



# Registration guide

→ for EPM Group Suppliers

Grupo·epm 

# Registration guide for EPM Group Suppliers

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# Registration guide for EPM Group Suppliers

## Before you begin, keep in mind that:

Supplier registration is successful when the mandatory three steps are completed:



### Step 1

Creating an account in the ARIBA  
Supplier Network



### Step 2

Filling in the EPM Group form



### Step 3

Receiving a confirmation of  
Registration approval

- You must fill in all fields marked with a star (\*) as they are mandatory to complete a successful registration.
- The documents required in the registration form must be attached, since this information is used by the local branches of the EPM Group to evaluate legal, financial and business matters that strengthen the liaison with this interest group.
- If the supplier has already signed up, they may use the; self-service; tool to update their profile as many times as required; however, they must always wait for the message confirming their registration was approved.
- The attached information must not be larger than 100MB.

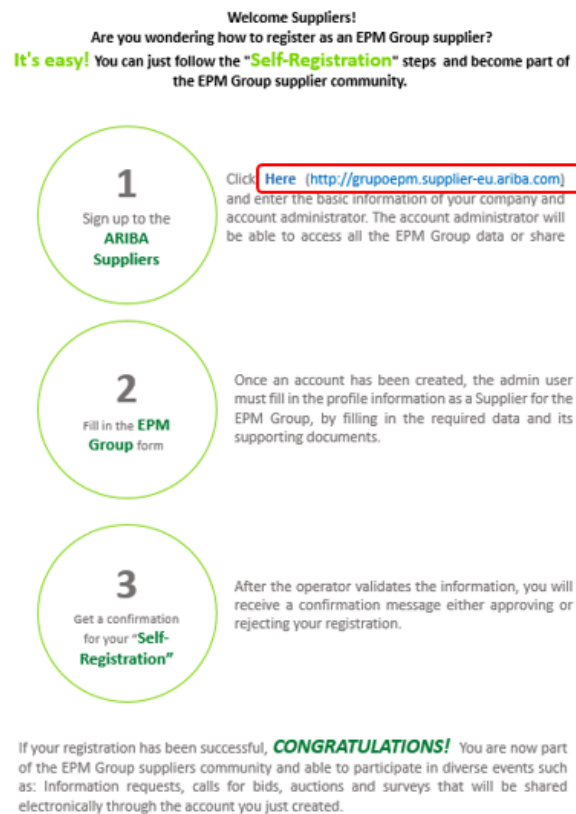
# Registration guide for EPM Group Suppliers

## 1. New supplier registration

### STEP 1: Creating an account in the ARIBA Supplier Network

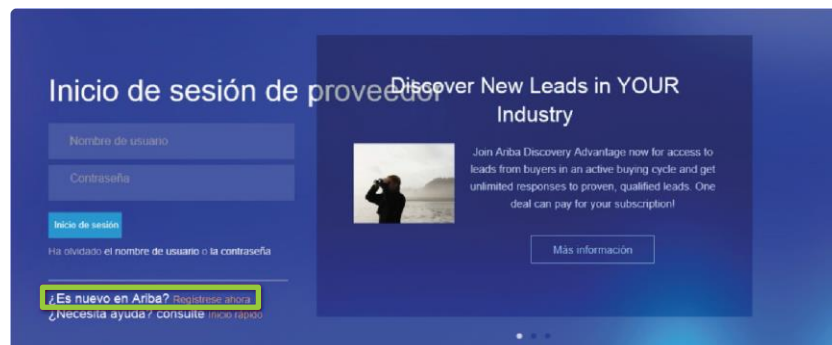
Enter the Supplier and Contractor section in the website of local branches of the EPM Group. You must find the content related to the Supplier and Contractor Information System.

This space will contain information about supplier registration and tutorials that show the whole process. Click on the link provided in the description of step 1 to begin your registration.



Once you have accessed the ARIBA website, you can start the registration by clicking the New to Ariba?

Option "Register Now"





Keep in mind that: The EPM Group logo must be visible on the top right section of the screen, otherwise the Supplier will not be linking their account to the EPM Group portal on the ARIBA platform.

If you have already registered on ARIBA as a supplier for other companies, please log in with your user name and password to access the platform and connect your organization to the EPM Group profile.

