



University of  
Nottingham

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# UniCore

Supplier Registration – Prospective

[nott.ac/unicore](http://nott.ac/unicore)

November 2024



This document is designed to be used online. Thank you for thinking of the environment.

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## Document version control

| Version no. | Date       | Author           |
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| 1           | 25/10/2024 | Daniel Stapleton |
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|             |            |                  |

## 1. Registration Link

- Click on the link for [Supplier Prospective Registration](#)
- Enter your email address to receive a one-time access code.
- Enter code received via email.

## 2. Provide Company Details

- Enter Company name.
- Enter Company Registration Number.
- Select Country from drop down.
- Enter Taxpayer ID (this is your VAT number in the UK).
- **Only Enter Tax Registration number if you know your exact details that include the country prefix e.g. GB, if you do not know it then leave this field blank and only complete the Taxpayer ID as above otherwise your registration will fail.**
- Enter D-U-N-S Number (if known).
- Select Organization Type from drop down.
- Select Supplier Type from drop down (size of organization).

The following step is optional for prospective suppliers. However, it will save time if you are awarded a contract to enter them now, otherwise you will be asked by the Procurement Team to log in to the supplier portal and add them later, before we are able to raise Purchase Orders with you.

- Provide a copy of your banking document

### **FORMAT MUST BE ONE OF THE FOLLOWING:**

- Company letter head paper stating bank details and account name.
- Bank Statement, paying in slip or void cheque.
- An official letter from the supplier's bank which includes bank details within the letter.
- Drag and drop a copy of the letter into the section labelled Drag and drop.
- Click Continue.

University of Nottingham

Supplier Registration

Company Details

Company: [Text Field] Company Registration Number: [Text Field] Country: [Dropdown]

Supplier ID: [Text Field] Tax Registration Number: [Text Field] D-U-N-S Number: [Text Field]

Incorporation type: [Dropdown] Supplier type: [Dropdown]

Notes to Approver: [Text Area]

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

URL: [Text Field] Add URL: [Button]

No items to display.

Cancel Save Continue

1 | 7

Company Details  
 Contacts  
 Addresses  
 Business Classifications  
 Bank Accounts  
 Products and Services  
 Questionnaire

### 3. Provide Contact Details

- Enter First and Last Name.
- Enter your email address – this address will receive the login details.
- Enter mobile and landline phone numbers.
- Enter Job Title.
- Ensure 'Is this an administrative contact?' is set to Yes.
- Ensure 'Does this contact need a user account?' is set to Yes.
- Ensure 'UoN SP Supplier Portal Role' is ticked.

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Supplier Registration

Contacts

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

First Name: [Text Field] Last Name: [Text Field] Email: [Text Field]

Country: [Dropdown] Mobile: [Text Field] Country: [Dropdown] Phone: [Text Field] Ext: [Text Field]

Job Title: [Text Field] Country: [Dropdown] Fax: [Text Field]

Is this an administrative contact? ☒ Yes ☐ No

Does this contact need a user account? ☒ Yes ☐ No

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

☒ UoN SP Supplier Portal Role  
 Consolidates Role for supplier Portal

☐ Supplier Contract Manager  
 Manages a team of supplier contract administrators.

