

Supplier Registration Guide Evergy

March 2021







Step 1: Please select the following link to access Evergy's supplier registration: Click here.

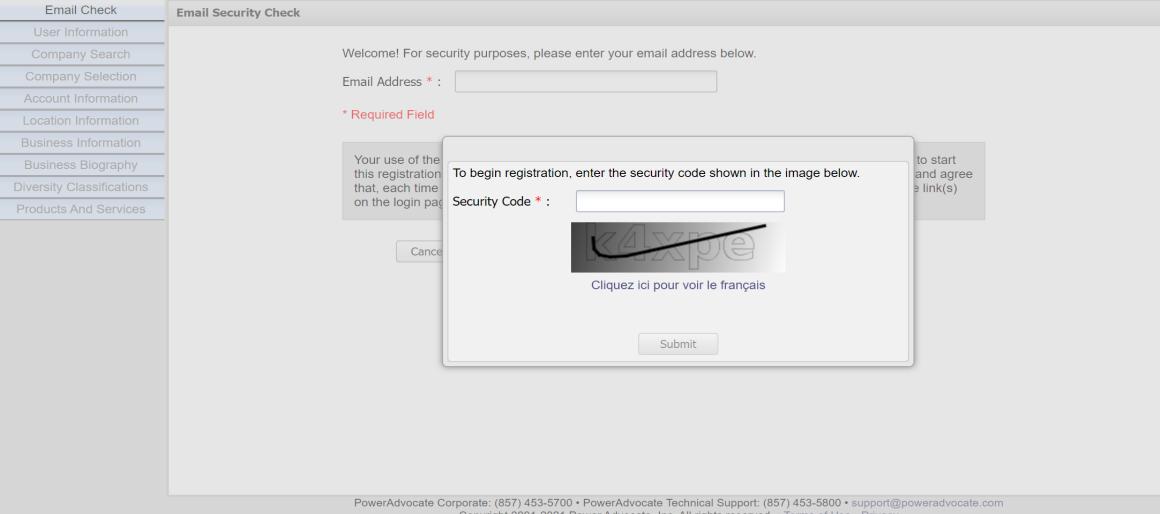




Step 2: Please enter the security code shown in the pop-up box







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Step 3: Please enter your email address





Email Check	Email Security Check
User Information	
Company Search	Welcome! For security purposes, please enter your email address below.
Company Selection	Email Address * : Terry.Wilson@YourCompanyName.com
Account Information	
Location Information	* Required Field
Business Information	
Business Biography	Your use of the site is governed by these Terms of Use. By clicking on the "Continue" button below to start this registration process, you acknowledge that you have read these Terms of Use and you accept and agree
Diversity Classifications	that, each time you use the Site, you will be bound by the Terms of Use then accessible through the link(s)
Products And Services	on the login page.
	Cancel Continue



Step 4: Please enter your basic user information





Email Check	User Information	
User Information		
Company Search	First Name * :	Terry
Company Selection	Last Name * :	Wilson
Account Information		
Location Information	Email Address:	Terry.Wilson@YourCompar
Business Information	Work Phone * :	555-555-5555
Business Biography	* Required Field	
Diversity Classifications	r toquilou i iolu	
Products And Services	Back	Cancel



Step 5: Please enter your company's name



2010.	Powered By 600 Pov	verAdvo	ocate [®]	
Email Check	Company Search			
User Information				
Company Search	Please type	your con	npany name in the b	ox and click Continue.
Company Selection	Company N	ame * :	YourCompanyNam	e Inc
Account Information			. ,	
Location Information	* Required I	Field		
Business Information	Bacl	k	Cancel	Continue
Business Biography	Baci	K	Caricer	Continue
Diversity Classifications				
Products And Services				

