Procurement

New and Existing Supplier Request

Supplier Module

wyndhamcity
city. coast. country

Create or Update a Supplier Request

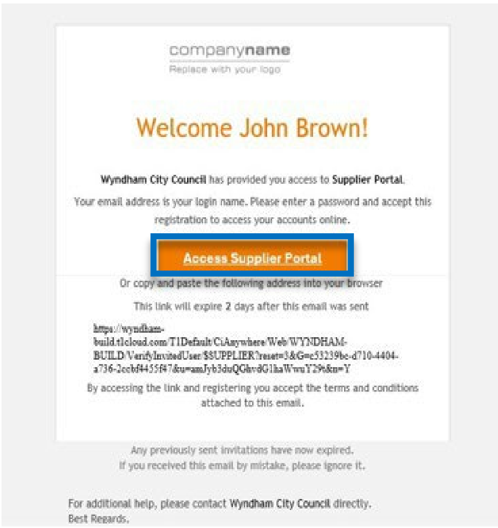
Summary

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

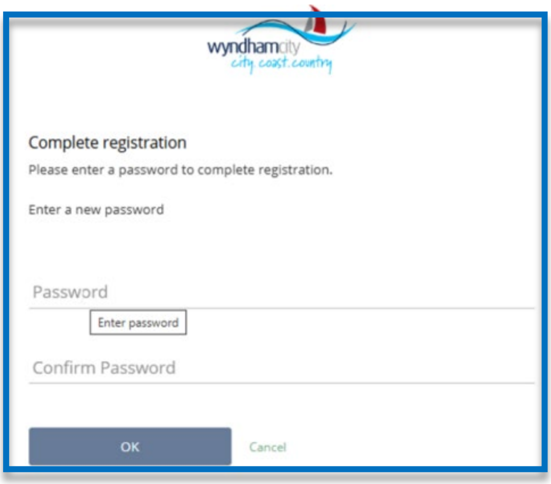
1 Part One: New Supplier Request

1.1 Access Supplier Portal

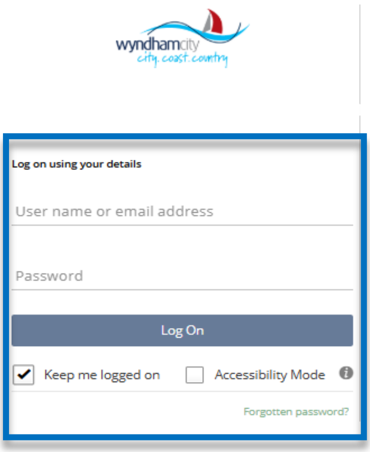
a. A **Portal Link** will be sent to your nominated email via Wyndham City Council, click on **Access Supplier Portal**
Note: The link will expire within 2 days after the email has been sent, please create your account as soon as you receive the email.



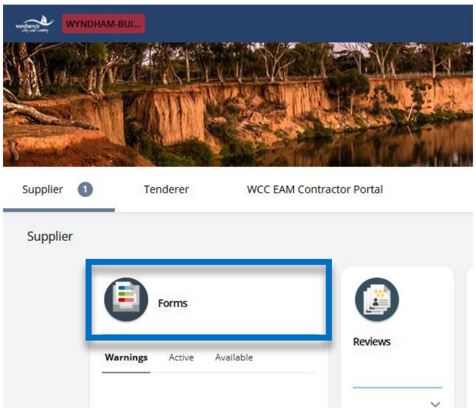
b. Once you have accessed the **Portal link**, you will be prompted to create a password for your supplier account.



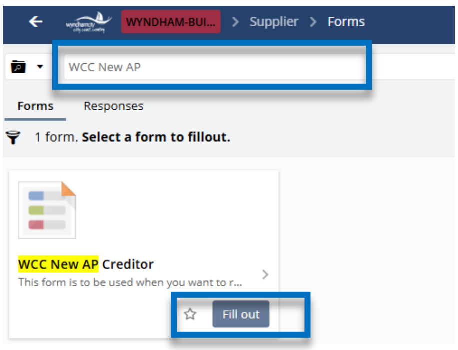
c. Enter login details and click **Log on**.



