

Version

1

PACIFIC GAS AND ELECTRIC COMPANY

Online Supplier Registration System

Supplier User Guide

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CVM Solutions
1815 South Meyers Road
Suite 820
Oakbrook Terrace, IL 60181
Phone 630-629-5800 • Fax 630-629-5800

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Introduction

How to get started

P G&E Supplier Registration System Supplier User Guide will provide the instructions for the usage and maintenance of the System .



The icon on the left is displayed at various locations throughout the guide. It is meant to draw attention to useful information regarding the system.

What do I need to Access the System?

Any internet enabled PC running a Microsoft Windows operating system (Win 98 and above). Internet Explorer 5.0 and above is also required.



CVM Solutions does not support any non Microsoft operating system or browser at this time.

To use Mozilla Firefox or Opera CVM Suggests use of third party browser extensions that can open Internet

Explorer from within these browsers.

How can I Access the System?

☞ Pacific Gas and Electric company website located at

☞ Directly at

Navigating the System

The screenshot displays the PG&E Supplier Profile interface. At the top left is the PG&E logo and the text "Pacific Gas and Electric Company". To the right, the page title "PG&E Supplier Profile" is visible. Below the logo, a welcome message reads "Welcome ana.rosales@cvmsolutions.com - CVMTEST". A vertical navigation menu on the left contains "Profile Maintenance", "Guide", and "Log Out". The main content area is titled "Update Company Profile for cvmtest" and features a series of tabs: "General", "Capabilities", "Diversity", "Reference", "Survey", "Financial", "Insurance", and "Corporate". Below the tabs, there are links for "Locations" and "Summary View". A legend explains the tab colors: "GREEN TABS - Completed sections; RED TABS - Incomplete sections; DISABLED TABS - Requires previous sections to be completed" and a red asterisk "*" indicates "Indicates Required Fields". A table titled "List of Survey Available" is shown with columns for "Questionnaire", "Response Date", and "Status". The table currently contains the text "No Data Available."

PG&E Pacific Gas and Electric Company

PG&E Supplier Profile

Welcome ana.rosales@cvmsolutions.com - CVMTEST

Profile Maintenance
Guide
Log Out

Update Company Profile for cvmtest

General Capabilities Diversity Reference Survey Financial Insurance Corporate

Locations | Summary View

GREEN TABS - Completed sections; RED TABS - Incomplete sections; DISABLED TABS - Requires previous sections to be completed
* - Indicates Required Fields

Questionnaire	Response Date	Status
No Data Available.		

Figure 1: The Navigation Menu on the left hand side of the page is the primary mechanism of traversing the system

Navigation Menu explored

1. Profile Maintenance: (Read/Write)

Profile Maintenance
Guide
Log Out

2. Guide

- a. Documentation in PDF format.

3. Log out

- a. Log out of the system

Profile Maintenance

My Contact Information

Modify/View Contact Information

* - Indicates Required Fields


Username	<input type="text" value="ana.rosales@cvmsolutions.com"/>
First Name *	<input type="text" value="Client"/>
Last Name *	<input type="text" value="Adminstrator"/>
Middle Initial	<input type="text"/>
Work Phone Number *	<input type="text"/>
E-Mail Address *	<input type="text" value="supportdesk@cvmsolutions.com"/>
Password 	<input type="password" value="....."/>
Retype Password *	<input type="password" value="....."/>
Company Name	cvmtest
Role	Primary Contact
Created By	ana.rosales@cvmsolutions.com
Updated By	ana.rosales@cvmsolutions.com

Figure 2: To update contact information provide values for editable fields



The system does not allow for changing usernames. If Users require a new username they must contact the system administrator by writing an email to supplierdiversity@PGEsourcing.com with a subject

line of “Requesting new username”.

