



# SUPPLIER PORTAL USER GUIDE

## Submitting a Bid

### Abstract

This job aide will show you how to submit a bid to a Request for an Event.

PPL Supplier Enablement Team  
[Email address]

Table of Contents

Overview ..... 2

Submitting a Bid..... 2



## Overview

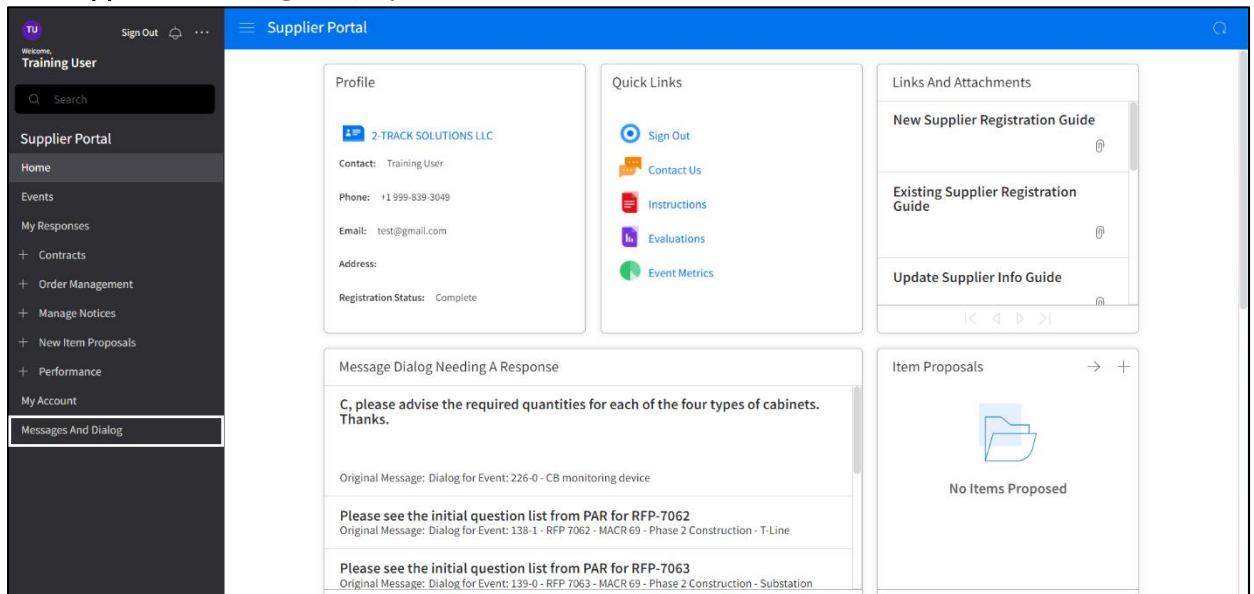
Infor serves as the modern solution for work management, contract, and invoice processing. This document is intended to provide you with a step-by-step guidance on how submit a bid to a Request for an Event.

