

Procurement

New and Existing Supplier Request
Supplier Module

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Create or Update a Supplier Request

Summary

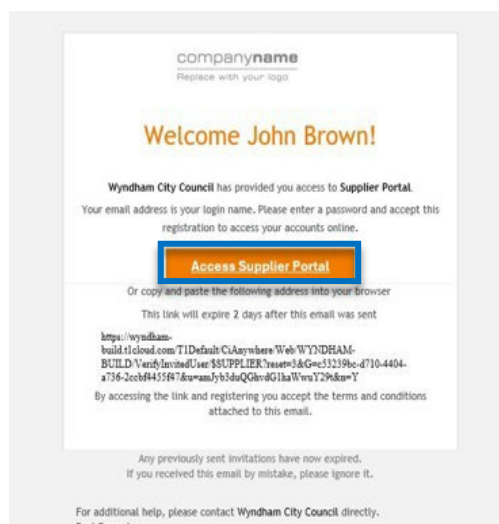
Outlined below is the process for registering as a new supplier with Wyndham City or updating your existing details in the **TechOne Supplier Portal**.

1 Part One: New Supplier Request

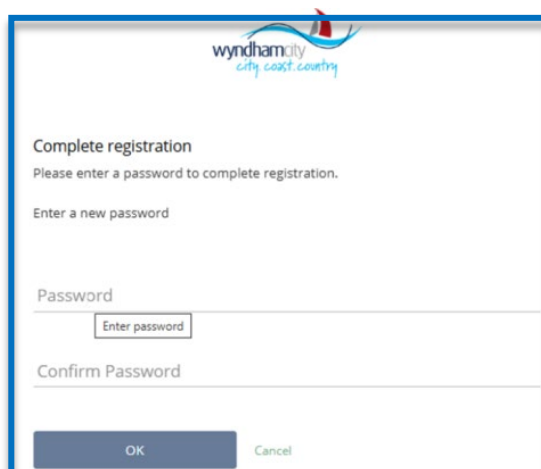
1.1 Access Supplier Portal

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.

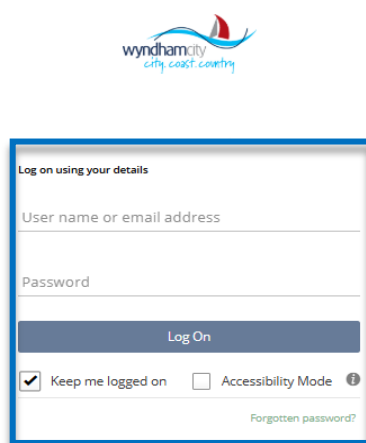


b. Once you have accessed the **Portal link**, you will be prompted to create a password for your supplier account.



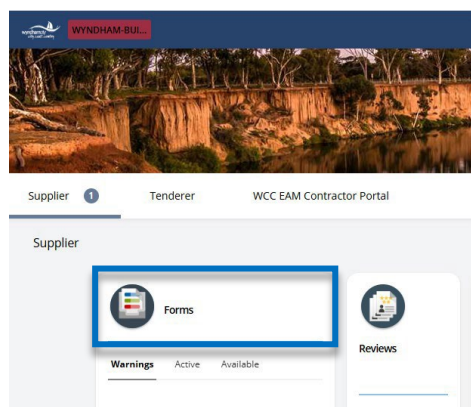
The image shows a web form for 'Complete registration' on the Wyndham City Council website. The header includes the Wyndham City Council logo and the text 'Complete registration'. Below the header, it says 'Please enter a password to complete registration.' and 'Enter a new password'. There are two input fields: 'Password' and 'Confirm Password'. The 'Password' field has a placeholder text 'Enter password'. At the bottom of the form, there are two buttons: 'OK' and 'Cancel'.

