

# Tier 2 Reporting Prime Supplier Guide



2017



# Tier 2 Subcontractor Reporting

- Entergy Corporation has long recognized Supplier Diversity as a corporate value and one that we expect our prime suppliers and contractors to actively embrace. Entergy strongly encourages its Prime Suppliers to provide equal opportunities to small business enterprises including minority-, women-, HUBZone, veteran-, and service-disabled veteran-owned enterprises in the performance of their contracts.
- By utilizing Power Advocate for this process, Entergy has automated how we request, communicate, gather, and consolidate reports from all prime suppliers providing Tier 2 subcontractor diversity data.
- General questions about Entergy's Tier 2 direct 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
  - PowerAdvocate Support at [support@poweradvocate.com](mailto:support@poweradvocate.com) or 857-453-5800

# Important Details

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- **Direct**: We encourage primes to submit Direct data related to payments made for subcontracting a portion of a Entergy contract/Purchase Order to a diverse subcontractor for the Quarter.
- **Indirect**: If you do not have the ability to track spend for Entergy projects, submitting Indirect data that does not directly relate to payments made to a subcontractor for specific work performed for Entergy is acceptable. (*See full definition at end of guide*)
- **Confirmation of Submission**: After you have selected Save or Submit at the end of the 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.

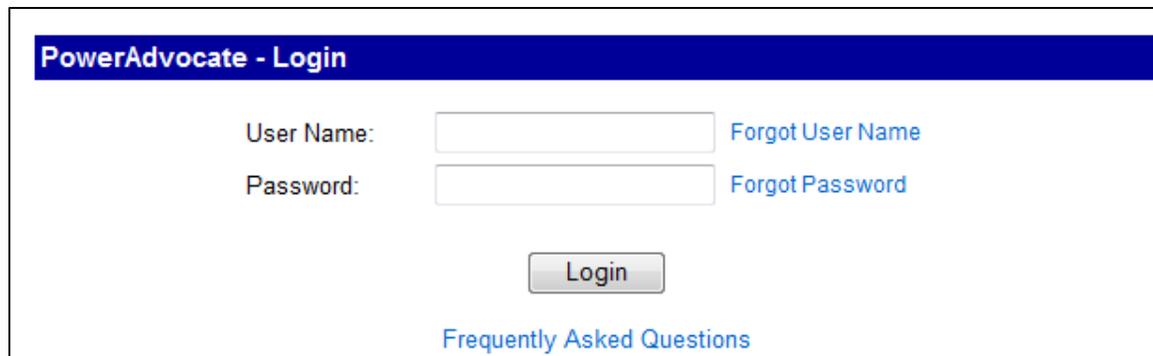
# Log-in

## *Company & User Setup*

### ○ Step 1

- **New** users will receive a link to register a new PowerAdvocate account
- After completing the registration, simply log-in using your new credentials
  
- **Existing** users should login to PowerAdvocate.

