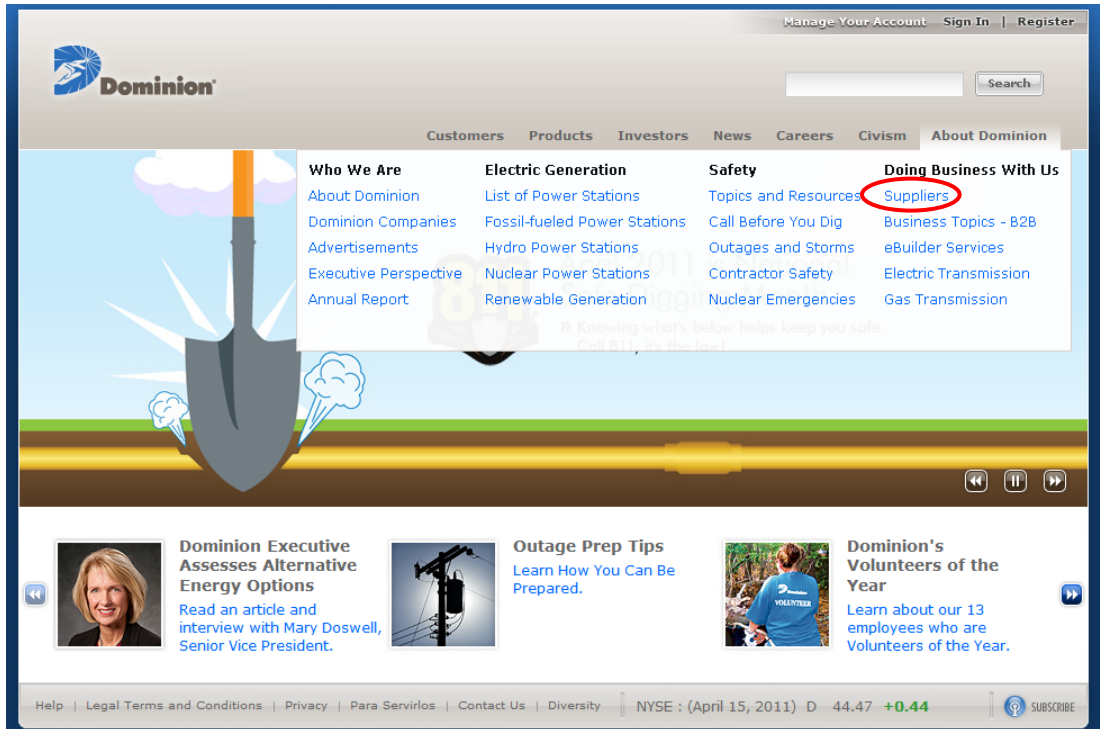
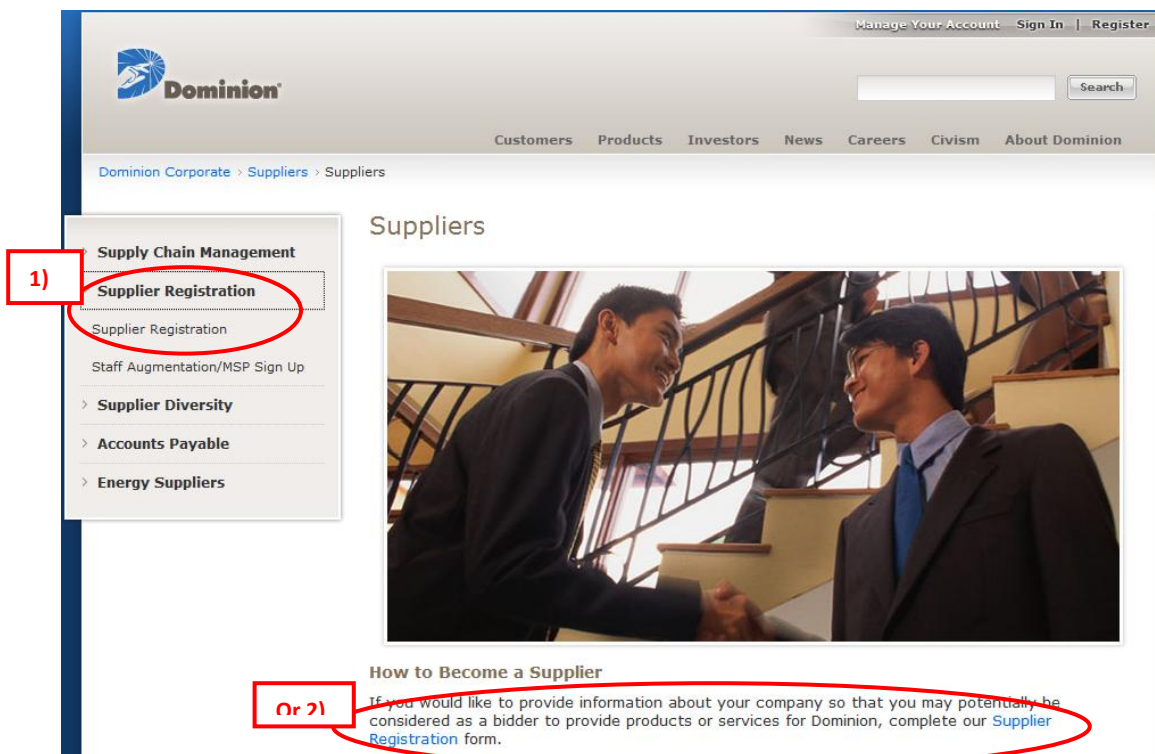


