



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

[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: XXXXXXXXXXXX – 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

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- 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

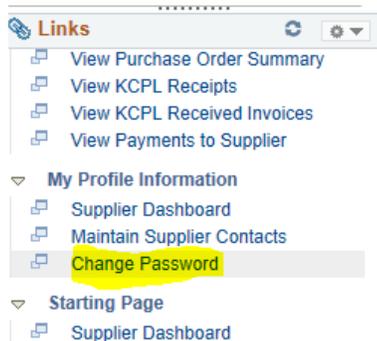
You can create as many accounts as you need. Simply follow the same process used to create your initial account. *Note: All accounts will receive the same alerts and notifications. At this time, there is no current way to limit the notifications by account.*

Inactivating Accounts

If you no longer need an account, send an email to Procurement@evergy.com

Forgot User ID or Password

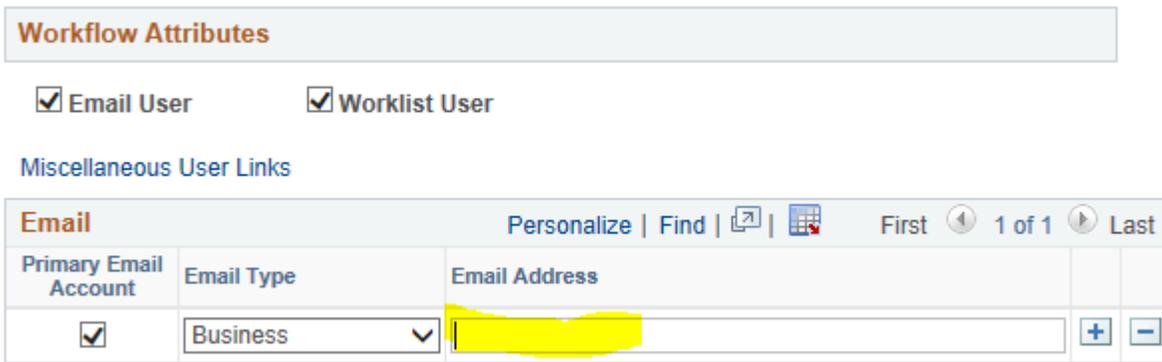
Upon the 2nd failed log in attempt, please select the **Change Password** option. The 3rd failed log in attempt will lock out your account. Please email Evergy Procurement if you have questions, Procurement@evergy.com.



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.



Workflow Attributes

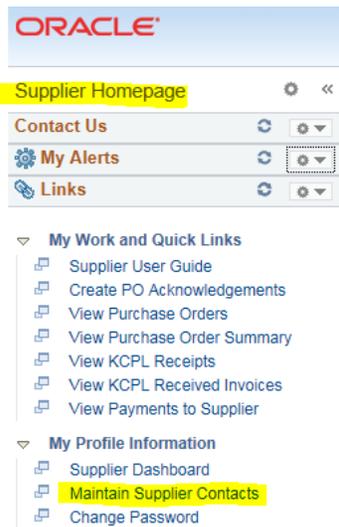
Email User Worklist User

Miscellaneous User Links

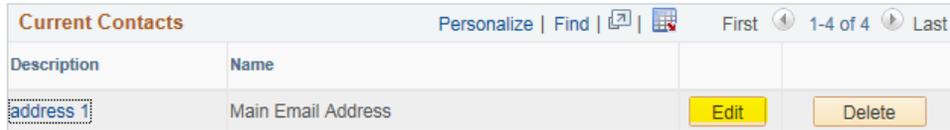
Email		Personalize	Find	First	1 of 1	Last	
Primary Email Account	Email Type	Email Address					
<input checked="" type="checkbox"/>	Business	[Redacted]				+	-

