

London Borough of Camden

Online Supplier Registration

Document History:

Date	Author	Change/s to user guide
21/10/20	Daniel Lomas	Original

The following suppliers should NOT attempt to register online:

- If you use a Factor company
- CIS Suppliers that are part of a Limited Liability Partnership (LLP)
- If your Bank Account requires a Secondary Account Reference in addition to the Bank Account

Please contact Suppliers@camden.gov.uk

If you encounter difficulty when registering please email Suppliers@Camden.gov.uk

1. Company Details

1.1: Register Supplier: Company Details

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

1. Update fields:

- ***Company** field, type your trading name
- ***Tax Organization Type** field, select from list
- **Supplier Type** field, select from list
- **Corporate Web Site** field (optional), your website address (we use this as an anti-fraud measure)

2. **Attachments** field, click + icon

1.2: Attachments

Attachments

Actions View + X

Type	* File Name or URL	Description	Attached By	Attached Da
File	<input type="text"/> Browse...		anonymous	10/20/2020 14

Rows Selected 1 Columns Hidden 1

OK Cancel

1. **Browse** button, click to attach files. We require you to attach two documents:

- Proof of your **Bank Account** and **Sort Code** (a redacted bank statement or similar)
- A copy of the on-boarding **email** you received from Camden (this will ensure we notify the relevant Camden Service once you are Registered)

1.3: Tax

Tax Country

• Taxpayer ID

Tax Registration Number

Note to Approver

1. **Tax Country** field, select **United Kingdom** [TIP: start typing "United"]
2. You must complete at least one of these fields:
 - **Taxpayer ID** field, type your **Company Registration Number** or **NI Number**
 - **Tax Registration Number** field, type your **VAT Registration Number**

1.4: Additional Information

Additional Information

Are you a part of Construction Industry Scheme?

1. **Are you a part of Construction Industry Scheme?** field, select either **Yes** or **No**. If you select **Yes**, a **UTR Number** field will appear:

Additional Information

Are you a part of Construction Industry Scheme? Yes

* UTR Number

2. **UTR Number** field, type your **UTR Number**

1.5: Your Contact Information

The screenshot shows a form titled "Your Contact Information" with the instruction "Enter the contact information for communications regarding this registration." The form contains four input fields: "* First Name", "* Last Name", "* Email", and "* Confirm Email". A green dashed box highlights the first two fields, with a callout "1" pointing to it. A second callout "2" points to the bottom right corner of the form area.

1. Update fields:

- ***First Name** field, type your first name
- ***Last Name** field, type your last name

2. ***Email** address will be used to create your Supplier Portal Login ID:

- ***Email** field, type your email
- ***Confirm Email** field, retype your email

NOTE: We recommend against using a generic **Email** address because the Supplier Portal grants access to Bank Account, Remittance and Purchase Order data.

1.6: Next

The screenshot shows a row of five buttons: "Back", "Next", "Save for Later", "Register", and "Cancel". The "Next" button is highlighted with a green dashed box and a callout "1" pointing to it.

1. **Next** button, click

2. Contacts

2.1: Register Supplier: Contacts

Register Supplier: Contacts

Enter at least one contact.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request Us Account	Delete
Cameron, Andre		Andre.Cameron@Websit...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

1. The **Contact Information** entered on the previous page, has automatically created a **Supplier Portal Login ID**
2. You can create an additional **Supplier Portal Login ID** (optional):
 - **Create** field, click + icon

2.1: Create Contact (optional)

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

User Account

Request user account

Roles

Role	Description
No data to display.	

Create Another OK Cancel

1. Update mandatory fields for the additional login:

- ***First Name**
- ***Last Name**
- ***Email**

2. **Phone** number field (optional), type the full phone number in the third box (as shown)
3. **Request user account** tick-box, tick (this creates the additional **Supplier Portal Login ID**)
4. **OK** button, click

2.2: Next



1. **Next** button, click

3. Addresses

3.1: Register Supplier: Addresses

Register Supplier: Addresses

Enter at least one address for remit to and ordering purposes.

