Procurement

New and Existing Supplier Request Supplier Module







Sum	Summary	
1	Part One: New Supplier Request	3
1.1	Access Supplier Portal	3
1.2	Entering Details	5
1.3	Attachments	7
1.4	Terms & Conditions Declaration	7
1.5	Submit for Approval	
2	Part 2: Updating Existing Supplier Details	9
2.1	Accessing Supplier Portal	9
3	Part 3: PayOk Process	10
3.1	Basic Verification	
3.2	Express Verification	

 \gg



Create or Update a Supplier Request

Summary

Outlined below is the process for registering as a new supplier with Wyndham City or updating your existing details in the **TechOne Supplier Portal**.

1 Part One: New Supplier Request

1.1 Access Supplier Portal

a. A **Portal Link** will be sent to your nominated email via Wyndham City Council, click on **Access Supplier Portal Note:** The link will expire within 2 days after the email has been sent, please create your account as soon as you receive the email.

Welcome John Brown! Wyndham City Council has provided you access to Supplier Portal. Your email address is your login name. Piesase enter a password and accept to registration to access your accounts online. Machine Supplier Portal Or copy and paste the following address into your browser This link will expire 2 days after this email was sent Num You Machine Wild Hood on TID Enaits CAsymbers Web WYNDHAM- BUILD Venty Invasid User SSUPPLIER Presert Safe-323986-4710-4440- 378-5cdeHS78 Jawamay/SafedWedd JaWary Zawary By accessing the link and registering you accept the terms and conditions attended to this email to the sent of the terms and conditions
Wyndham City Council has provided you access to Supplier Portal. Your email address is your login name. Please enter a password and accept to registration to access your accounts ontine. Access Supplier Portal Or copy and paste the following address into your browser This link will expire 2 days after this email was sent bigsu/vsynBam. bidld(dood com TDefnaht CLAsywhere Web W7):DEAM- BUILD VardSird Awam JAS (QCHAR) BUILD Vard (Argent and registering you accept the terms and conditions and the other home and the thin emails
Your email address is your login name. Please enter a password and accept to registration to access your accounts online.
Access Supplier Portal Or copy and paste the following address into your browser This lank will expire 2 days after this email was sent Ingul voyafilam. build icload on TD Enhalt CLAaywhere Web W7D/DEAM- BUILD Vanfy Invited User \$5179ELIRK/neart-M646- 6523296-0470-4404- a73-5-cof44578/asumath/5640040041 all W17278cm ²¹ By accessing the link and registering you accept the terms and conditions accepted to the investor of the terms and conditions of the product of the investor of the investor of the terms and conditions accepted to the investor of the in
Or copy and paste the following address into your browser This link will expire 2 days after this email was sent https://wyndian- build icload.com Ti Difanit Ci Anywhere Web WYNDHAM- BUILD Vardj InnitedUser \$\$179PLIERTmath-3&Ge-353396-d710-4404- a738-bcet4457874zeums/b540Q404031 AW "YT2Men" By accessing the link and registering you accept the terms and conditions with the day to this accent to the terms.
This link will expire 2 days after this email was sent https://wynfilam. build ticlodo.com TIDefault CiAaywhere Web WYNDEAM- BUILD VurdjinniseUuer \$517PE/LERXnears/366-073298-04710-4404- a73-5-cof445787aueum3/540Q404061 JaWm-2786m-27 By accessing the link and registering you accept the terms and conditions accessing the link and registering you accept the terms and conditions
https://wyndiam- build.tolood.com/TIDefinit/CLAaywhere/Web/WYNDEAAM- BUILD.VraihminedUres/SSIPPLIER/neutri/36G=53329bc-d710-4404- a736-2ochf45597/&w=amJyb3duQGhr4GIha/WwyY29km=Y By accessing the link and registering you accept the terms and conditions aptichedure to this amain
By accessing the link and registering you accept the terms and conditions
accounts to one creat.
Any previously sent invitations have now expired.
If you received this email by mistake, please ignore it.

b. Once you have accessed the **Portal link**, you will be prompted to create a password for your supplier account.

wyndhamaty city cost.country
Complete registration
Please enter a password to complete registration.
Enter a new password
Password
Enter password
Confirm Password
OK Cancel



c. Enter login details and click Log on.

wyndhamcty city coast coartry
Log on using your details
User name or email address
Password
Log On
Keep me logged on Accessibility Mode 🛽
Forgotten password?

d. When you login, the home screen of **TechOne** and your **Supplier Portal** will be available to access. Click on **Forms**.

Note: Add the TechOne home screen as a favourite (otherwise a new link will be required to login).



e. Once inside forms, type 'New AP Creditor' in the Search Field and click Fill out.