OR

1. From the **Supplier Homepage** select **My Profile Information > Maintain Supplier Contacts**

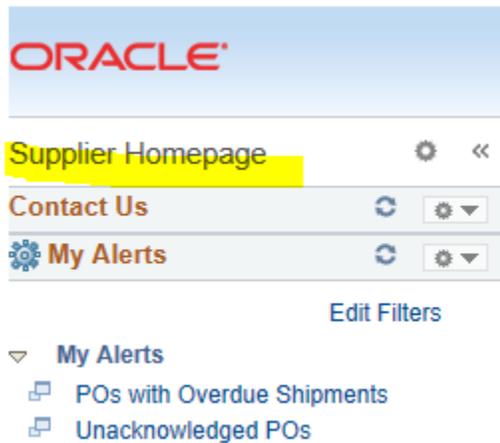


2. Under Current Contacts, select **Edit**



Current Contacts		Personalize	Find	First	1-4 of 4	Last
Description	Name					
address 1	Main Email Address					

3. Update email address, select **Save**
4. Select **Supplier Homepage** in the upper left hand corner to return the Homepage



eSupplier Homepage

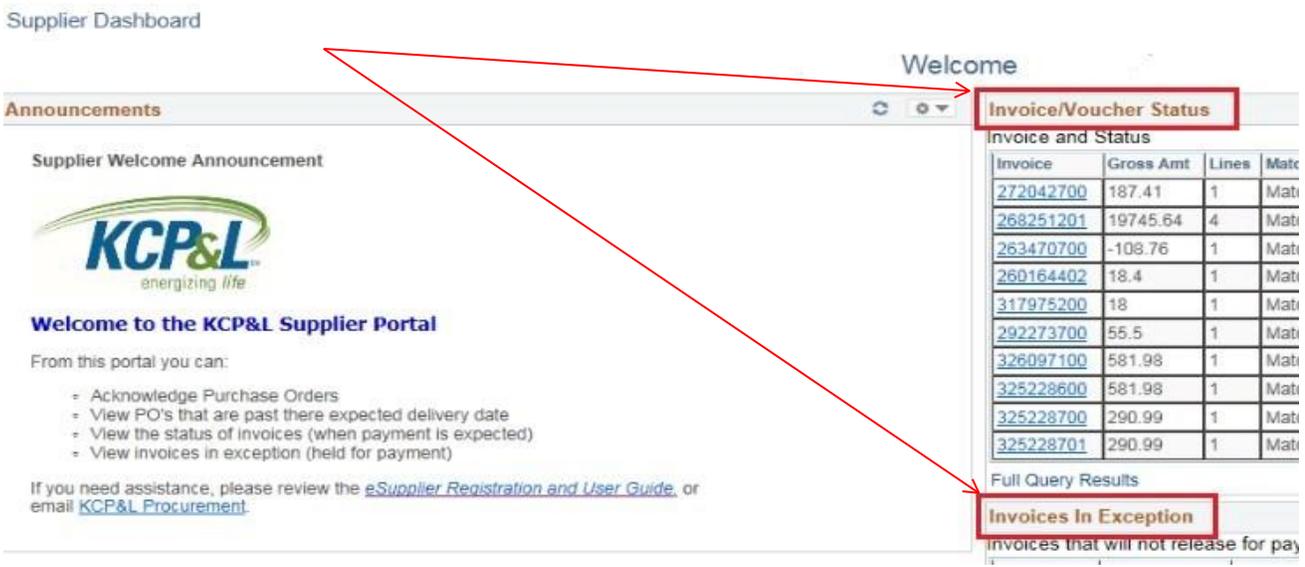
The eSupplier Homepage provides easy access to items that require your attention.

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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- 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			0.00
284081401	1814.77	1	Matched	2015-05-29	0000026423	900
test 3	250	1	Not Applicable			0.00
test5	9620	1	Not Applicable			0.00
test7	9870	1	Not Applicable			0.00
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.

Priority 1 Items for Supplier

This is a list of KCP&L item numbers, price, lead time, and manufacturer information that are associated with the supplier logged into the portal. These are items that KCP&L could place an order for with the logged in organization.

