Constellation

APOLLO

Filling Out Registration Forms

Job Aid

Purpose

This document is a guide for Suppliers to use when requesting an account to conduct business with Constellation and its companies.

This document provides information on how to fill out the required information in the Supplier Registration Form.

Terms and Definitions

Sl. No:	Term	Definition
1	1099 Supplier	A Supplier that is subject to federal or state income tax withholding. Constellation must retain income tax for all payments to 1099 Suppliers and submit the income tax value withheld as payments to each taxing authority on behalf of these suppliers.
2	Alternate Name	The vendor AKA or Also Known As which is different from Doing Business As (DBA) name.
3	Business Classification	The Oracle term for identifying diversity classes.
4	Business Unit (BU)	A unit of an enterprise that performs one or many business functions that can be rolled up in a management hierarchy. Power and Nuclear are examples of BUs.
5	Constellation Point of Contact	It is a field to declare a contact inside of Constellation who you have a relationship with, when registering.
6	Doing Business As (DBA)	The name which an entity uses to conduct business. It is a name different from the entity's legal name.
7	Certifying Agency	An agency approved or authorized to gather required documentation to issue or maintain a certificate. In Oracle, it refers to an agency which issues or grants diversity designations to a company.
8	Electronic Data Interface (EDI)	If VENDOR_EDI_IND is Y, then Enable B2B Messaging, Communication (email) details are required for EDI suppliers.

9	Legal Structure	The legal structure field is used to declare certain tax arrangements that a company may have such as one which deems the company a charity, such as the 501c3 company, labor union, financial institution, or trade association.
10	Multi Factor Authentication	Constellation requires Two-Step Verification or Multifactor Authentication for logging in to your online account and for password resets to prove you are who you say you are.
11	NERC-CIP	The North American Electric Reliability Corporation Critical Infrastructure Protection (NERC-CIP) is a program which mitigates cyber security risks to the reliable operation of the Bulk Electric System by implementing security controls for supply chain risk management of Bulk Electric System Cyber Systems.
12	OFAC	The Office of Foreign Assets Control (OFAC) of the US Department of the Treasury administers and enforces economic and trade sanctions based on US foreign policy and national security goals against targeted foreign countries and regimes, terrorists, international narcotics traffickers, those engaged in activities related to the proliferation of weapons of mass destruction, and other threats to the national security, foreign policy or economy of the United States.
13	Payment Methods	The payment methods that Constellation offers are ACH, Check, Wire and VCC.
14	Personally Identifiable Information (PII)	A set of data that can identify an individual uniquely or indirectly. PI may include social security number, federal employer identification number, tax registration number or bank account information.
15	Procurement BU	The business unit that manages, owns, and is responsible for the transactions generated.
16	Remittance Advice	A predefined disbursement report sent to suppliers, which lists the invoices paid.
17	Remit-To Address	The address to which payment for invoices are to be sent.
18	SIC Code	It is a field found in the Additional Information section in the General Profile (vs SIC on Organization Tab).
19	Social Security Number (SSN)	A Social Security Number (SSN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. SSNs are issued by the Social Security Administration.
20	Security Risk Assessment (SRA)	In cases where a procurement request is for a NERC-CIP product or service, or an IT purchase that involves the exchange of Restricted, Confidential or Confidential Information (per LE-AC-301), the Supplier will be asked to respond to a Security Risk Assessment.
21	Supplier Name	A supplier name must be unique within each Header Business Unit (Nuclear, Non-Nuclear, Canada, UK, Voucher, Healthcare BU). All sites assigned to the same supplier number will have the same Pay-To Name.
22	Supplier Number	A supplier number is a system-generated nine-digit number beginning with 9 assigned to a distinct Supplier TIN and Supplier Name.

23	Supplier Type	There are three different types of suppliers in Constellation –

Process

		• Voucher Suppliers - Voucher suppliers register as payment-only suppliers. We typically use this type of supplier to pay for speaker fees or make donations to political groups. Voucher Suppliers cannot charge sales taxes. These suppliers need to complete a Vendor Affiliation with Public Officials Questionnaire (VAQ). • Voucher Exempt Suppliers - Voucher Exempt suppliers register as payment-only suppliers. Payments to Voucher Exempt suppliers are deemed exempted from filling in the Vendor Affiliation with Public Officials Questionnaire (VAQ). We typically use this type of supplier to pay for taxes, insurance, and rent. See appendix, No VAQ required.
24	Supplier Header/Global Supplier Master	There are certain elements that are global in nature and will be across all supplier sites. This is the global section of the supplier. Header profile elements are the main sections that have additional content, but they stand by themselves such as the Business Classifications, Products and Services, etc.
25	Tax Registration Number	It is the foreign taxpayer identification number. Oracle allows for foreign tax ids to be used in cases where foreign taxpayers do not have an American Taxpayer Identification Number (TIN).
26	Taxpayer Identification Number (TIN)	A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. Non-resident and resident aliens, their spouses, and dependents who cannot get a Social Security Number (SSN) are eligible for this type of ID.
27	Federal Employee Identification Number (FEIN)	A FEIN is an identification number issued to businesses by the IRS and used by the IRS in the administration of tax laws.
28	VCC Payment Method	The Virtual Credit Card (VCC) payment method promises accelerated terms for faster payment of our invoices. Suppliers registered with Constellation's VCC provider, are alerted when a payment has been made, then they can log in to our provider's website to claim the funds.
29	Vendor Affiliation Questionnaire	The Vendor Affiliation with Public Officials Questionnaire is a set of questions which must be completed by the Supplier during Registration process.
30	W8	The form W-8 must be submitted to Constellation if you are a nonresident alien who is the beneficial owner of an amount subject to withholding, or if you are an account holder of an FFI documenting yourself as a nonresident alien. If you are the single owner of a disregarded entity, you are considered the beneficial owner of income received by the disregarded entity. Submit Form W-88EN when requested by the withholding agent, payer, or FFI whether you are claiming a reduced rate of, or exemption from, withholding. Constellation also accepts W-8BENE, W-8ECI, W-8EXP and W-8IMY.
31	W9	The form W-9 must be submitted to Constellation so that Constellation can provide your correct TIN to determine if we need to file an information return with the IRS to report payments made to you.

