

# Procurement

New and Existing Supplier Account  
Supplier Module

## Table of Contents

<b>Summary.....</b>	<b>3</b>
<b>1 New Supplier Request.....</b>	<b>3</b>
1.1 Access Supplier Portal .....	3
1.2 Entering Details .....	6
1.3 Attachments.....	9
1.4 Terms & Conditions .....	10
1.5 Submit for Approval .....	10
<b>2 Updating Existing Supplier Details.....</b>	<b>11</b>
2.1 Accessing the Supplier Portal.....	11
2.2 Updating Details .....	12
<b>3 OK2Pay Process - Company Supplier.....</b>	<b>13</b>
3.1 Bank Account Verification – Manual Upload .....	15
3.2 Bank Account Verification – Online Upload.....	16
<b>4 OK2Pay Process - Individual Supplier .....</b>	<b>19</b>
4.1 Bank Account Verification – Manual Upload .....	20
4.2 Bank Account Verification – Online Upload.....	24

## New and Existing Supplier Account

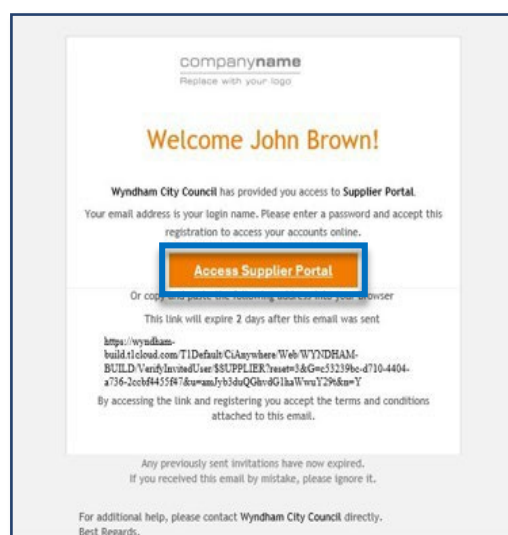
### Summary

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

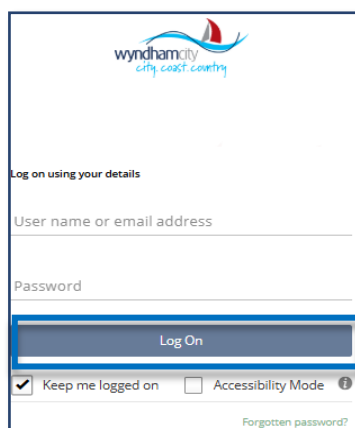
### 1 New Supplier Request

#### 1.1 Access Supplier Portal

- a. A **Portal Link** will be sent to your nominated email via Wyndham City Council, click on the **Access Supplier Portal**. Please 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.

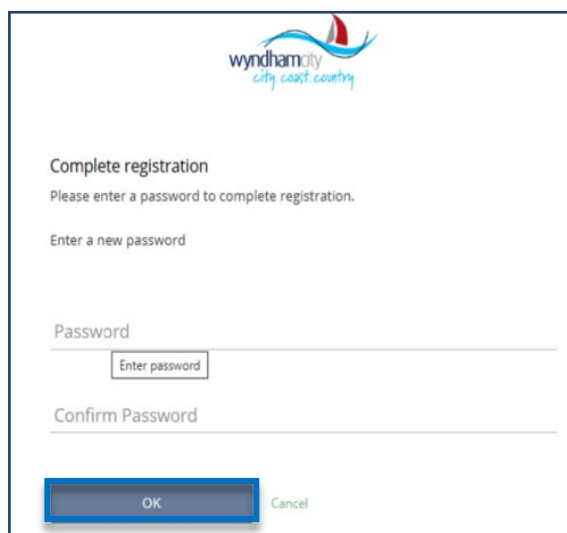


- b. Alternatively, If you have already created an account, log into your supplier portal by clicking on this **[LINK](#)**. Then enter your username and password. Click Log On

