



## SUPPLIER REGISTRATION

Access a Request for an Event

### [Abstract](#)

This job aide will show you how to access a request for an event.

PPL Supplier Enablement Team  
[Email address]

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## Overview

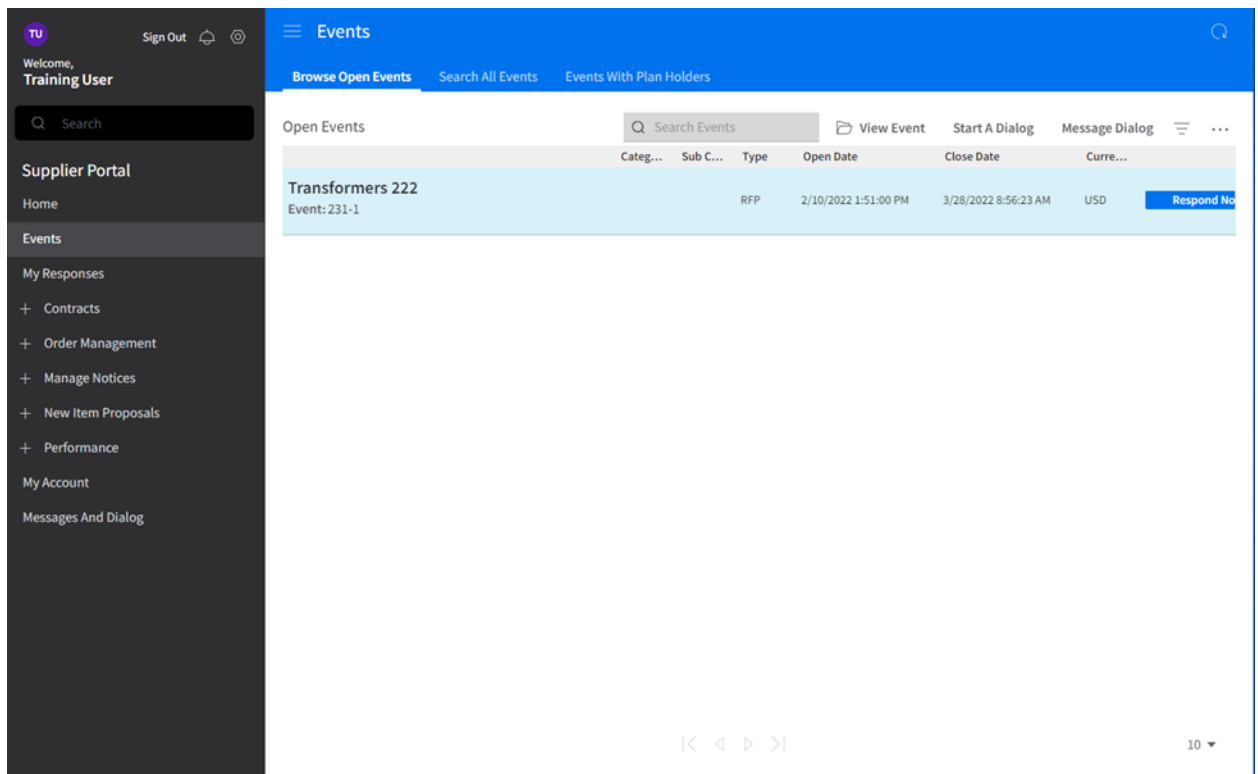
Infor serves as the modern solution for work management, contract, and invoice processing. This document is intended to provide you with a step-by-step guidance on how to access an RFQ/RFP event.

