



SUPPLIER PORTAL

Adding Additional Contacts

Abstract

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



Business Process:

Adding Additional Contacts

Supporting Job Aid

Effective Date: 9/19/2023

Revision: 02

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Overview

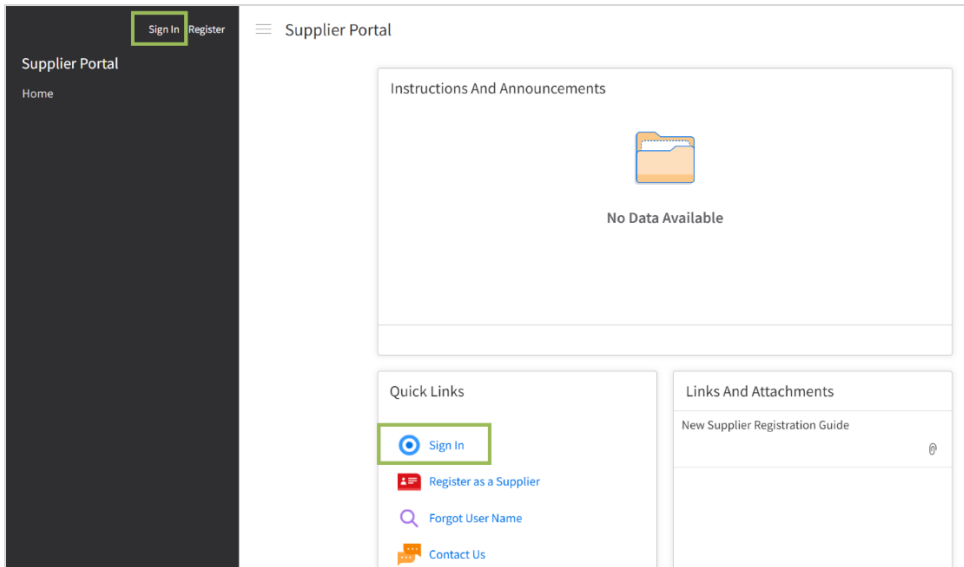
At any point, the primary PPL Vendor can add a secondary contact through the Supplier Portal. A secondary contact will receive the event and message notifications and can respond to events. Secondary contacts are also provided with their own unique Supplier Portal log in credentials. This guide provides 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 [Updating Supplier Information Job Aid](#) to add a Proxy User.

Log into 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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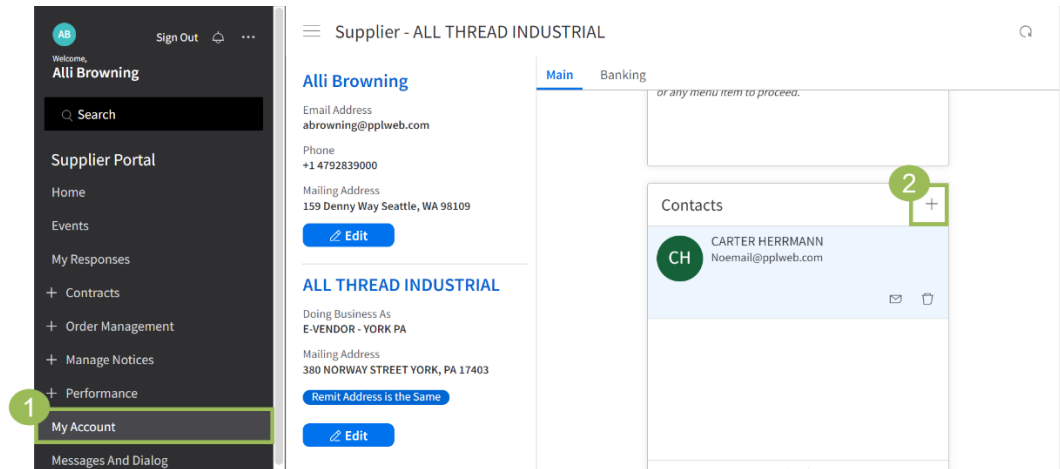
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Adding Additional Contacts

1. In the menu, click **My Account**.

NOTE: If you do not see the side menu, click the **hamburger icon** ☰ to expand the menu.

2. Click **Create plus sign icon (+)** on the **Contacts** block.



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**.





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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.

The screenshot shows the 'New Contact' form with the 'Bank Information' step selected. The 'Next' button is highlighted with a green box. The form includes fields for Country/Jurisdiction (USA), Bank Entity, Bank Name, and 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**.

The screenshot shows the 'New Contact' form with the 'Commodity Codes' step selected. The 'Add' button next to 'ENGINEERING SERVICES' is highlighted with a green box, and the 'Next' button is also highlighted with a green box. The form includes a 'Commodity Search' field and a table of available commodity codes.

Code	Description
+ 12	ENGINEERING SERVICES
+ 13	ENVIRONMENTAL SERVICES
+ 14	Error - Commodity Updated/Added at Cutover
+ 15	REPLACE DUMMY





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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

- Contact Information
- Certifications
- Bank Information

Previous **Next**

Enter certification information: an effective date is required for the certification.

New Contact

- Contact Information
- Proxy Notifications
- Bank Information

Previous **Next**

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

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

Events

My Responses

- Contracts
- Order Management
- Manage Notices
- Performance
- My Account**
- Messages And Dialog

New Contact

- Contact Information
- Bank Information
- Commodity Codes
- Certifications
- Proxy Notifications

Registration Status

Previous Next

Registration status: Complete

Congratulations! Your account has been set up and you will now receive email notifications of events related to commodity codes for which you registered. You can respond to those events through this account. Select Home or any menu item to proceed.

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

Supplier Portal

- Home
- Events
- My Responses
- Contracts
- Order Management
- Manage Notices
- Performance
- My Account**

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