

# London Borough of Newham Guide for Registering as a Supplier to the Council

The purpose of this guide is to provide suppliers with details in how they register as a supplier on the Councils supplier portal.

The process is in 2 parts, the initial registration as a Prospective Supplier and if agreed by the Council the supplier being promoted to Spend Authorised.

As a prospective supplier, suppliers are able to view and respond to tender opportunities but cannot receive purchase orders or be paid by the Council. To receive purchase orders or be paid as a supplier they need to be promoted to Spend Authorised. The process of promoting a supplier to Spend Authorised can depend on a number of factors but typically these are:

- a supplier successfully being awarded a contract
- the Council selecting to do business with a supplier, typically for low value purchase orders

To register as a prospective supplier there are 7 steps as shown below in part 1 of this guide. Please ensure you complete each section, failure to do so may delay the process of supplier registration process.

If the Council requires the supplier to be promoted to spend authorised, the Council will initiate this process and email the supplier confirmation of this being actioned, to complete the supplier registration please complete the steps in part 2 of this guide.

# Part 1 – Register as a Prospective Supplier

As this is an on-line registration process suppliers must click on the link below to begin registration process:

https://elyq.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=30000002089 195

Note – Please use Google Chrome as your browser to access this portal. As Oracle Fusion is a cloud based application, other browsers may have limited function. If google chrome is not your default browser, you can copy and paste the link to google chrome.

#### Step 1 – Company Details

In this section add your core details plus additional information relating to business type.



Select the drop-down Tax Organisation type and select from the options the type that best describes your organisation.

|  |  | (1) - (2) - (3) - (4) - (3) - (6) - (7)  |                               |                                   |  |
|--|--|--|-------------------------------|-----------------------------------|--|
|  |  | Company Contacts Addresses Business Products and Questionnaire Nevlew<br>Details Caselfications Services |                               |                                   |  |
| Register Supplier: Company Details   |  | Undana Custericatione Services   |                               |                                   | gast Negt Save for Later Register Cancel |
| Enter a value for at least one of these fields: D-U-N-S Number, Taipayer ID, or Ta | x Registration Number.                     |  |                               |                                   |  |
| * Company  | new supplier                               |  | **D-U-N-S Number              |                                   |  |
| * Tax Organization Type  | Corporation                                |  | Tax Country                   |                                   |  |
| Supplier Tipe  | COMMERCIAL SUPPLIER                        |  | Taxpayer ID                   |                                   |  |
| Corporate Web Site   | Public Sector                              | **JAT Re   | egistration Number            |                                   |  |
| Attachments  |  | 50 Texas   | Salar Erlen The Differ I      | umber or the VAT Registration N   | -  |
| Phone interna  | COMMERCIAL SUPPLIER                        | The VA   | AT Registration Number Should | begin with 'G8' followed by 9 dig | ts. For example: G8123456789             |
|  | INDIVIDUALS                                |  | Note to Approver              |                                   |  |
|  | LEGAL SERVICES<br>LOCAL AUTHORITY SERVICES |  | NOTE TO ADDIONE               |                                   |  |
|  | VOLUNTARY ORGANISATION                     |  |                               |                                   |  |
|  | NON COMMERCIAL SUPPLIER                    |  |                               | ,±Ξ                               |  |
| Additional Informat  | PUBLIC CORPORATION                         |  |                               |                                   |  |
| Additional Informat  | REFUNDS                                    |  |                               |                                   |  |
| Remarka  | VENDOR                                     | Involcing Met  | thod Suppler Portal           |                                   |  |
|  | CENTRALIGOVERNMENT DEPARTMENTS             | 1.000  | CONSIGNATION .                |                                   |  |
| Business Type  | NHS BODIES                                 |  | CIS 🗸                         |                                   |  |
| Your Contact Informati   |  |  |                               |                                   |  |
| Enter the contact information for communications regarding this registration.      |  |  |                               |                                   |  |
|  |  |  |                               |                                   |  |
| * First Name   |  |  |                               |                                   |  |
| * Last Name  |  |  |                               |                                   |  |
| * Email  | 0  |  |                               |                                   |  |
| * Confirm Email  |  |  |                               |                                   |  |

Select the drop-down Supplier Type and select from the options the type that best describes your organisation.