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

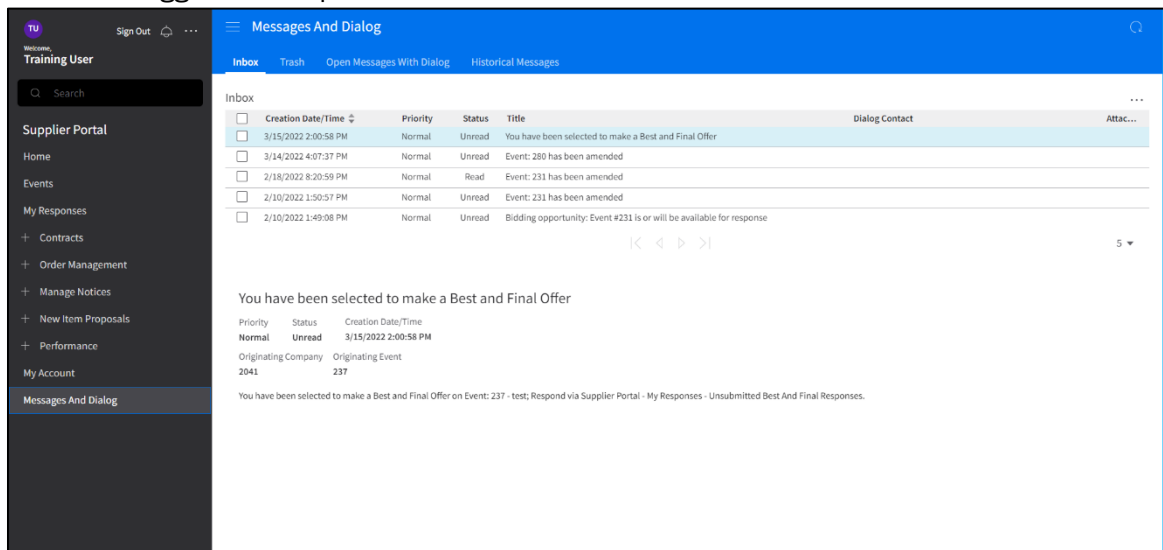
- Submit a bid

## Submitting a Bid

1. Enter the Username and Password and click the **Sign On** button. The **Supplier Portal** page displays.



2. Click **Messages and Dialog**. The **Messages and Dialog** page appears. **Note:** If you don't see the left menu, click the three-line menu toggle in the top-left corner.



3. Select the event.

Details about the Event display and buttons appear above the list of Events.

The screenshot shows the 'Messages And Dialog' page. On the left is a navigation sidebar with 'Events' selected. The main area displays an inbox table with the following data:

Creation Date/Time	Priority	Status	Title
3/15/2022 2:00:58 PM	Normal	Unread	You have been selected to make a Best and Final Offer
3/14/2022 4:07:37 PM	Normal	Unread	Event: 280 has been amended
2/18/2022 8:20:59 PM	Normal	Read	Event: 231 has been amended
2/10/2022 1:50:57 PM	Normal	Unread	Event: 231 has been amended
2/10/2022 1:49:08 PM	Normal	Unread	Bidding opportunity: Event #231 is or will be available for response

The selected message is expanded to show details for 'Bidding opportunity: Event #231 is or will be available for response'. The details include: Priority: Normal, Status: Unread, Creation Date/Time: 2/10/2022 1:49:08 PM, Originating Event: 2041, and a description of the event.

4. Click **Mark as Read**.

This will notify the Buyer that you have seen the Event.

5. Click **Events**.

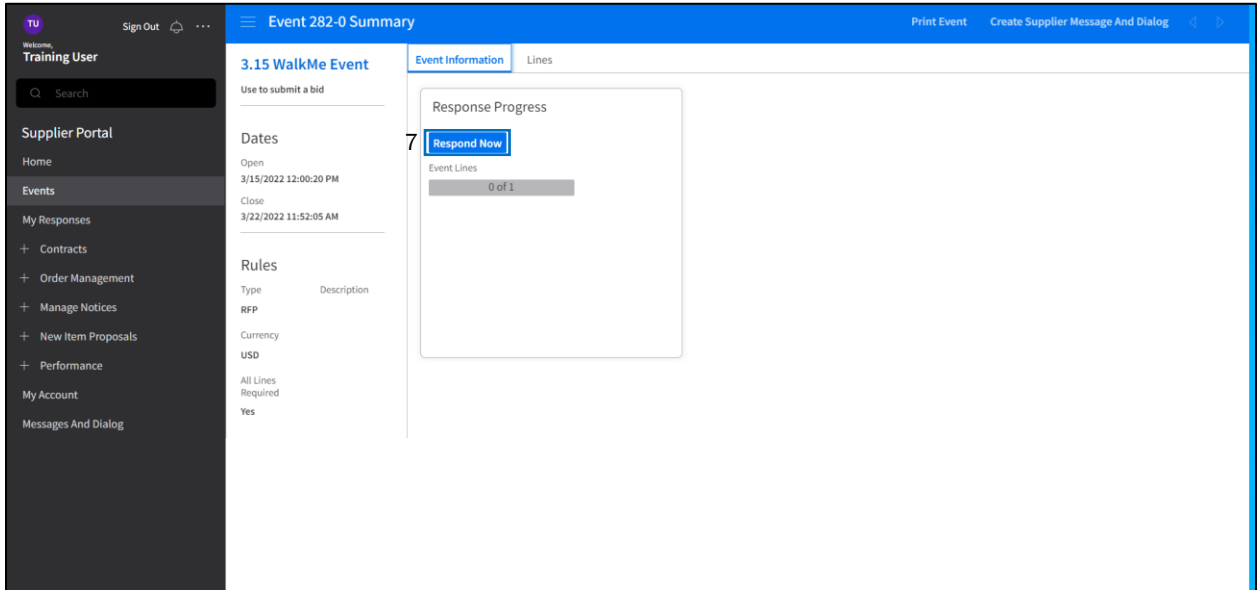
The **Events** page displays.