Item	Supplier Price	KCPL UOM Description	Lead Time	Price Good Thru	Mfg ID	Mfg Itm ID	KCPL Preferred Manufacturer
000010400005	109	EACH	14		EKSTROM INDUSTRIES	MBSA 5J 180 DA S2 (Not Verified)	Y
000033554300	17.5	EACH	14		ATC	33554300	Y
000096000001	4.5425	EACH	7	12/31/2016	PREFORMED	IP-15-C	Y
000096000001	4.5425	EACH	7	12/31/2016	HENDRIX	HPI-55-3	N
000096000031	6.2872	EACH	28	7/1/2016	COOPER BUSSMANN	GBA-3/4	Y
000096000038	23.18	EACH	28		SYLVANIA	64547 MP70/U/MED	Y
000096000048	9.82	EACH	21		LEDTRONICS	RPLB-0209-28V	Y
000096000050	10.64	EACH	49	3/31/2016	PREFORMED	UTC-MS-6120	Y
000096000051	11.95	EACH	28	3/31/2016	PREFORMED	UTC-MS-6192	Y
000096000064	73.8224	EACH	35		SYLVANIA	64815 MS175/PS/BU ONLY	Y

Full Query Results

Providing this information to the supplier does not guarantee orders or contractual obligation. *Select the Full Query Results link to see full list of items.

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.

Search Criteria

From PO ID: PO's Waiting Acknowledgement

To PO ID:

Item ID:

Vendor Item ID:

From Date: (example: 01/31/2000)

To Date: (example: 01/31/2000)

Buyer:

Contract ID:

Contract Version:

Release:

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

Purchase Order List							Personalize Find View All
Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status		
<input type="checkbox"/> 3000044563	Dispatched	03/25/2015 7:54:20AM	2	135.12 USD	New	<input type="button" value="View PDF"/>	

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

Message

Process to generate PO output file, is taking longer than expected. (7026,186)

To allow your session to continue, this job will finish in the background. Please wait a minute or so and then press the button again to bring up the PO for printing.

(You must stay within this component, or pressing the button will cause the report to be resubmitted.)

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:

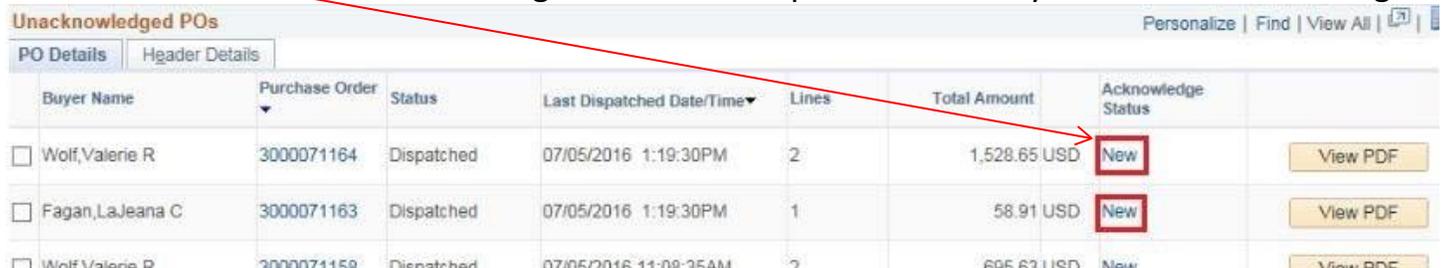
- More timely payments
- Real-time visibility to payment status
- Reduced customer service inquiries (i.e. missing or late orders)
- Increased exposure to potential new business

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	
<input type="checkbox"/> Wolf,Valerie R	3000071164	Dispatched	07/05/2016 1:19:30PM	2	1,528.65 USD	New	View PDF
<input type="checkbox"/> Fagan,LaJeana C	3000071163	Dispatched	07/05/2016 1:19:30PM	1	58.91 USD	New	View PDF
<input type="checkbox"/> Wolf,Valerie R	3000071163	Dispatched	07/05/2016 11:09:35AM	2	605.63 USD	New	View PDF