|   |                       |   | Com | pany Contacts | Addresses Businese<br>Classificati | Procucts and Questionnaire<br>Services | Reien   |  |   |                             |
|---|-----------------------|---|-----|---------------|------------------------------------|--|---|--|---|-----------------------------|
| legister Supplier: Company Details  |                       |   |     |               |                                    |  |   |  | Each Negt Save fo                                       | r Later Register <u>C</u> a |
| nter a value for at least one of these Selds: O-U-N-S Number, Toppayer ID, or T                   | a Registration Number |   |     |               |                                    |  |   |  |   | 1                           |
| * Company   | nev supplier          |   |     |               |                                    |  | PD-11-N-3 Number  |  |   |                             |
| * Tak Organization Type   | Сориайи               | ~ |     |               |                                    |  | Tax County  | •  |   |                             |
| Supplier T/pr   | COMMERCIAL SUPPLIE    | ۹ | ~   |               |                                    |  | Taxpawr ID  |  |   |                             |
| Corporate Web Site  |                       |   |     |               |                                    |  | -WT Registration Number                                       |  |   |                             |
| Attennisht  | nore +                |   |     |               |                                    |  | ** Please Enter Bither The D-U<br>The V&T Registration Number | MAS Number or the VAT Regis<br>Should begin with "GB" followed | trelion Numbe.<br>Iby 9 digts. For exemple: G3123456789 |                             |
| Additional Informat   |                       |   |     |               |                                    |  |   | Involcing  |   |                             |
| Romanic   |                       |   |     |               |                                    |  | Involcing Method Suppler Pote                                 | Method   |   |                             |
| Business Type   | *                     |   |     |               |                                    |  | CIS 🗸   |  |   |                             |
| Your Contact Informati<br>Sile Be ontact Information to committations regarding the registration. |                       |   |     |               |                                    |  |   |  |   |                             |
|   |                       |   |     |               |                                    |  |   |  |   |                             |
| * First Name  |                       |   |     |               |                                    |  |   |  |   |                             |
| * First Mama<br>* Lost Nama   |                       |   |     |               |                                    |  |   |  |   |                             |
|   |                       | 0 |     |               |                                    |  |   |  |   |                             |

Add either your DUNS number or your VAT registration number as instructed, note – if the system recognises that either number has already been used you will not be able to proceed as an account already exists for your organisation.

If you do not have a VAT or DUNS number you can register on the system by adding a random/mixed group of numbers as your DUNS number.

|   |  |                        | 0 - (                 | 2-3             | -()-()                                | <u>s</u> – <u>s</u> –              | - (7)  |   |  |  |                      |                       |
|---|--|------------------------|-----------------------|-----------------|---------------------------------------|------------------------------------|--|---|--|--|----------------------|-----------------------|
|   |  |                        | Company Co<br>Details | ntacts Addresse | 6 Business Proc<br>Classifications Se | tucts and Questionnaire<br>ervices | Review   |   |  |  |                      |                       |
| Register Supplier: Company I  | Details  |                        |                       |                 |                                       |                                    |  |   |  | Back No.                               | t Save for Later Rej | jister <u>C</u> encel |
| Enter a value for at least one of these fields: D-U-N                         | I-S Number, Taipayer ID, or Tai Registration 1 | lumber.                |                       |                 |                                       |                                    |  |   |  |  |                      |                       |
|   | * Company new supplier                         |                        |                       |                 |                                       |                                    | *D-U-N-S NU                                    | mber  |  |  |                      |                       |
|   | * Tax Organization Type Corporation            | ~                      |                       |                 |                                       |                                    | Tax Co   | untry                                       |  |  |                      |                       |
|   | Supplier Type COMMERCI                         | AL SUPPLIER            |                       |                 |                                       |                                    | Тахра  | yer ID                                      |  |  |                      |                       |
|   | Contractor                                     | Contractor             |                       |                 |                                       |                                    | -44T Registration Nu                           | mber  |  |  |                      |                       |
|   |  |                        |                       |                 |                                       |                                    | ** Please Enter Stills<br>The VAT Registration | r The D-U-N-S Number<br>Number Should begin | or the VAT Registrati<br>with 'G8' followed by | on Number.<br>9 digts. For exemple: Gt | 1123456789           |                       |
|   | Consultant                                     | Consultant             |                       |                 |                                       |                                    | Note to App                                    | rover                                       |  |  |                      |                       |
|   | Contractor                                     | Contractor             |                       |                 |                                       |                                    |  |   |  |  |                      |                       |
|   | Limited Company PLC                            | Limited Company/PLC    |                       |                 |                                       |                                    |  |   | .11  |  |                      |                       |
| Additional Informat   | Other<br>Self-Employed                         | Other<br>Self-Employed |                       |                 |                                       |                                    |  |   |  |  |                      |                       |
|   | Remarka Search                                 |                        |                       |                 |                                       |                                    | invoicing Method Supple                        | r Portal                                    |  |  |                      |                       |
| Bue   | ness Type Contractor 👻                         |                        |                       |                 |                                       |                                    | CIS  | 7   |  |  |                      |                       |
|   |  |                        |                       |                 |                                       |                                    | , Au   | uped .                                      |  |  |                      |                       |
| Your Contact Informati<br>Enter the contact information for communications in | egarding this registration.                    |                        |                       |                 |                                       |                                    |  |   |  |  |                      |                       |
|   | * First Name                                   |                        |                       |                 |                                       |                                    |  |   |  |  |                      |                       |
|   | * Last Name                                    |                        |                       |                 |                                       |                                    |  |   |  |  |                      |                       |
|   | * Email  | 0                      |                       |                 |                                       |                                    |  |   |  |  |                      |                       |
|   | * Confirm Email                                |                        |                       |                 |                                       |                                    |  |   |  |  |                      |                       |

