



## Vendor Registration Job Aid

**Vendor Relations:** Thank you for your interest in becoming a supplier with Spectra Energy.

**Spectra Energy Suppliers:** We look to partner with vendors who bring financial strength and stability, excellent customer service, and value-added capabilities to our organization. Our requirements include a commitment to rigorous quality assurance. In addition, suppliers must be committed, as we are, to ensuring the highest standards of safety and social responsibility.

**Inclusive Business Practices:** Our procurement strategy supports the use of qualified, competitive diverse vendors and suppliers. At Spectra Energy, it is our privilege, policy and practice to proactively seek and build relationships with diverse vendors and suppliers capable of providing quality commodities and services at competitive prices.

**Vendor Registration:** The first step any supplier should take in seeking opportunities to provide products or services to Spectra Energy is to register in our Vendor Registration Database.

*Please Note:*

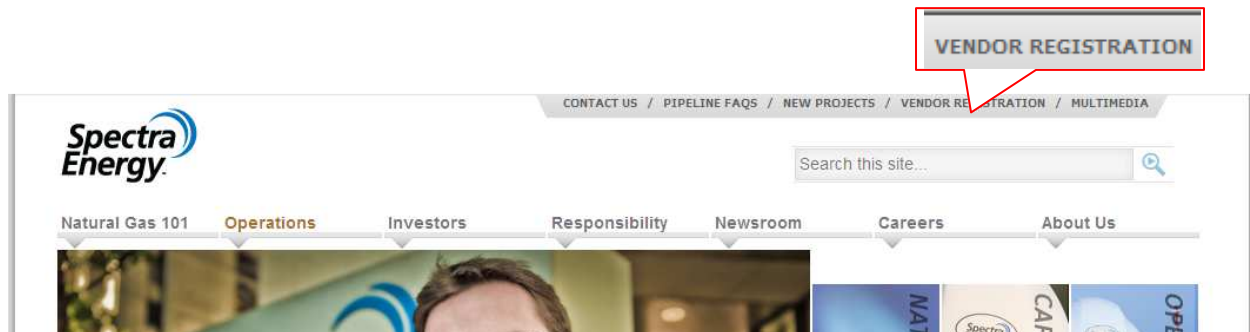
- The vendor data provided will be made accessible to procurement & strategic sourcing personnel.
- *Vendors will only be contacted if additional information is required about the company product or service.*
- Inclusion in this database does not guarantee that your company will receive a request to bid or a contract from Spectra Energy. However, by submitting the registration profile, your company will be exposed to our supply chain personnel when sourcing activity occurs. Therefore, it is important that you provide a concise but thorough description of your company products, services, and capabilities.
- We'll keep your company's profile in our database for a maximum of two years.

*To register, please follow these steps:*

**Step One:** Navigate to our Spectra Energy website: [www.spectraenergy.com](http://www.spectraenergy.com)



**Step Two:** Click on the Vendor Registration link on the top of the page:



This will take you to the Vendor Registration screen.

**Step Three:** Click on **one** of **two** links to open the Vendor Registration Form:

1. On the far right-hand side of the screen under Vendor Registration
2. In the middle of the page under Vendor Registration

The screenshot shows the Spectra Energy website's Vendor Registration page. The page features a navigation bar with links for Natural Gas 101, Operations, Investors, Responsibility, Newsroom, Careers, and About Us. The main content area is titled "Vendor Registration" and includes sections for "Our Requirements to Register As a Vendor", "Spectra Energy Suppliers", "Inclusive Business Practices", and "Vendor Registration". A "Please Note" section contains three bullet points regarding vendor data accessibility, inclusion in the database, and profile retention. Two callouts are present: one pointing to a "Complete the Vendor Registration Form" link in the top right, and another pointing to a "register in our Vendor Registration Database" link in the middle of the page.

**Spectra Energy**

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## Vendor Registration

### Our Requirements to Register As a Vendor

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[Complete the Vendor Registration Form](#)

Vendor Registration

- ▶ [Complete the Vendor Registration Form](#)
- ▶ [Job Aid: How to Register With Us \(pdf, 178 KB\)](#)

...register in our Vendor Registration Database.

**Step Four:** The vendor registration form will open in a new window. You will be asked to provide information about your company, contact information, information about your business, business classification, and contact information. Those fields marked with a red asterisk(\*) are required.

In the 'Company' section of the form please provide the name and address of your business.

Company	
Company Name*	<input type="text"/>
Address*	<input type="text"/>
City*	<input type="text"/>
State / Province*	<input type="text"/>
Zip Code*	<input type="text"/>
Country*	<input type="text"/>
Web Site	<input type="text"/>
Company Phone	<input type="text"/>

In the 'Contact' section of the form you will be asked to provide the name, number, and email address of the person who will be the primary contact for your company.

Contact	
Contact Name*	<input type="text"/>
Title	<input type="text"/>
Phone Number*	<input type="text"/>
Fax Number	<input type="text"/>
Email Address*	<input type="text"/>

In the 'Business' section of the form, please provide information about your company's geographic service areas. You may check more than one box. There is a place where additional comments can be made to further specify your geographic service areas.

**Business**

Geographic Service Areas\*

United States	Canada
<input type="checkbox"/> NE United States	<input type="checkbox"/> Alberta
<input type="checkbox"/> SE United States	<input type="checkbox"/> British Columbia
<input type="checkbox"/> Central United States	<input type="checkbox"/> Manitoba
<input type="checkbox"/> NW United States	<input type="checkbox"/> New Brunswick
<input type="checkbox"/> SW United States	<input type="checkbox"/> Newfoundland and Labrador
	<input type="checkbox"/> Northwest Territories
	<input type="checkbox"/> Nova Scotia
	<input type="checkbox"/> Nunavut
	<input type="checkbox"/> Ontario
	<input type="checkbox"/> Prince Edward Island
	<input type="checkbox"/> Québec
	<input type="checkbox"/> Saskatchewan
	<input type="checkbox"/> Yukon

Further specify your geographic service areas:

In addition, within the 'Business' section, you are asked to select whether you are offering Products, Services, or Both. If you select either Products or Services, you will get a list of items to select from. By holding down the Control Key, you can select up to 5.

Products or Services\*       Products    Services    Both

Products:\* Ctrl-Click to select multiple choices, up to 5.

Actuators

Analyzers

Automotive Equipment & Accessories

Buildings

Chemicals

Closures

Coatings

Communication / Telecommunication Products

Compressor / Turbines

Construction & Building Materials

Corrosion protection materials (incl. cathodic protection, anodes & pigs)

Commodity:

Describe the Product Lines / Services your company provides using keywords:

The Next section asks if your business is classified as women-owned, minority-owned, aboriginal-owned, or a small business enterprise. Please note that the 'Business Classification' section of this form is **optional**.

Business Classification (Optional)
<input type="checkbox"/> Woman-Owned Business
<input type="checkbox"/> Minority-Owned Business
<input type="checkbox"/> Aboriginal-Owned Business
<input type="checkbox"/> Small Business Enterprise

Finally, in the 'References' section of this form, you will be asked to provide **at least one** company name, contact name, and phone number to serve as a reference.

References		
Company Name	Contact Name	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Step Five:** Once you have completed the Vendor Registration Form, please click on the Submit button, located at the bottom of the form. You should receive a pop-up confirming the submission of your form.

**Submit**