ONE SOURCE. MANY SOLUTIONS.

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Corporate Supplier Listing

Supplier Instructions

Why are we implementing this?

- More efficient processing
  - Suppliers can track all of our requests in one system without having to search through emails for requested documentation.
  - Allows for a faster approval process for vendors
  - Faster recertification processing for our vendors
- Allows for invoices to be submitted securely (future deployment)
  - Secure invoices will be processed faster
- Allows all companies in the Babcock Power Family to have visibility to the products that our vendors supply
  - If a sister business unit sees an approved vendor, that vendor has a preference over unapproved suppliers

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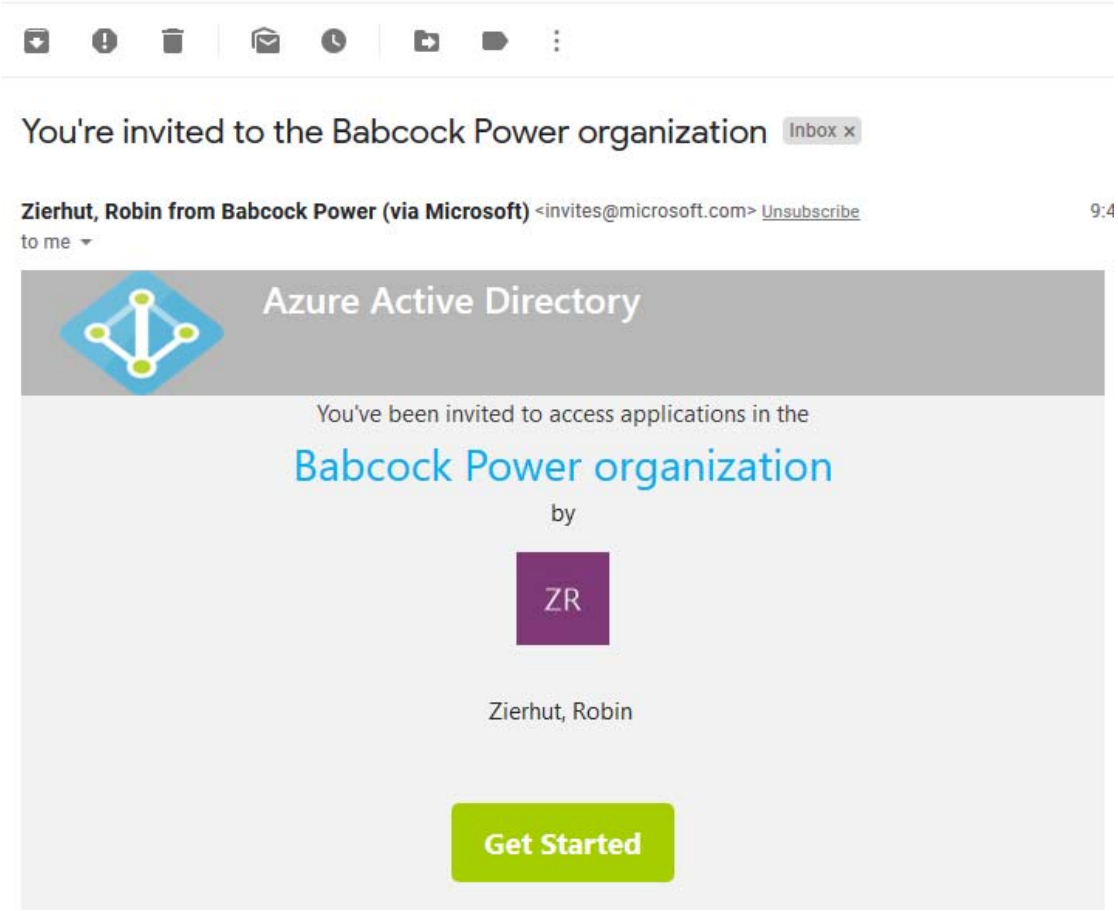


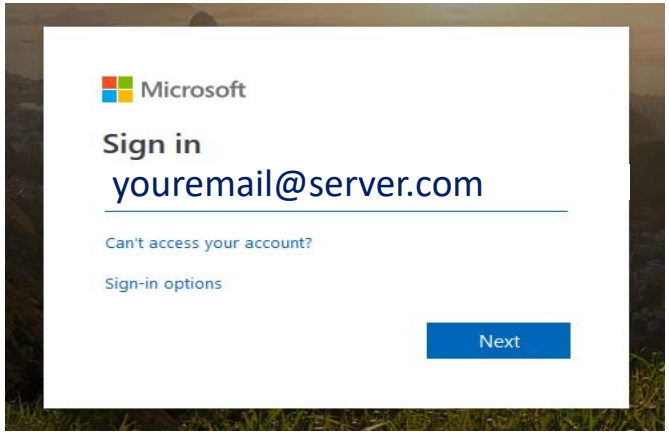
Once your company has been identified as a potential supplier, a Babcock employee will send an email invitation.

Select **Get Started** to launch the process to login to the system.

An email will be sent from an internal person at Babcock Power and will outline the documents that need to be reviewed. The documents required could be any or all of the following:

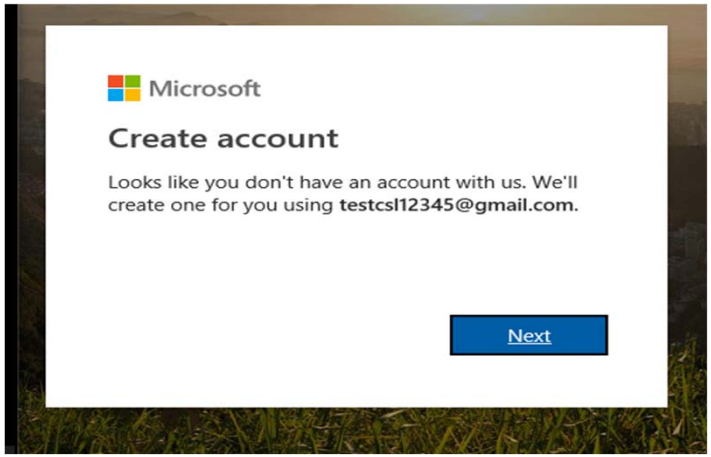
- Financial Statements
- Bank Verification Form
- W8/W9
- Insurance Certification
- Supplier Work Authorization Agreement
- Experience List
- Mutual Confidentiality Agreement
- Credit Report

