Westinghouse Supplier Website

Instructions for the Supplier
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Introduction

• An invitation from a Westinghouse Buyer is required to register as a Westinghouse Supplier

• The invitation email contains the username to log-in to Westinghouse Supplier Website: https://supply.westinghousenuclear.com

• A separate email is sent with a link to create a password

• There are required questions and optional questions
  – Required questions are marked with red asterisks *
  – The optional questions provide additional information which will be used to evaluate capacity or capability to perform a Scope of Work
  – It is in the supplier’s interest to answer as many of the optional questions as possible
Introduction - Sample Email

Westinghouse Supplier Invitation

SupplierDevelopmentList@westinghouse.com
To: abc123@yahoo.com
Cc: 
Retention Policy 3 Year Retention - Exchange Online ONLY (3 years)
Expires: 4/16/2026

Dear Mr ABC,

To begin the supplier evaluation process, we ask that all suppliers register on the Westinghouse Supplier Website. Your registered details will also allow you to list your company’s products, services, and core competencies. Taking a few minutes to register now will speed up this process.

Your log-in Username is: abc123@yahoo.com

The first step is to create a password for your account. A second email will have a special link to create/reset a password. The link is valid for 24 hours. The password email subject will be Westinghouse Supplier Website - Create/Reset Password.

If the link expires, go to the Westinghouse Supplier Website and click on the Forgot/Reset Password link.

https://supply.westinghouseruclear.com

You can use the Supplier Training as a guide as you complete the evaluation:

https://supply.westinghouseruclear.com/Training.aspx

After successful submittal the form will be routed for approval. If approved, you’ll be added to the Westinghouse Approved Supplier List.

If you have any questions about the Westinghouse Supplier Website or Approved Supplier Process, please contact your Westinghouse Global Sourcing team.

Additional Comments: Please complete the registration. We look forward to doing business with you.

Thank you,
James

**PLEASE DO NOT RESPOND TO THIS EMAIL, IT WAS AUTO-GENERATED**
Introduction – Sample Email

Westinghouse Supplier Website - Create/Reset Password Request

SupplierDevelopmentList@westinghousenuclear.com
To: Nestlerode, Kurt

Fri 6/11/2021 9:55 AM

Please follow the link below to generate a new password.

http://wvec0468w1.pgh.wec.com/SupplierDEVX//ResetPassword.aspx?UserID=21519&PasswordResetKey=1bcce47b3d284a7caaf67c7c23877128

This link will be valid for the next 24 hours.

DO NOT REPLY TO THIS EMAIL

Notice: The link is only good for 24 hours. If the link expires go to the Supplier Website and click the “Forgot/Reset Password” link.
Introduction – Create a password

Westinghouse Supplier Website - Create/Reset Password Request

SupplierDevelopmentList@westinghousenuclear.com
To: Nestlerode, Kurt

Fri 6/11/2021 9:55 AM

Please follow the link below to generate a new password.

http://vwecc0468w1.pgh.wec.com/SupplierDEVX/ResetPassword.aspx?UserID=21519&PasswordResetKey=1bcce47b3d284a7caaf67c7c23877128

This link will be valid for the next 24 hours.

DO NOT REPLY TO THIS EMAIL

Click the link
Introduction – Create a password

Click the button to generate a new password
Introduction – Create a password

Password is auto generated. Click the button again for a different password.

Make a note of your password. It will not be sent in an email. Click button to set password.
Introduction – Create a password

Be sure to view this page in English. Passwords may contain English words.

Click the Generate New Password button below:

- Generate New Password
- Bard6055part

Make a note of your new password and click the button below to set it for your account.

- Set As My Password

Make a note of your password. It will not be mailed to you. Click button to go to log in page.
Log In

Enter username and password

The “Forgot/Reset Password” link can be used to reset a password
The ASL Status column indicates whether the record is editable. Click the Supplier Name to view the form.
Supplier Evaluation Form

Each evaluation has 2 main sections: Master Data and Business Profile, plus an Attachments section. There are different tabs for each section.
Supplier Evaluation Form

As each tab is completed, click the “Save and Continue” button to save data and move to the next tab.
## Master Data – Company Information

Master Data is primary information needed by the Vendor Maintenance team to create an account: Name, Address, Banking, Tax and Contacts

<table>
<thead>
<tr>
<th>Company Information</th>
<th>Company Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>ABC Test Company</td>
<td></td>
</tr>
<tr>
<td>Company Street Address:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Street Address Line 2:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Street Address Line 3:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Company City:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Company State / Province / Region:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Postal Code:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Country:</td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT:** Tax forms need to be attached in specific locations

The name and email address of the Westinghouse Buyer:

Westinghouse Contact Name: Montgomery Scott
Westinghouse Contact Email: scotty@westinghouse.com
Companies located in the US, Canada, or UK must select a Small or Diverse Business Classification (Non-Diverse Business is an option)

There is a link for instructions to select a code and how to obtain a certification if necessary
Companies located in the US, Canada, or UK must select a Small or Diverse Business Classification (Non-Diverse Business is an option)

If the selected classification requires a form to be attached, an attachment section will be added.
Use the “Messages” tab to send a message to the Vendor Maintenance Team when the entire form is submitted.
Master Data – Contacts

Use the “Contacts” tab to manage the contacts visible to Westinghouse personnel. Maximum is 10 contacts.

Remember to click “Save and Continue” on each tab to be sure the data is saved.
There are two different banking tabs: US Banking and Non-US Banking.
US Banking is shown

Clicking “Save and Continue” on the Banking tab, saves the data and moves the record to the Business Profile

Use the Edit link to open banking and tax fields

Depending on how some questions are answered, additional questions may appear
Use the “Review” button to check for completeness of the Master Data section. The “Review” tab appears and advises if any required questions are incomplete.

