

Registration guide

→ for EPM Group Suppliers

Grupo·epm 

Registration guide for EPM Group Suppliers

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Registration guide for EPM Group Suppliers

Before you begin, keep in mind that:

Supplier registration is successful when the mandatory three steps are completed:



Step 1

Creating an account in the ARIBA
Supplier Network



Step 2

Filling in the EPM Group form



Step 3

Receiving a confirmation of
Registration approval

- You must fill in all fields marked with a star (*) as they are mandatory to complete a successful registration.
- The documents required in the registration from must be attached, since this information is used by the local branches of the EPM Group to evaluate legal, financial and business matters that strengthen the liaison with this interest group.
- If the supplier has already signed up, they may use the; self-service; tool to update their profile as many times as required; however, they must always wait for the message confirming their registration was approved.
- The attached information must not be larger than 100MB.
- It is advisable to use Internet Explorer 7 or greater whenever you access the ARIBA account.

Registration guide for EPM Group Suppliers

1. New supplier registration

STEP 1: Creating an account in the ARIBA Supplier Network

Enter the Supplier and Contractor section in the website of local branches of the EPM Group. You must find the content related to the Supplier and Contractor Information System.

This space will contain information about supplier registration and tutorials that show the whole process. Click on the link provided in the description of step 1 to begin your registration.

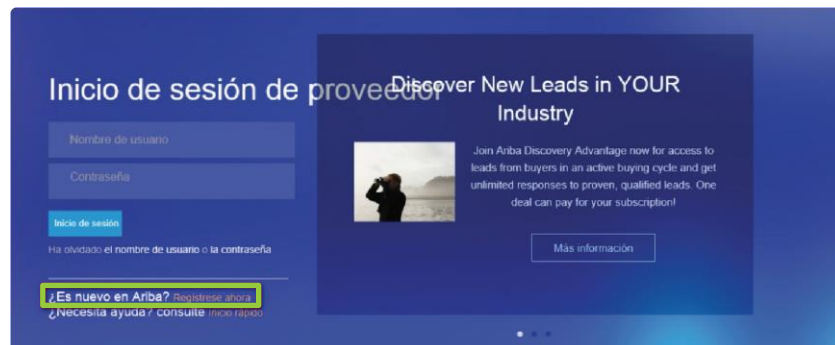
Welcome Suppliers!
Are you wondering how to register as an EPM Group supplier?
It's easy! You can just follow the "Self-Registration" steps and become part of the EPM Group supplier community.

- 1**
Sign up to the **ARIBA Suppliers**
Click [Here \(http://gruopem.supplier-eu.ariba.com\)](http://gruopem.supplier-eu.ariba.com) and enter the basic information of your company and account administrator. The account administrator will be able to access all the EPM Group data or share
- 2**
Fill in the **EPM Group** form
Once an account has been created, the admin user must fill in the profile information as a Supplier for the EPM Group, by filling in the required data and its supporting documents.
- 3**
Get a confirmation for your **"Self-Registration"**
After the operator validates the information, you will receive a confirmation message either approving or rejecting your registration.

If your registration has been successful, **CONGRATULATIONS!** You are now part of the EPM Group suppliers community and able to participate in diverse events such as: Information requests, calls for bids, auctions and surveys that will be shared electronically through the account you just created.

Once you have accessed the ARIBA website, you can start the registration by clicking the New to Ariba?

Option "Register Now"





Keep in mind that: The EPM Group logo must be visible on the top right section of the screen, otherwise the Supplier will not be linking their account to the EPM Group portal on the ARIBA platform.

If you have already registered on ARIBA as a supplier for other companies, please log in with your user name and password to access the platform and connect your organization to the EPM Group profile.

Arriba Sourcing

Register

To do business with Grupo EPM on Arriba, you need an Arriba Commerce Cloud account. What is the Arriba Commerce Cloud?

