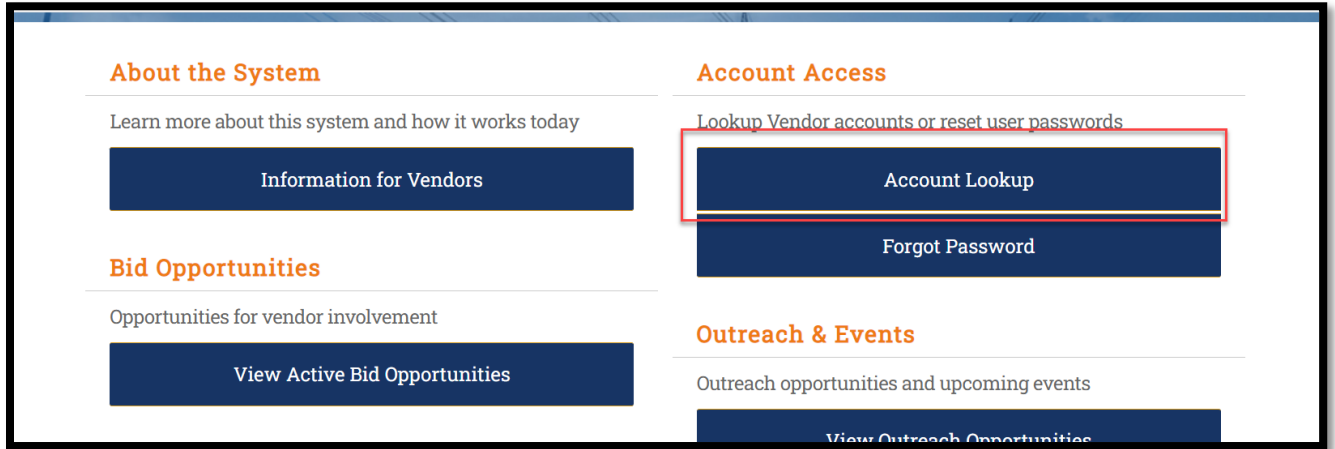


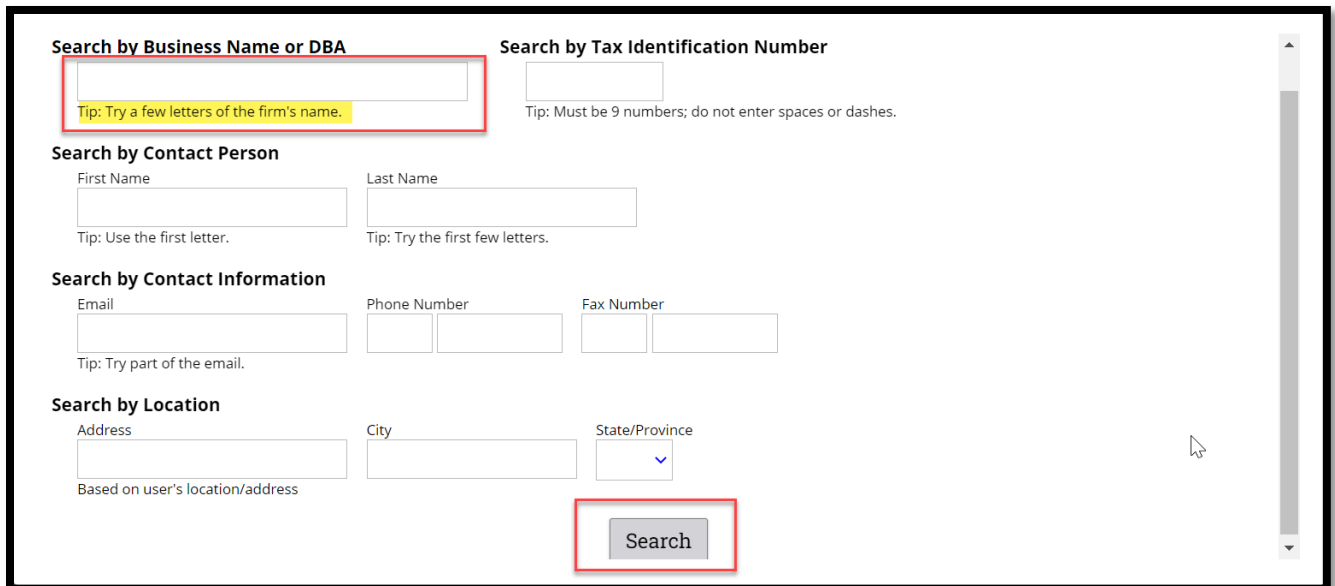
Please go to the **Supplier Management System** page at <https://cpsenergy.sbcompliance.com/>.

