



# PHILLIPS

INFRASTRUCTURE HOLDINGS

---

## SUPPLIER REGISTRATION INSTRUCTIONS

October 2022



## TABLE OF CONTENTS

---

1. SUPPLIER REGISTRATION FORM .....	1
2. REGISTERING IN THE CONGA CONTRACTS PORTAL .....	2
2.1 New Registration .....	2
2.2 Modify an Accepted (Approved) Registration .....	13

## 1. SUPPLIER REGISTRATION FORM

---

The Phillips Infrastructure Holdings, Inc. (“Phillips”) Supplier Registration Form is designed to streamline the registration process and ensure your organization’s information is as current and accurate as possible in our Contract Lifecycle Management (CLM) system, Conga Contracts.

Click on the following link to access the Phillips Subcontractor Registration page: <https://pandj.com/subcontractor-registration/>. Review the information on the page and then click on the **Vendor Registration Portal** link to access the Conga Contracts Portal login screen.

## 2. REGISTERING IN THE CONGA CONTRACTS PORTAL

### 2.1 NEW REGISTRATION

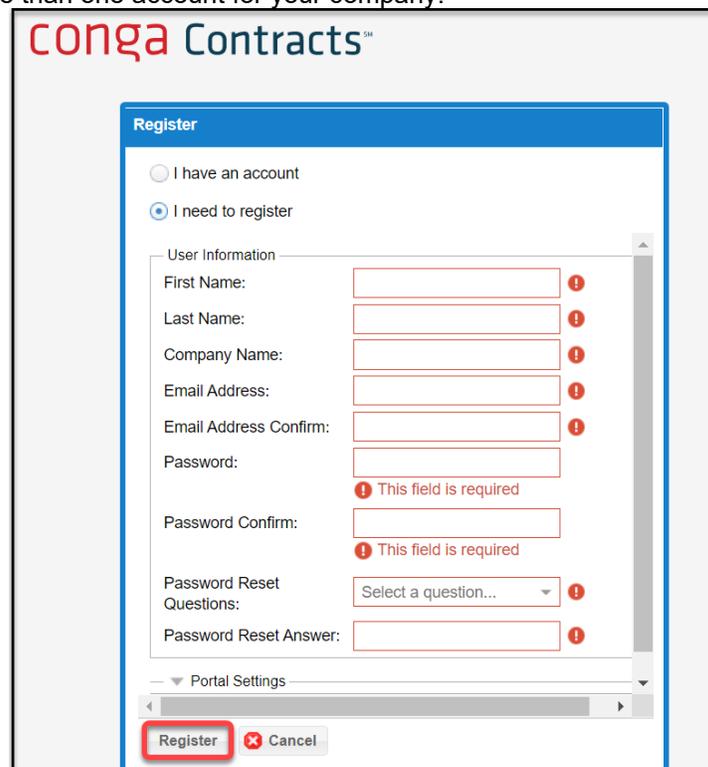
1. When you click on the Vendor Registration Portal link, you are taken to the **Conga Contracts Portal** login screen. If you have never registered before, select **I need to register**.



The screenshot shows the Conga Contracts Portal login interface. At the top, the logo 'conga Contracts™' is displayed. Below it is a 'Login' form with two radio buttons: 'I have an account' (selected) and 'I need to register' (highlighted with a red box). The 'I have an account' section includes fields for 'Email Address' and 'Password', each with a red exclamation mark icon. Below these fields are 'Login' and 'Forgot Password' buttons. At the bottom of the page, the phone number '1.866.502.3334' and the copyright notice '© COPYRIGHT 2006-2022 CONGA. ALL RIGHTS RESERVED.' are visible.

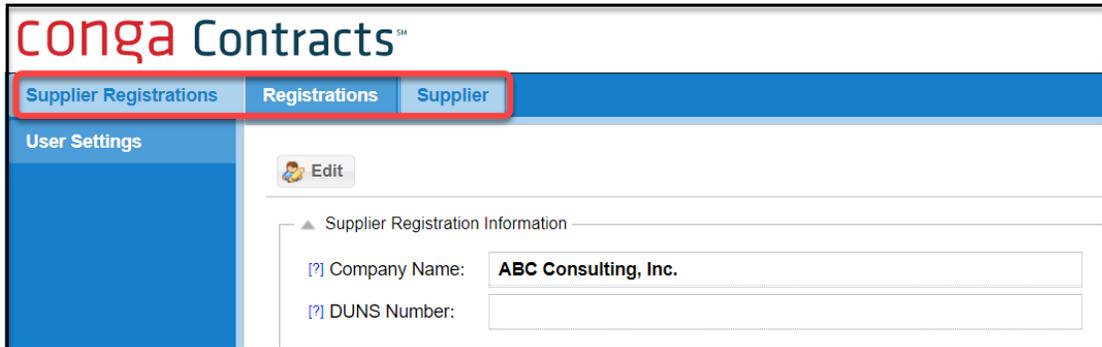
2. Enter all the required information and click **Register**.