## Instructions for Dominion Supplier Registration

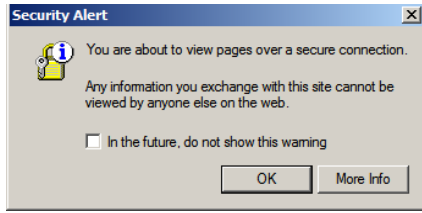
- 1) First, set up the following e-mail address as a safe (or trusted) sender: [Dominion@aecsoftusa.com](mailto: Dominion@aecsoftusa.com)
- 2) Go to [www.dom.com](http://www.dom.com). Hover over “About Dominion,” and click on “Suppliers.”



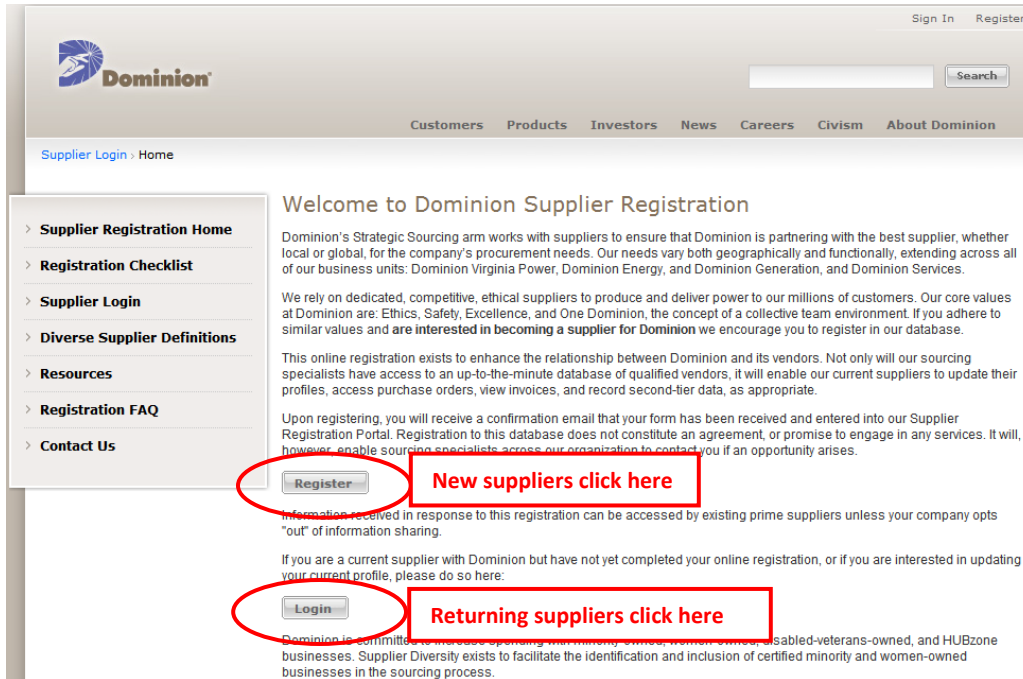
- 3) You should receive the following screen. Either 1) Click on Supplier Registration on the left, then click on the “Supplier Registration” in the list, OR 2) Click on Supplier Registration in the text under “How to Become a Supplier”:



