

Update Supplier Name or TIN

Purpose:

This procedure is used to add or update Supplier Diversity Information.

Prerequisites:

Registered as a Supplier.

Menu Path:

Oracle > Main Menu > Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change

On the **Initiate Supplier Change** page complete the following actions

1. Click  to update Diversity Information.

2. Click to expand 

▼ Profile Questions

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.

Attachments (0)

[Add/View Attachments](#)

3. **Attach** a copy of your W-9 with the updated information.
4. Click  once all changes have been made.
5. **Click** the drop-down to select the Audit Reason Code for changes made. This should describe the change you are requesting.

*Audit Reason
Code

6. Please add comments if you need to further explain your change request.

7. **Click** the checkbox to confirm the changes made **Confirm Changes**

8. Click  to verify data entered or  once completed.

9. You should receive an e-mail to the e-mail address provided on the submit panel when your changes have been approved, denied, or if further information is needed.

Results

Message received once Supplier Change Request has been submitted.

Supplier Change Request Submit Confirmation

Pending Approval

 You have successfully submitted your Supplier Change Request

Your Change Request ID 000000000000018

Any email regarding the request status will be sent to:

10. You will receive an invitation to register with your new supplier ID. Please see the user guide for Registration of a Current Supplier for further instructions.