



Entergy Corporation

Second Tier Expenditure Reporting System

User's Guide for Tier 2 Reporting

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INTRODUCTION

Entergy has a strong and extended history of commitment to the communities it serves. To insure this commitment, Entergy is pleased to introduce the new online Second Tier Expenditure reporting system. This initiative was developed to assist all prime contractors. It is designed to ease the mandatory reporting process.

This system will be able to track your subcontracting dollars spent with minorities and women owned businesses. Reports should be submitted to Entergy on a quarterly basis. The reports are due by the tenth (10th) day ending each quarter except the last quarter. More specifically, the reports are due on April 10th, July 10th, September 10th and in December, by the 20th of the month.

This document will help you quickly get started with using the system.

WHAT DO I NEED?

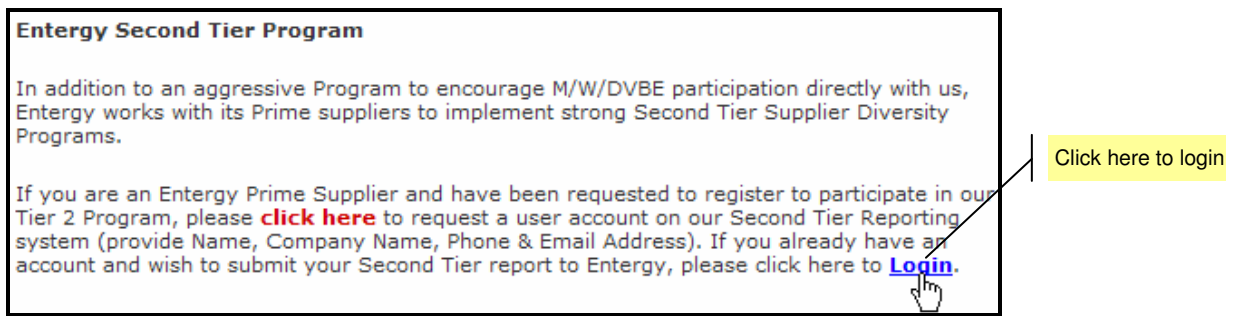
In order to use the Tier 2 Reporting system, all you need is a browser and access to the internet. For best performance, it is recommended that you use Internet Explorer 5.0 or higher.

In order to report your expenditure through the system, you must be part of Entergy Corporation's Tier 2 Reporting program. You must also already have been provided a user id and password to access the application. If you do not have this information or would like to be part of this program, please contact Madlyn Bagneris, Manager, Second Tier Sourcing, at (504)576-5898, or by e-mail at mbagner@entergy.com.

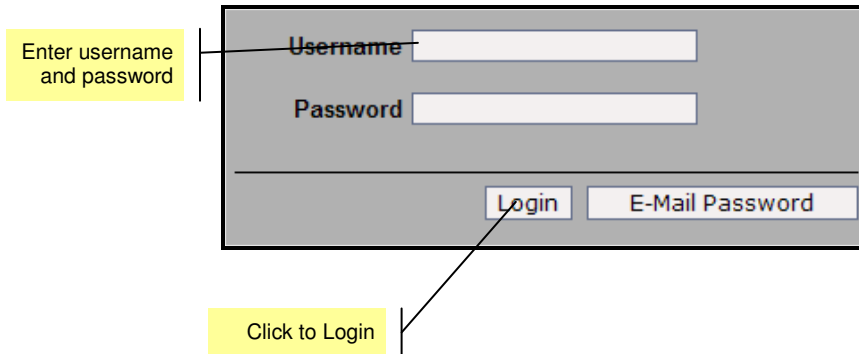
And finally, you will need to have your expenditure information ready.

HOW DO I GET STARTED?

Once you have all the information you need, you can access the application at <http://entergy.cvmsolutions.com>. Type this address in the Address window of your browser, and press enter. You will be directed to the homepage of the new Entergy Corporation Supplier Diversity website and select “Click here to report 2nd Tier”. To login in to the system, click the link to login to the system as a Primary Supplier.



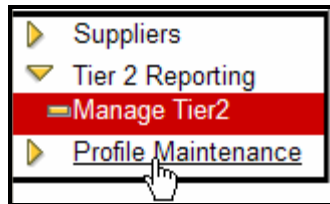
This will take you to the login page. On this page, enter the username and password provided to you and click the ‘Login’ button to sign in.



CHANGE YOUR PASSWORD

If this is your first time using the system, please take a moment to change your password from the default password assigned to you by Entergy Corporation. This is necessary to ensure the security of your information, and also make it easier for you to remember your password in the future.

