------|-----------|--------------------------|--------------|----------------------|-----------------------------------------------|
| JOHN       | SMITH     | Supplier Primary Contact |              | MINAYA03@HOTMAIL.COM | <a href="#">Delete</a> <a href="#">Resend</a> |

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

# Section: General Business Information (7 of 10)

**11** If Your Tax Identification Failed Validation

|                      | Country       | Tax Type                       | Tax Id Number | Validation         |                        |
|----------------------|---------------|--------------------------------|---------------|--------------------|------------------------|
| <a href="#">Edit</a> | United States | EMPLOYER IDENTIFICATION NUMBER | 89-6547569    | Pending Validation | <a href="#">Delete</a> |

**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                 |
|----------------------|------------|-----------|-------|--------------------------|----------------------|------------------------|------------------------|
| <a href="#">Edit</a> | JOHN       | SMITH     |       | Supplier Primary Contact | MINAYA03@HOTMAIL.COM | <a href="#">Delete</a> | <a href="#">Resend</a> |

[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 3<sup>rd</sup> 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)

AES Supplier Management Portal

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

|                      | Country       | Tax Type                       | Tax Id Number | Validation         |                        |
|----------------------|---------------|--------------------------------|---------------|--------------------|------------------------|
| <a href="#">Edit</a> | United States | EMPLOYER IDENTIFICATION NUMBER | 89-6547569    | Pending Validation | <a href="#">Delete</a> |

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                 |
|----------------------|------------|-----------|-------|--------------------------|----------------------|------------------------|------------------------|
| <a href="#">Edit</a> | JOHN       | SMITH     |       | Supplier Primary Contact | MINAYA03@HOTMAIL.COM | <a href="#">Delete</a> | <a href="#">Resend</a> |

[Add New Person](#)

**Supplier Identification Number**

Please enter each Identification Number

- If you have a DUNS (Dun & Bradstreet)

- If you are a Minority Supplier to

| Type                   | Issued |
|------------------------|--------|
| No records to display. |        |

[Add New Identification Number](#)

**Supplier Contact Information**

Supplier Contact Type:

First Name:

Last Name:

Job Title:

Website Address:

E-mail:

Confirm E-mail:

Preferred Language:

Please click on the pencil button to enter the Office Number, which is mandatory.

If you also would like to enter the Mobile Number, please click "Add New Phone" after the Office Number is entered.

| Type                   | Number | Extension |
|------------------------|--------|-----------|
| No records to display. |        |           |

[Add New Phone](#)

**Office Number**

Phone Type:

Phone Number:

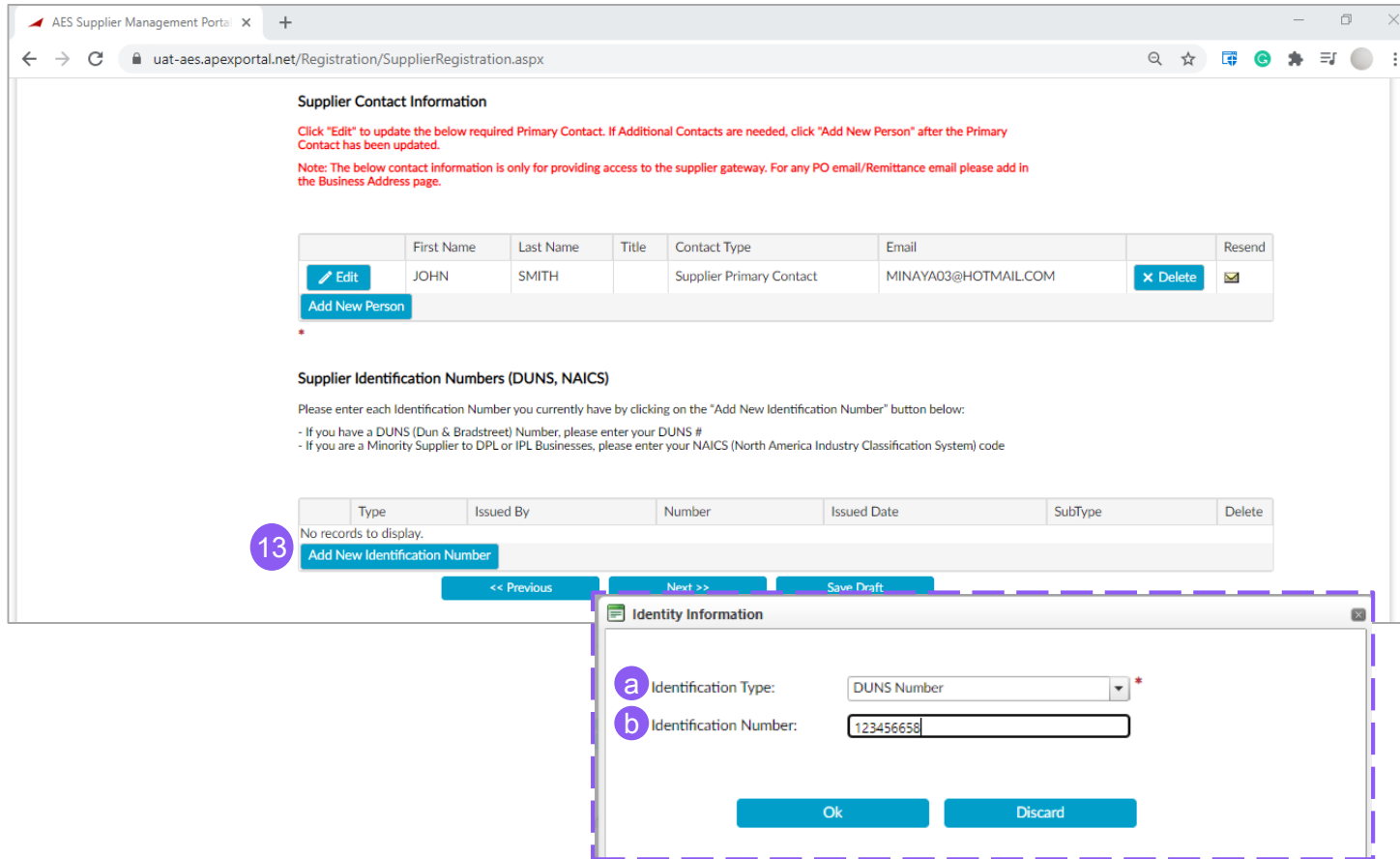
Extension:

[Update](#) [Discard](#)

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)



AES Supplier Management Portal

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

### 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                 |
|----------------------|------------|-----------|-------|--------------------------|----------------------|--------------------------|------------------------|
| <a href="#">Edit</a> | JOHN       | SMITH     |       | Supplier Primary Contact | MINAYA03@HOTMAIL.COM | <a href="#">X Delete</a> | <a href="#">Resend</a> |

[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

<< Previous   Next >>   Save Draft

### 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)

AES Supplier Management Portal

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

### 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                 |
|----------------------|------------|-----------|-------|--------------------------|----------------------|------------------------|------------------------|
| <a href="#">Edit</a> | JOHN       | SMITH     |       | Supplier Primary Contact | MINAYA03@HOTMAIL.COM | <a href="#">Delete</a> | <a href="#">Resend</a> |

[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                 |
|----------------------|-------------|-----------|-----------|-------------|---------|------------------------|
| <a href="#">Edit</a> | DUNS Number |           | 123456658 |             |         | <a href="#">Delete</a> |

[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)

The screenshot shows the AES Supplier Management Portal interface. The main content area is titled "AES Company Information" and contains a table with the following data:

| 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 |

A red asterisk (\*) is placed next to the table, indicating that the fields are mandatory. Below the table, there is a note: "Please complete each of the withholding tax records below by clicking on 'Edit'".

A pop-up window titled "AES Company Information" is shown, allowing the user to edit the company information. The pop-up contains the following fields:

- Company Code: US12
- Payment Term: 30 Net due in 45 days-DD
- Currency: USD United States Dollar

The pop-up window has "Ok" and "Discard" buttons. A red asterisk (\*) is placed next to the "Ok" button, indicating that it is mandatory.

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** Withholding Tax 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**

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            |
|----------------------|-------------|--------------------------------|-----------------------|--------------------------|--------------------------|
| <a href="#">Edit</a> | 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                 |
|----------------------|--------------|---------------------------------|---------------------------------|------------------------|
| <a href="#">Edit</a> | US12         | 1099 MISC Reporting Federal Tax | Medical and Healthcare Services | <a href="#">Delete</a> |

12

<< Previous   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**

● 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.

