eSupplier Registration and User Guide

eSupplier User Guide

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Creating/Managing your Account(s)

Creating your Account

The eSupplier Login and Registration page can be found at Evergy.com. Select **Register Now** >

About Evergy > **Doing Business with Evergy** > **Supplier Registration** > **eSupplier Login**. Or, you

can use this URL: https://pststsupplier.kcpl.com/psp/reilppusT/SUPPLIER/ERP/h/?tab=DEFAULT

Click the **Existing Supplier User Acct** link to set up your Account.

Supplier Login

User ID [   ]

Password [   ]

[Sign In]

Reset Password

Registration Options

Existing Supplier User Acct
New User Account for Existing KCP&L Supplier

More...

To complete your account set-up, you will need to fill out the following information:

1. Evergy Supplier ID: XXXXXXXXXX – Provided by the Evergy Buyer, Procurement@Evergy.com

2. Tax ID Number: Your Tax Identification Number Without the Dash

3. Requested User ID: Choose your own User ID. Do not include any spaces or special characters (i.e. $, %, or @). Please do not use your email as your user ID. NOTE: User ID is case sensitive.

4. Password: Create your own password. The requirements are:

   • Min Length: 8 characters

   • Special Character (like a % or $): Min of 1

   • Number: Min of 1

   • Upper Case: Min of 1

- Lower Case: Min of 1

5. Description: Your company name or your name.

6. Email ID: An Email address for event notification (preferably a generic email address that may be viewed by more than one person).

7. You will receive a confirmation email containing your User ID and Supplier Number that has been approved.

You will need to navigate back to the original login page (URL below) and sign-in with your newly created User ID and Password.

https://pststsupplier.kcpl.com/psp/reilppusT/SUPPLIER/ERP/h/?tab=DEFAULT

Creating Multiple Accounts

You can create as many accounts as you need. Simply follow the same process used to create your initial account. *Note: All accounts will receive the same alerts and notifications. At this time, there is no current way to limit the notifications by account.*

Inactivating Accounts

If you no longer need an account, send an email to Procurement@evergy.com
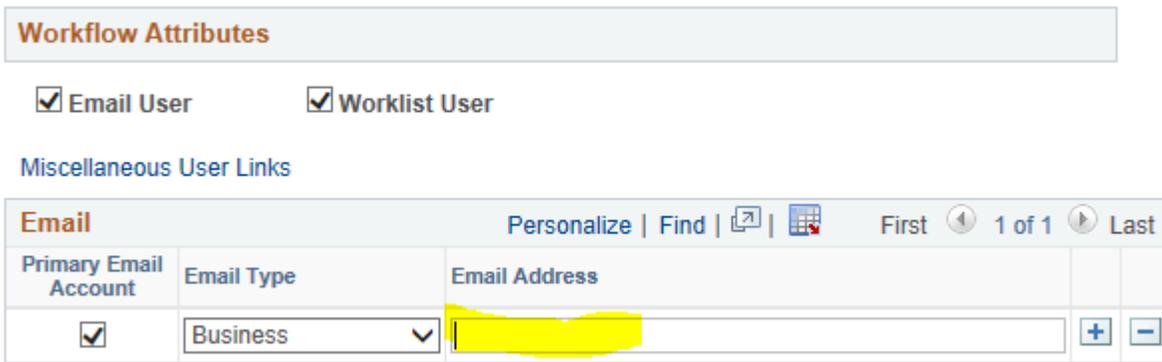
Forgot User ID or Password

Upon the 2nd failed log in attempt, please select the **Change Password** option. The 3rd failed log in attempt will lock out your account. Please email Evergy Procurement if you have questions, Procurement@evergy.com.

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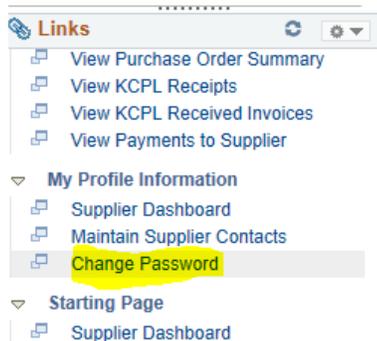
Updating Email Address

The email address on your account is used for alerts and notifications. If you use a single account, a group mailbox is recommended to account for turnover. If your email address happens to change, it is important to update your account. To update your email address, it should be done on two different pages:

1. Select the **Change Password** option.
2. Scroll to **Workflow Attributes** > **Email** and enter new Email Address, select **Save**. This is a key email address that is used for notifications.