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

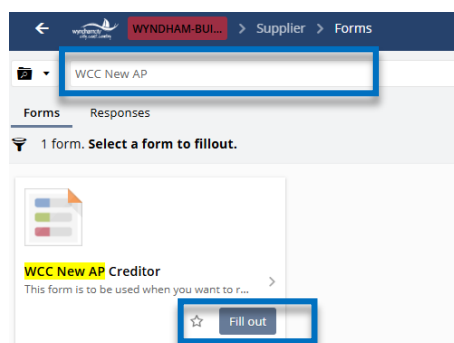


- d. When you login, the home screen of **TechOne** and your **Supplier Portal** will be available to access. Click on **Forms**.

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

- Enter all required details, including your **Business Classifications** and **Banking Information**.
- Fields marked with an asterisk (*) are mandatory and must be completed.
- 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 (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:
 - Enter the **ACN** in the *Australian Company Number (ACN)* field.
 - Attach the **Trust Deed** in the *Attachments* section.

- Select the relevant **Business Type**

Reporting Codes

Business Type *			
Select the appropriate Business Type			
Selection Code	Short Description	Description	Parent
COUNCILR	Councillor	Councillor	
GOVT	Government Department	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 **Address 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 **must** 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 *

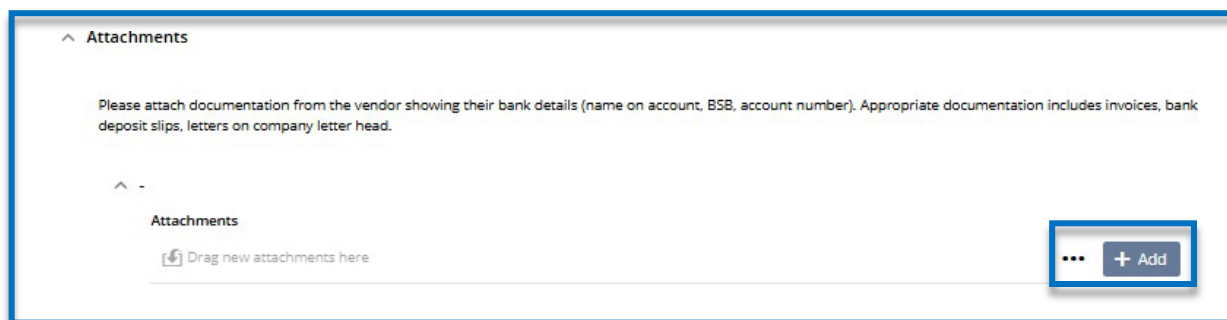
Bank Account *

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.**



^ Attachments

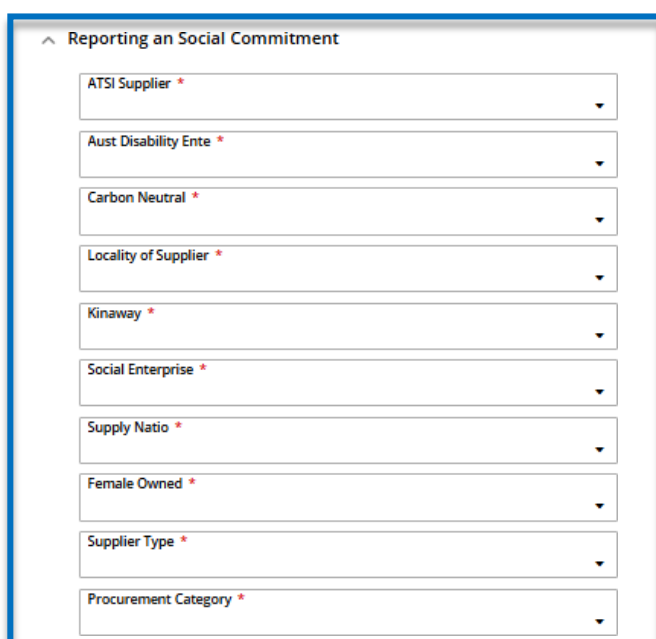
Please attach documentation from the vendor showing their bank details (name on account, BSB, account number). Appropriate documentation includes invoices, bank deposit slips, letters on company letter head.

