



University of  
Nottingham

UK | CHINA | MALAYSIA



# UniCore

Supplier Registration  
– Prospective

[nott.ac/unicore](http://nott.ac/unicore)

Jan 25



This document is designed to be used online. Thank you for thinking of the environment.

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## Document version control

Version no.	Date	Author
1	25/10/2024	Daniel Stapleton
2	28/11/2024	Daniel Stapleton
3	16/01/2025	Daniel Stapeton

## 1. Registration Link

- Click on the link for [Supplier Prospective Registration](#)
- Enter your email address to receive a one-time access code.
- Enter code received via email.

## 2. Provide Company Details

- Enter Company name. If you are an individual, then this can be your name instead if you do not have a company setup.
- Enter Company Registration Number. For individuals and overseas suppliers this can be left blank if you do not have a specific number that identifies your business.
- Select Country from drop down.
- Enter Taxpayer ID.
  - In the UK this is your company VAT number
  - Or if you are not VAT registered, this can be left blank
  - For overseas suppliers, this can be left blank
- **Only Enter Tax Registration number if you know your exact details that include the country prefix e.g. GB, if you do not know it then leave this field blank.**
- D-U-N-S Number can be left blank.
- Select Organization Type from drop down.
- Select Supplier Type from drop down (size of organization).

**PLEASE PROVIDE A COPY OF YOUR BANKING DOCUMENT AS THIS WILL PREVENT ANY FUTURE DELAYS TO PAYMENTS.**

- Provide a copy of your banking document

**FORMAT MUST BE ONE OF THE FOLLOWING:**

- Company letter head paper stating bank details and account name.
- Bank Statement, paying in slip or void cheque.
- An official letter from the supplier's bank which includes bank details within the letter.
- Drag and drop a copy of the letter into the section labelled Drag and drop.
- Click Continue.

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Supplier Registration

Company Details

Company: [Text Field] Company Registration Number: [Text Field] Country: [Dropdown]

Supplier ID: [Text Field] Tax Registration Number: [Text Field] D-U-N-S Number: [Text Field]

Incorporation type: [Dropdown] Supplier type: [Dropdown]

Notes to Approver: [Text Area]

**Drag and Drop**  
 [Text Field]  
 Add URL: [Button]

URL: [Text Field] Add URL: [Button]

For items to display: [Text Area]

Cancel Save Continue

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Company Details  
 Contacts  
 Addresses  
 Business Classifications  
 Bank Accounts  
 Products and Services  
 Questionnaire

### 3. Provide Contact Details

- Enter First and Last Name.
- Enter your email address – this address will receive the login details.
- Enter mobile and landline phone numbers.
- Enter Job Title.
- Ensure 'Is this an administrative contact?' is set to Yes.
- Ensure 'Does this contact need a user account?' is set to Yes.
- Ensure 'UoN SP Supplier Portal Role' is ticked.

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Supplier Registration

Contacts

Contact 1  
 Enter contact details. Registration communications will be sent to this contact.

First Name: [Text Field] Last Name: [Text Field] Email: [Text Field]

Country: [Dropdown] Mobile: [Text Field] Country: [Dropdown] Phone: [Text Field] Ext: [Text Field]

Job Title: [Text Field] Country: [Dropdown] Fax: [Text Field]

Is this an administrative contact? ☒ Yes ☐ No

Does this contact need a user account? ☒ Yes ☐ No

What user roles does this contact need?  
 Assign at least 1 user role to specify the responsibilities of the contact.

☒ UoN SP Supplier Portal Role  
 Consolidates Role for supplier Portal

☐ Supplier Contract Manager  
 Manages a team of supplier contract administrators.