Grupo EPM Register Cancel

If you already have an Arriba Commerce Cloud, Arriba Discovery or Arriba Network account, click here to log in: Login

Company information

Company Name: *

* Indicates a required field

Ariba Network light account is Free

Already have an account? Login

If you do not have an ARIBA supplier account, please begin the sign up processes by entering your company's basic information to create a user account on the web application of the ARIBA-EPM Group Supplier Self-Registration.

Enter the user information there; you must accept the use and privacy terms and conditions and then click the continue button.

Arriba Sourcing

Register

To do business with Grupo EPM on Arriba, you need an Arriba Commerce Cloud account. What is the Arriba Commerce Cloud?

Grupo EPM Register Cancel

If you already have an Arriba Commerce Cloud, Arriba Discovery or Arriba Network account, click here to log in: Login

Company information

Company Name: *

Country: * United States [USA]

Address: * Line 1, Line 2, Line 3

City: *

State: * Alabama

* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Ariba Network light account is Free

Already have an account? Login

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents



The person who registers will be the main administrator of your company profile in the ARIBA application. The administrator will be able to create users who are authorized to interact in the contract tasks and events.

Once the ARIBA account has been created, you will get a message at your registered email address to open an account activation link. For example:



Note: If you experience any issue, close all ARIBA windows and then try to log in again using the recently created user and password. After creating your account, you may register as an EPM Group supplier.

STEP 2: Filling in the EPM Group form

Once the account has been created, you must complete your profile for the EPM Group. The information provided will go through a validation process and confirmation will be sent to your registered account.



It is important to save any progress in the application to guarantee the effective transfer of information.

- Overview:

When filling in the EPM Group Supplier Registration questionnaire, you must have the following documents ready to attach them, if applicable:

Document	Detail
Single Tax Registration (RUT, in Spanish) or equivalent accreditation document from your country of origin*	To verify the business name, identification (without verification number) and legal person.
Certificate of incorporation and legal representation or equivalent accreditation document from your country of origin*	To check whether this certificate has expired (no older than 3 months as of the current date).
Mercantile registry	Information contained in this document must match the information of the person who is doing the registration.
Single CV Form (Laws 190/1995, 489 and 443/1998)*	Information contained in this document must match the information of the person who is doing the registration.
Identification card*	Information contained in this document must match the information of the person who is doing the registration.
Legal representative's identification card*	It must match the recorded information about the legal representative.
Financial Statements* <i>(A single file with the related documents)</i>	To verify that the following are included: <ul style="list-style-type: none"> • Balance Sheet • Profit and Loss Statement • Notes to Financial Statements • Statutory Auditor or Audit Certificate • Central Board of Accountants Certificate of the Statutory Auditor and Accountant or equivalent staff. • To load the document to the relevant folder.
ISO 9001 Certificate	To verify the name of the certified company and certifying institution
ISO 14001 Certificate	To verify the name of the certified company and certifying institution
ISO 31001 Certificate	To verify the name of the certified company and certifying institution
OHSAS 18001 Certificate	To verify the name of the certified company and certifying institution
Labor-Hazard Insurer (ARL) certificate specifying the current percentage of implementation of your OHS-MS (Occupational Health and Safety Management System) *	To check that the document has been issued by the ARL or includes the step-by-step of the indicator calculation and the legal representative's signature. To validate that the number entered in the previous item matches the result obtained in this attachment.

Note: Items marked with * are mandatory.

The profile questionnaire for EPM Group Suppliers and Contractors consists of the following sections:

- Statements and authorizations:

The statements and special authorizations include the policies of personal data management. You must read, understand and accept these documents as this is a requirement to continue the registration process in the platform. You must accept the terms and conditions to continue.

Grupo EPM - TEST Requested Profile
* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 12/13/2017 03:32 PM

Save as Draft Submit

Changes you make below may be subject to approval before they are accepted.

Question

verifica de la aplicación. Digite su inquietud para consultar la ayuda documentada. En caso de no encontrar solución, seleccione la opción "Obtenga ayuda por teléfono", envíe los datos solicitados y espere la llamada de un asesor de Ariba.

