

*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

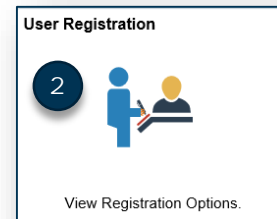
Selecting each of these tiles will provide public information to suppliers.

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.

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## 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

*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 \*

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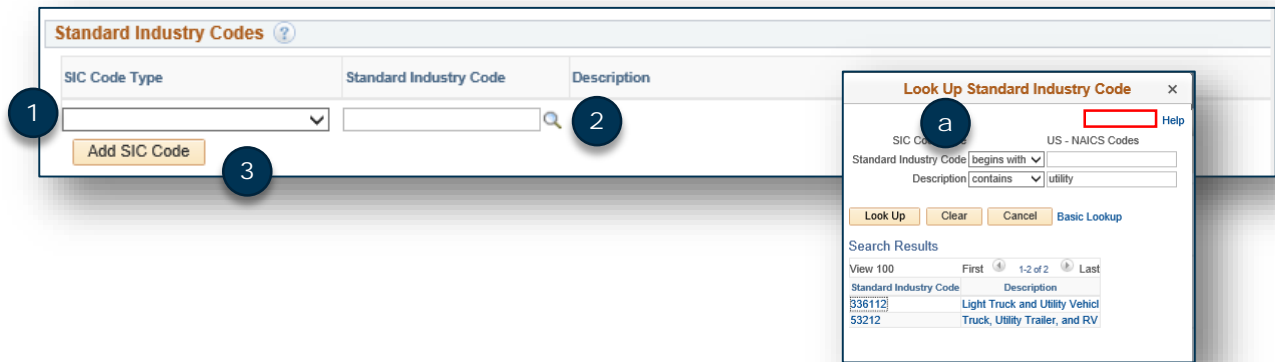
## Prospective Supplier Registration Continued

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



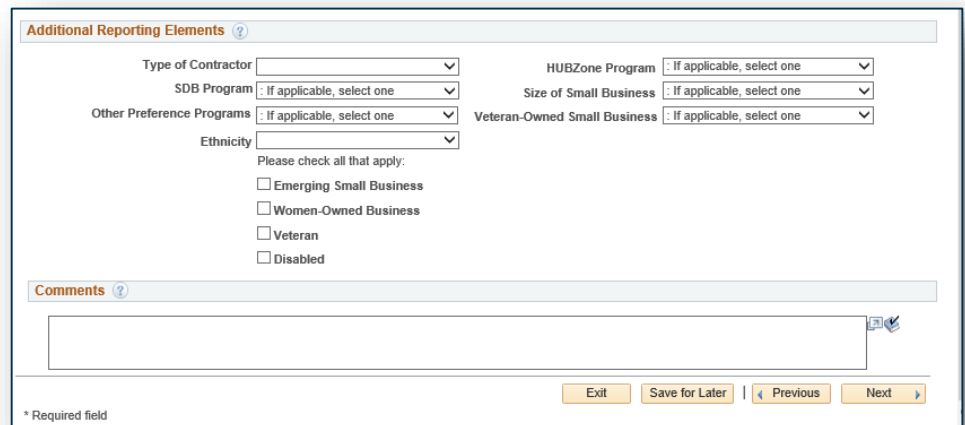
### Step 2 Additional Reporting Elements:

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



Primary	Type	Name	Phone	Designate Address
<input checked="" type="radio"/>	Billing	<Enter Billing Contact>		Primary Address
<input type="radio"/>	Sales	<Enter Sales Contact>		Primary Address
<input type="radio"/>	Quotes	<Enter Quotes Contact>		Primary Address
<input type="radio"/>	Diversity	<Enter Diversity Contact>		Primary Address

### 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.


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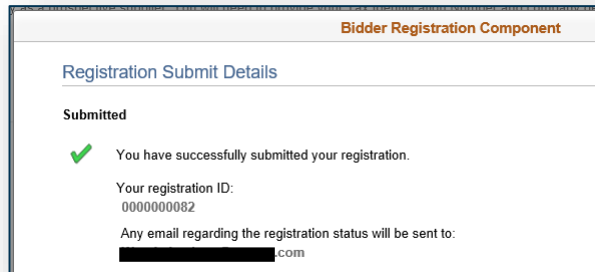
## Prospective Supplier Registration Continued

Prospective Supplier Register

### Registration Confirmation

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

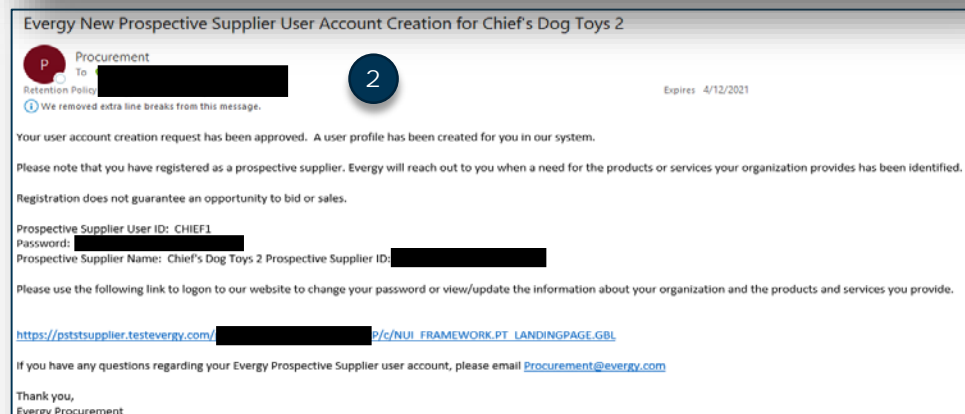
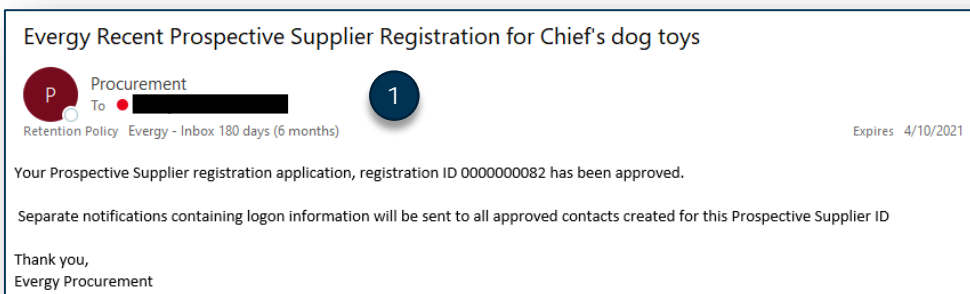
Select the x at the top right corner of the pop-up page. Select the home icon  to return to the Supplier Public Home Page



### Registration Confirmation Emails

Successfully registered Prospective Suppliers should receive 2 confirmation emails. These emails should come from [Procurement@Evergy.com](mailto: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.



