

Supplier Guide to the EDF Supplier Information Management Portal



This guidance pack has been provided to support EDF's existing and potential suppliers through the registration process of the Supplier Information Management portal.

The Portal will enable you to register your Company as a business partner to EDF and fulfil prequalification requirements for the products/services you supply.

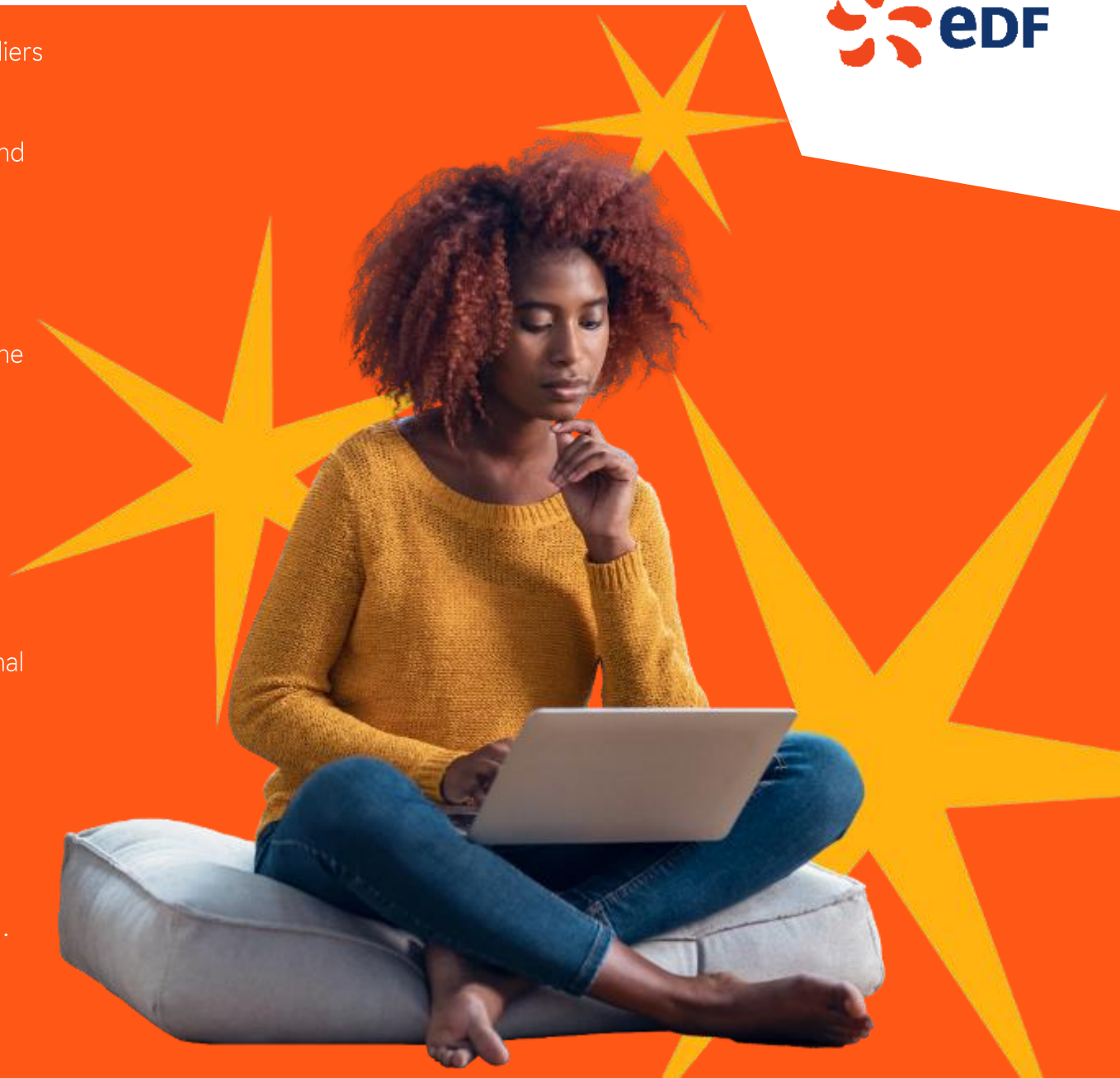
Once registered and created within our purchasing systems, you will be able to maintain your own vendor master data directly through this portal.


