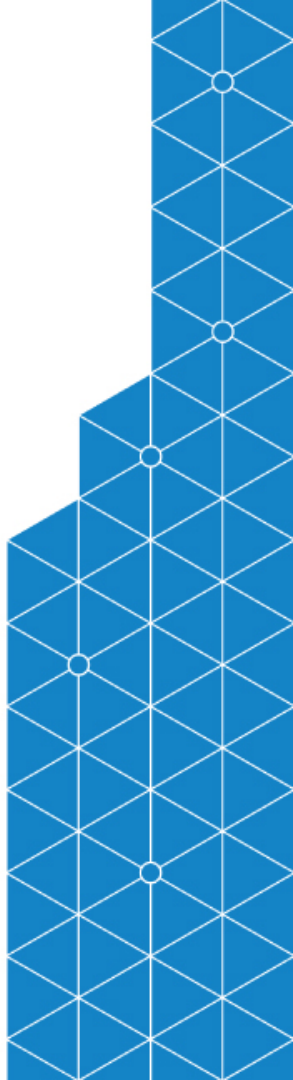


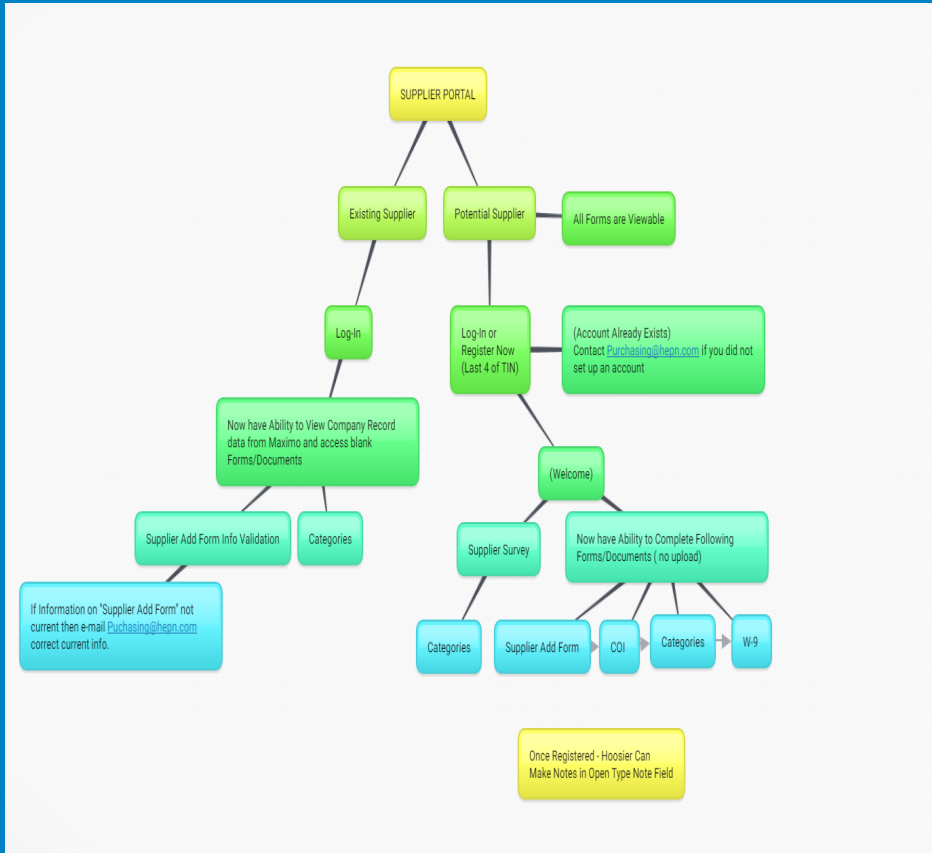


# Supplier Portal (for) Purchasing

April 4, 2017



# Supplier Portal



# Overview – Purchasing at Hoosier Energy

Welcome!

