

Supplier Registration Guide

*Consumers Energy
Jackson, MI*



May 2019

PLEASE NOTE:

- This process only REGISTERS your company through the POWERADVOCATE SYSTEM
- Completing the registration does not QUALIFY or ACCEPT your company for doing business with Consumers Energy
- Suppliers still need to be APPROVED by Consumers

The Registration Process



Step 1: Please follow the link to access Consumers Energy's supplier registration

<https://poweradvocate.com/publicRegister.do?companyKey=khwNqD0PRXE%3D>



The Registration Process



Step 2: Please enter the security code shown in the pop-up box

The screenshot shows a web browser window with the URL https://www.poweradvocate.com/publicRegistration.do?companyKey=khwNqD0PRXE%3D&locale=en_US. The page header includes the "Consumers Energy" logo and "Count on Us" tagline, followed by "Powered By PowerAdvocate". A left sidebar contains a menu with items: Email Check, User Information, Company Search, Company Selection, Account Information, Location Information, Business Information, Business Biography, Diversity Classifications, and Products And Services. The main content area is titled "Email Security Check" and contains the text: "Welcome! For security purposes, please enter your email address below." Below this is an "Email Address *" input field. A red asterisk indicates a required field. A pop-up box is overlaid on the page, containing the text: "To begin registration, enter the security code shown in the image below." Below this is a "Security Code *" input field. An arrow points from a dark blue callout box to the security code input field. The callout box contains the text: "To ensure the security of the website, please enter the characters exactly as you see them on your screen". The security code image shows the characters "37ghp" in a stylized font. Below the input field is a link that says "Cliquez ici pour voir le français". At the bottom of the page, there is a footer with contact information: "PowerAdvocate Corporate: (857) 453-5700 • PowerAdvocate Technical Support: (857) 453-5800 • support@poweradvocate.com" and "Copyright 2001-2019 Power Advocate, Inc. All rights reserved. • Terms of Use".

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To ensure the security of the website, please enter the characters exactly as you see them on your screen

The Registration Process




Step 3: Please enter your email address

PowerAdvocate Registration

https://www.poweradvocate.com/publicRegistration.do?companyKey=khwNqD0PRXE%3D&locale=en_US

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Email Check

- User Information
- Company Search
- Company Selection
- Account Information
- Location Information
- Business Information
- Business Biography
- Diversity Classifications
- Products And Services

Email Security Check

Welcome! For security purposes, please enter your email address below.

Email Address * :

* Required Field

Your use of the site is governed by these [Terms of Use](#). By clicking on the "Continue" button below to start this registration process, you acknowledge that you have read these Terms of Use and you accept and agree that, each time you use the Site, you will be bound by the Terms of Use then accessible through the link(s) on the login page.

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The Registration Process




Step 4: Please enter your basic user information

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User Information

Email Check
User Information
Company Search
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Diversity Classifications
Products And Services

First Name * :

Last Name * :

Email Address:

Work Phone * :

* Required Field

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The Registration Process




Step 5: Please enter your company's name

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Company Search

Please type your company name in the box and click Continue.

Company Name * :

* Required Field

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The Registration Process



Step 6: Please select or add your company

PowerAdvocate Registration

https://www.poweradvocate.com/publicRegistration.do?companyKey=khwNqD0PRXE%3D&locale=en_US

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Company Selection

The companies below are registered with names similar to the company name you entered. If your company name is displayed in the list below, please select it and then click Continue.

If the name of your company is not listed, select "Add company name" and enter your company name, then click Continue.

Registered Companies with similar names to PowerAdvocate.