To change your password, click the 'Profile Maintenance' option in the left navigation menu.



This will bring up your Contact Information page. Please complete any missing information, and change your password.

A screenshot of a web form titled 'Update Contact Information'. The form contains several input fields: Username, First Name, Last Name, Middle Initial, Work Phone Number, E-Mail Address, Password, and Retype Password. The Password and Retype Password fields are masked with dots. Below these are fields for Company Name, Role, Created By, and Updated By. At the bottom right, there are 'Reset' and 'OK' buttons. A yellow callout box with the text 'Update information' has a line pointing to the Username field.

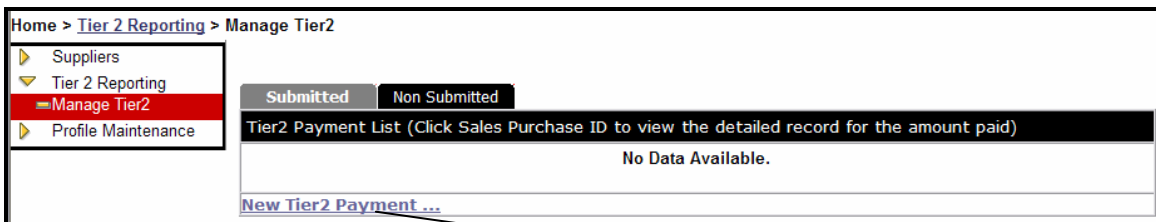
Once you are satisfied with the updates, click 'OK' to save your changes.

REPORTING YOUR TIER 2 EXPENDITURE

To report your Tier 2 expenditure, click the ‘Tier 2 Reporting’ link on the left navigation menu



This brings you to a page that displays the history of your past Payments of Tier 2 Expenditure for 2003 - January 2003 through December 2003.



Click here to submit a new Tier 2 report

Note: If you have not submitted any 2nd Tier spend information, you will not see any information on this page.

CREATE A NEW TIER 2 PAYMENT

Tier 2 Expenditure Reporting is a 4-step process. In the first step, you are requested to provide basic sales information for the quarter. In the following steps, additional details of your direct and indirect 2nd tier expenditure is requested.

To create a new Tier 2 Payment, click the 'New Tier2 Payment' link. This will open up the 'Create 2nd Tier Report' screen. This screen describes the 2nd reporting process and the information required by Entergy. At the bottom of this page, provide the required sales numbers, and click 'Save and Next' to continue.

Create/Modify 2nd Tier Report-Step 1 of 4

* - Indicates Required Fields

Attached are forms for supplying information to Entergy on your company's use of Minority and Women owned Business Enterprises (M/WBEs). You do not have to use the exact form; however, please be sure all the information requested is submitted. **Expenditures for MBEs and WBEs must be supplied separately; please do not combine these expenditures.**

There are two categories of expenditure reporting:

Direct expenditures are those material and service acquisitions from M/WBEs directly attributable to an Entergy contract or purchase order. For example -- your company provides general construction services to Entergy and you subcontract earthmoving and painting to M/WBEs. In this instance, 100% of the painting and earthmoving expenditures should be reported to Entergy. Another example -- your company provides Entergy office supplies under a blanket purchase order and you purchase pens, pencils and stationery from M/WBE manufacturers. Expenditures for the volumes of these pens, pencils and stationery furnished Entergy should be reported at 100%.

Indirect expenditures are those material and service acquisitions from M/WBEs that cannot be identified for or apportioned to any specific customer. For example -- "overhead" items such as paper, computing expenses, or office maintenance incurred by your company. Also included would be any and all materials and services purchased from M/WBEs that are used in the direct production of your product or service. These "indirect expenditures" should be proportionately allocated and reported to Entergy as outlined in the example below.

Step 1: Update US Sales & Sales to Entergy
 Step 2: Update Direct expenditures
 Step 3: Update Indirect expenditures
 Step 4: Verify and Submit

Supplier: A CORPORATION

Reporting Period: 4th Quarter 2003 Oct 1 2003 - Dec 31 2003

Total US sales for selected quarter* \$ 0.00

Total sales to Entergy for selected quarter* \$ 0.00

Indirect Allocation Factor %

Reset Save & Next

Select the period from dropdown list

Entergy's allocation factor for indirect spend (automatically calculated by system)

Click to save and continue to the next step

Reporting Period	Periods for which 2 nd Tier Expenditure must be submitted. Select the period for which you are reporting your Tier 2 expenditure information.
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Indirect Allocation Factor	The percentage of your Indirect MBE and WBE 2 nd tier expenditure that is attributed to Entergy Corporation. This value is automatically calculated by the system as (Total sales to Entergy) / (Total US sales).
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REPORTING DIRECT EXPENDITURE

In the next step, you will report your direct expenditure with your diversity suppliers.