*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  **2**

\*Confirm Password  **3**

**4**

Your password has successfully been changed, Continue to Homepage?

**5**

### 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



*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

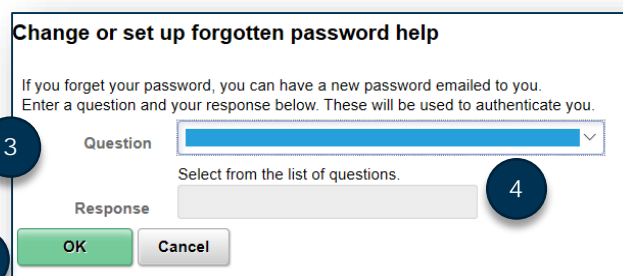
### Prospective Supplier

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.



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## Prospective Supplier Profile Information

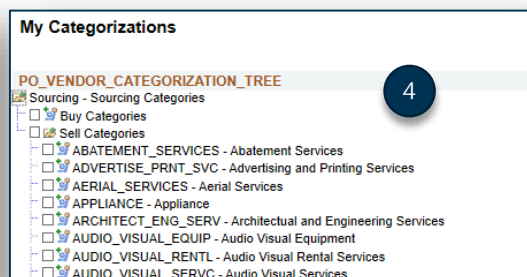
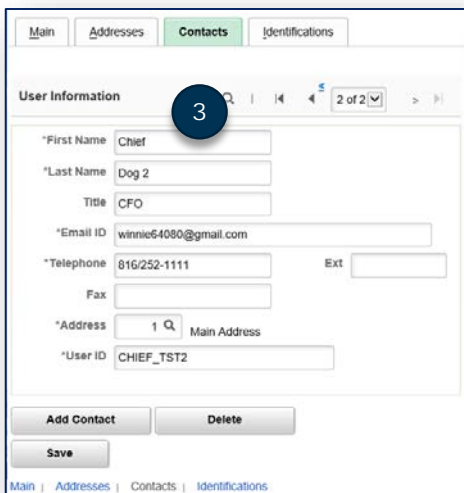
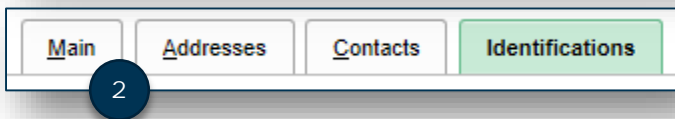
Prospective Supplier Register

### 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



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## Supplier Sign In Forgot Password

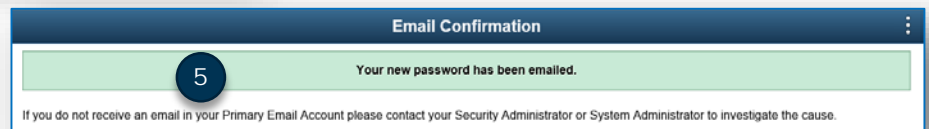
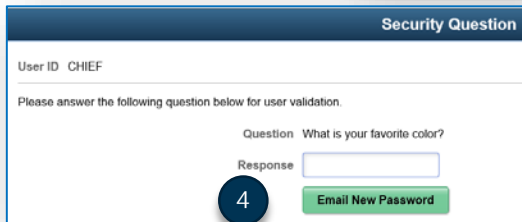
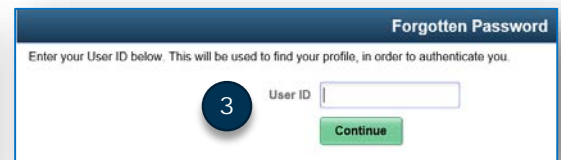
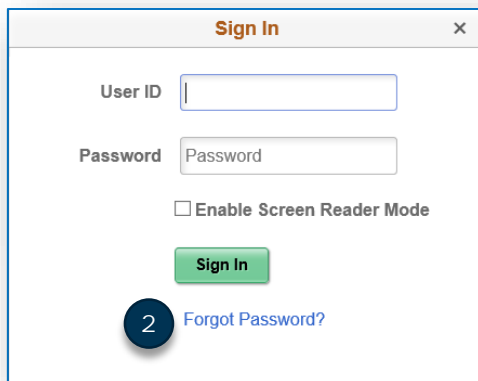
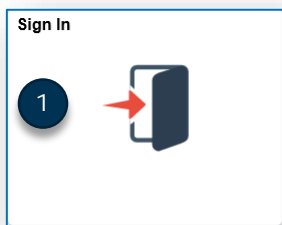
Prospective Supplier Register    Enable Existing Supplier



### 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.

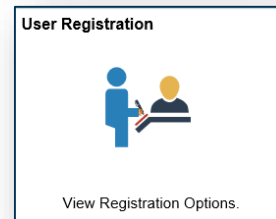
1. Select Sign In Tile
2. Select Forgot Password?
3. Enter the Supplier User ID
4. Enter the answer to your security question and select Email New Password
5. Message indicating password should be emailed.



*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.

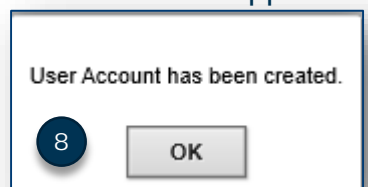
Creating a supplier user account allows existing suppliers the ability to review invoice status, create supplier change requests, create purchase order acknowledgements, view past due purchase orders, and more.