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***Note: Do not 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

▶ PO Header Detail

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

POA Lines

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

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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Item Detail Find | View All First 1 of 2 Last

Line Number 1 Reset Item to PO values Reject Item

Unit of Measure EACH Item Response Accepted

Item ID 699567 Supplier Item ID

Price Good Thru 7/1/2016 Extension

Description WASHER SPRING TYPE BELLEVILLE,INSIDE DIAMETER:1/2IN,OUTSIDE DIAMETER:1-1/4IN,MATERIAL:316 STAINLESS STEEL,SOLON,82012530

PO Line Comments Find | View All First 1 of 1 Last

WASHER SPRING TYPE BELLEVILLE,INSIDE DIAMETER:1/2IN,OUTSIDE DIAMETER:1-1/4IN,MATERIAL:316 STAINLESS STEEL,SOLON,820125301 Purchasing Notes*****

More Item Details

Purchase Order	Supplier's Catalog	Acknowledgement
SOLON	Manufacturer ID	SOLON
SOLON		SOLON
820125301	Manufacturer's Item ID	820125301
<input type="checkbox"/> Amount Only		

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**.

Due Date & Quantity		Price	Ship To				
Order Sched	Sched	Order Due Date	Order Due Time	Order Quantity	Acknowledge Due Date	Acknowledge Quantity	POA Status
1	1	07/12/2016		200.0000	07/12/2016	200.0000	

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

Due Date & Quantity		Price	Ship To		
Order Sched	Sched	Order Due Date	Order Price	Order Ship Method	Acknowledge Price
1	1	07/12/2016	0.77461	COMMON	0.77461

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

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Due Date & Quantity		Price	Ship To			
Order Sched	Sched	Order Due Date	Ship To		Freight Terms	Currency
1	1	07/12/2016	Hawthorn Station 8700 Front		FOB DEST, FRT PPD & ALLOWED	USD

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**”.

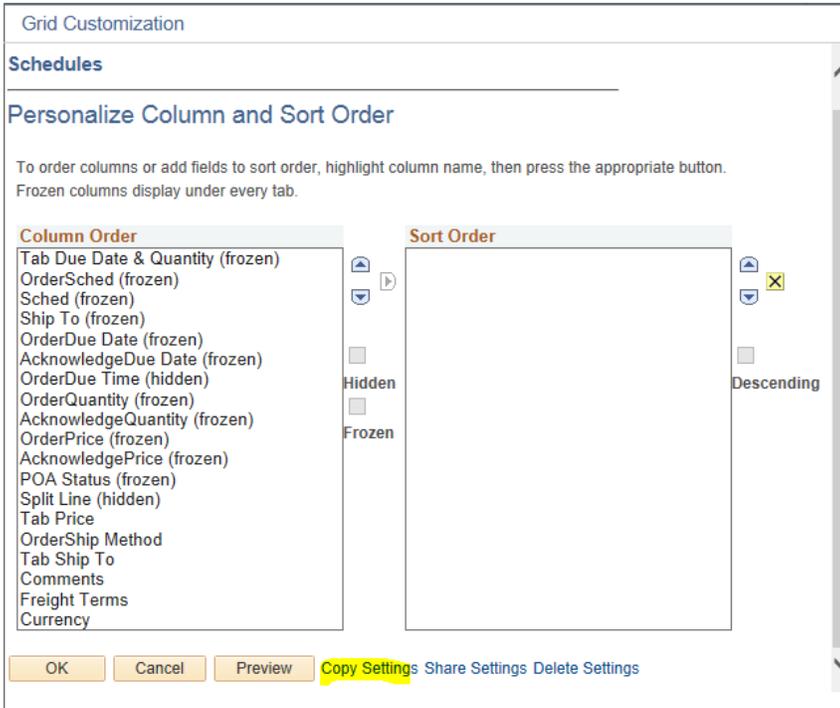
Personalizing Acknowledging Orders Page

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.

