

# Alliant Energy - Supplier Registration Instructions

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## Introduction

Thank you for your interest in Alliant Energy! We approach relationships with suppliers the way we approach everything else we do: exploring ways to deliver the energy and exceptional service that our customers and communities count on – safely, efficiently, and responsibly.

One of the main elements of our Strategic Plan is a focus on competitive costs. Our suppliers can play a key role in this area. We also seek diverse suppliers so that our business reflects the diversity of the communities we serve.

If you are interested in working with Alliant Energy, please complete the registration process outlined below.

**Note:** Before getting started, you will need the following electronic documents for the supplier registration file via the portal:

- Form W-9
- Certificate of Insurance (if current supplier)

These documents are required to complete your registration. You will be unable to proceed without them.

The first step to completing the supplier registration process is to access the Supplier Portal instructions at this website:

[alliantenergy.com/supplierportal](http://alliantenergy.com/supplierportal)

A link to the registration and a Supplier Help Guide are provided. We require all mandatory fields filled out in order to register with Alliant Energy. Additionally, although not mandatory, we encourage you to

provide the products and services your company offers, on the appropriate tab, to help identify potential bid recipients.

**Note:** If you are current Alliant Energy supplier, we require all certificates of insurance to be uploaded to the site within your profile.

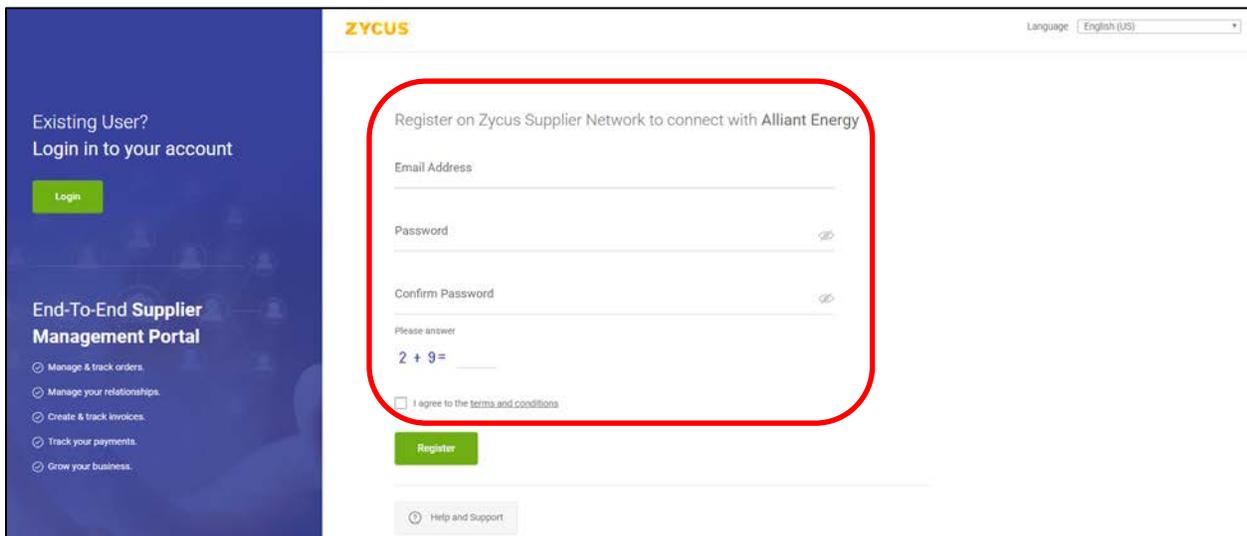
Once Alliant Energy has identified a need for the services or goods your company provides, an Alliant Energy representative may reach out to you to explore potential bid opportunities. If there is no immediate need, your company information will remain in our database for future potential services or goods and will not require multiple registrations.

## Creating an Individual Account

The Alliant Energy website provides a link to our Supplier Portal. You must utilize this link when registering with Alliant Energy or for maintaining your supplier profile post-registration.

