



**Black Hills
PeopleSoft v9.2
Supplier Portal
Supplier and Bidder
Reference Guide**

May 2020

DOCUMENT HISTORY

Version	Date	Author	Summary of Changes
V1	05/27/20	M. Lukas	Initial Draft
V2	07/09/20	M. Lukas	Final Version
V3	08/18/20	M. Lukas	Final Version plus MFA, Captcha

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1.0 OVERVIEW

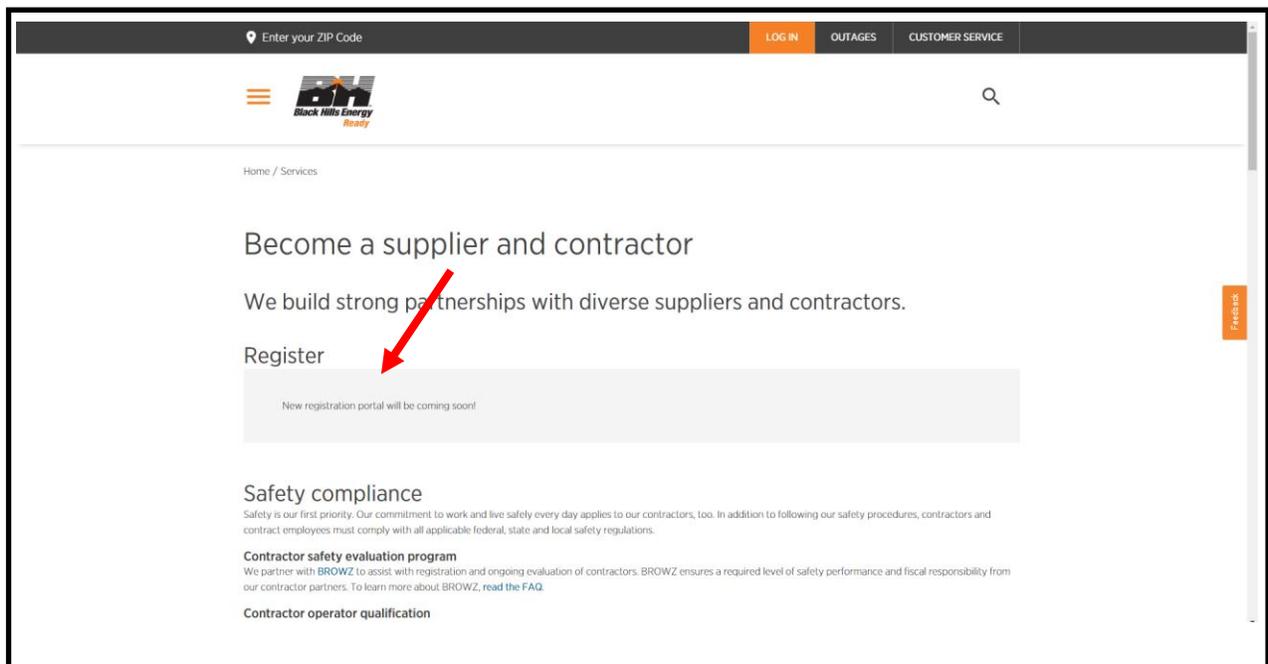
1.1 Background Information on the Supplier Portal

Black Hills has re-deployed the PeopleSoft Supplier Portal with additional functionality activated in order to facilitate increased Supplier engagement and self-service. The Supplier Portal provides suppliers with an intuitive, easy to use system that supports their interactions with Black Hills. Suppliers can check on orders, respond to proposals, and check on the status of invoices and payments. They can also request changes to their Supplier record. Bidders can register so they can respond to Requests for Proposals they have been invited to.

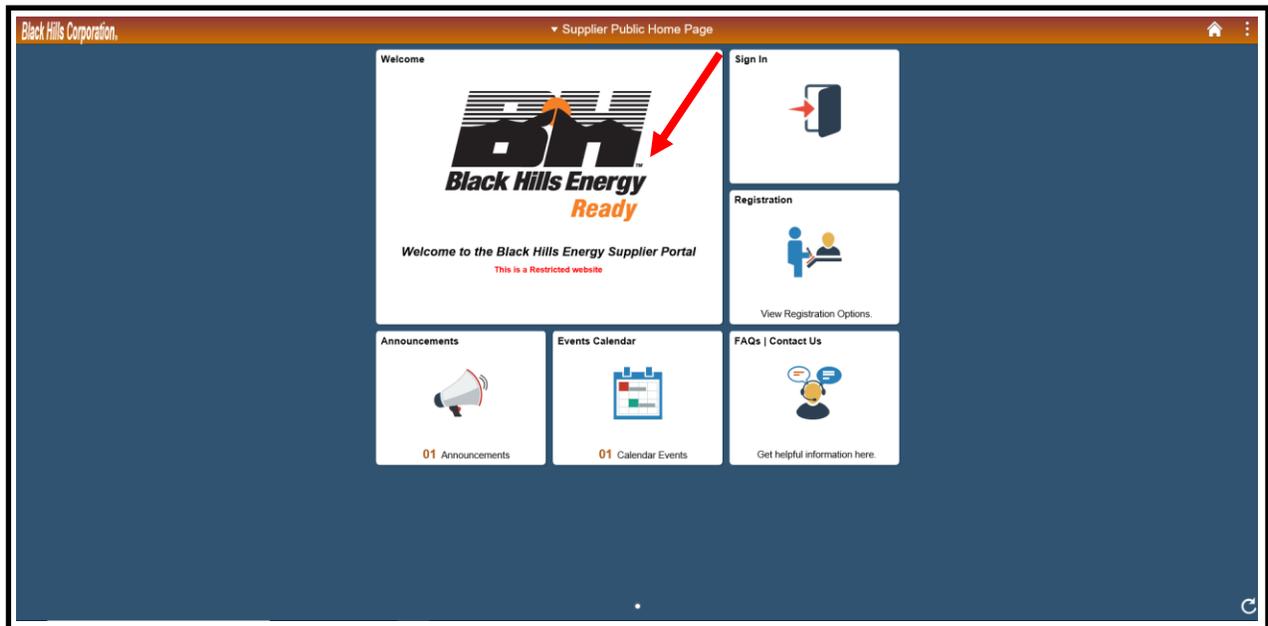
This Supplier Portal Reference Guide is designed to provide Suppliers and Bidders with the information required to understand and use the functionality and features available in the Supplier Portal. We will also discuss the procedures and business rules you should keep in mind as you start to work in this system.

1.2 Supplier Portal System Access

The Supplier Portal system in the PROD environment is accessed via the Black Hills Corporate website. Follow this link <https://www.blackhillsenergy.com/services/become-supplier-and-contractor> to reach the Supplier Portal in order to view general information about transacting with Black Hills and to register as a Bidder.



SUPPLIER PUBLIC HOMEPAGE



A Supplier or Bidder can also access the Supplier Portal directly via the following link once they have been set up in the system with a valid User Id and Password:

<https://supplier.blackhillscorp.com>

Tip: For Performance reasons, you are encouraged to use either an Edge or Chrome Browser rather than the Internet Explorer Browser.

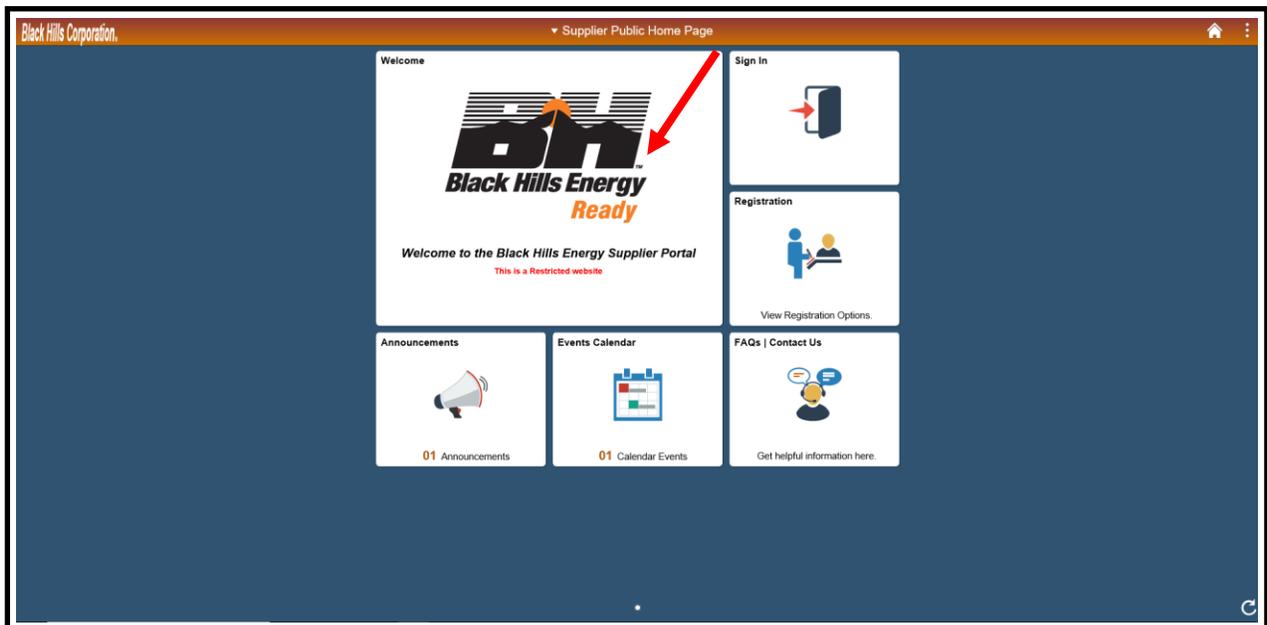
2.0 SUPPLIER PORTAL FUNCTIONALITY

2.1 Public vs. Secure Supplier Portal

The Supplier Portal has two views associated with it. One is known as the Public Supplier Portal, and one is known as the Private, or Secure Supplier Portal. The Public view is where you are first taken when you access the Supplier Portal. There are a number of Tiles available that when clicked provide applicable information as described on the Tile. From this view, a User can click the Sign In Tile to sign into the Private Supplier Portal. Once logged in, the User can see information directly pertinent to the Supplier or Bidder they are associated with.

2.2 Public Supplier Portal Functionality

The Public Supplier Portal provides the initial view of the Supplier Portal and is comprised of a series of Tiles that provide general information regarding usage of the Supplier Portal.

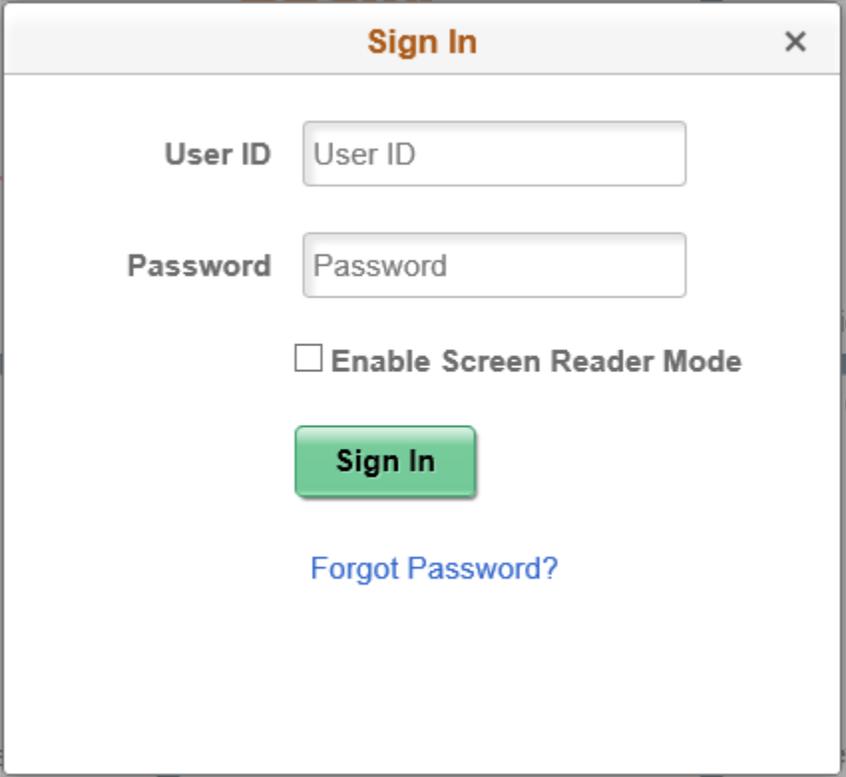


These Tiles are:

- ✓ Sign In
- ✓ Registration
- ✓ FAQs / Contact Us
- ✓ Announcements
- ✓ Events Calendar

Details regarding these Tiles follow.

The Sign In Tile allows a given user to login to the Private Supplier Portal, where they can view information specific to the Supplier or Bidder they are associated with.



The image shows a 'Sign In' dialog box with a title bar containing the text 'Sign In' and a close button 'X'. The dialog contains the following elements:

- A label 'User ID' followed by a text input field containing the placeholder text 'User ID'.
- A label 'Password' followed by a text input field containing the placeholder text 'Password'.
- A checkbox labeled 'Enable Screen Reader Mode'.
- A green button with the text 'Sign In'.
- A blue text link labeled 'Forgot Password?'.

The Registration Tile allows someone to register as a Bidder in the Black Hills Procurement system. Once registered and approved, a Bidder can receive invitations to bid on specific Requests for Proposal relevant to their business.

The screenshot shows a multi-step registration process. At the top, a horizontal navigation bar contains seven steps: **Welcome**, Identifying Information, Addresses, Contacts, Payment Information, and Categorization. The **Welcome** step is highlighted with a red square and a red arrow pointing to it. To the right of the navigation bar are three buttons: **Exit**, **Previous** (disabled), and **Next** (disabled).

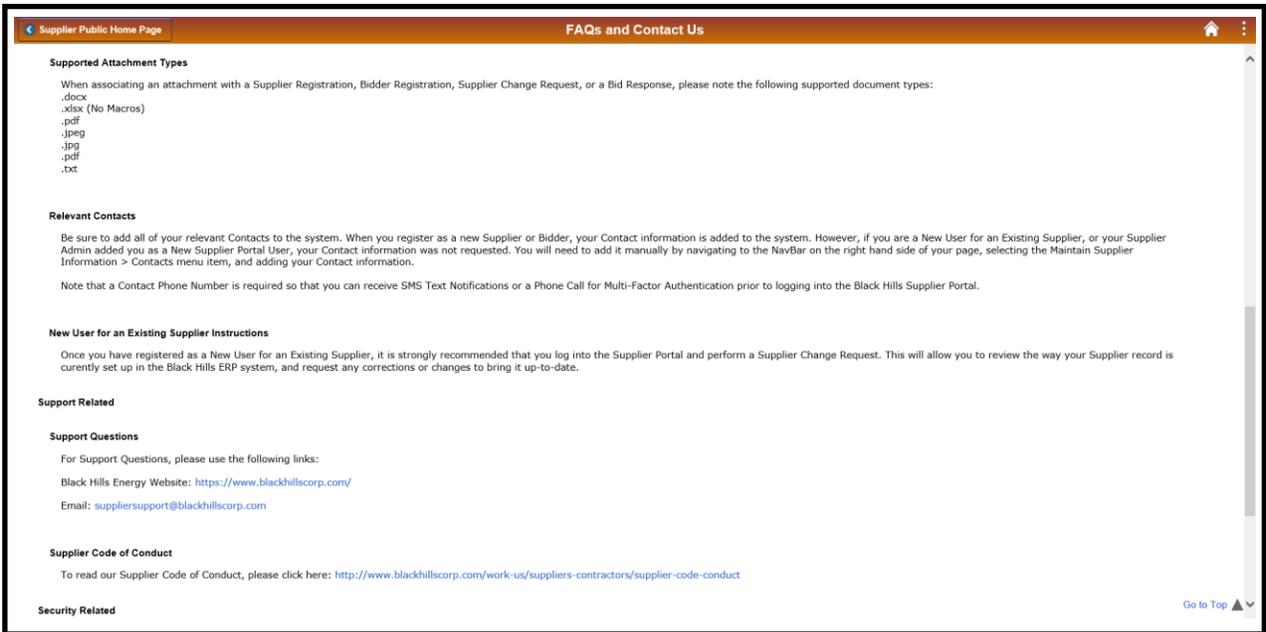
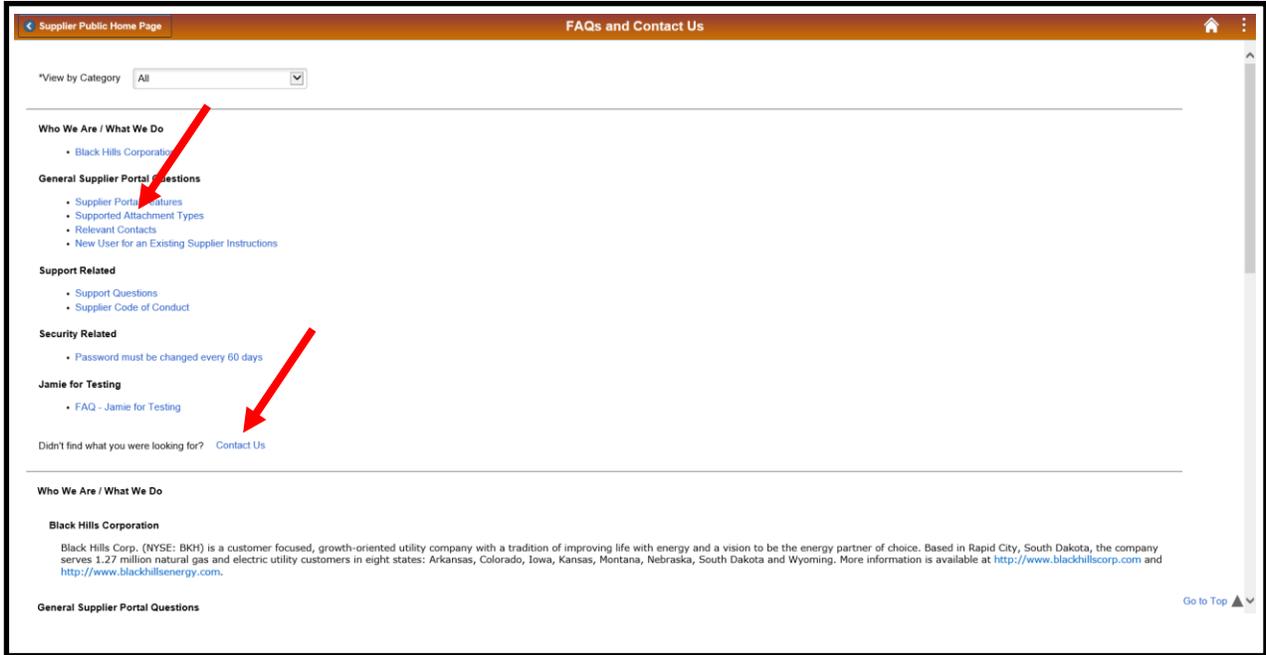
Below the navigation bar, the page title is **Welcome - Step 1 of 7**. A paragraph of instructions reads: "To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons 'Next' and 'Previous' to move between steps or 'Save for Later' to save your work to be resumed later. Once you have provided all the required information, proceed to the 'Submit' step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal." Below this is a link for support: "If you have any questions or feedback on the registration process, please contact the Supplier Support HelpDesk at suppliersupport@blackhillscorp.com".

The main content area is titled "Select an activity below: ?" and contains the following options:

- Start a new registration form**
 - What type of entity do you represent?
 - Business**
 - Individual
 - What type of bidding activities you are interested in?
 - Buying goods/Services
 - Selling goods/Services
 - Both**
- Continue from where you left

At the bottom right of the form area are three buttons: **Exit**, **Previous** (disabled), and **Next** (disabled). A legend at the bottom left indicates "* Required field".

The FAQ Tile provides general information about the Supplier Portal and Black Hills including Who We Are, Registration information, and Support Questions. Additionally, Contact information is provided so that an individual can reach out to Black Hills for more information or support regarding the Supplier Portal.

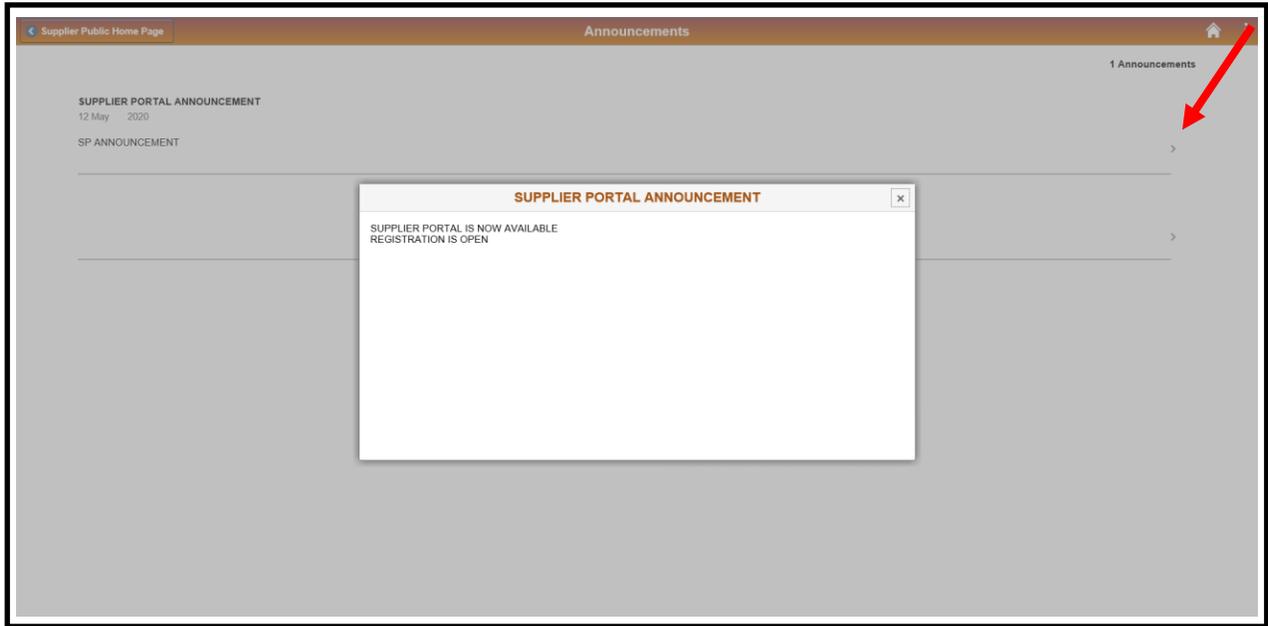


Contact Us

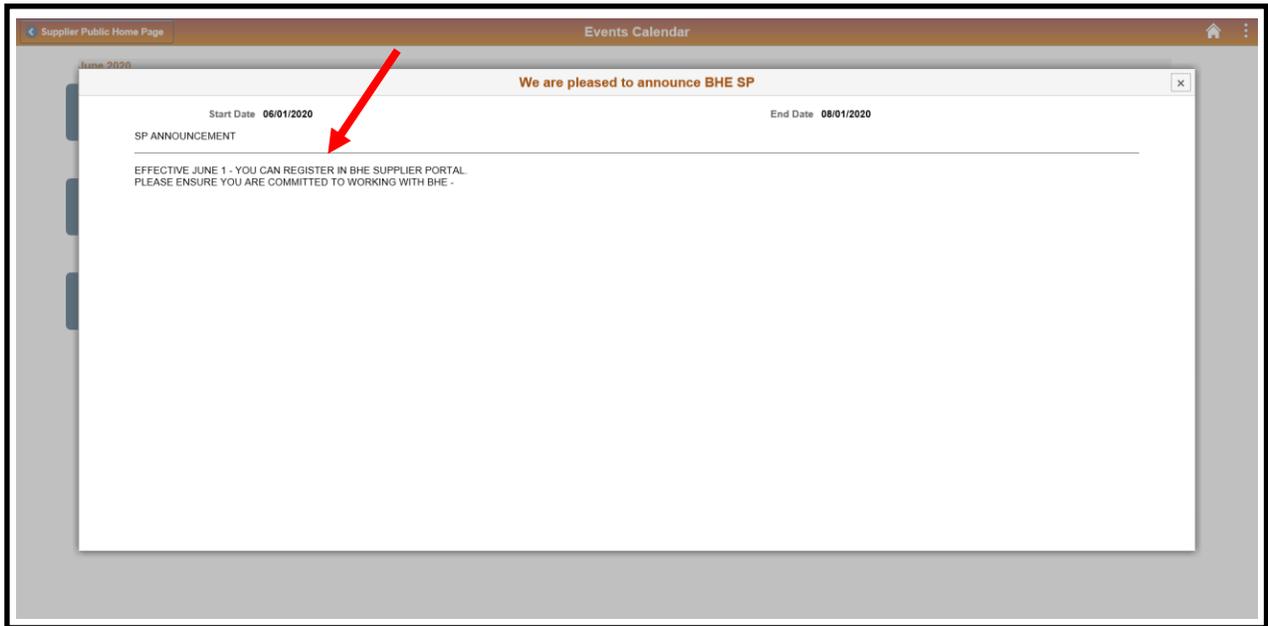
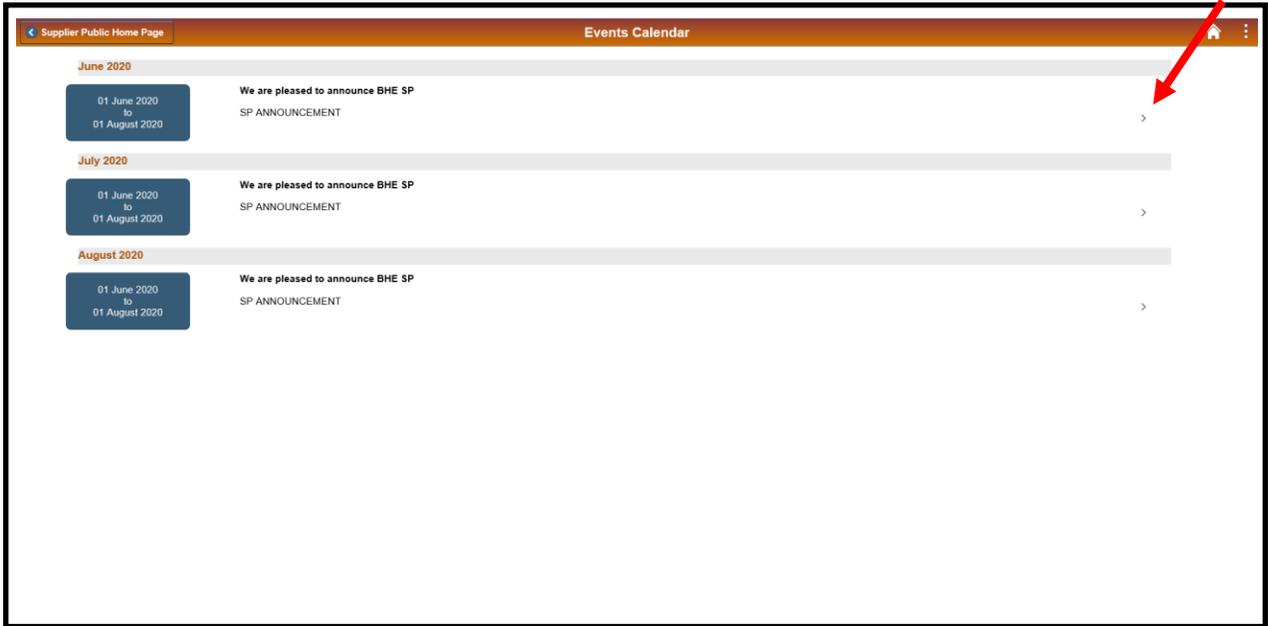


If you have questions about how to use the various features of the Supplier Portal, please contact the Supplier Support Helpdesk at suppliersupport@blackhillscorp.com

The Announcements Tile is updated periodically with relevant information for our Supplier base. Check it for the latest information regarding Procurement activities and Supplier impacts. Click the Announcement of interest to access the pop-up.



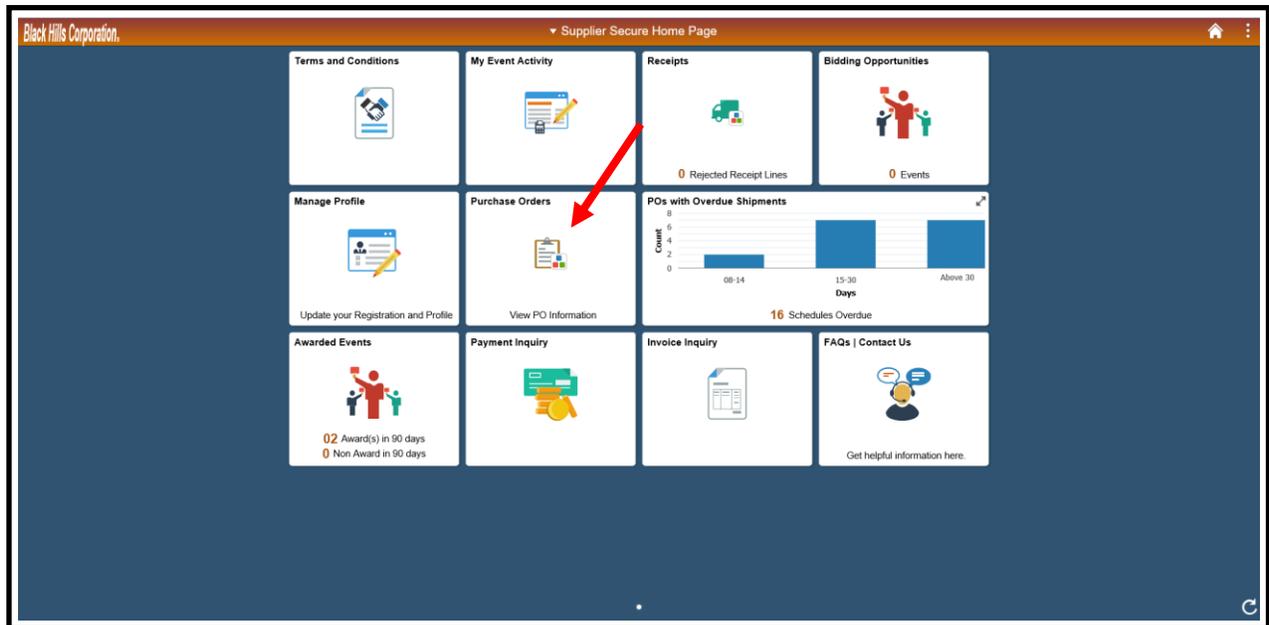
The Events Calendar Tile is also updated periodically with upcoming information that impacts our Suppliers and Bidders. Click the topic of interest to access the pop-up.



2.3 Secure Supplier Portal Functionality

Supplier User

Once a User logs in via the Sign In Tile accessed on the Public Supplier Portal view, they are granted access to a number of Tiles representing different types of transactions and information relevant to the Supplier they are associated with. They are now in the Secure Supplier Portal view.



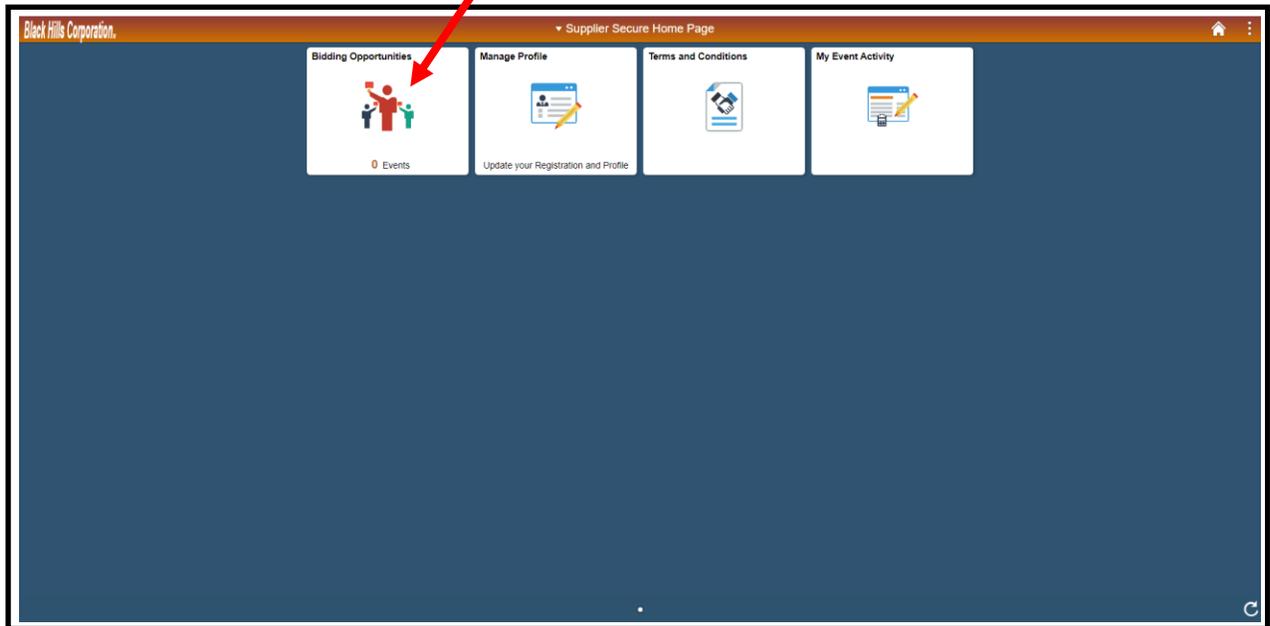
These Tiles represent:

- ✓ Purchase Orders – Orders sent to a Supplier over a specified timeframe
- ✓ POs with Overdue Shipments – Orders that reflect overdue items
- ✓ Receipts – Shipments that have been received at Black Hills
- ✓ Invoice Inquiry – Invoice listing and status over a specified timeframe
- ✓ Payment Inquiry - Payment listing and status over a specified timeframe
- ✓ Bidding Opportunities – RFPs that the Supplier / Bidder is currently invited to bid on
- ✓ My Event Activity – All RFP activity between Black Hills and the Supplier / Bidder
- ✓ Awarded Events – RFPs that have been awarded to the Supplier
- ✓ Manage Profile – An Administrative Tile that allows the Supplier / Bidder to maintain their Profile
- ✓ Terms and Conditions – The Terms and Conditions applicable to doing business with Black Hills
- ✓ FAQs / Contact Us – Frequently Asked Questions about the Supplier Portal and how to contact us

Details regarding each of these Tiles will be presented later in this document.

Bidder User

Once a User logs in via the Sign In Tile accessed on the Public Supplier Portal view, they are granted access to a number of Tiles representing different types of transactions and information relevant to the Bidder they are associated with. They are now in the Secure Supplier Portal view.