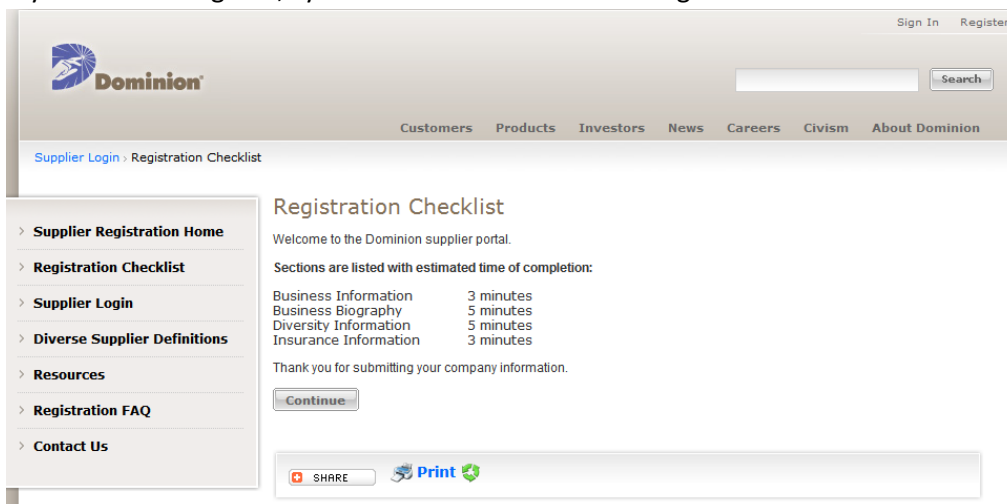
4) If you receive the following “Security Alert,” click “OK.”



5) You should receive the following screen. If you are a new supplier, click on “Register.” If you are returning and already have a user name and password, click on “Login.”



6) If you clicked “Login,” you will be prompted to login with your User Name and Password. Then skip to step 14. If you clicked “Register,” you should receive the following screen:



The Registration Checklist shows 4 sections with an estimated time to complete each section. To reduce the chance of issues or errors in your registration process, you are urged to complete all sections during this session. Click on the “Continue” button to begin your registration or close your browser to stop.

7) The first page of the registration process is Business Information. Please complete this page as necessary. All fields with an asterisk (\*) are required fields.

The screenshot shows the Dominion Business Information registration page. The page header includes the Dominion logo, a search bar, and navigation links for Customers, Products, Investors, News, Careers, Civism, and About Dominion. The breadcrumb trail shows 'Supplier Login > Business Information'. A left sidebar contains navigation links: Supplier Registration Home, Registration Checklist, Supplier Login, Diverse Supplier Definitions, Resources, Registration FAQ, and Contact Us. The main content area is titled 'Business Information' and is divided into two sections: 'Company Information' and 'Contact Information'. The 'Company Information' section includes fields for Name 1 through Name 4, User Name, Federal Tax ID Type, Federal Tax ID Number, Federal Employer ID Number, and Ordering/Corporate Address (Street Address, City, Country, State/Region, Zip/Postal Code, P.O. Box, P.O. Box Zip Code, Ordering Address E-Mail, and Confirm E-Mail). The 'Contact Information' section includes fields for Primary Contact (Contact Name, Title, Phone Number, Fax Number, E-Mail Address) and Secondary Contact (Contact Name, Title, Phone Number, Fax Number, E-Mail Address). At the bottom, there are 'Save & Continue' and 'Save Progress' buttons, a '\* Required' note, and social sharing options (SHARE, Print, and a refresh icon).

