

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Supplier Public Home Page

The Supplier Public Home Page is available from the external facing Evergy website. This page allows suppliers to access public information.

1. All suppliers, existing or prospective, can view Announcements, Welcome and FAQ/Contact Information
2. Prospective Suppliers can register their basic organizational information for possible future bid events
3. Existing Evergy suppliers can create supplier user accounts
4. Existing Evergy suppliers with a supplier user ID or a Prospective Supplier user ID can sign into the Secure supplier portal.



Welcome, Announcements, FAQ's and Contact Us

Selecting each of these tiles will provide public information to suppliers.

1. The Welcome Tile provides information about registration, password requirements and quick links to Supplier information on the Evergy website.
2. The Announcements Tile is used as a communication tool to communicate up coming activities and news to suppliers.
3. The FAQ's /Contact Us Tile provides general information about diversity, use and navigation of the supplier portal.

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

User Registration Tile

The User Registration Tile allows Prospective Suppliers and Existing Evergy Suppliers to create user accounts.



Prospective Supplier Registration

Prospective Supplier Register



[More...](#)

[Register now](#)

The prospective supplier registration option allows suppliers that are not currently a supplier for or doing business with Evergy, the ability to provide information about their organization.

Selecting the More link expands to expose additional information about what a prospective supplier is and how you may be contacted in the future.

Select the register now button to register.

The registration page appears guiding the prospective supplier through the registration steps.

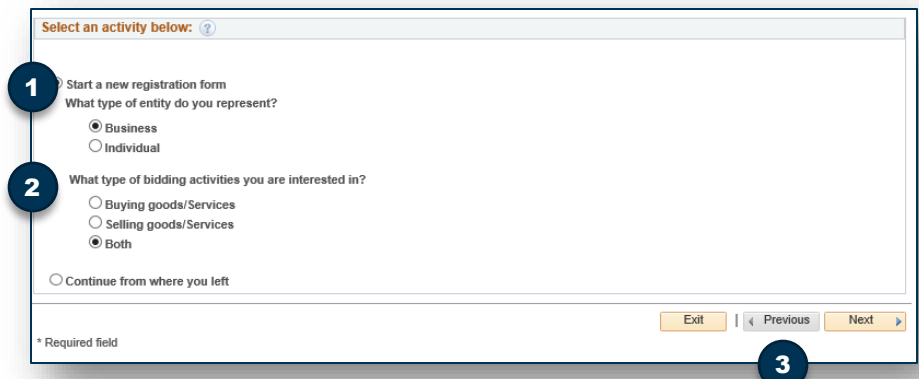
Step 1- Welcome:

To register as a prospective supplier, you will need to provide the following information:

- Your organizations Tax Identification ID
- Business biography information
- Legal Structure
- Diversity information, classifications and certifications
- NAICS Codes

Select:

1. What type of entity you represent
2. What type of bidding activities you are interested in
3. Select Next to move forward to the next step or select Exit to close the registration



Select an activity below: ?

1 Start a new registration form

What type of entity do you represent?

☒ Business

☐ Individual

2 What type of bidding activities you are interested in?

☐ Buying goods/Services

☐ Selling goods/Services

☒ Both

☐ Continue from where you left

Exit | Previous Next

* Required field

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This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Prospective Supplier Registration Continued

Prospective Supplier Register

Step 2 Identifying Information:

As mentioned under Step 1, the following information is required.

1. Tax Identification Number
2. Entity Name
3. If you enter a tax identification number that already exists, you will receive a notification with options.



Step 2 Business Biography:

Answer each question by selecting an option from the drop down, spyglass, typing in text, or adding attachments as required. Required answers are indicated by *

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Prospective Supplier Registration Continued

Prospective Supplier Register

Step 2 Standard Industry Codes:



1. Select the SIC Code Type- US- NAICS Codes
2. Select the spyglass to locate codes that represent your organization.
 - a) Select the contains option for description to help search for codes
3. To add more codes, select the Add SIC Codes button

Step 2 Additional Reporting Elements:

Fill in information as it pertains to your organization

Step 2 Comments:

Any additional comments about your organization can be entered here.

Select the Next button to move to the next step

Exit to leave the registration
Save for Later to save your registration.

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Prospective Supplier Registration Continued

Prospective Supplier Register

Step3 Addresses:

1. Enter your organizations primary address
2. Enter an email ID
3. Other Addresses
Select other addresses if different than the primary address provided.
4. Select the next button

Step 4 Contacts:

1. Fill in contact information as it pertains to your organization by selecting the Enter Billing Contact link
2. Enter a Requested User ID
3. If there are additional contacts, select the link to enter their information
4. If you elect to create a user for each contact, you will need to create a user ID for those contacts.
 1. Those users will receive log in credentials via email.
5. Select the Next button to move to the next step

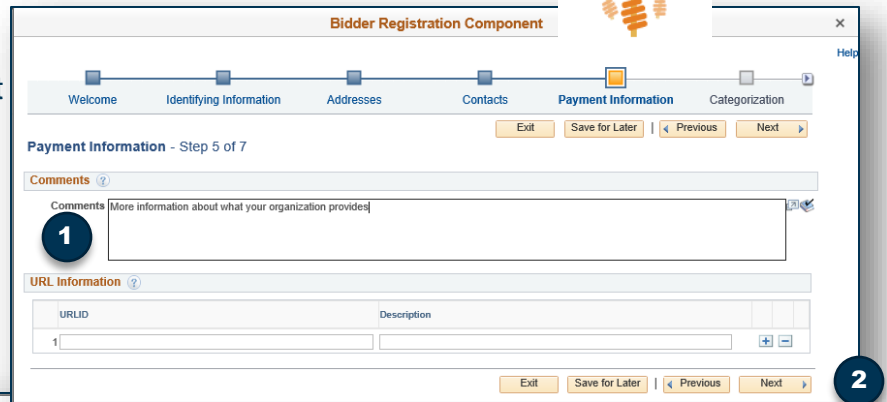
This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Prospective Supplier Registration Continued

Prospective Supplier Register

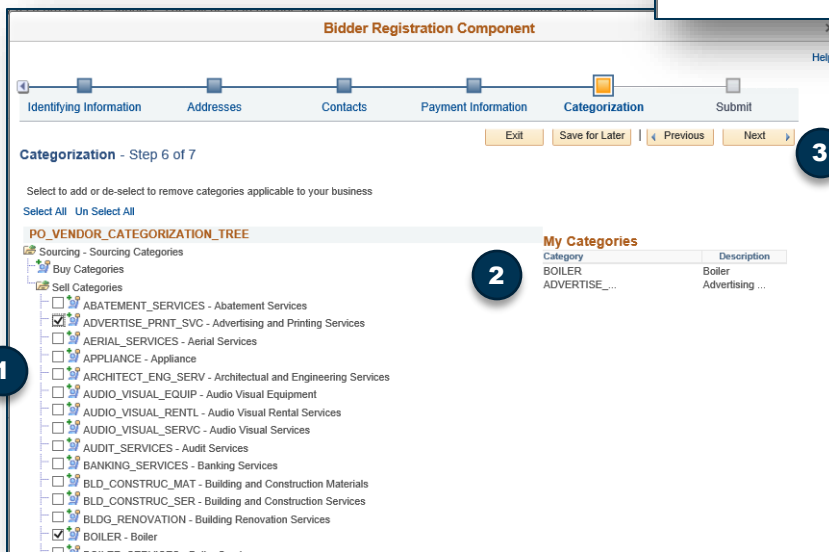
Step 5 Payment Information/ Comments

1. Enter any additional comments about your organization.
2. Select Next to move to the next step



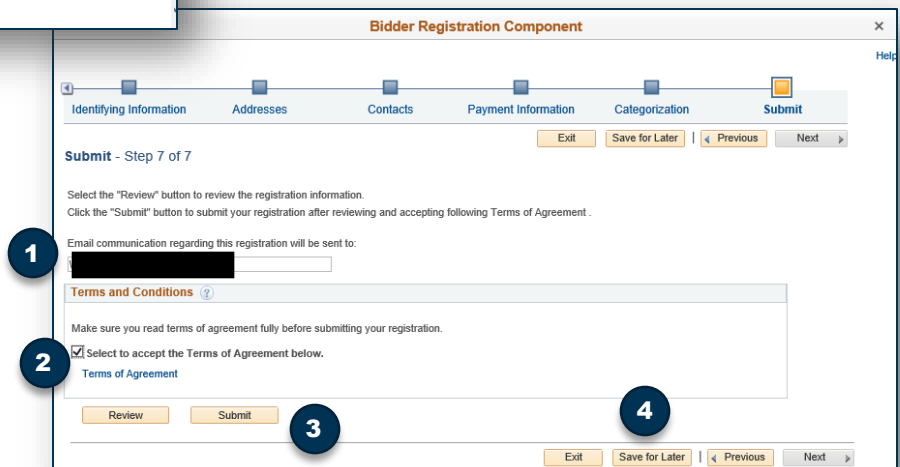
Step 6 Categorization

1. Select the boxes to the left of the category description(s) that best describe what your organization provides.
2. The values selected will be listed to the right
3. Select Next to move to the next step



Step 7 Submit

1. Review the email that communication will be sent to
2. Select the terms of agreement link to review the online terms and select to accept
3. Select Submit
4. Save for later allows users to save the registration for later. Users can also elect to exit without saving the registration.




This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Prospective Supplier Registration Continued

Prospective Supplier Register

Registration Confirmation

Once you have successfully completed your registration a confirmation page will appear.


Select the x at the top right corner of the pop-up page. Select the home icon  to return to the Supplier Public Home Page



Bidder Registration Component

Registration Submit Details

Submitted

 You have successfully submitted your registration.

Your registration ID:
0000000082

Any email regarding the registration status will be sent to:
[redacted]@com


Registration Confirmation Emails

Successfully registered Prospective Suppliers should receive 2 confirmation emails.

These emails should come from eSupplier@Evergy.com.

1. The first email will indicate that your registration ID has been approved.
2. The second email will contain the user's credentials with instructions for signing into the Evergy Supplier Portal and changing your password. You will be required to change your password the first time you log in.

Evergy Recent Prospective Supplier Registration for Chief's dog toys



Procurement
To: [redacted]
Retention Policy: Evergy - Inbox 180 days (6 months)

1


Expires: 4/10/2021

Your Prospective Supplier registration application, registration ID 0000000082 has been approved.

