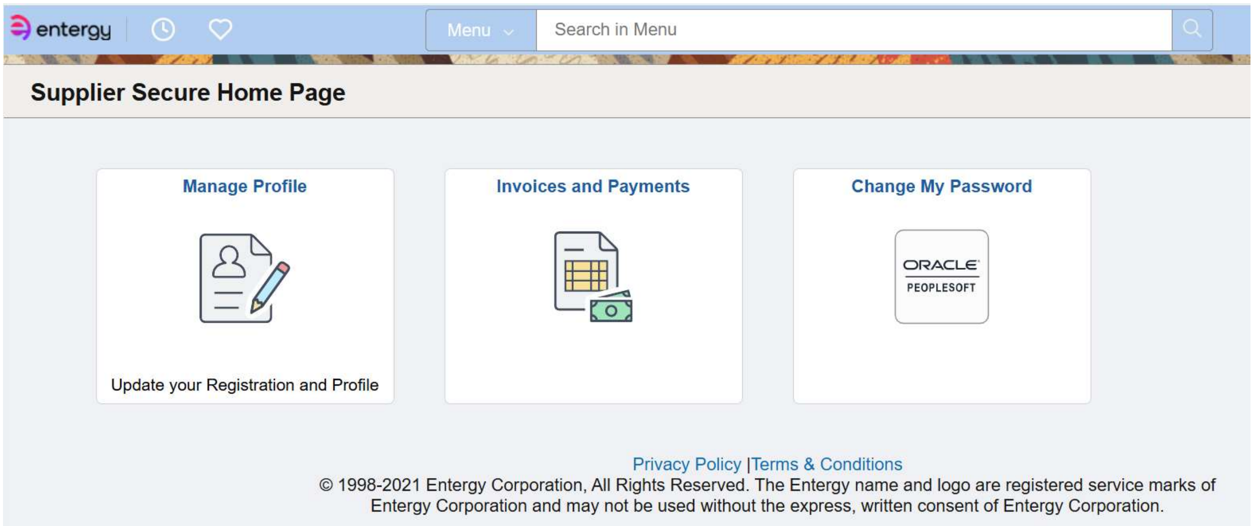
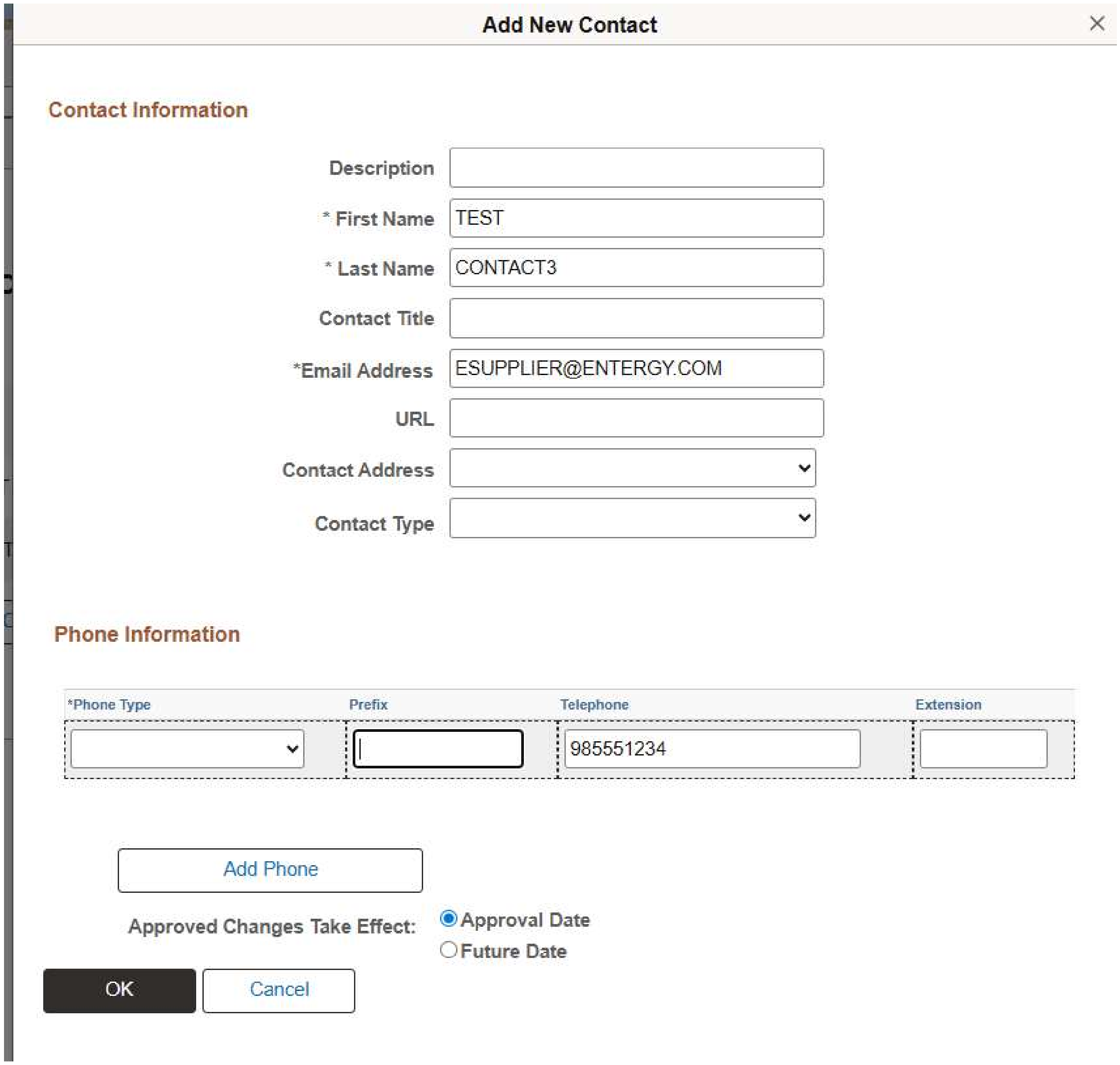
<u>Contact Updates on the Supplier Portal</u>