**Callout 1:** Enter your legal company name here. The Name (in Name 1) is validated against the Federal Tax ID Type and number with the IRS, so enter the name used for Federal tax purposes. If you are a sole proprietor and enter your name in "Name 1," then enter your trade name (Doing Business As) in "Name 2"

**Callout 2:** Once registered, you will not be able to change your Federal Tax ID Type or Number, so be sure to enter it correctly. Sole proprietors may enter social security number (if Federal Taxes are filed under an individual's name).

**Callout 3:** Please note ZIP CODE is a required field.

**Callout 4:** This is the e-mail address to which your password will be sent.

When you have completed your Business Information, click on the "Save and Continue" button. Once you complete this page, you should receive 2 e-mails with your UserID and a temporary password for future use.

8) You should receive the Business Biography page. Note on the left that “Business Information” is checked and is finished. Complete everything on this screen. All required information is marked with an asterisk (\*).

**Supplier Login** > Business Biography

**Business Biography**

**Company Data**

**Legal Structure:\***

**Operate As**

**Payment Terms\***

**Geographical Service Area:**  
 Local (U.S.A.)  Regional (U.S.A.)  
 National (U.S.A.)  Global

**Year Business Was Established:**

**Number of Employees:\***

Using keywords, describe the product lines/services your company provides.  
 Example of keywords such as pipes, engineering services, etc.:

**Select a primary NAICS code.\***

**Select Secondary NAICS Codes**

To remove items from the list above, highlight the NAICS code and click the **Remove** button.

**Select commodity code(s).**

To remove items from the list above, highlight the commodity code and click the **Remove** button.

**2010 Gross Annual Sales:\***

2009 Gross Annual Sales:

2008 Gross Annual Sales:

**How many OSHA recordable events has your company had in the last 12 months?\***

**What is your current EMR number?\***

**Information Sharing Permission:**  
 I give Dominion Resources, Inc. and its subsidiaries permission to share the registration information contained herein with its prime suppliers who currently have registered 2nd Tier programs.

**\* Required**

Depending upon your selection of Legal Structure, other information may be required:

- If Partnership, you will need to select the type (General Limited, or Limited Liability (LLP)), and you will need to enter the County/State where the partnership agreement is filed.
- If Limited Liability Company (LLC), you will need to enter the State and Date Formed, and the number of members of the LLC.
- If Other, specify in "Provide Details."

- To select NAICS codes and Commodity Codes, click on the blue words. Expand Categories until you reach the most detailed level (6 digits for NAICS codes).
- Select primary and secondary NAICS codes and Commodity Codes from the drop down lists. Do not type them directly into the box.
- Multiple selections can be made for Secondary NAICS codes and Commodity Codes.

Enter annual sales in whole dollars (no cents)

"OSHA recordable events" is referring to safety/accidents.

EMR is "Experience Modification Rate," and is a method of determining workers' compensations premiums for businesses. If not applicable, enter 0.

When you have completed your Business Biography, click on the “Save and Continue” button.

- 9) You should receive the following “Diversity” page. Depending upon your responses to the questions on this page, you will be prompted with additional questions.

**Annotations:**

- If you select “Publicly Traded,” you will receive the following questions: “Is your company governed by the NASD?” and your company’s ticker symbol. (NASD is the acronym for “National Association of Securities Dealers.”)
- If you select “Privately Owned,” you will be prompted for the Owner(s) Name, Title, E-mail Address, Gender, Owner Ethnicity, Percent Ownership, and U.S. Citizenship (Yes/No). You may enter up to 3 owners.

If you select “Yes” in response to “Is your company diverse?”, you will be prompted for the following information. Note, you should only choose 1 certification – either one of the Small Business Enterprise certifications or Minority or Woman Business Enterprise. Depending upon the certification selected, you may need to furnish more details (certifying agencies, ethnicity). If you check “Service Disabled Veteran,” you will need to upload your **DD-214**.

**Is your company diverse?\***

Other certifications may be accepted pending review by Dominion’s Supplier Diversity Department.

**Certification Information**

Dominion only recognizes one certification per supplier. Please select only one.

- Small Business Enterprise
  - Are you SBA CCR listed?  Yes  No
    - 8 (a)
    - Disadvantaged Business (SDB/SBA)
    - HUBZone (SBA Certified)
    - Veteran Owned Small Business (VOSB)
    - Service Disabled Veteran (SDVB)
    - Historically Black College and University (HBCU)
  - Minority Business Enterprise
  - Woman Business Enterprise

When you have completed your diversity Information, click on the “Save and Continue” Button.

