

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

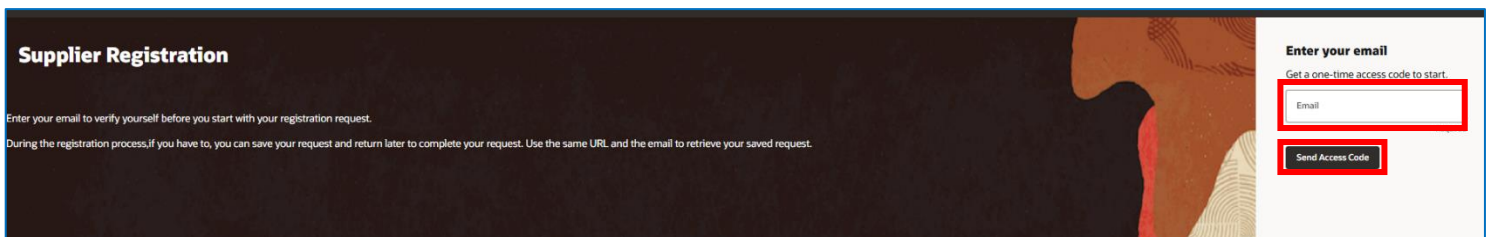
As this is an on-line registration process, suppliers must click on the link below to begin registration process:

<https://elyq.fa.em3.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=0jjcAceG5GkIPS%2BM%2FawBKn6IDCvir31xrVyh86StfGJbK1YBokRU4XV3%2BQ%3D%3D>

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 – Email Verification

Enter the email address that you would like to use as your main contact for your profile and select 'Send Access Code'.



Supplier Registration

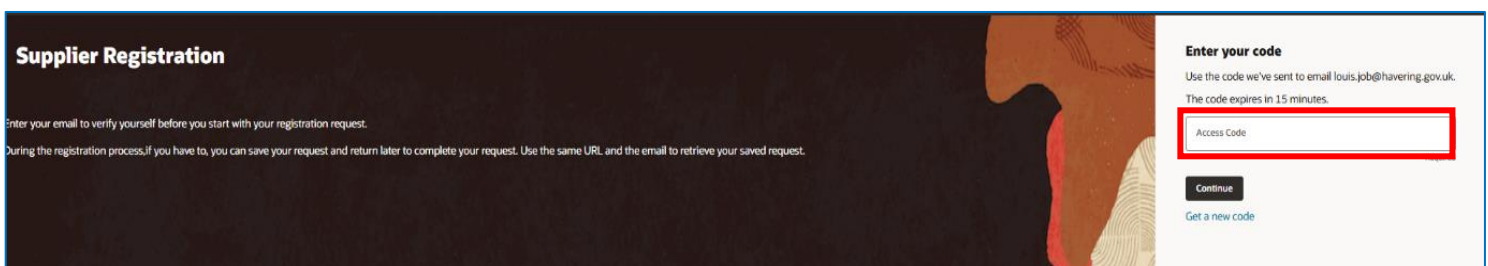
Enter your email to verify yourself before you start with your registration request.
During the registration process, if you have to, you can save your request and return later to complete your request. Use the same URL and the email to retrieve your saved request.

Enter your email
Get a one-time access code to start.

Email

Send Access Code

An access code will be sent to your email – please enter this into the field highlighted in red below and click continue.



Supplier Registration

Enter your email to verify yourself before you start with your registration request.
During the registration process, if you have to, you can save your request and return later to complete your request. Use the same URL and the email to retrieve your saved request.

Enter your code
Use the code we've sent to email louis.job@havering.gov.uk.
The code expires in 15 minutes.

Access Code

Continue
Get a new code

Step 2 – Company Details

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

Supplier Registration

Company Details

1 | 5

Company Website Country
 United Kingdom

Enter a value.

Taxpayer ID Tax Registration Number D-U-N-S Number

Organization Type Supplier Type

Select a value.