**NOTE:** Do not create more than one account for your company.



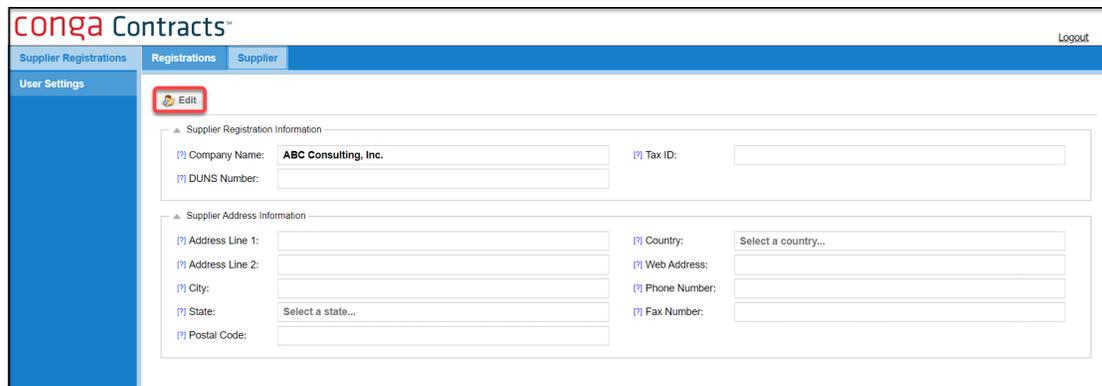
The screenshot shows the Conga Contracts Portal Register interface. At the top, the logo 'conga Contracts™' is displayed. Below it is a 'Register' form with two radio buttons: 'I have an account' and 'I need to register' (selected). The 'I need to register' section includes a 'User Information' section with fields for 'First Name', 'Last Name', 'Company Name', 'Email Address', 'Email Address Confirm', 'Password', 'Password Confirm', 'Password Reset Questions', and 'Password Reset Answer'. Each field has a red exclamation mark icon. Below the 'Password' and 'Password Confirm' fields, there are red error messages: 'This field is required'. At the bottom of the form, there is a 'Portal Settings' section and a 'Register' button (highlighted with a red box) and a 'Cancel' button.

3. In the **Supplier Registrations** section there are two tabs – **Registrations** and **Supplier**.



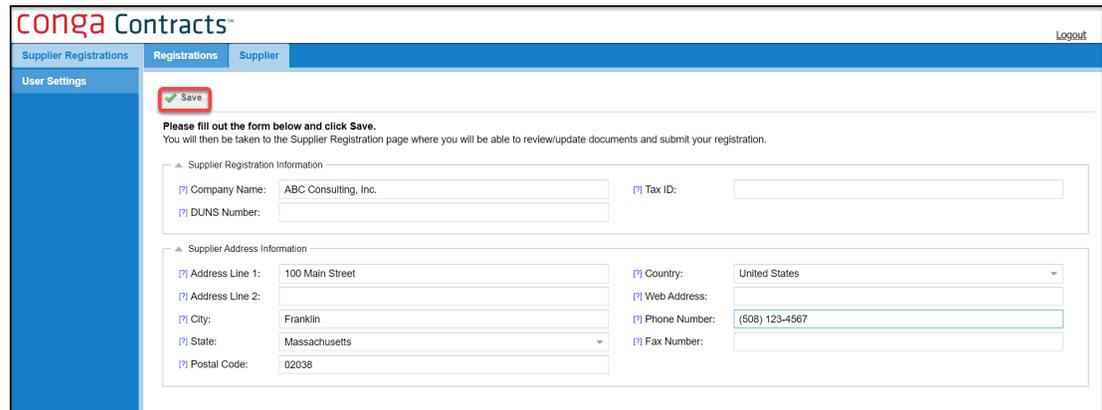
The screenshot shows the Conga Contracts web application. At the top, there are three tabs: 'Supplier Registrations', 'Registrations', and 'Supplier'. The 'Supplier Registrations' tab is active, and the 'Registrations' and 'Supplier' tabs are highlighted with a red box. Below the tabs, there is a 'User Settings' sidebar on the left and a main content area. In the main content area, there is an 'Edit' button and a section titled 'Supplier Registration Information'. This section contains two input fields: 'Company Name' (populated with 'ABC Consulting, Inc.') and 'DUNS Number'.

4. In the **Supplier** tab, click **Edit** to complete all fields in this section. Company Name is automatically populated with the name you provided during the account registration process.



