

Adding or Updating Supplier Diversity Information Work Instruction



Update Supplier Diversity Information

Purpose:

This procedure is used to add or update Supplier Diversity Information.


Prerequisites:

Registered as a Supplier.

Menu Path:

Oracle > Main Menu > Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change

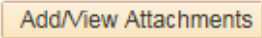
On the **Initiate Supplier Change** page complete the following actions

1. Click  to update Diversity Information.

2. Click to expand 

▼ Profile Questions


Entergy is required to file form 1099 annually with the IRS disclosing reportable payments issued to suppliers. The information supplied in the attachment will enable us to determine whether we are required to report any payment issued to you during the year. Attach a copy of your W-9.

Attachments (0) 


Diverse owned business (for example, 51% or more owned, controlled and operated by members of the following; Women, Veteran, Service Disabled Veteran, LGBT, Hub Zone, and ethnic minority groups [African American, Asian American, Hispanic American, Native American (American Indian), Aleut, Pacific Islander])

"I declare under penalty of perjury that the following responses regarding diversity classification are true and correct and I acknowledge that false representation is punishable under penalty of law".


By entering today's date you are acknowledging the above statement.



As a federal prime contractor and pursuant to the requirements set forth in Public Law 95-507, Entergy is required to track its spending with small businesses and other diverse suppliers as outlined below. Please check the appropriate diversity categories.



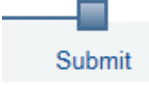

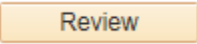
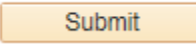
Please select the appropriate ethnicity for your diversity owned business.



3. **Update** profile questions as needed.
4. If you update your diversity category and ethnicity of your business, you will need to enter **today's date** to acknowledge that the information you are providing is accurate. If you do not enter today's date, the change request will be denied.

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- For diversity & ethnicities categories, please **only select the categories you have 3rd party certification**. A copy of your certificate will be requested if not provided previously.
- Click**  once all changes have been made.
- Click** the drop-down to select the Audit Reason Code for changes made. This should describe the change you are requesting.

- Please add comments if you need to further explain your change request.
- Click** the checkbox to confirm the changes made **Confirm Changes** .
- Click  to verify data entered or  once completed.
- You should receive an e-mail to the e-mail address provided on the submit panel when your changes have been approved, denied, or if further information is needed.

Results

Message received once Supplier Change Request has been submitted.

Supplier Change Request Submit Confirmation

Pending Approval

 You have successfully submitted your Supplier Change Request

Your Change Request ID 000000000000018

Any email regarding the request status will be sent to:

Supplier has successfully submitted requested changes to their profile.