

# London Borough of Havering Guide for Registering as a Supplier To the Council

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 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 supplier registration please complete the steps in the 'Supplier entering bank details' guide.

If you require further technical support on Fusion please email our support team – [procurement.support@havering.gov.uk](mailto:procurement.support@havering.gov.uk).

## **Part 1 – Register as a Prospective Supplier**

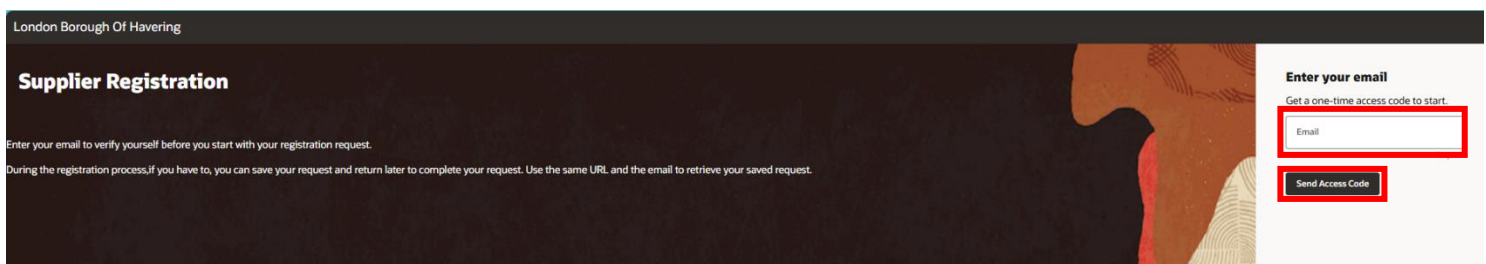
As this is an on-line registration process suppliers must click on the link below to begin registration process:

<https://elfy.fa.em3.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=5N1I8nD%2B6os4wXHLewCifFc6ydx2fz%2F6qVJsunusbLpHfw%2FXU8E1fWhzw%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'.



London Borough Of Havering

### Supplier Registration

Enter your email to verify yourself before you start with your registration request.

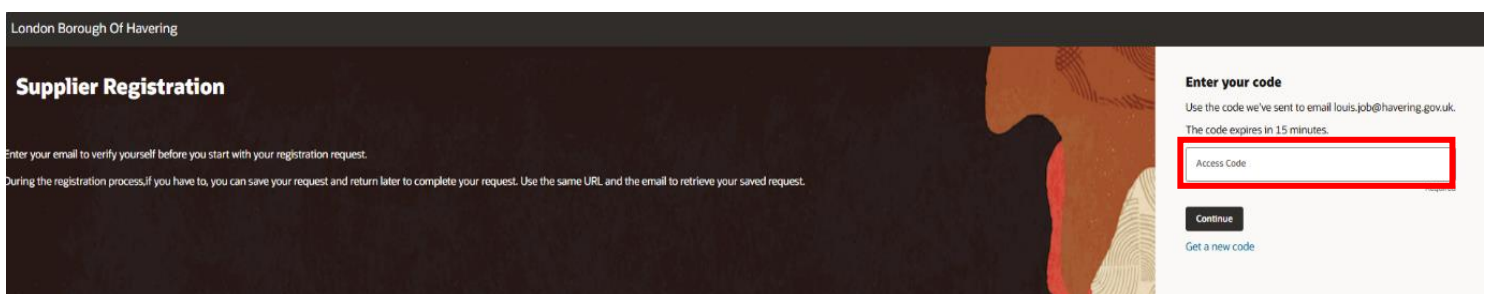
During the registration process, if you have to, you can save your request and return later to complete your request. Use the same URL and the email to retrieve your saved request.

**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.



London Borough Of Havering

### 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

Please complete the fields highlighted in red below.

London Borough Of Havering

Supplier Registration

### Company Details

Company

Website

Country

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Organization Type

Supplier Type

Note to Approver

Additional Information

Remarks

Business Type

Invoicing Method  
Supplier Portal

CS  
No

Attach tax, insurance, and other relevant documents

**Drag and Drop**  
Select or drop files here.

URL

Add URL

No items to display.