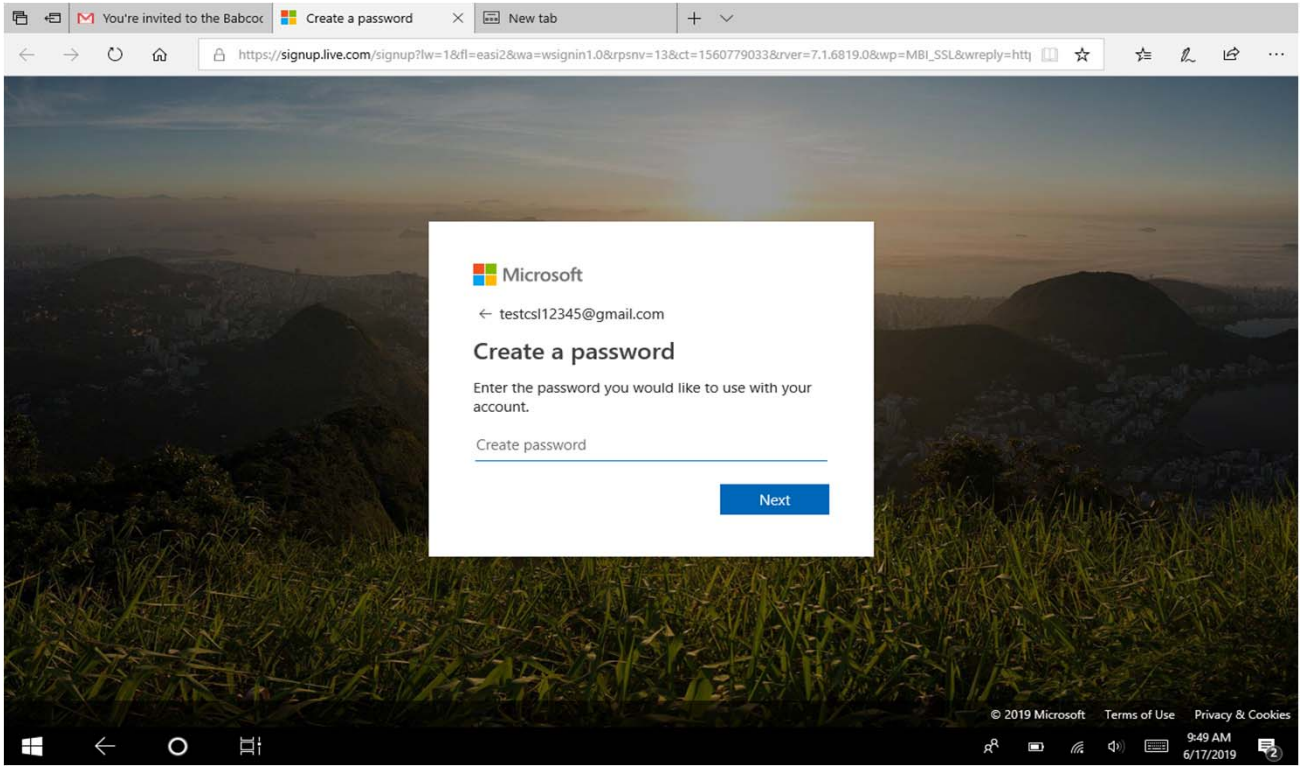
Click on the “Submit Documents” link in the email to continue the approval process.



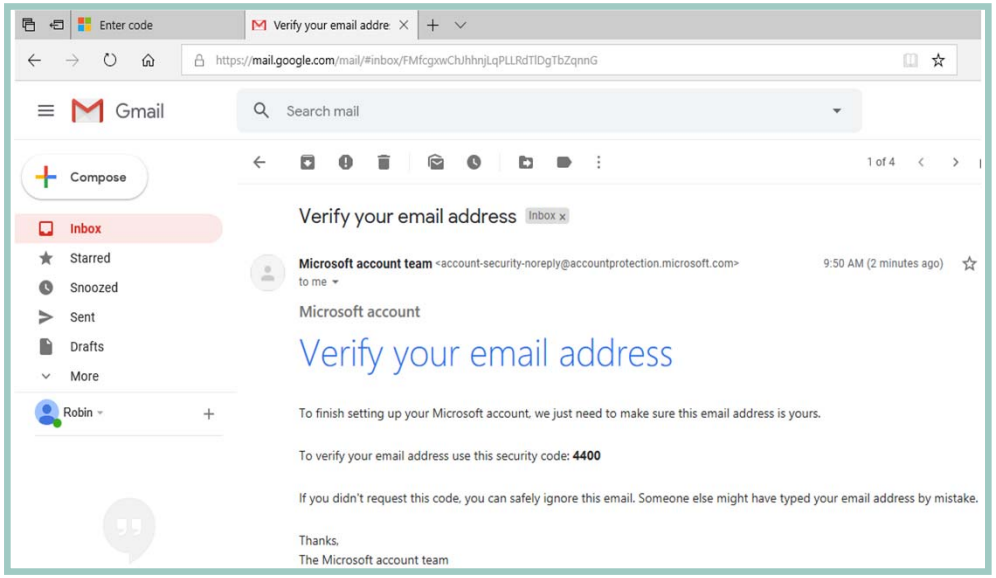
Sign in with the email address that the invitation was sent to. If you have an *existing* Microsoft account, you will see this box.

For suppliers that do not have an account, you will need to create one.

