



ARE YOU CPUC CERTIFIED?

WHY GET CERTIFIED?

Utility companies throughout California strive to diversify their vendors in order to find new ideas to save costs. Buyers in our industry typically start their search for new vendors with the Supplier Clearinghouse looking for companies that are certified as CPUC. Given the option of using a general internet search engine or a streamlined database of vetted companies, buyers will opt for the one that shaves hours off their task.

1

Get certified with the Supplier Clearinghouse to increase your exposure to sixteen or more utility companies like T-Mobile®, AT&T® and California American Water® and more. It is a public database that companies outside of the California utility industry use as well.

2

You can choose to receive notifications of “marketing and bid announcement events.”

3

Having a Supplier Clearinghouse profile will make the contracting process faster. Buyers will be able to view public information about your company in an easy to read format.

The Supplier Clearinghouse application is free and the certification could last for three years depending on which application method you choose:

1. New Certification
2. Recertification
3. Certification based on another type of certification

Buyers want to make a “safe choice” so having certification is one more marketing tool for businesses to utilize to stand apart from competitors. To learn more about the General Order-156, visit

http://docs.cpuc.ca.gov/Published/General_order/59939.htm

ELIGIBILITY

- ✓ Independently-owned company (e.g. not a franchisee)
- ✓ 51% owned by someone who can “claim that he/she is a member of a racial or ethnic group and is so regarded by that particular minority shall be established and substantiated by minimum threshold documentation as well as an individual applicant's claim that he/she is lesbian, gay, bisexual, or transgender and is so regarded by the LGBT community shall be established and substantiated by minimum threshold documentation.”
- ✓ Daily operations are managed by people who identify with one or more of the groups above.



QUICK OVERVIEW



THESUPPLIERCLEARINGHOUSE.COM

STEPS

- Click Apply
- Confirm your company's eligibility
- Select *Renewing* or *New Applicant*
- Look up your account to verify if you are in the database (if your company has been certified by another organization, you may be listed in this database but not as CPUC certified)
- Create an account or login (you can request your password or lookup your account)
- Complete the application and upload supporting documents
- Submit for review

SCREENSHOTS

What to expect as you navigate through the Supplier Clearinghouse portal.

Once you click [Apply](#), informational text appears before this screen.

Renewing Applicants	New Applicants	Returning Applicants
<p>Renewing Applicants</p> <p>Your firm's account has already been created for you!</p> <p>I don't know my username and password.</p> <p>Lookup Account</p> <p>I am ready to log in and I know my username and password.</p> <p>Login</p>	<p>New Applicants</p> <p>I'm not sure if I have an account.</p> <p>Lookup Account</p> <p>I looked, but I don't have an account in the system.</p> <p>Create an Account</p> <p>I have an account and I know my username and password.</p> <p>Login</p>	<p>Returning Applicants</p> <p>I already started an online application and need to complete and submit it.</p> <p>Login</p> <p><i>Note: Once you log in, your incomplete application can be found on your dashboard as "Pending Submission".</i></p>

A [Dashboard](#) screen appears.

Dashboard
Displaying records assigned to

Key Actions
[Renew/Apply for Certification](#)
[Take a Training Class](#)

Alerts
No Activated Alerts. [View Pending Alerts.](#)

System News
Effective January 1, 2019, the Supplier Clearinghouse will transition to an all-electronic application process. All applications must be submitted online and all supporting documents included in electronic format.
[Click here for more information.](#)

Special Features for Vendors

The following screenshots are informational as each applicant may choose one of several methods to start their application.

Certification Application: Available Applications

The Supplier Clearinghouse Certification Program

Welcome to the online application system for The Supplier Clearinghouse. Operated for the California Public Utilities Commission (CPUC) on behalf of participating public utilities, the program is for Women-owned Business Enterprises (WBE), Minority-owned Business Enterprises (MBE), Disabled Veteran-owned Business Enterprises (DVBE), and LGBT-owned Business Enterprises (LGBTBE).