Note to Approver

Additional Information

Remarks Business Type Invoicing Method

Select a value.

CIS

Cancel Save Continue

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services

Supplier Registration

Company Details

Company Website Country
 United Kingdom

Enter a value.

Taxpayer ID Tax Registration Number D-U-N-S Number

Organization Type Supplier Type

Corporation

Foreign Corporation

Foreign Government Agency

Foreign Individual

Foreign Partnership

Government Agency

Individual

Partnership

Business Type Invoicing Method

Select a value.

Cancel Save Continue

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

Supplier Registration

Company Details

<input type="text" value="Company"/> <small>Enter a value.</small>	<input type="text" value="Website"/>	<input type="text" value="Country United Kingdom"/>
<input type="text" value="Taxpayer ID"/>	<input type="text" value="Tax Registration Number"/>	<input type="text" value="D-U-N-S Number"/>
<input type="text" value="Organization Type"/> <small>Select a value.</small>	<input type="text" value="Supplier Type"/> <ul style="list-style-type: none">CARERSCENTRAL/GOVERNMENT DEPARTMENTSCISCOMMERCIAL SUPPLIERFOSTER CARERSGRANTSINDIVIDUALSLEASE RENTS	<input type="text" value="Invoicing Method"/>
Additional Information		
<input type="text" value="Remarks"/>		
<input type="text" value="CIS"/>		
Attach tax, insurance, and other relevant documents		
		<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Continue"/>

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

Company Details

<input type="text" value="Company"/> <small>Enter a value.</small>	<input type="text" value="Website"/>	<input type="text" value="Country United Kingdom"/>
<input type="text" value="Taxpayer ID"/>	<input type="text" value="Tax Registration Number"/>	<input type="text" value="D-U-N-S Number"/>
<input type="text" value="Organization Type"/> <small>Select a value.</small>	<input type="text" value="Supplier Type"/>	

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.

Additional Information

Remarks

Business Type

Invoicing Method

CIS

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL

Consultant Consultant
Charity/3rd Sector Organisation Charity/3rd Sector Organisation
Contractor Contractor
Limited Company/PLC Limited Company/PLC
Other Other
Self-Employed Self-Employed

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

Additional Information

Remarks

Business Type

Invoicing Method

CIS

Attach tax, insurance, and other relevant documents

Select a value.

Supplier Portal Supplier Portal
Ricoh Ricoh

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.

CIS No

No

Yes

URL

Add URL

No items to display.

Cancel Save

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

Once complete, click continue.

Step 3 – Contacts

In this section you can add contacts for your organisation.

Contacts

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

<input type="text" value="First Name"/> <small>Enter a value.</small>	<input type="text" value="Last Name"/> <small>Enter a value.</small>	<input type="text" value="Email"/> <small>Enter a value.</small>
<input type="text" value="Job Title"/>	<input type="text" value="Country GB"/>	<input type="text" value="Mobile +44"/>
<input type="text" value="Country GB"/>	<input type="text" value="Phone"/>	<input type="text" value="Ext"/>
<input type="text" value="Country GB"/>	<input type="text" value="Fax +44"/>	

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

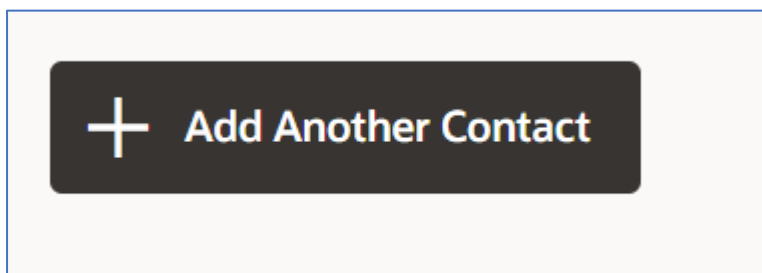
Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

Provide your contact details.