[zsn.zycus.com/guest/genericRegister/ALL177](https://zsn.zycus.com/guest/genericRegister/ALL177)

Creating an individual account will be the first step out of two for registration. As a new user, enter your Email Address, an initial password and confirm the password. Answer the validation question, agree to the terms and conditions and then click 'Register'.



The screenshot shows the Zycus Supplier Network registration page. On the left is a dark blue sidebar with the text 'Existing User? Login in to your account' and a green 'Login' button. Below that is the 'End-To-End Supplier Management Portal' with a list of features: 'Manage & track orders', 'Manage your relationships', 'Create & track invoices', 'Track your payments', and 'Grow your business'. The main content area is white with the ZYCUS logo at the top left and a language dropdown set to 'English (US)' at the top right. The registration form is titled 'Register on Zycus Supplier Network to connect with Alliant Energy' and is enclosed in a red rounded rectangle. It contains the following fields: 'Email Address', 'Password', 'Confirm Password', and 'Please answer' with a math problem '2 + 9 ='. Below the fields is a checkbox for 'I agree to the terms and conditions' and a green 'Register' button. At the bottom of the form is a 'Help and Support' link.

If you have already registered your email account, click on the 'Login' button to the left.

As a new user, you will see the message below in your browser.



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Register on Zycus Supplier Network to connect with **Alliant Energy**

 Thank you for registering on Zycus Supplier Network. Please click the activation link sent on the e-mail address: to activate your account on Zycus Supplier Network.

In case you do not receive the mail with activation link, then please [click here](#) to resend the mail or contact us at [tech-support@zycus.com](mailto:tech-support@zycus.com) to get technical support

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 Help and Support

Next, an email will be sent to your email account with an activation link like in the image below. Click on the Link in the email to activate your account.



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Dear User,

Thank you for registering with the Zycus supplier Network. Please use the link below to activate your account.

Link : <https://zsn.zycus.com/guest/activate/c964b345-8771-4657-83f5-433289f49b4b>

This activation link is valid only for 10 days. Please activate your account within 10 days of receiving this e-mail.

Regards,

Zycus Supplier Network

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You have received this email because the email address [TestSupplier21@alliantenergy.com](mailto:TestSupplier21@alliantenergy.com) was subscribed for email notifications for this supplier company on Zycus supplier network. In case of any issues, please contact Zycus helpdesk at [tech-support@zycus.com](mailto:tech-support@zycus.com)

You will be taken to the Zycus Log In. Enter your email address and the password that you entered previously. Click Login. If you forgot your password, you may click on the 'Forgot Password?' link to have your password emailed to you.

## Login to your Supplier Network Account

 Your account is activated now. Please login to access the account.

Email Address

[TestSupplier21@alliantenergy.com](#)

---

Password

..... 

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[Login](#) [Forgot Password ?](#) [Resend activation link](#)

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 [Help and Support](#)

The next screen will ask for your account information.

Account Details & Settings

|                |                 |
|----------------|-----------------|
| First Name *   | Last Name *     |
| Display Name * | Job Title *     |
| Phone *        | Fax             |
| Time Zone *    | Number Format * |
| Select         | ###,###,##      |
| Date Format *  | Time Format *   |
| Select         | 24 Hours        |
| Currency *     | Language *      |
| Select         | English (US)    |