By reading this document at its entirety you will be able to:

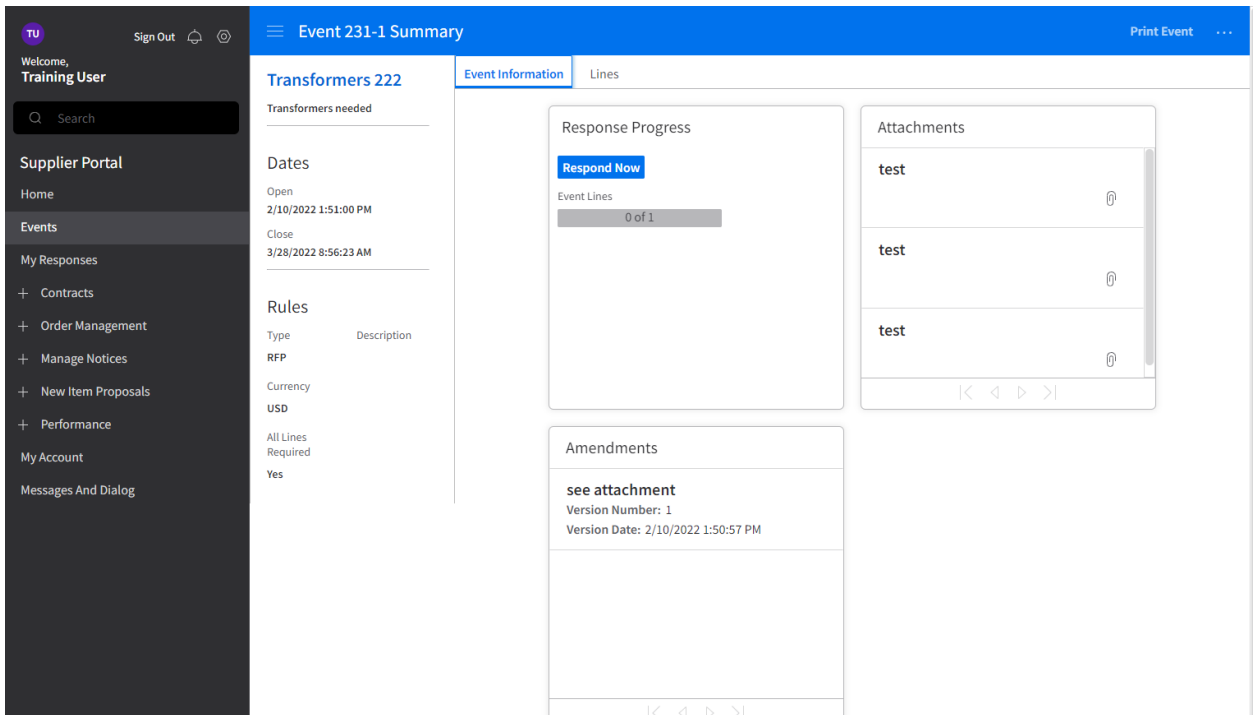
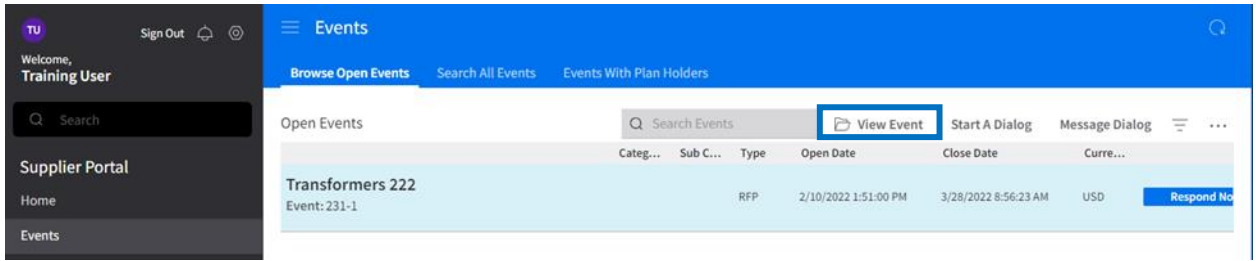
- Access an RFQ/RFP event

## Screen Menu/Tab/Sub-tab Fields

1. Enter the Username and Password.
2. Click on the Sign in button.
3. Click on the Toggle menu.
4. Click **Events**.
5. Click **Browse Open Events**, if necessary.



6. Select the event and click **View Event** or double-click the event from the list of available events.



6. Click the Lines tab.

Event 231-1 Summary
Print Event ...

