



London Borough of Havering  
Guide for Entering Bank Details  
On the Portal

The purpose of this guide is to provide suppliers with details in how they can 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.

if you have any questions regarding the process please contact [fusion.sourcing@onesource.co.uk](mailto:fusion.sourcing@onesource.co.uk).

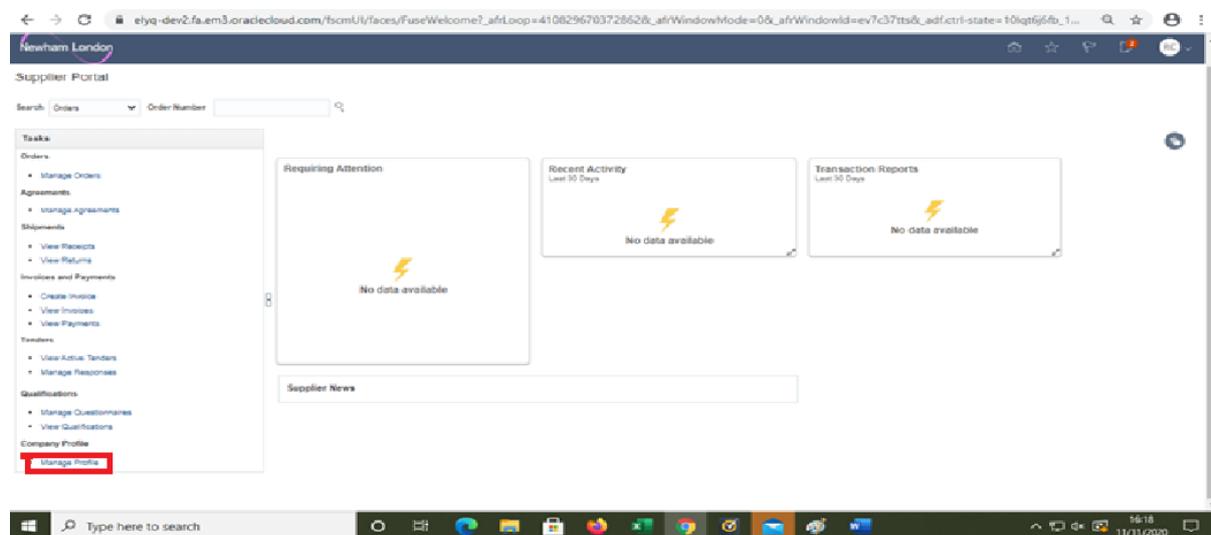
## Stage 2 Complete the Supplier Registration

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.

