

## HPCS – End User Guide for Suppliers

### Title: Create Supplier Registration

#### 1.0 Purpose

This guide will show new potential suppliers how to register on the Haringey Procurement & Contracts System (HPCS) and complete the Supplier Registration Form (SRF) for new and future procurement opportunities that the council may have.

The process is initiated by clicking the link and using the login details that have been sent to your email address or by selection the below link:

<https://s2c.waxdigital.co.uk/ProcurementLBHaringey/>

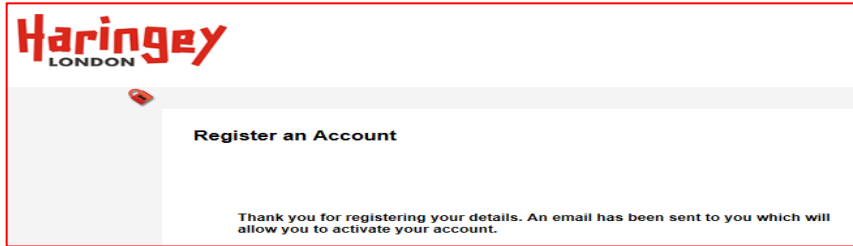
Click on Register Here

Note: For assistance at this stage e-Mail [HPCS@haringey.gov.uk](mailto:HPCS@haringey.gov.uk) with messages

#### 1.1 Registration form

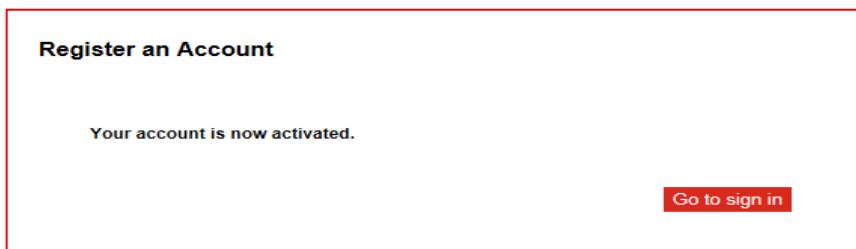
Complete the account registration form

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Note: the following message will be displayed if all mandatory fields have been successfully completed.

1. Open the email from your inbox and click on the link to activate your account in the new procurement system (See system message below).

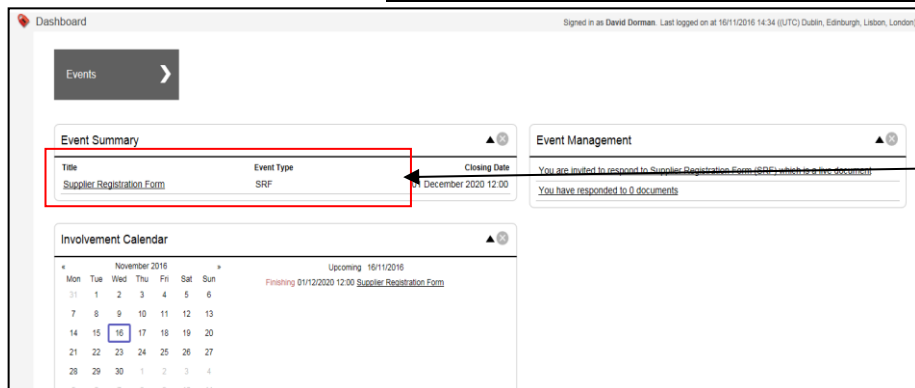


### 1.2 Supplier Registration Form (SRF)

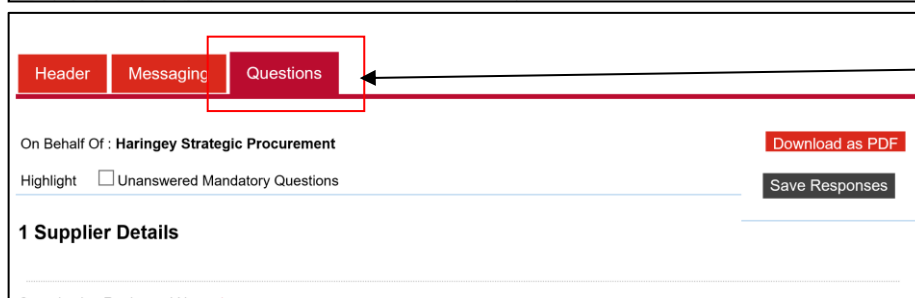
Click on the **Go to sign in** button to log on to the Procurement system portal.

2. Enter your **Username** and **Password** and then click the **Sign In** button.

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Select Supplier Registration form



Select Questions tab

3. Enter your **Organisation Registered name**.
4. Enter your **Address Details** including **City**, **Postcode** and **Country**.
5. Enter your **Contact Number**.
6. Enter your **Company Email Address**
7. Enter your company registration number in the **Company Reg No** field.

NOTE: The Company Registration Number consists of 8 numbers, or 2 letters followed by 6 numbers

8. Enter your **tax (VAT)** registration number.

NOTE: The VAT Registration number consists of 8 numbers, or 2 letters followed by 6 numbers

9. Select the **country** the company is registered in.
10. Select you company **SME** size as required
11. Enter **Registered Charity Number** as required

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**Categories You Supply**

Add Proclass Code

Categories  Information Communication Technology / Call Systems

Remove Selected

**Login Details**

Email Address \*  
(this will be your username)

Password \*

Password Confirmation \*

**Password Requirements:**  
 Maximum number of repeated characters: 3 ; Minimum length: 6 ; History restriction length: 12  
 All of the following:  
 Minimum number of letters: 2 ; Minimum number of lowercase letters: 1 ; Minimum number of uppercase letters: 1 ; Minimum number of numbers: 1 ; Minimum number of punctuation characters: 1

Register Cancel

12. Enter the **Proclass code** by typing the description and then click on the **Add Proclass Code** button to add the proclass (spend category) code

Note: to search for categories use this link: <http://search.proclass.org.uk/search.php>

13. Enter **CIS Unique reference Number**.
14. Enter **Bank Details**

### Please can you attach a copy of your bank statement to verify the bank details

The supplier must supply ID documents in order to support their request:

Redacted bank statement confirming name and address of company, Redacted bank statement to include visible:

- Payee name,
- Account number
- Sort code
- Bank name and address
- Building society roll number if applicable

Should the business name and address on the statement differ from that provided extra ID will be required:

- Evidence of business rates.
- Council tax liability

15. Enter your **email address** for remittances
16. Enter your name and position in company
17. Click on the **Submit Responses** button (Your business is now fully registered on the HPCS system).

### End of procedure