



AGL Resources®

Supplier Registration Guide

 PowerAdvocate®

The Registration Process



Step 1: Please follow the link from your customer's Website

The screenshot displays the AGL Resources website interface. At the top right, there are navigation links for Annual Reports, Alerts, Events, and Contact Us. Below these is a search bar with the text "Visit Our Websites" and a "SEARCH" button. The main navigation menu includes About Us, Investor Relations, Corporate Governance, Community Relations, Press Room, and Careers. On the left side, there is a sidebar menu with "About Us" and "Supplier Information" highlighted. The "Supplier Information" section includes links for Supplier Registration, PO Terms and Conditions, and Supplier Diversity. The main content area shows the breadcrumb "Home > About Us > Supplier Information > Supplier Registration" and the stock price "NYSE: GAS \$49.76 +0.63 Apr 7 2014 10:58AM ET". The "Supplier Information" section contains a "Supplier Registration Form" heading and a paragraph explaining AGL Resources' policy on dealing with contractors and suppliers. Below this, there is a "Begin Registration >" button. An orange callout box with an arrow points to this button, containing the text "Access the registration link directly from the AGL Resources website".

AGL Resources®

Annual Reports Alerts Events Contact Us

Visit Our Websites SEARCH

About Us Investor Relations Corporate Governance Community Relations Press Room Careers

■ About Us

- Our Business
- Executive Leadership
- Board Of Directors
- Diversity
- Annual Reports
- Proxy Statement
- Shareholders Meeting Vote Update
- **Supplier Information**
 - Supplier Registration
 - PO Terms and Conditions
 - Supplier Diversity
 - Business Development
 - Second Tier Reporting
 - Certification Agencies
 - Partnerships
 - FAQs

Home > About Us > Supplier Information > Supplier Registration

NYSE: GAS \$49.76 +0.63
Apr 7 2014 10:58AM ET

Supplier Information

Supplier Registration Form

AGL Resources and its subsidiaries do business with many contractors and suppliers. It is a fundamental policy of AGL Resources that such dealings shall be conducted on a fair and non-discriminatory basis, free from improper influences, so all participating contractors and suppliers may be considered on the basis of quality and overall cost of the product or service.

Our policy is to seek out and obtain the best value for AGL Resources. Accordingly, AGL Resources will not recognize any oral agreements; and conversations with AGL Resources employees or representatives shall not be construed to imply a commitment of obligation on behalf of AGL Resources. Any information disclosed or made known to AGL Resources shall be deemed public and non-proprietary. Information shall not be received in confidence, unless a prior written agreement authorizing such exchange of information has been executed by an authorized representative of AGL Resources.

Prior to registering, we encourage you to view the Registration Process guide.

Access the registration link directly from the AGL Resources website

[Begin Registration >](#)

The Registration Process



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

The screenshot shows the AGL Resources website registration interface. On the left is a navigation menu with items like 'Email Check', 'User Information', 'Company Search', etc. The main content area is titled 'Email Security Check' and contains a form with an 'Email Address *' field. A pop-up window is overlaid on the form, containing the text: 'To begin registration, enter the security code shown in the image below.' Below this text is a 'Security Code *' field and a small image of a security code 'g7bf4'. A 'Click here for audio.' link is positioned below the image. A 'Submit' button is at the bottom of the pop-up. An orange callout box with white text points to the security code image, stating: 'To ensure the security of the website, please enter the characters exactly as you see them'.

The Registration Process



Step 3: Please enter your email address



Powered By  PowerAdvocate®

Email Check	Email Security Check
User Information	Welcome! For security purposes, please enter your email address below.
Company Search	Email Address * : <input type="text" value="john.doe@poweradvocate.com"/>
Company Selection	* Required Field
Personal Information	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.
Location Information	<input type="button" value="Cancel"/> <input type="button" value="Continue"/>
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

The Registration Process



Step 4: Please enter your basic user information



Powered By  PowerAdvocate®

Email Check	User Information
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

First Name * :

Last Name * :

Email Address:

Work Phone * :

* Required Field

The Registration Process



Step 5: Please enter your company's name



Powered By  PowerAdvocate®

Email Check	Company Search
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

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

Company Name * :

* Required Field

The Registration Process



Step 6: Please select or add your company



Powered By PowerAdvocate®

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

Email Check
User Information
Company Search
Company Selection
Personal Information
Location Information
Business Information
Business Biography
Diversity Classifications
Products And Services

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, Inc..