The screenshot shows the 'Events' page. The main area displays a table of 'Open Events' with the following data:

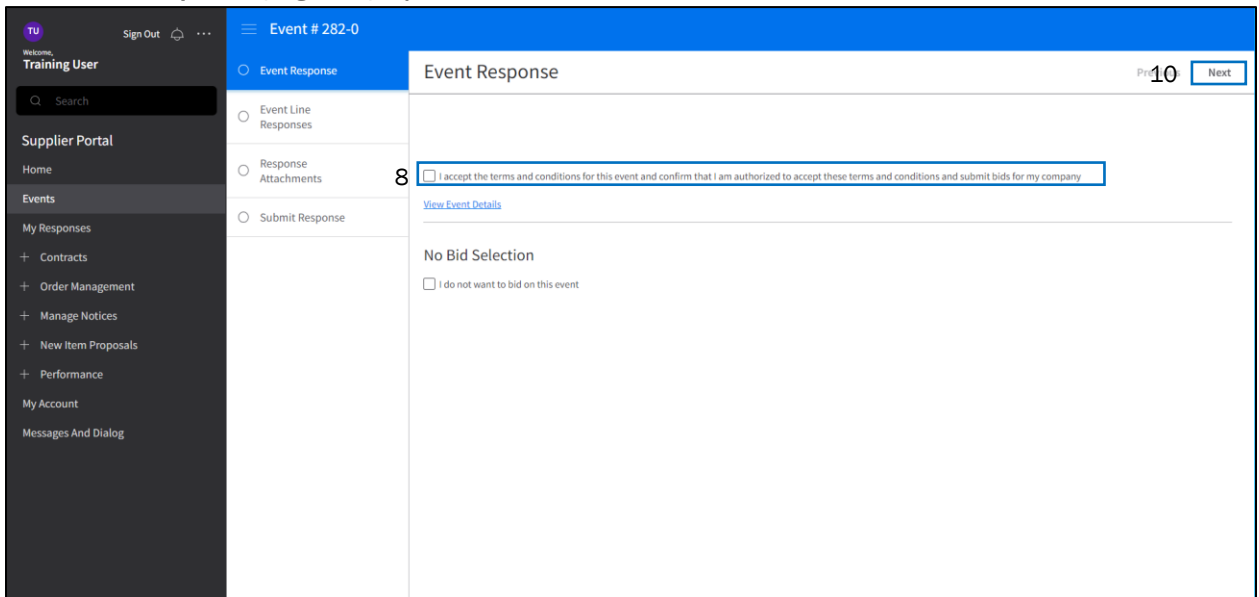
Category	Sub Cate...	Type	Open Date	Close Date	Currency
3.15 WalkMe Event		RFP	3/15/2022 12:00:20 PM	3/22/2022 11:52:05 AM	USD

The event details for '3.15 WalkMe Event' are shown below the table, including the event ID 'Event: 282-0' and a 'Respond Now' button.