Cancel Save Continue

Now that you have completed the 'Country' field, you will be able to add your Taxpayer ID and either your Tax Registration Number or DUNS Number.

**NOTE:** If you do not have a Tax or DUNS number, you can leave these fields blank.

London Borough Of Havering

Supplier Registration

### Company Details

Company  
New Supplier

Website  
Testing

Country  
United Kingdom

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Organization Type  
Corporation

Supplier Type  
Public Sector

Note to Approver

Additional Information

Remarks

Business Type

Invoicing Method  
Supplier Portal

CS  
No

Attach tax, insurance, and other relevant documents

**Drag and Drop**  
Select or drop files here.

URL

Add URL

No items to display.

Cancel Save Continue

Select **'Organisation type'** and select the option that best describes your organisation.

London Borough Of Havering

Supplier Registration

### Company Details

Company Required Website Country Required

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

Organisation Type Required Supplier Type

- Corporation
- Foreign Corporation
- Foreign Government Agency
- Foreign Individual
- Foreign Partnership
- Government Agency
- Individual
- Partnership

Business Type Required Invoicing Method  
Supplier Portal

Drag and Drop  
Select or drop files here.

URL Add URL

No items to display.

Cancel Save Continue

Select **'Supplier Type'** and select the option that best describes your organisation.

London Borough Of Havering

Supplier Registration

### Company Details

Company Required Website Country Required

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

Organization Type Required Supplier Type

Note to Approver

Additional Information

Remarks

CIS Required

Attach tax, insurance, and other relevant documents

Drag and Drop  
Select or drop files here.

URL Add URL

No items to display.

Invoicing Method  
Supplier Portal

- Public Sector
- CENTRAL/GOVERNMENT DEPARTMENTS
- CIS
- COMMERCIAL SUPPLIER
- INDIVIDUALS
- LEGAL SERVICES
- LOCAL AUTHORITY SERVICES
- NHS BODIES

Cancel Save Continue

Select **'Business Type'** and select the option that best describes your organisation.

London Borough Of Havering

Supplier Registration

### Company Details

|                                  |                                |                           |
|----------------------------------|--------------------------------|---------------------------|
| Company<br>New Supplier          | Website<br>Testing             | Country<br>United Kingdom |
| Taxpayer ID                      | Tax Registration Number        | D-U-N-S Number            |
| Organization Type<br>Corporation | Supplier Type<br>Public Sector |                           |
| Note to Approver                 |                                |                           |

Additional Information

|           |                                                                                                                                                                                                            |                                     |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Remarks   | Business Type                                                                                                                                                                                              | Invoicing Method<br>Supplier Portal |
| CIS<br>No | Consultant Consultant<br>Charity/3rd Sector Organisation Charity/3rd Sector Organisation<br>Contractor Contractor<br>Limited Company/PLC Limited Company/PLC<br>Other Other<br>Self-Employed Self-Employed |                                     |

Attach tax, insurance, and other relevant documents

**Drag and Drop**  
Select or drop files here.

URL

No items to display.

Cancel Save Continue

Select **'Invoicing Method'** and select how you will submit your invoices

**NOTE:** The Councils preferred method is via the supplier portal, which is pre-selected. The reference to Ricoh is the scanning option.

London Borough Of Havering

Supplier Registration

### Company Details

|                                  |                                |                           |
|----------------------------------|--------------------------------|---------------------------|
| Company<br>New Supplier          | Website<br>Testing             | Country<br>United Kingdom |
| Taxpayer ID                      | Tax Registration Number        | D-U-N-S Number            |
| Organization Type<br>Corporation | Supplier Type<br>Public Sector |                           |
| Note to Approver                 |                                |                           |

Additional Information

|           |               |                                                |
|-----------|---------------|------------------------------------------------|
| Remarks   | Business Type | Invoicing Method<br>Supplier Portal            |
| CIS<br>No |               | Ricoh Ricoh<br>Supplier Portal Supplier Portal |

Attach tax, insurance, and other relevant documents

**Drag and Drop**  
Select or drop files here.

URL

Add URL

No items to display.