Attachments

Drag new attachments here

+ Add

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



^ Reporting on Social Commitment

ATSI Supplier *

Aust Disability Ente *

Carbon Neutral *

Locality of Supplier *

Kinaway *

Social Enterprise *

Supply Natio *

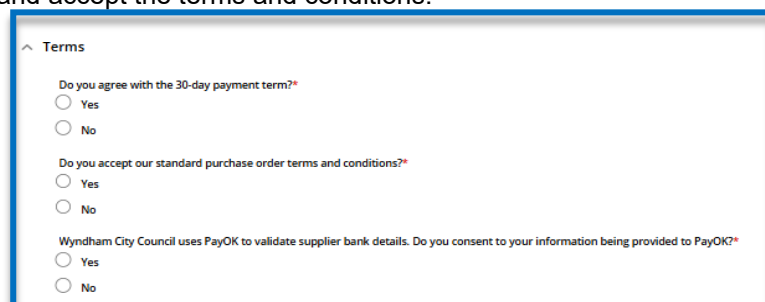
Female Owned *

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?*

☐ Yes

☐ No

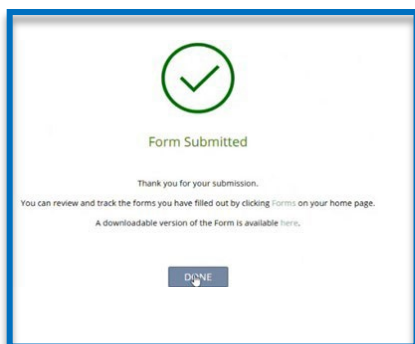
Wyndham City Council uses PayOK to validate supplier bank details. Do you consent to your information being provided to PayOK?*

☐ Yes

☐ No

1.5 Submit for Approval

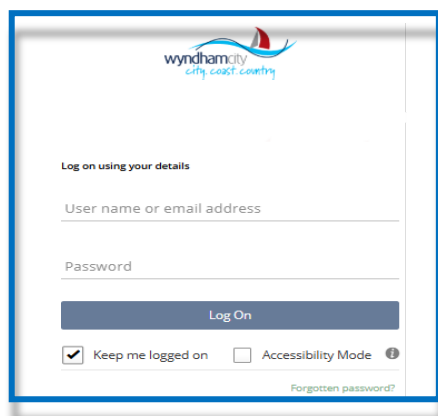
Once the form is complete, click **Submit for approval**. A confirmation message will appear indicating the form has been successfully submitted. The form will then be sent to the **Procurement Department** for review, after which the **PayOk process** will be initiated. **(Refer to Part 3 for PayOk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



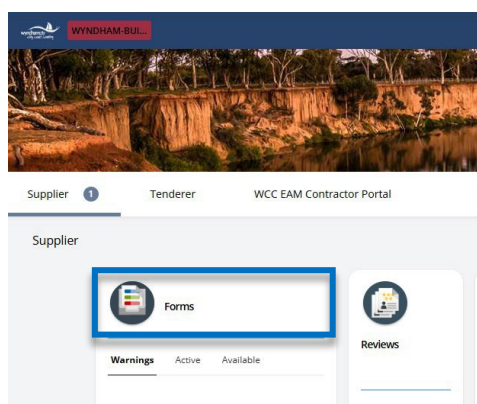
2 Part 2: Updating Existing Supplier Details

Summary: Below is the process for updating existing supplier details within TechOne Supplier Portal. **2.1 Accessing Supplier Portal**