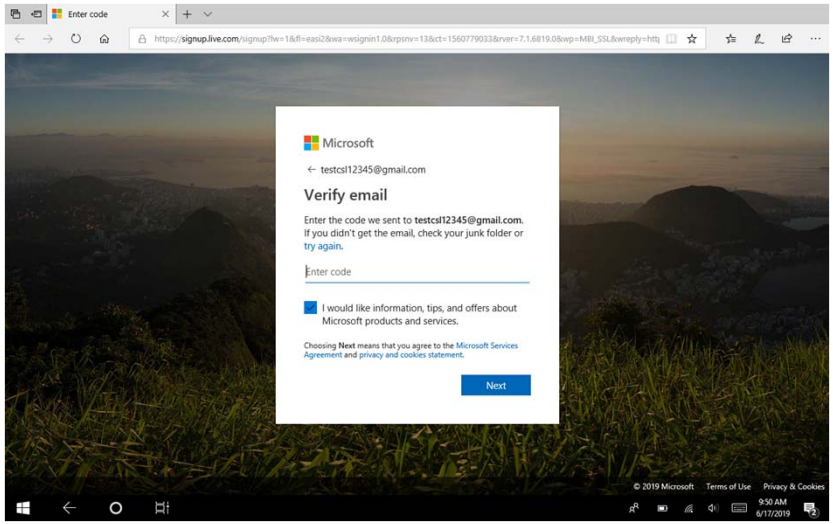


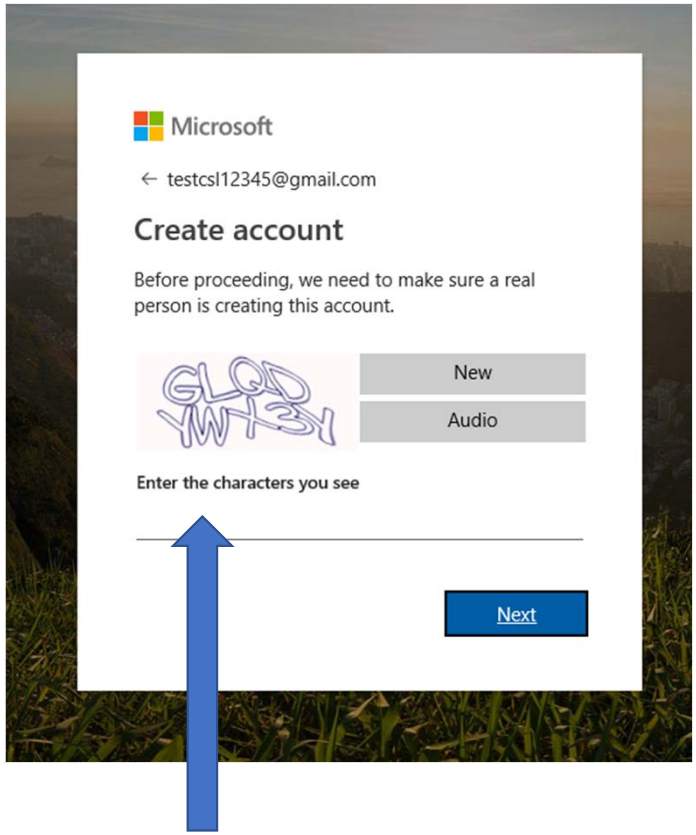


Create a password

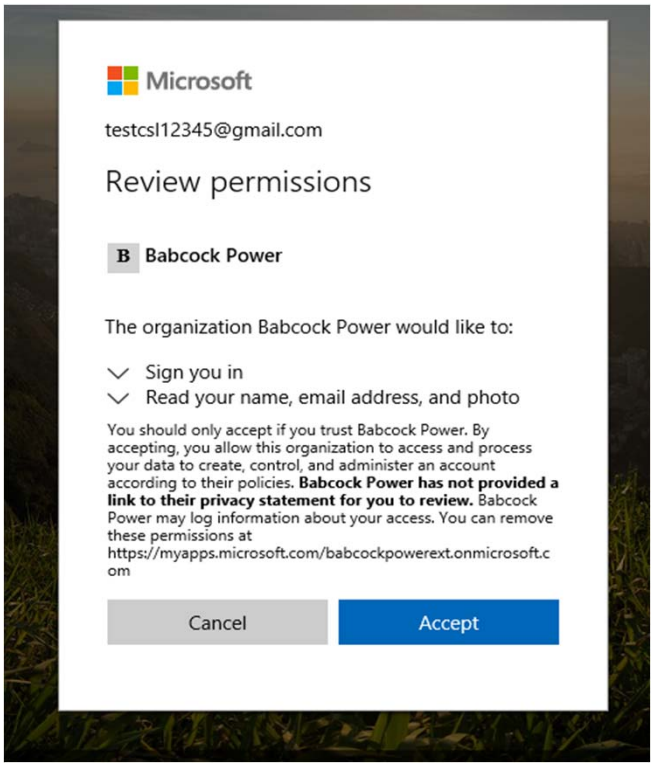


Microsoft will send a unique code to your email address. Enter that code on this screen.



