

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 Council's 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 (this is covered in a separate guide).

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 6 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 2nd stage of supplier registration please complete the steps in the **Newham Fusion Stage 2 Entering Bank Details** guide.

if you have any questions regarding the process please contact procurement.support@newham.gov.uk

Part 1 – Register as a Prospective Supplier

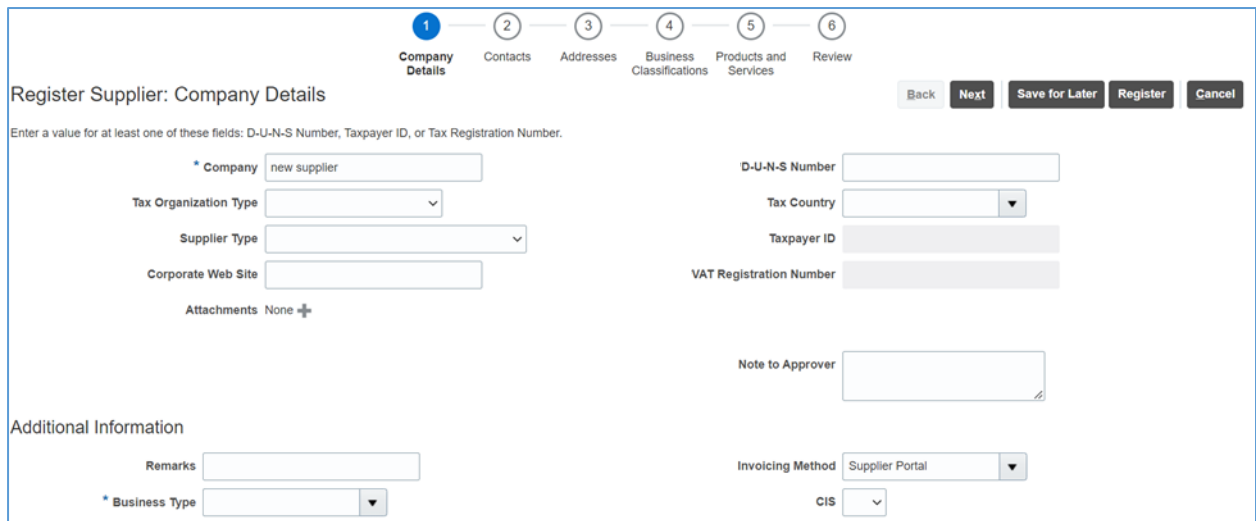
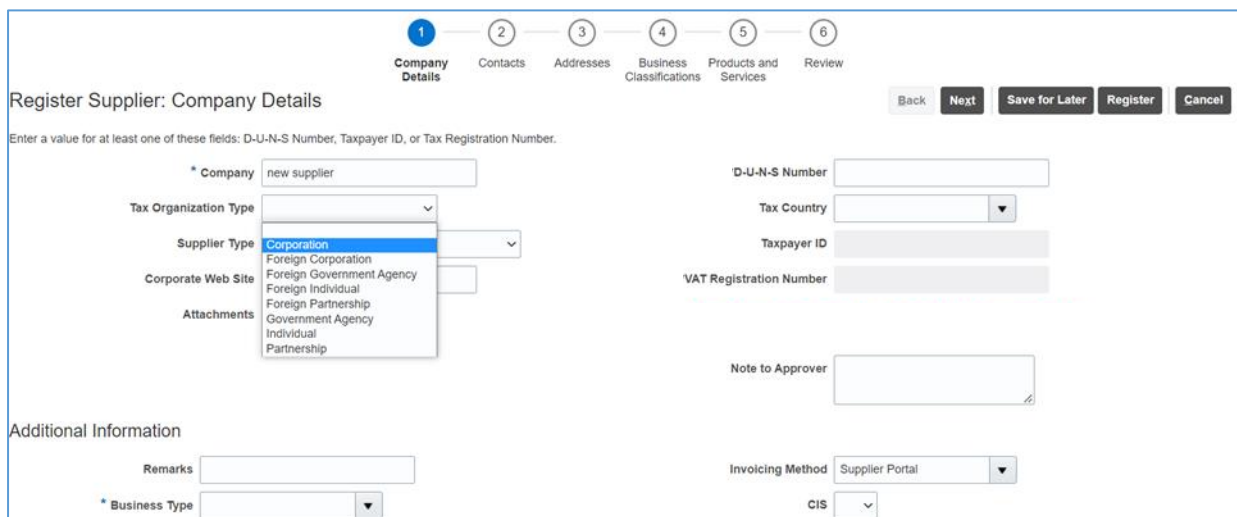
As this is an on-line registration process, suppliers must click on the link below to begin registration process:

<https://elyq.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=30000002089195>

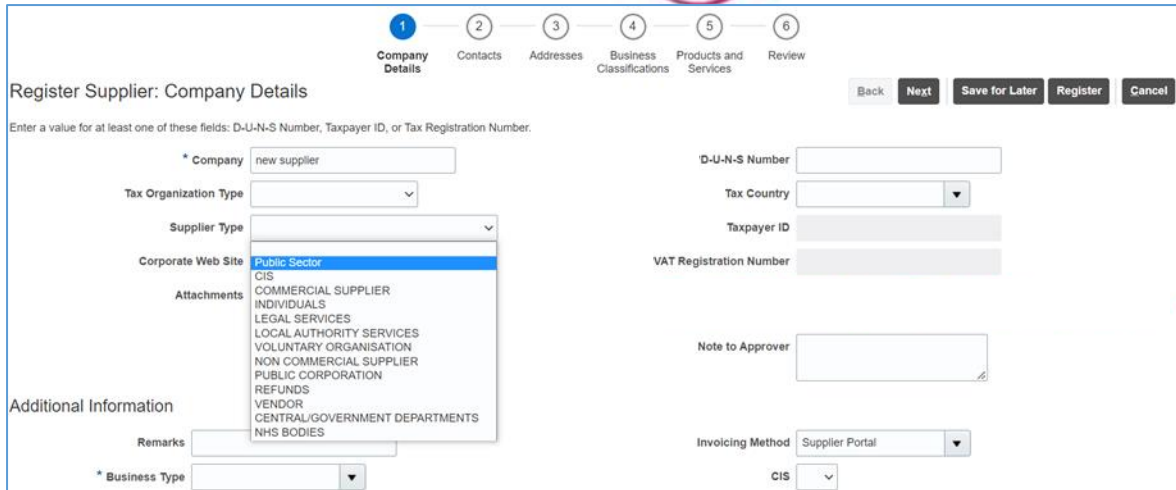
Please note that as the portal is an Oracle Fusion Cloud based application it is highly advised / recommended that suppliers use Google Chrome as their browser when both registering on the portal and thereafter once registered.

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 — 5 — 6
Company Details Contacts Addresses Business Classifications Products and Services Review

Back Next Save for Later Register Cancel

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: [dropdown]

Supplier Type: [dropdown menu open with options: Public Sector, CIS, COMMERCIAL SUPPLIER, INDIVIDUALS, LEGAL SERVICES, LOCAL AUTHORITY SERVICES, VOLUNTARY ORGANISATION, NON COMMERCIAL SUPPLIER, PUBLIC CORPORATION, REFUNDS, VENDOR, CENTRAL/GOVERNMENT DEPARTMENTS, NHS BODIES]

Corporate Web Site: [text box]

Attachments: [text box]

Additional Information

Remarks: [text box]

* Business Type: [dropdown]

D-U-N-S Number: [text box]

Tax Country: [dropdown]

Taxpayer ID: [text box]

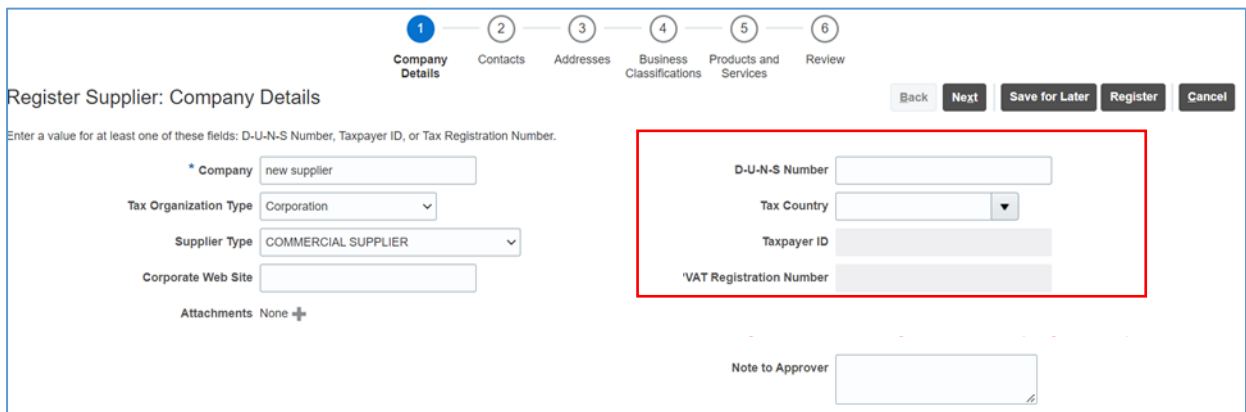
VAT Registration Number: [text box]