1. Please do not use the Back icon on your browser which may lead to lose your work. Use the Next, Save, Save and Continue, Back and Submit buttons to navigate through registration.
2. All fields marked with an asterisk (*) are mandatory.
3. The suppliers are grouped by TIN or W8BEN in Constellation. If you receive a duplicate supplier alert, please contact a Constellation representative for more information on registering.
4. If suppliers leave during pre-registration, they will continue to have access to that data for 48 hours (about 2 days) using the registration link they were provided. The registration link is stored for 48 hours (about 2 days) and then it gets stale and is no longer saved by Oracle. It is only temporary information until you Register the details, someone else can come in and register and start the process again.
5. Instructions can be found on the Constellation home page for how to register subsidiaries in Oracle under a different name but shared TIN with a parent company.
6. Instructions can be found on the Constellation home page for VAQ applicability to help suppliers decide their Supplier Type (Supply, Voucher, and Voucher Exempt).
7. Suppliers need to satisfy multi-factor authentication requirements for logging in and for password resets.
8. Our Supplier Portal accepts attachments with the file types of .7z, .csv, .doc, .docx, .gif, .jif, .jpg, .msg, .pdf, .png, .ppt, .pptx, .rtf, .txt, .xis, .xlsx, .zip
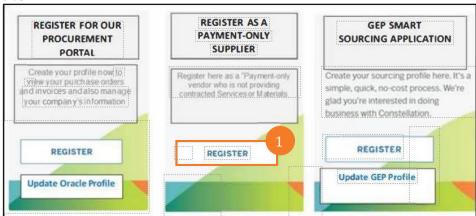
Steps

To register as a supplier with Constellation, navigate to the Supplier Registration Form link present in the Constellation website https://www.constellationenergy.com/our-work/suppliers/prospective-suppliers.html.

1. This process starts from the Constellation website. Navigate to the Suppliers area of the webpage and click the Prospective Suppliers tab. The registration links on the Constellation web page will be associated with the business units for which you will be transacting. For Constellation, there are two types of links to register yourself which are REGISTER FOR OUR PROCUREMENT PORTAL and REGISTER AS A PAYMENT-ONLY SUPPLIER. In this example, the REGISTER AS A PAYMENT-ONLY SUPPLIER is selected. Click the REGISTER button for which applies to you.
Note: Please see the definition of Supply Type in the Terms and Definitions section for help in deciding if you need to register as For Our Procurement Portal (for Supply suppliers) or As A Payment-Only Supplier (for Voucher and Voucher Exempt suppliers). Click the Register button for GEP Smart Sourcing Application to be considered for bids.

2. The Registration window opens, and the Register Supplier Company Details page is displayed once you click the REGISTER button for REGISTER FOR OUR PROCUREMENT PORTAL or the REGISTER AS A PAYMENT-ONLY SUPPLIER.
Note: Fields marked with an asterisk (*) are mandatory. Although Supplier Type and Taxpayer ID fields are not marked with an asterisk, but it is recommended to fill in these details to complete the registration.
   a) Enter the Legal Name of your company in the Company field. This is the name on record with the United States IRS and used when filing the company's U.S. Income tax returns. In this example, Winkel Manufacturing has been entered.
Note:
   - *For United States companies, the W-9 you attach to your registration must have this Legal Name*
   - *The characters allowed in the Company field are restricted to only values the IRS recognizes for TIN matching. Valid characters are Numeric (0- 9); Alpha (A-Z); Hyphen(-); Ampersand(&)*
   - *Please do not put your DBA as your company name*

   b) Select your Tax Organization Type from the drop-down list. The options are:
   - FOREIGN CORPORATION
   - FOREIGN GOVERNMENT AGENCY
   - FOREIGN INDIVIDUAL
   - FOREIGN PARTNERSHIP
   - GOVERNMENT AGENCY
   - INDIVIDUAL (which includes Sole Proprietorships)

- PARTNERSHIP (which includes LLCs)

Note: If you are a foreign person who is working for a US company and taxes should be withheld, select the Tax Organization Type of Foreign Individual. Additionally, you will have a chance later in the registration to designate yourself as 501(c)(3), 501(c)(4), other tax-exempt organization or a health corporation.

c) Select your supplier type from the Supplier Type drop-down list. This is a mandatory field. The options are:
- Supply
- Voucher
- Voucher Exempt.

