SUPPLIER PORTAL

Creating a New Supplier Registration

Abstract

This job aide will show you how to create a new Supplier registration.

Table of Contents

This document was printed on 9/19/2023. Check the Work Management Library to ensure it is the latest version.
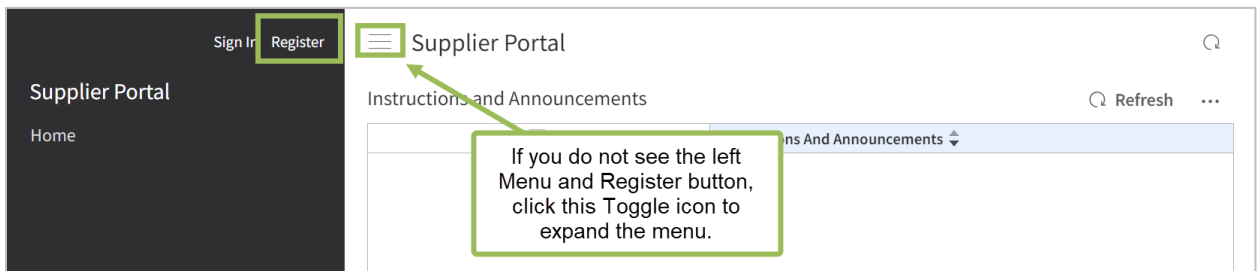
Business Use   Page 1

Overview

This guide is intended for vendors who wish to do business with PPL. Prior to acting as a PPL Vendor, Vendors must first create a new registration through the Supplier Portal. This document provides step-by-step guidance around creating a new registration on the Supplier Portal. Accessing the Supplier Portal

1. Click on the URL provided in the **Supplier Registration Email Invite**.
   NOTE: Cannot find the Supplier Registration Email Invite? Use this link to navigate to the Supplier Portal: Supplier Portal Link
2. On the Supplier Portal page, click **Register**.

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

Business Use   Page 2

Register as a New Supplier

Complete the information on the Registration tab.

1. Please complete the required fields (identified with red asterisks) and any additional fields as appropriate.

   NOTE: Take note of the following details when completing this tab:

   a. Enter **Main Phone Number.**

      NOTE: Be sure to include Country Code and any extensions as needed.

   b. Attach **Tax Certification (W9).**

      NOTE: Tax ID Type, Tax ID, and Tax Certification are all required for invoice payment.

   c. Select the **Country/Jurisdiction.**

      NOTE: The **Mailing Address** fields appear a country/jurisdiction is selected.

   d. Check the **Check if Remit to Address Is The Same As Mailing Address** checkbox, if applicable.

      NOTE: If checked, the Remit to Information section will disappear. If not checked, complete the address fields that appear in the **Remit to information** section if checkbox is not checked.

2. Click **Next.**

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

Business Use   Page 3

Complete the Information on the Bank Information tab:

1. Complete the following **Bank Information for Company** fields.
   a. Select Bank Entity
   b. Enter Bank Name
   c. Enter Bank Account Number.
   d. Select Bank Account Type.
   e. Select Bank Currency.
2. Complete the following **Bank Information for Location** fields (if applicable):
   a. Select Bank Entity
   b. Enter Bank Name
   c. Enter Bank Account Number.
   d. Select Bank Account Type.
   e. Select Bank Currency.
3. Click **Next** to access the **Diversity Code** tab.

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

Business Use   Page 4

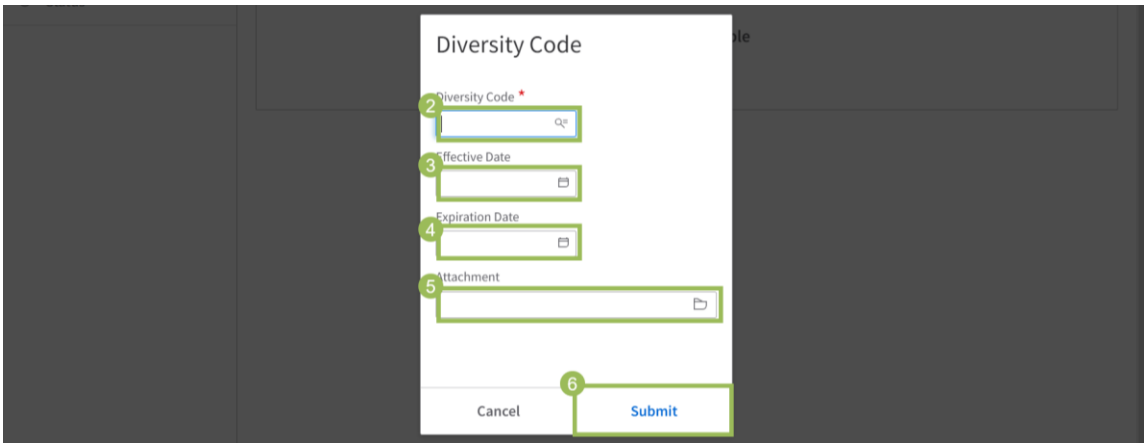## Complete the information on the Diversity Codes tab

PPL requires that diverse-owned businesses acquire third-party certification to be a part of our supplier diversity program. Follow the steps provided below to complete the Diversity Code registration.