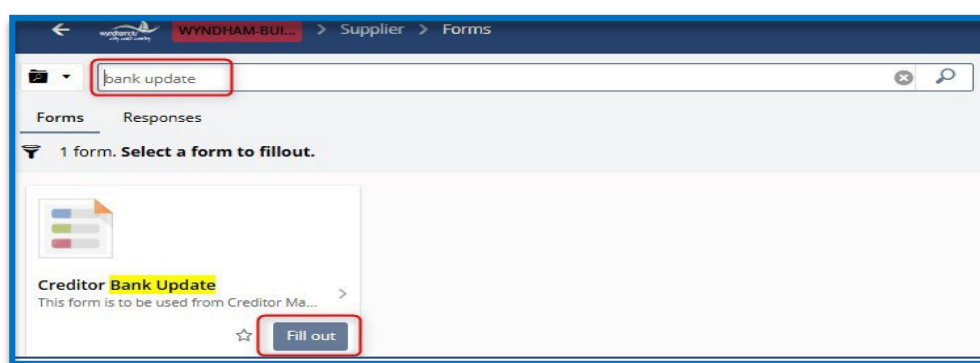
- a. Log into your supplier portal by clicking on this [LINK](#) and entering your login details and password. Click **Log On**.



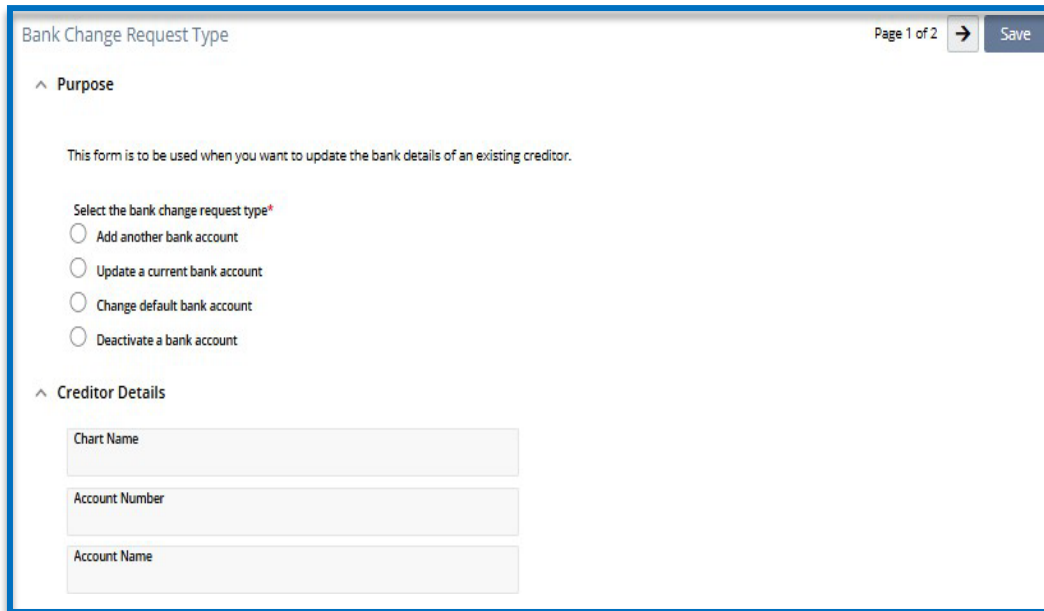
- b. Once logged into the portal, Click on **Forms**.



- 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**.