Separate notifications containing logon information will be sent to all approved contacts created for this Prospective Supplier ID

Thank you,
Evergy Procurement

Evergy New Prospective Supplier User Account Creation for Chief's Dog Toys 2



Procurement
To: [redacted]
Retention Policy: [redacted]
① We removed extra line breaks from this message.

2

Expires: 4/12/2021

Your user account creation request has been approved. A user profile has been created for you in our system.

Please note that you have registered as a prospective supplier. Evergy will reach out to you when a need for the products or services your organization provides has been identified.

Registration does not guarantee an opportunity to bid or sales.

Prospective Supplier User ID: CHIEF1
Password: [redacted]
Prospective Supplier Name: Chief's Dog Toys 2 Prospective Supplier ID: [redacted]

Please use the following link to logon to our website to change your password or view/update the information about your organization and the products and services you provide.

[https://pststsupplier.testevergy.com/\[redacted\]/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL](https://pststsupplier.testevergy.com/[redacted]/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL)

If you have any questions regarding your Evergy Prospective Supplier user account, please email Procurement@evergy.com

Thank you,
Evergy Procurement

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Prospective Supplier Sign In

[Prospective Supplier Register](#)

Prospective Supplier

Once you have received an email with account credentials.

1. Select the Sign In Tile
2. Enter the User ID and Password Provided in your confirmation email and select the sign in button
3. You should receive a message indicating your password has expired. Select to change your password.



1

2

3

Prospective Supplier – Changing your Password

1. Enter the current password provided in the confirmation email
2. Enter a new password
3. Confirm Password
4. Select Change Password
5. You should receive a message indicating you have successfully changed your password.

Select Yes to continue to the Prospective Supplier Homepage

Change Password

User ID CHIEF1

Description Chief's Dog Toys 2

1

*Current Password

*New Password

*Confirm Password

2

3

4

Change Password

Your password has successfully been changed, Continue to Homepage?

5

Password Requirements

1. Minimum Length: 14 characters
2. Special Characters: minimum of 1
3. Digits: minimum of 1
4. Lower Case: minimum of 1
5. Upper Case: minimum of 1

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Prospective Supplier Home Page and Password Help

Prospective Supplier Register

Prospective Supplier

The prospective supplier home page presents tiles to the user. These tiles are quick links to maintain their profile, password information and quick access to public information.



The first thing a prospective supplier should do is set up forgotten password help.

1. Select the My System Profile Tile
2. Select the Change or set up forgotten password help link
3. Select a security question
4. Enter a response
5. Select the ok button
6. Select Save at the bottom of the General Profile Information page
7. Select the Home icon at the top right of the page.

General Profile Information

Chief's Dog Toys 2

Password

[Change password](#)

[Change or set up forgotten password help](#)

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question

Select from the list of questions.

Response

OK

Cancel

6

Save

7



This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Prospective Supplier Profile Information

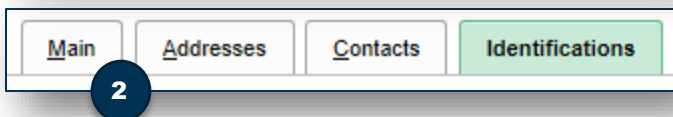
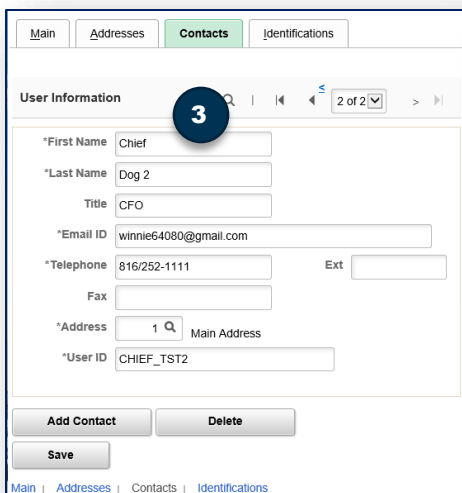
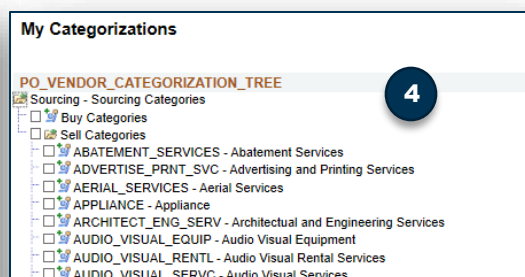
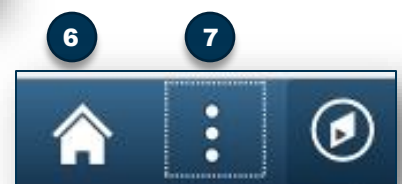
Prospective Supplier Register

Maintain Profile

Prospective suppliers can update their organizations registration and profile information. Keeping this information updated allows Evergy Procurement to locate your organization based on their internal Procurement requests



1. Prospective suppliers should select the Maintain Profile Tile
2. Navigate through the tabs to update information as needed, select the save button to save changes
3. Prospective suppliers can add additional contacts but will be required to create a user ID for the added contact.
4. Select My Categorizations Update information about the categories of goods or services your organization provides
5. Select the Save button
6. Select the Home icon to go back to the home page
7. Select the action dots to sign out

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

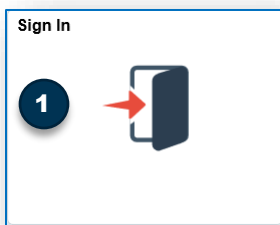
Supplier Sign In Forgot Password

Prospective Supplier Register Enable Existing Supplier

Prospective Supplier and Existing Supplier

Once you have sign in credentials as either a Prospective Supplier or Existing Supplier, have successfully reset your password and set up the forgotten password help, the Forgot Password option under the Sign In Tile should be functional.

1. Select Sign In Tile
2. Select Forgot Password?
3. Enter the Supplier User ID
4. Enter the answer to your security question and select Email New Password
5. Message indicating password should be emailed.



Sign In

User ID

Password

☐ Enable Screen Reader Mode

Sign In

2

Forgot Password?

Forgotten Password

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

3

User ID

Continue

Security Question

User ID CHIEF

Please answer the following question below for user validation.

Question

What is your favorite color?

Response

4

Email New Password

Email Confirmation

5

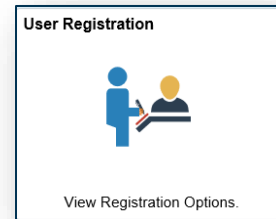
Your new password has been emailed.

If you do not receive an email in your Primary Email Account please contact your Security Administrator or System Administrator to investigate the cause.

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

User Registration Tile

The User Registration Tile allows Prospective Suppliers and Existing Evergy Suppliers to create user accounts.



Existing Supplier User Account

Enable Existing Supplier



[More...](#)

Register now

The existing supplier registration option allows suppliers that currently have an Evergy supplier ID on record, the ability to create a supplier user account.

Creating a supplier user account allows existing suppliers the ability to review invoice status, create supplier change requests, create purchase order acknowledgements, view past due purchase orders, and more.

Select the register now button to register.

The registration page appears guiding the existing supplier through the Supplier User account registration steps.

Register New User Account:

To create a new user account you will need the following information:

1. Your existing Evergy Supplier ID
2. Your organizations tax identification number on record
3. Create a User ID
 1. User ID's are case sensitive
4. Enter a description
5. Enter your email address
6. Review and accept the Terms of Agreement
7. Select the Submit button
8. User account has been created – select ok
 - a) Select x to close page
 - b) Select the Home Icon to return to the supplier public home page



Supplier List

*Supplier ID	Tax Identification Number	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

User Account Information ⓘ

* Requested User ID

Description

* Email ID

Language Code

Time Zone

Currency Code

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

☐ Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

User Account has been created.

8

OK

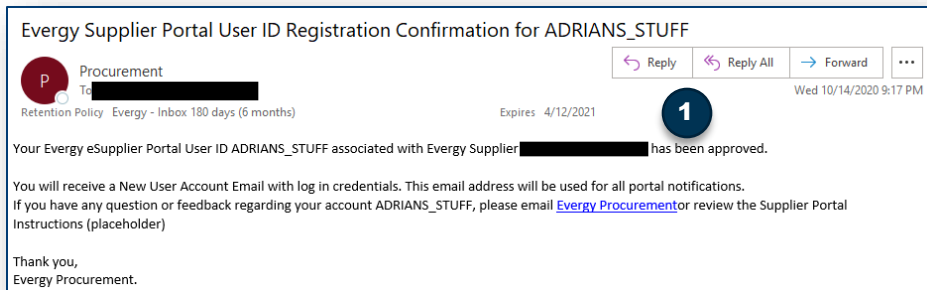
This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Existing Supplier User Account Sign In

Enable Existing Supplier

Once your supplier user account has successfully been created, the supplier should receive 2 emails from eSupplier@Evergy.com

1. User ID Registration Confirmation
2. New User Account Created

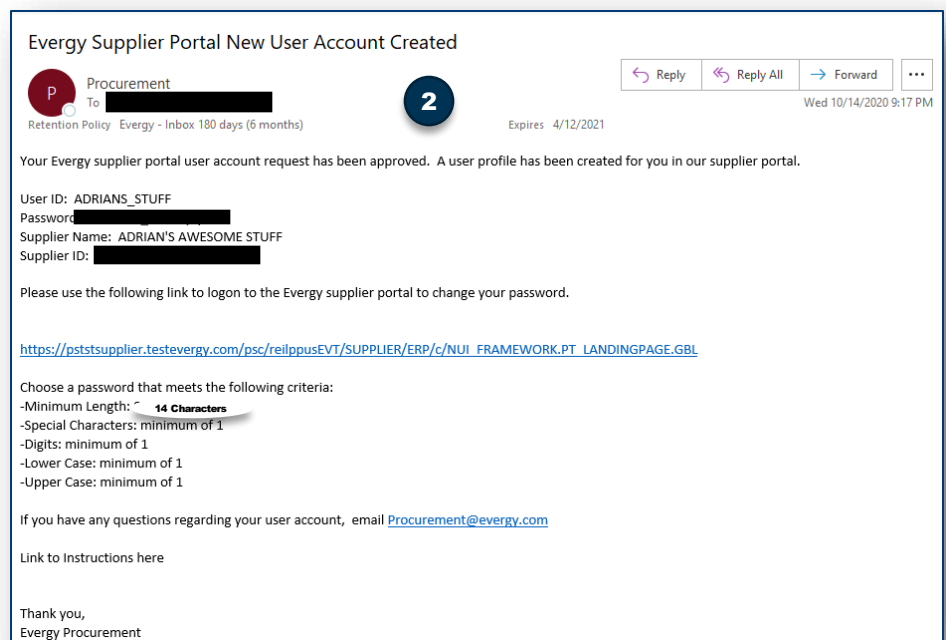
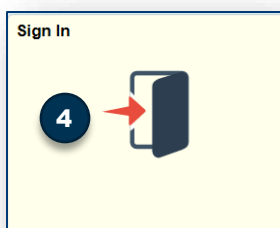


The new user account email will contain your password to initially log into the supplier portal.