Thank you for calling on us. Hoosier Energy has created strong, lasting relationships with our suppliers to continually bring value for our company and members. We realize without your support we could not be successful. With that said, our standards are high! We expect all suppliers to be competitive on three factors: quality, reliability, and price.

In preparing for your future sales calls, please be prepared to observe the following:

- Teach us something,
- Show us something new,
- Help us provide the best value for our members.

It is not necessary to call on us only for the purpose of “staying visible.” We consider the time we spend with you as an investment, so each sales call should include specific, prepared values for our company. This will serve to mutually benefit your company and ours.

Thank you!

# Current Suppliers

We appreciate your continued support and respectfully ask for your assistance! Please take a few minutes to:

- ✓ Review your information by accessing the link below and update accordingly. Review the categories shown below and select all that apply .

As your business grows and changes, please return here to provide updates. Our Purchasing Agents utilize the categories for sourcing, so it is of the utmost importance to have current information.

# Supplier Add/Maintenance Form

## Categories:

Categories
Industrial Parts & Supplies (MRO)
Electrical Equipment
Electronic Equipment
Instrumentation & Controls
Calibration
Cable/Wire
Poles/Structures
Transformers/Regulators
Reclosers
Fencing
Vegetation Management & Right-of-Way
Aerial Surveying
Chemicals & Gases
Fuels, Oils, Lubricants, Etc.
Pipe & Fittings
Motors/Engines
Bearings
Valves & Seals
Gaskets & Packing
Safety Equipment & Supplies
Elevator Parts, Service & Repairs
Blasting Services



# Standards of Business Conduct

At Hoosier Energy we model our Principles and Standards of ethical supply management conduct after our global organization for Supply Management, which is the Institute for Supply Management (ISM).

## The Principles

- ❖ Integrity in each Decision and Action
- ❖ Value for Hoosier Energy
- ❖ Loyalty to the profession of Supply Management

For more information on ISM visit <https://www.instituteforsupplymanagement.org>

# Supplier Visitation

We are working to be more efficient and safety conscious as visitors visit our sites. Hoosier Energy welcomes Supplier Representatives. However, we respectfully request an appointment be made PRIOR to your visiting any one of our facilities.

Thank you!

Hoosier Energy

# Supplier Quality Assurance Program

Why? Two phrases say it all.....

## *Continuous Improvements & Supplier Relationships*

By the measurement of Key Performance Indicators (KPIs) it not only brings awareness between the Supplier and Hoosier Energy relationship but it promotes a cooperative awareness as we work across the various facilities.

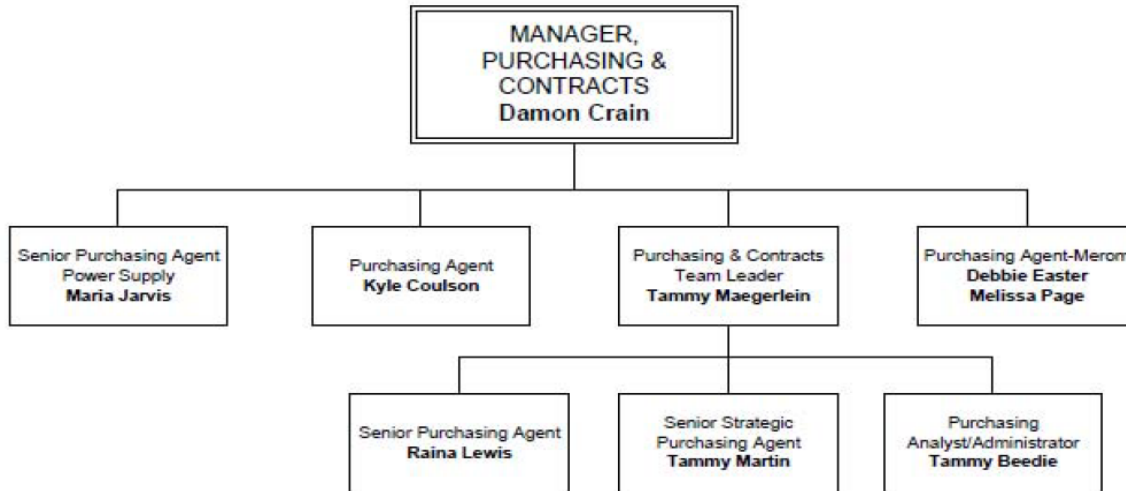
The KPI results will allow each of us to address the cause rather than merely fixing the symptom again and again.