Adding a Contact:

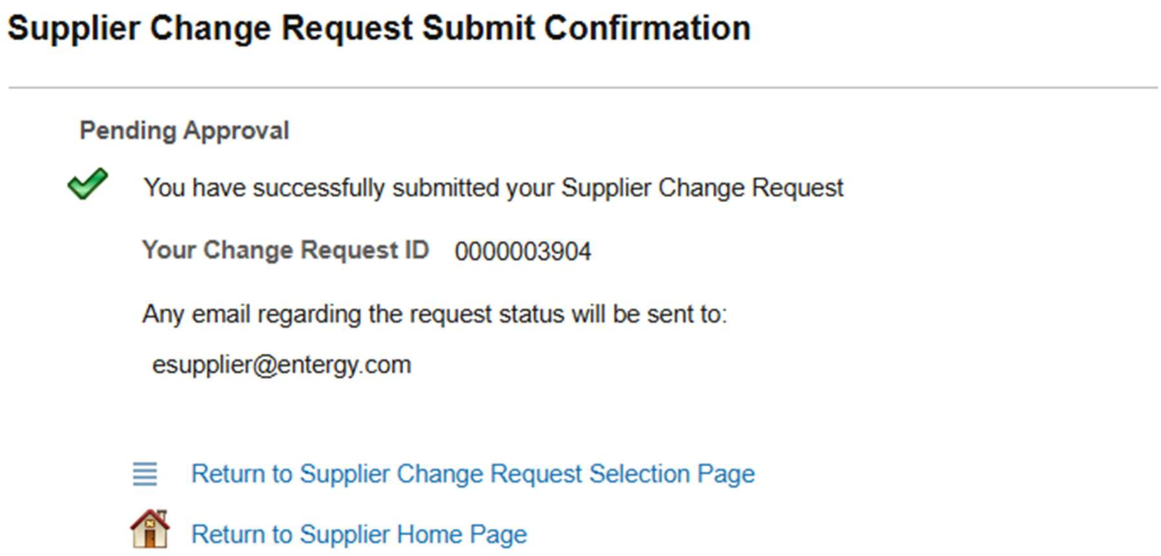
1. Log into the Supplier Portal
2. Click "Manage Profile"