In May 1988, the [California Public Utilities Commission](#) (CPUC) issued [General Order 156](#) (GO 156). Under GO 156, the CPUC requires all investor-owned electric, gas, water and telecommunication utility companies with gross annual revenues in excess of \$25 million and their regulated subsidiaries and affiliates, to develop and implement programs to increase the utilization of WMBEs. Procurement goals of 5% for women and 15% for minorities were initially established, and later expanded to include a goal of 1.5% for service-disabled veterans.

Certification of eligible suppliers is designed to encourage, recruit, and utilize WMBEs, DVBEs, and LGBTBEs by participating utilities.

The Supplier Clearinghouse is a Commission-supervised entity whose primary purpose is to audit and verify the status of WMBEs and LGBTBEs, and to establish and maintain a database of WMBE/DVBE/LGBTBE firms that is accessible to the CPUC and to participating utilities. The Supplier Clearinghouse audit and verification program precludes the need for individual utilities to audit and verify WMBE/DVBE/LGBTBE firms with whom they do business -- it is one-stop shop.

➔ [Click here to view all definitions and qualifications for WMBE/LGBTBE certification](#)

Important note for Disabled Veteran-owned Business Enterprises: The Supplier Clearinghouse automatically recognizes DVBE firms certified by [California Department of General Services](#) (CA DGS) -- no additional application is required. This is the only way to participate in The Supplier Clearinghouse's program as a DVBE. If you would also like be certified as a woman- and/or minority- and/or LGBT-owned business enterprise, you must also submit an application in this system.

Announcement about Paper Docs and 1/1/19 Transition to All Electronic Apps & Supporting Docs

Do you qualify and are ready to continue? Select an option below:

Select an Option

[Your firm is currently certified by the Clearinghouse.](#)

[Your firm is seeking certification with Supplier Clearinghouse.](#)
For firms that have never been certified with the Supplier Clearinghouse or expired



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[Show All](#) [Hide All](#)

Select an Option

[Your firm is currently certified by the Clearinghouse.](#)

[Your firm is seeking certification with Supplier Clearinghouse.](#)
For firms that have never been certified with the Supplier Clearinghouse or expired more than a year ago.

[Your firm was denied certification with the Clearinghouse within the past 12 months.](#)

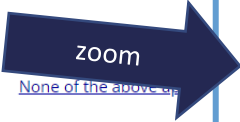
[Your firm is currently certified with WBENC, NMSDC, or NGLCC.](#)

[Your firm is currently certified as an SBA 8\(a\).](#)

[Your firm is headquartered in California AND the average annual gross receipts, including affiliates, is less than \\$5 million.](#)

[Your firm is headquartered in California AND is a manufacturer with 25 or fewer employees.](#)

[None of the above apply.](#)



You may be able to expedite your application process with a **Comparable Agency Verification Application for Supplier Clearinghouse.**

Comparable Agency Verification Application for Supplier Clearinghouse

The Supplier Clearinghouse Comparable Agency Verification application for firms currently certified with NMSDC, WBENC, or NGLCC.

This application is for firms that have an active certification with either NMSDC, WBENC, or NGLCC and are seeking new WMBE/LGBTBE certification with Supplier Clearinghouse or are renewing their Comparable Agency Verification (required annually).

For more information on the WMBE/LGBTBE program and the verification process, please visit the [Supplier Clearinghouse Program](#) page.

NOTE: firms certified through NMSDC's Growth Initiative program as Minority *Controlled* MBEs **do not qualify** for Supplier Clearinghouse certification.

Need Help?

[Download Part 2 of the user manual](#)

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Sections and Documentation		
Section 1: Certification Status	➔ Fill In	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Section 2: Contact Information	➔ Fill In	Incomplete: 0 completed of 10 required; 0 completed of 3 optional
Section 3: Business Profile	➔ Fill In	Incomplete: 1 completed of 12 required; 0 completed of 2 optional
Section 4: Business Capabilities	➔ Fill In	Incomplete: 0 completed of 3 required; 0 completed of 1 optional
Document List	➔ Fill In	Incomplete: 0 attached of 3 mandatory; 0 attached of 0 required
Signature and Submittal		
Signature	Sign	
Submittal	Submit	

Delete Application

The Supplier Clearinghouse also has a brief downloadable tutorial at:
https://sch.thesupplierclearinghouse.com/Upload/Help/OnlineApplication_UserManual_Part1.pdf

