Supplier Registration System
User's Guide
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Supplier Registration System

Entergy's first goal is a comprehensive Safety Culture, implementing policies and guidelines that apply to Employees and Contractors alike, to form one contiguous safety umbrella. It is incumbent on Entergy personnel to deliver the tools necessary to realize our ambition, as our achievement of safety on every site will require participation and dedication from each Business Unit. With widespread enthusiasm, we will all enjoy an incident-free work environment. Entergy's Safety, Health & Environmental Management System (SHEMS) has issued new guidelines to evaluate contractor safety performance.

Overview

In December 2010, Entergy approved new safety requirements to be applied to contractors working in Entergy locations.

Important Information

Invitation Only

The Registration Portal is by Invitation Only. Business Unit Contract Managers identify the need for a supplier and contact the Procurement Analyst to begin the process.

Registration Package

Registration Package to the supplier includes:
- Welcome Letter
- Supplier Registration Program Outline
- FAQ
- Sample OSHA Forms
- Supplier Uses’ Guide

Registration Fee

A registration fee is required to allow the supplier complete the registration process and is valid for one year from the date of payment. The renewal payment must be made prior to the payment anniversary date to keep the account active.
Accessing the System

CVM Solutions Portal

To enter the Supplier Registration Portal, go to

Because this is a Web-based application, there no software is needed to install.

System Requirements

Operating System: Windows XP and above
Browser: Internet Explorer 7 and above

Process Roles
Entergy Role: Procurement Analyst

The Procurement Analyst (PA) is the primary contact for the supplier.

Supplier

The Supplier is responsible for providing all information and documentation required through the registration process.

The system will send an email with the username and temporary password. The first time the Supplier enters the system, it will prompt to change the password.
CVM Solutions Portal Login

The Login process is the same for all roles in the system.

Username and Password

Forgot Password

If a password is forgotten, enter the Username and click the "Forgot Password" button.

The system will send an email with the username and a new, temporary password. The first time the user enters the system, it will prompt to change the password.


Customer Support

Technical Support – CVM Solutions, LLC

Technical Support is provided by CVM Solutions, LLC, who is responsible for hosting and maintaining the system. They also provide data validation services and work with suppliers to obtain accurate information and documentation.

Technical Issues Supported

- User cannot access system
- Problems Uploading Documents
- Error messages are received while in the system

Contact Technical Support

Email: EntergySupport@CVMSolutions.com
Phone: 708-236-2000
Hours of Operation Monday thru Friday 7AM -6PM

Registration/Non-Technical Support - Entergy

Non-Technical questions and issues are handled by the appropriate Entergy personnel within Supply Chain and MP&C.

Who to Contact

- Procurement Analyst: (as identified on supplier profile)
  - Questions about Invitation Package
  - Questions about Registration Process
Supplier Registration Process Overview

The process followed by a supplier is dependant upon the Type of Supplier selected when the supplier profile is created by the Vendor Coordinator. Below is a high level description of the process with a brief outline of what's expected. Each section will be discussed in detail in this document.

Services Supplier Process Overview

Invitation Process

Supplier receives invitation to register in the system. The Vendor Coordinator sends registration package to Supplier to aid during registration.

Supplier Login Process

The invited Supplier receives username and password from CVM. The Supplier uses information from registration package as guide during registration.

Pre-Registration Process

The Supplier enters General, Diversity (if applicable), and Safety Information about the company, and then submits the Pre-Registration Information for a system evaluation.

System Review of Minimum Requirements

The System performs a Minimum Requirement Standard evaluation on all information provided by the supplier. If the Supplier passes the Minimum Requirements check, the system will continue to the payment process. If the Minimum Requirements check fails, the system will provide a message to the supplier and the supplier will be contacted for further instructions.

Payment Process

A payment is required to continue the registration process. The supplier will stay in the payment process until a successful payment is made.
Registration Process

The registration process begins after a successful payment is made by the supplier. Information provided in the invitation and pre-registration processes are populated in the fields of the Registration Screens. More information regarding the General Company, Locations, Capabilities, Diversity, Insurance and Safety is collected. A final review is offered before submitting the profile to CVM for review and validation.

Registration Post-Submit

After the information is submitted, additional information about Insurance and Documents can be reviewed and updated. Also, a Side Menu, which includes a Log Out button, becomes available.

CVM Document/Information Validation

CVM staff will review and validate information for completeness and correctness. If the information provided does not match submitted documentation CVM will contact the supplier to correct.