The first time you log in, you will be required to change your password.

This email provides details about password requirements, a link to instructions and a contact email address for questions and issues.

3. Selecting the URL in the email will take you to the Supplier Public Home Page.
4. Select the Sign In Tile



This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Existing Supplier User Account Sign In and Password Update

Enable Existing Supplier

Upon initial sign in, you will be prompted to reset your password.

1. Using the user ID and password provided in the New User Account Created email, sign in.
2. The first time you log in, you will be required to reset your password
3. Enter your current password from the account created email, enter a new password based on the password requirements, confirm your password and select Change Password
4. Once your password is successfully updated, select yes to continue to Homepage. You are logged in at this point.



Password Requirements

1. Minimum Length: 14 characters
2. Special Characters: minimum of 1
3. Digits: minimum of 1
4. Lower Case: minimum of 1
5. Upper Case: minimum of 1

2 Your password has expired.
Click here to change your password.

Existing Supplier User Security Questions



You will need to set a security question and answer.

1. Select the My system Profile tile
2. Select Change or Set up forgotten password help
3. Select a security question
4. Enter a response
5. Select OK
6. Select the Home Icon

General Profile Information

Chief's Dog Toys 2

Password

[Change password](#)

2 [Change or set up forgotten password help](#)

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.



This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Existing Supplier: My Preferences

Enable Existing Supplier

The first time you log in, you will need to update My Preferences. These updates will allow your homepage tiles to present data in graph format when data is available.

1. Select the Action dots and choose My Preferences
2. Choose Purchase Order with Overdue Shipment
3. Enter days based on the below 'buckets', choose the plus button to add rows as needed.



2 Purchase Order with Overdue Shipment

Include POs Dispatched in Last (1-9999) days

Overdue Shipment Time Buckets 4 rows

	From	To	
1	<input type="text" value="1"/> days	<input type="text" value="5"/> days	—
2	<input type="text" value="6"/> days	<input type="text" value="10"/> days	—
3	<input type="text" value="11"/> days	<input type="text" value="15"/> days	—
4	<input type="text" value="16"/> days	<input type="text" value="9999"/> days	—

3



4. Choose Purchase Order Acknowledgement
5. Enter days based on the below 'buckets'
6. Select the save button at the top right of the page
7. Select the home icon

4 Purchase Order Acknowledgement

Include POs Dispatched in Last (1-9999) days

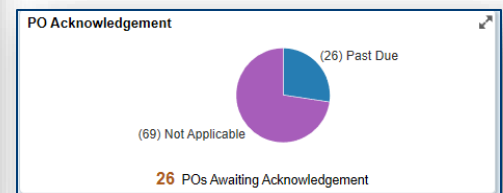
Default View By Option

Acknowledge With Pending Review Lines

Acknowledgement Due View Buckets 3 rows

	From	To	Description	
1	<input type="text" value="0"/> Days	<input type="text" value="7"/> Days	0 Days - 7 Days	+ -
2	<input type="text" value="8"/> Days	<input type="text" value="15"/> Days	8 Days - 15 Days	+ -
3	<input type="text" value="16"/> Days	<input type="text" value="9999"/> Days	16 Days - 9999 Days	+ -

5



This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Supplier Secure Home Page and Navigation

Enable Existing Supplier

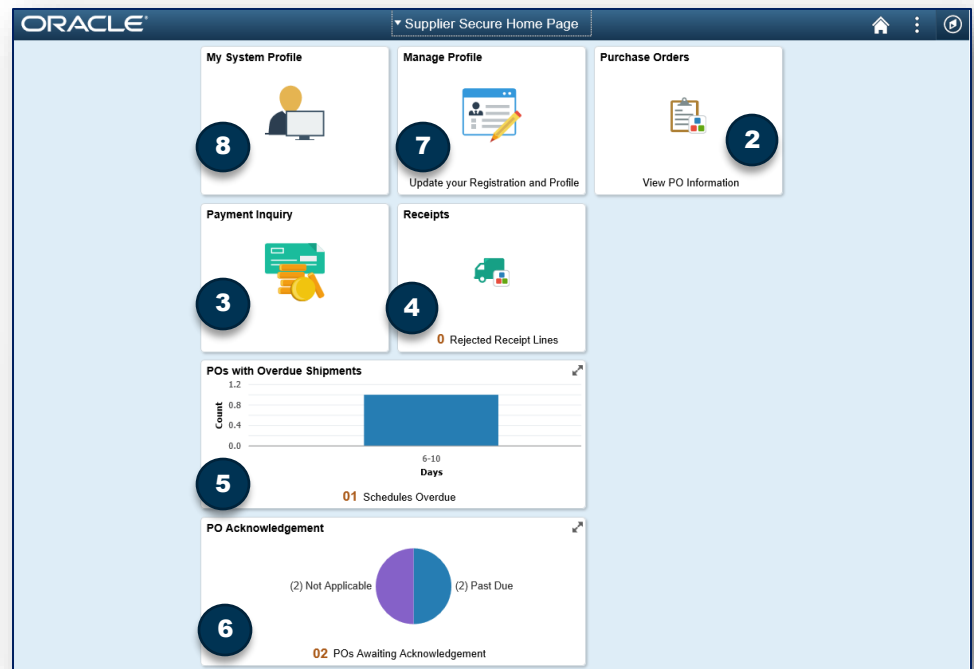
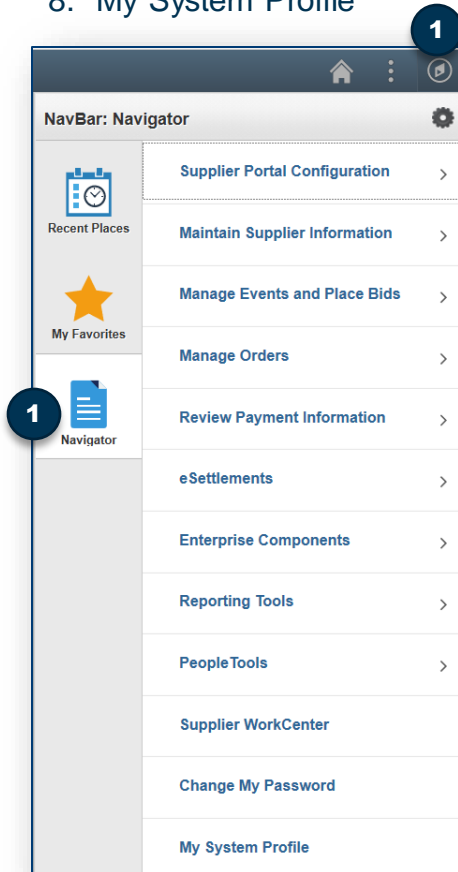
The existing supplier home page contains tiles and information that allows the supplier to self serve. Tiles are quick navigation to many of the menu items under the NavBar and Navigator.

Suppliers also have access to tiles where action will be requested.

The next several pages discuss each tile as well as navigation through the NavBar



1. NavBar/Navigator
2. Purchase Orders
3. Payment Inquiry
4. Receipts
5. PO's with Overdue Shipments
6. PO Acknowledgements
7. Manage Profile
8. My System Profile



NavBar/Navigator

Although the intention is to offer suppliers quick navigation through home page tiles, there may be some information only accessible through navigation.

The NavBar is an icon at the top right of the supplier secure home page that opens the menu path.

Under the NavBar suppliers can also quickly navigate to recent places and favorites.

Selecting the Navigator Icon opens the manual navigation.

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Supplier WorkCenter/Homepage and Dashboard

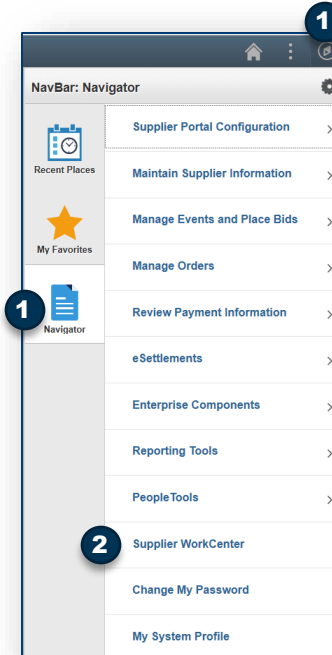
Enable Existing Supplier



The NavBar/Navigator menu path gives suppliers access to the Supplier WorkCenter and Supplier Dashboard. The Supplier Homepage provides specific details to the supplier about transactions between the supplier and Evergy.

To navigate to the supplier homepage:

1. Select the NavBar/Navigator
2. Select the Supplier WorkCenter
3. New page will appear, select Supplier Homepage
4. The Supplier Homepage will present with links and the supplier dashboard



Supplier Secure Home Page

Supplier Homepage

Contact Us

My Alerts

Links

My Work and Quick Links

My Profile Information

Starting Page

Supplier Dashboard

ADRIAN'S AWESOME STUFF

Welcome Adrians Awesome Stuff

Announcements

Recently Dispatched POs

PO ID	Dispatched Date/Time	Status	Acknowledge Status
6000064178	10/21/2020 8:15:39PM	Change Order -2	New
4000002146	10/18/2020 10:53:39PM	Change Order -1	New
3000151048	10/14/2020 9:14:23PM	Dispatched	Buyer Accepted
2000006521	10/14/2020 9:11:33PM	Dispatched	New
2000006520	10/14/2020 9:10:32PM	Dispatched	Buyer Accepted

Showing Enhanced... Showing All Acknowledgements

Coming Due Purchase Orders

List of Purchase Order lines coming due.

PO No.	Receipt	PO Date	Due Date	Ship To Descr	Line	Item	PO Qty	Open Qty
6000064178	Partial	2020-10-14	2020-11-27	WARRENSBURG SUBSTATION	1	000009	12	9

Full Query Results

PO's Awaiting Acknowledgement

Purchase Orders that have not been acknowledged by the Supplier. Select the PO Number hyperlink to create an acknowledgement.

