



Supplier Registration Guide

Updated Spring 2020



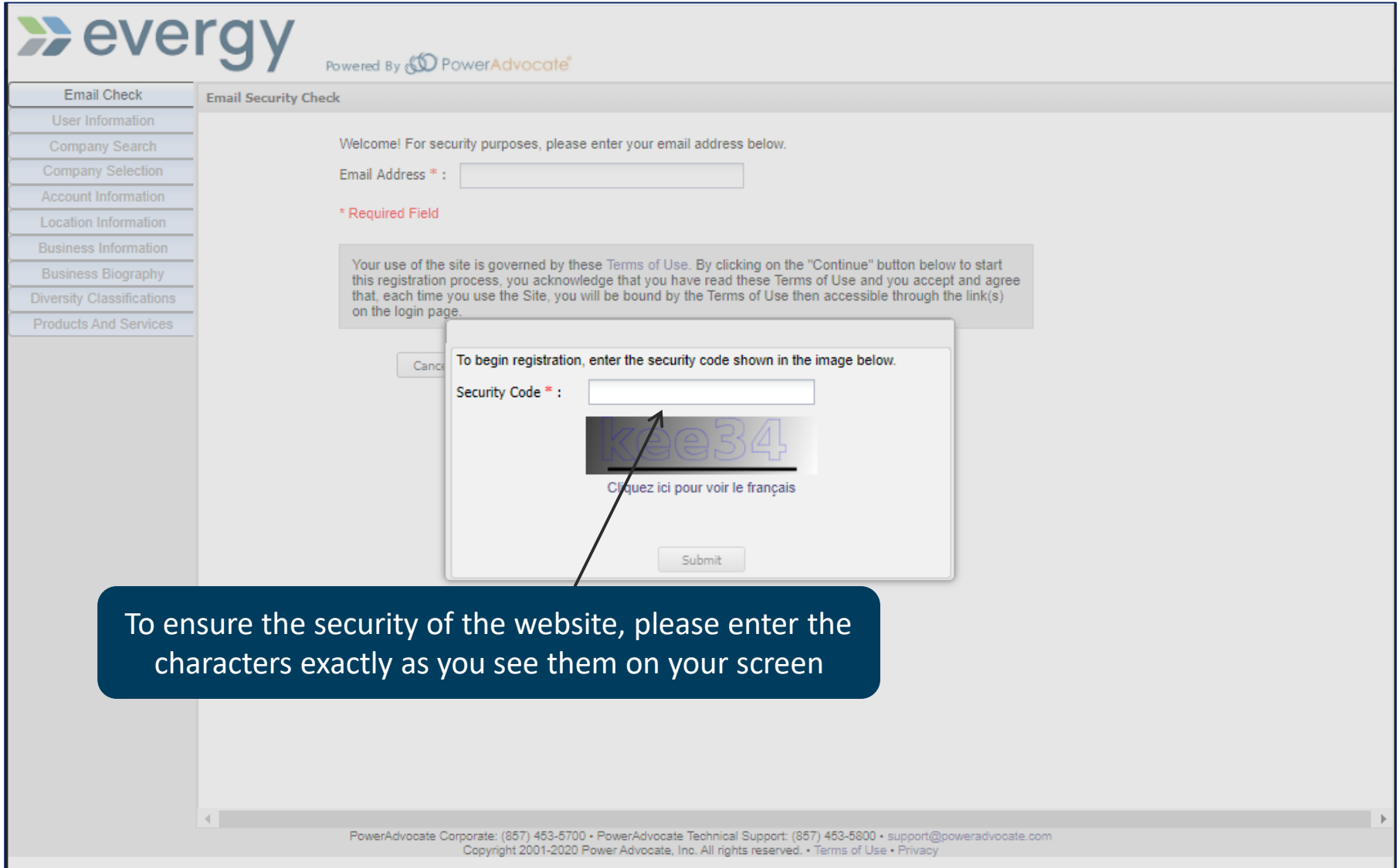
Power
Advocate


Step 1: Please follow the link to access supplier registration:

<https://www.poweradvocate.com/publicRegister.do?companyKey=LH%2BTVf4pOnk%3D>



Step 2: Please enter the security code shown in the pop-up box



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Email Check | **Email Security Check**

User Information
Company Search
Company Selection
Account Information
Location Information
Business Information
Business Biography
Diversity Classifications
Products And Services

Welcome! For security purposes, please enter your email address below.

Email Address * :

* Required Field

Your use of the site is governed by these [Terms of Use](#). By clicking on the "Continue" button below to start this registration process, you acknowledge that you have read these Terms of Use and you accept and agree that, each time you use the Site, you will be bound by the Terms of Use then accessible through the link(s) on the login page.

Cancel

To begin registration, enter the security code shown in the image below.

Security Code * :

ke34


[Cliquez ici pour voir le français](#)


Submit

To ensure the security of the website, please enter the characters exactly as you see them on your screen

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Step 3: Please enter your email address



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Email Check	Email Security Check
User Information	
Company Search	
Company Selection	
Account Information	
Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

Welcome! For security purposes, please enter your email address below.