Safety Audit

The Safety Auditor performs any required work according to Entergy safety guidelines and Approve or Disqualify the Supplier to work in Entergy.
Invitation Email

The Registration Process starts for the supplier with receipt of the Invitation Email, sent by CVM Solutions. The email includes the link for the CVM Portal, along with the username provided by the Vendor Coordinator and password randomly generated by the system.

Supplier Initial Login

The first time the Supplier enters the Portal, they are prompted to change the system password to one of their choosing.

![Change Password](image)

Pre-Registration Process

This process is not applicable for "Diversity" material suppliers.

The information gathered in the Pre-Registration process is to automatically evaluate new suppliers on a set of absolute minimum requirements for working with Entergy.
All fields with an asterisk (*) are required.

General Information

- **Short Profile Information**
  - Legal Company Name*
    - Pre-filled from Invitation Information
  - Contact Name*
    - Pre-filled from Invitation Information
  - Contact Title
  - Contact Email*
    - Pre-filled from Invitation Information

- **General Company Information**
  - Federal Tax ID (Do not provide Social Security Information) *
  - DUNS (Dun & Bradstreet Number)
  - Is your company a division or subsidiary? *
  - Parent Company Name
  - Parent Federal Tax ID
Product / Service Information
- NAICS Codes* First Commodity code in the list is considered the primary NAICS code
- Entergy Commodities*
- Scope of work provided at Entergy Locations*

Business Information*
- Date Business was Established*
- Acknowledgement

Action Buttons
- Save
  - Saves information and stays on General Tab
- **Save & Next**
  - Saves information and moves to Diversity Tab

**Update Company Profile for Sample Supplier**

Diversity Information

Entergy requires third party certification or in some cases, a Self-Certification Form, for suppliers to be considered diverse.

To get to the Diversity Tab during pre-registration, the General Tab must be filled with all required information.

**Diversity Status**

- **Are you a Diverse Supplier and/or Small Business?**
  - If the answer is "No", only the Declaration section is required, and then the user can move to the Safety Tab.
  - If the answer is "Yes", the other Diversity Sections become available for answering. Once these sections are open, required fields must be answered to move on.

**Diversity Information ( Becomes required if Diversity Status is "Yes")**
- Diversity / Small Business Classifications – Check all that apply

Third Party Certification (Becomes required if Diversity Status is "Yes")
- Certifications
  - Classification
  - Certifying Agencies
  - Certification
  - Effective Date
  - Expiry Date
  - Certificate
  - Delete
- Gender of Majority Ownership*
- Ethnicity
- % of Minority Ownership
- % of Women Ownership
- Diversity Classification Notes
Diversity Self Certification (Not system required, but required by Supplier Diversity to be validated as a Diverse Supplier)
- Download Self-Certification Form
- Upload Self-Certification Form

Declaration
- Acknowledgement*

Action Buttons
- Previous
  - Move back to General Tab without saving
- Save & Previous
  - Saves information and moves back to General Tab
- Save
  - Saves information and stays on Diversity Tab
- Save & Next
  - Saves information and moves to Safety Tab

Update Company Profile for Sample Supplier
Safety Information

Entergy strongly recommends that this section be filled by an individual who is knowledgeable about the supplier's safety information. Information and documentation provided here is used to determine qualification for continuing the registration process. Incorrect or false information (including typographical errors) are grounds for disqualification.

Information entered on these screens MUST match the supporting document uploads.

**OSHA 300A / Waiver Details**

- **Provide OSHA 300A / Waiver Details**

  OSHA 300A contractor Log - See Sample

<table>
<thead>
<tr>
<th>Safety Details for Last Year</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Year</td>
<td></td>
</tr>
<tr>
<td>Are you Submitting an OSHA Waiver for this year?</td>
<td>No</td>
</tr>
<tr>
<td>Total number of Deaths (G from 300A)*</td>
<td>1</td>
</tr>
<tr>
<td>Total number of cases with Days Away From Work (H from 300A)*</td>
<td>0</td>
</tr>
<tr>
<td>Total number of cases with Job Transfer or Restriction (I from 300A)*</td>
<td>0</td>
</tr>
<tr>
<td>Total number of Other Recordable Cases (J from 300A)*</td>
<td>0</td>
</tr>
<tr>
<td>Average Annual number of Employees*</td>
<td>19</td>
</tr>
<tr>
<td>Total Hours worked by All Employees*</td>
<td>10000</td>
</tr>
<tr>
<td>1st Year OSHA 300A Log/Waiver Form Upload*</td>
<td></td>
</tr>
</tbody>
</table>