<https://www.poweradvocate.com/login.jsp>

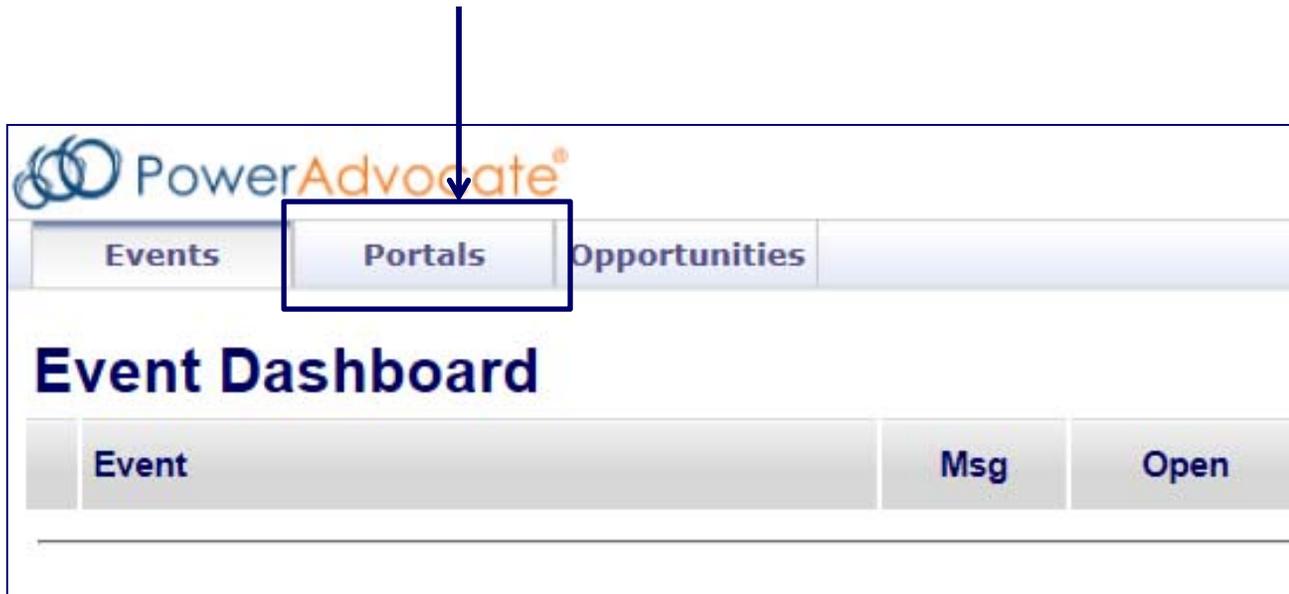


The screenshot shows the PowerAdvocate login interface. At the top, there is a blue header bar with the text "PowerAdvocate - Login". Below this, there are two input fields: "User Name:" and "Password:". To the right of the "User Name:" field is a blue link that says "Forgot User Name". To the right of the "Password:" field is a blue link that says "Forgot Password". Below the input fields is a grey "Login" button. At the bottom of the form area, there is a blue link that says "Frequently Asked Questions".