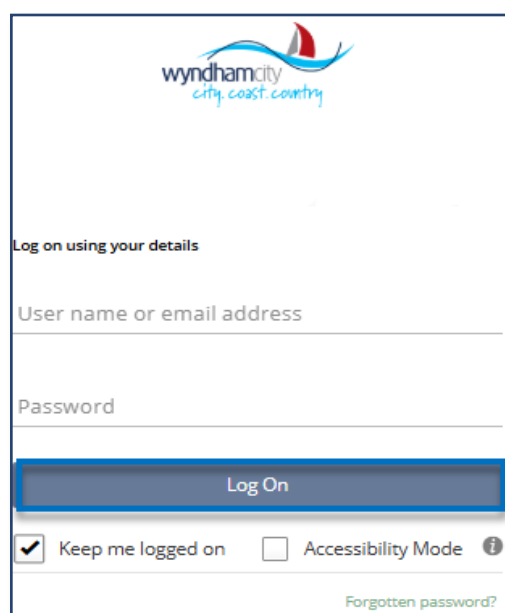


The image shows the login form for the Supplier Portal. At the top is the Wyndham City logo. Below it, the text 'Log on using your details' is followed by two input fields: 'User name or email address' and 'Password'. A blue 'Log On' button is positioned below these fields. At the bottom, there are two checkboxes: 'Keep me logged on' (checked) and 'Accessibility Mode' (unchecked). A link for 'Forgotten password?' is located at the very bottom right.

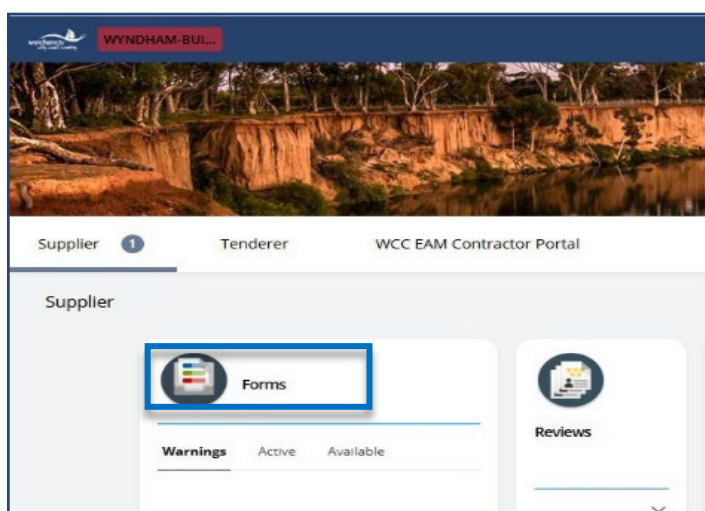
- c. Once you have accessed the Portal link, you will be prompted to create a password for your supplier account. Create and confirm password, then Click **Ok**.



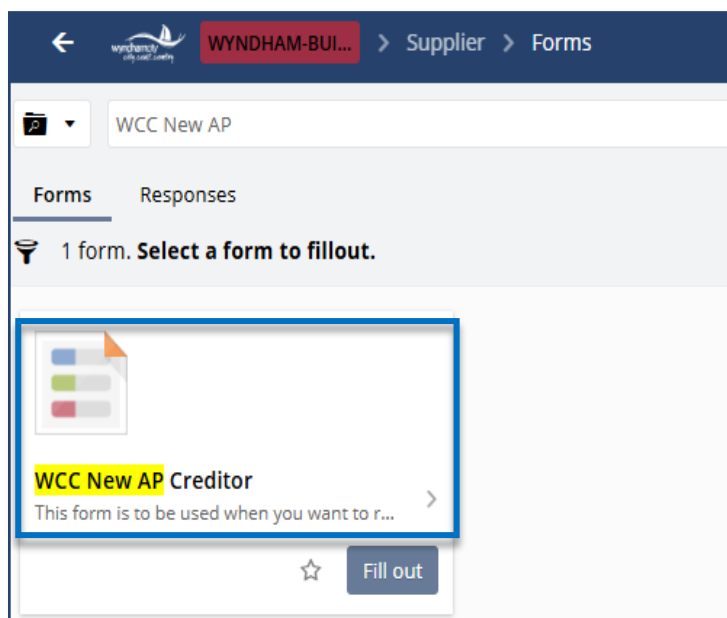
- d. Enter username and password then click **Log on**.



- e. 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 your favourite or log into your supplier portal by clicking on this [LINK](#).