PO No.	PO Date	Status	Change Order Number	KCP&L Ship to Location
4000002146	Partial	2020-10-14	2020-10-21	Wichita Service Center

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
4000002146	Partial	2020-10-14	2020-10-21	Wichita Service Center	1	5	2	3	3	3

Full Query Results

FAQs

Items Assigned to Supplier

This is a list of Evergy item numbers, price, lead time, and manufacturer information that are associated with the supplier logged into the portal.

Evergy Item Number	Evergy Price	Evergy UOM Description	Evergy Lead Time	Evergy Price Good Thru	Evergy Preferred Mfg ID	Evergy Mfg Item	Evergy Preferred Manufacturer
Full Query Results							

Evergy Inventory Usage

Evergy Inventory Usage Information shows the Supplier recent issues and returns. Select "View Full Results" to see additional information

Item	Mfg ID	Mfg Item ID	IBU	Qty Avail	Qty Reserv	Qty On Hand	Month	Group	Qty
Full Query Results									

Invoice/Voucher Status

Supplier invoices and status Select view full query results to see all results

Invoice	Gross Amt	Lines	Match Status	Pay Date	Payment	Pay Amount	PO No.
Full Query Results							

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Supplier WorkCenter/Homepage and Dashboard

Enable Existing Supplier



Supplier Dashboard Pagelets

This page presents the supplier details about transactions that can be downloaded to excel.

1. Recently Dispatched Purchase Orders
2. Coming Due Purchase Orders
3. Past Due Purchase Orders
4. PO's Awaiting Acknowledgement
5. Items Assigned to Supplier
6. Evergy Inventory Usage
7. Invoice/Voucher Status

1. The recently dispatched POs section provides a list of purchase orders recently sent to the supplier. selecting the PO ID link takes the supplier to activity concerning that purchase order. Invoices, change orders, comments etc. can be viewed.

Selecting the acknowledgement status of New allows the supplier to create a purchase order acknowledgement.

2. The coming due purchase orders pagelet shows a list of PO's that have not been received in the Evergy system, the PO date, the due date of the PO line.

Recently Dispatched POs 1

PO ID	Dispatched Date/Time	Status	Acknowledge Status
3000	10/21/2020 8:32:02PM	Change Order -2	New
2000	10/21/2020 8:32:02PM	Change Order -1	New
4000	10/21/2020 8:32:02PM	Change Order -1	New
3000	08/10/2020 8:36:53AM	Dispatched	New
3000	08/10/2020 8:10:58AM	Dispatched	New
2000	07/31/2020 2:11:56PM	Change Order -1	New
2000	07/31/2020 12:55:05PM	Dispatched	EDX Received
2000	07/31/2020 12:31:16PM	Dispatched	EDX Received
2000	07/31/2020 12:04:49PM	Dispatched	EDX Received
2000	07/31/2020 11:03:03AM	Change Order -1	New
2000	07/31/2020 8:34:35AM	Dispatched	EDX Received
8000	07/31/2020 8:34:35AM	Dispatched	EDX Received
4000	07/31/2020 8:34:35AM	Dispatched	EDX Received
2000	07/31/2020 8:05:15AM	Change Order -1	New
3000	07/31/2020 6:05:15AM	Change Order -1	New

Show all/Enhanced... Show All Acknowledgements

Coming Due Purchase Orders 2

List of Purchase Order lines coming due.

PO No.	Receipt	PO Date	Due Date	Ship To Descr	Line	Item	PO Qty	Open Qty
400	Not Recvd	2020-06-29	2020-10-29	Pittsburg	1	0	500	500
400	Not Recvd	2020-06-29	2020-10-29	Wichita MDC	1	0	500	500
300	Not Recvd	2020-07-15	2020-10-30	930 N OLIVE SUBSTATIONS	1	4	5000	5000
300	Not Recvd	2020-07-15	2020-10-30	930 N OLIVE SUBSTATIONS	2	4	20000	20000
300	Not Recvd	2020-07-15	2020-10-30	930 N OLIVE SUBSTATIONS	1	4	1000	1000
900	Partial	2020-07-16	2020-11-02	ST JOSEPH SERVICE CENTER	2	2	3000	3000
300	Not Recvd	2020-07-30	2020-11-11	F&M WEST DOCK	1	4	500	500
300	Not Recvd	2020-07-30	2020-11-11	F&M WEST DOCK	2	4	30	30
100	Not Recvd	2020-04-02	2020-11-20	Evergy Corporate Topeka	1	0	120024	120024
200	Not Recvd	2020-08-09	2020-12-15	Goff Substation	1	0	354750	354750

Full Query Results

Within each pagelet where results are presented, selecting the Full Query Results for each data set opens a new page with more detail about the data that can be downloaded to Excel.

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Supplier WorkCenter/Homepage and Dashboard Continued Enable Existing Supplier

Supplier Dashboard Pagelets

For suppliers that have Evergy items assigned to them, they can see inventory usage and items assigned.



Evergy Inventory Usage

Evergy Inventory Usage Information shows the Supplier recent issues and returns. Select "View Full Results" to see additional information

Item	Mfg ID	Mfg Item ID	IBU	Qty Avail	Qty Reserv	Qty On Hand	Month	Group	Qty
10	SOUTHWIRE	14274506		490	0	490	10	030 Usages & Shipments	5
10	SOUTHWIRE	14274506		490	0	490	1	030 Usages & Shipments	5
10	SOUTHWIRE	10644357		244.4	0	244.4	10	030 Usages & Shipments	2.8
10	SOUTHWIRE	10644357		244.4	0	244.4	1	030 Usages & Shipments	2.8
10	SOUTHWIRE	14274506		8347	0	8347	10	030 Usages & Shipments	5

Full Query Results
Have a great day!

Items Assigned to Supplier

This is a list of Evergy item numbers, price, lead time, and manufacturer information that are associated with the supplier logged into the portal.

Evergy Item Number	Evergy Price	Evergy UOM Description	Evergy Lead Time	Evergy Price Good Thru	Evergy Preferred Mfg ID	Evergy Mfg Item ID	Evergy Preferred Manufacturer
0		FEET	14		OKONITE	16	Y
5		FEET	14		ANIX	5F	Y
0		FEET	14		SOUTHWIRE	22	Y
0		FEET	14		SOUTHWIRE	22	Y
0		FEET	14		SOUTHWIRE	22	Y
0		EACH	14		OKONITE	16	Y
0		FEET	14		ELECTRI-FLEX	98	Y
0		FEET	14		OMNI CABLE	06	Y
0		FEET	14		OMNI CABLE	06	Y
0		FEET	14		OMNI CABLE	06	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.

Suppliers can also view the status of their invoices in the Evergy system by reviewing the Invoice/Voucher Status pagelet.

The Match Status of Match Exception Exists indicates that there is an issue with the supplier's invoice. This invoice won't release for payment until the exception is resolved.

Invoice/Voucher Status

Supplier invoices and status Select view full query results to see all results

Invoice	Gross Amt	Lines	Match Status	Pay Date	Payment	Pay Amount	PO No.
46	375.75	1	Matched			0.00	2000
46	1500.81	1	Matched			0.00	2000
46	2579.48	1	Matched			0.00	4000
46	903	1	Matched			0.00	4000
46	22518.32	8	Match Exceptions Exist			0.00	2000
46	618.45	1	Matched			0.00	4000
46	4343	2	Matched			0.00	4000
46	1745.06	3	Matched			0.00	3000
46	160.12	1	Matched			0.00	4000
46	2708.17	1	Matched			0.00	8000

Full Query Results

Within each pagelet where results are presented, selecting the Full Query Results for each data set opens a new page with more detail about the data that can be downloaded to Excel.

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Supplier Secure Home Page and Navigation

Enable Existing Supplier

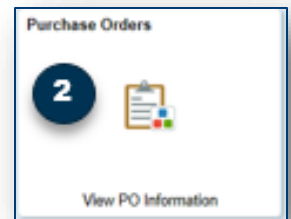


2. Purchase Order Tile

The purchase order tile is a list of real time purchase orders based on the filter criteria. From this page, suppliers may have the ability to take actions such as acknowledge a purchase order or create the purchase order document and tax exemption form, if it applies.

Suppliers can view purchase order line information, comments and some attachments by selecting the PO Details expand arrow

Under the PO details suppliers can see invoice information based on what is in the Evergy system.



Selecting to view PO Dispatch Document generates the pdf of the purchase order sent to the supplier, typically via email.

When a PO is tax exempt, the exemption form will be part of the purchase order document. Suppliers have access to create the purchase order document at any time.

Filters: POs Dispatched Between: 07/10/2020 to 10/14/2020. Other filters include From PO ID, To PO ID, Buyer, Supplier Location, Item Category, Item ID, Item Description, Supplier Item ID, Contract ID, Contract Version, and Release Number.

Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Term	Actions	PO Details
EVERGY MISSOURI WEST, INC. 6000064178	ADRIANS AWESOME STUFF	10/14/2020	Dispatched	10/14/2020 9:16:09PM	Jamison, Wendy M	39.01 USD	Net 30	Acknowledge POA View PO Dispatch Document	>
EVERGY METRO, INC. 3000151047	ADRIANS AWESOME STUFF	10/14/2020	Dispatched	10/14/2020 9:09:01PM	Jamison, Wendy M	284.00 USD	Net 30	New	>
EVERGY METRO, INC. 3000151046	ADRIANS AWESOME STUFF	10/14/2020	Dispatched	10/14/2020 9:08:00PM	Jamison, Wendy M	71.00 USD	Net 30	New	>
EVERGY METRO, INC. 3000151048	ADRIANS AWESOME STUFF	10/14/2020	Dispatched	10/14/2020 9:14:23PM	Jamison, Wendy M	0.07 USD	Net 30	New	>
EVERGY KANSAS SOUTH 4000002146	ADRIANS AWESOME STUFF	10/14/2020	Dispatched	10/14/2020 9:12:19PM	Jamison, Wendy M	25,909.78 USD	Net 30	New	>
EVERGY KANSAS CENTRAL 2000006520	ADRIANS AWESOME STUFF	10/14/2020	Dispatched	10/14/2020 9:10:32PM	Jamison, Wendy M	1.09 USD	Net 30	New	>
EVERGY KANSAS CENTRAL 2000006521	ADRIANS AWESOME STUFF	10/14/2020	Dispatched	10/14/2020 9:11:33PM	Jamison, Wendy M	271.69 USD	Net 30	New	>

Purchase Order List
ADRIANS AWESOME STUFF

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.)