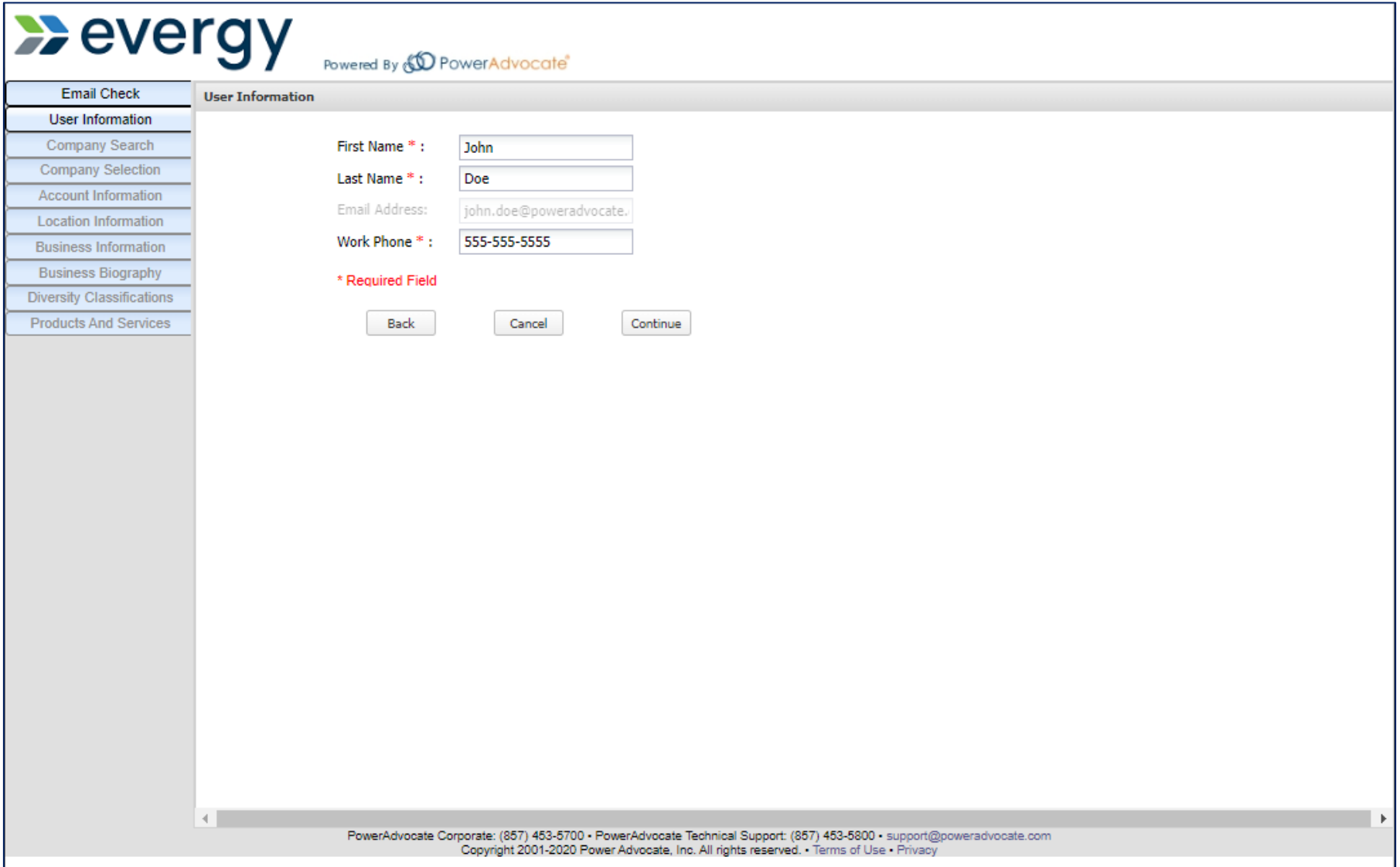
Email Address * :

* Required Field

Your use of the site is governed by these [Terms of Use](#). By clicking on the "Continue" button below to start this registration process, you acknowledge that you have read these Terms of Use and you accept and agree that, each time you use the Site, you will be bound by the Terms of Use then accessible through the link(s) on the login page.

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Step 4: Please enter your basic user information