Select the drop-down Business Type and select from the options the type that best describes your organisation.

|  | (1) $(2)$ $(3)$ $(4)$ $(5)$ $(6)$ $(7)$  |
|--|--|
|  | Company Contacts Addresses Business Products and Questionnaire Review<br>Details Classifications Services  |
| Register Supplier: Company Details   | Back Negt Save for Later Register Cancel   |
| Enter a value for at least one of these fields. D-U-N-S Number, Taipayer ID, or Tax Registration Number.                   |  |
| * Company new supplier   |  |
| * Tax Organization Type Corporation  | Tax County   |
| Suppler Type COMMERCIAL SUPPLER  | Taxpayer /D  |
| Corporate Web Site   | +-\LT Registration Number  |
| Atlactments Nove +   | ** Rease Bole: Stree: The D-U-H3 Stunder or the VIXT Registration Hamber.<br>The VIXT Registration Number 20x02 Regime that Q2 Februards by 5 digits. For examples: Q3123400109<br>Notes to Approver |
| Additional Informat  |  |
|  |  |
| Buennes type Contractor   Vour Contact Informatio Ever the contact information for communications regarding the regulation | Cital<br>Ribbith Rubith<br>Suppler Portal<br>Search  |
| * First Name * Last Name   |  |

Select the drop-down Invoicing Method and select from the options how you will submit your invoices – note the Councils preferred method is via the supplier portal, the reference to Ricoh is the scanning option.

|  |                     |     | 0                  | (z) —      | (3) - (4)        | $- \odot - \odot -$ | - 7   |  |  |
|--|---------------------|-----|--------------------|------------|------------------|---------------------|---|--|--|
|  |                     |     | Company<br>Details | Contacts A | kódresses Busine |                     | -   |  |  |
| Register Supplier: Company Details   |                     |     | Linkase            |            | Cidocina         | anie Germee         |   |  | Back Negt tave for Later Register Cancel         |
| Filter a value for at least one of these fains: D-U-U-S Number, Tayloyer ID, or Ta | Registrator Number  |     |                    |            |                  |                     |   |  |  |
| * Company  | nev supplier        |     |                    |            |                  |                     | MD-H-N-S Number   |  |  |
| * Tax Organization Trov  | Cupitalia           | ~   |                    |            |                  |                     | Tas County  | •  |  |
| Supplier T/pe  | COMMERCIAL SUPPLIER | ~   |                    |            |                  |                     | Taxpayer ID   |  |  |
| Corporate Web Site   |                     |     |                    |            |                  |                     | ⊷WT Registration Number                                   |  |  |
| attacmments  | nore +              |     |                    |            |                  |                     | ** Please Enter Stifer The C<br>The VAT Registration Numb | NUNS lamber or the VAT Registration<br>ar Should begin with "GS" followed by t | an Number.<br>9 digits: For example: G3123466789 |
|  |                     |     |                    |            |                  |                     | Note to Approver  |  |  |
|  |                     |     |                    |            |                  |                     |   |  |  |
| Additional Informat.   |                     |     |                    |            |                  |                     |   |  |  |
| Romaries   |                     |     |                    |            |                  |                     | Isvoicing Method SupplerPort                              | us •   |  |
| Business Type Contractor   |                     |     |                    |            |                  |                     | CIS NC 🗸  |  |  |
| Your Contact Informati   |                     |     |                    |            |                  |                     | NO  |  |  |
| Enter the contact information for communications regarding this registration.      |                     |     |                    |            |                  |                     | Yes   |  |  |
| * First hame   |                     |     |                    |            |                  |                     |   | 1.0  |  |
| * ListName   |                     |     |                    |            |                  |                     |   |  |  |
|  |                     | 57  |                    |            |                  |                     |   |  |  |
| * Enal   |                     | -)) |                    |            |                  |                     |   |  |  |