These Tiles represent:

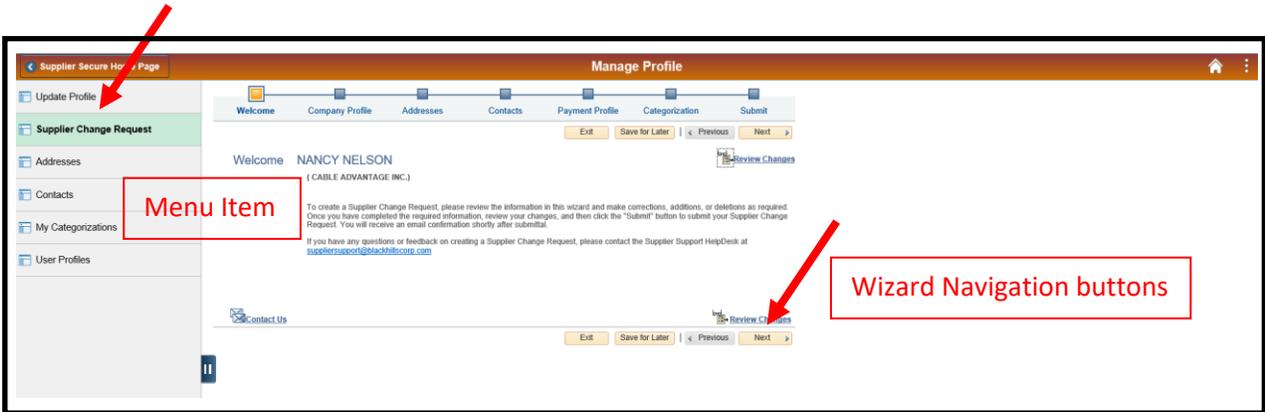
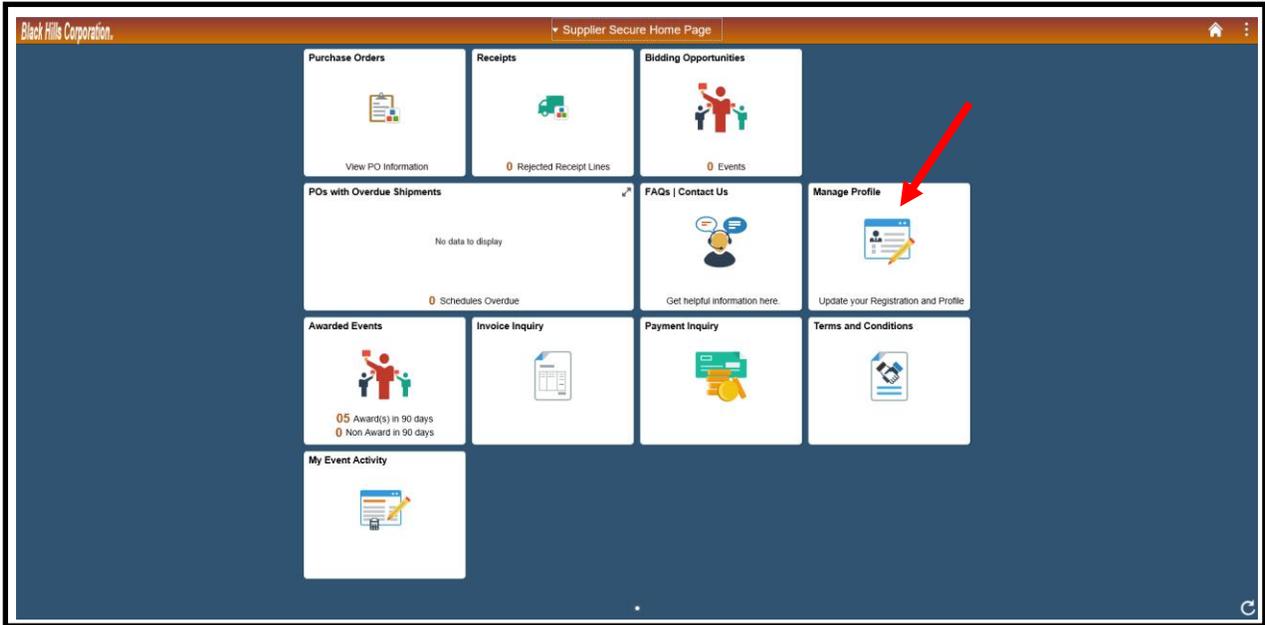
- ✓ Bidding Opportunities – RFPs that the Supplier / Bidder is currently invited to bid on
- ✓ My Event Activity – All RFP activity between Black Hills and the Supplier / Bidder
- ✓ Manage Profile – An Administrative Tile that allows the Supplier / Bidder to maintain their Profile
- ✓ Terms and Conditions – The Terms and Conditions applicable to doing business with Black Hills

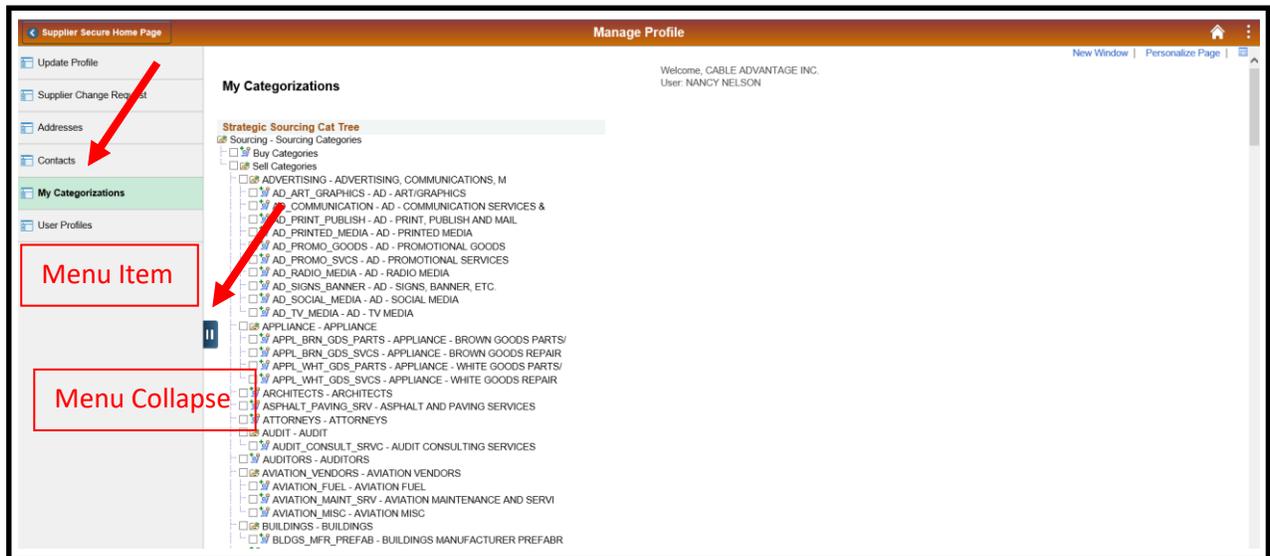
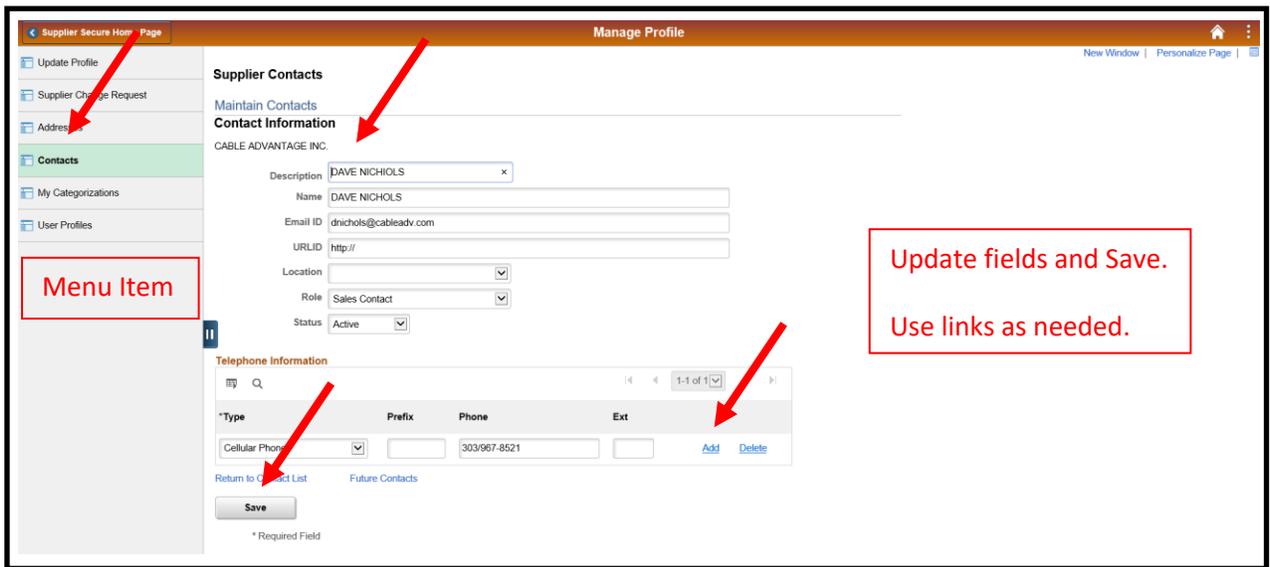
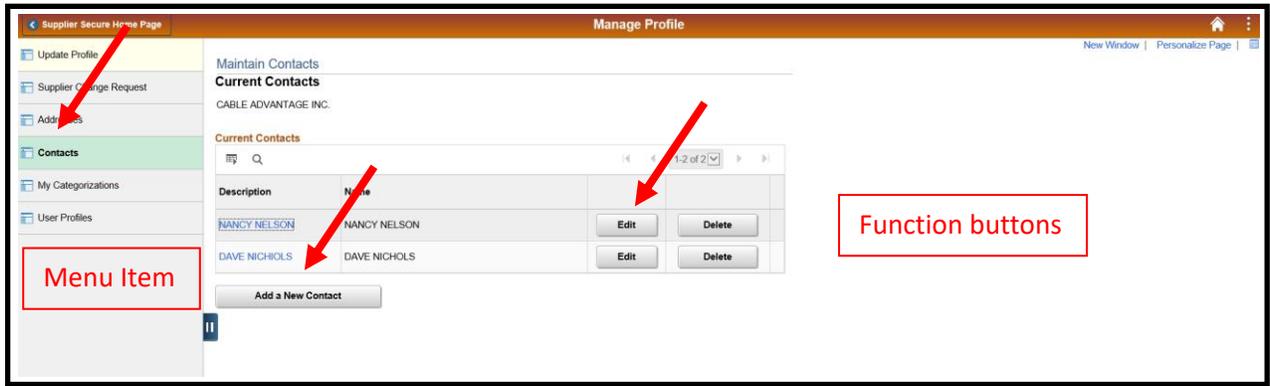
Details regarding each of these Tiles will be presented later in this document.

2.4 General Navigation

As we have shown, utilizing the Supplier Portal involves clicking appropriate Tiles that are displayed, and then navigating around the transaction that is presented. Here are some representative system screens for reference:

Manage Profile Tile





Supplier Secure Home Page Manage Profile

- POWER_PLANT_MATERIALS - POWER PLANT MATERIALS
- FRJ_MGT_CNSLTNG_SR - PROJECT MANAGEMENT OR CONSULTI
- ROOFING_CONTRACTOR - ROOFING CONTRACTORS
- SAFETY - SAFETY
- EMERGENCY_SRVC_SUP - EMERGENCY SERVICES/SUPPLIES
- SAFETY_CLOTHING - SAFETY CLOTHING
- SAFETY_CNSLTNG_SRVC - SAFETY CONSULTING SERVICES
- SAFETY_EQUIP_SUPPL - SAFETY EQUIPMENT AND SUPPLIES
- SANITATION_SERVICE - SANITATION SERVICES
- SECURITY - SECURITY
- SHEET_METAL_WORKER - SHEET METAL WORKERS
- SNOW_REMOVAL_SRVC - SNOW REMOVAL SERVICES
- SOLAR - SOLAR
- STEEL_FABRICATORS - STEEL FABRICATORS
- SUPPLIER_OF_GOODS - SUPPLIER OF GOODS
- SURVEYING_SERVICES - SURVEYING SERVICES
- TANK_CLEANING_REPR - TANK CLEANING AND REPAIR
- TEMPORARY_EMPLOYMENT_SRVC - TEMPORARY EMPLOYMENT SERVICES
- TRAFFIC_CNTRL_SRVC - TRAFFIC CONTROL SERVICES
- TRAINING - TRAINING
- TRAIN_CNSLTG_SRVC - TRAINING CONSULTING SERVICES
- TRAIN_PROD_SUPPLS - TRAINING PRODUCTS AND SUPPLIES
- TRAINING_SERVICES - TRAINING SERVICES
- TRAVEL_ENTERTAINMENT - TRAVEL AND ENTERTAINMENT
- UNDRGRND_GAS_CNSTR - UNDERGROUND GAS CONSTRUCTION (
- VEGETATION - VEGETATION
- ELEC_VEG_MNG_LN_CL - ELECTRICAL VEGETATION MANG LIN
- VEG_ROW_CLEARING - VEG ROW CLEARING
- VEG_SMALL_SHRUB_CL - VEG SMALL SHRUB CLEARING
- VEG_TREE_REMOVAL - VEG TREE REMOVAL
- VEGETATION_REMOVAL - VEGETATION REMOVAL
- VEND_MACHINES_SRVC - VENDING MACHINE SERVICES
- WATER_TREATMENT - WATER TREATMENT
- WELDING_CONTRACTOR - WELDING CONTRACTORS
- WIND - WIND
- WINDOW_WASHING - WINDOW WASHING
- X_RAY_INSP_SRVC - X-RAY INSPECTION SERVICES

Save

Back to Homepage

Select and Save

Black Hills Corporation. Supplier Secure Home Page

Purchase Orders View PO Information

Receipts 0 Rejected Receipt Lines

Bidding Opportunities 0 Events

POs with Overdue Shipments No data to display 0 Schedules Overdue

FAQs | Contact Us Get helpful information here.

Manage Profile Update your Registration and Profile

Awarded Events 05 Award(s) in 90 days 0 Non Award in 90 days

Invoice Inquiry

Payment Inquiry

Terms and Conditions

My Event Activity

My Preferences Sign Out

Refresh

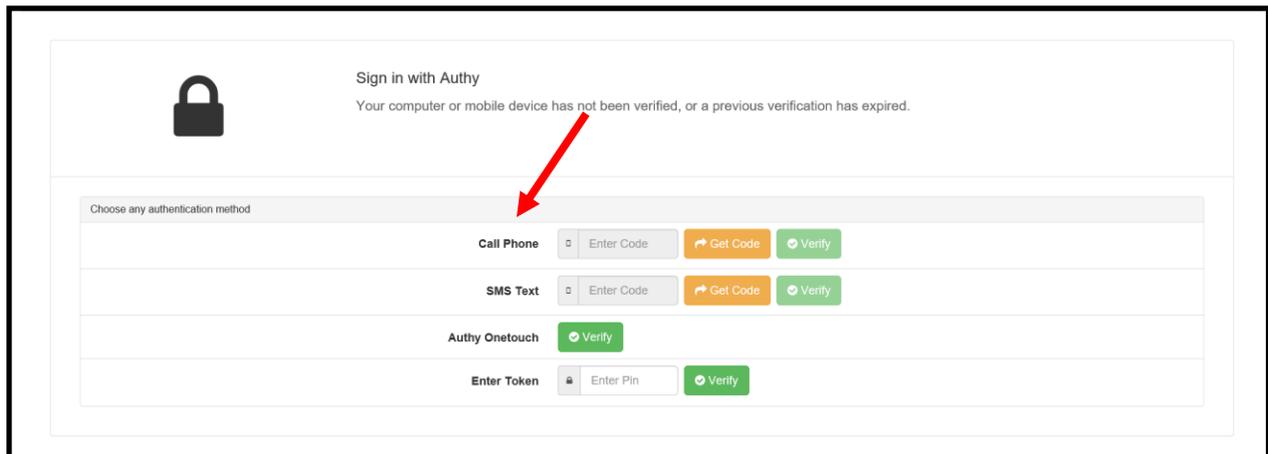
2.5 Multi-Factor Authentication (MFA)

Authy is the Multi-Factor Authentication product that Black Hills is using to prevent unauthorized access to the Supplier Portal. This section details how Authy should be set up, followed by screenshots depicting how you will use it.

Authy provides MFA via the following methods:

- ✓ Phone call to your Mobile phone or Landline. You are provided with a code that you then key in to the Authy Verification page on the Supplier Portal.
- ✓ SMS Text Message to your Mobile phone. You are provided with a code that you then key in to the Authy Verification page on the Supplier Portal.
- ✓ Onetouch Authentication sent to the Authy App on your Mobile Phone from the Authy Verification page on the Supplier Portal. You then click an Approval button on the popup message you receive. This is the easiest method to use of the four.
- ✓ Entering a Token / PIN generated by the Authy App on your Mobile Phone into the Authy Verification page on the Supplier Portal.

This is what the various methods look like when they are presented to you:



The screenshot displays the 'Sign in with Authy' interface. At the top left is a padlock icon. The text reads: 'Sign in with Authy' and 'Your computer or mobile device has not been verified, or a previous verification has expired.' Below this is a section titled 'Choose any authentication method' with a red arrow pointing to the 'Call Phone' option. The options are:

- Call Phone**: Includes an 'Enter Code' input field, a 'Get Code' button, and a 'Verify' button.
- SMS Text**: Includes an 'Enter Code' input field, a 'Get Code' button, and a 'Verify' button.
- Authy Onetouch**: Includes a 'Verify' button.
- Enter Token**: Includes an 'Enter Pin' input field and a 'Verify' button.

Authy Setup

The first thing that you should do is download the Authy App to your Mobile phone, if you will be using it to assist you in accessing the Black Hills Supplier Portal. This way, the first time you get an SMS Text to your Mobile phone, the Black Hills Account will be loaded to your Authy App, setting you up for future Onetouch Authentication.

At this point, you fall into one of four Registration categories:

1. A new Supplier User with an existing Supplier Contact on the Supplier record in the Black Hills ERP system.
2. A new Supplier User without a Supplier Contact on the Supplier record in the Black Hills ERP system.
3. A new Supplier, Supplier Contact, and Supplier User that are not set up in the Black Hills ERP system.
4. A new Bidder, Bidder Contact, and Bidder User that are not set up in the Black Hills ERP system.

To provide some background, a Supplier defined in our ERP system is comprised of many different types of data. One of those data types is the Supplier Contact record. You or someone in your organization is typically defined there, although there are cases where a Supplier has no Contacts associated with it. A Supplier Contact record includes information about a person such as their Name, Role within the organization, Email, and Phone Number. Bidder Contacts work the same way.

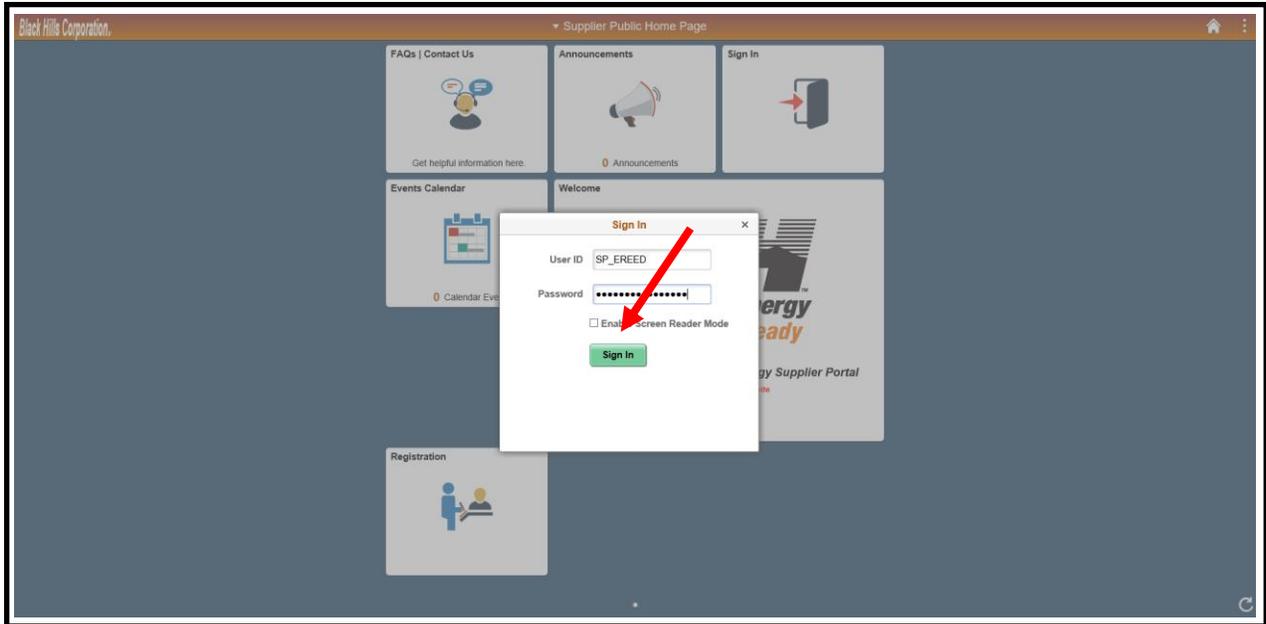
During the Registration process, you will be asked to provide a phone number. Be sure to reference the phone number that you will want to use for Authy verification. You will also be entering your First and Last Name, as well as a Description. It is important that the Description field matches to your First and Last Names as shown in the example below.

First Name: John Last Name: Smith Description: John Smith

This enables Black Hills to determine if a Contact record already exists for you and has other data sync implications as well. As we show you how to perform the different types of Supplier Registrations later in this document, any Authy Considerations will be pointed out in those sections.

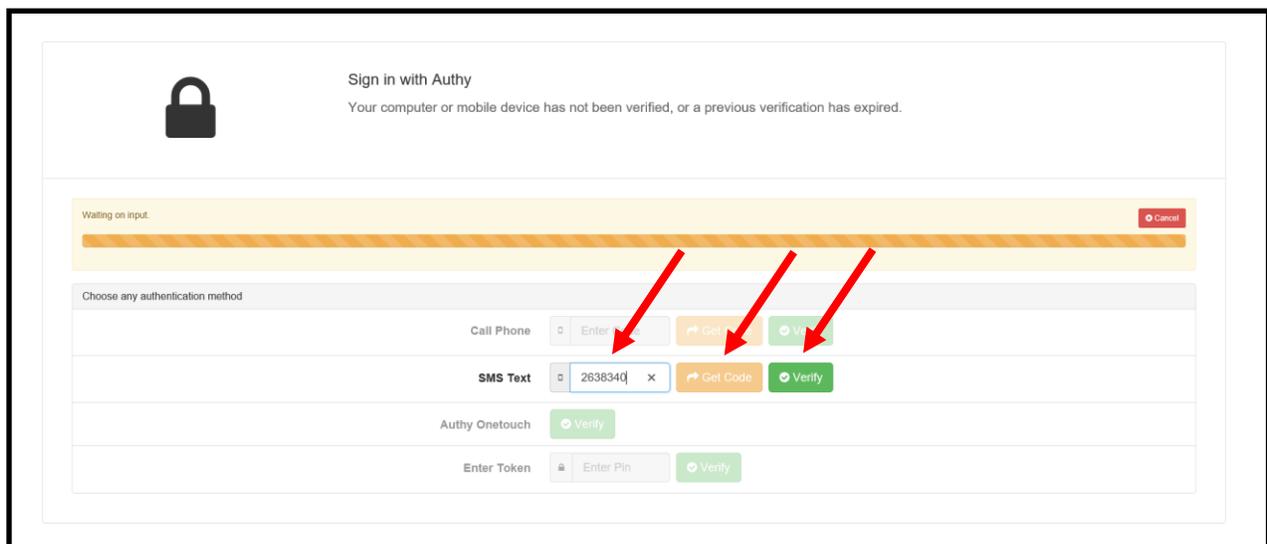
Authy Usage

On the Supplier Portal Public Homepage, click the Sign In Tile, and then enter your User Id and Password. Click the Sign In button.

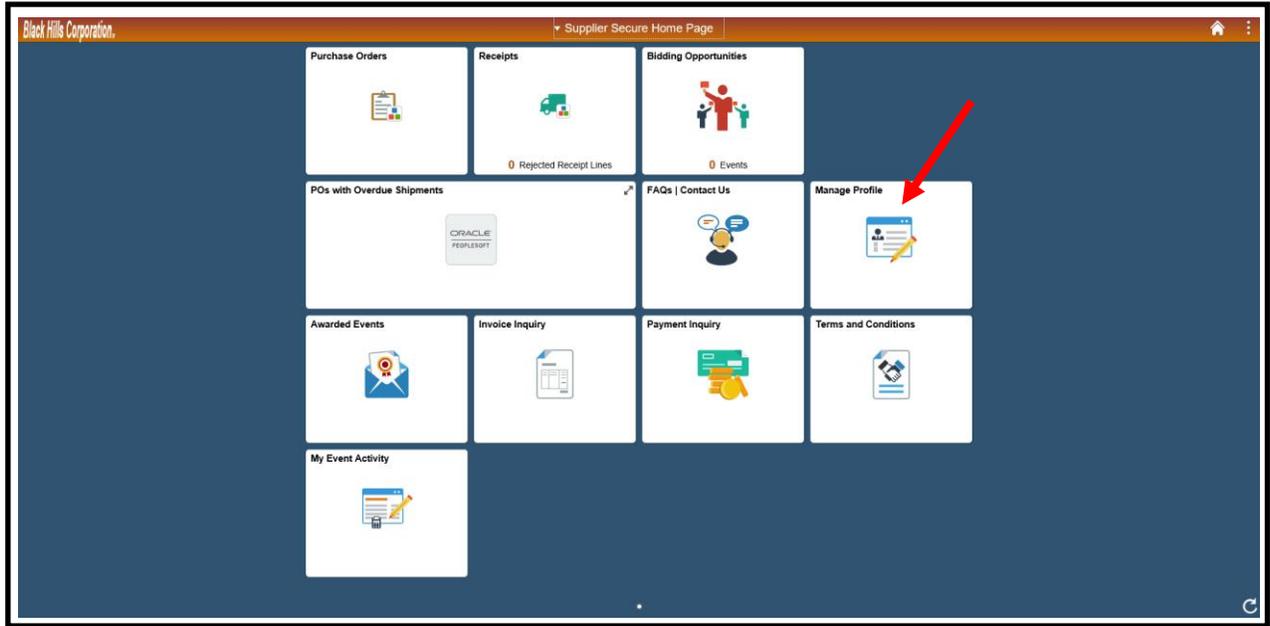


The Authy Verification page displays. Note the four options available: Call Phone, SMS Text, Onetouch, and Token. The first time you use Authy, you will only see the Call Phone and SMS Text Options. Once you have been successfully validated, the Authy Onetouch and Enter Token options become available as well.

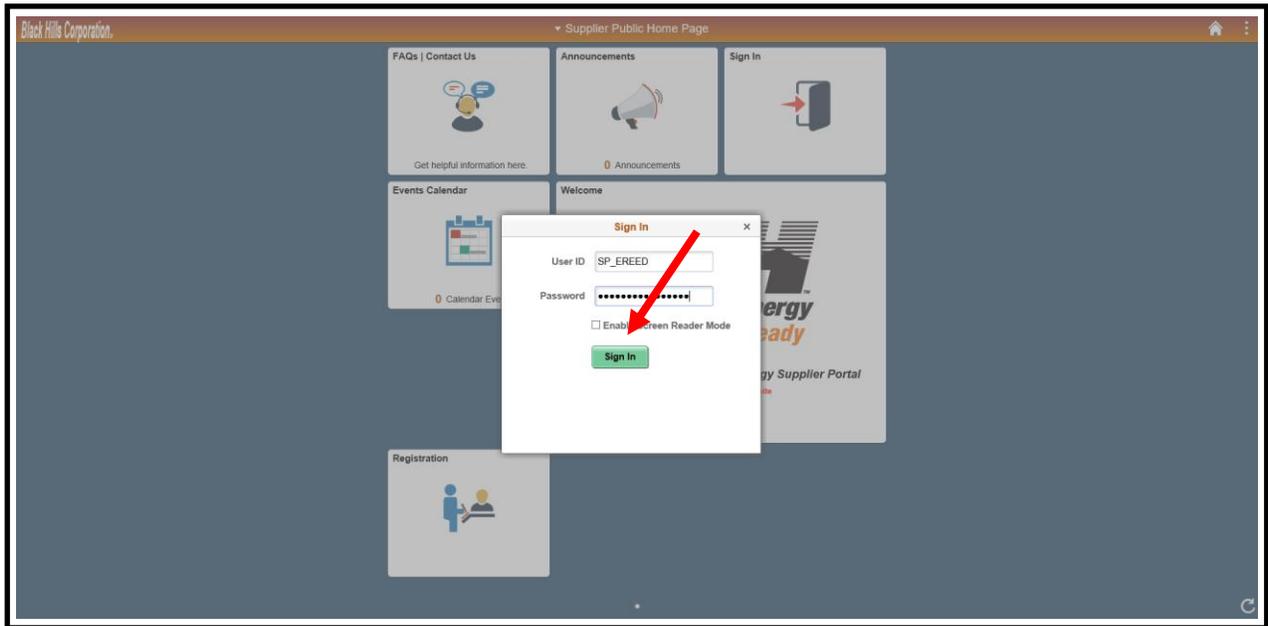
Here we will enter a Code provided by an SMS Text message. First, click the Get Code button. Authy sends an SMS Text message to your Mobile phone. After entering the Code, click the Verify button.



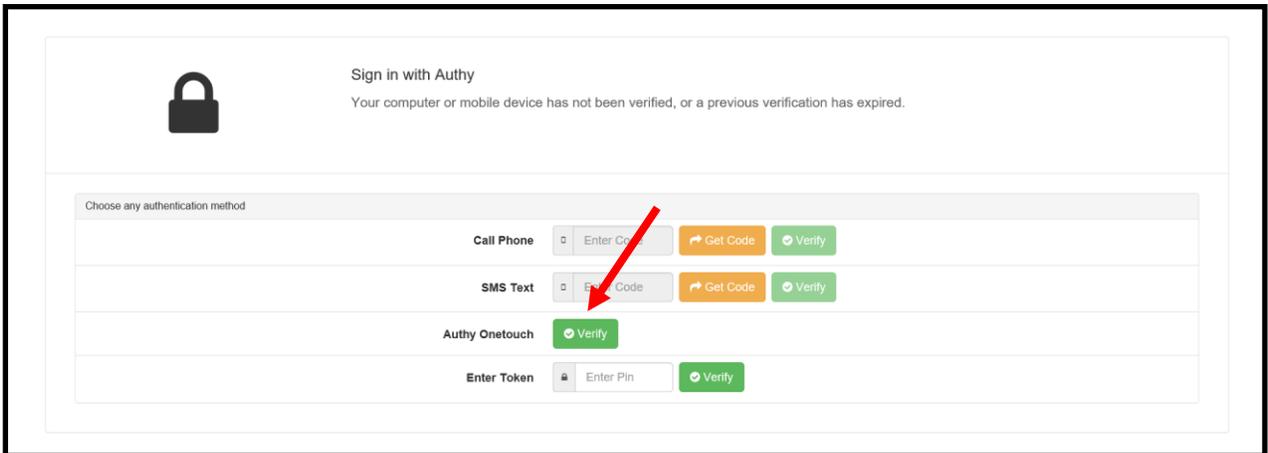
Once you are verified by Authy, you are logged in and taken to your Secure Supplier Portal Homepage.



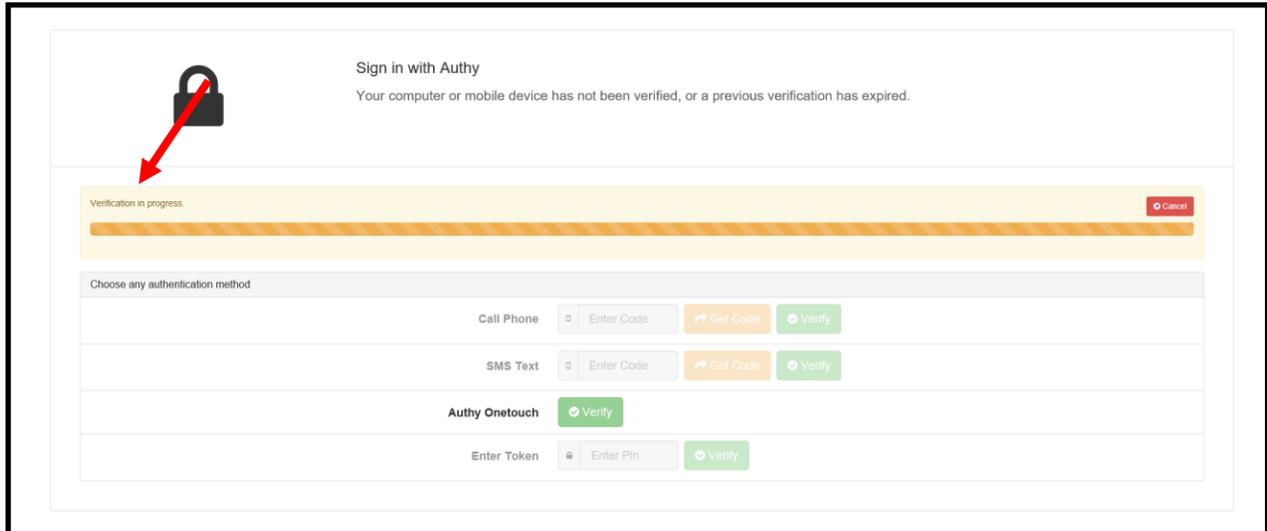
Let's look at a second verification method, Authy Onetouch. On the Supplier Portal Public Homepage, click the Sign In Tile, and then enter your User Id and Password. Click the Sign In button.



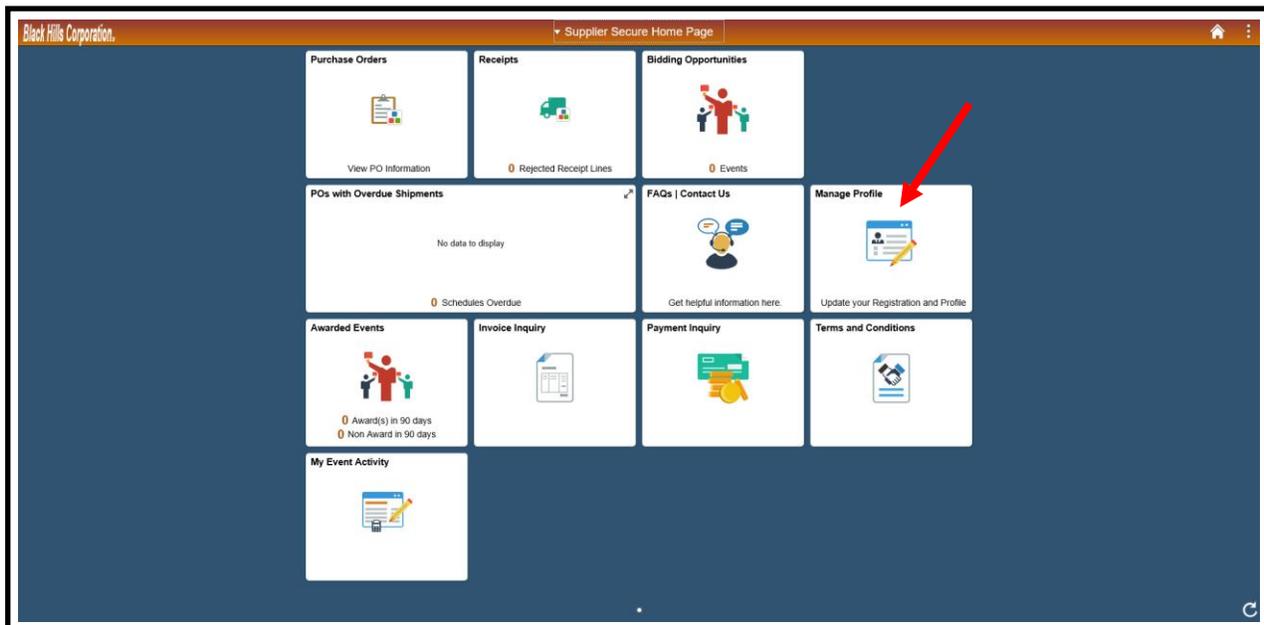
The Authy Verification page displays. Click the Onetouch Verify button. A message is sent to your Mobile phone.



Until you click the Approve button on the message on your Mobile phone, the Authy Sign in status stays as 'Verification in progress'.



Once you approve on your Mobile phone, and are verified by Authy, you are logged in and taken to your Secure Supplier Portal Homepage.



Tip: Note that there are two other Authentication methods that work as follows:

- ✓ Call Phone: Enter the Code provided over your mobile phone or landline and then click the Verify button.
- ✓ Token: Enter the Token that appears on the Authy App on your mobile phone and then click the Verify button.

2.6 Forgot Password Processing

Initial Setup

Click the Change or set up Forgotten password help link.

The screenshot shows the 'Manage Profile' page. On the left is a navigation menu with 'Update Profile' selected. The main content area has several sections: 'General Profile Information' (Ed Reed), 'Password' (with a 'Change password' link and a 'Change or set up forgotten password help' link), 'Personalizations' (language and currency settings), 'Alternate User' (with fields for ID, from date, and to date), and 'Workflow Attributes' (with checkboxes for 'Email User' and 'Worklist User'). A red arrow points to the 'Change password' link, and another red arrow points to the 'Change or set up forgotten password help' link.