  - OSHA 300A contractor Log
  - Safety Details for Last Three Years (Enter all information for each year)

    **Enter Year***
    Are you submitting an OSHA waiver for this year?*
    Total number of Deaths (G from 300A)*
    Total number of cases with Days Away from Work (H from 300A)*
    Total number of cases with Job Transfer or Restriction (I from 300A)*
    Total number of Other Recordable Cases (J from 300A)*
    Average Annual number of Employees*
Total Hours worked by All Employees*
OSHA 300A Log/Waiver Form Upload*

- **OSHA 300 logs for last 3 years**
  - OSHA 300 Log contractor - See Sample
  - 1st Year*
  - 1st Year OSHA 300 log*
  - 2nd Year*
  - 2nd Year OSHA 300 log*
  - 3rd Year*
  - 3rd Year OSHA 300 log*

- **Experience Modification Rate (EMR)**
  - EMR Details
    - EMR Details for Last Year
      - Enter Year* 2010
      - Loading EMR waiver?* No Yes
      - EMR
      - EMR/EMR Waiver on Insurance Company Letter Head

  - EMR Details for the Last Three Years (Enter all information for each year)
Submit Pre-Registration Information

The Summary Page is shown prior to information being submitted for evaluation by the system. Review information for accuracy and correctness, and then click the "Submit" button when complete.

After information is submitted, pre-registration is complete, and Safety Related information cannot be changed.
TIP: This information can be printed for record keeping.

Action Buttons
- Previous
- Submit
Reminders & Escalation

After two days, the first reminder is sent to the supplier.

After seven days, a second reminder is sent to the supplier.

After fifteen days, a message is sent to the supplier and also copied to the Procurement Analyst.

After thirty days, a final reminder is sent to the supplier and copied to the Procurement Analyst.

Upon no resolution after the Escalation process, the Registration Status of the supplier will be set to "Pre-Registration Non Responsive" and the supplier will not be able to access the system.

System Review of Minimum Requirements

When pre-registration is complete and the user clicks the "Submit" button, the system automatically evaluates the information provided against a set of four minimum requirement standards. All four standards must be met for the supplier to receive a "Pass" to continue registration.

Minimum Requirements Met

Once the minimum requirements evaluations have been completed and the supplier meets ALL, the system will move forward to the Payment page.

Minimum Requirements Not Met

If ANY of the minimum requirement standards are not met, the Registration Status is set to "Minimum Requirements Not Met" and the supplier's account is locked.
**Payment**

Payment must be successfully submitted to continue with the registration process.

**Payment Information**

Payment allows the supplier to continue registration and update the profile for one year from the payment date.

The supplier is required to renew prior to the payment anniversary date, in which case the new expiration date is set one year from the current expiration date.

**Successful Payment**

A successful payment will move the supplier into Registration, starting with the General Tab.

**Payment Fails**

The supplier's profile stays on the payment page until successful payment is made.

**Reminders & Escalation**

After five days, the first reminder is sent to the supplier.

After seven days, a second reminder is sent to the supplier.

After fifteen days, a message is sent to the supplier and also copied to the Procurement Analyst.

After thirty days, a final reminder is sent to the supplier and copied to the Procurement Analyst.

Upon no resolution after the Escalation process, the Registration Status of the supplier will be set to "Payment Non Responsive" and the supplier will not be able to access the system.
Registration Process

Supplier registration continues after payment is received for Services OR Services and Diverse Services suppliers.
Information for Services OR Diverse Services suppliers is pre-filled from the Invitation and Pre-registration process. The Tabs available to review and enter information are General, Locations, Capabilities, Diversity, and Safety.

Information for Diversity Only suppliers is pre-filled from the Invitation process. The Tabs available to review and enter information are General, Locations, Capabilities, and Diversity.