+ Add Another Contact

Last updated: 17 minutes ago

Cancel Save Continue

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Company Details  
 Contacts  
 Addresses  
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 Bank Accounts  
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 Questionnaire

## 4. Provide Address Details

- Enter address name e.g. 'Head Office'.
- Select 'What's this address used for?' options, Bid on RFQs should be ticked as a minimum. 'Receive Purchase Orders' and 'Receive Payments' should also be ticked at this stage to save time later if awarded a contract.
- Select Country/Region from the dropdown.
- Enter address details.
- Enter email for remittance messages.
- Enter company phone number.
- **YOU MUST COMPLETE THIS STEP IN ORDER TO BID FOR CONTRACTS**
- Under 'Which contacts are associated to this address?', **YOU MUST TICK** at least one contact associated with the address provided. More than one contact can be added in the Contacts section on the previous screen. Click contacts on the grey bar on the right to move back to that section if you wish to add more than one.
- Add another address if required. Different contacts can be assigned to different addresses if you have a large company and require this functionality.

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Supplier Registration

Addresses

Enter at least one address.

Address 1

Address Name  
Main Office

What's this address used for? Select at least 1 purpose

☒ Receive Purchase Orders ☒ Receive Payments ☒ Bid on RFQs

Country/Region  
United Kingdom

Address Line 1  
1

Address Line 2  
Street

Address Line 3  
Town

City or Town  
Nottingham

Postcode  
NG1 1AA

Email  
business@mail.com

Country  
GB

Phone

Ext.

Country  
GB

Fax

Which contacts are associated to this address?

☒ Dan S  
daniels1978@mail.com Director

+ Add Another Address

Last updated 7 minutes ago

Cancel Save Continue

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Company Details

Contacts

Addresses

Business Classifications

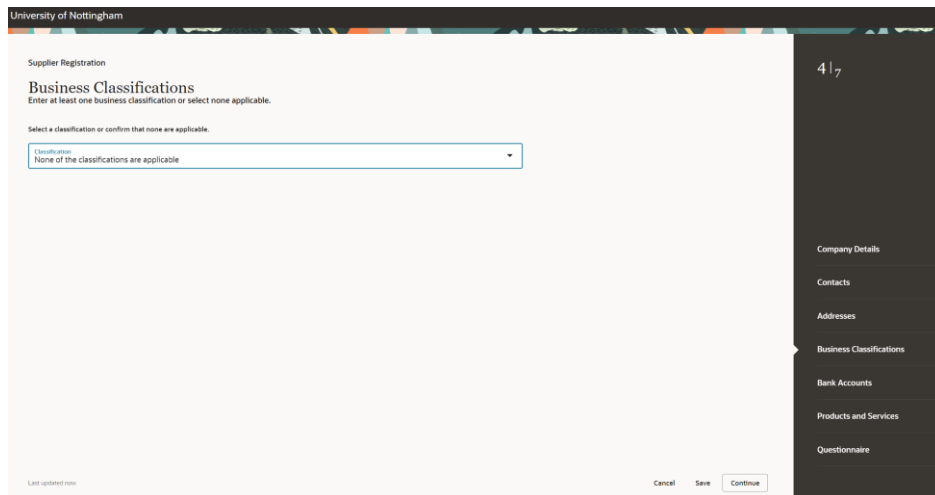
Bank Accounts

Products and Services

Questionnaire

## 5. Business Classifications

- Select 'None of the Classifications are applicable' from the dropdown box.
- Click Continue.



The screenshot shows the 'Business Classifications' step of the University of Nottingham Supplier Registration process. The page title is 'Supplier Registration' and the sub-header is 'Business Classifications'. Below this, it says 'Enter at least one business classification or select none applicable.' and 'Select a classification or confirm that none are applicable.' There is a dropdown menu with the text 'Classification: None of the classifications are applicable'. On the right side, there is a dark sidebar with a list of steps: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications' (which is highlighted with a white arrow), 'Bank Accounts', 'Products and Services', and 'Questionnaire'. At the bottom right of the main form area, there are three buttons: 'Cancel', 'Save', and 'Continue'.

## 6. Provide Bank Details

- **PLEASE PROVIDE YOUR BANK DETAILS AS THIS WILL PREVENT ANY FUTURE DELAYS TO PAYMENTS.**

### UK Suppliers

- Select United Kingdom from the Country dropdown.
- Enter the sort code, the Bank and Bank Branch fields will automatically populate.
- Enter the Account Number.
- Select Currency – this should be Pound Sterling unless otherwise agreed with the University as part of awarding a contract.
- Account Type can be left blank.
- Enter Account Holder name.
- Click Continue.