- 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 |
|----------------|--------------------|---------|------|-------|---------|--------|
| <b>13</b> Edit | Registered Address |         |      |       |         | Delete |
|                |                    |         |      |       |         |        |

<< 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. The pop-up contains the following fields:

- a** Address Type: Registered Address
- b** Country: United States
- c** Street Name 1: 4300 WILSON BLVD
- Street Name 2:
- Street Name 3:
- Street Name 4:
- 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:
- Remittance E-mail:
- Do you have an Alternate Payee?: No

At the bottom of the pop-up are "Ok" and "Discard" buttons. The background shows the AES portal interface with a sidebar menu and a "Welcome JOHN SMITH" message.

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](mailto: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`. The main page has a navigation menu with links: Home, Supplier, and Help. A sidebar on the left contains a progress indicator with 'Complete' and 'Incomplete' sections, and a list of steps: Supplier Agreement, Registration Checklist, General Business Information, AES Company Information, Business Address (highlighted), Country Specific Tax Information, Banking Details, Business Certifications, Document Upload, and Review and Submit. A pop-up window titled 'Address Information' is open, containing the following fields:

- 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:
- Do you have an Alternate Payee?: No

At the bottom of the pop-up are 'Ok' and 'Discard' buttons. A purple 'f' and a purple 'g' are overlaid on the left side of the pop-up, corresponding to the instructions on the right.

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)

The screenshot shows a web browser window with the URL `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. The main page has a header with the AES logo and navigation links (Home, Supplier, Help). A sidebar on the left contains a progress checklist with items like 'Complete', 'Supplier Agreement', 'Registration Checklist', 'General Business Information', 'AES Company Information', 'Business Address', 'Country Specific Tax Information', 'Banking Details', 'Business Certifications', 'Document Upload', and 'Review and Submit'. The 'Business Address' item is highlighted. A pop-up window titled 'Address Information' is open, containing 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

At the bottom of the pop-up are 'Ok' and 'Discard' buttons. A small purple circle with the letter 'h' is next to the 'Do you have an Alternate Payee?' field. The background page shows a 'Welcome JOHN SMITH' message and a 'Powered by apexportal' logo.

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 displays the AES Supplier Management Portal interface. The browser address bar shows the URL: `uat-aes.apexportal.net/Registration/SupplierRegistration.aspx`. The page header includes the AES logo, navigation links (Home, Supplier, Help), a user welcome message (Welcome JOHN SMITH), and a language selector (English (United States)).

The main content area is titled "Business Address". On the left, a progress bar shows the status of various registration steps: Supplier Agreement, Registration Checklist, General Business Information, AES Company Information, Business Address (highlighted), Country Specific Tax Information, Banking Details, Business Certifications, Document Upload, and Review and Submit. The "Business Address" step is marked as "Complete".

Below the progress bar, a red message states: "You must click Submit in the 'Review and Submit' section for changes to take effect." Below this, three red bullet points provide instructions: "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' .", and "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." A fourth red bullet point states: "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."

The main form area contains a table with columns: Address Type, Address, City, State, Country, and Delete. The first row is labeled "Registered Address" and has an "Edit" button. Below the table, there is an "Add New Address" button. A red asterisk and the number "14" are placed next to the "Add New Address" button.

At the bottom of the form, there are three buttons: "<< Previous", "Next >>", and "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)

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

Phone Number: 6095555555

Fax Number:

Remittance E-mail: minaya03@supplier.com

Payee Name:

Payee DBA Name:

Ok Discard

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](mailto:SupplierGateway.Admin@aes.com)

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

The screenshot shows the AES Supplier Registration portal. A pop-up window titled 'Address Information' is open, displaying various fields for entering business address information. The fields include: Copy From Address (dropdown), 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), Phone Number (8095555555), Fax Number, Remittance E-mail (minaya03@supplier.com), Payee Name, and Payee DBA Name. The 'Phone Number' field is highlighted with a purple circle and the letter 'f'. The 'Remittance E-mail' field is highlighted with a purple circle and the letter 'g'. The 'Payee Name' field is highlighted with a purple circle and the letter 'h'. The 'Ok' and 'Discard' buttons are at the bottom of the pop-up. The background shows the AES logo, navigation links (Home, Supplier, Help), and a sidebar with a progress indicator showing 'Complete' and 'Incomplete' steps.