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

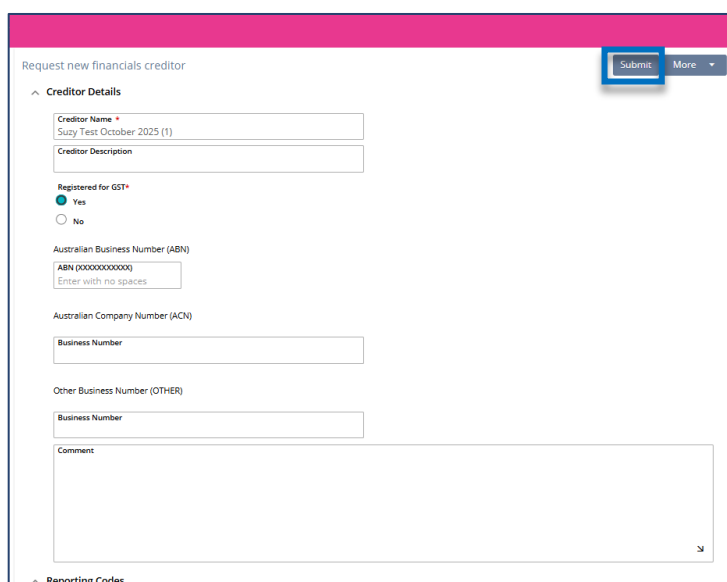


## 1.2 Entering Details

- a. Enter all required details, including your **business classifications** and **banking information**. Fields marked with an asterisk (\*) are mandatory and must be completed. Once you have filled in all the necessary information, click **Submit** to send the form for approval. **The ABN must be entered as a 12-digit number without spaces.**

### Important Notes for Trust Suppliers

- Enter the **ACN** in the Australian Company Number (ACN) field
- Attach the **Trust Deed** in the Attachments Sections.
- Do not add bank statements in the attachments section. They will be checked during the OK2Pay process.



Request new financials creditor

Submit More

^ Creditor Details

Creditor Name \*

Suzi Test October 2025 (1)

Creditor Description

Registered for GST\*

☒ Yes

☐ No

Australian Business Number (ABN)

ABN (XXXXXXXXXX)

Enter with no spaces

Australian Company Number (ACN)

Business Number

Other Business Number (OTHER)

Business Number

Comment

^ Reporting Codes

- b. Select the relevant option under **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	

c. Select the relevant option under **Small Business**. Select NA if not Applicable.

**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	

d. Select the relevant option under **TPAR Stmt Supp Ind**.

**Reporting Codes**

Business Type \*  
INDIVID (Individual)

Small Business \*  
Y (Yes)

For more information on TPAR reporting please click on the following link to the ATO website [Link](#)

TPAR Stmt Supp Ind \*  
Will this Creditor be included in TPAR reporting?

e. Enter **Contact Details**

**Reporting Codes**

Business Type \*  
INDIVID (Individual)

Small Business \*  
Y (Yes)

For more information on TPAR reporting please click on the following link to the ATO website [Link](#)

TPAR Stmt Supp Ind \*  
Will this Creditor be included in TPAR reporting?

**Contact Details**

Given Name

Family Name

Email \*  
suzyttest1@hotmail.com

Remittance Email Address \*  
Enter Remittance Email Address

Mobile

Phone

Fax

Notes

**Address Details**

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 the **Payment Details**

**Important Notes:**

- All banking details provided **must** be consistent with those to be submitted via **OK2Pay** link.
- In the **Pay Name** field, enter the bank account name exactly as it appears on the bank statement.
- The **BSB Number** must be entered in the format **XXX-XXX**.
- If banking information is entered incorrectly, the supplier must submit a new AP Creditor form (the WCC Team cannot make amendments).

^ Payment Details

Payment Type  
EFT (EFT)

Pay Name \*  
Suzy Test October 2025 (1)