Note:

- *In most cases your Supplier Type will be Supply.*
- *Contact SupplierMgmtTeam@constellation.com if you believe a different entry is required. Additionally, a list of Constellation Procurement contacts can be found on the Constellation.com Supplier page.*
- *Please refer the Appendix section for more details to determine which suppliers can be exempted from VAQ requirement.*

d) Enter your web site in the Corporate Web Site field. It is not a mandatory field.
e) Select your tax country from the Tax Country drop-down list. In this example, United States has been selected.

Note: You can start typing the required tax country name to view the relatable options from the Tax Country drop-down list.

Either perform step f or g:

f) Enter your company's FEIN in the Taxpayer ID field. Do not enter the FEIN associated with a Disregarded Entity or DBA. Enter your SSN if you do not have a FEIN and you are a Sole Proprietor or Individual. In this example, 998234578 is entered in the Taxpayer ID field.
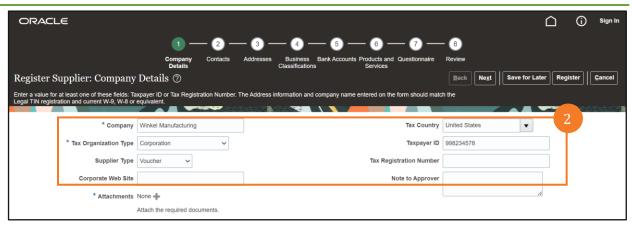
Note:

- *Either FEIN or SSN is required. Failure to enter in the required format will mean your registration request will generate an error.*
- *Our Suppliers are grouped by Taxpayer Identification Number (TIN) or Taxpayer Registration Number. If you receive a duplicate Supplier alert, please contact Constellation Supplier Management team at SupplierMgmtTeam@constellation.com for more information on registering.*

g) Enter your company's Tax Registration Number (VAT) BEN if you are a foreign entity. Enter your SSN if you are Sole Proprietor.

Note:

- *Either Tax Registration Number or SSN is required. Failure to enter in the required format will mean your registration request will generate an error.*
- *Our Suppliers are grouped by Taxpayer Identification Number (TIN) or Taxpayer Registration Number. If you receive a duplicate Supplier alert, please contact Constellation Supplier Management team at SupplierMgmtTeam@constellation.com for more information on registering.*

h) You can enter any helpful notes for consideration in becoming a registered supplier in the Note to Approver field.
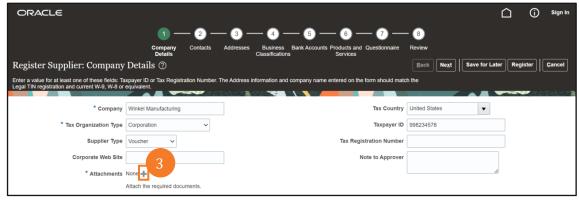
3. Click the + icon to attach any of the following. One of these documents are required for verification.
   - W-9 or equivalent
   - W8BEN (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals))
   - W8BENE(Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities))
   - W8ECI (Certificate of Foreign Person's Claim that Income is Effectively Connected with the Conduct of a Trade or Business in the United States)
   - W8EXP (Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting), and
   - W81MY (Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or certain US Branches for United States Tax Withholding and Reporting).

   Note:
   - *Please upload a completed tax document for the current year or previous year*
   - *Helpful tips when uploading W8 and W9 files:*
     - *Document size matters. Any document larger than 5000 kb will need to be compressed before upload.*

     - *For US Based Entities: Please be sure you upload the completed W-9 tax forms meeting the required fields below:*
       - *Line 1 The Taxpayer's Legal Name*
       - *Line 2 Disregarded Entity or DBA Name. This is an optional field.*
       - *Line 3 The Taxpayer's Tax Classification*
       - *Line 5 The Taxpayer's address (Number, Street, and Suite)*
       - *Line 6 The Taxpayer's address (City, State and Zip code)*
       - *Part I One of the following: Taxpayer's SSN or EIN (also TIN)*
       - *Part II The Taxpayer's signature and Date. Note, must be within 365 days (about 12 months) of current date*

     - *For Non-US Based Entities: Please be sure to upload the completed W-8 tax forms meeting the required fields in the list below. Non-US based entities from a country with a US Tax Treaty must provide the applicable Form Series W-8 tax document. The list of countries can be found here: https:ljwww.irs.gov/businesses/internationalbusinesses/united-states-income-tax-treaties-a-to-z.*
       - *Line 1 Name of organization that is the beneficial owner*
       - *Line 2 Country of incorporation or organization*
       - *Line 4 Chapter 3 Status (Entity Type)*
       - *Line 6 Permanent residence address*
       - *Line 8 and/or 9b US Taxpayer Identification Number and/or Foreign TIN*
       - *Line 14a The beneficial owner's country of residence*
       - *If your entity is from a non-US Tax Treaty country, please contact your Procurement Representative to assist you with this process. A list of Constellation Procurement contacts can be found on the Constellation.com Supplier page.*
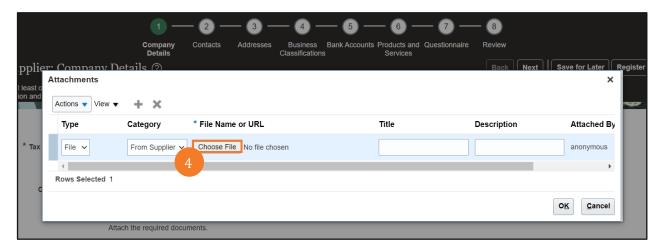
o   *For a supplier who is a Non-US Based Entity and the W-9 box is still required, please make sure to select a structure prefaced with FOREIGN as the Tax Organization Type. Be sure to attach the appropriate Form Series W-8 tax documents.*
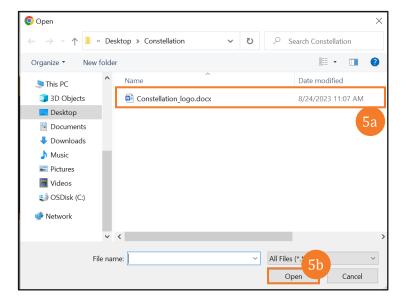

