



PURCHASING SERVICES

Purchasing services in MyAccount is SUPER EASY!!!!

- The CLE adds the vendor's information in MyAccount
- PPL emails the vendor MyAccount set-up information
- The Vendor uploads Form W9 and electronic deposit information in MyAccount
- The vendor completes the invoice directly in MyAccount
- The vendor uploads a receipt, estimate, etc. in MyAccount
- The CLE must approve the invoice before payment is issued.

Payment is sent to the vendor directly or the CLE receives a paper check made out to the vendor for payment.

NO MORE FAXING, EMAILING OR PAPER!!!!