



SUPPLIER PORTAL

Creating a New Supplier Registration

Abstract

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



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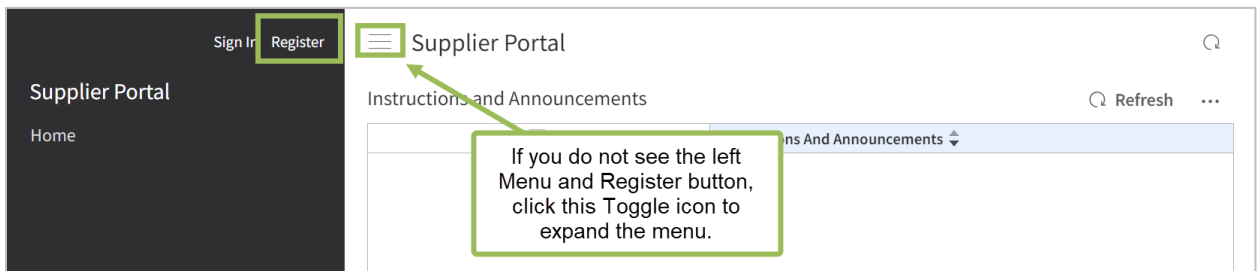




Overview

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**.





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**.

The screenshot shows the 'Supplier Registration' form with the 'Registration' tab selected. The form is divided into several sections: Bank Information, Diversity Codes, Commodity Codes, Certifications, Proxy Notifications, and Status. The 'Registration' section contains the following fields: User Name, Password, Confirm Password, Title, First Name, Last Name, Main Country Code, Main Phone Number, Extension, Mobile Country/Jurisdiction Code, Phone Number, Sms Enabled, Fax Country/Jurisdiction Code, Phone Number, Extension, Email Address, Confirm Email Address, Company Name, Tax ID Type, Tax ID, Attach Tax certification, VAT Registration Country, and VAT registration number. The 'Mailing Address' section includes Country/Jurisdiction and a checkbox for 'Check if Remit to Address Is The Same As Mailing Address'. The 'Remit to information' section includes Country/Jurisdiction. Callouts 'a', 'b', 'c', and 'd' highlight the Main Phone Number, Attach Tax certification, Mailing Address Country/Jurisdiction, and the Remit to Address checkbox, respectively. A 'Next' button is highlighted with a green box and the number '2'.





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.

Supplier Registration

Registration

Bank Information

Diversity Codes

Commodity Codes

Certifications

Proxy Notifications

Status

Bank Information

Enter information about banks and bank accounts.