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    

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**User Account Information** ⓘ

\* Requested User ID  

Description  

\* Email ID  

Language Code English

Time Zone  

Currency Code USD

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**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](#)

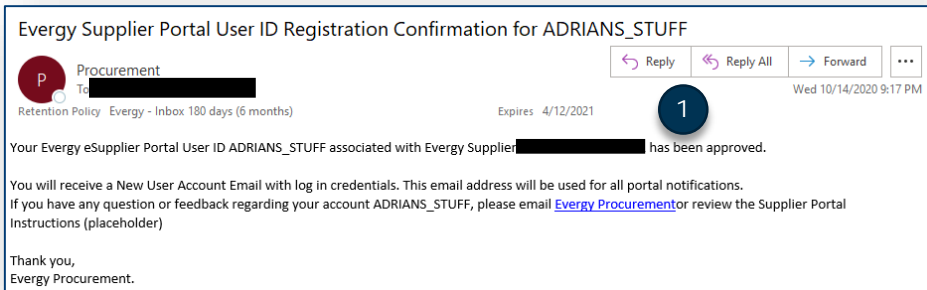
*This training guide will review Evergy Supplier Portal Navigation, activities and inquiry information available to the supplier.*

## 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 [Procurement@evergy.com](mailto:Procurement@evergy.com)

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

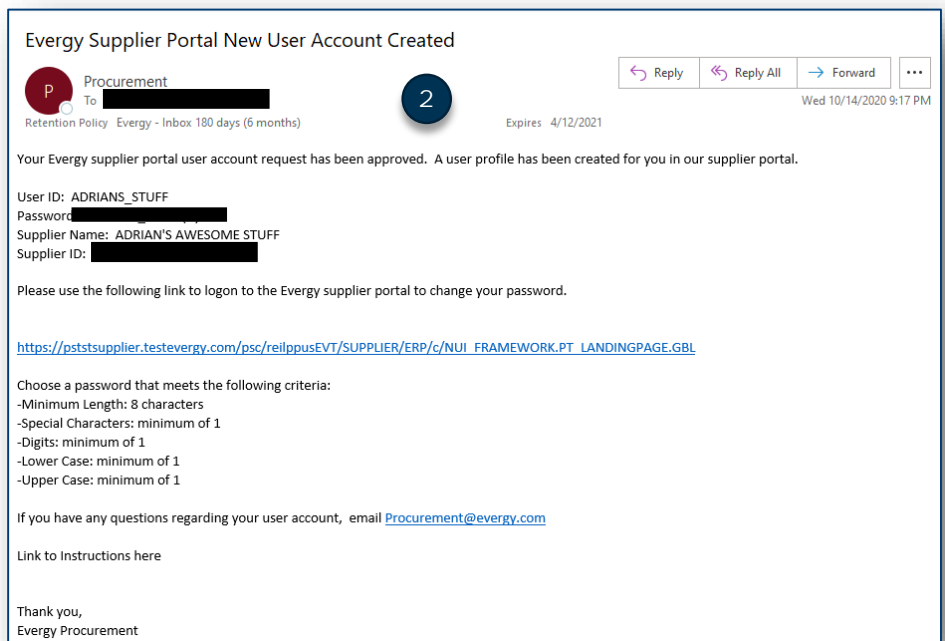
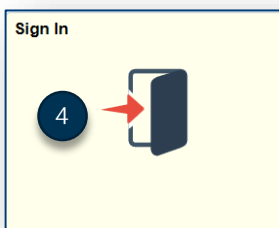


The new user account email will contain your password to initially log into the supplier portal.

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.

Enable Existing Supplier



### 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

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



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	+
3	<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	+



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

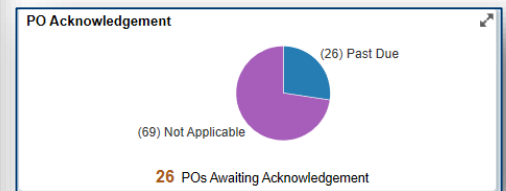
Include POs Dispatched in Last  (1-9999) days

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	+	-
5	<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	+	-



*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

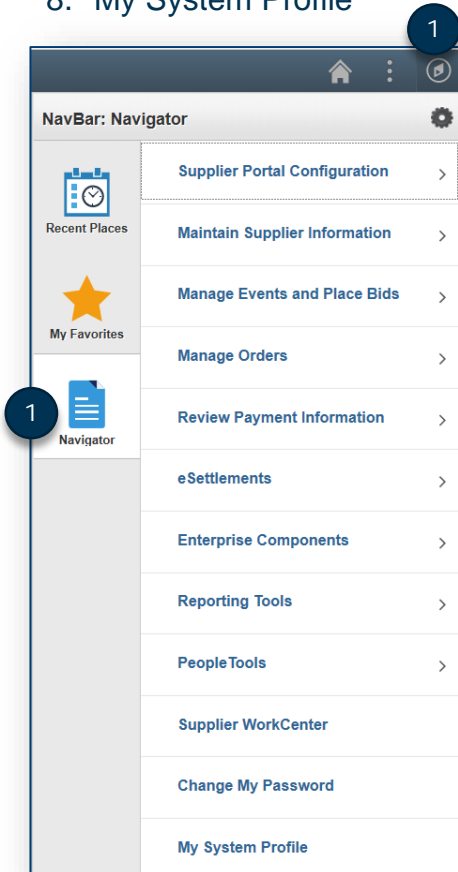
The existing supplier home page contains tiles and information that allows the supplier to self serve. Tiles are quick navigation to many of the menu items under the NavBar and Navigator.

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

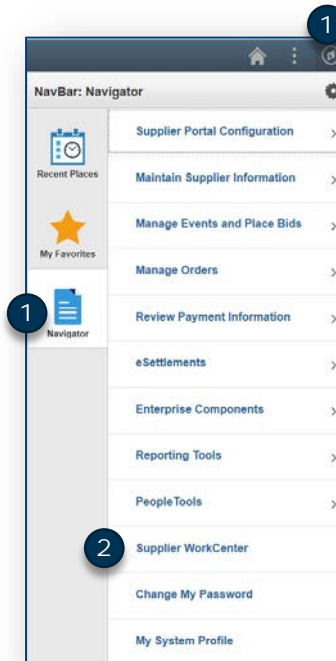
Enable Existing Supplier



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 Homepage**

Supplier Dashboard

ADRIAN'S AWESOME STUFF Welcome Adrians Awesome Stuff

**Announcements**

**Recently Dispatched POs**

PO ID	Dispatched DateTime	Status	Acknowledge Status
6000064178	10/21/2020 8:15:39PM	Change Order -2	New
6000092146	10/16/2020 10:53:39PM	Change Order -1	New
300151048	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

Show all/Enhanced... Show 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
6000092146	2020-10-14	Partial		Wichita Service Center

Full Query Results

**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
6000092146	Partial	2020-10-14	2020-10-21	Wichita Service Center	1	5	2	5	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.

