SUPPLIER REGISTRATION GUIDE

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Overview

Cupertino Electric, Inc. (CEI) has implemented a new Supplier Management System (SMS) to manage onboarding new suppliers and manage all supplier information utilizing GEP SMART solution. Suppliers can register their company with CEI and manage their profile through GEP Business Network.

This document outlines the procedure for creating an account and registering your company.

Supplier SMS Registration Process

Cupertino's Supplier registration process can be initiated Multiple ways:
- A. Self-register at CEI's Website (www.cei.com/suppliers)
  When self-registering, you will receive an email confirming your email address with link to complete the registration process.
- B. By following the instructions in the email sent by Cupertino Electric.

This process applies for suppliers that will supply materials and services to Cupertino Electric.

As a supplier, you will receive an email like the one below.

From: nexxe@gep.com <nexxe@gep.com>
Sent: Monday, April 8, 2024 1:35 PM
To: .
Subject: [EXTERNAL]: Action Required: CEI procurement registration for GEP Network

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Jane Doe,

CEI has identified you as a prospective supplier for CEI and cordially invites you to register on their secure procurement platform, GEP SMART.

GEP SMART is CEI's no cost, supplier management platform.

The following steps below are required in order to add TESTPROD2- JL to our Supplier Master List and conduct future business.

Step 1: Create your account.
Step 2: Complete your registration for CEI by filling out all details.

Access the following URL to register on the GEP Business Network, and create your profile. Click Here ①

If you have questions, contact GEP Support: Phone: USA: +1 732 428 1578 / Asia: +91 22 61 372 148 / Europe: +42 022 59 86 501 / Email: Support@gep.com

To ensure you receive email from support@gep.com, please add this email address to your safe sender list.

Best Regards,

CEI Supplier Support Team

To Avoid emails going to spam or junk folders
To ensure you receive all emails from support@gep.com in your inbox, please mark this email address as safe. Sender email address can be marked safe by adding it in the safe senders list, contacts list or your address book.

1. After receiving the email, click the "**Click Here**" link to access the Supplier Registration Login Setup page.

2. Enter the appropriate information in all the fields marked with a red asterisk next to them.
3. Check the box next to Read and agree to GEP's Term of Use & Privacy Statement.
4. Check the box next to Read and agree to Cupertino Electric Inc. Terms and Conditions & Supplier Code of Conduct
5. Click Submit

Once you have registered, you will be able to login to the GEP Business Network using the username and password you entered while registering. If already registered with GEP, you can use same username and password.

Bookmark the Login page.

Completing Supplier Registration

Once you have logged into the GEP Business Network you will need to complete the registration process by providing additional information.

1. Click Request Changes
   The Basic Details screen appears

There are Two Tabs that require information entry:

A. Supplier Tab – Has 7 Sections that require entering information

B. Location Tab – To enter location information, like HQ, AP, AR, Ordering, Sales office(s), etc.

Supplier Tab

Basic Details Section

If you select Subcontractor in the Supplier Type field, you will be asked to respond to these additional questions.

CUPERTINO ELECTRIC INC.

* Are you a Union Shop?

* Have you been terminated from any project for convenience or default in the past five years?

* What is your company's current Experience Modification Rate (EMR)?

* What is your company's Total Recordable Incident Rate (TRIR)?

* What is your company's current Total Lost Time Injury Rate?

* Does your company have a written Drug and Alcohol Program?

* How many fatalities has your company experienced in the past 5 years?

* How many serious citations has your company received from OSHA for non-compliance in the last three years?

* How many willful or repeat citations has your company recevied in the last three years?

* Are you willing to participate in an Owner Controlled Insurance Program (OCIP) or a Contractor Controlled Insurance Program (CCIP)?

* Do you have an active Worker's Compensation Insurance Policy?

* Are you willing to accept a requirement for additional insured and waivers of subrogation where required by contract?

* Has any insurer refused to renew any part of insurance policy in the last five years?

* Please list surety company
-

* Please list bonding capacity
-

* Please list the states where you are licensed to do business and provide the associated contractor license numbers and classifications
-

* Do you currently have or, in the past five years, had any legal actions, arbitrations, lawsuits or judgments filed against you?

* How many willful or repeat citations has your company recevied in the last three years?

* Are you willing to participate in an Owner Controlled Insurance Program (OCIP) or a Contractor Controlled Insurance Program (CCIP)?

* Do you have an active Worker's Compensation Insurance Policy?

* Are you willing to accept a requirement for additional insured and waivers of subrogation where required by contract?

* Has any insurer refused to renew any part of insurance policy in the last five years?

* Please list surety company
-

* Please list bonding capacity
-

* Please list the states where you are licensed to do business and provide the associated contractor license numbers and classifications
-

* Do you currently have or, in the past five years, had any legal actions, arbitrations, lawsuits or judgments filed against you?