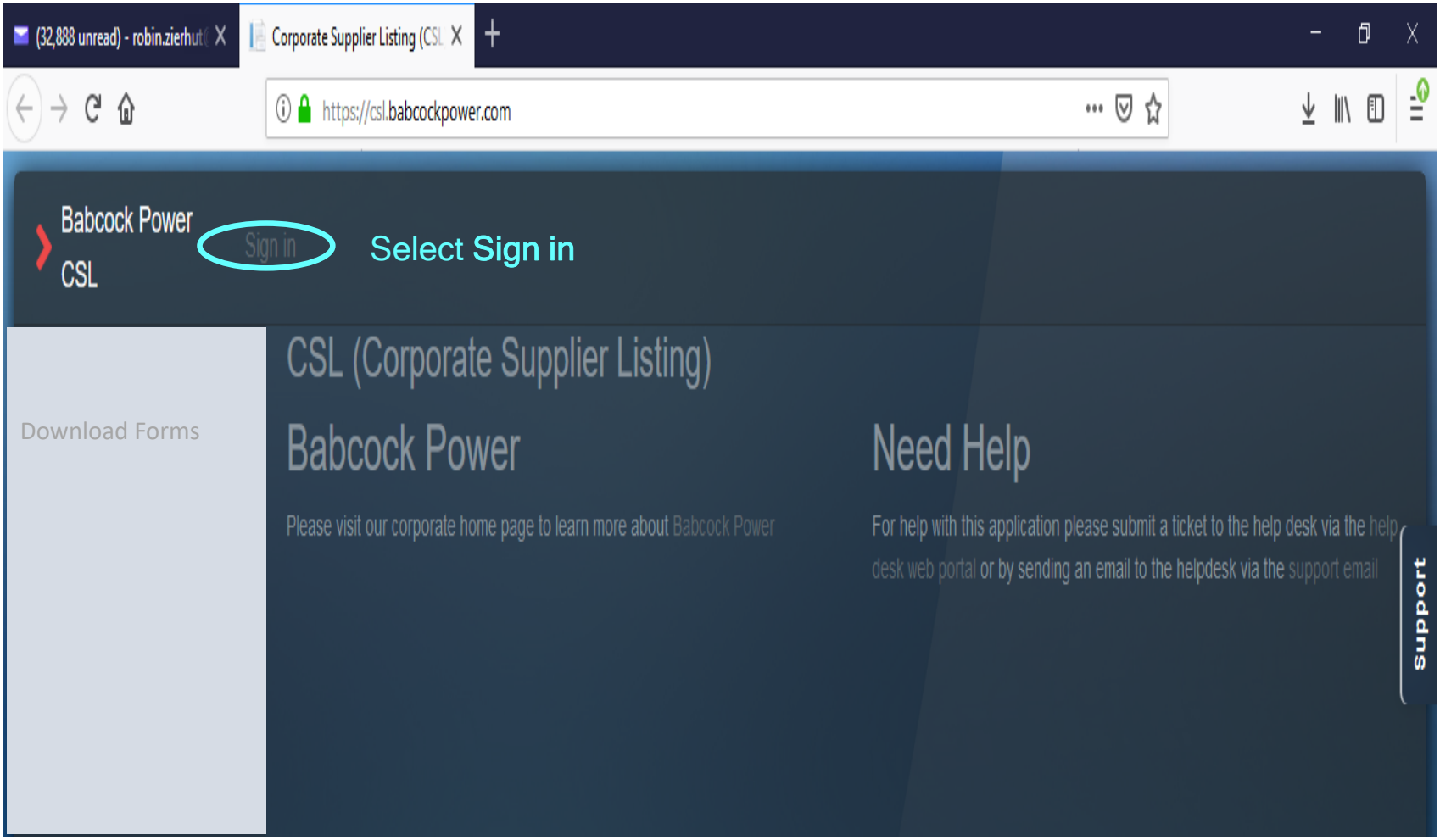


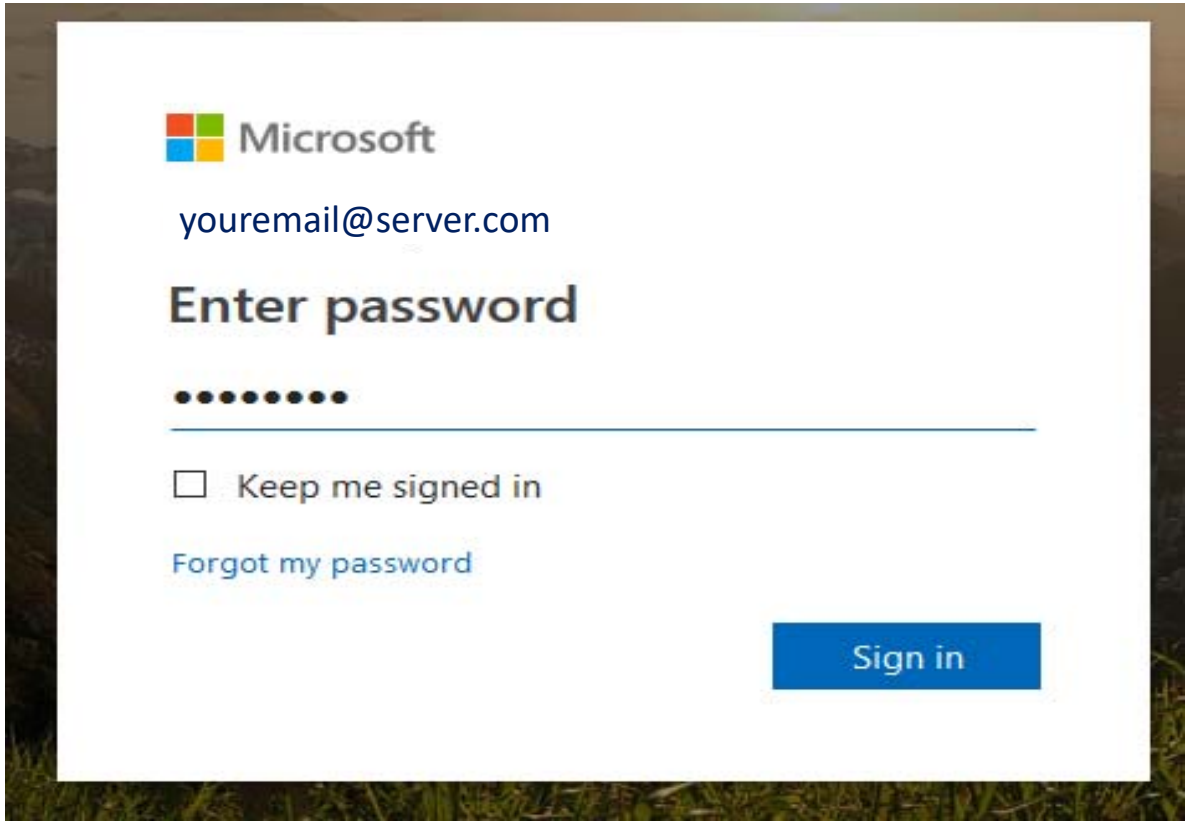
Enter the captcha here



Accept permissions to continue

BabcockPower





Enter the password that you just created for your account

Babcock Power CSL

Hello [redacted] Sign out

- Download Forms
- My Profile
- My Settings
- Submit Documents
- Submit Invoice
- My Company >

Identification for [Patrick Testing CSL]

Save & Next | Request Name Change

UPLOAD W8/W9

SELECT FILES...

Name: Patrick Testing CSL

D/B/A (if applicable):

Parent Company:

Primary Contact Name: * [redacted]

Primary Email: * [redacted]

Primary Phone #: * [redacted]

Primary Fax #:

Website Address: www.something.com

Tax ID: * 12345678901000

Duns & Bradstreet #:

The first time you login, you will be prompted to enter information about your company.

Fill in the appropriate fields, click save & next when done with that screen.

BabcockPower

Home Page

Corporate Supplier Listi | Drafts (1) - testcsl12345@g

https://csl.babcockpower.com/Attachment/SubmitDocuments

Babcock Power CSL

Hello RMFZ! Sign out

Home Screen

- Download Forms
- My Profile
- My Settings
- Submit Documents
- Submit Invoice
- My Company

Please submit the requested documents...

RMFZ

Required documents to complete will be listed here.