# Dashboard Upon Logging In

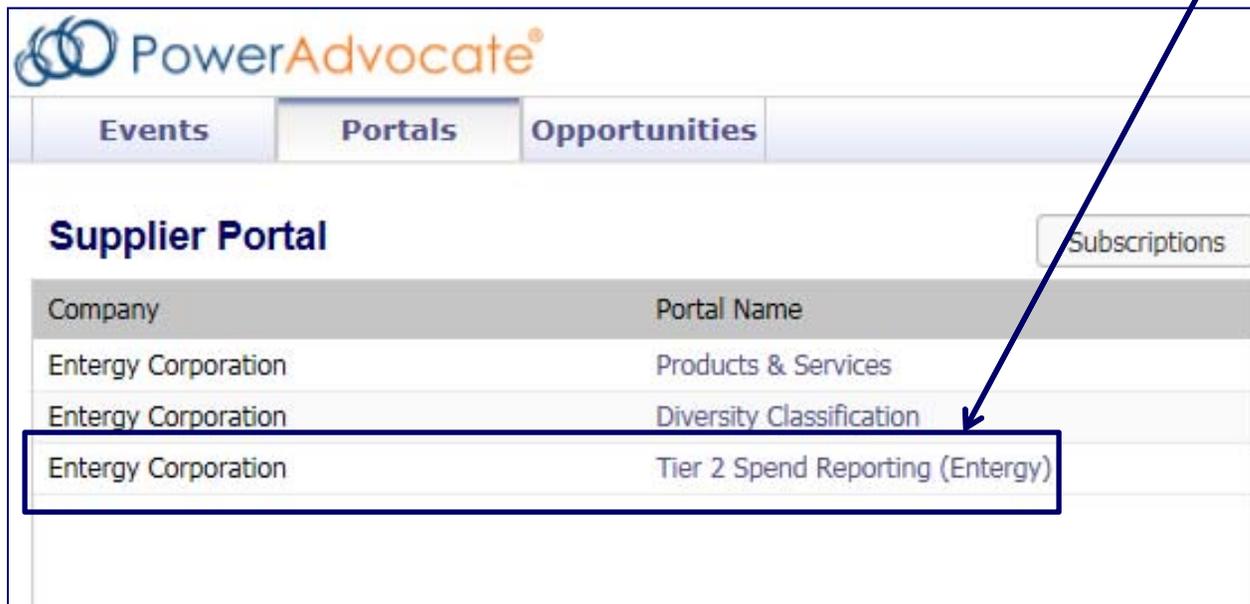
*Displays All Sourcing Events*

- Step 2 – Select the “Portals” tab



# Portals

- Step 3 – Select the portal “Tier 2 Spend Reporting (Entergy)”
  - If this portal is not listed for you please contact PowerAdvocate Technical Support at [support@poweradvocate.com](mailto:support@poweradvocate.com) to request access



PowerAdvocate®		
Events	Portals	Opportunities
<b>Supplier Portal</b>		Subscriptions
Company	Portal Name	
Entergy Corporation	Products & Services	
Entergy Corporation	Diversity Classification	
Entergy Corporation	Tier 2 Spend Reporting (Entergy)	

# Portal Main Page

*Initially Displays Document Page*

- Step 4 – Select the “Fill Out Questionnaires” tab

**Energy 1 : Tier 2 Spend Reporting (Entergy)** **Entergy Corporation**

Portal Owner: Entergy Buyer

1. Upload & Download Documents    2. Enter Portal Requirements    **3. Fill Out Questionnaires**

Upload a Document     Upload a Link

**File Location \***   **Add to Series (Optional)**   \* Required Field

**Name \***  **Issue Date**   **Reference ID**

▼ **Entergy Corporation Documents**

# Accessing Questionnaires

*Tab Displays All Questionnaires in the Portal and Dates*

- Step 5 – Select the questionnaire “Tier 2 Direct (Quarterly)” for **Direct Spend Submissions**

**Entergy 1 : Tier 2 Spend Reporting (Entergy)** **Entergy Corporation**

Portal Owner: Entergy Buyer

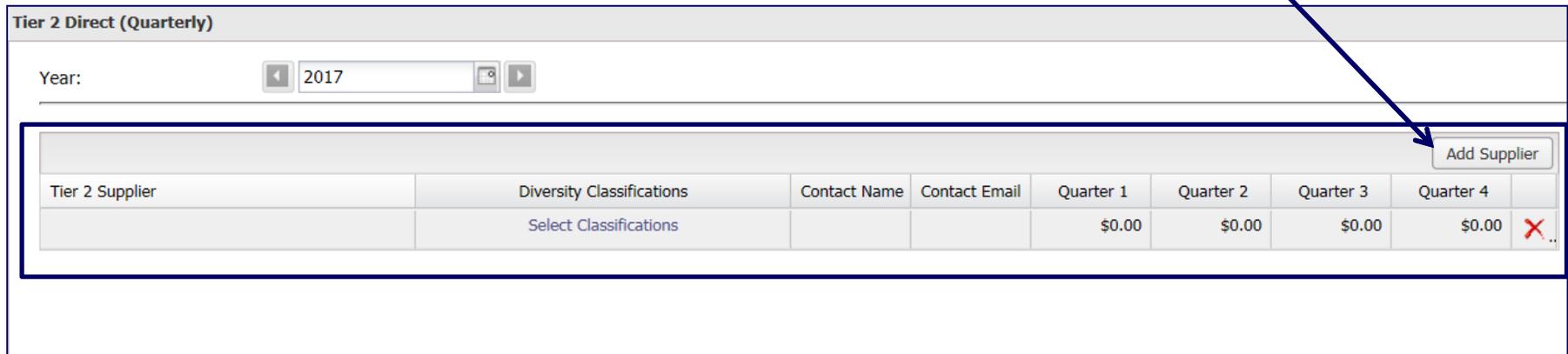
1. Upload & Download Documents    2. Enter Portal Requirements    3. Fill Out Questionnaires