201



Step 6: Please select or add your company





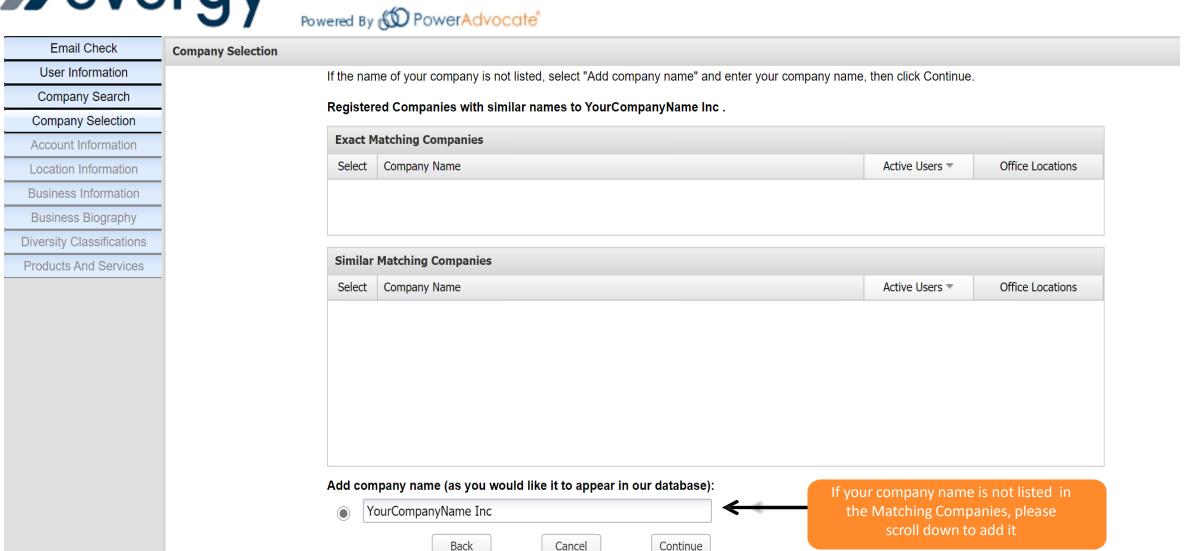
If your company name is listed as one of the Exact or Similar Matching Companies, please select it

Email Check	Company Selection					
User Information	If th	he name of your company is not listed, select "Add company name" and enter your company name, then click Continue.				
Company Search	Rec	gistered Companies with similar names to YourCompany name Inc .				
Company Selection						
Account Information	Ex	xact Matching Companies				
Location Information	Se	Select Company Name ✓ Office Locations				
Business Information						
Business Biography						
Diversity Classifications						
Products And Services	Si	imilar Matching Companies				
	Se	Select Company Name Active Users Office Locations				
	Add company name (as you would like it to appear in our database):					
	•	YourCompanyName Inc				
		Back Cancel Continue				

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Step 6: Please select or add your company







Step 7: Please enter your login and personal information





Email Check	Account Information					
User Information	Login Ir	formation				
Company Search		Please enter a user name and password. These are case sensitive fields ("JDoe" is not the same as "jdoe"). Your user name and password each must				
Company Selection	be at least	be at least 8 characters in length. In addition to plain alphabet characters, your password must have at least 1 number or non-alphanumeric				
Account Information	character.					
Location Information	User Name	*: Terry.Wilson				
Business Information	Password *	:				
Business Biography	Confirm Pa	ssword *:				
Diversity Classifications	Committee	isword .				
Products And Services	Contact	Information				
	Salutation:	Mr.				
	Full Name:	Terry Wilson				
	Title * :	Account Manager				
	Time Zone	*: (UTC-5:00) Eastern Standard Time				
	Phone:					
	Fax Numbe	r:				
	Mail Stop:					
	* Required	Field				
		Back Cancel Continue				

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Step 8: Please select or add your company location





If your address is listed as a Registered Location, please select it and skip to Step 10 of this guide

Email Check

User Information

Company Search

Company Selection

Account Information

Location Information

Business Information

Business Biography

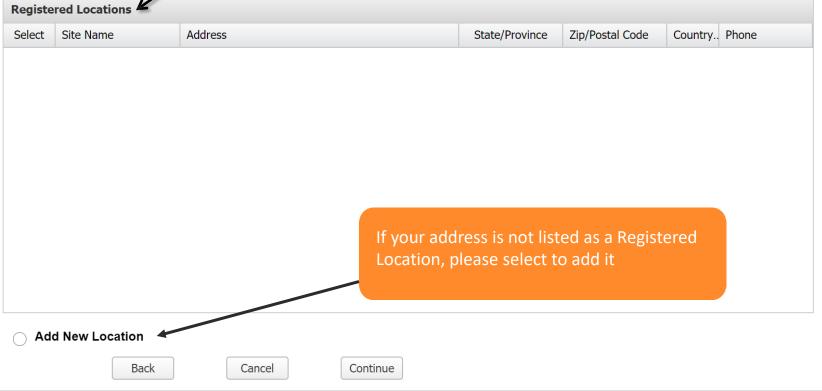
Diversity Classifications

Products And Services

Location Information

The registered locations below are associated with your company. Look through the entire list below. If your location is listed, please select it using the appropriate radio button and click Continue.