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).

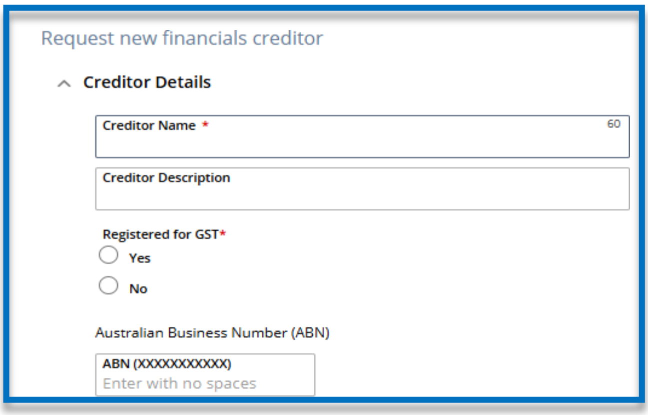


e. Once inside forms, type **'New AP Creditor'** in the Search Field and click **Fill out**.



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.


Request new financials creditor
Creditor Details
Creditor Name * 60
Creditor Description
Registered for GST*
Yes
No
Australian Business Number (ABN)
ABN (XXXXXXXXXXX)
Enter with no spaces

Important Notes:

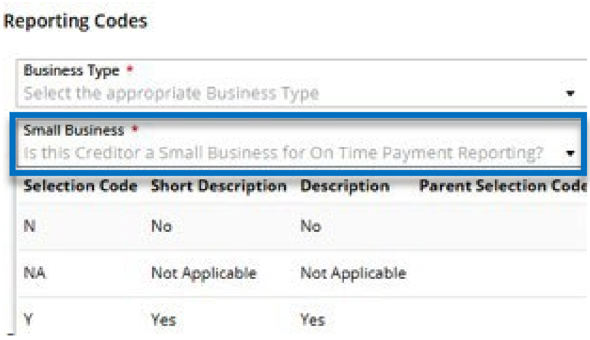
- The **ABN** must be entered as a **12-digit number with no spaces**.
- For **Trust Deed suppliers**, make sure to:
    i. Enter the **ACN** in the *Australian Company Number (ACN)* field.
    ii. Attach the **Trust Deed** in the *Attachments* section.

d. Select the relevant **Business Type**


Reporting Codes
Business Type *
Select the appropriate Business Type

Selection Code	Short Description	Description	Paren
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**



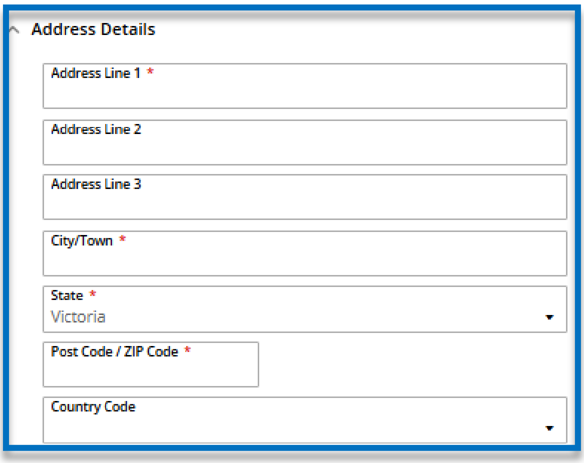
Reporting Codes

Business Type *
Select the appropriate Business Type

Small Business *
Is this Creditor a Small Business for On Time Payment 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**



