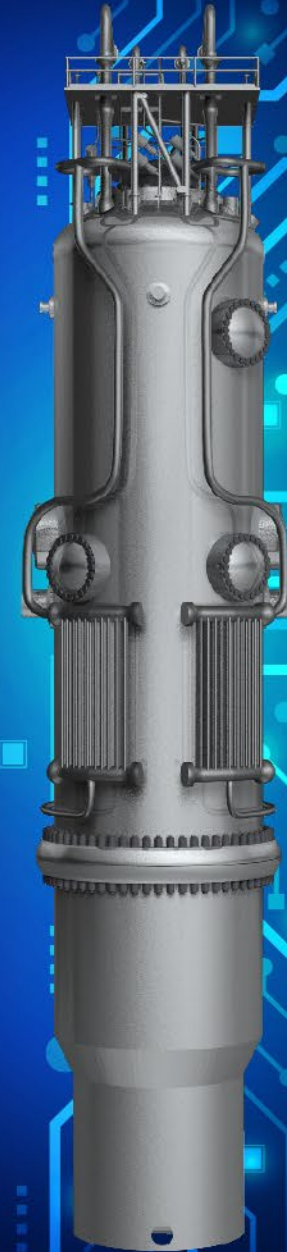




Supplier Registration Instructions

Desktop Instructions: **Prospective Supplier**



Supplier Definitions

Prospective Supplier is a potential supplier to NuScale with provisional status.

- May or may not have a user account with restricted access to the supplier portal.
 - * *Requests for a **User Account** will generally come from a NuScale employee as the potential user must successfully complete NuScale's mandatory screening prior to approval.*
- May view and respond to **Negotiations (Requests for Quotation)**.
- Cannot be awarded **Purchase Orders (PO)** or **Contracts**.
- Cannot receive payments.

Spend Authorized Supplier is authorized for contracting and spend transactions which requires additional information prior to promotion.

- A request will be made for completion of an **ACH Enrollment** form and all required tax documentation so that the **Prospective Supplier** may be promoted to a **Spend Authorized Supplier**.

Registration as a Prospective Supplier and promotion to a Spend Authorized Supplier require various approval.

Supplier Registration – Request Access Code

ORACLE

Supplier Registration

- Enter your company email.
- Click **Send Access Code**.
- You will receive an email within a few minutes that has a unique code to access registration.

Enter your email

Get a one-time access code to start.

Email
jsmith@supplier.com

Send Access Code



You will receive an email within a few minutes that has a unique code to access registration.

Supplier Registration – Access Code Email

From: <iaapmv-test.fa.sender@workflow.email.us-luke-1.ocs.oraclegovcloud.com>

Date: Fri, Jun 5, 2026 at 7:57 AM

Subject: Access Code for Your Supplier Registration

To: <dwsmithsupplier@gmail.com>

Here's the access code you requested.

EwB7b42vE

The code expires in 15 minutes.

If the code is not entered within 15 minutes, it will expire and you will need to request another code.

Supplier Registration – Enter Access Code

ORACLE

Supplier Registration

- Enter your **Access Code** from the email you received.
- Click **Continue** to proceed.

Enter your code

Use the code we've sent to email
dwsmithsupplier@gmail.com.

The code expires in 15 minutes.

Access Code
EwB7b42vE ✕

Required

Continue

[Get a new code](#)

If you require another code, click on “Get a new code” and another will be sent via email.

Supplier Registration – Enter Company Details

Supplier Registration

Company Details

- **Company Name** – legal name of the company.

- **Country** – location of the company

Company Engineering Consultants, LLC	Website	Country United States
Taxpayer ID 1239870	Tax Registration Number	D-U-N-S Number
Organization Type Limited Liability Company - C	Supplier Type Supplier	
Note to Approver Attach tax, insurance, and other relevant documents Drag and Drop Select or drop files here. URL Add URL		

- **Taxpayer ID, Tax Registration Number, DUNS Number** – entering ONE of these three fields is required.

- **Organization Type** – select the one that fits the company.
- **Supplier Type** – select the one that best fits the company.

Although it is not required for Prospective Suppliers, you may enter your company's **Website** and add a **Note to Approver** and/or any documents that may be relevant or requested by a NuScale.

TIP: It is recommended you **Save** throughout registration process.

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services
- Questionnaire

Click **Continue** to proceed

Cancel

Last updated 1 minute ago

Supplier Registration – Enter Contacts

Supplier Registration

Contacts

- **Contact 1** – provide as much information as possible.

Contact 1

Enter contact details. Registration communications will be sent to this contact.

First Name Dan	Last Name Smith	Email dwsmithsupplier@gmail.com
Job Title Sales Director	Country US	Mobile +1 602 555 1234
Country US	Phone +1	Ext
Country US	Fax +1	

Is this an administrative contact?

Administrative contact will receive general communications from us.

☒ Yes ☐ No

- **Administrative Contact** – this person will be the primary contact to receive general communications from NuScale and to update your Supplier Profile.