4.   The Attachments pop-up is displayed. Click the Choose File button to select the required file from your local desktop.
Note: The registration request will be rejected if W9, W8 or equivalent tax forms are not attached to the registration request.

5. a) Select the required file from your local desktop. In this example, Constellation_logo has been selected.
    b) Click the Open button.

6. Click the OK button.

7. Enter the required information in the Additional Information section of Register Supplier: Company Details page.

    a) Enter the required SIC code in the SIC Code field. SIC code is required for Voucher and Voucher Exempt suppliers during registration. In this example, V01 is entered.

    Note:
    - *If you do not find a SIC code applicable to your line of business, please be sure to return to the Supplier Type field and update the field to Supply.*
    - *Please refer the Appendix section to view the list of SIC Codes.*

    b) Enter your legal structure in the Legal Structure field. Legal Structure is available to suppliers to designate themselves as 501(c)(3), 501(c)(4), other tax-exempt charity, etc. These designations are normally found on your W8 or W9 forms. In this example, 501(C)(3) is entered.
    c) Enter the name of a Constellation contact, or a Constellation Category Manager who can help facilitate a quicker registration in the Constellation Point of Contact field. In this example, Adri Mazey is entered.

d) Enter the insurance information in the Insurance Type fields with corresponding Coverage Value and Expiration Date. The insurance type fields are:
- Employers Liability (must be $1M minimum)
- General Liability (must be $1M minimum)
- Automobile Liability (must be $1M minimum)
- Excess/ Umbrella Liability (must be $4M minimum)
- Workers Comp Liability (must not be blank)
- Professional Liability (can be any value)
- Environ/Pollution Liability (can be any value)
- Miscellaneous Insurance (can be any value)
- Additional Insured (Yes/No)
- Policies are Primary (Yes/No)
- Suppliers Insurance Provided Waiver of Subrogation (Yes/No)

In this example, 1000000 is entered in General Liability Value and 12/31/2030 is entered in General Liability Expiration Date fields.

8. Enter your contact information in the Your Contact Information section of the Register Supplier: Company Details page. In this example,
- Jay is entered in First Name,
- Mazelsky is entered in Last Name
- jaymazelsky@winkel.com is entered in both Email and Confirm Email fields. Please confirm your email by typing it again into the Confirm Email field. This will ensure that your login credentials will be sent to you at the proper email address. This will also allow us to contact you in relation to the registration. The email entered here will become your user login ID.
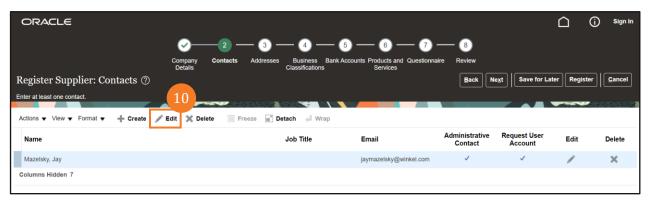

9. Click the Next button to move to the next page once you have completed entering all the details. You will receive an Error message when you click the Next button in case the required fields are not populated.
Note: Alternately, you can click the page numbers on top to move to the next page.

10. Register Supplier: Contacts page is displayed. The contact details are captured from the details entered in Your Contact Information section of the Register Supplier: Company Details page. Click the Edit button to edit the contact.
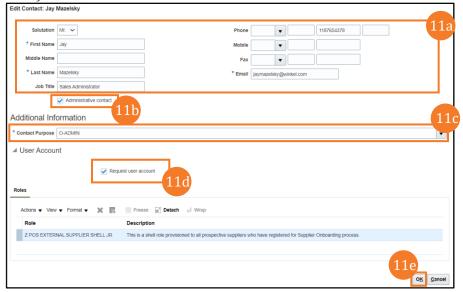

