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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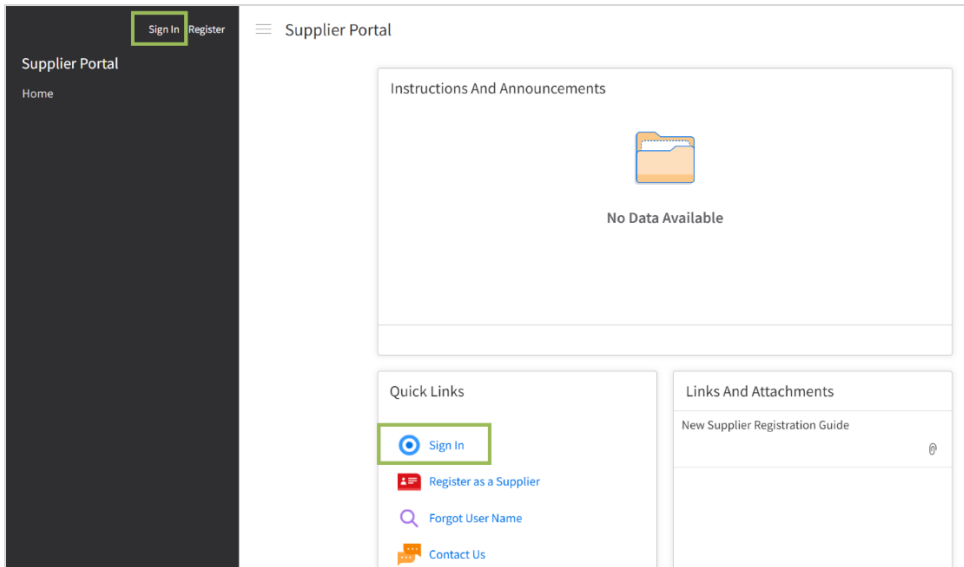Business Use   Page 1

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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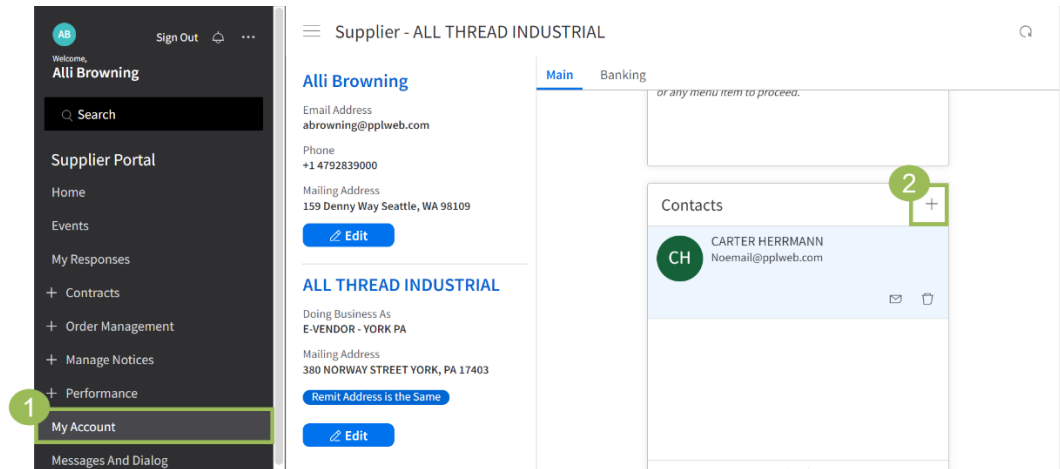
Adding Additional Contacts

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.

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**.

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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.

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

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

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