Does this contact need a user account?

User accounts will provide online access to supplier transactions and self-service tasks.

☒ Yes ☐ No

What user roles does this contact need?

Assign at least 1 user role to specify the responsibilities of the contact.

- ☒ NS SUPP External Supplier User JR
Role has access through the supplier portal to: -Create Invoice -Manage Invoice -Manage agreements -Manage contracts -View Payments -View profile

User Account – will only be approved for **Prospective Suppliers** that participate in RFQs or are promoted to Spend Authorized status in order to receive contracts and/or payments from NuScale. ***All users that receive this access are required to complete NuScale's mandatory screening.***

+ Add Another Contact

Last updated 6 minutes ago

TIP: Click Add Another Contact to add additional contacts

Cancel

Save

Continue

Click Continue to proceed

2 | 6

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

Supplier Registration – Enter Address

Supplier Registration

Addresses

Enter at least one address.

- **Address 1** – provide all required information.
- For **Address Name** we recommend **MAIN** for your primary location and **REMIT** for a payment only location.

3 | 6

Address 1

Address Name
Main

What's this address used for? Select at least 1 purpose.
☒ Receive Purchase Orders ☒ Receive Payments ☒ Bid on RFQs

Country/Region
United States

Address Line 1
110 E. Main Street

Address Line 2

Postal Code
85010

City
Phoenix

State
AZ

County
Maricopa

Email

Country
US

Phone

Ext

Country
US

Fax
+1

Which contacts are associated to this address?

☒ Dan Smith dwsmithsupplier@gmail.com

- **Contacts associated with this address** - please select **at least one** contact per address.

+ Add Another Address

TIP: Click **Add Another Address** to add additional addresses

Last updated 9 minutes ago

Cancel

Save

Continue

Click **Continue** to proceed

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

Supplier Registration – Select Business Classifications

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification

Small Business

Small Disadvantaged Business

Veteran Owned Small Business

Service-Disabled Veteran Owned Small Business

Woman-Owned Small Business

HUBZone Small Business

8(a) Small Business

None of the classifications are applicable

- Select **Small Business** classifications if they apply.
- If none apply, please select **None of the classifications are applicable**.

TIP: Additional classifications may be added on the next screen if more than one is applicable to your company.

Supplier Registration – Enter Business Classifications Details

Supplier Registration

Business Classifications

Business classification 1

Classification
Service-Disabled Veteran Owned Small Business

Subclassification

Certifying Agency
Other

Other Certifying Agency
U.S. Small Business Administration (SBA)

Certificate Number
CVE1234567

Certificate Start Date
1/1/25

Certificate End Date
1/1/28

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL Add URL

From Supplier
Service-Disabled Veterans Cert.docx
12.96 KB

+ Add Another Business Classification

Cancel **Save** Continue

- If any of the Small Business classifications apply, for **Certifying Agency** select **Other** in the drop down and add the name of the certifying agency in **Other Certifying Agency** field.

- Include the **Certificate Number, Certificate Start Date, Certificate End Date**, and attach a copy of the certificate or supporting document(s).

TIP: Additional classifications may be added by clicking **Add Another Business Classification**

Click **Continue** to proceed

4 | 6

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

Supplier Registration – Select Products and Services

Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

2 selected

View Selected

Clear Selected

Category	Description
☐ Auditing/Accounting Services	Auditing/Accounting Services
☐ Business Licenses	Business Licenses
☐ Catering	Catering
☐ Computer Equipment	Computer Equipment
☐ Computer Software	Computer Software
☐ Computer Software Licenses	Computer Software Licenses
☒ Consulting	Consulting
☐ Electrical Components	Electrical Components
☒ Engineering Services	Engineering Services
☐ Facilities Maintenance	Facilities Maintenance
☐ Facilities Rental	Facilities Rental

- Select all **Products and Services** that apply



5 | 6

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

Updated just now

Cancel

Save

Continue

Click **Continue** to proceed

Supplier Registration – Complete the Questionnaire

Supplier Registration

Questionnaire

Third Party Code of Conduct ☒ Wholly Owned US Company or Subsidiary of Foreign Company ☐

Section 1 of 2

1. Please review and confirm below that you agree to abide by NuScale's [Third Party Code of Conduct](#).

Required

- ☒ a. Agree
☐ b. Don't Agree

Comments

End of Section 1 of 2

Previous Section

Next Section

Click **Next Section** to proceed

• **Select a response.**

NOTE: if you select “**Don’t Agree**” this may affect your company’s ability to do business with NuScale.

Supplier Registration – Complete the Questionnaire

Supplier Registration

Questionnaire

Third Party Code of Conduct

Wholly Owned US Company or Subsidiary of Foreign Company

Section 2 of 2

2. Are you a wholly owned US corporation or a subsidiary of a foreign parent?

Required

☒ a. Wholly Owned US Corporation

☐ b. Subsidiary of a Foreign Parent

End of Section 2 of 2

Previous Section

Next Section

Supplier Registration

Questionnaire

Third Party Code of Conduct

Wholly Owned US Company or Subsidiary of Foreign Company

Section 2 of 2

2. Are you a wholly owned US corporation or a subsidiary of a foreign parent?

Required

☐ a. Wholly Owned US Corporation

☒ b. Subsidiary of a Foreign Parent

2.b.1. Please identify the foreign country.