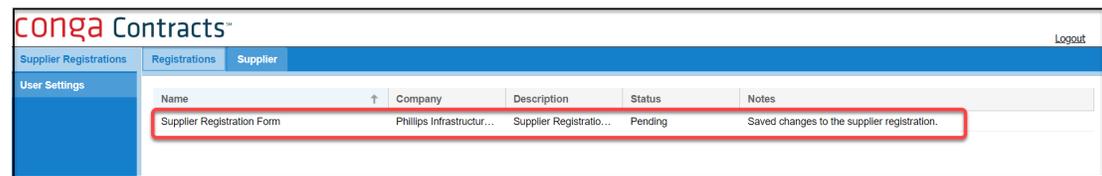
The screenshot shows the Conga Contracts web application with the 'Supplier' tab selected. The 'Edit' button is highlighted with a red box. The main content area is divided into two sections: 'Supplier Registration Information' and 'Supplier Address Information'. The 'Supplier Registration Information' section contains fields for 'Company Name' (populated with 'ABC Consulting, Inc.'), 'DUNS Number', and 'Tax ID'. The 'Supplier Address Information' section contains fields for 'Address Line 1', 'Address Line 2', 'City', 'State' (with a dropdown menu), 'Postal Code', 'Country' (with a dropdown menu), 'Web Address', 'Phone Number', and 'Fax Number'.

5. Click **Save**.



The screenshot shows the Conga Contracts web application with the 'Save' button highlighted with a red box. Below the 'Save' button, there is a message: 'Please fill out the form below and click Save. You will then be taken to the Supplier Registration page where you will be able to review/update documents and submit your registration.' The 'Supplier Registration Information' and 'Supplier Address Information' sections are visible, with the 'Company Name' field populated with 'ABC Consulting, Inc.' and the 'State' dropdown menu set to 'Massachusetts'.

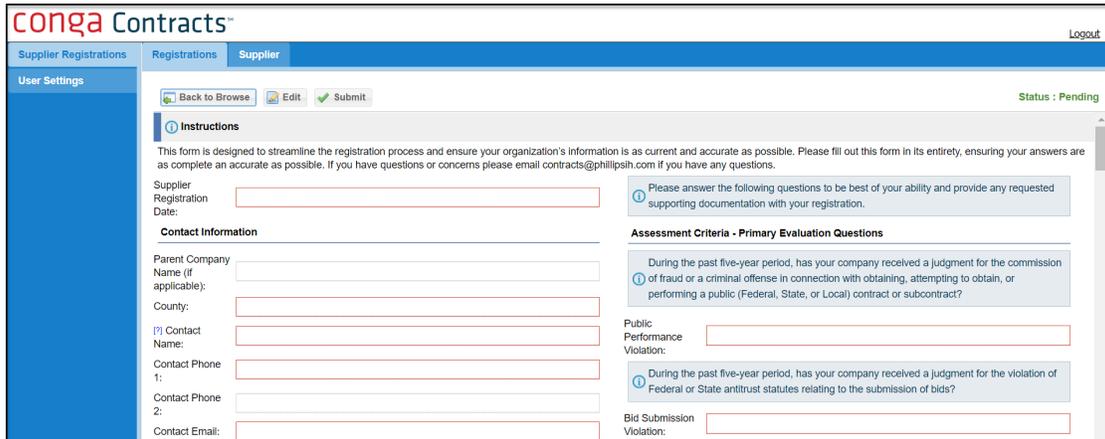
6. In the **Registrations** tab, select **Supplier Registration Form**.



The screenshot shows the Conga Contracts web application with the 'Registrations' tab selected. A table is displayed with the following columns: Name, Company, Description, Status, and Notes. The table contains one row: 'Supplier Registration Form', 'Phillips Infrastructur...', 'Supplier Registratio...', 'Pending', and 'Saved changes to the supplier registration.' The table is highlighted with a red box.

Name	Company	Description	Status	Notes
Supplier Registration Form	Phillips Infrastructur...	Supplier Registratio...	Pending	Saved changes to the supplier registration.

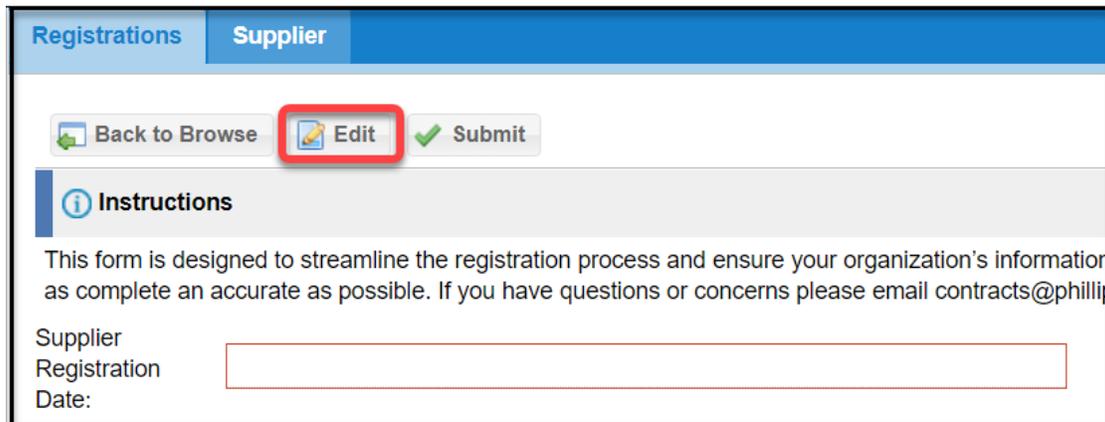
7. You are taken to the Supplier Registration Form. Read the **Instructions**.