Select the drop-down and answer if you are a registered Construction Industry Scheme (CIS) supplier.

|  |           | Company Contacts | - (3) - (4) - (5) -<br>Addresses Business Products and | - (0) (7)<br>Questionnaire Beview           |   |  |                         |
|--|-----------|------------------|--|---|---|--|-------------------------|
| Register Supplier: Company Details   |           | Details          | Classifications Services                               | Surveyord Carlos Harrison                   |   | Back Net tave for Later  | Register <u>C</u> ancel |
| Friter a value for at least one of these fields: G-U-N-S Number, Dopayer ID, or Tax Registra | In Numer  |                  |  |   |   |  |                         |
| Company  |           |                  |  | **D-11-4-3 N                                | unber   |  |                         |
| * Tas. Organization Tipe   | ~         |                  |  | Tal O                                       | uunky 🔹   |  |                         |
| Sappiler Type  | ~         |                  |  | Тахр  | CI WR   |  |                         |
| Corporate Web Site   |           |                  |  | -WIT Registration N                         | uraber  |  |                         |
| attachments none +   |           |                  |  | ** Please Enter Stri<br>The VAT Registratio | er The D-U-N-S Number or the VAT<br>in Number Should begin with "GB" fo | Registration Number.<br>Invest by 9 digits. For example: G8113466789 |                         |
|  |           |                  |  | Note to App                                 | DTOWNT  |  |                         |
| Additional Information   |           |                  |  |   |   |  |                         |
| Romarius   |           |                  |  | Inquic borteM gnipleval                     | erPots •  |  |                         |
| Business Type  |           |                  |  | CIS   | ~   |  |                         |
| Your Contact Information   |           |                  |  |   |   |  |                         |
| * First Name   |           |                  |  |   |   |  |                         |
| * Lost Name  |           |                  |  |   |   |  |                         |
| * Enal   | 0         |                  |  |   |   |  |                         |
|  | <i>CI</i> |                  |  |   |   |  |                         |
| * Confirm Enall  |           |                  |  |   |   |  |                         |
|  |           |                  |  |   |   |  |                         |
| Provide your details   | 6         |                  |  |   |   |  |                         |

Click next to continue

#### Step 2 – Contacts

In this section you can add addition contacts for your organisation.

| Rogistor Supplion: Contacts<br>Menutation contest<br>Actors + Ver + Tomz + ∳-Cente / Edi 32 Deets ⊜Tenses ⊨) Deten ⊲ Unio | Company Costacts<br>Details | <br>- (a) - (b) - (7)<br>Procude and Questionnaire Revex<br>s Senates |            |             | 344                       | Negt Save for La | our Regist | br <u>C</u> ancel |
|---|-----------------------------|---|------------|-------------|---------------------------|------------------|------------|-------------------|
| Rame  |                             |   | Job I tile | Email       | Admin strative<br>Contact | Request User     | Edi:       | Velete            |
| wells, tech   |                             |   |            | mekgrimuuuk |                           |                  | 1          | ×                 |

Click create to create another user account, the account shown was created in step 1

|  | -   | <u></u>               | <b>6</b> - 3 - 4 -    | () — () | $-\infty$ | - |                          |                         |            |       |
|--|---|-----------------------|-----------------------|---------|-----------|---|--------------------------|-------------------------|------------|-------|
|  | Create Contact  |                       |                       |         |           |   |                          |                         |            |       |
| egister Supplier. Contacts   | Saintation  |                       | Photes                | •       |           |   | <u>∃</u> eck             | vieçt Save for La       | ner Rogste | 1 ge  |
| a diversion conduct<br>Sams + Vev + Format + 🔶 Create 🥒 Editi 🗶 Deete 🗐 Format | * First Nario   |                       | Mobile                | •       |           |   |                          |                         |            |       |
| нате   | MINUN Rai m   |                       | F 81.<br>* Frank      | •       |           |   | Lemin chroixe<br>Control | Regiset Hear<br>Joanunt | EDE        | Weier |
| er Mit mak   | Job Trae  |                       | Pital                 |         |           | - |                          |                         | 1          | ×     |
| dunns Hiddet (   | 2   | Deinor stitleterintek |                       |         |           |   |                          |                         |            |       |
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|  | TO GENERAL MACHINE  |                       |                       |         |           |   |                          |                         |            |       |
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|  |   |                       |                       |         |           |   |                          |                         |            |       |