Bank Change Request Type

Page 1 of 2 → 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*

☐ Add another bank account

☐ Update a current bank account

☐ Change default bank account

☐ Deactivate a bank account

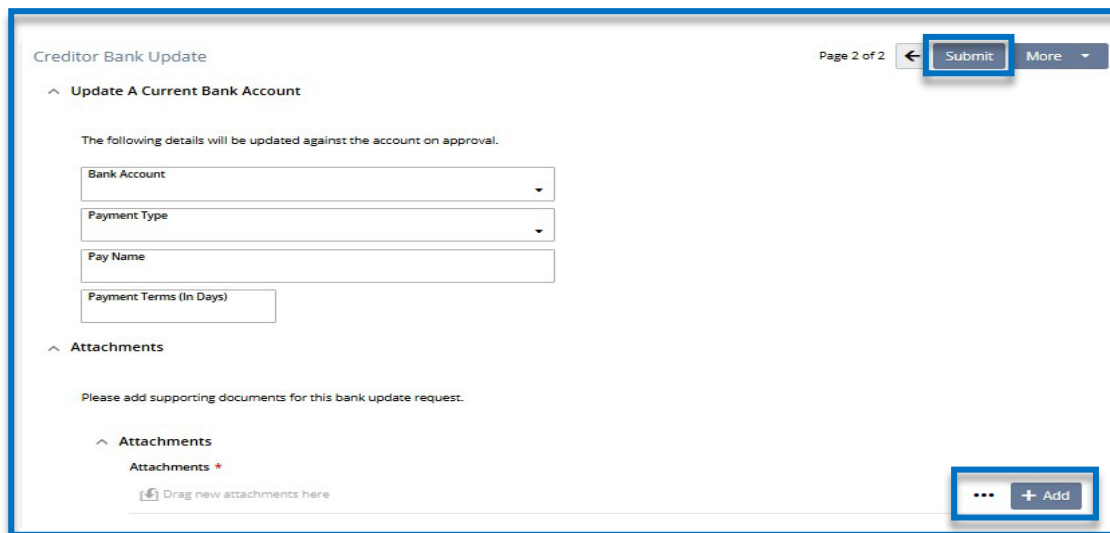
^ Creditor Details

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**.



Creditor Bank Update

Page 2 of 2 ← Submit More ▾

^ Update A Current Bank Account

The following details will be updated against the account on approval.

Bank Account

Payment Type

Pay Name

Payment Terms (In Days)

^ Attachments

Please add supporting documents for this bank update request.

^ Attachments

Attachments *

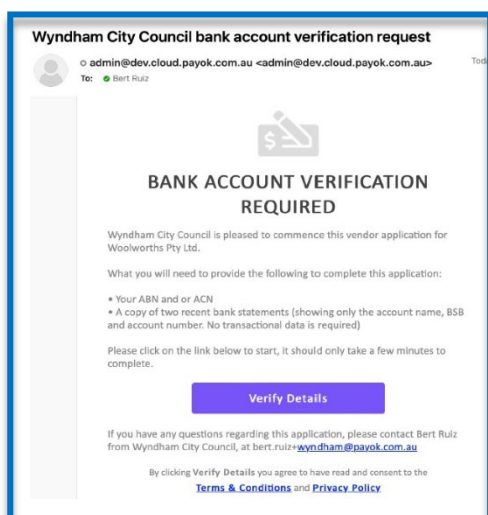
📎 Drag new attachments here

... + Add

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.



Wyndham City Council bank account verification request

o admin@dev.cloud.payok.com.au <admin@dev.cloud.payok.com.au> To: Bert Ruiz

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)

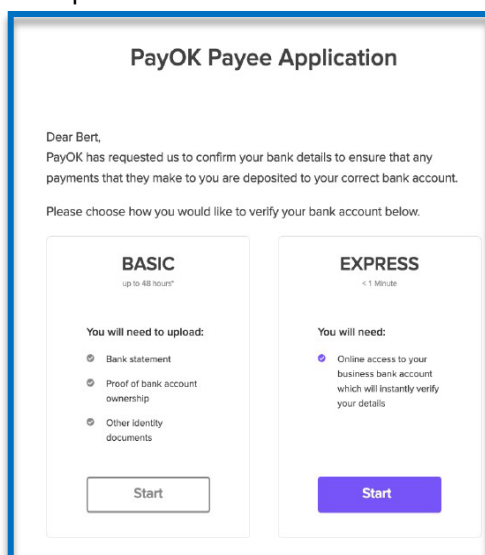
Please click on the link below to start, it should only take a few minutes to complete.

[Verify Details](#)

If you have any questions regarding this application, please contact Bert Ruiz from Wyndham City Council, at bert.ruiz@wyndham@payok.com.au

By clicking Verify Details you agree to have read and consent to the [Terms & Conditions](#) and [Privacy Policy](#)

- The Payee will receive an email with a **link** to verify their bank account. Click on **Verify Details**.
- 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 your bank details to ensure that any payments that they make to you are deposited to your correct bank account.