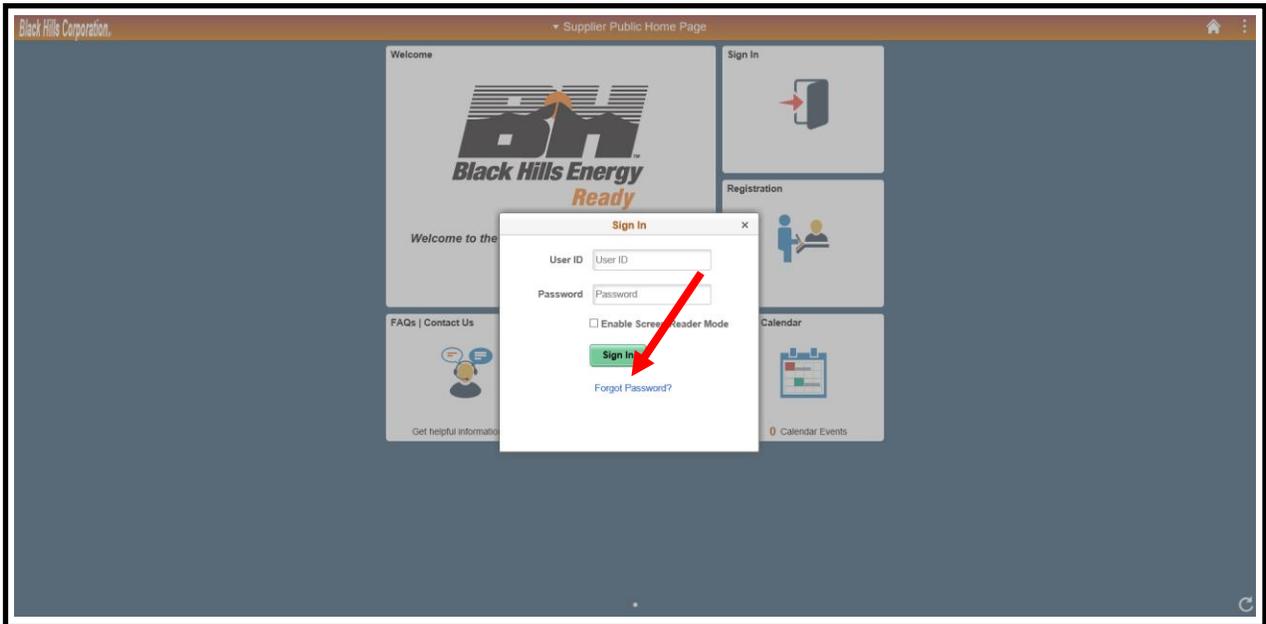
You need to select one security question and response. The response is not case sensitive.

The screenshot shows a dialog box titled 'Change or set up forgotten password help'. It contains the text: 'If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.' Below this text are two input fields: 'Question' with a dropdown menu showing 'What is your favorite color?' and 'Response' with a text box containing 'Blue'. There are 'OK' and 'Cancel' buttons at the bottom. A red arrow points to the 'Question' dropdown, and another red arrow points to the 'Response' text box.

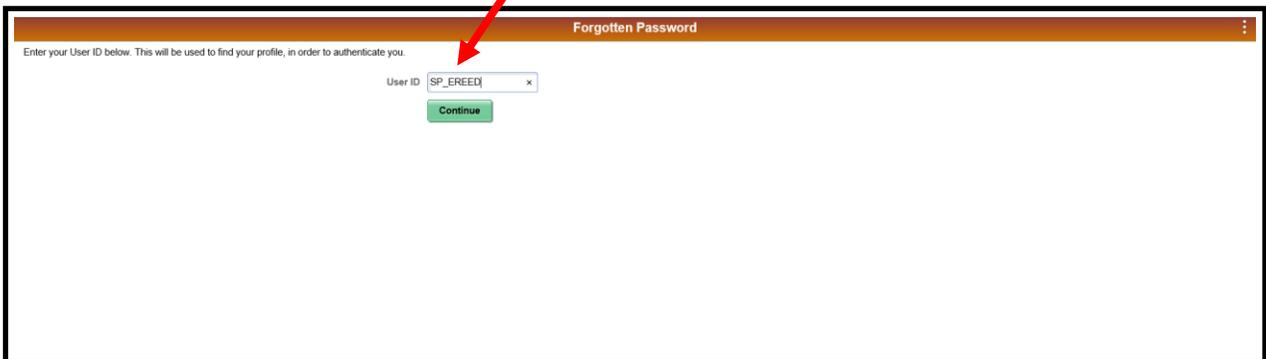
Tip: Perform this setup the first time you log into the Secure Supplier Portal. This will facilitate being able to easily request a temporary password in order to change your password in the future.

Forgotten Password Process

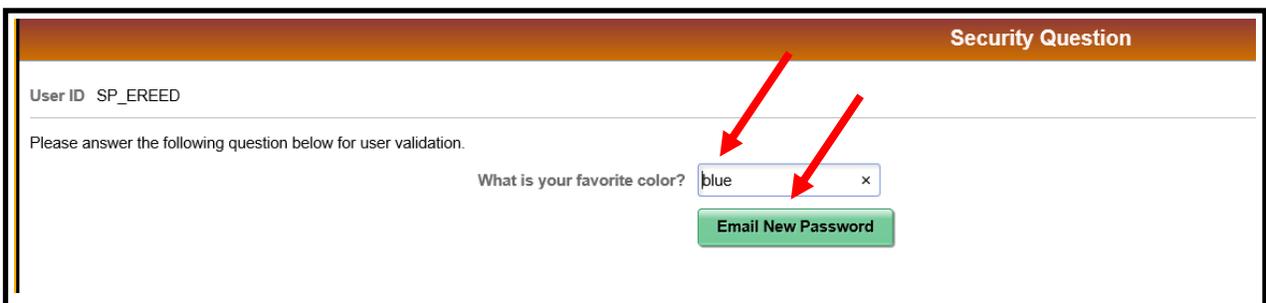
Click the Forgot Password? link on the Sign In pop-up.



Enter your User ID, and then click the Continue button.



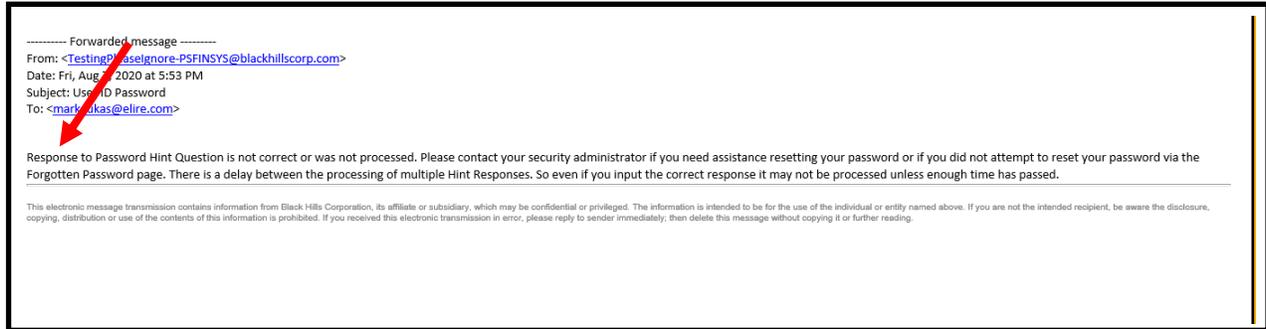
Answer the question, then click the Email New Password button.



The following Confirmation page displays.



If you answered incorrectly, you will get the following email:



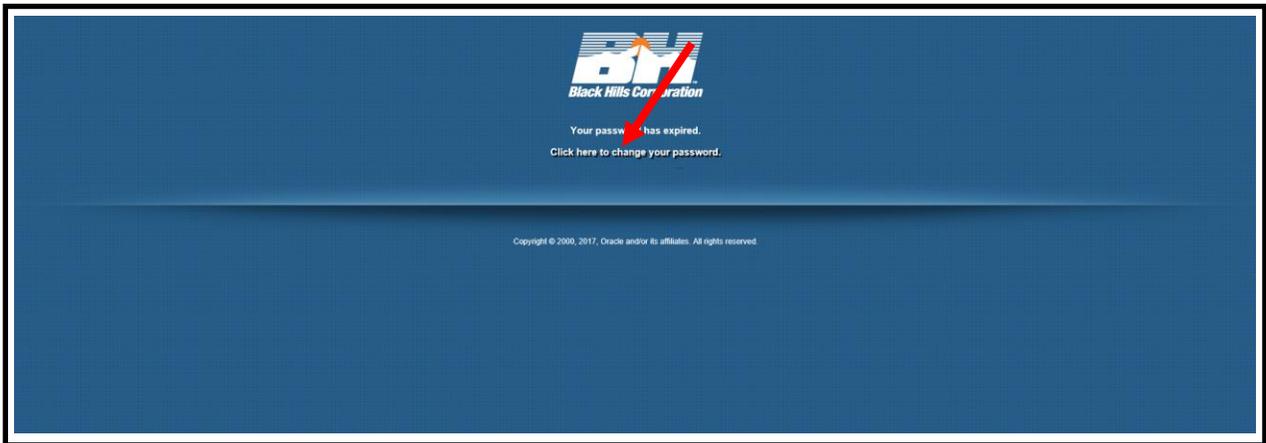
If you answered correctly, you will get the following email:



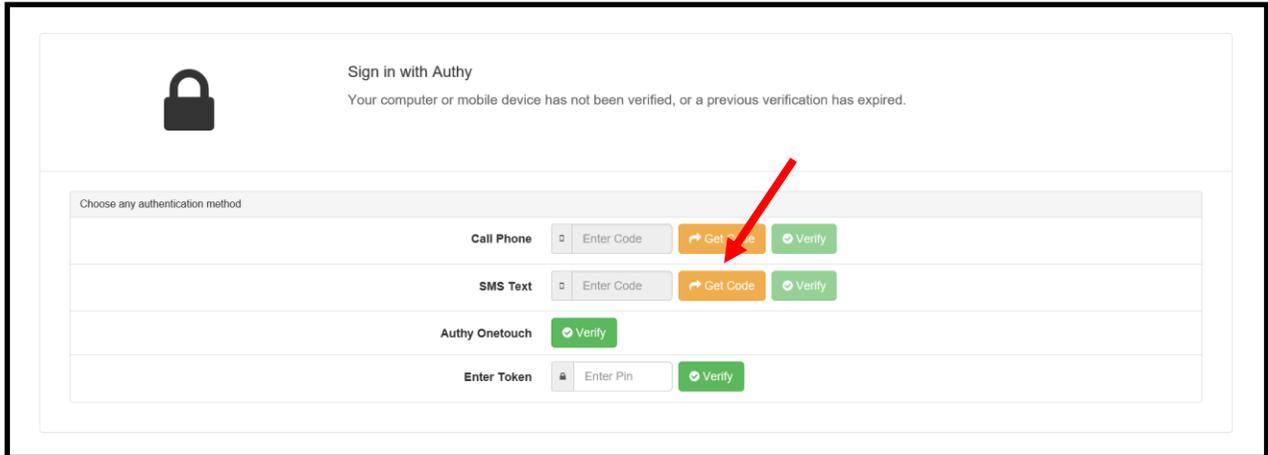
Go to the Public Supplier Portal page and enter your User ID and temporary Password. Click the Sign In button.



You are told your Password has expired. Click the link to change your Password.

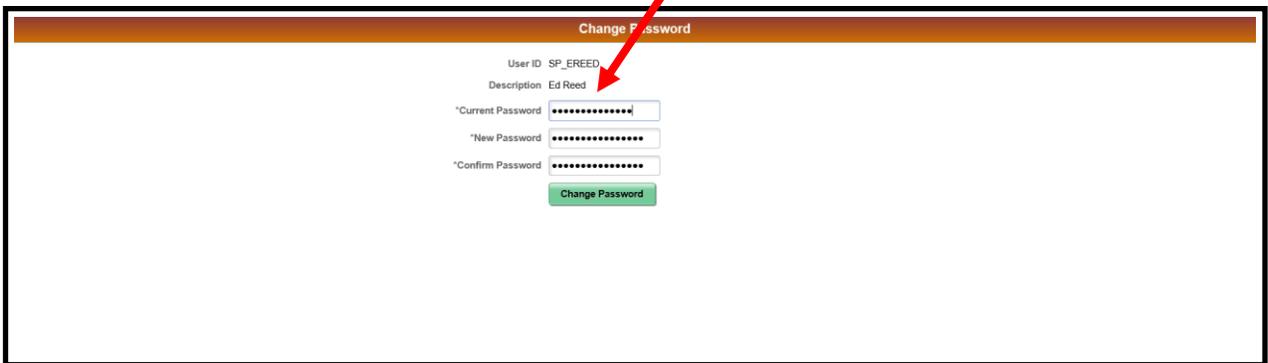


After clicking the Change your Password link, you first receive the Authy Authentication page. Use a previously established method to verify yourself in the system.



The image shows the 'Sign in with Authy' page. At the top left is a padlock icon. The text reads 'Sign in with Authy' and 'Your computer or mobile device has not been verified, or a previous verification has expired.' Below this is a section titled 'Choose any authentication method'. There are four rows of options: 'Call Phone' with 'Enter Code' and 'Get Code' buttons; 'SMS Text' with 'Enter Code' and 'Get Code' buttons; 'Authy Onetouch' with a 'Verify' button; and 'Enter Token' with 'Enter Pin' and 'Verify' buttons. A red arrow points to the 'Get Code' button in the 'Call Phone' row.

You are then presented with the Change Password page. Enter your old and new passwords and click the Change Password button.



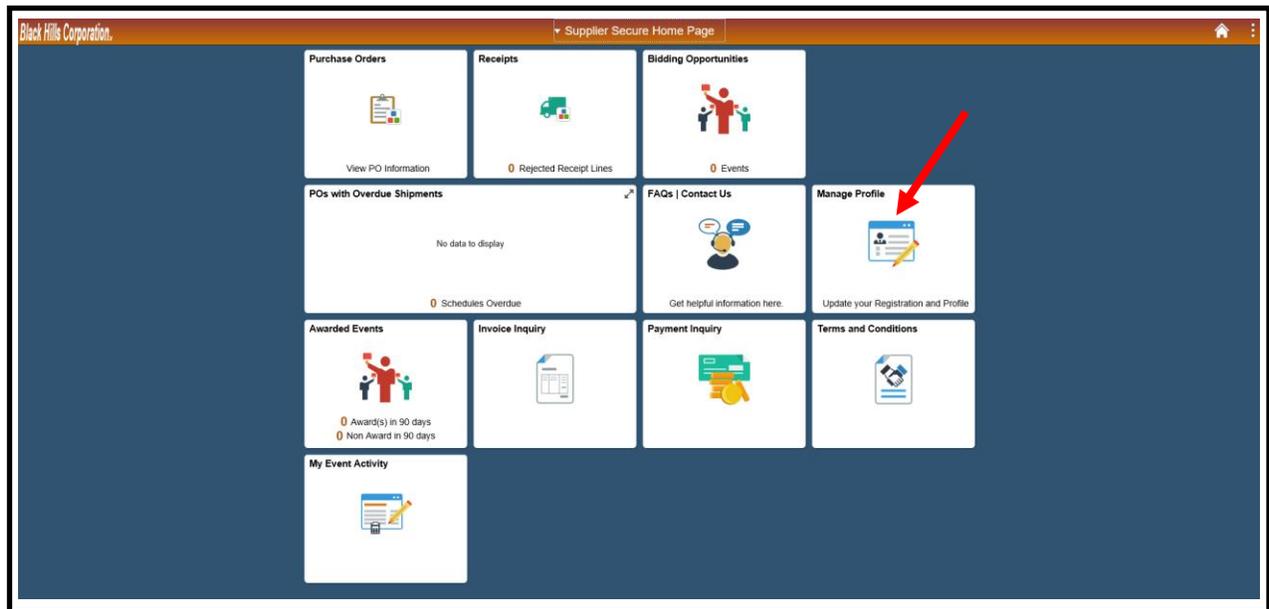
The image shows the 'Change Password' page. At the top is a brown header with the text 'Change Password'. Below the header, the user information is displayed: 'User ID SP_EREED' and 'Description Ed Reed'. There are three password input fields: '*Current Password', '*New Password', and '*Confirm Password', each with a masked password (dots). A green 'Change Password' button is located below the fields. A red arrow points to the 'Change Password' button.

You are told your password has been successfully changed. Click Yes to access the Secure Supplier Portal Homepage.



The image shows the 'Change Password' page with a confirmation dialog box. The page content is the same as in the previous image. The dialog box is centered and contains the text 'Your password has successfully been changed. Continue to Homepage?' and two buttons: 'Yes' and 'No'. A red arrow points to the 'Yes' button.

You are now in the Secure Supplier Portal Homepage with access to your organization's information.



Tip: When creating or updating a Password, avoid these special characters and situations:

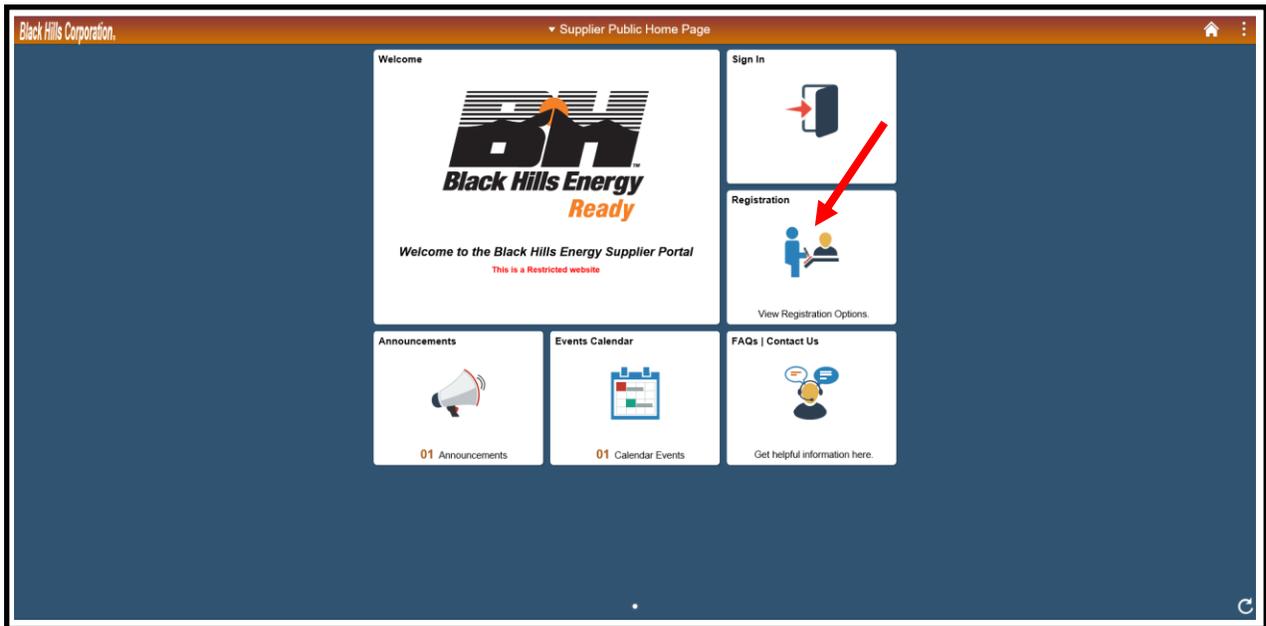
' Single Quotes " Double Quotes % Percent sign zz Same character twice

3.0 REGISTER AS A BIDDER

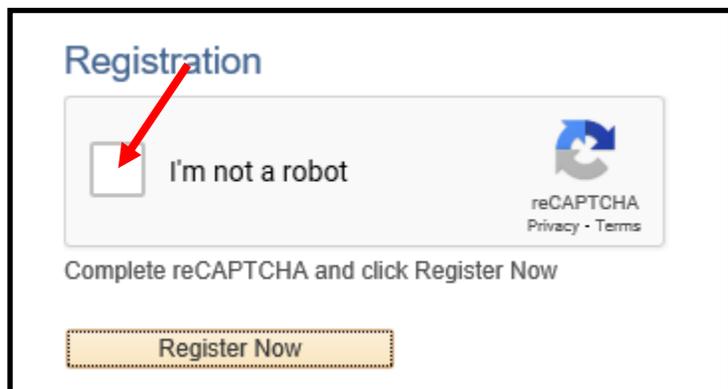
3.1 Register as a Bidder

Bidders are organizations or individuals who would like to do business with Black Hills. Bidders can be invited to register as a Bidder, or they can just go to the Public Supplier Portal, click the Registration Tile, and sign up. What follows is a step by step guide to registering.

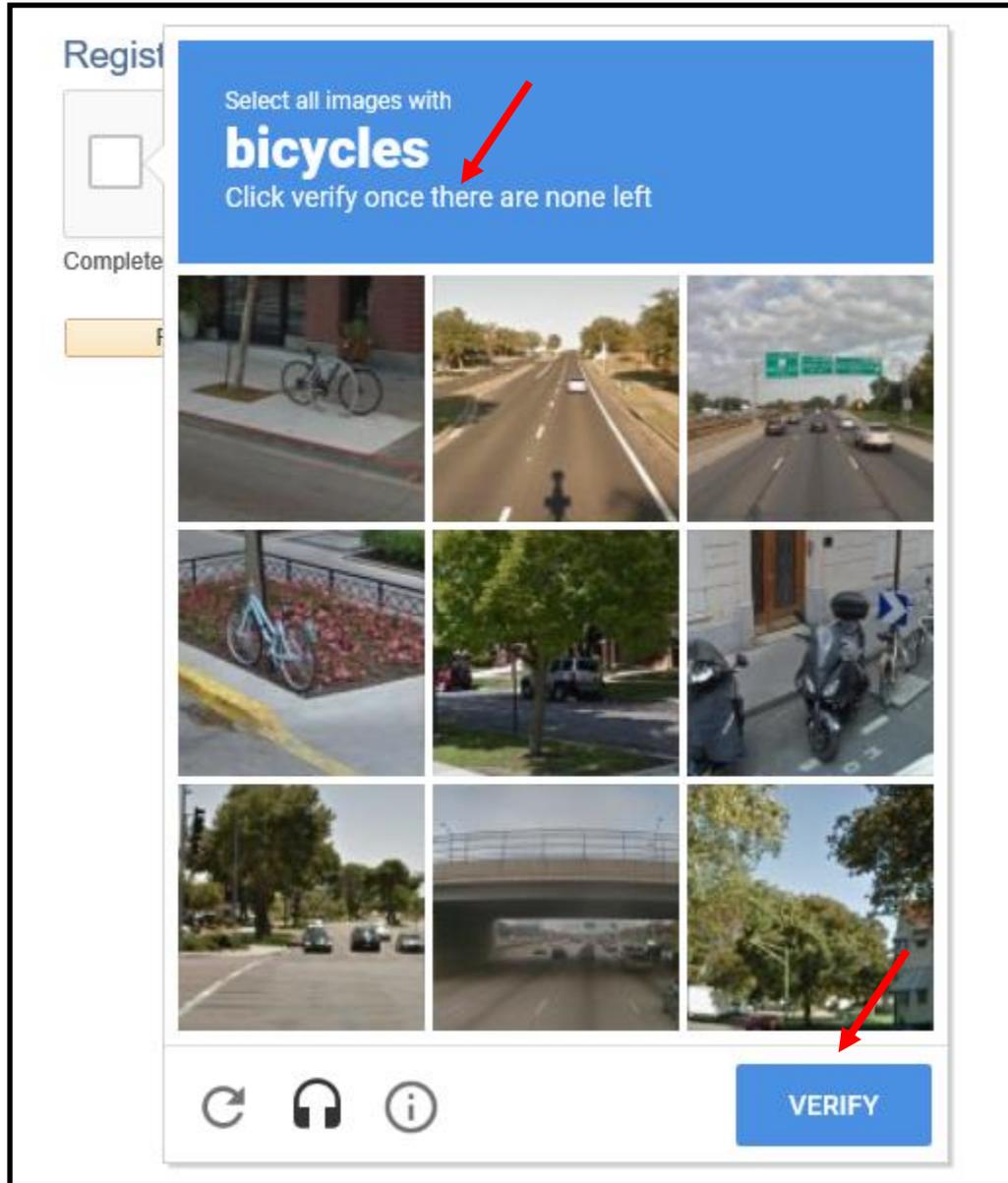
To get started, click the Registration Tile.



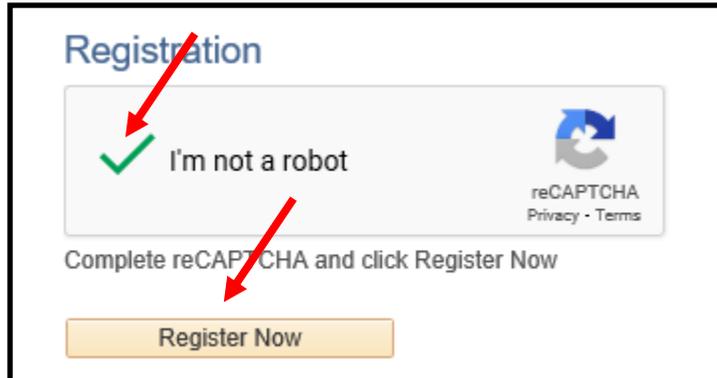
A new webpage is opened, and the CAPTCHA Dialog displays. Click the I'm not a robot checkbox.



The Captcha Challenge page displays. Do as instructed, then click the Verify button. Additional Challenge pages may display. Repeat the process.



Once you have been successfully validated, the I'm not a robot checkbox changes to a checkmark. Click the Register Now button.



The first page of the Bidder Registration Wizard displays below. Answer the questions and click Next.

Welcome - Step 1 of 7

Exit Save for Later | Previous Next

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps or "Save for Later" to save your work to be resumed later. Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal.

If you have any questions or feedback on the registration process, please contact the Supplier Support HelpDesk at suppliersupport@blackhillscorp.com

Select an activity below: ?

Start a new registration form

What type of entity do you represent?

Business
 Individual

What type of bidding activities you are interested in?

Buying goods/Services
 Selling goods/Services
 Both

Continue from where you left

Exit Save for Later | Previous Next

* Required field

Tip: Although you typically would select Selling goods/Services, you could select Both in anticipation of an intent to also buy surplus goods from Black Hills in the future. We would need to utilize that system functionality (currently not deployed).

On the Identifying Information page, enter your Tax ID Number and Entity Name. As you fill out the Profile Questions, note that the ones flagged with an * are required. Note that not all questions are shown in this Reference Guide.

The screenshot shows a web application interface for 'Identifying Information - Step 2 of 7'. At the top, there is a navigation bar with tabs for 'Welcome', 'Identifying Information' (active), 'Addresses', 'Contacts', 'Payment Information', and 'Categorization'. Below the navigation bar are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area is divided into two sections: 'Unique ID & Company Profile' and 'Profile Questions'.

Unique ID & Company Profile

- * Tax Identification Number: 852479653
- * Entity Name: Acme Survey Co.
- http://URL: [] Open URL

Profile Questions

- Are you affiliated with a Parent Company. If so, please provide their name here. [] (A red arrow points to this question.)
- * Attach a copy of your W-9 that is signed and dated in the current year. (Required). Note that if you update your Address information in the future, a replacement [] View/Modify Attachment (1)
- * Attach a copy of a voided check. (Required). Note that if you update your Banking information in the future, a replacement voided check will need to be [] View/Modify Attachment (1)
- Indicate at least one SIC code for your parent company, if applicable). Separate multiple values with a comma. []
- * Indicate the states in which you can operate for Black Hills. Select all that apply. (Required) South Dakota; Wyoming []
- If available, please provide your D&B number. 857496324 []
- Provide the name of your contact at Black Hills. Frank Quinn []

As you attach documents to the Profile questions, please follow any Naming conventions in the Profile question. W9 shown below.

Profile Attachments

Attachments Personalize | Find | | First ◀ 1 of 1 ▶ Last

Attached File	Attachment Description	Upload	View	
1 Test_Document1.docx	Acme Survey_W9_052020	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="+"/> <input type="button" value="-"/>

* Will you perform services on a Black Hills power generation or mine site?

If you will perform services on a Black Hills power generation or mine site, enter BROWZ Registration ID here. Use this [link to register if required](#).

* Will you perform services on Black Hills property?

If you will perform services on Black Hills property, attach your Certificate of Insurance (COI) here. [View/Modify Attachment \(1\)](#)

* Will you perform services on a Black Hills Customer's property?

If you will perform services on a Black Hills Customer's property, attach your Certificate of Insurance (COI) here. [Add Attachment](#)

* Will you have access to Personal Identifiable Information (PII) data?

* Will you provide IT services and/or IT products?

If you will provide IT services and/or IT products, are the IT services or products hosted in a public cloud?

Department or Name where you would like your PO sent.

Email where you would like your PO sent.

We strongly recommend that you enter the Type of Contractor you are to help us categorize you and include you in appropriate Sourcing Events. Please go through and enter all applicable Additional Reporting Elements. When complete, click Next to be taken to the Address page.

* If there are problems with PO Dispatch, what Phone Number can we call? (Required)

Review the choices for this Business Size Reporting question and if one applies, please select it. Note that there are additional Reporting Requirements.

Standard Industry Codes

SIC Code Type	Standard Industry Code	Description
US SIC Codes	07815	Landscape planning

Additional Reporting Elements

Type of Contractor:

SDB Program:

Other Preference Programs:

Ethnicity:

HUBZone Program:

Size of Small Business:

Veteran-Owned Small Business:

Please check all that apply:

- Emerging Small Business
- Women-Owned Business
- Veteran
- Disabled

Comments

* Required field

Enter pertinent address information, then click Next to be taken to the Contacts page.

Welcome Identifying Information **Addresses** Contacts Payment Information Categorization

Exit Save for Later | Previous Next

Addresses - Step 3 of 7

Enter your Main Business Address here. If your Remit and/or Invoice Addresses are different, please enter those addresses here as well.

Primary Address ?

* Country USA United States

Address 1 532 Main St.

Address 2

Address 3

City Rapid City

County Postal 57701 x

State SD

Email ID

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

Invoice Address
Address from which you send invoice

Exit Save for Later | Previous **Next**

Click the Add Contact button to add an appropriate Contact(s).

Welcome Identifying Information Addresses **Contacts** Payment Information Categorization

Exit Save for Later | Previous Next

Contacts - Step 4 of 7

Enter at least one Contact as your Primary Contact. Add additional Contacts as appropriate.

Company Contacts ?

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact

* Required field

Exit Save for Later | Previous Next

When filling out the Contacts page, it is important that the First and Last Names In the Contact Information section **match exactly** to the Description in the User Profile Information section. Same spelling, same case, etc. This insures that the Authy recognizes you and that the Bidding Opportunities Tile in the Private Supplier Portal (to be discussed later) displays all pending Strategic Sourcing Events for your organization to bid on. Click OK to proceed.

The screenshot shows a web form titled "Add Contacts" with two main sections: "Contact Information" and "User Profile Information".

Contact Information:

- Description: Steve Davis
- * First Name: Steve
- * Last Name: Davis
- Title: VP Sales
- * Email ID: sdavis@acmesurvey.com
- * Telephone: 314-856-9658
- Fax Number: (empty)
- Contact Type: Sales Contact

User Profile Information:

- * Requested User ID: SP_SDAVIS
- Password: (masked with dots)
- Confirm Password: (masked with dots)
- Description: Steve Davis
- Language Code: English
- Time Zone: (empty)
- Currency Code: US Dollar

At the bottom are "OK" and "Cancel" buttons. Red arrows point from the "Description" field in the Contact Information section to the "Description" field in the User Profile Information section, and from the "First Name" and "Last Name" fields to the "Requested User ID" field.

Business Rule: When entering your User Id, it should be in all CAPS and start with SP_ followed by your first initial and last name. If that User Id already exists, you will receive an error message. To resolve, just add a 2, 3, 4, etc. at the end of your Last Name until it is accepted.

Authy Considerations: The Phone Number you enter here will be used to establish your Authy account at Black Hills and subsequent access to our Supplier Portal. Be sure to select a Phone Number that you wish to use to receive one or more of the following authentication methods: Phone calls, SMS Text messages, Onetouch, or Token requests.

Click Next to proceed to the Payment Information page.

Welcome Identifying Information Addresses **Contacts** Payment Information Categorization

Exit Save for Later | Previous Next

Contacts - Step 4 of 7

Enter at least one Contact as your Primary Contact. Add additional Contacts as appropriate.

Company Contacts ?

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	Steve Davis	314/856-9658	Primary Address

Add Contact

Exit Save for Later | Previous Next

* Required field

Enter your Payment and Banking information as shown, and then click Next to go to the Categorizations page.

Welcome Identifying Information Addresses Contacts **Payment Information** Categorizations

Exit Save for Later | Previous Next

Payment Information - Step 5 of 7

Payment is Net 30. If you offer discount terms for early payments, please indicate those terms here.

Payment Preferences

*Requested Payment Terms

*Invoice Address

*Remit Address

Supplier Banking Information

*Country United States

*Bank Name

Branch Name

*Bank ID Qualifier United States Bank

*Account Type

*Bank ID

*Bank Account Number

DFI Qualifier Transit Number

DFI ID

IBAN

Bank Address

*Country United States

*Address 1

Address 2

Address 3

*City

County

*Postal

*State

Bank Phone

Prefix

Phone

Ext

Fax

On the Categorizations page, select all Categories that are applicable to represent the goods and services you provide. Information selected here will help to insure you are included in Sourcing Events relevant to your business.

Identifying Information Addresses Contacts Payment Information **Categorization** Submit

Exit Save for Later Previous Next

Categorization - Step 6 of 7

Select to add or de-select to remove categories applicable to your business

[Select All](#) [Un Select All](#)

Strategic Sourcing Cat Tree

Sourcing - Sourcing Categories

Sell Categories

- ADVERTISING - ADVERTISING, COMMUNICATIONS, M
- AD_ART_GRAPHICS - AD - ART/GRAPHICS
- AD_COMMUNICATION - AD - COMMUNICATION SERVICES &
- AD_PRINT_PUBLISH - AD - PRINT, PUBLISH AND MAIL
- AD_PRINTED_MEDIA - AD - PRINTED MEDIA
- AD_PROMO_GOODS - AD - PROMOTIONAL GOODS
- AD_PROMO_SVCS - AD - PROMOTIONAL SERVICES
- AD_RADIO_MEDIA - AD - RADIO MEDIA
- AD_SIGNS_BANNER - AD - SIGNS, BANNER, ETC.
- AD_SOCIAL_MEDIA - AD - SOCIAL MEDIA
- AD_TV_MEDIA - AD - TV MEDIA
- APPLIANCE - APPLIANCE
- APPL_BRN_GDS_PARTS - APPLIANCE - BROWN GOODS PARTS/
- APPL_BRN_GDS_SVCS - APPLIANCE - BROWN GOODS REPAIR
- APPL_WHT_GDS_PARTS - APPLIANCE - WHITE GOODS PARTS/
- APPL_WHT_GDS_SVCS - APPLIANCE - WHITE GOODS REPAIR
- ARCHITECTS - ARCHITECTS
- ASPHALT_PAVING_SRV - ASPHALT AND PAVING SERVICES
- ATTORNEYS - ATTORNEYS
- AUDIT - AUDIT
- AUDIT_CONSULT_SRVC - AUDIT CONSULTING SERVICES
- AUDITORS - AUDITORS
- AVIATION_VENDORS - AVIATION VENDORS
- AVIATION_FUEL - AVIATION FUEL
- AVIATION_MAINT_SRV - AVIATION MAINTENANCE AND SERVI
- AVIATION_MISC - AVIATION MISC
- BUILDINGS - BUILDINGS
- BLDGS_MFR_PREFAB - BUILDINGS MANUFACTURER PREFABR
- CHEMICALS - CHEMICALS
- CIVIL_ENGNRNG_SRVC - CIVIL ENGINEERING SERVICES
- CLOTHING UNIFORMS - CLOTHING UNIFORMS

My Categories

Category	Description
SURVEYING_...	SURVEYING SE...

Tip: Selecting Child Categories allow you to be more specific in indicating what goods and services you provide.

Click the Terms of Agreement link to review them prior to clicking the checkbox to accept the Terms and Conditions. When all set, click the Submit button.

Identifying Information Addresses Contacts Payment Information Categorization **Submit**

Exit Save for Later | < Previous Next >

Submit - Step 7 of 7

Select the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

Please provide password for re-access in case we should need more information from you to complete the registration process.
*Password

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.
[Terms of Agreement](#)

Review Submit

Exit Save for Later | < Previous Next >

Tip: Click the Review button to review all the information you have entered prior to Submission for Bidder Registration Approval by Black Hills.

The Terms and Conditions associated with using the Black Hills Suppler Portal are displayed below. Click the Return button to go back to the Submit page.

Terms of Agreement

Terms of Agreement

[Print](#)

Supplier Portal Overview

The services provided through this Website and the use of the Website are governed by these Terms and Conditions. By accessing or using the services or the website or by registering as either a buyer or a seller, you agree that (1) you have read and familiarized yourself with the Terms and Conditions, (2) you understand the Terms and Conditions, and (3) you are bound by the Terms and Conditions in your use of the services or the Website. The Terms and Conditions, together with any additional terms and conditions specific to a particular event, constitute the entire agreement and supersede and replace any and all prior agreements between the parties regarding such subject matter.

Supplier Portal Registration

Registration and Eligibility. The services and the website are only available to persons with the legal capacity to enter into this agreement. This organization may, at its sole and absolute discretion, refuse to accept a person's (or entity's) registration and may at any time after accepting registration, refuse to permit a person's (or entity's) continuing use of the services and the Website for any reason.

Supplier Portal Terms + Conditions

Changes to Services, Website and Terms and Conditions, User acknowledges and agrees that this organization may change, modify, amend, suspend or discontinue any aspect of the services or the Website, at any time, without notice and without liability to user or to any third party. Further, user acknowledges and agrees that that the organization may amend any or all of the Terms and Conditions at any time without notice. Any amendment of the Terms and Conditions will be reflected on the Website. User is encouraged to periodically review the Terms and Conditions posted on the Website. Use of the services and the website constitutes acceptance of the Terms and Conditions, including any amendments thereto.

