

# Supplier Registration Instructions

Suppliers who complete the Supplier Registration form will be given consideration for business as needed. There is no guarantee of bid participation or award of work.

To Register begin by clicking on the “Supplier Registration” link.

[www.centerpointenergy.com/en-us/Corp/Pages/supplier-registration.aspx](http://www.centerpointenergy.com/en-us/Corp/Pages/supplier-registration.aspx)

**CenterPoint Energy** [Sign In](#) | [Register](#)

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## Supplier Registration

Welcome to CenterPoint Energy's Supplier Web portal designed to help you register and learn how to conduct business with us. Our vision is "to lead the nation in delivering energy, service and value." To us this means more than just doing business, it means being committed to our core values of safety, integrity, accountability, initiative and respect for our customers, investors, employees and diverse communities.

CenterPoint Energy recognizes the economic importance of Minority owned and Women-owned Business Enterprises (MWBEs) to the community. We embrace the power of [diversity](#) because it enriches our work environment and provides social and economic benefits to the communities we serve. It is not only a focus that our employees, customers, communities and shareholders expect from us, but it is the right approach from a business standpoint as well.

**REGISTER OR SIGN IN**

[Sign In](#) >

Returning Suppliers can sign in to the [Supplier Portal](#).

[Register](#) >

Prospective Suppliers can fill out the [Supplier Registration](#) form. [Supplier Registration Instructions](#) are available.

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**Forms and Information**

- W9-CenterPoint Energy Request for Taxpayer Identification Number and Certification
- Contractor/Vendor Pre-Qualification Form (PQF)
- CenterPoint Energy Notice to Suppliers
- CenterPoint Energy Insurance Requirements
- Contractor travel and Meal Expense Reimbursement Provisions
- Ethics and Compliance Code for Consultants, Contractors, Suppliers and Vendors

**Contractor Training**

- Required Training Material

**NOTE: Only Internet Explorer is supported.**

Fields marked with \* must be completed to be accepted by the system. All other fields are optional with exception of Section II. There is no \* for Section II but is required as it provides the goods/service category for your company and provides the search information Purchasing personnel need to locate appropriate supplies. It is encouraged to complete all sections as they hold pertinent information when Purchasing is choosing new suppliers to include in the bid invitation. All fields are self-explanatory. When you select the Section there is a button to click for a dropdown meant to display and select appropriate item(s).

When all fields are completed, click the Save button, and if there are no errors or missing information, you will receive the Thank you message.

**SAP E-Sourcing**

<b>New Registration Complete : Thank You</b>

Thank you for registering. Your information has been submitted for approval. You will receive an email notification when your registration is approved.

If you do not receive this 'Thank you' message, the system will provide you the Registration page again; please scroll down to find the errors that will be highlighted in RED. Fix the error and click the Save button again.

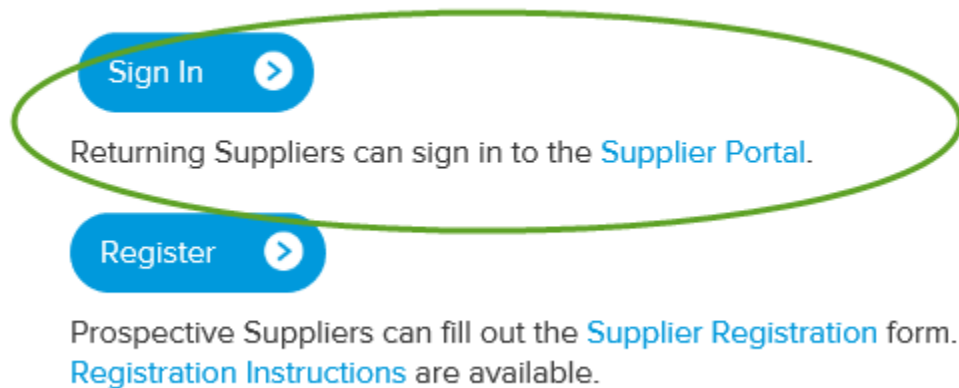
**NOTE: DO NOT SAVE until you have completed all information, you cannot make any changes to the registration once it has been saved. Make sure you have all information required before you begin to enter the information. If entry is not completed in a timely manner you may receive a notice to save your information and the system may time out your entry.**

Suppliers will not receive confirmation or contact immediately subsequent to their registration. Only Suppliers who have been approved and selected by the Purchasing staff to participate in an RFx process with CenterPoint Energy will be contacted. Once you have been approved as a supplier, the person identified in your registration as a contact will receive a Welcome notification via E-mail with the login ID and temporary password. This E-mail will be addressed from

[sapmmsupportteam@centerpointenergy.com](mailto:sapmmsupportteam@centerpointenergy.com). **You will need to make sure your system will not block this address. CenterPoint Energy Purchasing will contact Suppliers, under separate cover via E-mail, when any RFX process is initiated.**

**Once you have an ID #, you can return to the site and login the SAP Sourcing portal.**

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**If after a RFX process, your firm is awarded business, Supplier will be contacted to complete some additional forms. Forms listed to the right are not needed at this time but are there for information only.**

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### CONTACT US

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