



London Borough of Havering
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://elfy.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000002366037>

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.

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company: new supplier

* Tax Organization Type: Corporation

Supplier Type: Foreign Corporation

Corporate Web Site:

Attachments: none

Additional Information:

Remarks:

Business Type:

Your Contact Information:

Enter the contact information for communications regarding this registration.

* First Name:

* Last Name:

* Email:

* Confirm Email:

Invoicing Method: Supplier Portal

CIS:

Progress Bar: 1 Company Details, 2 Contacts, 3 Addresses, 4 Business Classifications, 5 Products and Services, 6 Questionnaire, 7 Review

Buttons: Back, Next, Save for Later, Register, Cancel

Red Box Highlighted Supplier Type Options:

- Corporation
- Foreign Corporation
- Foreign Government Agency
- Foreign Individual
- Foreign Partnership
- Government Agency
- Individual
- Partnership

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

Register Supplier: Company Details

Enter a value for at least one of these fields: DUNS Number, Taxpayer ID, or Tax Registration Number:

* Company: new supplier

* Tax Organisation Type: Corporation

Supplier Type: COMMERCIAL SUPPLIER

Public Sector

Private Sector

Attachments

Additional Information:

Remarks

Business Type

Your Contact Information:

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

DUNS Number

Tax Country

Taxpayer ID

VAT Registration Number

** Please Enter Either The DUNS Number or the VAT Registration Number:
The VAT Registration Number should begin with 'GB' followed by 9 digits. For example: GB123456789

Note to Approver

Invoicing Method: Supplier Portal

CIS

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

Register Supplier: Company Details

Enter a value for at least one of these fields: DUNS Number, Taxpayer ID, or Tax Registration Number:

* Company: new supplier

* Tax Organisation Type: Corporation

Supplier Type: COMMERCIAL SUPPLIER

Public Sector

Private Sector

Attachments

Additional Information:

Remarks

Business Type

Your Contact Information:

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

DUNS Number

Tax Country

Taxpayer ID

VAT Registration Number

** Please Enter Either The DUNS Number or the VAT Registration Number:
The VAT Registration Number should begin with 'GB' followed by 9 digits. For example: GB123456789

Note to Approver

Invoicing Method: Supplier Portal

CIS

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.

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

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.

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

Provide your details
Click next to continue

Step 2 – Contacts

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

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

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.

Register Supplier: Addresssec

Company Details Contacts Addresssec Business Classification Products and Services Questionnaire Review

Back Next Save for Later Register Cancel

Actions View Format **Create** Edit Delete Freeze Detach Viewlog

Address Name Address

No data to display

Columns Hidden: 2

Phone Address Purpose Edit Delete

Click create

Register Supplier: Addresses

Company Details Contacts Addresssec Business Classification Products and Services Questionnaire Review

Back Next Save for Later Register Cancel

Actions View Format **Create** Edit Delete Freeze Detach Viewlog

Address Name Address

No data to display

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Phone Address Purpose Edit Delete

Create Address

* Address Name

* Country United Kingdom

* Address Line 1

* Address Line 2

Address Line 3

Address Line 4

City or Town

County

* Postcode

* Address Purpose ☐ Ordering ☐ Rent to ☐ RFG or Broking

Phone 44

Fax 44

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format **Create** Edit Delete Freeze Detach Viewlog

Name	Job Title	Email	Administrative Contact	User Account
No data to display				

Columns Hidden: 4

Create another OK Cancel

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.

Register Supplier: Business Classification

Company Details Contacts Addresssec Business Classification (active) Products and Services Questionnaire Review

Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions View Format **Create** Edit Delete Freeze Detach Viewlog

* Classification

Charity/Not for Profit Organisation

Large Business

Local Charity/Not for Profit Organisation

Local Large Business

Local Micro Business

Local SME

Local Small Business

Micro Business

Plus Three Service

Small Business

Small Medium Enterprise

Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
				mm/dd/yyyy	mm/dd/yyyy	None	

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.