OR

1. From the **Supplier Homepage** select **My Profile Information** > **Maintain Supplier Contacts**
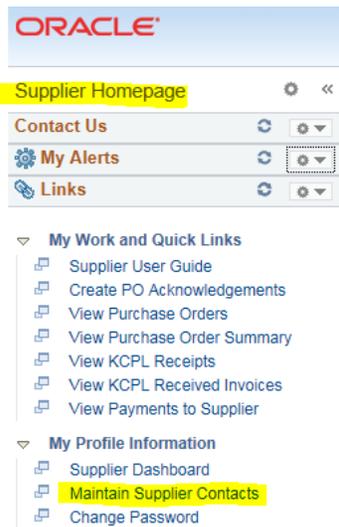
2.   Under Current Contacts, select **Edit**
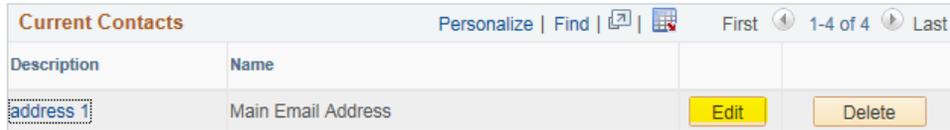
Current Contacts		Personalize | Find | 🗗 | 🖩	First ④ 1-4 of 4 ⑨ Last
Description	**Name**		
address 1	Main Email Address	Edit	Delete

3.   Update email address, select **Save**

4.   Select **Supplier Homepage** in the upper left hand corner to return the Homepage

ORACLE®

Supplier Homepage   ⚙   «

Contact Us   🔁 ⚙▼

⚙ My Alerts   🔁 ⚙▼

Edit Filters

▽   My Alerts
    🖵 POs with Overdue Shipments
    🖵 Unacknowledged POs
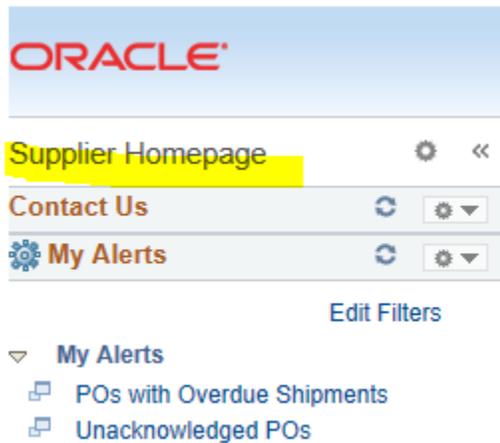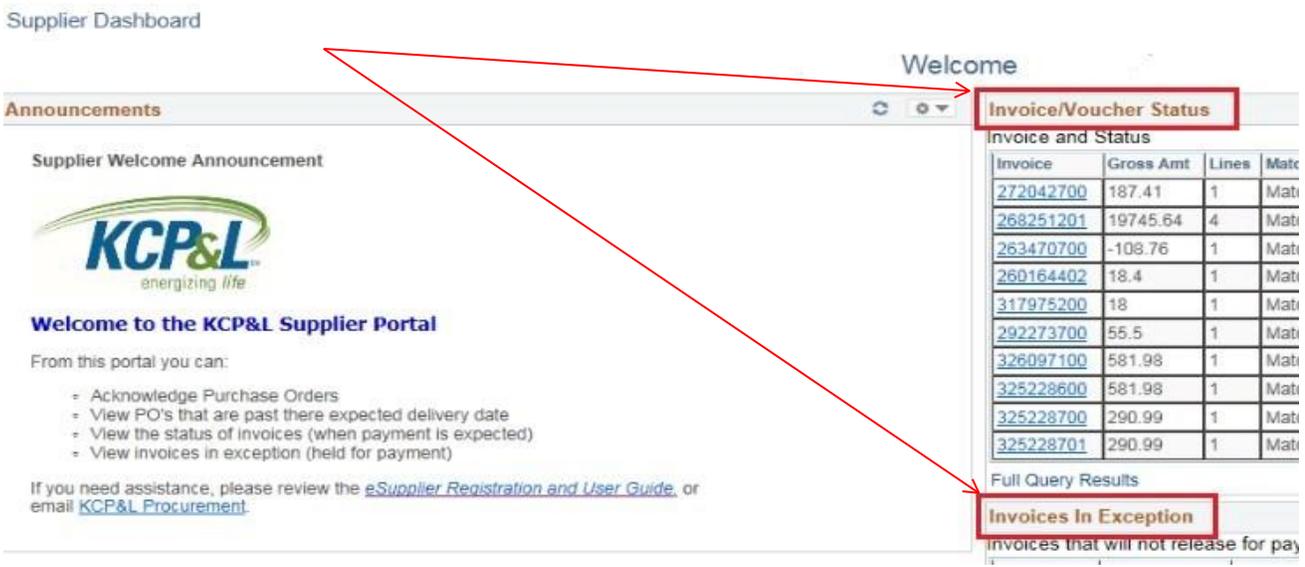
eSupplier Homepage