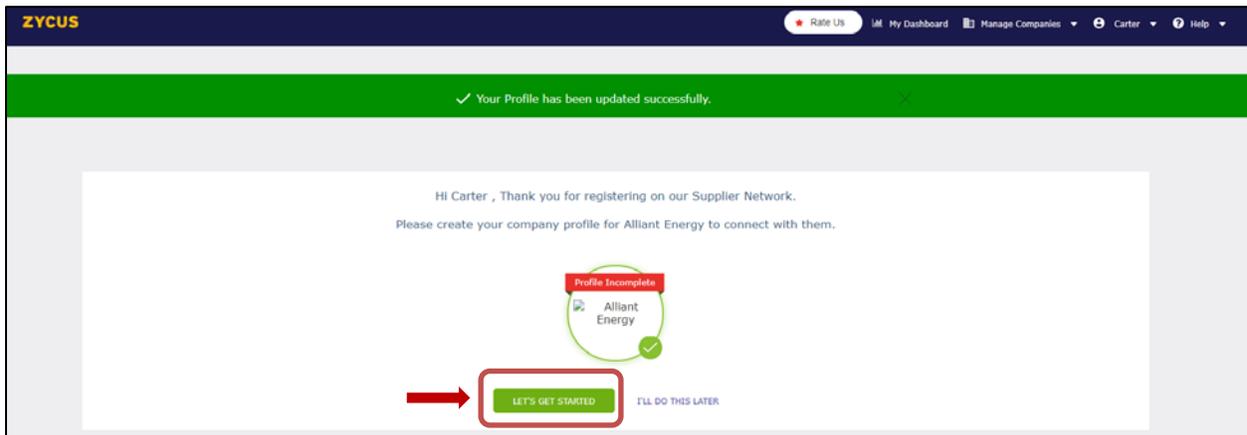
Submit

Enter your information and select your preferences. Once complete, click the 'Submit' button.

Your user profile has now been created in Zycus and you are ready to begin entering your company information. The next screen will show that your company profile is incomplete. You may start the company profile now or come back to it at a later time if needed. However, it is recommended you finish your company's profile as soon as possible.

**Note:** Alliant Energy will not be able to view your company information until it has been completed.

Click "LET'S GET STARTED" button.



You will be taken to a company registration. Fill in your company information including Company name, address, and phone information.

**Important:** Please use the company legal name. All fields marked with a red asterisk (\*) are required. Once complete, click "Create".

**Company Registration Form**

\* Indicates required field

**Company Information**

\* Company

\* Address Type

\* Address1

Address2

Address3

PO Box Number

\* Country

\* State

\* City

\* Zip / Postal Code

\* Business Phone

Business Fax

At least one of these two fields (Address1 or PO Box Number) must be filled out in order to be valid. If you do not have a PO Box number you may leave it blank as long as the Address1 field is populated.

**When complete, click here** 

Next, read the Zycus Terms of Use and click on the check box to accept the 'Terms of Use' and click Continue.

**TERMS OF USE**

Please read the following "Terms of Use" carefully. This web site and related vendor database (the "Web Site") is maintained by Alliant Energy Corporation and certain of its subsidiaries (collectively, "Alliant Energy") for the benefit of Alliant Energy, to assist in the selection of vendors, service providers, and other counterparties to potential transactions. By using this Web Site, you agree to follow and be bound by these Terms of Use. These Terms of Use are in addition to any other terms and conditions applicable to you.

YOUR USE OF THE WEB SITE IS AT YOUR SOLE RISK. THE WEB SITE IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. UNLESS EXPLICITLY STATED OTHERWISE IN WRITING, ALLIANT ENERGY HEREBY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, HINDRY OR GUARANTEED BUSINESS OR BUSINESS ENQUIRIES.

YOU UNDERSTAND AND AGREE THAT ALLIANT ENERGY SHALL NOT BE LIABLE TO YOU FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA OR OTHER INTANGIBLE LOSSES (EVEN IF ALLIANT ENERGY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), RESULTING FROM: (i) THE USE OR THE INABILITY TO USE THE WEB SITE; (ii) STATEMENTS OR CONDUCT OF ANY THIRD PARTY ON THE WEB SITE; OR (iii) ANY OTHER MATTER RELATING TO THE WEB SITE.

You agree to use this Web Site only for the purpose of entering into a business relationship or otherwise conducting business with Alliant Energy. You further agree to comply with all laws, regulations, and similar obligations applicable to your use of the Web Site.

Your use of the Web Site does not create any proprietary interest or modify the existing proprietary interests of you or Alliant Energy in any way. Alliant Energy reserves the right to modify, restrict, or prohibit your use of the Web Site at any time for any reason, with or without notice to you.

