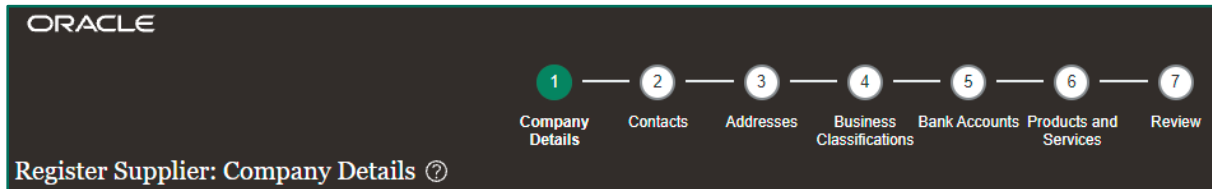


# Oracle Cloud User Guide – Commercial Supplier

Supplier Registration is made up of seven distinct parts.

All questions marked with an '\*' (asterix) are mandatory.



## Step 1 - Company Details

Enter supplier 'header' details:

* Supplier Name	<input type="text" value="Jon Rajoo"/>	Tax Country	<input type="text" value="United Kingdom"/>
* Tax Organization Type	<input type="text" value="Corporation"/>	Taxpayer ID	<input type="text" value="12345678"/>
* Supplier Type	<input type="text" value="Other Commercial Supplier - C"/>	Tax Registration Number(VAT)	<input type="text" value="12345678"/>
Corporate Web Site	<input type="text"/>	Note to Approver	<input type="text"/>
* Attachments	<input type="text" value="Test Doc A.docx"/> + X		
Attach the required documents.			

The Taxpayer ID is your Unique Tax Reference Number (UTR)

Though not marked with an asterisk, you must enter Tax Country and either Taxpayer ID or Tax Registration Number (VAT).

Please use the 'Attachments' function to upload the documents required as part of your registration such as;

- Letter headed document, signed by a senior member of the organisation
- VAT Registration certificate if applicable
- Company House Registration certificate if applicable
- Limited Liability Registration certificate if applicable
- Bank statement with all but the first 4 digits blanked out

Under the 'Additional information', area please enter details requested, including these key fields:

- The 'Hornbill Ref Number' starting with 'SR', this can be found in the invitation email sent to you for self-registration
- Company Registration Number, if you have one
- PO Communication Email ID, to ensure Purchase Orders are emailed to you
- Brent Fast Track is for Internal Only
- Agree to Brent Council's 'Supplier Portal Terms of Use'? is not active just yet

- Construction Industry Scheme Registered, if you select 'Registered with CIS' then you will need to complete additional CIS questions

If you have answered 'Yes' to the 'Factor' question please ensure you attach the bank details of the organisation.

### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email

Select 'Next' to continue with the self-registration

## Step 2 – Contacts

ORACLE

Company Details  2 Contacts  Addresses  Business Classifications  Bank Accounts  Products and Services  Review  7

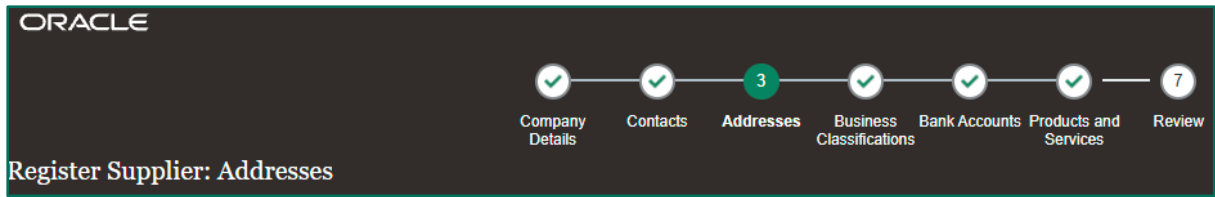
Register Supplier: Contacts ⓘ

The contact entered in the 'Your Contact Information' from the previous page is now displayed; this contact will receive all of the correspondence emails concerning this self-registration request.

Should you wish to add an additional contact please use the '+ Create' function..

Select 'Next' to continue with the self-registration

### Step 3 – Addresses



To add an address please use the '+ Create' function.



- In the 'Address Name' enter a unique number or use your Postcode

**Create Address**

\* Address Name

\* Country  ▼

Address Line 1

Address Line 2

Address Line 3

City or Town

County

Postcode

Under the 'Address Purpose' please tick the following boxes;

- Ordering
- Remit to

\* Address Purpose  Ordering  
 Remit to  
 RFQ or Bidding

Please enter your contact telephone number

Phone 44

Fax 44

Address Contacts

From the 'Action's drop down please select 'Select and Add'

**Address Contacts**

Select the contacts that are associated with this address.

Actions

Remove

Select and Add

**Select and Add: Contacts**

**Search**

Name  Job Title

View

Name	Job Title	Email	Phone
rajoo, jon		jon.rajoo@brent...	

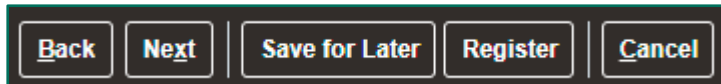
Rows Selected 1 Columns Hidden 1

High-light the name of the contact entered previously and select 'OK'

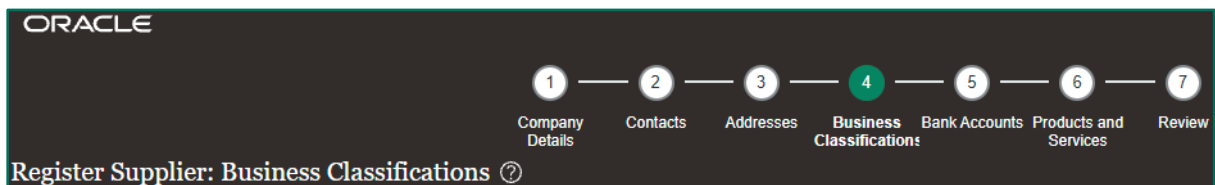
Select 'OK' to continue with the self-registration

You can create additional contacts using the 'Create Another' if required.

