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ExxonMobil Supplier Diversity System

Supplier Registration User Guide

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Introduction

Welcome to ExxonMobil's new Supplier Diversity System which will be used to track information about current and potential suppliers. With this new system, you will be able to submit your information to ExxonMobil quickly, easily and efficiently. You will have the convenience of accessing the system online from any computer and at any time. Furthermore, you will now be able to update your information at any time, upload your certification information and ensure that your information with ExxonMobil is accurate and current.

This document will walk you through the steps to register and update your information using this system.

What do I need?

In order to register and maintain your information in the ExxonMobil Supplier Diversity System, you need a computer and access to the internet. For best performance, it is recommended that you use Internet Explorer 5.0 or higher.

You will also need to provide the following information and supporting documentation.. This includes the following:

- General Company Information including Company Name, Former Company Name(s) Used, Doing Business As, Website, Fed Tax ID, Dun and Bradstreet Number, Parent Company Name, Parent Fed Tax ID, Currently Doing Business With ExxonMobil (Yes/No), Headquarters Information, Primary and Executive Contact Information.
- Business/Financial Information including Year Established, Gross Annual Sales for the last 3 years, Number of Employees and Legal Structure
- Product/Services Information including ExxonMobil Specific Commodities, NAICS and SIC Codes, Product/Service Description and Geographical Service Area.
- Diversity Information (only applicable if a diverse company) including Diversity Category, Ethnicity (only if diversity category is MBE) and Certification Details.
- Diversity Documentation: Upload of Diversity Certifications

For details of the information required, please refer to Appendix A.

How do I get started?

You can access the application at :

1. Via the ExxonMobil Supplier Diversity Page. Click on the link for the ExxonMobil Supplier Diversity System.
2. At <http://exxonmobil.cvm solutions.com>. Type in this address in the Address window of your browser, and press enter. This will take you to the login page below:



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User Name

Password

Login Forgot Password

If you have forgotten your password enter your username and click on "Forgot Password?" to have your password sent to your registered email address.

If you have forgotten your username, [send an email](#) to ExxonMobil with your name, company name, and phone number.

[Email CVM Solutions](#) or contact CVM Solutions Customer Services at 630-629-5800 extension 2.

Enter Username and password here.

WELCOME TO ExxonMobil'S SUPPLIER DIVERSITY REGISTRATION PAGE

- > [ExxonMobil Supplier Diversity Program](#)
- > [What Constitutes a Minority/Woman Owned/Small Business](#)
- > [Supplier Registration](#)
- > [Privacy Policy](#)

BACKGROUND ON ExxonMobil SUPPLIER DIVERSITY PROGRAM

ExxonMobil's Supplier Diversity program is a proactive business process to provide diverse suppliers equal access to purchasing opportunities. It is consistent with Procurement's processes and objective to source and deliver goods at the lowest total system cost.

To be awarded ExxonMobil business as with any suppliers, minority and woman-owned suppliers must meet ExxonMobil's standard qualification requirements including technical, operational and safety standards.

WHAT CONSTITUTES A MINORITY/WOMAN OWNED/SMALL BUSINESS

For purposes of this program, ExxonMobil utilizes the NMSDC, WBENC and SBA definitions for a minority, woman-owned, and/or small business meeting the following criteria:

Minority Owned Business Enterprise (MBE): At least 51% owned, controlled, and managed by a member or members of a racial minority group who are U.S. citizens. The groups include the following racial and ethnic designations:

- African American/Black - A U.S. citizen having origins in any of the Black racial groups of Africa.
- Hispanic – A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas of the following regions: Mexico, Central America, South America and the Caribbean Basin only. Brazilians shall be listed under Hispanic designation for review and certification purposes.
- Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. Native Americans must be documented members of a North American tribe, band or otherwise organized group of native people who are indigenous to the continental United States and proof can be provided through a Native American Blood Degree Certificate (i.e., tribal registry letter, tribal roll register number).
- Asian-Indian – A U.S. citizen whose origins are from India, Pakistan and Bangladesh.
- Asian-Pacific – A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.