Item	Mfg ID	Mfg Item ID	ASU	Qty Avail	Qty Reserv	Qty On Hand	Months	Group	Qty

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

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.

**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 8:38:53AM	Dispatched	New
3000	08/10/2020 8:10:58AM	Dispatched	New
2000	07/31/2020 2:11:58PM	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 6:05:15AM	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		500	500
400	Not Recvd	2020-06-29	2020-10-29	Wichita MDC	1		500	500
300	Not Recvd	2020-07-15	2020-10-30	930 N OLIVE SUBSTATIONS	1		5000	5000
300	Not Recvd	2020-07-15	2020-10-30	930 N OLIVE SUBSTATIONS	2		20000	20000
300	Not Recvd	2020-07-15	2020-10-30	930 N OLIVE SUBSTATIONS	1		1000	1000
600	Partial	2020-07-18	2020-11-02	ST JOSEPH SERVICE CENTER	2		3000	3000
300	Not Recvd	2020-07-30	2020-11-11	F&M WEST DOCK	1		500	500
300	Not Recvd	2020-07-30	2020-11-11	F&M WEST DOCK	2		30	30
100	Not Recvd	2020-04-02	2020-11-20	Evergy Corporate Topeka	1		129024	129024
200	Not Recvd	2020-06-09	2020-12-15	Goff Substation	1		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	14274508		490	0	490	10	030 Usages & Shipments	5
10	SOUTHWIRE	14274508		490	0	490	1	030 Usages & Shipments	5
10	SOUTHWIRE	10844357		244.4	0	244.4	10	030 Usages & Shipments	2.8
10	SOUTHWIRE	10844357		244.4	0	244.4	1	030 Usages & Shipments	2.8
10	SOUTHWIRE	14274508		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
18		FEET	14		ANIX	58	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	08	Y
0		FEET	14		OMNI CABLE	08	Y
0		FEET	14		OMNI CABLE	08	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	200
46	1500.81	1	Matched			0.00	200
46	2579.48	1	Matched			0.00	400
46	903	1	Matched			0.00	400
46	22518.32	8	Match Exceptions Exist			0.00	200
46	618.45	1	Matched			0.00	400
46	4343	2	Matched			0.00	400
46	1745.06	3	Matched			0.00	300
46	180.12	1	Matched			0.00	400
46	2706.17	1	Matched			0.00	600

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.

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 400002146	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	>

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

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
0000064178	Dispatched	10/14/2020 9:16:09PM	1	39.01 USD

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.)

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

## Supplier Secure Home Page and Navigation

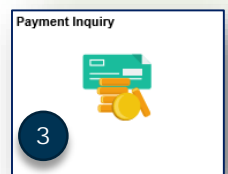
Enable Existing Supplier



### 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.



Cancel **Filters** 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

Remit Supplier:

Address:

Cancel Date:

Cancel Action: No Cancel Action

Comments

Payment Advice Details

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

Supplier Secure Home Page

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.

Receipts

4

0 Rejected Receipt Lines

**Filters** Done

Cancel

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

Review Receipts

**Receipt Details**

Receipt Number: 000000921      Packing Slip Number

Receipt Datetime: 10/18/2020 2:12PM      Pro Number

Receipt Status: Fully Received

Item ID

Supplier Item ID

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

ADRIAN'S AWESOME STUFF

Count of Rejected Receipt Lines: 0

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 UniLock IV8 https://www.amazon.com/Monitor-Tester-Coaxial-Analog-Output/dp/B07GVJ796D?ref_=fscfp_dp_dp_15	2.0000 EACH	2.0000 EACH		Received	>
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 #128D753G02 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

Notify

**Overdue Schedules** Schedules Overdue: 1

PO Number: 2000006054

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		2
EVERGY KANSAS CENTRAL 2000005678		07/23/2020	Change Order -1	07/24/2020 6:15:02AM		14,997.40 USD	Net 30		1
EVERGY KANSAS CENTRAL 2000005963		07/29/2020	Dispatched	07/29/2020 12:30:51PM		5,198.25 USD	Net 30		1
EVERGY METRO, INC. 3000124783		01/16/2019	Change Order -4	07/28/2020 8:32:36AM		13,141.90 USD	Net 30		1
EVERGY METRO, INC. 3000150137		07/14/2020	Change Order -2	07/20/2020 7:25:32AM		892.69 USD	Net 30		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.)

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.

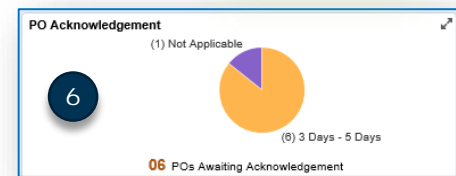
## Supplier Secure Home Page and Navigation

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

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	[Action 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	[Action 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	[Action Icon]
ADRIAN'S AWESOME STUFF	EVERGY KANSAS CENTRAL 2000008521	Jamison,Wendy M	10/14/2020 9:11:33PM	Due In 4 Days, 9 Hours	271.89 USD	Dispatched	New	Yes	[Action Icon]
ADRIAN'S AWESOME STUFF	EVERGY KANSAS SOUTH 4000002148	Jamison,Wendy M	10/14/2020 9:12:19PM	Due In 4 Days, 9 Hours	25,969.78 USD	Dispatched	New	Yes	[Action Icon]
ADRIAN'S AWESOME STUFF	EVERGY KANSAS CENTRAL 2000008520	Jamison,Wendy M	10/14/2020 9:10:32PM	Due In 4 Days, 9 Hours	1.09 USD	Dispatched	New	Yes	[Action Icon]
ADRIAN'S AWESOME STUFF	EVERGY MISSOURI WEST, INC. 8000004178	Jamison,Wendy M	10/14/2020 9:16:09PM	Not Applicable	39.01 USD	Dispatched	Supplier Responded	No	[Action Icon]



