



Supplier Registration Job Aid

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

Spectra Energy Suppliers: We look to partner with suppliers 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 and diverse suppliers. At Spectra Energy, it is our privilege, policy and practice to proactively seek and build relationships with diverse suppliers capable of providing quality commodities and services at competitive prices.

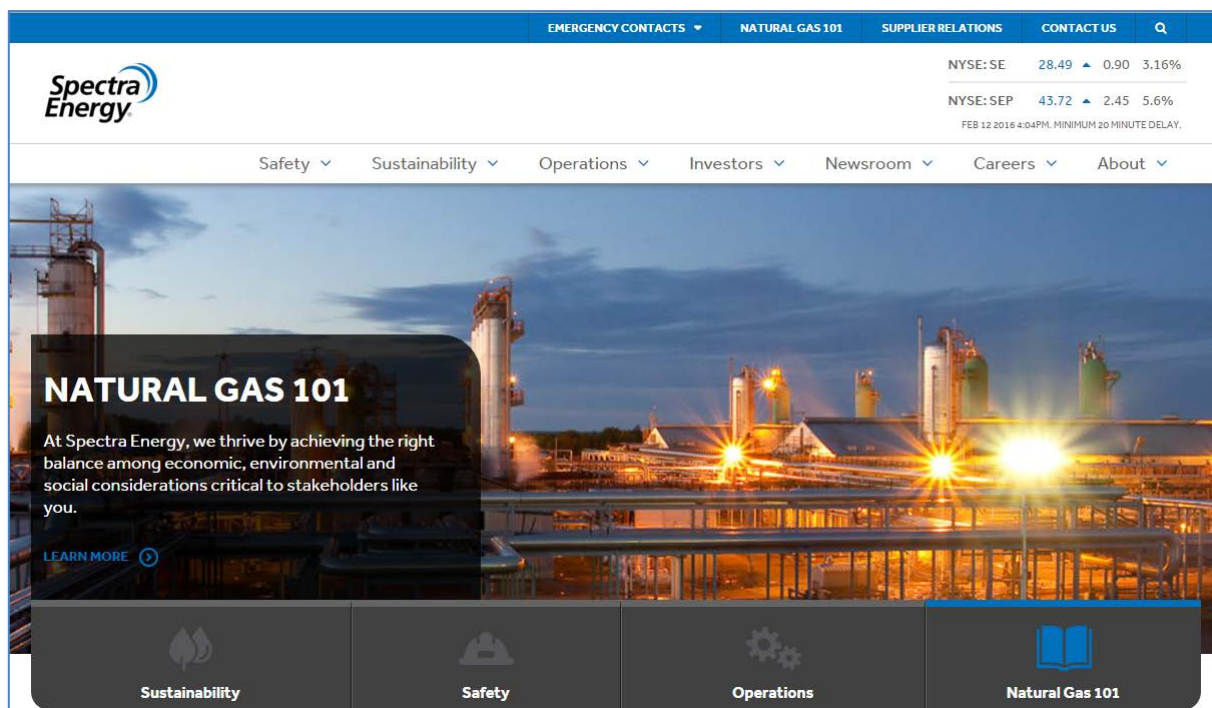
Supplier Registration: The first step any supplier should take in seeking opportunities to provide products or services to Spectra Energy is to register in our Supplier Registration Database.

Please Note:

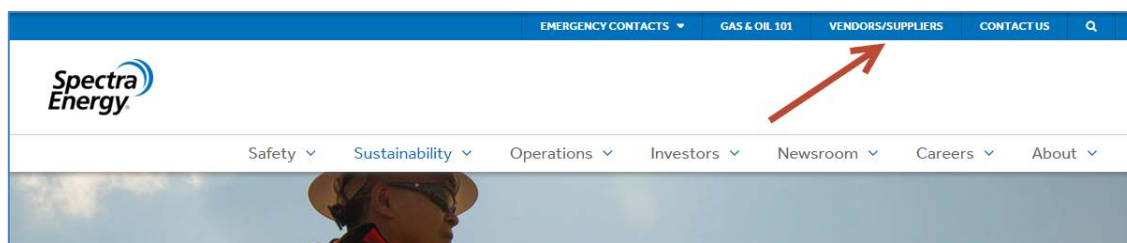
- The supplier data provided will be made accessible to procurement & strategic sourcing personnel.
- *Suppliers will only be contacted if additional information is required about the company product or service.*
- Inclusion in this database does not guarantee that your company will receive a request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