- **En Medellín:** Línea telefónica 380 70 70

Tutoriales virtuales: A continuación, están disponibles videos tutoriales para su consulta:

- Proceso de registro – Persona Jurídica: hacer clic aquí <https://goo.gl/sggSC8>
- Proceso de registro – persona Natural: hacer clic aquí <https://goo.gl/ygrpPD>
- Cómo administrar las cuentas de usuario en ARIBA: hacer clic aquí <https://goo.gl/w2BdWG>
- Video tutoriales adicionales: hacer clic aquí <https://goo.gl/h3AKks>

1.2 **Statements:** I do hereby state that I have read and understood the statements and authorizations, the registration guide, and the registration terms and conditions provided by the information system. [References](#)

Answer * Yes

2 General Information Yes

2.1 Please Choose (Supplier: Natural or legal person) that is a potential offerer / contractor of the EPM Group or Buyer: Natural or legal person group

Answer: Proveedor / Buyer

Save as Draft Submit

- General information:

Once the purchaser accepts the "Statements" conditions, they must select the "Supplier" option.

Grupo EPM - TEST Requested Profile
* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 12/13/2017 03:32 PM Save as Draft Submit

Changes you make below may be subject to approval before they are accepted.

Question

2 General Information

2.1 Please choose your relation with the EPM Group:
 (Supplier: Natural or legal person that is a potential offerer / contractor of the EPM Group or Buyer: Natural or legal person that is a potential client of the EPM Group)

Answer: Proveedor / Supplier; Comprador /Buyer

Answer * Proveedor

2.2 I accept and guarantee that I have read, understood and observed the code of conduct for EPM Group suppliers and contractors.

Answer: Acepto / I Accept References

Answer * Proveedor

2.3 Legal personality *

Answer: Persona Natural / Natural Person; Persona Jurídica / Artificial Person

Persona Jurídica

2.4 ID Type: *

Colombian Tax ID Number (NIT)

2.5 Identification

Save as Draft Submit

This section requests basic company information such as: name, identification, company size, supporting documents of legal incorporation and products/services provided.

Question

Answer: Proveedor / Supplier; Comprador /Buyer

Answer * Proveedor

2.2 I accept and guarantee that I have read, understood and observed the code of conduct for EPM Group suppliers and contractors.

Answer: Acepto/ I Accept References

Answer * Unspecified

2.3 Legal personality *

Answer: Persona Natural / Natural Person; Persona Jurídica / Artificial Person

Persona Jurídica

2.4 ID Type: *

Colombian Tax ID Number (NIT)

Persona Natural

Persona Jurídica

2.5 Identification
 (The Colombian Tax ID Number (NIT) must be typed without the verification digit and t... tions must

- Legal representative information:

These data are only requested to artificial persons; it is basic information about the company's legal representative.

When you choose the “natural person” option in the “legal person” section and you complete the “general information” you must continue to the “certification” section. However, if you choose the “artificial person” option, you must continue to fill in the “legal representative’s information”.

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 12/13/2017 03:32 PM

Save as Draft

Submit

Changes you make below may be subject to approval before they are accepted.

Question

▼ 2.11 Main - Legal Representative Information

2.11.1 Given names *

2.11.2 Last names *

2.11.3 ID Type: *

Answer: Cédula de ciudadanía / Citizenship ID card; Cédula de extranjería / Foreign ID card; Pasaporte / Passport

2.11.4 ID Number: *

2.11.5 Email *

2.11.6 Contact phone number *

2.11.7 Please attach your identification card (Legal Representative) * Calendario-Colombia-2018.jpg [Update file](#) [Delete file](#)

▼ 2.12 Additional information

*

Save as Draft

Submit

- Additional information:

The supplier must provide additional information to complement the provided data.

▼ 2.12 Additional information

2.12.1 Date of incorporation *

2.12.2 Company classification

Answer: Microempresa (Hasta 10 trabajadores) / Microcompany (up to 10 workers); Pequeña empresa (Entre 11 y 50 trabajadores) / Small company (from 11 to 50 workers); Mediana empresa (Entre 51 y 200 trabajadores) / Medium company (from 51 to 200 workers); Gran empresa (Superior a 201 trabajadores) / Large company (more than 201 workers)

Answer *

2.12.3 Do you belong to a corporate group? *

2.12.7 Please select your classification codes based on the UN standards of level 3 (class) and level 4 (product), greater than or equal to 6 digits (depending on your business purpose and/or experience).