+ Add Another Contact

Last updated: 17 minutes ago

Cancel Save Continue

2 | 7

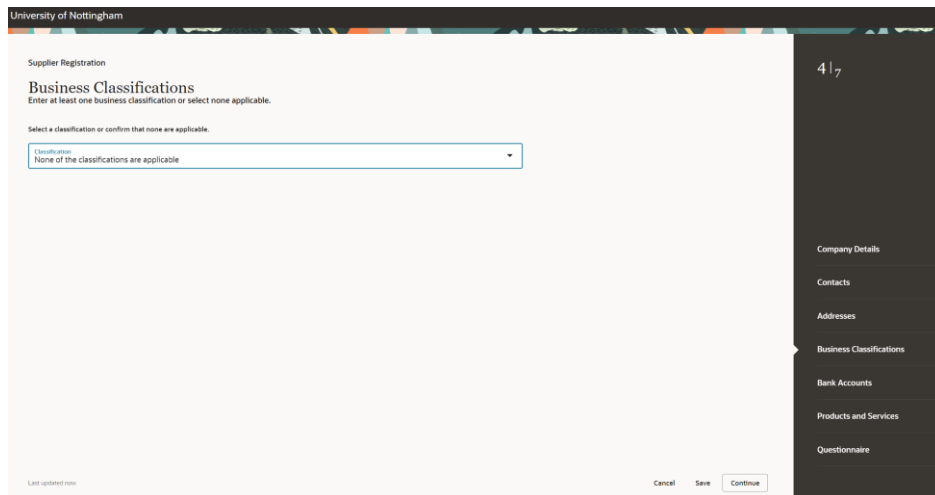
Company Details  
 Contacts  
 Addresses  
 Business Classifications  
 Bank Accounts  
 Products and Services  
 Questionnaire

## 4. Provide Address Details

- Enter address name e.g. 'Head Office'.
- Select 'What's this address used for?' options, Bid on RFQs should be ticked as a minimum. 'Receive Purchase Orders' and 'Receive Payments' should also be ticked at this stage to save time later if awarded a contract.
- Select Country/Region from the dropdown.
- Enter address details.
- Enter email for remittance messages.
- Enter company phone number.
- Under 'Which contacts are associated to this address?', Tick at least one contact associated with the address provided. More than one contact can be added in the Contacts section on the previous screen. Click contacts on the grey bar on the right to move back to that section if you wish to add more than one.
- Add another address if required. Different contacts can be assigned to different addresses if you have a large company and require this functionality.

## 5. Business Classifications

- Select 'None of the Classifications are applicable' from the dropdown box.
- Click Continue.



The screenshot shows the 'Business Classifications' step in the University of Nottingham Supplier Registration process. The page title is 'Supplier Registration' and the sub-header is 'Business Classifications'. Below this, it says 'Enter at least one business classification or select none applicable.' and 'Select a classification or confirm that none are applicable.' There is a dropdown menu with the text 'Classification: None of the classifications are applicable'. On the right side, there is a dark sidebar with a list of steps: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications' (which is highlighted with a white arrow), 'Bank Accounts', 'Products and Services', and 'Questionnaire'. At the bottom right of the main form area, there are three buttons: 'Cancel', 'Save', and 'Continue'. At the bottom left, it says 'Last updated now'.

## 6. Provide Bank Details

This section is optional for prospective suppliers. However, it will save time if you are awarded a contract to enter them now, otherwise you will be asked by the Procurement Team to log in to the supplier portal and add them later, before we are able to raise POs with you.

- Select Country from the dropdown.
- Enter the sort code, the Bank and Bank Branch fields will automatically populate.
- Enter the Account Number.
- Select Currency – this should be Pound Sterling unless otherwise agreed with the University as part of awarding a contract.
- Select Account Type – This would normally be Checking.
- Enter Account Holder name.
- Include the IBAN number if an International Bank.
- Click Continue.

University of Nottingham

Supplier Registration

### Bank Accounts

Bank account 1

Country: United Kingdom

Sort Code: Bank: Bank Branch:

Account Number: IBAN: Currency:

Account Type: Account Holder: Building Society Roll Number:

+ Add Another Bank Account

Cancel Save Continue

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

## 7. Products and Services

- Select at least one category of Product or Service relating to the tender opportunity. Be sure to scroll down to see all available categories.
- Expand the lines to view and select relevant subcategories if required.
- Click Continue.

University of Nottingham

Supplier Registration

### Products and Services

Enter at least one products and services category.