General Information
### General Company Information

- **Legal Company Name**
- **Former Company Name(s)**
- **Doing Business As (DBA)**
- **Website**
- **Federal Tax ID (Do not provide Social Security Number)**
- **DUNS (Dun & Bradstreet Number)**
- **Is your company a division or subsidiary**  
  - **No**
  - **Yes**
- **Parent Company Name**
- **Parent Federal Tax Id**

#### Business Classification

- **Corporation**
- **Limited Liability**
- **Joint**
- **Sub Chapter SCorp**
- **Partnership**
- **Individual**
- **Other**
- **Self Proprietor**

**W8/W9 Form**

**W8/W9 Issue Date**

Click here to view the Fax Cover Sheet

---

General Company Information

- Legal Company Name
- Former Company Name(s)
- Doing Business As (DBA)
- Website
- Federal Tax ID (Do not provide Social Security Number)
- DUNS (Dun & Bradstreet Number)
- Is your company a division or subsidiary
- Parent Company Name
- Parent Federal Tax Id
- Business Classification
- W8/W9 Form
- W8/W9 Issue Date
Business / Financial Information
- Date Business was Established*

Action Buttons
- Save
- Save & Next

Locations Information

List of Vendor Locations
Add New Location Link
- Update Location

Vendor Contacts

Create Supplier Contact

- Indicates Required Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Primary Contact</td>
<td>Yes</td>
</tr>
<tr>
<td>Contact Type</td>
<td>Supplier</td>
</tr>
<tr>
<td>First Name</td>
<td>Supplier Name</td>
</tr>
<tr>
<td>Last Name</td>
<td>Supplier</td>
</tr>
<tr>
<td>Title</td>
<td>Supplier</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Supplier@supplier.com">Supplier@supplier.com</a></td>
</tr>
<tr>
<td>Phone</td>
<td>1 111-1111</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
</tbody>
</table>

Update Supplier Contact

- Indicates Required Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Primary Contact</td>
<td>Yes</td>
</tr>
<tr>
<td>Contact Type</td>
<td>Supplier</td>
</tr>
<tr>
<td>First Name</td>
<td>Supplier Name</td>
</tr>
<tr>
<td>Last Name</td>
<td>Supplier</td>
</tr>
<tr>
<td>Title</td>
<td>Supplier</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Supplier@supplier.com">Supplier@supplier.com</a></td>
</tr>
<tr>
<td>Phone</td>
<td>1 111-1111</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
</tbody>
</table>

- Update Contact

Action Buttons
- Previous
- Next

Update Company Profile for Sample Supplier

- Product/Service Information
- Geographical Service Area
Capabilities Information

Product / Service Information
- NAICS Codes*
  - Search
- Entergy Commodities*
  - Search
- Specific Product(s)/Service(s) Description

Geographical Service Area*
- Geographical Service Area
  - Local
Supplier Registration System

Available Metro Area

Search

Available State

Regional

Available State

Select State

Search Regional Area

Available State

Regional

Available State

Select State

Search global Area

Available State

Specific Areas Served (Max 500 Characters)

Action Buttons

- Previous

- Save & Previous

- Save

- Save & Next
Diversity Information

- Diversity Status
  - Business?*

Diversity Information

- Diversity Classification
Third Party Certification
- Gender of Majority Ownership*
- Ethnicity
- % of Minority Ownership
- % of Women Ownership
- Additional Comments

Diversity Self Certification

As an active Entergy supplier and in order to enable the company to meet its federal government reporting requirements, you are required (if qualified) to self-identify your company’s ownership status. Entergy strongly recommends becoming third-party certified.

You may self-certify your business as a diverse business if you meet ANY of the following criteria:
1. You are a Sole Proprietor and a minority (MBE)
2. You are a Solo Owner-Operator and a Woman-Owned (WBE)
3. Your company is at least 51% owned by a Veteran
4. Your company is a Small Business Enterprise (SBE)

Please note: All other diversity categories require third-party certification.

Please click here to download the Self Certification Form

Click here to upload a scanned copy of the Self Certification Form

Diversity Self Certification

Declaration
- Acknowledgement*
Safety Information
### Provide Safety Details

- Are you submitting an OSHA Waiver for this year
- Total cases with including number of deaths (G from 300A)
- Total number of cases with days away from work (H from 300A)
- Total Number of Cases With Job Transfer or Restriction (I from 300A)
- Total Number of Other Recordable Cases (J from 300A)
- Average Number of Employees
- Total Hours Worked by All Employees in the Year
- If deaths greater than zero in any of the 3 years then explain reason
- If deaths greater than zero in any of the 3 years then provide OSHA investigation result summary
- Current year OSHA 300A log waiver form upload
OSHA 300 logs for last 3 years
- 1st Year*
- 1st Year OSHA 300 A log*
- 2nd Year*
- 2nd Year OSHA 300 A log*
- 3rd Year*
- 3rd Year OSHA 300 A log*

