

Supplier Portal – Supplier Registration

Quick reference guide

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Supplier Registration – Company Details

Step 1

Once approved as a supplier, you will receive a link which will take you to the following page.

***Please note – •You can fill in the mandatory fields only, you may leave the other fields blank, i.e., D-U-N-S Number, Tax Registration Number etc.** When a Mandatory Filed is left blank, it will turn red. You will need to fill it to proceed to the next page.

Step 2

You must update as much information as you can on this page.

- Company: Organization Name as per Company Registration
- Organization Type.
- Supplier Type.
- Web Site.
- Country.
- D-U-N-S (Data Universal Numbering System) Number
- Taxpayer ID (National Insurance Number): This is the companies National Insurance number.
- Tax Registration Number: This is the companies VAT number, if registered you will need to type this in.
- Note to Approver – If you wish to send any note /convey any special information to the Approver, you can type it here.
- Drag and Drop section - Attach tax, insurance, and other relevant documents here, as applicable.
- URL - Add Corporate URL.
- Continue

The screenshot shows the 'Supplier Registration - Company Details' form. The form is titled 'Supplier Registration' and 'Company Details'. It contains several input fields: 'Company' (with a red border and error message 'Enter a value.'), 'Website', 'Country' (dropdown menu showing 'United Kingdom'), 'Taxpayer ID', 'Tax Registration Number', 'D-U-N-S Number', 'Organization Type' (dropdown menu showing 'Company'), and 'Supplier Type' (dropdown menu showing 'Supplier'). There is a 'Note to Approver' text area. Below the form is a 'Drag and Drop' section for attaching documents, with a 'URL' input field and an 'Add URL' button. At the bottom right, there are 'Cancel', 'Save', and 'Continue' buttons. A sidebar on the right shows a navigation menu with 'Company Details' highlighted in red.



Supplier Registration – Company Contact



Making a Difference Every Day

Step 3

From here you can now;

- **Save**
- **Cancel**
- **Continue**

Please click **Continue** to progress.

As and when you Click on **Continue**, you will be taken to the next page / tab – “**Contacts**”

Step 4

You must enter the information on the page - Here, you will need to enter the contact information.

- First Name.
- Last Name.
- Email.
- Job Title
- Country – Select the Country Code
- Mobile –
- **OR**
- Country – Select the Country Code
- Phone –
- **OR**
- Country – Select the Country Code
- Fax –

Is this an Administrative Contact – YES or NO – Select one

OR

Add Another Contact

If 2 or more contacts are entered, you will need to mention one as Administrative Contact, OR, if 1 contact is entered, that contact would need to be selected as “YES” for administrative contact.

South Ayrshire Council

Supplier Registration

Contacts

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

First Name <small>Required</small>	Last Name <small>Required</small>	Email <small>Required</small>
Job Title	Country GB	Mobile
Country GB	Phone	Ext
Country GB	Fax	

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

+ Add Another Contact

Last updated 1 minute ago

Cancel Save Continue

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Step 4 - Continued

From here you can now;

- **Save**
- **Cancel**
- **Continue**

Please click **Continue** to progress.

As and when you Click on **Continue**, you will be taken to the next page / tab – **“Addresses”**

Step 5

Fill up all required details to create an Address –

- Address Name
- What is the Address used for ?
 - Receive Purchase Orders (*earlier Ordering in classic UI*)
 - Receive Payments (*earlier Remit to in Classic UI*)

Note : Both these boxes needs to be ticked. You can either tick both boxes in 1 single Address, OR, you can have 2 Addresses and select 1 on each, as applicable.

- Country / Region
- Address Line 1
- Address Line 2
- Address Line 3
- City or Town
- County
- Postcode
- Email
- Country Code and Phone
- Country Code and Fax
- Which Contacts are associated to this Address?
 - You will need to select any 1 of the Contacts as entered in the second page / tab

- Add Another Address (if any)



Supplier Registration – Business Classifications

Step 5 - Continued

From here you can now;

- **Save**
- **Cancel**
- **Continue**

Please click **Continue** to progress.

As and when you Click on **Continue**, you will be taken to the next page / tab – “**Business Classifications**”

Step 6

Click on the dropdown list and select the business classification applicable to the company. Click **Continue** once selected classification. Click on None if no classification is applicable.

From here you can – Save / Cancel / Continue

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification
None of the classifications are applicable

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Company Details

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Bank Accounts

Products and Services

Updated just now

Cancel Save Continue



Supplier Registration – Bank Accounts

Step 7

On the 5th Page / tab - You will need to provide a Bank Account here.

****When entering your bank details, please ensure that you add them in the specific order detailed below**:**

1. Country
2. Sort code
3. Bank
4. Bank Branch
5. Account Number

Step 8

6. IBAN

7. Currency

8. Account Type

9. Account Holder

****The Mandatory Fields must be filled****

You can create Another Bank Account (if needed)

From here you can – Save / Cancel / Continue

Supplier Registration

Bank Accounts

Enter at least one bank account.

Bank account 1

Country United Kingdom		
Sort Code 300000	Bank External Bank	Bank Branch 30-00-00
Account Number	IBAN	Currency
Account Type	Account Holder Splash Gordon Ltd	Building Society Roll Number

+ Add Another Bank Account

Updated just now

Cancel Save Continue

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Company Details

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Business Classifications

Bank Accounts

Products and Services



Supplier Registration – Products and Services



Making a Difference Every Day

Step 9

You are now able to select what products and services are associated with your supplier.
Click on the relevant category.
You can also expand and select a category

Step 10

Once you have selected your products or services,
Now you can click on “Submit”
This will submit your Request.

Supplier Registration

Products and Services

Search by category or description

Category	Description
<input type="checkbox"/> ▶ Accommodation	Accommodation
<input type="checkbox"/> ▶ Advertising	Advertising
<input type="checkbox"/> ▶ Agency	Agency
<input type="checkbox"/> ▶ Books, Periodicals & Publications	Books, Periodicals & Publications
<input type="checkbox"/> ▶ Capital Expenditure	Capital Expenditure
<input type="checkbox"/> ▶ Catering	Catering
<input type="checkbox"/> ▶ Cleaning, Janitorial & Domestic	Cleaning, Janitorial & Domestic
<input type="checkbox"/> ▶ Community Care	Community Care
<input type="checkbox"/> ▶ Consultancy Services	Consultancy Services
<input type="checkbox"/> ▶ Contractors	Contractors
<input type="checkbox"/> ▶ Energy, Fuels & Oils	Energy, Fuels & Oils
<input type="checkbox"/> ▶ Equipment	Equipment
<input type="checkbox"/> ▶ Fees, Membership, Licences & Subscriptions	Fees, Membership, Licences & Subscriptions
<input type="checkbox"/> ▶ Furniture & Fittings	Furniture & Fittings

Updated just now

Cancel Save **Submit**

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- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services**