Bank Name \*

Bank Code Type  
BSB

BSB Number \*

Bank Account \*

Payment Terms (In Days)  
30

^ Attachments



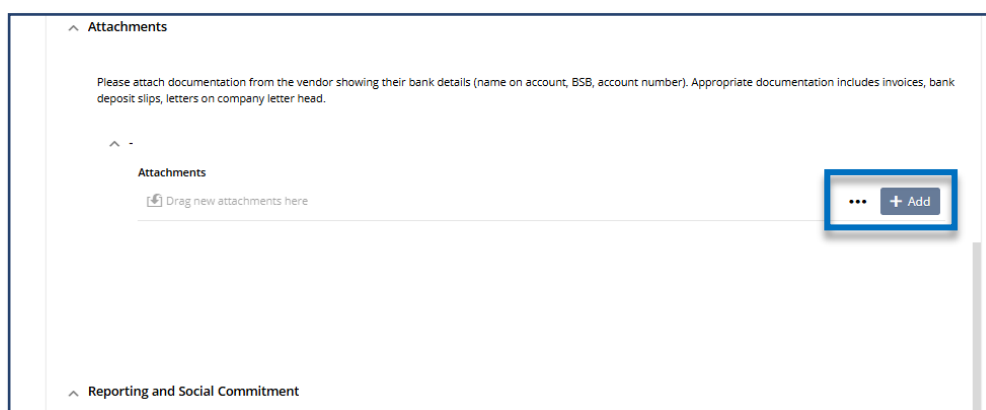
### 1.3 Attachments

a. Click **Add** to upload attachments.

**Note:** Acceptable documentation includes:

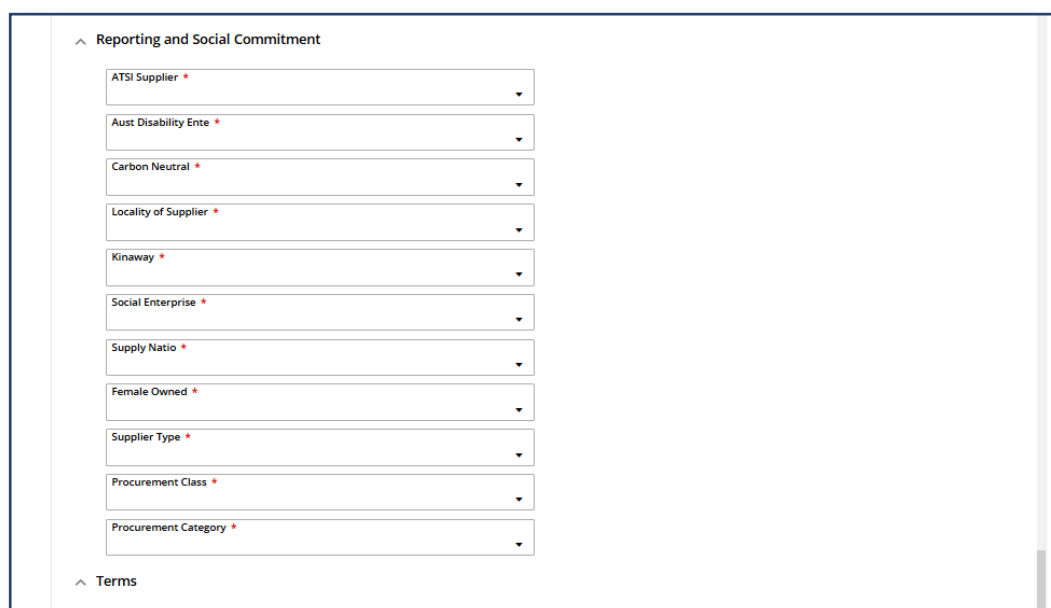
- Invoices
- Bank deposit slips
- Letters on company letterhead.
- Trust suppliers are required to include a trust deed in their attachments.

Bank statements are **NOT** uploaded at this stage; they will be required later during the **OK2Pay** bank verification step. (Refer to Section 3)



The screenshot shows a web form with a section titled "Attachments". Below the title, there is a text instruction: "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." Below this instruction, there is a sub-section also titled "Attachments" with a placeholder text "Drag new attachments here" and a small icon of a document. To the right of this sub-section, there is a button with a plus sign and the text "Add". The button is highlighted with a blue border. Below the "Attachments" section, there is a section titled "Reporting and Social Commitment".

b. Select the relevant option under **Reporting and Social Commitment**



The screenshot shows a web form with a section titled "Reporting and Social Commitment". Below the title, there are several dropdown menus, each with a red asterisk indicating it is a required field. The dropdown menus are: "ATSI Supplier", "Aust Disability Ente", "Carbon Neutral", "Locality of Supplier", "Kinaway", "Social Enterprise", "Supply Natio", "Female Owned", "Supplier Type", "Procurement Class", and "Procurement Category". Below these dropdown menus, there is a section titled "Terms".