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

## Creating a Purchase Order Acknowledgement

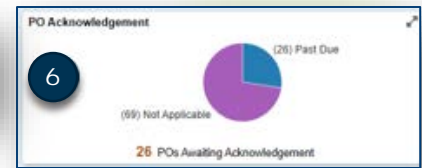
Enable Existing Supplier



### 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	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
Past Due	ADRIAN'S AWESOME STUFF	EVERGY METRO, INC. 300151148	Jamison,Wendy M	10/14/2020 9:14:23PM	Due In 4 Days, 9 Hours	0.07 USD	Dispatched	New	Yes	Acknowledge PO
1 Days - 2 Days	ADRIAN'S AWESOME STUFF	EVERGY METRO, INC. 300151147	Jamison,Wendy M	10/14/2020 9:09:01PM	Due In 4 Days, 9 Hours	284.00 USD	Dispatched	New	Yes	Acknowledge PO
3 Days - 5 Days	ADRIAN'S AWESOME STUFF	EVERGY METRO, INC. 300151146	Jamison,Wendy M	10/14/2020 9:08:09PM	Due In 4 Days, 9 Hours	71.00 USD	Dispatched	New	Yes	Acknowledge PO
6 Days - 10 Days	ADRIAN'S AWESOME STUFF	EVERGY KANSAS CENTRAL 200000524	Jamison,Wendy M	10/14/2020 9:11:33PM	Due In 4 Days, 9 Hours	271.69 USD	Dispatched	New	Yes	Acknowledge PO
11 Days - 9999 Days	ADRIAN'S AWESOME STUFF	EVERGY KANSAS SOUTH 400002146	Jamison,Wendy M	10/14/2020 9:12:19PM	Due In 4 Days, 9 Hours	25,909.76 USD	Dispatched	New	Yes	Acknowledge PO
Not Applicable	ADRIAN'S AWESOME STUFF	EVERGY KANSAS CENTRAL 200000520	Jamison,Wendy M	10/14/2020 9:10:32PM	Due In 4 Days, 9 Hours	1.99 USD	Dispatched	New	Yes	Acknowledge PO
	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	Acknowledge PO



### 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.

PO Acknowledgement

PO ID: 400002146

PO Date: 10/14/2020

Supplier: ADRIAN'S AWESOME STUFF

Buyer: Jamison,Wendy M

Actions:

- PO Header Comments
- Buying Organization Comments

Acknowledge PO

PO ID: 400002146

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

Buttons: Acknowledge, Save for Later, Reject All, Reset to PO Values

Line 1: G&W NO PM140-B 1250KC X-X

Line 2: Pulling Eye Kits for 1250 kmf Cable

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			

*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



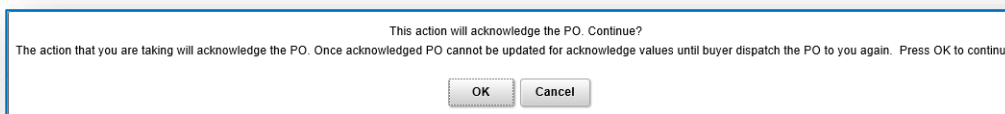
### 6. PO Acknowledgements (POA) Continued