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)

AES Supplier Management Portal

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

Welcome JOHN SMITH

English (United States)

Powered by apexportal™

**Business Address**

● 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.

- 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 href="#">Edit</a>            | Registered Address |         |      |       |         | <a href="#">Delete</a> |
| <a href="#">Add New Address</a> |                    |         |      |       |         |                        |

**15**

<< 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 displays the 'Address Information' pop-up window in the AES Supplier Registration portal. The window is titled 'Address Information' and contains the following fields:

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

At the bottom of the window are 'OK' and 'Discard' buttons. The background shows the main registration page with a sidebar menu containing links like 'Complete', 'Incomplete', 'Supplier Agreement', 'Registration Checklist', 'General Business Information', 'AES Company Information', 'Business Address', 'Country Specific Tax Information', 'Banking Details', 'Business Certifications', 'Document Upload', and 'Review and Submit'.

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](mailto:SupplierGateway.Admin@aes.com)

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

The screenshot shows the 'Address Information' pop-up window in the AES Supplier Registration portal. The window contains the following fields:

- 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
- PO Delivery E-mail: mminaya@gmail.com
- Phone Number:
- Fax Number:

The 'PO Delivery E-mail' field is highlighted with a purple 'f' and 'g' icon. The 'OK' button is at the bottom right of the window.

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 | <a href="#">Edit</a> | Registered Address | 4300 WILSON BLVD | ARLINGTON | Virginia | United States | <a href="#">Delete</a> |
| b | <a href="#">Edit</a> | Remit To Address   | 2500 30TH ST     | BOULDER   | Colorado | United States | <a href="#">Delete</a> |
| c | <a href="#">Edit</a> | Ordering Address   | 4300 WILSON BLVD | ARLINGTON | Virginia | United States | <a href="#">Delete</a> |

[Add New Address](#)

16

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

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)

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 section is titled "Country Specific Tax Information" and includes a progress indicator on the left with steps: Complete, Incomplete, Supplier Agreement, Registration Checklist, General Business Information, AES Company Information, Business Address, Country Specific Tax Information (highlighted), Banking Details, Business Certifications, Document Upload, and Review and Submit. The form contains several fields: "Tax Document Type" (a dropdown menu with "W9 Form" selected, labeled 17), "Additional Tax Information" (labeled 18), "W-9 Exemptions Information" (including "Exempt payee code (if any)", "Exemption from FATCA reporting code (if any)", and "List account number(s) here (optional)"), and "Others (See Instructions)" (labeled 19). At the bottom, there are three buttons: "<< Previous", "Next >>" (highlighted with a red box), and "Save Draft". A red message at the top of the form states: "You must click Submit in the 'Review and Submit' section for changes to take effect."

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 the AES Supplier Registration portal. The browser address bar displays 'uat-aes.apexportal.net/Registration/SupplierRegistration.aspx'. The page header includes the AES logo, navigation links (Home, Supplier, Help), a user welcome message 'Welcome JOHN SMITH', and a language dropdown set to 'English (United States)'. A progress bar on the left indicates the completion status of various registration steps, with 'Banking Details' highlighted as the current step. The main content area is titled 'Banking Details' and contains two sections: 'Accounts Payable Information' and 'Banking Information'. In the 'Accounts Payable Information' section, there is a 'Payment Method' dropdown menu currently set to 'Electronic Payment', marked with a red asterisk and a purple circle labeled '19'. Below this, the 'Banking Information' section features 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 a blue button labeled 'Add Bank Account' marked with a purple circle labeled '20'. At the bottom of the form, there are three buttons: '<< Previous', 'Next >>', and 'Save Draft'.