Exact Matching Companies

Select	Company Name	Active Users	Office Locations
<input type="checkbox"/>			

Similar Matching Companies

Select	Company Name	Active Users	Office Locations
<input type="radio"/>	PowerAdvocate	157	15
<input type="radio"/>	PowerAdvocate USA	5	1
<input type="radio"/>	PowerAdvocate Example Supplier 8	1	1
<input type="radio"/>	PowerAdvocate Example Supplier 5	1	1
<input type="radio"/>	PowerAdvocate Example Supplier 3	1	1
<input type="radio"/>	PowerAdvocate Example Supplier 2	1	1

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

The Registration Process



Step 6: Please select or add your company



Powered By PowerAdvocate®

Company Selection

Registered Companies with similar names to PowerAdvocate, Inc..

Exact Matching Companies

Select	Company Name	Active Users ▼	Office Locations
<input type="radio"/>			

Similar Matching Companies

Select	Company Name	Active Users ▼	Office Locations
<input type="radio"/>	PowerAdvocate Example Supplier 2	1	1
<input type="radio"/>	PowerAdvocate Example Supplier 1	1	1
<input type="radio"/>	PowerAdvocate Example Supplier 9	1	1
<input type="radio"/>	PowerAdvocate Example Supplier 7	1	1
<input type="radio"/>	PowerAdvocate Example Supplier 4	1	1

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

If your company name is not listed in the Matching Companies, please scroll down to add it

The Registration Process



Step 7: Please enter your login and personal information



Powered By PowerAdvocate®

Email Check	Personal Information
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

Login Information

Please enter a user name and password. These are case sensitive fields ("JDoe" is not the same as "jdoe"). Your user name and password each must be at least 8 characters in length. In addition to plain alphabet characters, your password must have at least 1 number or non-alphanumeric character.

User Name * :

Password * :

Confirm Password * :

Personal Information

Salutation:

Full Name:

Title * :

Time Zone * :

Mobile Phone:

Fax Number:

Mail Stop:

* Required Field

The Registration Process



Step 8: Please select or add your company location



Powered By PowerAdvocate®

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

Email Check

User Information

Company Search

Company Selection

Personal Information

Location Information

Business Information

Business Biography

Diversity Classifications

Products And Services

Location Information

The registered locations below are associated with your company. Look through the entire list below. If your location is listed, please select it using the appropriate radio button and click Continue.

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

Registered Locations

Select	Site Name	Address	State/Province	Zip/Postal Code	Country..	Phone
--------	-----------	---------	----------------	-----------------	-----------	-------

Add New Location

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



Powered By PowerAdvocate®

Email Check	Add Location Information
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Add Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

Country * :	<input type="text" value="United States"/>
Address 1 * :	<input type="text" value="179 Lincoln St."/>
Address 2:	<input type="text"/>
Town/City * :	<input type="text" value="Boston"/>
State/Province * :	<input type="text" value="Massachusetts"/>
Zip/Postal Code * :	<input type="text" value="02111"/>
Address Type * :	<input type="text" value="Business Office"/>
Site Type * :	<input type="text" value="Corporate"/>
Site Name:	<input type="text"/>
Site Phone:	<input type="text"/>
Site Description:	<input type="text"/>

* Required Field

The Registration Process



Step 10: Please add your business information



Powered By PowerAdvocate®

Email Check	Business Information
User Information	Parent Company: <input type="text"/>
Company Search	Company Legal Name: <input type="text"/>
Company Selection	Doing Business As: <input type="text"/>
Personal Information	Tax ID Number (EIN): <input type="text"/>
Location Information	DUNS Number: <input type="text"/>
Add Location Information	Company Website: <input type="text"/>
Business Information	Company Phone Number: <input type="text"/>
Business Biography	Company Fax Number: <input type="text"/>
Diversity Classifications	Company Email Address: <input type="text"/>
Products And Services	Primary NAICS Code: <input type="text"/>
	Secondary NAICS Code: <input type="text"/>

Please enter other customer references that are in our industry or are 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"/>

Please enter your Employer Identification Number that you use for tax purposes

Please enter your Dun & Bradstreet Number if you have one (It is a unique 9-digit number for each of your company's locations used to bid on government proposals)

Please enter the North American Industry Classification System codes that best fit your business (These are codes used by the government to classify industries. The full list of codes can be found [here](#).)