Complete section and click ok – note you can repeat this step to add additional contacts as required.

Click next to continue to next step.

## Step 3 – Create Supplier Address

In this section you can the address for your organisation.



#### Click create

|  | Create Address   | 0 - 0 - 0 - 0   |   |
|--|--|---|---|
| Register Supplier: Addresses Addres Ver + Fond + Ceste 200 Devis 201 Address Name Address No deto dipaj Columna intese 3 | Address Kanne     * County United Ringdom     * County United Ringdom     * County United Ringdom     * Address Line 1     Address Line 2     Address Line 2     Address Line 2     Address County     * Postoco      Address County     * Postoco      Address Verson Ringdom     Beatter countor that as associated that Sciences      Address Verson Ringdom     Rest Ringdom     * County     * Postoco      * Address Verson Ringdom     * County     * Postoco      * Address Verson Ringdom     * County     * Postoco      * Address Verson Ringdom     * County     * Postoco      * Postoco      * County     * Postoco      * Postoco      * County     * Postoco      * County | * Judnes Purpoe   ordering<br>  ment to<br>  MrCor Roarg<br>  Phone 44            | Base     Base     Base     Denote       Address Purpose     Edit     Delete |
|  | Name<br>No data tridina<br>Columna Hodein 4  | Job Title Email Administrative User Account<br>Contact<br>Credit Another Og group |   |

Complete section and click ok – note you can repeat this step to add additional addresses as required.

Click next to continue to next step.

## Step 4 – Business Classification

In this section add the description of your business classification.

|   | Addresses Business<br>Classificati | Procude and Questionnaire | - 1<br>Relev      |                      |                               |             |              |                    |             |       |
|---|------------------------------------|---------------------------|-------------------|----------------------|-------------------------------|-------------|--------------|--------------------|-------------|-------|
| egister Supplier: Business Classifications            |                                    |                           |                   |                      |                               |             | Back Nogt    | save for Late      | er Ragister |       |
| None of the classifications are applicable            |                                    |                           |                   |                      |                               |             |              |                    |             |       |
| olloro + Vlow + Poinst + 🕂 💥 🦷 Priess 🔛 Dotach 🖃 Wrap |                                    |                           |                   |                      |                               |             |              |                    |             |       |
| *Classification                                       |                                    |                           | Subclassification | Certifying<br>Agency | Uther<br>Certifying<br>Agency | Certificate | Start Date   | Expiration<br>Date | Attachments | Notes |
| ChartyOrd Sec   |                                    |                           |                   |                      | *                             |             | ministry fig | mardony) (Co       | None +      | 12    |
| (Charly-Res Sector: Organization<br>Larger Busitions  |                                    |                           |                   |                      |                               |             |              |                    |             |       |
| Local CharthySrd Sector<br>Local Large Dualness       |                                    |                           |                   |                      |                               |             |              |                    |             |       |
| Loca Micro Bushese                                    |                                    |                           |                   |                      |                               |             |              |                    |             |       |
| Loca SME<br>LCC3 Smar business                        |                                    |                           |                   |                      |                               |             |              |                    |             |       |
| Mcro Business   |                                    |                           |                   |                      |                               |             |              |                    |             |       |
| Pito Thilid Sector                                    |                                    |                           |                   |                      |                               |             |              |                    |             |       |
| Small Business  |                                    |                           |                   |                      |                               |             |              |                    |             |       |
|   |                                    |                           |                   |                      |                               |             |              |                    |             |       |

Click on the + icon and use the drop down to select the business classification that best describes your organisation, please note that you can repeat these steps if you feel your organisation is represented by additional classifications.

A local supplier is described as an organisation that is based in or operates predominantly from a base with the Boundaries of the Authority/Council.