6. Double-click on the Event.  
The **Event Summary** page displays

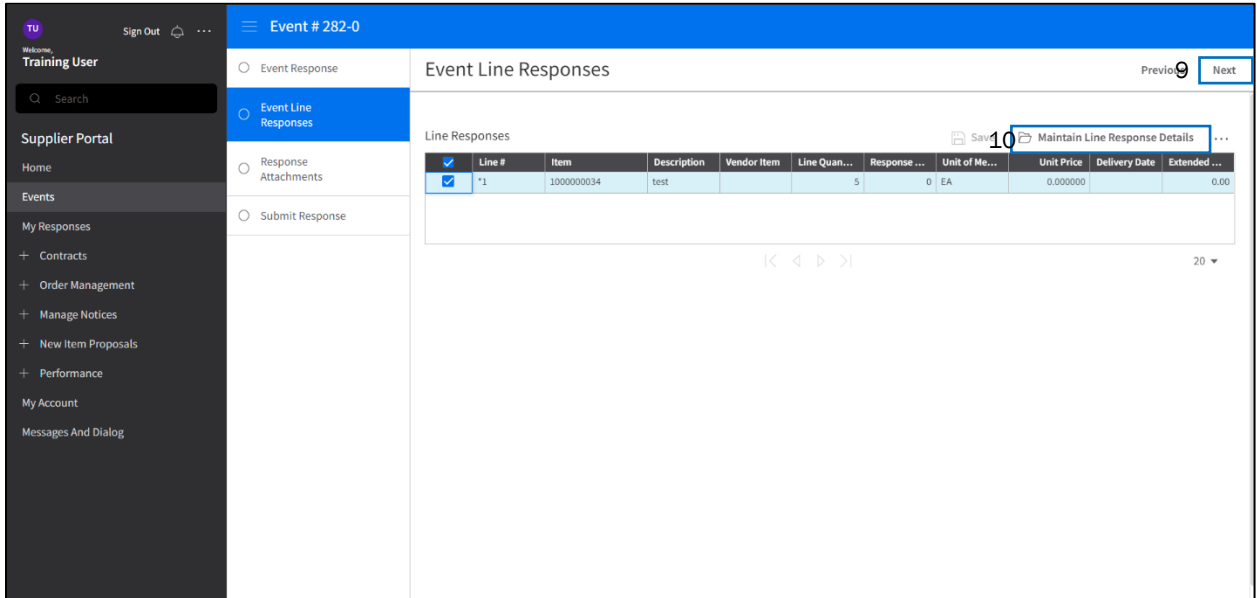


7. Click on the **Respond Now** button.  
The **Event Response** page displays.

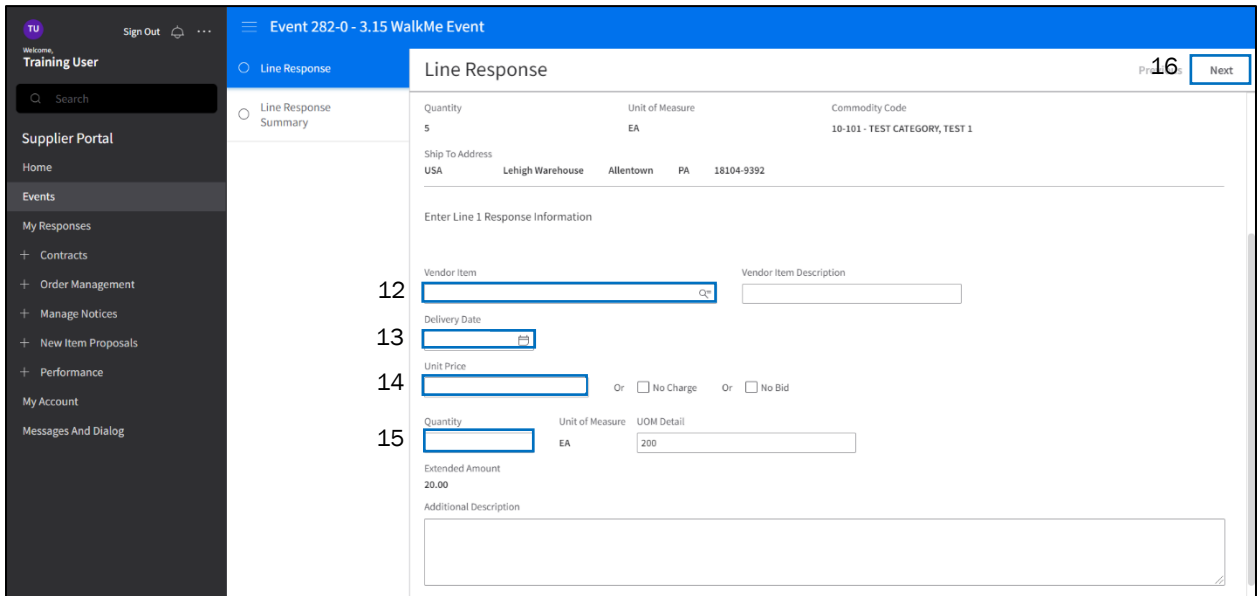


8. Click the **I accept the terms and conditions for this event, and I confirm that I am authorized to accept these terms and conditions and submit bids for my company** checkbox.

