This is a quick start guide supplemented by: Supplier Training Guide and Calpine’s external website for supplier’s to find additional resources and assistance: [Calpine | Doing Business with Calpine](https://www.calpine.com/Operations/Supplier-Information)

***Supplier Training Guide Table of Contents:***

**Navigation of CSP starts on slide 21**

**Purchase Orders starts on slide 28**

**Invoicing starts on slide 40**

**Responding to the Supplier Questionnaire: Supplier Training Guide Slide 15**

Navigate to Profile – Information Requests – Drop down menu select Calpine – Completely respond to items and scroll to end of document and click Submit for Approval button.

A screenshot of a computer

Description automatically generated

If you are seeing Calpine and it looks grayed out – you will need to take this action or have the admin take this action – **Supplier Training Guide Slide 16**

Navigate to Setup -- Users – Under Actions click Edit and add a check in the box under Customers by Calpine – now you will have the permissions on the left list to the Customers that have a box checked on right

A screenshot of a computer

Description automatically generated