[Return](#)

After clicking the Submit button, your Bidder Registration is submitted to Black Hills Supply Chain personnel for review and approval.

Registration Submit Details

Submitted

 You have successfully submitted your registration.

Your registration ID:
0000000047

Any email regarding the registration status will be sent to:
sdavis@acmesurvey.com

Example of Registration Submission Email

Reply Reply All Forward IM

 TestingPleaseIgnore-PSFINSYS@bhcorp.ad |  Lukas, Mark

Your Registration Form has been submitted for approval

Retention Policy | Inbox 90 Days Delete (90 days) Expires 8/18/2020

Your Bidder Registration form, Registration ID 0000000047 has been submitted for approval.

You will be notified at this email address of any changes in your Registration status.

If you have any questions or feedback regarding your Registration ID 0000000047, please contact the Supplier Support Helpdesk at suppliersupport@blackhillscorp.com.

Thank you.
Black Hills Energy

Example of Registration Approval Email

Reply Reply All Forward IM

 TestingPleaseIgnore-PSFINSYS@blackhillscorp.com |  Lukas, Mark

Your Recent Bidder Registration

Retention Policy | Inbox 90 Days Delete (90 days) Expires 8/19/2020

Your Bidder Registration application, Registration ID 0000000047 has been approved.

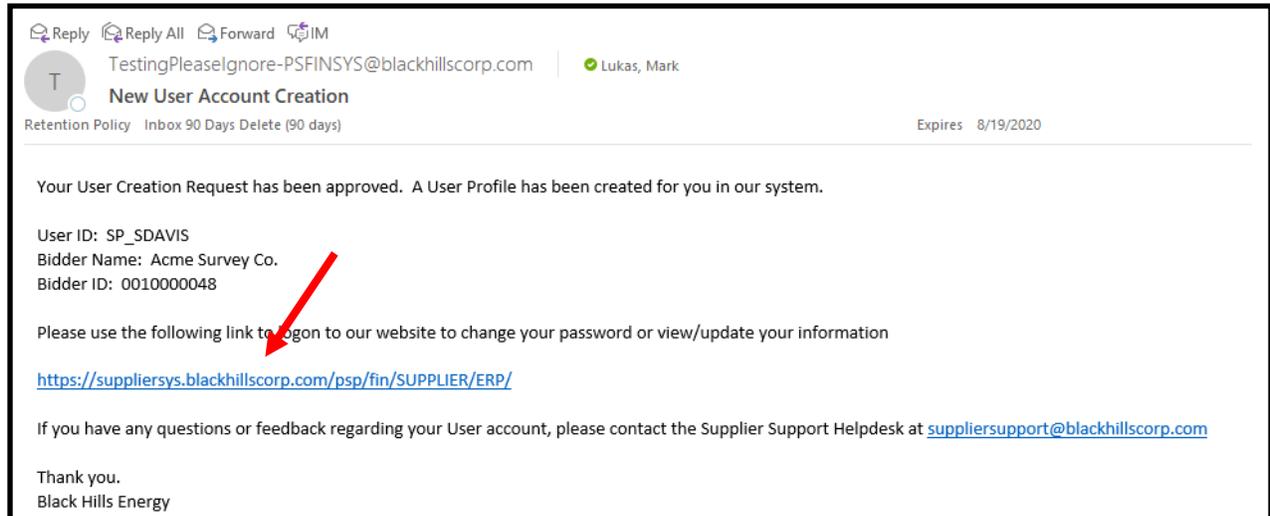
Bidder Name: Acme Survey Co.
Bidder ID: 0010000048

If you have any questions or feedback regarding your Registration ID 0000000047, please contact the Supplier Support Helpdesk at suppliersupport@blackhillscorp.com.

Note: Separate notifications containing logon information will be sent to all approved contacts created for this Bidder ID.

Thank you.
Black Hills Energy

Example of New User Account Created Email



Click the provided Supplier Portal link to get started.

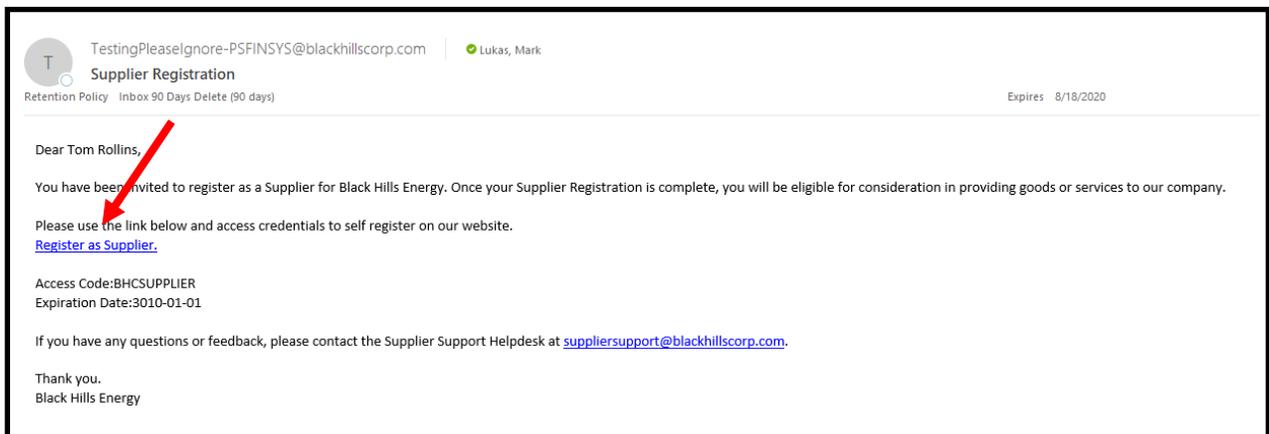
4.0 REGISTER AS A SUPPLIER

4.1 Register as a Supplier

Suppliers are organizations or individuals who provide goods and services to Black Hills. Suppliers at Black Hills are either currently doing business with Black Hills (an Existing Supplier), or Black Hills wants / expects to do business with them in the future (a New Supplier). Here we are focused on setting up a New Supplier in the Black Hills Procurement system and providing that supplier access to the Supplier Portal. We will discuss the handling of an Existing Supplier in Section 5.

New Suppliers must be invited to register as a Supplier. They cannot register directly on the Supplier Portal like Bidders can. What follows is a step by step guide to registering.

You will need to receive an Invite Email (like the following) to get started. Make note of the Access Code, and click the Register as Supplier link.



The first page of the Supplier Registration Wizard displays below. Enter the Access Code as indicated, answer the Entity question, and click Next.

Welcome

Welcome - Step 1 of 7

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps or "Save for Later" to save your work to be resumed later. Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal.

If you have any questions or feedback on the registration process, please contact the Supplier Support HelpDesk at suppliersupport@blackhillscorp.com

Select an activity below: ?

Start a new registration form

* Access Code

What type of entity do you represent?

Business

Individual

Continue from where you left

* Required field

On the Identifying Information page, enter your Tax ID Number and Entity Name. As you fill out the Profile Questions, note that the ones flagged with an * are required. As you attach documents to the Profile questions, be sure to follow any Naming conventions specified there. Note that not all Profile Questions are included in this Reference Guide.

Identifying Information

Welcome Identifying Information Addresses Contacts Payment Information Categorization

Exit Save for Later Previous Next

Identifying Information - Step 2 of 7

Unique ID & Company Profile

* Tax Identification Number 521365948

* Entity Name Orion Consulting Co.

http://URL Open URL

Government Classifications

EEO Certification Date HUB Zone

Certification Source	Certificate Begin Date	Certificate Expiration	Government Classification	Certification Number

Add Certification Source

Profile Questions

Are you affiliated with a Parent company. If so, please provide their name here.

* Attach a copy of your W-9 that is signed and dated in the current year. (Required). Note that if you update your Address information in the future, a replacement

* Attach a copy of a voided check. (Required). Note that if you update your Banking information in the future, a replacement voided check will need to be

Indicate at least one SIC code for your parent company, if applicable). Separate multiple values with a comma.

* Indicate the states in which you can operate for Black Hills. Select all that apply. (Required)

Montana; South Dakota; Wyo

If available, please provide your D&B number

Provide the name of your contact at Black Hills.

* Will you perform services on a Black Hills power generation or mine site?

If you will perform services on a Black Hills power generation or mine site, enter BROWZ Registration ID here. Use this link to register if required.

* Will you perform services on Black Hills property?

If you will perform services on Black Hills property, attach your Certificate of Insurance (COI) here. [View/Modify Attachment \(1\)](#)

* Will you perform services on a Black Hills Customer's property?

If you will perform services on a Black Hills Customer's property, attach your Certificate of Insurance (COI) here. [Add Attachment](#)

* Will you have access to Personal Identifiable Information (PII) data?

* Will you provide IT services and/or IT products?

If you will provide IT services and/or IT products, are the IT services or products hosted in a public cloud?

We strongly recommend that you enter the Type of Contractor you are to help us categorize you and include you in appropriate Sourcing Events. Please go through and enter all applicable Additional Reporting Elements. When complete, click Next to be taken to the Address page.

Bidders Identify Information **Identifying Information**

Department or Name where you would like your PO sent.

Email where you would like your PO sent.

* If there are problems with PO Dispatch, what Phone Number can we call? (Required)

Review the choices for this Business Size Reporting question and if one applies, please select it. Note that there are additional Reporting Requirements

Standard Industry Codes ?

US SIC Codes	Description
73721	Applications software, computer: prepackaged

Additional Reporting Elements ?

Common Parent's TIN <input type="text"/>	Common Parent's Name <input type="text"/>
Type of Contractor IT - Contractor	HUBZone Program : If applicable, select one
SDB Program : If applicable, select one	Size of Small Business A) 50 or less
Other Preference Programs : If applicable, select one	Veteran-Owned Small Business : If applicable, select one
Ethnicity <input type="text"/>	

Please check all that apply:

- Emerging Small Business
- Women-Owned Business
- Veteran
- Disabled

Comments ?

|

* Required field

Enter pertinent Address information, then click Next to be taken to the Contacts page.

Bidders Identify Information **Addresses**

Welcome Identifying Information **Addresses** Contacts Payment Information Categorization

Exit Save for Later Previous Next

Addresses - Step 3 of 7

Enter your Main Business Address here. If your Remit and/or Invoice Addresses are different, please enter those addresses here as well.

Primary Address ?

* Country USA United States

Address 1 85 Oceanview Road

Address 2

Address 3

City Boston

County Postal 02210

State MA

Email ID

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

Remit To Address
Address for remitting payment

Invoice Address
Address from which you send invoice

Exit Save for Later Previous Next



When filling out the Contacts page, it is important that the First and Last Names In the Contact Information section **match exactly** to the Description in the User Profile Information section. Same spelling, same case, etc. This insures that Authy recognizes you and that the Bidding Opportunities Tile in the Private Supplier Portal (to be discussed later) displays all pending Strategic Sourcing Events for your organization to bid on. Click OK to proceed.

Bidders Identify Information **Supplier Registration**

Add Contacts

Contact Information ?

Description Tom Rollins

* First Name Tom Primary Contact

* Last Name Rollins

Title VP Sales

* Email ID trollins@ncc.com

* Telephone 617-854-8962 Ext

Fax Number

Contact Type Sales Contact

User Profile Information ?

* Requested User ID SP_TROLLINS

Password

Confirm Password

Description Tom Rollins

Language Code English

Time Zone

Currency Code US Dollar

OK Cancel

Business Rule: When entering your User Id, it should be in all CAPS and start with SP_ followed by your first initial and last name. If that User Id already exists, you will receive an error message. To resolve, just add a 2, 3, 4, etc. at the end of your Last Name until it is accepted.

Authy Considerations: The Phone Number you enter here will be used to establish your Authy account at Black Hills and subsequent access to our Supplier Portal. Be sure to select a Phone Number that you wish to use to receive one or more of the following authentication methods: Phone calls, SMS Text messages, Onetouch, or Token requests.

Click Next to proceed to the Payment Information page.

Bidders Identify Information **Contacts**

Welcome Identifying Information Addresses **Contacts** Payment Information Categorization

Exit Save for Later Previous Next

Contacts - Step 4 of 7

Enter at least one Contact as your Primary Contact. Add additional Contacts as appropriate.

Company Contacts ?

Primary	Name	Phone	Designate Address	
<input checked="" type="radio"/>	Tom Rollins	617/854-8962	Primary Address	

Add Contact

Exit Save for Later Previous Next

* Required field



Enter your Payment and Banking information as shown, and then click Next to go to the Categorizations page.

Bidders Identify Information **Payment Information**

Welcome Identifying Information Addresses Contacts **Payment Information** Categorization

Exit Save for Later Previous **Next**

Payment Information - Step 5 of 7

Payment is Net 30. If you offer discount terms for early payments, please indicate those terms here.

Payment Preferences

*Requested Payment Terms NET30

*Invoice Address

*Remit Address

Supplier Banking Information

*Country United States

*Bank Name

Branch Name

*Bank ID Qualifier United States Bank

*Account Type

*Bank ID

*Bank Account Number

DFI Qualifier Transit Number

DFI ID

IBAN

Bank Address

*Country United States

*Address 1

Address 2

Address 3

*City

County

*Postal

*State

Bank Phone

Prefix

Phone

Ext

Fax

URL Information

On the Categorizations page, select all Categories that are applicable to represent the goods and services you provide. Information selected here will help to insure you are included in Sourcing Events relevant to your business.

Categorization

Identifying Information | Addresses | Contacts | Payment Information | **Categorization** | Submit

Exit | Save for Later | Previous | Next

Categorization - Step 6 of 7

Select to add or de-select to remove categories applicable to your business

Select All | Un Select All

Strategic Sourcing Cat Tree

Sourcing - Sourcing Categories

- Buy Categories
- Sell Categories
 - ADVERTISING - ADVERTISING, COMMUNICATIONS, M
 - AD_ART_GRAPHICS - AD - ART/GRAPHICS
 - AD_COMMUNICATION - AD - COMMUNICATION SERVICES &
 - AD_PRINT_PUBLISH - AD - PRINT, PUBLISH AND MAIL
 - AD_PRINTED_MEDIA - AD - PRINTED MEDIA
 - AD_PROMO_GOODS - AD - PROMOTIONAL GOODS
 - AD_PROMO_SVCS - AD - PROMOTIONAL SERVICES
 - AD_RADIO_MEDIA - AD - RADIO MEDIA
 - AD_SIGNS_BANNER - AD - SIGNS, BANNER, ETC.
 - AD_SOCIAL_MEDIA - AD - SOCIAL MEDIA
 - AD_TV_MEDIA - AD - TV MEDIA
 - APPLIANCE - APPLIANCE
 - APPL_BRN_GDS_PARTS - APPLIANCE - BROWN GOODS PARTS/
 - APPL_BRN_GDS_SVCS - APPLIANCE - BROWN GOODS REPAIR
 - APPL_WHT_GDS_PARTS - APPLIANCE - WHITE GOODS PARTS/
 - APPL_WHT_GDS_SVCS - APPLIANCE - WHITE GOODS REPAIR
 - ARCHITECTS - ARCHITECTS
 - ASPHALT_PAVING_SRV - ASPHALT AND PAVING SERVICES
 - ATTORNEYS - ATTORNEYS
 - AUDIT - AUDIT
 - AUDIT_CONSULT_SRVC - AUDIT CONSULTING SERVICES
 - AUDITORS - AUDITORS
 - AVIATION_VENDORS - AVIATION VENDORS
 - AVIATION_FUEL - AVIATION FUEL
 - AVIATION_MAINT_SRV - AVIATION MAINTENANCE AND SERVI
 - AVIATION_MISC - AVIATION MISC
 - BUILDINGS - BUILDINGS
 - BLDGS_MFR_PREFAB - BUILDINGS MANUFACTURER PREFABR
 - CHEMICALS - CHEMICALS
 - CIVIL_ENGNRNG_SRVC - CIVIL ENGINEERING SERVICES
 - CLOTHING_UNIFORMS - CLOTHING UNIFORMS
 - CLOTHING_FLAME_RTR - CLOTHING FLAME RETARDANT

My Categories

Category	Description
IT_CONSULT...	IT CONSULTIN...

Tip: Selecting Child Categories allow you to be more specific in indicating what goods and services you provide.

Click the Terms of Agreement link to review them prior to clicking the checkbox to accept the Terms and Conditions. When all set, click the Submit button.

Bidders Identify Information **Submit**

Identifying Information | Addresses | Contacts | Payment Information | Categorization | **Submit**

Exit | Save for Later | Previous | Next

Submit - Step 7 of 7

Select the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

Please provide password for re-access in case we should need more information from you to complete the registration process.
*Password

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review | Submit

Exit | Save for Later | Previous | Next

Tip: Click the Review button to review all the information you have entered prior to Submission for Supplier Registration Approval by Black Hills.

The Terms and Conditions associated with using the Black Hills Supplier Portal are displayed below. Click the Return button to go back to the Submit page.

Registration Bidders Submit **Supplier Registration**

Terms of Agreement Print

Supplier Portal Overview
The services provided through this Website and the use of the Website are governed by these Terms and Conditions. By accessing or using the services or the website or by registering as either a buyer or a seller, you agree that (1) you have read and familiarized yourself with the Terms and Conditions, (2) you understand the Terms and Conditions, and (3) you are bound by the Terms and Conditions in your use of the services or the Website. The Terms and Conditions, together with any additional terms and conditions specific to a particular event, constitute the entire agreement and supersede and replace any and all prior agreements between the parties regarding such subject matter.

Supplier Portal Registration
Registration and Eligibility. The services and the website are only available to persons with the legal capacity to enter into this agreement. This organization may, at its sole and absolute discretion, refuse to accept a person's (or entity's) registration and may at any time after accepting registration, refuse to permit a person's (or entity's) continuing use of the services and the Website for any reason.

Supplier Portal Terms + Conditions
Changes to Services, Website and Terms and Conditions. User acknowledges and agrees that this organization may change, modify, amend, suspend or discontinue any aspect of the services or the Website, at any time, without notice and without liability to user or to any third party. Further, user acknowledges and agrees that that the organization may amend any or all of the Terms and Conditions at any time without notice. Any amendment of the Terms and Conditions will be reflected on the Website. User is encouraged to periodically review the Terms and Conditions posted on the Website. Use of the services and the website constitutes acceptance of the Terms and Conditions, including any amendments thereto.

[Return](#)

After clicking the Submit button, your Supplier Registration is submitted to Black Hills Supply Chain personnel for review and approval.

Bidders Identify Information **Registration Exit**

Registration Submit Details

Submitted

✓ You have successfully submitted your registration.

Your registration ID:
000000048

Any email regarding the registration status will be sent to:
trollins@orioncc.com

Example of Registration Submission Email

Reply Reply All Forward IM

 TestingPleaseIgnore-PSFINSYS@bhcorp.ad |  Lukas, Mark

Your Registration Form has been submitted for approval

[Retention Policy](#) [Inbox 90 Days Delete \(90 days\)](#) Expires 8/18/2020

Your Supplier Registration form, Registration ID 0000000048 has been submitted for approval.

You will be notified at this email address of any changes in your Registration status.

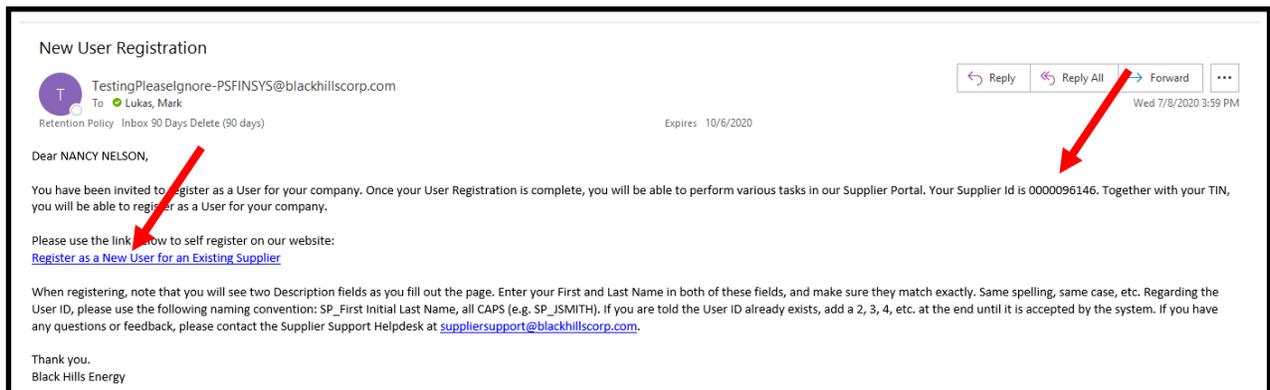
If you have any questions or feedback regarding your Registration ID 0000000048, please contact the Supplier Support Helpdesk at suppliersupport@blackhillscorp.com.

Thank you.
Black Hills Energy

5.0 REGISTER AS A NEW USER FOR AN EXISTING SUPPLIER

5.1 Register as a New User

If you are an existing Supplier, you need to be invited to Register as a New User in order to get a User Id and access your Supplier information. If you have not already received a Registration Request email from your Supply Chain contact, simply reach out to them to get an invite generated. Once you receive your email invitation, make note of your Supplier Id, and click the link as indicated to Register as a New User.



On the Register New User Accounts form (next page), fill out the requested information. Start by entering your Supplier Id (from the email), along with your TIN, which you will need to know. The Name field represents your First and Last Name and needs to match your Contact First and Last Name fields in our system **exactly**. This insures that Authy recognizes you and that the Bidding Opportunities Tile in the Private Supplier Portal (to be discussed later) displays all pending Strategic Sourcing Events for your organizaion to bid on. Once you are in the Supplier Portal, you will click the Manage Profile Tile to create or update your Supplier Contact record. You will validate that the Contact Name field on the Supplier contact record matches to the Contact Name field entered here. See Section 8.5 for more information. After completing the form, and accepting the Terms and Conditions, submit the New User Registration for approval.

Register New User Accounts

To create a new user, please fill in the information below. Once you have completed the required information, click the "Submit" button to submit your registration for consideration. You will receive an email confirmation shortly after submittal.

If you have any questions or feedback on the registration process, please contact the Supplier Support HelpDesk at suppliersupport@blackhillscorp.com

Authentication

Supplier List

*Supplier ID	Tax Identification Number	
0000096517	752146358	

User Account Information ?

* Requested User ID	<input type="text" value="SP_NNELSON"/>
* Password	<input type="password" value="....."/>
* Confirm Password	<input type="password" value="....."/>
Contact Name	<input type="text" value="NANCY NELSON"/>
* Email ID	<input type="text" value="nnelson@cableadv123.com"/>
Language Code	<input type="text" value="English"/>
Time Zone	<input type="text" value=""/>
Currency Code	<input type="text" value="USD"/>
Business Phone	<input type="text" value="303/523-9654"/>

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

* Required field

Business Rule: When entering your User Id, it should be in all CAPS and start with SP_ followed by your first initial and last name. If that User Id already exists, you will receive an error message. To resolve, just add a 2, 3, 4, etc. at the end of your Last Name until it is accepted.

Authy Considerations:

The Phone Number entered on this New User Registration page is strictly to facilitate Authy processing. If the Phone Number field is initially blank, that means that either a Supplier Contact record does not exist for you, or one exists, but the Phone Number field on it is blank. When processing this page, the system reacts differently when a Supplier Contact record already exists vs. when it does not.

Supplier Contact record exists for you:

The Phone Number field on the New User Registration page is auto-populated only if your Contact record exists and a Phone Number is present. This is determined by a comparison of the Contact Name entered here on the New User Registration page to the Supplier Contact record. If you change the Phone Number on the New User Registration, it will be updated on the Supplier Contact record.

Supplier Contact record does not exist for you or does not match your New User Registration:

You must enter a Phone Number on the New User Registration to support Authy processing. Secondly, you should validate your Supplier Contact record when you login for the first time. Navigate to the Manage Profile Tile, Contacts menu item, and verify if a Supplier Contact record exists for you. If it does, update it as necessary to reflect the information you just added on the New User Registration page so they are in sync. If a Supplier Contact record does not exist, add one to reflect the information you just added on the New User Registration page so they are in sync. The Contact Name fields need to match between your New User Registration and your Supplier Contact record.

Terms of Agreement

Supplier Portal Overview

The services provided through this Website and the use of the Website are governed by these Terms and Conditions. By accessing or using the services or the website or by registering as either a buyer or a seller, you agree that (1) you have read and familiarized yourself with the Terms and Conditions, (2) you understand the Terms and Conditions, and (3) you are bound by the Terms and Conditions in your use of the services or the Website. The Terms and Conditions, together with any additional terms and conditions specific to a particular event, constitute the entire agreement and supersede and replace any and all prior agreements between the parties regarding such subject matter.

Supplier Portal Registration

Registration and Eligibility. The services and the website are only available to persons with the legal capacity to enter into this agreement. This organization may, at its sole and absolute discretion, refuse to accept a person's (or entity's) registration and may at any time after accepting registration, refuse to permit a person's (or entity's) continuing use of the services and the Website for any reason.

Supplier Portal Terms + Conditions

Changes to Services, Website and Terms and Conditions, User acknowledges and agrees that this organization may change, modify, amend, suspend or discontinue any aspect of the services or the Website, at any time, without notice and without liability to user or to any third party. Further, user acknowledges and agrees that that the organization may amend any or all of the Terms and Conditions at any time without notice. Any amendment of the Terms and Conditions will be reflected on the Website. User is encouraged to periodically review the Terms and Conditions posted on the Website. Use of the services and the website constitutes acceptance of the Terms and Conditions, including any amendments thereto.

 **Return**

Example of User Registration Approval Email

 TestingPleaseIgnore-PSFINSYS@bhcorp.ad |  Lukas, Mark

User ID Registration

Retention Policy | Inbox 90 Days Delete (90 days) Expires 8/19/2020

Your User ID SP_NNELSON associated with Supplier ID 0000096146 has been approved.

You will be notified at this email address of any changes.

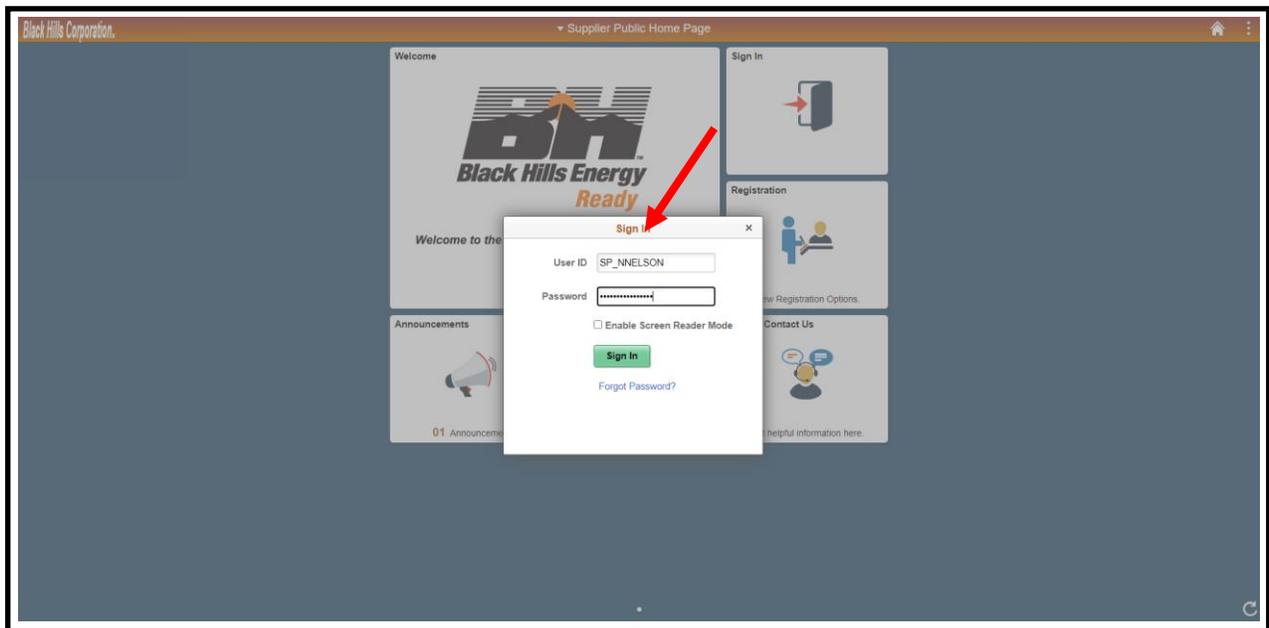
If you have any questions or feedback regarding your User ID SP_NNELSON, please contact the Supplier Support Helpdesk at suppliersupport@blackhillscorp.com.

Thank you.
Black Hills Energy

6.0 PERFORM A SUPPLIER CHANGE REQUEST

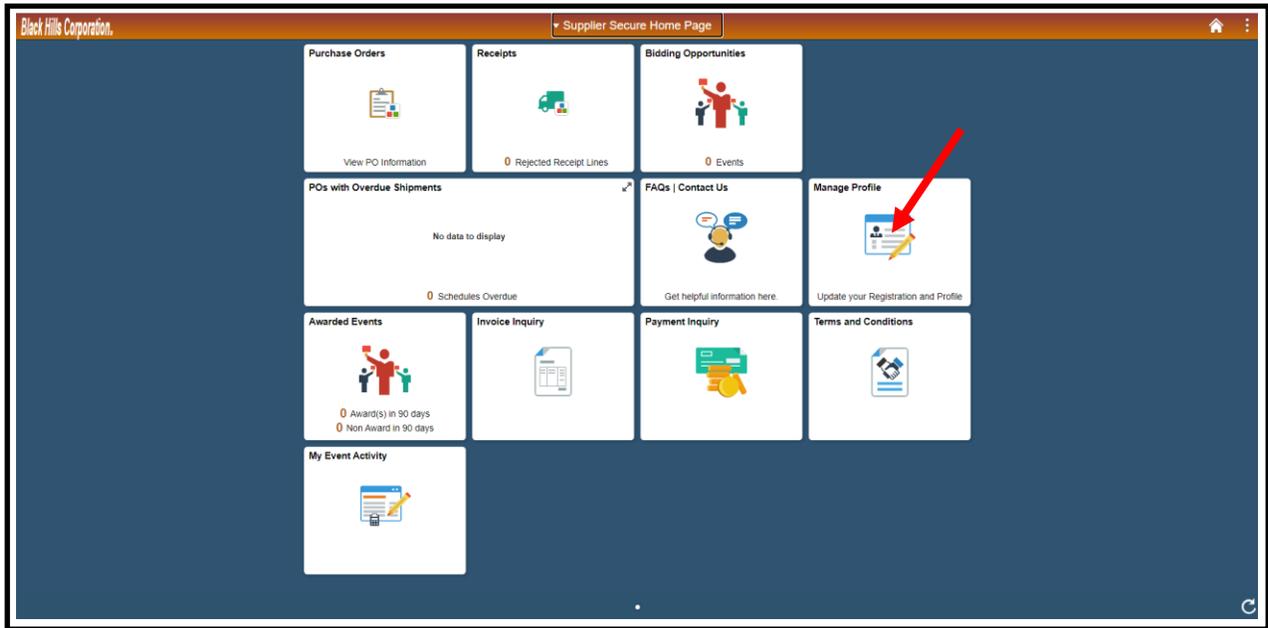
6.1 Supplier Change Request

A Supplier Change Request is used to request an update to your Supplier record in the Black Hills Procurement system. It is a good practice to review your information once a year to insure it is up to date. Additionally, when an existing Supplier registers as a New User and receives their Approval Notification email, that is an excellent time to review your existing Supplier information and request any required changes. The Supplier Change Request Wizard does just that. It displays existing information to you which can be reviewed and updated as required. To start, access the Public Supplier Portal view, and Sign In with your User Id and Password.

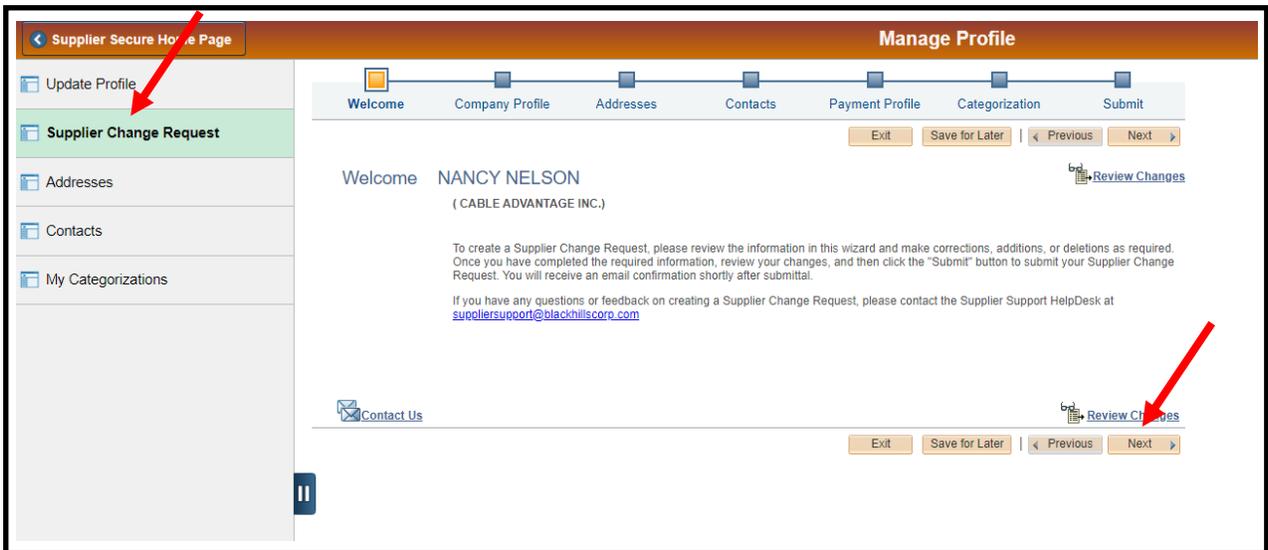


Tip: If you just registered as a New User for an Existing Supplier, and are accessing the system for the first time, make sure your Contact information is up to date on your Supplier record. You can do this either by reviewing the Supplier Contacts on the Manage Profile Tile, or by creating a Supplier Change Request (SCR). On the Manage Profile Tile, Contact information, in particular the Name field, needs to match exactly to the Description field on your User Security record (the way you registered). If you use the SCR, Contact information, in particular the Contact Name field, needs to match exactly to the Description field on your User Security record (the way you registered). Regardless of your update method, this ensures that you will receive Bid Requests under the Bidding Opportunities Tile and that you are recognized by Authy.

The Private Supplier Portal Tiles are displayed. Click the Manage Profile Tile.



Select the Supplier Change Request menu item. Click the Next button to begin.



Review and update any information on the Company Profile page. When done, click Next to continue.

Supplier Secure Home Page **Manage Profile**

Update Profile | **Supplier Change Request** | Addresses | Contacts | My Categorizations

Welcome | **Company Profile** | Addresses | Contacts | Payment Profile | Categorization | **Submit** Exit | Save for Later | Previous | Next

Company Profile for CABLE ADVANTAGE INC. [Review Changes](#)

Unique ID & Company Profile

*Supplier Name: CABLE ADVANTAGE INC.

Expand All | Collapse All

Additional ID Numbers

Standard ID Qualifier	ID Number	Remove
Tax Identification Number	752146358	<input type="checkbox"/>

Government Classifications

EEO Certification Date: HUB Zone

*Certification Source	Certificate Begin Date	Certificate Expiration	Government Classification	Certification Number	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Standard Industry Codes

SIC Code Type	Standard Industry Code	Description	Remove
US SIC Codes	506	Electrical Goods	<input type="checkbox"/>
US SIC Codes	50635	Cable conduit-wholesale	<input type="checkbox"/>

Additional Reporting Elements

Common Parent's TIN: Common Parent's Name:

Type of Contractor: Electric Generation-Materials | HUBZone Program:

SDB Program: | Size of Small Business:

Other Preference Programs: | Veteran-Owned Small Business:

Ethnicity: | Specify Ethnicity:

Emerging Small Business

Tip: Be sure to update the Type of Contractor field. This helps us to properly categorize you and include you in appropriate Sourcing Events. Filling in other relevant Additional Reporting Elements is also advantageous as we work to meet Federal Reporting Requirements in these areas.

Note that there are new Profile Questions, and that required ones (flagged with an *) must be answered before you can move on to the next page. Note that not all Profile Questions are displayed in this Reference Guide.

[Supplier Secure Home Page](#) **Manage Profile**

- Update Profile
- Supplier Change Request**
- Addresses
- Contacts
- My Categorizations

Women-Owned Business
 Veteran
 Disabled

Profile Questions

Are you affiliated with a Parent Company. If so, please provide their name here.