Support

REQUIRED DOCUMENTS

Please complete all required documents

- W-9/W-8
- Insurance Certification
- Mutual Confidentiality Agreement

ADDITIONAL COMMENTS

Additional comments to send back to Supply Management

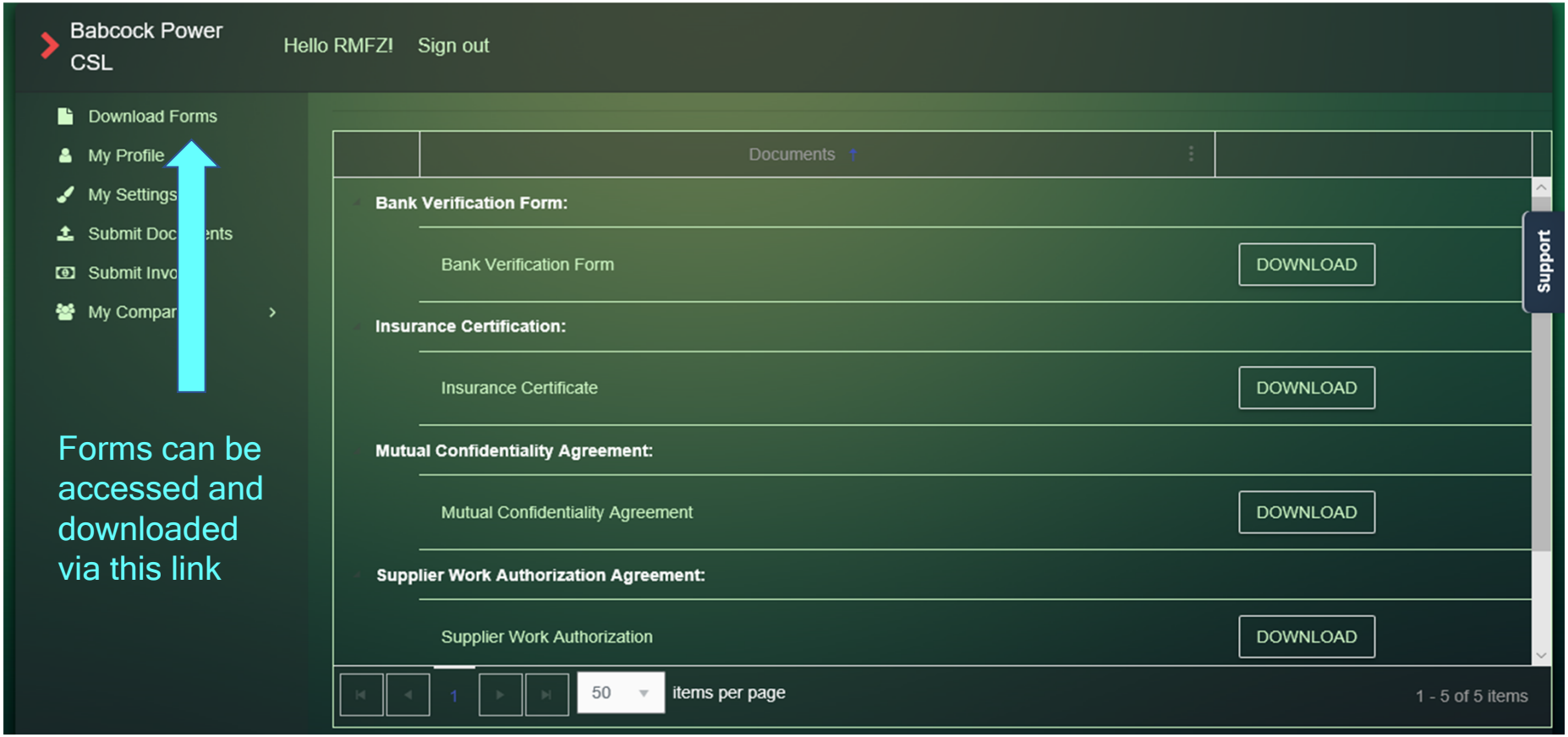
UPLOAD FILES

Drop your files here to upload or double-click to use a browse dialog.

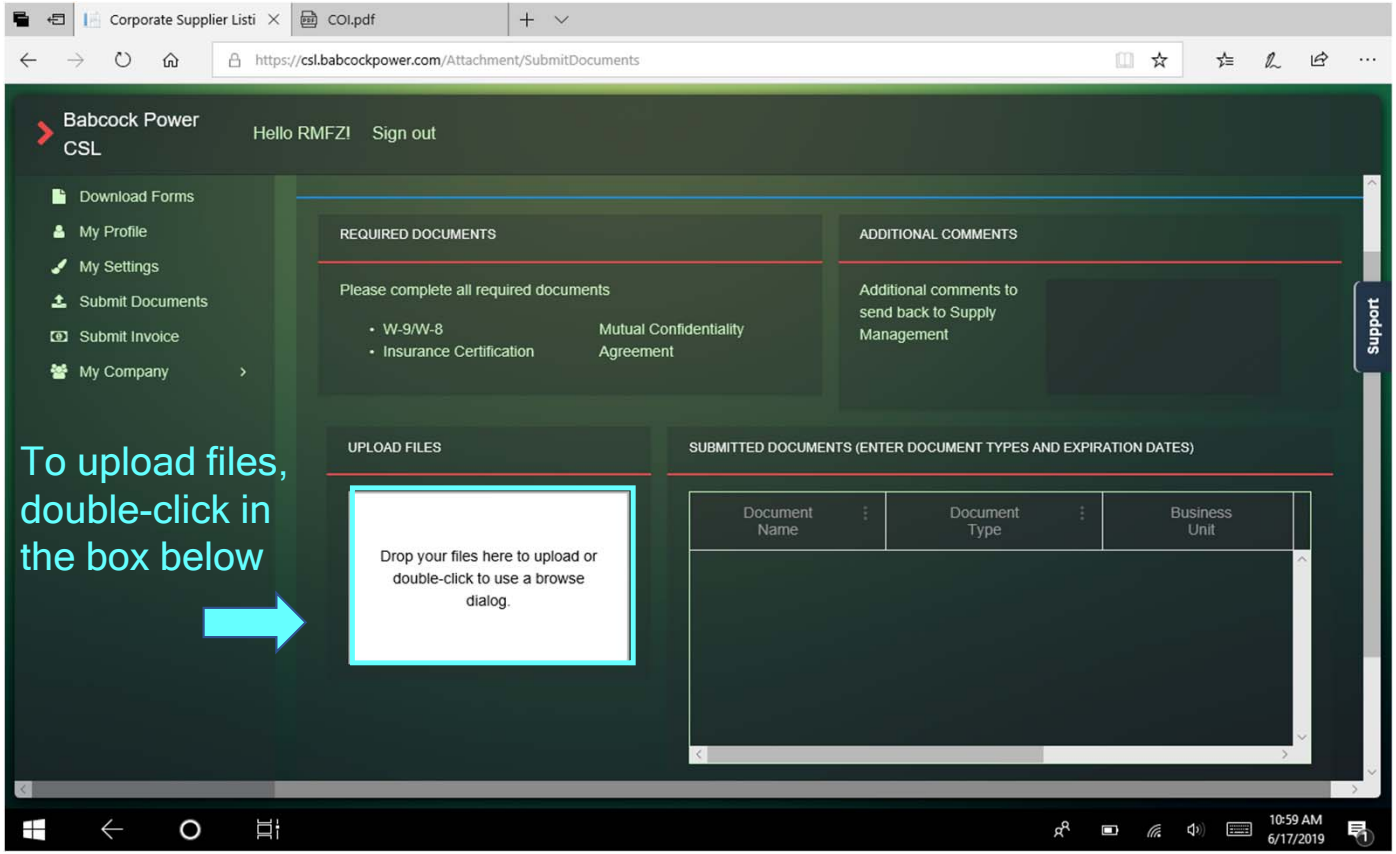
SUBMITTED DOCUMENTS (ENTER DOCUMENT TYPES AND EXPIRATION DATES)