The information on the right-hand side is only applicable if your business classification is linked to being certified by an external organisation/body - otherwise this is not required.

For clarification the Council is using the following to classify the size of an organisation/company

- micro enterprises: with less than 10 employees
- small enterprises: with 10-49 employees
- small and medium sized enterprises (SMEs): with 1-249 employees
- large enterprises: with 250 plus employees

Click next to continue to next step.

#### Step 5 – Products and Services

In this section add the description of your products and services.

| Register <u>C</u> ance | Back Negt Save for Las    | Products and Guestionnaire<br>Services | eses Businese<br>Claselficati | Contacts A | Company<br>Details |                             | ter Supplier: Products and Services        |
|------------------------|---------------------------|--|-------------------------------|------------|--------------------|-----------------------------|--|
|                        |                           |  |                               |            |                    | Ve 🔄 Frieza 🔛 Detach 🗐 Wras | • Vew • Formit • 📃 Select and Add 🕱 Remove |
| Remove                 | Description               |  |                               |            |                    |                             | agory Name                                 |
| ×                      | Guppler Producte&Genilces |  |                               |            |                    |                             | ller Producte&Gervices                     |
|                        | Guppler ProducteSGeniloes |  |                               |            |                    |                             | ller Producta&Jervices                     |

Click select and add

| ister Supplier: Products and Services          | Detaile Classifications Services  |                 | gace Negt Save for         | Later Register <u>C</u> |
|--|---|-----------------|----------------------------|-------------------------|
| ns 🔹 View 👻 Format 👻 📰 Select and Add 🗙 Remove | 📰 France 😨 Delach 🛷 Viring  |                 |                            |                         |
| ategory Name                                   | Select and Add: Products and Services   | ×               | Description                | Remo                    |
| gplar Products&Services                        | Select and Add: Products and Services   | â               | Supplier Products&Services | ×                       |
|  | ∡ Search  |                 |                            |                         |
|  | Category Name Description   |                 |                            |                         |
|  |   | Search Reset    |                            |                         |
|  | View + Format + 🔠 Freezo 📓 Detach 🔅 📋 10 of Winp  |                 |                            |                         |
|  | Select Category Name A T Description  |                 |                            |                         |
|  | Supplier Products & S |                 |                            |                         |
|  | Columns Hidden 1  |                 |                            |                         |
|  |   | Apply OK Cancel |                            |                         |
|  |   |                 |                            |                         |

Click on the icon as above to open the options

| Register Supplier: Products and Services | A Search     Bitropytom                               | Sanch Her   | See Not Unit for Law Register Server |
|--|---|---|--------------------------------------|
| Category Name                            | Select Category Name                                  | Description   | Description Remove                   |
| Suppler Producte/Dervices                | A      Suppler Products Stervices                     |   | Suppler Productel Sensices           |
|  | File Arts & Leisure Services Overte                   | Arts & Leisuré Desilces Durnts                          |                                      |
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|  | Building Construction Materials.Bathrooms             | Dukking Construction Meterials.Detricome                |                                      |
|  | Building Construction Materials. Electrical           | Duilding Construction Meterials Electrical              |                                      |
|  | Columns Hidden 1                                      |   |                                      |
|  |   | Apply OH Co   |                                      |

Click on the category that best describes the goods/services you provide to the Council, click apply and ok to save – note if you provide a range wide of goods and services you can add additional products and services.

The Council is using Pro Class to classify/map the products and services purchased, further information on Pro Class can be found here <a href="https://proclass.org.uk/">https://proclass.org.uk/</a>

Click next to continue to next step.

## Step 6 – Supplier Questionnaire

In this section complete the supplier questionnaires.



Complete the SQ, note – this information is required even though it has been provided in earlier sections.

| Register Supplier: Questionnaire  |  | Ompery Consol<br>Delate  |       | (5) — (0) — (<br>coucts and Guestionn. R<br>Services | T)<br>nites              |                                  | get ling territriche Rigste gene |
|---|--|--|-------|--|--------------------------|----------------------------------|----------------------------------|
| Section<br>3 1.50<br>3 Church for Mandeny Douese<br>3 Church for Decementary Douese | Cuestions<br>Grouds for Manadatory Example<br>3. Regulations 8(1)(m)<br>The sense of the constructions<br>to able constructions<br>the sense of the constructions<br>* a regulation of the constructions<br>* a regulation of the constructions<br>* a regulations<br>* a regulations | * File Name or URL<br>Prevent to the sended:<br>Columns Robert 1<br>web partnance; | Title | Description  | Attached By<br>anonymous | Attached Date<br>osciluzzo or st |                                  |

Please complete all questions in sections

- grounds for mandatory exclusion
- ground for discretionary exclusion

if you are asked for additional information please attach a statement using the example above, this a can be a letter head confirming of your details or any relevant documents supporting your submission.