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

<input type="text" value="Newham Supplier Bidder"/>	<input type="text" value="Newham Supplier Self Service Administrator Prospective"/>
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The roles Newham Supplier Bidder and Newham Supplier Self Service Administrator Prospective are automatically given to you; you are unable to change these.



Please note you can repeat this step to add additional contacts as required. Please ensure you tick yes to user account as this ensures the additional contact will receive their own login.


Once complete, click continue.

Step 4 – Create Supplier Address

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

Addresses

Enter at least one address.

Address 1 

Enter a value.

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

Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
United Kingdom ▼

Required

Required

Postcode Required

Enter a value.

Country

Phone

Country

Fax

Complete section. 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.

Which contacts are associated to this address?

[Redacted Contact Name]

Tick the contacts that are associated to this address.

+ Add Another Address

Please note you can repeat this step to add additional addresses as required.

Click next to continue to next step.

Step 5– Business Classification

In this section add the description of your business classification.

Business Classifications

Enter at least one business classification or select none applicable.

Business classification 1 🗑️

Classification Micro Business	Subclassification
Certifying Agency	Other Certifying Agency
Certificate Start Date	Certificate End Date
Certificate Number	

Notes

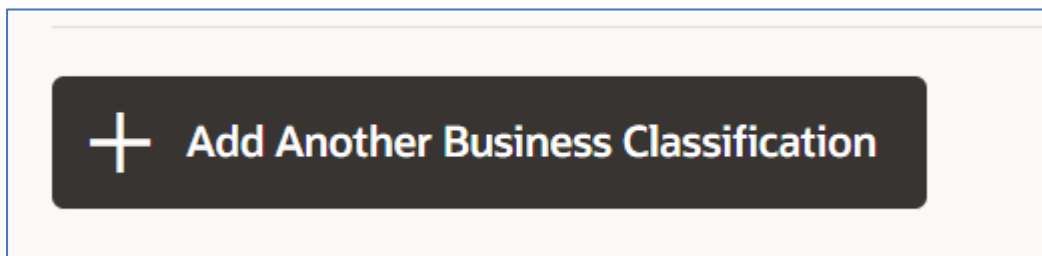
Attach current certificates and supporting documents

Drag and Drop

Last updated 1 minute ago

Cancel Save **Continue**

Click 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 continue.

Step 6 – Products and Services

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

Supplier Registration

Products and Services

Enter at least one products and services category.

Note to Supplier – You must select a valid Products and Services category by expanding the header option “Products & Services Please do not select the category at the header level as this is not a valid category to select.

2 selected

Category	Description
<input type="checkbox"/> <input checked="" type="checkbox"/>	Supplier Products & Service

Click on the icon as above to open the options

Category	Description
<input type="checkbox"/> ▾ <input type="checkbox"/> Supplier Products & Service	
<input type="checkbox"/> <input type="checkbox"/> Arts & Leisure Services.Events	Arts & Leisure Services.Events
<input type="checkbox"/> <input type="checkbox"/> Arts & Leisure Services.Museums & Art	Arts & Leisure Services.Museums & Art
<input type="checkbox"/> <input type="checkbox"/> Arts & Leisure Services.Organised Activities	Arts & Leisure Services.Organised Activities
<input type="checkbox"/> <input type="checkbox"/> Arts & Leisure Services.Outsourced Service	Arts & Leisure Services.Outsourced Service
<input type="checkbox"/> <input type="checkbox"/> Arts & Leisure Services.Performing Arts	Arts & Leisure Services.Performing Arts
<input type="checkbox"/> <input type="checkbox"/> Arts & Leisure Services.Professional Musical Instruments	Arts & Leisure Services.Professional Musical Instruments
<input type="checkbox"/> <input type="checkbox"/> Arts & Leisure Services.Sport & Fitness	Arts & Leisure Services.Sport & Fitness
<input type="checkbox"/> <input type="checkbox"/> Building Construction	Building Construction Materials.Bathrooms

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.](#)

Cancel
Save

If you're happy with all of the information you have provided, **click submit** 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 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.