



**\*\*To partner with Tesla, we require all contractors and suppliers to prequalify. This is a two-step process where our Purchasing team and Safety team will review and approve.**

**Let's get started!\*\***

## REGISTERING AND PREQUALIFYING IN ECOMPLY

Please refer to this checklist when registering your company into eComply. *This is a requisite of all direct Contracts and their subcontractors of Tesla.*

### PROFILE CREATION

- Use URL: <https://tesla.ecomply.us/> to get to the website.
- Select the “create one” button to register a new company account.
- Add agency code *TeslaTX* to get started on creating your company profile
- You will need to fill out all sections to your best ability on the following tabs:
  - Profile
  - Company Information
  - Contacts
  - Regional Availability/Classifications
  - User Info

### PREQUALIFYING YOUR COMPANY

- Once logged on to eComply, please go to the “prequalification questionnaire” tab to get started and then select the “create new” button to enter the questionnaire.
- You will need to fill out the following tabs entirely:
  - Organization of Business
  - Financial Information
  - Contractor’s License Information –*If construction contractor*
  - HUB- WBE/MBE –This will only apply to some companies, move forward if it is not applicable to your organization.
  - Qualifications & Experience
  - Environmental Health and Safety Data and Record (EHS) –*If construction contractor or high-risk service provider*
  - Project Site Information
  - Documents List
    - Firms organization chart, safety program/training program, written drug policy, environmental policy, proof of insurance, EMR for the 3 most recent years, OSHA citations, and any applicable state/county licenses.
  - Sign & Submit
- Once the Prequalification Questionnaire has been submitted, it will go through an initial review from a Tesla procurement sponsor and a final review from a Tesla EHS sponsor. If your questionnaire is lacking information or documentation, it will be rejected back to you with notes on what needs to be revised or added.



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## IS MY COMPANY FULLY PREQUALIFIED TO COME ON-SITE AT GIGAFACTORY TEXAS?

- Once your company profile has been completely created, and you have an approved prequalification questionnaire, you are now a fully prequalified Tesla Contractor!
- If you aren't sure if your prequalification questionnaire has been approved, you can check by visiting the "prequalification questionnaire" section on eComply. It will display your questionnaire with "approved" next to it.
- You can also view your approval status by your vendor dashboard that is located on the home page. The prequalification section will turn green once completed by vendor and Tesla.
- If there is missing information, your prequalification may be rejected. Contractor will receive a notification of rejection along with reason for objection.

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## WARP SUPPLIER

- In addition to being set-up in eComply, and if awarded scope of work, all contractors must then be set-up in Tesla's Warp Supplier Portal. If you aren't sure if you are set-up entirely, please reach-out to your Tesla Global Supply Manager or Sponsor to confirm.
  - *All purchase types requiring a PO number or Work Order must have an approved PO or signed Work Order and must be sent to the supplier before the goods can be shipped, or the services are performed. No PO, no pay.*

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## SECURITY – ACCESSING THE SITE

- To receive a badge, you will need to have met all requirements above in addition to completing Tesla's safety orientation and COVID-19 questionnaire.
  - URL: <https://teslamotors.inclassnow.com/sign-up>

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## QUESTIONS – CONCERNS ABOUT YOUR ACCOUNT?

- Please feel free to reach-out to [eComply@tesla.com](mailto:eComply@tesla.com) with your questions.