Click next to continue to next step.

#### Step 7 Review

In this section you can review your submission prior to submitting your registration.

| Review Supplier Registration: new supplier<br>Company Details | ©)—<br>Concey<br>Detaile | Contacts Accretions |   | giet lingt law fortuite Register Gener   |
|---|--------------------------|---------------------|---|--|
|   |                          |                     |   |  |
| Company   | nev supplier             |                     | ++D-U-N-S Numb                                      | # 123456759  |
| Tax Organization Type   | Corporation              |                     | Tax Count   | 1  |
| Supplier Type   |                          |                     | Taxpayer  | D  |
| Corporate Web Site  |                          |                     | -ust Registration Numb                              | r  |
|   |                          |                     | ** Rease Sider Stiler Th<br>The VAT Repistration Na | e D-U-H-S Namber or the VAT Registration Namber.<br>Her Steadd begin with 105 followed by 9 digits. For example: G8123456703 |
|   |                          |                     | Note to Approv                                      |  |
|   |                          |                     |   |  |

Review your submission and click register if you wish to proceed and register as a prospective supplier with the Council.

# Stage 2 Complete the Supplier Registration

After the Council has initiated the supplier being promoted to spend authorised the supplier will receive an email notifying them of the change and requesting that they update their account.

Please follow these steps to provide your bank account details and submit them to the Council. unt

## <u>Step 1</u>

Click on the manage profile icon below

| ewham London   |                      |   |  | 🚖 P 🙋 🥯 |
|--|----------------------|---|--|---------|
| apptier Portal<br>esh Orien + Order Number   | 9                    |   |  |         |
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| <ul> <li>Marape Responses</li> <li>ustituations</li> </ul>   | Supplier News        |   |  |         |
| Maraja Ouestoniares<br>Vies Qualificators  |                      |   |  |         |
| Uniting Profile  |                      |   |  |         |

# <u>Step 2</u>

Click on the payments icon as show below

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| Naqueented By Orag Name<br>Request One 11/1120                        | Change Description   |
| and Tanvors   |  |
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| National Insurance Matthew<br>Corporate Web Ste                       |  |
| Onerflamates Ten<br>Onerflamates Name                                 |  |
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## <u>Step 3</u>

Click edit and then bank accounts.

| ompany Profile   |  |      |                    | Delete Change Req          | uest Edit                 |
|--|--|------|--------------------|----------------------------|---------------------------|
| There are profile changes that are not submitted. You must edit the changes to continue.<br>Last Change Request 172003<br>Request Status Draft | Requested By Crag, Rachel<br>Request Date 11/11/20 |      | Change Description |                            |                           |
| Payment Methods Bank Accounts  | ations Products and Services                       |      |                    |                            |                           |
| View ▼ Format ▼ III Freeze III Detach III Wrap Primary ▲▼ Number   |  | IBAN | Currency           | From<br>Assignment<br>Date | Assignment<br>Inactive On |
| No data to display.  |  |      |                    |                            |                           |

## <u>Step 4</u>

Click on the + icon.

| Newham London                            |                            |                      |     |  |                  | â                    | ŵ    | P 19                  | RC               |
|--|----------------------------|----------------------|-----|--|------------------|----------------------|------|-----------------------|------------------|
| Edit Profile Change Request: 172003      |                            |                      |     |  | Delete Change Re | quest Review Changes | Save | <u>Save</u> and Close | e <u>C</u> ancel |
|  | Business Classifications P | industs and Services | .11 |  |                  |                      |      |                       |                  |
| Payment Methods Bank Accounts            |                            |                      |     |  |                  |                      |      |                       |                  |
| Actions 🔹 View 💌 Format 💌 🕂 🥢 🚿 🗐 Freeze | ol Wrap                    |                      |     |  |                  |                      |      |                       |                  |
| Primary Account Number                   |                            |                      |     |  | IBAN             | Currency             | Bank | Name                  |                  |
| No data to display.<br>Columns Hidden 8  |                            |                      |     |  |                  |                      |      |                       |                  |
| Columns Hidden 8                         |                            |                      |     |  |                  |                      |      |                       |                  |
|  |                            |                      |     |  |                  |                      |      |                       |                  |