If your company location is not listed, select Add New Location and click Continue.



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Step 9: Please add your location information





	O /	Powered By (PowerAdvoca	re		
Email Check	Add Location	n Information				
User Information						
Company Search			Country *:	United States of Ame	erica	~
Company Selection			Address 1 *:	179 Lincoln St.		
Account Information						
Location Information			Address 2:			
Add Location Information			Town/City *:	Boston		
Business Information			State/Province *:	Massachusetts		~
Business Biography			Zip/Postal Code * :	02111		
Diversity Classifications			Site Type *:	Corporate		~
Products And Services				corporate		
			Site Name:			
			Site Phone:			
			Site Description:			
			* Required Field			
			Back	Cancel	Continue	

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Step 10: Please add your business information





NAICS (North American Industry Classification System)
This code illustrates the business activity of a company.
Search NAICS Codes - Lookup by Company or Industry using the following link:

https://www.naics.com/search-naics-codes-by-industry/

Email Check	Business Information				
User Information					
Company Search	Parent Company:				
Company Selection	Company Legal Name:				
Account Information	Doing Business As:				
Location Information					
Add Location Information	Tax ID Number (EIN):				
Business Information	DUNS Number:				
Business Biography	Company Website:				
Diversity Classifications	Company Phone Number:			Note: NAICS Codes are	
Products And Services				required fields.	
	Company Fax Number:			If you do not have a	
	Company Email Address:			secondary NAICS Code,	
	Primary NAICS Code * :		*	just enter "NA"	
	Secondary NAICS Code * :				
	Please enter other customer refe	erences that are in our in	dustry or an affiliate o	of our company:	
	Company Name	Contact Name	Phone Number	Email Address	
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Step 11: Please add your business biography





Email Check	Business Biography				
User Information					
Company Search	Year Company was Founded * :	2002			
Company Selection	Number of Permanent Employees * :	200			
Account Information			◯ Yes ⊚ No		
Location Information	Is your company unionized? *:	Tes W NO			
Add Location Information	Annual Revenue for 2019:				
Business Information	Annual Revenue for 2018:				
Business Biography	Annual Revenue for 2017:				
Diversity Classifications	Company Ownership:	Privately Owned	v		
Products And Services	Company Connecting.	Trivately Owned			
	Owner Name	Title	Email	% Ownership	
	* Required Field				
	Back Cancel	Continue			

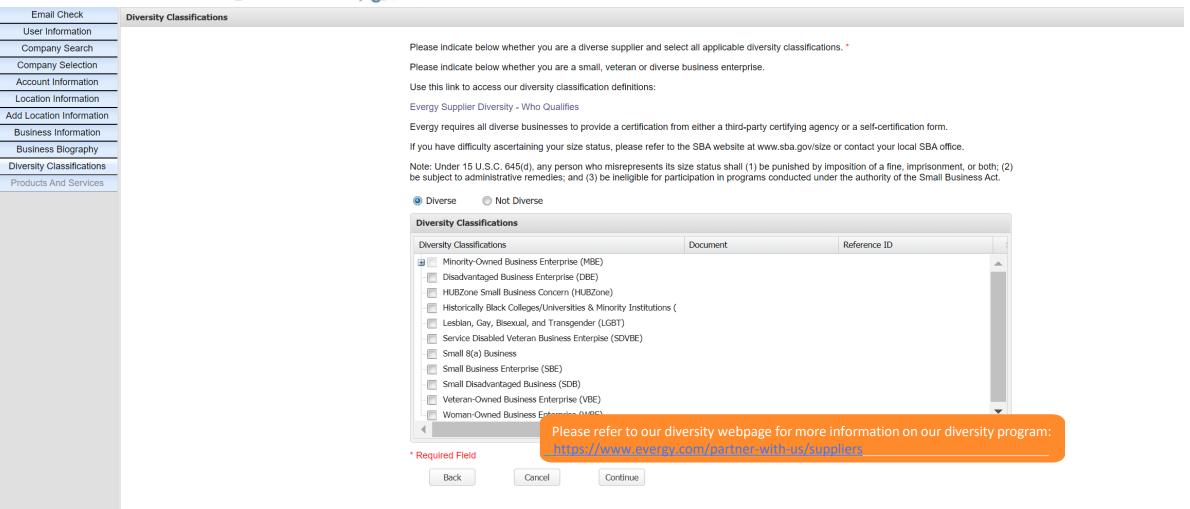
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Step 12a: Please select your company's diversity classification(s)





