

# How to be registered and qualified in Engie's supplier database?



Engie uses SAP' s **Ariba** tool to **create, register** and **qualify** its suppliers.

REGISTRATION STEP

**Supplier registration** is the step during which Engie collects basic information from its suppliers:

- **Basic Info**
- **Bank details**
- **Contacts**
- ...

QUALIFICATION STAGE

**The qualification** of a supplier is the step by which Engie ensures that it can work safely with a supplier. It consists of:

- **A purchasing qualification questionnaire**
- **Collection of legal documents (proof of existence, etc.)**
- **A health and safety charter to be signed** in the event of an on-site intervention
- **A health and safety questionnaire** in the event of a risky intervention on site or on a high-risk site

These two steps can be carried out:



**1** Via the SAP Business network at the invitation of an Engie buyer

OR

**2** By the buyer directly after collecting the necessary information by email from the supplier

Only the case **2** presented in this document



If you encounter any difficulties, send an email to: [engieonboardingproject@engie.com](mailto:engieonboardingproject@engie.com)

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## CASE 2: REGISTRATION AND QUALIFICATION BY THE BUYER AFTER COLLECTING THE NECESSARY INFORMATION BY EMAIL FROM THE SUPPLIER

1

An Engie employee or an Engie buyer wants to work with a supplier and makes a **request to create a supplier in Ariba**

2

The Engie employee or buyer sends an email to the supplier. The email contains attachments to be completed by the supplier

3

The supplier completes the various attachments and returns them by email to his buyer



4

The buyer integrates the supplier's responses into Ariba. The supplier is then registered and qualified in the Engie database. He can then receive orders, win tenders and sign contracts.



Details in the following slides



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## CASE 2: REGISTRATION AND QUALIFICATION BY THE BUYER AFTER COLLECTING THE NECESSARY INFORMATION BY EMAIL FROM THE SUPPLIER

Dear **[Contact Name]**,

As part of your registration process as a supplier within the ENGIE Group, we kindly ask you to complete the attached Excel files:

- Basic Supplier Information – Full Process
- Purchasing Questionnaire
- Internal Health & Safety Questionnaire **[to be removed by the requester if not required]**
- Signed Health & Safety Essentials Guide **[to be removed by the requester if not required]**
- KBIS extract or company registration certificate (please attach the certificate in your email response) **[to be removed by the requester if not required]**

We also kindly ask you to confirm in your email response that you accept our Ethical Code of Conduct.

The ENGIE Ethical Code of Conduct applies to all Group employees worldwide, as well as to any person assigned to a Group entity by an external company. It sets out the ethical principles that every employee must respect in their professional practices and behaviour.

[ENGIE Ethical Code of Conduct | ENGIE](#)

Please send us these items **by [desired deadline]**, so that we can finalise your registration in our systems.

Do not hesitate to contact us if you have any questions.

Best regards,



The Engie employee or buyer adjusts their email according to your situation.

**It systematically requests:**

- Your basic administrative information
- The completed purchasing questionnaire

**If necessary, he or she requests:**

- **Proof of existence** (optional because Engie sometimes collects it via the **APROVALL** tool)
- **The health and safety charter to be signed** in the event of an on-site intervention
- **The health and safety questionnaire** in the event of a risky intervention on site or on a high-risk site



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| Elements                         | Mandatory / optional  | Format                                 | Additional Information  |
|----------------------------------|---|--|---|
| Basic Administrative Information | Mandatory / Systematically requested                                  | Excel to complete                      | Attach any supporting documents (bank details, for example) requested in the questionnaire.   |
| Purchasing questionnaire         | Mandatory / Systematically requested                                  | Excel to complete                      | Check the completeness of the excel file before sending it back to the buyer  |
| Proof of existence               | Mandatory if requested by the buyer                                   | To be attached                         | If nothing is requested by the buyer/employee, you will be contacted by email by our partner APROVALL<br><br>Depending on the country, other documents may be requested by APROVALL (depending on local regulations).           |
| Health and Safety Charter        | Mandatory in the event of an on-site intervention                     | To be attached signed as an attachment | -   |
| Health and safety questionnaire  | Mandatory in the event of a risky intervention or on a high-risk site | Excel to complete                      | Attach any supporting documents requested in the questionnaire.<br><br>Check the completeness of the excel file before sending it back to the buyer<br><br>The number of employees in your company influences the questionnaire |



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## EXAMPLE OF THE HEALTH AND SAFETY QUESTIONNAIRE

| A                 | B  | C       |
|-------------------|--|---------|
| <b>User Guide</b> |  |         |
| #                 | Instruction  | Version |
| 1                 | Please select the questionnaire that matches your profile                        |         |
| 4                 | Questionnaire > 9 employees  |         |
| 5                 | Questionnaire 1-9 employees  |         |
| 6                 | Supplier should the questionnaire corresponding to the their number of employees |         |
| 2                 | FOR THE QUESTIONS (Column D)   |         |
| 0                 | MUST BE COMPLETED  |         |
| 1                 | OPTIONAL   |         |
| 2                 | DOCUMENT TO BE ATTACHED IF YOU ANSWERED YES TO THE PREVIOUS QUESTION             |         |
| 3                 | DON'T FORGET TO ATTACH THE REQUIRED DOCUMENTS TO YOUR EMAIL                      |         |

- 1 The number of employees in your company influences the questionnaire
- 2 Check the completeness of the excel file before sending it back to the buyer
- 3 Attach any supporting documents (bank details, for example) requested in the questionnaire.

| B  | D | E | G   | H  | I                          |
|--|---|---|---|----|----------------------------|
| Answer   |   |   | Supplier Name   |    | QUESTIONNAIRE >9 EMPLOYEES |
| format   |   |   | VAT Number  |    |                            |
| ent for assessing professional risks?  |   |   | Questionnaire Completed at  | 0% |                            |
| Have you ever formalised a health and safety plan? (e.g. Prevention Plan, Health and Safety Management Plan) ? |   |   | PLEASE ATTACH TO YOUR EMAIL THE DOCUMENTS LISTED ON THE RIGHT                 |    |                            |
| 5.2.3 Please add an attachment   |   |   | MUST BE COMPLETED   |    |                            |
| 5.2.4  |   |   | OPTIONAL (can change to "Must Be completed" color if you put "Yes" for some q |    |                            |
| 5.3  |   |   | DOCUMENT TO BE ATTACHED   |    |                            |
| 5.3.1  |   |   |   |    |                            |
| 5.3.2  |   |   |   |    |                            |
| 5.3.3  |   |   |   |    |                            |
| 5.3.4  |   |   |   |    |                            |
| 5.3.6  |   |   |   |    |                            |
| 5.3.7  |   |   |   |    |                            |
| 5.3.8  |   |   |   |    |                            |
| 5.3.10   |   |   |   |    |                            |
| 5.3.11   |   |   |   |    |                            |
| 5.3.13   |   |   |   |    |                            |
| 5.3.15   |   |   |   |    |                            |
| 5.3.16   |   |   |   |    |                            |
| 5.3.17   |   |   |   |    |                            |
| 5.3.19   |   |   |   |    |                            |
| 5.3.21   |   |   |   |    |                            |
| 5.3.22   |   |   |   |    |                            |
| 5.4  |   |   |   |    |                            |
| 5.4.1  |   |   |   |    |                            |



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