

SUPPLIER MAINTENANCE PROFILE

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TO BE COMPLETED BY FIRSTENERGY EMPLOYEE									
REQUESTOR NAME			DATE SUBMITTED			DATE COMPLETED			REQUESTOR NAME
SAP SUPPLIER NUMBER					<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE				
TO BE COMPLETED BY SUPPLIER									
FIRSTENERGY'S STANDARD PAYMENT TERMS ARE 2% 10 NET 45									
SUPPLIER NAME					FEDERAL TAXPAYER ID NUMBER				
					<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>				
STREET ADDRESS (NO PO BOX)					CITY				
STATE			ZIP CODE			STATE			
CONTACT NAME					PHONE NUMBER				
E-MAIL					FAX NUMBER				
REMIT TO ANOTHER ADDRESS <input type="checkbox"/> YES <input type="checkbox"/> NO					REMIT TO SUPPLIER NAME (IF SUPPLIER NAME IS DIFFERENT THAN ABOVE)				
REMIT TO STREET ADDRESS			REMIT TO PO BOX			REMIT TO CITY			
REMIT TO STATE			REMIT TO ZIP CODE			REMIT TO COUNTRY			
CONTACT NAME			PHONE NUMBER			FAX NUMBER			
ENVIRONMENT / BUSINESS CLASSIFICATION – This Area Must Be Completed and Signed By The Business Owner									
<p>The Small Business Administration (SBA) requires that small disadvantaged businesses (SDB's), 8(a) and small businesses located in a historically underutilized business zone (HUBZone) be certified and listed in their PRO-NET database. To register in the SBA's PRO- Net database, go to Department of Defense's Central Contractor Registration (CCR) web site, which is www.ccr.gov. Click on START NEW REGISTRATION to begin your certification process.</p>									
Classification			Yes	No	Penalties for False Misrepresentation: FAR 52-219 (e)(4) Misrepresentations of business status as a small, small disadvantaged, small women-owned, small veteran-owned (including service disabled), and HUBZone small business concern for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the requesting Contractor's subcontracting plan, without remedy, can result in severe penalties. Additionally, under 15 U.S.C. 645 (d), any person who misrepresents a firm's status in these same categories in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(d), 9 or 15 of the Small Business Act or any other provision of the Federal law that specifically references section 8(d) for a definition of program eligibility, shall: (1) be punished by imposition of fine, imprisonment, or both; (2) be subject to administrative remedies, including suspension and debarment; and (3) be ineligible for participation in programs conducted under the authority of the act.				
Large Business			<input type="checkbox"/>	<input type="checkbox"/>					
Small Business			<input type="checkbox"/>	<input type="checkbox"/>					
Women Owned Business			<input type="checkbox"/>	<input type="checkbox"/>					
Race:	Asian Indian American		<input type="checkbox"/>	<input type="checkbox"/>					
	Asian Pacific American		<input type="checkbox"/>	<input type="checkbox"/>					
	Black American		<input type="checkbox"/>	<input type="checkbox"/>					
	Hispanic American		<input type="checkbox"/>	<input type="checkbox"/>					
	Native American*		<input type="checkbox"/>	<input type="checkbox"/>					
Disabled Business			<input type="checkbox"/>	<input type="checkbox"/>					
8A			<input type="checkbox"/>	<input type="checkbox"/>					
HUBZone			<input type="checkbox"/>	<input type="checkbox"/>					
Small Disadvantaged Business (SDB)			<input type="checkbox"/>	<input type="checkbox"/>					
Veteran Owned Business			<input type="checkbox"/>	<input type="checkbox"/>					
Service Disabled Veteran Business			<input type="checkbox"/>	<input type="checkbox"/>					
I certify that the Business Classifications provided above are accurate and complete.									
OWNER NAME (PRINT)					OWNER SIGNATURE				
COMPANY NAME									

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**MATERIALS MADE IN AMERICA** – Manufactured and/or assembled within the United States of America

Percentage of Materials Made in America _____ %

NEW JERSEY REGISTERED COMPANY

- ☐ Supplier will be providing services to construct, improve, alter, repair a building structure, or improve property in New Jersey (If Selected, written documentation Supplier is a corporation (W-9 indicating corporation) or registered with the State of New Jersey (Business Registration Certificate, Form BRC) must be provided.