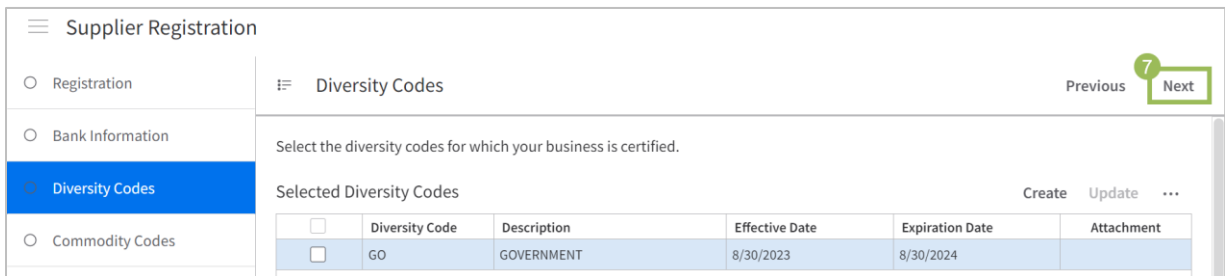If no Diversity Code is needed, click **Next** to continue to **Commodity Codes.**

1. Click **Create.**
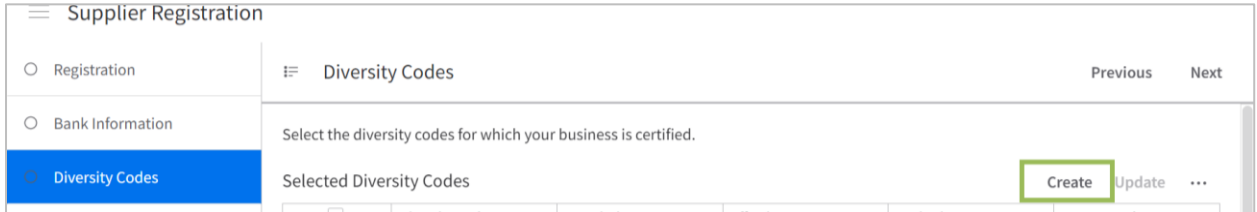
2. Select **Diversity Code.**
3. Enter an **Effective Date (Start Date).**
4. Enter an **Expiration Date (End Date).**
5. Attach **current 3rd Party Certification.**
6. Click **Submit.**

7. Click **Next** to continue.

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

Business Use
Page 5

Complete the information on the Commodity Codes tab

Commodity Codes are required in order to receive notification of future PPL vendor opportunities.

1. Click **Add** button next to the desired commodity code.

   NOTE:
   - You can search for the commodity code using the **Commodity Search** field.
   - Click the Plus icon (+) next to the left of commodity codes to expand the list of available options.

2. Click **Next**.

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

Business Use

Page 6

Complete the information on the Certifications tab

To complete a New Supplier Registrations, W9s must be included as Certifications. Use the steps below to enter this required information.

1. Click **Create**.

2. Select **Contact**.
3. Select **Certification Code** (TCERT).
4. Select **Effective Date**.
5. Select **Expiration Date**.
6. Add **Attachment** (W9).
7. Check box next to **Active**
8. Click **Submit.**

9. Click **Next.**

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

Business Use

Page 7

Complete the information on the Proxy Notifications tab

A Proxy acts another contact in the vendor's organization who will receive event updates and notifications. Please note, Proxy contacts CANNOT take any action on these events, nor will they have a unique Supplier Portal login. Proxies can be added at any time through My Account. See the Updating Supplier Information Job Aid for additional details.

1. Click **Create**.
2. Enter **First Name**.
3. Enter **Last Name**.
4. Enter **Email Address**.
5. Select **Yes** or **No** from the **Receive Notifications?** field.
6. Click **Save.**
7. Click **Next.**
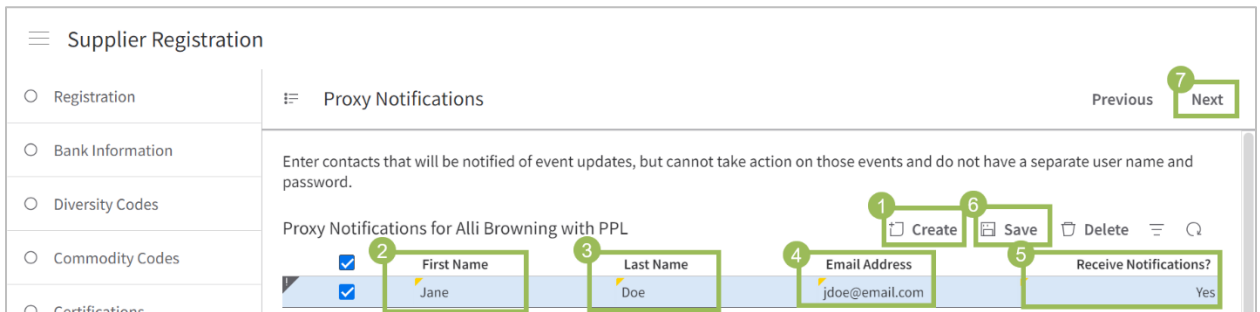
Congratulations! Your New Supplier Registration is complete. You can review and update any of this information as needed by clicking **My Account.**

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

Business Use   Page 8