



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:

Access a Request for an Event

Supporting Job Aid

Effective Date: 9/19/2023

Revision: 02

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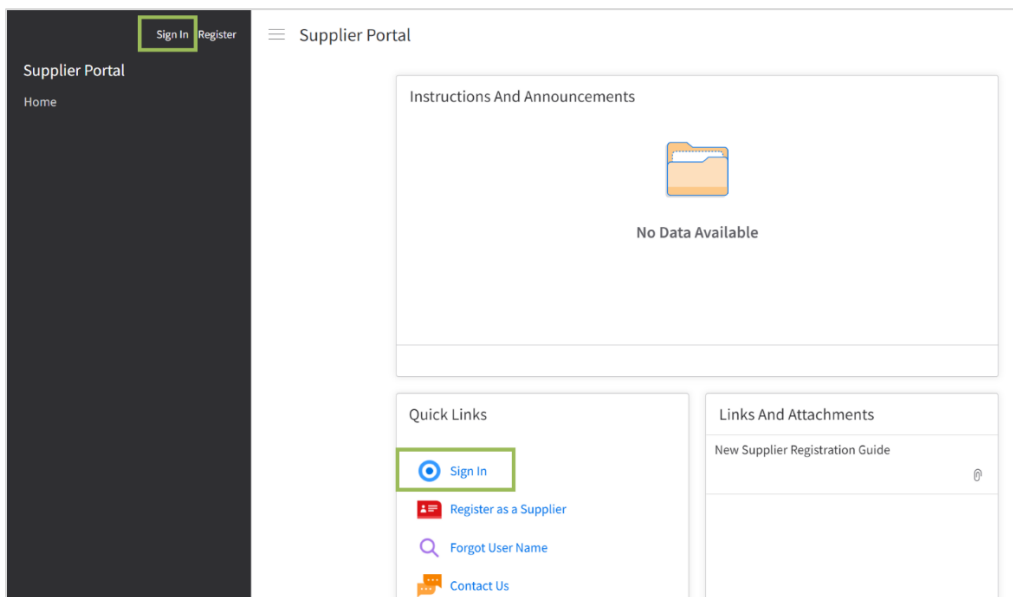
Overview

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**.





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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**.

Category	Sub C...	Type	Open Date	Close Date	Curre...	
		RFP	9/6/2023 12:15:37 PM	9/30/2023 11:56:41 AM	USD	View Respon
		RFP	9/12/2023 7:50:05 AM	9/26/2023 7:42:15 AM	USD	Respond No

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.

Event 1378-0 Summary

LYC Supplier Training Event

PPL Corporation is evaluating social media management software (SMMS) tools to provide comprehensive content publishing, engagement, marketing, monitoring and analysis for the company's social media channels.

Dates

Open: 9/12/2023 7:50:05 AM
Q And A Open: 9/12/2023 7:51:10 AM
Q And A Close: 9/19/2023 7:42:24 AM
Close: 9/26/2023 7:42:15 AM

Rules

Type: REQUEST FOR PROPOSAL
RFP
Currency: USD

Response Progress

[Respond Now](#)

Event Lines: 0 of 1

Contacts

AB Allison Browning Primary

Attachments

- Mutual Confidentiality Agreement
- Instructions to Bidders
- Scope of Work
- Terms and Conditions

Q and A Forum

No questions at the moment
To ask a question, click the 'plus' in the top right.





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4. Click the **Lines** tab.
5. Click the **Line** item to view additional **details** including Item, Commodity 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.

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Rules

Type: REQUEST FOR PROPOSAL

Currency: USD

Line	Name	Commodity...	Commodity Descrip...	Quantity	Unit of Me...	Output Type	Requeste...	Lowest Bid
1	Software	20	IT SOFTWARE	1.000		No Output		

Software

Social Media Management Software

Item: Software

Event	Event Name	Line	Quantity	Unit of Measure
1378-0	LYC Supplier Training Event	1	1.000	

Output Type	Commodity Code	Commodity Description	Allow Price Breaks	Allow Add On Charge
No Output	20	IT SOFTWARE	No	No

Require Response	Allow Alternate Responses
No	No

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

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

