



SUPPLIER REGISTRATION

Creating a New Supplier Registration Guide

Abstract

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

PPL Supplier Enablement Team

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September 21, 2022

Overview

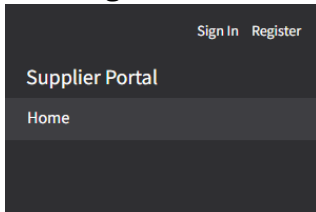
Infor serves as the modern solution for work management, contract, and invoice processing. This document is intended to provide you with a step-by-step guidance on how create a new Supplier registration.

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

- Register as a new Supplier

Accessing the Supplier Portal

1. Click on the URL provided in the Supplier Registration Email Invite.
2. Click Register.



Enter Company Information

1. Enter a username.
2. Enter a password.
3. Reenter password.
4. Enter title.
5. Enter first name.
6. Enter last name.
7. Enter the main country code.
8. Enter telephone number and extension.
9. Enter country code and mobile phone number.
10. Select the check box to receive the SMS Notifications.
11. Enter fax country code, phone number, and extension number.
12. Enter email address and company name.

Registration Previous Next

Enter your company information.

User Name *	Password *	Confirm Password *
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
Title	First Name *	Last Name *
<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>
Main Country Code	Main Phone Number *	Extension
<input type="text" value="7"/> Qe	<input type="text" value="8"/>	
Mobile Country Code	Phone Number	<input type="checkbox"/> Sms Enabled 10
<input type="text" value="9"/> Qe	<input type="text" value="11"/>	
Fax Country Code	Phone Number	Extension
<input type="text" value="11"/> Qe	<input type="text" value="11"/>	
Email Address *	Company Name *	
<input type="text" value="12"/>		

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13. Select tax ID type (required for invoice payment).
 14. Enter nine-digit tax ID (required for invoice payment),
 15. Attach Tax certification (W9) (required for invoice payment),
 16. Select the VAT registration country, if applicable.
 17. Enter the VAT registration number, if applicable.
 18. Select the country.
- Note:** The **Mailing Address** fields appear after you tab away from the field.
19. Complete the address fields that appear in the **Mailing Address** section (required).
 20. Select the **Check if Remit to Address Is The Same As Mailing Address** checkbox, if applicable.
- Note:** The **Remit to information** section disappears once you select the checkbox.
21. Complete the address fields that appear in the **Remit to information** section, if the **Check if Remit to Address Is The Same As Mailing Address** checkbox, is checked (required).
 22. Enter the Dun & Bradstreet information.
 23. Select a business type.
 24. Enter a name in the **Doing Business As** field, if necessary.
 25. Enter the website link.
 26. Click the **Accept Terms and Conditions as Shown Below** checkbox.

The screenshot shows a web form with the following fields and elements:

- Tax ID Type ***: Input field with value **13**.
- Tax ID ***: Input field with value **14**.
- Attach Tax certification**: File upload field with value **15**. A note to the right states: *Either tax ID or VAT registration number is required **
- VAT Registration Country ***: Input field with value **16**.
- VAT registration number ***: Input field with value **17**.
- Mailing Address** section:
 - Country**: Input field with value **18**.
 - Check If Remit To Address Is The Same As Mailing Address** **20**
- Dun & Bradstreet**: Input field with value **22**.
- Business Type**: Dropdown menu with value **23**.
- Doing Business As**: Input field with value **24**.
- Website**: Input field with value **25**. A note to the right states: *Enter http:// When adding Website*
- Accept Terms and Conditions as Shown Below** **26**

Below the form, there is a disclaimer text:

You agree not to interrupt or attempt to interrupt the operation of the Portal in any way or to attempt to gain unauthorized access to the Portal or any portion thereof, using the identity generated through this Portal.
You agree that you will not use the Portal in any manner that could damage, disable, overburden, or impair it or interfere with PPL or any other party's use and enjoyment of the Portal.

Click **Next** to access the **Banking Information** tab.

Banking Information

Bank Information for Company section

1. Enter the bank routing or ABA number.
2. Enter bank account number
3. Select a bank account type
4. Enter bank currency (enter USD for American currency)
5. Select Routing Number

Bank Information

Previous Next

Enter information about banks and bank accounts.