OK

Purchase Order	Status Description	Last Dispatched Date/Time	Lines	Total Amount	View PDF
6000064178	Dispatched	10/14/2020 9:16:09PM	1	39.01 USD	View PDF

Select All Clear All

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 the PO.)

When this message is received, please wait and select the ok button again. The pdf should open in a new internet browser window.

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Supplier Secure Home Page and Navigation

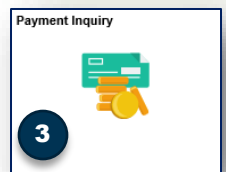
Enable Existing Supplier



3. Payment Inquiry Tile

The payment inquiry tile allows suppliers to see the status of invoices sent to Evergy for the supplier logged in.

1. Select the filter icon to change date range, payment status, etc. select Done to change results.
2. Selecting any line will open a new page with invoice details pertaining to the payment reference.
3. Selecting the column header allows the results to be sorted.



Filters

Cancel Done

From: 05/01/2020 To: 10/18/2020

Payment Status: All

Payment Reference:

Amount Reference: Any

Amount:

Currency:

Buying Organization:

Remit Supplier:

Remit Location:

Max Rows: 300

Reset

Payment Details

Payment Status: Paid

Payment Date: 07/31/2020

Payment Reference: 000826

Payment Method: Automated Clearing House

Payment Amount: 5,190.84 USD

Created: 07/30/2020

Comments:

Remit Supplier:

Address:

Cancel Date:

Cancel Action: No Cancel Action

Payment Advice Details

Buying Org	Invoice	Voucher ID	Advice Date	Discount Amount	Paid Amount	Currency	Advice Seq
KGE		00002769	07/02/2020	0.000	847.53	USD	1
KGE		00002770	07/02/2020	0.000	824.60	USD	1
KGE		00002771	07/02/2020	0.000	1,715.26	USD	1
KGE		00002772	07/02/2020	0.000	1,803.45	USD	1

Payment Inquiry

Payments from 5/1/2020 to 10/18/2020

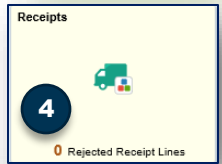
199 rows

Buying Organization	Payment Reference	Payment Amount	Currency	Date	Status	Payment Method
EVERGY KANSAS SOUTH	000826	5,190.84	USD	07/31/2020	Paid	Automated Clearing House
EVERGY METRO, INC.	229956	173,502.10	USD	07/31/2020	Paid	Automated Clearing House
EVERGY MISSOURI WEST, INC.	099908	32,714.05	USD	07/31/2020	Paid	Automated Clearing House
EVERGY KANSAS CENTRAL	005148	1,604.51	USD	07/31/2020	Paid	Automated Clearing House
EVERGY KANSAS CENTRAL	005147	178,005.56	USD	07/31/2020	Paid	Automated Clearing House
EVERGY KANSAS CENTRAL	005146	285.90	USD	07/31/2020	Paid	Automated Clearing House
EVERGY KANSAS SOUTH	000827	207,243.01	USD	07/31/2020	Paid	Automated Clearing House
EVERGY KANSAS SOUTH	000809	1,128.75	USD	07/30/2020	Paid	Automated Clearing House
EVERGY METRO, INC.	229846	10,407.88	USD	07/30/2020	Paid	Automated Clearing House
EVERGY MISSOURI WEST, INC.	099858	47,004.29	USD	07/30/2020	Paid	Automated Clearing House
EVERGY KANSAS CENTRAL	004999	654.90	USD	07/30/2020	Paid	Automated Clearing House

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Supplier Secure Home Page and Navigation

Enable Existing Supplier



4. Receipts Tile

The receipt inquiry allows suppliers to see if Evergy has received goods related to their purchase order(s) in the system.

1. Select the filter icon to change date range, look at specific purchase order receipts, etc.
2. Select the receipt details arrow to see details about possible returns, purchase order details and any invoices associated to the receipt and/or PO.

Filters

Cancel Done

PO ID

Receipt ID

Receipt Date Range -

Supplier Location

Ship To Location

Item Category

Item ID

Item Description

Supplier Item ID

Receipt Line Status

Reset

Receipt Details

Receipt Number 000000021
Receipt Date/Time 10/18/2020 2:12PM
Receipt Status Fully Received
Item ID
Supplier Item ID

Packing Slip Number
Pro Number

Quantity Received 1.0000 EACH
Quantity Inspected 0.0000 EACH
Quantity Accepted 1.0000 EACH
Quantity Returned 1.0000 EACH
Quantity Rejected 0.0000 EACH
Net Receipt Quantity 0.0000 EACH
Reason for Rejection
RMA Number

RMA Line

Purchase Order Schedule

PO Number	Due Date	Quantity	Ship To	Ship Via	Freight Trm	Price	Merchandise Amt
2000006521	10/28/2020	1.0000	Jeffrey Energy Center	Common Carrier	FOB DEST, FREIGHT COLLECT	271.69000	\$271.69 USD

Invoice Lines

Invoice	Description	Statistic Amount	Unit Price	Merchandise Amt
No Invoices Found				

Secure Home Page

Receipts

ADAM'S AWESOME STUFF

1 Amount of Rejected Receipt Lines: 0

1

PO ID	Receipt ID / Line Nbr	Receipt Date	Shipment Number / Ship to Location	Supplier Item ID	Item ID / Description	Received Quantity / UOM	Accepted Quantity / UOM	Rejected Quantity / UOM	Receipt Status	Receipt Details
E. Young St										
3000151047	0000158642 1	10/18/2020	Iatan Station 20250 Hwy 45 N		Cable Tester Unit, Look IV8 https://www.amazon.com/Monitor-Tester-Coaxial-Analog-Output/dp/B07GVJ799D?ref_=fscip_pl_dp_15	2.0000 EACH	2.0000 EACH		Received	1
3000151046	0000158643 1	10/18/2020	Iatan Station 20250 Hwy 45 N		Angle 1-3/4 x 1-3/4 x 1/4 x 20ft.	20.0000 FEET	20.0000 FEET		Received	
3000151048	0000158644 1	10/18/2020	Substations 930 N Olive		002223 ASSEMBLY MAIN CONTACT DISCONNECT STYLE #126D753G02 FOR WESTINGHOUSE 15 KV SWITCHGEAR HOUSING 150-DHP-500 ACB, 2000 AMPERES	6.0000 EACH	6.0000 EACH		Received	
4000002146	0000000158 1	10/18/2020	Wichita Service Center - Whse		G&W NO PM140-B 1250KC X-X	3.0000 EACH	3.0000 EACH		Received	
4000002146	0000000158 2	10/18/2020	Wichita Service Center - Whse		Pulling Eye Kits for 1250 kcmil Cable	4.0000 EACH	4.0000 EACH		Received	
2000006520	0000000920 1	10/18/2020	Topeka Information Tech		SAG10 Software	1.0000 EACH	1.0000 EACH		Received	
2000006521	0000000921 1	10/18/2020	Jeffrey Energy Center		Grainger Quote Number 2045058892 6FXH7 Clamp Meter 600A 1.00 EA 271.69 271.69 Mfg Brand Name: FLUKE Manufacturer Part No: FLUKE-373 Joe Burgos Replacement	1.0000 EACH	1.0000 EACH		Received	

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Supplier Secure Home Page and Navigation

Enable Existing Supplier



5. Pos with Overdue Shipments Tile

The POs with overdue shipments tile shows suppliers their purchase orders that have not been received in the Evergy system. This could mean that Evergy hasn't physically received the goods or they have and haven't completed the receipt transaction in the system.

- Suppliers can select the action icon to view PO information or View PO Dispatch document. The notify option has not been configured for the supplier.
- Selecting the Schedules overdue icon, gives the supplier more detailed information about the PO line schedule.
- View PO dispatch document creates a pdf of the purchase order initially emailed to the supplier.



Actions X

1 View PO Information

View PO Dispatch Document

3 Notify

Overdue Schedules

PO Number: 2000006054

Schedules Overdue: 1

Line	Schedule	Item Description	Supplier Item ID	Ship To	Order Quantity / UOM	Pending Quantity / UOM	Due Date	Overdue Days
1	1	Fiber Optic Cables		Topeka Information Tech	3.0000 EA	3.0000 EA	08/13/2020	66 days

Supplier Secure Home Page

POs with Overdue Shipments

POs with Overdue Schedules: 50 Schedules Overdue: 68

Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Actions	Schedules Overdue
EVERGY KANSAS CENTRAL 2000006054		07/30/2020	Dispatched	07/30/2020 8:34:09AM		1,146.08 USD	Net 30	1	1
EVERGY KANSAS CENTRAL 2000005678		07/23/2020	Change Order -1	07/24/2020 6:15:02AM		14,997.40 USD	Net 30	1	1
EVERGY KANSAS CENTRAL 2000005963		07/29/2020	Dispatched	07/29/2020 12:30:51PM		5,198.25 USD	Net 30	1	1
EVERGY METRO, INC. 3000124783		01/16/2019	Change Order -4	07/28/2020 8:32:36AM		13,141.90 USD	Net 30	1	1
EVERGY METRO, INC. 3000150137		07/14/2020	Change Order -2	07/20/2020 7:25:32AM		892.69 USD	Net 30	1	1

3

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.)

OK

When this message is received, please wait and select the ok button again. The pdf should open in a new internet browser window. Please give the system enough time to generate the pdf.

Suppliers could receive a "page cannot be found" browser page if selected too soon. Close the browser window and select to view again.

