



## SUPPLIER REGISTRATION

### Add Additional Contacts

#### Abstract

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

PPL Supplier Enablement Team  
[Email address]

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## Overview

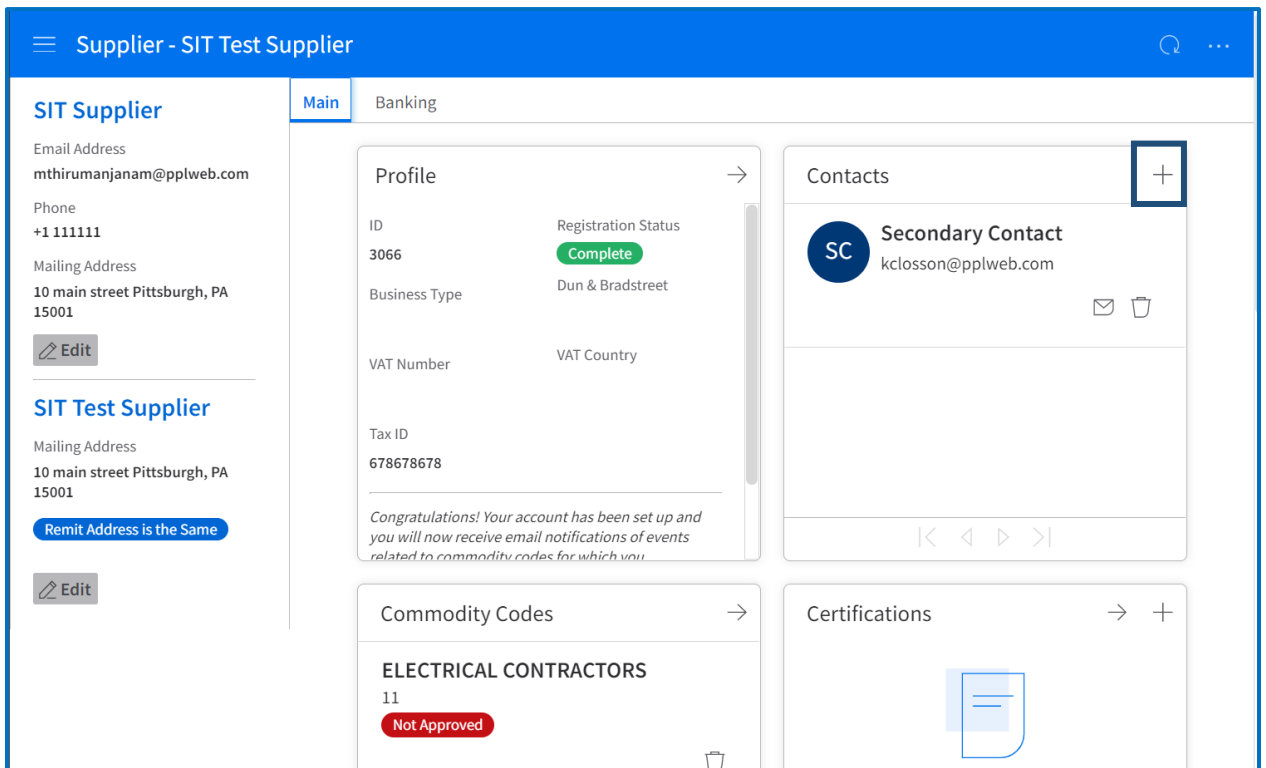
Infor serves as the modern solution for work management, contract, and invoice processing. This document is intended to provide you with a step-by-step guidance on how to add a secondary contact. Secondary contacts can respond to events and have additional usernames and passwords

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

- Add Secondary Contacts

## Screen Menu/Tab/Sub-tab Fields

1. Enter the Username and Password.
2. Click on the Sign in button.
3. Click **Create Contact** (Plus sign) on the Contacts block.



## New Contact Screen

### Contact Information

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Enter information for other contacts in your company. These contacts can respond to events, and have additional user names and passwords.

User Name *	Password *	Confirm Password *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	First Name *	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country Code	Phone Number *	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Country Code	Phone Number	<input type="checkbox"/> Sms Enabled
<input type="text"/>	<input type="text"/>	
Fax Country Code	Phone Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address * *	<input checked="" type="checkbox"/> Receive Email Notification	
<input type="text"/>		

1. Enter Username – This will be used to login to the Supplier Portal.
2. Enter Password – This will be used to login to the Supplier Portal.
3. Renter Password.
4. Specify the Supplier Contact's Title.
5. Enter First Name.
6. Enter Last Name.
7. Enter Phone Number Country Code.
8. Enter Phone Number.
9. Enter Mobile Phone Number Country Code.
10. Enter Mobile Phone Number.
11. Select the check box to receive the SMS Notifications.
12. Enter Fax Phone Number Country Code.
13. Enter Fax Phone Number.
14. Enter Email address.
15. Click Next (located in top-right of screen).