The eSupplier Homepage provides easy access to items that require your attention.

1.   The **My Alerts** links will take you directly to orders that have Overdue Shipments and orders that you need to Acknowledge.

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2. The pagelets to the right show **Invoices in Exception** and **Invoice/Voucher Status**.

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3. If you have a lot of invoices you may have to click the **Full Query Results** link at the bottom of the pagelet to see them all.

Invoices In Exception					
Invoices that will not release for payment					
Scheduled to Pay	Supplier Invoice Number	KCPL Voucher Number	PO No.	Ship to Location	Reason in
2015-06-05	20021977	20021977	3000041292	F&M WEST DOCK	Total vouc quantity >
2015-06-05	20021977	20021977	3000041292	F&M WEST DOCK	Life to Dat + ext amt t
2015-06-05	20021977	20021977	3000041292	F&M WEST DOCK	Life to Dat > PO Qty
2015-06-05	20021977	20021977	3000041292	F&M WEST DOCK	Life to Dat > PO Qty
2015-06-26	283898800	30011272	6000016684	LEES SUMMIT SERVICE CENTER	Line qty nc with PO re

Full Query Results

Select full query results to see additional information

Invoice/Voucher Status						
Invoice and Status						
Invoice	Gross Amt	Lines	Match Status	Pay Date	Payment	Pay
272042700	187.41	1	Matched	2015-01-02	0000051418	246
268251201	19745.64	4	Matched	2014-12-26	0000020749	123
263470700	-108.76	1	Matched	2014-11-18	0000046987	505
260164402	18.4	1	Matched	2014-08-20	0000038425	629
292273700	55.5	1	Matched			0.0(
284081401	1814.77	1	Matched	2015-05-29	0000026423	900
test 3	250	1	Not Applicable			0.0(
test5	9620	1	Not Applicable			0.0(
test7	9870	1	Not Applicable			0.0(
280856500	3628.44	2	Matched	2015-05-29	0000066526	187

Full Query Results

The **Priority 1 Items for Supplier** Pagelet, will provide a list of Evergy item numbers, price, lead time, and manufacturer information that are associated with the supplier logged into the portal.   Please note that this information provided does not guarantee orders or commit a contractual obligation between Evergy and the supplier.

Select the **Full Query Results** link to display a full list of items.

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Receiving/Reviewing Purchase Orders

In addition to receiving your purchase orders via email, you can also view your orders on the eSupplier Portal.

1. From the **Supplier Homepage** select **My Work and Quick Links** > **View Purchase Orders**
2. If you know the PO number you are looking for, enter it in the **From PO ID** and **To PO ID** fields and click **Search**. Also, be sure the **From Date** and **To Date** are back far enough.

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3. If you don't have a specific PO number you are looking for, you can simply search by Date Range.

4. When your results are displayed, you can click the **Purchase Order** to see the PO Details. You can also view a PDF copy of the PO by clicking **View PDF**.

5. At the message, select **OK**. Then select **View PDF** once more to view the PO. Please adhere to message below regarding output of PO:

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Acknowledging Orders

Acknowledgment of purchase orders is mutually beneficial to Evergy and its suppliers.

The benefits of order acknowledgments for Evergy include:

- Ensuring all orders are received and processed
- Automating the change order process
- Decreased past due orders and increase on-time delivery
- Decreased match exceptions

The benefits to suppliers include:

- More timely payments
- Real-time visibility to payment status
- Reduced customer service inquiries (i.e. missing or late orders)
- Increased exposure to potential new business

Initial Purchase Order Acknowledgment

When a Purchase Order (or Change Order) is received, Evergy requests that it is acknowledged in the eSupplier Portal. Orders requiring acknowledgment are available by clicking on the **Unacknowledged POs** Alert on your Homepage.