Note to Approver: [text box]

Invoicing Method: Supplier Portal [dropdown]

CIS: [dropdown]

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



1 — 2 — 3 — 4 — 5 — 6
Company Details Contacts Addresses Business Classifications Products and Services Review

Back Next Save for Later Register Cancel

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 [dropdown]

Supplier Type: COMMERCIAL SUPPLIER [dropdown]

Corporate Web Site: [text box]

Attachments: None +

D-U-N-S Number: [text box]

Tax Country: [dropdown]

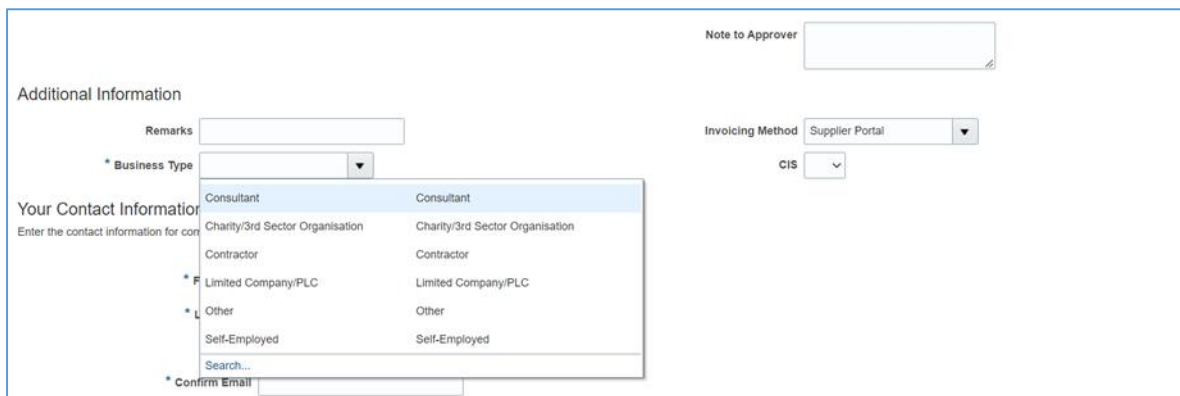
Taxpayer ID: [text box]

*VAT Registration Number: [text box]

Note to Approver: [text box]

Add either your DUNS number or your VAT registration number, if you do not have a VAT or DUNS number you can leave this blank. **Please note** that the VAT Registration Number needs to be entered with 'GB' before the number, e.g. GB123456789.

If you do not have a Taxpayer ID, you can also leave this blank.



Note to Approver: [text box]

Invoicing Method: Supplier Portal [dropdown]

CIS: [dropdown]

Additional Information

Remarks: [text box]

* Business Type: [dropdown menu open with options: Consultant, Charity/3rd Sector Organisation, Contractor, Limited Company/PLC, Other, Self-Employed, Search...]

Your Contact Information

Enter the contact information for con

* Confirm Email: [text box]

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

Note to Approver

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

Ricoh	Ricoh
Supplier Portal	Supplier Portal
Search...	

