**Evergy Supplier Portal Training Guide**

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 Every suppliers* with a supplier user ID or a Prospective Supplier user ID can sign into the Secure supplier portal.

![Supplier Public Home Page](image)

**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.
Evergy Supplier Portal Training Guide

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

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 organization's 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.
Prospective Supplier Registration Continued

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

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.
Prospective Supplier Registration Continued

Step 3 Addresses:
1. Enter your organization's 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.
   - Those users will receive login 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

**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.
Prospective Supplier Registration Continued

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.

Registration Confirmation Emails

Successfully registered Prospective Suppliers should receive 2 confirmation emails. These emails should come from Procurement@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.
Prospective Supplier Sign In

**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.

**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

**Password Requirements**
1. Minimum Length: 8 characters
2. Special Characters: minimum of 1
3. Digits: minimum of 1
4. Lower Case: minimum of 1
5. Upper Case: minimum of 1
Prospective Supplier Home Page and Password Help

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.
Prospective Supplier Profile Information

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 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.
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**

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
   - 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
   - Select x to close page
   - Select the Home Icon to return to the supplier public home page
This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

**Existing Supplier User Account Sign In**

Once your supplier user account has successfully been created, the supplier should receive 2 emails from Procurement@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

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

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

**Existing Supplier: My Preferences**

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

Supplier Secure Home Page and Navigation

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**

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

Supplier WorkCenter/Homepage and Dashboard

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.

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

Supplier Dashboard Pagelets

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

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.

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

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.

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

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

Supplier Secure Home Page and Navigation

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

Supplier Secure Home Page and Navigation

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.

1. 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.

2. Selecting the Schedules overdue icon, gives the supplier more detailed information about the PO line schedule.

3. View PO dispatch document creates a pdf of the purchase order initially emailed to the supplier.

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.
Supplier Secure Home Page and Navigation

6. PO Acknowledgements (POA)

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

a) Acknowledgement status of New indicates the PO has not been acknowledged or requires additional acknowledgements to accept change orders.
   a) Purchase orders that have been acknowledged and are awaiting the buyer review, approval and system update cannot be acknowledged again until the PO has been dispatched again.

b) Suppliers can sort POA’s by ship to, buyer, etc.

c) Suppliers can filter and search for specific POA’s

d) Suppliers can act and create a POA by selecting the action arrow
This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.

Creating a Purchase Order Acknowledgement

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.

**Purchase Order Acknowledgement Header**

1. You can view and create PO Header comments and attachments, by selecting the green action arrow or the blue comment bubble.

2. You can accept the whole PO as is by selecting the acknowledge button.

3. 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.

4. Reset to PO Values changes values back to their original state.

5. Save for later allows you to save your work and come back later to finish later.
Creating a Purchase Order Acknowledgement

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

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.

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

**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.

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**

Please fill in your message below to reach the Energy Procurement by email. Document will be sent to your reply to you as soon as possible.

- **Your Name:**
- **Email Address:**
- **Message:**

A sample invoice to upload

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 the company was founded
- Number of Permanent Employees
- Information about B2B Cyber Systems
- Annual Revenues
- Legal Structure of your organization
- Owner contact information
- Diversity classifications and certification information
- Payment term information
- Evergy Electronic Payment Agreement
- A completed IRS W-8 Form
- ISIN Certification information if you perform certain types of work for Evergy
- Your organization may be required to register with IBN and/or provide your ISIN 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

**Exit**  **Save for Later**  **Previous**  **Next**
1. Unique ID and Company Profile Section

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

1. Business Biography
   a) 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.
   b) 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
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 company’s legal structure.

Limited Liability Corp (LLC) [Select]

*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

Attachments (1) [Add/View Attachments]

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.

Net 30 Days ACH [Select]

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

Attachments (1) [Add/View Attachments]

** 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

Attachments (0) [Add/View Attachments]
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.

---

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: acctsppay@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 64144

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

*Please attach a sample of your invoice.
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 §44(f), 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)

Add/View Attachments

ISN Certification

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

* Has a potential for causing a catastrophic operational incident.
* May impact a process or site operations.
* Requires confined space entry, elevated work, use of operating systems involving hazardous energy, crane activity and must 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 failures could result in harm to employees or public well-being, company assets or the environment.
* Includes any contractor personnel whose 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

Contact Us
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.
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.

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.

Required fields *
- Description
- Contact Title
- Contact Address
- Contact Type
- At least one phone number
**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.

**Categorization**
This section allows users the ability to 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.
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.
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](image)

![Manage Profile](image)

![Update Profile](image)

![Supplier Change Request](image)