

Quick Guide 6: Supplier Registration

iSupplier Portal

Registration

You may wish to register for iSupplier to:

- Respond to Requests for Quotes (RFQs) or Requests for Information (RFIs).
- View and manage order information.
- Submit and view invoice and payment information.
- Manage your supplier profile.

Current suppliers within Lancashire County Council

Existing suppliers should contact the authority to request access to the portal. We will already hold your details on our database and so you are not required to register. However, we will require additional information from you before you are able to log in and use the portal.

Potential Lancashire County Council suppliers

Please complete the online registration form if you are not currently set up as a Lancashire County Council supplier, but:

- You have been invited to register, or
- You wish to register to enable us to consider you for future orders.

Potential suppliers must be approved by Lancashire County Council before any orders are issued. Only when your request has been authorised will you be sent a password to access the system.

International bank accounts are not recognised by our system; you will not be able to register with an international bank account. For information relating to International bank accounts please email PIM@lancashire.gov.uk.

Information required during registration

- Organisation name and address;
- VAT registration number (if registered);
 - You cannot submit a VAT invoice if we do not hold your VAT number;
- DUNS number (you can register at www.dnb.co.uk/dandb-duns-number):
 - All Lancashire County Council suppliers must provide a DUNS number;
- Contact details for all users who require access to the portal:
 - including name, email address and telephone number;
- Email address for:
 - Main sales contact;
 - Purchase orders;
 - Payment
 - Please note; you may use the same email address for all purposes;
- Bank details for your organisation;
- CIS (Construction Industry Scheme) details, if you are a CIS supplier.

Note: All details will be checked before you are approved as a supplier.

- Read the hints and tips on the registration screens for further help.

Register for the iSupplier portal

- Click on the Registration link on the iSupplier portal website.

Company Details

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name	<input type="text" value="PDS CONSTRUCTION"/> <small>Please enter your full company name using capital letters; DO NOT use abbreviations.</small>
Tax Country	<input type="text" value="United Kingdom"/>  <small>The tax country will be used to validate the format of the VAT Registration Number.</small>
VAT Registration Number	<input type="text"/> <small>VAT Registration Number will consist of a 2 character country reference followed by 9 numeric digits i.e GB123456789.</small>
Taxpayer ID	<input type="text"/> <small>The Taxpayer ID is your Unique Taxpayer Reference (UTR) as provided by HMRC.</small>
* DUNS Number	<input type="text" value="645312978"/> <small>DUNS numbers are 9 numeric digits, please DO NOT use hyphens. To obtain a DUNS Number please visit www.dnb.co.uk/dandb-duns-number</small>

- Enter the full 'Company Name' with no abbreviations;
- Click the magnifying glass  to search for and select the Tax Country;
- Enter the 'VAT Registration Number' if VAT registered (e.g. GB123456789);
- Enter the 'Taxpayer ID' allocated by HMRC if applicable;
- Enter the 'DUNS Number. This is a mandatory field (e.g. 123456789).

Contact Information

Contact Information

Blank label for instruction text

* Email	<input type="text" value="PDS@EMAIL.CO.UK"/> <small>This email address will become your user account name.</small>
* First Name	<input type="text" value="PAUL"/>
* Last Name	<input type="text" value="SMITH"/>
* Phone Area Code	<input type="text" value="447906"/> <small>Please include country dialling code.</small>
* Phone Number	<input type="text" value="4521452"/>
Phone Extension	<input type="text"/>

- Enter the 'Email Address' for the main contact. This will be used to contact your organisation for sales enquiries or quotations;
 - The email address will become the contact's iSupplier portal username;
 - Usernames must be unique; you can't use the same email address to register again for another account.
- Enter the contact's name and telephone number in the appropriate fields.