**1. Search for an existing account:**

Click on the **Account Lookup** button to verify if there is an existing account for your firm or username. If no account is found, you will have to create an account in this database in order to response to your solicitatons.



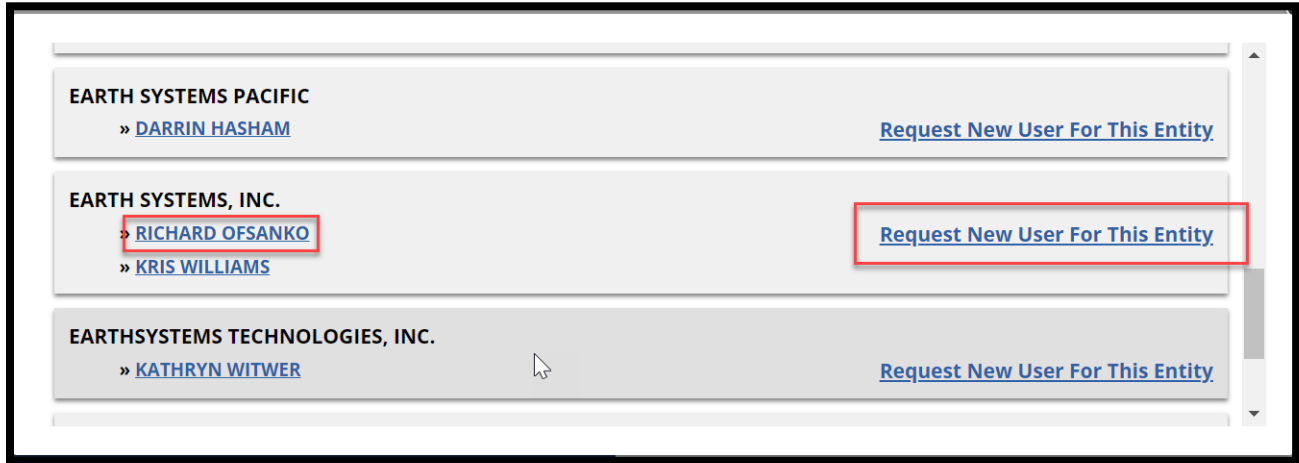
Enter your company name (or Tax ID) & click search.



Search through results for your matching company account. If your account is listed, but your username is not, click on **Request New User For This Entity** & follow prompts to create an account for yourself.

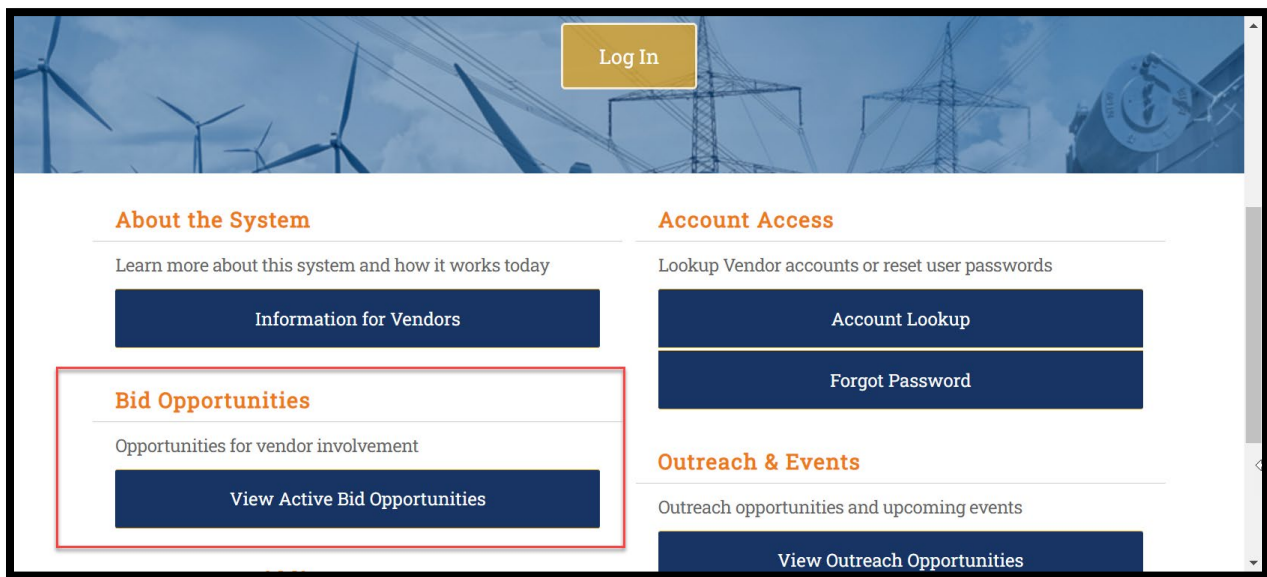
**Note:** If an account for your company is not listed, exit out of search list & proceed to **Step 2**.