The initial registration should take no longer than 10 minutes, but you will require the following information:

- Company Details (e.g. legal address, company registration details etc.)
- Ordering/Factoring Locations (where relevant)
- Banking details (required for payment)
- Contact Details (by registering additional contact you will be able to add additional portal users)

Following submission of this information and validation by our Supplier Information Management team, you will be invited to continue the prequalification process and subsequently become an approved supplier to EDF Energy.

If you have any concerns or problems using the system, please either contact your usual EDF Energy Representative or the support team at suppliers@edfenergy.com.





Dear Alpha Bet,

EDF Energy Nuclear Generation, invites you to access our supplier portal to register and maintain company details for ABC Supplier. It is a requirement that your supplier information is kept up to date within the portal, to ensure a continued working partnership.

New suppliers
The portal enables you to register your Company as a supplier to EDF Energy and fulfil pre-qualification requirements relevant to the products/services you supply.

Existing suppliers
The portal enables you to review and maintain existing Company details and supplier qualification requirements relevant to the products/services supplied.

Once registered as a supplier to EDF Energy, you may be required to complete additional pre-qualification information where the scope of supply changes or your services are required by another Business Unit.

Registration Instructions

Step 1: Company Profile
You will be asked to provide/maintain the following information:

- Company Details (e.g. legal address, company registration details etc)
- Ordering/Factoring Locations (where relevant)
- Banking Details (required for payment)
- Contact Details (by registering additional contacts you will be able to add additional portal users)

Following submission of this information, and subsequent validation activity by EDF Energy, you may be asked to provide more information by completing one or more of the following pre-qualification initiatives

Step 2: Prequalification

- Health, Safety & Environmental Accreditations
- Health, Safety & Environmental Performance
- Quality Accreditations
- Third Party Security Assessment
- UN Global Compact Compliance

In addition you may be invited to take part in further process initiatives such as e-invoicing and Supply Chain Financing.

Achilles Verify Assessment Requirements

Nuclear Generation procures goods and services from suppliers who operate safe working practices, deliver quality and environmental standards as well as being economically and ethically focused. We utilise the Achilles Utilities Vendor Database (UVDB) of suppliers to support the identification and mitigation of supply chain risk.

All suppliers who deliver services on site, that are classified as high or medium risk, are required to register on the UVDB in order to obtain an Achilles Verify assessment of Health, Safety, Environment and Quality capability. The Verify assessment level (B1 or B2) will be determined by Achilles based on the size of your organisation.

Please find below a link to further information about Achilles UVDB and Verify.

<http://www.achilles.com/>

Login Details

Please find below a link to the Supplier Portal and your user credentials.


- Access the Supplier Portal at <https://edf-uaf3.hicxsolutions.net/edf/hicxsm-portal>
- Username: supplier561056
- Please [click here](#) to set your new password for your account.


Please ensure you save the above information for future reference. Should you have any queries in relation to this request, please contact your EDF Energy contact or Supplier Management.

Supplier Management

EDF Energy

suppliers@edfenergy.com



Powered by  HICX

1. All newly set up suppliers will receive an automated email from the system providing the details and steps required to register your supplier in the Supplier Information Management Portal.
2. The email will also contain your unique username and link to set up a password.

Login Page



Login to your account

Username
Username

Password
Password

[Forgot User Name?](#) [Forgot Password?](#)

[Continue](#)

Identity Confirmation

Select an option

Further Identification

We don't recognize the computer you are using. A temporary PIN will be sent to you for identification purposes. Please choose your preferred PIN delivery method below.

SMS

Email

[Send PIN.](#)

No mobile number was provided in the user account.

☐ A_@ABC.com

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Dear Alpha Bet,
Your PIN is [REDACTED]
Best Regards,
EDF Energy

This email is automatically generated by the system, please do not reply to it directly.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the support immediately if you have received this e-mail by mistake and delete this e-mail from your system.

Email transmission cannot be guaranteed to be secure or error-free, as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete. The sender, therefore, does not accept liability for any errors or omissions in the contents of this message which arise as a result of email transmission. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

HICX Solutions accepts no liability for the content of this email, or for the consequences of any actions taken on the basis of the information provided. Employees of the company are expressly required not to make defamatory statements and not to infringe or authorize any infringement of copyright or any other legal right by email communications. The company will not accept any liability in respect of such communication, and the employee responsible will be personally liable for any damages or other liability arising.