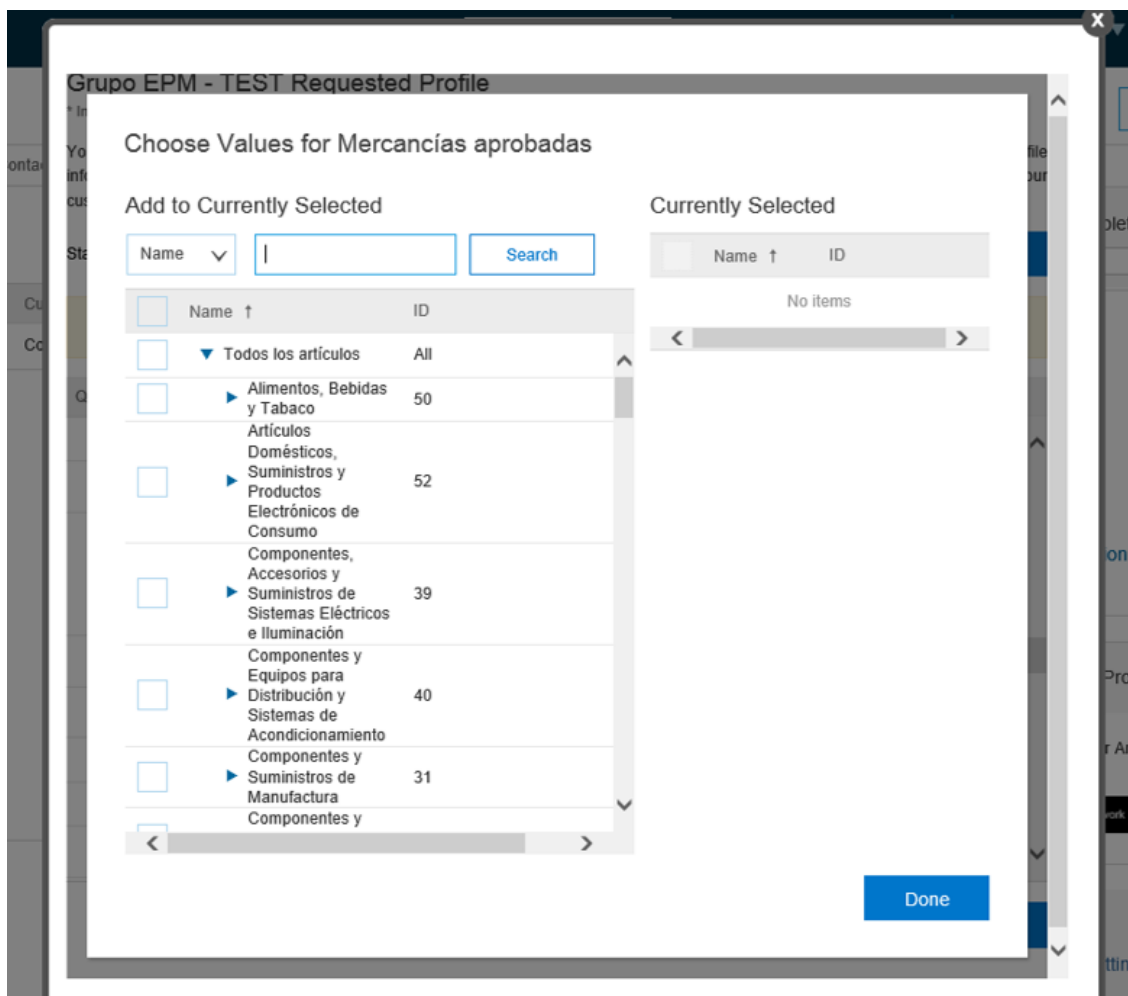
Answer *(select a value) [[select](#)]

- Classification of goods and services based on the UN standards:

To register the UN codes associated to the goods or services provided by your company, please keep in mind that the questionnaire of the EPM Group Suppliers Registration has the 14_0801 version of such UN codes. Our suppliers may query the codes by typing key words or selecting ID on the tab located to the left of the search bar and entering the relevant code. Omit the last two zeros if you want to query by segment.

