



Quick Reference Guide

Supplier Registration


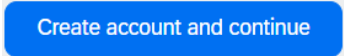
Purpose: Use this to provide your company information and complete questionnaires in TC Energy Ariba Supplier Lifecycle Performance (SLP) tool.

 **Note:** *Supplier Registration is only initiated by an internal TC Energy personnel. Please check the email notification from TC Energy personnel.*

Login Credentials

1. Login to your email, open the email with Subject: **Invitation: Register to become a supplier with TC Energy**.
2. Click the hyperlink [Click Here](#) to create account.
3. In the **Welcome page**, click  if you do not have an existing Ariba account yet. Otherwise, click **Login** button if you have an existing Ariba account.
4. For setting up a new account, in the **Create account** page, fill out all the information under **Company Information** and **User Account information, and Tell us more about your business** sections.

 **Note:** *Please remember your newly created username and password.*


5. Acknowledge the **Terms of Use and SAP Business Network agreement** by selecting each box with a  mark.
6. Click .

Supplier Registration Questionnaire

In the **Supplier Registration Questionnaire** page, fill out all the required information under sections -

General Supplier Information, Tax and Bank Information, and Other Information.



Note: *Ensure to fill out the mandatory fields marked with (*). Please utilize the help text for each field by clicking the help text  icon.*

I. General Supplier Information Section:

1. In Legal Entity Name 1, enter your legal name to match your legal document. Use Legal Name fields 2 to 4 if your legal name is too long.
2. If you have a different trade (DBA) name from the legal name, please enter your DBA name as well under 1.7 question.
3. For question 1.8, **“Are you a Sole Proprietor?”** Please answer **“Yes”** if you are using a personal tax ID (SIN/SSN) when you transact your business with TC Energy. Otherwise, select **“No”** if you are using a company tax ID (GST/EIN).
4. For question 1.9, please attach your legal documentation.

One (1) of the following is required:

- Certificate/Articles of Incorporation
 - Certificate/Articles of Formation
 - Certificate of Good Standing
 - Business License
5. Dun & Bradstreet (D-U-N-S) number is optional.
 6. For question 1.14, please select **“Yes”** if your remittance address is a PO Box. Otherwise, select **“NO.”**
 7. Ensure to provide your physical address for question 1.15.
 8. Fill out the rest of the required information under General Supplier Information section.

II. Tax Information Section:

1. Please select the country for which you will be providing the tax information.
2. Enter your tax information, ensure to provide the correct tax ID - company tax ID or personal tax ID to match your tax document.
3. Upload your tax document – this is required for **vendors with company tax ID (GST/EIN) only**.
 - **Canada vendors** - Full-page screenshot of the validated GST number using the CRA website link: [GST/HST Registry Search \(businessregistration-inscriptionentreprise.gc.ca\)](https://businessregistration-inscriptionentreprise.gc.ca)
 - A. **W8 Form** – Required when a vendor is NOT located in the US (i.e. located in Canada) but doing business in the US.
 - **US vendors** – W9 form with signature and updated version YR 2018/2024.
 - **Mexico vendors** - RFC document.


III. Banking Information Section:

1. Please select your preferred mode of payment.
 - If you select cheque payment method, no additional banking information is required. Please provide business justification when choosing the cheque payment method.
 - For electronic or EFT payment method, please ensure to provide the two additional banking documents – completed TC Energy EFT form and one supporting banking document.
2. For electronic payment method, upload one supporting Bank documentation under 2.2.3.

Any **one** of the following:

- Voided cheque – scans and digital downloads are acceptable. Pictures taken from a camera will not be accepted.
- Bank details on a bank letterhead - non-editable format.
- Bank details on a company letterhead - non-editable format.
- Non-editable invoice with bank details.

3. For question 2.2.4, download the TC Energy EFT form by clicking the hyperlink in the questionnaire as shown

 353.7 kb [TC EFT Bank Form \(EN\).pdf](#)



Ensure to upload the completed TC Energy EFT form with signature.

4. Answer the question pertaining to Net 60 payment terms.
 5. Once all the mandatory fields have been filled out and all required attachments have been uploaded, click the button
- [Submit Entire Response](#)
6. A pop-up message will appear **“You have submitted a response to the questionnaire.”**



Note: If Vendor Master Data Analyst requires additional document, you will receive an email notification. Ensure to action the task in the Ariba Portal and upload the required document.

ABC and ESG & Diversity Questionnaires

1. Click the hyperlink [< Go back to TC Energy - Dashboard](#) on the upper left corner of the page.
 2. Click **ABC Questionnaire** and fill out all the mandatory fields marked with (*) and attach the required document(s).
- [Submit Entire Response](#)
3. Click
 4. Click the hyperlink [< Go back to TC Energy - Dashboard](#) on the upper left corner of the page.
 5. Click **ESG & Diversity Questionnaire** and fill out all the mandatory fields marked with (*) and attach the required document(s).
- [Submit Entire Response](#)
6. Click
 7. After the above steps have been completed, the registration process is complete. If more information is required, TC Energy personnel will follow-up with you.