3. Click "Create New Request"
4. Click "Contacts"
5. Click "Add New Contact"
6. Enter the contact's First and Last Name, Email Address, and Phone Number
7. Click "OK"

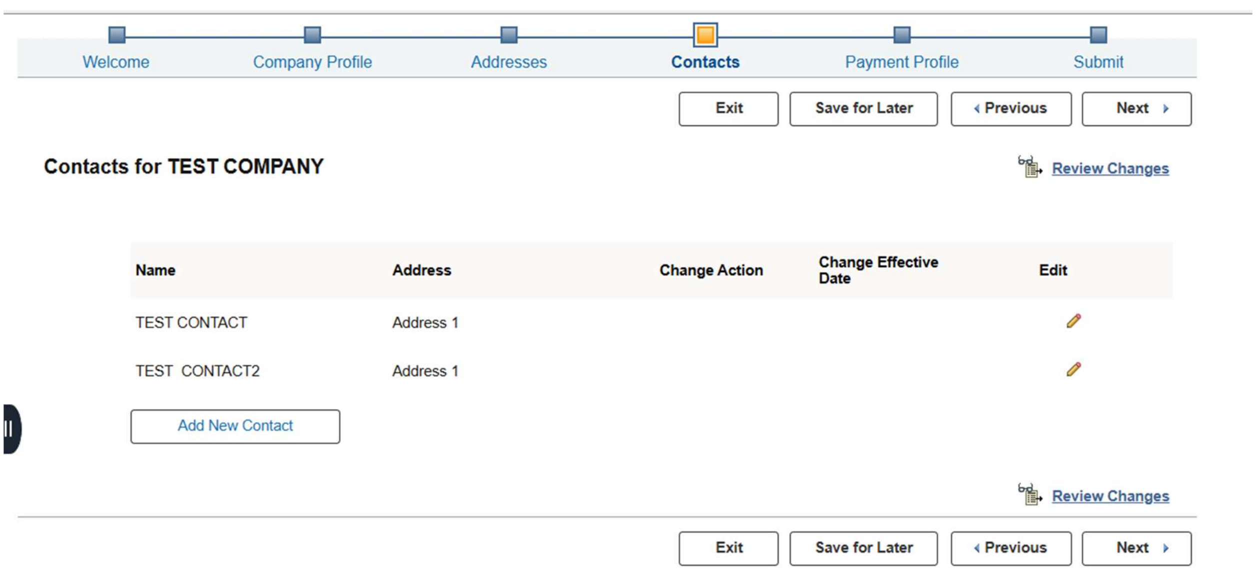


8. Click “Submit”
9. Select a reason under the “Audit Reason Code”
10. Check the box to confirm the changes
11. Click “Submit” – you will receive a confirmation notice and Change Request ID once it has been submitted.



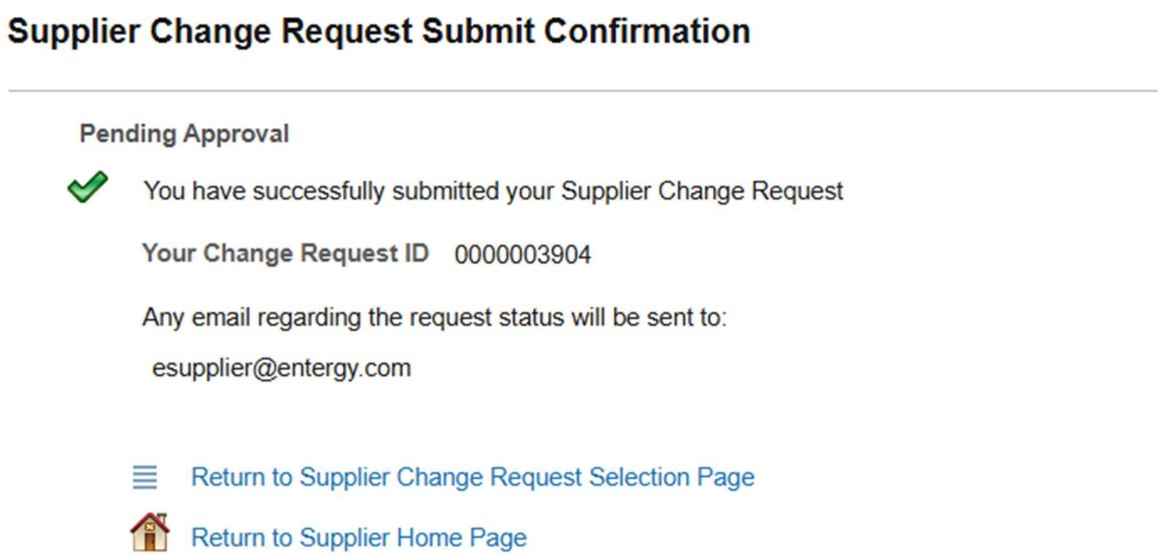
Changing a Contact:

12. Repeat steps 1-4
13. Click the Pencil Icon on the row of the contact that you would like to update



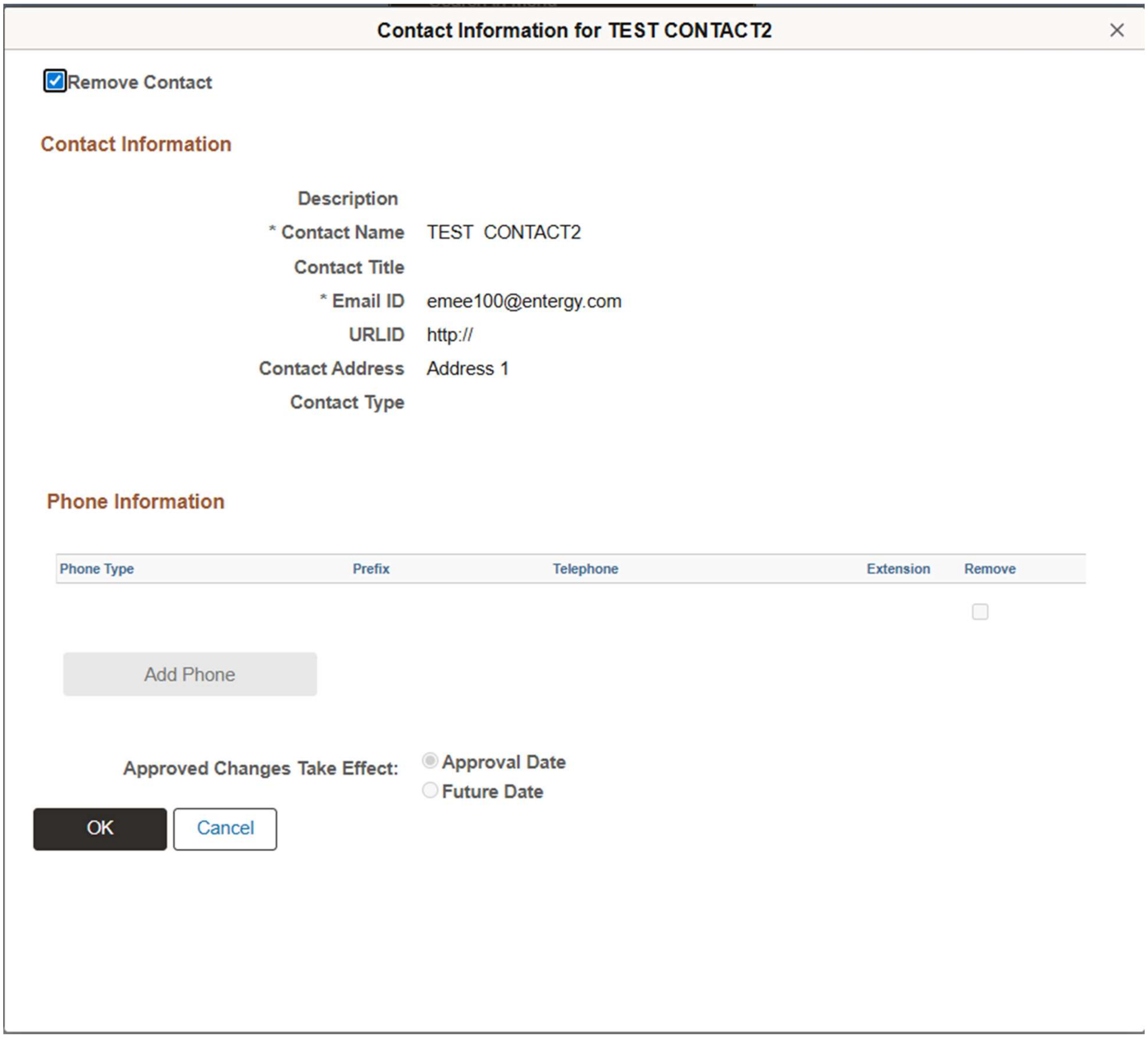
14. Make changes to the contact information
15. Click OK
16. Click “Submit”
17. Select a reason under the “Audit Reason Code”