Questionnaires			
Name	Frequency	Start Date	End Date
Tier 2 Direct (Quarterly)	Annually	2017	
Tier 2 Indirect (Quarterly)	Annually	2017	

# Direct Tier 2 Questionnaire

*Displays Fields for Prime Suppliers*

- Step 6 – Select the “Add Supplier” button to create rows to enter supplier data



Tier 2 Direct (Quarterly)

Year: 2017

Tier 2 Supplier	Diversity Classifications	Contact Name	Contact Email	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
	Select Classifications			\$0.00	\$0.00	\$0.00	\$0.00	X..

# Direct Tier 2 Questionnaire

## *Displays Fields for Prime Suppliers*

- Step 7 – Open the “Select Classifications” link in order to select one or more diversity classifications for your diverse supplier

The screenshot shows the 'Tier 2 Direct (Quarterly)' interface. At the top, there is a 'Year:' dropdown menu set to '2017'. Below this is a table with columns for 'Tier 2 Supplier', 'Diversity Classifications', and 'Contact'. The first row of the table lists 'ABC Construction' under the 'Tier 2 Supplier' column. A blue arrow points from the 'Select Classifications' link in the 'Diversity Classifications' column of the 'ABC Construction' row to a dialog box titled 'Diversity Classifications'.

The 'Diversity Classifications' dialog box contains a list of checkboxes for various diversity categories:

- SBA Small Disadvantaged Business (SDB) Enterprise
- SBA HUBZone Business (HUBZone)
- DOT Disadvantaged Business Enterprise (DBE)
- Veteran-Owned Business Enterprise (VBE)
- Minority-Owned Business Enterprise (MBE)
  - African American
  - Subcontinent Asian American
  - Asian-Pacific American
  - Hispanic American
  - Native American
  - Other
- Woman-Owned Business Enterprise (WBE)
- Disabled Veteran-Owned Business Enterprise (DVET)
- SBA 8(a) Program
- LGBT-Owned Business

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

# Direct Tier 2 Questionnaire

*Displays Fields for Prime Suppliers*

- Step 8 – Provide **Contact Name** and **Contact Email** for supplier.

Tier 2 Direct (Quarterly)

Year:

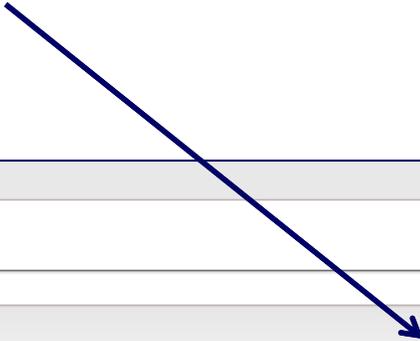
Tier 2 Supplier	Diversity Classifications	Contact Name	Contact Email	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
ABC Construction	Woman-Owned Business Enterprise (WBE)	Jane Doe	jdoe@pademo.com	\$0.00	\$0.00	\$0.00	\$0.00	X ..

Add Supplier

# Direct Tier 2 Questionnaire

## *Displays Fields for Prime Suppliers*

- Step 9 – Enter the direct spend conducted with each diverse subcontractor by quarter in the appropriate columns



Tier 2 Direct (Quarterly)

Year:

Tier 2 Supplier	Diversity Classifications	Contact Name	Contact Email	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
ABC Construction	Woman-Owned Business Enterprise (WBE)	Jane Doe	jdoe@pademo.com	\$75,000.00	\$120,000.00	\$0.00	\$0.00	X ..