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

Note to Approver

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

CIS

No

Yes

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

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

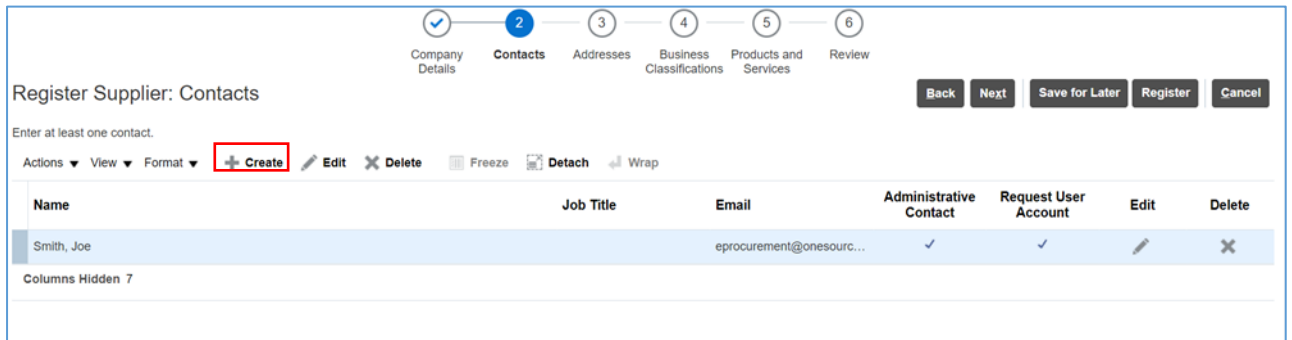
* Confirm Email

Provide your contact details.

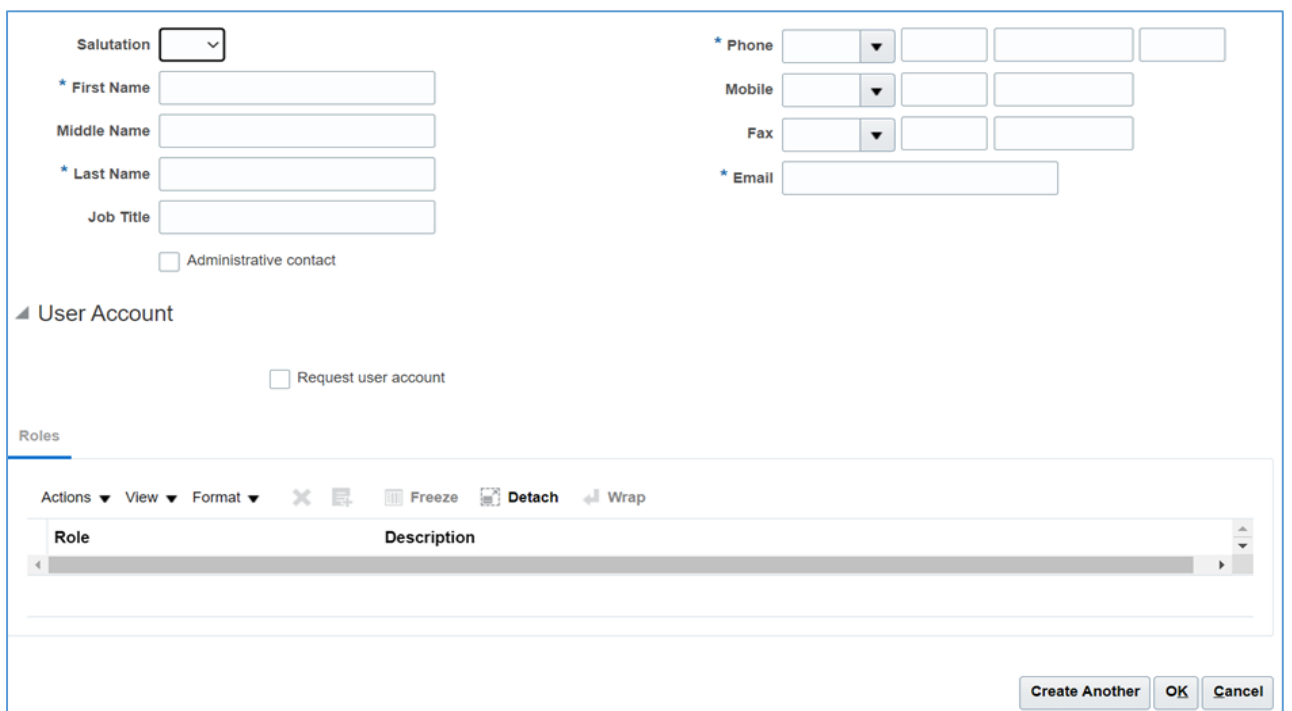
Once complete, click next to continue.