Experience Modification Rate (EMR)
- Loading EMR waiver?
- EMR
- EMR/EMR Waiver on insurance company letter head

Licenses/Permits
- License/Permits Details

Manuals
- Safety Manual (First page and table of contents)
- Safety Policy Manual (First page and table of contents)
### General Company Information
- **Company Name**: CENTRAL TESTING CO INC
- **Former Company Name(s)**: 
- **Doing Business As**: 
- **Website**: 
- **Federal Tax ID**: 720575683
- **Dun & Bradstreet Number**: 
- **Parent Company Name**: 
- **Parent Federal Tax ID**: 
- **Legal Structure**: Corporation

### Business / Financial Information
- **Date Business was Established**: 1/1/1967

### Location Information
<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Address1</th>
<th>Address2</th>
<th>City &amp; State</th>
<th>Country</th>
<th>Postal/Code</th>
<th>Phone</th>
<th>Fax</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headquarters</td>
<td>CENTRAL TESTING CO INC</td>
<td>140 S CITIES SERVICE HWY</td>
<td></td>
<td>SULPHUR Louisiana</td>
<td>United States</td>
<td>70663</td>
<td>1 - 337 - 0207270</td>
<td>1 - 337 - 0207751</td>
<td></td>
</tr>
</tbody>
</table>

### Location Contacts
- **Contact Type**: CEO
- **Is Primary**: Yes
- **Name**: Karmit Babaz
- **Title**: President
- **Email**: karmit@centraltestinginc.com
- **Phone**: 1 - 337 - 0207750
- **Fax**: 1 - 337 - 0207751

### Product / Service Information
- **Enterly Commodities**: 
- **NAICS Code(s)**: 541300 - Testing Laboratories
- **Specific Product(s)/Service(s) Description**: Non-Destructive Testing and Welder Certification
- **Geographical Service Area**: Regional

### Submit Information
- **Action Buttons**: 
  - Previous
  - Submit
Reminders & Escalation

After five days, the first reminder is sent to the supplier.

After fifteen days, a second reminder is sent to the supplier.

After thirty days, a message is sent to the supplier and also copied to the Procurement Analyst.

After forty five days, a final reminder is sent to the supplier and copied to the Procurement Analyst.

Upon no resolution after the Escalation process, the Registration Status of the supplier will be set to "Registration Non Responsive". The supplier may not be included in future bids until they complete the registration process.

Registration Post-Submit

After registration information is submitted, the Insurance and Documents Tab become available for Services OR Materials and Services suppliers, along with a Left Side menu.

After registration information is submitted, a Left Side menu becomes available for Diversity Only suppliers.

![Side Menu]

Profile Maintenance
Modify/View Contact Information

* - Indicates Required Fields

Password Restrictions

Password:
- Password must be 7-20 characters
- Must include at least one letter and one number, with no spaces
- Password is case sensitive
- Username and Password should not be same

Username: TestTr41
FirstName *
LastName *
Middle Initial
Work Phone Number *
E-Mail Address *
Password *
Retype Password *
Company Name: Test-Training
Role: Primary Contact
Created By: vc
Updated By: kborry@entergy.com

Update

- My Contact Info
- **Update Company Profile**

Guide
- **Supplier Guide**
  - Provides link to the User Manual for the Supplier Qualification Management Portal

**Log Out**
- **Log Out**
  - Log Out of system
Insurance Information – Not required for the registration but will be required before a contract is signed.

- Insurance Details
  - Commercial General Liability with minimum limits of *
  - If no, please explain (max 500 characters)
  - Are you self insured? *
  - Insurance Carrier
- Documents
  - Select from available documents
  - Certificate of Insurance*
  - Expiration/Termination Date*

  Save and Return  Return without saving

- Action Buttons
  - Save and Return
  - Return without Saving

- Insurance Details

  Save and Return  Return without saving

Workers Compensation
- Insurance Details
  o Workers' Compensation Minimum Limits*
  o Explanation if no
  o Self Insured*
  o Insurance Carrier
  o Carrier AM Best Financial Strength Rating
  o Carrier AM Best Financial Size Rating
  o Explanation for no insurance

- Documents
  o Select from available documents
  o Certificate of Insurance
  o Expiration/Termination Date

  Save and Return  Return without saving

- Action Buttons
  o Save and Return
  o Return without saving

- Insurance Details
- Documents

  Save and Return  Return without saving
Automobile Liability

- Insurance Details
  - Maintain Minimum Limits*
  - If no, explain
  - Self Insured*
  - Insurance Carrier
  - Carrier AM Best Financial Strength Rating
  - Carrier AM Best Financial Size Rating
  - Explain no insurance