Click on the **New** under Acknowledge Status for the purchase order you wish to acknowledge.
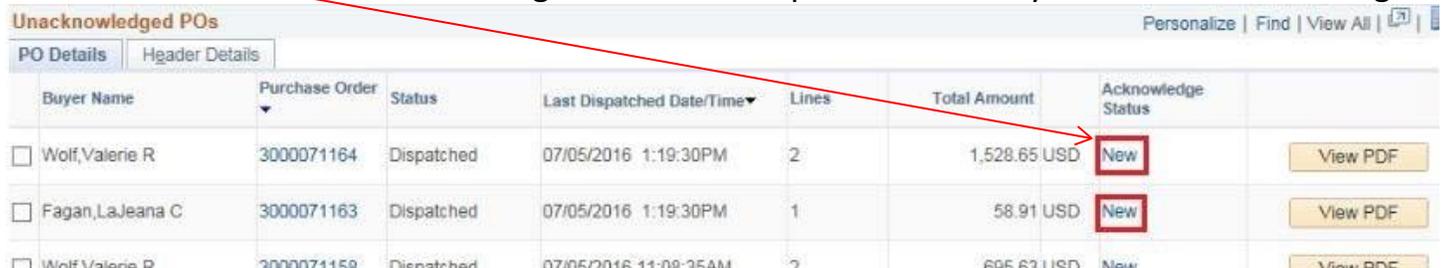
	Buyer Name	Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status	
☐	Wolf,Valerie R	3000071164	Dispatched	07/05/2016 1:19:30PM	2	1,528.65 USD	New	View PDF
☐	Fagan,LaJeana C	3000071163	Dispatched	07/05/2016 1:19:30PM	1	58.91 USD	New	View PDF
☐	Wolf,Valerie R	3000071159	Dispatched	07/05/2016 11:09:35AM	2	695.63 USD	New	View PDF

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*Note: Do <u>not</u> acknowledge orders until you have a firm understanding of when the product will be delivered and have a firm/set price. Accuracy is more important than speed.

You will be directed to the **Acknowledge Summary** page. Clicking on the **line** number link will allow you to update **Due Date, Quantity** and **Price**.

Acknowledge Purchase Orders
Acknowledgement Summary

PO Number 3000071164		PO Date 07/05/2016	
Acknowledgement Status New		Acknowledge Date	
POA Response Accepted	Reset to PO Values	Reject All	

▶ PO Header Detail

Click on the purchase order line number to see more details and to make any modifications.

POA Lines

Line Details | Extension | (▦▸)

Line	Item ID	Description
1	699567	WASHER SPRING;TYPE:BELLEVILLE;INSIDE DIAMETER:1/2IN;OUTSIDE DIAMETER:1-1/4IN;MATERIAL:316 STAINLESS STEEL;SOLON;820125301
2	725123	BAG LINER;TYPE:TRASH;WIDTH:30IN;LENGTH:55IN;THICKNESS:2-1/2MIL;DEPTH:14IN;CAPACITY:55GAL;MATERIAL:PLASTIC;COLOR:GRAY;FORTUNE PLASTICS;13807051

▶ Comments

Save | Save & Send Acknowledgement

On the **Acknowledgement Details** page, click on the **arrow** next to **More Item Details** to see information related to:

- PO Item Description
- Manufacturer ID
- Manufacturer Item ID
- Price Good Thru (if we have agreed to keep price set for a certain period)

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The **Due Date & Quantity** tab shows the expected delivery date and quantity. If the product will arrive on a different date, update the **Acknowledge Due Date**. Also, if the requested quantity can't be fulfilled, you can change the **Acknowledge Quantity**.

The **Price** tab shows the order unit price. If the unit price is different, update the **Acknowledge Price.**

The **Ship To** tab shows the **Ship To** location.

When you make changes to a line, click **Return** to go back to the **Acknowledge Summary** page. The **POA Response** for the line will be updated to "**Accepted – Changes Made**".

Personalizing Acknowledging Orders Page

Personalizing the results page allows the user to display a variety of information in an order that suits their needs. This avoids scrolling to different areas of the result to find this pertinent information.

On the **Acknowledgement Details** page, select **Personalize** as shown below.