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

Home Supplier Help

Welcome JOHN SMITH

English (United States)

Powered by apexportal™

**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.

19 Payment Method: Electronic Payment \*

**Banking Information**

| Bank Name              | Country | Currency Type | Account Type | Delete |
|------------------------|---------|---------------|--------------|--------|
| No records to display. |         |               |              |        |

20 Add Bank Account \*

<< Previous Next >> 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: - 4300 WILSON BLVD \*

Bank Country: United States \*

Bank Swift Code: PNCCUS33XXX

d) Payment Currency: US Dollar \*

e) Account Holder: SUPPLIER GROUP INC

f) 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:

- 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)

g

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

Ok

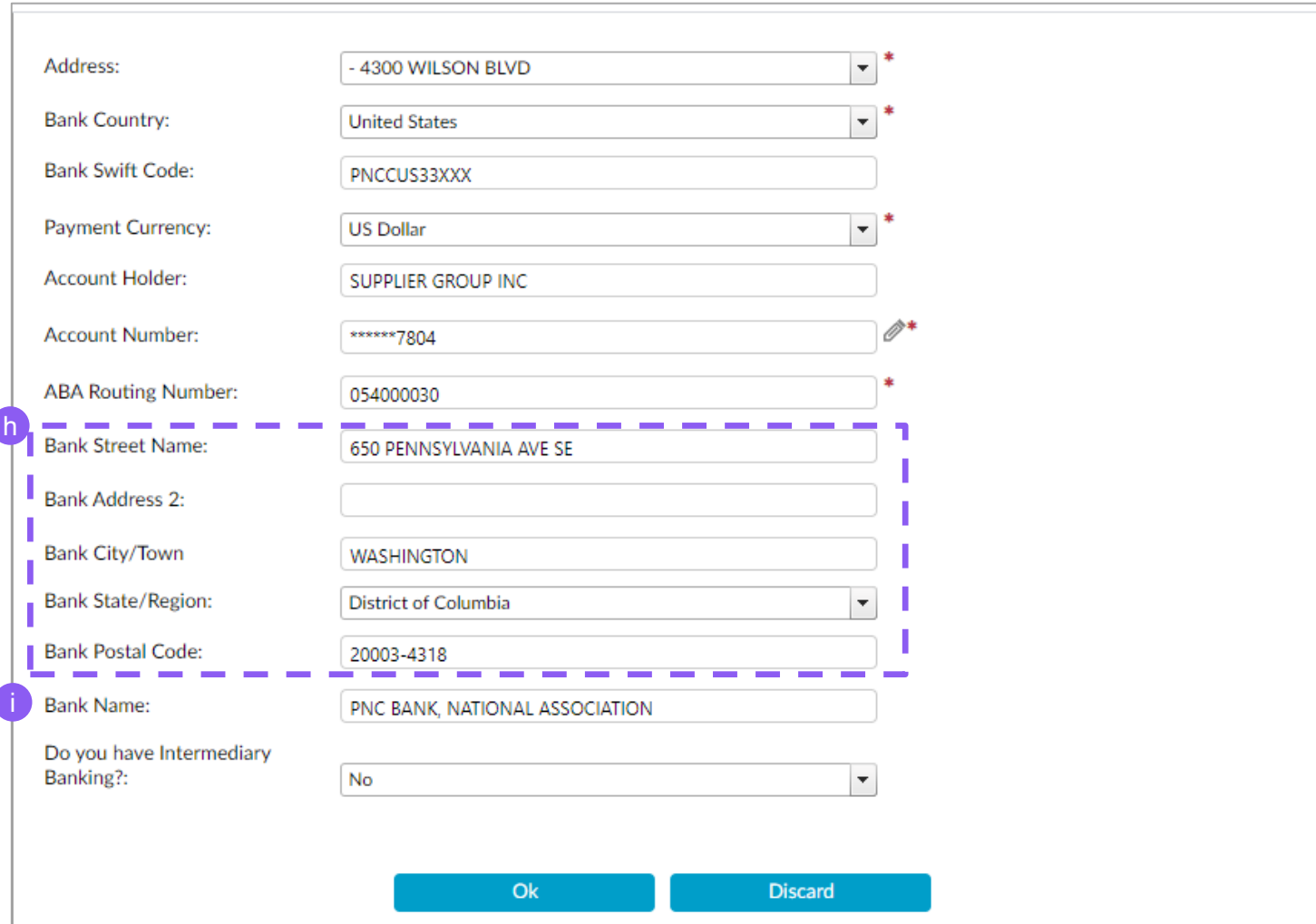
Discard

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](mailto:SupplierGateway.Admin@es.com)*