Address Details

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

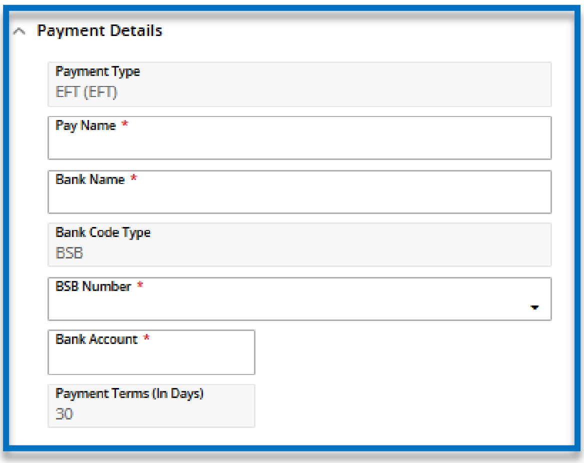
State *
Victoria

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)



Payment Details

Payment Type
EFT (EFT)

Pay Name *

Bank Name *

Bank Code Type
BSB

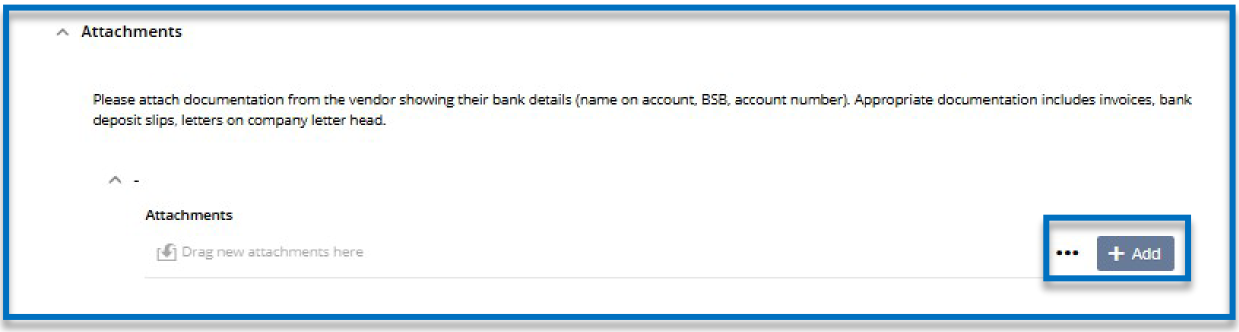
BSB Number *

Bank Account *

Payment Terms (In Days)
30

1.3 Attachments

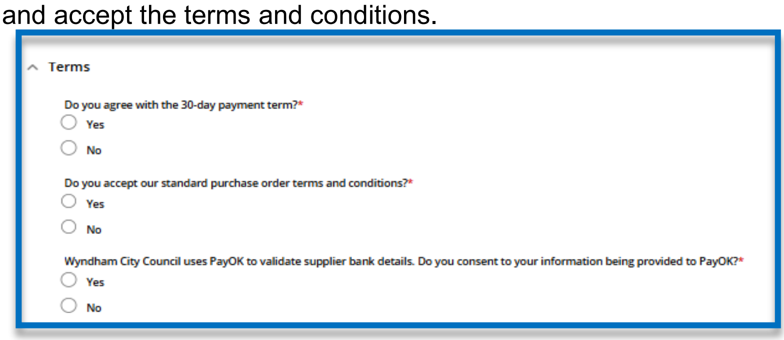
a. You will then be prompted to upload attachments. Click **Add**.
Note: Appropriate/acceptable documentation includes **invoices, bank deposit slip, letters on company letter head**.



b. Select the relevant options under **Reporting on Social Commitment**

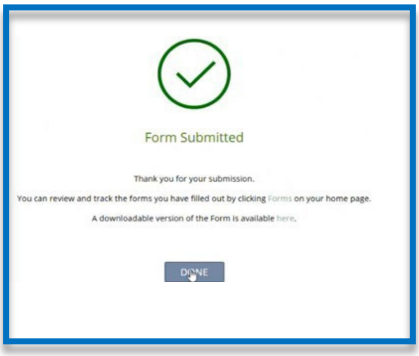
1.4 Terms & Conditions Declaration

Read and accept the terms and conditions.