The screenshot shows the Acknowledgement Details page for a purchase order line. At the top, there are buttons for "Reset Item to PO values" and "Reject Item". The page displays item details such as "Line Number 1", "Unit of Measure EACH", "Item ID 699567", and "Supplier Item ID". A description of the item is provided: "WASHER SPRING TYPE BELLEVILLE, INSIDE DIAMETER 1/2IN, OUTSIDE DIAMETER 1-1/4IN, MATERIAL 316 STAINLESS STEEL, SOLON, 820125301". Below this, there is a section for "PO Line Comments" with a note: "WASHER SPRING TYPE BELLEVILLE, INSIDE DIAMETER 1/2IN, OUTSIDE DIAMETER 1-1/4IN, MATERIAL 316 STAINLESS STEEL, SOLON, 820125301 Purchasing Notes*****". A red box highlights the "More Item Details" link. Below this, there are fields for "Purchase Order", "Supplier's Catalog", "Manufacturer ID", and "Manufacturer's Item ID". The "Acknowledgement" field is also visible. At the bottom, there is a "Schedules" section with a "Personalize" button highlighted in yellow. The "Schedules" table has columns for "Order Sched", "Sched", "Order Due Date", "Order Due Time", "Order Acknowledge Quantity", "Order Acknowledge Due Date", "Acknowledge Quantity", "POA Status", and "Split Line".

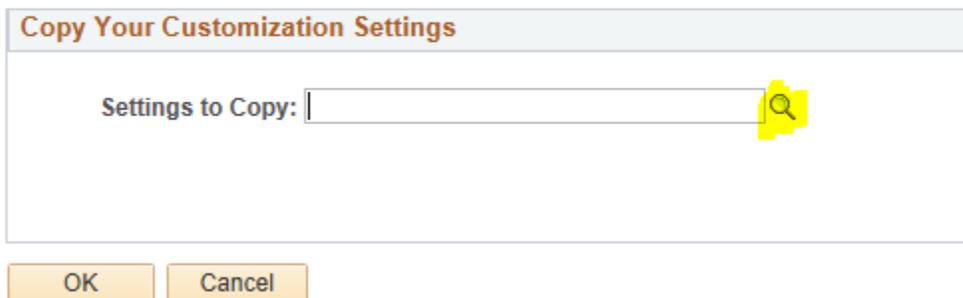
On the **Grid Customization** page, select **Copy Settings**:



The screenshot shows the 'Grid Customization' interface. At the top, it says 'Grid Customization' and 'Schedules'. Below that is a section titled 'Personalize Column and Sort Order' with instructions: 'To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.' There are two main panels: 'Column Order' and 'Sort Order'. The 'Column Order' panel lists various fields like 'Tab Due Date & Quantity (frozen)', 'OrderSched (frozen)', etc., with checkboxes for 'Hidden' and 'Frozen'. The 'Sort Order' panel is currently empty. At the bottom, there are buttons for 'OK', 'Cancel', 'Preview', 'Copy Settings' (highlighted in yellow), 'Share Settings', and 'Delete Settings'.

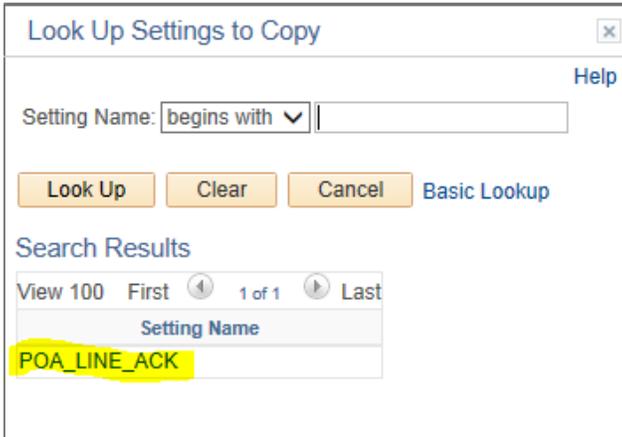
On the **Copy Settings** page, select the magnifying glass as shown below:

Copy Settings



The screenshot shows the 'Copy Your Customization Settings' dialog box. It has a title bar and a main area with the text 'Settings to Copy:' followed by an empty text input field. A magnifying glass icon is positioned to the right of the input field and is highlighted in yellow. At the bottom, there are 'OK' and 'Cancel' buttons.