1. When reporting Direct expenditure, you must identify the supplier associated with the expenditure. You can do this in one of two ways:

1. **If you have previously reported expenditure for the supplier** – This supplier will be available in the ‘Tier 2 Vendor Name’ drop down box.
2. **If you have not reported expenditure for the supplier** – You will need to first create the supplier. You can do this by selecting the ‘Add New Vendor’ option from the ‘Tier 2 Vendor Name’ drop down box. This takes you to the ‘Create Tier 2 Vendor page’. Complete this page with the supplier’s information and click ‘OK’. You will be returned to the Direct Expenditure reporting page, and the supplier will now be listed in the ‘Tier 2 Vendor Name’ dropdown. The supplier will now be available for all future visits to the site.

Create/Modify 2nd Tier Report-Step 2 of 4
 * - Indicates Required Fields

To report your Direct expenditures:

1. Select a vendor from the dropdown or select "New Vendor" to add a Tier 2 Vendor.
2. Select the Entergy Jurisdiction credited with the direct expenditure.
3. Enter the total direct purchases the selected Tier 2 vendor for that Entergy Jurisdiction.

Direct expenditures

Tier 2 Vendor Name	Entergy Jurisdiction	Direct Purchases
Pen sky Marketing		\$0
Pen sky Marketing		
Add New Vendor		

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To report expenditure for a supplier, select that supplier from the Tier 2 Vendor Name drop down. Next, select the Entergy Jurisdiction that will receive the credit for this purchase. Contact Entergy Corporation’s Supplier Diversity team if you are unsure which jurisdiction should be selected. Enter the dollar amounts for the direct purchases with the supplier.

If you need additional lines, please click the 'Add more payments' button to add 10 more lines.

Hint: Use multiple lines to report spend with each Entergy Corporation jurisdiction.

Once you have entered all your information, click the 'Next' button to proceed to the next step.

REPORTING INDIRECT EXPENDITURE

In the next step, you will report your indirect expenditure. To report indirect expenditure, you must identify the diversity category associated with the expenditure and the total expenditure in that diversity category.

Create/Modify 2nd Tier Report-Step 3 of 4

* - Indicates Required Fields

To report your Indirect expenditures:

1. Select the Diversity Category of your Tier 2 Diversity Vendors.
2. Enter your **total** Indirect expenditures for the selected diversity category.

Indirect expenditures

Diversity Category	Indirect Purchases
<input type="text"/>	\$0 <input type="text"/>
Minority Business Enterprises	\$0 <input type="text"/>
Woman Business Enterprises	\$0 <input type="text"/>
<input type="text"/>	\$0 <input type="text"/>
<input type="text"/>	\$0 <input type="text"/>

For each diversity category, report your **total** indirect spend for the quarter. The spend attributed to Entergy will automatically be calculated.

Once you have entered all your information, click the 'Next' button to proceed to the next step.

TIER 2 REPORT REVIEW AND SUBMISSION

Create/Modify 2nd Tier Report-Step 4 of 4
* - Indicates Required Fields

Supplier Name	Entergy	
Reporting Period	1/1/2004 - 3/31/2004	
Total Supplier US Sales for Period	\$ 12,323.00	
Total Sales to Entergy for Period	\$ 1,200.00	
Direct Expenditures Reported		
Tier 2 Vendor Name	Entergy Jurisdiction	Direct Expenditures
Pensky Marketing	Entergy Arkansas	\$2,536.00
Pensky Marketing	Entergy New Orleans	\$12,122.00
Indirect Expenditures Reported		
Diversity Category	Indirect Expenditures	
Minority Business Enterprises	\$240.00	
Woman Business Enterprises	\$436.00	

If this information is correct, click 'Submit' to submit the report to Entergy Corporation. Please note that once submitted, this information cannot be changed for this reporting period.

Click 'Exit' to exit this screen without submitting. You can always submit it later before the close of the reporting period.

Back Submit Exit

Click to submit report to Entergy

This page allows you to verify your Tier 2 entries. If you would like to make any changes, click the 'Back' button.

To submit your report to Entergy Corporation, click the 'Submit' button. Please note that once submitted, you will not be able to update this report, nor will you be able to submit another report for the same period. Therefore, please ensure that the information is accurate and complete.