1.2 Entering Details

- a. Enter all required details, including your Business Classifications and Banking Information.
- b. Fields marked with an asterisk (*) are mandatory and must be completed.
- c. Once you've filled in all the necessary information, click **Submit** to send the form for approval.

equest new financials creditor	
~ (Creditor Details
	Creditor Name *
	Creditor Description
	Registered for GST*
	○ No
	Australian Business Number (ABN)
	ABN (XXXXXXXXXX) Enter with no spaces

Important Notes:

- The ABN must be entered as a 12-digit number with no spaces.
- For Trust Deed suppliers, make sure to:
 - i. Enter the **ACN** in the Australian Company Number (ACN) field.
 - ii. Attach the **Trust Deed** in the *Attachments* section.
- d. Select the relevant Business Type

	Business Type * Select the appr	Jusiness Type * select the appropriate Business Type		-	
ľ	Selection Code	Short Description	Description	Parer	
	COUNCILR	Councillor	Councillor		
	GOVT	Government Departmen	Government Department		
	INDIVID	Individual	Individual		
	LGBUS	Large Business	Large Business		
	NA	Not Applicable	Not Applicable		
	SMBUS	Small Business	Small Business		
	STAFF	Employees	Employees		



e. Select the relevant option under Small Business

Reporting Codes

Business Type * Select the appr	opriate Business T	ype		
Small Business * Is this Creditor	a Small Business fo	or On Time Pay	ment Reporting?	•
Selection Code	Short Description	Description	Parent Selection	Code
N	No	No		
NA	Not Applicable	Not Applicable		
Y	Yes	Yes		

f. Fill out Adress Details

~ A	ddress Details
	Address Line 1 *
	Address Line 2
	Address Line 3
	City/Town *
	State * Victoria •
	Post Code / ZIP Code *
	Country Code

- g. Fill out Payment Details. Please Note:
 - Banking information entered <u>must</u> match details to be submitted via PayOK link.
 - An error entering the banking information will mean that the supplier must submit a new AP Creditor form (no amendments can be made by the WCC Team)

ayment Details			
Payment Type EFT (EFT)			
Pay Name *			
Bank Name *			
Bank Code Typ BSB	De la construcción de la		
BSB Number *	t T		
Bank Account	*		
Payment Term 30	ıs (in Days)		



1.3 Attachments

a. You will then be prompted to upload attachments. Click Add.
 Note: Appropriate/acceptable documentation includes invoices, bank deposit slip, letters on company letter head.

∧ Attachments	
Please attach documentation from the vendor showing their bank details (name on account, BSB, account number). Appropriate docu deposit slips, letters on company letter head.	mentation includes invoices, bank
^ -	
Attachments	
☐ Drag new attachments here	+ Add

b. Select the relevant options under Reporting on Social Commitment

Re	porting an Social Commitment
[ATSI Supplier *
[Aust Disability Ente *
	Carbon Neutral *
	• Locality of Supplier *
	• Kinaway *
	• Social Enterprise *
	• Supply Natio *
	Female Owned *
	• Supplier Type *
	Procurement Category *
	•

1.4 Terms & Conditions Declaration

Read and accept the terms and conditions.

∧ Terms
Do you agree with the 30-day payment term?* Yes No
Do you accept our standard purchase order terms and conditions?* O Yes O No
Wyndham City Council uses PayOK to validate supplier bank details. Do you consent to your information being provided to PayOK?* Ves No



1.5 Submit for Approval

Once the form is complete, click **Submit for approval.** A confirmation message will appear indicating the form has been successfully submitted. The form will then be sent to the **Procurement Department** for review, after which the **PayOk process** will be initiated. **(Refer to Part 3 for PayOk Process).**





2 Part 2: Updating Existing Supplier Details

Summary: Below is the process for updating existing supplier details within TechOne Supplier Portal.

2.1 Accessing Supplier Portal

a. Log into your supplier portal by entering your login details and password. Click **Log On**.

wyndhamity city cost.contry
Log on using your details
User name or email address
Password
Log On
Keep me logged on Accessibility Mode
Forgotten password?

b. Once logged into the portal, Click on **Forms**.



c. In the search bar type **Creditor Bank Update** form and click **Fill Out**. The supplier will submit their bank account details here.





d. Select from one of the four options of bank change requests and click Save.

∧ Purpose
This form is to be used when you want to update the bank details of an existing creditor.
Select the bank change request type*
O Add another bank account
O Update a current bank account
Change default bank account
O Deactivate a bank account
∧ Creditor Details
Chart Name
Account Number
Account Name

e. Enter Update a Current Bank Account and click on Add to upload attachments/supporting document. Then click Submit.

editor Bank Opdate		Page 2 of 2
Update A Current Bank Account		
The following details will be updated against the acc	count on approval.	
Bank Account		
	•	
Payment Type	-	
Pay Name		
Payment Terms (In Days)		
Attachments		
Please add supporting documents for this bank upo	date request.	
 Attachments 		
Attachments *		

The request will go through to Procurement department to review and update and initiate the **PayOk** process if required. (Refer to Part 3 for Payok Process)



3 Part 3: PayOk Process

Summary: Once Procurement has reviewed the **New AP Creditor** request, they will initiate the PayOK process to verify and confirm the supplier's bank details. The following outlines the steps a supplier must take to complete the PayOK verification process.