At the prompt that says **Look Up Setting to Copy**, click on the **Setting Name** called **POA_LINE_ACK** as shown highlighted below:



Look Up Settings to Copy ✕

Help

Setting Name:

[Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last

Setting Name
POA_LINE_ACK

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.



Order Sched	Bohed	Ship To	Order Due Date	Acknowledge Due Date	Order Quantity	Acknowledge Quantity	Order Price	Acknowledge Price	POA Status
1	1	Iatan Station 20250 Hwy 45 N	12/28/2017	12/28/2017	1.0000	1.0000	0.01000	0.01000	

Acknowledgement Summary

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

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Acknowledge Purchase Orders

Acknowledgement Summary

PO Number: 3000044286 PO Date: 03/23/2015
Acknowledgement Status: New Acknowledge Date:
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 | View All | First | 1-2 of 2 | Last

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1		14-144-081 2 1/4" x 8tpi starter tap	1.0000	1.0000	EA	Accepted - Changes Made
2		14-144-083 2 1/4" x 8 TPI bottom tan	1.0000	1.0000	EA	Accepted

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.

2		14-144-083 2 1/4" x 8 TPI bottom tan	1.0000	1.0000	EA	Accepted
---	--	--------------------------------------	--------	--------	----	----------

Line 1 will take 3 weeks to deliver instead of 2

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.**

Line 1 will take 3 weeks to deliver instead of 2

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**.

Unacknowledged POs							
Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status		
<input type="checkbox"/> 6000040909	Change Order -1	10/30/2017 12:43:51PM	1	459.15 USD	New	View PDF	

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

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

The screenshot shows the 'My Alerts' sidebar on the left with 'Unacknowledged POs' highlighted. The main area displays 'Line Details' for a purchase order with 6 lines. At the bottom, the 'Comments' section shows two buttons: 'Save' and 'Save & Send Acknowledgement'. The 'Return to Purchase Order List' link is crossed out with a red X.

Line	Item ID	Description
1	473002	LUMINAIRE LIGHTING:TYPE:ROADWAY;LAMP CUTOFF;COOPER;OVZ10SK22DU0349
2	503020	CIRCUIT BREAKER:TYPE:GROUND FAULT;VC TYPE:PLUG IN;CUTLER HAMMER EATON;GF1
3	704549	COVER UP BLANKET:WIDTH:27IN;LENGTH:36 EYELET;SALISBURY;1000E
4	704574	HOT STICK TELESCOPIC:LENGTH:20FT;MATE
5	704666	SLING NYLON:TYPE:ROUND;LENGTH:4FT;EN ALL;EN60/4
6	711101	SUNSCREEN:TYPE:FIRST AID;TRADE NAME:1

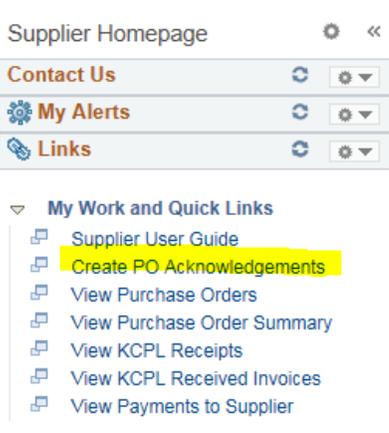
NOTE: An acknowledgment **without changes** does not require any approvals and will not create a change order.

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).