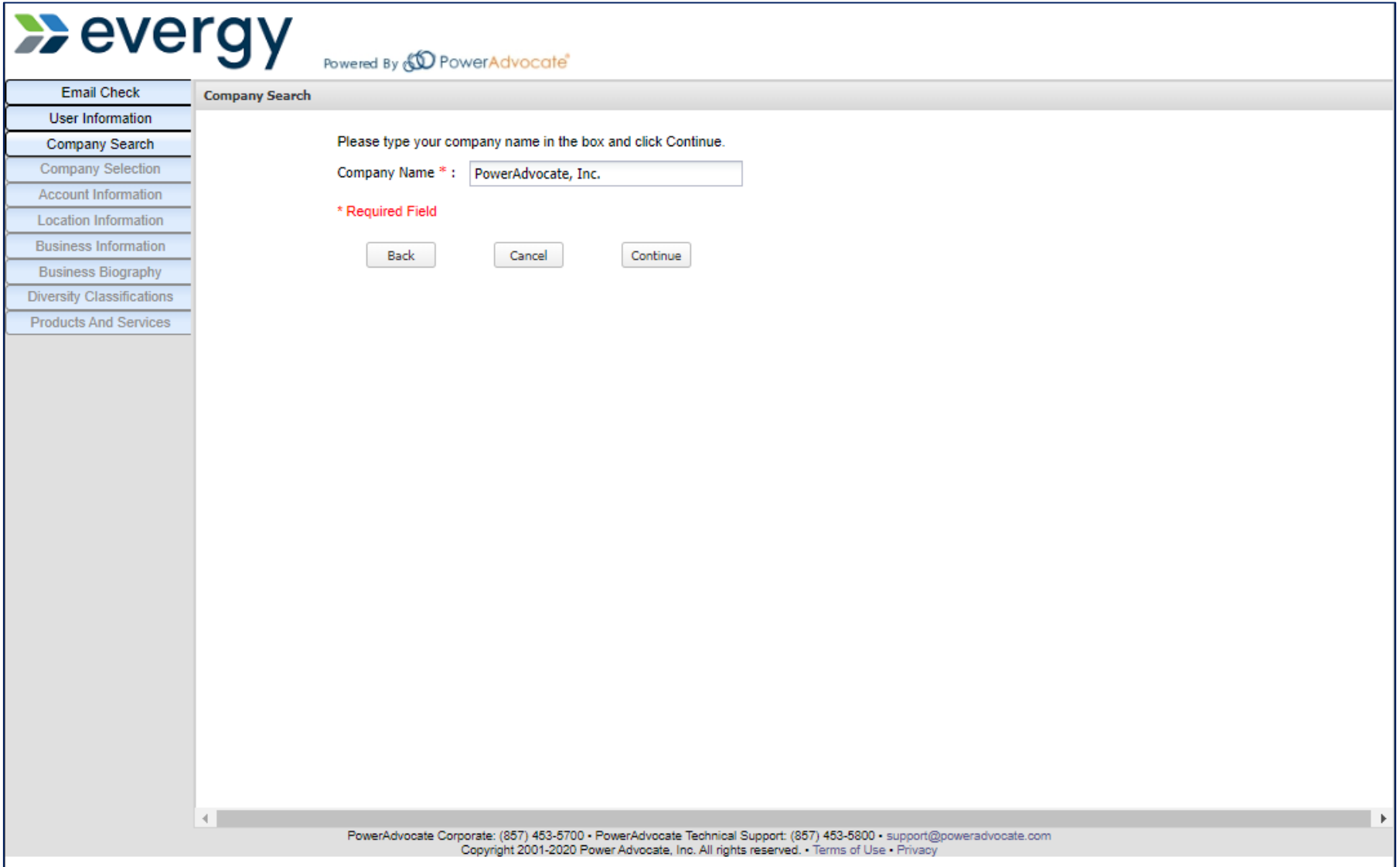


The screenshot shows a web form for user registration. On the left is a vertical navigation menu with the following items: Email Check, User Information (highlighted), Company Search, Company Selection, Account Information, Location Information, Business Information, Business Biography, Diversity Classifications, and Products And Services. The main content area is titled "User Information" and contains the following fields:

- First Name *: John
- Last Name *: Doe
- Email Address: john.doe@poweradvocate.
- Work Phone *: 555-555-5555

A red asterisk label "* Required Field" is positioned below the Work Phone field. At the bottom of the form are three buttons: Back, Cancel, and Continue. The footer of the page contains the following text: "PowerAdvocate Corporate: (857) 453-5700 • PowerAdvocate Technical Support: (857) 453-5800 • support@poweradvocate.com Copyright 2001-2020 Power Advocate, Inc. All rights reserved. • Terms of Use • Privacy".

Step 5: Please enter your company's name



The screenshot shows a web interface for Evergy, powered by PowerAdvocate. On the left is a vertical navigation menu with the following items: Email Check, User Information, Company Search (highlighted), Company Selection, Account Information, Location Information, Business Information, Business Biography, Diversity Classifications, and Products And Services. The main content area is titled "Company Search" and contains the following text: "Please type your company name in the box and click Continue." Below this is a text input field labeled "Company Name *:" containing the text "PowerAdvocate, Inc.". A red asterisk and the text "* Required Field" are positioned below the input field. At the bottom of the form are three buttons: "Back", "Cancel", and "Continue". At the very bottom of the page, there is a footer with contact information: "PowerAdvocate Corporate: (857) 453-5700 • PowerAdvocate Technical Support: (857) 453-5800 • support@poweradvocate.com" and "Copyright 2001-2020 Power Advocate, Inc. All rights reserved. • Terms of Use • Privacy".

Step 6: Please select or add your company

If your company name is listed as one of the Exact or Similar Matching Companies, please select it

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Company Selection

The companies below are registered with names similar to the company name you entered. If your company name is displayed in the list below, please select it and then click Continue.