Incomplete questions are displayed in red font. Navigate back to the section, tab, and complete as necessary. Click “Save and Continue” to refresh.
The Business Profile has additional tabs and questions. The tabs and questions that appear are determined by the Scope of Work.

This is an example of a basic commercial goods supplier.

Manufacturers with enhanced quality or technical requirements will have more required tabs/questions.
Depending on how the first question is answered, additional questions will appear.

If required, the Westinghouse Supplier Code of Conduct is available in several languages. Follow the link to the ethics page.

Many customer contracts require Westinghouse to use suppliers with Sustainability programs.
IMPORTANT: The questions on this tab feed directly into the Search engine in the Westinghouse database. Filling out these fields will help your company appear in Search results.

Use the Attachments section to attach non-proprietary, non-export controlled, information in PDF or JPEG format: Product Catalogs, Spec Sheets, ISO certifications etc.
**Attachment section**

Use the Attachments section to attach **non-proprietary, non-export controlled** information in PDF or JPEG format: Product Catalogs, Spec Sheets, ISO certifications etc.

Return To
- Business Profile | Master Data

DO NOT ATTACH PROPRIETARY INFORMATION OR INFORMATION SUBJECT TO EXPORT CONTROL

<table>
<thead>
<tr>
<th>Action</th>
<th>File Name</th>
<th>Description</th>
<th>Date Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>90000272.JPG</td>
<td>Spec Sheet for part 272</td>
<td>12/29/2020 12:09:33 PM</td>
</tr>
</tbody>
</table>

**Add Attachment**
- File Name: *
  - Choose File: No file chosen
- Description: 

[Attach] [Clear]
If any required questions are incomplete, the questions are displayed in red font. Navigate back to the section, tab, and complete as necessary. Click “Save and Continue” to refresh.
When all required fields are complete, the “Submit Form Now” link will appear. Click the link. After a few seconds a confirmation will appear on screen.
Existing Supplier Re-evaluation

• The Re-evaluation process is very similar to the new invite with the following exceptions
  – A password email is not automatically sent. If a new password is needed use the “Forgot/Reset Password” link
  – Most fields will be prepopulated with data from the last evaluation
  – If the supplier record is in an approved state, the name and address fields are not editable.
  – Use the Master Data Change Request form if there is a need to make changes when those fields are not editable.
Next Steps

- A confirmation email that the form was successfully submitted is sent to the Westinghouse Buyer and Supplier
- The Vendor Maintenance team will process the Master Data
- The form may be returned for additional information (e.g., a missing signature on a tax form). If this happens an email will be sent and a note will be posted on the Messages tab.
- If no additional data is needed, the buyer will advise when the evaluation is complete
- Depending on the Scope of Work, a more detailed Technical Evaluation or Quality Audit may follow. A notification will be sent if necessary
## Master Data Change Request form

- Use the form if there is a change to any of the Master Data when the Status indicates the record is “not editable”
- Use the form if the record is currently approved and there is a company name or address change

### User Summary

Location Summary

### Supplier Summary

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Test Company</td>
<td>123 Anywhere Street, Anywhere, USA</td>
</tr>
</tbody>
</table>

### QSL Status

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Evaluated</td>
</tr>
</tbody>
</table>
Master Data Change Request form

**Company Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Name:</strong></td>
<td>ABC Test Company</td>
</tr>
<tr>
<td><strong>Company Street Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Company Street Address Line 2:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Company Street Address Line 3:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Company City:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Company State / Province / Region:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Company Postal Code:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Company Country:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Company Phone:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Company Email Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Language:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>RapidRatings Number:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ariba Network ID:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Small or Diverse Business Classification:</strong></td>
<td>Required for US, Canadian and UK suppliers</td>
</tr>
<tr>
<td><strong>W9 Form:</strong></td>
<td>*</td>
</tr>
</tbody>
</table>

If changes are made to Company Name, Address or Tax numbers and there is an option to attach a W-8 or W-9 form, please attach a new form.

**Update the fields as necessary**

Use the navigation arrow (next to the page number) to proceed to the next screen.
Contacts Page

Update as necessary

Please make sure at a minimum to identify a Sales contact, and an Accounts Payable contact. Other contacts for Shipping/Logistics, Quality and Management can be added.
If there are changes to Tax numbers and there is an option to attach a W-8 or W-9 form on the Company Information page, please attach a new form.
Master Data Change Request form

Review/Submit page
Click the Review Changes button to see the changes that were made

Add a message for the Vendor Maintenance Team if needed
The Submit button does not appear until after the Review Changes button has been clicked
Master Data Change Request form

ABC Test Company
Attachments To Add to Master Data Change Request

<table>
<thead>
<tr>
<th>Action</th>
<th>File Name</th>
<th>Description</th>
<th>Date Added</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ABC Test Co Ownership change.pdf</td>
<td>change of ownership notice</td>
<td>4/29/2022 2:43:28 PM</td>
</tr>
</tbody>
</table>

Add an Attachment (Optional):
If there is a need to add an attachment use the box to the left to locate the file and attach it.

The attachment will appear above when attached.
Please use PDF or JPG format.
Please do not use Commas (,) in the file name

Click Finish Request when complete
An email will be sent when the request is processed
For general site questions, submit an inquiry. Be sure to provide the company name.

The Westinghouse buyer assigned to the record is shown on the Company Information tab and is the best contact for questions.