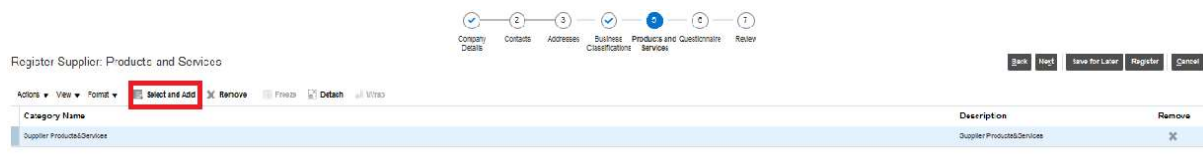
For clarification the Council is using the following to classify the size of an organisation/company

- 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 Supplier: Products and Services

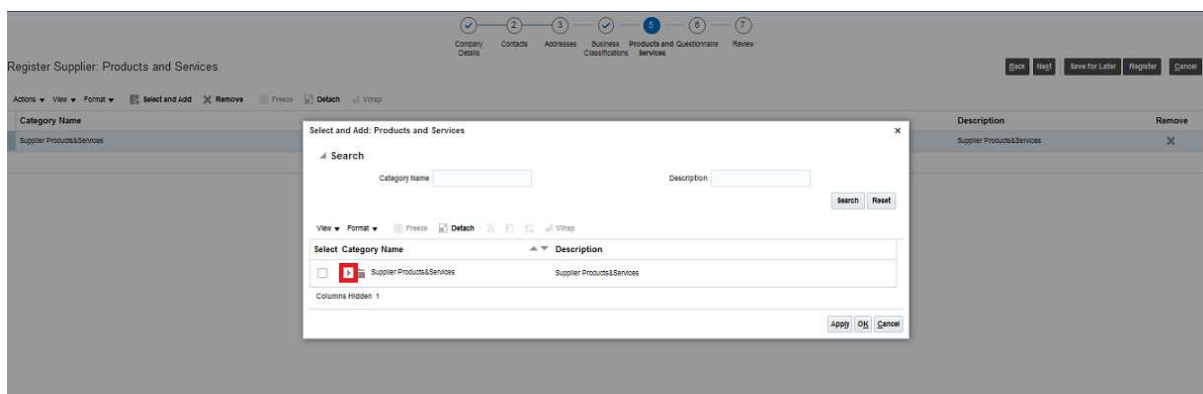
Company Details | Contacts | Addresses | Business Classifications | **Products and Services** | Questionnaire | Review

Back | Next | Save for Later | Register | Cancel

Actions: View | Format | **Select and Add** | Remove | Freeze | Detach | View

Category Name	Description	Remove
Supplier Products&Services	Supplier Products&Services	X

Click select and add



Register Supplier: Products and Services

Company Details | Contacts | Addresses | Business Classifications | **Products and Services** | Questionnaire | Review

Back | Next | Save for Later | Register | Cancel

Actions: View | Format | **Select and Add** | Remove | Freeze | Detach | View

Select and Add: Products and Services

Search

Category Name: Description:

Search Reset

View | Format | Freeze | Detach | View

Select Category Name	Description
☐ Supplier Products&Services	Supplier Products&Services

Columns Hidden: 1

Apply OK Cancel

Click on the icon as above to open the options

Register Supplier: Products and Services

Search

Category Name

Supplier Products/Services

Select	Category Name	Description
☐	Supplier Products/Services	Supplier Products/Services
☒	Arts & Leisure Services Centre	Arts & Leisure Services Centre
☐	Arts & Leisure Services Museums & Art	Arts & Leisure Services Museums & Art
☐	Arts & Leisure Services Organised Activities	Arts & Leisure Services Organised Activities
☐	Arts & Leisure Services Outsource Service	Arts & Leisure Services Outsource Service
☐	Arts & Leisure Services Performing Arts	Arts & Leisure Services Performing Arts
☐	Arts & Leisure Services Professional Musical Instruments	Arts & Leisure Services Professional Musical Instruments
☐	Arts & Leisure Services Sport & Fitness	Arts & Leisure Services Sport & Fitness
☐	Building Construction Materials Bathroom	Building Construction Materials Bathroom
☐	Building Construction Materials Electrical	Building Construction Materials Electrical

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Apply OK Cancel

Back Next Save for Later Register Cancel

Description

Supplier Products/Services

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 <https://proclass.org.uk/>

Click next to continue to next step.