# <u>Step 5</u>

This screen will open as a pop up, provide the information requested using the dropdown options as available, when completed click ok

| Luit Frome Ghange Requ               | BSL 112003   |                       |                      | Delete Unange Request Review Unanges | 29A6 Save aun cinze Taucer |
|--------------------------------------|--|-----------------------|----------------------|--------------------------------------|----------------------------|
|                                      | Change Description   |                       |                      |                                      |                            |
| Organization Details Tax Identifiers | Create Bank Account<br>Enter account number or IBAN unless account number is | s marked as required. |                      |                                      |                            |
| Payment Methods Bank Accounts        | * Country  | •                     | From Date 11/11/20   |                                      |                            |
| Actions • View • Format •            | Account Number   |                       | Inactive On dd/mm/yy | 10                                   |                            |
| Primary Account N                    | Bank Name  | *                     | IBAN                 |                                      | Bank Name                  |
|                                      | Bank Branch  | w                     | Currency             |                                      |                            |
| Columns Hidden 8                     | Allow international  | al payments           |                      |                                      |                            |
|                                      | Additional Information   |                       |                      |                                      |                            |
|                                      | * Account Name   |                       | Check Digits         |                                      |                            |
|                                      | Alternate Account Name   |                       | Account Type 🗸 🗸     |                                      |                            |
|                                      | Account Suffix   |                       | Description          |                                      |                            |
|                                      |  |                       |                      | Create Another Can                   | 181                        |

## <u>Step 6</u>

To ensure this information is saved click saved as shown below.

| Profile Change Request: 173002   |                        |                          |            |  | Delete Change Re | quest Review Changes | Save Save and Close                         |
|--|------------------------|--------------------------|------------|--|------------------|----------------------|---|
|  | Change Description     |                          |            |  |                  |                      |   |
|  |                        |                          |            |  |                  |                      |   |
| zation Details Tax Identifiers Addresses Contac  | Payments Business Clas | sifications Products and | Services   |  |                  |                      |   |
| zation Details Tax Identifiers Addresses Contac<br>nent Methods Bank Accounts<br>tions • View • Format • + / X © |                        | sifications Products and | I Services |  |                  |                      |   |
| nent Methods Bank Accounts   |                        | sifications Products and | l Services |  | IBAN             | Currency             | Bank Name                                   |
| nent Methods Bank Accounts   |                        | sifications Products and | (Services  |  | IBAN             | Currency             | Bank Name<br>1st Class Credit Union Limited |

## <u>Step 7</u>

The Council requires suppliers to provide verification of their bank account details, click on Organisation Details and in the attachments add a letter headed page as a PDF confirming the details of your back account and have this signed by a Director/owner of the supplier.

When you have attached the document click review changes as shown below.

| Edit Profile Change Request: 173002               | í.  | Delete Change Request         Review Changes         Save         Save and Close         Cancel |
|---|---|---|
|   |   | Last Saved 22/11/20 20:43   |
|   | Change Description                                      | h.  |
| Organization Details Tax Identifiers Addresses Co | ntacts Payments Business Classifications Products and S | rvices  |
| ∡ General   |   |   |
| Supplier Name Sportable                           | Limited   | Tax Organization Type Individual  |
| Supplier Number 910530                            |   | Status Active   |
| Supplier Type                                     | ~   | Attachments None -  |
| Identification                                    |   |   |
| D-U-N-S Number 34342567                           | 3   | National Insurance Number   |
| Customer Number                                   |   | Corporate Web Site  |
| SIC   |   |   |

## <u>Step 8</u>

If you are happy with the information provided and have attached the letter headed confirmation click submit as shown below

| Review Changes                |      |          | Edit                           | Cancel  |
|-------------------------------|------|----------|--------------------------------|---------|
| Change Description            |      |          |                                |         |
|                               |      |          |                                |         |
| A Bank Accounts               |      |          |                                |         |
| View • Format • Freeze 4 Wrap |      |          |                                |         |
| Primary Account Number        | IBAN | Currency | Bank Name                      | Details |
| + 0 123123                    |      |          | 1st Class Credit Union Limited | 5       |
| Columns Hidden 8              |      |          |                                |         |

The information provided will now be checked by the Council and as appropriate you will be promoted to Spend Authorised.