9. Click **Next**.  
The **Event Line Responses** tab displays.



10. Select a line item.
11. Click **Maintain Line Response Detail** button.  
The **Line Response** tab displays.



12. Enter your User ID in the **Vendor Item** field.
13. Enter the delivery date in the **Delivery Date** field
14. Enter the quantity value in the **Quantity** Field. (this should be step 15)
15. Enter the unit price in the **Unit Price** field. (this should be step 14)

16. Click **Next**

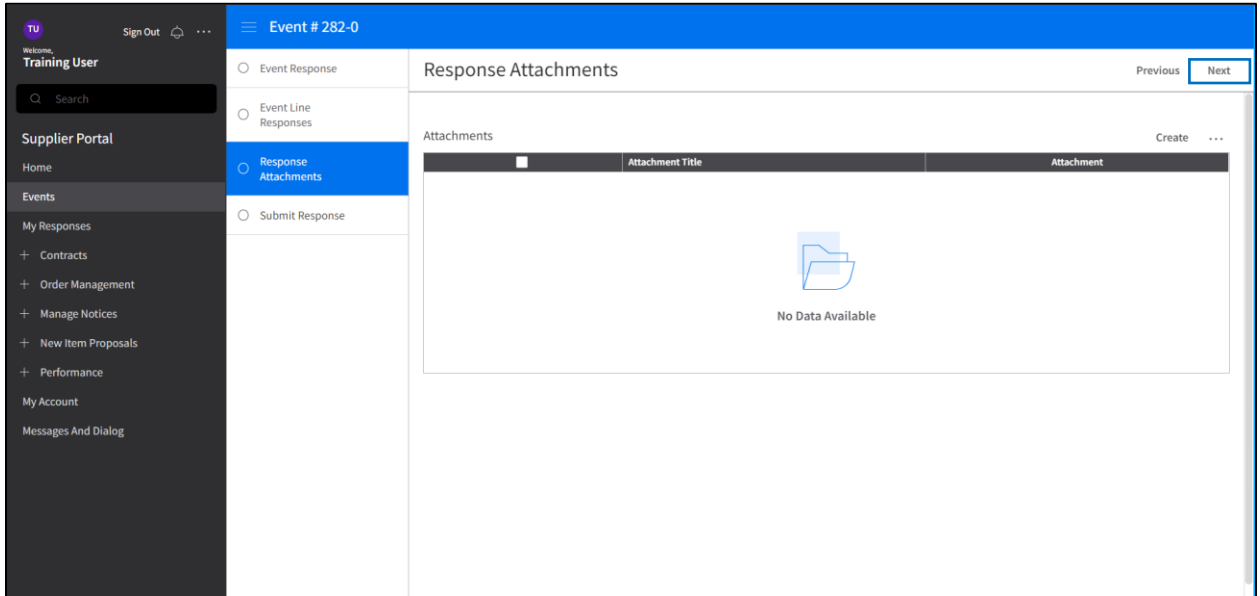
The **Line Response Summary** page displays. The message “Create Completed Successfully. Sourcing Event Line Response Created.” briefly appears.