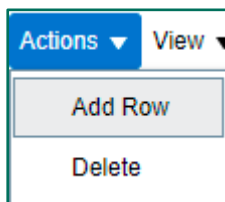
Select 'Next' to continue with the self-registration



#### Step 4 – Business Classifications

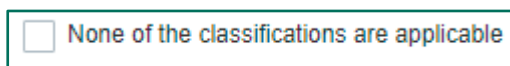


If you wish to select a Business Classification for your organisation, from the 'Actions' function please select 'Add Row', and carefully complete all the details required.

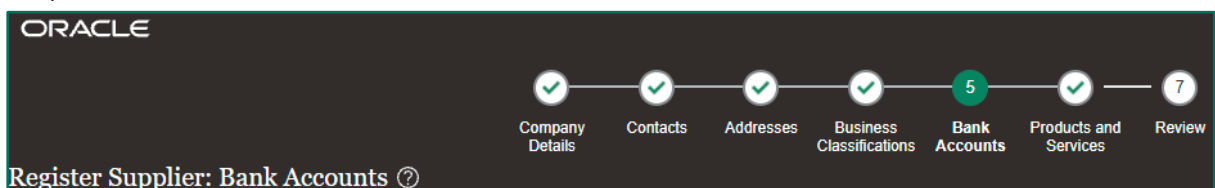


If you do not wish to select a Business Classification for your organisation, please tick the following checkbox

- None of the classifications are applicable



#### Step 5 – Bank Accounts



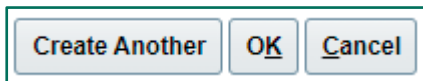
To add a bank account please use the '+ Create' function.



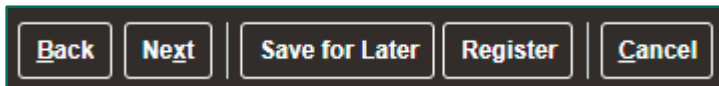
The bank sort account is a prefix of the branch information as detailed below.

A form titled 'Create Bank Account'. Below the title is the instruction 'Enter account number mandatorily.'. The form contains several input fields: a dropdown for '\* Country' with 'United Kingdom' selected; a dropdown for 'Bank' with 'NATIONAL WESTMINSTER BANK PL' selected; a dropdown for 'Branch' with '601328 - LUTON, MARKET HILL' selected; a text input for 'Account Number' containing '12345678'; and a dropdown for 'Currency' with 'GBP' selected.

Select 'OK' to continue with the self-registration

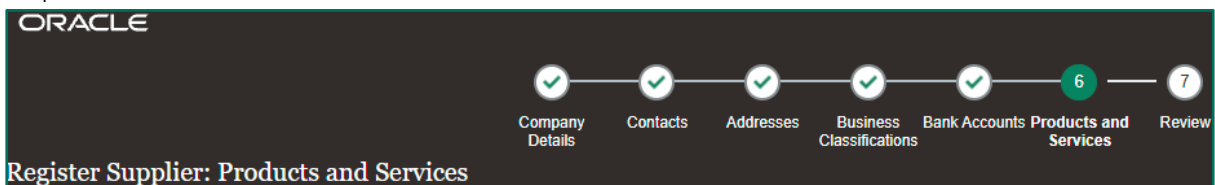


Select 'Next' to continue with the self-registration

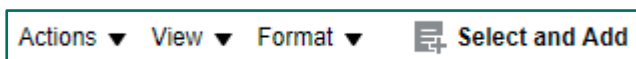


## Step 6 – Products and Services

Step six



To add Products and Services select 'Select and Add'.



Either use the 'Search' function or expand the folders to display the Products and services categories, multiple categories can be selected.

**Select and Add: Products and Services** x

**Search**

Category Name  Description

View ▾ Format ▾  Freeze  Detach      Wrap

Select	Category Name	Description
<input type="checkbox"/>	▶ Adult Social Care & Public Health	Adult Social Care & Public Health
<input type="checkbox"/>	▶ Capital and Regeneration and Infrastructure	Capital and Regeneration and Infrastructure
<input type="checkbox"/>	▶ Children, Young People & CVS Engagement	Children, Young People & CVS Engagement
<input type="checkbox"/>	▶ Corporate Services	Corporate Services
<input type="checkbox"/>	▶ Environmental Services, FM & Public Realm	Environmental Services, FM & Public Realm
<input type="checkbox"/>	▶ Shared Services	Shared Services

Columns Hidden 1

Select 'OK'

Select 'Next' to continue with the self-registration

### Step 7 – Review

Please review your supplier registration details and either 'Register' or 'Save for Later'.

'Register' will submit your self-registration for approval.

You can add or amend any part of your registration by selecting the appropriate step



'Save for Later' will save your self-registration, and email you a link to complete it at a later time (note: the Company Details Tax number will need to be re-entered when you re-open the request).

If you require any support during the self-registration process, please email

[Supplierssetup.procurement@brent.gov.uk](mailto:Supplierssetup.procurement@brent.gov.uk)

You must ensure you enter your company name in the email subject.

Once your self-registration has been successfully processed, you will receive the following email

Your registration request to be a supplier for London Borough of Brent (London Borough of Brent) was approved.

## Registration Request Details

<b>Registration Request</b>	6001
<b>Request Date</b>	14-Oct-2021
<b>Requested By</b>	Jon Rajoo
<b>Company</b>	TEST Corporate Procurement