Register Existing Supplier
Work Instruction

Register a Existing Supplier

Purpose:

This procedure is used to register as an existing supplier.

Prerequisites:

E-mail from Entergy with the link to Supplier Portal.

Menu Path:

Oracle > Main Menu > Register as Supplier

On the *Supplier Login* page, complete the following actions:

1. **Receive** an e-mail from the supplier management group to create new user account.

2. **Click** the **Register as User** link provided in the e-mail

3. **Enter** *Supplier ID that was provided in the e-mail

4. **Enter** Tax Identification Number

5. **Create** * Requested User ID

   Your user ID should be at least 9 characters

6. **Create** *Password

7. **Confirm** * Confirm Password

8. **Enter** * Email ID

9. **Click** ☐ Click to accept the Terms of Agreement below.

10. **Click** Submit

   You will receive an e-mail from Entergy stating that they have successfully registered as a Supplier. You will get a second e-mail letting you know that yout User ID has been approved, and you can log into the Portal.

Results

Registration for an existing Supplier is complete.