Note to Buyer

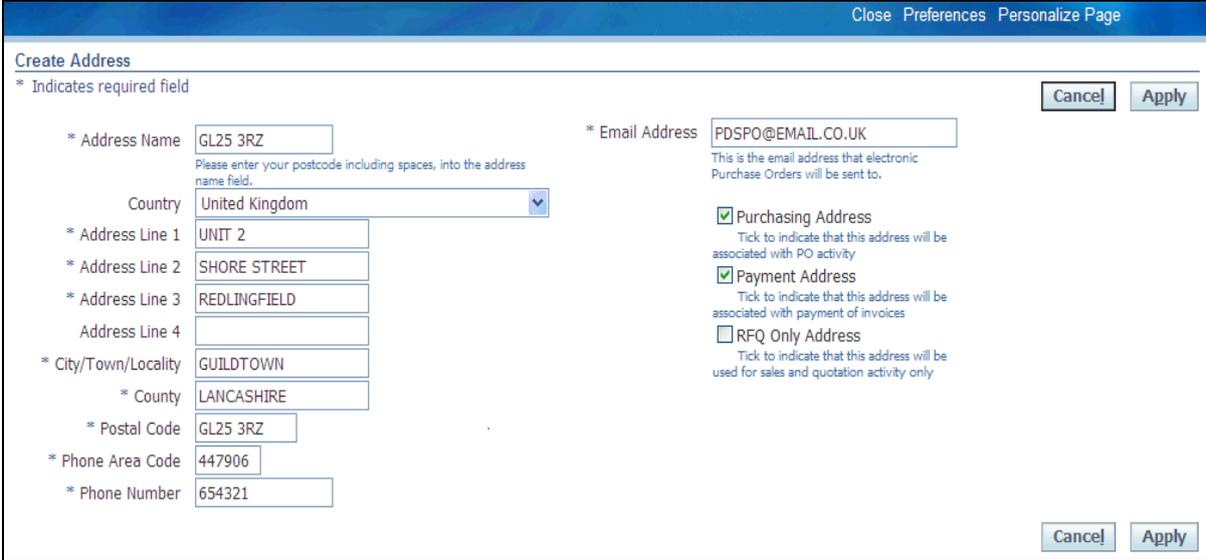
- Enter additional registration information;
 - CIS (Construction Industry Scheme) suppliers only; Enter CIS details.

Note to Buyer	UTR: 9876543210 NI NI: 882345678
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If you are a CIS supplier, please use this field to enter your UTR, Company Registration Number and NI Number. Other suppliers can use this field to communicate additional registration information with the Buyer.

Address Book

- Click the 'Create' button; 



Create Address
Close Preferences Personalize Page

* Indicates required field

* Address Name: GL25 3RZ
Please enter your postcode including spaces, into the address name field.

Country: United Kingdom

* Address Line 1: UNIT 2

* Address Line 2: SHORE STREET

* Address Line 3: REDLINGFIELD

Address Line 4:

* City/Town/Locality: GUILDTOWN

* County: LANCASHIRE

* Postal Code: GL25 3RZ

* Phone Area Code: 447906

* Phone Number: 654321

* Email Address: PDSFO@EMAIL.CO.UK
This is the email address that electronic Purchase Orders will be sent to.

Purchasing Address
Tick to indicate that this address will be associated with PO activity

Payment Address
Tick to indicate that this address will be associated with payment of invoices

RFQ Only Address
Tick to indicate that this address will be used for sales and quotation activity only

