PACIFIC GAS AND ELECTRIC COMPANY

Online Supplier Registration System

Supplier User Guide

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Introduction

How to get started

G&E Supplier Registration System Supplier User Guide will 1 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

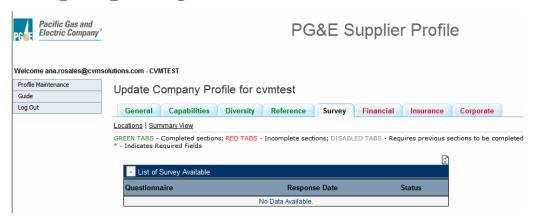


Figure 1: The Navigation Menu on the left hand side of the page is the primary mechanism of traversing the system

Navigation Menu explored

1. Profile Maintenance: (Read/Write)



- 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	ana.rosales@cvmsolutions.com	
First Name *	Client	
Last Name *	Adminstrator	
Middle Initial		
Work Phone Number *		
E-Mail Address *	supportdesk@cvmsolutions.com	
Password	••••••	
Retype Password *	•••••	
Company Name	cvmtest	
Role	Primary Contact	
Created By	ana.rosales@cvmsolutions.com	
Updated By	ana.rosales@cvmsolutions.com	
	Update	

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

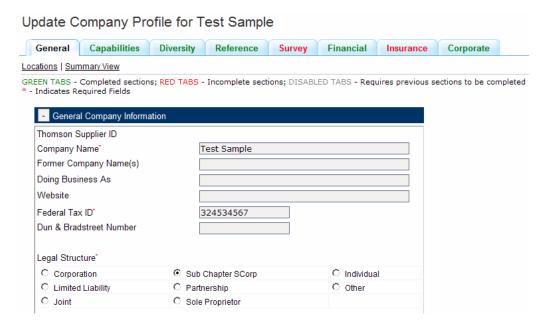


Figure 3: Supplier Profile. Available to Administrators and Suppliers in Read/Write mode

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

	<u>Print</u> <u>Close Windov</u>
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	2006 - \$1000000
years	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	No
past done business with Thomson?	
Confidentiality Agreement	
Do you have a current confidentiality	No
agreement with Thomson?	
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 observer 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.

Chapter 5

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.