If you are not ready to submit the report at this time, click 'Exit.' You may return later to review and edit your report again before Payment.

Note: You MUST click the 'Submit' button to complete the Tier 2 Payment process. Entergy Corporation will not receive the Tier 2 Expenditure information until this step is performed.

CREATING A NEW TIER 2 SUPPLIER

To setup a new Tier 2 supplier, select the ‘Add New Vendor’ option in the ‘Tier 2 Vendor Name’ drop down when reporting direct spend. This will bring up the Create Tier 2 Supplier page:

Create Tier 2 Supplier

* - Indicates Required Fields

Company Name *	<input type="text"/>
Address *	<input type="text"/>
	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="▼"/>
Zip	<input type="text"/>
Zip Extension	<input type="text"/>
Telephone Number	<input type="text"/>
Fax Number	<input type="text"/>
Main Contact's Name	<input type="text"/>
Main Contact's Email	<input type="text"/>
Internet Address	<input type="text"/>
Gender	<input type="radio"/> Female <input type="radio"/> Male
Diversity Category *	<input type="checkbox"/> Disabled Veteran Owned Business Enterprise(DVBE) <input type="checkbox"/> Minority Business Enterprise(MBE) <input type="checkbox"/> Small Business Concern(SB) <input type="checkbox"/> Small Disadvantaged Business Concern(SDB) <input type="checkbox"/> Woman Owned Business Enterprise(WBE)
Diversity Group/Ethnicity *	<input type="radio"/> African American <input type="radio"/> Asian American <input type="radio"/> Hispanic American <input type="radio"/> Native American <input type="radio"/> Other
Primary Product/Service Category	<input type="text" value="▼"/>
Secondary Product/Service Category	<input type="text" value="▼"/>

Fill in all the information on this page and click ‘OK’ to create a new supplier.

GLOSSARY OF TERMS

1. The ‘Primary Supplier’ refers to the non-minority reporting company.
2. The “Entergy Jurisdiction” refers to the division to whom the dollars are allocated to
3. “Tier 2 Vendor Name” refers to the minority owned company being utilized by the reporting company.
4. “Control” refers to exercising the power to make policy decisions.
5. “Operate” refers to being actively involved in the day-to-day management and not merely acting as officers or directors.
6. In the “Diversity Category” section select one of the following:
 - WMBE:** a woman-owned or minority-owned business enterprise; under these rules, the woman and/or minorities owning such an enterprise should be either U. S. citizens or legal aliens having permanent residence status in the United States.
 - WBE:** Woman Business Enterprise: A business that is at least 51% owned by a woman; or, in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more women, and whose management and daily business operations are controlled by one or more women.
 - MBE:** Minority Business Enterprise: A business enterprise at least 51% owned by a minority individual or group, or in case of any publicly owned business, at least 51% of the stock of which is owned by one or more minority groups, and whose management and daily business operations are controlled by one or more of these individuals. Entergy shall presume that minority includes, but is not limited to Black Americans, Hispanic Americans, Asian Pacific Americans, and other groups.
 - DVBE:** Disabled Veteran Business Enterprise: A business enterprise that is at least 51% owned by a disabled veteran, or in case of any publicly owned business, at least 51% of the stock of which is owned by one or more disabled veterans, and whose management and daily business operations are controlled by one or more of those individuals.
7. In the “Ethnicity” section, select one of the following:
 - **African Americans:** Persons having origin in any black racial groups of Africa.

- **Asian Americans:** Persons having origin in Asia or the Indian subcontinent, including, but not limited to, persons Japan, China, Vietnam, Samoa, Guam, U.S. Trust Territories of the Pacific, Northern Marinas, Laos, Cambodia, Taiwan, India, Pakistan, and Bangladesh.
 - **Native Americans:** Persons having origin in any of the original peoples of North America or the Hawaiian Islands, in particular American Indians, Eskimos, Aleuts, and Native Hawaiians.
 - **Hispanic Americans:** Persons of Mexican, Puerto Rican, Cuban, South or Central American, Caribbean, and other Spanish culture or origin.
8. Reporting Period refers to the fiscal period for which the expenditure is being reported. These are:
- | | |
|--------------------|-------------------------|
| April – June | 1 st Quarter |
| July – September | 2 nd Quarter |
| October – December | 3 rd Quarter |
| January – March | 4 th Quarter |
9. Direct expenditures are those material and service acquisitions from M/WBEs directly attributable to an Entergy contract or purchase order.
10. Indirect expenditures are those material and service acquisitions from M/WBEs that cannot be identified for or apportioned to any specific customer.