Acknowledge Purchase Orders

Search/Filter Acknowledgements

DAVIS SAFETY SUPPLY INC

From PO ID To PO ID

From Date To Date

Buyer

Supplier Location

Current Acknowledgements

New/Supplier Review Supplier Respond/Buyer Accept

3. Remove the **From Date**
4. Select **Search**

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- PO's with an **Acknowledgement Status** of **Buyer Accepted** can be acknowledged again.
- Select the PO number to update

Acknowledge Purchase Orders

Search/Filter Acknowledgements

DAVIS SAFETY SUPPLY INC

From PO ID To PO ID

From Date To Date

Buyer

Supplier Location

Current Acknowledgements
 New/Supplier Review Supplier Respond/Buyer Accept
 View History

Orders Per Page First

PO Acknowledgement List

Purchase Order	Dispatched Date/Time	PO Status	Acknowledgement Status	Acknowledge Date
6000040909	10/30/2017 12:43:51PM	Change Order -1	Buyer Accepted	10/31/2017

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

PO Header Detail

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

POA Lines Personalize | Find | View All |

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response	Change Request
1	725040	TOWEL PAPER:TRADE NAME:SHOP MAX;NUMBER OF PLIES:1PLY;TORK;450337	24.0000	24.0000	EA	Accepted	<input type="button" value="Click to Initiate"/>

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

Schedules view PO Changes Personalize | Find | View All | First 1 of 1 Last

Order Sched	Sched	Since Prior PO	Order Due Date	Order Due Time	Order Quantity	Acknowledge Due Date	Acknowledge Quantity	POA Status	Split Line
1	1	Changed	09/22/2017		24.0000	09/22/2017	24.0000		<input type="button" value="Print"/>

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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	Item ID	Description	PO Qty	Acknowledge Quantity	UOM		POA Response
1	725040	TOWEL PAPER: TRADE NAME: SHOP MAX; NUMBER OF PLYS: 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 acknowledgment 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**.

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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

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.

Explanation: 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.

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

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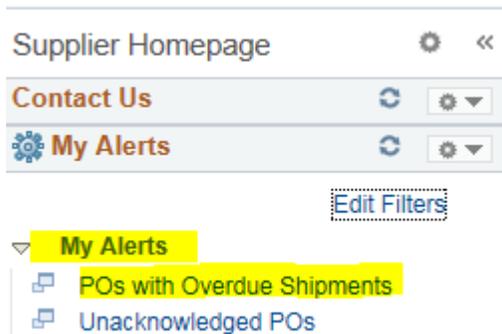


Evergy requests the following actions for Past Due orders:

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.

POs with Overdue Shipments Personalize | Find | View All |  

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status	
<input type="checkbox"/> 3000105801	Dispatched	01/11/2018 4:09:58PM	2	51.45 USD	Buyer Accepted	View PDF
<input type="checkbox"/> 3000096251	Change Order -2	01/03/2018 1:55:55PM	4	16,319.00 USD	Buyer Accepted	View PDF
<input type="checkbox"/> 3000105122	Dispatched	01/02/2018 12:28:15PM	1	108,475.00 USD	Buyer Accepted	View PDF
<input type="checkbox"/> 6000034495	Change Order -1	02/09/2017 2:00:17PM	1	52,737.50 USD	Buyer Accepted	View PDF
<input type="checkbox"/> 6000029330	Change Order -1	01/03/2017 2:33:36PM	1	7,383.25 USD	Buyer Accepted	View PDF
<input type="checkbox"/> 3000083841	Dispatched	12/27/2016 9:28:03AM	1	12,672.00 USD	Buyer Accepted	View PDF
<input type="checkbox"/> 6000034022	Dispatched	12/19/2016 10:59:44AM	1	54,225.00 USD	Buyer Accepted	View PDF
<input type="checkbox"/> 6000034021	Dispatched	12/19/2016 10:59:44AM	1	16,267.50 USD	Buyer Accepted	View PDF
<input type="checkbox"/> 3000074312	Change Order -1	12/14/2016 3:03:26PM	1	108,350.00 USD	Buyer Accepted	View PDF

Select All Clear All [View Selected POs in Downloadable Format](#)

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of

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

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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.