



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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Email Check

Email Security Check

User Information

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Business Biography

Diversity Classifications

Products And Services

Welcome! For security purposes, please enter your email address below.

Email Address * :

* Required Field

Your use of the
this registration
that, each time
on the login pag

To begin registration, enter the security code shown in the image below.

Security Code * :



[Cliquez ici pour voir le français](#)

Submit

to start
and agree
e link(s)

Step 3: Please enter your email address



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Email Security Check

Welcome! For security purposes, please enter your email address below.

Email Address * :

* Required Field

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 that, each time you use the Site, you will be bound by the Terms of Use then accessible through the link(s) on the login page.

Cancel

Continue

Step 4: Please enter your basic user information



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First Name * :

Last Name * :

Email Address:

Work Phone * :

* Required Field

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Step 5: Please enter your company's name



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Company Search

Please type your company name in the box and click Continue.

Company Name * :

* Required Field

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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



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Company Selection

If the name of your company is not listed, select "Add company name" and enter your company name, then click Continue.

Registered Companies with similar names to YourCompanyName Inc .

Exact Matching Companies

Select	Company Name	Active Users ▼	Office Locations

Similar Matching Companies

Select	Company Name	Active Users ▼	Office Locations

Add company name (as you would like it to appear in our database):

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Cancel

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Step 6: Please select or add your company



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Company Selection

If the name of your company is not listed, select "Add company name" and enter your company name, then click Continue.

Registered Companies with similar names to YourCompanyName Inc .

Exact Matching Companies

Select	Company Name	Active Users ▼	Office Locations
--------	--------------	----------------	------------------

Similar Matching Companies

Select	Company Name	Active Users ▼	Office Locations
--------	--------------	----------------	------------------

Add company name (as you would like it to appear in our database):

YourCompanyName Inc

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Cancel

Continue

If your company name is not listed in the Matching Companies, please scroll down to add it

Step 7: Please enter your login and personal information



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Login Information

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 be at least 8 characters in length. In addition to plain alphabet characters, your password must have at least 1 number or non-alphanumeric character.

User Name * :

Password * :

Confirm Password * :

Contact Information

Salutation:

Full Name:

Title * :

Time Zone * :

Phone:

Fax Number:

Mail Stop:

* Required Field

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Cancel

Continue

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



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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.

Registered Locations

Select	Site Name	Address	State/Province	Zip/Postal Code	Country..	Phone
--------	-----------	---------	----------------	-----------------	-----------	-------

Select	Site Name	Address	State/Province	Zip/Postal Code	Country..	Phone
--------	-----------	---------	----------------	-----------------	-----------	-------

If your address is not listed as a Registered Location, please select to add it

Add New Location

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Cancel

Continue

Step 9: Please add your location information



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Add Location Information

Country * :	<input type="text" value="United States of America"/>
Address 1 * :	<input type="text" value="179 Lincoln St."/>
Address 2:	<input type="text"/>
Town/City * :	<input type="text" value="Boston"/>
State/Province * :	<input type="text" value="Massachusetts"/>
Zip/Postal Code * :	<input type="text" value="02111"/>
Site Type * :	<input type="text" value="Corporate"/>
Site Name:	<input type="text"/>
Site Phone:	<input type="text"/>
Site Description:	<input type="text"/>

* Required Field

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Cancel

Continue

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/>



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Business Information

Parent Company:

Company Legal Name:

Doing Business As:

Tax ID Number (EIN):

DUNS Number:

Company Website:

Company Phone Number:

Company Fax Number:

Company Email Address:

Primary NAICS Code * :

Secondary NAICS Code * :

Note: NAICS Codes are required fields.
If you do not have a secondary NAICS Code, just enter "NA"

Please enter other customer references that are in our industry or an affiliate of our company:

Company Name	Contact Name	Phone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Step 11: Please add your business biography



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Business Biography

Year Company was Founded * :

Number of Permanent Employees * :

Is your company unionized? * : Yes No

Annual Revenue for 2019:

Annual Revenue for 2018:

Annual Revenue for 2017:

Company Ownership: ▼

Owner Name	Title	Email	% Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Required Field

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



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Diversity Classifications

Please indicate below whether you are a diverse supplier and select all applicable diversity classifications. *

Please indicate below whether you are a small, veteran or diverse business enterprise.