Exact Matching Companies			
Select	Company Name	Active Users	Office Locations
<input type="radio"/>	PowerAdvocate	195	19

Similar Matching Companies			
Select	Company Name	Active Users	Office Locations
<input type="radio"/>	PowerAdvocate	195	19
<input type="radio"/>	PowerAdvocate Vendor	4	1
<input type="radio"/>	PowerAdvocate Example Supplier 8	3	1
<input type="radio"/>	Company A PowerAdvocate Test	2	1
<input type="radio"/>	PowerAdvocate Example Supplier 7	1	2

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If your company name is listed as one of the Exact or Similar Matching Companies, please select it

The Registration Process



Step 6: Please select or add your company

PowerAdvocate Registration

https://www.poweradvocate.com/publicRegistration.do?companyKey=khwNqD0PRXE%3D&locale=en_US

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Company Selection

Select	Company Name	Active Users	Office Locations
<input type="radio"/>	PowerAdvocate	195	19

Similar Matching Companies

Select	Company Name	Active Users	Office Locations
<input type="radio"/>	PowerAdvocate	195	19
<input type="radio"/>	PowerAdvocate Vendor	4	1
<input type="radio"/>	PowerAdvocate Example Supplier 8	3	1
<input type="radio"/>	Company A PowerAdvocate Test	2	1
<input type="radio"/>	PowerAdvocate Example Supplier 7	1	2
<input type="radio"/>	PowerAdvocate Test Supplier		

Add company name (as you would like it to appear in our database):

☒ PowerAdvocate

Back Cancel Continue

Only add your company name if it is not listed in any Matching Companies

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Step 7: Please enter your login and personal information

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Account Information

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User Name * : e.xample
Password * :
Confirm Password * :

Contact Information

Salutation: Mr. ▾
Full Name: Eddie Xample
Title * : Construction Product Engineer
Time Zone * : (UTC-5:00) Eastern Standard Time ▾
Phone:
Fax Number:
Mail Stop:

* Required Field

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The Registration Process



Step 8: Please select or add your company location

PowerAdvocate Registration

https://www.poweradvocate.com/publicRegistration.do?companyKey=khwNqD...

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Location Information

If your company location is not listed, select Add New Location and click Continue.

Select	Site Name	Address	State/Province	Zip/Postal Code	Coun...	Phone
<input checked="" type="radio"/>	PowerAdvocate	179 Lincoln Street Boston	MA	02111	USA	857-453-5808

☐ Add New Location

Back Cancel Continue

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If your address is listed as a Registered Location, please select it and skip to Step 10 of this guide

If your address is not listed as a Registered Location, please select to add it

The Registration Process



Step 9: Please add your location information (if applicable)

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Add Location Information

Country * : United States

Address 1 * : 179 Lincoln Street

Address 2 :

Town/City * : Boston

State/Province * : Massachusetts

Zip/Postal Code * : 02111

Site Type * : Corporate

Site Name:

Site Phone:

Site Description:

* Required Field

Back Cancel Continue

Please fill out all * Required Fields
Feel free to fill out other relevant fields, as well

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Step 10: Please add your business information

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Business Information

Parent Company:

Company Legal Name:

Doing Business As:

Tax ID Number (EIN) * :

DUNS Number:

Company Website:

Company Phone Number:

Company Fax Number:

Company Email Address:

Primary NAICS Code:

Secondary NAICS Code:

Please enter other customer references that are in our industry or an affiliate of our company:

Company Name	Contact Name	Phone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Please fill out all * Required Fields
Feel free to fill out other relevant fields, as well

The Registration Process





Step 11: Please add your business biography

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Add Location Information

Business Information

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Products And Services

Business Biography

Year Company was Founded * : 2002

Number of Permanent Employees * : 200

Is your company unionized? * : ☐ Yes ☒ No

Annual Revenue for 2016:

Annual Revenue for 2015:

Annual Revenue for 2014:

Company Ownership: Privately Owned ▼

Owner Name	Title	Email	% Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Required Field

Back

Cancel

Continue

Please fill out all * Required Fields

Feel free to fill out other relevant fields, as well

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Step 12a: Please select your company's diversity classification(s)

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Diversity Classifications

Products And Services

Diversity Classifications

Please indicate below whether you are a diverse supplier and select all applicable diversity classifications. *

As applicable, attach certification from one (or more) of the following:

- National Veterans Business Development Council (NVBDC)
- Disabled Veteran Business Enterprise Certification
- Michigan Minority Supplier Development Council (MMSDC) or National Minority Supplier Development Council (NMSDC)
- Great Lakes Women's Business Council (GL-WBC) or Women's Business Enterprise National Council (WBENC)
- Disability-Owned Business Enterprise (DOBE)
- LGBT Business Enterprise (LGBTBE)
- Michigan Based Business (MBB)*

* Note: A Michigan Based Business must have a primary business address and a remittance address in Michigan.