**Ariba Sourcing**

**Register**

To do business with Grupo EPM on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?

**Grupo EPM** [Register](#) [Cancel](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: [Login](#)

**Company information**

Company Name: \*

\* Indicates a required field

**Ariba Network light account is Free**

Already have an account? [Login](#)

If you do not have an ARIBA supplier account, please begin the sign up processes by entering your company's basic information to create a user account on the web application of the ARIBA-EPM Group Supplier Self-Registration.

Enter the user information there; you must accept the use and privacy terms and conditions and then click the continue button.

**Ariba Sourcing**

**Register**

To do business with Grupo EPM on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?

**Grupo EPM** [Register](#) [Cancel](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: [Login](#)

**Company information**

Company Name: \*

Country: \* **United States (USA)**

Address: \*

Line 1

Line 2

Line 3

City: \*

State: \* **Alabama**

\* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

**Ariba Network light account is Free**

Already have an account? [Login](#)

**Strengthen relationships**

Collaborate with your customer on the same secure network.

**Connect faster**

Exchange documents



The person who registers will be the main administrator of your company profile in the ARIBA application. The administrator will be able to create users who are authorized to interact in the contract tasks and events.

Once the ARIBA account has been created, you will get a message at your registered email address to open an account activation link. For example:



**Note:** If you experience any issue, close all ARIBA windows and then try to log in again using the recently created user and password. After creating your account, you may register as an EPM Group supplier.

## STEP 2: Filling in the EPM Group form

Once the account has been created, you must complete your profile for the EPM Group. The information provided will go through a validation process and confirmation will be sent to your registered account.



It is important to save any progress in the application to guarantee the effective transfer of information.



- Overview:

When filling in the EPM Group Supplier Registration questionnaire, you must have the following documents ready to attach them, if applicable:

NATURAL PERSON	LEGAL PERSON
<ul style="list-style-type: none"> <li>Single tax Registration (RUT, In Spanish) or equivalent accreditation document from your country of origin*</li> <li>Mercantile registry</li> <li>Identification card*</li> <li>Financial statements (Balance Sheet, Income Statement with respective signatures, Explanatory Notes, Statutory Auditor's Opinion, Certification of Financial Statements and Certificate of the Central Board of Accountants, Accountant and Statutory Auditor - if apply -) *</li> <li>Additionally, you can prove experience in executed contracts, which are duly certified by the contracting entity.</li> </ul>	<ul style="list-style-type: none"> <li>Single tax Registration (RUT, In Spanish) or equivalent accreditation document from your country of origin*</li> <li>Certificate of incorporation and legal representation or equivalent accreditation document from your country of origin*</li> <li>Legal representative's identification card</li> <li>Financial statements (Balance Sheet, Income Statement with respective signatures, Explanatory Notes, Statutory Auditor's Opinion, Certification of Financial Statements and Certificate of the Central Board of Accountants, Accountant and Statutory Auditor - if apply -) *</li> <li>If you have, you can add these certificates: ISO 9001, 14001, 31000, OHSAS 18001, ISO 45001, 28000, BASC vigente (Business Anti - Smuggling Coalition)</li> <li>Additionally, you can prove experience in executed contracts, which are duly certified by the contracting entity.</li> </ul>

**Note:** Items marked with \* are mandatory.

The profile questionnaire for EPM Group Suppliers and Contractors consists of the following sections:

- Statements and authorizations:

The statements and special authorizations include the policies of personal data management. You must read, understand and accept these documents as this is a requirement to continue the registration process in the platform. You must accept the terms and conditions to continue.

## Grupo EPM - TEST Requested Profile

\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 12/13/2017 03:32 PM

[Save as Draft](#) [Submit](#)

Changes you make below may be subject to approval before they are accepted.

Question

directa de la aplicación. Digite su inquietud para consultar la ayuda documentada. En caso de no encontrar solución, seleccione la opción "Obtenga ayuda por teléfono", envíe los datos solicitados y espere la llamada de un asesor de Ariba.