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



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

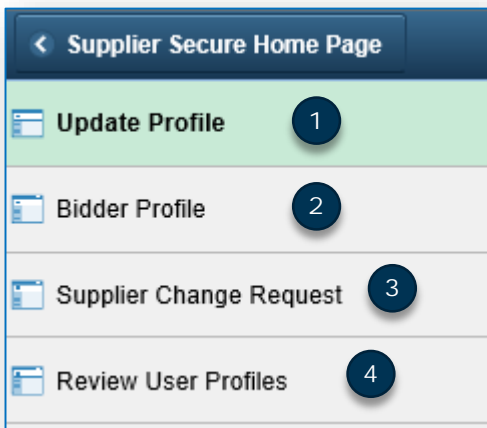
Enable Existing Supplier



### 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.*

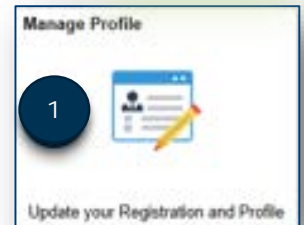
## Supplier Change Request Instructions

Enable Existing Supplier

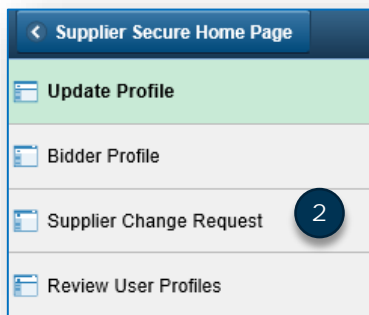


### Navigation

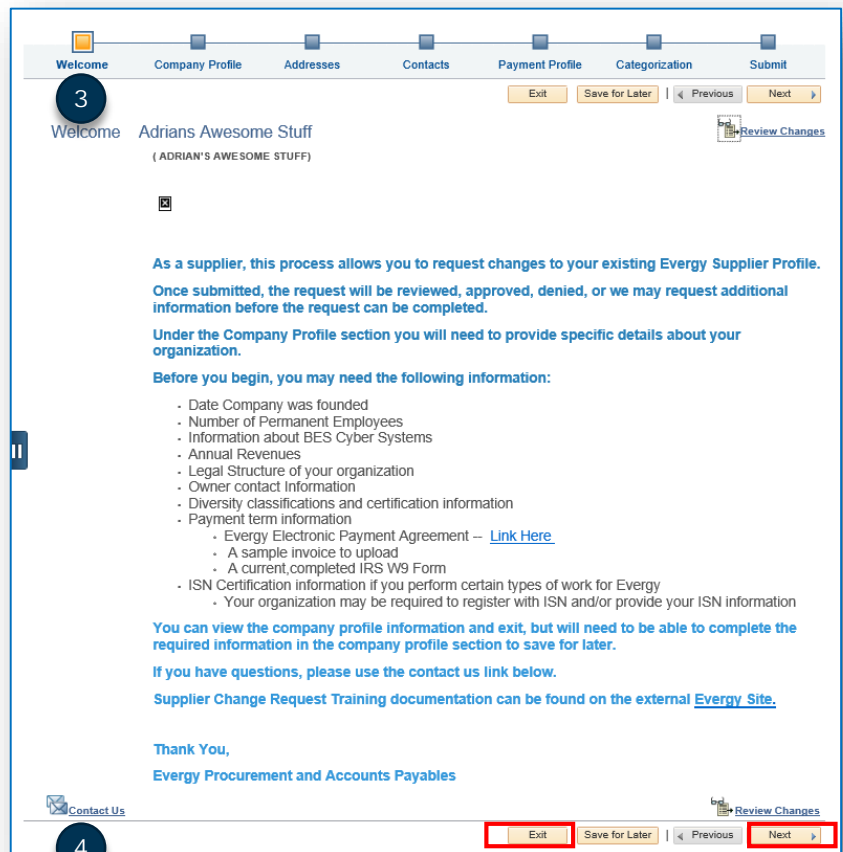
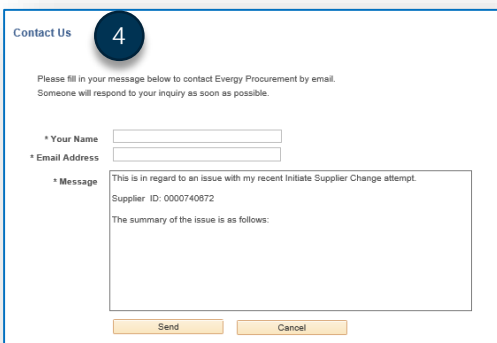
1. Logged into the Evergy supplier portal, select the Manage Profile Tile from the Supplier Secure Home Page.
2. Select Supplier Change Request
3. **Welcome** The supplier change request Welcome page opens providing details about the information required to complete the supplier change request. As noted 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.



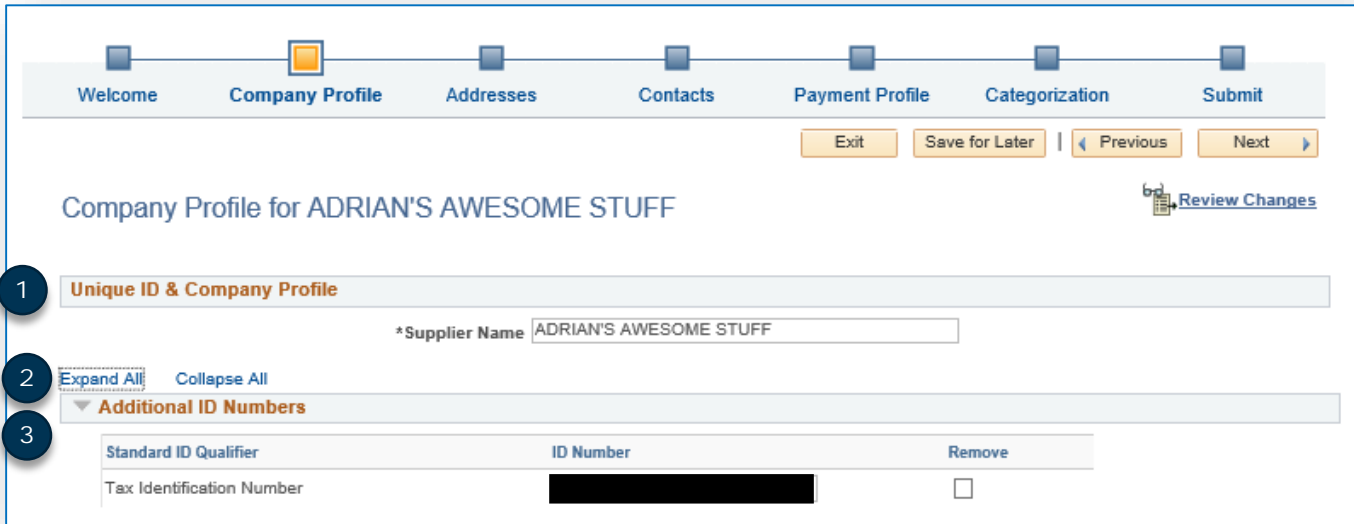
4. Select the Contact Us Link at the bottom left of the page if you have questions or issues. The contact us link is available throughout the request.
5. Select the next button once you are ready to move forward or exit if you wish to leave the change request page.



## Company Profile

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

### 1. Unique ID and Company Profile Section



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

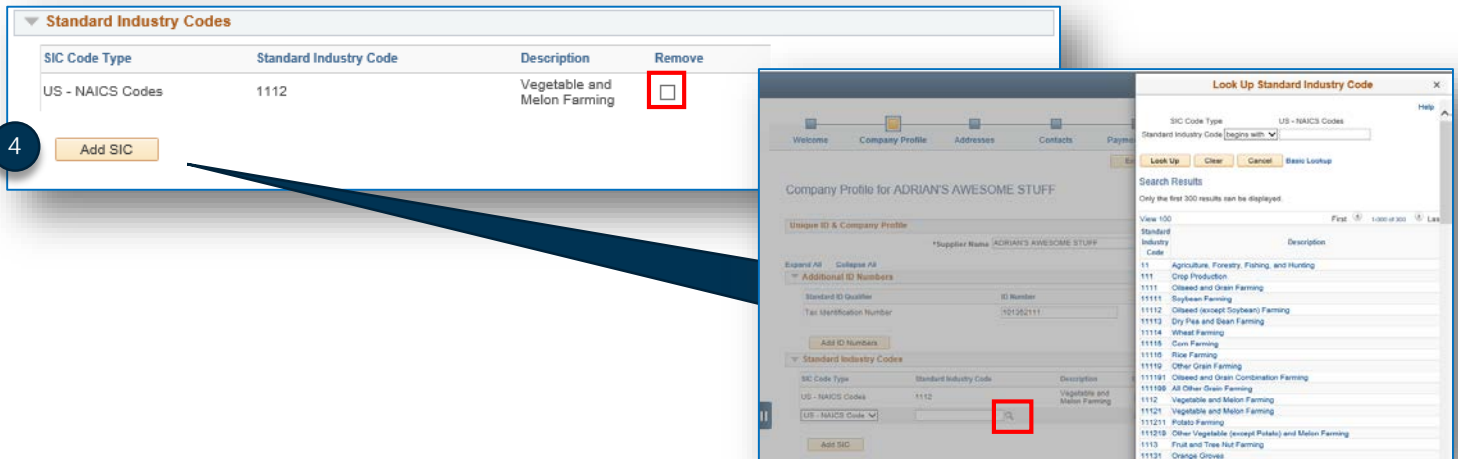
3. The Additional ID Numbers section will show the Tax Identification Number on record.

