

# SPECTRA ENERGY 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:

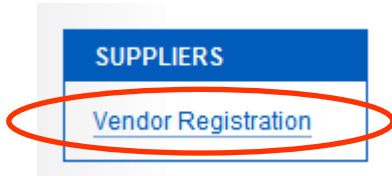
- The vendor data provided will be made accessible to procurement & strategic sourcing personnel. Vendors will only be contacted if additional information is required about the company product or service.
- Inclusion in this database does not guarantee that your company will receive a request to bid 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)

The screenshot shows the Spectra Energy website homepage with the tagline "Innovate... Invest... Deliver." The navigation bar includes "WHO WE ARE", "WHAT WE DO", "INVESTORS", "OUR RESPONSIBILITY", and "JOIN OUR TEAM". The "INVESTORS" section displays the current stock price as SE: 14.13, down 0.99 (-6.55%) as of Dec 4, 2008. The "OUR RESPONSIBILITY" section features a "Measuring Our Performance..." graphic. The "OUR GROWTH PROJECTS" section highlights "U.S. Transmission". The "MESSAGE FROM THE CEO" section features a photo of Fred Fowler, President & CEO, discussing the 4th Quarter 2008 market environment. On the right side, there is a search bar and a list of links including "Emergency Contacts", "Contact Us", "Our Businesses", "Our Growth Projects", "News Center", and "Landowners FAQ". At the bottom right, a blue box labeled "SUPPLIERS" contains a link for "Vendor Registration", which is highlighted by a yellow arrow.

**Step Two:** In the 'Suppliers' box please select the 'Vendor Registration' link.



## Vendor Relations Registration:

**Step Three:** Once you have reached our Vendor Registration page, please click on the 'Complete the Vendor Registration Form' hyperlink.

<a href="#">HOME</a>	<a href="#">WHO WE ARE</a>	<a href="#">WHAT WE DO</a>	<a href="#">INVESTORS</a>	<a href="#">OUR RESPONSIBILITY</a>	<a href="#">JOIN OUR TEAM</a>
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### Vendor Registration [Print](#)

#### Our Requirements to Register As a Vendor

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[Complete the Vendor Registration Form](#)

[Job Aid: How to Register With Us](#) (pdf, 193 KB)

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[SEARCH OUR SITE](#)  

- > [Emergency Contacts](#)
- > [Contact Us](#)
- > [Our Businesses](#)
- > [Our Growth Projects](#)
- > [News Center](#)
- > [Landowners FAQ](#)

**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. 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.



### Vendor Registration

\* Required


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

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

You will also be asked to specify if you provide products, services, or both. If you select either 'Products' or 'Services', a drop-down menu will appear and you will be able to ctrl-click up to 5 choices from the list. If you select 'Both', please use the Commodity text box to describe the product lines and services your company provides.


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)** 

Woman-Owned Business

Minority-Owned Business

Aboriginal-Owned Business

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. You should receive a pop-up confirming the submission of your form.