

SUPPLIER PORTAL

Adding Additional Contacts

Abstract This job aide will show you how to add secondary contacts.

Business Use



Effective Date: 9/19/2023

Adding Additional Contacts

Revision: 02

Supporting Job Aid

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Overview

At any point, the primary PPL Vendor can add a secondary contact through the Supplier Portal. A secondary contact will receive the event and message notifications and can respond to events. Secondary contacts are also provided with their own unique Supplier Portal log in credentials. This guide provides step-by-step guidance on how to add a secondary contact to your vendor details.

NOTE: If you would like to create a contact who receives notifications but cannot respond to events nor has a unique Supplier Portal log in, use <u>Updating Supplier Information Job Aid</u> to add a Proxy User.

Log into Supplier Portal

You can access the Supplier Portal here.

1. Click Sign In.

Sign In Register	Supplier Porta	al	
Supplier Portal			
Home		Instructions And Announcements	
		No Data A	vailable
		Quick Links	Links And Attachments
			New Supplier Registration Guide
		Sign In	Ø
	[Register as a Supplier	
		Q Forgot User Name	
		Contact Us	

- 2. Enter User Name and Password.
- 3. Click Sign In.



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- 1. In the menu, click **My Account**.
 - NOTE: If you do not see the side menu, click the **hamburger icon** \equiv to expand the menu.
- 2. Click **Create plus sign icon** (+) on the **Contacts** block.

AB Sign Out ♀ ···	📃 📃 Supplier - ALL THREAD IN	DUSTRIAL			Q
Alli Browning	Alli Browning	Main Banking	or any menu item to proceed.		
Q Search	Email Address abrowning@pplweb.com				
Supplier Portal	Phone +1 4792839000				
Home	Mailing Address 159 Denny Way Seattle, WA 98109		Contacts	+	
Events	🖉 Edit		CARTER HERRMANN		
My Responses + Contracts	ALL THREAD INDUSTRIAL		CH Noemail@pplweb.com		
+ Order Management	Doing Business As E-VENDOR - YORK PA				
+ Manage Notices	Mailing Address 380 NORWAY STREET YORK, PA 17403				
+ Performance	Remit Address is the Same				
My Account Messages And Dialog	<i>d</i> Edit				

3. On the **Contact Information** screen, complete the required fields (marked with asterisks), taking note of the following fields:

- a. Enter and confirm the **Password**.
 - NOTE: These will be used for the new contact to log into the Supplier Portal.
- b. If Mobile Phone Number was entered, check SMS Enabled box.
- 4. Click Next.

📃 New Contact		
O Contact Information	Contact Information	Previous 4 Next
O Commodity Codes	Enter information for other contacts in your company. These contacts can respond to events, a	and have additional user names and passwords.
O Certifications	User Name * Password *	Confirm Password *
O Proxy Notifications	Title First Name *	Last Name *
O Registration Status		
	Country/Jurisdiction Code Phone Number * Extension Qe	
	Fax Country/Jurisdiction Code Phone Number Extension Q2	
	Email Address * Confirm Email Address *	✓ Receive Email Notification

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5. Skip Bank Information by clicking **Next**.

NOTE: This is not required. The new vendor contact can add Bank Information later if needed from their account.

New Contact		
O Contact Information	E Bank Information Previo	us Next
O Bank Information	Enter information about banks and bank accounts.	
O Commodity Codes	Country/Jurisdiction	
O Certifications	USA Bank Entity Bank Name	
O Proxy Notifications	Q7	
O Registration Status	Bank Account Number	

6. Click Add button next to the desired commodity code.

NOTE:

- Commodity code is required in order to receive event notifications from PPL.
- You can search for the commodity code using the **Commodity Search** field.
- Click the **Plus** icon (+) next to the commodity codes to expand the list of available options.
- 7. Click Next.

📃 New Contact			
O Contact Information	E Commodity Codes		Previous
O Bank Information	Select the commodity codes for which you	want to get future bid notifications.	
O Commodity Codes	My Commodity Codes		Remove Selected
O Certifications	Code Description □ 10 Error - Common	idity Updated/Added at Cutover	Remove Remove
O Proxy Notifications			
O Registration Status			
	Available Commodity Codes	Q Commodity Search	Add Selected
	Commodity Code	Description	6 Add
	□ + 12	ENGINEERING SERVICES	Add
	□ + 13	ENVIRONMENTAL SERVICES	Add
	□ + 14	Error - Commodity Updated/Added at Cutover	Add
	□ + 15	REPLACE DUMMY	Add

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8. Skip Certifications & Proxy Notifications by clicking Next.

NOTE: These details are not needed currently. The new contact can add these later if needed.

📃 New Contact			
O Contact Information	E Certifications	Previous	Next
O Bank Information	Enter certification information: an effective date is required for the certification.		

📃 New Contact			
O Contact Information	E Proxy Notifications	Previous	Next
O Bank Information	Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separa password.	te user name ar	nd

9. The New Contact Registration has been completed. Click **My Account** in the left menu.

Events	📃 New Contact				
My Responses + Contracts	O Contact Information	E Registration Status Previous Next			
+ Order Management	O Bank Information				
+ Manage Notices	O Commodity Codes	Registration status: Complete Congratulations! Your account has been set up and you will now receive email notifications of events relate commodity codes for which you registered. You can respond to those events through this account. Select Home or any menu item to proceed.			
+ Performance My Account	O Certifications				
Messages And Dialog	O Proxy Notifications				

10. Click My Account to view and verify your contacts..

Q Search	Supplier - ALL THREAD INDUST	FRIAL	Q
Supplier Portal	Alli Browning	Contacts +	
Ноте	Email Address abrowning@pplweb.com	CH CARTER HERRMANN Noemail@pplweb.com	
Events	Phone +1 4792839000		
My Responses	Mailing Address 159 Denny Way Seattle, WA 98109	Leatrice Coleman	
+ Contracts	∠ Edit	LC lycoleman@pplweb.com	
+ Order Management			
+ Manage Notices	ALL THREAD INDUSTRIAL		
+ Performance	Doing Business As E-VENDOR - YORK PA		
My Account	Mailing Address 380 NORWAY STREET YORK PA 17403	$ \langle \diamond \rangle >$	

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