- En Medellín: Línea telefónica 380 70 70

**Tutoriales virtuales:** A continuación, están disponibles videos tutoriales para su consulta:

- Proceso de registro – Persona Jurídica: hacer clic aquí <https://goo.gl/sggSC8>
- Proceso de registro – persona Natural: hacer clic aquí <https://goo.gl/ygrpPD>
- Cómo administrar las cuentas de usuario en ARIBA: hacer clic aquí <https://goo.gl/w2BdWG>
- Video tutoriales adicionales: hacer clic aquí <https://goo.gl/h3AKks>

1.2 **Statements:** I do hereby state that I have read and understood the statements and authorizations, the registration guide, and the registration terms and conditions provided by the information system. [References](#)

Answer \* Yes

▼ 2 **General Information** Yes

2.1 Please choose the EPM Group:  
(Supplier, Natural or legal person group)  
that is a potential offerer / contractor of the EPM Group or Buyer: Natural or legal person group)

Answer: Provee servicios / proveedor / Buyer

[Save as Draft](#) [Submit](#)

- General information:

Once the purchaser accepts the "Statements" conditions, they must select the "Supplier" option.



## Grupo EPM - TEST Requested Profile

\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 12/13/2017 03:32 PM

**Save as Draft** **Submit**

Changes you make below may be subject to approval before they are accepted.

Question
<p><b>2 General Information</b></p> <p>2.1 Please choose your relation with the EPM Group: (Supplier: Natural or legal person that is a potential offerer / contractor of the EPM Group or Buyer: Natural or legal person that is a potential client of the EPM Group)</p> <p>Answer: Proveedor / Supplier; Comprador / Buyer</p> <p>Answer * <b>Proveedor</b></p> <p>2.2 I accept as contractors. <b>Proveedor</b> I have read, understood and observed manual of conduct for EPM Group suppliers and contractors.</p> <p>Answer: Acepto / I Accept <b>Proveedor</b></p> <p>Answer * <b>Unspecified</b></p> <p>2.3 Legal personality <b>Persona Jurídica</b></p> <p>Answer: Persona Natural / Natural Person; Persona Jurídica / Artificial Person</p> <p>2.4 ID Type: <b>Colombian Tax ID Number (NIT)</b></p> <p>2.5 Identification</p>

**Save as Draft** **Submit**

This section requests basic company information such as: name, identification, company size, supporting documents of legal incorporation and products/services provided.

Question
<p>Answer: Proveedor / Supplier; Comprador / Buyer</p> <p>Answer * <b>Proveedor</b></p> <p>2.2 I accept and guarantee that I have read, understood and observed manual of conduct for EPM Group suppliers and contractors.</p> <p>Answer: Acepto/ I Accept <b>References</b></p> <p>Answer * <b>Unspecified</b></p> <p>2.3 Legal personality <b>Persona Jurídica</b></p> <p>Answer: Persona Natural / Natural Person; Persona Jurídica / Artificial Person</p> <p>2.4 ID Type: <b>Colombian Tax ID Number (NIT)</b></p> <p>2.5 Identification <b>Persona Jurídica</b> (The Colombian Tax ID Number (NIT) must be typed without the verification digit and conditions must</p>

- Legal representative information:

These data are only requested to artificial persons; it is basic information about the company's legal representative.

When you choose the "natural person" option in the "legal person" section and you complete the "general information" you must continue to the "certification" section. However, if you choose the "artificial person" option, you must continue to fill in the "legal representative's information".

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Submitted by aribasystem at 12/13/2017 03:32 PM

Save as Draft

Submit

Changes you make below may be subject to approval before they are accepted.

Question	
▼ 2.11 Main - Legal Representative Information	
2.11.1 Given names *	<input type="text"/>
2.11.2 Last names *	<input type="text"/>
2.11.3 ID Type:	* <input type="text" value="Cédula de ciudadanía"/>
Answer: Cédula de ciudadanía / Citizenship ID card; Cédula de extranjería / Foreign ID card; Pasaporte / Passport	
2.11.4 ID Number: *	<input type="text"/>
2.11.5 Email *	<input type="text"/>
2.11.6 Contact phone number *	<input type="text"/>
2.11.7 Please attach your identification card (Legal Representative) *	<input type="text" value="Calendario-Colombia-2018.jpg"/> Update file Delete file
▼ 2.12 Additional information	
* <input type="text"/>	

Save as Draft

Submit

- Additional information:

The supplier must provide additional information to complement the provided data.