## 1.4 Terms & Conditions

Read and accept the terms and conditions.

^ Terms

Do you agree with the 30-day payment term?<sup>2\*</sup>

☐ Yes

☐ No

Do you accept our standard purchase order terms and conditions?<sup>2\*</sup>

☐ Yes

☐ No

Wyndham City Council uses PayOK to validate supplier bank details. Do you consent to your information being provided to PayOK?<sup>2\*</sup>

☐ 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. Click **Done**.

The form will then be sent to WCC Procurement Department for review, after which the **OK2Pay** process will be initiated.

### Note:

- **Company Supplier:** Refer to Section 3 for OK2Pay Bank Verification Process
- **Individual Supplier:** Refer to Section 4 for OK2Pay for Ok2Pay Bank Verification Process



Form Submitted

Thank you for your submission.

You can review and track the forms you have filled out by clicking [Forms](#) on your home page.

A downloadable version of the Form is available [here](#).

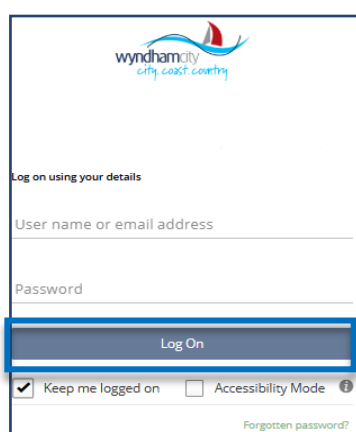
DONE

## 2 Updating Existing Supplier Details

**Summary:** This section explains how to update existing supplier details within the TechOne Supplier Portal.

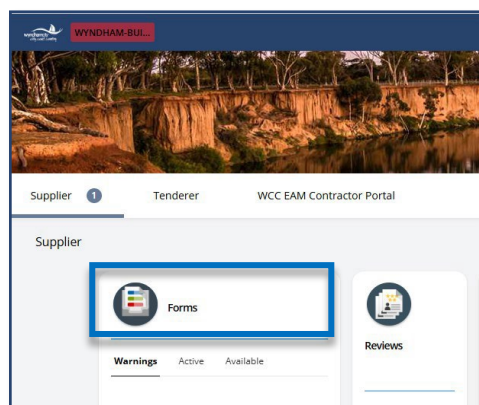
### 2.1 Accessing the Supplier Portal

- a. Log into your supplier portal by clicking on this [LINK](#).  
Please enter your username and password, then click **Log On**.



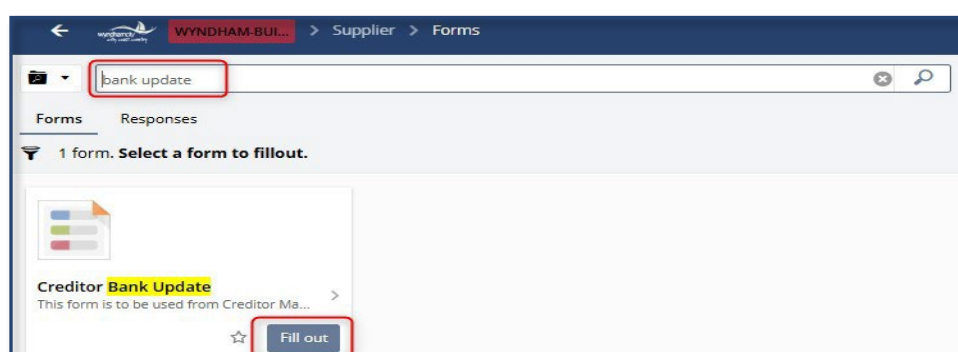
The login form features the Wyndham City logo at the top. Below it, the text 'Log on using your details' is displayed. There are two input fields: 'User name or email address' and 'Password'. A blue 'Log On' button is positioned below the password field. At the bottom, there are checkboxes for 'Keep me logged on' (checked) and 'Accessibility Mode' (unchecked), along with a 'Forgotten password?' link.

