

New Supplier Registration Work Instruction



New Supplier Registration

Purpose:

This procedure is used to register as a new supplier.

Prerequisites:

Email from Entergy with the link to Supplier Portal.

Menu Path:

Oracle > Main Menu > Register as Supplier



Some screens require minimal field updates, while other screens include more detail. Fields that are not mentioned in the work instruction are populated by default or remain blank.

On the **Supplier Login** page, complete the following actions:

1. **Receive** an e-mail from the supplier management group to register as a new supplier.

You have been invited to register for the Entergy Services Inc.'s (ESI) Portal. ESI requires your company to utilize this portal as a tool to manage your information including remit, contact and address information. Your initial registration in this portal is required in order to continue to transact with ESI.

Please review the registration training material located at http://entergy.com/operations_information/supply_chain/systems.aspx for detailed instructions.

Please use the link below and access credentials to self register on our website.

[Register as Supplier](#).

2. Click [Register as Supplier](#) in the e-mail.
3. **Enter** the Access Code from the Registration e-mail into the Access Code box.

4. **Select** if you are registering as a Business or Individual.

5. Click .

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6. **Update** the following **Required**, **Optional**, and **Default** fields on the Identifying Information screen.

Field	R/O/D	Description/Action
*Tax Identification Number	R	The nine-digit federal tax identification number.
*Entity Name	R	Name must match exactly as it appears on your tax return.



If you receive a message regarding duplicate information, please notify your Entergy contact. They will provide further information on completing the registration.



- Expands the profile Question text box



- Ability to add attachments

7. **Attach** your W-9. All registrations must have a W-9 and will be denied if it is not attached. If you are a foreign company and have a W-8, please contact your Entergy contact for further instructions.

Supplier Onboard Profile Quest
Entergy is required to file form 1099 annually with the IRS disclosing reportable payments issued to suppliers. The information supplied in the attachment will enable us to determine whether we are required to report any payment issued to you during the year. Attach a copy of your W-9.

8. **Enter** today's date to acknowledge the statement below

Supplier Onboard Profile Quest
Diverse owned business (for example, 51% or more owned, controlled and operated by members of the following: Women, Veteran, Service Disabled Veteran, LGBT, Hub Zone, and ethnic minority groups [African American, Asian American, Hispanic American, Native American (American Indian), Aleut, Pacific Islander])
"I declare under penalty of perjury that the following responses regarding diversity classification are true and correct and I acknowledge that false representation is punishable under penalty of law".
By entering today's date you are acknowledging the above statement.

9. **Select** all appropriate diversity categories related to your registration.

Supplier Onboard Profile Quest
As a federal prime contractor and pursuant to the requirements set forth in Public Law 95-507, Entergy is required to track its spending with small businesses and other diverse suppliers as outlined below. Please check the appropriate diversity categories.

10. **Select** the appropriate ethnicity for your registration.

Supplier Onboard Profile Quest
Please select the appropriate ethnicity for your diversity owned business.

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11. **Select** Yes or No for the below question.

Supplier Onboard Profile Quest
Are you or any principal owner of your company any of the following: A) an Entergy employee, B) in a business relationship with an Entergy employee, C) a family member of an Entergy employee, or D) a member of the same household (regardless of relationship) as a Entergy employee?
Note: Answering "yes" does not mean you cannot act as a supplier to Entergy, but requires steps to comply with Entergy's Conflict of Interest Policy.

12. **Identify** the individual and your relationship, if you selected Yes on the prior question.

Supplier Onboard Profile Quest
If yes to the above question, please identify the Entergy employee, retiree, or former employee and the relationship to that employee.

13. **Select** Yes or No for the below question.

Supplier Onboard Profile Quest
Are you or any employee of your company a former employee, including a retiree, of an Entergy system company?
Note: Answering "yes" does not mean you cannot act as a supplier to Entergy, but requires steps to comply with Entergy's Conflict of Interest Policy.

14. **Enter** today's date to acknowledge you have reviewed the Entergy Suppliers' Code of Conduct.

Supplier Onboard Profile Quest
Entergy requires its suppliers to comply with its Suppliers' Code of Conduct. This document can be found at entergy.com/supplierportal. By entering today's date you are acknowledging that your company has reviewed the Entergy Suppliers' Code of Conduct.

15. **Click**  .

16. **Update** the following **Required**, **Optional**, and **Default** fields on the Address screen.

Field	R/O/D	Description/Action
Country	D	Defaults to USA.
*Address 1	R	Enter supplier address.
*City	R	Enter city.
*Postal	R	Enter Zip Code.
*State	R	Enter State.
*Email ID	R	Enter valid email address.

17. **Click**  .

18. **Click**  .

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19. **Enter** the following Required, Optional, and Default fields on the Contact screen.

Field	R/O/D	Description/Action
*First Name	R	Enter contact first name.
*Last Name	R	Enter contact last name.
*Email ID	R	Enter email address.
*Telephone	R	Enter type of phone.

20. **Enter** your Requested User ID – this must be at least 9 characters and is your user ID for the Supplier Portal Login that will be used once your registration is approved under User Profile Information.



It is recommended that you use a User ID that is easy to remember.

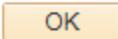
21. **Enter** and confirm your Password.



This field is required and will be your password when logging into the Supplier Portal after your registration has been approved. The Password criteria is:

- 6 lower case letters
- Must contain 1 number, and 1 special character
- Password cannot be the same as your last 5 passwords.

22. **Click**



User ID must be unique in the Supplier Portal. If you enter a User ID already in use, you will receive the below Message when you select “OK”. Please choose a different User ID.

Message

The User ID being entered already exists. Please enter another User ID. (10320,99)

23. **Click**



24. **Select** the Enable Email Payment Advice check box if you want to receive e-mails when invoices are paid

▼ **Payment Notification Preferences**

Enable Email Payment Advice

Email ID

25. **Select** an option from the Payment Method drop-down list.

Payment Method

- Automated Clearing House
- Draft - Customer EFT
- Draft - Customer Initiated
- Electronic Funds Transfer
- Giro - EFT
- Letter of Credit
- System Check
- Wire Transfer

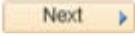
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Please choose System Check if you do not provide banking information, and choose Automated Clearing House if you do provide banking information.

26. **Enter** direct deposit information below. Currently, Entergy only can make direct deposit to Checking Accounts. If you provide a different Account Type, your registration will not be approved.

Field	R/O/D	Description/Action
* Bank Name	R	Enter Bank's name.
*Bank ID Qualifier	R	Enter 001.
*Account Type	R	Enter Checking Account.
*Bank ID	R	Enter Routing Number.
*Bank Account Number	R	Enter Checking Account Number.
*DFI Qualifier	R	Enter 01.
*DFI ID	R	Enter Routing Number.

27. **Click**  .

28. **Enter** the email you want all future communications regarding this registration; this includes approvals, denials, and additional registration information of this application.

29. **Enter** a password.



This password will be used if you select "Save for Later" and if you receive a request for more information. Terms and Conditions must be read and accepted by checking the box before the registration can be submitted.

30. **Click** to accept Terms and Conditions.

31. **Click**  to verify data entered or  once completed.



This will route your registration for approval. Any questions regarding the registration will be directed to the e-mail or contact provided. You will be given a registration ID afterwards and an e-mail will be sent to the e-mail address listed on the registration with the registration ID. This e-mail address will receive an e-mail with any changes to your registration status.

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Results

You have successfully registered as a new supplier.

Registration Submit Details

Submitted

 You have successfully submitted your registration.

Your registration ID:
0000000029

Any email regarding the registration status will be sent to:
zut@entergy.com