If the name of your company is not listed, select "Add company name" and enter your company name, then click Continue.

Registered Companies with similar names to PowerAdvocate, Inc..

Exact Matching Companies

Select	Company Name	Active Users	Office Locations
<input type="checkbox"/>			

Similar Matching Companies


Select	Company Name	Active Users	Office Locations
<input checked="" type="checkbox"/>	PowerAdvocate	219	21
<input type="checkbox"/>	PowerAdvocate Vendor	4	1
<input type="checkbox"/>	PowerAdvocate Test Supplier	4	1
<input type="checkbox"/>	PowerAdvocate Example Supplier 8	3	1
<input type="checkbox"/>	VerySafe Supplier, LLC (PowerAdvocate Example Supplier)	2	2
<input type="checkbox"/>	PowerAdvocate Example Supplier 6	1	1
<input type="checkbox"/>	PowerAdvocate Example Supplier 7	1	2


Add company name (as you would like it to appear in our database):

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If your company name is not listed in the Matching Companies, please add it here (you might need to scroll down)

Step 7: Please enter your login and personal information



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Email Check
User Information
Company Search
Company Selection
Account Information
Location Information
Business Information
Business Biography
Diversity Classifications
Products And Services

Account Information

Login Information

Please enter a user name and password. These are case sensitive fields ("JDoe" is not the same as "jdoe"). Your user name and password each must be at least 8 characters in length. In addition to plain alphabet characters, your password must have at least 1 number or non-alphanumeric character.

User Name * :

Password * :

Confirm Password * :

Contact Information

Salutation:

Full Name:

Title * :

Time Zone * :

Phone:

Fax Number:

Mail Stop:

* Required Field

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Step 8: Please select or add your company location



The screenshot shows the Evergy user interface for location selection. On the left is a navigation menu with the following items: Email Check, User Information, Company Search, Company Selection, Account Information, Location Information (highlighted), Business Information, Business Biography, Diversity Classifications, and Products And Services. The main content area is titled "Location Information" and contains the following text:

The registered locations below are associated with your company. Look through the entire list below. If your location is listed, please select it using the appropriate radio button and click Continue.

If your company location is not listed, select Add New Location and click Continue.

Below this text is a table titled "Registered Locations" with the following columns: Select, Site Name, Address, State/Province, Zip/Postal Code, Country, and Phone. The table body is currently empty.


At the bottom of the main content area, there is a radio button labeled "Add New Location" which is currently selected. Below this are three buttons: "Back", "Cancel", and "Continue".


Two callout boxes provide instructions:

- The top callout box, with an arrow pointing to the "Registered Locations" table, contains the text: "If your address is listed as a Registered Location, please select it and skip to Step 10 of this guide".
- The bottom callout box, with an arrow pointing to the "Add New Location" radio button, contains the text: "If your address is not listed as a Registered Location, please select to add it".

At the bottom of the page, there is a footer with the following text: "PowerAdvocate Corporate: (857) 453-5700 • PowerAdvocate Technical Support: (857) 453-5800 • support@poweradvocate.com Copyright 2001-2020 Power Advocate, Inc. All rights reserved. • Terms of Use • Privacy".