Please choose how you would like to verify your bank account below.

BASIC
up to 48 hours*

You will need to upload:

- ☐ Bank statement
- ☐ Proof of bank account ownership
- ☐ Other identity documents

[Start](#)

EXPRESS
< 1 Minute

You will need:

- ☒ Online access to your business bank account which will instantly verify your details

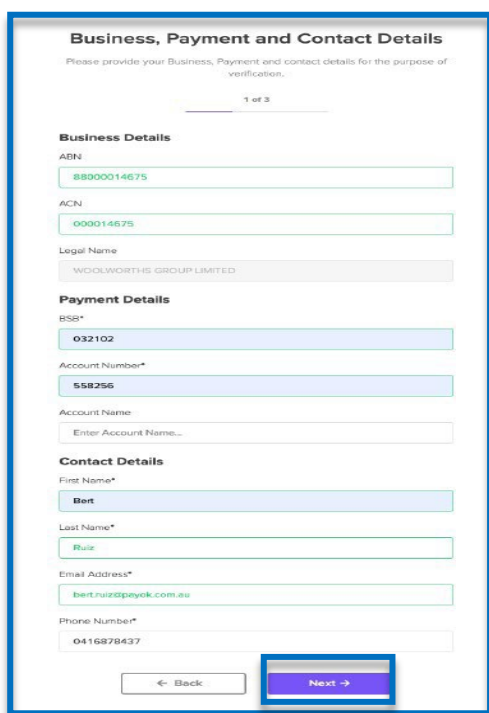
[Start](#)

3.1 Basic Verification

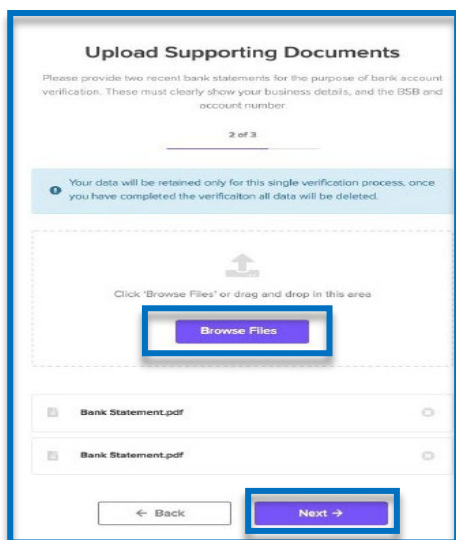
Below is the PayOk Verification process if you select Basic Verification.

- 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**.

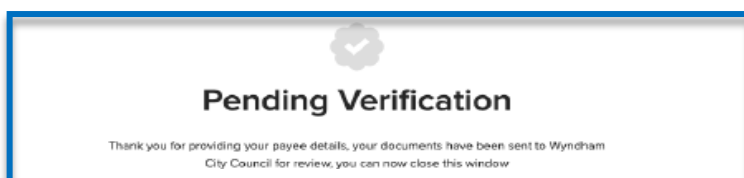
Note: The ABN, BSB, Account number must match the details entered on the supplier portal. Any discrepancy between the information entered by the Supplier and **PayOK** portals will result in a failed verification.