▼ 2.12 Additional information	
2.12.1 Date of incorporation *	<input type="text"/>
2.12.2 Company classification	Answer: Microempresa (Hasta 10 trabajadores) / Microcompany (up to 10 workers); Pequeña empresa (Entre 11 y 50 trabajadores) / Small company (from 11 to 50 workers); Mediana empresa (Entre 51 y 200 trabajadores) / Medium company (from 51 to 200 workers); Gran empresa (Superior a 201 trabajadores) / Large company (more than 201 workers)
Answer *	<input type="text" value="Unspecified"/>
2.12.3 Do you belong to a corporate group? *	<input type="text" value="Unspecified"/>
2.12.7 Please select your classification codes based on the UN standards of level 3 (class) and level 4 (product), greater than or equal to 6 digits (depending on your business purpose and/or experience).	
Answer	*(select a value) [ select ]

- Classification of goods and services based on the UN standards:

To register the UN codes associated to the goods or services provided by your company, please keep in mind that the questionnaire of the EPM Group Suppliers Registration has the 14\_0801 version of such UN codes. Our suppliers may query the codes by typing key words or selecting ID on the tab located to the left of the search bar and entering the relevant code. Omit the last two zeros if you want to query by segment.

**Remember** that the code must be 6-to- 8 digit long, that is, you must enter the third and fourth level (class and product) for the system to allow you to send the changes made to your profile.

You must choose up to 10 codes on the product level and 10 codes on the class level. If more than 10 codes are selected, the EPM Group will validate the first 10 codes you chose.

Grupo EPM - TEST Requested Profile

Choose Values for Mercancías aprobadas

Add to Currently Selected

Name  Search

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▼ Todos los artículos	All
<input type="checkbox"/>	▶ Alimentos, Bebidas y Tabaco	50
<input type="checkbox"/>	▶ Artículos Domésticos, Suministros y Productos Electrónicos de Consumo	52
<input type="checkbox"/>	▶ Componentes, Accesorios y Suministros de Sistemas Eléctricos e Iluminación	39
<input type="checkbox"/>	▶ Componentes y Equipos para Distribución y Sistemas de Acondicionamiento	40
<input type="checkbox"/>	▶ Componentes y Suministros de Manufactura	31
<input type="checkbox"/>	Componentes y	

Currently Selected

<input type="checkbox"/>	Name ↑	ID
No items		

Done


- Financial information:

Number (2.13.8) of the questionnaire asks whether you have any financial information to report, if so, you will reach number 3, where you must fill in the “financial information - last fiscal year”. If you answer “no” please justify why you have no financial information to report.

You must attach the Financial Statements according to the cut-off date established in your company’s country of origin; they must be signed by the legal representative and public accountant or statutory auditor, based on the laws of each country.

## ▼ 3 Financial Information - Last fiscal year

The information to be detailed below must be based on the accounting closure of the last fiscal year, applicable to the current regulations of the country of origin. The values can be entered in their original currency.

3.1	Currency of your financial information	*	Unspecified	▼
3.2	End date of fiscal year	*	<input type="text"/>	
3.3	Current assets	*	<input type="text"/>	
3.4	Current liability	*	<input type="text"/>	
3.5	Total assets	*	<input type="text"/>	
3.6	Total liability	*	<input type="text"/>	
3.7	Accounts receivable	*	<input type="text"/>	

Save as Draft

Submit



It is important to record the time when the financial information is filled in:

- Please attach the requested financial information.
- The cut-off date for Information of local companies must be December 31 of the immediately prior year.
- This information must be in English.
- Please enter the full values without decimals.
- All suppliers must fill in their financial information depending on the standards and currency of their country of origin.
- No financial information from partial or intermediate cut-offs will be accepted.

**Note:** When the financial information is provided, you can attach only one file, so a PDF or ZIP folder must be created containing all files.

- **Certifications:**

In this section you must attach the following certifications: quality management (ISO 9001), environmental management (ISO 14001), risk management (ISO 31000), occupational health and safety management (OHSAS 18001). Suppliers in Colombia must attach the ARL document certifying the implementation percentage of an Occupational Safety and Health Management System and a letter signed by the Legal Representative detailing the calculation of the Disabling Injury Index (DII).