8. Click **Edit**.

**NOTE:** Please fill out the form in its entirety, ensuring your answers are as complete and accurate as possible. At the bottom of the form, above the Documents section, you must click **Save** to register and save all your answers. If you have questions or concerns, please email [contracts@phillipsih.com](mailto:contracts@phillipsih.com).

**NOTE:** Required fields are outlined in **red**.



9. Enter a **Supplier Registration Date** and then complete **Contact Information**.

i **Instructions**

This form is designed to streamline the registration process and ensure your organization's information as complete an accurate as possible. If you have questions or concerns please email [contracts@phillips.com](mailto:contracts@phillips.com)

Supplier Registration Date:

---

**Contact Information**

Parent Company Name (if applicable):

County:

[?] Contact Name:

Contact Phone 1:

Contact Phone 2:

Contact Email:

10. Complete the **Company Background / Socioeconomic Status** section. If a required field is not applicable, enter or select N/A.

**Company Background / Socioeconomic Status**

No. of Employees:

Do you use temporary employees, direct hire, or both?:

[?] Name of product supplied / services performed:   
[Expand](#)

Geographic areas willing to work: 

- Entire Midwest
- Entire Northeast**
- Entire Northwest
- Entire Southeast
- Entire Southwest
- Entire United States

[?] Other/additional areas:   
[Expand](#)

Annual Revenue size:	1-1,000,000
Social economic status:	Large Business Minority-Owned Business <b>Other</b> Service-Disabled/Veteran-Owned Business Small Business Small Disadvantaged Business Veteran-Owned Business
[?] Social economic status (other):	N/A
[?] Certification Method:	
[?] If 3rd Party, Certifier's Name:	N/A
[?] 3rd Party Certification Numbers:	N/A

11. Complete **Authorization for Signature**. You are required to enter the name and title of at least one Authorized Signatory, and if your business is a Corporation, you must attach a copy of the certified Corporate Resolution granting the individual the right to sign on behalf of the Corporation.

Authorization for Signature	
<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <i>i</i> The following individuals are authorized to sign contracts and change order documents binding our business:           </div>	
Authorized Signatory 1:	Jennifer Smith
Authorized Signatory 1 Title:	CEO
Authorized Signatory 2:	
Authorized Signatory 2 Title:	
Authorized Signatory 3:	
Authorized Signatory 3 Title:	
Authorized Signatory 4:	
Authorized Signatory 4 Title:	
Authorized Signatory 5:	
Authorized Signatory 5 Title:	
<i>!</i> If your business is a Corporation, please attach a copy of the certified Corporate Resolution granting the individual the right to sign on behalf of your Corporation	

12. In the second column, answer all **Assessment Criteria** questions. Each question is in a blue panel and the answer is provided in the field that follows it.

1 Please answer the following questions to be best of your ability and provide any requested supporting documentation with your registration.

**Assessment Criteria - Primary Evaluation Questions**

1 During the past five-year period, has your company received a judgment for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) contract or subcontract?

Public Performance Violation:

1 During the past five-year period, has your company received a judgment for the violation of Federal or State antitrust statutes relating to the submission of bids?

Bid Submission Violation:

1 During the past five-year period, has your company received a judgment for the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, or making false statements?

Fraud:

1 During the past five-year period, has your company received a judgment for tax evasion, violating Federal or State criminal tax laws, or receiving stolen property?

Tax Evasion:

1 During the past five-year period, has your company been debarred or is currently under consideration for debarment by any Federal or State governmental entity?

Debarment:

1 During the past five-year period, has your company declared bankruptcy or filed for protection from creditors under State or Federal proceedings?

Bankruptcy:

1 During the past five-year period, has your company defaulted on a contract?

Contract Default:

1 During the past five-year period, has your company had any job-related fatalities?

Fatalities:

1 During the past five-year period, has your company been notified of any delinquent Federal or State taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied?

Delinquent Taxes:

*i* During the past five-year period, has your company been assessed liquidated damages?

Liquidated Damages:

*i* During the past five-year period, has your company had any type of bond called?

Bond Called:

*i* During the past five-year period, has your company defaulted on a loan with its financial institution?

Delinquent Payments:

*i* Is your company's current Worker Compensation Experience Modification Rating greater than 1.0? Please provide EMR letter with verification from your insurance company.