Step 2 – Contacts

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



Click create to create another user account, you will receive the pop up below

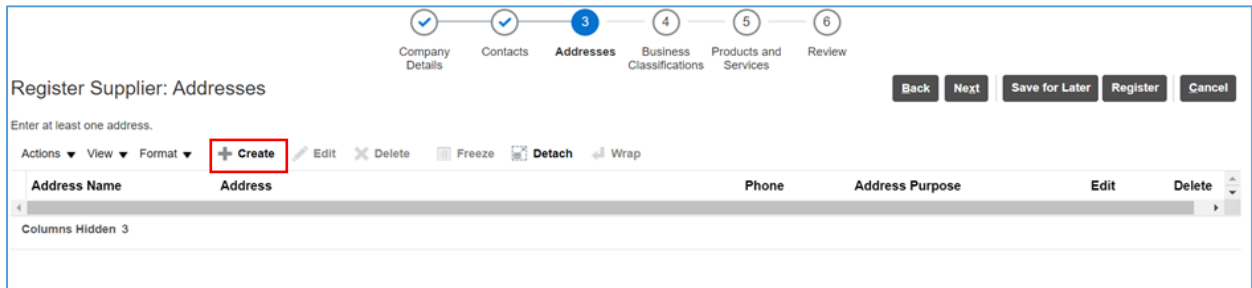


Complete section and click ok. Please note you can repeat this step to add additional contacts as required. Please ensure you tick Request user account as this ensures the additional contact will receive their own login.

Click next to continue to next step.

Step 3 – Create Supplier Address

In this section you can add the address for your organisation.



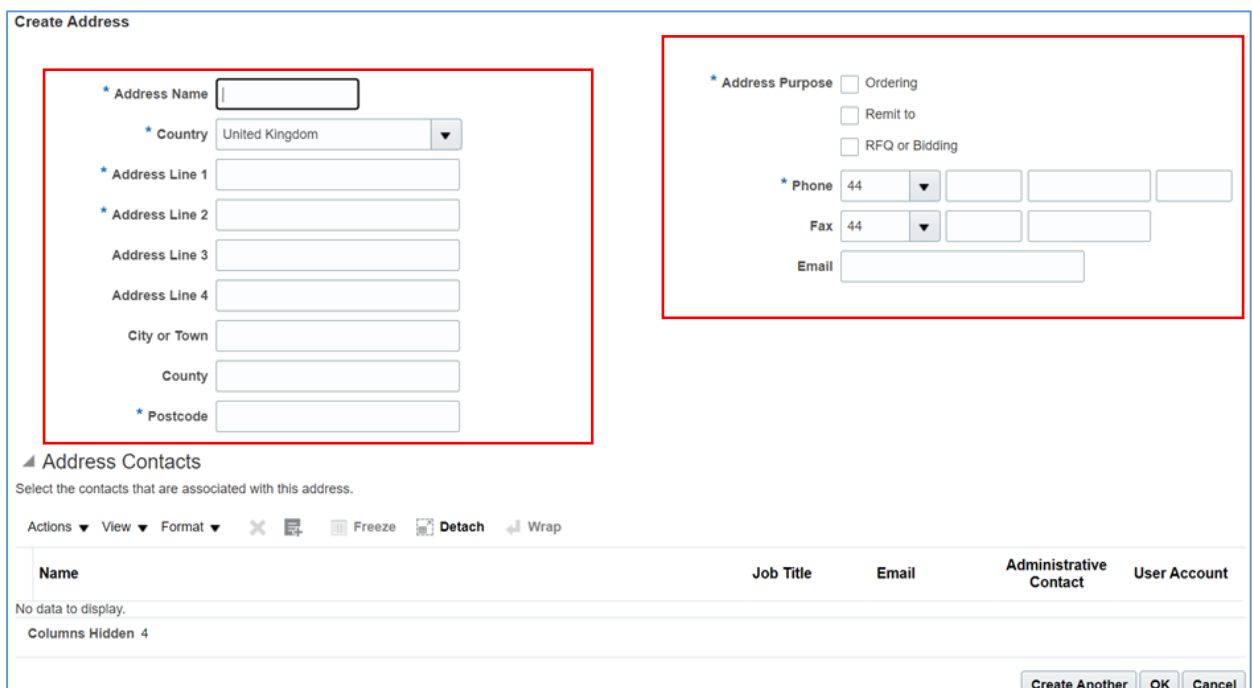
Register Supplier: Addresses

Enter at least one address.

