

# Tier 2 Local Spend

Portal Guide for Suppliers

2025



# Tier 2 Subcontractor Reporting

*Entergy's mission is to become the Premier Utility that creates sustainable value for our owners, customers, employees and communities. Our Local Spend Strategy is one way that we execute on our commitment to our stakeholders by creating economic impact in the states in which we operate. You may already be familiar with reporting your diverse Tier 2 spend, and we are asking you to report your local Tier 2 spend as well.*

*The purpose of this guide is to provide you with instructions to assist you in reporting local spend, just as you have reported diverse Tier 2 spend.*

*Thank you for supporting Entergy's diverse and local supplier programs and we look forward to receiving your local Tier 2 spend report.*

- *By utilizing Wood Mackenzie for this process, Entergy has automated how we request, communicate, gather, and consolidate reports from all prime suppliers providing Tier 2 local subcontractor data.*
- *General questions about Entergy's Tier 2 spend reporting –please contact*
  - Rivers Frederick at [rfreder@entergy.com](mailto:rfreder@entergy.com) or 504-576-4924
- *Technical questions related to using PowerAdvocate for reporting –please contact*
  - Wood Mackenzie Support (legacy Power Advocate Support) at [support@poweradvocate.com](mailto:support@poweradvocate.com) or 857-453-5800

# Definitions

- **Prime Supplier:** A Tier 1 supplier that provides products/services and invoices to Entergy for goods and services rendered directly by that supplier
- **Tier 2 Supplier:** A subcontractor that provides the products/services and invoices to the Prime Supplier for goods and services that directly support the fulfillment of an Entergy contract.
- **Local Supplier:** Local spend is spend with a supplier producing goods and services for Entergy in an Entergy territory state.
- **Confirmation of Submission:** After you have selected Save or Submit at the end of each questionnaire, you will be returned to the “Fill out Questionnaires” tab. Your responses were successfully received.
- **Corrections and Modifications:** Should you need to make a correction or update a previously submitted form, you can return to this questionnaire and make changes, and upon selecting Save or Submit your submission will be immediately updated.

# Wood Mackenzie (legacy PowerAdvocate) Instructions

## My Company

[My Company](#)
[Products & Services \(Wood M...](#)
[Products & Services \(Entergy...](#)

## Diversity




Company

Wood Mackenzie Supply Chain

Entergy Corporation

Boston Energy

## My Portals

Actions	Company	Portal Name	Portal Owner
	Boston Energy	<a href="#">Sustainability Collection (Boston Energy)</a>	Boston .Buyer
	Boston Energy	<a href="#">Tier II Reporting Monthly (Demo)</a>	Boston .Buyer
	Entergy Corporation	<a href="#">Tier 2 LOCAL Spend Reporting (Entergy)</a>	Rivers Frederick
	Entergy Corporation	<a href="#">Entergy New Supplier Questionnaire</a>	Entergy Corporation

## Tier 2 Local Spend Reporting (Entergy Suppliers)



## My Bid Events

Open (1)

Pending (0)

Closed (4)

Saved (0)

Actions	Status	Event #	Event Title	Event Coordinator	Company	Close Time	Open Time
 	Open	230997	<a href="#">Boston Energy Renewabl...</a>	Boston .Buyer	Boston Energy	04/28/2025 4:00 PM EDT	03/06/2025 8:00 AM EST

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[Products & Services \(Wood M...](#)
[Products & Services \(Entergy...](#)

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Click "Tier 2 LOCAL Spend Reporting (Entergy)" hyperlink



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## T2L : Tier 2 LOCAL Spend Reporting (Entergy)

Entergy Corporation

Portal Owner: Rivers Frederick

1. Upload & Download Documents

2. Enter Portal Requirements

3. Fill Out Questionnaires

Messaging

☒ Upload a Document ☐ Upload a Link

File Location \*

No file chosen

Add to Series (Optional)