Step 9: Please add your location information

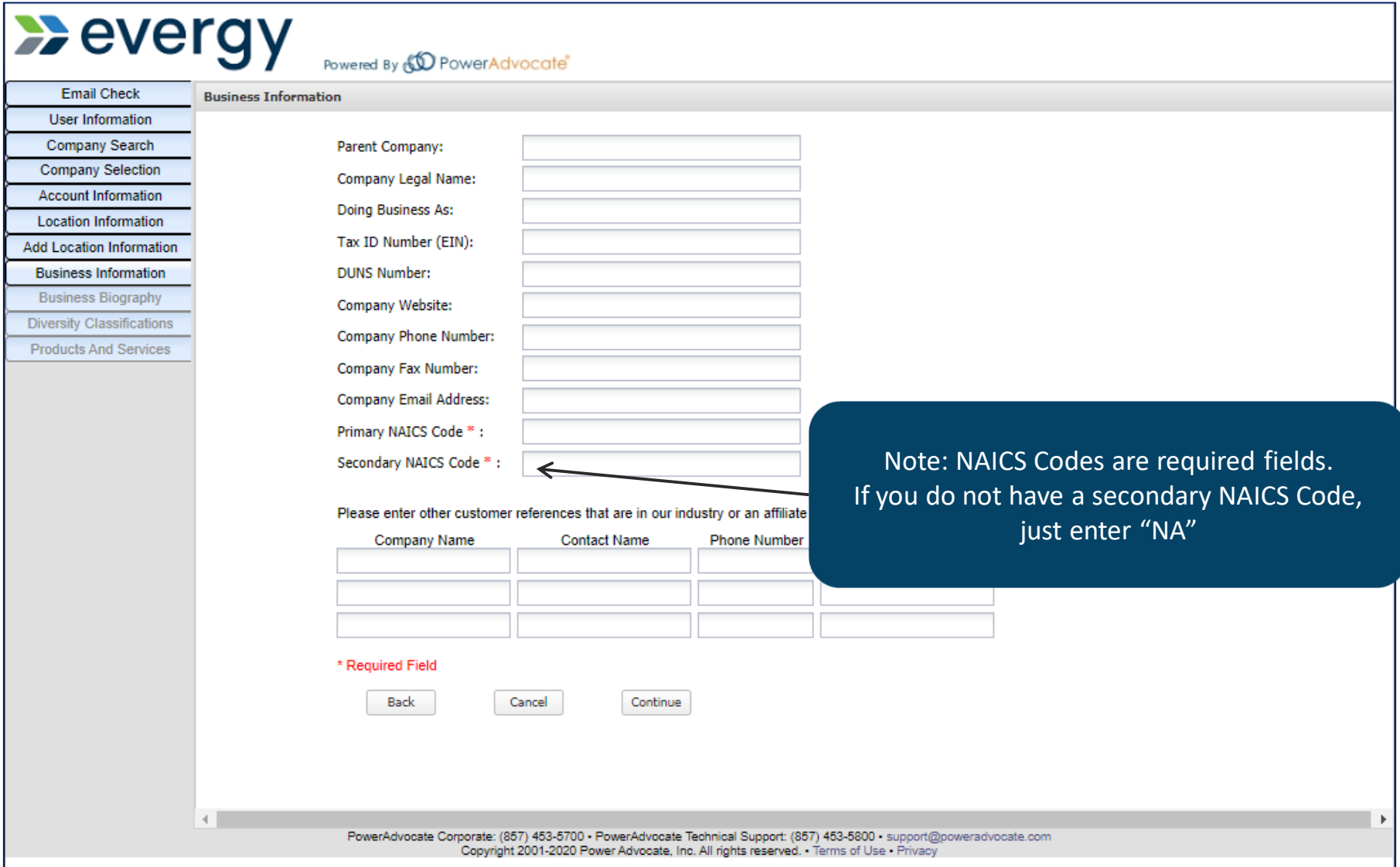



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Email Check	<h3>Add Location Information</h3> <p>Country * : <input type="text" value="United States"/></p> <p>Address 1 * : <input type="text" value="179 Lincoln Street"/></p> <p>Address 2: <input type="text"/></p> <p>Town/City * : <input type="text" value="Boston"/></p> <p>State/Province * : <input type="text" value="Massachusetts"/></p> <p>Zip/Postal Code * : <input type="text" value="02111"/></p> <p>Site Type * : <input type="text" value="Corporate"/></p> <p>Site Name: <input type="text"/></p> <p>Site Phone: <input type="text"/></p> <p>Site Description: <input type="text"/></p> <p>* Required Field</p> <p><input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Continue"/></p>
User Information	
Company Search	
Company Selection	
Account Information	
Location Information	
Add Location Information	
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	

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Step 10: Please add your business information



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Business Information

Parent Company:

Company Legal Name:

Doing Business As:

Tax ID Number (EIN):

DUNS Number:

Company Website:

Company Phone Number:

Company Fax Number:

Company Email Address:

Primary NAICS Code * :

Secondary NAICS Code * :

Please enter other customer references that are in our industry or an affiliate



Company Name	Contact Name	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

* Required Field

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Note: NAICS Codes are required fields. If you do not have a secondary NAICS Code, just enter "NA"

Step 11: Please add your business biography


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- Email Check
- User Information
- Company Search
- Company Selection
- Account Information
- Location Information
- Add Location Information
- Business Information
- Business Biography
- Diversity Classifications
- Products And Services

Business Biography

Year Company was Founded * :

Number of Permanent Employees * :

Is your company unionized? * : Yes No

Annual Revenue for 2018:

Annual Revenue for 2017:

Annual Revenue for 2016:


Company Ownership: ▾


Owner Name	Title	Email	% Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Required Field

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Step 12a: Please select your company's diversity classification(s)



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Diversity Classifications

Please indicate below whether you are a diverse supplier and select all applicable diversity classifications. *

Please indicate below whether you are a small, veteran or diverse business enterprise.

Use this link to access our diversity classification definitions:

[Evergy Supplier Diversity - Who Qualifies](#)

Evergy requires all diverse businesses to provide a certification from either a third-party certifying agency or a self-certification form.

If you have difficulty ascertaining your size status, please refer to the SBA website at www.sba.gov/size or contact your local SBA office.