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Supplier Secure Home Page and Navigation

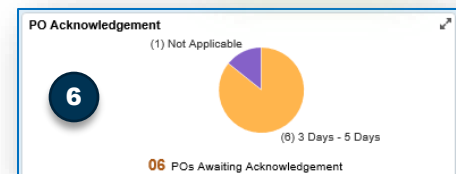
Enable Existing Supplier



6. PO Acknowledgements (POA)

Selecting the PO Acknowledgement tile shows suppliers purchase orders that should be reviewed and acknowledged by the supplier. (POA Required)

- Acknowledgement status of New indicates the PO has not been acknowledged or requires additional acknowledgements to accept change orders.
 - Purchase orders that have been acknowledged and are awaiting the buyer review, approval and system update can not be acknowledged again until the PO has been dispatched again.
- Suppliers can sort POA's by ship to, buyer, etc.
- Suppliers can filter and search for specific POA's
- Suppliers can act and create a POA by selecting the action arrow



b

Supplier

Buyer

Buying Organization

POA Status

Ship To

Supplier

c

Filter

POA Required Only: No

Acknowledgement Overview Only: No

Buying Organization: [Search]

POs Dispatched Between: [Start Date] - [End Date]

PO ID: [Search]

Supplier Name: [Search]

Supplier Location: [Search]

Buyer: [Search]

Acknowledgement Status: [Search]

Additional Search Criteria: [Search]

d

Actions

Acknowledge PO

View PO Dispatch Document

a

Supplier / Supplier Location	Buying Organization / Purchase Order	Buyer	Last Dispatched Date/Time	Due In	PO Total Amount / Currency	PO Status	Acknowledgement Status	POA Required	Actions
ADRIAN'S AWESOME STUFF	EVERGY METRO, INC. 3000151048	Jamison, Wendy M	10/14/2020 9:14:23PM	Due In 4 Days, 9 Hours	0.07 USD	Dispatched	New	Yes	[Icon]
ADRIAN'S AWESOME STUFF	EVERGY METRO, INC. 3000151047	Jamison, Wendy M	10/14/2020 9:09:01PM	Due In 4 Days, 9 Hours	284.00 USD	Dispatched	New	Yes	[Icon]
ADRIAN'S AWESOME STUFF	EVERGY METRO, INC. 3000151046	Jamison, Wendy M	10/14/2020 9:08:00PM	Due In 4 Days, 9 Hours	71.00 USD	Dispatched	New	Yes	[Icon]
ADRIAN'S AWESOME STUFF	EVERGY KANSAS CENTRAL 2000006521	Jamison, Wendy M	10/14/2020 9:11:33PM	Due In 4 Days, 9 Hours	271.69 USD	Dispatched	New	Yes	[Icon]
ADRIAN'S AWESOME STUFF	EVERGY KANSAS SOUTH 4000002146	Jamison, Wendy M	10/14/2020 9:12:19PM	Due In 4 Days, 9 Hours	25,909.78 USD	Dispatched	New	Yes	[Icon]
ADRIAN'S AWESOME STUFF	EVERGY KANSAS CENTRAL 2000006520	Jamison, Wendy M	10/14/2020 9:10:32PM	Due In 4 Days, 9 Hours	1.09 USD	Dispatched	New	Yes	[Icon]
ADRIAN'S AWESOME STUFF	EVERGY MISSOURI WEST, INC. 6000064178	Jamison, Wendy M	10/14/2020 9:16:09PM	Not Applicable	39.01 USD	Dispatched	Supplier Responded	No	[Icon]

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Creating a Purchase Order Acknowledgement

Enable Existing Supplier



6. PO Acknowledgements (POA) Continued

Selecting the Acknowledge PO action for PO's with an acknowledgement status of New allows you to update, due date, price and quantity.

POA Due in - All

POs Awaiting Acknowledgement: 6

Supplier / Supplier Location	Buying Organization / Purchase Order	Buyer	Last Dispatched Date/Time	Due In	PO Total Amount / Currency	PO Status	Acknowledgement Status	POA Required	Actions
ADRIAN'S AWESOME STUFF	EVERGY METRO, INC. 3000151048	Jamison, Wendy M	10/14/2020 9:14:23PM	Due In 4 Days, 9 Hours	9.07 USD	Dispatched	New	Yes	
ADRIAN'S AWESOME STUFF	EVERGY METRO, INC. 3000151047	Jamison, Wendy M	10/14/2020 9:09:01PM	Due In 4 Days, 9 Hours	284.00 USD	Dispatched	New	Yes	
ADRIAN'S AWESOME STUFF	EVERGY METRO, INC. 3000151046	Jamison, Wendy M	10/14/2020 9:08:00PM	Due In 4 Days, 9 Hours	71.00 USD	Dispatched	New	Yes	
ADRIAN'S AWESOME STUFF	EVERGY KANSAS CENTRAL 2000006521	Jamison, Wendy M	10/14/2020 9:11:33PM	Due In 4 Days, 9 Hours	271.89 USD	Dispatched	New	Yes	
ADRIAN'S AWESOME STUFF	EVERGY KANSAS SOUTH 4000002146	Jamison, Wendy M	10/14/2020 9:12:19PM	Due In 4 Days, 9 Hours	25,909.78 USD	Dispatched	New	Yes	
ADRIAN'S AWESOME STUFF	EVERGY KANSAS CENTRAL 2000006520	Jamison, Wendy M	10/14/2020 9:10:32PM	Due In 4 Days, 9 Hours	1.09 USD	Dispatched	New	Yes	
ADRIAN'S AWESOME STUFF	EVERGY MISSOURI WEST, INC. 6000064178	Jamison, Wendy M	10/14/2020 9:16:09PM	Not Applicable	39.01 USD	Dispatched	Supplier Response	No	

PO Acknowledgement

6

(26) Past Due

(69) Not Applicable

26 POs Awaiting Acknowledgement

Purchase Order Acknowledgement Header

- You can view and create PO Header comments and attachments, by selecting the green action arrow or the blue comment bubble
- You can accept the whole PO as is by selecting the acknowledge button

- You can reject the whole PO by selecting the reject all button. Rejection means that the supplier cannot provide the items requested in the purchase order. This cancels the PO.
- Reset to PO Values changes values back to their original state.
- Save for later allows you to save your work and come back later to finish later.

PO Acknowledgement

PO ID: 4000002146

PO Date: 10/14/2020

Supplier: ADRIAN'S AWESOME STUFF

Buyer: Jamison, Wendy M

PO Header Comments

Buying Organization Comments

PO Acknowledgement

Acknowledge PO

PO ID: 4000002146

PO Date: 10/14/2020

Supplier: ADRIAN'S AWESOME STUFF

Buyer: Jamison, Wendy M

POA Status: New

Payment Terms: Net 30

POA Response: Accepted

Comments

2 rows

Line 1

POA Response: Accepted

Item ID

Description: G&W NO PM140-B 1250KC X-X

Line 2

POA Response: Accepted

Item ID

Description: Pulling Eye Kits for 1250 kmf Cable

PO Catalog ID

PO Manufacturer ID

PO Manufacturer's Item ID

PO Line Comments

Show PO Changes

Catalog ID

Manufacturer ID

Manufacturer's Item ID

Acknowledgement Details

Amount Only

No

Order Sched	Sched	Ship To / Freight Terms	Order Quantity / Acknowledge Quantity	Order UOM / Acknowledge UOM	Order Price / Acknowledge Price	Order Currency / Acknowledge Currency	Order Due Date / Acknowledge Due Date	Order Ship Method / Acknowledge Ship Method	Status	Back Order	Ship To Comments
1	1	Wichita Service Center - Whse	3.0000	EA	7363.08000	USD	10/28/2020	COMMON			
		FOB DEST, FRT PPD & ALLOWED	3.0000	EA	7363.08000	USD	10/28/2020	COMMON			

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

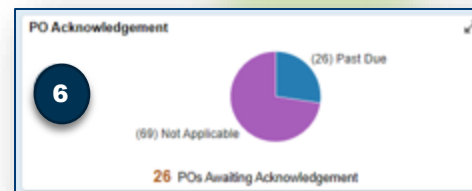
Creating a Purchase Order Acknowledgement

Enable Existing Supplier



6. PO Acknowledgements (POA) Continued

1. PO lines are selected by choosing the line on the left of the page
2. For each line you can reset line values, reject line or select reviewed
3. For each line review the order quantity, price, and due date, update values, as necessary.
 - a) The acknowledged values should be based on how the PO will be invoiced by the supplier.
 - b) The due date is the date of delivery to Evergy docks, not the date the supplier ships
4. For each line, select the reviewed slide and the acknowledge button
5. You can view PO line comments and attachments (if they exist)
6. Select the Acknowledge button



PO Acknowledgement

PO ID: 4000002146 POA Status: New

PO Date: 10/14/2020 Payment Terms: Net 30

Supplier: ADRIAN'S AWESOME STUFF POA Response: Accepted

Buyer: Jamison, Wendy M Comments

Line 1

Description: G&W NO PM140-B 1250KC X-X

PO Catalog ID: PO Manufacturer ID: PO Manufacturer's Item ID:

PO Line Comments: Show PO Changes:

Acknowledgement Details

Order Sched	Sched	Ship To / Freight Terms	Order Quantity / Acknowledge Quantity	Order UOM / Acknowledge UOM	Order Price / Acknowledge Price	Order Currency / Acknowledge Currency	Order Due Date / Acknowledge Due Date	Order Ship Method / Acknowledge Ship Method	Status	Back Order	Ship To Comments
1	1	Wichita Service Center - Whse	3.0000	EA	7363.08000	USD	10/28/2020	COMMON			
		FOB DEST, FRT PPD & ALLOWED	3.0000	EA	7363.08000	USD	10/28/2020	COMMON			

When you select the acknowledge button, a message will appear asking if you are sure. Select ok, if you are ready to continue.

You will be taken back to the search results. Continue to the next PO or select home icon to return to the supplier secure home page.

This action will acknowledge the PO. Continue?

The action that you are taking will acknowledge the PO. Once acknowledged PO cannot be updated for acknowledge values until buyer dispatch the PO to you again. Press OK to continue.

OK Cancel

Once an Evergy Procurement Agent reviews and approves the changes initiated by the supplier, the PO will appear in the PO Acknowledgements Tile again for review and acceptance.

Some suppliers may choose to not accept right away. This allows the supplier to acknowledge again.

This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

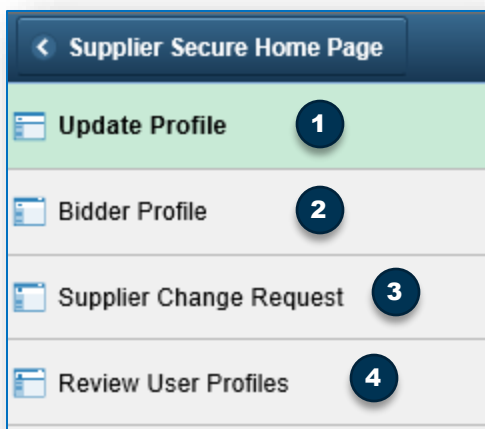
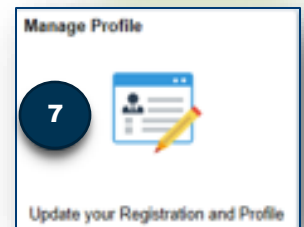
Supplier Secure Home Page and Navigation

7. Manage Profile

The manage profile tile allows suppliers to do several things

1. Update profile
2. Update your bidder profile (only if the supplier user account originated from a prospective supplier)
3. Initiate a supplier change request
4. Review User Profiles

Enable Existing Supplier



Update Profile

This is another path to update your password and forgotten password security questions.