Document Names \*

Issue Date



Reference ID

Click '3. Fill Out Questionnaires'  
Do not add any information to the '1. Upload & Download Documents' tab

\* Required Field

### Entergy Corporation Documents

<input type="checkbox"/>	Order	Name	Rev #	Uploaded By	Uploaded Date	Issue Date	Ref ID	File Size	Actions
<input type="checkbox"/>	1	DO NOT UPLOAD ANY DOCUMENT TO THIS TAB. PLEASE FILL OUT TIER 2 QUESTIONNAIRE UNDER QUESTIONNAIRE TAB	1	.Buyer, Entergy	09/21/2020	09/01/2020		1 KB	
<input type="checkbox"/>	2	Entergy Supplier Guide for Tier 2 Local Spend (002)	5	Frederick, Rivers	07/24/2024	07/24/2024		2,366 KB	
<input type="checkbox"/>	3	Entergy Tier 2 LOCAL Reporting Guide	4	.Buyer, Entergy	01/08/2021	01/08/2021	2021	1,681 KB	

### XYZ Energy Documents

<input type="checkbox"/>	Order	Name	Rev #	Uploaded By	Uploaded Date	Issue Date	Ref ID	File Size	Actions
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No documents have been uploaded for this portal

## T2L : Tier 2 LOCAL Spend Reporting (Entergy)

Entergy Corporation

Portal Owner: Rivers Frederick

1. Upload & Download Documents

2. Enter Portal Requirements

3. Fill Out Questionnaires

Messaging

Questionnaires			
Name	Reporting Frequency	Start Date	End Date
Q3 2020 Tier 2 Local Spend Questionnaire	One-Time		
Local Tier 2 Direct (Quarterly)	Annually	2020	

Click on the Questionnaire



Year:

2025

										Add Supplier
Tier 2 Supplier	Location	Zip Code (Optional)	Category	Contact Name	Contact Email	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
ABC Construction	Louisiana (USA)	70117	Construction & Maintenance	John Doe	john.doe@abc.com	\$1,234.99				✗
	Select Location(s)		Select Value							✗

Click "Add Supplier"  
to begin adding  
suppliers to the  
Questionnaire

Save

Submit

Cancel

Year:

2025

										Add Supplier
Tier 2 Supplier	Location	Zip Code (Optional)	Category	Contact Name	Contact Email	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
ABC Construction	Louisiana (USA)	70117	Construction & Maintenance	John Doe	john.doe@abc.com	\$1,234.99				✗
	Select Location(s)		Select Value							✗

Enter the  
name of the  
Tier 2  
Supplier  
Company  
(your  
supplier)

Choose  
the state  
for the  
Local  
Spend

Add zip  
code  
- Currently,  
Entergy does  
not require  
this

Choose a  
Spend  
Category

Enter Information  
(name and email)  
for your primary  
contact at the  
company

Input Spend  
in dollars (no  
commas)

Save

Submit

Cancel

Year:

2025

										Add Supplier
Tier 2 Supplier	Location	Zip Code (Optional)	Category	Contact Name	Contact Email	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
ABC Construction	Louisiana (USA)	70117	Construction & Maintenance	John Doe	john.doe@abc.com	\$1,234.99				✗
	Select Location(s)		Select Value							✗

**Repeat as many times as necessary**

You might need multiple lines per Tier 2 Supplier. Responses are limited to 50 lines total this quarter.

**Save your progress as needed**

Data is visible to Entergy, but will note that the Questionnaire wasn't officially submitted

Save

Submit

Cancel

Year:

2025

										Add Supplier
Tier 2 Supplier	Location	Zip Code (Optional)	Category	Contact Name	Contact Email	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
ABC Construction	Louisiana (USA)	70117	Construction & Maintenance	John Doe	john.doe@abc.com	\$1,234.99				✗
	Select Location(s)		Select Value							✗

**Submit when finished**

**Submitted Questionnaire can be edited later if needed**

Save

Submit

Cancel

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