If an account for your company and/or username is listed, exit out of search list & proceed to **Step 3**.



## 2. Create an Account:

Click on **View Active Bid Opportunities**.



Click on **View Access Options**.

**Bid Opportunities**

Listed below are current solicitations that CPS Energy has issued. You can Filter/Search the list by clicking the "View Filter/Search Options" button below to find specific bid opportunities. For more information, open an opportunity by clicking the specific bid opportunity (note, the cursor changes to a hand when hovering over the opportunity). This will open the bid solicitation details and allow you to view options to continue or submit a bid.

| All Listings  | View Filter/Search Options | View Access Options  |
|---|----------------------------|--|
| 7000172340 - Mounting Bracket                                       | Due Soon                   | Due 6/13/2022 4:00 pm US/Central   |
| 7000172032 - Air Preheater Inspections, Parts and Technical Support | Due Soon                   | Due 6/14/2022 12:00 pm US/Central<br>Question Deadline 5/31/2022 12:00 pm US/Central |
| 7000171793 - Safety Eyewear   | Due Soon                   | Due 6/15/2022 3:00 pm US/Central   |

Select **I've never used this system before and need to create an account**.

Select an option:

- [I already have an account in this system](#)
- [I forgot my username and/password and would like to look up my account](#)
- [I'm not sure I have an account](#)
- [I've never used this system before and need to create an account](#)
- [I need help](#)

Close

Enter your company information to & follow prompts to create an account.

\* required entry

**Section 1: Business Lookup**

TAX ID NUMBER \* Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

9 digit Federal Tax ID; firms are strongly encouraged not to use SSN as the tax ID. Tax ID Numbers can be easily [obtained from the IRS](#) at no charge.