Required

Add Attachments (0)

2.b.2. Please provide the name of the foreign parent company.

Required

Add Attachments (0)

Updated just now

• Select a response

NOTE: If selecting **b. Subsidiary of Foreign Parent**, there are two additional mandatory fields to complete.

Adding a corporate registration document for clarification is helpful, but not mandatory.

TIP: Prior to clicking **Submit**, it is recommended to click **Save** and review all completed sections to verify information is correct.

Cancel

Save

Submit

Click **Submit**

6 | 6

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

Supplier Registration – Email Confirmation

From: <jaapmv-test.fa.sender@workflow.email.us-luke-1.ocs.oraclegovcloud.com>

Date: Mon, Jun 8, 2026 at 9:19 AM

Subject: Supplier Registration Request 19002 Was Approved

To: <dwsmithsupplier@gmail.com>

NuScale Power LLC (NuScale US BU)

Your supplier registration request was approved

Request Number 19002

Request Date 05 June 2026

Requested By dwsmithsupplier@gmail.com

Company Engineering Consultants, LLC

**This email indicates that your
company is approved as a
“Prospective Supplier” for NuScale.**



Frequently Asked Questions (FAQs)

1. What if I need to finish my registration at a later time?
2. What happens if more information is needed from me?
3. What if my registration request is rejected?
4. Who can assist me with my registration?

(FAQ 1): What if I need to finish my registration at a later time?

ORACLE

Supplier Registration

Enter your email

Get a one-time access code to start.

Email
jsmith@supplier.com

Send Access Code

Return to the **registration link**, enter your email and select **Send Access Code**. All the information you **previously saved** will be there, and you can continue with the registration process.

Continue your session?

Your session will time out in 0:8 minutes.

Continue

NOTE: if you have been idle for a period of time, you will receive this message. It is highly recommended that you save your data often as you complete registration.

(FAQ 2): What happens if more information is needed from me?

From: <iaapmv-test.fa.sender@workflow.email.us-luke-1.ocs.oraclegovcloud.com>
Date: Mon, Jun 8, 2026 at 8:24 AM
Subject: Supplier Registration Request 19002 Requires Additional Information
To: <dwsmithsupplier@gmail.com>

NuScale Power LLC (NuScale US BU)

Your supplier registration request requires additional information. Resubmit your registration request using the link provided.

Reason Please add further information regarding your status as a small business.

Request Number 19002

Request Date 05 June 2026

Requested By dwsmithsupplier@gmail.com

Company Engineering Consultants, LLC

Recommended Action

[Update your supplier registration request.](#)

ORACLE

Supplier Registration

Enter your email

Get a one-time access code to start.

Email
dwsmithsupplier@gmail.com

Send Access Code

If you receive an email notification indicating your registration request requires additional information **do the following:**

1. Review **Reason** comments for what is needed.
2. Click on **Update your supplier registration request.**
3. Enter your **Email** and click **Send Access Code**. All of your entries will be present.
4. Make updates and **Submit** for review.

(FAQ 4): What happens if my registration request is rejected?

NuScale will carefully consider all Supplier Registration Requests, but unfortunately some Prospective Suppliers may not be a good fit for NuScale.

In that case, you will receive an email notification that your Supplier Registration Request was rejected.

----- Forwarded Message -----

From: "iaapmv-test.fa.sender@workflow.email.us-luke-1.ocs.oraclegovcloud.com" <iaapmv-test.fa.sender@workflow.email.us-luke-1.ocs.oraclegovcloud.com>

To: "g.smith5970@yahoo.com"

Sent: Monday, June 8, 2026 at 02:59:18 PM MST

Subject: Supplier Registration Request 20002 Was Rejected

NuScale Power LLC (NuScale US BU)
Your supplier registration request was rejected.

Request Number	20002
Request Date	08 June 2026
Requested By	g.smith5970@yahoo.com
Company	Hawthorne House
Reject Reason	Criteria not met
Reject Comments	Thank you for requesting to register as a Supplier to NuScale, at this time, the product/services you provide are not a good fit for our company. We appreciate your time and interest in NuScale.

(FAQ 4): Who can assist me with my registration?

- If someone within NuScale has requested that you register your company, please reach out to that person with questions specific to Requests for Quote (RFQ), contracting, or payments.
- For questions specific to the process of registration, for clarification of these instructions, or for system issues that may arise during registration please email [**supplierprofileadmin@nuscalepower.com**](mailto:supplierprofileadmin@nuscalepower.com).



For questions specific to the process of registration, for clarification of these instructions, or for system issues that may arise during registration please email:

supplierprofileadmin@nucscalepower.com