You agree to indemnify, defend, and hold harmless Alliant Energy, from, and against any and all claims, losses, damages, demands, suits, judgments, penalties, fines, liabilities, costs, or expenses (including, but not limited to, attorneys' fees), arising out of or related to your (i) breach of these Terms of Use, or (ii) negligence, violation of applicable law, or willful misconduct or fraud.

These Terms of Use will be interpreted in accordance with the laws of the State of Wisconsin, without regard to its conflicts of laws principles.

I have read and I agree to the above

**First, click check box** → **Continue** **Cancel** ← **Then click Continue**

After clicking the "Continue" button, you will be asked to enter your company information on a series of tabs and sub tabs.

The screenshot shows a web form for entering company information. At the top, there are several tabs: "Company", "Address", "Product & Services", "Spend Information", and "Financial". A red box highlights these tabs with an arrow pointing to the text "Tabs". Below the tabs, there are sub-tabs for "Company Details" and "Company Website". A red box highlights the "Company Details" sub-tab with an arrow pointing to the text "Sub Tabs". The "Company Details" sub-tab contains several sections of data fields: "Company Details" (Global Supplier Identifier, Legal Name), "Are you a certified diverse or small business?", "Tax Information" (Tax ID Format, Tax ID, Business Structure), "Corporate Hierarchy Information" (Parent Identifier), and "Additional Company Information" (Year of Establishment, Geographic Coverage, Is your company Unionized?, Do you provide background checks on your employees?). A red box highlights these data fields with an arrow pointing to the text "Data Fields".

Data fields with a red asterisk (\*) are **required** in order to successfully submit your company profile. As you work through the tabs, be sure to complete all of the sub tabs that include a red asterisk (\*).

**Note:** There are two sub tabs in the Insurance section. If you currently receive purchase orders from Alliant Energy, you will need to provide your Certificate of Insurance information and attach a copy of your current Certificate of Insurance form before Alliant Energy can accept your submission.

## Notes on Specific Data Fields

| Tab – Data Field                                       | Notes  |
|--|--|
| <b>Company – Legal Name</b>                            | The name of the company as it should appear on negotiated agreements.  |
| <b>Company – Geographic Coverage</b>                   | If your company provides goods or services to a specific region or geography, please enter that here.  |
| <b>Address – All Locations – Various Data Fields</b>   | Use this view to enter physical address information for all contacts you plan to enter. A single address can be used for multiple contacts. We recommend entering information for Headquarters (HQ), Remit To (RT), and Ordering Address (OA).               |
| <b>Address – Contact Details – Various Data Fields</b> | Use this section to enter contact information for Sales, PO, and all other contacts. Note: Alliant Energy requires a PO contact for submitting purchase orders.  |
| <b>Product &amp; Services – Various</b>                | Use this tab to enter the products and services your company provides. We will use this information to help identify potential future bid event recipients.  |
| <b>Insurance</b>                                       | Use this section to enter your Certificate of Insurance information, including all relevant expiration dates in the fields provided. Additionally, you need to attach a copy of the Certificate of Insurance via the “Insurance Certificate Detail” sub tab. |

When you are finished entering the information, click on “Safe as Draft”.

**Important:** Clicking on “Save as Draft” will only save the form in draft status. Alliant Energy will not be able to view your registration until it is actually submitted.

If you missed any mandatory fields, the system will provide an error message and will highlight where in the form you will need to populate data.

**Note:** Clicking “Cancel” will delete any information entered.

The screenshot shows the Zycus Supplier Network registration form. The form is titled "Company Details" and includes sections for "Company Details", "Tax Information", "Corporate Hierarchy Information", and "Additional Company Information". The "Save as Draft" button is highlighted with a red box and a red arrow pointing to it. The "Cancel" button is also visible next to it. The form contains various input fields, including text boxes, dropdown menus, and radio buttons. The "Save as Draft" button is located at the bottom left of the form.