- 10) If you receive the following screen when you click “SAVE AND CONTINUE” from the Diversity page, **DO NOT LOG OUT.** Your registration is not completed. Click on “Continue.”

**Supplier Registration Confirmation**

NOTICE! At this point, your basic company profile information is registered in our system.

You now have two options:

- Complete your full registration in its entirety (*Recommended*)
- Come back at a later date and finish the process

An E-Mail message is being sent to your inbox with your user name and password information. If you choose not to continue immediately, you may use that information at a later date to login to the system and complete your registration. However, it is recommended that you complete the process at this time.

**Continue** **Logout**

11) You should receive the following “Insurance Information” page. While this information is not required to submit your registration, please note your insurance information is required if you perform work or services on Dominion’s premises. Insurance documents can be uploaded by clicking on the “Browse” buttons and locating the documentation on your computer.

- Supplier Menu
- Diverse Supplier Definitions
- Resources
- Registration FAQ
- Contact Us
- Change Password

- Business Information
- Business Biography
- Diversity Information
- Insurance Information
- Profile Review
- Extended Profile

### Insurance Information

**Business Insurance**  
Business insurance information will be required for any supplier who performs work or services on premises.

**Master Insurance Document**  
Insurance Limit:   
Expiration Date:   
Insurance Provider:   
Upload Insurance:

**Automobile Liability**  
Insurance Limit:   
Expiration Date:   
Insurance Provider:   
Upload Insurance:

**Commercial General Liability**  
Insurance Limit:   
Expiration Date:   
Insurance Provider:   
Upload Insurance:

**Employer's Liability**  
Insurance Limit:   
Expiration Date:   
Insurance Provider:   
Upload Insurance:

**Employment Practices Liability**  
Insurance Limit:   
Expiration Date:   
Insurance Provider:   
Upload Insurance:

**Errors and Omissions**  
Insurance Limit:   
Expiration Date:   
Insurance Provider:   
Upload Insurance:

**Worker's Compensation**  
Insurance Limit:   
Expiration Date:   
Insurance Provider:   
Upload Insurance:

When you have completed the Insurance Information page, click on “Save and Continue.” You must review and submit your information on the next page before your registration will be complete.

- 12) You should receive the following “Profile Review” page. Review all of your information, provide any missing “Required” information, and/or make any corrections to your information before continuing.  
**IMPORTANT: When you have finished reviewing your information, you must click on “SUBMIT” at the bottom of the page to complete your registration.**

Welcome Laurie Eldridge [Log Out](#)

**Dominion**

Customers Products Investors News Careers Civism About Dominion

Supplier Login > Profile Review

**Profile Review**

Please review the information we have for your profile. Once the information is verified, You must answer every **Required Field** in the registration process to submit your profile.

**Business Information [ [EDIT](#) ]**

**Company Information**

Name 1:*	Lauries Test Three
Name 2:	--
Name 3:	--
Name 4:	--
User Name:*	LaurieTest3a
Federal Tax ID Type:*	Social Security Number
Social Security Number:	999-99-9999

**Ordering/Corporate Address**

**Street address OR P.O. Box is required\***

Street Address:	Anywhere
City:*	Richmond
Country:*	UNITED STATES
State/Region:*	VA
Zip/Postal Code:	99999
P.O. Box:	--
P.O. Box Zip Code:	--
Ordering Address E-Mail:*	Laurie.S.Eldridge@dom.com
Confirm E-Mail:*	Laurie.S.Eldridge@dom.com

Company Phone Number:\* 1-804-777-7777 Ext.-- || Company Fax Number: | -- |
| Company Web Site (URL): | -- |

You can add/update information by either 1) clicking “EDIT” (in blue) for the section you want to correct, or 2) by clicking the section you want to change on the left.

- 13) Once you click, on “SUBMIT,” you should receive the following confirmation:

Welcome Laurie Eldridge [Log Out](#)

**Dominion**

Customers Products Investors News Careers Civism About Dominion

Supplier Login > Supplier Registration Confirmation

**Supplier Registration Confirmation**

You have completed your registration. It is recommended that you log on to view and update your company profile at least once each year.