Women Owned Business Enterprise (WBE): At least 51% owned, controlled and managed by one or more women who are U.S. citizens or U.S. residents alien status and whose management and daily operations are controlled by one or more of the women who own it.

Small Business Enterprises: defined by the Small Business Administration (SBA) [Size Standards](#).

ExxonMobil strongly encourages certification through the National Minority Supplier Development Council (NMSDC) and their regional councils and/or Women's Business Enterprise National Council (WBENC) partner organizations. For information on NMSDC please visit their web site: [www.nmsdc.org](#), for WBENC [www.wbenc.org](#), for SBA [www.sba.gov](#)

Click here to register

SUPPLIER DIVERSITY REGISTRATION

[Click Here](#) if you are a diverse supplier that would like to register with ExxonMobil or you have registered with us previously (prior to May 2007) and would like to update or view your profile.

If you are registered with ExxonMobil, you have your online username and password, and would like to access or update your company's profile, please login to the left. We appreciate your assurance that your information is kept current at all times.

Once your registration is submitted you could be contacted quickly if there is an immediate need for your goods or services. If there is no immediate need/bid/negotiation, your registration form will remain in our database until there is an opportunity in your field. At the time an opportunity is identified, the supplier registration forms will be reviewed and suppliers could be contacted by either the Supplier Diversity group or directly by a Buyer. Otherwise, your profile will remain in our database for future consideration.

A job aid and additional instructions can be accessed once you have logged into the system.

PRIVACY POLICY

In order to provide you with online access, personalized content, and many other valuable services, CVM Solutions on behalf of its customer, ExxonMobil collects and uses information about you and the business you represent. We at CVM Solutions are committed to maintaining high standards of data privacy. CVM Solutions maintains policies to describe how we treat your information. Please take a moment to read the privacy policies of ExxonMobil and CVM Solutions below:

- [Click Here](#) to view CVM Solutions (web hosting) privacy policy

Clicking on the 'Supplier Registration' link will lead to the 'Supplier Diversity Registration' Section.



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EXXONMOBIL SUPPLIER REGISTRATION SYSTEM

To see if your company is already registered in our system, fill in the details requested at the bottom of this page. Required information is marked with an asterisk (*).

As you go through the additional registration pages, provide as much information about your company as possible, even if it's not required. The additional information you enter will help us include your company appropriately in bids for goods and services.

You will be asked to enter details about your company, such as federal tax ID, revenue for the past three years and NAICS code.

Use the Help button for instructions and a complete list of information that will be required for registration.

Company Name*

Postal Code* **Zip Code**

Federal Tax Id*

Contact Name*

Contact Phone*

Contact E-Mail*

Terms Of Use:

SYSTEM ACCESS AGREEMENT

"I guarantee that I am authorized to represent this business and that all information entered on this supplier registration form is factual and verifiable. I understand that the information I provided will be used by ExxonMobil's supplier diversity team to learn more about my business offering and for their assessment of future opportunities"

Read and Accept

Click here to accept Terms of Use

Please enter your Company Name, Postal Code, Tax ID No, Contact Name, Contact Phone and Contact Email and click on the Submit button.

The ExxonMobil Supplier Diversity System allows only one user logon per supplier. The following table lists out the way the system processes the information entered in the previous step:

S.No	Condition	Action
1	There is no match on federal tax ID	Allows user create a new supplier profile and a user account for that supplier.
2	There is a match on federal tax ID. There is no existing user account for the selected supplier	Allows user to create a user account for the existing supplier and to update the existing supplier profile
3	There are matches on federal tax ID. There is an existing user account for the selected supplier and only one person from each supplier can have access.	Does not allow user to create another user account. System sends email to the existing registered user. It is up to the registered user to provide access
4	There is a match on federal tax ID. However the user indicates that none of the matches returned is their company	Email sent to supplier diversity administrator to take appropriate action

The next step in the supplier registration process is to create a user for the supplier



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Supplier Registration - Create User

* - Indicates Required Fields

To create your user account, enter a password, then make a note of your username and password for future reference.