Note: Under 15 U.S.C. 645(d), any person who misrepresents its size status shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

Diverse Not Diverse

Diversity Classifications

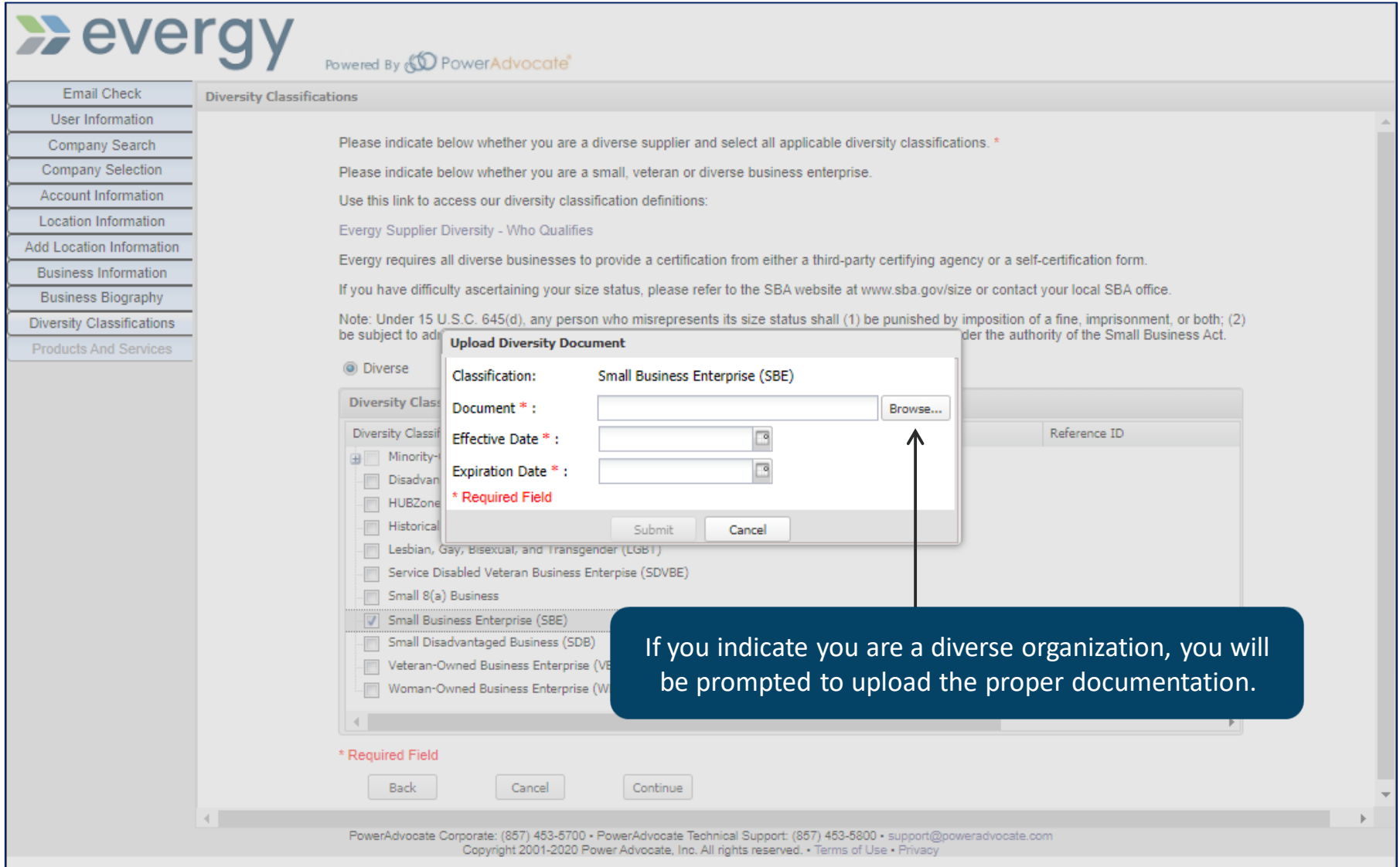
Diversity Classifications	Document	Reference ID
<input type="checkbox"/> Minority-Owned Business Enterprise (MBE)		
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE)		
<input type="checkbox"/> HUBZone Small Business Concern (HUBZone)		
<input type="checkbox"/> Historically Black Colleges/Universities & Minority Institutions (. . .)		
<input type="checkbox"/> Lesbian, Gay, Bisexual, and Transgender (LGBT)		
<input type="checkbox"/> Service Disabled Veteran Business Enterprise (SDVBE)		
<input type="checkbox"/> Small 8(a) Business		
<input type="checkbox"/> Small Business		
<input type="checkbox"/> Small Disadvantaged Business		
<input type="checkbox"/> Veteran-Owned Business Enterprise (VBE)		
<input type="checkbox"/> Woman-Owned Business Enterprise (WBE)		

Please refer to our diversity webpage for more information on our diversity program: <https://www.evergy.com/partner-with-us/suppliers/who-qualifies>


* Required Field

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Step 12b: Please upload your supporting diversity documentation, if applicable



The screenshot shows the Evergy website interface. On the left is a navigation menu with items like 'Email Check', 'User Information', 'Company Search', 'Company Selection', 'Account Information', 'Location Information', 'Add Location Information', 'Business Information', 'Business Biography', 'Diversity Classifications', and 'Products And Services'. The main content area is titled 'Diversity Classifications' and contains instructions for users to indicate if they are a diverse supplier or business enterprise. A modal window titled 'Upload Diversity Document' is open, showing a form with the following fields: 'Classification' (set to 'Small Business Enterprise (SBE)'), 'Document *' (with a 'Browse...' button), 'Effective Date *' (with a date picker), and 'Expiration Date *' (with a date picker). A red asterisk indicates that the 'Document', 'Effective Date', and 'Expiration Date' fields are required. The modal also has 'Submit' and 'Cancel' buttons. A blue callout box with white text points to the 'Browse...' button, stating: 'If you indicate you are a diverse organization, you will be prompted to upload the proper documentation.'