Cancel Save Continue

Select 'CIS' and answer if you are a registered Construction Industry Scheme (CIS) supplier.

**NOTE:** If you select 'YES' additional fields will appear for you to complete.

London Borough Of Havering

Supplier Registration

### Company Details

|                                  |                                |                           |
|----------------------------------|--------------------------------|---------------------------|
| Company<br>New Supplier          | Website<br>Testing             | Country<br>United Kingdom |
| Taxpayer ID                      | Tax Registration Number        | D-U-N-S Number            |
| Organization Type<br>Corporation | Supplier Type<br>Public Sector |                           |
| Note to Approver                 |                                |                           |

Additional Information

|           |               |                                                |
|-----------|---------------|------------------------------------------------|
| Remarks   | Business Type | Invoicing Method<br>Supplier Portal            |
| CIS<br>No |               | Ricoh Ricoh<br>Supplier Portal Supplier Portal |

Attach tax, insurance, and other relevant documents

**Drag and Drop**  
Select or drop files here.

URL

No items to display.

Cancel Save

Should you wish to Tax, Insurance or any other relevant documents, you can drag and drop these into the section shown below

London Borough Of Havering

Supplier Registration

### Company Details

|                                  |                                |                           |
|----------------------------------|--------------------------------|---------------------------|
| Company<br>New Supplier          | Website<br>Testing             | Country<br>United Kingdom |
| Taxpayer ID                      | Tax Registration Number        | D-U-N-S Number            |
| Organization Type<br>Corporation | Supplier Type<br>Public Sector |                           |
| Note to Approver                 |                                |                           |

Additional Information

|           |               |                                     |
|-----------|---------------|-------------------------------------|
| Remarks   | Business Type | Invoicing Method<br>Supplier Portal |
| CIS<br>No |               |                                     |

Attach tax, insurance, and other relevant documents

**Drag and Drop**  
Select or drop files here.

URL

No items to display.

Cancel Save

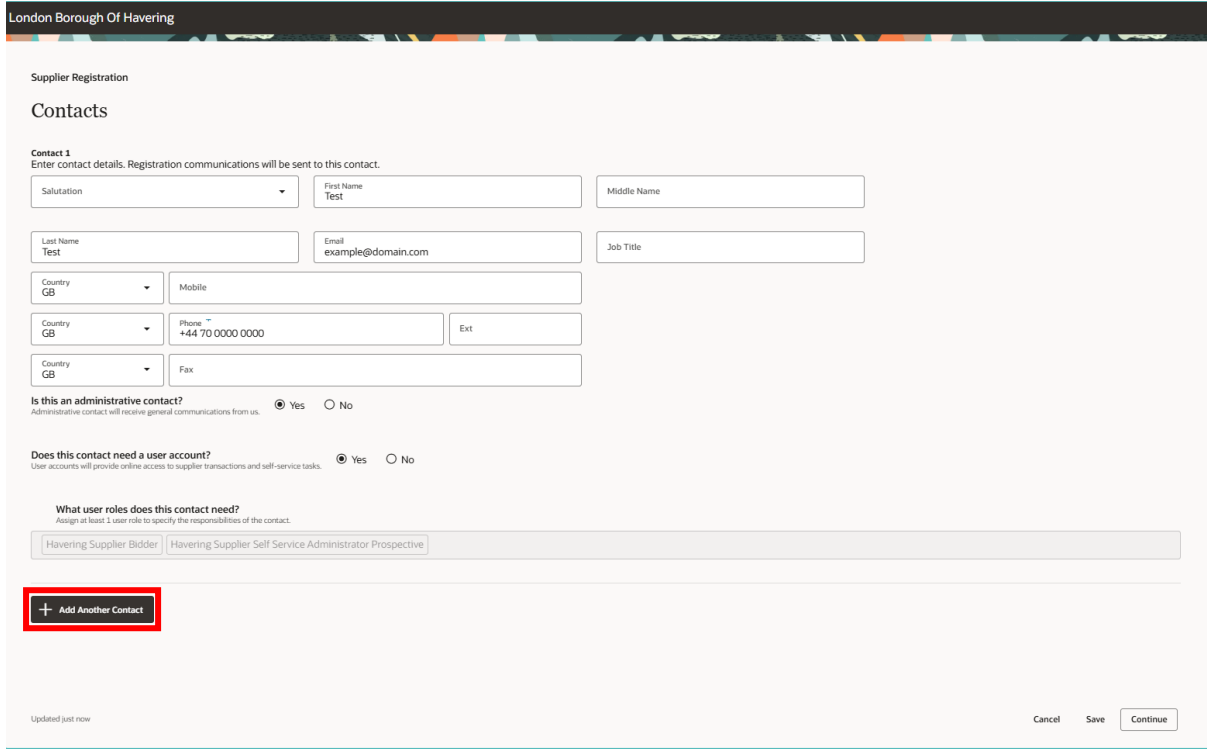
Click '**Continue**' to move forward to the next step.