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

Address Name	Address	Phone	Address Purpose	Edit	Delete
Columns Hidden 3					

Click create



Create Address

* Address Name

* Country

* Address Line 1

* Address Line 2

Address Line 3

Address Line 4

City or Town

County

* Postcode

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

* Phone 44

Fax 44

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

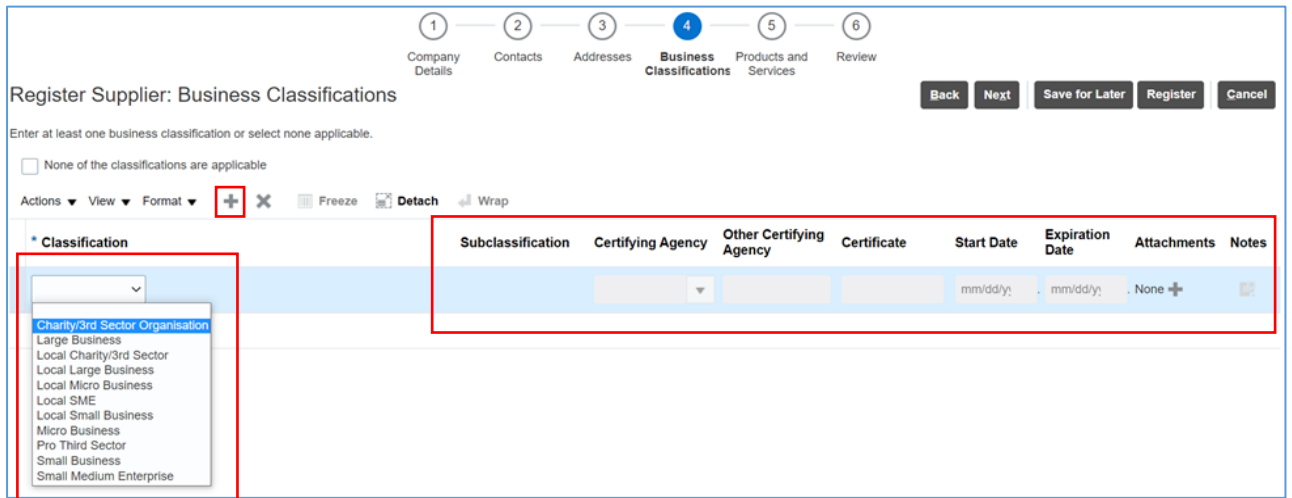
Create Another OK Cancel

Complete section and click ok. Please note you can repeat this step to add additional addresses as required. Please ensure you select the right options for Address Purpose. For example, your organisation may have different offices for different purposes, ordering and invoicing may be done from different sites.

Click next to continue to next step.

Step 4 – Business Classification

In this section add the description of your business classification.



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.

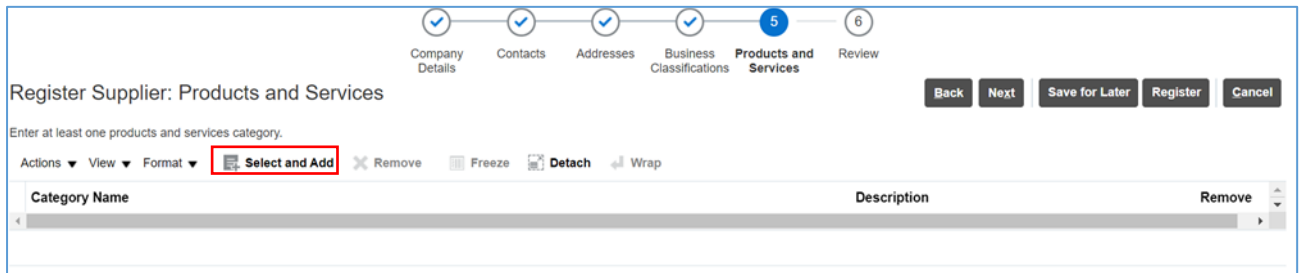
For clarification the Council is using the following to classify the size of an organisation/company

- 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

This section tells us what goods and or services you can offer to the Council.