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Diversity Classifications

Please indicate below whether you are a diverse supplier and select all applicable diversity classifications. *

Please indicate below whether you are a small, veteran or diverse business enterprise.

Use this link to access our diversity classification definitions:
Evergy Supplier Diversity - Who Qualifies

Evergy requires all diverse businesses to provide a certification from either a third-party certifying agency or a self-certification form.

If you have difficulty ascertaining your size status, please refer to the SBA website at www.sba.gov/size or contact your local SBA office.

Note: Under 15 U.S.C. 645(d), any person who misrepresents its size status shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to ad...

Upload Diversity Document

Classification: Small Business Enterprise (SBE)

Document * : Browse...

Effective Date * :

Expiration Date * :

* Required Field

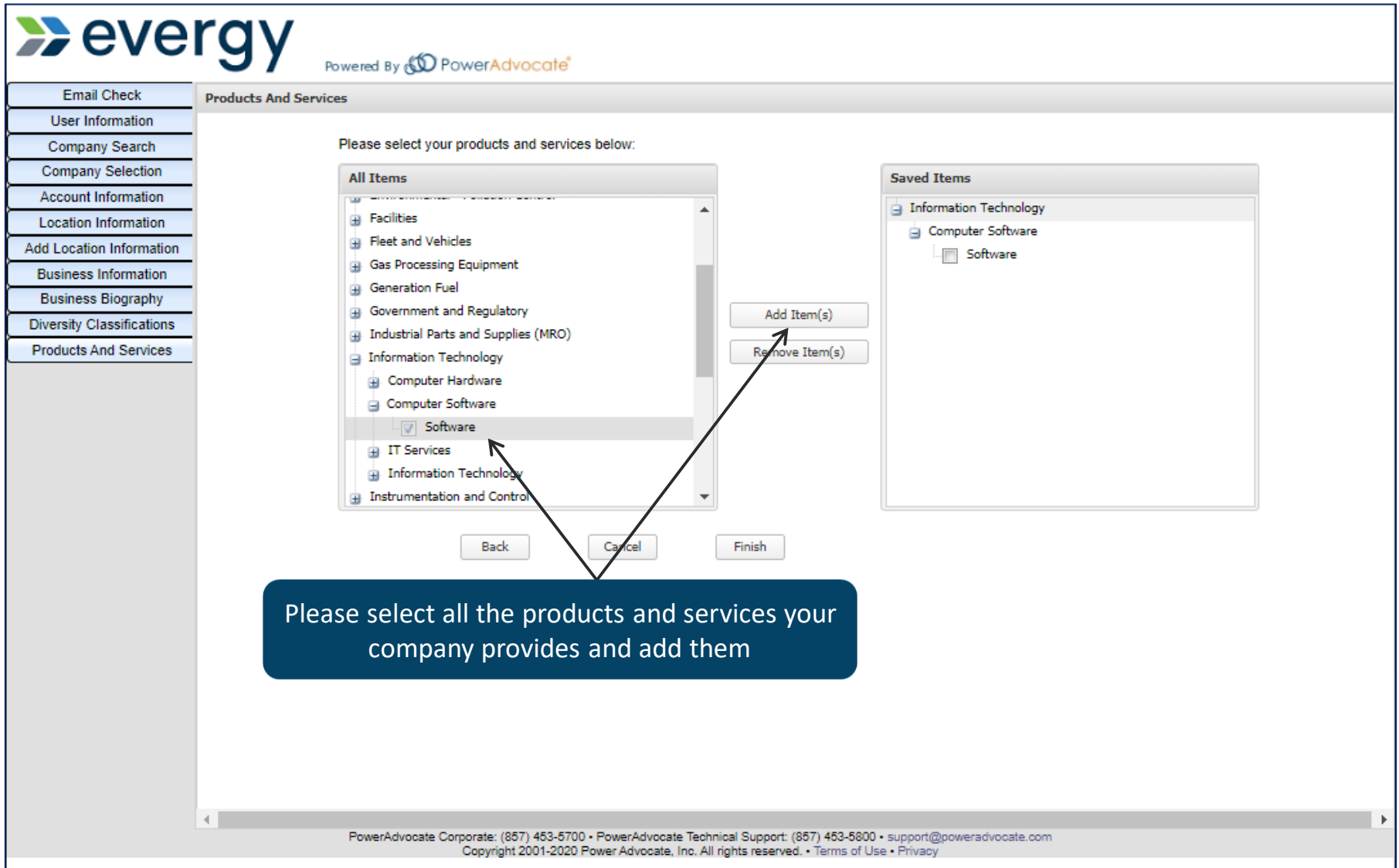
Submit Cancel


*** Required Field**

Back Cancel Continue

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Step 13: Please select the Products & Services your company provides



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Products And Services

Please select your products and services below:

All Items

- Facilities
- Fleet and Vehicles
- Gas Processing Equipment
- Generation Fuel
- Government and Regulatory
- Industrial Parts and Supplies (MRO)
- Information Technology
 - Computer Hardware
 - Computer Software
 - Software
 - IT Services
 - Information Technology
 - Instrumentation and Control

Saved Items

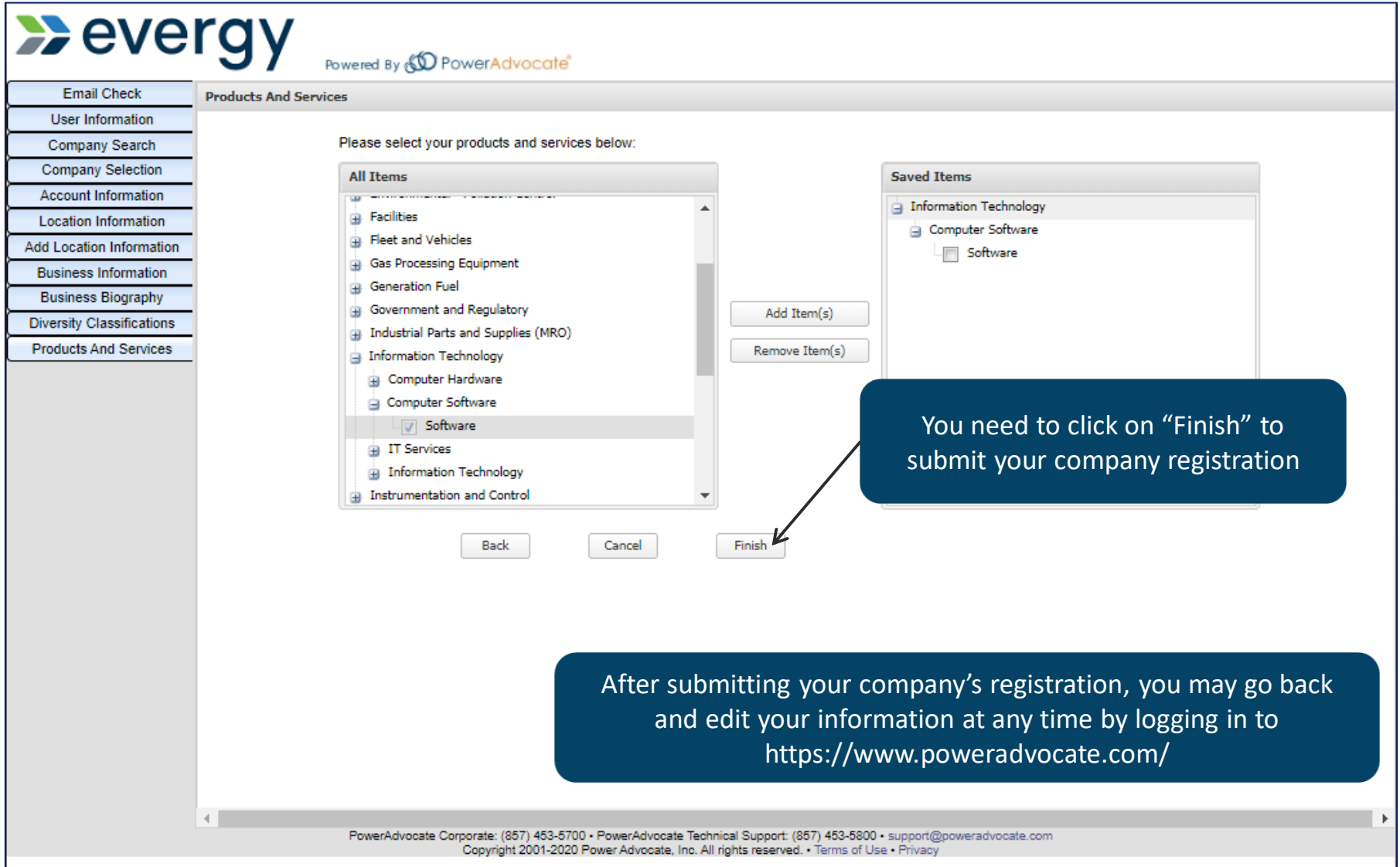
- Information Technology
 - Computer Software
 - Software


Buttons: Add Item(s), Remove Item(s), Back, Cancel, Finish

Please select all the products and services your company provides and add them

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Step 14: Please click on Finish



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Products And Services

Please select your products and services below:

All Items

- Facilities
- Fleet and Vehicles
- Gas Processing Equipment
- Generation Fuel
- Government and Regulatory
- Industrial Parts and Supplies (MRO)
- Information Technology
 - Computer Hardware
 - Computer Software
 - Software
 - IT Services
 - Information Technology
- Instrumentation and Control

Saved Items

- Information Technology
 - Computer Software
 - Software

Add Item(s)
Remove Item(s)

Back Cancel **Finish**

You need to click on “Finish” to submit your company registration

After submitting your company’s registration, you may go back and edit your information at any time by logging in to <https://www.poweradvocate.com/>

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