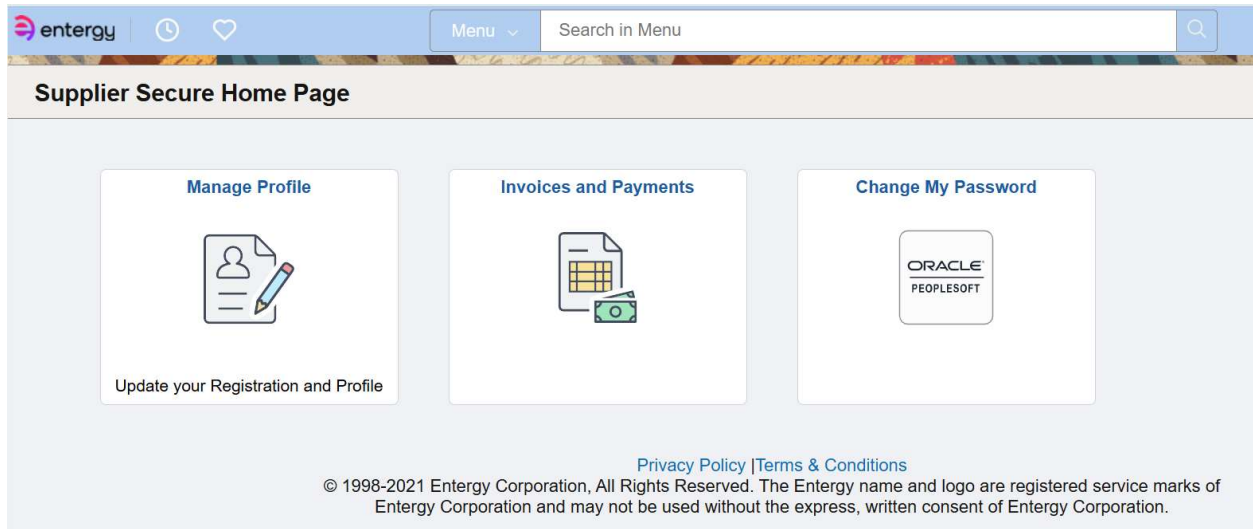


Contact Updates on the Supplier Portal

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”

Add New Contact

×

Contact Information

Description

* First Name

TEST

* Last Name

CONTACT3

Contact Title

*Email Address

ESUPPLIER@ENTERGY.COM

URL

Contact Address

▼

Contact Type

▼

Phone Information

*Phone Type	Prefix	Telephone	Extension
<div></div> <div>▼</div>	<div></div>	<div>985551234</div>	<div></div>

Add Phone

Approved Changes Take Effect:

☒ Approval Date

☐ Future Date

OK

Cancel

- Click "Submit"
- Select a reason under the "Audit Reason Code"
- Check the box to confirm the changes
- 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](#)



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

WelcomeCompany ProfileAddresses**Contacts**Payment ProfileSubmit


ExitSave for Later< PreviousNext >

Contacts for TEST COMPANY

 [Review Changes](#)

Name	Address	Change Action	Change Effective Date	Edit
TEST CONTACT	Address 1			
TEST CONTACT2	Address 1			

Add New Contact

 [Review Changes](#)

ExitSave for Later< PreviousNext >

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.

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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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
				<input type="checkbox"/>

Add Phone

Approved Changes Take Effect:

☒ Approval Date

☐ Future Date

OK


Cancel




23. Click OK

WelcomeCompany ProfileAddresses**Contacts**Payment ProfileSubmit


ExitSave for Later< PreviousNext >

Contacts for TEST COMPANY

 [Review Changes](#)

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	

Add New Contact

 [Review Changes](#)

ExitSave for Later< PreviousNext >

- Click "Submit"
- Select a reason under the "Audit Reason Code"
- Check the box to confirm the changes
- 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](#)