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).**

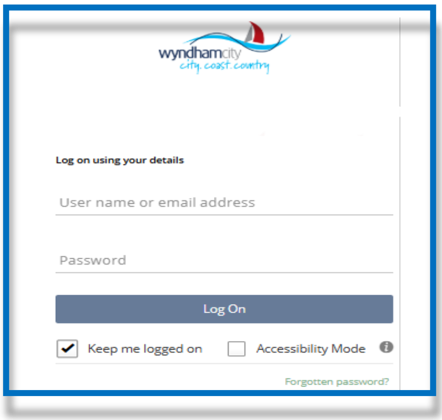


2 Part 2: Updating Existing Supplier Details

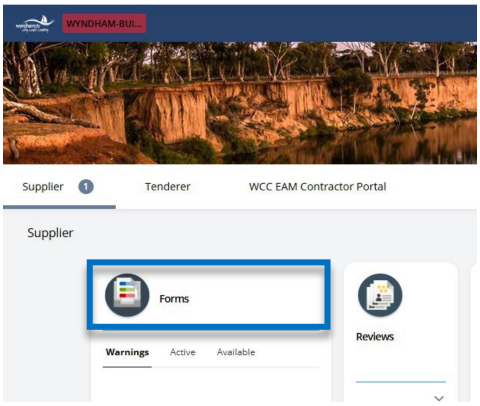
Summary: Below is the process for updating existing supplier details within TechOne Supplier Portal.

2.1 Accessing Supplier Portal

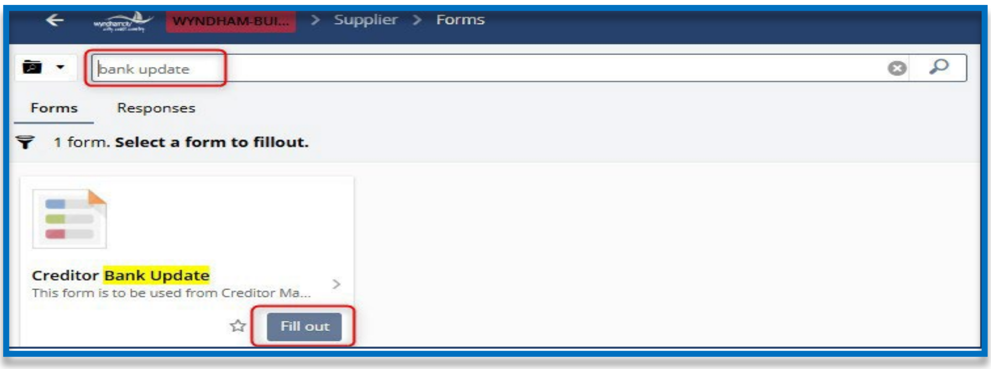
a. Log into your supplier portal by clicking on this **LINK** and entering your login details and password. Click **Log On**.



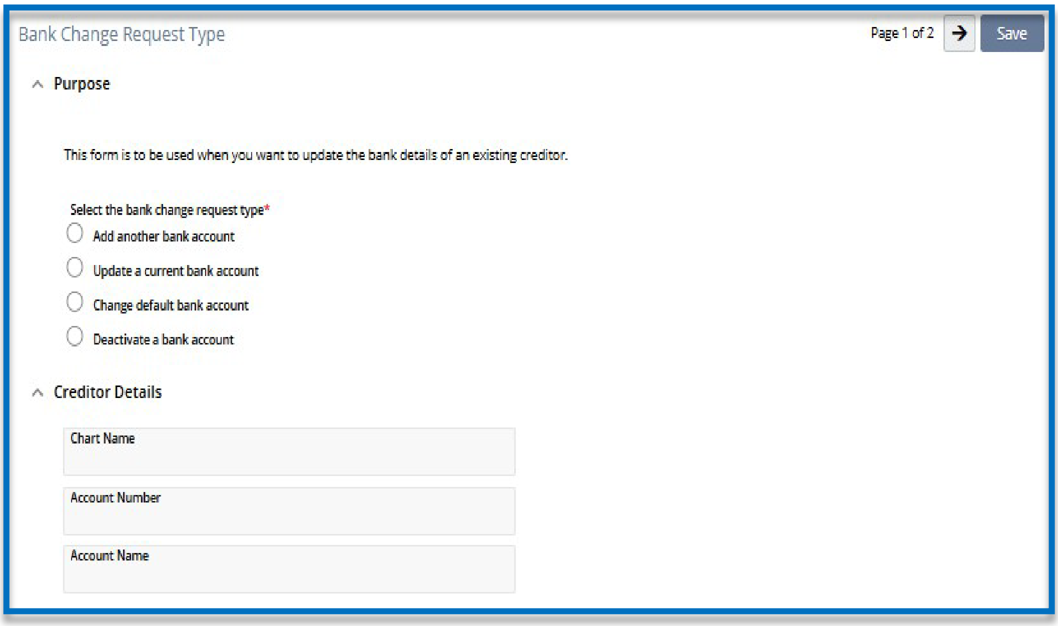
b. Once logged into the portal, Click on **Forms**.



