



Key links: [Exelon Corp. Supplier Page](#) | [GEP Existing User Login](#) | [GEP New Supplier Registration](#)

Supplier Registration in GEP

Use this guide to complete registration, the Vendor Affiliation Questionnaire, and the follow-up items Exelon needs to finalize onboarding.

1

Check whether your company already has an Exelon GEP profile

2

Register with Exelon and verify your email

3

Log in to GEP and complete your supplier profile

1. Start here: are you new or already registered?

See below before creating or editing a supplier profile.

If your company does not have an Exelon GEP profile

- Start from exeloncorp.com/suppliers.
- Select Register in the New Supplier Registration box.
- Follow the steps below.

If your company already has an Exelon GEP profile

- Navigate to businessnetwork.gep.com, log in, or utilize the forgot username/password option
- Do not create a second profile.
- If unsure, contact GEP Support (info below) and ask.

! Already Using GEP?

Important: If your company already uses GEP with another customer, you must still register with Exelon. When registering with Exelon, use the same username, email address, and password associated with your existing GEP account. Do not create a new set of login credentials.

If you are unsure whether your company already has an Exelon GEP profile, contact GEP Support at support@gep.com or 732-307-8731.

2. Before you begin

Gather these items so registration does not stall partway through.

☐ Legal company name (including DBA or former names if applicable)

☐ Applicable U.S. Federal Tax ID / EIN and current W-9 (or W-8 if foreign-owned)

☐ Primary contact name, email, and phone

☐ Company headquarters address

3. New supplier registration steps

Follow these steps if your company does not already have a GEP supplier profile with Exelon.

i

Best practice

Complete the GEP registration steps in one sitting (takes about 10 minutes). If the session is closed before required supplier details are submitted, the profile may not save correctly.

?

What is the Vendor Affiliation Questionnaire (VAQ)?

The Vendor Affiliation Questionnaire, or VAQ, is a required 6-question form used to disclose a vendor's affiliations with public officials and the close family members of public officials. Fill out the VAQ in GEP by clicking: Onboarding Details > View Form(s) > Primary Registration Form.

	Steps	What to do / what to watch for
1	Register for the GEP Business Network	Go to exeloncorp.com/suppliers and navigate to the New Supplier Registration section. Select Register and fill out the form.
2	Verify your email and log into GEP	You will receive two emails from GEP. First, click the email verification link. Second, open the primary registration form email, log in, and begin the registration process.
3	Fill out all registration sections	Complete all fields marked with an asterisk (*). Select Next to move through each section until all registration cards display a Done status.
4	Complete the VAQ	Before submitting your registration, complete the VAQ by navigating to Onboarding Details > View Form(s) > Primary Registration Form .
5	Review and submit your registration	Confirm that all sections show a Done status, then select Submit .

Discussion Forum

Cancel

Submit

*Contact Information

This is Contact Information Section.

Done



*Identification Information

This is Identification Information Section.

Done



*Onboarding Details

This is Supplier Onboarding Section.

Done



✓

Final check before you tell Exelon you are done

Confirm that you submitted the company profile and that the profile status updated from IDENTIFIED to GEP REGISTERED. Then send your Exelon contact the requested documents, if any.

4. What Exelon may request after registration

Registration is one part of onboarding. Your Exelon contact may also request the items below.

Item	Why it matters	Quick guidance
Current W-9	Confirms legal name and tax information.	Use the current IRS Form W-9 and make sure the TIN matches the GEP profile.
Banking / payment instructions	Supports payment setup, if requested by Exelon.	Follow the instructions from your Exelon contact.
Terms and Conditions	Required for some contracts or purchase orders.	Any negotiation of terms happens in GEP. Follow instructions from your Exelon contact.
Vendor Profile Template	Additional important info needed for Exelon to set you up.	Reach out to your Exelon contact for the form.

5. Common issues and how to avoid them

These are the problems that most often cause supplier registration delays.

Duplicate company profile	Check first. Contact GEP Support if you are unsure whether an account already exists.
Registration started but not submitted	Make sure you have clicked the final Submit button. Confirm your status has switched from IDENTIFIED to GEP REGISTERED.
TIN mismatch	The TIN on your company W-9 should match the TIN entered in the GEP supplier profile.
Old contact listed as primary	Update contact information so the right people receive notifications and follow-up emails.
Email activation not completed	Complete both GEP email steps: account activation and the supplier registration form request.

Support

If you require assistance with GEP account access, registration, or form completion, please contact GEP Support at 732-307-8731 or support@gep.com.

Key links: [Exelon Corp. Supplier Page](#) | [GEP Existing User Login](#) | [GEP New Supplier Registration](#)