Bank Information For Company

Country/Jurisdiction
USA

1

Bank Entity Bank Name

Bank Account Number

Bank Account Type

Bank Currency

Bank Information For Location

Country/Jurisdiction
USA

2

Bank Entity Bank Name

Bank Account Number

Bank Account Type

Bank Currency

Previous 3 Next



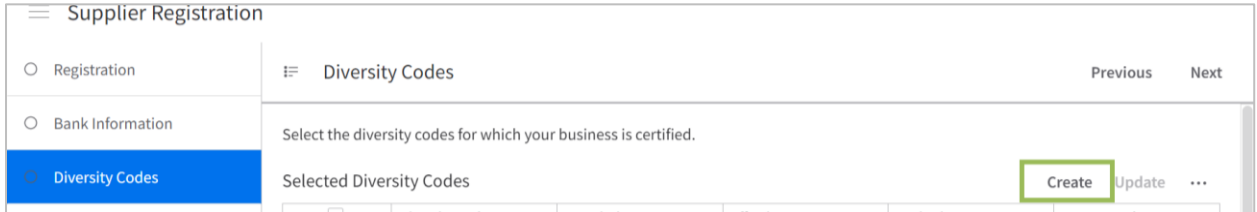


Complete the information on the Diversity Codes tab

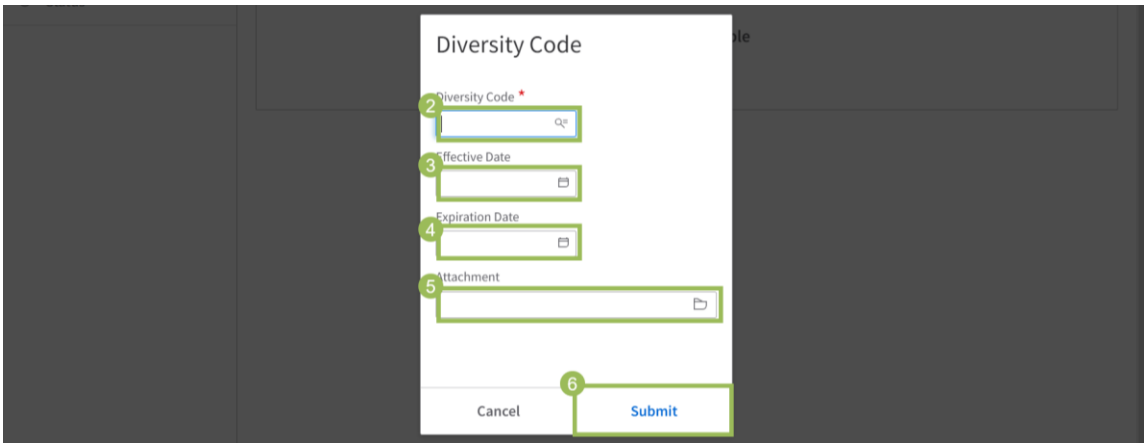
PPL requires that diverse-owned businesses acquire third-party certification to be a part of our supplier diversity program. Follow the steps provided below to complete the Diversity Code registration.

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

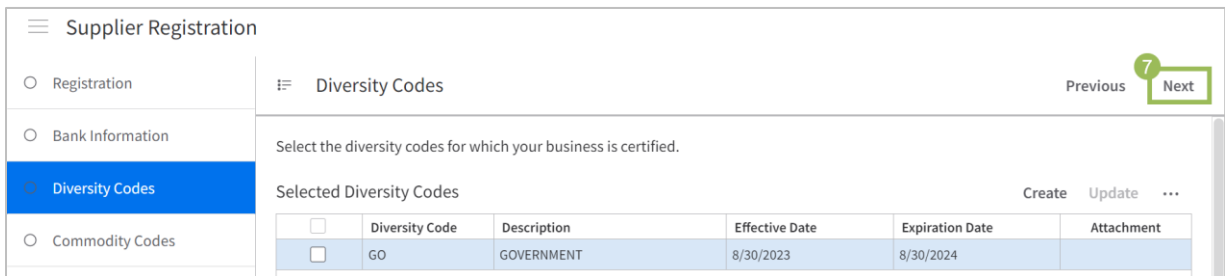
1. Click **Create**.



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.





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**.

New Contact

Commodity Codes

Select the commodity codes for which you want to get future bid notifications.

Code	Description	Remove
10	Error - Commodity Updated/Added at Cutover	Remove

Available Commodity Codes

Commodity Search

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





Business Process:

Creating a New Supplier Registration

Supporting Job Aid

Effective Date: 9/19/2023

Revision: 02

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**.

Supplier Registration

Registration Certifications Previous Next

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

Diversity Codes All Certifications for PPL Save Create Delete

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**.

Certification

Supplier Name 3341 PPL

Contact

Certification Code *

Effective Date * Expiration Date *

Attachment

Active

Cancel Submit

9. Click **Next**.

Supplier Registration

Registration Certifications Previous Next

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

Diversity Codes All Certifications for PPL Save Create Delete

Commodity Codes

<input type="checkbox"/>	Certificatio...	Contact	Effective D...	Expiration Date	Description	Attachm...	Active
<input type="checkbox"/>	TCERT	Alli Browning	8/29/2023	8/29/2026	Tax Certification		Yes

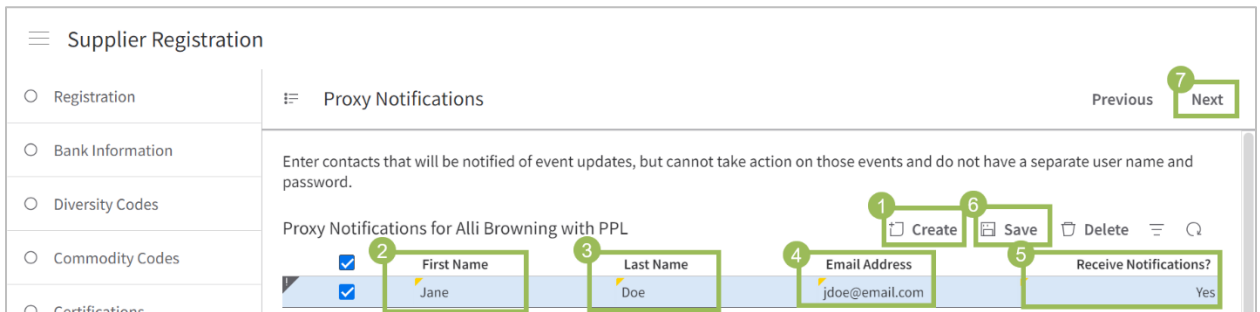




Complete the information on the Proxy Notifications tab

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**.