Progress bar: Company Details (✓), Contacts (✓), Addresses (✓), Business Classifications (✓), **Products and Services (5)**, Review (6)

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

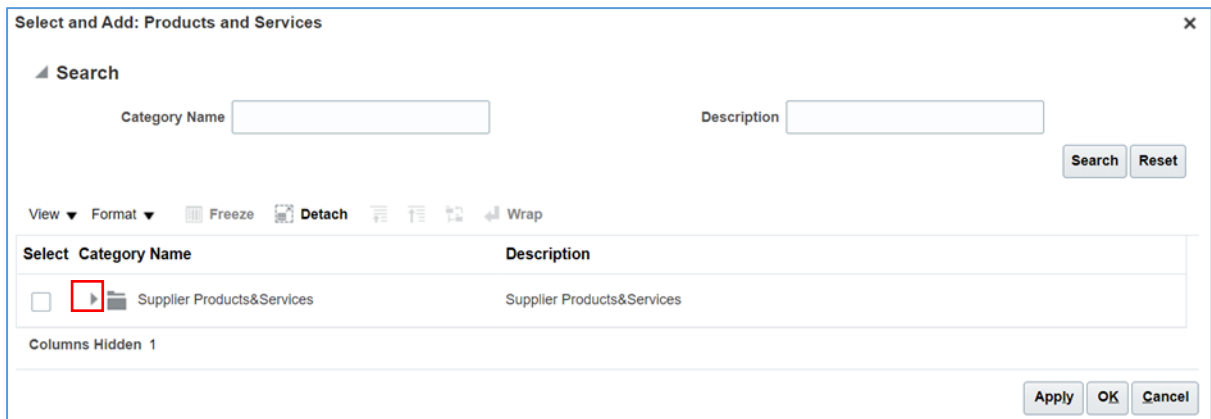
Text: Register Supplier: Products and Services

Text: Enter at least one products and services category.

Actions: View, Format, **Select and Add**, Remove, Freeze, Detach, Wrap

Category Name	Description	Remove

Click select and add



Search fields: Category Name, Description

Buttons: Search, Reset

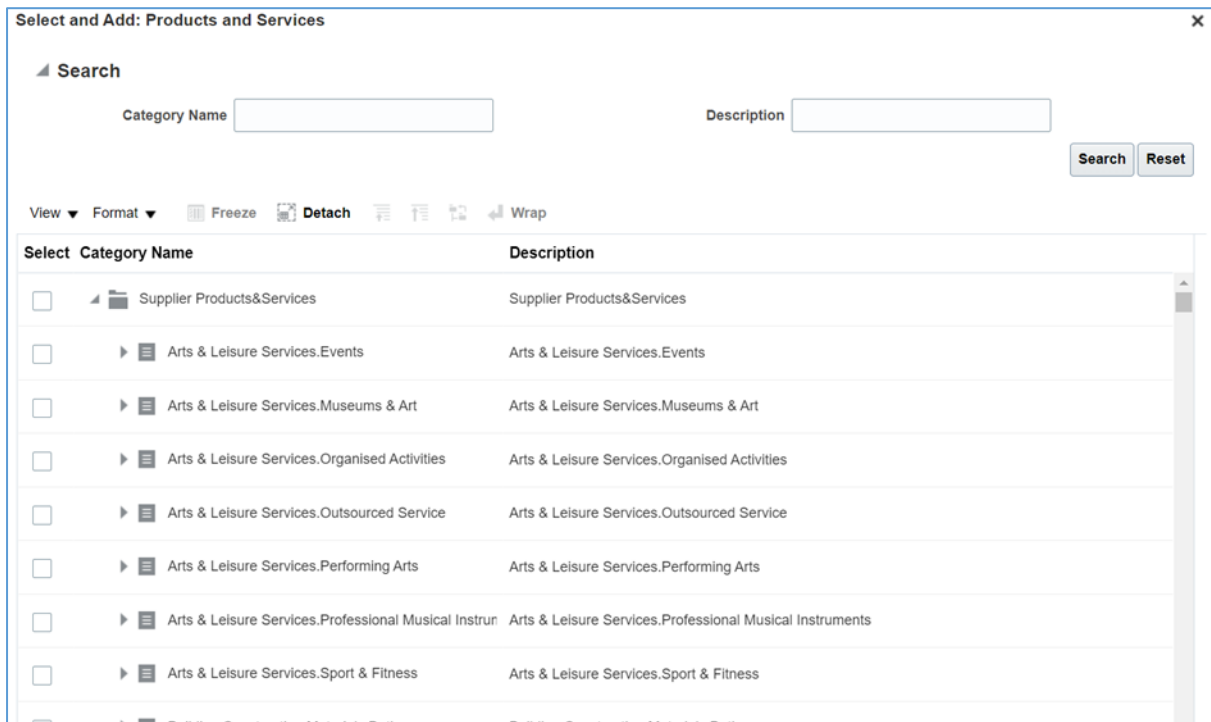
Actions: View, Format, Freeze, Detach, Wrap