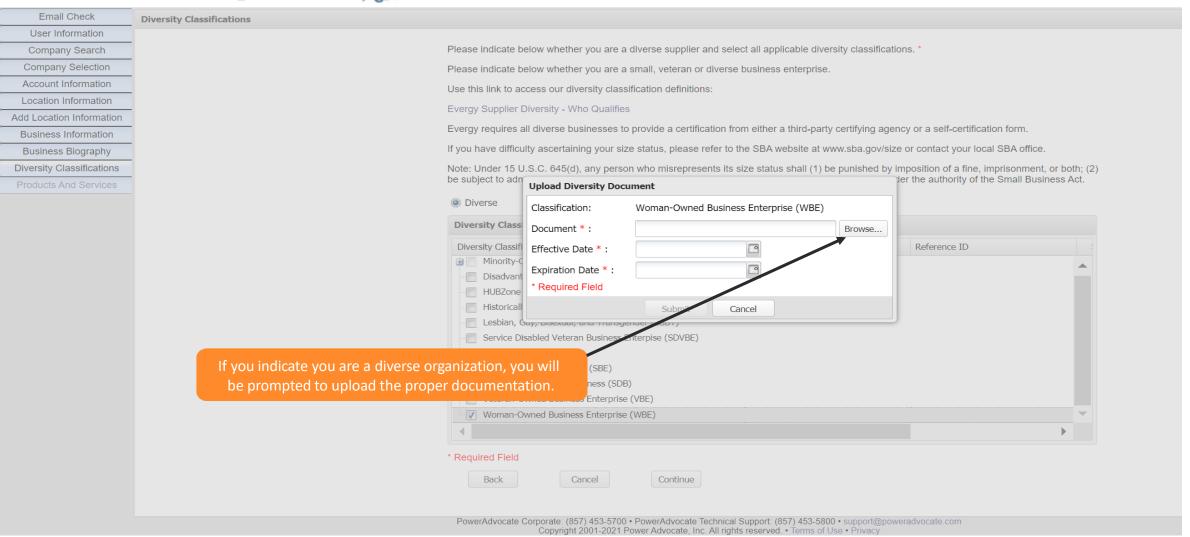




Step 12b: Please upload your supporting diversity documentation, if applicable





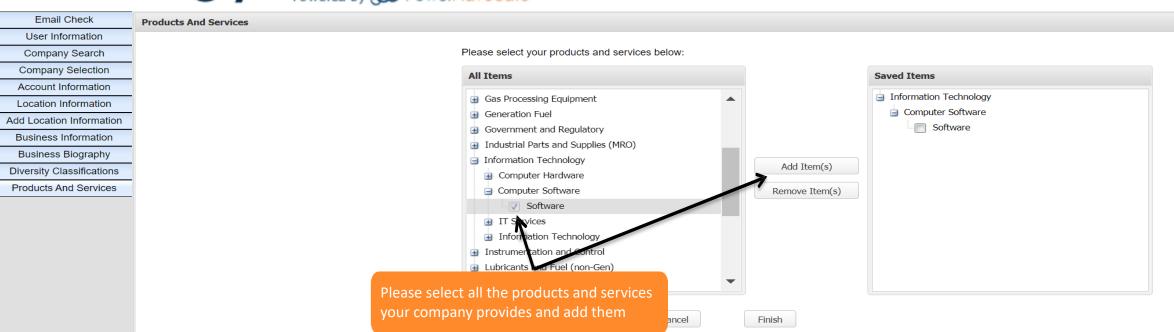




Step 13: Please select the Products & Services your company provides







Step 14: Please click on Finish





After submitting your company's registration you may go back and edit your information at any time by logging in to https://www.poweradvocate.com/

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