*Attach a copy of your W-9 that is signed and dated in the current year. (Required). Note that if you update your Address information in the future, a replacement W-9 will need to be provided. After uploading the W-9, be sure to include the date provided in the Attachment Description field using the following format: Your Company Name_W9_MMDDYY

Attachments (1) [Add/View Attachments](#)

*Attach a copy of a voided check. (Required). Note that if you update your Banking information in the future, a replacement voided check will need to be provided. After uploading the voided check, be sure to include the date provided in the attachment Description field using the following format: Your Company Name_VCHK_MMDDYY

Attachments (1) [Add/View Attachments](#)

Indicate **at least one** SIC code for your parent company, if applicable). Separate multiple values with a comma

*Indicate the states in which you can operate for Black Hills. Select all that apply. (Required)

[Select](#)

If available, please provide your D&B number.

Provide the name of your contact at Black Hills.

*Will you perform services on a Black Hills power generation or mine site?

Yes
 No

If you will perform services on a Black Hills power generation or mine site, enter BROWZ Registration ID here. Use this link to register if required: <https://www.browz.com/en/>

When done, click Next to move to the Address page.

[Supplier Secure Home Page](#) Manage Profile

- Update Profile
- Supplier Change Request**
- Addresses
- Contacts
- My Categorizations

***Will you perform services on Black Hills property?**

Yes
 No

If you will perform services on Black Hills property, attach your Certificate of Insurance (COI) here.

Attachments (0) [Add/View Attachments](#)

***Will you perform services on a Black Hills Customer's property?**

Yes
 No

If you will perform services on a Black Hills Customer's property, attach your Certificate of Insurance (COI) here.

Attachments (0) [Add/View Attachments](#)

***Will you have access to Personal Identifiable Information (PII) data?**

Yes
 No

***Will you provide IT services and/or IT products?**

Yes
 No

If you will provide IT services and/or IT products, are the IT services or products hosted in a public cloud?

Yes
 No

Department or Name where you would like your PO sent.

Email where you would like your PO sent.

***If there are problems with PO Dispatch, what Phone Number can we call? (Required)**

Review the choices for this Business Size Reporting question and if one applies, please select it. Note that there are additional Reporting Requirements questions below that may be applicable in lieu of this question.

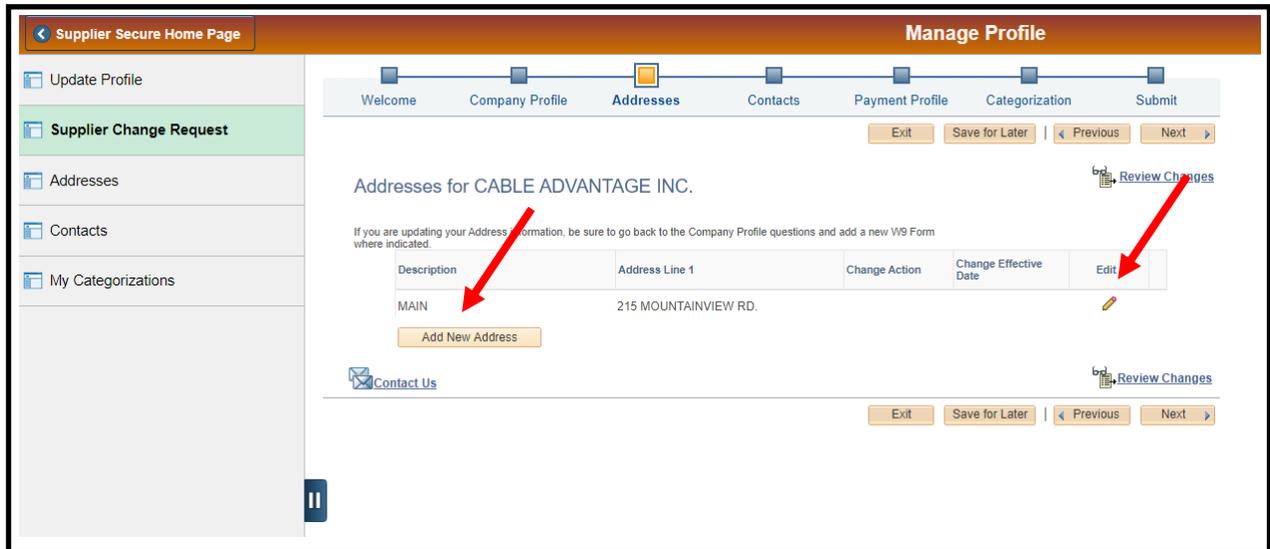
[Select](#)

Comments

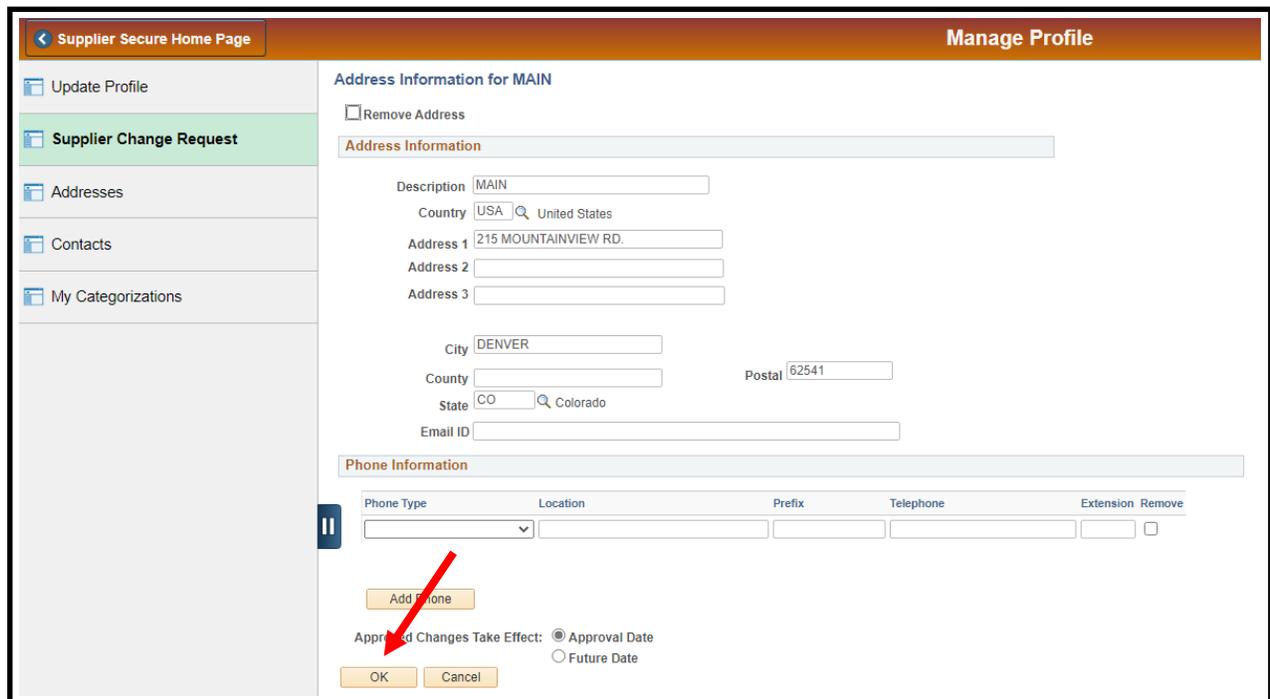
[Contact Us](#) [Review Changes](#)

[Exit](#) [Save for Later](#) [Previous](#) [Next](#)

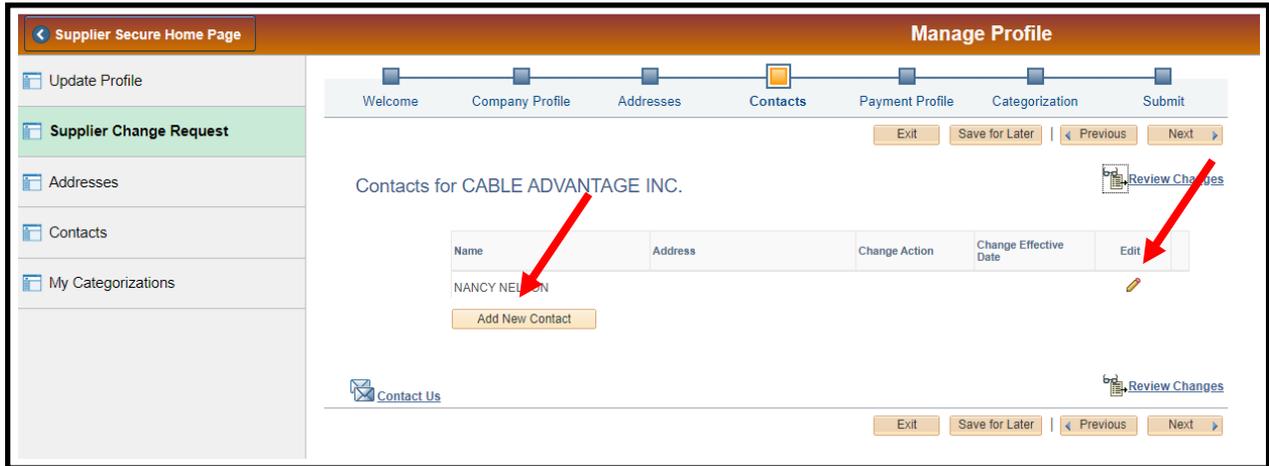
Click the Edit icon to edit an existing Address, or the Add New Address button if required. Here we click the Edit icon.



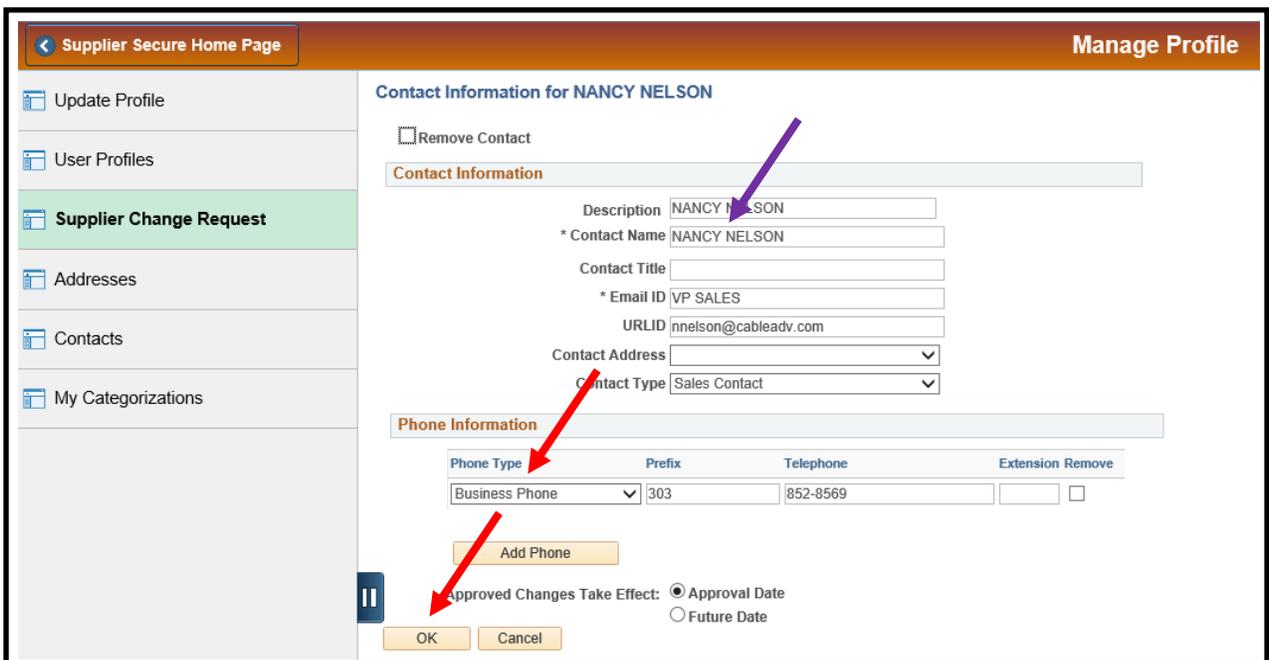
Here is the Edit Address Information page. Update as required. Click OK, and Next to proceed to the Contact Information page.



Click the Edit icon to edit an existing Contact, or the Add New Contact button if required. Here we click the Edit icon.



Here is the Edit Contact Information page. We are updating the Phone Information. When done, click OK, and Next to proceed to the Payment Profile page.



Business Rule: To support Multi-Factor Authentication, a Supplier User must have a Business Phone registered here to match to information stored in their MFA Account at our Security Vendor.

Tip: Validate that the Contact Name field exactly matches the Description field on your User Security record (the way you registered). This ensures that you receive Bid Requests under the Bidding Opportunities Tile and that Authy properly recognizes you.

Click the Edit icon to edit existing Payment Information.

The screenshot shows the 'Manage Profile' interface for 'CABLE ADVANTAGE INC.'. The 'Payment Profile' tab is active. A table lists payment information with columns for Description, Change Effective Date, Default, and Edit. A red arrow points to the Edit icon (pencil) in the Edit column.

Description	Change Effective Date	Default	Edit
0000000001 - MAIN	05/21/2020	<input checked="" type="checkbox"/>	

In this case we are updating the Payment Terms. When done, click OK, and Next to proceed to the Categorization page.

The screenshot shows the 'Payment Profile' section for '0000000001 - MAIN'. It includes sections for Invoicing, Remitting, Payment Preferences, Location Comments, and Bank Accounts. A red arrow points to the 'Payment Terms ID' field, which is currently set to '30DAY'.

Payment Preferences

Payment Terms ID: NET30

Payment Method:

Bank Accounts

Default	Beneficiary Bank	Bank ID Number	Branch Name	Bank Account #	Edit
<input checked="" type="checkbox"/>	BFA	854125636	DENVER	XXXXX1478	

Use the Categorization page to indicate the goods and services you can provide to Black Hills. You can select more than one category, and the more specific you can be, the better. Click Next to proceed to the Review and Submit page.

Manage Profile

Supplier Secure Home Page

Update Profile

Supplier Change Request

Addresses

Contacts

My Categorizations

Welcome Company Profile Addresses Contacts Payment Profile **Categorization** Submit

Exit Save for Later Previous Next

Categorization for CABLE ADVANTAGE INC.

For best performance, please pause briefly after checking each selection box.

Select All Un Select All

Strategic Sourcing Cat Tree

Sourcing - Sourcing Categories

Buy Categories

Sell Categories

- ADVERTISING - ADVERTISING, COMMUNICATIONS, M
- AD_ART_GRAPHICS - AD - ART/GRAPHICS
- AD_COMMUNICATION - AD - COMMUNICATION SERVICES &
- AD_PRINT_PUBLISH - AD - PRINT, PUBLISH AND MAIL
- AD_PRINTED_MEDIA - AD - PRINTED MEDIA
- AD_PROMO_GOODS - AD - PROMOTIONAL GOODS
- AD_PROMO_SVCS - AD - PROMOTIONAL SERVICES
- AD_RADIO_MEDIA - AD - RADIO MEDIA
- AD_SIGNS_BANNER - AD - SIGNS, BANNER, ETC.
- AD_SOCIAL_MEDIA - AD - SOCIAL MEDIA
- AD_TV_MEDIA - AD - TV MEDIA
- APPLIANCE - APPLIANCE
- APPL_BRN_GDS_PARTS - APPLIANCE - BROWN GOODS PARTS/
- APPL_BRN_GDS_SVCS - APPLIANCE - BROWN GOODS REPAIR
- APPL_WHT_GDS_PARTS - APPLIANCE - WHITE GOODS PARTS/
- APPL_WHT_GDS_SVCS - APPLIANCE - WHITE GOODS REPAIR
- ARCHITECTS - ARCHITECTS
- ASPHALT_PAVING_SRV - ASPHALT AND PAVING SERVICES
- ATTORNEYS - ATTORNEYS
- AUDIT - AUDIT
- AUDIT_CONSULT_SRVC - AUDIT CONSULTING SERVICES
- AUDITORS - AUDITORS
- AVIATION_VENDORS - AVIATION VENDORS
- AVIATION_FUEL - AVIATION FUEL
- AVIATION_MAINT_SRV - AVIATION MAINTENANCE AND SERVI
- AVIATION_MISC - AVIATION MISC
- BUILDINGS - BUILDINGS
- BLDGS_MFR_PREFAB - BUILDINGS MANUFACTURER PREFABR
- CHEMICALS - CHEMICALS
- CIVIL_ENGNRRNG_SRVC - CIVIL ENGINEERING SERVICES
- CLOTHING_UNIFORMS - CLOTHING UNIFORMS

My Categories

Category	Description	Status
ELECTRICAL...	ELECTRICAL WI...	

Review Changes

Click the Review button to see your requested changes.

Manage Profile

Supplier Secure Home Page

Update Profile

Supplier Change Request

Addresses

Contacts

My Categorizations

Welcome Company Profile Addresses Contacts Payment Profile **Categorization** **Submit**

Exit Save for Later Previous Next

Review and Submit Changes for CABLE ADVANTAGE INC.

Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:
nnelson@cableadv.com

Confirm Changes

Review Withdraw Submit

Contact Us

Exit Save for Later Previous Next

The requested changes are displayed. They can be edited if necessary. Click the Return button to go back to the Review and Submit page.

Supplier Secure Home Page **Manage Profile**

Update Profile | **Supplier Change Request** | Addresses | Contacts | My Categorizations

Profile Questions

	Current	Proposed
Provide the name of your contact at Black Hills.		Dan Gibson

Standard Industry Codes

Type	Information	Current	Proposed
Add	SIC Code Type Standard Industry Code		US SIC Codes 506
Add	SIC Code Type Standard Industry Code		US SIC Codes 50635

Contact Information

Type	Information	Current	Proposed	Date To Change
Contact : NANCY NELSON				Approval

Contact-Phone

Add	Phone Type	Int'l Prefix	Telephone	Phone Extension
	Cellular Phone		303/852-8569	

Payment Profile

Payment Profile : 0000000001 - MAIN

Payment Preferences

Information	Current	Proposed
Payment Terms ID		30DAY NET30

On the Review and Submit page, click the Confirm Changes checkbox, and then click the Submit button.

Supplier Secure Home Page **Manage Profile**

Update Profile | **Supplier Change Request** | Addresses | Contacts | My Categorizations

Welcome | Company Profile | Addresses | Contacts | Payment Profile | Categorization | **Submit**

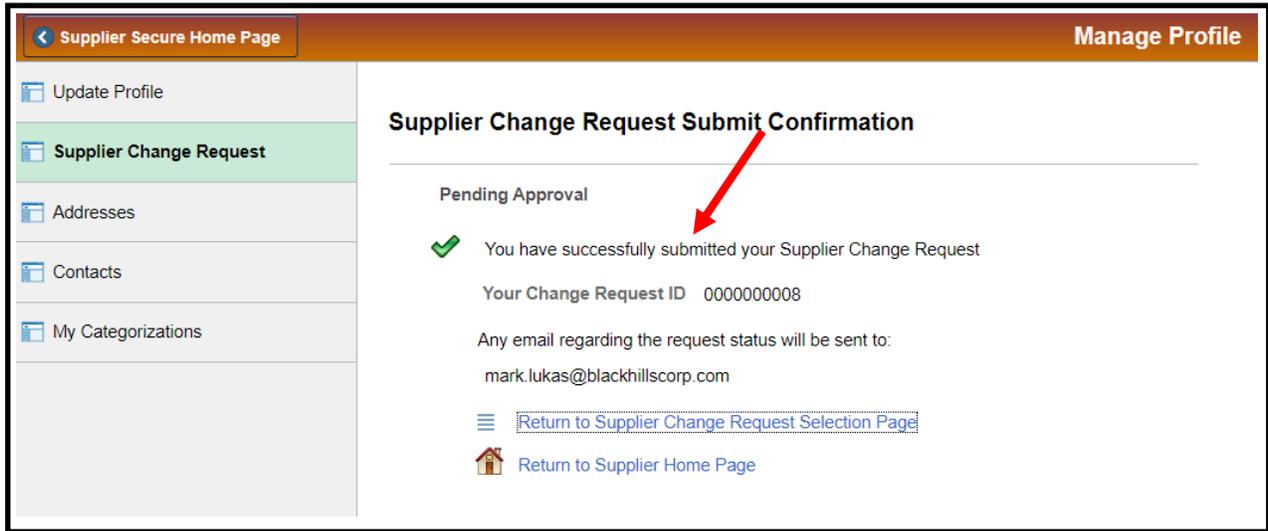
Review and Submit Changes for CABLE ADVANTAGE INC.

Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

Confirm Changes

Your requested Supplier Changes have been submitted to Black Hills for approval and subsequent Supplier updating in our system.



The screenshot displays the 'Supplier Secure Home Page' interface. On the left is a navigation sidebar with options: 'Update Profile', 'Supplier Change Request' (highlighted in green), 'Addresses', 'Contacts', and 'My Categorizations'. The main content area is titled 'Supplier Change Request Submit Confirmation' and features a 'Pending Approval' status. A red arrow points to a green checkmark icon next to the text: 'You have successfully submitted your Supplier Change Request'. Below this, it states 'Your Change Request ID 0000000008' and 'Any email regarding the request status will be sent to: mark.lukas@blackhillscorp.com'. At the bottom, there are two links: 'Return to Supplier Change Request Selection Page' (with a menu icon) and 'Return to Supplier Home Page' (with a house icon).

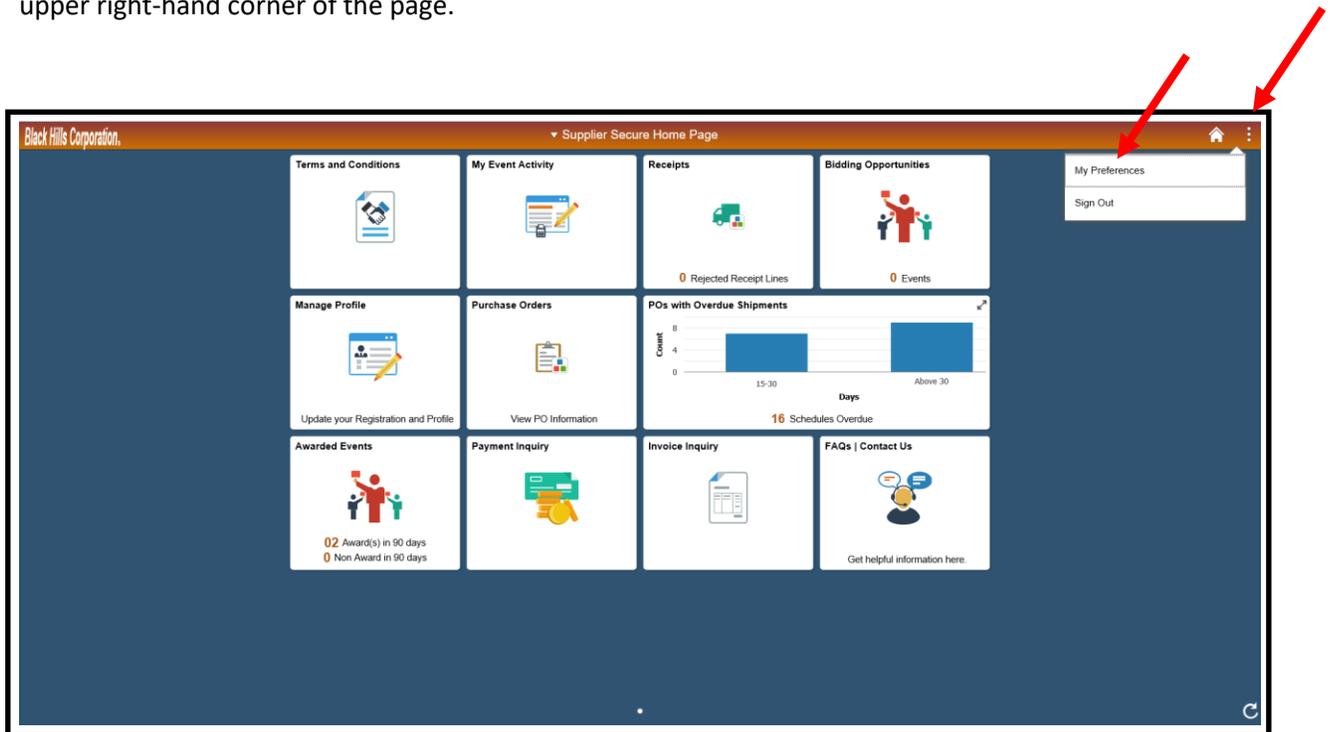
Business Rule: Note that on occasion, you may receive an email notification from Black Hills asking you to review and update when appropriate your Supplier information. Use the link provided in the email to access the Supplier Portal. Navigate to the Supplier Change Request to perform this task.

7.0 REVIEW TRANSACTIONS WITH BLACK HILLS

7.1 My Preferences

One of the most useful features of the Private Supplier Portal is the ability for a Supplier to review their transactional activity with Black Hills. As the Secure Homepage below shows, this information ranges from Purchase Orders to Invoices and Payments. Additionally, a Supplier can see Sourcing Events they have been invited to bid on. Let's review these transactions in more detail.

Before we begin, it is important to note the My Preferences page, accessible via the Menu icon in the upper right-hand corner of the page.



The My Preferences page provides you with the ability to set your initial Default options for the different Tiles available on the Secure Portal Homepage.

Supplier Secure Home Page My Preferences  

Comprehensive Supplier Portal

Display Options

Suppress trailing zeros for Quantity field **No**

Suppress trailing zeros up to the currency decimal position for Price field **No**

▼ **Purchase Order**

Include POs Dispatched in Last (1-9999) days

▶ **Receipts**

▶ **Advance Shipment Notice**

▶ **Request for Quotes**

▶ **Purchase Order with Overdue Shipment**

▶ **Purchase Order Acknowledgement**

▼ **Bidding Opportunities**

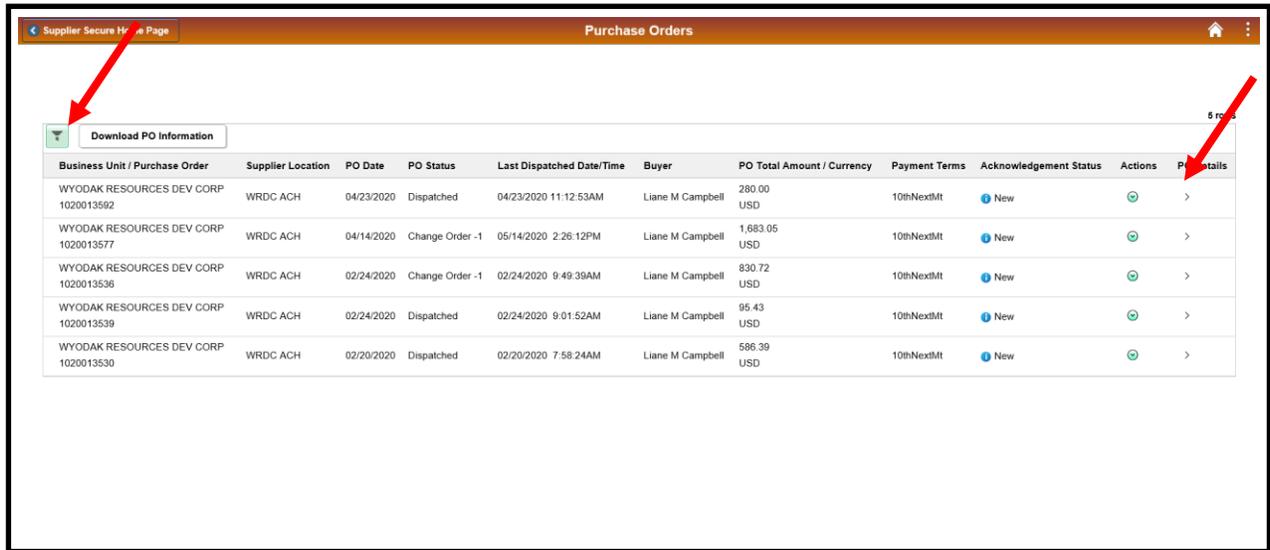
Warn Events Ending Prior To (0-9999) days

▶ **Notice of Intent to Award (NOIA)**

▶ **Notice of Award (NOA) & Awarded Events**

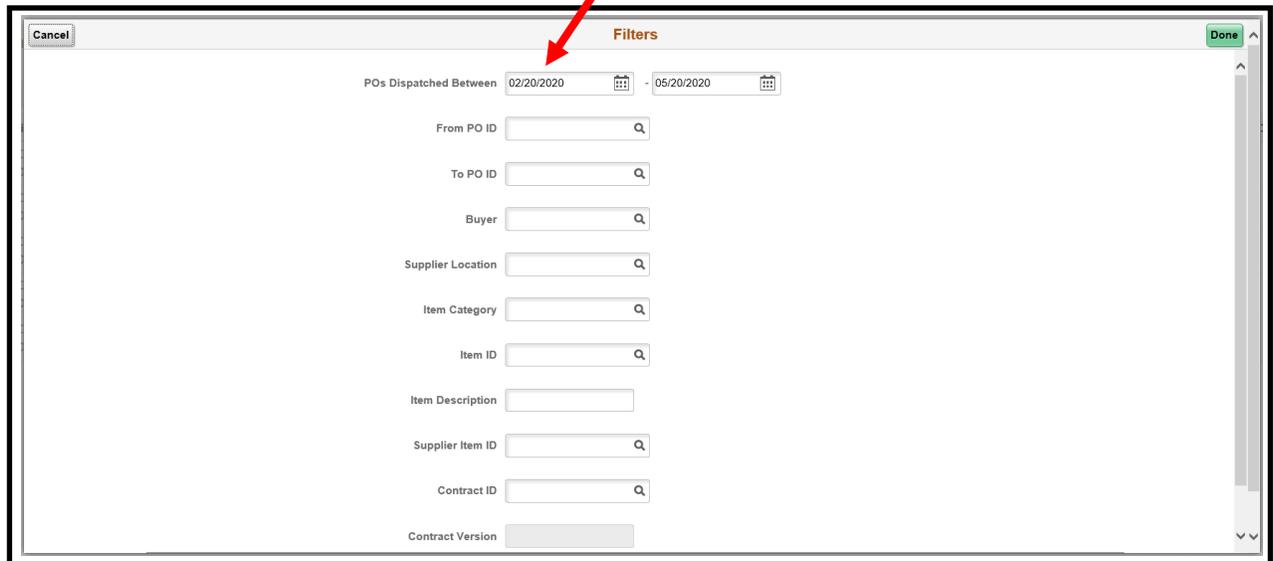
7.2 Purchase Orders

The Purchase Order Tile provides a listing of the Purchase Orders issued to you over a timeframe. You can adjust the Filter (Green icon) to specifically target POs you are looking to display. Clicking the PO Details > icon (or the whole row) expands the Purchase Order so you can see more detail.



Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledgement Status	Actions	PO Details
WYODAK RESOURCES DEV CORP 1020013592	WRDC ACH	04/23/2020	Dispatched	04/23/2020 11:12:53AM	Liane M Campbell	280.00 USD	10thNextMt	New		>
WYODAK RESOURCES DEV CORP 1020013577	WRDC ACH	04/14/2020	Change Order -1	05/14/2020 2:26:12PM	Liane M Campbell	1,683.05 USD	10thNextMt	New		>
WYODAK RESOURCES DEV CORP 1020013536	WRDC ACH	02/24/2020	Change Order -1	02/24/2020 9:49:39AM	Liane M Campbell	830.72 USD	10thNextMt	New		>
WYODAK RESOURCES DEV CORP 1020013539	WRDC ACH	02/24/2020	Dispatched	02/24/2020 9:01:52AM	Liane M Campbell	95.43 USD	10thNextMt	New		>
WYODAK RESOURCES DEV CORP 1020013530	WRDC ACH	02/20/2020	Dispatched	02/20/2020 7:58:24AM	Liane M Campbell	586.39 USD	10thNextMt	New		>

There are various Filters you can use to limit your answer set.



Cancel Done

Filters

POs Dispatched Between 02/20/2020 - 05/20/2020

From PO ID

To PO ID

Buyer

Supplier Location

Item Category

Item ID

Item Description

Supplier Item ID

Contract ID

Contract Version

When a Purchase Order is drilled into from the Initial page display, this is the data that becomes available for review:

Review Purchase Orders

Purchase Order Details

PO Number 1020013592 Purchase Order Date 04/23/2020
 PO Status Dispatched Last Dispatch 04/23/20 11:12:53AM
 Buyer Liane M Campbell

Billing Location CORP
 Payment Terms 10thNextMt

Purchase Order Total	
Merchandise Amount	280.00
Freight/Tax/Misc.	0.00
Total Amount	280.00 USD

&Header Comments 1 of 1 | View All

TERMS AND CONDITIONS FROM MASTER PURCHASE AGREEMENT #2893 OVERRIDE PO AND CONFLICTING PROPOSAL TERMS AND CONDITIONS.
 EXPIRATION DATE OF 12-31-2018.
 "PURCHASER UNDER THIS PURCHASE ORDER IS AN AFFILIATE OF WYODAK RESOURCES DEVELOPMENT CORP."
 View

Purchase Order Lines 1-3 of 3 | View All

Line Information Extension Line Details Contract Info

Line	Status	Item ID	Description	Quantity	Merchandise Amt	Comments
------	--------	---------	-------------	----------	-----------------	----------

PO Line Information below.

Review Purchase Orders

TERMS AND CONDITIONS FROM MASTER PURCHASE AGREEMENT #2893 OVERRIDE PO AND CONFLICTING PROPOSAL TERMS AND CONDITIONS.
 EXPIRATION DATE OF 12-31-2018.
 "PURCHASER UNDER THIS PURCHASE ORDER IS AN AFFILIATE OF WYODAK RESOURCES DEVELOPMENT CORP."
 View

Purchase Order Lines 1-3 of 3 | View All

Line Information Extension Line Details Contract Info

Line	Status	Item ID	Description	Quantity	Merchandise Amt	Comments
1	Active	03058023	FILTER, AIR A/C	1.0000 EA	49.49 USD	
2	Active	03058026	BREATHER	4.0000 EA	195.72 USD	
3	Active	03058035	FILTER, AIR	1.0000 EA	34.79 USD	

Invoice List 1-1 of 1 | View All

Invoice	Invoice Date	Amount	Due Date	Appr Stat	Voucher
		0.000			

No Invoices Found

Note the Actions that are available on the Initial display page. The Acknowledge POA is currently disabled (potential future functionality) but the View PO Dispatch Document is available.

Supplier Secure Home Page | Purchase Orders

Download PO Information

Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Actions	PO Details
WYODAK RESOURCES DEV CORP 1020013592	WRDC ACH	04/23/2020	Dispatched	04/23/2020 11:12:53AM	Liane M Campbell	280.00 USD	10thNextMt	Acknowledge POA View PO Dispatch Document	>
WYODAK RESOURCES DEV CORP 1020013577	WRDC ACH	04/14/2020	Change Order -1	05/14/2020 2:26:12PM	Liane M Campbell	1,683.05 USD	10thNextMt	New	>
WYODAK RESOURCES DEV CORP 1020013536	WRDC ACH	02/24/2020	Change Order -1	02/24/2020 9:49:39AM	Liane M Campbell	830.72 USD	10thNextMt	New	>
WYODAK RESOURCES DEV CORP 1020013539	WRDC ACH	02/24/2020	Dispatched	02/24/2020 9:01:52AM	Liane M Campbell	95.43 USD	10thNextMt	New	>
WYODAK RESOURCES DEV CORP 1020013530	WRDC ACH	02/20/2020	Dispatched	02/20/2020 7:58:24AM	Liane M Campbell	586.39 USD	10thNextMt	New	>

5 rows

Click the View PO Dispatch Document Action to see the page below. Click the View PDF to see the PO in .pdf format.

View PO Dispatch Document

New Window | Personalize Page

Purchase Order List

Purchase Order List

1-1 of 1 | View All

Purchase Order	Status Description	Last Dispatched Date/Time	Lines	Total Amount			
<input type="checkbox"/> 1020013592	Dispatched	04/23/2020 11:12:53AM	3	280.00 USD			View PDF

Select All Clear All

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

7. 3 POs with Overdue Shipments

The POs with Overdue Shipments Tile provides a listing of the Purchase Orders issued to you over a timeframe, with a focus on Overdue Schedules. You can adjust the Filter (Funnel icon) to specifically target POs you are looking to display. Clicking the Schedules Overdue icon displays that information.

Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Actions	Schedules Overdue
WYODAK RESOURCES DEV CORP 1020013577	WRDC ACH	04/14/2020	Change Order -1	05/14/2020 2:26:12PM	Liane M Campbell	1,683.05 USD	10thNextMt		
WYODAK RESOURCES DEV CORP 1020013592	WRDC ACH	04/23/2020	Dispatched	04/23/2020 11:12:53AM	Liane M Campbell	280.00 USD	10thNextMt		

There are various Filters you can use to limit your answer set.