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On the **Grid Customization** page, select **Copy Settings**:

On the **Copy Settings** page, select the magnifying glass as shown below:
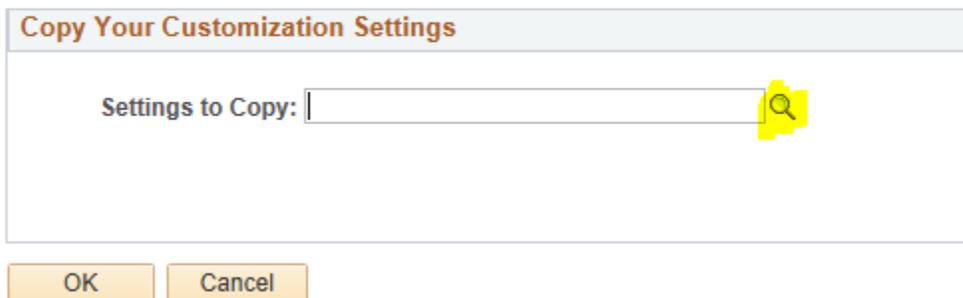
At the prompt that says **Look Up Setting to Copy**, click on the **Setting Name** called **POA_LINE_ACK** as shown highlighted below:
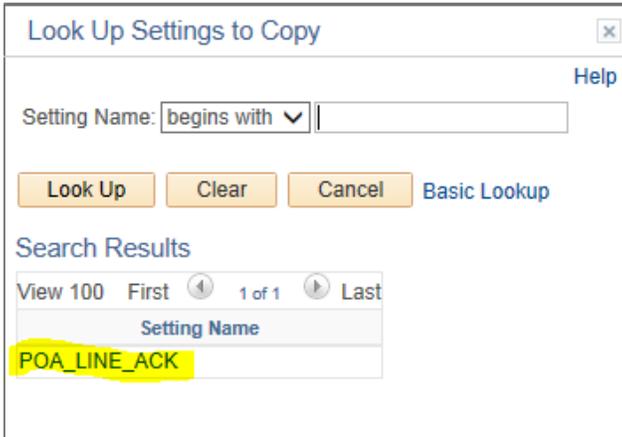
Select **OK**, and **OK** again to get out. This personalization of the **Acknowledgement Details** page will set fields in an easily managed order as shown below.

Acknowledgement Summary

If any changes were made on the **Acknowledgement Details** page, the line will display **Accepted-Changes Made**:

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If any changes were made, click the arrow next to **Comments** on the **Acknowledgment Summary** page. Add comments describing the changes that were made and to which line(s). This information will be used by the Buyer in their approval process. This should eliminate the need for additional emails.

When all lines have been reviewed, any changes made, and comments entered, click **Save & Send Acknowledgment. Warning – if you just click Save then no acknowledgment will be sent.**

After an acknowledgment **with changes** is sent:

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1. It will immediately appear in the Buyer's work queue.

2. The Buyer will review the acknowledgment and approve it if they find it acceptable (usually within 24 working hours).

3. If they have additional questions, they will contact you. (It is important to include good Comments in the acknowledgments to avoid questions).

4. If they approve the acknowledgment, a change order will systematically be created and dispatched back to the supplier (processing may take a few hours).

5. **The Change Order back to the supplier should then be review and acknowledged** The Change Order is located on the **Unacknowledged POs** page. Select **New**.

Select **Save & Send Acknowledgement** to accept the Change Order.   <u>DO NOT SELECT LINK for Return to Purchase Order List</u>.

Then, select **Unacknowledged POs** from **My Alerts** to return to Unacknowledged POs page.

NOTE: An acknowledgment **without changes** does not require any approvals and will not create a change order.

Subsequent Order Acknowledgments

After a supplier has initially responded with a PO Acknowledgement online, the buyer has accepted, and the PO has been dispatched, the PO will be available for update again.

To create a new acknowledgement for a previously accepted PO, the PO's acknowledgement status in the supplier portal must be **Buyer Accepted**.

1. Select the **Create PO Acknowledgements** link on the eSupplier Homepage.
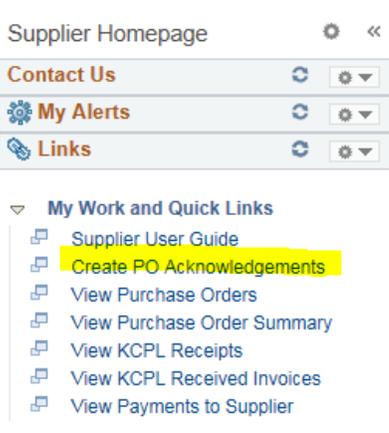
2. Select the **Supplier Responded/Buyer Accept** check box (remove check next to **New/Supplier Review** if it defaulted).