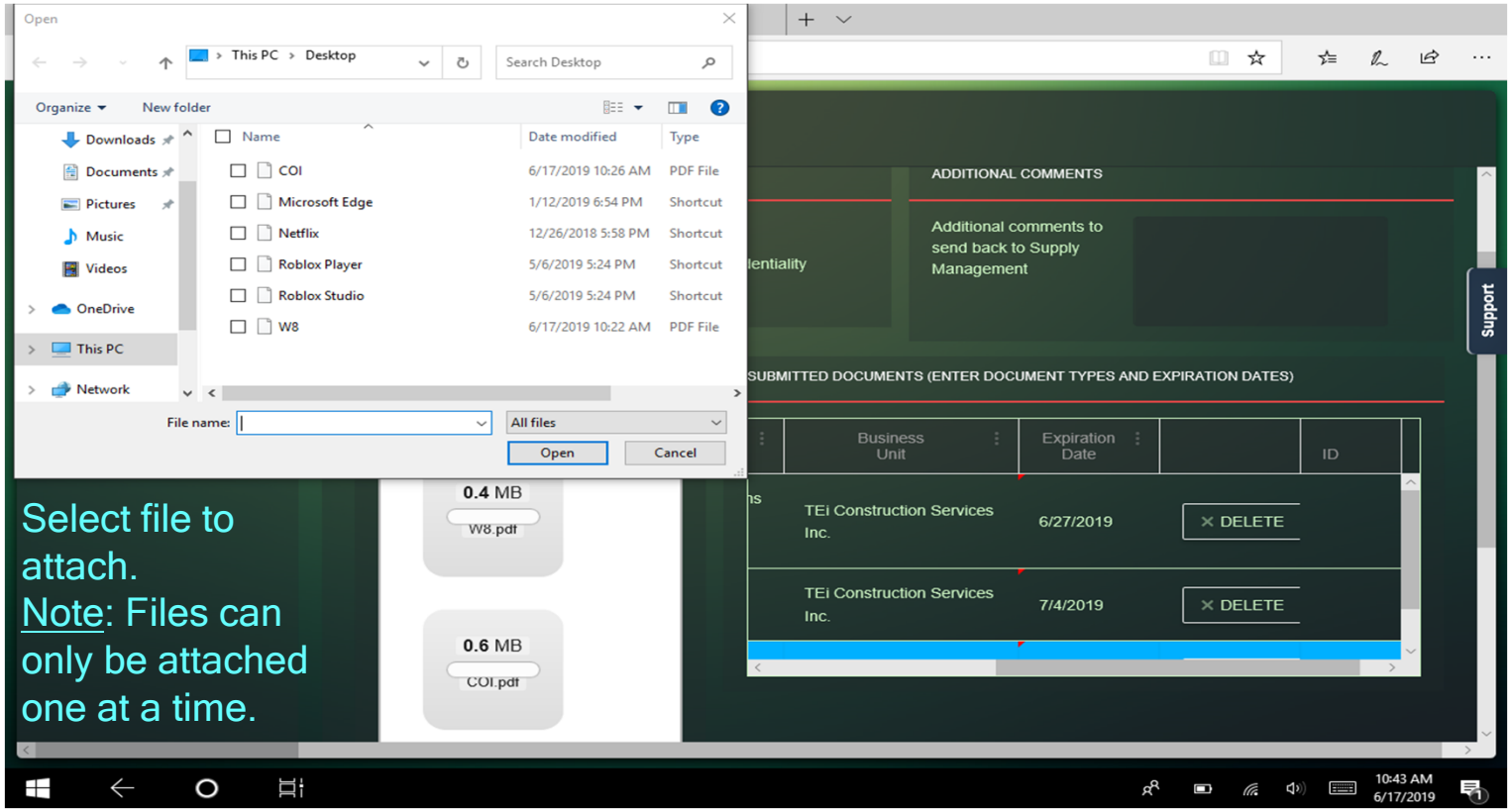
Document Name	Document Type	Business Unit

10:14 AM
6/17/2019



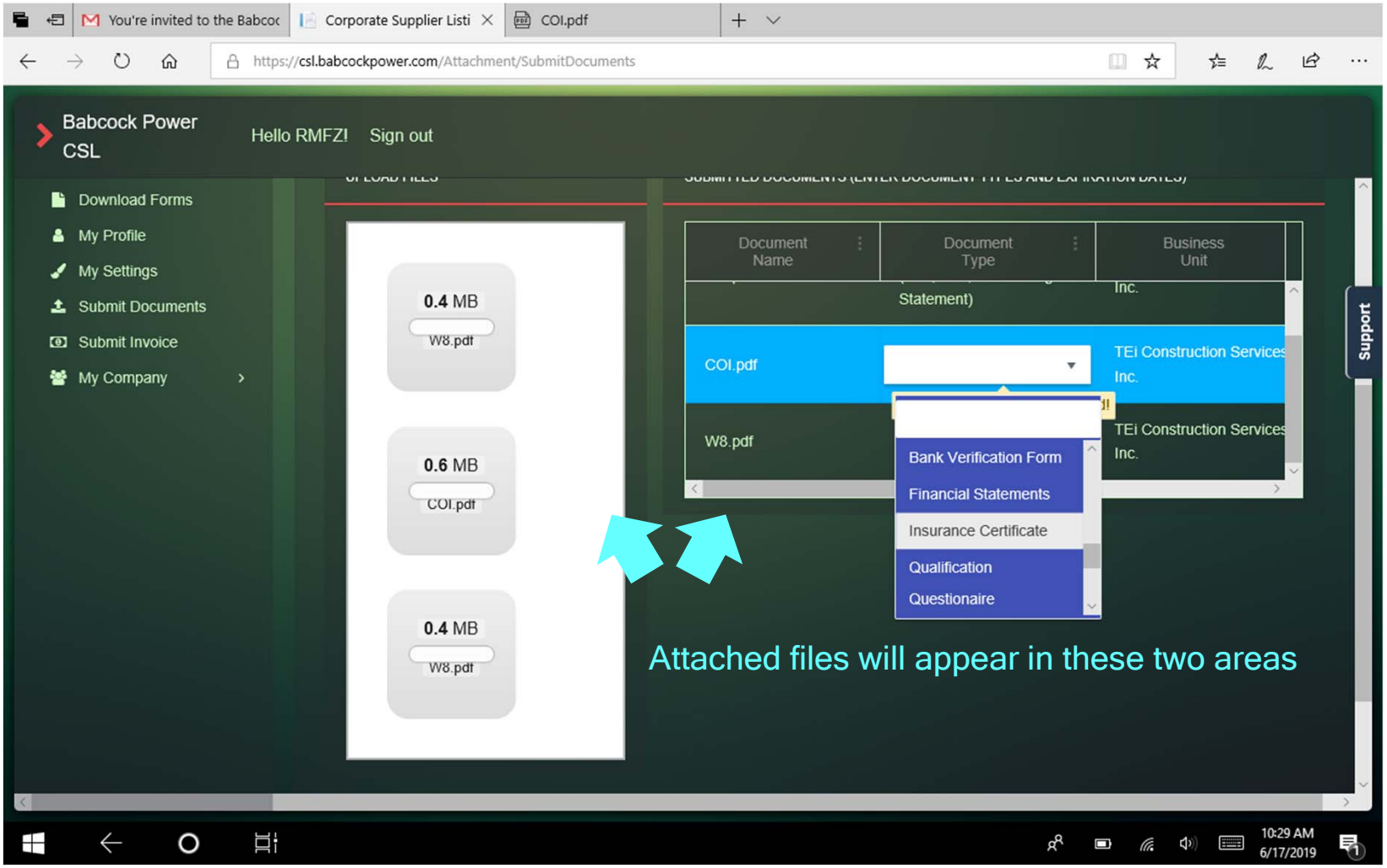
Forms can be accessed and downloaded via this link