Wynd	ham City Council bank account verification request
9	o admin@dev.cloud.payok.com.au <admin@dev.cloud.payok.com.au> To: @ Bert Ruiz</admin@dev.cloud.payok.com.au>
	a la
	BANK ACCOUNT VERIFICATION
	REQUIRED
	Wyndham City Council is pleased to commence this vendor application for Woolworths Pty Ltd.
	What you will need to provide the following to complete this application:
	 Your ABN and or ACN A copy of two recent bank statements (showing only the account name, BSB and account number. No transactional data is required)
	Please click on the link below to start, it should only take a few minutes to complete.
	Verify Details
	If you have any questions regarding this application, please contact Bert Ruiz from Wyndham City Council, at bert.ruiz+ <u>wyndham@payok.com.au</u>
	By clicking Verify Details you agree to have read and consent to the
	terms & conditions and Privacy Policy

- a. The Payee will receive an email with a link to verify their bank account. Click on Verify Details.
- **b.** The Supplier will be directed to the web page which gives the option to complete either a '**Basic**' or '**Express**' verification process.

PayOK Payee Application			
Dear Bert, PayOK has requested us to confirm you payments that they make to you are de Please choose how you would like to ve	ir bank details to ensure that any posited to your correct bank account. erffy your bank account below.		
BASIC up to 48 hours*	EXPRESS <1 Minute		
You will need to upload: Bark statement Proof of bank account ownership Other identity documents 	You will need: Online access to your business hank account which will instantly verify your details		
Start	Start		



3.1 Basic Verification

Below is the PayOk Verification process if you select Basic Verification.

a. The Supplier will be required to complete the form with requested information along with supporting documents. The ABR API will instantly verify the ABN/ACN of the Payee (the legal name cannot be modified). After adding the required information click **Next.**

<u>Note:</u> The ABN, BSB, Account number must match the details entered on the supplier portal. Any discrepancy between the information entered by the Supplier and **PayOK** portals will result in a failed verification.

Please provide your Business	s, Payment and contact details for the purpose
	verification.
	1 of 3
Business Details	
ABN	
88000014675	
ACN	
000014675	
Legal Name	
WOOLWORTHS GROUP LIN	AITED
Payment Details	
BS8*	
032102	
Account Number*	
558256	
Account Name	
Enter Account Name	
Contact Details	
First Name*	
Bort	
Last Name*	
Ruiz	
Email Address*	
bert ruizstpayok.com.au	
Phone Number*	
0416878437	

b. Click on **Browse Files** and upload at least 2 x redacted bank statements from different billing periods, issued within the last 12 months showing **BSB**, **Account number**, **name and statement period**. Click **Next**

Please provide two recent bank statements for 8 verification. These must clearly show your busine account number	e purpose of bank acco ss details, and the BSB
2 of 3	
• Your data will be retained only for this single you have completed the verification all data	verification process, on will be deleted.
Click 'Browse Files' or drag and dr	op in this area
Browse Files	
Browse Files	



c. You will receive the **Pending Verification** Notification. Shortly after which **PayOK** will conduct a verification call to the vendor's nominated contact number.



3.2 Express Verification

a. The Supplier will be required to complete the form with requested information. Fill the information and click **Next**.

<u>Note:</u> The ABN, BSB, Account number must match the details entered on the supplier portal. Any discrepancy between the information entered by the Supplier and **PayOK** portals will result in a failed verification

Please provide your Bi	usiness, Payment and contact details for the purpor
	venication.
	1 01 3
Business Details	
88000014675	
ACN	
000014675	
Legal Name	
WOOLWORTHS GRO	UP LIMITED
Payment Details	
032102	
Account Number*	
558256	
Account Name	
Enter Account Name.	
Contact Details	
Bert	
Last Name*	
Ruiz	
Email Address*	
bert.ruiz@payok.com	au
Phone Number*	
0446030407	



b. The Supplier will be directed to their banking portal directly to login and choose which bank account is to be verified via PayOk. Add your **Customer ID** and **Password** and Click **Submit**



c. Once the Supplier clicks Send, the statements are downloaded directly from the bank for PayOk to review.

Please select the accounts you would like to retrieve bank statements from			
[We recommend including all accounts so that your applicati quickly]	ion can be assessed more		
✓ Transaction Account [Acc: 456789 BSB: 123-456]	\$123.45		
Savings Account	\$3,123.45		
Credit Card [Acc: 4165 XXXX 7654]	-\$3,193.45		
180 days of statements will be retrieved and	d sent to PayOK .		

d. The supplier will see **Pending verification** notification. <u>Please note no verification call is required with express method.</u>



Once the **PayOk verification** is approved, the Wyndham City Council Procurement team will finalise the onboarding process and the relevant Council Officer will be advised when the Supplier setup is completed. Please expect further communications from the Council Officer once a Purchase Order has been raised.