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

**1** Profile Questions

**Business Biography**

\*Date Company was Founded

\*Number of Permanent Employees

\*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/SO, D/SO, G/SO) 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.

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

\*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.

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.

\*Please provide your annual revenue for year prior

\*Please provide your annual revenue for 2 years prior

**a** \*Date Company was Founded

**b** [Add/View Attachments](#)

**Profile Response Attachment**

SetID: SHARE Supplier ID: 0000723319 Question ID: MFFRATT

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

**File Attachment**

## 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.

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.

#### 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)

Return

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#### 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

#### Profile List Item

List Line Number	Payment Information
1	2% Discount 15, Net 30 Days ACH
2	Net 30 Days ACH
3	Net 15 Days Commercial Card (Additional forms required)
4	Net 60 Days Check

Return

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Add Attachments

#### Profile Response Attachment

Attached File	Attachment Description	Upload	View	Remove
1 PO_800009768_New_MO_Tax_Form.pdf				

Add Attachments OK Cancel

#### File Attachment

Upload Cancel

## 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](mailto:acctspay@evergy.com)

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

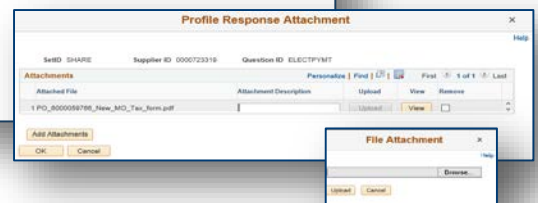
**Mail:**  
Evergy Accounts Payable Department  
PO Box 411437  
Kansas City, MO 64141

Please submit any invoice questions or statements to [apservice@evergy.com](mailto: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.

Select →

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 →

**Profile List Item**

List Values Personalize Find 1-13 of 13

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/ Mntry 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.

OK Cancel →

Please select all the ISN Services that you offer.

OK Cancel →

**Comments**

OK Cancel →

**Profile Response Attachment**

SelfID: 00000000 Supplier ID: 000723319 Question ID: 00000000

Attached File	Attachment Description	Upload	View	Remove
		<span style="border: 1px solid gray; padding: 2px 5px;">Upload</span>		<span style="border: 1px solid gray; padding: 2px 5px;">Remove</span>

Add Attachments OK Cancel

**File Attachment**

[Browse...](#)

Upload Cancel

**List Values**

List Values Personalize Find 1-29 of 29

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.).

## 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.

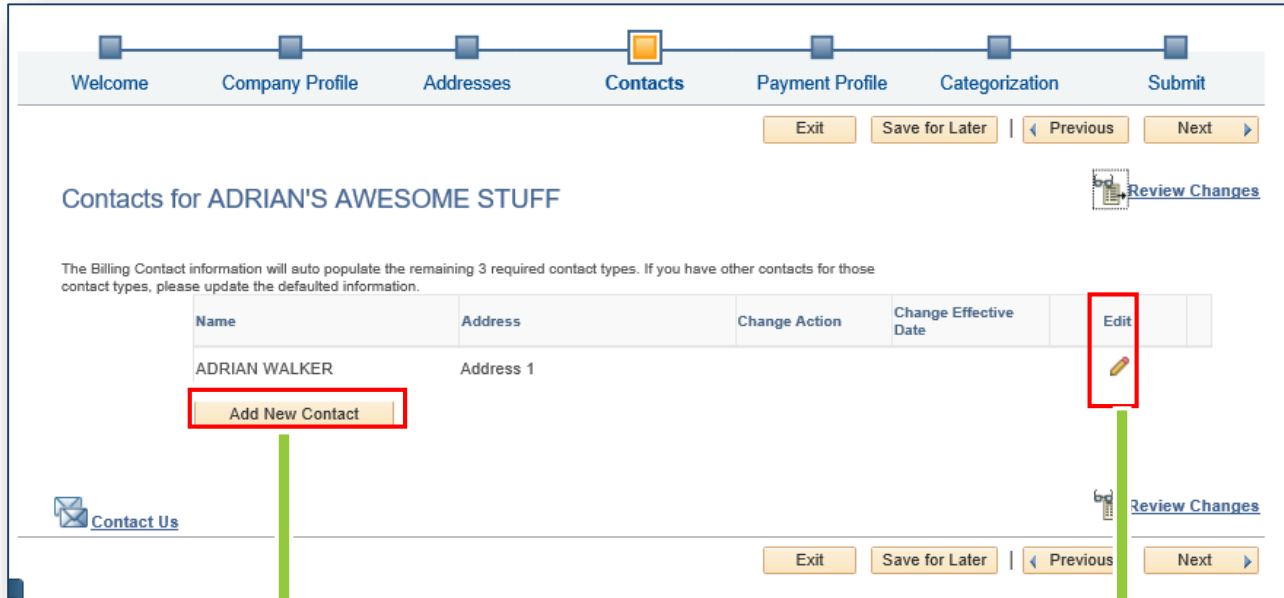
Select Next to move to the contacts section, save for later to finish your updates later, or exit to leave the supplier change request

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.