If you do not have official certification(s), please instead attach the **Consumers Energy Supplier Diversity Self-Certification Form**.

For Additional information email [Consumers Diversity Team](#)

☒ Diverse ☐ Not Diverse

Diversity Classifications

Diversity Classifications	Document	Reference ID
<input checked="" type="checkbox"/> Minority-Owned Business Enterprise (MBE)		
<input type="checkbox"/> Disabled Business Enterprise (DIS)		
<input type="checkbox"/> Disabled Veteran-Owned Business Enterprise (DVET)		
<input type="checkbox"/> LGBT-Owned Business Enterprise		
<input type="checkbox"/> Michigan Based Business (MBB)		

The Registration Process



Step 12b: Please upload your supporting diversity documentation (if applicable)

If you indicate you are a diverse organization or a Michigan business, you will be prompted to upload documentation of certification.

Upload Diversity Document

Classification: Woman-Owned Business Enterprise (WBE)

Document * : Browse...

Effective Date * :

Expiration Date * :

* Required Field

Submit Cancel

Note: For **Michigan based businesses**, no certification form is required. Simply upload a document here with your Michigan based remittance address.

Upload Diversity Document

Classification: Michigan Based Business (MBB)

Document * : Browse...

Effective Date * :

Expiration Date * :

* Required Field

Submit Cancel

The Registration Process



Step 13: Please select the Products & Services that your company provides

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Products And Services

Products And Services

Please select your products and services below:

All Items

- ⊕ Mechanical Equipment
- ⊕ Mining Equipment
- ⊕ Mining Services
- ⊖ Nuclear Systems
 - ⊕ Contaminated Laundry
 - ⊕ Nuclear Components
 - ⊖ Nuclear Fuel
 - ☐ Nuclear Fuel
 - ☐ Nuclear Refining and Enrichment
 - ☒ Uranium
 - ⊕ Nuclear Instrumentation
 - ⊕ Nuclear Maintenance and Repair Services

Saved Items

- ⊖ Corporate
 - ⊖ Food Services
 - ☐ Groceries
 - ⊖ Nuclear Systems
 - ⊖ Nuclear Fuel
 - ☐ Uranium

Add Item(s)
Remove Item(s)

Please select all the products and services your company provides and add them

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Step 14: Please click on Finish

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You need to click on "Finish" to submit your company registration

Please select your products and services below

All Items

- ☐ Mechanical Equipment
- ☐ Mining Equipment
- ☐ Mining Services
- ☐ Nuclear Systems
 - ☐ Contaminated Laundry
 - ☐ Nuclear Components
 - ☐ Nuclear Fuel
 - ☐ Nuclear Fuel
 - ☐ Nuclear Refining and Enrichment
 - ☒ Uranium
 - ☐ Nuclear Instrumentation
 - ☐ Nuclear Maintenance and Repair Services
 - ☐ Nuclear Radiation Protective Supplies

Note:
After submitting your company's registration, you may go back and edit your information at any time by logging in to <https://www.poweradvocate.com/>

Add Item(s)
Remove Item(s)

Nuclear Systems

- ☐ Nuclear Fuel
 - ☐ Uranium

Back Cancel Finish

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You're all set!




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https://www.poweradvocate.com/publicRegistrationComplete.do?locale=en_US

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A Verisk Business

Registration : Complete

Congratulations! You have successfully completed your PowerAdvocate registration.

You may now Login at any time to update your personal and company profile or view Bid Events, Contracts, and Portals.

If you have any questions, please contact : support@poweradvocate.com.

Close

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Thank you for registering with Consumers Energy!
If you experience any issues with your login, please contact
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