- Once you have set your password, the system will take you back to the log in page where you can log in to access your registration tasks.
- You'll next be asked to confirm your identity via a one-time PIN number. Click on the relevant option provided (usually email) and the system will send you the unique one-time pin via email OR SMS message.
- Enter the PIN provided in the email.
- Click on Submit to login into the portal.

Validate Device

New PIN has been sent.

Verify PIN

Check your Email. A temporary PIN has been sent to your registered email.

Please enter the PIN you have received

PIN [REDACTED]

[Submit](#)

UELA & Privacy Policy



HICX End User License Agreement (EULA)

Welcome, and thank you for your interest in HICX ("HICX," "we," "our" or "us") and our website at <https://edf-uat3.hicxsolutions.net/edf/hicxsm-portal>, along with our related websites, networks, applications, mobile applications, and other services provided by us (collectively, the "Service"). This End User License Agreement ("Agreement" or "EULA") and the Privacy Policy govern your use of the Service. This Agreement is a legally binding contract between you and us regarding your use of the Service.

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY.

By clicking "I Agree" (or words to similar effect during the registration process) or by otherwise accessing or using the Service, you agree that you have read and understood, and, as a condition to your use of the Service, you agree to be bound by this Agreement. If you are not eligible, or do not agree to be bound by this Agreement, then you do not have our permission to use the Service. Your use of the Service, and our provision of the Service to you and express license for you to use Service, constitute an agreement between us and you to be bound by this Agreement.

1. Service Overview. As part of the Service, we provide access to our platform for organizations to manage supplier data. You may use this platform and the Service to manage your information.

2. Eligibility. You must be at least 18 years old to use the Service. By agreeing to this Agreement, you represent and warrant to us that: (a) you (i) have legal capacity to agree to this Agreement; and (ii) are fully able and competent to enter into these Agreement; (b) you have not previously been suspended or removed from the Service; and (c) your registration and your use of the Service is and will be in compliance with any and all applicable laws, rules, and regulations. If you are an

EN

Username
supplier561056

Supplier Name
ABC Supplier

I Disagree I Agree

7. Please review and click Agree on the HICX End User Licence Agreement

8. Please review and click Agree on the Privacy Policy

(*Please note the Privacy Policy relates to the relationship between EDF Energy Ltd and you in relation to the operation of and your use of the EDF Energy Supplier Information Management Portal (HICX). It does not take precedence over any existing contractual agreement you may have in place with EDF Energy. Both UELA and Privacy Policy requires agreement to continue with your registration. Should you have any queries on either please contact suppliers@edfenergy.com)

Privacy policy

EN

EDF ENERGY
SUPPLIER Information Management PORTAL
TERMS OF USE

Last updated: 25th July 2019

These Terms of Use (including the Privacy Policy) shall regulate the relationship between EDF Energy Ltd and you in relation to the operation of and your use of the EDF Energy Supplier Information Management Portal located at (**our Site**). Our Site is operated by EDF Energy Ltd a company incorporated in England (registered number 02366852) and whose registered office is at 90 Whitfield Street, London, W1T 4EZ (**EDF Energy, we, us, our**).

Please read these Terms of Use carefully before you use our Site. They are a legally binding agreement and contain important information on your legal rights and obligations. In particular, please note the Clauses below relating to: Termination (Clause 7), Your liability to us (Clause 9), and Our liability to you (Clause 10).

These Terms of Use incorporate our Privacy Policy (which tells you about how we use your personal information and the use of Cookies on our Site).

By accessing or using our Site, you agree to comply with and be bound by these Terms of Use. If you do not agree to be

Username
supplier561056

Supplier Name
ABC Supplier

I Disagree I Agree

Welcome!



1. After logging into the system, the welcome page with welcome message will be displayed.
2. Under the 'My Tasks' heading, you will find details of any pending tasks you have available for completion.
3. It is usually best to complete these tasks in the order in which they are presented on the page, starting with the 'New Relationship Registration' Task. Click on the task to get started

The screenshot displays the 'Dashboard: ABC Supplier' interface. At the top, it says 'Select Supplier: SUP0025632 - ABC Supplier'. The main content area features a 'Welcome' message from the business partner, explaining the portal's purpose and the initial registration process. A blue arrow labeled '1' points to the 'Welcome' heading. Below the welcome message, a pink banner states 'You have 4 pending tasks!'. A blue arrow labeled '2' points to this banner. To the right, a sidebar contains sections for 'My Tasks', 'Favorites', 'Resources', 'Notifications', and 'Learn'. The 'My Tasks' section lists four tasks, with the first one, '27-Dec-2023 RIV0044949 Nuclear Generation - New Relationship Registration', highlighted by a blue arrow labeled '3'. Below the tasks, there is a 'Relationship Status' section with a table showing the status of the relationship with EDF Energy.

