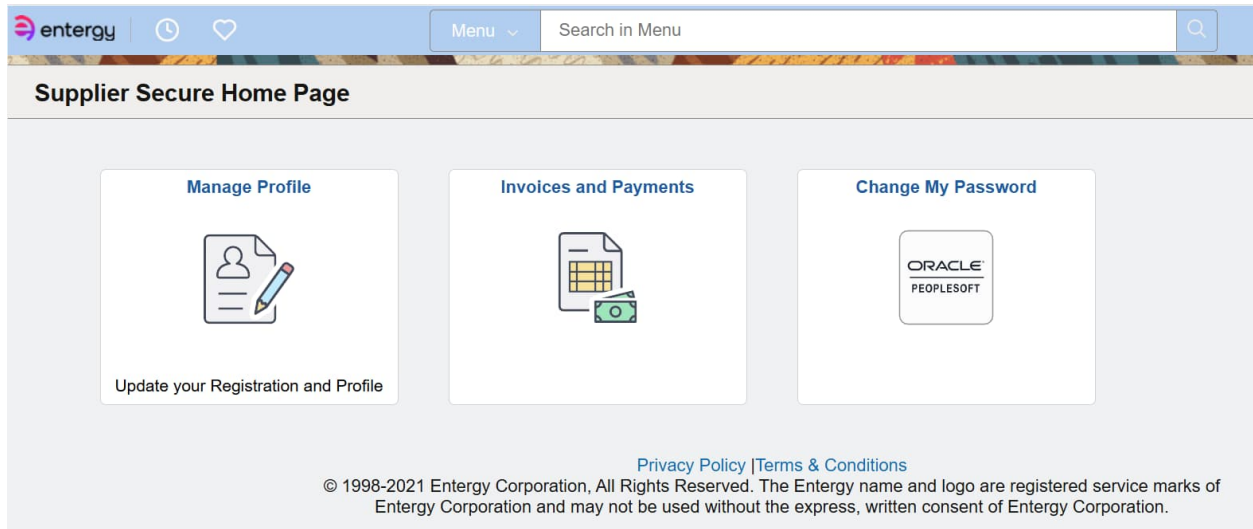




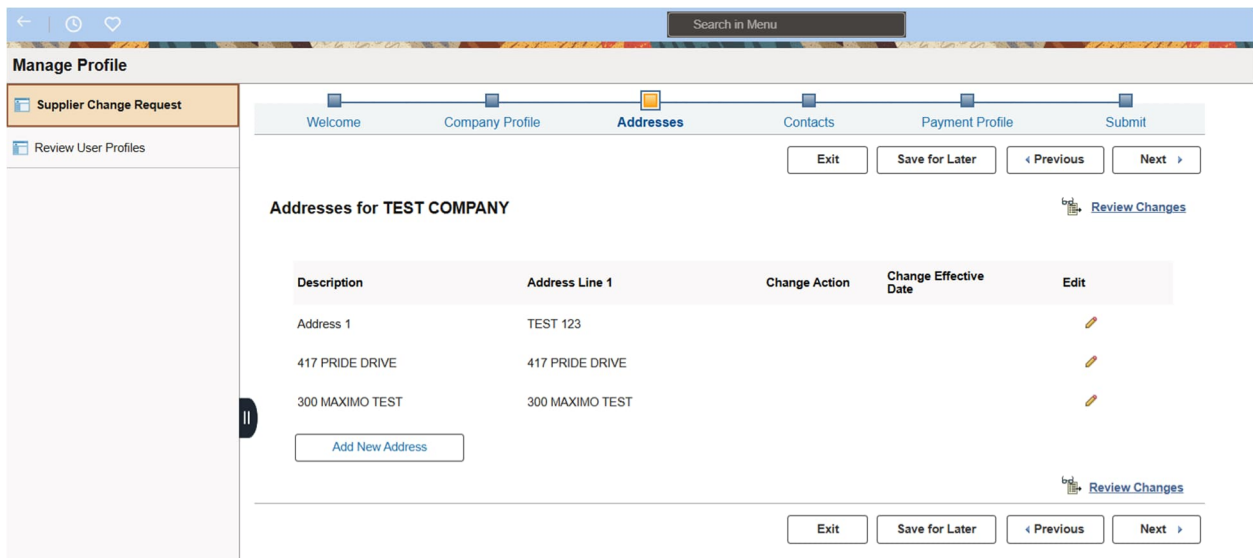
## Address Updates on the Supplier Portal