By doing so, we are providing an avenue for *Continuous Improvements* and to build strong *Supplier Relationships*.



# Organizational Chart - Purchasing Department

## Hoosier Energy Purchasing Department



# Purchasing Department – Contacts/Roles & Responsibilities

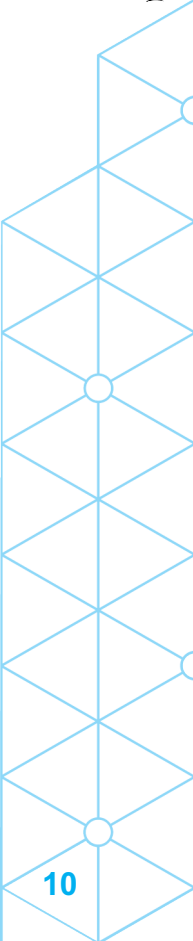
<b>Damon Crain</b>	<b>Manager, Purchasing &amp; Contracts</b>
<a href="mailto:dcrain@hepn.com">dcrain@hepn.com</a>	Office Location: BLM HQ

<b>Tammy Maegerlein</b>	<b>Purchasing &amp; Contracts Team Leader</b>
<a href="mailto:tmaegerlein@hepn.com">tmaegerlein@hepn.com</a>	Office Location: BLM HQ
Departmental policies, procedures & forms; Agreement/Contract Tracking; Large projects/contracts as assigned	

<b>Tammy Beedie</b>	<b>Purchasing Analyst/Administrator</b>
<a href="mailto:tbeedie@hepn.com">tbeedie@hepn.com</a>	Office Location: BLM HQ
Supplier Certificates of Insurance, Maximo Supplier Adds & Maintenance, Departmental Metrics, Corporate Credit Cards	

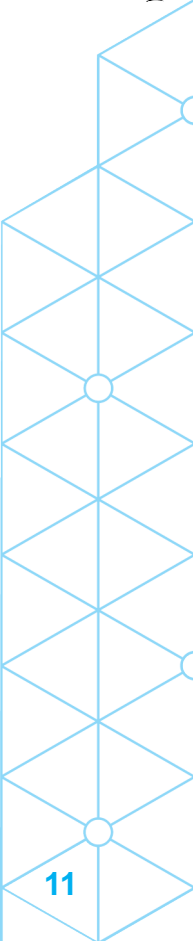
<b>Tammy Martin</b>	<b>Senior Strategic Purchasing Agent</b>
<a href="mailto:tmartin@hepn.com">tmartin@hepn.com</a>	Office Location: BLM HQ
Asset Management projects as assigned	
Gas Plant Parts, Materials, Equipment & Services >\$100K	
Renewables/AED Parts, Materials, Equipment & Services >\$100K	

<b>Raina Lewis</b>	<b>Senior Purchasing Agent - Power Production</b>
<a href="mailto:rlewis@hepn.com">rlewis@hepn.com</a>	Office Location: RATTs
Merom & Ratts Plant Services >\$100K	
Asset & Outage Management projects as assigned	
Strategic Contractor Agreements	
Disposition of surplus, excess and obsolete materials	