Add New Contact

Help

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**Contact Information**

Description (New Inside Sales Person)

\* First Name

\* Last Name

Contact Title

\*Email Address

URL

Contact Address

Contact Type

---

**Phone Information**

*Phone Type	Prefix	Telephone	Extension
<input type="text" value="Main"/>	<input type="text" value="816"/>	<input type="text" value="540-2200"/>	<input type="text" value=""/>

Approved Changes Take Effect:  Approval Date  Future Date

Contact Information for TAMMY COLE

Help

---

Remove Contact

**Contact Information**

Description

\* Contact Name TAMMY COLE

Contact Title

\* Email ID wendy.jamison@evergy.com

URL ID http://

Contact Address

Contact Type

---

**Phone Information**

Phone Type	Prefix	Telephone	Extension	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Approved Changes Take Effect:  Approval Date  Future Date

### Required fields \*

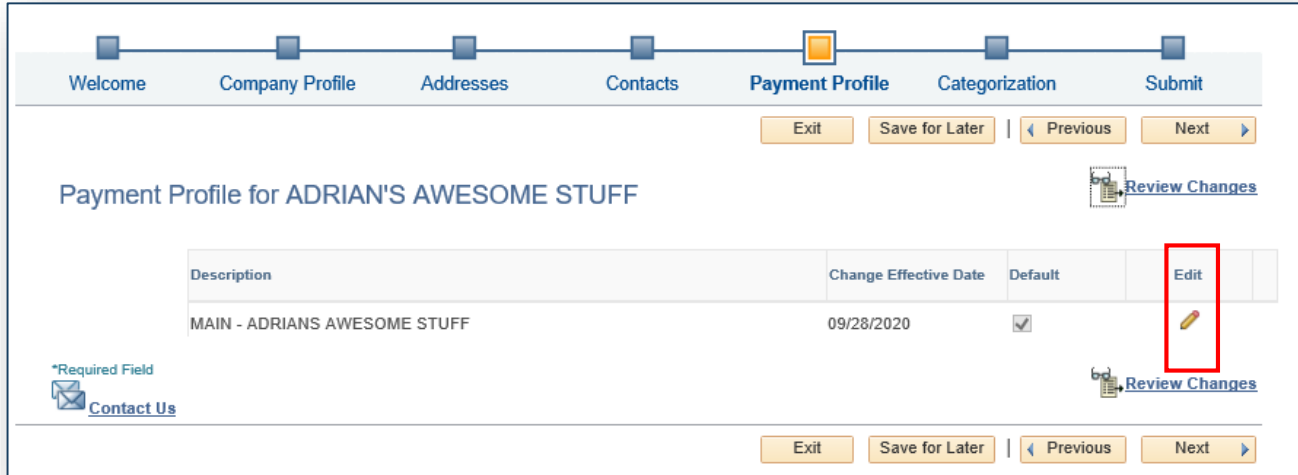
- Description
- Contact Title
- Contact Address
- Contact Type
- At least one phone number

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.

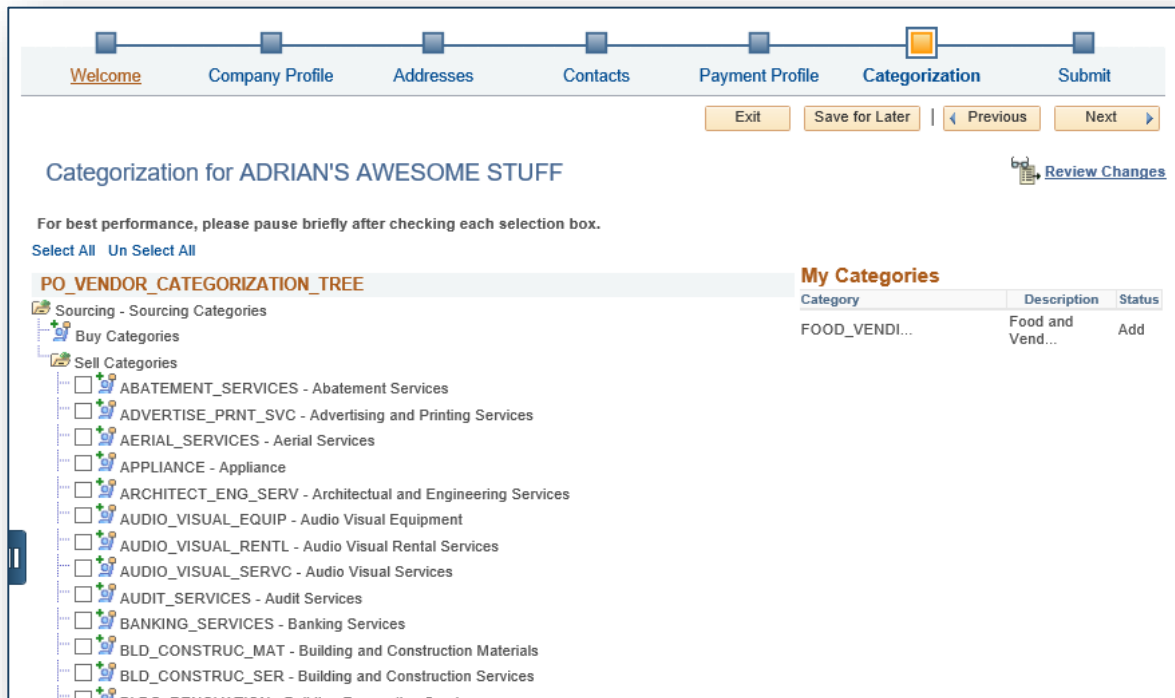
## Payment Profile

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



## 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.



## 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	150.000000
*Is your company unionized?	Yes	No
*Provide a listing of all manufacturing locations that will provide products or services	K,K,GK,LDF,GKFDG	Kansas and Missouri
*In connection with products or services, or any component parts within the	.DFGK;DFGKDLFG	None
*Please provide your annual revenue for the most current year.	12321313	500,000
*Please provide your annual revenue for year prior	23	450,000
*Please provide your annual revenue for 2 years prior	10231321	430,000

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 00000000000000000000

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

**Pending Change Requests**

Supplier ID	Name	Request ID	Change Status	Date
0000740672	ADRIAN'S AWESOME STUFF	0000000000000034	Pending Approval	10/18/2020

5

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

Expires 4/25/2021

Your supplier registration changes has been reviewed and approved.

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

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

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

Thank you.  
Evergy Procurement

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

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