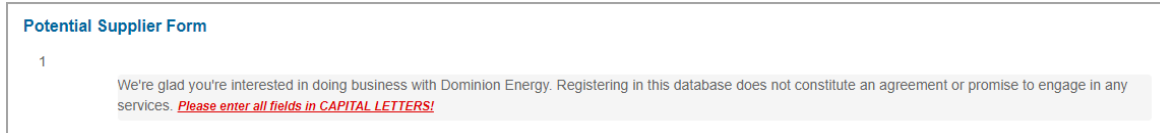


# Dominion Energy, Inc.

## Ariba Network New Supplier Potential Supplier Job Aid

Suppliers interested in doing business with Dominion Energy are encouraged to complete our online Potential Supplier registration in the Ariba Network.

1. Navigate to <https://www.dominionenergy.com/suppliers/potential-suppliers> to join our network as a potential supplier.
2. Click the “Join the Ariba network” link to access the Potential Supplier Form.

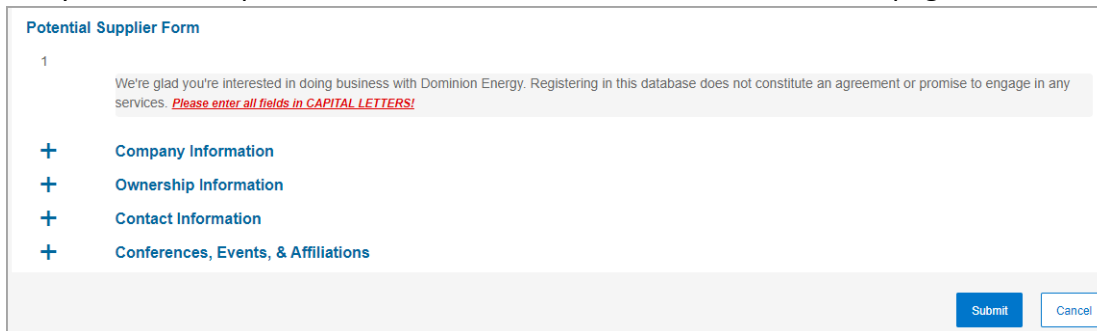


Potential Supplier Form

1

We're glad you're interested in doing business with Dominion Energy. Registering in this database does not constitute an agreement or promise to engage in any services. **Please enter all fields in CAPITAL LETTERS!**

3. Complete all required fields marked with a red asterisk (\*). **When typing your response to a question, please use CAPITAL LETTERS.**
4. Once you have completed all fields, click **Submit** at the bottom of the page.



Potential Supplier Form

1

We're glad you're interested in doing business with Dominion Energy. Registering in this database does not constitute an agreement or promise to engage in any services. **Please enter all fields in CAPITAL LETTERS!**

- + Company Information
- + Ownership Information
- + Contact Information
- + Conferences, Events, & Affiliations

Submit Cancel

5. You've successfully sent your Potential Supplier registration to Dominion Energy! You will receive an email confirming your submission; no further action is necessary at this time. If invited to participate in a sourcing event you will receive a system generated email from Ariba with instructions on creating your unique Dominion Energy Ariba Network account (ANID). Once created, you will be granted access to sourcing events and questionnaires. **Registering in this database does not constitute an agreement or promise to engage in any services.**

## Section by Section Guidance

### Company Information:

- In all **CAPITAL LETTERS**, provide your full company name, Tax ID, and DBA if applicable.

— **Company Information**

2.1 \* Company Name (Legal Business Name. No lowercase letters or symbols)

2.2 DBA

2.3 \* Tax ID or Company ID Number (No dashes or spaces)

- In all **CAPITAL LETTERS**, provide your ordering address and headquarters address, if different. If located in North Carolina, please join our North Carolina Hire List! (Visit our website to learn more about Hire North Carolina at <https://www.dominionenergy.com/suppliers/hire-north-carolina>.)

— **Company Address**

2.4.1 \* Ordering Address

Country

2.4.2 \* Is your headquarters address the same as your ordering address?

Yes  No

2.4.4 \* I certify my company headquarters is located in state of North Carolina.

Yes  No

- Search for or browse for all the products and services your company provides. Use the same search or browse feature to indicate your company's service territory.

— **Company Products & Services**

2.5.1 \* Company Service Territory (Select USA and all states that apply)

Search Browse

2.5.2 \* Company Products and Services Do not select more than 15 commodities.