EMR Rating:

*i* Is your company's current OSHA Total Recordable Case Rate greater than 3.8? Please provide documentation of company safety statistics from your OSHA 300 log for the past 3 years.

OSHA Recordable Rate:

*i* During the past five-year period, has your company received an OSHA citation (active or pending)?

OSHA Citation:

*i* During the past five-year period, has your company received any type of environmental citation (Federal, State, or Local)?

Environmental Citation:

*i* Does your company have a written Health & Safety Program, Manual, and/or Handbook? Provide a copy with this form.

Health & Safety Program:

*i* Does your company have a documented Substance Abuse Program? Provide a copy with this form.

SAP Program:

*i* Does your company have a written Quality Control Program? Provide a copy with this form.

QC Program:

13. Complete the **Insurance Information** section. When submitting the registration form, you must upload a current **Certificate of Insurance (COI)**.

**Insurance Information**

ⓘ Please provide a current COI with the submission of this form.

ⓘ Can you comply with our minimum requirements listed below? Please check "Yes" or "No" for each. Please note, our minimum standards may increase to conform with prime contract requirements.

General Liability Each Occurance \$1,000,000:

General Liability Aggregate \$2,000,000:

Auto Liability \$1,000,000:

Worker Comp Statutory?:

General Liability Carrier:

G/L Amount:

Auto Carrier:

Auto Amount:

Work Comp Carrier:

Work Comp Amount:

Excess Liability Carrier:

Excess Liability Amount:

Employer Liability Carrier:

Employer Liability Amount:

14. At the bottom of the screen, after the Insurance Information section, **click Save** to save all the completed data in the form. If you need to edit any information before submitting, click Edit again at the top of the screen.

Excess Liability Amount:

Employer Liability Carrier:

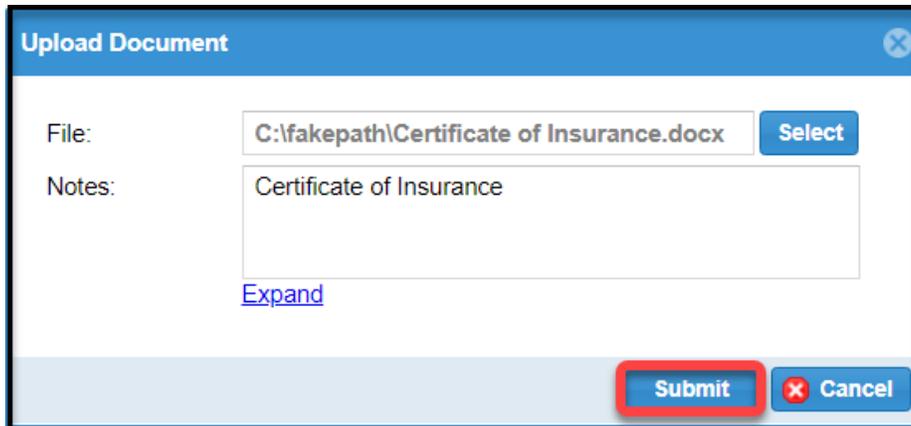
Employer Liability Amount:

15. **Two documents are required** for the registration process – a **W-9** and a **Certificate of Insurance (COI)**.

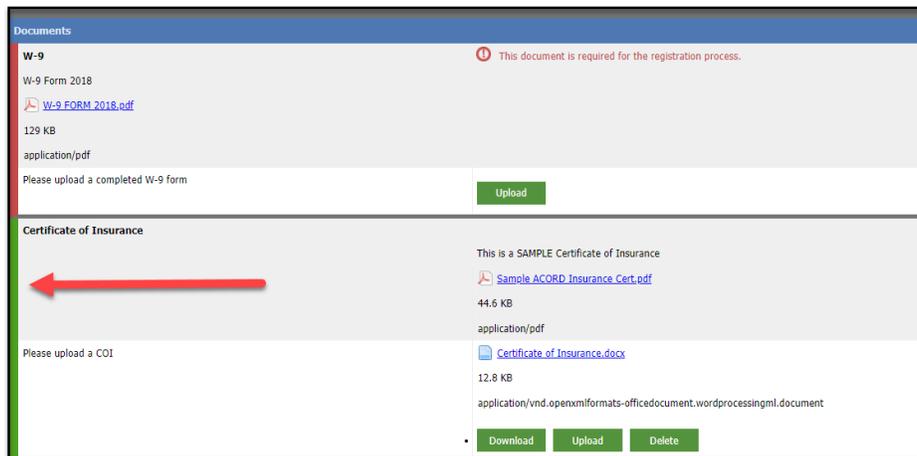
- a) Documents that are required are marked with a **red** left border (see below).
- b) Some document types include a sample.
- c) To attach a document, click **Upload**.