- 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**



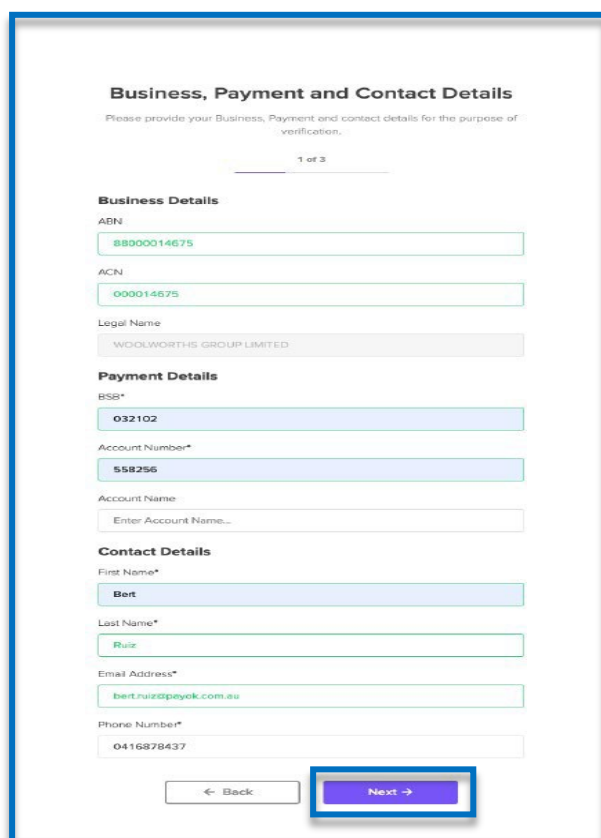
- c. You will receive the **Pending Verification** Notification. Shortly after which **PayOK** will conduct a verification call to the vendor's nominated contact number.



3.2 Express Verification

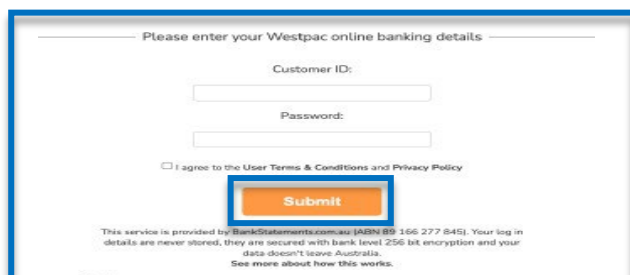
- a. The Supplier will be required to complete the form with requested information. Fill the information and click **Next**.

Note: 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

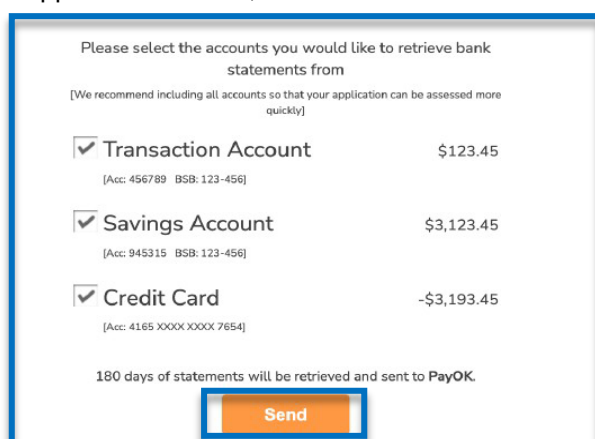


The form is titled "Business, Payment and Contact Details" and includes a progress indicator "1 of 3". It is divided into three sections: Business Details, Payment Details, and Contact Details. The Business Details section includes fields for ABN (88900014675), ACN (000014675), and Legal Name (WOOLWORTHS GROUP LIMITED). The Payment Details section includes fields for BSB* (032102), Account Number* (558256), and Account Name (Enter Account Name...). The Contact Details section includes fields for First Name* (Bert), Last Name* (Ruiz), Email Address* (bert.ruiz@payok.com.au), and Phone Number* (0416878437). At the bottom, there are "Back" and "Next" buttons, with the "Next" button highlighted in blue.

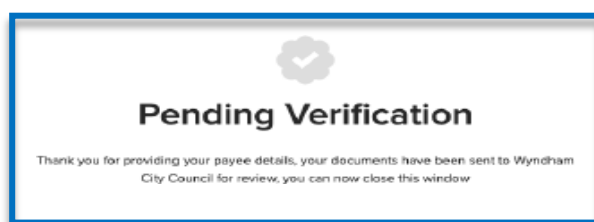
- b. The Supplier will be directed to their banking portal directly to login and choose which bank account is to be verified via PayOk. Add your **Customer ID** and **Password** and Click **Submit**



- 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. Please note no verification call is required with express method.



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.