# Purchasing Department – Contacts/Roles & Responsibilities

<b>Maria Jarvis</b>	<b>Senior Purchasing Agent - Power Supply</b>
<a href="mailto:mjarvis@hepn.com">mjarvis@hepn.com</a>	Office Location: BLM HQ/PDOC
<p>Gas Plant Parts, Materials, Equipment &amp; Services &lt;\$100K                  Renewables/AED Parts, Materials, Equipment &amp; Services &lt;\$100K                  Power Supply Parts, Materials, Equipment &amp; Services (Non-RUS)                  Headquarters: All Marketing &amp; Business Development, Finance, Safety &amp; Training and Environmental Services purchases                  Owen County &amp; Franklin Training Center Facilities Dept purchases                  Purchasing Dept Rep on Maximo Team</p>	
<b>Kyle Coulson</b>	<b>Purchasing Agent</b>
<a href="mailto:kcoulson@hepn.com">kcoulson@hepn.com</a>	Office Location: BLM HQ
<p>Fleet                  Headquarters: All IS, HQ Facilities, Administrative Services, Human Resources and Labor Relations purchases                  LPS (3rd Party Logistics Provider)                  Pole &amp; Tower Leases</p>	
<b>Melissa Page</b>	<b>Purchasing Agent</b>
<a href="mailto:mpage@hepn.com">mpage@hepn.com</a>	Office Location: MEROM
<p>Merom Plant Inventory and Non-Inventory Parts, Materials &amp; Equipment Purchases &lt;\$100K</p>	
<b>Debbie Easter</b>	<b>Purchasing Agent</b>
<a href="mailto:deaster@hepn.com">deaster@hepn.com</a>	Office Location: MEROM
<p>Merom Plant Services &lt;\$100K                  Merom Repairs Program</p>	



# Prospective Suppliers

We appreciate your interest in Hoosier Energy and look forward in learning what your business has to offer! There are several potential opportunities available as we purchase materials, equipment, and services to support our many and diverse facilities.

Registering on this site will allow us to evaluate you to become a potential supplier.

Once you have successfully registered you will receive an email with your confirmation number. Please note: this does not guarantee you will be added to our supply base, however, it is a required step for any potential opportunities.



# Supplier Add Requirements Terms/Conditions

- ✓ Please complete the Supplier Add/Maintenance form (via link shown below) and submit along with all applicable documents.
- ✓ If you plan to make a personal sales call to one of our Purchasing Staff, an appointment is required. Please see our Purchasing Department contacts for the appropriate Agent and facility.
- ✓ Review the categories and select those that are applicable to your business. (Note: as your business changes, please check back to provide your most current categories)

- Supplier Add/Maintenance Form**
- HE Standard PO Terms and Conditions**
- Example of Certificate of Insurance**
- W-9**

# Supplier Add/Maintenance Form

## Categories:

Categories
Industrial Parts & Supplies (MRO)
Electrical Equipment
Electronic Equipment
Instrumentation & Controls
Calibration
Cable/Wire
Poles/Structures
Transformers/Regulators
Reclosers
Fencing
Vegetation Management & Right-of-Way
Aerial Surveying
Chemicals & Gases
Fuels, Oils, Lubricants, Etc.
Pipe & Fittings
Motors/Engines
Bearings
Valves & Seals
Gaskets & Packing
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Elevator Parts, Service & Repairs
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# Supplier Visitation

Hoosier Energy welcomes Supplier Representative visits. We recognize this to be a valuable source of information and a recognizable avenue to begin building relationships.

However, safety is paramount at Hoosier Energy and we strive for efficiency. It is for these reasons we require Supplier Representatives to make an appointment PRIOR to visiting any one of our facilities.