- Documents
  - Select from available documents
  - Certificate of Insurance*
  - Expiration/Termination Date*

- Action Buttons
  - Save and Return
  - Return with saving
Insurance Information for Test-Training

- **Insurance Details**
  - Insurance Limit*
  - Insurance Carrier
  - Carrier AM Financial Strength Rating
  - Carrier AM Financial Size Rating

Umbrella Coverage
DOCS

Supplier Registration System

- Documents
  - Select from available documents
  - Certificate of Insurance*
  - Expiration/Termination Date*

  Save and Return  Return without saving

- Action Buttons
  - Save and Return
  - Return without Saving

Previous  Save & Next

Action Buttons
- Previous
- Save & Next
### Document Type | Description | Faxcover sheet | Upload | View | Last upload Date
--- | --- | --- | --- | --- | ---
**General**
**Insurance**
- General Liability | General Liability | Faxcover sheet | Upload | | 
- Workers Compensation | Workers Compensation | Faxcover sheet | Upload | | 
- Umbrella Coverage | Umbrella Coverage | Faxcover sheet | Upload | | 
- Automobile Liability | Automobile Liability | Faxcover sheet | Upload | | 
**Miscellaneous**
- Miscellaneous | Miscellaneous | Faxcover sheet | Upload | | 
**Diversity Information**
- Supplier Diversity Certification Information | Supplier Diversity Certification Information | Faxcover sheet | Upload | | 
**Safety OSHA 300A/Waiver Details**
- Supplier OSHA 300A (or) Waiver documents | Supplier OSHA 300A (or) Waiver documents | Faxcover sheet | Upload | | 6/7/2011
**Safety EMR/EMR Waiver Details**
- Supplier EMR (or) Waiver documents | Supplier EMR (or) Waiver documents | Faxcover sheet | Upload | | 6/7/2011
- Supplier OSHA 300 documents | Supplier OSHA 300 documents | Faxcover sheet | Upload | | 
- Supplier OSHA 300 documents | Supplier OSHA 300 documents | Faxcover sheet | Upload | | 
- Supplier OSHA 300 documents | Supplier OSHA 300 documents | Faxcover sheet | Upload | | 

Uploaded Documents Information/Review

**Document Types**
- General
- Insurance
- Miscellaneous
- Diversity information
- Safety OSHA 300A/Waiver Details
- Safety EMR/EMR Waiver Details

**Action Buttons**
- Previous
- Save & Previous
- Save
- Save & Next
- Next
CVM Document/Information Validation

After all requirement information is submitted by the supplier, the CVM Staff will review the supplier's information and validate it against uploaded documentation. Any discrepancies will result in notification from CVM to the supplier with instructions on how to correct any outstanding issues.

Reminders & Escalation

After five days, the first reminder is sent to the supplier.

After fifteen days, a second reminder is sent to the supplier.

After thirty days, a message is sent to the supplier and also copied to the Procurement Analyst.

After forty five days, a final reminder is sent to the supplier and copied to the Procurement Analyst.

Upon no resolution after the Escalation process, the Registration Status of the supplier will be set to "Registration Non Responsive". Supplier may not be eligible to participate in future bids until the registration process is complete.

Review Complete

Once the review is complete, the CVM Staff member will notify the Entergy Procurement Analyst and Safety Auditors so Entergy proceeds with required internal safety analyses.

Safety Status Assigned

After the Safety Auditor has performed all actions according to Entergy safety guidelines a decision will be made and the Safety Auditor will approve or disqualify the supplier to work for Entergy.

Communicate Results

The Procurement Analyst will notify the Supplier of the results, along with any other additional information.

This ends the registration process.
Payment Renewal

Renewal notifications will be sent at thirty days prior to payment expiration. To keep the account current, payment must be made prior to payment expiration date.

Reminders & Escalation

Thirty days prior to payment expiration, the first reminder is sent to the supplier.

Fifteen days prior to payment expiration, a second reminder is sent to the supplier and copied to the Procurement Analyst, Safety Auditor, and Contract Manager.

Seven days prior to payment expiration, a message is sent to the supplier and copied to the Procurement Analyst, Safety Auditor, and Contract Manager.

One day prior to payment expiration, a final reminder is sent to the supplier and copied to the Procurement Analyst, Safety Auditor, and Contract Manager.