Bank Information For Company

Country
USA

Bank Entity Bank Name

Bank Account Number

Bank Account Type ▼

Bank Currency

Cross Border Identifier ▼

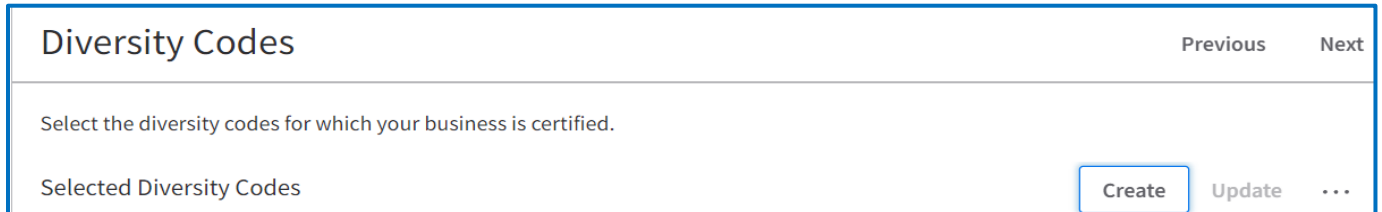
Swift ID

6. Click **Next** to access the **Diversity Code** tab.

Diversity Codes

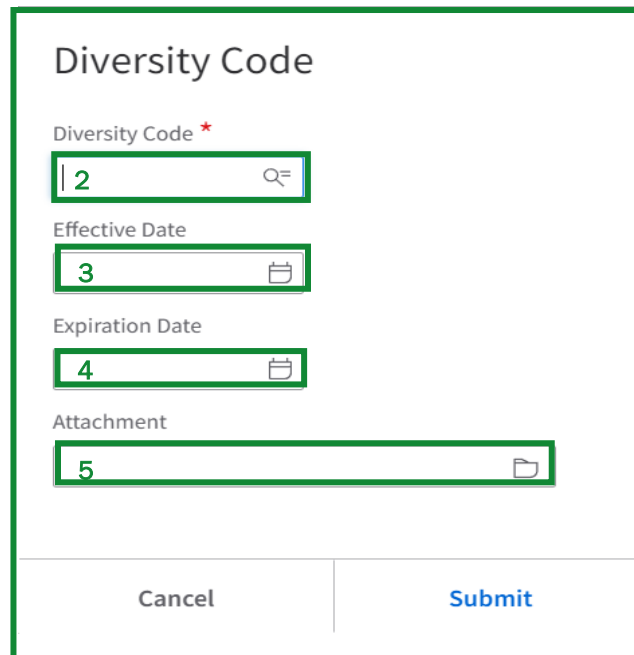
PPL requires that diverse-owned businesses acquire third-party certification to be a part of our supplier diversity program.

1. Click **Create** to open the **Diversity Code** window.



The screenshot shows a web interface titled "Diversity Codes". At the top right, there are "Previous" and "Next" navigation links. Below the title, there is a text instruction: "Select the diversity codes for which your business is certified." Underneath this, there is a section labeled "Selected Diversity Codes" which is currently empty. To the right of this section, there are three buttons: "Create" (highlighted with a blue border), "Update", and a three-dot menu icon.

2. Select diversity code.
3. Select effective date of current 3rd Party Certification.
4. Select expiration date of current 3rd Party Certification.
5. Attach current 3rd Party Certificate.
6. Click **Submit**.



The screenshot shows a "Diversity Code" form. It has four main sections, each with a green border around its input field:

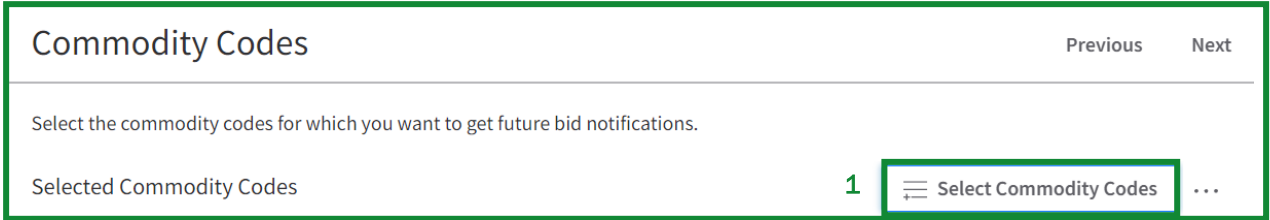
- Diversity Code ***: A text input field containing the number "2".
- Effective Date**: A date picker input field containing the number "3".
- Expiration Date**: A date picker input field containing the number "4".
- Attachment**: A file upload input field containing the number "5".

At the bottom of the form, there are two buttons: "Cancel" and "Submit".