**TU** Sign Out

Welcome,  
Training User

Search

**Supplier Portal**

Home

**Events**

My Responses

+ Contracts

+ Order Management

+ Manage Notices

+ New Item Proposals

+ Performance

My Account

Messages And Dialog

### Transformers 222

Transformers needed

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**Dates**

Open  
2/10/2022 1:51:00 PM

Close  
3/28/2022 8:56:23 AM

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**Rules**

Type	Description
RFP	
Currency	USD
All Lines Required	Yes

Event Information **Lines**

Event Lines View Line Details ...

Line	Name	Commodity Code	Commodity Description	Quantity	Unit of M...	Outpu...	Requeste...	Lowest Bid
1	Lump sum bid	EL-R02-C04	RELAY, CONTROL	1	EA	PO	5/2/2022	

5 ▾

### Lump sum bid

test

Item  
0000002471 RELAY, CONTROL, GENERAL PURPOSE, 120, 115 / 125 VDC, 10, 4 NO, 2 NC, 12 PIN PLUG, PLASTIC

Long Description  
RELAY, CONTROL, GENERAL PURPOSE, 120, 115 / 125 VDC, 10, 4 NO, 2 NC, 12 PIN PLUG, PLASTIC INVE OUTAGE / OVERHAUL

Event	Event Name	Line	Quantity	Unit of Measure
231-1	Transformers 222	1	1	EA

Output Type	Commodity Code	Commodity Description	Allow Price Breaks	Allow Add On Charge
PO	EL-R02-C04	RELAY, CONTROL	No	No

Requested Delivery Date	Require Response	Allow Alternate Responses
5/2/2022	Yes	No

Ship To Address

USA	Lehigh Warehouse	Allentown	PA	18104-9392
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7. Select a line and click **View Line Details** or double-click the line to see additional detail.

The screenshot shows the 'Event 231-1 Summary' page. The left sidebar contains user information for 'Training User' and navigation options like 'Supplier Portal' and 'Home'. The main content area has tabs for 'Event Information' and 'Lines'. Under the 'Lines' tab, there is a table with the following data:

Line	Name	Commodity Code	Commodity Description	Quantity	Unit of M...	Outpu...	Requeste...	Lowest Bid
1	Lump sum bid	EL-R02-C04	RELAY, CONTROL	1	EA	PO	5/2/2022	

A red box highlights the 'View Line Details' button in the top right corner of the table.

The screenshot shows the 'Event 231-1 Line 1 Summary' page. The left sidebar is similar to the previous screenshot but includes a 'Messages And Dialog' option. The main content area displays detailed information for the selected line item:

**Lump sum bid**  
test

Item: 0000002471 RELAY, CONTROL, GENERAL PURPOSE, 120, 115 / 125 VDC, 10, 4 NO, 2 NC, 12 PIN PLUG, PLASTIC

Long Description: RELAY, CONTROL, GENERAL PURPOSE, 120, 115 / 125 VDC, 10, 4 NO, 2 NC, 12 PIN PLUG, PLASTIC INVE OUTAGE / OVERHAUL

Event	Event Name	Line	Quantity	Unit of Measure
231-1	Transformers 222	1	1	EA

Output Type	Commodity Code	Commodity Description	Allow Price Breaks	Allow Add On Charge
PO	EL-R02-C04	RELAY, CONTROL	No	No

Requested Delivery Date	Require Response	Allow Alternate Responses
5/2/2022	Yes	No

Ship To Address: USA Lehigh Warehouse Allentown PA 18104-9392

8. Click the **Back** button in the browser to return to the **Event Summary** page.
9. Click the **Questions** tab.
 

**Note:** The **Questions** tab is only available for select events. There are two ways to access the questions tab:

  - Click the top button on the **Event Summary Page** labeled **Ask a Question**.
  - Click the **Q And A Forum** tab, then click **Ask a Question**.
10. Type a question in the questions box to ask a question.
11. Click **Save**.
12. Click the **Back** button to return to the **Events Summary Page**.