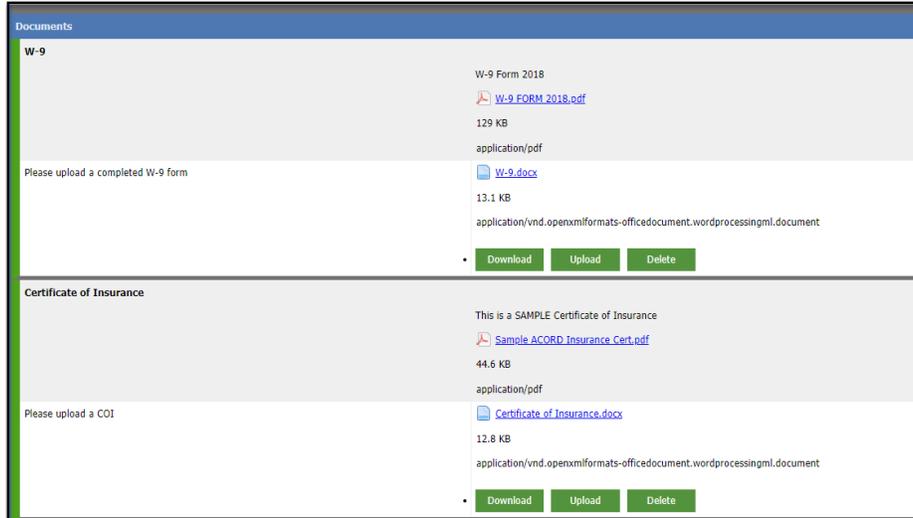
- d) **Select** the file.
- e) **Enter** any relevant notes regarding the document.
- f) Click **Submit**.



- g) Once a document is uploaded the **red** border converts to **green**.



- h) Repeat the process for the second required document.

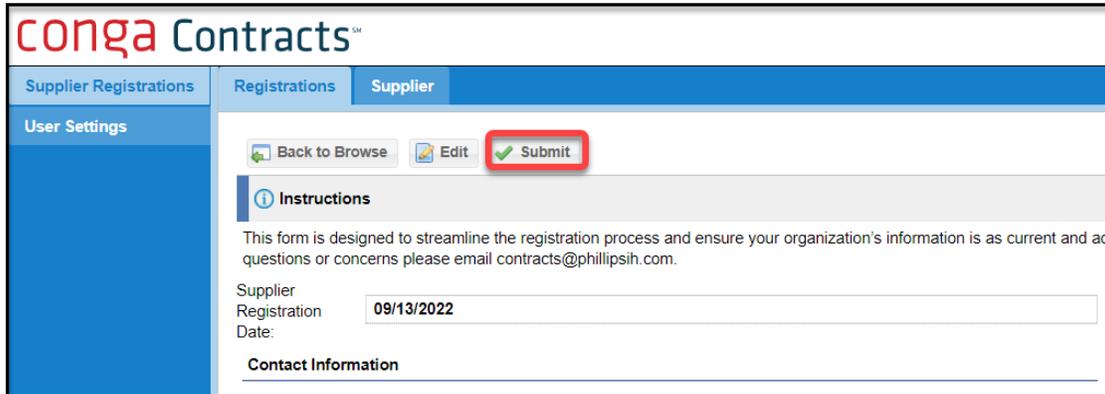


16. There are **seven additional, optional document types** that you can upload to the registration form – EMR Letter, OSHA 300 Log, Health & Safety Program/Manual/Handbook, Substance Abuse Program Document, Quality Control Program Document, Right to Sign and Disadvantage Business Third Party Certificate. These documents have a **yellow** border.

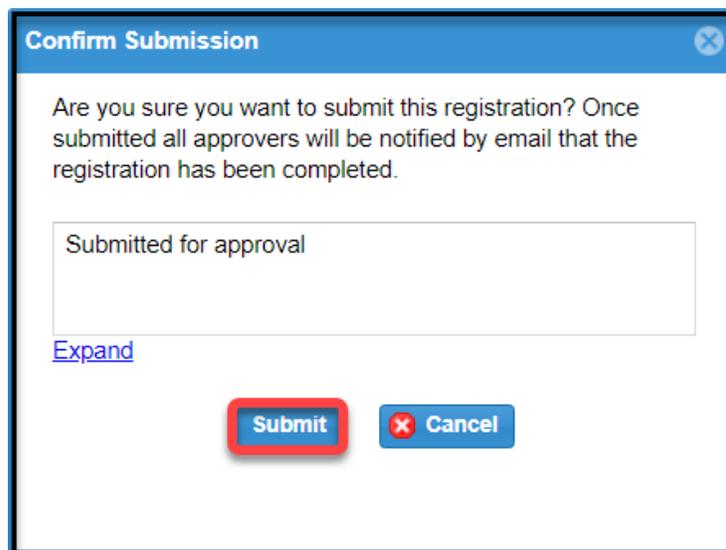
**NOTE:** If you answered Yes to any of the Assessment Questions and the instructions indicate providing a relevant document, please upload the relevant document to the registration form. If all proper forms are not uploaded, approval of the registration can be delayed.