2. In the Subcategories field, select all subcategories of materials and services your company can provide

3. Click Done

Subcategory(ies)   ✕

🔍 Search

☐ Select all visible items

▶ ☐ BUSINESS TRAVEL
▶ ☐ CAPITAL EQUIPMENT
▶ ☐ CERTIFICATIONS
▼ ☐ ELECTRICAL MATERIALS
   ▶ ☐ BOXES-ENCLOSURES-WIREWAYS
      ☐ GROUNDING
   ▶ ☐ HARDWARE
   ▶ ☐ LOW VOLTAGE
   ▶ ☐ OVERHEAD CONDUIT-FITTINGS
   ▶ ☐ STRAPS-SUPPORTS

Clear All   Cancel   Done

Identification Information Section

Enter your Supplier Federal Tax ID/EIN or Social Security number

Business Information Section

4. Select Business Type

5. Enter the Date of Incorporation or when the business began (if not incorporated)

Contact Information Section

6. Enter all your Contacts Information. Any field with a red asterisk is required

7. Click Contact Mapping Tab and assign role for each contact

Associated Documents Section

To attach documents such as line card or brochure, do the following:

8. Click arrow to expand the Associated Documents section

9. Click Forms

10. Attach/upload document(s) (not shown)

If there are no documents to attach, leave blank

Diversity & Certificates Section

11. Select Professional Certificate in the Certificate Category

12. In the Certificate Type, select W9

13. Select Professional Certificate in the Certificate Category

14. In the Certificate Type, select Certificate of Insurance

15. If needed, select other Professional Certificates in the Certificate Category (not shown)

16. If applicable, Select Diversity Certificate in the Certificate Category

17. In the Certificate Type, select the Diversity Classification

18. In the Issuing Authority, enter the code from the list below

19. In the Certificate Number, enter the certificate number on the certificate

20. Repeat Step 17 - 19 for every diversity certificate

Code	Description	Code	Description
AZS	Arizona State Agency	CAS	California State Agency
CPU	California Public Utilities Co	CVE	Department of Veterans Affairs
IAS	Iowa State Agency	LCA	Local County or City Agency
NMC	National Minority Supplier Dev	NMS	New Mexico State Agency
NVB	National Veterans Business Dev	NVS	Nevada State Agency
ORS	Oregon State Agency	OSD	Department of General Services
OTR	Other	SBA	Small Business Administration
SCH	Supplier Clearinghouse	SCM	Southern California Minority S
USF	US Federal Agency	WBC	Women's Business Enterprise Na
WIS	Wisconsin State Agency		

Notes and Attachments Section

Optional section for supplier's own records

Location Tab

21. Click Add to enter your Location(s) Information

22. Select Location Type
    a. **Purchasing** - Only PO's will be sent to this location or (Headquarters per W9)
    b. **Pay** - Payment for PO's sent to the Purchasing location will be sent to this address
    c. **Primary Pay** - Where ALL payments will be sent for ALL purchasing locations
    d. **Purchasing/Pay** - Location where PO's and Payments will be sent to this address
    e. **Purchasing/Pay/Primary Pay** - Location where PO's and payments will be sent for all transactions
    f. **Sourcing Only** - Quote requests will be sent to this location. Will not be used to send PO's or payments

23. Enter the appropriate address information based on Location Type Selection
    Adding contacts for each location can be done after profile first submission. Only contacts added in the supplier profile can be assigned to location contacts. (Not shown)

24. Location Identification Info section can be ignored (Not shown)

25. Review all the information entered is accurate

26. Click Submit

Notice that your supplier profile status has changed to "GEP Registered". Congratulations! You have completed CEI registration process. You will receive updates from CEI (email from Nexxe@gep.com).