Search by category or description

| Category   | Description   |
|--|---|
| <input type="checkbox"/> Agricultural/Fisheries/Forestry/Horticultural/Oceanographic Supplies & Services (E) | Agricultural/Fisheries/Forestry/Horticultural/Oceanographic Supplies & Services (E) |
| <input type="checkbox"/> Audio-Visual & Multimedia Supplies and Services (A)                                 | Audio-Visual & Multimedia Supplies and Services (A)                                 |
| <input type="checkbox"/> Catering Supplies & Services (C)  | Catering Supplies & Services (C)  |
| <input type="checkbox"/> Computer Supplies & Services (K)  | Computer Supplies & Services (K)  |
| <input type="checkbox"/> Estates & Buildings (W)   | Estates & Buildings (W)   |
| <input type="checkbox"/> Facilities Operations (Y)   | Facilities Operations (Y)   |
| <input type="checkbox"/> Furniture, Furnishings & textiles (F)   | Furniture, Furnishings & textiles (F)   |
| <input type="checkbox"/> Health & Safety & Security (U)  | Health & Safety & Security (U)  |
| <input type="checkbox"/> Janitorial & Domestic Supplies & Services (H)                                       | Janitorial & Domestic Supplies & Services (H)                                       |
| <input type="checkbox"/> Laboratory/Animal House Supplies & Services (L)                                     | Laboratory/Animal House Supplies & Services (L)                                     |
| <input type="checkbox"/> Library & Publications (B)  | Library & Publications (B)  |

Cancel Save Continue

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

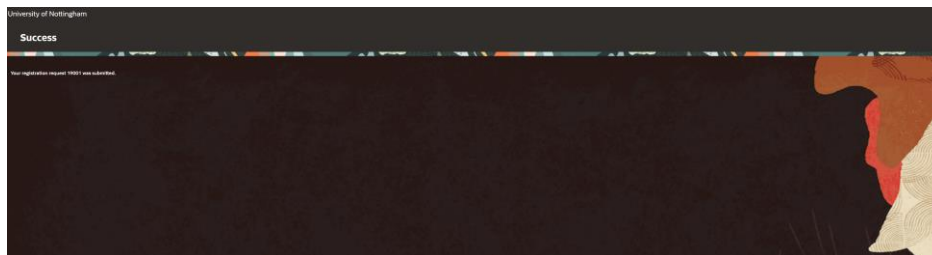
## 8. Questionnaire

- Complete all sections of the Questionnaire accurately and truthfully.
- Every question must have a response. Some of this information is repeated from previous sections as it allows the information to be used across multiple tenders.

- Please put N/A in comments boxes as required, do not leave blank as you will get an error message, and it will prevent submission.
- Click Next Section to move onto the next page of questions.
- Once section 4 is complete click Submit.

The screenshot shows the 'Supplier Registration Questionnaire' form on the University of Nottingham website. The form is titled 'SQ2023 - Part 1 (Section 1) Your Information' and includes a progress bar at the top. The form contains four sections: 1. Name (if registered, please give the registered name), 2. Registered address (if applicable) or head office address, 3. Registered website address (if applicable), and 4. Trading status (if OTHER please specify your trading status). Each section has a 'Required' label and a text input field. The trading status section has four radio button options: a. a) Public Limited Company, b. b) Private Limited Company, c. c) Limited Liability partnership, and d. d) Other partnership. At the bottom of the form, there are 'Cancel', 'Save', and 'Submit' buttons. A sidebar on the right side of the form lists various sections: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Questionnaire.

- Any sections that require attention will be flagged and must be resolved before the request can be successfully submitted.
- You will see the Success message if everything is correct with the submission.



## 9. Approval

- Approval is automatic for prospective supplier registrations.
- You will receive an email entitled 'Supplier Registration Request was Approved'.
- You will receive a separate email with your login details to the Supplier Portal and link to set a password follow the link and set your password, you will then be logged into the UniCore system.