Customer Organization	Status	Actions
Nuclear Generation [EDF Energy]	STARTED	

New Relationship Registration



RIV0044949M - Nuclear Generation - New Relationship Registration

Submit Data Cancel Save Draft

Request Information

Organization Unit
Supplier Type
Manage Internally

Nuclear Generation
Standard ☐

Trading Entity Information

Trading Name * ABC Supplier
Legal Name
Sales telephone number * 01234567891
Sales fax number
Sales email address *
Street * ABC Street
Street2
Street3

Contact Information

First Name * Alpha
Last Name * Bet
Email * A.Bet@ABC.com
Contact Type * Select an option
Telephone * 01234567891
Position
Street 1
Street 2
Street 3
City
Postal/Zip Code
Country United States

Bank Account Information

Account Currency * Select an option
Bank Country * Select an option
Bank Name *
Bank Number
Bank Account No.
Account Holder *
Reference Details
SWIFT Code *
IBAN No.
Proof Document *
Payment Method
Choose file No file chosen
☐ BACS
☐ CHAPS
☐ Cheque
☐ Supply Chain Financing (BACS)
☐ Supply Chain Financing (CHAPS)
☐ Standing Order
☐ Direct Debit

1. Within this task, you can edit and add your company information.
2. This also includes contact information...
3. ...and your bank account for payment. You will also need to include a Bank Proof Document here which can be any one of the following: Bank details on signed letterhead paper, Void Cheque, Bank Statement, Blank invoice.*
4. Once all details have been completed, scroll back up to the top and click 'Submit Data.'

EDF's internal Supplier Information Management team will then validate the details and confirm them into the system.

*Please note, only ONE bank account per currency can be held against your supplier record. Please contact suppliers@edfenergy.com if you require any assistance with this.

Completing Initiatives



As a new provider to EDF Energy, a series of initiatives will be sent to you for completion. These are sent based on the type of service you will be providing to EDF, dependent on the business unit. This is known as our 'Prequalification Process'

1. Each initiative is generated by its own task. Click on one to get started
2. All mandatory questions are shown with a red asterisk (*) and require completion before submitting the information
3. Once you have completed each initiative, click on the 'Submit' button at the top of the page
4. Once the initiative has been submitted, it will be sent to the relevant Subject Matter Expert within EDF for review. Should they require any further information or clarification, they may reach out directly or via a supplementary initiative which you will find in your 'My Tasks' box. If any supplementary initiatives are sent, you will also be sent an automated email from the system to let you know there is a pending task awaiting your attention

My Tasks

- 27-Dec-2023 RIV0044949 Respond to Questionnaire: ABC Supplier-Nuclear Generation - HS&E Accreditations
- 27-Dec-2023 RIV0044949 Respond to Questionnaire: ABC Supplier-Nuclear Generation - Quality
- 27-Dec-2023 RIV0044949 Respond to Questionnaire: ABC Supplier-Master - UN Global Compact

RIV0044949 Respond to Questionnaire: ABC Supplier-Nuclear Generation - HS&E Accreditations

Submit Cancel Save Draft

1) General Information

1.1) Please upload all certificates that you have, or are required to provide to supply Goods and/ or Services to EDF Energy. EDF Energy requires ISO certificates to be UKAS accredited, or a similar national accreditation body. *Mandatory responses require. OHSAS 18001 will be completely replaced by ISO45001 by March 2021

2) ISO Triple Certification (ISO 9001, ISO 45001 and ISO 14001)

2.1) Is your company certified to the ISO triple certification? *

☐ Yes ☐ No

6) Policies

6.1) Please provide a copy of your H&S Policy *

☐ Yes ☐ No

6.3) Please provide a copy of your Environmental Policy *

☐ Yes ☐ No

6.5) Please provide a copy of your Drugs & Alcohol Policy *



☐ Yes ☐ No

My Tasks

- 27-Dec-2023 RIV0044949 Respond to Questionnaire: ABC Supplier-Nuclear Generation - HSE Low Risk Supplement

Registration Complete





Dear Alpha Bet,

We are pleased to confirm that supplier **ABC Supplier** has successfully completed our supplier onboarding process and is now active to do business with organisation **Nuclear Generation**.