Question

2.12.11 Please attach the single CV form (Laws 190/1995, 489/1998 and 443/1998) [References](#) [Attach a file](#)

▼ 6 Certifications

6.1 Do you have a valid ISO 9001 certificate (quality management)? \* Yes ▼

\* Attach a file

6.2 Please attach your ISO 9001 Certificate \* Effective Date:  \* Expiration Date:

6.3 Do you have a valid ISO 14001 certificate (environmental management)? \* Unspecified ▼

6.5 Do you have a valid ISO 31000 certificate (risk management)? \* Unspecified ▼

6.7 Do you have a valid OHSAS 18001 (industrial and occupational safety)? \* Unspecified ▼

6.9 Are you implementing or have you implemented an Occupational Health and Safety Management System OHS-MS? Pursuant to the Colombian standards: Decree 1072, Heading 4, Chapter 6.

[Save as Draft](#) [Submit](#)

- **Sustainability:**

Continuing with the registration process, you will find questions about “sustainability” in number 7 of the questionnaire; you will have several response options to choose as appropriate. It is important to answer all questions as applicable.

Sustainability is part of the EPM Group corporate purpose; it is understood as the balance in the set of economic, social and environmental conditions that contribute to a company’s continuity and development in a mutually beneficial relation with society. That is why the EPM Group wants to foster sustainability in its business throughout time, in line with its Corporate Social Responsibility (CSR) model.

**7 Sostenibilidad**

7.1 Is the company aware of any negative impacts on people caused by company activities: neighboring communities, customers, suppliers. Is the company adopting the necessary measures to avoid or mitigate such impacts?

Answer: No / No Sabe / No, it is not / Do not know; Algunas veces / Sometimes; Regularmente / Frequently; Siempre / Always

Answer \* Unspecified

7.2 Is the company aware of any negative impacts on people caused by company activities: neighboring communities, customers, suppliers. Is the company adopting the necessary measures to avoid or mitigate such impacts?

Answer: No / No Sabe / No, it is not / Do not know; Algunas veces / Sometimes; Regularmente / Frequently; Siempre / Always

Answer \* Unspecified

7.3 Does the company have a policy or procedure in place to ensure compliance with the work regulation in relation to wages, security, health and social protection and compliance with the work regulation in relation to wages, security, health and social protection and compliance with the work regulation in relation to wages, security, health and social protection?

Answer: No / No Sabe / No, it is not / Do not know; Algunas veces / Sometimes; Regularmente / Frequently; Siempre / Always

Answer \* Unspecified

When you finish the questionnaire, there will be two options. The “Save draft” button allows you to store the filled-in information and resume registration later.

The “Send” option can be used when you have completed the questionnaire for the EPM Group to proceed to approve the registration.

In this case, you must choose to save as draft until the registration process is completed.

Finally, the supplier must access the company profile again and click the “Basic” tab to complete the registration by responding those two questions:

**Sourcing**

PM - TEST Requested Profile

red customer requested fields have completed

customer requested fields >

Profile Completeness

short description to reach 45% >

Bienvenido al sitio de Ariba Spend Management del Grupo EPM.

La zona horaria es importante al momento de participar en procesos de contratación del Grupo EPM. Por lo anterior, le recomendamos configurar sus necesidades en el perfil de Ariba.

Realiza este paso a paso para cambiar la zona horaria:

1. En la parte superior de la pantalla dar clic donde aparece el nombre del usuario.
2. Luego dar clic donde dice "Mi cuenta".
3. En la sección preferencias podrás cambiar la información del usuario, idioma y zona horaria, la cual debe ser "América/Bogotá", si estás ubicado en otra ubicación geográfica.
4. Adicional en Información de Contacto se debe agregar el teléfono del país, área y número.
5. Por último dar clic en guardar.

Nota: Todos los eventos en Ariba son configurados con la zona horaria colombiana, América/Bogotá (UTC-05:00), y a los proponentes se les permite configurar su zona horaria personal.

Events

Company Settings

Soluciones Oportunas  
AND: AN01041426597-T

**Company Profile**

Account Settings

Users

Notifications

View All

Sourcing & Contracts Settings

Sourcing & Contracts Notifications

View All

**Ariba Sourcing**

Company Profile

Save Close

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents



**Product and Service Categories, Ship-to or Service Locations, and Industries**

**Product and Service Categories \***

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

-or- [Browse](#)

**Security cameras** X

**Ship-to or Service Locations \***

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

-or- [Browse](#)

**Global** X

**Industries**

Select the industries your company serves.

