



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.

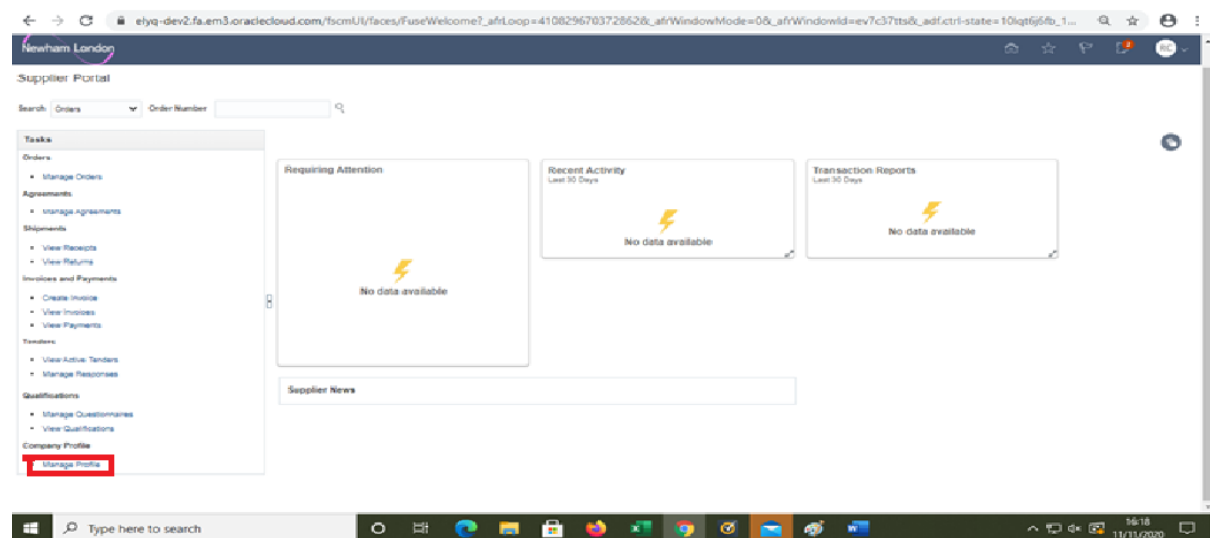
Stage 2 Complete the Supplier Registration

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.

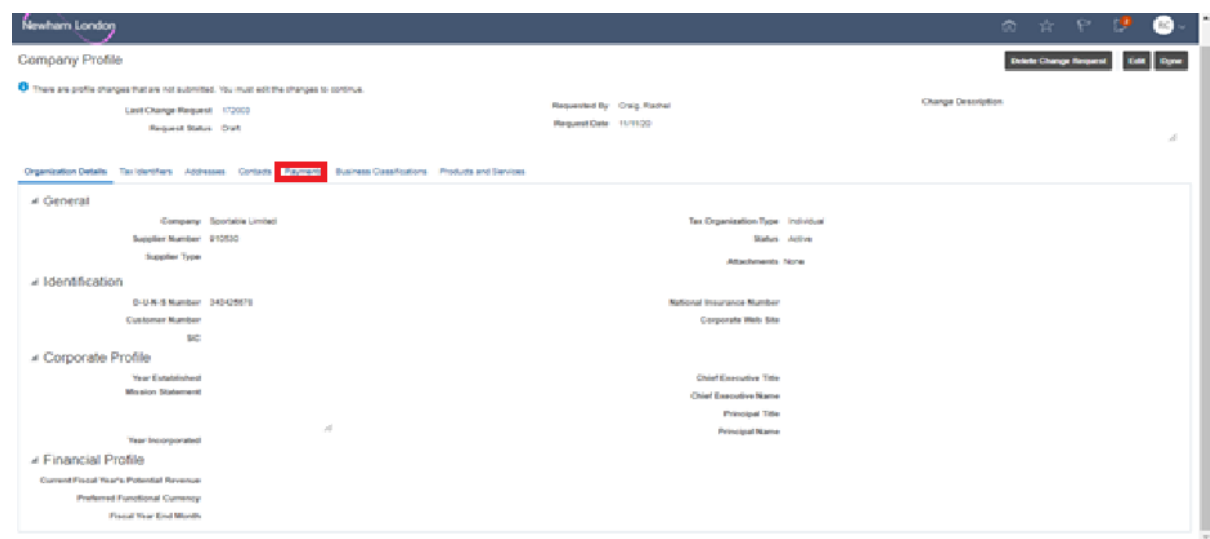
Step 1

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.

The screenshot shows the 'Company Profile' page. At the top right, there are three buttons: 'Delete Change Request', 'Edit' (highlighted with a red box), and 'Done'. Below the header, there is a navigation bar with tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments' (selected), 'Business Classifications', and 'Products and Services'. Under the 'Payments' tab, there is a sub-tab 'Bank Accounts' (also highlighted with a red box). The main content area shows a table with columns: 'Primary', 'Number', 'IBAN', 'Currency', 'From Assignment Date', and 'Assignment Inactive On'. The table is currently empty, with a message 'No data to display.' and 'Columns Hidden: 7'.

Step 4

Click on the + icon.

The screenshot shows the 'Edit Profile Change Request' page for request 172003. At the top right, there are buttons: 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. Below the header, there is a navigation bar with tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments' (selected), 'Business Classifications', and 'Products and Services'. Under the 'Payments' tab, there is a sub-tab 'Bank Accounts'. The main content area shows a table with columns: 'Primary', 'Account Number', 'IBAN', 'Currency', and 'Bank Name'. The table is currently empty, with a message 'No data to display.' and 'Columns Hidden: 8'. A red box highlights the '+' icon in the 'Actions' column of the table header.

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

The screenshot shows the 'Create Bank Account' pop-up form. The form is titled 'Create Bank Account' and has a red border. It contains the following fields: 'Country' (dropdown), 'Account Number' (text), 'Bank Name' (dropdown), 'Bank Branch' (dropdown), 'From Date' (11/11/20), 'Inactive On' (dd/mm/yy), 'IBAN' (text), 'Currency' (dropdown), 'Allow international payments' (checkbox), 'Account Name' (text), 'Alternate Account Name' (text), 'Account Suffix' (text), 'Check Digits' (text), 'Account Type' (dropdown), and 'Description' (text). At the bottom right, there are three buttons: 'Create Another', 'OK' (highlighted with a red box), and 'Cancel'.

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
✓	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

Tax Organization Type Individual

Status Active

Attachments None

Identification

D-U-N-S Number 343425978

Customer Number

SIC

National Insurance Number

Corporate Web Site

Last Saved: 22/11/20 20:43

Delete Change Request Review Changes Save Save and Close Cancel

Step 8

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

Review Changes

Change Description

Bank Accounts

View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	Details
	123123			1st Class Credit Union Limited	

Columns Hidden: 8

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