Please keep a record of your login details as you should use the Supplier Portal to update and maintain your information. You may also receive periodic notifications and requests from use via the communication centre in the Supplier Portal.

Supplier Management
EDF Energy
suppliers@edfenergy.com

My Tasks

No tasks to display !

Relationship Status

Each organisational unit of EDF Energy retains authority for registering/pre-qualifying suppliers within the scope of its own operations. You should, therefore, always track your status in relation to individual organisational relationships.

Customer Organization	Status	Actions
Nuclear Generation [EDF Energy]	ACCEPTED	

Favorites

Resources

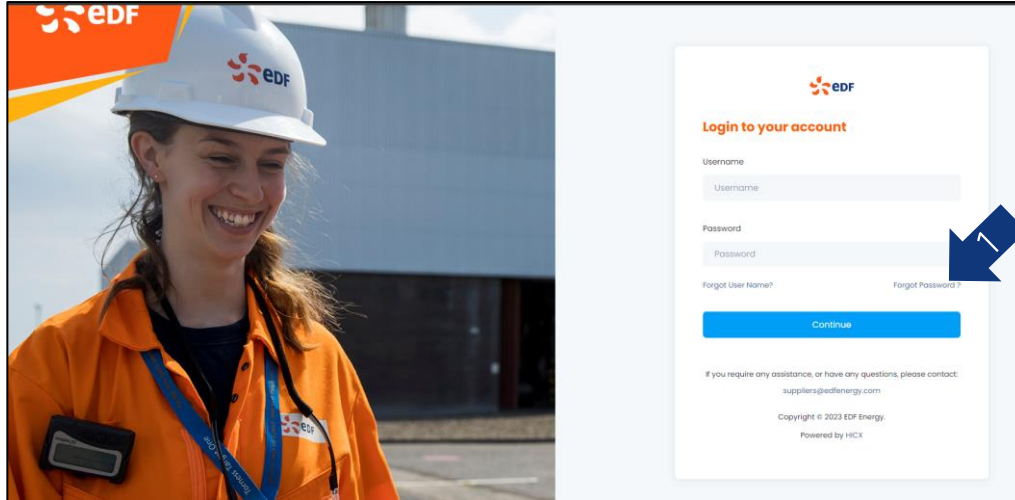
Notifications

No messages found

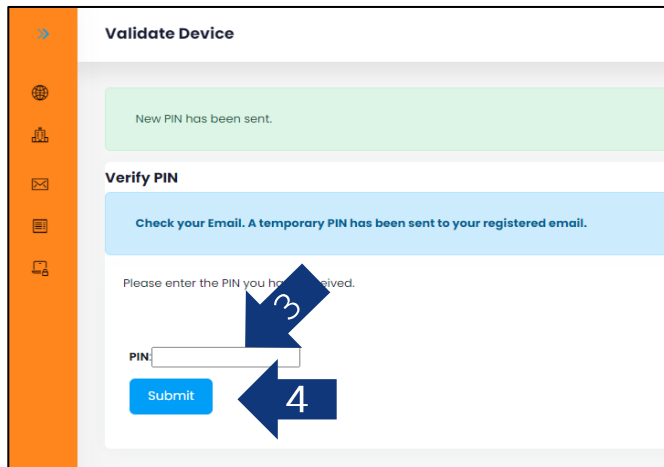
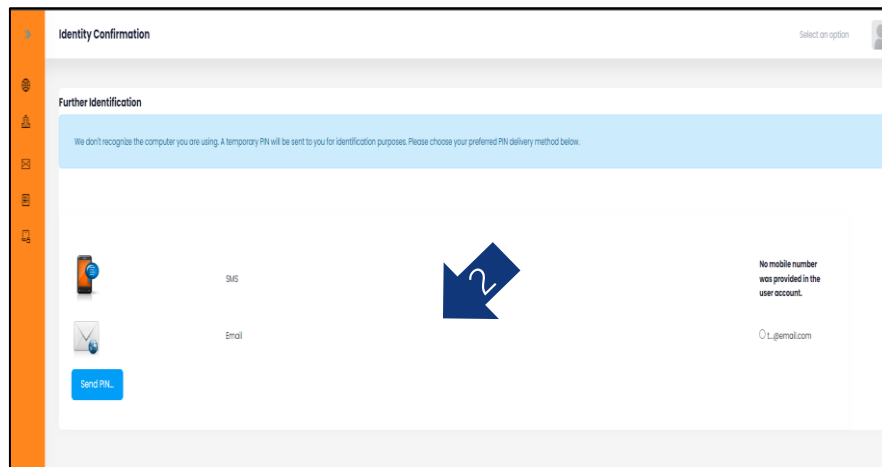
Learn