Cancel Done

POs Dispatched Between -

From PO ID

To PO ID

Buyer

Supplier Location

Supplier Item ID

Item Category

Item ID

Item Description

POs with Shipment Overdue more than days

Reset

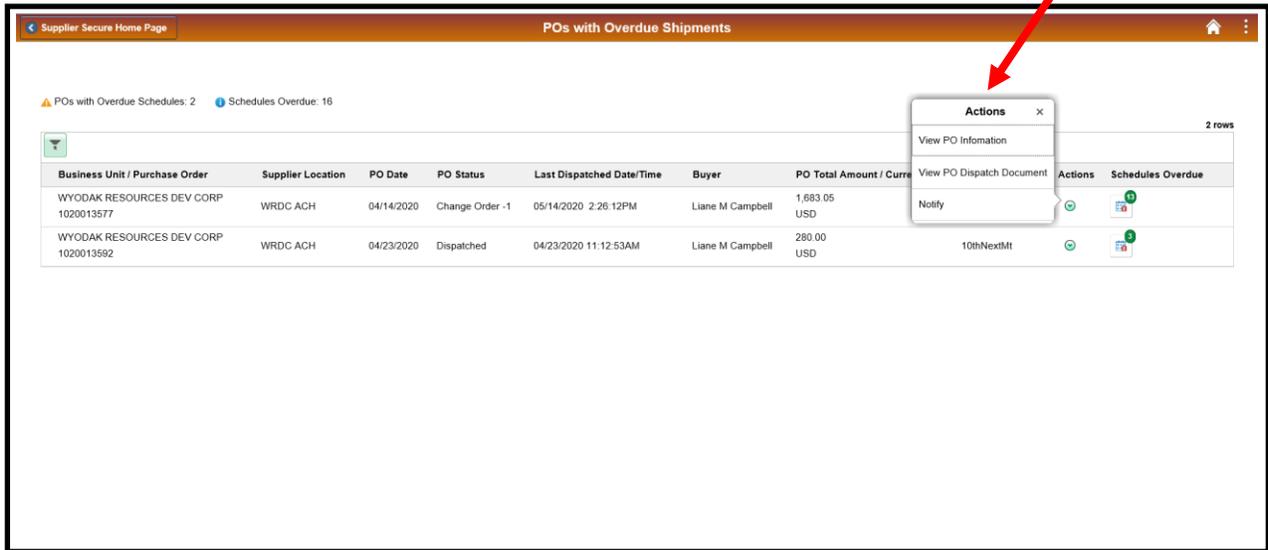
When the Purchase Order Schedules are drilled into from the Initial page display, this is the data that becomes available for review:

Overdue Schedules

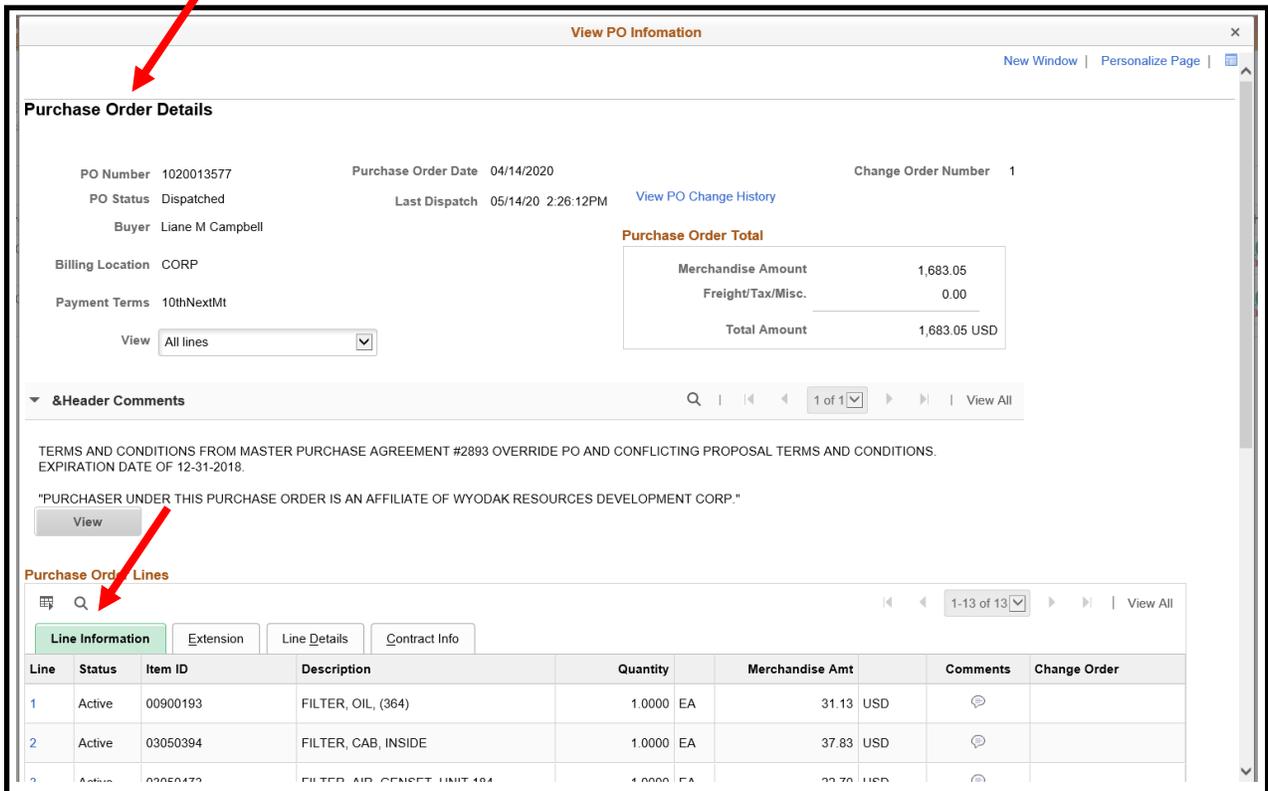
PO Number: 20013577 Schedule Overdue: 13

Line	Schedule	Item Description	Supplier Item ID	Ship To	Order Quantity / UOM	Pending Quantity / UOM	Due Date	Overdue Days
1	1	FILTER, OIL, (364)		WYODAK STOREROOM	1.0000 EA	1.0000 EA	04/17/2020	33 days
2	1	FILTER, CAB, INSIDE		WYODAK STOREROOM	1.0000 EA	1.0000 EA	04/20/2020	30 days
3	1	FILTER, AIR, GENSET, UNIT 184		WYODAK STOREROOM	1.0000 EA	1.0000 EA	04/16/2020	34 days
4	1	FILTER, FUEL, GENSET, UNIT 184		WYODAK STOREROOM	1.0000 EA	1.0000 EA	04/17/2020	33 days
5	1	FILTER, FUEL		WYODAK STOREROOM	2.0000 EA	2.0000 EA	04/22/2020	28 days
6	1	FILTER, AIR (A18 A03 / P532473)		WYODAK STOREROOM	2.0000 EA	2.0000 EA	04/20/2020	30 days
7	1	FILTER, ELEMENT, HAUL TRUCK, UNIT 303, KOMATSU 830E-AC		WYODAK STOREROOM	4.0000 EA	4.0000 EA	04/16/2020	34 days
8	1	FILTER, OIL, HAUL TRUCK, UNIT 303, KOMATSU 830E-AC		WYODAK STOREROOM	4.0000 EA	4.0000 EA	04/17/2020	33 days
9	1	FILTER, ELEMENT, HAUL TRUCK, UNIT 303, KOMATSU 830E-AC		WYODAK STOREROOM	6.0000 EA	6.0000 EA	04/16/2020	34 days
10	1	FILTER, ELEMENT, HAUL TRUCK, UNIT 303, KOMATSU 830E-AC		WYODAK STOREROOM	4.0000 EA	4.0000 EA	04/21/2020	29 days

Note the Actions that are available on the Initial display page. We have already reviewed the View PO Dispatch Document Action.



Let's look at the View PO Information page below. The PO Details are displayed.



7. 4 Receipts

The Receipts Tile provides a listing of the Receipts created against your shipments to Black Hills over a timeframe. You can adjust the Filter (Green icon) to specifically target Receipts you are looking to display. Clicking the Receipt Details > icon (or the whole row) expands the Receipt so you can see more detail.

PO ID	Receipt ID / Line Nbr	Receipt Date	Shipment Number / Ship to Location	Supplier Item ID	Item ID / Description	Received Quantity / UOM	Accepted Quantity / UOM	Rejected Quantity / UOM	Receipt Status	Receipt Details
1020013523	0000018929 1	02/20/2020	WYODAK STOREROOM		Cat # 432-9157 (dome light)	1.0000 EACH	1.0000 EACH	0.0000	Received	>
1020013519	0000018930 1	02/20/2020	WYODAK STOREROOM		sos III SAMPLE BOTTLE	200.0000 EACH	200.0000 EACH		Received	>
1020013487	0000018934 1	02/21/2020	WYODAK STOREROOM		03057039 FILTER, IMPLEMENT CONTROL	2.0000 EACH	2.0000 EACH		Received	>
1020013507	0000018937 1	02/21/2020	WYODAK STOREROOM		03057044 FILTER, HYD	5.0000 EACH	5.0000 EACH		Received	>
1020013500	0000018940 2	02/23/2020	WYODAK STOREROOM		# SEBP4241 (cat parts book)	1.0000 EACH	1.0000 EACH		Received	>
1020013500	0000018940 1	02/23/2020	WYODAK STOREROOM		#SEBP4240	1.0000 EACH	1.0000 EACH		Received	>
1020013530	0000018944 1	02/25/2020	WYODAK STOREROOM		03050814 FILTER, AIR, CAB INSIDE 356 BACKHOE 450	1.0000 EACH	1.0000 EACH		Received	>
1020013530	0000018944 2	02/25/2020	WYODAK STOREROOM		03058041 FILTER, FUEL, UNIT 364	1.0000 EACH	1.0000 EACH		Received	>
1020013530	0000018944 3	02/25/2020	WYODAK STOREROOM		04550021 PLATE, RETAINER 283	4.0000 EACH	4.0000 EACH		Received	>
1020013530	0000018944 4	02/25/2020	WYODAK STOREROOM		04550024 PLATE, RETAINER 283	4.0000 EACH	4.0000 EACH		Received	>

There are various Filters you can use to limit your answer set.

Filters

Cancel Done

PO ID

Receipt ID

Receipt Date Range 02/20/2020 - 05/20/2020

Supplier Location

Ship To Location

Item Category

Item ID

Item Description

Supplier Item ID

Receipt Line Status All

When a Purchase Order is drilled into from the Initial page display, this is the data that becomes available for review:

Review Receipts x

Receipt Details

Receipt Number	000018937	Packing Slip Number	
Receipt Datetime	02/21/2020 9:27AM	Pro Number	
Receipt Status	Moved to Destination		
Item ID	03057044		
Supplier Item ID			
Quantity Received	5.0000 EACH		
Quantity Inspected	0.0000 EACH		
Quantity Accepted	5.0000 EACH		
Quantity Returned	0.0000 EACH		
Quantity Rejected	0.0000 EACH		
Net Receipt Quantity	5.0000 EACH		
Reason for Rejection			
RMA Number		RMA Line	

Purchase Order Schedule

1-1 of 1

PO Number	Due Date	Quantity	Ship To	Ship Via	Freight Trm	Price	Merchandise Amt	
1020013507	02/14/2020	5.0000	WYODAK STOREROOM	COMMON CARRIER	FOB DEST, FREIGHT COLLECT	111.36000	\$556.80	USD

7.5 Invoice Inquiry

The Invoice Inquiry Tile provides a listing of your invoices to Black Hills over a timeframe. There are other fields available to limit the search results as well. It provides comprehensive information including status and display of / links to related documents, including Payments, Purchase Orders, and Receipts.

Supplier Secure Home Page Invoices

Review Invoices

Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From Invoice Number

To Invoice Number

Item ID

Supplier Item ID

From Date 01/01/2020 (example: 01/31/2000)

To Date 05/20/2020 (example: 01/31/2000)

From Amount

To Amount

Approval Status

Search

Click the Invoice Number link to see more details about that invoice.

Supplier Secure Home Page Invoices

Review Invoices

Invoice List

Set filter options

Invoice List

Invoice Number	Invoice Date	Gross Amt	Approval Status	Due Date	Voucher
PO6187408	02/26/2020	\$872.26 USD	Approved	03/10/2020	00048771
PO6187407	02/26/2020	\$19.49 USD	Approved	03/10/2020	00048772
PO6185419	02/25/2020	\$80.71 USD	Approved	03/10/2020	00048766
PO6183649	02/22/2020	\$615.71 USD	Approved	03/10/2020	00048755
W06182288	02/21/2020	\$1,635.10 USD	Approved	03/10/2020	00048733
PO6182029	02/21/2020	\$1,654.34 USD	Approved	03/10/2020	00048734
W06182289	02/21/2020	\$1,635.10 USD	Approved	03/10/2020	00048735
PO6180308	02/20/2020	\$77.63 USD	Approved	03/10/2020	00048718
PO6176522	02/18/2020	\$3,465.00 USD	Approved	03/10/2020	00048698
PO6176523	02/18/2020	\$3,367.01 USD	Approved	03/10/2020	00048699
PO6174760	02/15/2020	\$512.07 USD	Approved	03/10/2020	00048666
PO6174761	02/15/2020	\$65.79 USD	Approved	03/10/2020	00048667

Supplier Secure Home Page Invoices [New Window](#) [Personalize Page](#)

Review Invoices

Invoice Details

Invoice Number: P06185419
 Invoice Date: 02/25/2020
 Due Date: 03/10/2020

Discount End Date:
 Approval Status: Approved
 Payment Status: To be Paid
 Terms:

Invoice Total

Gross Amount	\$80.71 USD
Discount	\$0.00 USD
Net Amount	\$80.71 USD

Invoice Line Details

Q 1-1 of 1 | View All

Item ID	Description	Statistic Amount	UOM	Unit Price	Merchandise Amt
03050377	FILTER, AIR		EA	76.87000	\$76.87 USD

Payment Schedule

Q 1-1 of 1 | View All

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold
03/10/2020		\$80.71 USD	\$0.00 USD	ACH	Unselected	No	No

Payments Made

Supplier Secure Home Page Invoices [New Window](#) [Personalize Page](#)

Payments Made

Q 1-1 of 1 | View All

Reference	Date	Amount
		\$0.000

No Payments Made

Purchase Orders

Q 1-1 of 1 | View All

Purchase Order	PO Date	Status
1020013539	02/24/2020	Dispatched

Receipts

Q 1-1 of 1 | View All

Received Date	Receipt Number	Bill of Lading	Packing Slip

No Receipts Found

[Return to Invoice List](#)

7.6 Payment Inquiry

The Payment Inquiry Tile provides a listing of your Payments from Black Hills over a timeframe. There are other fields available to limit the search results as well. It provides detailed Payment information as well as references to the invoices that were paid on a given payment.

Supplier Secure Home Page | Payments | New Window | Personalize Page

Review Payments

Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Invoice Number:

Payment Reference:

From Payment Date: 01/01/2020 (example: 12/31/2000)

To Payment Date: 05/20/2020 (example: 12/31/2000)

Click a specific Payment to drill into it.

Supplier Secure Home Page | Payments | New Window | Personalize Page

Review Payments

Payments Made

Set filter options

Payments Made

Reference	Invoice Number	Payment Date	Amount
000000718	PO6154533	02/10/2020	\$12.59 USD
0000015225	PO6114948	01/09/2020	\$61,338.75 USD
0000015225	PO6080241	01/09/2020	\$61,338.75 USD
0000015225	PO6081981	01/09/2020	\$61,338.75 USD
0000015225	PO6081982	01/09/2020	\$61,338.75 USD
0000015225	PO6087544	01/09/2020	\$61,338.75 USD
0000015225	PO6091434	01/09/2020	\$61,338.75 USD
0000015225	PO6096430	01/09/2020	\$61,338.75 USD
0000015225	PO6098251	01/09/2020	\$61,338.75 USD
0000015225	PO6100282	01/09/2020	\$61,338.75 USD
0000015225	PO6100283	01/09/2020	\$61,338.75 USD
0000015225	PO6109660	01/09/2020	\$61,338.75 USD
0000015225	PO6111456	01/09/2020	\$61,338.75 USD

The Payment Details as well as the Invoices paid are displayed for your review.

The screenshot displays a web interface for reviewing payments. At the top, there is a navigation bar with 'Supplier Secure Home Page' and 'Payments'. Below this, the 'Review Payments' section is active, showing 'Payment Details' for invoice 0000000718. A red arrow points to the invoice number 'PO6154533'. The details include: Invoice Number PO6154533, Payment Date 02/10/2020, Method ACH, Pay Status Paid, Amount \$12.59, and Currency USD. The 'Paid To' section lists: Country USA, United States; Address 1 P O BOX 2335; Address 2; Address 3; City CASPER; County; State WY, Wyoming; and Postal 82602. The 'From' field is 'WELLS FARGO'. Below the details is a 'Payment Advice' table with a search icon and a page indicator '1-2 of 2'. The table has columns for Invoice, Gross Amount, Discount, Discount Taken, and Paid Amount. Two rows of data are shown, both for invoice PO6154533, with a gross amount of 12.59 USD and a paid amount of 12.59 USD. A 'Return to Payments Made' link is at the bottom left.

Supplier Secure Home Page Payments

Review Payments

Payment Details

0000000718

Invoice Number PO6154533 Payment Date 02/10/2020

Method ACH Pay Status Paid

Amount \$12.59 Currency USD

Paid To

Country USA United States

Address 1 P O BOX 2335

Address 2

Address 3

City CASPER

County Postal 82602

State WY Wyoming

From WELLS FARGO

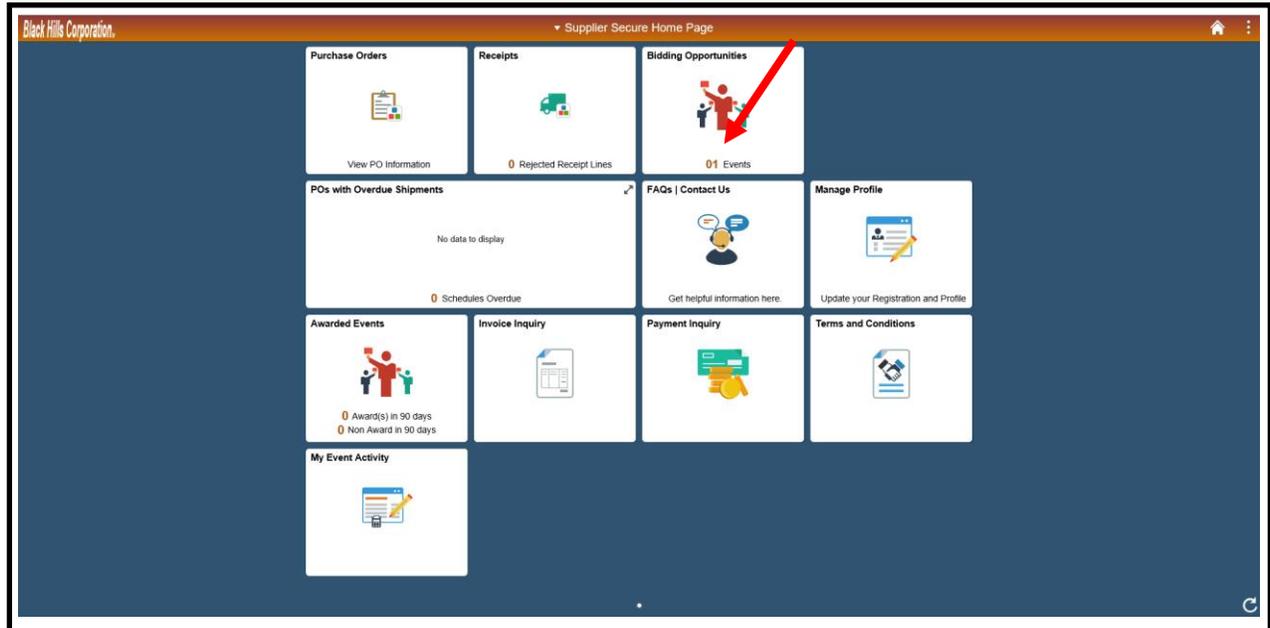
Payment Advice

Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
PO6154533	12.59 USD	0.00 USD	0.00 USD	12.59 USD
PO6154533	0.00 USD	0.00 USD	0.00 USD	0.00 USD

Return to Payments Made

7.7 Bidding Opportunities

The Bidding Opportunities Tile provides a listing of all Sourcing Events that are currently active that your company has been invited to enter a Bid Response for. Click this tile to see your Events.



Tip: To see active Events under the Bidding Opportunities Tile, ensure that the Description field in your User Profile exactly matches the Name field on your Supplier Contact record. Otherwise the system cannot accurately identify you, and this Tile will not show any active Events. You can still see all your Event History under the My Event Activity Tile if you are having display issues with the Bidding Opportunities Tile. Look to the User Profile and Contact sections of this document for more information.

Your active Events display on this page. The Bid Status, along with when the Event started and ends are displayed for your reference. Click the Event Details > icon to drill into the Event. Menu items along the left side of the page allow you to limit the Results list.

The screenshot shows the 'Bidding Opportunities' page. On the left, there is a filter menu with options: All (1), New (1), Accepted (0), Winning (0), Outbid (0), Declined (0), and Withdrawn (0). The main area displays a table of bidding events. The table has columns: Event Name, Buying Organization / Event ID, Format / Type, Start Date / End Date, Ends In, Bid Status, and Event Details. A red arrow points to the 'Event Details' icon in the first row.

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
SERVICES - Vista Ridge Substation	BH SERVICE COMPANY LLC 0010001954	Sell RFx	05/27/2020 05:24 PM CDT 06/03/2020 05:24 PM CDT	7 days	New	>

Click the View Bid Package link to access more information about the Event. Click the Bid on Event button to start your Bid Response. The Upload Bid button is discussed in the following Tip.

The screenshot shows the 'Event Details' page. At the top right, there are buttons: Bid on Event, Upload Bid, Accept Invitation, and Decline Invitation. A red arrow points to the 'View Bid Package' link, and a purple arrow points to the 'Bid on Event' button. The main content area displays event information:

- Event Name: SERVICES - Vista Ridge Substation
- Business Unit: BH SERVICE COMPANY LLC
- Event ID: 0010001954
- Event Status: Posted
- Buyer Name: [Redacted]
- Sealed Event: No
- Payment Terms: [Redacted]
- Contact Information: Enter Negotiator Name [Redacted]
- Description: REQUEST FOR PROPOSAL (RFP) - Services, May 27, 2020
- Event Start Date: 05/27/2020 05:24 PM CDT
- Event End Date: 06/03/2020 05:24 PM CDT
- Event Round: 1
- Event Version: 1
- Event Format: Sell
- Event Type: RFx
- Multiple Bids: Allowed
- Edits to Submitted Bids: Yes

Below the event information is a table with 5 rows:

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments
1	No	Propose to Furnish	1.0000 EACH	[Icon]
2	No	Bidder's Proposal	1.0000 EACH	[Icon]
3	No	Declared Exceptions	1.0000 EACH	[Icon]
4	No	Declared Clarifications	1.0000 EACH	[Icon]
5	No	Supplier Questionnaire	1.0000 EACH	[Icon]

View Bid Package link: Instructions to Bidders and RFP Requirements are displayed in the Comment section. The Attachment Files can be downloaded by clicking on them. Some of them may need to be filled out as part of your response to the RFP. If needed, you would come back here to retrieve them. The Terms and Conditions of the Event, which you will need to verify that you read, can be found in the .pdf document which details the Event.

View Bid Package

▼ Attachments

Filename	Description
Addendums_Form.xlsx	Addendums
Clarifications_Form.xlsx	Clarifications
Exceptions_Form.xlsx	Exceptions
Unit_Rate_Summary.xlsx	Unit Rate Summary
SERVICES_-_Vista_Ridge_Substation.xml	Event Bid Package
SERVICES_-_Vista_Ridge_Substation.pdf	Event Details

▼ Comments

INSTRUCTIONS TO BIDDERS

[Enter Entity Name] ("Owner") is requesting proposals for a [Enter Brief Project Description] project ("Services") located in [Enter Location(s)]. All proposals shall be prepared and submitted in accordance with ...
[More](#)

RFP REQUIREMENTS

Bidders shall submit a proposal for supplying the Services in accordance with the attached Exhibit 1 – Statement of Services.

Bidders shall submit the following documents with their proposal: [If applicable, delete if no ...
[More](#)

Tip: Make special note of the .xml file. This is a file which you can download so you can create your Bid Response offline. You would then come back into the Supplier Portal and upload the .xml file via the Upload Bid button displayed on the previous page. This is an optional process that you can use instead of filling out the Bid Response online, which will be discussed in the next section.

Bid on Event button: This starts your Bid Response. You are taken to the page below. Scroll through it and answer the questions presented to you.

Event Details

Welcome, CABLE ADVANTAGE INC.
 User: NANCY NELSON

Submit Bid Save for Later Cancel Validate Entries

Event Name SERVICES - Vista Ridge Substation [Bidding Instructions](#)

Event ID 80802-0010001954 Bid ID New

Event Format/Type Sell Event RFx Bid Date

Event Round 1 Bid Currency USD US Dollar

Event Version 1

Event Start Date 05/27/2020 5:24PM CDT

Event End Date 06/03/2020 05:24 PM CDT

[Hide Additional Event Info](#)

Description:
 REQUEST FOR PROPOSAL (RFP) - Services
 May 27, 2020
 [Enter Entity Name]
 7001 Mt. Rushmore

Contact Enter Negotiator Name Payment Terms

Phone Billing Location BLACK HILLS CORPORATION

Email XNegotiator.Name@blackhillscorp.com Event Currency Dollar

Online Discussion Discuss Event in Forum Conversion Rate 1.00000000

Edits to Submitted Bids Allowed

Multiple Bids Allowed

Questions relating to the whole Event display. Answer to the best of your ability. Questions flagged with an * are required.

Event Details

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	5
Required Questions	5
Questions Responded To	0

[Hide Event Questions](#)

Event Questions

★ Bid Required ⚡ Ideal Response Required

General Questions 1 of 5

★ Provide your complete Business Address

Street
City State Zip Code

Response [Add Comments or Attachments](#)

★ What is your State of Incorporation?

Response [Add Comments or Attachments](#)

Event Details

★ Provide your complete Principal Office Address

Street
City State Zip Code

Response [Add Comments or Attachments](#)

★ Provide the following information for the Person to Contact regarding this proposal:

Name
Mailing Address
Street
City State Zip Code
Street Address (if different)
Telephone Number
Email Address

Response [Add Comments or Attachments](#)

★ ⚡ Please acknowledge by clicking 'Yes' that you read and understand the Black Hills Terms and Conditions provided in Appendix B in the Event Details.pdf file provided to you via email and online under the 'View Event Package' link.

Response [Add Comments or Attachments](#)

As you scroll down the Bid Response, you will come to Line Level questions. Drill into them by clicking the Bid link.

Event Details

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 5
 Lines Responded To: 0
 Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

*Bid Required Line Comments/Files

Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Unit Start Price	Your Current Price	Your Unit Bid Price	No Bid	Your Total Bid Price	
1		Propose to Furnish	EA	1.0000	<input type="text"/>			<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid <input type="text"/>
2		Bidder's Proposal	EA	1.0000	<input type="text"/>			<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid <input type="text"/>
3		Declared Exceptions	EA	1.0000	<input type="text"/>			<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid <input type="text"/>
4		Declared Clarifications	EA	1.0000	<input type="text"/>			<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid <input type="text"/>
5		Supplier Questionnaire	EA	1.0000	<input type="text"/>			<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid <input type="text"/>

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Scroll down each Line and answer the questions to the best of your ability. Questions flagged with an * are required. When done, click the Next Line button until you have completed all Lines. When done, click the Start Page button.

Event Details

Line Details

Line 1 of 5

Line Details

Line 1 Item ID
 Propose to Furnish

Response Required: No No Bid

Category: CONSTRUCTION MATERIALS
[View/Add Question Comments and Attachments](#)

These fields are not relevant for this Event Line.

Unit of Measure: EACH
 Qty Requested: 1.0000
 Your Max Bid Quantity:

Display Start Price
 Your Unit Bid Price:

Your Current Price
 Bid Increment
 Total Bid Price: 0.0000 USD
 Reserve Price: No

Line Questions

* BIDDER'S PROPOSAL

Click the Validate Entries button, correct any errors that are found, and then click the Submit Bid button.

Event Details

Welcome, CABLE ADVANTAGE INC.
User: NANCY NELSON

Submit Bid Save for Later Cancel Validate Entries

Event Name SERVICES - Vista Ridge Substation [Bidding Instructions](#)

Event ID 80802-0010001954 Bid ID New

Event Format/Type Sell Event RFX Bid Date

Event Round 1 Bid Currency USD US Dollar

Event Version 1

Event Start Date 05/27/2020 5:24PM CDT

Event End Date 06/03/2020 05:24 PM CDT

[Hide Additional Event Info](#)

Description:

Title [Enter Project Name]
Location(s) [Enter Location(s) of Services]
Estimated Commencement Date [Enter Date]
Estimated Completion Date [Enter Date]
PROPOSAL RESPONSE DUJ: [Enter Date and Time]

Contact Enter Negotiator Name

Phone

Email XNegotiator.Name@blackhillscorp.com

Online Discussion [Discuss Event in Forum](#)

Payment Terms

Billing Location BLACK HILLS CORPORATION

Event Currency Dollar

Conversion Rate 1.00000000

Edits to Submitted Bids Allowed

Multiple Bids Allowed

7.8 My Event Activity

The My Event Activity Tile is similar to the Bidding Opportunities Tile, with the main difference being that it allows you to call up historical information, such as previously submitted bids. Here we click on all Events that the Supplier was invited to.

The screenshot shows the 'Event Activity' page. At the top, there is a navigation bar with 'Supplier Secure Home Page' and 'Event Activity'. Below the navigation bar, there is a welcome message: 'Welcome User: Pete Simpson'. The main content area is titled 'Event Activity' and contains an 'Event Activity Summary' section. This section has a sub-header 'Event Activity Summary' and a prompt 'Click on number to view events below'. Below this prompt, there are three statistics: 'Events Invited To: 4', 'Events Bid On: 2', and 'Events Awarded: 2'. A red arrow points to the number '4' in the 'Events Invited To' statistic. Below the summary section is a 'Search Criteria' section with various filters and a 'Search' button. At the bottom, there is a 'Legend' section with a 'Refresh' button.

Click on the Event expansion triangle to see the Event Summary; click on an Event link to see the related details.

The screenshot shows the 'Event Activity' page with the 'Event Activity Summary' section expanded. The 'Events Invited To' count is now 4. Below the summary section is the 'Search Criteria' section. At the bottom, there is a 'Legend' section with a 'Refresh' button. The main content area is titled 'Event Activity' and contains a list of events. The list has columns for 'Event ID', 'Format', 'Event Name', 'Event Status', 'Start Date', 'End Date', and 'Status'. There are four events listed. A red arrow points to the expansion triangle next to the first event, '80802-0010001934'. The events are as follows:

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
80802-0010001978	Sell	Falcon Ridge Substation	Awarded	04/20/2020 3:16PM PDT	04/22/2020 9:17AM PDT	
80802-0010001934	Sell	EG_BUILD_SERVICES	Posted	05/11/2020 8:51AM PDT	05/18/2020 8:51AM PDT	
80802-0010001939	Sell	Test BOM PO Award	Awarded	05/15/2020 3:43AM PDT	05/15/2020 3:50AM PDT	Accepted
80802-0010001947	Sell	Delimited Test 1 - 051920	Awarded	05/19/2020 8:44AM PDT	05/19/2020 8:55AM PDT	Accepted

Event expansion triangle displays Award Summary.

Event Activity

Events Invited To: Events Bid On: Events Awarded:

Search Criteria

Event Format: Events Invited To Events Bid On Events Awarded

Event Type: Date Range: From Through

Search

Legend

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
80802-0010001947	Sell	Falcon Ridge Substation	Awarded	04/20/2020 3:16PM PDT	04/22/2020 9:17AM PDT	
80802-0010001934	Sell	EG_BUILD_SERVICES	Posted	05/11/2020 8:51AM PDT	05/18/2020 8:51AM PDT	
80802-00100019439	Sell	Test BOM PO Award	Awarded	05/15/2020 3:43AM PDT	05/15/2020 3:50AM PDT	Accepted

Award Summary

Bid ID	Round	Award Type	Award Date	Currency Code	Total Award Amount	PO Business Unit	PO ID
1	1	Purchase Order	05/15/2020	USD	3,225.00000	80802	8020001766

80802-0010001947 Sell Delimited Test 1 - 051920 Awarded 05/19/2020 8:44AM PDT 05/19/2020 8:55AM PDT Accepted

[Return to Event Search](#)

Refresh

Event link displays Event Details.

Bidder Activity **Event Details**

[New Window](#) | [Personalize Page](#)

Event Details

[Information On Inquiry Options](#) [Bidding Shortcuts:](#) [View Event Activity](#)

Event Name: EG_BUILD_SERVICES
 Event ID: 80802-0010001934
 Event Format/Type: Sell Event RFx
 Event Round: 1
 Event Version: 1
 Event Start Date: 05/11/2020 10:51AM CDT
 Event End Date: **Event Completed**

Event Description:
 REQUEST FOR PROPOSAL (RFP) - Services
 [Enter Release Date]
 [Enter Entity Name]

Contact: Enter Negotiator Name Payment Terms
 Phone: My Bids: 0
 Email: XNegotiator.Name@blackhillscorp.com Edits to Submitted Bids: Allowed
 Online Discussion: [Discuss Event in Forum](#) Multiple Bids: Allowed
 Live Chat Help

Display: *Bid Required Line Comments/Files

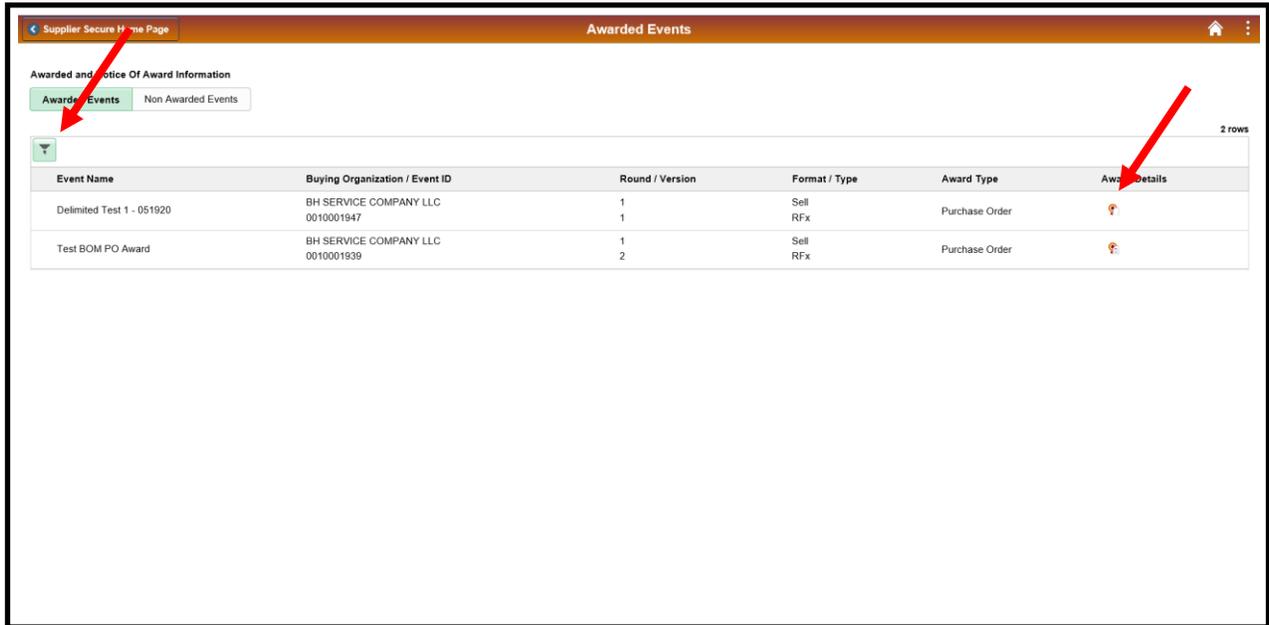
Lines

Line	Description	Unit	Requested Quantity	Status
1	Propose to Furnish	EA	1.0000	
2	Bidder's Proposal	EA	1.0000	
3	Declared Exceptions	EA	1.0000	
4	Declared Clarifications	EA	1.0000	
5	Supplier Questionnaire	EA	1.0000	

[Return to Event Search](#)

7.9 Awarded Events

The Awarded Events Tile provides a listing of the Events that have been awarded to you. You can adjust the Filter (Green icon) to specifically target Events you are looking to display. Clicking the Award Details icon displays some additional detail.