Use this link to access our diversity classification definitions:

[Evergy Supplier Diversity - Who Qualifies](#)

Evergy requires all diverse businesses to provide a certification from either a third-party certifying agency or a self-certification form.

If you have difficulty ascertaining your size status, please refer to the SBA website at www.sba.gov/size or contact your local SBA office.

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.

Diverse Not Diverse

Diversity Classifications	Document	Reference ID
<input type="checkbox"/> Minority-Owned Business Enterprise (MBE)		
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE)		
<input type="checkbox"/> HUBZone Small Business Concern (HUBZone)		
<input type="checkbox"/> Historically Black Colleges/Universities & Minority Institutions (
<input type="checkbox"/> Lesbian, Gay, Bisexual, and Transgender (LGBT)		
<input type="checkbox"/> Service Disabled Veteran Business Enterprise (SDVBE)		
<input type="checkbox"/> Small 8(a) Business		
<input type="checkbox"/> Small Business Enterprise (SBE)		
<input type="checkbox"/> Small Disadvantaged Business (SDB)		
<input type="checkbox"/> Veteran-Owned Business Enterprise (VBE)		
<input type="checkbox"/> Woman-Owned Business Enterprise (WBE)		

Please refer to our diversity webpage for more information on our diversity program: <https://www.evergy.com/partner-with-us/suppliers>

* Required Field



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



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Diverse

Diversity Classifications

- Minority-Owned Business Enterprise (MBOE)
- Disadvantaged Business Enterprise (DBE)
- HUBZone
- Historically Underutilized Business Zone (HUBZone)
- Lesbian, Gay, Bisexual, and Transgender-Owned Business Enterprise (LGBT)
- Service Disabled Veteran Business Enterprise (SDVBE)
- Small Business Enterprise (SBE)
- Small Business (SDB)
- Veteran-Owned Business Enterprise (VBE)
- Woman-Owned Business Enterprise (WBE)**

* Required Field

Back Cancel Continue

Upload Diversity Document

Classification: Woman-Owned Business Enterprise (WBE)

Document * : Browse...

Effective Date * :

Expiration Date * :

* Required Field

Submit Cancel

If you indicate you are a diverse organization, you will be prompted to upload the proper documentation.

The Registration Process

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



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Email Check	Products And Services <p>Please select your products and services below:</p> <div>All Items<ul style="list-style-type: none">Gas Processing EquipmentGeneration FuelGovernment and RegulatoryIndustrial Parts and Supplies (MRO)Information Technology<ul style="list-style-type: none">Computer HardwareComputer Software<ul style="list-style-type: none"><input checked="" type="checkbox"/> SoftwareIT ServicesInformation TechnologyInstrumentation and ControlLubricants and Fuel (non-Gen)</div> <div>Saved Items<ul style="list-style-type: none">Information Technology<ul style="list-style-type: none">Computer Software<ul style="list-style-type: none">Software</div> <p><input type="button" value="Add Item(s)"/> <input type="button" value="Remove Item(s)"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Finish"/></p>
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Please select all the products and services your company provides and add them

The Registration Process



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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Products And Services

Please select your products and services below:

All Items

- Boilers
- Chemicals
- Construction and Maintenance
- Corporate
- Electrical Equipment
- Environmental - Pollution Control
- Facilities
- Fleet and Vehicles
- Gas Processing Equipment
- Generation Fuel
- Government and Regulatory
- Industrial Parts and Supplies (MRO)
- Information Technology

Saved Items

- Information Technology
 - Computer Software
 - Software
 - IT Services
 - IT Services
 - Internet Services
 - Storage Services

You need to click on "Finish" to submit your company registration