

eSCR Training Video for Suppliers

Welcome to the Electronic Supplier Change Request training for Suppliers.

This course will take approximately 15 minutes to complete.

Please follow your local evacuation procedures in case of an emergency or a natural disaster.

Before you continue, please identify your exit route, in case you need to evacuate. And ensure that you know the dial-out procedures at your current location in case you need to call 9-1-1 to seek help.

The eSCR Supplier Portal.

This training will show you how to:

- Identify eSCR terms, and benefits
- Register as a user of the Supplier Portal
- Navigate through the Supplier Portal, and
- Complete and Submit a Change Request

These are some terms that you will see used in this training. Refer to your Supplier Job Aid for a comprehensive Glossary of Terms.

eSCR Engineer

The eSCR Engineer is a new role at PG&E, created to administer the eSCR process. Most of the time, you will work with the eSCR Engineer assigned to the corresponding Line of Business.

Attachment

A file that is uploaded or imported into the Supplier Portal, and is attached to a Change Request before submitting it to PG&E.

Supplier

Partner that purchases or distributes materials to PG&E by procuring from a Manufacturers.

Manufacturer

Partner that manufactures or produces materials and supplies to PG&E either directly or through a distributor.

These are some benefits of the eSCR process:

Visibility: Can positively impact Supplier Scorecards, PG&E's tool for making purchasing allocations.

Compliance: Prevents unapproved changes that can result in delays, returns, defects and non-conformances that lead to scrap, rework, failures, and accidents.

Timeliness: Shortens the cycle time from submission to approval.

Ease: Makes it easier for suppliers to launch the SCR process.

Using the Supplier Portal

Let's review the key functions in the Supplier Portal.

ASSESS IF ESCR IS NEEDED

Complete the Change Assessment Questionnaire to determine if an eSCR needs to be submitted to PG&E.

The Change Assessment Questionnaire can be found on the Supplier page of pge.com.

REGISTER

The first time a partner signs in to the Supplier Portal, he or she needs to register as a user.

From the Sign In screen, click the REGISTER link, located under the Sign in button.

Select Supplier or Manufacturer.

Complete all required fields, which are marked with an asterisk (*), and any additional fields that are applicable.

Notice that the password you create must contain the specified characters.

Click the Register button to complete the registration.

NAVIGATE THROUGH SUPPLIER PORTAL

After logging in, or registering, you land on the My Requests dashboard. From here, you can click the question mark (?) to get more information on Change Types, and Risk Categories.

You can use the search window to search by Request ID.

The drop down allows you to sort by different fields.

The Request ID(s) on the list are links. Clicking a link will open that eSCR.

Other information regarding each Change Request can be seen from the dashboard, including the Request Status. To refresh the status, click the Get Status button.

Click the Create Request button to complete a new eSCR.

The drop down at the top right gives you access to:

- Change Password - follow the prompts to complete this process
- Supplier Training - if you need to revisit this training
- Emergencies - takes you to the report-emergencies page on pge.com
- Safety - takes you to the safety page on pge.com
- Sign Out when you are finished with your session

COMPLETE, SAVE AND SUBMIT eSCR

After signing in using your email address and password, click the Create Request button. Review the Purpose and Scope message, and click the OK button.

The electronic Supplier Change Request form opens. You can navigate through the form using the scroll bar, or by clicking the tabs at the top, to continue to the next section on the form.

Complete all the required fields on the form, providing all relevant information.

When the form is complete, click the Save button. A Request number is assigned and shown on the screen.

After the Request number has been assigned, select and upload any file attachments that you would like to include.

When attachments have been made, review the form and make any necessary updates.

After an eSCR is submitted, it can only be modified by PG&E's eSCR Engineer.

After reviewing and modifying the form, as required, click the Submit button.

Once the eSCR is submitted, an immediate email notification is sent to PG&E's eSCR Engineer for the corresponding Line of Business.

RETRIEVE PASSWORD

1. If you forget your password, click the Forgot Password link, at the Sign In screen.

2. Enter your email address (the one used during registration) and click RETRIEVE.

3. An email is sent to the email address entered with your password.

To get additional support:

- Visit pge.com for Job Aids for Suppliers with step-by-step instructions
- Reach out to your eSCR Engineer
- email eSCRAdmin@pge.com

We value your contributions to a successful launch of the eSCR Supplier Portal.

There is one final step:

Please Email eSCRAdmin@pge.com to notify that you have completed the eSCR training.

Thank you for your time!