Supplier Secure Home Page | Awarded Events

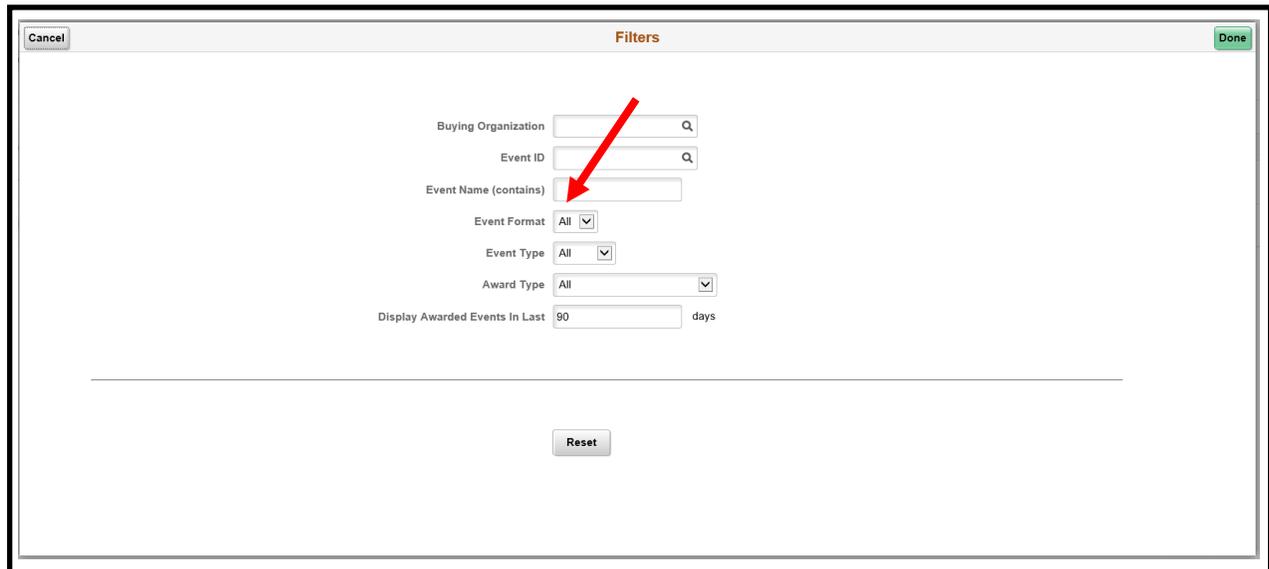
Awarded and Notice Of Award Information

Awarded Events | Non Awarded Events

2 rows

Event Name	Buying Organization / Event ID	Round / Version	Format / Type	Award Type	Award Details
Delimited Test 1 - 051920	BH SERVICE COMPANY LLC 0010001947	1 1	Sell RFx	Purchase Order	
Test BOM PO Award	BH SERVICE COMPANY LLC 0010001939	1 2	Sell RFx	Purchase Order	

There are various Filters you can use to limit your answer set.



Filters

Buying Organization

Event ID

Event Name (contains)

Event Format All

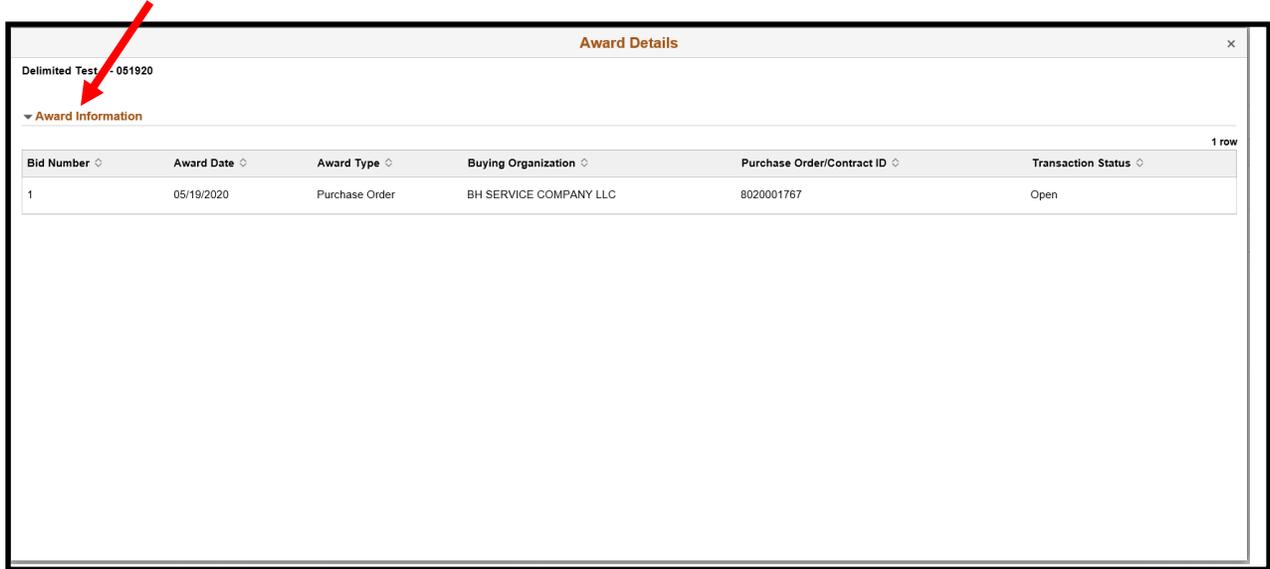
Event Type All

Award Type All

Display Awarded Events In Last days

Reset

When an Event is drilled into from the Initial page display (Award Details icon), this is the data that becomes available for review:



The screenshot shows a window titled "Award Details" with a close button (X) in the top right corner. The window content includes a header "Delimited Test - 051920" and a section titled "Award Information" with a downward arrow icon. Below this is a table with the following data:

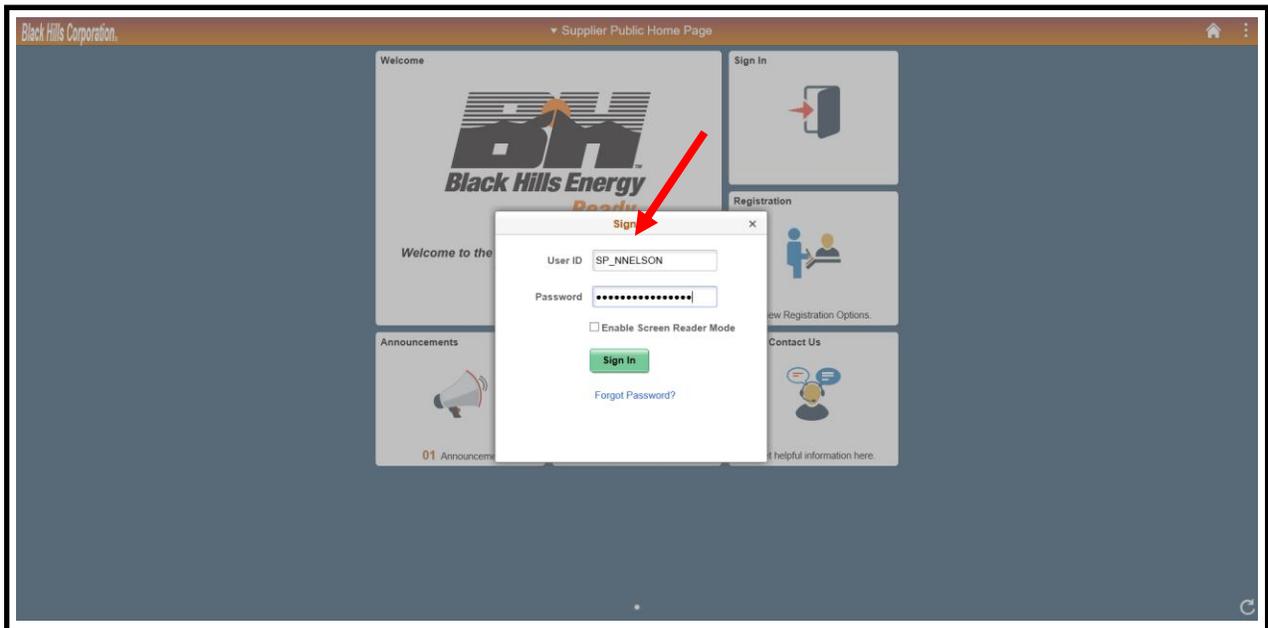
Bid Number	Award Date	Award Type	Buying Organization	Purchase Order/Contract ID	Transaction Status
1	05/19/2020	Purchase Order	BH SERVICE COMPANY LLC	8020001767	Open

The text "1 row" is visible in the top right corner of the table area.

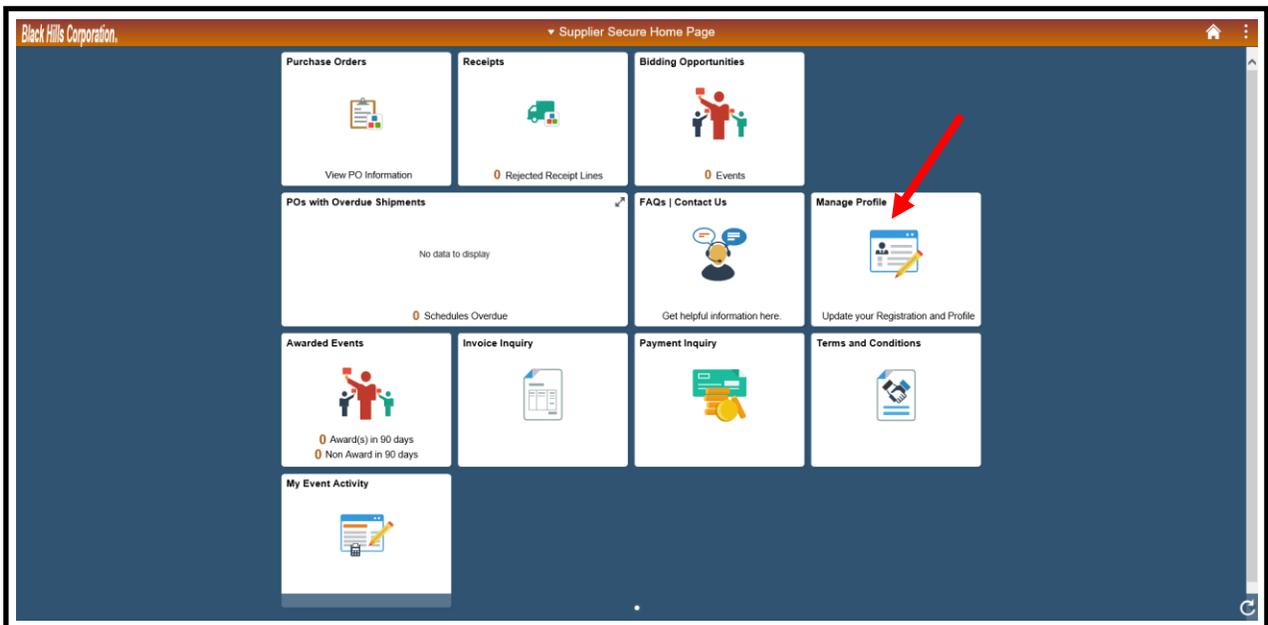
8.0 SUPPLIER PORTAL ADMINISTRATIVE FUNCTIONS

8.1 Manage Profile – Update Profile

Access the Public Supplier Portal, then login to the Private Supplier Portal. Here we are logging in as a Supplier.



Once in the Secure Supplier Portal, click the Manage Profile Tile.



The Manage Profile Tile is used to support a number of Supplier Administrative functions. These include items such as Update Profile, add / update new Supplier Users, create / update a Supplier Change Request, review Address, add / update Contacts, and update Supplier Categorizations. The Update Profile page is shown below, accessed by clicking the Update Profile menu item. Supplier Users can update their password and perform general maintenance on their Profile.

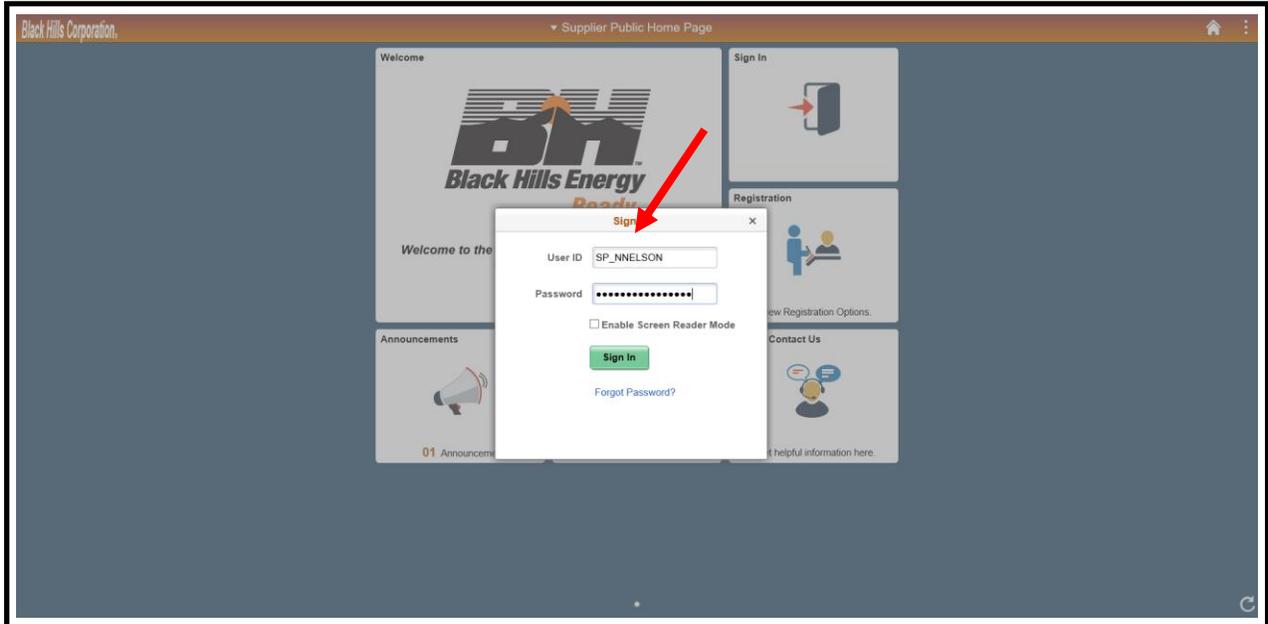
The screenshot displays the 'Manage Profile' interface for a user named Nancy Nelson. The page is divided into several sections:

- General Profile Information:** Shows the user's name as NANCY NELSON.
- Password:** Includes links for 'Change password' and 'Change or set up forgotten password help'.
- Personalizations:** Contains settings for preferred language (English), reports and email language (English), currency code (USD), and default mobile page.
- Alternate User:** Provides an option to select an alternate user for routings, with fields for 'Alternate User ID', 'From Date', and 'To Date'.
- Workflow Attributes:** Features checkboxes for 'Email User' and 'Worklist User', both of which are checked.

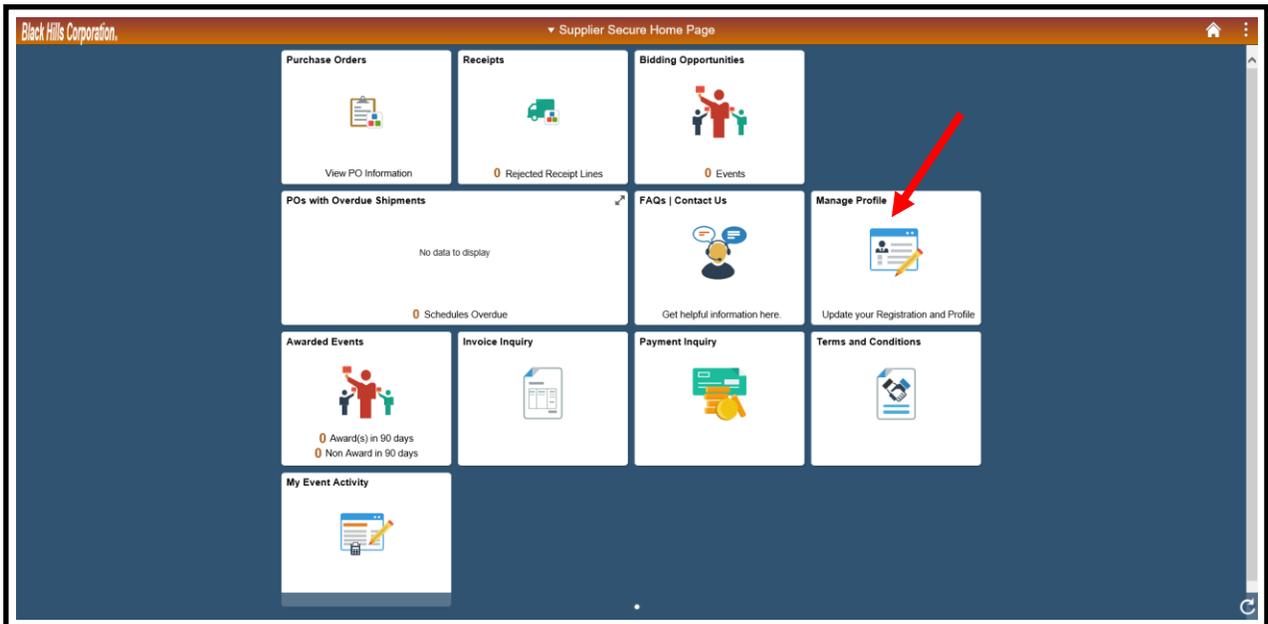
A red arrow in the top-left corner of the image points to the 'Update Profile' menu item in the left-hand navigation sidebar.

8.2 Manage Profile - Add a New User

Access the Public Supplier Portal, then login to the Private Supplier Portal. Here we are logging in as a Supplier.



Once in the Secure Supplier Portal, click the Manage Profile Tile.



Click the User Profiles menu item, and add a New User as shown below.

Supplier Secure Home Page Manage Profile

Update Profile
Supplier Change Request
Addresses
Contacts
My Categorizations
User Profiles

Security

[Find an Existing Value](#) [Add a New Value](#)

User ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Fill out the fields as shown, and then click the Add a User Role button.

Supplier Secure Home Page Manage Profile

Setup User

Logon Information

User ID
Description
(Examples: Fred Smith, AP Department or Buyer)
 Account Locked Out?
[\(Click here to disable the access to the system for this user\)](#)

Operator Password (Encrypted)
Confirm Password

*E-mail Address
Language Code

User Roles

Role Name	Description

[Add a User Role](#)

Supplier Access

Supplier

[Add a Supplier](#)

[Save](#) [Return to Search List](#)

Business Rule: When entering your User Id, it should be in all CAPS and start with SP_ followed by your first initial and last name. If that User Id already exists, you will receive an error message. To resolve, just add a 2, 3, 4, etc. at the end of your Last Name until it is accepted.

Additionally, to facilitate the proper operation of Authy and the Bidding Opportunities Tile, navigate to the Manage Profile Tile, Contacts menu item and add a matching Contact record for the User Id you just created. Note that the Name field on the Contact needs to match the Description field on the User Profile (above) exactly (same spelling, same case, etc.). See Section 8.5 for more information.

There are two types of Users that you can set up for your organization:

- Admin User - Full access; can do anything in the Supplier Portal
- General User - Can see all transactions in the system (POs, Invoices, and Payments), respond to Bid Requests, and update Categorizations

The User Security Roles needed for each type of User are specified in this grid:

User Role	Sup Admin	General
BHC Supplier-CSR - Level 2	X	
BHCES_EVENT_BIDDER	X	X
BHCES_SP_SCR	X	
BHCES_SUPPLIER_ADMIN	X	
BHCES_SUPPLIER_USER		X
BHCSP_PRIVATE_PRTL_FL	X	X
PAPP_USER	X	

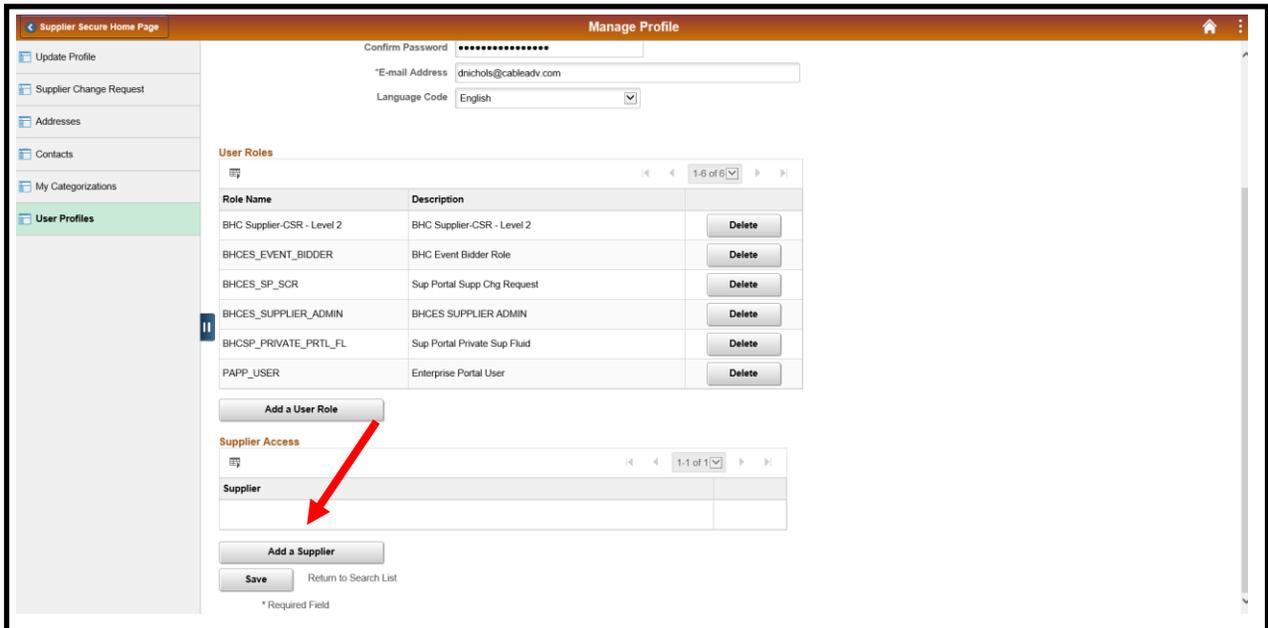
Select from the roles indicated below to set up a new User for your organization. We will set up a new Supplier Admin User.

The screenshot shows the 'Manage Profile' interface. On the left, a sidebar contains menu items: 'Supplier Secure Home Page', 'Update Profile', 'Supplier Change Request', 'Addresses', 'Contacts', 'My Categorizations', and 'User Profiles' (which is highlighted). The main area displays a 'Select Roles' dialog box. The dialog has a search bar and a table of roles. The roles listed are:

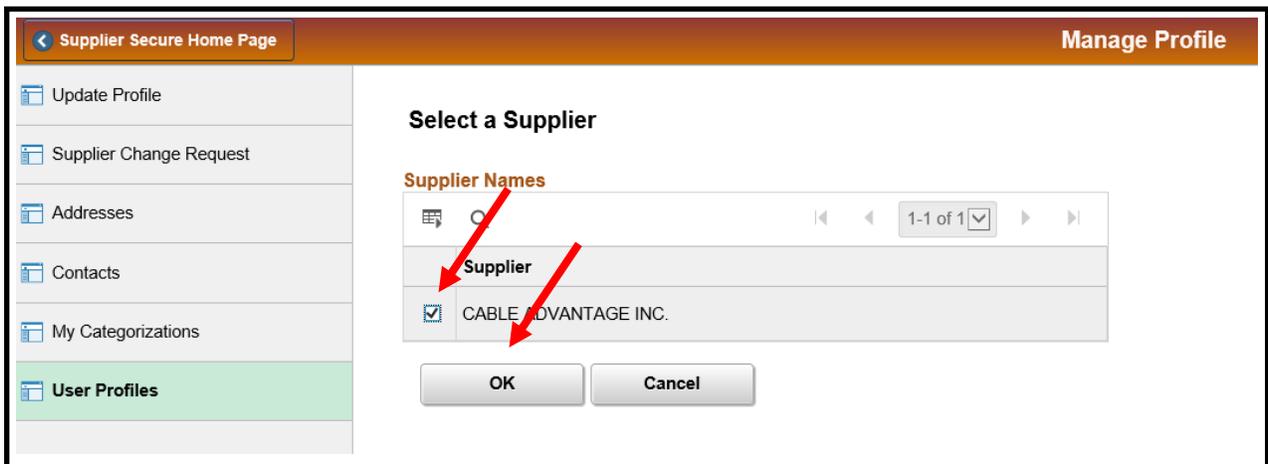
Role Name	Description
<input type="checkbox"/> BHC Supplier-CSR - Level 2	BHC Supplier-CSR - Level 2
<input type="checkbox"/> BHCES_EVENT_BIDDER	BHC Event Bidder Role
<input type="checkbox"/> BHCES_SP_SCR	Sup Portal Supp Chg Request
<input type="checkbox"/> BHCES_SUPPLIER_ADMIN	BHCES SUPPLIER ADMIN
<input type="checkbox"/> BHCES_SUPPLIER_USER	Supplier User (Transactions)
<input type="checkbox"/> BHCSP_PRIVATE_PRTL_FL	Sup Portal Private Sup Fluid
<input type="checkbox"/> PAPP_USER	Enterprise Portal User

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Click the Add a Supplier button to associate your new User with your organization.



Select your Supplier Name and click OK.



Click Save to create your new User Id. The new User will receive an email from Black Hills indicating that they have been set up and can access the Suppler Portal.

Supplier Secure Home Page Manage Profile

Operator Password (encrypted) *****
Confirm Password *****
*E-mail Address dnichols@cableadv.com
Language Code English

User Roles

Role Name	Description	
BHC Supplier-CSR - Level 2	BHC Supplier-CSR - Level 2	Delete
BHCES_EVENT_BIDDER	BHC Event Bidder Role	Delete
BHCES_SP_SCR	Sup Portal Supp Chg Request	Delete
BHCES_SUPPLIER_ADMIN	BHCES SUPPLIER ADMIN	Delete
BHCSP_PRIVATE_PRTL_FL	Sup Portal Private Sup Fluid	Delete
PAPP_USER	Enterprise Portal User	Delete

Add a User Role

Supplier Access

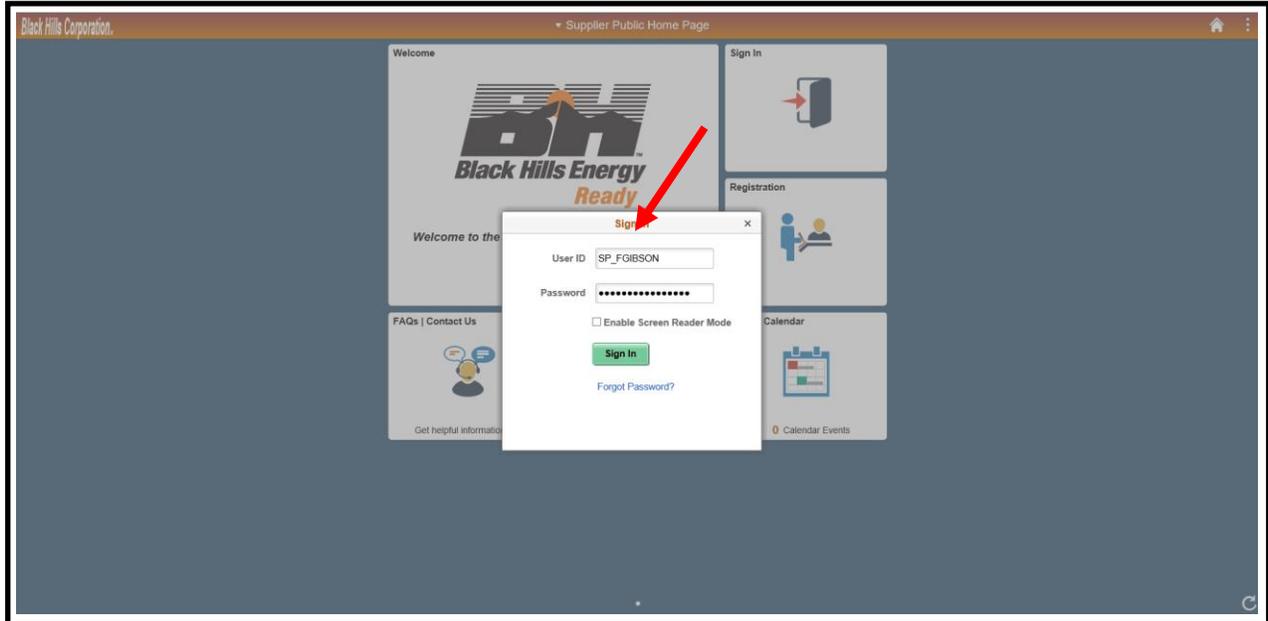
Supplier	
CABLE ADVANTAGE INC.	Delete

Add a Supplier

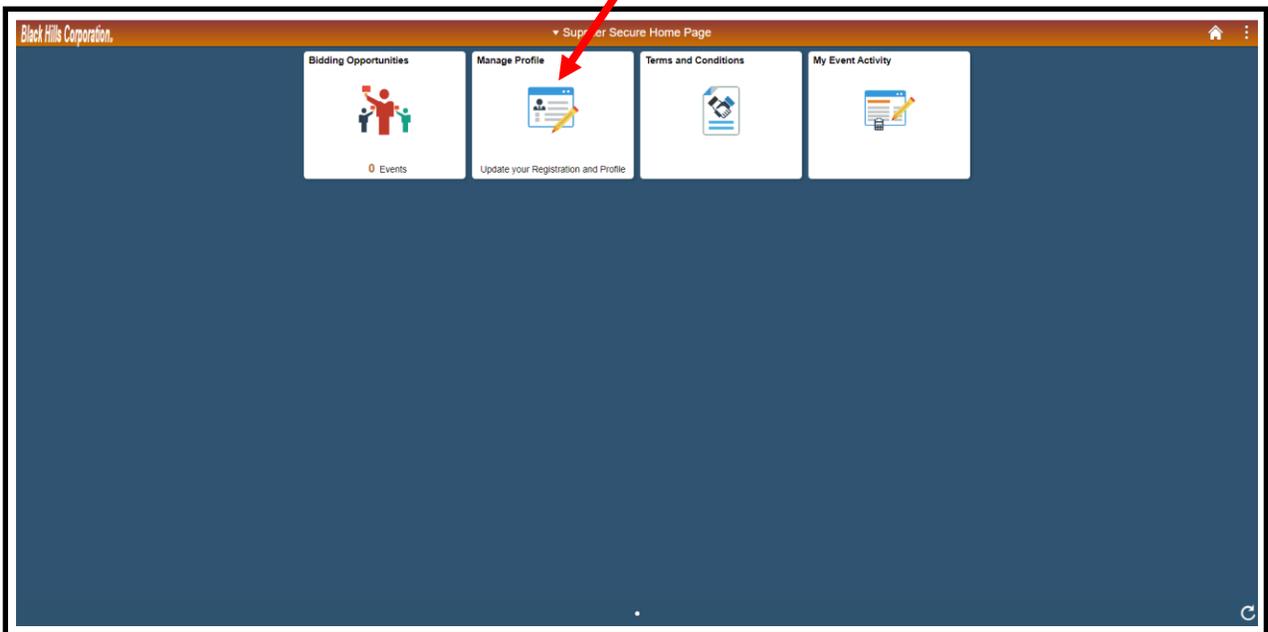
Save Return to Search List

8.3 Manage Profile – Bidder Profile

Access the Public Supplier Portal, then login to the Private Supplier Portal. Here we are logging in as a Bidder.



Once in the Secure Supplier Portal, click the Manage Profile Tile.



Click the Bidder Profile menu item. You have the ability to update your Bidder information. View information on the Main tab, then click the Addresses Tab.

The screenshot displays the 'Manage Profile' interface. On the left, a navigation menu contains 'Update Profile', 'Bidder Profile' (highlighted), and 'My Categorizations'. The top navigation bar includes 'Supplier Secure Home Page' and 'Manage Profile'. Below the navigation bar, there are tabs for 'Main', 'Addresses', 'Contacts', and 'Identifications'. The main content area shows a 'Company URL' field, a 'Bidder Status' section with 'Active' and 'Inactive' radio buttons, and a 'Bidder Type' section with 'Business' and 'Individual' radio buttons. Under 'Additional Information', there are dropdown menus for 'HUBZone Program', 'Sm Disadvantaged Business Prog', 'Size of Small Business', 'Other Preference Programs', and 'Veteran-Owned Small Business'. Below these are checkboxes for 'Emerging Small Business', 'Women-Owned Business', 'Veteran', and 'Disabled'. A 'Save' button is located at the bottom left of the form area. At the bottom of the page, there are breadcrumb links: 'Main | Addresses | Contacts | Identifications'. A welcome message in the top right corner reads: 'Welcome, Progressive Consulting Co. User: Fay Gibson'.

Here we perform an update to Address Line 2 and save the Bidder record. Click the Contacts Tab to review the information stored there.

The screenshot shows the 'Manage Profile' interface. The top navigation bar includes a back button labeled 'Supplier Secure Home Page' and the title 'Manage Profile'. Below this is a tabbed interface with 'Main', 'Addresses', 'Contacts', and 'Identifications'. The 'Addresses' tab is active. The main content area is titled 'Addresses' and includes a search icon, a pagination control showing '1 of 1', and a 'View All' link. There are four checkboxes: 'Main Address' (checked), 'Ship To Address', 'Bill To Address', and 'Invoice Address'. The 'Address Details' section contains the following fields: 'Country' (United States, with a 'Change Country' link), '*Address 1' (854 Main St.), 'Address 2' (Suite 500), 'Address 3' (empty), '*City' (Rapid City), 'County' (empty), 'Postal' (52364), and '*State' (SD, with a search icon and 'South Dakota' text). At the bottom of the form are three buttons: 'Add a New Address', 'Delete', and 'Save'. A breadcrumb trail at the bottom reads 'Main | Addresses | Contacts | Identifications'.

Note that the Contact information displayed here was established when you filled out the Bidder Registration Wizard to initially register as a Bidder. Importantly, the Name fields match exactly to the Description on the User Profile, ensuring you will see the Events you are invited to on the Bidding Opportunities Tile and that Authy properly recognizes you.