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Create Address

* Address Name

* Country United Kingdom

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City or Town

County

Postcode

UPRN

* Address Purpose Ordering Remit to RFQ or Bidding

Phone 44

Fax 44

Email

Create Another OK Cancel

Two addresses are required:

REMITTANCE ADVICE EMAIL ADDRESS:

1. **Create** field, click + icon
2. ***Address Name** field, type your Postcode followed by "PAY" [e.g. **NW1 1BD PAY**]
3. Update fields:
 - ***Address Line 1**
 - ***City or Town**
 - **Postcode**
4. ***Address Purpose** section, **Remit to** tick-box, tick
5. **Phone** number field (optional), type the full phone number in the third box (as shown)
6. **Email** field, type the email address you wish to receive REMITTANCE ADVICE

PURCHASE ORDER EMAIL ADDRESS (this can be the same information as the REMITTANCE ADVICE address):

1. **Create** field, click + icon
2. ***Address Name** field, type your Postcode followed by “ORD” [e.g. **NW1 1BD ORD**]
3. Update fields:
 - ***Address Line 1**
 - ***City or Town**
 - **Postcode**
4. ***Address Purpose** section, **Ordering** tick-box, tick
5. **Phone** number field (optional), type the full phone number in the third box (as shown)
6. **Email** field, type the email address you wish to receive PURCHASE ORDERS

3.2: Next



1. **Next** button, click

4. Business Classifications

4.1: Register Supplier: Business Classifications

Register Supplier: Business Classifications

Enter at least one business classification

Actions View Format + Freeze Detach Wrap

Classification	Attachments	Notes
	None +	

Two business classifications are required:

LOCATION:

1. + icon, click
2. ***Classification** field, select a LOCATION from the list

SIZE:

1. + icon, click
2. ***Classification** field, select a SIZE from the list (refer to table below)

Company Size	Employees	Turnover
Large	> 250	> £44.7m
Medium	< 250	≤ £44.7m
Small	< 50	≤ £8.94m
Micro	< 10	≤ £1.79m

or

4.2: Next

Back Next Save for Later Register Cancel

1. **Next** button, click

5. Bank Accounts

5.1: Register Supplier: Bank Accounts

Register Supplier: Bank Accounts

Company Details Contacts Addresses Business Classificati... Bank Accounts Review

Back Next Save for Later Register Cancel

Actions View Format + Create Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					

Create Bank Account

Enter account number or IBAN unless account number is required.

* Country Bank Branch Account Number IBAN Currency

Additional Information

Account Name Currency Location Code Alternate Account Name Account Type Description Account Suffix Check Digits

Comments

Note to Approver

Create Another OK Cancel

1. **Create** field, click + icon

2. Update fields:

- ***Country**, select **United Kingdom** [TIP: start typing "United"]
- **Bank**, select from list
- **Branch**, select from list
- **Account Number**

3. **Currency** field, select **GBP**

4. **Account Name** field (optional), type the **Account Name** if different from your trading name

5. **OK** button, click

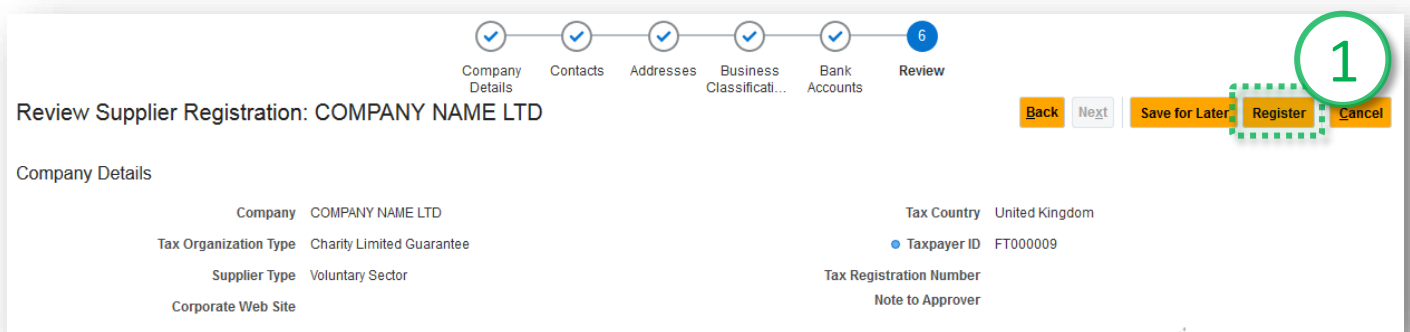
5.2: Next



1. **Next** button, click

6. Review

6.1: Register Supplier: Bank Accounts



On this page you can review the data about to be submitted.

1. **Register** button, click

Please allow **3 Working Days** for your request to be processed. You will receive an email notification once your Supplier Registration has been approved.

For all Supplier Registration queries: Suppliers@Camden.gov.uk