1. Once all tasks have been completed, reviewed and approved, your registration will be activated and you will receive email notification from the system notifying that the registration process is now complete.
2. Your 'My Tasks' dashboard will also be blank indicating that all tasks are now complete. The 'Relationship Status' dashboard will also display 'Accepted' confirming a successful supplier onboarding.

How to Reset your Password



1. For existing registrations, if you have forgotten your password use the 'Forgot Password?' link on the log-in page to reset it. The email you will receive will also contain your Username.
2. To confirm identity, click on the relevant option (usually email) and the system will send you a unique one-time pin.
3. Enter the PIN provided in the email.
4. Click on Submit to login into the portal.



How to Edit your Details



1. To edit your details (contact, bank, address' etc.) hover over the side bar and click 'Company Profile'

2. To edit your main company information, click 'Update' next to Legal Entity

3. You can toggle between these 3 areas to update the relevant details:

A) Locations – add or edit your company's ordering locations / factoring arrangements. This is for additional locations and should not replicate the address provided in your main company details

B) Bank Accounts – add additional accounts or edit your existing account*

C) Contact – add additional contacts or edit the existing ones

Company Profile

Legal Entity [Update](#)

Supplier Details

Trading Name: ABC Supplier

Legal Name

Sales telephone number: 01234567891

Sales fax number

Sales email address: ABC@ABC.COM

Street: ABC Street

Street 2

Street 3

City: London

Postal/Zip Code: AB1 1BC

Country: United Kingdom

Account receivable fax number

Locations [Add Factoring Location](#) [Add Ordering Location](#)

Here you can manage your company's ordering locations and/or any factor arrangements you may have in place. Please add any ADDITIONAL ordering locations for the legal entity you are registering (to avoid duplication please do not add the main address already provided in your Company Details).

Description

There is currently no description.

Bank Accounts [+Add](#)

Here you can amend your company's bank account(s). If your original bank account has changed please Edit your **existing bank account** by clicking the name on the *Description* column to update your bank data within our payment systems. Please note, by clicking *Add* you will add **additional bank accounts** to those collected through the onboarding process.

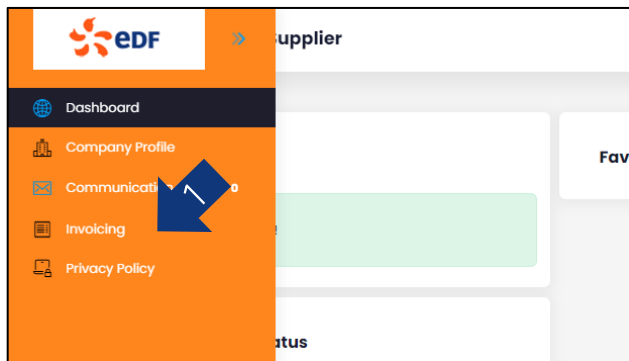
Description	Actions
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Contacts [+Add](#)

Description	Last Modified
Alpha Bet Default	Dec 27, 2023

*Please note, only ONE bank account per currency can be held against your supplier record. Please contact suppliers@edfenergy.com if you require any assistance with this.