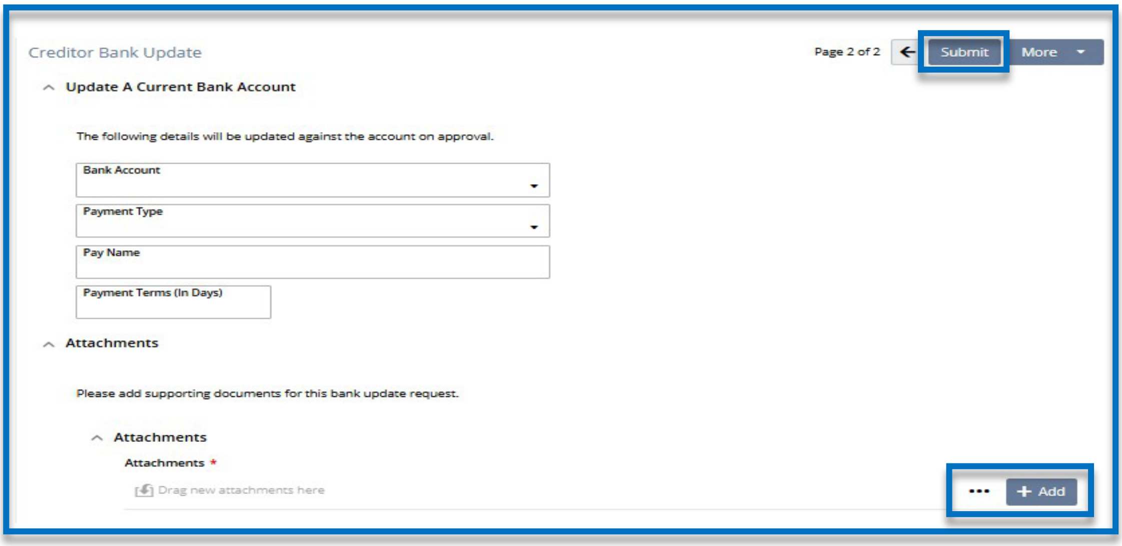
c. In the search bar type **Creditor Bank Update** form and click **Fill Out**. The supplier will submit their bank account details here.



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



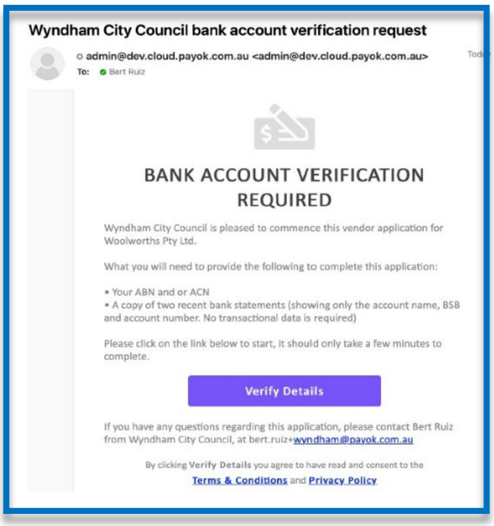
e. Enter **Update a Current Bank Account** and click on **Add** to upload attachments/supporting document. Then click **Submit**.