3. Remove the **From Date**

4. Select **Search**

5. PO's with an **Acknowledgement Status** of **Buyer Accepted** can be acknowledged again.

6. Select the PO number to update

7. Select the **Click to Initiate** button. Selecting this button takes the user into the PO to create another acknowledgement.

8. Update the **Due Date**, **Quantity** and/or **Price**.

9. Select **Return** Button. Add **Comments** and then select **Save & Send Acknowledgement**.

Acknowledgement Summary

DAVIS SAFETY SUPPLY INC

PO Number 6000040909	**PO Date** 09/08/2017
Change Order 1	
Acknowledgement Status Buyer Accepted	**Acknowledge Date** 10/31/2017
POA Response Accepted - Changes Made	

▶ **PO Header Detail**

Click on the purchase order line number to see more details and to make any modifications.

POA Lines   Personalize | Find |

Line Details | Extension |

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM		POA Response
1	725040	TOWEL PAPER:TRADE NAME:SHOP MAX;NUMBER OF PLIES:1PLY;TORK;450337	24.0000	36.0000	EA	⊙	Accepted - Changes Made

▼ **Comments**

Revised qty. from 24 to 36 to meet std. pkg.

Return to Search Acknowledgement   Send E-mail   **Save & Send Acknowledgement**

After a subsequent order acknowledgment **with changes** is sent, the acknowledgement process starts over again:

1. It will immediately appear in the Buyer's work queue.

2. The Buyer will review the acknowledgment and approve it if they find it acceptable (usually within 24 working hours).

3. If they have additional questions, they will contact you. (It is important to include good Comments in the acknowledgments to avoid questions).

4. If they approve the acknowledgment, a change order will systematically be created and dispatched back to the supplier (processing may take a few hours).

The **Change Order back to the supplier should then be review and acknowledged**.

Past Due Process

Entering order acknowledgments should keep Past Due orders to a minimum. However, if the Due Date for an order passes without it being received at Evergy:

1. An Alert will be sent to eSupplier Account Email Addresses (one email sent every Monday and Thursday at 5:00 AM).

NOTE: The PO Number **WILL NOT** display within the email. As the email (see example below) states, the supplier will need to log into the Evergy Supplier Portal to view all past due POs.

Email Example:

Alerts - KCPL_PAST_DUE_PO_PLEASE_REVIEW

Message 1:	KCP&L Past Due Purchase Order Alert (30000,390) You are receiving this email because ANIXTER INC has past due Purchase Orders with KCP&L
Explanation:	Please log into the KCPL Supplier Portal to review a list of all past due Purchase Orders for your company. To add the Past Due Purchase Order Pagelet to your home page: Select Content at the top right of your page. Locate and select the Past Due Purchase Orders check box Select Personalize Layout Select which column you would like the pagelet to appear. Select Save. **If your order has not already shipped, please email** Procurement@kcpl.com **with updated delivery dates for your PO.** *This is an automated E-mail, please do not reply.*

2. The PO line number will display on the **Past Due Purchase Orders** pagelet on your eSupplier Homepage.

Past Due Purchase Orders

List of KCP&L Purchase Orders that have a Due Date in the Past. Select the View Source Data link to see additional details. Communicate with the Requester and the Buyer then create a new Purchase Order Acknowledgement to update the Due Date

| PO No.	Receipt	PO Date	Due Date	Ship To Descr	Line	Item	PO Qty	Open Qty	Net Recv	Accept Qty
6000014683	Partial	2015-01-14	2015-01-28	SIBLEY GENERATING STATION	1	080591003900	2	1	1	1
3000043072	Partial	2015-03-05	2015-03-13	LACYGNE CMF LACYGNE	1		1	1	0.00	0.00
6000015858	Not Recvd	2015-03-04	2015-03-18	SIBLEY GENERATING STATION	1	080591002886	2	2	0.00	0.00
6000015880	Not Recvd	2015-03-04	2015-03-18	SIBLEY GENERATING STATION	3	080591003575	1	1	0.00	0.00

Evergy requests the following actions for Past Due orders:

1. If your records indicate that this order has been fulfilled, please email procurement@evergy.com with support information like proof of delivery or email exchanges.