**Section 2: Business Information**

BUSINESS NAME \*

DBA NAME

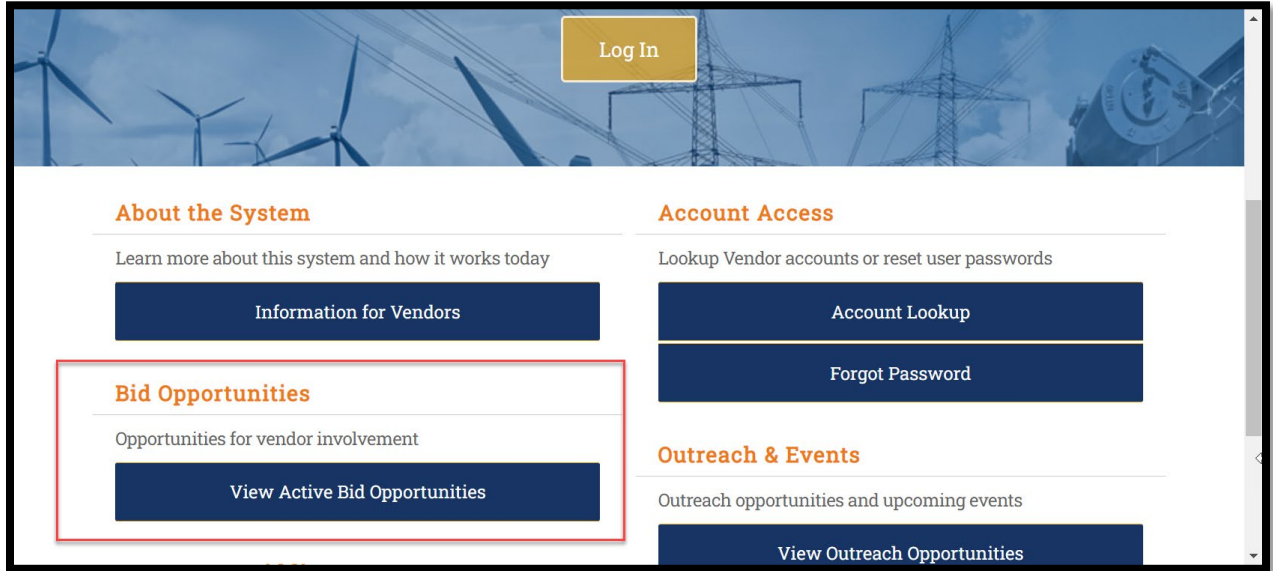
COMPANY TYPE \* **None selected** ▼

COMPANY ETHNICITY **None selected** ▼

COMPANY GENDER **None selected** ▼

### 3. Participate in Bid Opportunities:

Once an account is created for your company, you may click on **View Active Bid Opportunities** to participate in a solicitation.



Should you require assistance or have questions relating to a solicitation, click on the Collective number.

|  |                      |  |
|--|----------------------|--|
| 7000178240 - Physical Security Services                  | <a href="#">Open</a> | <b>Due</b><br>2/9/2023 3:00 pm US/Central<br>Question Deadline<br>1/26/2023 5:00 pm US/Central |
| 7000178660 - Various Elbows                              | <a href="#">Open</a> | <b>Due</b><br>2/9/2023 4:00 pm US/Central  |
| 7000178772 - Steel Copper Clad Ground Rod                | <a href="#">Open</a> | <b>Due</b><br>2/10/2023 4:00 pm US/Central   |
| 7000178635 - Supply and Delivery of Various Wooden Poles | <a href="#">Open</a> | <b>Due</b><br>2/9/2023 4:00 pm US/Central<br>Question Deadline<br>1/31/2023 5:00 pm US/Central |

You may contact the **Purchasing Analyst** handling the solicitation listed within the bottom of the **Bid Solicitation Details** section.

**SPECIAL REQUIREMENTS**

A Non-Mandatory Pre-Solicitation meeting will be held for this bid opportunity on January, 19, 2023 at 2:00pm. This meeting is not mandatory; however, it is highly recommended that interested companies attend. A MS Teams Link is provided below:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Njk4MWZmYzktMWU5OC00ZjZkLWlwMWMtMzU2YjRhNTlhNmQy%40thread.v2/0?context=%7b%22Tid%22%3a%2213eedade-7202-4cae-8bde-09b4b30b8a6c%22%2c%22Oid%22%3a%22501ce827-514f-4a98-b35a-68eabaf28042%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Njk4MWZmYzktMWU5OC00ZjZkLWlwMWMtMzU2YjRhNTlhNmQy%40thread.v2/0?context=%7b%22Tid%22%3a%2213eedade-7202-4cae-8bde-09b4b30b8a6c%22%2c%22Oid%22%3a%22501ce827-514f-4a98-b35a-68eabaf28042%22%7d)

Submittals are due no later than the date and time posted. CPS Energy reserves the right to reject late submittals.

All questions regarding this procurement **must be submitted in writing**, either through this portal, or to the Procurement Agent via email at [saherrera@cpsenergy.com](mailto:saherrera@cpsenergy.com).

Refer to **Bid Submission** instructions (also attached to the email) to get acquainted with the process or for assistance on bid submission.

#### 4. Contact Customer Service for Issues:

Should you experience any issues with this system, you may click on the **Contact Support** button and click on **Customer Service** for assistance.

**CPS ENERGY** [OUR MAIN SITE](#) [CONTACT SUPPORT](#)

### Contact Us & Support

Thank you for your interest in this system. We're always eager to receive comments or feedback on our services and website, and we believe that excellent customer service is important. Using the links below will route your inquiry to the proper team so that we can handle it appropriately. We're committed to responding to your inquiries within two business days. Normally, however, we will respond in less than 24 hours.

**CPS Energy System Contacts**

[supplierdevelopment@cpsenergy.com](mailto:supplierdevelopment@cpsenergy.com)

**System Support**

- [Customer Service](#)
- [Technical Support](#)
- [General Inquiries](#)