Add Supplier

# Direct Tier 2 Questionnaire

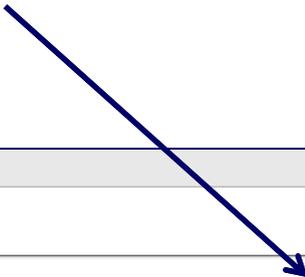
## *Displays Fields for Prime Suppliers*

- Step 10 – Select the “Add Supplier” button to add additional entry rows for additional diverse suppliers

Tier 2 Direct (Quarterly)

Year:

Tier 2 Supplier	Diversity Classifications	Contact Name	Contact Email	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
ABC Construction	Woman-Owned Business Enterprise (WBE)	Jane Doe	jdoe@pademo.com	\$75,000.00	\$120,000.00	\$0.00	\$0.00	✖
Havalchek Co.	SBA Small Disadvantaged Business (SDB) Ente...	Mark Smith	ms@pademo.com	\$25,000.00	\$10,000.00	\$0.00	\$0.00	✖
Joe's Electric	Veteran-Owned Business Enterprise (VBE)	Joe Dodd	jd@pdemo.com	\$56,000.00	\$12,000.00	\$0.00	\$0.00	✖
LA Consolidated Industries	African American	Mia Wells	mw@pademo.com	\$33,000.00	\$111,000.00	\$0.00	\$0.00	✖



- Once you are done completing these entries, select “Submit” at the bottom of the page. If you would like to submit Tier 2 Indirect Spend Data, please continue.

# Indirect Tier 2 Questionnaire

*Displays Fields for Prime Suppliers*

- Step 11 – Select the next questionnaire “Tier 2 Indirect (Quarterly)” for **Indirect Spend Submissions**

**Entergy 1 : Tier 2 Spend Reporting (Entergy)** **Entergy Corporation**

Portal Owner: Entergy Buyer

1. Upload & Download Documents   2. Enter Portal Requirements   **3. Fill Out Questionnaires**

Questionnaires			
Name	Frequency	Start Date	End Date
Tier 2 Direct (Quarterly)	Annually	2017	
Tier 2 Indirect (Quarterly)	Annually	2017	

# Indirect Tier 2 Questionnaire

## *Displays Fields for Prime Suppliers*

- Step 12 – Enter your **Total Sales** by quarter and total **Sales to Buyer** by quarter in the appropriate fields. The Sales to Buyer field should indicate your company’s total sales to Entergy for the quarter.

**Tier 2 Indirect (Quarterly)**

Year:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Revenues - Market Share				
Total Company Sales	\$100,000.00	\$0.00	\$0.00	\$0.00
Sales To Buyer	\$20,000.00	\$0.00	\$0.00	\$0.00

Tier 2 Supplier/Supplier Group	Diversity Classifications	Quarter 1	Quarter 2	Quarter 3	Quarter 4



# Indirect Tier 2 Questionnaire

## *Displays Fields for Prime Suppliers*

- Step 13 – Enter **diverse suppliers** or enter **diversity classifications as a group** in the first row of the “Tier 2 Supplier” field by selecting the “Add Supplier” button.

**Tier 2 Indirect (Quarterly)**

Year:

Revenues - Market Share	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total Company Sales	\$100,000.00	\$0.00	\$0.00	\$0.00
Sales To Buyer	\$20,000.00	\$0.00	\$0.00	\$0.00

Tier 2 Supplier/Supplier Group	Diversity Classifications	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Machine Tools, Inc.	Select Classifications	\$0.00	\$0.00	\$0.00	\$0.00	X

# Indirect Tier 2 Questionnaire

## *Displays Fields for Prime Suppliers*

- Step 14 – Select the classification for your previously entered supplier or diversity classification group by choosing “Select Classifications”. If you entered a diversity classification group instead of a single supplier, please only select one classification.