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)**

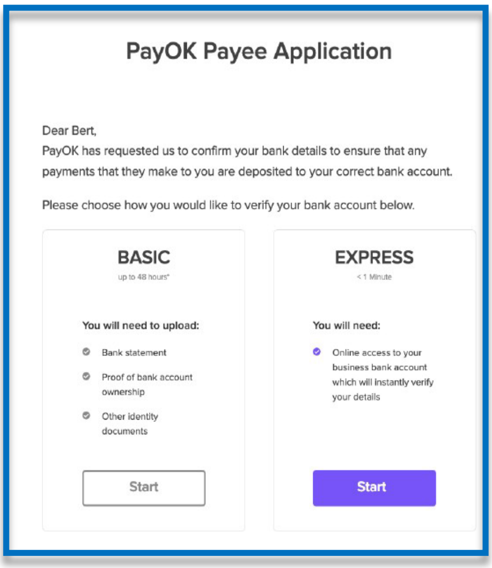
3 Part 3: PayOk Process

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.



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.

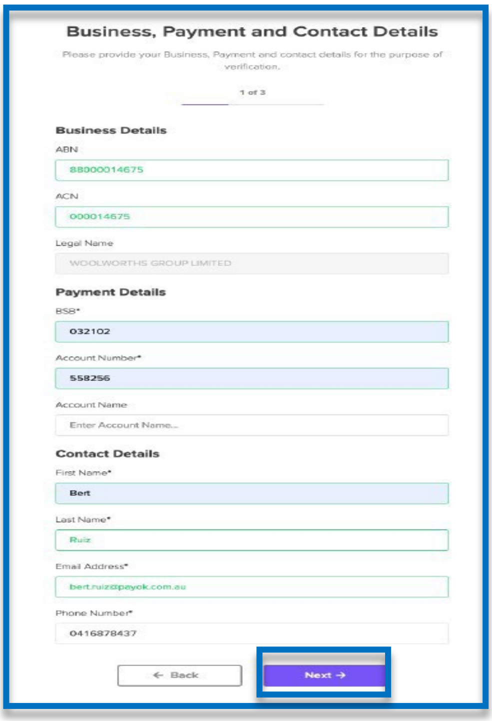


3.1 Basic Verification

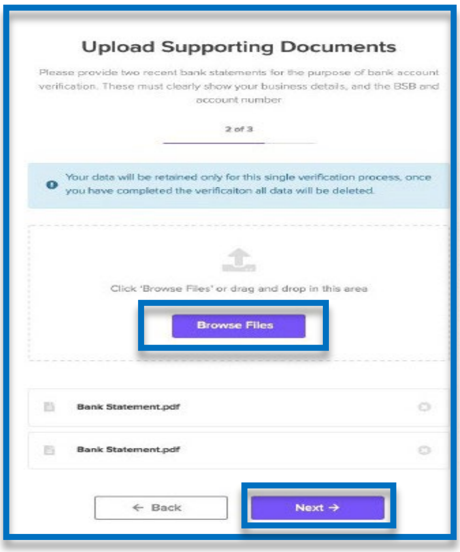
Below is the PayOk Verification process if you select Basic Verification.

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.