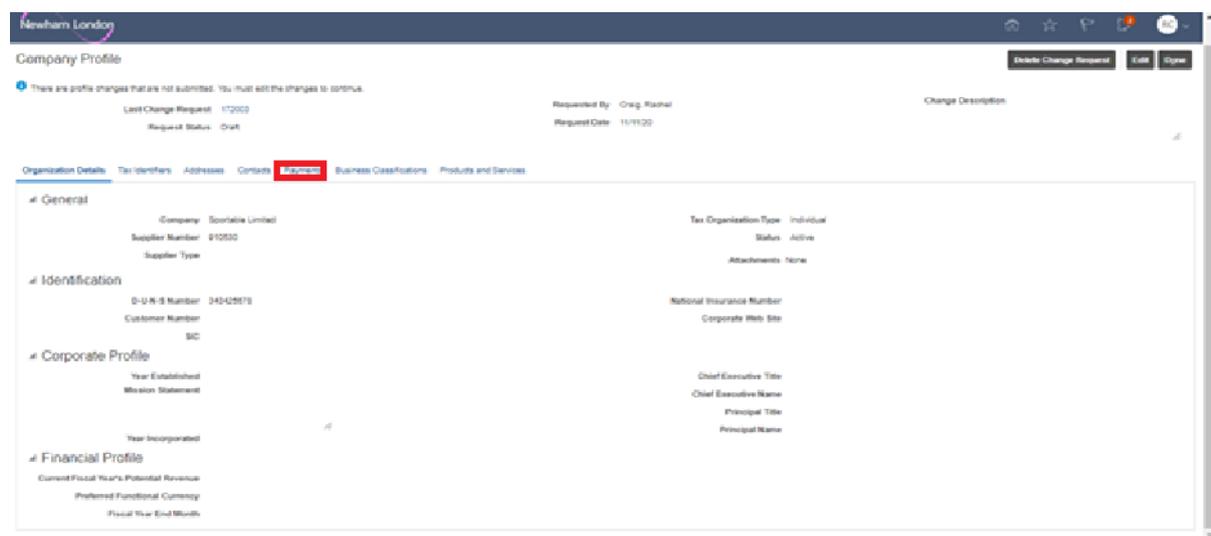
### Step 1

Click on the manage profile icon below



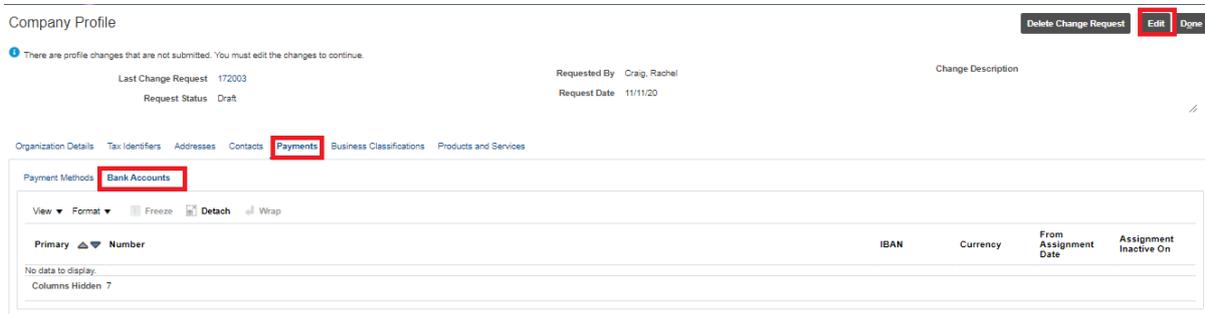
### Step 2

Click on the payments icon as show below



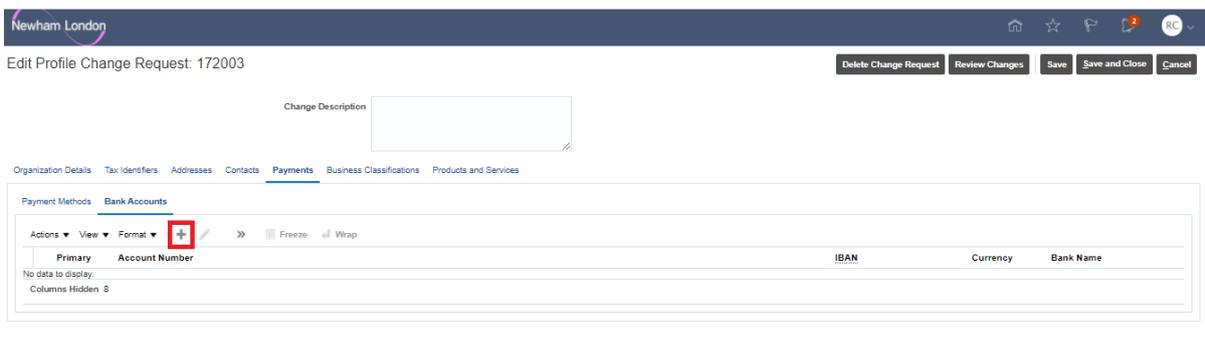
### Step 3

Click edit and then bank accounts.



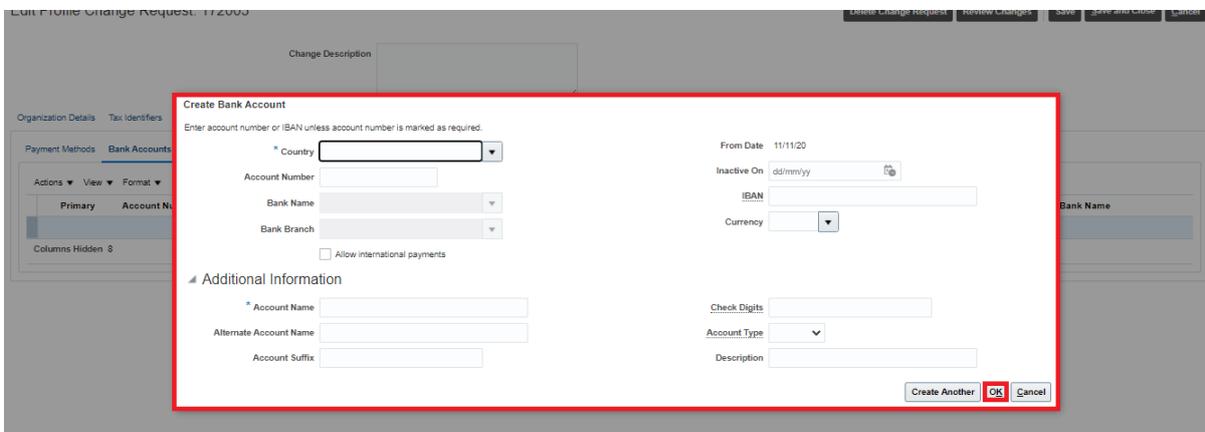
### Step 4

Click on the + icon.



### 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



## 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
<input checked="" type="checkbox"/>	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

Identification

D-U-N-S Number 343425978  
Customer Number   
SIC

Tax Organization Type Individual  
Status Active  
Attachments None +

National Insurance Number   
Corporate Web Site

Delete Change Request Review Changes Save Save and Close Cancel

Last Saved 22/11/20 20:43

## Step 8

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

Review Changes Edit **Submit** Cancel

Change Description

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Bank Accounts

View

Primary	Account Number	IBAN	Currency	Bank Name	Details
<input type="checkbox"/>	<input type="checkbox"/> 123123			1st Class Credit Union Limited	<input type="button" value=""/>

Columns Hidden: 8

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