To send the registration, the supplier must access the "Requested by customer" tab and select the form. After filling in the form, you must proceed to send it.

**Ariba Sourcing** Text Mode

**Company Profile**

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

\* Indicates a required field

Sourcing Customer List	Customer Requested Profile Information
Customer	Complete
<b>Grupo EPM - TEST</b>	

**Public Profile Completeness**

30%

[Short Description](#)

[Website](#)

[Annual Revenue](#)

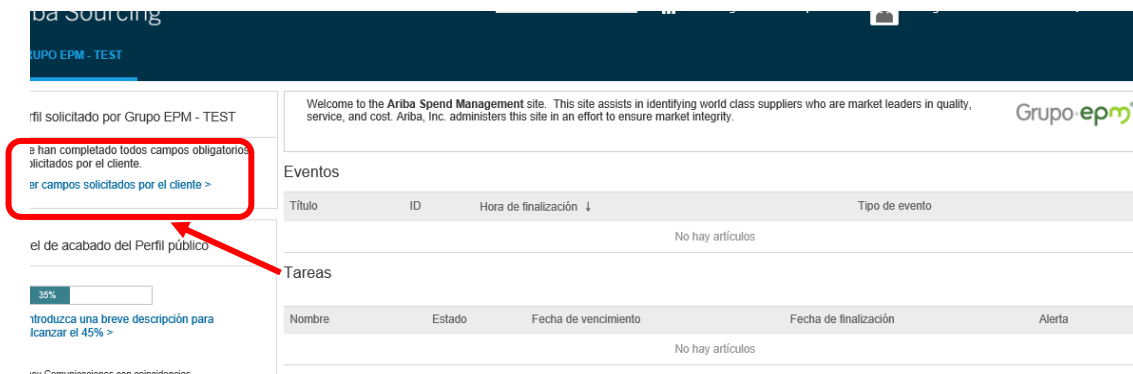
## STEP 3: Receiving a confirmation of Registration approval

All the information completed in this questionnaire is subject to validation and approval. When this process is completed, a message notifying the approval/rejection will be sent to the Supplier's main email account; this message will provide the reasons for rejection, if applicable.

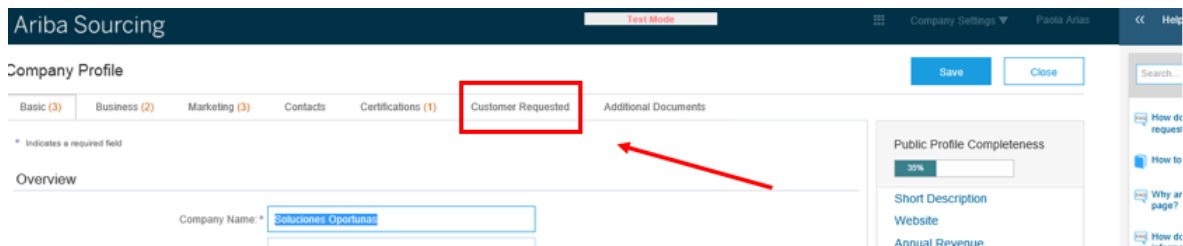
Suppliers may modify or update their information whenever required. Our suppliers must keep their profile information updated, as well as the information of any users within their companies that have access to the application to participate in different events (RFI, RFP, Auctions and Surveys).