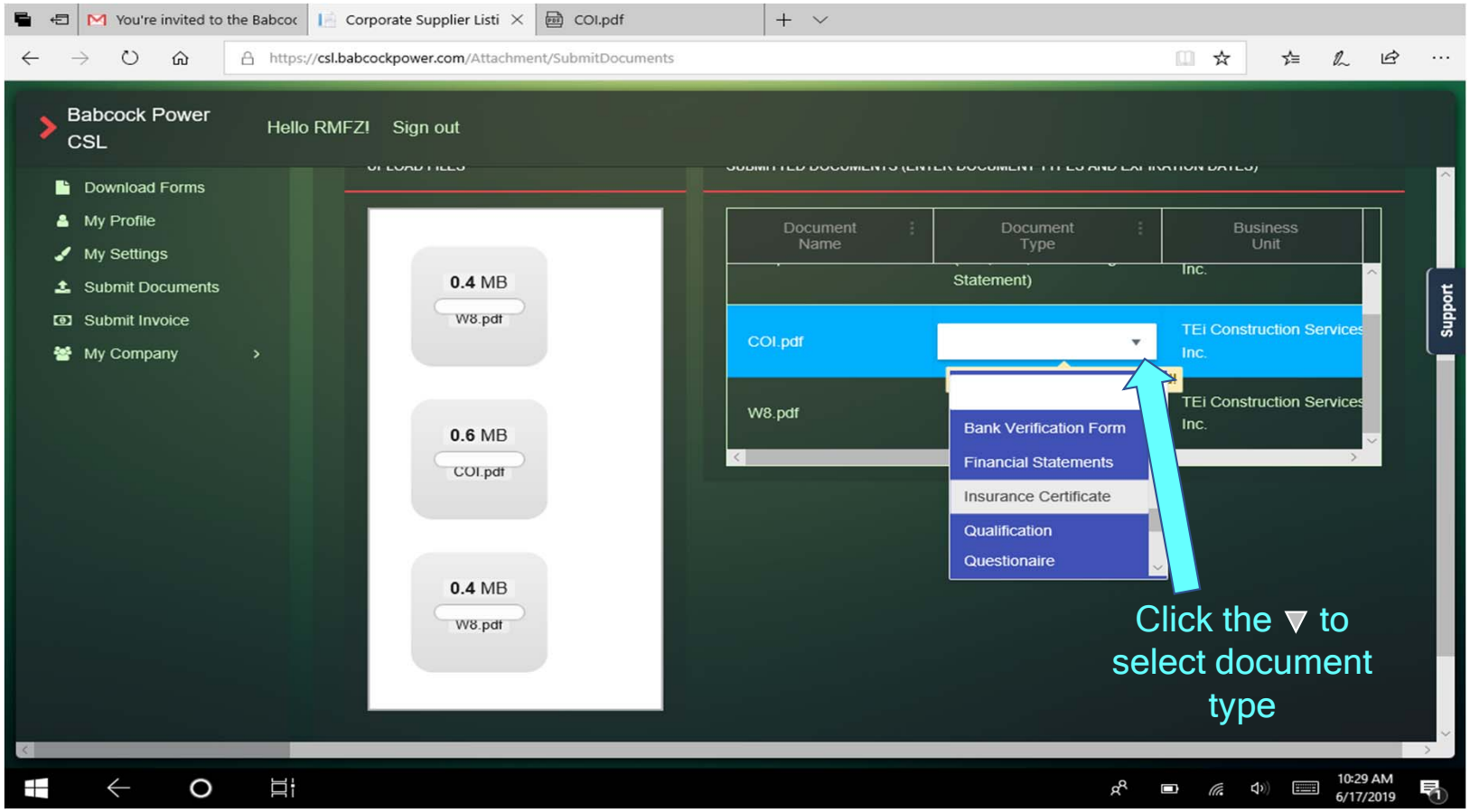

Corporate Supplier Listi
COI.pdf
https://csl.babcockpower.com/Attachment/SubmitDocuments
Babcock Power CSL
Hello RMFZI
Sign out
Download Forms
My Profile
My Settings
Submit Documents
Submit Invoice
My Company
REQUIRED DOCUMENTS
Please complete all required documents
W-9/W-8
Insurance Certification
Mutual Confidentiality Agreement
ADDITIONAL COMMENTS
Additional comments to send back to Supply Management
Support
To upload files, double-click in the box below
UPLOAD FILES
Drop your files here to upload or double-click to use a browse dialog.
SUBMITTED DOCUMENTS (ENTER DOCUMENT TYPES AND EXPIRATION DATES)
Document Name
Document Type
Business Unit
10:59 AM
6/17/2019

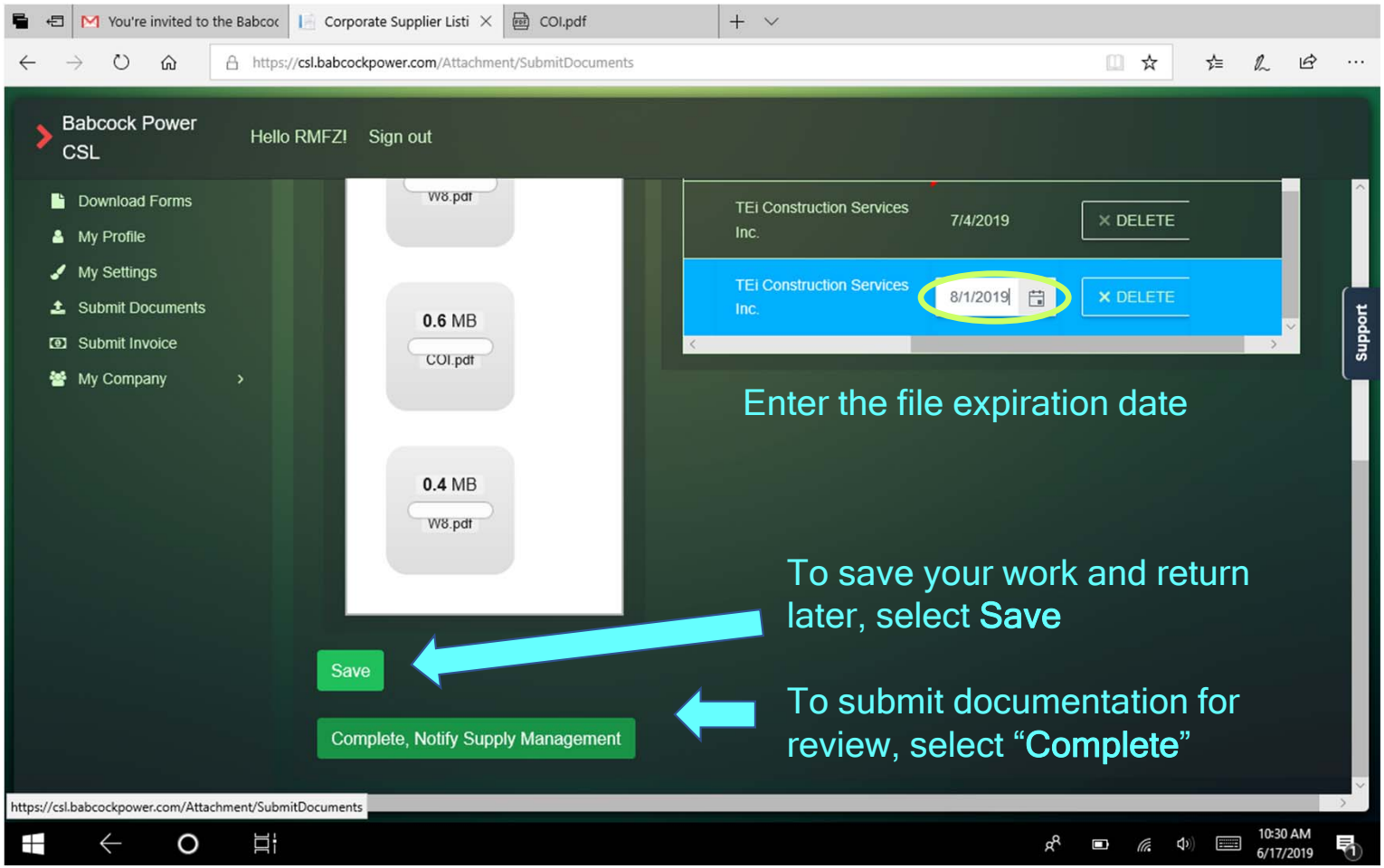


Select file to attach.
Note: Files can only be attached one at a time.