Username *	<input type="text" value="pa@ap.com"/>
First Name *	<input type="text" value="PA"/>
Last Name *	<input type="text"/>
Work Phone *	<input type="text" value="(234) 444-4444"/>
Email *	<input type="text" value="pa@ap.com"/>
Password *	<input type="password"/>
Retype Password*	<input type="password"/>

Please retain your User ID and Password to provide updates to your profile as appropriate, including ensuring your certification information is current.

Provide the information that is required (marked with a red asterix) and hit the next button.

If your company profile already exists in the ExxonMobil Supplier Diversity System, you will be asked to update the profile. If your company profile does not exist in the ExxonMobil Supplier Diversity System, you will be asked to input the supplier details. All suppliers will be asked to enter 3 pages of information. Diverse suppliers will be asked to provide diversity information. For details on the 3 pages of information, please refer to Appendix A.

Getting familiar with the ExxonMobil Supplier Diversity System

Once you log into the application, you will be directed to your company's default page. The navigation layout through the application is essentially the same and you should get to know these features so that you will be able to move about the ExxonMobil Supplier Diversity System effectively.

The screenshot shows the 'Company Profile for TestoRosa' registration form. It is divided into several sections: 'General Company Information', 'Headquarters Information', 'Primary Contact', and 'Executive Contact'. Each section contains various input fields for company details, addresses, and contact information. A 'Log Out' button is visible in the top left corner. At the bottom right, there are 'Save & Next' and 'Next' buttons. The form includes a red asterisk next to several fields to indicate they are required. The page has a 'Summary View' tab and a 'Page Links' section with '1 | 2 | 3 | Next'.

1. Main Navigation Menu.

2. Log out

3. * Red asterisk indicates required field

4. Page Links

5. Go to the next page without saving changes

6. Save and proceed to next step

7. Summary View

Number	Description	Purpose
1.	Main Navigation Menu	Displays the main headings for user functions. When you click on a heading, you will see several subheadings that belong to that category. You can then click on a subheading to use that particular feature.
2.	Log Out	Signs you out of the system and returns you to the login screen.
3.	* (Red asterisk)	Indicates that field is mandatory
4.	Page Links	Takes you to the next page
5.	Next	Click this button to proceed to the next step without saving any changes that may have been made.
6.	Save and Next	Click this button to save all changes on the current page and proceed to the next step.
7.	Summary View	Click here to get a one page summary profile of the information you have entered

Note: If your session is idle for more than 90 minutes, your session will time out and you will need to log in again.

Updating your Company Profile

Once you login to the ExxonMobil Supplier Diversity System, you will automatically be taken to your company’s profile. You may also access this page by clicking the ‘Profile Maintenance’ link in the left navigation menu, and then selecting the ‘Update Company Profile’ link.

Please ensure that you have all the information and documentation necessary to update your company’s profile. For details on the 3 pages of information, please refer to Appendix A.

Upload Documents

This section of the documentation describes how to upload documents. This is required for your Diversity Documentation.

You may upload documents in the following formats – GIF,BMP,JPG,JPEG,DOC or PDF. There is a size limitation of 1 MB for the documents being uploaded. To upload a document, click the ”Click Here to Upload...” button.

NMSDC/WBENC/SBA Certification
Details

[Click Here to Upload...](#)

Click to upload documentation

This will display the upload documents form.



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You can use this form to send documents you have in electronic form. Only documents of the type GIF, a file, click ‘Browse’ to select the file on your computer. Please also add a description for the file. For ex

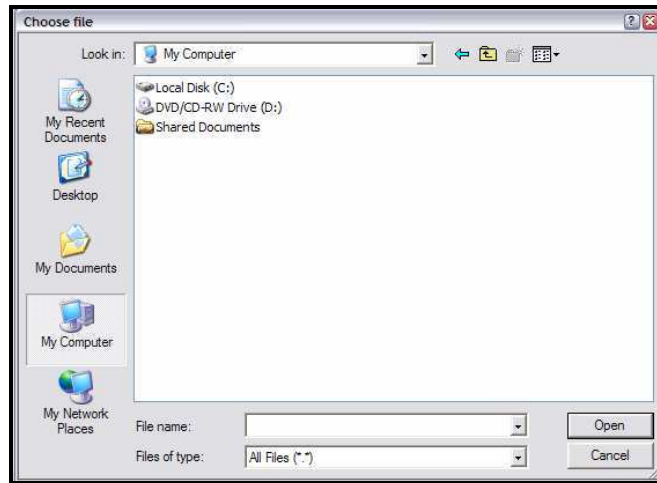
Once you have selected all your files, click ‘Send Documents’

File	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Allows User to Browse their system for files to Upload

Provide a brief description of the upload file.