TO BE COMPLETED BY FIRSTENERGY EMPLOYEE (prior to submission to Supplier)**INVOICE PRESENTMENT OPTIONS (Check one)**

- ☐ **EIPP (Electronic Invoice Presentment & Payment)**
Preferred method. This is for **services and non-stock material** and used by Suppliers to present invoices to, and receive payments from, FE electronically. **For more information regarding FE's EIPP program, please contact the Accounts Payable Help Desk by phone at (814) 539-3200, or by email at aphelp@firstenergycorp.com.**
- ☐ **ERS (Evaluated Receipts Settlement)**
Process, used for **material goods** purchases, which eliminates the need for a Supplier to submit an invoice to FE. Upon receipt of material, SAP automatically creates an internal "invoice" document calculated on the quantity of the item shipped times the purchase order unit price of that item. Payment is then made based on the purchase order terms and conditions, with the payment due date being calculated from the date of the material receipt. Supplier payment is then generated in SAP based on the suppliers assigned payment method (EIPP, paper check, etc.).
- ☐ **CVS (Contractor Verification System)**
FE program for procuring **services** where the supplier's labor rates are loaded into FirstEnergy's database. The system calculates the payment due based upon the hours worked, labor rate, job classification, shift, etc. In SAP a Service Entry Sheet is created and sent back to CVS. Payment is then generated in SAP based on the suppliers assigned payment method (EIPP, paper check, etc.).
- ☐ **IVMS (Internet Vegetation Management System)**
FE program for Vegetation Management where the supplier enters their production time sheets and other expenses (i.e. flagging, lump sum mileage payments, etc.). FirstEnergy employees then verify the data and electronic payment is generated in SAP through Service Entry Sheets and then paid to the vendor through EIPP.
- ☐ **M5 (Fleet Vehicles Parts and Service)**
M5 is the FE Fleet Maintenance System used to track all company vehicles and power operated equipment by many different variables such as Year, Make, Model, VIN, Type of Unit, Using Department, Location, Costs associated with maintenance and repairs (labor hours, parts, etc.), mileage, hours used, etc. The supplier sends all invoices for parts or service associated with company units maintained by Fleet Services to the Fleet Services Department in the field (i.e. the region) where they are approved by a supervisor or manager and then entered into M5 for payment. When entered into M5 for payment, a Service Entry Sheet is automatically generated and approved in SAP through an interface between M5 and SAP. At this time, the payment is created based on the suppliers assigned payment method (EIPP, paper check, etc.).
- ☐ **CANNOT COMPLY WITH PREFERRED METHOD (please specify)**

INVOICE PAYMENT OPTIONS (Check one) One of the boxes below should be checked unless IVMS is used.

- ☐ **EIPP (Electronic Invoice Presentment & Payment - TAULIA)**
Preferred method. ACH Electronic Payment. This is for **services and non-stock material** and is used by Suppliers to present invoices to, and receive payments from, FE electronically. Banking instructions must be presented on company letterhead showing. ACH routing number and bank account number. Indicate checking or savings. Name, title and signature of person authorizing must appear on company's letter of request. **For more information regarding FE's EIPP program, please contact the Accounts Payable Help Desk by phone at (814) 539-3200, or by email at aphelp@firstenergycorp.com.**
- ☐ **CANNOT COMPLY WITH PREFERRED METHOD (please specify)**

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**COMPANY INFORMATION**

PRODUCTS AND / OR SERVICES YOUR FIRM PROVIDES (If not already furnished, please send brochures, catalogs, price lists and equipment lists)

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS): To determine your code(s) go to (<http://www.census.gov/epcd/www/naics.html>)

ANNUAL SALES FOR LATEST FISCAL YEAR \$	INDICATE YEAR	NO. OF EMPLOYEES	YEAR ESTABLISHED
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EXPERIENCE

ARE YOU CURRENTLY, OR HAVE YOU PREVIOUSLY SOLD PRODUCTS OR SERVICES TO A FirstEnergy COMPANY?