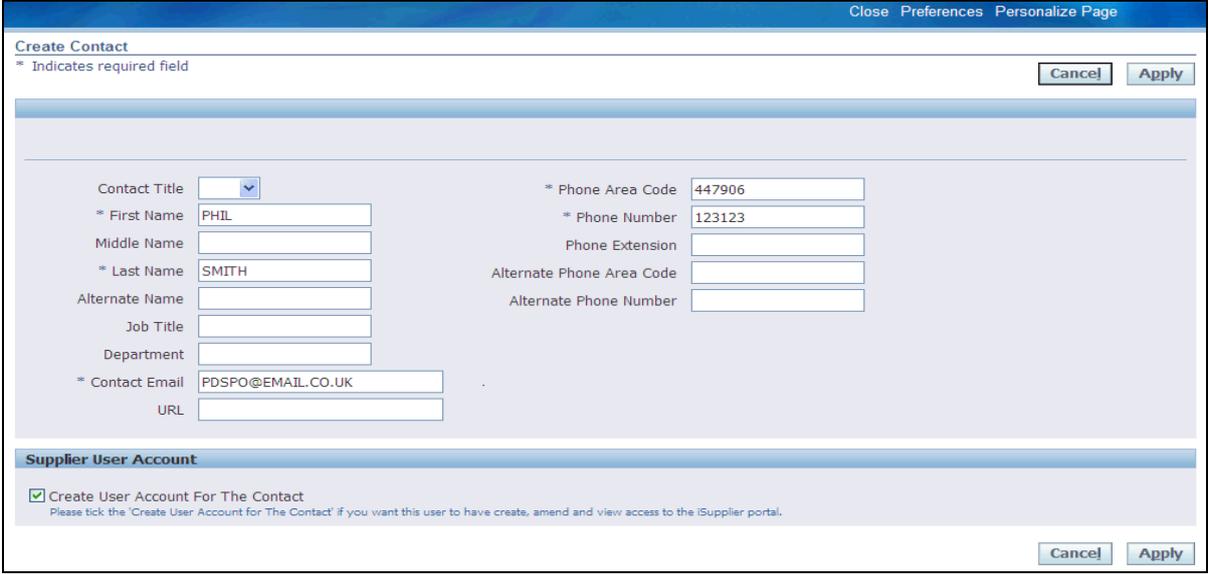
Cancel Apply

Cancel Apply

- Enter the post code into the 'Address Name' field;
- Enter the address and telephone details as requested on screen;
- Enter the email address used for purchase orders in 'Email Address';
- Use the tick boxes to identify if this address is used for purchasing and / or payment, or just for quotes;
- You must have at least one purchasing and one payment address, although these can be the same;
- Click the 'Apply' button;
- If you have more than one postal address, repeat the procedure for each

Contact Directory

- The main contact's details are displayed. If you do not want to add further contacts, please go to the Business Classifications section.
- To add further contacts, click the 'Create' button; 



Create Contact
* Indicates required field

Cancel Apply

Contact Title

* First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

* Contact Email

URL

* Phone Area Code

* Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Supplier User Account

Create User Account For The Contact
Please tick the 'Create User Account for The Contact' if you want this user to have create, amend and view access to the Supplier portal.

Cancel Apply

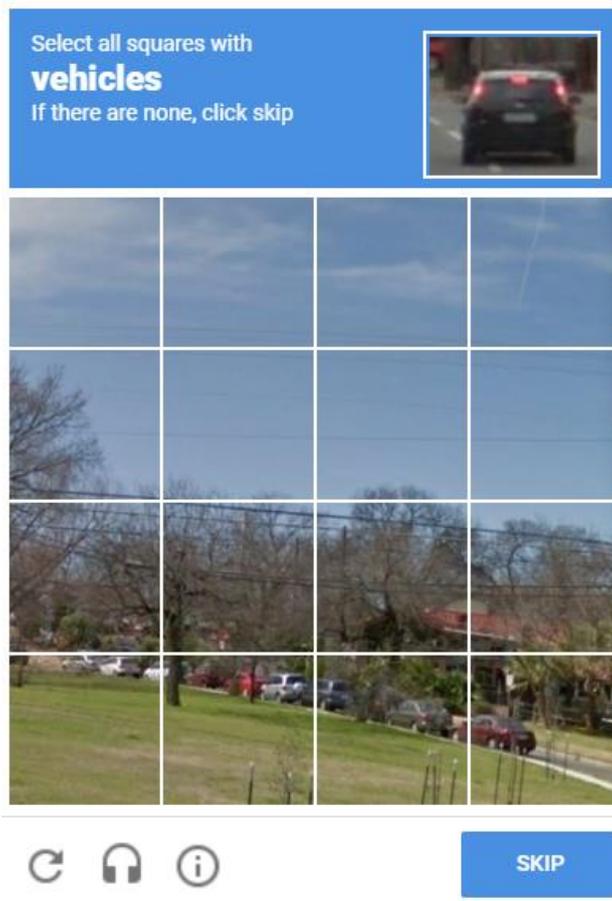
- Add the contact details requested;
- Enter the contact's 'Email Address' (if access to the portal is requested, this will become their username);
- Tick 'Create User Account For The Contact' if the access to the portal is required.
- Click the 'Apply' button;
- Repeat for each contact who requires access to the portal.

Business Classification

- Select a 'Supplier Classification' from the drop down list;
- Tick 'Applicable' box next to the Business Classification to select;
- Tick the Small Business 'Applicable' box if this applies to your organisation;
- Tick the Whole Government Account 'Applicable' box if applicable;
 - Add the CPID code in the Certificate Number field.

Additional Classifications

- Click the Additional Classifications button;
- Select whether your organisation is a VCFS Supplier based on the definitions provided;
- Select whether your organisation is an SME based on the definitions provided;
- Tick the box labelled "I'm not a robot";
- Complete the captcha by following the instructions given;



- Click "Save" to be returned to the previous screen.

Banking Details

- Click the 'Create' button ;
- Click the 'Existing Account' radio button ;
- Click in the magnifying glass  next to 'Bank Name';
- Enter the name of the bank (or start of the name) and click 'Go';
- Click the 'Quick Select'  button next to the relevant bank details;



Create Bank Account

* Indicates required field

Country United Kingdom

Account is used for foreign payments
Account definition must include bank and branch information.