Click the 'Browse' button to open the file selection box, and select the file to upload.



Add a short description for the uploaded file. After you have selected all the files that you wish to upload, click the 'Send Documents' button. After a few moments (as the files upload), the upload confirmation dialog is displayed.



Click 'OK' to close the dialog. Your files will be saved to your company's profile when you click 'Save and Next'.

Updating Your Contact Information

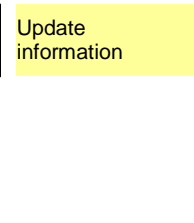
You can access the page to update your contact information by clicking the 'Profile Maintenance' link in the left navigation menu, and then selecting the 'Update My Contact Info' link.

This will bring up your Contact Information page. Please complete any missing information, and change your password, if required. Once you are satisfied with the updates, click 'OK' to save your changes.

Modify/View Contact Information

* - Indicates Required Fields

Username	<input type="text" value="pa"/>
First Name *	<input type="text" value="pa"/>
Last Name *	<input type="text" value="ap"/>
Middle Initial	<input type="text"/>
Work Phone Number *	<input type="text" value="(234) 444-4444"/>
E-Mail Address *	<input type="text" value="pa@ap.com"/>
Password *	<input type="password" value="....."/>
Retype Password *	<input type="password" value="....."/>
Company Name	TestoRosa
Role	Primary Contact
Created By	pa
Updated By	pa



Sign out of the application

Once you have completed your updates, you should log out of the ExxonMobil Supplier Diversity System before closing your browser. This will ensure the maximum security of your information. To exit from the ExxonMobil Supplier Diversity System, click on the 'Log Out' link on the left menu.

APPENDIX A-Basic Supplier Information

All suppliers are required to fill out the following 2 pages of information.

Note: * indicates mandatory field

Page 1

General Company Information

1. Company Name*
2. Former Company Name(s)
3. Doing Business As
4. Website
5. Federal Tax ID*
6. Dun & Bradstreet Number
7. Parent Company Name
8. Parent Federal Tax ID
9. Currently Doing Business with ExxonMobil ?*
 - a. If yes, enter ExxonMobil Contact.
 - b. If yes, enter Where

Headquarters Information

1. Address 1*
2. Address 2
3. City*
4. State*
5. Country
6. Zip Code*
7. Zip Extension
8. Phone Number*
9. FAX Number

Fax Number

Primary Contact

1. Name*
2. Title*
3. Email*
4. Phone*
5. FAX

Execuctive Contact

1. Name
2. Title
3. Email
4. Phone
5. FAX

Page 2

Business and Financial Information

1. Year Established*
2. Gross Sales for last 3 years
3. Number of Employees

Legal Structure*

- a. Corporation
- b. Sub Chapter S-Corporation
- c. Individual
- d. Limited Liability Corporation
- e. Partnership
- f. Other
- g. Joint
- h. Sole Proprietor

Are you a Manufacturer? (Yes/No)

Is your company Credit card ready (i.e. can you accept Mastercard for payment)? Yes/No

Does your company participate in Electronic Commerce (Purchase Order Collaboration and eInvoicing) with your customers and/or are you willing to participate with ExxonMobil in ECommerce? Yes/No

Product/Service Information

1. ExxonMobil GMSG Commodity*
2. NAICS Codes
3. SIC Codes
4. Specific Product(s)/Service(s) Description

Geographical Service Area

1. Local
2. Regional
3. National
4. Global

Diversity Information

1. Classification * (Select at least one)
2. Certification Details
3. Ethnicity. Required only if diversity category MBE is selected
4. Upload Diversity Certifications

Page 3

Major Customers (top 3)

1. Company
2. Product/Service Provided
3. Contact Name
4. Phone Number
5. Email