# Section: Banking Details (5 of 7)



A screenshot of a banking details form. The form contains several fields with labels on the left and input areas on the right. A dashed purple box highlights the 'Bank Street Name' through 'Bank Postal Code' fields. A purple circle with the letter 'h' is next to the 'Bank Street Name' field, and a purple circle with the letter 'i' is next to the 'Bank Name' field. The 'Bank Name' field is pre-filled with 'PNC BANK, NATIONAL ASSOCIATION'. The 'Do you have Intermediary Banking?' field is a dropdown menu with 'No' selected. At the bottom are 'Ok' and 'Discard' buttons.

|                                    |                                |   |
|------------------------------------|--------------------------------|---|
| 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                             |   |

Ok Discard

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: - 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

**j** Do you have Intermediary Banking?: No

Ok Discard

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)

Powered by apexportal™

**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 |
|-------------------------|--------------------------------|---------------|---------------|--------------|--------|
| <b>21</b>               | PNC BANK, NATIONAL ASSOCIATION | United States | US Dollar     |              |        |
| <b>Add Bank Account</b> |                                |               |               |              |        |

**22** << Previous Next >> Save Draft

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)

The screenshot shows the AES Business Certifications page. The main page has a sidebar with a navigation menu and a main content area. The sidebar menu includes: Complete, Incomplete, Supplier Agreement, Registration Checklist, General Business Information, AES Company Information, Business Address, Country Specific Tax Information, Banking Details, Business Certifications (highlighted), Document Upload, and Review and Submit. The main content area is titled "Business Certifications" and includes a message: "You must click Submit in the 'Review and Submit' section for changes to take effect." Below this, there are two sections: "Minority Certification" and "Are you a certified Diverse Supplier?". The "Minority Certification" section has a dropdown menu with "Large Business" selected. The "Are you a certified Diverse Supplier?" section has a "Yes" button. Below these sections is a "Certification Group" section with a "No records to display" message and an "Add New Certification" button. A pop-up window titled "Certification Information" is open, showing a form with the following fields: Certification Group (CERTIFIED), Certification Type (HISTORICAL UNDERUTILIZED BUSINESS), Certification Number, Certification Agency, Certification Issue Date (11/1/2020), Certification Expiration Date (3/4/2021), % Privately/Publicly owned & controlled by a female, % Privately/Publicly owned & controlled by a male, and % Minority owned and controlled.

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

Welcome JOHN SMITH

English (United States)

Powered by apexportal™

**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

Certification Group

No records to display.

**a** Add New Certification

**b** Certification Information

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=EOdqtehhB8k%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)

Powered by apexportal™

### 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 |        |        | <a href="#">Delete</a> |

26

[Edit](#) [Add New Certification](#) [Next >>](#) [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 INC_W-9.pdf | <a href="#">SUPPLIER GROUP INC_W-9</a> | W-9       |                 | 12/15/2020    | Supplier  | 28 <a href="#">Click here to eSign</a> | <input type="button" value="X"/> |

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 | <a href="#">SUPPLIER GROUP INC_W-9</a> | W-9       |                 | 12/15/2020    | Supplier  | <a href="#">Click here to eSign</a> | ✕      |

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 INFORMATION W-9.pdf | <a href="#">SUPPLIER GROUP INFORMATION W-9</a> | W-9       |                 | 12/15/2020    | Supplier  | <a href="#">Click here to eSign</a> | <input type="button" value="X"/> |

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.

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)

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

Welcome JOHN SMITH

English (United States)

Powered by apexportal™

### 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](mailto:suppliergateway.admin@aes.com)

Rate your experience:

☆☆☆☆☆

☆☆☆☆☆

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☆☆☆☆☆

☆☆☆☆☆

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: 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](mailto:suppliergateway.admin@aes.com)

System Administrator,  
AES

Disclaimer Notice: All Rights Reserved For All AES Locations

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

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APEX Analytix - 1501 Highwoods Blvd, Suite 200-A, Greensboro, NC 27410

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](mailto: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

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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

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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

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**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](mailto:SupplierGateway.admin@aes.com)



# Thank you