### **Step 3 – Contacts**

On this page, you will complete the relevant fields to create a main contact for your organisation.

**NOTE:** The email you input during Step 1 will automatically pre-populate on this screen.

**NOTE:** To add additional contacts, select 'Add Another Contact' as highlighted in red.



London Borough Of Havering

Supplier Registration

### Contacts

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

Salutation  First Name  Middle Name

Last Name  Email  Job Title

Country  Mobile

Country  Phone  Ext

Country  Fax

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

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

Havering Supplier Bidder Havering Supplier Self Service Administrator Prospective

**+ Add Another Contact**

Updated just now

Cancel Save **Continue**

Click '**Continue**' to move forward to the next step.

## **Step 4 – Create Supplier Address**

On this page, you will complete the relevant fields to create an address for your organisation.

**NOTE:** Receive Purchase Orders and Receive Payments fields are pre-populated.

**NOTE:** If you would like to be able to bid on 'Request for Quotes' (RFQ's) please select this, as highlight in red below.

**NOTE:** To add additional addresses, select 'Add Another Address' as highlighted in red below.

London Borough Of Havering

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Supplier Registration

### Addresses

Enter at least one address.

Address 1 🗑️

Address Name Required

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

☒ Receive Purchase Orders ☒ Receive Payments ☐ Bid on RFQs

Country/Region  
United Kingdom

Address Line 1 Required Address Line 2 Required Address Line 3

Address Line 4 City or Town County

Postcode Required

Email Country GB Phone Ext

Country GB Fax

Which contacts are associated to this address?

☐ Test Test example@domain.com

**+ Add Another Address**

Last updated 6 minutes ago

Cancel Save **Continue**

Click '**Continue**' to move forward to the next step.

## **Step 5 – Business Classification**

On this page, add the description of your business classification that best describes your organisation.

Select your business classification and additional fields will appear.