University of Nottingham

Supplier Registration

### Bank Accounts

Bank account 1

Country: United Kingdom

Sort Code: [ ] Bank: [ ] Bank Branch: [ ]

Account Number: [ ] IBAN: [ ] Currency: [ ]

Account Type: [ ] Account Holder: [ ] Building Society Roll Number: [ ]

+ Add Another Bank Account

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Cancel Save Continue

## Overseas Suppliers

- Select Country from the dropdown.
- Select your bank via the drop down, this should be listed by SWIFT code in most cases.
- Provide your IBAN number to enable the University to transfer payments internationally.
- Enter your bank account number.
- Account Type can be left blank.
- Enter the account holder name.
- If you cannot see your bank, then please email [procurement@nottingham.ac.uk](mailto:procurement@nottingham.ac.uk)

## 7. Products and Services

- Select at least one category of Product or Service relating to the tender opportunity. Be sure to scroll down to see all available categories.
- Expand the lines to view and select relevant subcategories if required.

University of Nottingham

Supplier Registration

**Products and Services**  
Enter at least one products and services category.

Search by category or description

Category	Description
<input type="checkbox"/> Agricultural/Fisheries/Forestry/Horticultural/Oceanographic Supplies & Services (E)	Agricultural/Fisheries/Forestry/Horticultural/Oceanographic Supplies & Services (E)
<input type="checkbox"/> Audio-Visual & Multimedia Supplies and Services (A)	Audio-Visual & Multimedia Supplies and Services (A)
<input type="checkbox"/> Catering Supplies & Services (C)	Catering Supplies & Services (C)
<input type="checkbox"/> Computer Supplies & Services (K)	Computer Supplies & Services (K)
<input type="checkbox"/> Estates & Buildings (W)	Estates & Buildings (W)
<input type="checkbox"/> Facilities Operations (Y)	Facilities Operations (Y)
<input type="checkbox"/> Furniture, Furnishings & textiles (F)	Furniture, Furnishings & textiles (F)
<input type="checkbox"/> Health & Safety & Security (U)	Health & Safety & Security (U)
<input type="checkbox"/> Janitorial & Domestic Supplies & Services (H)	Janitorial & Domestic Supplies & Services (H)
<input type="checkbox"/> Laboratory/Animal House Supplies & Services (L)	Laboratory/Animal House Supplies & Services (L)
<input type="checkbox"/> Library & Publications (B)	Library & Publications (B)

Last updated: now

Cancel Save Continue

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Company Details

Contacts

Addresses

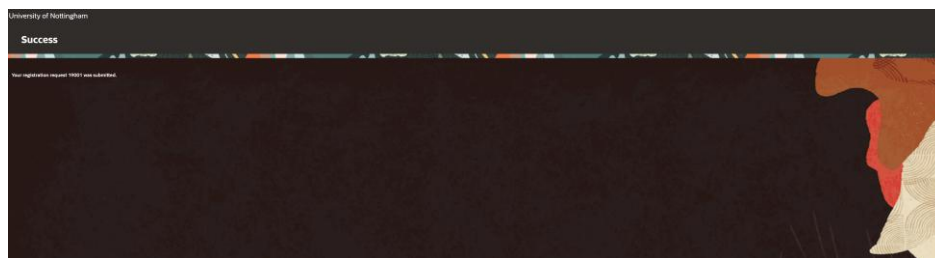
Business Classifications

Bank Accounts

Products and Services

Questionnaire

- Once complete click Submit
- Any sections that require attention will be flagged and must be resolved before the request can be successfully submitted.
- You will see the Success message if everything is correct with the submission.



## 8. Approval

- Approval is automatic for prospective supplier registrations.
- You will receive an email entitled 'Supplier Registration Request was Approved'.
- You will receive a separate email with your login details to the Supplier Portal and link to set a password follow the link and set your password, you will then be logged into the UniCore system.