Attaching Documents




You're invited to the Babcoc
Corporate Supplier Listi
COI.pdf
https://csl.babcockpower.com/Attachment/SubmitDocuments
Babcock Power CSL
Hello RMFZ!
Sign out
Download Forms
My Profile
My Settings
Submit Documents
Submit Invoice
My Company
0.4 MB
W8.pdf
0.6 MB
COI.pdf
0.4 MB
W8.pdf
Document Name
Document Type
Business Unit
Statement)
Inc.
COI.pdf
TEi Construction Services Inc.
W8.pdf
TEi Construction Services Inc.
Bank Verification Form
Financial Statements
Insurance Certificate
Qualification
Questionaire
Support
Click the ▼ to select document type
10:29 AM
6/17/2019


You're invited to the Babcoc
Corporate Supplier Listi
COI.pdf
https://csl.babcockpower.com/Attachment/SubmitDocuments
Babcock Power CSL
Hello RMFZ!
Sign out
Download Forms
My Profile
My Settings
Submit Documents
Submit Invoice
My Company
W8.pdf
0.6 MB
COI.pdf
0.4 MB
W8.pdf
TEi Construction Services Inc.
7/4/2019
DELETE
TEi Construction Services Inc.
8/1/2019
DELETE
Support
Enter the file expiration date
To save your work and return later, select Save
Save
To submit documentation for review, select "Complete"
Complete, Notify Supply Management
https://csl.babcockpower.com/Attachment/SubmitDocuments
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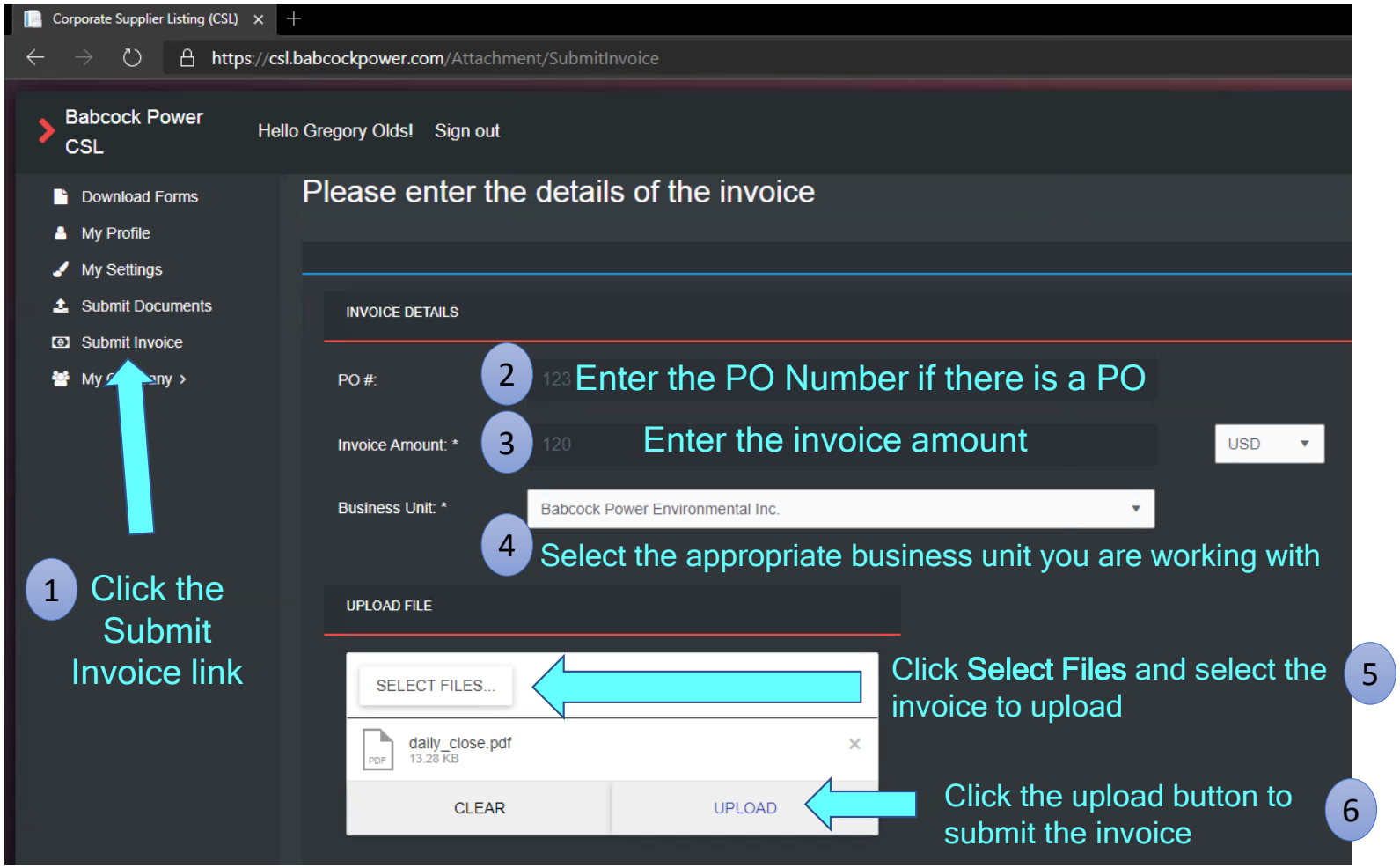
6/17/2019


Corporate Supplier Listing (CSL)
https://csl.babcockpower.com/Attachment/SubmitInvoice
Babcock Power CSL
Hello Gregory Olds!
Sign out
Download Forms
My Profile
My Settings
Submit Documents
Submit Invoice
Please enter the details of the invoice
INVOICE DETAILS
PO #:
2 Enter the PO Number if there is a PO
Invoice Amount: *
3 Enter the invoice amount
USD
Business Unit: *
Babcock Power Environmental Inc.
4 Select the appropriate business unit you are working with
UPLOAD FILE
1 Click the Submit Invoice link
SELECT FILES...
daily_close.pdf
13.28 KB
CLEAR
UPLOAD
Click Select Files and select the invoice to upload
5
Click the upload button to submit the invoice
6

Q: Is this required?
A: Yes, in order to be an approved supplier, this process is required.

Q: What browsers are supported?
A: We support multiple modern browsers, but recommend the use of Google Chrome for best performance.

Q: How do I submit a ticket to the system?
A: Use the support tab on the right side of the screen.

Q: What should I do if I don't have all of the required documentation available?
A: You have the option to save what you have completed. You are able to go back in the system and add additional items before submitting for approval.