Bank **Branch**

New Bank Existing Bank

Bank Name NAT WEST BANK PLC

New Branch Existing Branch

Branch Name

- Click the 'Existing Branch' radio button ;
- Click in the magnifying glass  next to 'Branch Name';
- The search defaults to 'Branch Name' – enter the branch name or use the drop down list to change to 'Sort Code';
- Enter the start of the branch name or sort code as applicable and click 'Go';
- Click the 'Quick Select'  button next to the relevant branch details;
- Enter the 8 digit bank account number in the 'Account Number' field;
- Enter the account holder name in the 'Account Name' field;
- Enter the remittance advice email address into the 'Note to Buyer' field;
- Enter account roll numbers (if applicable) into the 'Note to Buyer' field;
- Ensure the details are correct; payments will be made into this account;
- Click the 'Apply' button.

CPV Codes (Common Procurement Vocabulary)

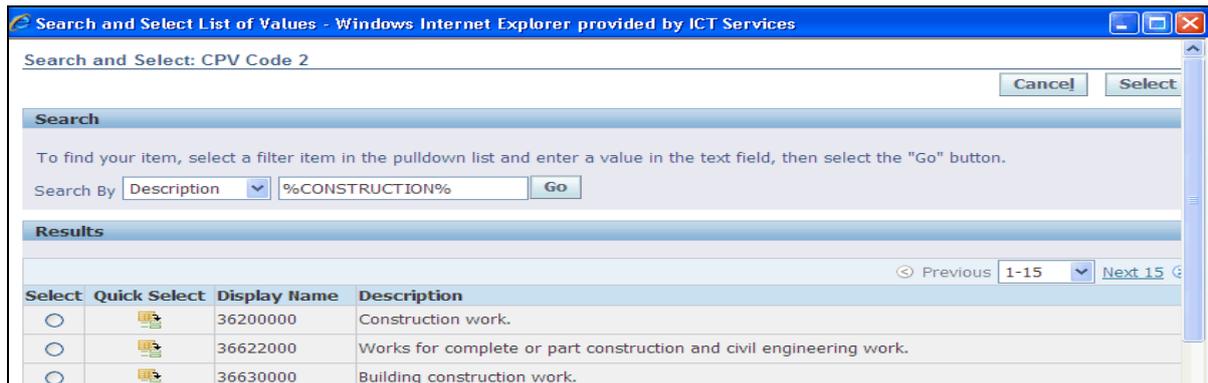
- Click the 'Update' button;
- Enter up to 10 CPV codes;
 - Enter the code if known; or
 - Click the magnifying glass;



CPV Codes

CPV Code 1 36630000

CPV Code for Sourcing



Search and Select List of Values - Windows Internet Explorer provided by ICT Services

Search and Select: CPV Code 2

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Description %CONSTRUCTION% Go

Results

Previous 1-15 Next 15

Select	Quick Select	Display Name	Description
<input type="radio"/>		36200000	Construction work.
<input type="radio"/>		36622000	Works for complete or part construction and civil engineering work.
<input type="radio"/>		36630000	Building construction work.

- Change the 'Search By' list to Description;
- Enter a description with % at the start and end of the description (e.g. %CONSTRUCTION%);
- Click the 'Quick Select'  button next to the relevant description;
- Click 'Return to Prospective Supplier Registration: Additional Details'.

Register

- Review the form.
- Click the 'Register' button.
- Check the registration details are confirmed.
- You will be notified if your registration is approved or rejected by the authority.
- If your registration is approved, the authority will send you an email with a link to the LCC Secure Web Mail. This is where you access all your encrypted emails.
- If you do not receive this email within 48 hours, please contact the PIM team at PIM@lancashire.gov.uk.

Retrieve Your Temporary Oracle Password

- View the email with a link to the LCC Secure Web Mail.
- Click on the link in the body of the email and follow the instructions to log into the webmail.
- You will be asked to create a password to the secure web mail, so you can access encrypted emails in future.
- Your temporary Oracle password will be displayed in the web mail.

Login to the Oracle Supplier Portal

- Go to the Oracle login screen.
- Enter your username (your email address entered during registration) and your temporary password retrieved from the LCC Secure Web Mail.
- You will now be prompted to create a password that you will use to login to the Oracle Supplier Portal in future.

If you need further assistance please email the following address with your query:

PIM@lancashire.gov.uk.