How to check the Status of Invoices



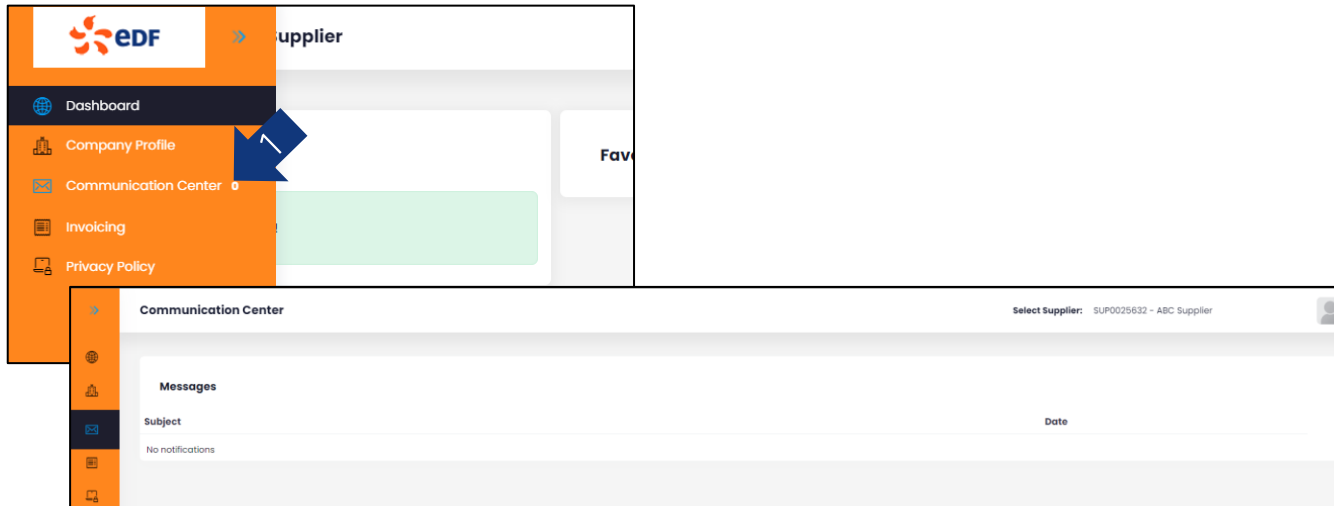
The invoicing Module allows you to track the status of your submitted invoices.

1. To access the invoicing module, hover over the side bar and click 'Invoicing'

2. Use the various filters to search through your invoices to see their status

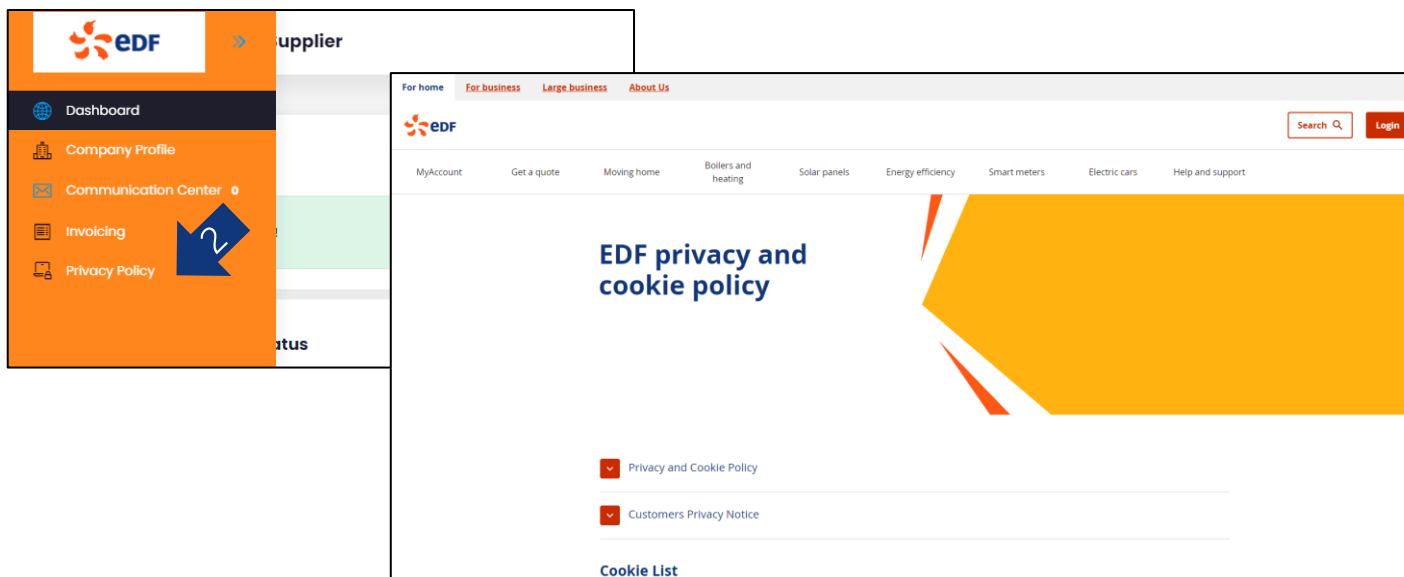
A screenshot of the EDF 'Invoicing' module interface. At the top, it says 'Select Supplier: SUP0025632 - ABC Supplier'. Below this is a section titled 'Invoice Module Information' with the text 'The invoicing module allows you to:'. To the right of this text is a small yellow square icon and the text 'Track the status of your invoices'. Below this is a section titled 'Invoices' with a blue arrow pointing to it. This section contains several filters: 'Status' (with a dropdown menu), 'Invoice Number' (with a text input), 'Invoice Amount' (with a text input and a 'To' dropdown), and 'Invoice Date' (with a date range selector). Below these filters are 'Filter' and 'Reset' buttons. At the bottom is a table with the following headers: 'Currency', 'Invoice/ Credit Number', 'Invoice/ Credit Date', 'Gross Invoice/ Credit Value', 'Invoice/ Credit Receipt Date', 'Net Due Date', 'Payment Processed Date', 'Payment Reference', 'Under Query', and 'Invoice Status'.