Remember that the code must be 6-to- 8 digit long, that is, you must enter the third and fourth level (class and product) for the system to allow you to send the changes made to your profile.

You must choose up to 10 codes on the product level and 10 codes on the class level. If more than 10 codes are selected, the EPM Group will validate the first 10 codes you chose.




- Financial information:

Number (2.13.8) of the questionnaire asks whether you have any financial information to report, if so, you will reach number 3, where you must fill in the "financial information - last fiscal year". If you answer "no" please justify why you have no financial information to report.

You must attach the Financial Statements according to the cut-off date established in your company's country of origin; they must be signed by the legal representative and public accountant or statutory auditor, based on the laws of each country.

▼ 3 Financial Information - Last fiscal year

The information to be detailed below must be based on the accounting closure of the last fiscal year, applicable to the current regulations of the country of origin. The values can be entered in their original currency.

3.1 Currency of your financial information	*	Unspecified	▼
3.2 End date of fiscal year	*	<input type="text"/>	
3.3 Current assets	*	<input type="text"/>	
3.4 Current liability	*	<input type="text"/>	
3.5 Total assets	*	<input type="text"/>	
3.6 Total liability	*	<input type="text"/>	
3.7 Accounts receivable	*	<input type="text"/>	



It is important to record the time when the financial information is filled in:

- Please attach the requested financial information.
- The cut-off date for Information of local companies must be December 31 of the immediately prior year.
- This information must be in English.
- Please enter the full values without decimals.
- All suppliers must fill in their financial information depending on the standards and currency of their country of origin.
- No financial information from partial or intermediate cut-offs will be accepted.

Note: When the financial information is provided, you can attach only one file, so a PDF or ZIP folder must be created containing all files.

- **Certifications:**

In this section you must attach the following certifications: quality management (ISO 9001), environmental management (ISO 14001), risk management (ISO 31000), occupational health and safety management (OHSAS 18001). Suppliers in Colombia must attach the ARL document certifying the implementation percentage of an Occupational Safety and Health Management System and a letter signed by the Legal Representative detailing the calculation of the Disabling Injury Index (DII).

The screenshot shows a digital questionnaire interface. At the top, it says 'Question' and '2.12.11 Please attach the single CV form (Laws 190/1995, 489/1998 and 443/1998)'. Below this is a section titled '6 Certifications'. Question 6.1 asks 'Do you have a valid ISO 9001 certificate (quality management)?' with a dropdown menu set to 'Yes'. A red box highlights the dropdown and an 'Attach a file' button next to it. Question 6.2 asks 'Please attach your ISO 9001 Certificate' and includes fields for 'Effective Date' and 'Expiration Date', both with calendar icons. A red arrow points to the 'Attach a file' button for question 6.2. Questions 6.3, 6.5, and 6.7 ask about ISO 14001, ISO 31000, and OHSAS 18001 certificates, respectively, with dropdown menus set to 'Unspecified'. Question 6.9 asks about OHS-MS implementation. At the bottom of the form are two buttons: 'Save as Draft' and 'Submit'.

- **Sustainability:**

Continuing with the registration process, you will find questions about “sustainability” in number 7 of the questionnaire; you will have several response options to choose as appropriate. It is important to answer all questions as applicable.

Sustainability is part of the EPM Group corporate purpose; it is understood as the balance in the set of economic, social and environmental conditions that contribute to a company’s continuity and development in a mutually beneficial relation with society. That is why the EPM Group wants to foster sustainability in its business throughout time, in line with its Corporate Social Responsibility (CSR) model.

Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories -or-

Security cameras X

Ship-to or Service Locations*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

Enter Ship-to or Service Location -or-

Global X

Industries

Select the industries your company serves.