Supplier Profile

Update Company Profile for Test Sample

[General](#)
[Capabilities](#)
[Diversity](#)
[Reference](#)
[Survey](#)
[Financial](#)
[Insurance](#)
[Corporate](#)

[Locations](#) | [Summary View](#)

GREEN TABS - Completed sections; RED TABS - Incomplete sections; DISABLED TABS - Requires previous sections to be completed
 * - Indicates Required Fields

General Company Information

Thomson Supplier ID

Company Name*

Former Company Name(s)

Doing Business As

Website

Federal Tax ID*

Dun & Bradstreet Number

Legal Structure*

<input type="radio"/> Corporation	<input checked="" type="radio"/> Sub Chapter SCorp	<input type="radio"/> Individual
<input type="radio"/> Limited Liability	<input type="radio"/> Partnership	<input type="radio"/> Other
<input type="radio"/> Joint	<input type="radio"/> Sole Proprietor	

Figure 3: Supplier Profile. Available to Administrators and Suppliers in Read/Write mode

Each tab in the profile is a separate section. Suppliers have to provide required information (marked with a red asterix) in each section before being able to move to the next section. Even though most fields are not required Pacific Gas and Electric Company encourages suppliers to provide as much information on their company as possible. Pacific Gas and Electric Buyers use this system to search for suppliers and a well filled out profile can improve your chances of getting business from Pacific Gas and Electric Company.

Supplier profiles have 2 attributes (Available via links below the tabs. See graphic above):

1. Locations: Suppliers with multiple locations can provide location details from this section.
2. Summary View: A read only printer friendly view of the entire profile.

Summary View

Supplier Information for ABCTESTCOMP

[Print](#) [Close Window](#)

Client Supplier ID	1100198
General Company Information	
Thomson Supplier ID	
Company Name	ABCTESTCOMP
Former Company Name(s)	
Doing Business As	
Website	
Federal Tax ID	34-5211111
Dun & Bradstreet Number	
Legal Structure	Corporation
Are you a 1099 company?	No
Is company 1099 exempted?	No
Year Established	2000
Gross Annual Sales for the last 3 years	2006 - \$1000000 2005 - \$0 2004 - \$0
Number of Employees	10
Where did you hear about us?	2005 Women's Business Enterprise National Council
Are you currently doing or have in the past done business with Thomson?	No
Confidentiality Agreement	
Do you have a current confidentiality agreement with Thomson?	No
Headquarters Information	
Address 1	test street
Address 2	
Address 3	
City	oakbrook terrace
Country	UNITED STATES
State	Illinois
Postal Code	20907
Phone	1 - 456 - 8795646
Fax	1 - -
Location Type	
Primary Contact	
Name	Test Sri

Figure 4: Supplier Profile. Available to Administrators and Suppliers in Read/Write mode

This view is read only. If you observe an error in the data or other attributes on this view please contact a Pacific Gas and Electric Company system administrator by writing an email to supplierdiversity@PGEsourcing.com with a subject line "Reporting Error". Please provide a brief description, screenshot and your contact information.

FAQ's

1. *The system tells me my company is already registered and will not let me access the profile. What could be wrong?*

This is a normal feature of our application. If the system finds that the company you are trying to register already exists in our system AND there is a user already created for your company the system will alert that user of your intent to register. In most cases the registered user will email you back with the next steps. PG&E Administrators can create a new user for your company profile but need you to verify with the existing user first.

2. *I forgot my username. What can I do?*

Usually the email address you provided while registering on the system becomes your username. Please try that along with the password you set. If you do not succeed please write to a PG&E Administrator requesting a new username.

3. *I forgot my password? What can I do?*

If you forgot your password but remember your username you can have the system send you a new password. Type your username in the “username” section of the login box and click on the “forgot password” button. The system will send an email to the email account that you used to register the system with. Please don't forget to change that password from the profile maintenance section as soon as possible.

4. *Why can't I use any other browser other than Internet Explorer?*

Our system is optimized for Internet Explorer. Our team of developers is working to modify our system to make it compatible with other browsers. This compatibility is scheduled to be a standard feature in our next major release in 2008. There are various 3rd party tools available for use in browsers like Mozilla Firefox and Opera that can allow internet explorer to be used from within these browsers. Ask your technical staff to provide you more information.