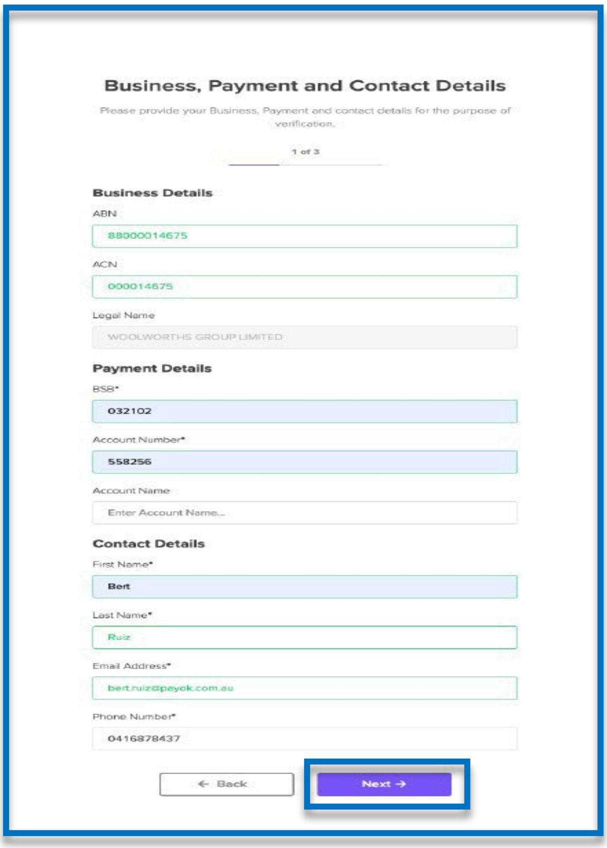
b. Click on **Browse Files** and upload at least 2 x redacted bank statements from different billing periods, issued within the last 12 months showing **BSB, Account number, name and statement period.** Click **Next**



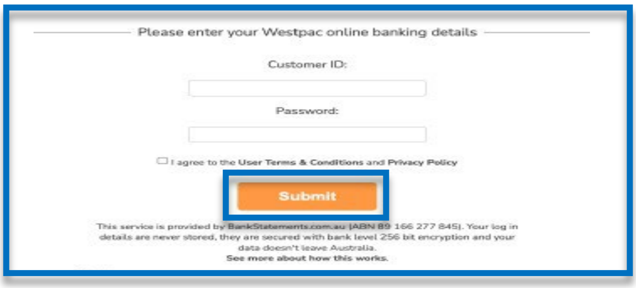
c. You will receive the **Pending Verification** Notification**.** Shortly after which **PayOK** will conduct a verification call to the vendor's nominated contact number.

3.2 Express Verification

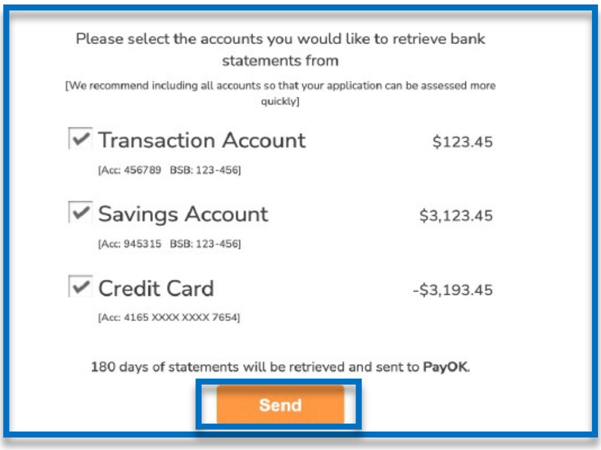
a. The Supplier will be required to complete the form with requested information. Fill the information and click **Next**.
<u>Note:</u> The ABN, BSB, Account number must match the details entered on the supplier portal. Any discrepancy between the information entered by the Supplier and **PayOK** portals will result in a failed verification



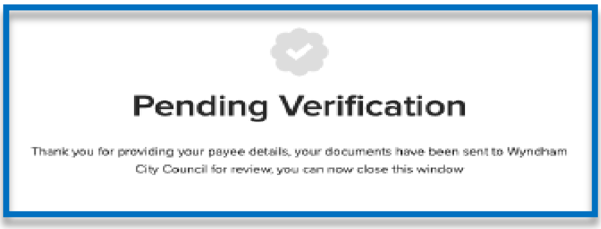
b. The Supplier will be directed to their banking portal directly to login and choose which bank account is to be verified via PayOk. Add your **Customer ID** and **Password** and Click **Submit**



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



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.