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



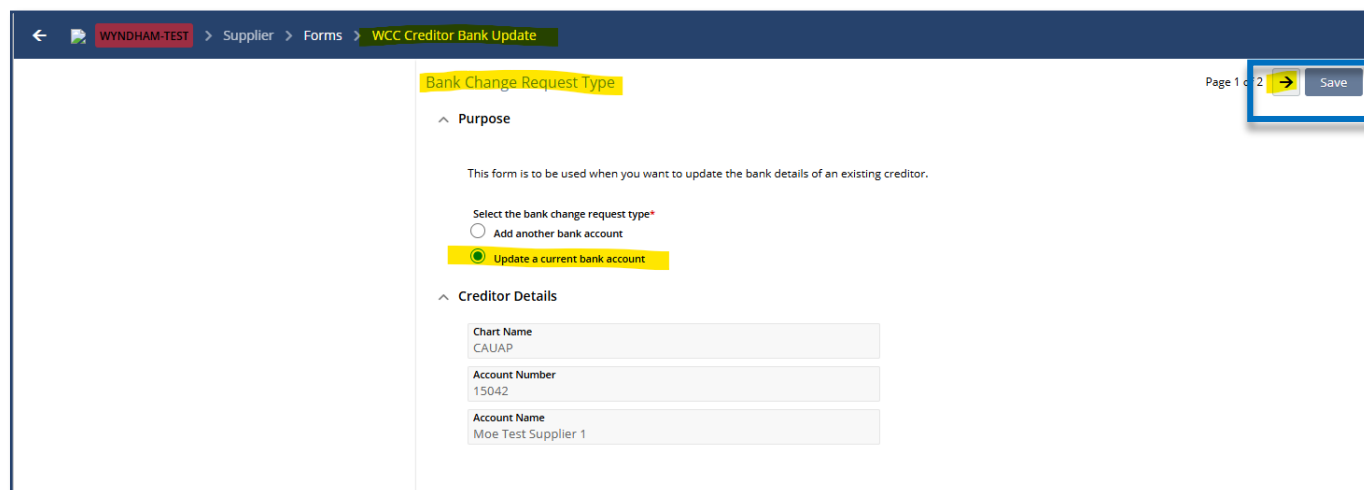
The dashboard shows the 'Supplier' tab selected. Under the 'Supplier' section, there are two main buttons: 'Forms' and 'Reviews'. The 'Forms' button is highlighted with a blue box. Below these buttons, there are tabs for 'Warnings', 'Active', and 'Available'.

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



The search results page shows a search bar with 'bank update' entered. Below the search bar, there is a list of forms. The first form is 'Creditor Bank Update', which is highlighted. To the right of the form name is a 'Fill out' button, which is also highlighted with a red box.