<b>EMR Letter</b>	Please provide EMR letter with verification from your insurance company.	<input type="button" value="Upload"/>
<b>OSHA 300 Log</b>	Please provide documentation of company safety statistics from your OSHA 300 log for the past 3 years.	<input type="button" value="Upload"/>
<b>Health &amp; Safety Program/Manual/Handbook</b>	If you answered Yes to Health & Safety Program, please upload a copy.	<input type="button" value="Upload"/>
<b>Substance Abuse Program Document</b>	If you answered Yes to SAP Program, please upload a copy.	<input type="button" value="Upload"/>
<b>Quality Control Program Document</b>	If you answered Yes to QC Program, please upload a copy.	<input type="button" value="Upload"/>
<b>Right to Sign</b>	If your business is a Corporation, please attach a copy of the certified Corporate Resolution granting the individual the right to sign on behalf of your Corporation.	<input type="button" value="Upload"/>
<b>Disadvantage Business Third Party Certificate</b>	If you have a Third Party Certification, please upload your certificate.	<input type="button" value="Upload"/>

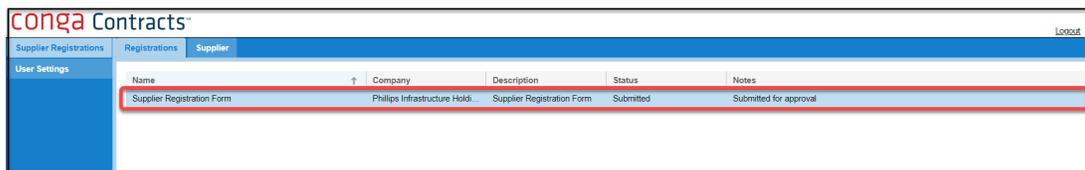
17. Once you have completed all fields, answered all questions, and uploaded all required and relevant documents, scroll back to the top of the screen, and click the **Submit** button.



18. A pop-up screen appears asking to confirm that you are ready to submit. Click **Submit**.



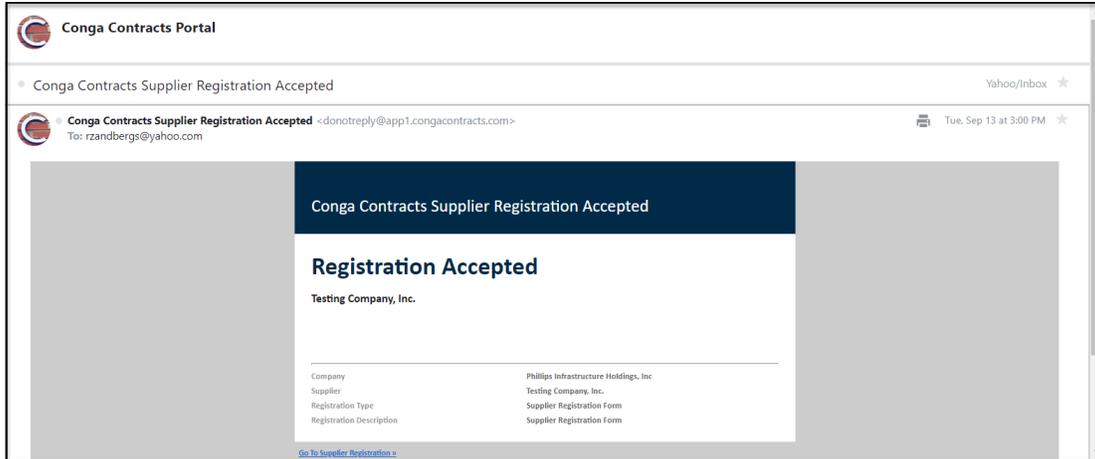
19. Your registration is submitted, all approvers are notified, and you are brought back to the Registrations screen where Status is **Submitted**.



20. You can now log out of the Portal by clicking **Logout**.



21. When your registration is approved, you receive an email notification from the **Conga Contracts Portal** indicating that the Registration has been accepted.

