SUPPLIER PORTAL

Access a Request for an Event

Abstract

This job aide will show you how to access a request for an event.

	Business Process:	Effective Date: 9/19/2023
PPL logo	Access a Request for an Event	
	Supporting Job Aid	Revision: 02

Table of Contents

This document was printed on 9/19/2023. Check the Work Management Library to ensure it is the latest version.

Business Use   Page 1
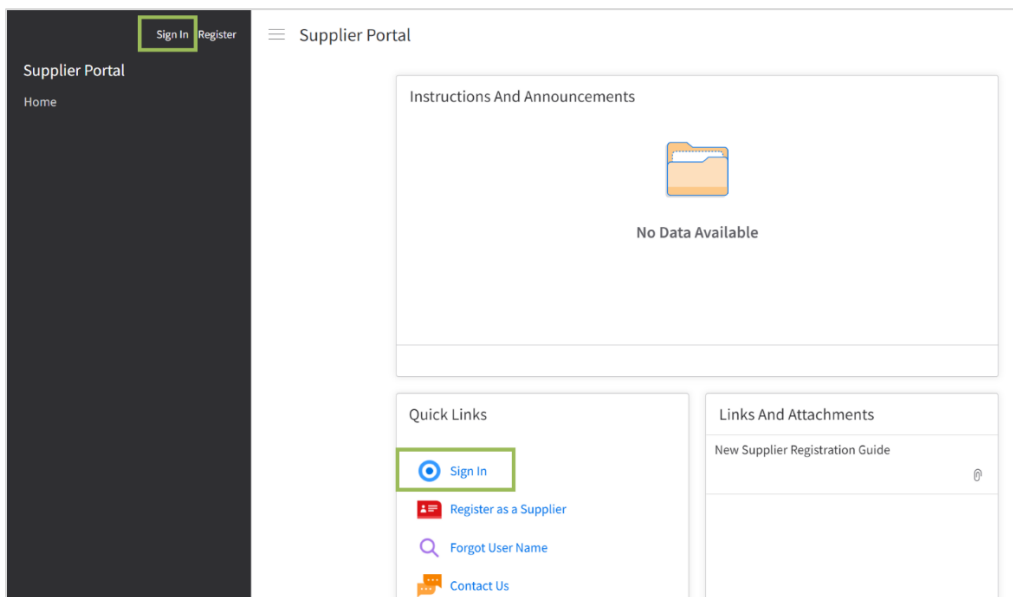
Overview

Vendors can view an event request for an event that meets the selected commodity codes. This document is intended to provide vendors with step-by-step guidance on how to access an RFQ/RFP event.

Log into the Supplier Portal

You can access the Supplier Portal here.

1. Click **Sign In.**

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

This document was printed on 9/19/2023. Check the Work Management Library to ensure it is the latest version.

Business Use   Page 2

Accessing a Request for an Event

1. Once logged into Supplier Portal, click **Events** from the left menu.

    NOTE: If you do not see the menu, click the **hamburger icon** ☰ to expand the menu.
2. On the Browse Open Events tab, double click to open the **Event**.

3. The Event Information Page provides additional event details including:
    a. This section provides **Event Details**, **Description**, and **Open and Close Dates**.
    b. The Vendors' Event **Response.**
    c. Buyer **Contacts.**
    d. **Q&A** where vendors can respond to or post questions.
    e. **Attachments** associated with the Event.

This document was printed on 9/19/2023. Check the Work Management Library to ensure it is the latest version.

Business Use   Page 3

4. Click the **Lines** tab.
5. Click the **Line** item to view additional **details** including Item, Commody Code, Quantity Code and Event Name.
6. Additional features available:
   a. **Print Event:** Allows vendors to print the event details.
   b. **Create Supplier Message and Dialog:** Allows vendors to message the buyer.
   c. **Navigation Arrows:** Allows the vendor to navigate between events.

Ready to Submit a Bid or Message the Buyer? Check out these job aids to get started:

- [Submitting a Bid](#)
- [Messages and Dialog](#)

This document was printed on 9/19/2023. Check the Work Management Library to ensure it is the latest version.

Business Use   Page 4