2. If the order has not been delivered and Evergy's expected delivery date is inaccurate, send an email to procurement@evergy.com with an updated delivery date.

Or, supplier may update the delivery date themselves:

1. Document (write down) the **PO** and **Line** number that is displayed on the **Past Due Purchase Orders** pagelet.

2. Select the **POs with Overdue Shipments** link from the **My Alerts** on the Supplier Homepage.
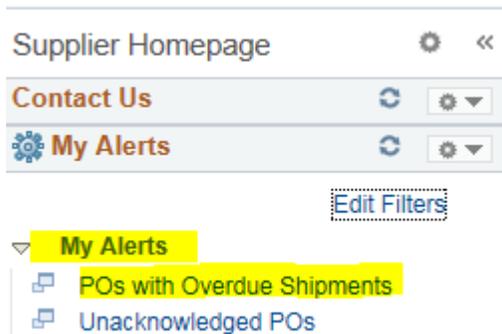
3. Supplier must now locate the PO and line number that they documented from the Past Due Purchase Orders pagelet.

4. Select **Buyer Accepted** link.

5. Select **Transfer to Initiate Request** link.

6. Scroll to the right on the **Line Details** tab to locate the line to be updated. Select the **Click to Initiate** link as shown below.

7. Update **Due Date**.
8. Select **Return**.
9. Select **Save & Send Acknowledgement**.

The updated due date will go to Buyer for approval and the Acknowledgement Process starts over again.

Match Exceptions

The order acknowledgment process will help ensure that purchase orders exactly match invoices, and prevent mismatch errors (Invoice Match Exceptions). However, if match exceptions do occur, the eSupplier portal homepage gives immediate visibility to them on the **Invoices in Exception** pagelet.

Supplier may select **Full Query Results** to see all invoices that will not release for payment.

Invoices In Exception

Invoices that will not release for payment

Scheduled to Pay	Supplier Invoice Number	KCPL Voucher Number	PO No.	Ship to Location	Reason in Exception	Rule ID
2017-10-11	135829	R0879157	6000040856	BELTON SERVICE CENTER	No receipts found	RULE_R50
2017-10-11	135829	R0879157	6000040856	BELTON SERVICE CENTER	Voucher quantity does not equal sum of receipt qty	RULE_R95
2017-10-18	135395	R0882343	3000096243	LACYGNE GENERATING STATION	Extended Price Tolerance	RULE_E10
2017-10-18	135395	R0882343	3000096243	LACYGNE GENERATING STATION	No receipts found	RULE_R50
2017-10-18	135395	R0882343	3000096243	LACYGNE GENERATING STATION	Voucher quantity does not equal sum of receipt qty	RULE_R95

Full Query Results

Select full query results to see additional information

Depending on the **Reason in Exception**, the supplier may be able to resolve the exception by entering an order acknowledgment to update the quantity or price.

If the **Reason in Exception** is receipt related, you can follow up with proof of delivery if it's been awhile since the product was delivered (anything more than a week). Invoices cannot be

paid until exceptions are resolved. Evergy makes it a priority to resolve exceptions in a timely manner.

Checking Payment Status

The tools provided in eSupplier will help ensure timely payment. The eSupplier portal will also show you the date you should expect to receive payment.

Pay Date is shown on the Homepage on the **Invoice/Voucher Status** pagelet.

Invoice/Voucher Status

Invoice and Status

Invoice	Gross Amt	Lines	Match Status	Pay Date	Payment	Pay Amount	PO No.
112014	249.21	1	Matched	2015-01-02	0000051431	2788.65	3000034738
135931	-4222	1	Match Exceptions Exist			0.00	3000096243
135901	-149.07	1	Matched			0.00	3000098015
135874	345.73	1	Matched			0.00	6000040909
135876	16.66	1	Matched			0.00	6000040908
135878	458.02	1	Matched			0.00	6000040910
135845	116.57	1	Matched			0.00	3000098416
135848	58.68	1	Matched			0.00	3000098452
135851	165.12	1	Matched			0.00	3000098298
135826	441.6	1	Matched			0.00	3000098299

Full Query Results

Click the **Full Query Results** link at the bottom of the pagelet to see all invoices and additional information about dates the voucher is expected to pay, the date paid (if the invoice has been paid) and payment reference ID, and the amount paid.