Communication Center & EDF Privacy Policies



Communication Centre

1. Any communications sent to you from EDF via the portal will show in the 'Communications Center.' to see your messages, hover over the side bar and click 'Communication Center'



Privacy Policy

2. You can also view EDF's Privacy Policies. Hover over the side bar and click 'Privacy Policy' to be taken to EDF's external website showing the policies.

Setting Preferences & Viewing Portal Privacy Policy / EULA



The image shows two screenshots of the EDF Supplier Portal. The top screenshot shows the 'Dashboard: ABC Supplier' with a user profile icon in the top right corner. A blue arrow labeled '2' points to the top navigation bar, and another blue arrow labeled '3' points to the user profile icon. The bottom screenshot shows the 'Preferences' page, which has tabs for 'Language', 'Password', and 'Username'. The 'Language' tab is selected, showing a dropdown menu with 'English' and a 'Change Language' button. A blue arrow labeled '3' points to the 'Preferences' option in the user profile menu, and a blue arrow labeled '4' points to the 'Privacy Policy' option in the same menu.

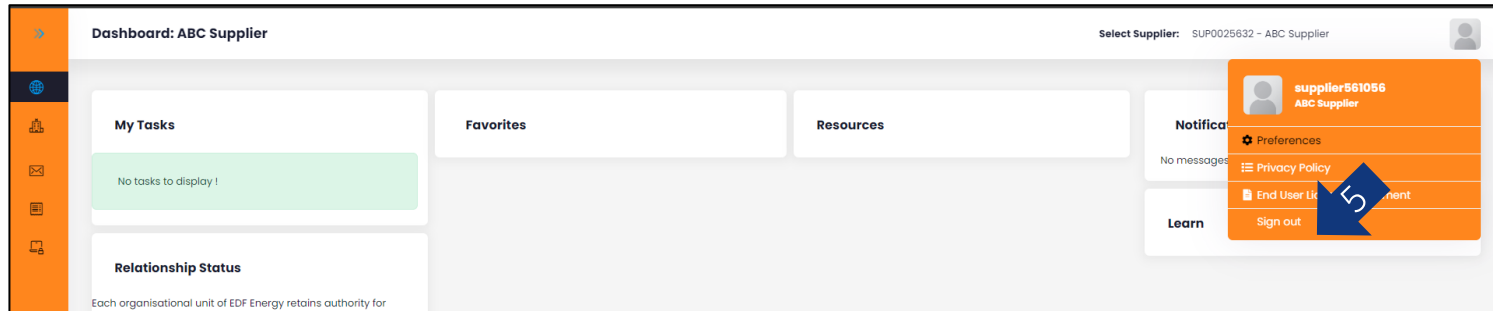
Preferences

3. To set your user preferences, e.g. language or password, click on the profile icon in the top right-hand corner, then 'Preferences'.

Privacy Policy & EULA

4. You can also view the Privacy Policies and EULA which you agree to at the very start of the process by clicking on the profile icon in the top right-hand corner, then selecting the relevant option.

Logging Out



5. To log out of the system, click on the profile icon in the top right-hand corner, then click 'Sign Out'