### Adding an Address:

1. Log into the Supplier Portal
2. Click “Manage Profile”



3. Click “Create New Request”
4. Click “Addresses”



5. Click “Add New Address”
6. Enter the Address information
7. Click “OK”

#### Address Information

Description	ADDRESS 5		<a href="#">Attachments</a>
Country	USA <input type="text"/>	United States	
Address 1	ADDRESS 5		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	HAMMOND		
County	<input type="text"/>	Postal	70401
State	LA <input type="text"/>		
Email ID	<input type="text"/>		

#### Phone Information

*Phone Type	Location	Prefix	Telephone	Extension
Business Phone <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Phone](#)

Approved Changes Take Effect: ☒ Approval Date  
☐ Future Date

OK

[Cancel](#)

8. Click “Attachments”
9. Click “Add Attachment.” Click “Choose File” and find your saved document on your computer. You will need to add one of the following documents as an attachment.
  - Utility Bill
  - Lease Agreement
  - Invoice
  - Property Tax Receipt
  - Posted Mail
  - Please note: Documents must reflect the requested company’s name on it

The screenshot shows a multi-step form for 'TEST COMPANY'. The 'Address Attachments' dialog is open for 'ADDRESS 5'. Inside this dialog, there's a 'File Attachment' sub-dialog where 'Test Document.pdf' is chosen. The background form has sections for 'Address Information' (Description, Country, Address 1, Address 2) and 'Phone' (Phone Type, Location, Prefix, Telephone, Extension). There are 'Add Attachment', 'Add Phone', 'OK', and 'Cancel' buttons.

10. Click "Upload"
11. Click "OK"
12. Click "OK"
13. Click "OK" on notification that address must be approved
14. Click "Submit"
15. Enter a valid email to receive notifications regarding this change
16. Select a reason under the "Audit Reason Code"

The screenshot shows the 'Review and Submit Changes for TEST COMPANY' page. At the top is a progress bar with steps: Welcome, Company Profile, Addresses, Contacts, Payment Profile, and Submit (highlighted). Below the progress bar are buttons: Exit, Save for Later, < Previous, and Next >. The main heading is 'Review and Submit Changes for TEST COMPANY'. Below it is a message: 'Please be aware updates to your information may take several business days to take effect. Use the "Review" button to review changed information. Use the "Submit" button to submit your change request.' There's a field for 'Email communication regarding this request will be sent to:' with the value 'esupplier@entergy.com'. To the right is a text box 'Saved to \\jdc-fas3270-a1\fin\_ops'. Below is the '\*Audit Reason Code' dropdown set to 'Address Update'. There's a 'Comments' text area with a '254 characters remaining' indicator. At the bottom left is a checked checkbox 'Confirm Changes'. At the bottom are buttons: Review, Withdraw, and Submit. At the very bottom are navigation buttons: Exit, Save for Later, < Previous, and Next >.

17. Check the box to confirm the changes

18. Click “Submit” – you will receive a confirmation notice and Change Request ID once it has been submitted.

## Supplier Change Request Submit Confirmation

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### Pending Approval



You have successfully submitted your Supplier Change Request

Your Change Request ID 0000003904

Any email regarding the request status will be sent to:

esupplier@entergy.com



[Return to Supplier Change Request Selection Page](#)



[Return to Supplier Home Page](#)



19. Adding an address will need to be voice verified. Someone from Entergy will call and verify the change request that was submitted. If this address cannot be voice verified, the request will be denied.

### Removing an Address:

1. Repeat steps 1-3.
2. Click “Submit”

Welcome

Company Profile

Addresses

Contacts

Payment Profile

Submit

Exit

Save for Later

◀ Previous

Next ▶

### Review and Submit Changes for TEST COMPANY

Please be aware updates to your information may take several business days to take effect.  
Use the "Review" button to review changed information.  
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

Saved to \\jdc-fas3270-a1\fin\_ops

\*Audit Reason Code

Address Update ▼

Comments

254 characters remaining

☒ Confirm Changes

Review

Withdraw

Submit

Exit

Save for Later

◀ Previous

Next ▶

- Enter a valid email to receive notifications regarding this change
- Enter "Address Update" as the Audit Reason Code
- Enter the address(es) and that you want it removed in the "Comments" section
- Check the box to confirm the changes
- Click "Submit" – you will receive a confirmation notice and Change Request ID once it has been submitted.

### Changing an Address:

- Changes to addresses are not allowed. Please either add and/or remove an address when required.