| Section                         | Field Name  | Value / Option   |
|---------------------------------|---|--|
| Company Details                 | Global Supplier Identifier                          | 14223  |
|                                 | Legal Name  | TESTCOMPANY2019  |
| Tax Information                 | Tax ID Format                                       | <input checked="" type="radio"/> Federal TAX ID <input type="radio"/> Others <input type="radio"/> SSN |
|                                 | Tax ID  | 12-1234578   |
|                                 | Business Structure                                  | Incorporated   |
|                                 | W8/W9 Form  | <input type="text"/> Browse...   |
| Corporate Hierarchy Information | Parent Identifier                                   | <input type="text"/>   |
|                                 | Parent Legal Name                                   | <input type="text"/>   |
| Additional Company Information  | Year of Establishment                               | 2018   |
|                                 | Geographic Coverage                                 | worldwide  |
|                                 | No. of permanent employees                          | 1  |
|                                 | Do you provide background checks on your employees? | <input checked="" type="radio"/> Yes <input type="radio"/> No  |

## Submitting Your Profile

Once you are finished entering all necessary details and have clicked the “Save as Draft” button, you will be taken back to the My Requests screen where you can then click on the “Submit” (  ) button to send your request for approval. The status of your registration will change from “Saved as Draft” to “Pending Approval”.

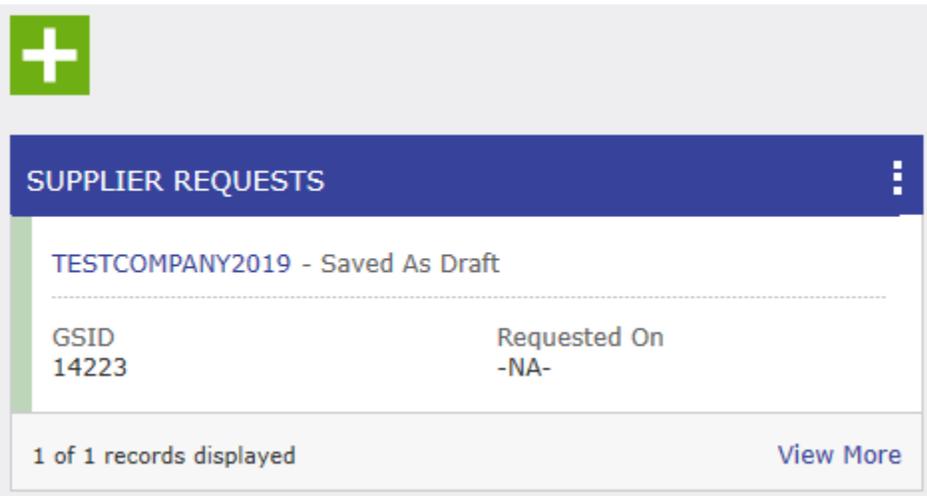
Upon receipt, Alliant Energy will review your submission. Your request status will be updated to “Pending Approval” in the “My Requests” card and page.

**Click to Submit**



| Req. No. | Company Name    | GSID  | Request Type | Supplier Type | Business Location | Requested On | Total Elapsed Time | Status         | Actions   |
|----------|-----------------|-------|--------------|---------------|-------------------|--------------|--------------------|----------------|---|
| 6776     | TESTCOMPANY2019 | 14223 | Create       | -NA-          | -NA-              | -NA-         | -NA-               | Saved As Draft |    |

If you would like to finish at a later time, you may choose to log out by clicking on your name above. When you log back in, you should see a “Supplier Request” card as shown below (you may need to click on the Green Plus icon to add the “Supplier Request” card to your dashboard). You can get to the “My Request” screen by clicking on “View More” and then the edit button (  ).





**SUPPLIER REQUESTS**

TESTCOMPANY2019 - Saved As Draft

|               |                      |
|---------------|----------------------|
| GSID<br>14223 | Requested On<br>-NA- |
|---------------|----------------------|

1 of 1 records displayed [View More](#)

## Updating Profile Information

If you need to change any information in your company profile, log in to the portal (<https://zsn.zycus.com>) and follow the process below:

1. Click on your name in the upper right of the screen to access your profile.
2. Click on Settings then click on Account Settings.
3. Make the appropriate changes.
4. Save your updates.