11. The Edit Contact pop-up is displayed.
    a) Enter your Salutation (optional field), First Name, Last Name, Job Title, Phone number, and Email address. In this example,
       - Mr. is selected in Salutation field.
         Note: This is an optional field.
       - First Name field was auto populated from the Your Contact Information section of Register Supplier: Company Details page
       - Last Name field was auto populated from the Your Contact Information section of Register Supplier: Company Details page
       - Sales Administrator is added in the Job Title field
       - 1187654378 is added in the Phone field
    b) Select the Administrative contact checkbox.
    c) Select the required contact purpose in the Contact Purpose drop-down list in the Additional Information section. In this example, O-ADMIN is selected.
    Note: For proper integration with Constellation's purchasing system, please select each Contact Purpose only once
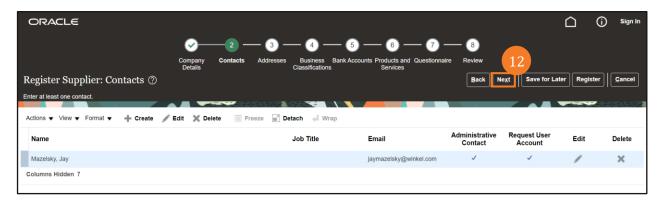   d) Ensure that the Request user account checkbox is selected in the User Account section. You will not receive a link to create your credentials to log into our portal if the Request user account checkbox is left unchecked.

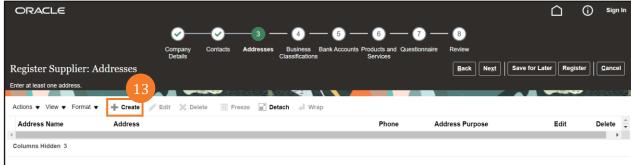e) Click the OK button to save the information.

Note:
- *Multiple Contacts can be added and set up for different purposes after initial registration.*
- *The first Contact in the system is the only person who will have the login credentials and cannot be deleted until a second person is added.*
- *The first Contact in the system is responsible for adding contacts and providing access to others in their organization.*

12. Click the Next button to move to the next page once you have completed entering all the details.
Note: Alternately, you can click the page numbers on top to move to the next page.

13. Register Supplier: Addresses page is displayed. Click the + Create button to add addresses.

14. The Create Address pop-up is displayed. Enter the required details.
   a) Enter an Address Name. The address names you create should be a two-digit unique number. In this example, 02 is entered.
   b) Enter your complete address in the Country, Address Line 1, City, State, Postal Code fields. In this example,
      - United States is entered in Country
      - 7201 N Lindbergh Blvd is entered in Address Line 1
      - Berkeley is entered in City
      - MO is entered in State
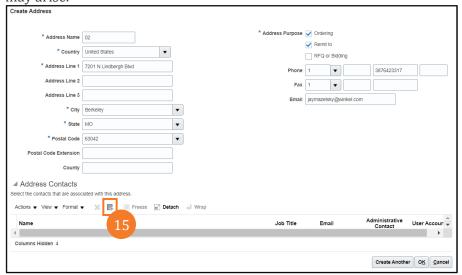   - 63042 is entered in Postal Code field

   Note:
      - *You will have the opportunity to add additional locations later in the process.*
      - *Constellation utilizes Smart data Service or addresses; Search and select addresses using type-ahead autosuggestion in supplier registration and profile management by leveraging a curated global address repository. **Sometimes beginning with the Zip is the easiest way to begin entering an address.*

   c) Select the required Address Purpose checkbox. Choices are Ordering, Remit to, or RFQ or Bidding. Addresses can be set up to have one or more of these purposes as required. For instance, you may have an address where you ship materials from and a different address where you need us to send payment to. In this example, Ordering and Remit to checkboxes have been selected.
   Note:
      - *Ordering address purpose indicates that purchasing documents can be communicated to the supplier address.*
      - *Remit to address purpose indicates that invoice payments can be processed at the supplier address.*
      - *RFQ or Bidding address purpose option is not in scope for Constellation.*

   d) Enter the required Phone number and Email Id to contact this address. Failure to enter phone and email will prevent Procurement from seeing your contact information in their Procurement system. Phone number of the format 999-999-9999 is acceptable. In this example, 3876423317 is entered in the Phone field and jaymazelsky@winkel.com is added in the Email field.

15. Click the Select and Add icon to link the contacts associated to the address. Do not skip this step. The contact selected will be linked to this address and will be the point of contact for any issues that may arise.
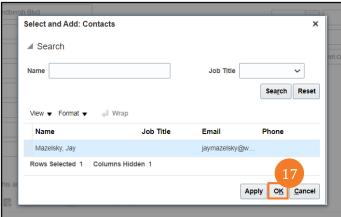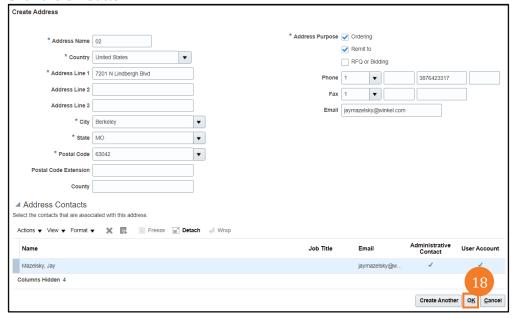
16. The Select and Add: Contacts pop-up is displayed. Select the required contact row to link it to the address.

17. Click the OK button to confirm the selection of the contact.

18. Click the OK button.

19. Click the Next button to move to the next page once you have completed entering all the details.
Note: Alternately, you can click the page numbers on top to move to the next page.