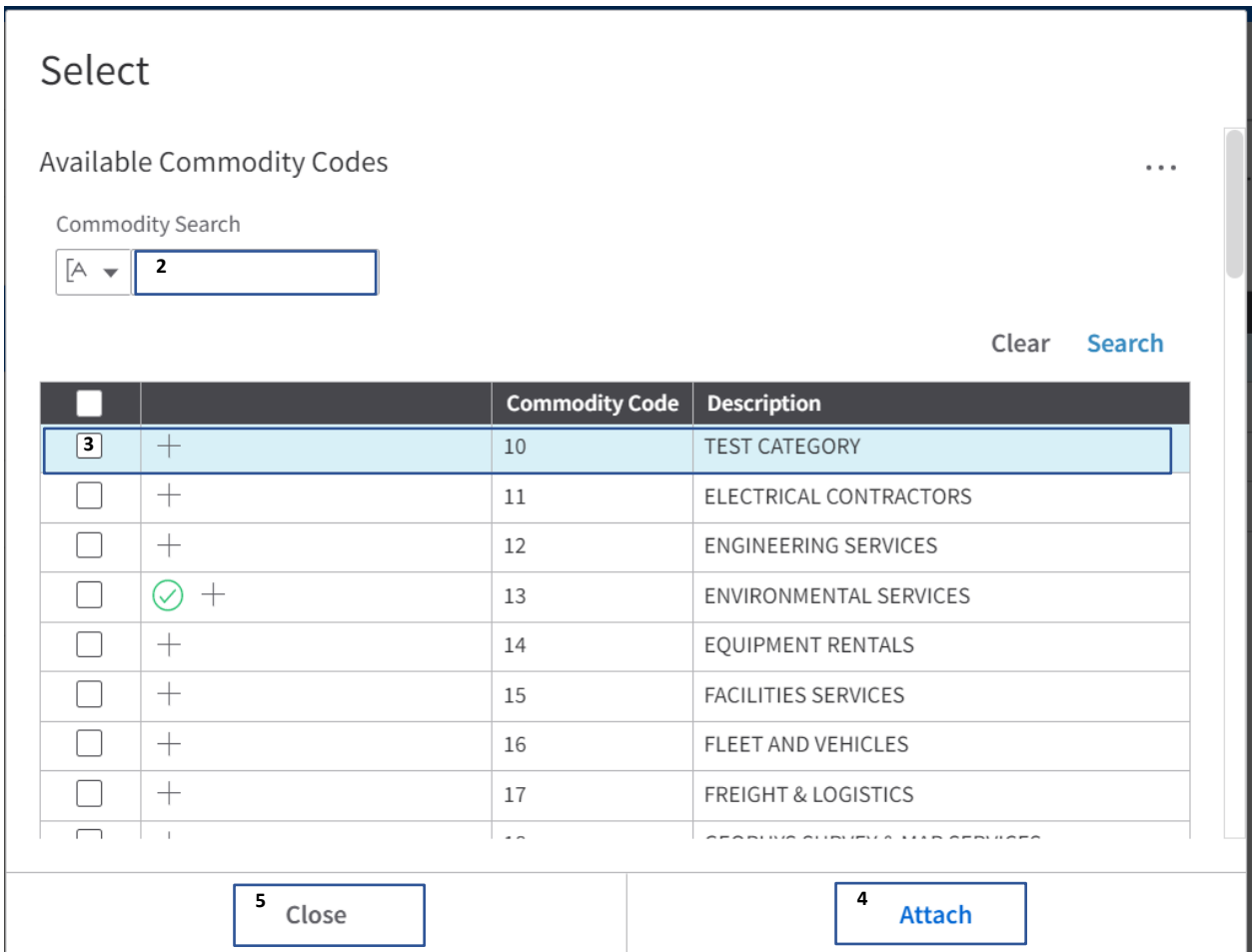
Click **Next** to access the **Commodity Codes** tab.

Commodity Codes

1. Click **Select Commodity Codes**.



2. Select a commodity code from the **Available Commodity Codes** list (required)
Note: You can search for the commodity code using the **Commodity Search** field.
3. Click the checkbox for the commodity code,
Note: Click the plus sign to expand the commodity code for more specific choices.
4. Click **Attach**.
5. Click **Close** to exit from the **Available Commodity Code** window.



<input type="checkbox"/>	+	Commodity Code	Description
<input checked="" type="checkbox"/>	+	10	TEST CATEGORY
<input type="checkbox"/>	+	11	ELECTRICAL CONTRACTORS
<input type="checkbox"/>	+	12	ENGINEERING SERVICES
<input checked="" type="checkbox"/>	+	13	ENVIRONMENTAL SERVICES
<input type="checkbox"/>	+	14	EQUIPMENT RENTALS
<input type="checkbox"/>	+	15	FACILITIES SERVICES
<input type="checkbox"/>	+	16	FLEET AND VEHICLES
<input type="checkbox"/>	+	17	FREIGHT & LOGISTICS
<input type="checkbox"/>	+	18	GEARING SERVICES AND SERVICES

Click **Next** to access the **Certifications** tab.

Certifications

This section is required. Use the steps below.

1. Click **Create**.
Note: The **Certification** window displays.

Certification

Supplier Name
2424 : Bee Trained

Contact

Certification Code *

Effective Date * Expiration Date *

Attachment

Active

2. Select contact
3. Select certification code (TCERT).
4. Select effective date.
5. Select expiration date.
6. Add attachment (W9).
7. Click **Submit**.

Proxy Notifications

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**.

Proxy Notifications Previous Next

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Proxy Notifications for Tina Doke with PPL 1 6

<input type="checkbox"/>	First Name	Last Name	Email Address	Receive Notifications?
<input type="checkbox"/>	2	3	4	5 No