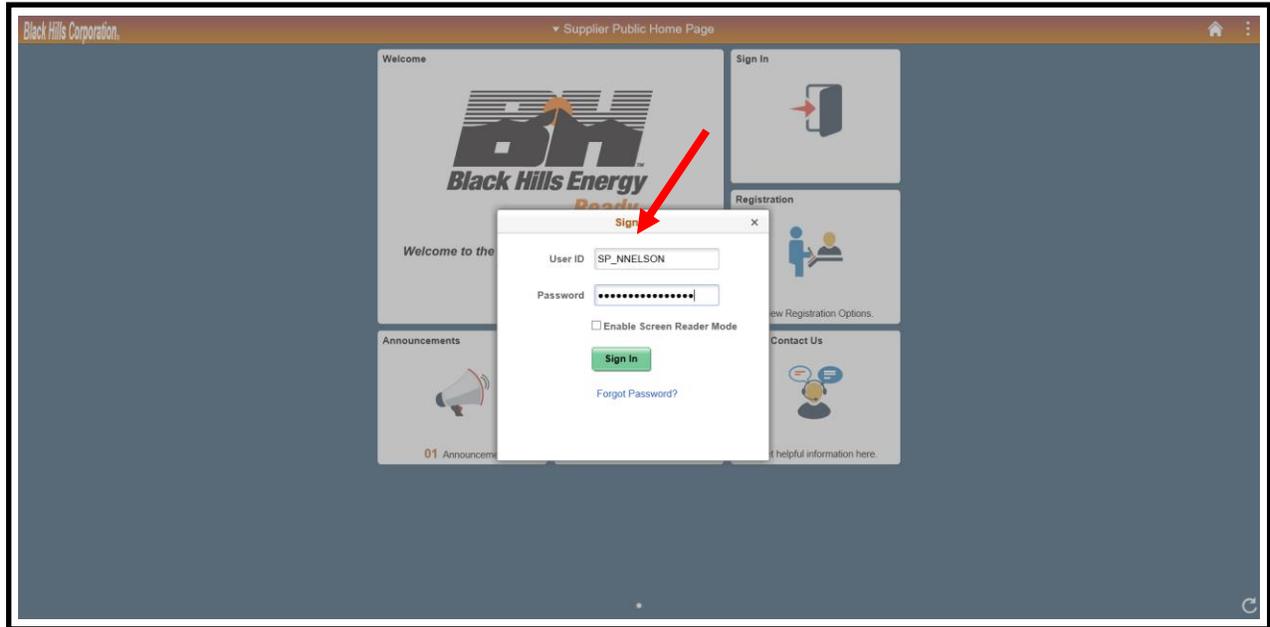
The screenshot shows a web interface for managing a profile. The top navigation bar includes a back button labeled 'Supplier Secure Home Page' and the title 'Manage Profile'. Below this is a sidebar with three menu items: 'Update Profile', 'Bidder Profile' (highlighted in green), and 'My Categorizations'. The main content area has four tabs: 'Main', 'Addresses', 'Contacts' (highlighted in green), and 'Identifications'. A red arrow points to the 'Contacts' tab. Below the tabs is a 'User Information' section with a search icon and pagination controls showing '1 of 1'. The contact details are as follows:

First Name	Fay		
Last Name	Gibson		
Title	VP Sales		
Email ID	fgibson@progressivecons.com		
Telephone	521/856-8742	Ext	
Fax			
*Address	1	Main Address	
User ID	SP_FGIBSON		

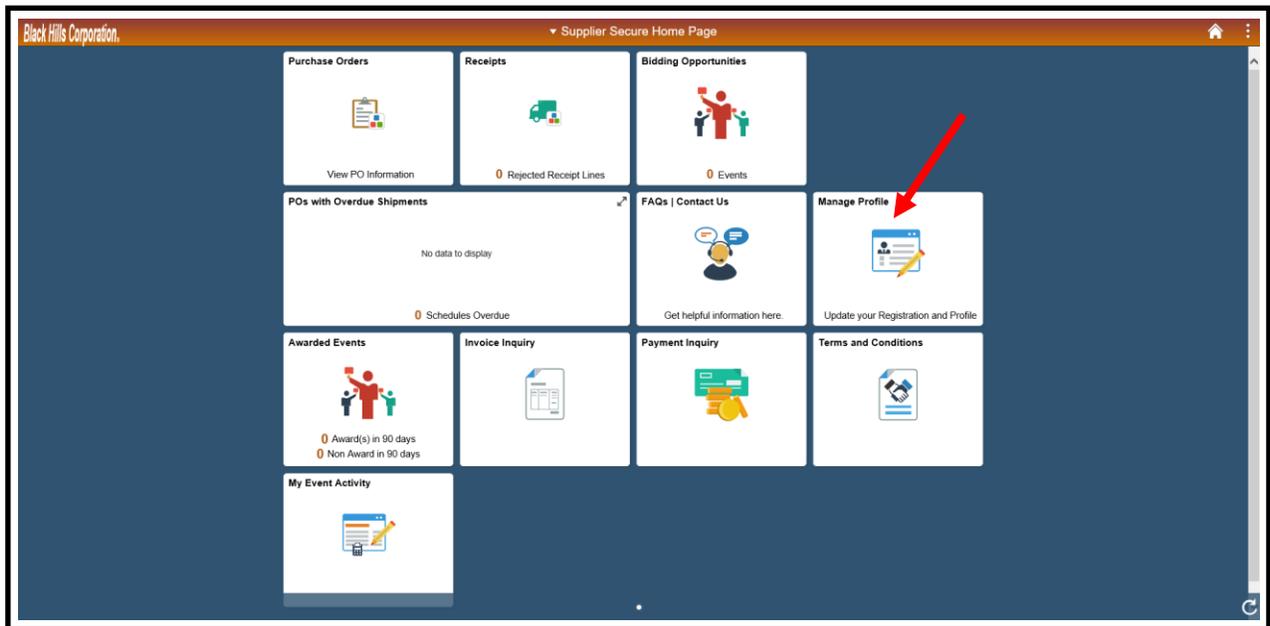
At the bottom of the contact information section are three buttons: 'Add Contact', 'Delete', and 'Save'. A breadcrumb trail at the very bottom reads: 'Main | Addresses | Contacts | Identifications'.

8.4 Manage Profile - Maintain Address

Access the Public Supplier Portal, then login to the Private Supplier Portal. Here we are logging in as a Supplier.



Once in the Secure Supplier Portal, click the Manage Profile Tile.



Click the Addresses menu item. Click the Description link to access Address information.

Supplier Secure Home Page **Manage Profile**

Update Profile
Supplier Change Request
Addresses
Contacts
My Categorizations
User Profiles

Maintain Addresses
Current Addresses
CABLE ADVANTAGE INC.

Address List

Addresses Address Use

Description	Address Type		
MAIN	Business	Edit	Inactive

Add a New Address

Note that Addresses can only be viewed, not maintained here. To maintain or add an Address, perform a Supplier Change Request.

Supplier Secure Home Page **Manage Profile**

Update Profile
Supplier Change Request
Addresses
Contacts
My Categorizations
User Profiles

Supplier Address
Maintain Addresses
Address Information
CABLE ADVANTAGE INC.

Description MAIN
Address Type Business
Country USA United States
Address 1 215 MOUNTAINVIEW RD.
Address 2
Address 3

City DENVER
County Postal 62541
State CO Colorado
Email ID

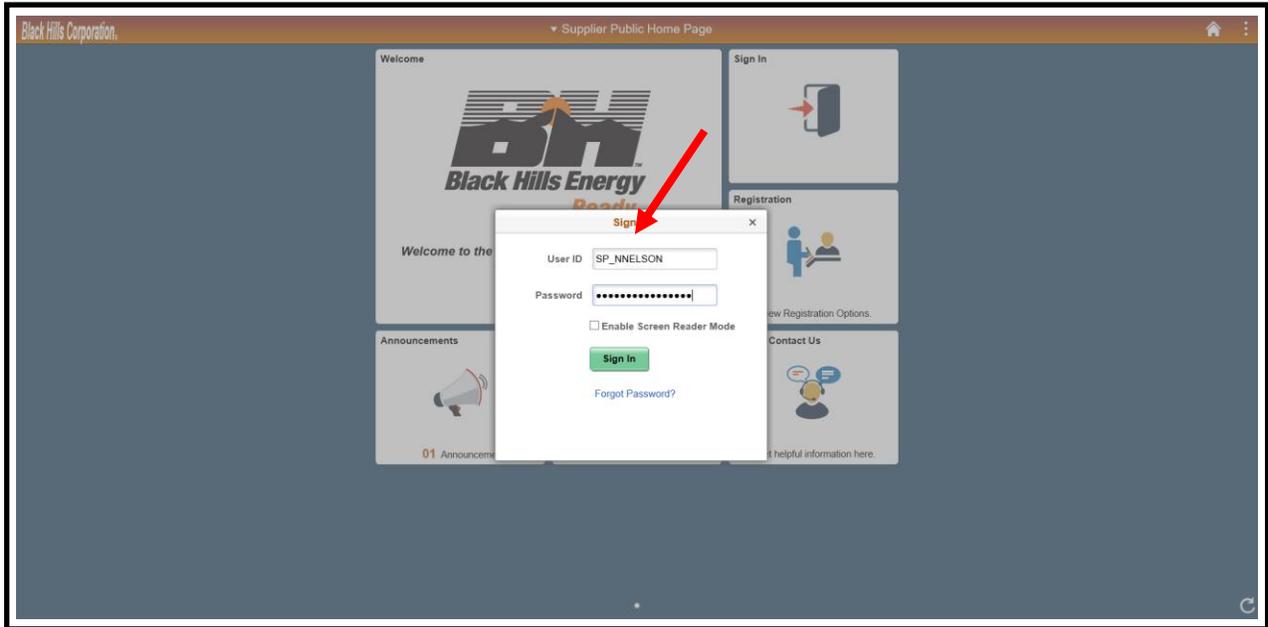
Telephone Information

Type	Prefix	Phone	Ext
Business Phone			

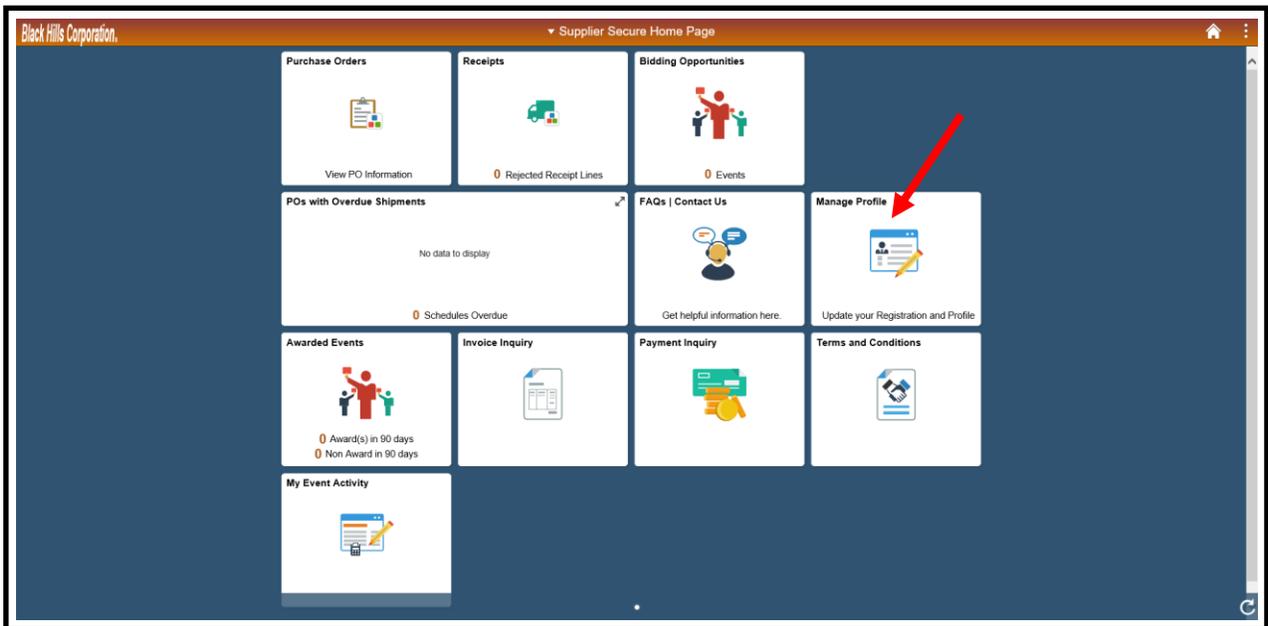
Date Change Will Take Effect: 05/21/2020
[Return to Current Addresses](#)

8.5 Manage Profile - Maintain Contacts

Access the Public Supplier Portal, then login to the Private Supplier Portal. Here we are logging in as a Supplier.



Once in the Secure Supplier Portal, click the Manage Profile Tile.



Contacts can be edited, or a new Contact added via this transaction.

The screenshot shows a web interface for managing a supplier's profile. The page title is "Manage Profile" and the breadcrumb is "Supplier Secure Home Page". The left sidebar contains navigation options: Update Profile, Supplier Change Request, Addresses, Contacts (highlighted), My Categorizations, and User Profiles. The main content area is titled "Maintain Contacts" and shows "Current Contacts" for "CABLE ADVANTAGE INC.". There is a search bar and a pagination control showing "1-2 of 2". A table lists two contacts: Nancy Nelson and Dave Nichols. Each contact has an "Edit" button and a "Delete" button. Red arrows point to the "Edit" buttons for both contacts. Below the table is an "Add a New Contact" button.

Description	Name		
NANCY NELSON	NANCY NELSON	Edit	Delete
DAVE NICHOLS	DAVE NICHOLS	Edit	Delete

Note that information entered here is directly updated on your Supplier record in the Black Hills Procurement System. The Contact below was established to match to the User ID created by the Supplier Administrator in Section 8.2. Importantly, the Name field matches exactly to the Description on the User Profile, ensuring this User will see Events they are invited to on the Bidding Opportunities Tile and that Authy properly recognizes them.

Supplier Contacts

Maintain Contacts

Contact Information

CABLE ADVANTAGE INC.

Description: DAVE NICHOLS

Name: DAVE NICHOLS

Email ID: dnichols@cableadv.com

URLID:

Location:

Role: Sales Contact

Status: Active

Telephone Information

Type	Prefix	Phone	Ext
Cellular Phone		303/967-8521	

[Return to Contact List](#) [Future Contacts](#)

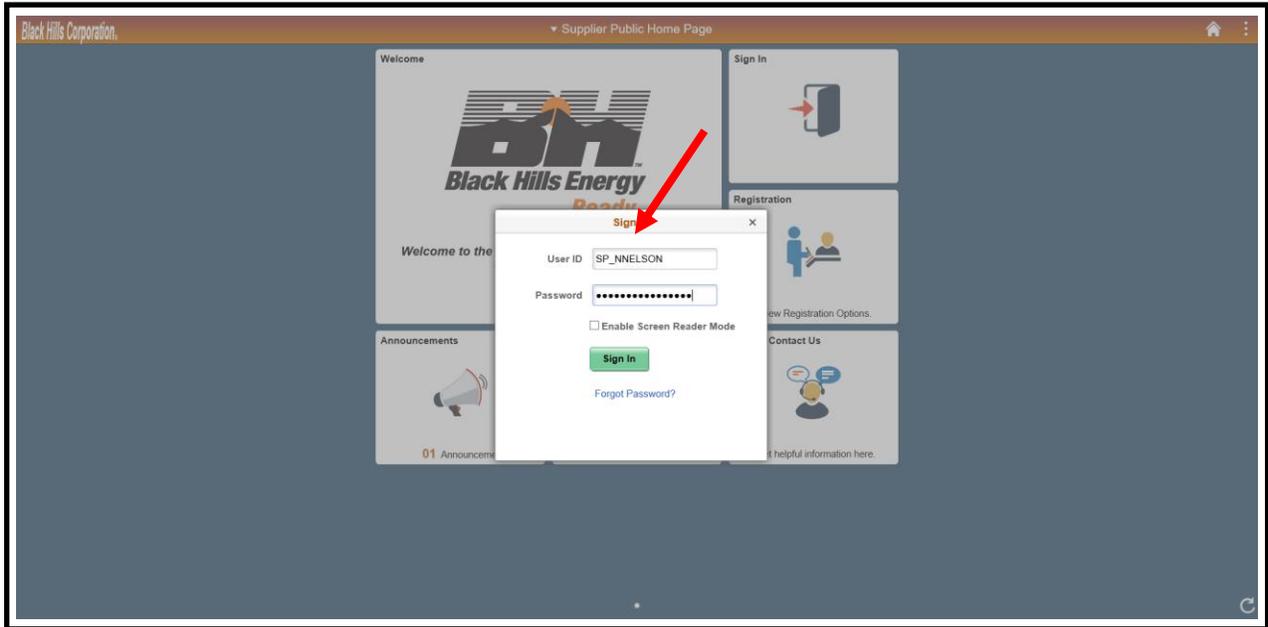
Save

* Required Field

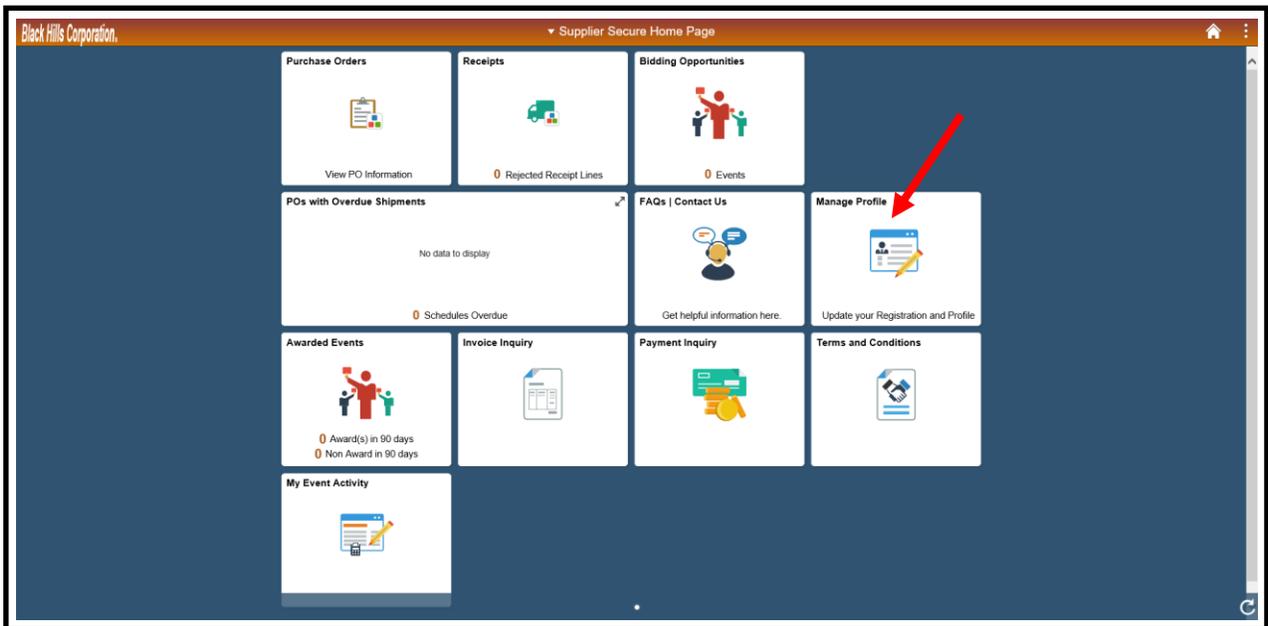
Tip: Be sure to add all your relevant Contacts to the system using these pages. When you register as a new Supplier or Bidder, your Contact information is added to the system automatically. However, if you registered as a New User for an Existing Supplier (Section 5.1), or you added a New User as the Supplier Admin (Section 8.2), Contact information was not created. You will need to add or update it manually here.

8.6 Manage Profile - My Categorizations

Access the Public Supplier Portal, then login to the Private Supplier Portal. Here we are logging in as a Supplier.



Once in the Secure Supplier Portal, click the Manage Profile Tile.



Click the My Categorizations menu item. Select all relevant categories that describe the goods and / or services you can provide to Black Hills. Information you enter here is automatically reflected on your Supplier record in the Black Hills Procurement system.

Supplier Secure Home Page **Manage Profile**

Welcome, CABLE ADVANTAGE INC.
User: NANCY NELSON

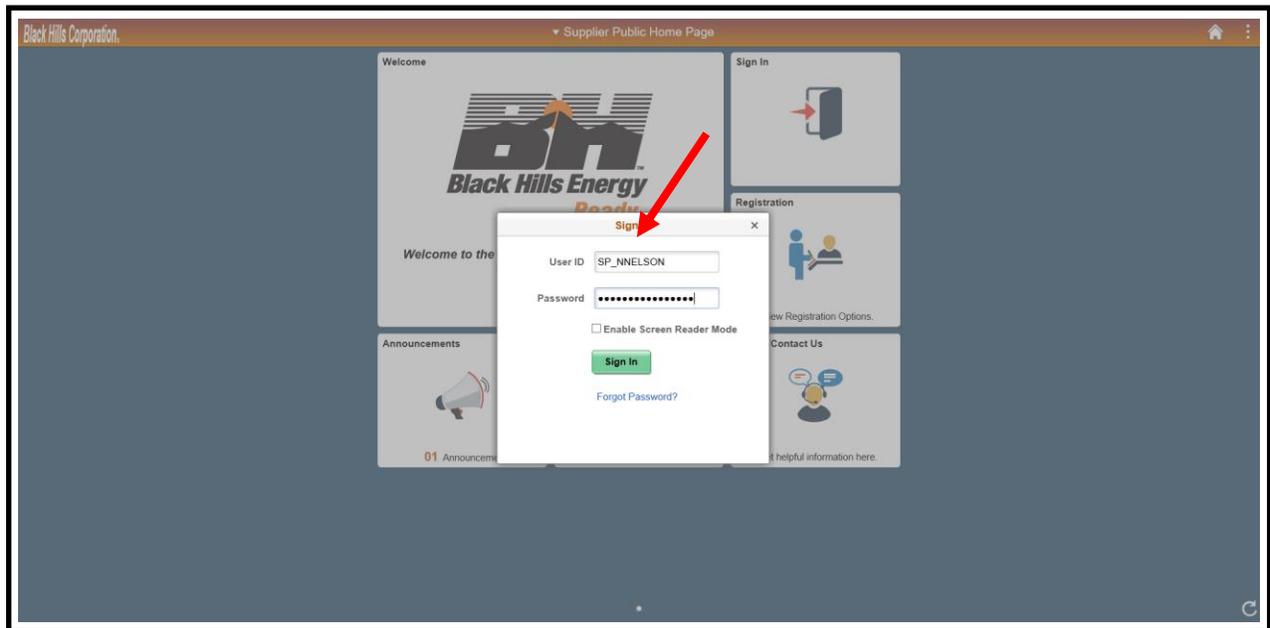
My Categorizations

Strategic Sourcing Cat Tree

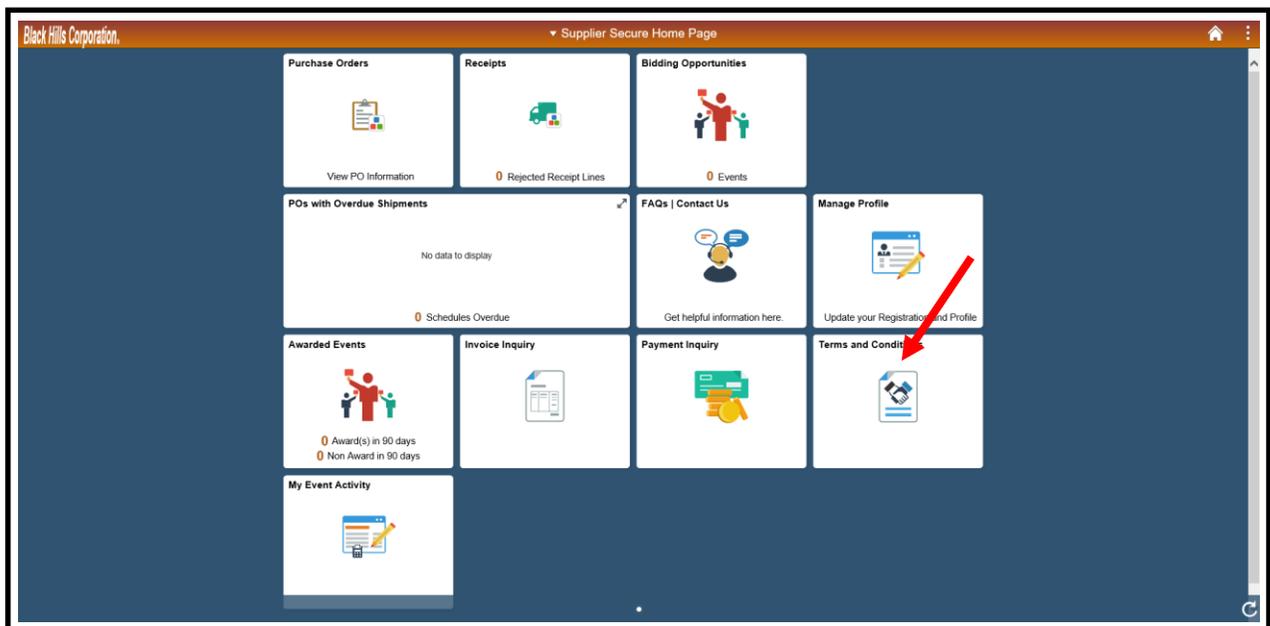
- Sourcing - Sourcing Categories
 - Buy Categories
 - Sell Categories
 - ADVERTISING - ADVERTISING, COMMUNICATIONS, M
 - AD_ART_GRAPHICS - AD - ART/GRAPHICS
 - AD_COMMUNICATION - AD - COMMUNICATION SERVICES &
 - AD_PRINT_PUBLISH - AD - PRINT, PUBLISH AND MAIL
 - AD_PRINTED_MEDIA - AD - PRINTED MEDIA
 - AD_PROMO_GOODS - AD - PROMOTIONAL GOODS
 - AD_PROMO_SVCS - AD - PROMOTIONAL SERVICES
 - AD_RADIO_MEDIA - AD - RADIO MEDIA
 - AD_SIGNS_BANNER - AD - SIGNS, BANNER, ETC.
 - AD_SOCIAL_MEDIA - AD - SOCIAL MEDIA
 - AD_TV_MEDIA - AD - TV MEDIA
 - APPLIANCE - APPLIANCE
 - APPL_BRN_GDS_PARTS - APPLIANCE - BROWN GOODS PARTS/
 - APPL_BRN_GDS_SVCS - APPLIANCE - BROWN GOODS REPAIR
 - APPL_WHT_GDS_PARTS - APPLIANCE - WHITE GOODS PARTS/
 - APPL_WHT_GDS_SVCS - APPLIANCE - WHITE GOODS REPAIR
 - ARCHITECTS - ARCHITECTS
 - ASPHALT_PAVING_SRV - ASPHALT AND PAVING SERVICES
 - ATTORNEYS - ATTORNEYS
 - AUDIT - AUDIT
 - AUDIT_CONSULT_SRVC - AUDIT CONSULTING SERVICES
 - AUDITORS - AUDITORS
 - AVIATION_VENDORS - AVIATION VENDORS
 - AVIATION_FUEL - AVIATION FUEL
 - AVIATION_MAINT_SRV - AVIATION MAINTENANCE AND SERVI
 - AVIATION_MISC - AVIATION MISC
 - BUILDINGS - BUILDINGS
 - BLDGS_MFR_PREFAB - BUILDINGS MANUFACTURER PREFABR
 - CHEMICALS - CHEMICALS
 - CIVIL_ENGNRNG_SRVC - CIVIL ENGINEERING SERVICES
 - CLOTHING_UNIFORMS - CLOTHING UNIFORMS
 - CLOTHING_FLAME_RTR - CLOTHING FLAME RETARDANT
 - CLOTHING_GLOVES - CLOTHING GLOVES

8.7 Terms and Conditions

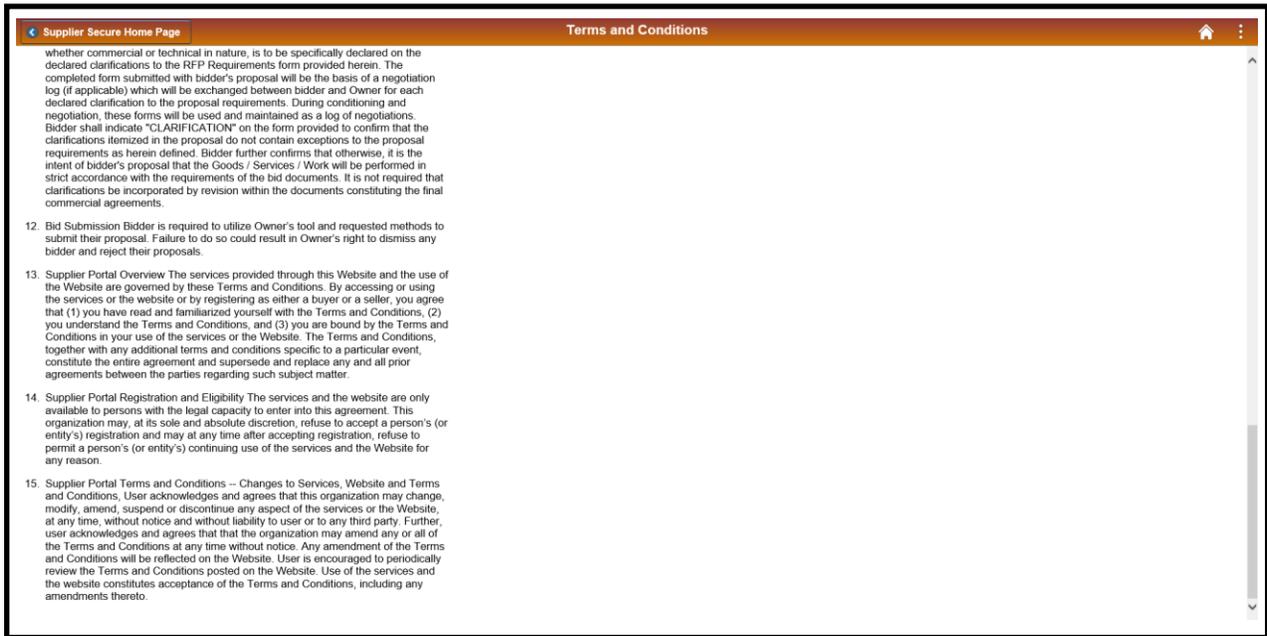
Access the Public Supplier Portal, then login to the Private Supplier Portal. Here we are logging in as a Supplier.



Once in the Secure Supplier Portal, click the Terms and Conditions Tile.



The Terms and Conditions associated with doing business with Black Hills are displayed. Note that the last three Sections (13-15) pertain to your usage of the Supplier Portal.



The screenshot shows a web browser window with a dark orange header. On the left, there is a navigation bar with a home icon and the text "Supplier Secure Home Page". On the right, the text "Terms and Conditions" is displayed. The main content area contains several paragraphs of text and numbered sections. The text describes the process of bid submission and clarification, and includes sections 12, 13, 14, and 15, which detail the Supplier Portal Overview, Registration and Eligibility, and Terms and Conditions respectively.

whether commercial or technical in nature, is to be specifically declared on the declared clarifications to the RFP Requirements form provided herein. The completed form submitted with bidder's proposal will be the basis of a negotiation log (if applicable) which will be exchanged between bidder and Owner for each declared clarification to the proposal requirements. During conditioning and negotiation, these forms will be used and maintained as a log of negotiations. Bidder shall indicate "CLARIFICATION" on the form provided to confirm that the clarifications itemized in the proposal do not contain exceptions to the proposal requirements as herein defined. Bidder further confirms that otherwise, it is the intent of bidder's proposal that the Goods / Services / Work will be performed in strict accordance with the requirements of the bid documents. It is not required that clarifications be incorporated by revision within the documents constituting the final commercial agreements.

12. Bid Submission Bidder is required to utilize Owner's tool and requested methods to submit their proposal. Failure to do so could result in Owner's right to dismiss any bidder and reject their proposals.

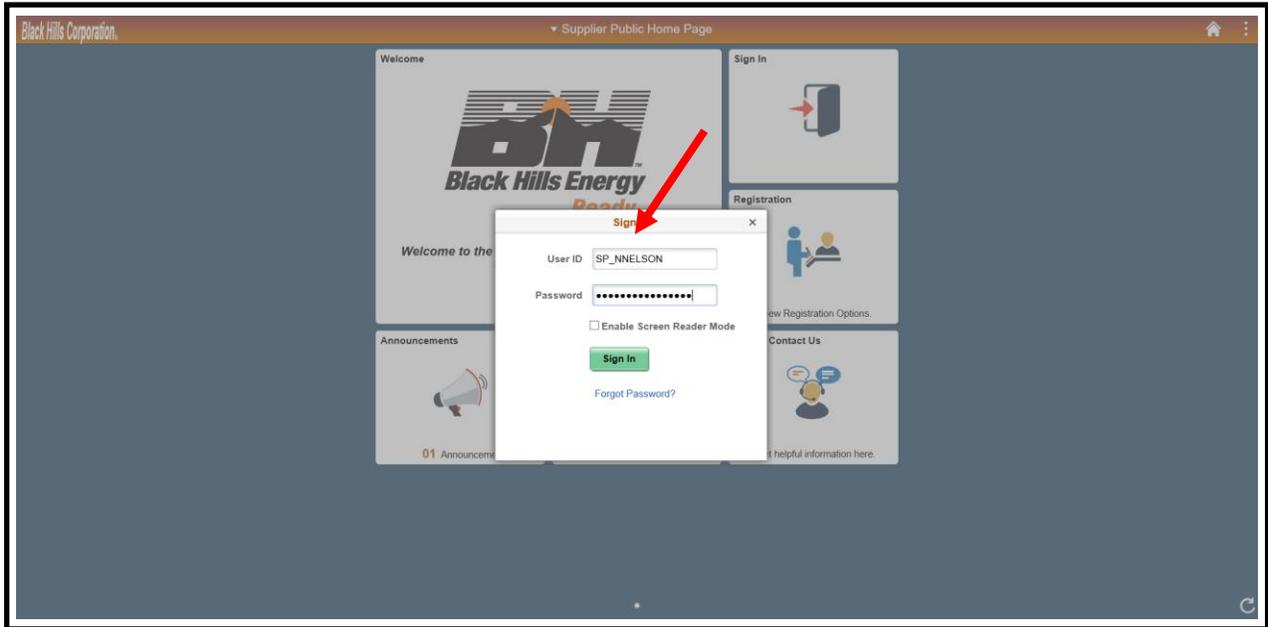
13. Supplier Portal Overview The services provided through this Website and the use of the Website are governed by these Terms and Conditions. By accessing or using the services or the website or by registering as either a buyer or a seller, you agree that (1) you have read and familiarized yourself with the Terms and Conditions, (2) you understand the Terms and Conditions, and (3) you are bound by the Terms and Conditions in your use of the services or the Website. The Terms and Conditions, together with any additional terms and conditions specific to a particular event, constitute the entire agreement and supersede and replace any and all prior agreements between the parties regarding such subject matter.

14. Supplier Portal Registration and Eligibility The services and the website are only available to persons with the legal capacity to enter into this agreement. This organization may, at its sole and absolute discretion, refuse to accept a person's (or entity's) registration and may at any time after accepting registration, refuse to permit a person's (or entity's) continuing use of the services and the Website for any reason.

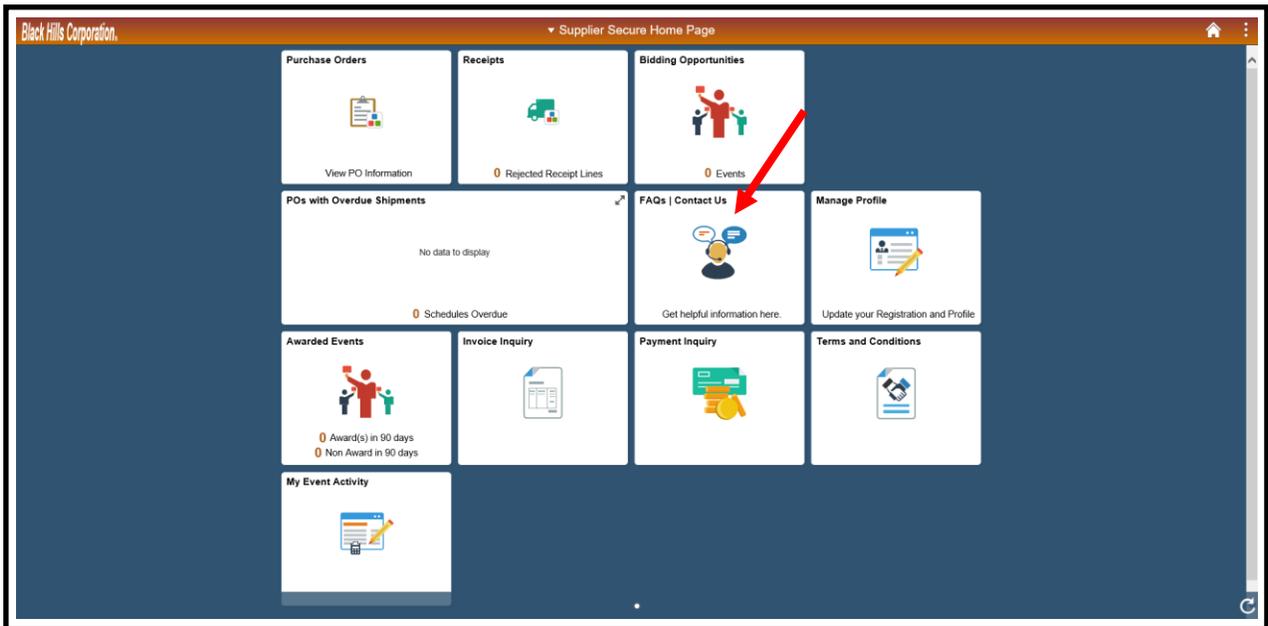
15. Supplier Portal Terms and Conditions -- Changes to Services, Website and Terms and Conditions, User acknowledges and agrees that this organization may change, modify, amend, suspend or discontinue any aspect of the services or the Website, at any time, without notice and without liability to user or to any third party. Further, user acknowledges and agrees that that the organization may amend any or all of the Terms and Conditions at any time without notice. Any amendment of the Terms and Conditions will be reflected on the Website. User is encouraged to periodically review the Terms and Conditions posted on the Website. Use of the services and the website constitutes acceptance of the Terms and Conditions, including any amendments thereto.

8.8 FAQs / Contact Us

Access the Public Supplier Portal, then login to the Private Supplier Portal. Here we are logging in as a Supplier.



Once in the Secure Supplier Portal, click the FAQs / Contact Us Tile. Note that this Tile is also available on the Public Supplier Portal view as well.



The FAQ Tile provides general information about the Supplier Portal and Black Hills including Who We Are, Registration information, and Support Questions. Additionally, Contact information is provided so that an individual can reach out to Black Hills for more information or support regarding the Supplier Portal.

