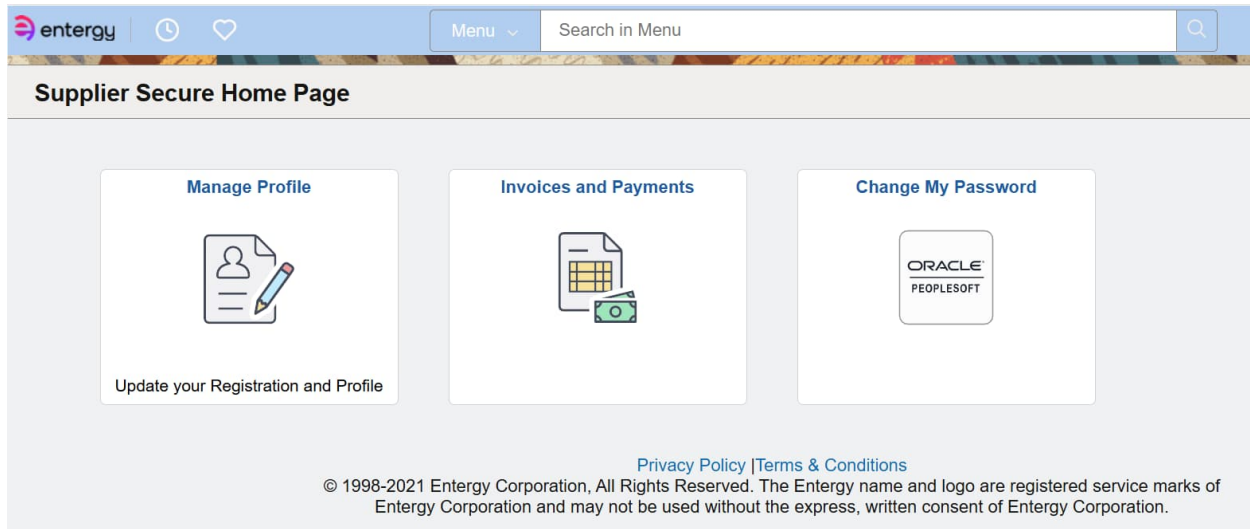




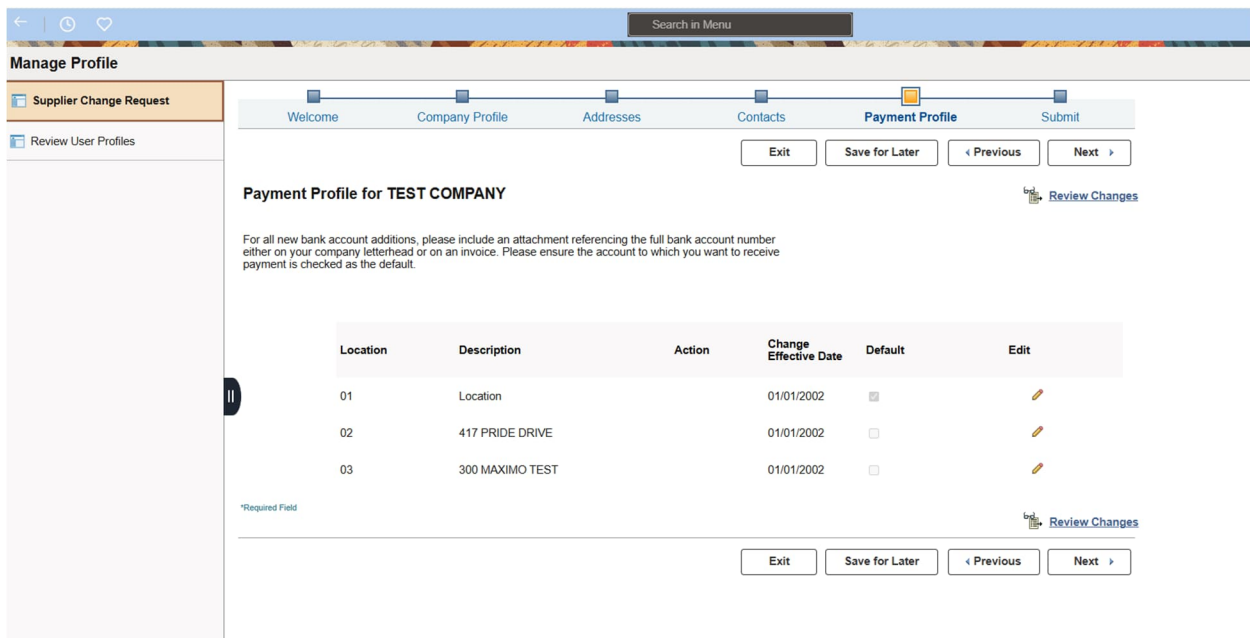
Update Banking Information

Adding Banking:

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



3. Click “Create New Request”
4. Click “Payment Profile”
5. Click the Pencil on the Location with which the banking should be associated



6. Click “Add Bank Account”

Field	Description
Description	Please enter the Company’s Name
Country	Defaults to USA
Bank Name	Name of Bank
Bank ID Qualifier	001
Account Type	Checking Account – only checking accounts are accepted
Bank ID	Bank Account’s Routing Number
Bank Account Number	Bank Account Number
DFI Qualifier	01
DFI ID	Bank Account’s Routing Number

Add New Supplier Bank Account

Bank Accounts

Description
TEST COMPANY

Country
USA
United States

Bank Name
TEST BANKING

Branch Name

Bank ID Qualifier
001
United States Bank

Bank ID
065000090

Bank Account Number
123456

DFI Qualifier
01
Transit Number

IBAN

Account Type
Checking Account

DFI ID
065000090

Bank Address

Country
USA
United States

Address 1
Postal Search

Address 2

Address 3

City

County

State

Postal

7. Click “OK”

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.

- Bank Statement
- Voided Check
- Letter from Bank
- Notarized Letter with Change
- Please note: Documents must reflect the same name of supplier

10. Click “Upload” then “OK”

The screenshot displays the 'Payment Profile for 01 - Location' interface. At the top, there are links for 'Expand All' and 'Collapse All'. The main section is titled 'Payment Attachments' and contains a form for adding attachments. The form includes fields for 'Supplier ID' (500012), 'Supplier Location' (01), and 'TEST COMPANY'. Below these fields is a table with columns 'File Name', 'Description', 'Date/Time Stamp', and 'Remove'. A file named 'Test_Document.pdf' is listed in the 'File Name' column. To the right of the table, there is a 'Choose Files' button and a text input field containing 'Test Document.pdf'. Below the table, there is a note: 'Adding large attachments can take some time to upload, therefore, it is advisable to add large attachments.' and an 'Add Attachment' button. At the bottom of the form, there are 'OK' and 'Cancel' buttons. A 'File Attachment' dialog box is open in the center, showing the 'Choose Files' button and the text 'Test Document.pdf'. The dialog box also has 'Upload' and 'Cancel' buttons. Below the 'Payment Attachments' section, there is a 'Bank Accounts' section with a table showing bank account details.

Default	Beneficiary Bank	Bank ID Number	Branch Name	Branch ID	Bank Account #	Edit
<input checked="" type="checkbox"/>	TEST BANKING	065000090			XX3456	

11. Click “OK”

12. Click “Submit”


13. Select a reason under the “Audit Reason Code”

14. Check the box to confirm the changes

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

Supplier Change Request Submit Confirmation

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](#)



16. Adding a bank account to your profile will need to be voice verified. Someone from Entergy will call and verify the change request that was submitted. If this bank account cannot be voice verified, the request will be denied.

Editing Banking:

- 17. Repeat steps 1-11
- 18. Check “Default” on the bank account

▼ Bank Accounts

Default	Beneficiary Bank	Bank ID Number	Branch Name	Branch ID	Bank Account #	Edit
<input checked="" type="checkbox"/>	HH	065000090			333	
<input type="checkbox"/>		065000090			X2222	

Add Bank Account

- 19. Click “Submit”
- 20. Select a reason under the “Audit Reason Code”
- 21. Check the box to confirm the changes
- 22. Click “Submit” – you will receive a confirmation notice and Change Request ID once it has been submitted.

Supplier Change Request Submit Confirmation

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



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23. Changing a bank account to your profile will need to be voice verified. Someone from Entergy will call and verify the change request that was submitted. If this bank account cannot be voice verified, the request will be denied.

Remove Banking:

- 24. Repeat steps 1-3
- 25. Click "Submit"
- 26. Select a reason under the "Audit Reason Code"
- 27. In the Comments box, state which bank account needs to be from which address(es)
- 28. Check the box to confirm the changes

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:

esupplier@entergy.com

*Audit Reason Code

Payment Update

Comments

Please remove bank account ending in 1234 from 12 Test Rd

197 characters remaining

☒ Confirm Changes

Review

Withdraw

Submit

Exit

Save for Later

◀ Previous

Next ▶

29. Click "Submit" – you will receive a confirmation notice and Change Request ID once it has been submitted.

Supplier Change Request Submit Confirmation

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



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