Select	Category Name	Description
<input checked="" type="checkbox"/>	Supplier Products&Services	Supplier Products&Services

Columns Hidden 1

Buttons: Apply, OK, Cancel

Click on the icon as above to open the options



Search fields: Category Name, Description

Buttons: Search, Reset

Actions: View, Format, Freeze, Detach, Wrap

Select	Category Name	Description
<input type="checkbox"/>	Supplier Products&Services	Supplier Products&Services
<input type="checkbox"/>	Arts & Leisure Services.Events	Arts & Leisure Services.Events
<input type="checkbox"/>	Arts & Leisure Services.Museums & Art	Arts & Leisure Services.Museums & Art
<input type="checkbox"/>	Arts & Leisure Services.Organised Activities	Arts & Leisure Services.Organised Activities
<input type="checkbox"/>	Arts & Leisure Services.Outsourced Service	Arts & Leisure Services.Outsourced Service
<input type="checkbox"/>	Arts & Leisure Services.Performing Arts	Arts & Leisure Services.Performing Arts
<input type="checkbox"/>	Arts & Leisure Services.Professional Musical Instrun	Arts & Leisure Services.Professional Musical Instruments
<input type="checkbox"/>	Arts & Leisure Services.Sport & Fitness	Arts & Leisure Services.Sport & Fitness

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

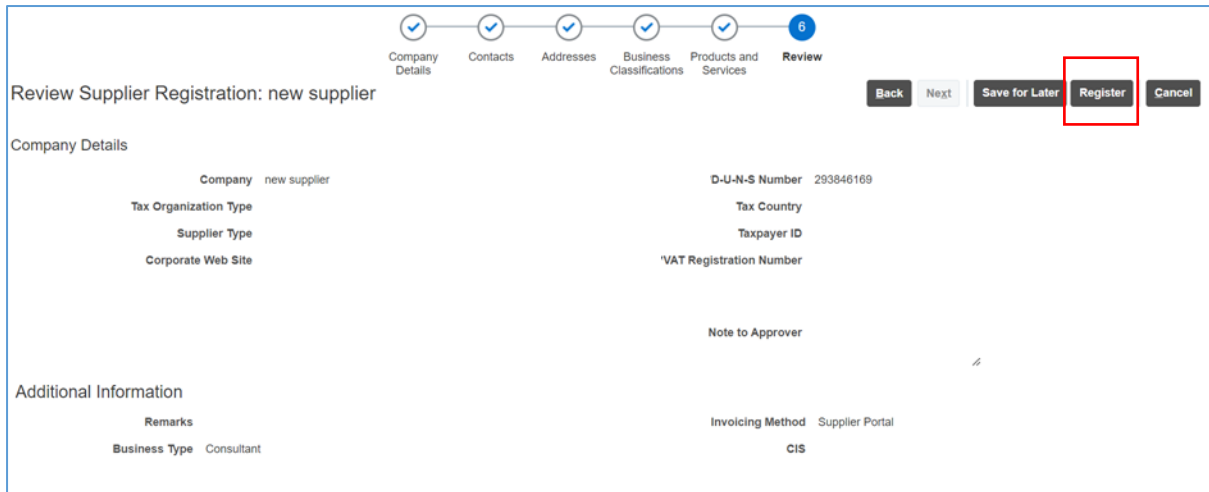
The Council is using Pro Class to classify/map the products and services purchased, further information on Pro Class can be found here <https://proclass.org.uk/>

[Please do not select 'Supplier Products & Services' as this is not a valid Pro Class.](#)

Click next to continue to next step.

Step 6 Review

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



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

Once you have submitted your registration, you will see a confirmation message. Your initial registration onto the portal is complete. This will then come through to the Council for review and approval.

Once your registration has been reviewed and approved, you will receive an email from the portal regarding login details. If it's a case that your organisation already has a supplier account set up with LB of Newham, we will notify you of this.