The Registration Process



Step 11: Please add your business biography



Powered By PowerAdvocate®

Email Check	Business Biography
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Add Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

Year Company was Founded * :

Number of Permanent Employees * :

Is your company unionized? * : Yes No

Annual Revenue for 2012:

Annual Revenue for 2011:

Annual Revenue for 2010:

Company Ownership:

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

The Registration Process



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



Powered By PowerAdvocate

Email Check	Diversity Classifications
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Add Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

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

Diverse Not Diverse

Diversity Classification	Document	VON ID
<input type="checkbox"/> Minority-Owned Business Enterprise (MBE)		
<input type="checkbox"/> DOT Disadvantaged Business Enterprise (DBE)		
<input type="checkbox"/> Disabled Business Enterprise (DIS)		
<input type="checkbox"/> Disabled Veteran-Owned Business Enterprise (DVET)		
<input type="checkbox"/> SBA 8(a) Program		
<input type="checkbox"/> SBA HUBZone Business (HUBZone)		
<input type="checkbox"/> SBA Small Disadvantaged Business (SDB) Enterprise		
<input type="checkbox"/> Small Business Enterprise (SBE)		
<input type="checkbox"/> Veteran-Owned Business Enterprise (VBE)		
<input type="checkbox"/> Woman-Owned Business Enterprise (WBE)		

* Required Field

Please refer to the buyer diversity webpage for the classification's conditions and acceptable forms

The Registration Process



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

AGL Resources
Powered By **PowerAdvocate**

Diversity Classifications

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

Diverse Not Diverse

Diversity Classifications

- Minority-Owned Business Enterprise (MBE)
- DOT Disabled Veteran-Owned Business Enterprise (DVBE)
- Disabled Veteran-Owned Business Enterprise (DVBE)
- Disabled Veteran-Owned Business Enterprise (DVBE)
- SBA 8(a) Small Business Concern (SBC)
- SBA HUBZone Small Business Concern (HUB)
- SBA Small Business Concern (SBC)
- Small Business Concern (SBC)
- Veteran-Owned Business Enterprise (VBE)
- Woman-Owned Business Enterprise (WBE)

Upload Diversity Certificate

Code: Woman-Owned Business Enterprise (WBE)

Certificate * : Browse...

Effective Date * :

Expiration Date * :

* Required Field

Submit Cancel

* Required Field

Back Cancel Continue

VON ID

If you indicate you are a diverse organization, you will be prompted to upload the proper documentation from a recognized agency

The Registration Process



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



Powered By PowerAdvocate

Email Check	<h3>Products And Services</h3> <p>Please select your products and services below:</p> <p>Attention: Buyers find your company based on your selections. Please be as specific as possible and select <u>all</u> products and services that you provide.</p> <div><h4>All Items</h4><ul style="list-style-type: none">Generation FuelGovernment and RegulatoryIndustrial Parts and Supplies (MRO)Information Technology<ul style="list-style-type: none">Computer HardwareComputer Software<input checked="" type="checkbox"/> SoftwareIT ServicesInformation Technology</div> <div><h4>Saved Items</h4><ul style="list-style-type: none">Information Technology<ul style="list-style-type: none">Computer Software<ul style="list-style-type: none">Software</div> <p><input type="button" value="Add Item(s)"/> <input type="button" value="Remove Item(s)"/></p> <p><input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Finish"/></p>
User Information	
Company Search	
Company Selection	
Personal Information	
Location Information	
Add Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

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

The Registration Process



Step 14: Please click on Finish



Powered By PowerAdvocate®

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/>

Email Check | **Products And Services**

User Information
Company Search
Company Selection
Personal Information
Location Information
Add Location Information
Business Information
Business Biography
Diversity Classifications
Products And Services

Please select your products and services below:

Attention: Buyers find your company based on your selections. Please be as specific as possible and select all products and services that you provide.

All Items

- Boilers
- Chemicals
- Construction and Maintenance
- Corporate
- Electrical Equipment
- Environmental - Pollution Control
- Facilities
- Fleet and Vehicles
- Generation Fuel
- Government and Regulatory
- Industrial Parts and Supplies (MRO)
- Information Technology
- Instrumentation and Control

Saved Items

- Information Technology
 - Computer Software
 - Software
 - IT Services
 - IT Services
 - Internet Services
 - Software Services

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