To send the registration, the supplier must access the "Requested by customer" tab and select the form. After filling in the form, you must proceed to send it.

Ariba Sourcing Text Mode

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

* Indicates a required field

Customer	Customer Requested Profile Information
Grupo EPM - TEST	Complete

Public Profile Completeness: 30%

Short Description
Website
Annual Revenue

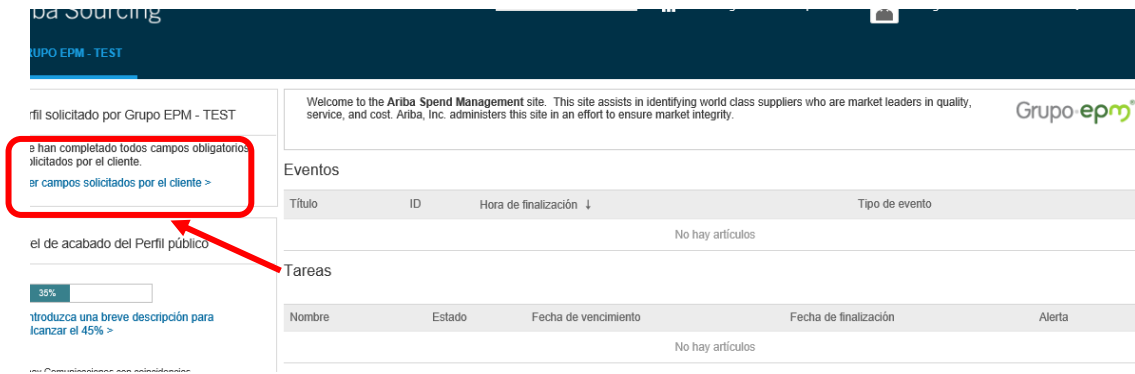
STEP 3: Receiving a confirmation of Registration approval

All the information completed in this questionnaire is subject to validation and approval. When this process is completed, a message notifying the approval/rejection will be sent to the Supplier's main email account; this message will provide the reasons for rejection, if applicable.

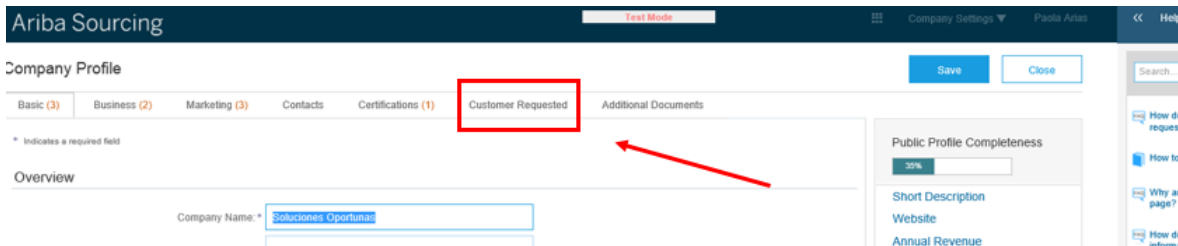
Suppliers may modify or update their information whenever required. Our suppliers must keep their profile information updated, as well as, the information of any users within their companies that have access to the application to participate in different events (RFI, RFP, Auctions and Surveys).

2. Registration questionnaire updates

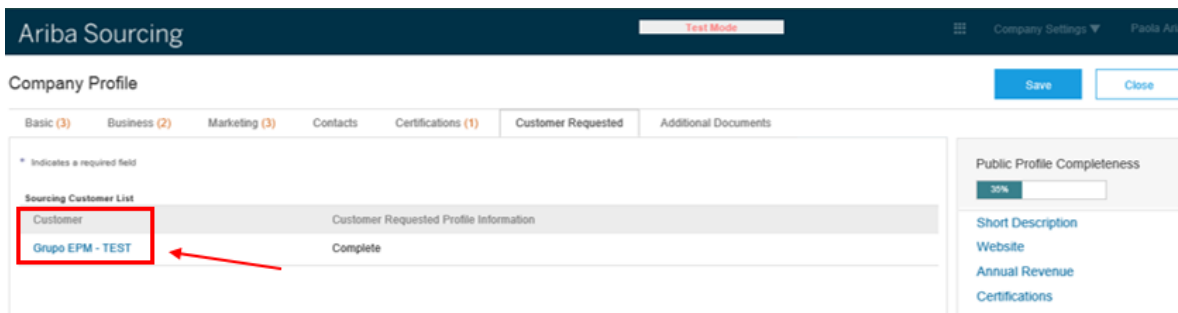
As a Supplier, you will be able to modify the information completed in the Registration questionnaire on the home page of the Supplier profile by clicking the "See fields requested by customer" option, located in the options panel to the left side of the screen