Step 6 – Supplier Questionnaire

In this section complete the supplier questionnaires.

Register Supplier: Questionnaire

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Register Supplier: Questionnaire

Attachments: None

Questions

Section

1. SO

2. Grounds for Mandatory Exclusion

3. Grounds for Discretionary Exclusion

3. Regulations 5(1)(i) and 5(1)(j) are the detailed grounds to be before completing the form. Please indicate if within demonstration, indicate the summary below and

4. Participation in a crime

5. Corruption (if Yes, kindly provide attachment with justification)

6. Fraud (if Yes, kindly provide attachment with justification)

Response Attachments

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Browse...	No file selected		anonymous	09/05/2020 09:53

Rows Selected: 1 Column Hidden: 1

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 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

Company Details

Company: New Supplier

Tin Organisation Type: Corporation

Supplier Type: Corporate User Info

VST Registration Number: 123456789

Tin Country: Singapore

Tin Registration Number: 123456789

Note to Approver:

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

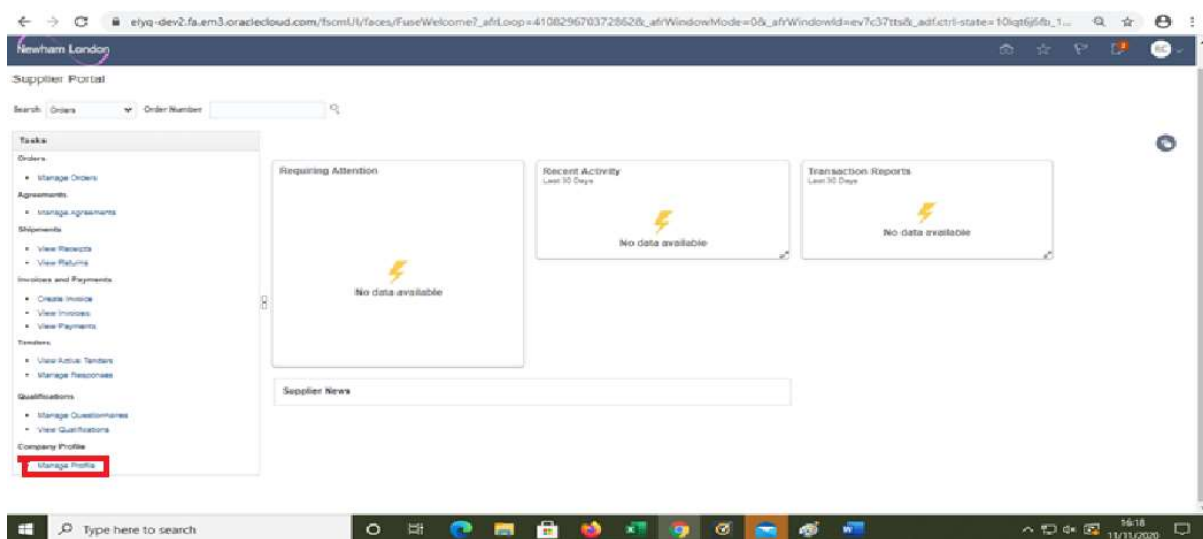
Stage 2 Complete the Supplier Registration