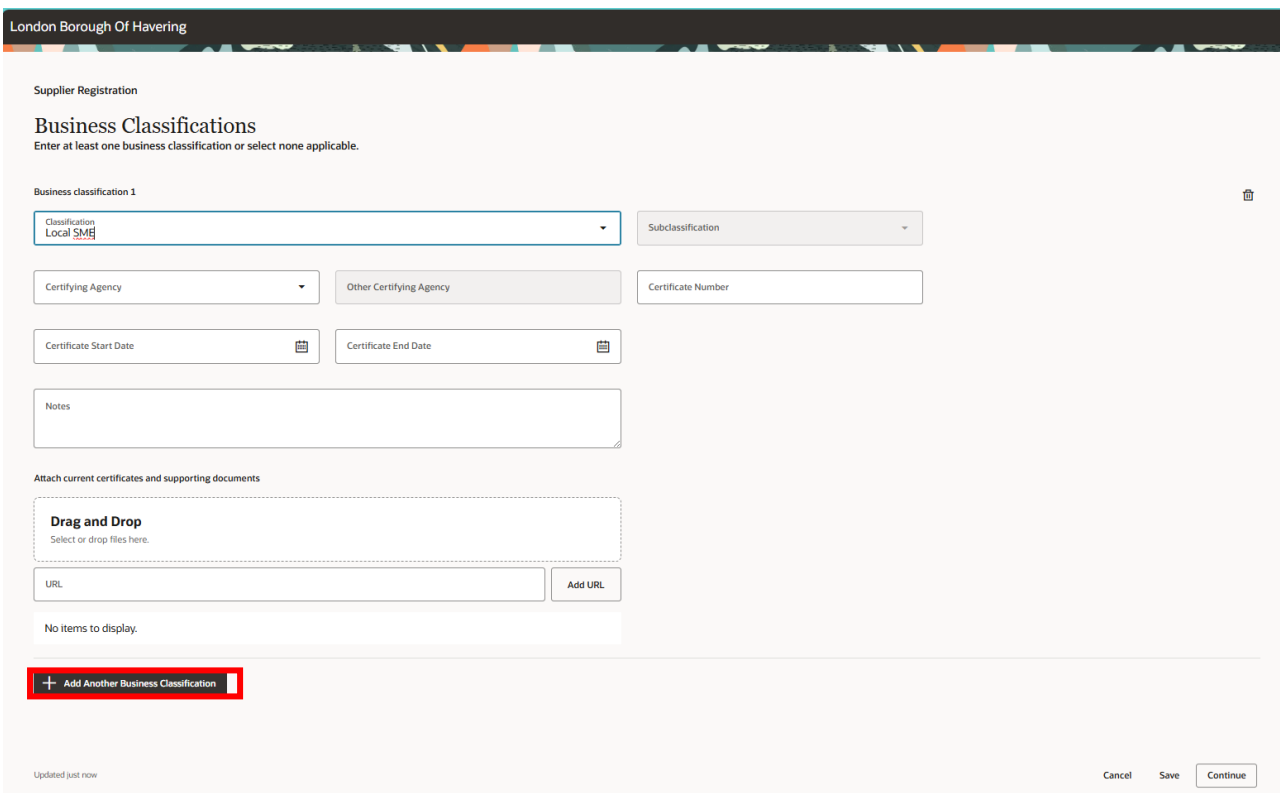
**NOTE:** The additional fields are only applicable if your business classification is linked to being certified by an external organisation/body; otherwise, this information is not required.

**NOTE:** A local supplier is described as an organisation that is based in, or operates predominantly from a base within the Boundaries of the Authority/Council.

**NOTE:** The Council uses 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

**NOTE:** To add additional classifications, select 'Add Another Business Classification' as highlighted in red below.



The screenshot shows the 'Supplier Registration' page for the 'London Borough Of Havering'. The main heading is 'Business Classifications' with the instruction 'Enter at least one business classification or select none applicable.' Below this, there is a section for 'Business classification 1' which includes a dropdown menu for 'Classification' (currently showing 'Local SME'), a dropdown for 'Subclassification', and input fields for 'Certifying Agency', 'Other Certifying Agency', 'Certificate Number', 'Certificate Start Date', and 'Certificate End Date'. There is also a 'Notes' text area. Below the classification section, there is a section for 'Attach current certificates and supporting documents' with a 'Drag and Drop' area, a 'URL' input field, and an 'Add URL' button. At the bottom of the form, there is a red button labeled '+ Add Another Business Classification'. The footer of the page includes 'Updated just now', 'Cancel', 'Save', and 'Continue' buttons.

Click '**Continue**' to move forward to the next step.

## **Step 6 – Products and Services**

On this page, select the description of your products and services.