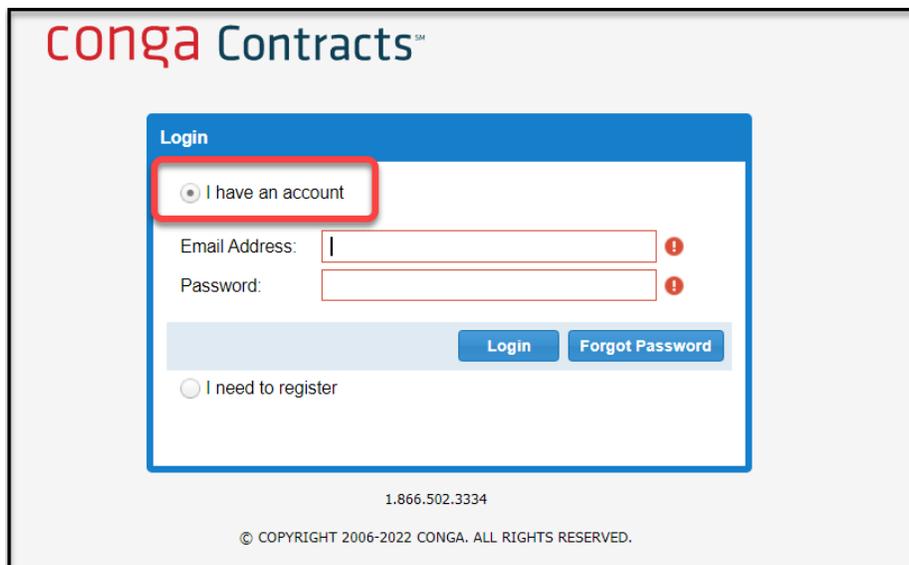


22. If you log back into the Conga Contracts Portal, Status is **Accepted**.

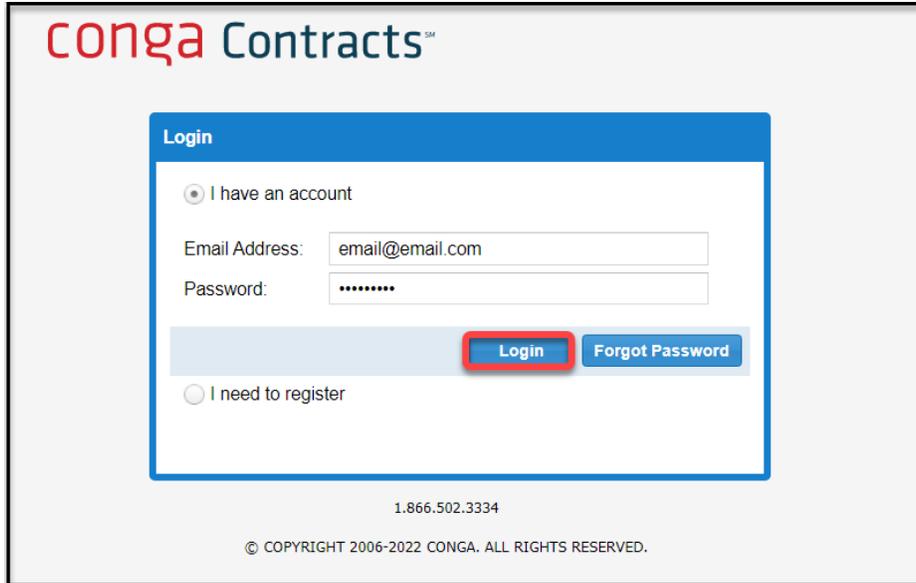


## 2.2 MODIFY AN ACCEPTED (APPROVED) REGISTRATION

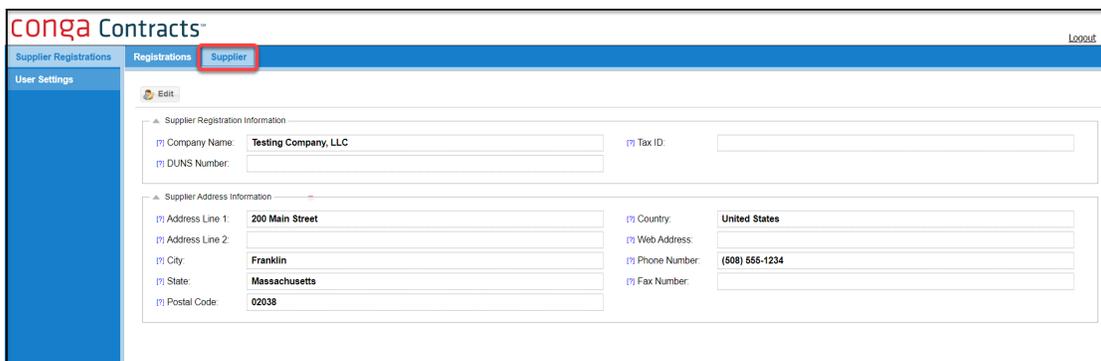
1. If you have registered before in the Conga Contracts Portal and would like to modify the answers in your accepted (approved) Supplier Registration Form, select **I have an account**.



2. Enter your **Email Address** and **Password** and click **Login**.



3. Once you are in the Portal, select **Supplier**, if you need to update any **general information**.
  - a) Click **Edit** to modify the data.
  - b) Click **Save**.



4. Click **Registrations** if you need to update any data in the **Supplier Registration Form**.
  - a) Select the form.
  - b) Click **Edit** to modify the data.
  - c) Click **Save** at the bottom of the data section.
  - d) Upload any relevant documents.
  - e) Scroll back to the top of the screen and click **Submit**.