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

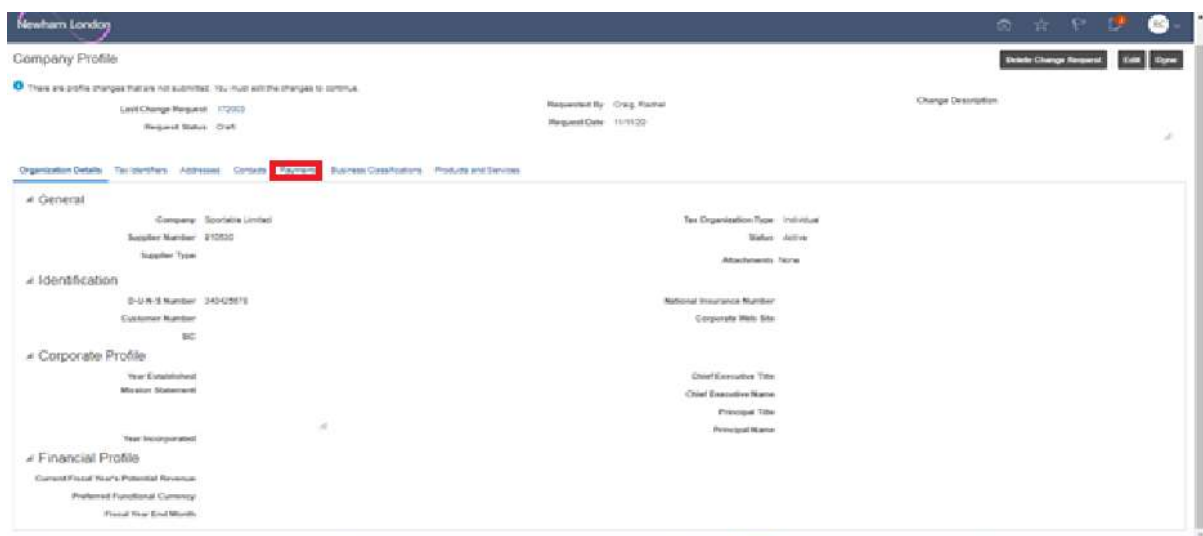
Step 1

Click on the manage profile icon below



Step 2

Click on the payments icon as show below



Step 3

Click edit and then bank accounts.

The screenshot shows the 'Company Profile' page. At the top right, there are buttons for 'Delete Change Request', 'Edit' (highlighted with a red box), and 'Done'. Below this, there is a message: 'There are profile changes that are not submitted. You must edit the changes to continue.' The page includes tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments' (highlighted with a red box), 'Business Classifications', and 'Products and Services'. Under the 'Payments' tab, there is a sub-tab 'Bank Accounts' (also highlighted with a red box). Below the sub-tab, there is a table with columns: 'Primary', 'Number', 'IBAN', 'Currency', 'From Assignment Date', and 'Assignment Inactive On'. The table currently shows 'No data to display'.

Step 4

Click on the + icon.

The screenshot shows the 'Company Profile' page with the 'Bank Accounts' sub-tab selected. In the table header, there is a '+' icon (highlighted with a red box) next to the 'Actions' column. The table has columns: 'Primary', 'Account Number', 'IBAN', 'Currency', and 'Bank Name'. The table currently shows 'No data to display'.

Step 5

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

The screenshot shows a 'Create Bank Account' pop-up form. The form has a title 'Create Bank Account' and a subtitle 'Enter account number or IBAN unless account number is marked as required.' The form includes the following fields: 'Country' (dropdown), 'Account Number' (text), 'Bank Name' (dropdown), 'Bank Branch' (dropdown), 'From Date' (text, value: 11/11/20), 'Inactive On' (text, value: dd/mm/yy), 'IBAN' (text), 'Currency' (dropdown), 'Allow international payments' (checkbox), 'Account Name' (text), 'Alternate Account Name' (text), 'Account Suffix' (text), 'Check Digits' (text), 'Account Type' (dropdown), and 'Description' (text). At the bottom right, there are buttons for 'Create Another', 'OK' (highlighted with a red box), and 'Cancel'.

Step 6

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

Edit Profile Change Request: 173002

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Primary	Account Number	IBAN	Currency	Bank Name
☒	123123			1st Class Credit Union Limited

Columns Hidden 8

Delete Change Request Review Changes **Save** Save and Close Cancel

Step 7

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 bank 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

Change Description

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name Sportable Limited

Supplier Number 910530

Supplier Type

Tax Organization Type Individual

Status Active

Attachments None

Identification

D-U-N-S Number 343425679

Customer Number

SIC

National Insurance Number

Corporate Web Site

Last Saved 22/11/20 20:43

Delete Change Request **Review Changes** Save Save and Close Cancel

Step 8

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

Review Changes

Change Description

Bank Accounts

View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	Details
	 123123			1st Class Credit Union Limited	

Columns Hidden: 8

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