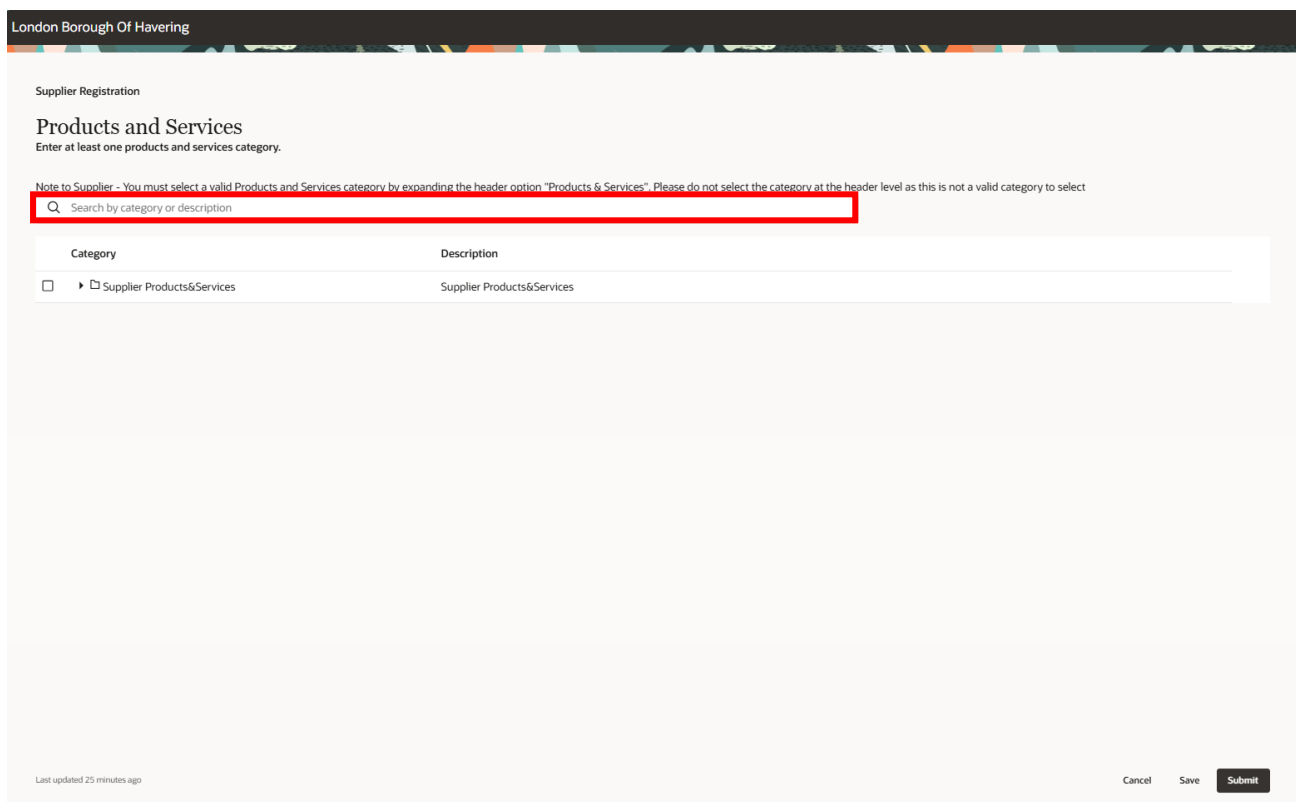
Select the category that best describes the goods/services you provide, click apply and ok to save.

**NOTE:** You can use the search function as highlighted in red below, to search for the Pro-Class applicable to your organisation.

**NOTE:** If you provide a range wide of goods and services, you can add additional products and services.

**NOTE:** 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/>



London Borough Of Havering

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

Search by category or description

| Category                                              | Description                |
|-------------------------------------------------------|----------------------------|
| <input type="checkbox"/> ▸ Supplier Products&Services | Supplier Products&Services |

Last updated 25 minutes ago

Cancel Save **Submit**

Click '**Submit**' to finalise your registration as a prospective supplier with the Council.