20. Register Supplier: Business Classifications page is displayed. Click the + icon to add business classifications and the certificate details.
Note: You can select the None of the classifications are applicable checkbox if there are no business classifications to be added.
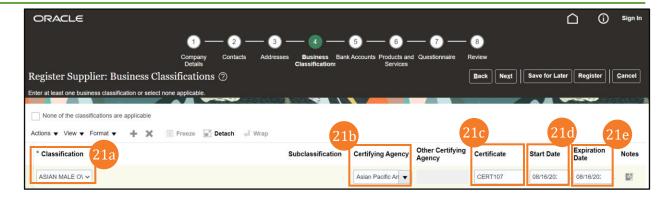

21.   a)   Enter your disadvantaged, minority, and the other diversity certificates. Supplier diversity/socio-economic classifications assist Constellation in identifying business partners throughout the sourcing and acquisition process including Small Businesses teaming partners. Please select your company socio-economic classification status in the Classification field as certified in SAM.gov to ensure correct registration set up and Federal reporting. In this example, ASIAN MALE OWNED BUSINESS is selected from the Classification drop-down list
       b)   Select the required certifying agency from the Certifying Agency drop-down list. In this example, Asian Pacific American Chamber of Commerce (APAAC) is selected.
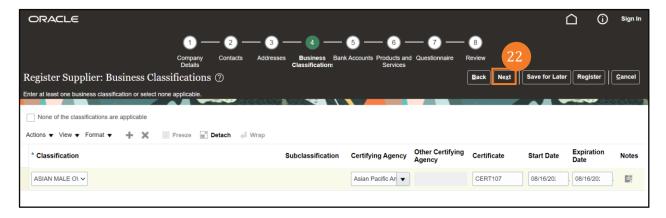   *Note:*
       - *If you do not find your certifying agency in the Certifying Agency drop-down list, you may select Other from the drop-down list and use the free-text field Other Certifying Agency to type in the granting agency's name.*
       - *If you are a 501c4 Supplier, you must attach proof of 501C4 IRS status to the classification.*
       - *Constellation's WMBE Team will review all certifications entered in the Registration Form.*
       - *You should expect to receive expiration notices from Oracle for certificates about to expire if a valid Administrative Contact has been set up.*
       c)   Enter the required certificate value in the Certificate field (optional field). In this example, CERT107 is entered.
       d)   Enter the required start date in the Start Date field. In this example, 08/16/2023 is entered.
       e)   Enter the required expiration date in the Expiration Date field. In this example, 08/16/2025 is entered.
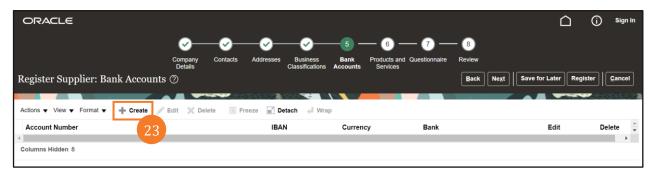
22. Click the Next button to move to the next page once you have completed entering all the details.
Note: Alternately, you can click the page numbers on top to move to the next page.

23. Register Supplier: Bank Accounts page is displayed. Click the + Create button to add bank accounts.
Note: You do not need to add bank accounts in case you receive payment via Check then VCC payments only. You must mandatorily add bank accounts for all the other payment methods.
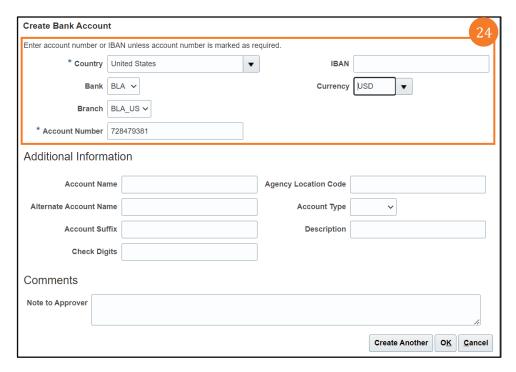
24. The Create Bank Account pop-up is displayed. Enter the required details. In this example,

- United States is entered in Country field. It is a required field.
- BLA is selected from the Bank drop-down list. It is a required field.
- BLA_US must be selected from the Branch drop-down list. It is a required field. Branch name is used for electronic payments and it can be same as the routing number for US companies.
- 728479381 is entered in the Account Number field. It is a required field.
- USD is selected from the Currency drop-down list.

Note:
- *You can start typing the required country name to view the relatable options from the Country drop-down list.*
- *As Constellation's supplier, you are responsible for ensuring any new bank account additions are valid.*
- *You may be requested to provide any bank account change requests accompanied with a letter attached on Supplier letterhead for Constellation to validate.*
- *Domestic Bank account routing numbers are limited to 9 digits.*
- *Bank and bank branches are maintained by Constellation's Cash Management team. If your bank or bank branch is not found, please contact Cash Management team at Cash.Accounting@Constellation.com to have it added.*
- *Please email SupplierMgmtTeam@constellation.com with any bank account related queries.*

Create Bank Account 24

Enter account number or IBAN unless account number is marked as required.