Search Browse

- To search, start typing in the field. To browse, click Browse and use the arrows to filter down. Be sure to click the small box next to the item to add it to your list. All added items will show in blue below.

2.5.2 \* Company Products and Services **Do not select more than 15 commodities.**

Search Browse

All Commodities

Not Assigned

Building and Construction and Maintenance

Chemicals including Bio Chemicals and Gas

Cleaning Equipment and Supplies

Commercial and Military and Private Vehicles and

Defense and Law Enforcement and

Distribution and Conditioning Systems

Domestic Appliances and Supplies and Consumer

Heavy construction machinery and

All Commodities x

- Provide your NAICS code, number of employees, and percentage of work that is subcontracted. No decimals are allowed. If your company has prior utility experience, note that you will need to answer an additional question.

2.5.3 \* Primary NAICS code (Use this link to identify your primary 6 digit NAICS code <https://www.census.gov/eos/www/naics/>)

2.5.4 OPTIONAL: Provide a description of products and/or services:

2.5.5 \* Number of Employees

2.5.6 \* What percentage of your work is subcontracted work?

Utility Experience

2.6.1 Have you worked for a utility in the past 3 years?

Industry classification code, use the link to search if you don't know your NAICS code

If Yes, you'll need to provide the project name and where the project took place

### Safety Information:

- Provide your company's number of OSHA events and current EMR (Experience Modification Rate).

— Safety Information

2.7.1 \* Number of recordable OSHA events in the last 12 months?

2.7.2 \* Current EMR Number? Experience Modification Rate (available from your Workman's Compensation Insurance provider); EMR.

- If you do not know the answer to these questions, enter 0.

### Ownership Information:

- Provide your company business size and ownership information such as whether you are or are not a diverse business. If you need assistance determining your business size, please visit [www.sba.gov/size](http://www.sba.gov/size).

**Ownership Information**

3.1 \* Company Business Size (Use the SBA Size Standards to determine your business size: [www.sba.gov/size](http://www.sba.gov/size))

Select

3.2 \*

Select your ownership and/or business classification (select all that apply): Diverse Ownership Eligibility: Only select if business is at least 51% directly and unconditionally owned and managed by one or more U.S. citizens who qualify as diverse. See the Diverse Supplier Classifications reference document for Dominion Energy Supplier Diversity Types.

Diverse Supplier Classifications.pdf - 52.19 KB Review this!

Select ALL that apply

3.3 \* If your business is Minority Owned, please indicate your ethnicity:

Select

- Review the Diverse Supplier Classifications attachment to review our classifications for diverse businesses. See the Diverse Supplier classifications reference document for Dominion Energy Supplier Diversity types [here](#).

**Contact Information:**

- In all **CAPITAL LETTERS**, provide the primary contact information for your company.

**Contact Information**

4.1 \* Contact First Name

4.2 \* Contact Last Name

4.3 \* Contact Email

4.4 \* Contact Phone (No dashes or spaces)

**Conferences, Events, & Affiliations (this section is not required):**

- If you've met us at a recent conference or event, let us know which conference and what year.

**Conferences, Events, & Affiliations**

5.1 Have you met us at a recent conference or event?

Yes  No

5.2 What conference or event?

Conference Name & Year

- Select all the advocacy or membership organizations your company is affiliated with. If you are not affiliated with any of the listed organizations, select "None".
- If you are a member of an organization that is not listed, select "Other Organization" from the bottom of the list and let us know which.

5.3 Are you affiliated with any of the below advocacy/membership organizations? (select all that apply)

None, Other Organization

5.4 \* If you are a member of another organization, please indicate which:

**Don't forget to hit Submit!**

- Once submitted you will receive an email similar to the one below. No further action is necessary unless invited to participate in a sourcing event. If invited, you will receive a system generated email from Ariba with instructions to create your unique Dominion Energy Ariba Network account (ANID). Once created, access will be granted to sourcing events and questionnaires.

Thank you for your interest in doing business with Dominion Energy Resources Inc..

We have received your request to register as a potential supplier and will review it for approval. Our response will be emailed to [REDACTED]

- **If approved:** You will be listed as a potential supplier for future bids. You'll receive additional communication once invited to bid or requested to provide additional information.
- **If denied:** You will receive communication detailing why and what action is required on your part.

Registration in this database does not constitute an agreement or promise to engage in any services. Additional safety and/or technical qualifications may be required.

If you have any questions, please don't reply to this email but instead contact us directly at [aribasuppliers@dominionenergy.com](mailto:aribasuppliers@dominionenergy.com).