18. Check the box to confirm the changes
19. Click “Submit” – you will receive a confirmation notice and Change Request ID once it has been submitted.

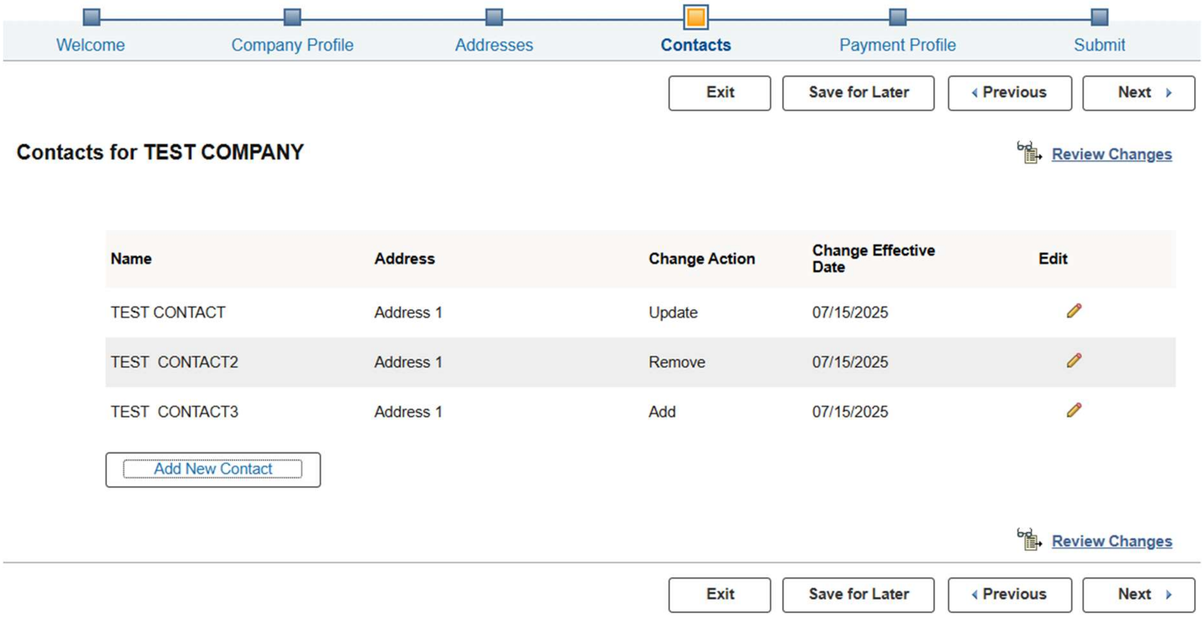


Removing a Contact:

20. Repeat steps 1-4
21. Click the Pencil Icon on the row of the contact that you would like to remove
22. Check the “Remove Contact” box at the top left of the Contact Information Card


Contact Information for TEST CONTACT2
Remove Contact
Contact Information
Description
* Contact Name TEST CONTACT2
Contact Title
* Email ID emee100@entergy.com
URLID http://
Contact Address Address 1
Contact Type
Phone Information
Phone Type
Prefix
Telephone
Extension
Remove
Add Phone
Approved Changes Take Effect:
Approval Date
Future Date
OK
Cancel

23. Click OK



Name	Address	Change Action	Change Effective Date	Edit
TEST CONTACT	Address 1	Update	07/15/2025	
TEST CONTACT2	Address 1	Remove	07/15/2025	
TEST CONTACT3	Address 1	Add	07/15/2025	

24. Click “Submit”
25. Select a reason under the “Audit Reason Code”
26. Check the box to confirm the changes
27. Click “Submit” – you will receive a confirmation notice and Change Request ID once it has been submitted.