* Country: United States	IBAN:
Bank: BLA	Currency: USD
Branch: BLA_US	
* Account Number: 728479381	

Additional Information

Account Name:	Agency Location Code:
Alternate Account Name:	Account Type:
Account Suffix:	Description:
Check Digits:	

Comments

Note to Approver:
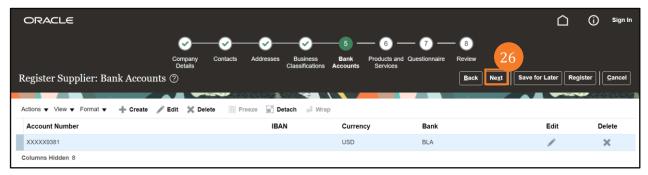
Create Another   OK   Cancel
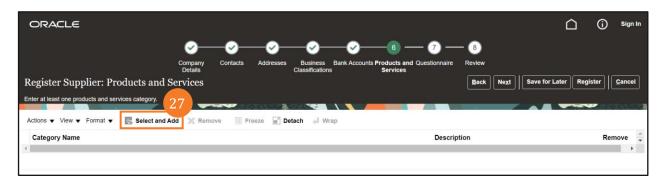
25. Click the OK button.
    Note: You can add more bank accounts using the Create Another button.

26. Click the Next button to move to the next page once you have completed entering all the details.
    Note: Alternately, you can click the page numbers on top to move to the next page.
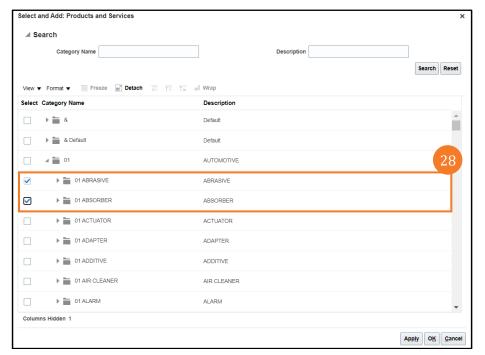

27. Register Supplier: Products and Services page is displayed. Click the Select and Add button to select and add the products and services with which you are associated.

28. The Select and Add: Products and Services pop-up is displayed. Select the appropriate Category Name checkbox. The Category Names can be expanded to additional sub-categories that roll-up into the main one. In this example, 01 ABRASIVE and 01 ABSORBER checkbox is selected.
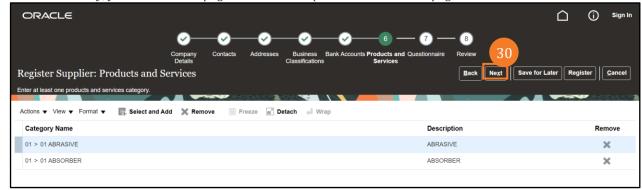*Note: You can alternatively search for the required Category Name in the Search section.*
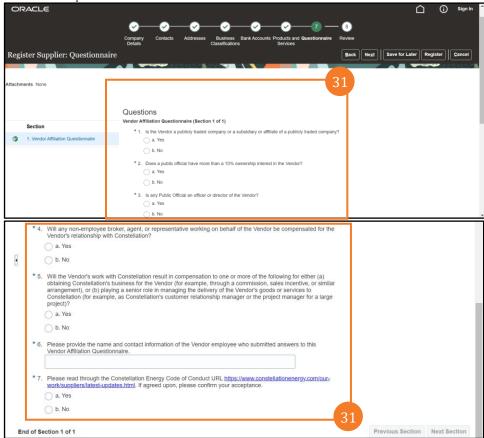

29. Click the OK button.

30. Click the Next button to move to the next page once you have completed entering all the details.
Note: Alternately, you can click the page numbers on top to move to the next page.

31. Register Supplier: Questionnaire page is displayed. This is a Vendor Affiliation with Public Officials Questionnaire (VAQ) which must be filled in by the supplier to complete the compliance requirements.
   a) Answer all the questions by selecting a response as applicable.
   b) Your responses to some questions will determine whether additional questions are asked.
   c) Completing this questionnaire includes requirement to accept Constellation's Code of Conduct.
   d) Once you submit your responses, you cannot change your responses.
   e) Constellation retains information records on who completed the questionnaire and when was it completed.

32. Click the Next button to move to the next page once you have completed entering all the details.
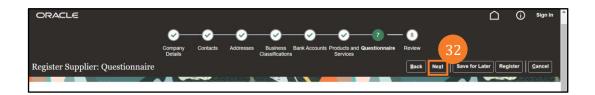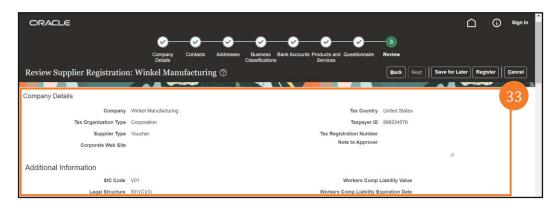*Note: Alternately, you can click the page numbers on top to move to the next page.*

33. Review Supplier Registration page is displayed. Scroll down and review all the details entered in the Supplier Registration Form and make changes, if required.

34. Click the Register button to submit the Supplier Registration Form.
Note: You can also click the Save for Later button which will save your registration so that you can go back and visit it later. Your Taxpayer ID or Tax Registration Number will not be saved for security reasons.

35. A Confirmation pop-up is displayed which shows that the registration request was submitted, and an e-mail will be received after the registration request is reviewed. Click the OK button.
Note: Once you submit the registration form to Constellation:

- *You will receive an email containing your login credentials*
- *Duplicate TIN verification program is triggered which will check other pending supplier account requests for similar supplier names, taxpayer IDs and tax registration number combined with tax country. The duplicate check does not consider the existing active supply base.*

You have successfully completed the steps for Filling out Supplier Registration Form.