Bidder Profile

If your supplier user account originated from a prospective supplier account, users can update this information, although it's not necessary

Supplier Change Request

This section is covered in later sections

Review User Profiles

Is not an active link for suppliers.

This training guide will review the process to initiate a supplier change request as a supplier. This allows a supplier to communicate changes about their supplier record for Evergy.

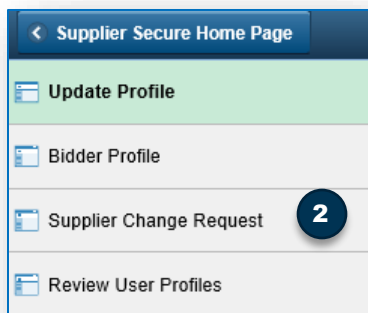
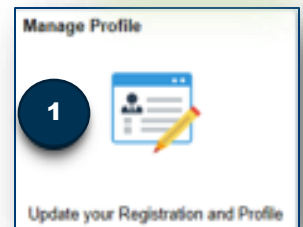
Supplier Change Request Instructions

Navigation

1. Logged into the Evergy supplier portal, select the Manage Profile Tile from the Supplier Secure Home Page.
2. Select Supplier Change Request
3. **Welcome** The supplier change request Welcome page opens providing details about the information required to complete the supplier change request. As noted in the online instructions, you can save for later once you have completed the company profile section.

If the profile information has been previously filled out, your existing answers will appear. If it has not been, your answers will be required.

Enable Existing Supplier



4. Select the Contact Us Link at the bottom left of the page if you have questions or issues. The contact us link is available throughout the request.
5. Select the next button once you are ready to move forward or exit if you wish to leave the change request page.

Contact Us 4

Please fill in your message below to contact Evergy Procurement by email. Someone will respond to your inquiry as soon as possible.

* Your Name

* Email Address

* Message

This is in regard to an issue with my recent Initiate Supplier Change attempt.
Supplier ID: 0000740072
The summary of the issue is as follows:

3

Welcome Adrians Awesome Stuff
(ADRIAN'S AWESOME STUFF)

As a supplier, this process allows you to request changes to your existing Evergy Supplier Profile. Once submitted, the request will be reviewed, approved, denied, or we may request additional information before the request can be completed.

Under the Company Profile section you will need to provide specific details about your organization.

Before you begin, you may need the following information:

- Date Company was founded
- Number of Permanent Employees
- Information about BES Cyber Systems
- Annual Revenues
- Legal Structure of your organization
- Owner contact information
- Diversity classifications and certification information
- Payment term information
 - Evergy Electronic Payment Agreement – [Link Here](#)
 - A sample invoice to upload
 - A current completed IRS W9 Form
- ISN Certification information if you perform certain types of work for Evergy
 - Your organization may be required to register with ISN and/or provide your ISN information

You can view the company profile information and exit, but will need to be able to complete the required information in the company profile section to save for later.

If you have questions, please use the contact us link below.

Supplier Change Request Training documentation can be found on the external [Evergy Site](#).

Thank You,
Evergy Procurement and Accounts Payables

4

5

Company Profile

In the company profile section, you can review and update information, as necessary.

1. Unique ID and Company Profile Section

Company Profile for ADRIAN'S AWESOME STUFF

[Review Changes](#)

1 Unique ID & Company Profile

*Supplier Name

2 Expand All Collapse All

3 Additional ID Numbers

Standard ID Qualifier	ID Number	Remove
Tax Identification Number	[REDACTED]	<input type="checkbox"/>

2. Select the Expand All Link to open the rest of the Profile section

3. The Additional ID Numbers section will show the Tax Identification Number on record.

Note: if profile questions have been filled out previously, the answers previously provided will populate. If profile questions have not been filled out, saved and approved previously, values will be required. Required fields are indicated by *

Standard Industry Codes

4. Add or remove NAICS codes as necessary by selecting the remove box or selecting the Add SIC codes button.

When adding, to search for a code, select the spy glass.

Standard Industry Codes

SIC Code Type	Standard Industry Code	Description	Remove
US - NAICS Codes	1112	Vegetable and Melon Farming	<input type="checkbox"/>

4 Add SIC

Look Up Standard Industry Code

SIC Code Type

Standard Industry Code

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Standard Industry Code	Description
11	Agriculture, Forestry, Fishing, and Hunting
111	Crop Production
1111	Oilseed and Grain Farming
11111	Soybean Farming
11112	Oilseed (except Soybean) Farming
11113	Dry Peas and Bean Farming
11114	Wheat Farming
11115	Corn Farming
11116	Rice Farming
11119	Other Grain Farming
111101	Oilseed and Grain Combination Farming
111199	All Other Grain Farming
112	Vegetable and Melon Farming
1121	Vegetable and Melon Farming
11211	Potato Farming
11219	Other Vegetable (except Potato) and Melon Farming
113	Fruit and Tree Nut Farming
1131	Orange Groves

Company Profile Continued

Profile question section, fill in or update values, as necessary.

1. Business Biography

- If required answers have not been answered, fields will be highlighted red. You can manually enter a date or select the calendar icon to search for a date.
- Attachments can be uploaded by selecting the add/view attachments button, selecting add attachments and browsing for a file on your computer. Select Upload to add the attachment.

2. Annual Revenues

1

Profile Questions

Business Biography

*Date Company was Founded

09/15/2020

*Number of Permanent Employees

2,000,000

*Is your company unionized?

☒ Yes
☐ No

*Do you sell goods/services that would involve high or medium BES Cyber Systems?

Any software, hardware, or services purchase which affects Control Center (T&O, DSO, G&O) operations, Iatan operations, or high voltage transmission substation operations. (tools and support that have a real-time impact on the transmission grid)

☒ Yes
☐ No

*Please provide an overview of your organization and the products / services that you provide.

AWESOME STUFF SOLD HERE

*Provide a listing of all manufacturing locations that will provide products or services to Evergy.

Missouri and Kansas

*In connection with products or services, or any component parts within the product, provided to Evergy, do you have any entities or affiliates that are associated with foreign entities of concern, i.e. China, Russia, Iran, North Korea, Cuba, or Venezuela? If so, please provide detail of the products and countries of origin.

None

If you have additional details related to Manufacturing Locations and/or Foreign Components about your products, please attach relevant documentation here. Please be specific to what information is contained in each attachment. Please also use PDFs for attachments.

Attachments (1)

Add/View Attachments

2

Annual Revenues

*Please provide your annual revenue for the most current year.

500,000.00

*Please provide your annual revenue for year prior

400,000.00

*Please provide your annual revenue for 2 years prior

395,000.00

a

*Date Company was Founded

*Number of Permanent Employees

*Is your company unionized?

Calendar

August

2008

S M T W T F S

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Current Date

b

Profile Response Attachment

SetID: SHARE

Supplier ID: 0000723319

Question ID: MFFRATT

Attachments

Attached File

Attachment Description

Upload

View

Remove

1 Locations_without_State.xlsx

Upload

View

Add Attachments

OK

Cancel

File Attachment

Browse...

Upload

Cancel

Company Profile Continued- Profile Questions

Legal Structure and Payment Terms

Users must fill out required fields/values and attachments.

*Required Fields

We request that the most current version of the W9 form be downloaded from the IRS website.

You may also need to navigate to the external Evergy website to locate the electronic payment agreement and/or the commercial card information form.

Legal Structure

***Please select your companies legal structure.**

***Please attach a completed IRS W9 Form.**

Please ensure you have completed the most current version of the form, it can be found here:

<https://www.irs.gov/FormW9>

Please provide the following details on the Owners of the company.
Owner Name, Title, Email and Percent Ownership.

Payment Terms

***Please select the desired payment terms.**

*** If either ACH Method is chosen, please complete the Evergy Electronic Payment Agreement.**

Please attach the completed Electronic Payment Agreement and Authorization form.

The form can be downloaded from the following URL.

<https://www.evergy.com/partner-with-us/suppliers>

**** If you choose the Commercial Card Option, please attach the completed Commercial Card Information Form.**

The Form can be downloaded from the following URL

<https://www.evergy.com/partner-with-us/suppliers>

Profile List Item

List Line Number	Payment Information
1	Privately Owned
2	Publicly Owned
3	Limited Liability Corp (LLC)
4	Non-Profit
5	Corporation (Corp)
6	Sole Proprietorship (SP)
7	Limited Partnership (LP)
8	Limited Liability Partnership (LLP)
9	Professional Limited Liability Company (PLLC)
10	Incorporated (Inc)

Profile Response Attachment

SetID	SHARE	Supplier ID	Question ID	ELECT/PMT
1	PO_0000059788_New_MO_Tax_form.pdf			

File Attachment

Company Profile Continued- Profile Questions

Invoice Processing Users must fill out required fields/values and attachments.

*Required Fields

We require an invoice example to help train our Invoice Scanning Software.

It is highly recommended that your invoice contain the information noted below. In addition, if the Purchase Order references line numbers, your invoice should too. This information will help timely invoice and payment processing

Invoice Processing

Suppliers must submit a sample invoice with the Supplier Information form.

Invoices must contain the following information in line with the Evergy, Inc. and/or one or more of its wholly owned subsidiaries Purchase Order:

- Invoice Number
- Invoice Date
- Invoice Amount
- Invoice Due Date
- Invoices MUST contain a 10 Digit Purchase Order (PO) Number, which must be displayed in the PO number field of your invoice form.
- Purchase Order Line Number (if applicable)
- Purchase Order Unit of Measure (if applicable)
- Invoices submitted WITHOUT a PO will be rejected
- Invoices not related to a Purchase Order should include the name of the Evergy employee who initiated the transaction.
- Include the Remittance Information (name & address) on your invoice form
- Ensure that the bill to or sold to fields reference the Evergy entity identified on the Purchase Order. This information must be correct for the operating or business unit company being billed.

Supplier must give thirty (30) days advance notice in writing to Evergy of any changes in its remitting information, depository institution, or other payment instructions. When properly executed, the Authorization will become effective ten (10) business days after its receipt by Evergy.

When submitting via EMAIL:

- Each attachment MUST contain only one invoice.
- Supporting pages can be included in the same file as the invoice, but the first page MUST be the invoice.
- There is no limit to the number of attachments per email.
- The preferred attachment format is PDF. JPEGs are not accepted.