## 2. Registration questionnaire updates

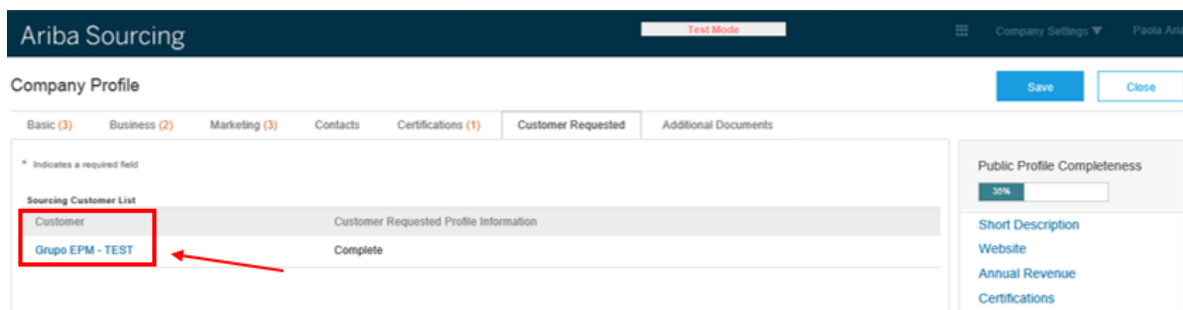
As a Supplier, you will be able to modify the information completed in the Registration questionnaire on the home page of the Supplier profile by clicking the "See fields requested by customer" option, located in the options panel to the left side of the screen



This option takes you to the company profile, where you will find the fields you can fill in as a supplier to complete your registration in Ariba. The supplier clicks the "Requested by customer" option to complete the form for the EPM Group. You can complete/update the form for the EPM Group by clicking the "Requested by customer" tab.



Finally, the supplier clicks on "EPM Group" and finishes filling in the form.



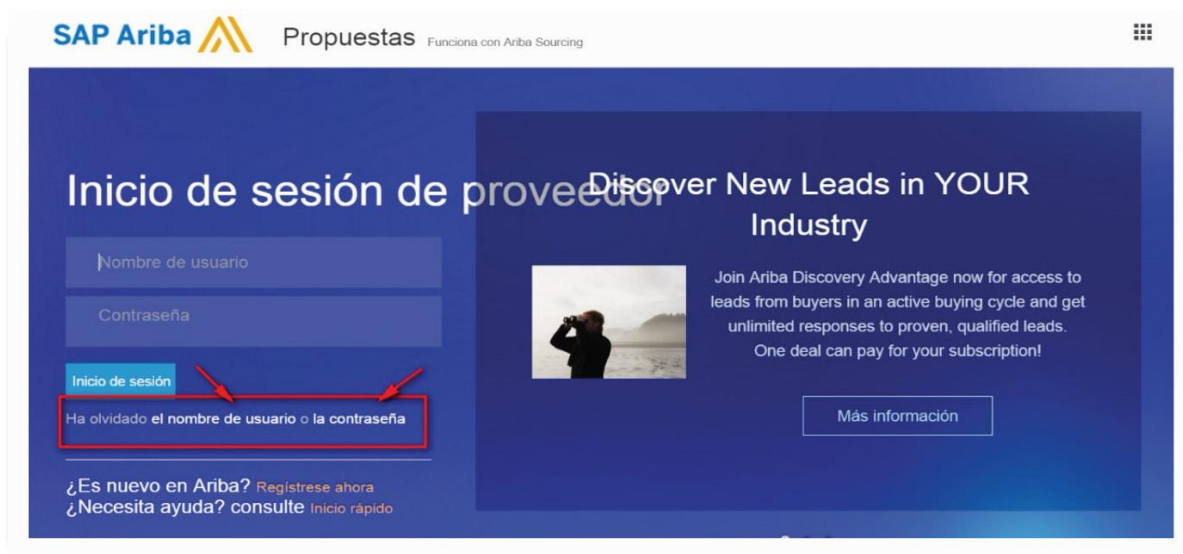
Once more, you will be able to choose to "Save draft" or "Send" to approval.

Guardar como borrador

Enviar

### 3. User or password recovery

If you forget your user or password to access the platform, click the recovery options and follow the instructions.



### 4. Service channels

If you have any questions about how to use the EPM Group Self-Registration portal, please contact the following telephone lines:

#### Service Line



Medellin (Colombia) +57-604 380 55 56 Option 4  
Outside of Medellín: 018000515552, option 4



Help Center Ariba: Enter the "Help Center" located in the "Help" option in the upper right corner of the application. Enter your concern to consult the documented help. In case of cannot find a solution, select the option "Get help by phone", send the requested information and wait for the call of an Ariba advisor.

#### Website Tutorial



<https://www.epm.com.co/site/proveedoresycontratistas/Proveedoresycontratistas/RegistroproveedoresAriba.aspx>

Email: [Recyproco@epm.com.co](mailto:Recyproco@epm.com.co)