

# Supplier Registration Instructions

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

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

## Supplier Web Portal

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.

CenterPoint Energy and our employees are committed to developing strong working relationships with all our suppliers. We encourage anyone wanting to do business with us to visit our [website](#) to learn more about our values.

### REGISTER OR LOGIN

Returning Suppliers can log on to the [Supplier Portal](#).

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



Fields marked with \* must be completed to be accepted by the system. All other fields are optional but encouraged. All fields are self-explanatory.

**When all fields have been completed, click the Save button and if there are no errors or missing information you will receive the following “Thank You” message.**



**If you do not receive this message and the system gives you the Registration page again, scroll down to find the errors that will be highlighted in RED. Correct the error and click the Save button again.**

**Suppliers will not receive confirmation or contact immediately subsequent to their registration. Only Suppliers who have been approved and selected to participate in the bidding 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 the RFx process is initiated.**

**If business is awarded, Supplier will be contacted to complete the additional forms. Forms listed to the right are not needed at this time but are there for information ONLY. THESE FORMS CANNOT BE ATTACHED TO THE REGISTRATION.**



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### CONTACT US

For questions concerning Invoice status, call 713-207-7888 or e-mail [Accounts.Payable@CenterPointEnergy.com](mailto:Accounts.Payable@CenterPointEnergy.com).

Send invoices to be paid by e-mail to [AP.Invoices@CenterPointEnergy.com](mailto:AP.Invoices@CenterPointEnergy.com)

Our fax number is 713-207-9986

Our mailing address is:

Accounts Payable  
P.O. Box 1374  
Houston, TX 77251

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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](#)