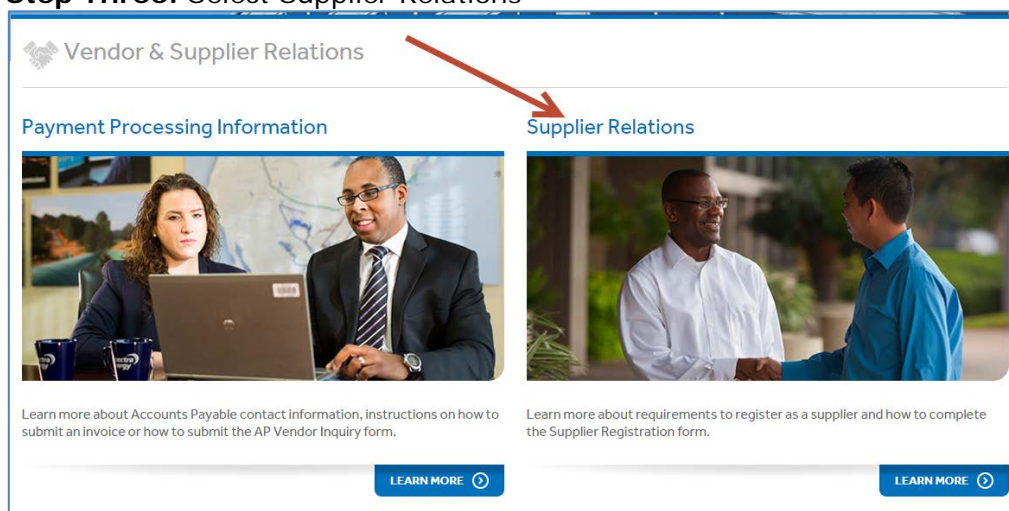
Step One: Navigate to our Spectra Energy website: www.spectraenergy.com



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



Step Three: Select Supplier Relations



This will take you to the Supplier Registration screen.

Step Four: Click on **one** of **two** links to open the Supplier Registration Form:

1. In the right-hand AP VENDOR INQUIRY sidebar → “Supplier Registration Form”
2. In the middle of the page in the FEATURE bar.

Supplier Relations

SECTION MENU ▾

Strong supplier relationships are important to Spectra Energy's business success.

We look to partner with Suppliers who bring financial strength and stability, excellent customer service, and value-adding capabilities to our organization. Our procurement strategy supports the use of qualified, competitive diverse suppliers. It is our privilege, policy and practice to proactively seek and build relationships with diverse suppliers committed to ensuring the highest standards of safety and social responsibility, and capable of providing quality commodities and services at competitive prices.

AP VENDOR INQUIRY

- > Supplier Registration Form
- ▾ Job Aid: How To Submit An Invoice Inquiry

FEATURE Take the first step in seeking opportunities to provide products or services to Spectra Energy. Register in our Supplier Database. >

Please Note:

The supplier data provided will be made accessible to procurement and strategic sourcing personnel. Suppliers will only be contacted if additional information is required about the company product or service.

RELATED CONTENT

- ▾ Supplier Code of Conduct
- ▾ Code of Business Ethics
- > Supplier Diversity
- ▾ EHS Policy

Supplier Code of Conduct ✕

Our [Supplier Code of Conduct](#) helps ensure alignment with our suppliers as we pursue significant growth. The code sets forth expectations and requirements for our suppliers and contractors, who are expected to be familiar with this code as well as our [Code of Business Ethics](#) and support effective compliance programs within their own organizations.

Supplier Diversity +

Environmental, Health & Safety Policy +

Step Five: The Supplier Registration Form will open. 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.

<https://vendors.spectraenergy.com>

Spectra Energy Supplier Registration

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*	<table><tr><td>United States</td><td>Canada</td></tr><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></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"/>																													

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 select all that apply.

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 Six: Once you have completed the Supplier Registration Form, please click on the Submit button, located at the bottom of the form. You should receive a popup confirming the submission of your form.

Submit