If you have any technical questions, please feel free to contact our database service provider, AECsoft USA, Inc. at 713-439-0777 or send an E-mail to [dominion@aecsoftusa.com](mailto:dominion@aecsoftusa.com).

[Continue](#)

[SHARE](#) [Print](#)

Your Registration is now complete. You can either log out or click on “Continue.”

14) If you clicked “Continue,” or you have logged in as a returning supplier, you should receive the following Supplier Menu. From here, you can update certain information, add/update an extended profile, or change your password.

The screenshot shows the Dominion Supplier Menu interface. At the top, it says "Welcome Laurie Eldridge" and "Log Out". The Dominion logo is on the left. A search bar is in the top right. A navigation menu includes "Customers", "Products", "Investors", "News", "Careers", "Civism", and "About Dominion". Below that, it says "Supplier Login > Supplier Menu". The main content area is titled "Supplier Menu" and includes a description: "The Supplier Menu provides current and potential suppliers access to update and extend their information in our database." There is a "Supplier Links" section with the following links:
 

- [Modify Supplier Application](#): This link allows you to update any of your registration data, including contact information; business description, categories, and capabilities; minority ownership status, type, and certification and its expiration.
- [Update Extended Company Profile](#): This link allows you to expand and modify the entry for your company in our searchable database. You can provide an in-depth description of featured products and services, and you can include your company logo and pictures.
- [Change Password](#)
- [Log Out](#)

 Below the links is a "SHARE" button and a "Print" icon. On the left sidebar, there are several menu items:
 

- > Supplier Menu
- > Diverse Supplier Definitions
- > Resources
- > Registration FAQ
- > Contact Us
- > Change Password
- Business Information
- Business Biography
- Diversity Information
- Insurance Information
- Profile Review
- Extended Profile

If you select “Modify Supplier Application,” you should be directed to the Business Information page. From here, you can make changes or select a different page.

If you select “Update Extended Company Profile,” you should receive the following “Extended Profile” page:

The screenshot shows the Dominion Extended Profile page. The sidebar on the left is identical to the previous screenshot. The main content area is titled "Extended Profile" and contains the following form fields:
 

- Current Logo**: A text input field with an "Upload Logo" button and a "Browse..." button.
- Current Company or Personal Picture**: A text input field with an "Upload Company or Personal Picture" button and a "Browse..." button.
- Products and Services**: Three identical sections, each with:
  - Name**: A text input field.
  - Description**: A text area with a scroll bar.
  - Upload Attachment**: A text input field with a "Browse..." button.

Here, you can enter more details about your products/services, upload brochures, logos, and/or pictures.

## Additional Information for Suppliers:

The menu to the left of the screens provides additional information and resources, such as:

- Diverse Supplier Definitions: provides information on requirements for diversity classifications and links to additional information
- Resources: provides several links to organizations and useful information (NAICS codes, etc.)
- Registration FAQ: Additional questions and answers frequently asked

The User Name you created on the Business Information page will be e-mailed to you after you save the page. A second e-mail will be sent with a temporary password. Neither of these is required during the initial registration process, but will be required to return to your registration later.

If you receive a message "Registration Failed" on the first page, make sure your user name has not been entered before. If it has, enter a different user name.

Information entered on each screen is not saved until you click on "Save and Continue."

Registration is not complete until you complete all 4 screens, and click on "SUBMIT" at the bottom of the "Profile Review" screen. Until your registration is complete, Dominion cannot act on your registration. Any required fields (shown in red) on your Profile Review must be furnished before your registration can be completed.

Because your Tax ID is validated with the "Name 1" field against IRS records, you cannot change your Tax ID once registered. Please take extra care that your tax information is entered correctly the first time (Name 1 and tax identification number/social security number match IRS records).

If you need assistance or have questions, contact:

- 1) Your buyer at Dominion
- 2) Ronnette Anderson, Supplier Diversity, 804-771-4063
- 3) Technical Support: e-mail [dominion@aecsoftusa.com](mailto:dominion@aecsoftusa.com) or call (713) 439-0777