1. Suppliers Exempted from the VAQ Requirement

The following types of entities are exempted from completing the VAQ:

Sl. No.	Description
1.	Bank Fees related to Mergers, Acquisitions and Divestitures
2.	Bank Fees, Interest and Dividends
3.	Bank Payments in support of Corporate Credit Card Program
4.	Board of Directors Fees and Trustee Expenses/Fees
5.	Bulk Postage Accounts
6.	Co-Owner Reimbursements
7.	Corporate Claims
8.	Corporate Membership Dues
9.	Corporate Refunds
10.	Direct Payments to Media Companies
11.	Donations (Documentation of Corporate Relations Approval)
12.	Employee Benefits
13.	Entertainment Companies such as Zoos, Museums, etc.
14.	Exelon Companies
15.	Federal, State, City and Local Taxes
16.	Foreign Companies
17.	Human Resource Reimbursements

18.	Insurance Related Fees
19.	Intercompany
20.	Landowners
21.	Nuclear Fuels
22.	Payment to Local Publication for Ads or Legal Notices
23.	Safety Land Bonds, Trucks and Trailer Stickers
24.	Storm Event Payments for Mutual Assistance
25.	Supplier Credits (Only for Accounts Payable Use)
26.	Transportation Right of Ways
27.	Unclaimed Property Payments
28.	Utility Bill Payments for Company Properties
29.	Utility Distribution Company Payments (Only for Constellation Retail Use)
30.	Vendor Refunds (Only for Accounts Payable Use)
31.	Voucher Companies Paid via Automated Feed from other Exelon Systems
32.	Wage Garnishments
33.	Wholesale Energy and Renewable Settlements

2. SIC Codes

Here are the SIC Codes and their descriptions that are available to you to choose in the Registration form:

SIC Codes	Description
V01	INSURANCE RELATED PAYMENTS (ONLY FOR BSC INSURANCE USE)
V02	BANK FEES, INTEREST AND DIVIDENDS (ONLY FOR BSC TREASURY USE)

V03	CORPORATE MEMBERSHIP DUES
V04	EMPLOYEE BENEFITS (ONLY FOR HUMAN RESOURCES USE)
V05	HUMAN RESOURCES REIMBURSEMENTS
V06	FEDERAL, STATE, CITY, & LOCAL TAXES
V07	BOARD OF DIRECTORS/TRUSTEE FEES (ONLY BSC LEGAL GOVERNANCE)
V09	WAGE GARNISHMENTS
V10	CORPORATE CLAIMS
V12	WHOLESALE ENERGY AND RENEWABLES SETTLEMENTS
V13	PAYMENTS TO OR MANDATED BY GOVERNMENT AGENCIES
V14	UTILITY BILL PAYMENTS FOR COMPANY PROPERTIES
V15	STORM EVENT PAYMENTS FOR MUTUAL ASSISTANCE
V16	BULK POSTAGE ACCOUNTS
V18	DONATIONS (DOCUMENTATION OF CORPORATE RELATIONS APPROVAL)
V19	REAL ESTATE AGREEMENT PAYMENTS (ONLY FOR REAL ESTATE USE)
V20	TRANSPORTATION RIGHT OF WAYS (UTILITY MAINTENANCE BASED)
V21	<$30K ONE-TIME INDIVIDUAL SPEAKER FEES (NO AGENCIES)
V22	BANK FEES RELATED TO M&A/DIVESTURES (ONLY BSC CORP DEV)
V23	CUSTOMER REFUNDS
V24	BROKER PAYMENTS (ONLY CONSTELLATION RETAIL AND WHOLESALE OPS
V25	SUPPLIER CREDITS (ONLY FOR ACCOUNTS PAYABLE USE)
V26	VENDOR REFUNDS (ONLY FOR ACCOUNTS PAYABLE USE)
V27	ESCHEATMENTS (ONLY FOR ACCOUNTS PAYABLE USE)

V28	BANK PAYMENTS SUPPORTING CORP. CREDIT CARD PROGRAM (ONLY AP)
V29	UNCLAIMED PROPERTY PAYMENTS (SEE CA-DO-105 - ONLY FOR AP)
V30	LEGAL SERVICES (SEE LG-DO-3102 AND RC-CC-11 - ONLY LEGAL USE
V31	UDC PAYMENTS (ONLY FOR CONSTELLATION RETAIL USE)
V32	PAYMENT TO LOCAL PUBLICATION FOR ADS OR LEGAL NOTICES
V33	<$30K EVENT SPONSORSHIPS (NOT POLITICAL OR CHARITABLE ORGS)
V34	CHIEF SUPPLY OFFICER APPROVED VOUCHERS ONLY
V35	INTERCOMPANY-PROJECT FINANCE SETTLEMENT
V36	CO-OWNER REIMBURSEMENTS
V99	CONSTELLATION ONLY - TEMPORARY TRANSITION CODE
V38	CORPORATE POLITICAL CONTRIBUTIONS - PER LE-AC-23
V39	FINANCIAL MANAGEMENT FEES
V40	TSA BILLING - FINANCE APPROVED ONLY