This option takes you to the company profile, where you will find the fields you can fill in as a supplier to complete your registration in Ariba. The supplier clicks the "Requested by customer" option to complete the form for the EPM Group. You can complete/update the form for the EPM Group by clicking the "Requested by customer" tab.



Finally, the supplier clicks on "EPM Group" and finishes filling in the form.

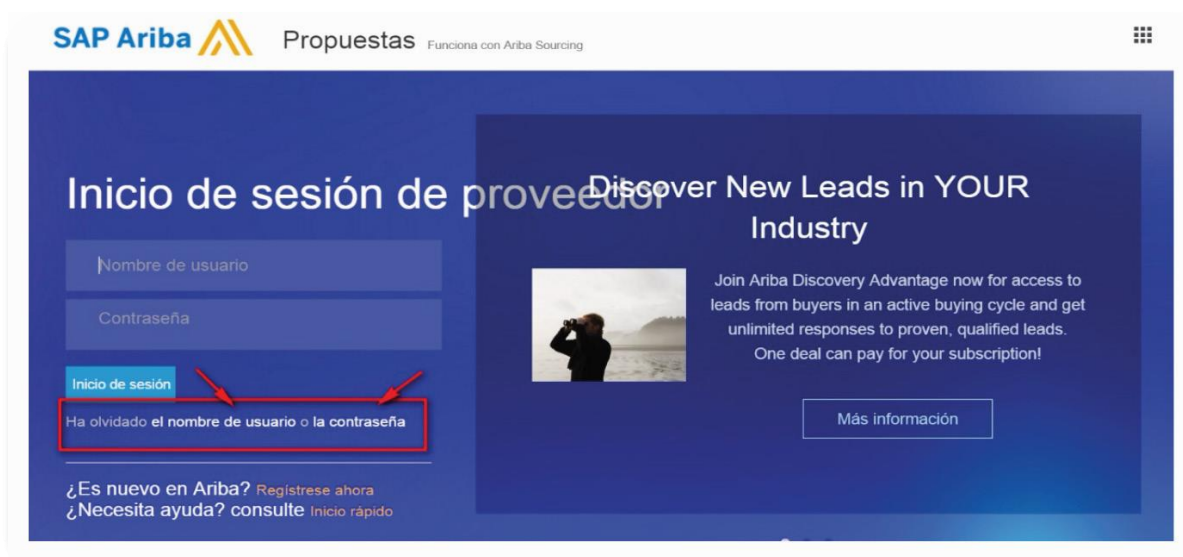


Once more, you will be able to choose to "Save draft" or "Send" to approval.



3. User or password recovery

If you forget your user or password to access the platform, click the recovery options and follow the instructions.



4. Service channels

If you have any questions about how to use the EPM Group Self-Registration portal, please contact the following telephone lines:

Service Line



Medellin (Colombia) +57-4 380 55 56 Option 4
Outside of Medellín: 018000515552, option 4



Help Center Ariba: Enter the "Help Center" located in the "Help" option in the upper right corner of the application. Enter your concern to consult the documented help. In case of cannot find a solution, select the option "Get help by phone", send the requested information and wait for the call of an Ariba advisor.

Website Tutorial



<https://www.epm.com.co/site/proveedoresycontratistas/Proveedoresycontratistas/RegistroproveedoresAriba.aspx>

Email

Recyproco@epm.com.co