17

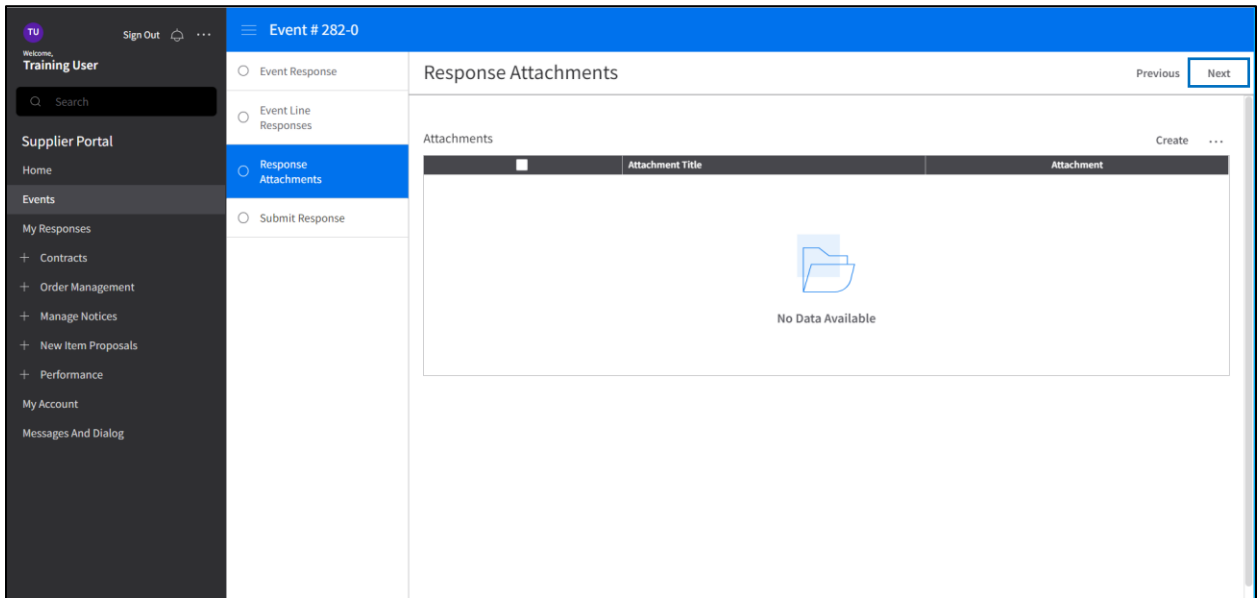
17. Click **Finish**.

You are returned to the **Event Line Responses** tab.

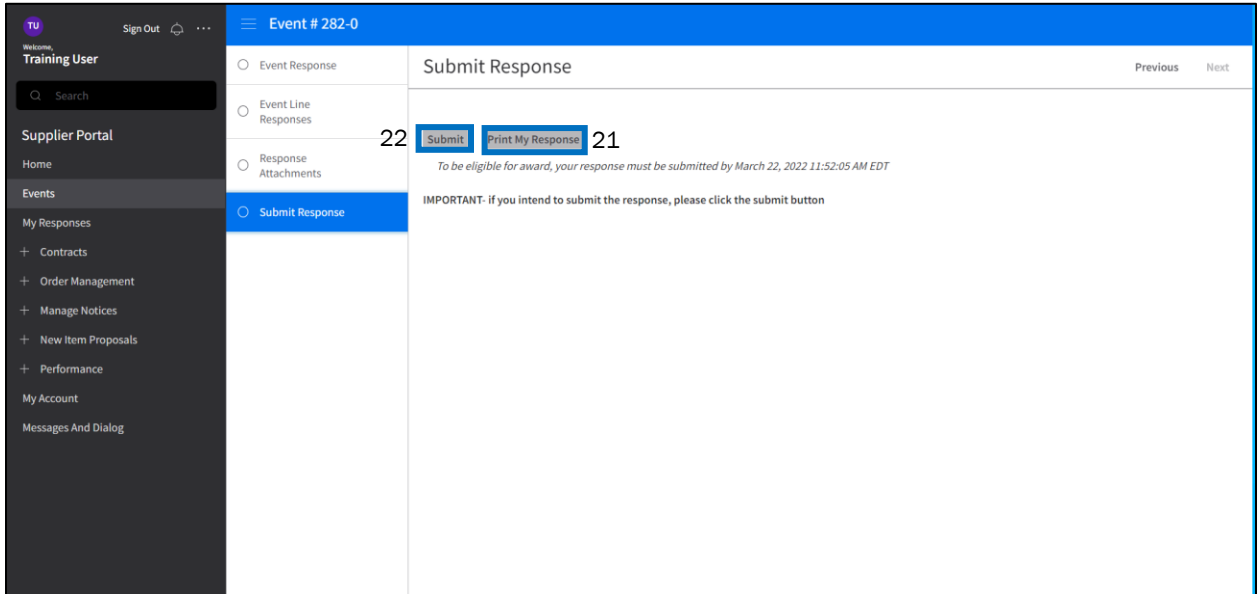
- 18. Click Next  
Question Responses page appears.



- 19. Click Next.  
Responses Attachments page displays



- 20. Click **Next**.  
**Submit Response** displays.



- 21. Click **Print My Response** to view a PDF. Close the PDF
- 22. Click **Submit**