You now can add more contacts in the profile and submit. Once you have added and submitted all contacts, you can now assign contacts to each location.
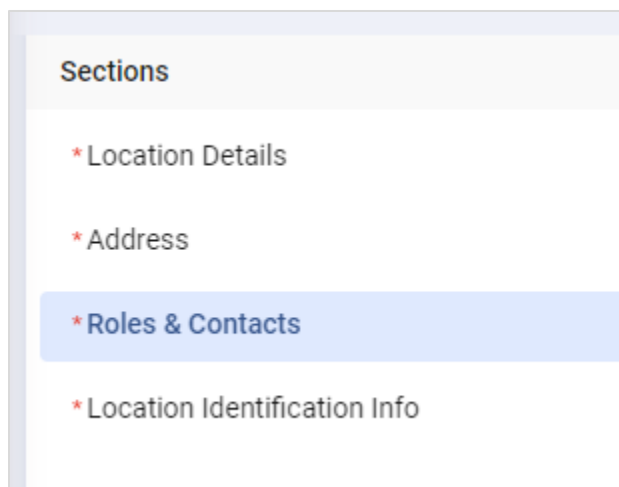
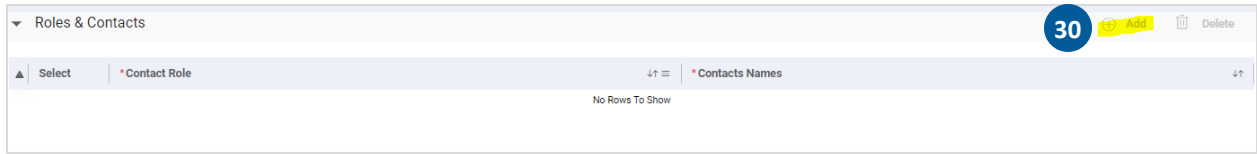27. Click on Location at the top of the page
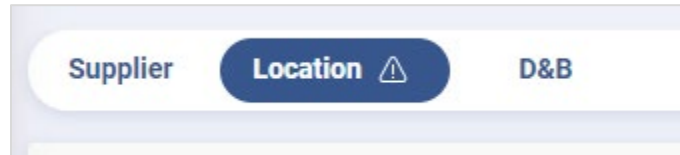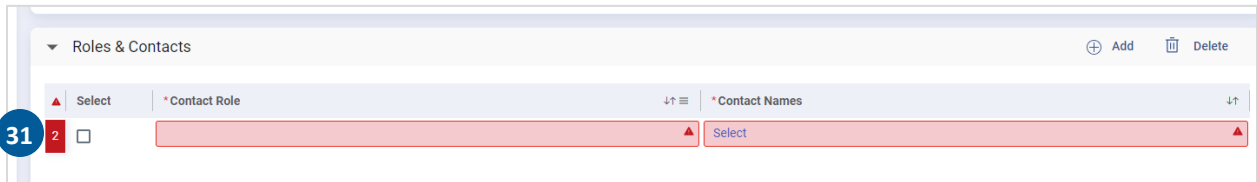

28. Click on a Location
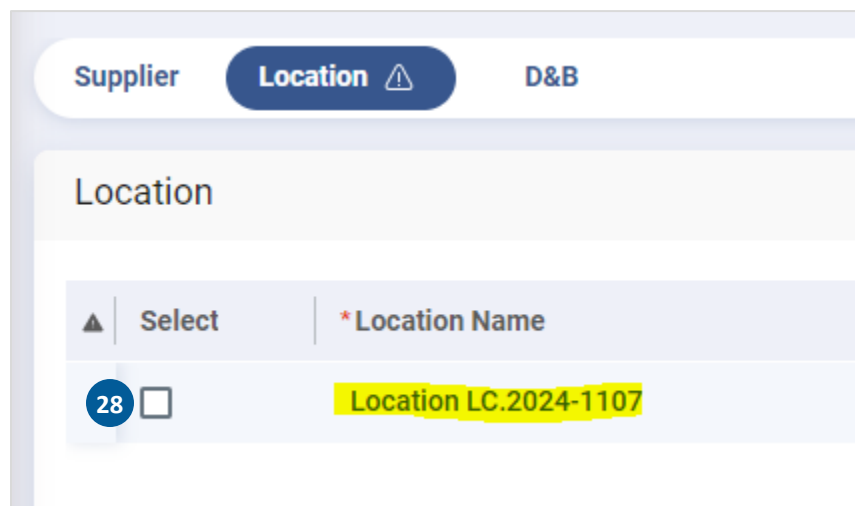
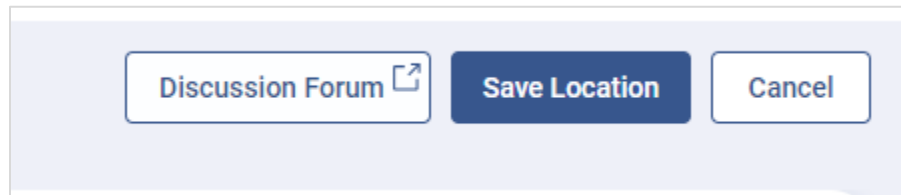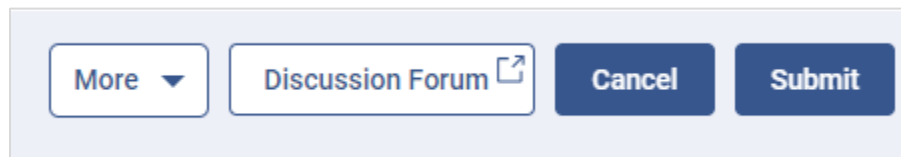29. Navigate to the Roles and Contacts section

30. Click Add

31. Assign contact Role and Name from the dropdown selections

32. Click Save Location

33. Click Submit

End of Document