<input type="checkbox"/> OHIO EDISON	<input type="checkbox"/> THE CLEVELAND ILLUMINATING COMPANY	<input type="checkbox"/> PENNSYLVANIA POWER
<input type="checkbox"/> JCP&L	<input type="checkbox"/> TOLEDO EDISON	<input type="checkbox"/> PENELEC <input type="checkbox"/> MET-ED

DO YOU HAVE OTHER UTILITY EXPERIENCE? ☐ YES ☐ NO

IF YES, LIST UTILITY NAMES:

REFERENCES**Please List Several of Your Current Accounts**

FIRST NAME	PERSON AND TITLE TO CONTACT	PHONE NO.

CERTIFICATION**A copy of applicable certificate(s) must be returned with this form.**

At FirstEnergy, your company must be certified by one of the following certifying agencies: the U.S. Small Business Administration (SBA); a National Minority Supplier Development Council (NMSDC) affiliated council, State agency, National Association of Women Business Owners (NAWBO), Women's Business Enterprise National Council (WBENC) or other type of advocacy agency.

<input type="checkbox"/> NMSDC	<input type="checkbox"/> WBENC	<input type="checkbox"/> NAWBO
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<input type="checkbox"/> STATE OF _____	<input type="checkbox"/> OTHER AGENCY _____
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PLEASE CHECK **ALL** APPROPRIATE SBA CLASSIFICATIONS THAT APPLY:Certification is per SBA PRO-Net Database Only: ☐ 8(A) ☐ SDB ☐ HUBZONE (is a business located in Historically Underutilized Business Zone)Self-Certification is accepted for: ☐ VETERAN ☐ SERVICE-DISABLED VETERAN_____
Certification Expiration Date

DEFINITIONS

Small Business	<p>A small business, including its affiliates, must be independently owned and operated, not dominant in its field of operation or larger than the following sizes: Manufacturing (from 500-1,500 employees), Wholesaling (100 employees), Services (from \$2.5M to \$21.5M in annual receipts), Retailing (from \$5M to \$21M), General Construction (from \$13.5M to \$17M), Special Trade Construction (avg. annual receipts not to exceed \$7M).</p> <p>For additional size standards go to: www.sba.gov/size/indexguide.html and select "A Guide to Size Standards".</p>
Woman Owned	The business must be at least 51% owned by a woman or women who make policy decisions and are actively involved in the day-to-day management of the business.
Disabled Business	The business must be at least 51% owned by a person or group of persons with a disability as defined by the Americans with Disabilities Act or is a publicly owned business with 51% of its stock owned by one or more persons with disabilities.
8a	The business must be certified 8A by the U.S. Small Business Administration. The business owner must be an economically or socially disadvantaged individual(s) who are those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities. The social disadvantage must stem from circumstances beyond their control. Under the Small Business Act, certain presumed groups include African Americans, Native Americans, Hispanic Americans, Asian Pacific Americans, and Subcontinent Asian Americans. Other individuals can be admitted to the program if they can show evidence that they are disadvantaged because of race, ethnicity, gender, physical handicap, or residence in an environment isolated from the mainstream of American society. Also, the individuals must have a net worth of \$250,000 or less, excluding the value of the business and personal residence and be in business for at least two years.
HUBZone	The business must meet the SBA small business size standards; have its principal office located within a Historically Underutilized Business Zone, which includes lands on federally recognized Indian reservations. It must be owned and controlled by one or more U.S. citizens. Approved ownership can also be by a Community Development Corporation or Indian tribe; and at least 35% of its employees must reside in a HUBZone.
Small Disadvantaged Business	The business must meet the criteria established by the SBA, in that the business must be owned and controlled by a socially and economically disadvantaged individual - African Americans, Hispanic Americans, Asian Pacific Americans, and Subcontinent Asian Americans are presumed to qualify. Other individuals can qualify if they show by a "preponderance of the evidence" that they are disadvantaged. The owner(s) must have a net worth of less than \$750,000, excluding the value of the business and personnel residence.
Veteran	A veteran-owned small business concern is a small business that is at least 51% owned by one or more veterans. In the case of a publicly owned business, at least 51% of the stock is owned by one or more veterans; and whose management and daily business operations are controlled by one or more such individuals.
Service Disabled Veteran	A service-disabled veteran-owned small business concern is a small business that is at least 51% owned by one or more service-disabled veterans. In the case of a publicly owned business, at least 51% of the stock is owned by one or more service-disabled veterans; and whose management and daily business operations are controlled by one or more such individuals.