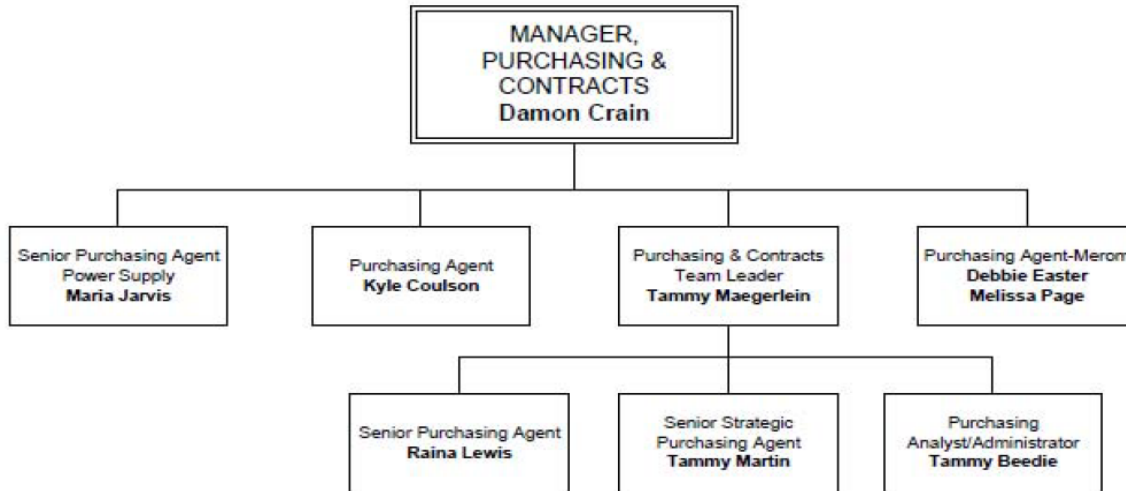
Thank you!

Hoosier Energy



# Organizational Chart - Purchasing Department

## Hoosier Energy Purchasing Department



# Purchasing Department – Contacts/Roles & Responsibilities

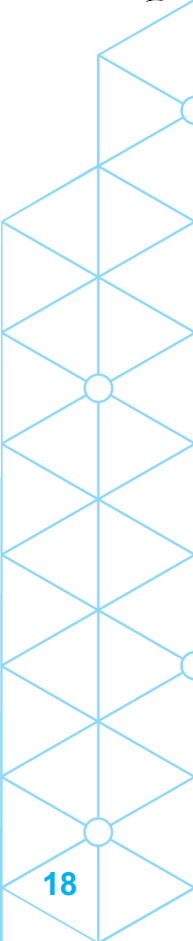
<b>Damon Crain</b>	<b>Manager, Purchasing &amp; Contracts</b>
<a href="mailto:dcrain@hepn.com">dcrain@hepn.com</a>	Office Location: BLM HQ

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<a href="mailto:tmaegerlein@hepn.com">tmaegerlein@hepn.com</a>	Office Location: BLM HQ
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<b>Tammy Beedie</b>	<b>Purchasing Analyst/Administrator</b>
<a href="mailto:tbeedie@hepn.com">tbeedie@hepn.com</a>	Office Location: BLM HQ
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<a href="mailto:tmartin@hepn.com">tmartin@hepn.com</a>	Office Location: BLM HQ
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<a href="mailto:mjarvis@hepn.com">mjarvis@hepn.com</a>	Office Location: BLM HQ/PDOC
Gas Plant Parts, Materials, Equipment & Services <\$100K Renewables/AED Parts, Materials, Equipment & Services <\$100K Power Supply Parts, Materials, Equipment & Services (Non-RUS) Headquarters: All Marketing & Business Development, Finance, Safety & Training and Environmental Services purchases Owen County & Franklin Training Center Facilities Dept purchases Purchasing Dept Rep on Maximo Team	
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<a href="mailto:kcoulson@hepn.com">kcoulson@hepn.com</a>	Office Location: BLM HQ
Fleet Headquarters: All IS, HQ Facilities, Administrative Services, Human Resources and Labor Relations purchases LPS (3rd Party Logistics Provider) Pole & Tower Leases	
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