Invoices must be submitted to one of the following: EMAIL IS PREFERRED.

Email: acctspay@evergy.com

NOTE: Please use a monitored email address so you may receive a confirmation, not a multifunction device.

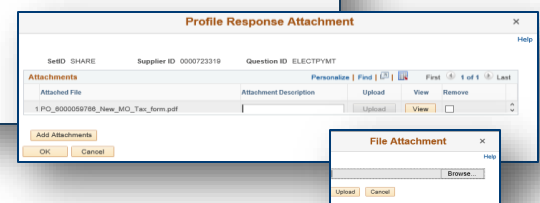
Mail:
Evergy Accounts Payable Department
PO Box 411437
Kansas City, MO 64141

Please submit any invoice questions or statements to apservice@evergy.com or call 785-575-1164.

*Please attach a sample of your invoice.

Attachments (1)

Add/View Attachments



Company Profile Continued- Profile Questions

Diversity, ISN Certification and Comments:

Users must fill out required fields/values and attachments.

*Required Fields

Select Next to move to the address section, save for later to come back to your updates later or exit to leave the supplier change request.

Diversity

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

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.

For more details, please see below:
Are you a diverse supplier?

☐ Yes
☐ No

Please select your Diversity Classification(s) from the following list.

Please upload all Diversity Certifications that you have identified as having in the previous questions.

Please ensure that the following information is included in the uploaded documents.
Certificate Authority, Certificate Expiration Date, Certificate Effective Date

Attachments (0)

Profile List Item

List Line Number	Payment Information
1	<input type="checkbox"/> Minority Owned Business Enterprise (MBE)
2	<input type="checkbox"/> Disadvantaged Business Enterprise (DBE)
3	<input type="checkbox"/> Small 8(a) Business
4	<input type="checkbox"/> Service Disabled Veteran Small Business Enterprise (SDVBE)
5	<input type="checkbox"/> Lesbian, Gay, Bisexual and Transgender (LGBT)
6	<input type="checkbox"/> HUBZone Small Business Concern (HUBZone)
7	<input type="checkbox"/> Historically Black Colleges/Universities/ Mnty Ins.(HBCU)
8	<input type="checkbox"/> Veteran Owned Business Enterprise (VBE)
9	<input type="checkbox"/> Small Disadvantaged Business (SDB)
10	<input type="checkbox"/> Small Business Enterprise (SBE)
11	<input type="checkbox"/> Woman Owned Business Enterprise (WBE)
12	<input type="checkbox"/> Self Certified - Please upload a copy of Self Cert (SC)
13	<input type="checkbox"/> Other - Please upload a copy of Certification below.

Return

ISN Certification

If you are registering to perform work that falls into any of the following categories, then you must have an ISNNetwork Subscription:

- * Has a potential for causing a catastrophic operational incident.
- * May impact a process or site operations.
- * Requires confined space entry, elevated work, work on operating systems involving hazardous energy, crane activity and most work requiring a general work permit, hot work permit, or confined space permit.
- * Has access to operations and/or a direct role in site operations or maintenance, where failure could result in harm to employee or public well-being, company assets or the environment.
- * Includes any contractor personnel's job function which Evergy has no safety policies that cover the work function or has no direct or very limited supervision for operational checks.

For more details, please see below:
Are you registered with ISN?

☐ Yes
☐ No

Please provide your ISN Company ID.

Please select all the ISN Services that you offer.

Comments

Profile Response Attachment

Attached File	Attachment Description	Upload	View	Remove
1		<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="Remove"/>

File Attachment

List Values

List Line Number	Payment Information
1	<input type="checkbox"/> Anhydrous Ammonia and Hydrogen
2	<input type="checkbox"/> Asbestos
3	<input type="checkbox"/> Chemical and process cleaning
4	<input type="checkbox"/> Commercial Diving
5	<input type="checkbox"/> Confined Space activities
6	<input type="checkbox"/> Construction & Demolition Work
7	<input type="checkbox"/> Crane, Hoisting and Rigging
8	<input type="checkbox"/> Distribution or transmission system work
9	<input type="checkbox"/> Electricians and instrumentation technicians
10	<input type="checkbox"/> Environmental investigation, remediation, monitoring activ.
11	<input type="checkbox"/> Equipment and process maintenance
12	<input type="checkbox"/> Inspections
13	<input type="checkbox"/> Excavation or other work requiring a dig permit
14	<input type="checkbox"/> Explosive blasting
15	<input type="checkbox"/> Facilities Maintenance (HVAC, Painting, Roofing, etc.)

Exit

Save for Later

Previous

Next

33

Public

Addresses

The address section allows users to add, edit or remove some addresses by using either the pencil icon to edit or the add new address button.

You may not be allowed to remove some addresses if they are tied to remit to or invoicing addresses. (see error message below). Unselect the remove address box if this occurs.

Select Next to move to the contacts section, save for later to finish your updates later, or exit to leave the supplier change request

Description	Address Line 1	Change Action	Change Effective Date	Edit
Address 1	8697 W 177ST	Update	10/18/2020	
Main Street	1200 Main Street	Add	10/18/2020	

This address cannot be removed. The address is referenced as either the "Ordering", "Returning", "Ship From", "Invoicing", or "Remitting" address for location "MAIN". Please select a different "Ordering", "Returning", "Ship From", "Invoicing", or "Remitting" address for location "MAIN", or contact your Supplier Administrator for assistance in order to proceed with removing this address.

OK

Contacts

The contacts section allows users to add edit or remove different types of contacts by using either the pencil icon to edit or the add new address button.

Required fields *

- Description
- Contact Title
- Contact Address
- Contact Type
- At least one phone number

If you elect to remove the contact, values will not be open to edit.

If you add a new contact, any added addresses will not be available to select until the address is reviewed and approved.

Payment Profile

The payment profile section is a view only section. Selecting the edit pencil as a supplier, will not allow users to view banking details

Payment Profile for ADRIAN'S AWESOME STUFF

Description	Change Effective Date	Default	Edit
MAIN - ADRIANS AWESOME STUFF	09/28/2020	<input checked="" type="checkbox"/>	

*Required Field

[Contact Us](#)

Categorization

This section allows users the ability identify the types of products or services the company provides by selecting the check box to the left of the sell category. Each category selected will populate under the My Categories section. Select next to move to Submit.

Categorization for ADRIAN'S AWESOME STUFF

For best performance, please pause briefly after checking each selection box.

[Select All](#) [Un Select All](#)

PO_VENDOR_CATEGORIZATION_TREE

- Sourcing - Sourcing Categories
 - Buy Categories
 - Sell Categories
 - ☐ ABATEMENT_SERVICES - Abatement Services
 - ☐ ADVERTISE_PRNT_SVC - Advertising and Printing Services
 - ☐ AERIAL_SERVICES - Aerial Services
 - ☐ APPLIANCE - Appliance
 - ☐ ARCHITECT_ENG_SERV - Architectual and Engineering Services
 - ☐ AUDIO_VISUAL_EQUIP - Audio Visual Equipment
 - ☐ AUDIO_VISUAL_RENTL - Audio Visual Rental Services
 - ☐ AUDIO_VISUAL_SERVC - Audio Visual Services
 - ☐ AUDIT_SERVICES - Audit Services
 - ☐ BANKING_SERVICES - Banking Services
 - ☐ BLD_CONSTRUC_MAT - Building and Construction Materials
 - ☐ BLD_CONSTRUC_SER - Building and Construction Services
 - ☐ BLDG_RENOVATION - Building Renovation Services

My Categories

Category	Description	Status
FOOD_VENDI...	Food and Vend...	Add

Review and Submit

The review and submit section allows suppliers to do a final review and confirmation of changes.

1. Review their proposed changes and edit again, if necessary. Select the pencil to edit section.
Select the return button to go back to the submit page.
2. Review the email address where communication will be sent regarding the changes
3. Select the audit reason, Supplier Initiated Change Request
4. Enter optional comments
5. You must select the Confirm Changes box to allow the Submit button to become available.
6. Submit or Withdraw changes

Profile Questions	
Current	Proposed
*Number of Permanent Employees	2.000000
*Is your company unionized?	Yes
*Provide a listing of all manufacturing locations that will provide products or services to the customer	K,K,K,LDF,GKFDG
*In connection with products or services, or any component parts within the	.DFGK,DFGKDLFG
*Please provide your annual revenue for the most current year.	12321313
*Please provide your annual revenue for year prior	23
*Please provide your annual revenue for 2 years prior	10231321
Standard Industry Codes	
Type	Information
Add	SIC Code Type
	Standard Industry Code
	US - NAICS Codes
	111211

[Return](#)

Supplier Change Request Submit Confirmation

1. You will see a confirmation page indicating you successfully submitted your Supplier Change Request.
2. Select return to supplier home page
3. From the supplier secure home page, select the Manage Profile Tile, select Supplier Change Request.
4. You will see your request pending approval.
5. Selecting the request ID, you can review the pending changes.
6. Once approved, you will receive a confirmation email

Supplier Change Request Submit Confirmation
1

Pending Approval

You have successfully submitted your Supplier Change Request

Your Change Request ID 00[REDACTED]

Any email regarding the request status will be sent to:
wendy.jamison@evergy.com

[Return to Supplier Change Request Selection Page](#)

[Return to Supplier Home Page](#) 2

Manage Profile

3

Update your Registration and Profile

Update Profile

Bidder Profile

Supplier Change Request 3

Review User Profiles

Supplier Secure Home Page
 Manage Profile

Update Profile

Bidder Profile

Supplier Change Request

Review User Profiles

Supplier Change Request Selection 1

Select Supplier

*Supplier ADRIAN'S AWESOME STUFF

[Create New Request](#)

Pending Change Requests

Supplier ID	Name	Request ID	Change Status	Date
0000740672	ADRIAN'S AWESOME STUFF	000000000000034 5	Pending Approval	10/19/2020

Evergy Supplier Change Request " [REDACTED] " for Supplier ID "00[REDACTED]" has been approved

6

Expires 4/25/2021

Your supplier registration changes has been reviewed and approved.

URL: [\[REDACTED\]](#)

Setid: SHARE
Supplier ID: 000[REDACTED]
Short Name: PR
Supplier Name:
Additional Name:

If you have any question or feedback regarding your Supplier Change Request ID [REDACTED] please email Procurement@evergy.com

Thank you.
Evergy Procurement

Evergy Supplier Portal Instructions can be found here:
<https://www.evergy.com/partner-with-us/suppliers>