The screenshot displays the 'Tier 2 Indirect (Quarterly)' questionnaire interface. At the top, there is a 'Year:' dropdown menu set to '2017'. Below this, there are several input fields for 'Revenues - Market Share', 'Total Company Sales', and 'Sales To Buyer'. A table below these fields has two columns: 'Tier 2 Supplier/Supplier Group' and 'Diversity Classifications'. The first row of the table contains 'Machine Tools, Inc.' and a blue link labeled 'Select Classifications'. A dialog box titled 'Diversity Classifications' is open, showing a list of checkboxes for various diversity classifications: SBA Small Disadvantaged Business (SDB) Enterprise, SBA HUBZone Business (HUBZone), DOT Disadvantaged Business Enterprise (DBE), Veteran-Owned Business Enterprise (VBE), Minority-Owned Business Enterprise (MBE), Woman-Owned Business Enterprise (WBE), Disabled Veteran-Owned Business Enterprise (DVET), SBA 8(a) Program, and LGBT-Owned Business. The 'Minority-Owned Business Enterprise (MBE)' checkbox is selected. The dialog box has 'OK' and 'Cancel' buttons at the bottom.

Tier 2 Supplier/Supplier Group	Diversity Classifications
Machine Tools, Inc.	Select Classifications

**Diversity Classifications**

Diversity Classification

- SBA Small Disadvantaged Business (SDB) Enterprise
- SBA HUBZone Business (HUBZone)
- DOT Disadvantaged Business Enterprise (DBE)
- Veteran-Owned Business Enterprise (VBE)
- Minority-Owned Business Enterprise (MBE)
- Woman-Owned Business Enterprise (WBE)
- Disabled Veteran-Owned Business Enterprise (DVET)
- SBA 8(a) Program
- LGBT-Owned Business

OK Cancel

# Indirect Tier 2 Questionnaire

## *Displays Fields for Prime Suppliers*

- Step 15 – Enter the spend conducted with each supplier or diversity classification group by quarter in the appropriate columns

**Tier 2 Indirect (Quarterly)**

Year:

Revenues - Market Share	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total Company Sales	\$100,000.00	\$0.00	\$0.00	\$0.00
Sales To Buyer	\$20,000.00	\$0.00	\$0.00	\$0.00

Tier 2 Supplier/Supplier Group	Diversity Classifications	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
WBE	Woman-Owned Business Enterprise (WBE)	\$10,000.00	\$0.00	\$0.00	\$0.00	X

Example of alternative reporting by diversity classification group

# Indirect Tier 2 Questionnaire

## *Displays Fields for Prime Suppliers*

- Step 16 – Select the “Add Supplier” button to add additional blank rows to the form

**Tier 2 Indirect (Quarterly)**

Year:

Revenues - Market Share	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total Company Sales	\$100,000.00	\$0.00	\$0.00	\$0.00
Sales To Buyer	\$20,000.00	\$0.00	\$0.00	\$0.00

Tier 2 Supplier/Supplier Group	Diversity Classifications	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Machine Tools Inc.	Woman-Owned Business Enterprise (WBE)	\$558,110.00	\$0.00	\$0.00	\$0.00	X
T&D Supply Co.	SBA HUBZone Business (HUBZone)	\$656,434.00	\$0.00	\$0.00	\$0.00	X
Marshall's Inspections	SBA 8(a) Program	\$89,543.00	\$0.00	\$0.00	\$0.00	X
Mayberry Custom Fittings	DOT Disadvantaged Business Enterprise (DBE)	\$73,123.00	\$0.00	\$0.00	\$0.00	X

- Once you are done completing these entries, select “Submit” at the bottom of the page. You are done!

# Definitions

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## *Tier 2 Reporting Uses Specific Terminology*

- **Prime Supplier-** A Tier I 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 a Entergy contract.
- **Direct Spend-** Spend contracted by the Prime Supplier with Tier 2 diverse subcontractors for goods and services that directly support the fulfillment of a Entergy contract
- **Indirect Spend-** Total spend contracted by the Prime Supplier to all of its Tier 2 diverse subcontractors. This amount is prorated based on a Prime Supplier's sales and/or percentage of the Prime's total revenue associated with Entergy. You will not need to calculate the prorated amount yourself, the PowerAdvocate system will do this for you.