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



WYNDHAM-TEST > Supplier > Forms > WCC Creditor Bank Update

Page 1 of 2

**Bank Change Request Type**

^ 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

^ Creditor Details

Chart Name  
CAUAP

Account Number  
15042

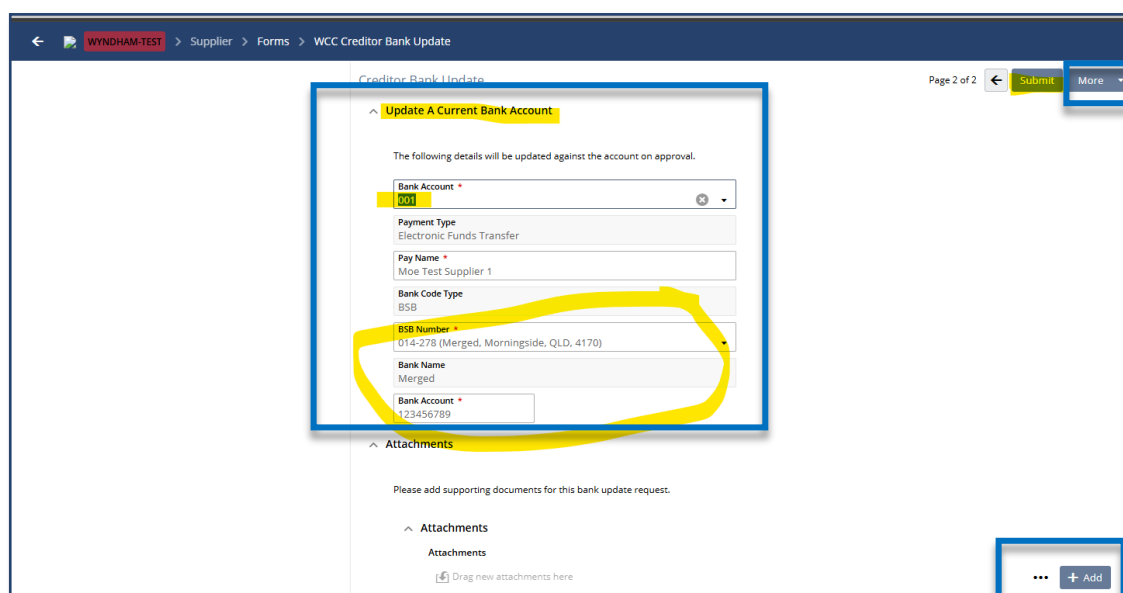
Account Name  
Moe Test Supplier 1

Save

## 2.2 Updating Details

When selected **Update a Current Bank Account** make sure to:

1. Enter all mandatory fields marked with (\*).
2. Click on **Add** to upload attachments/supporting document.
3. Then click **Submit**.



WYNDHAM-TEST > Supplier > Forms > WCC Creditor Bank Update

Page 2 of 2

**Update A Current Bank Account**

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

Bank Account \*  
501

Payment Type  
Electronic Funds Transfer

Pay Name \*  
Moe Test Supplier 1

Bank Code Type  
BSB

BSB Number \*  
014-278 (Merged, Morningside, QLD, 4170)

Bank Name  
Merged

Bank Account \*  
123456789

^ Attachments

Please add supporting documents for this bank update request.

^ Attachments

Attachments

Drag new attachments here

...

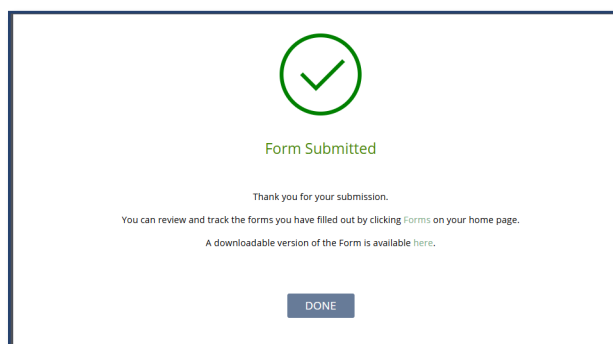
+ Add

Submit

More

- e. The request will go through to Procurement department to review and update and initiate the **OK2Pay** process if required.

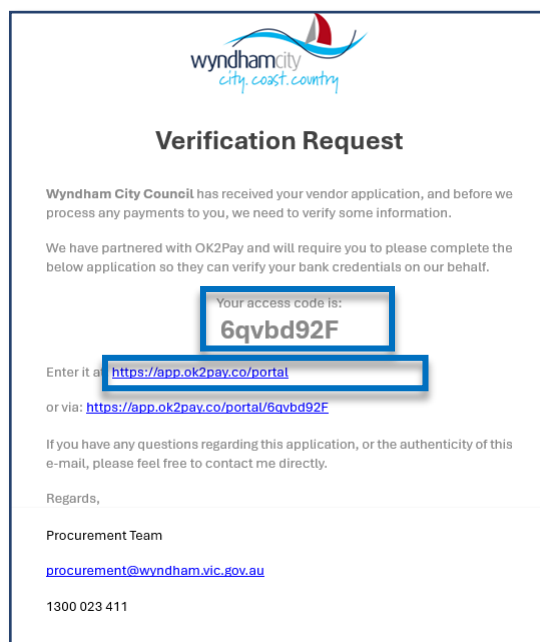
Click **Done**. You will receive an automated email from TechOne notifying that you will receive a OK2Pay verification mail shortly. (Refer to Section 3 for OK2Pay process)



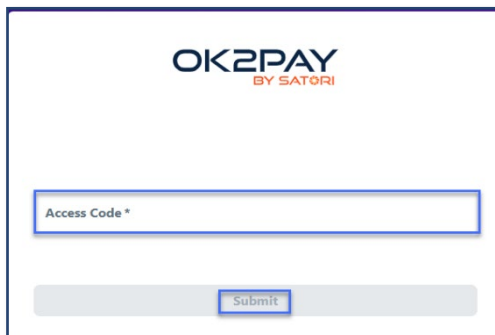
### 3 OK2Pay Process - Company Supplier

**Summary:** After Procurement reviews the New AP Creditor request, they will initiate the OK2Pay process to verify and confirm the supplier's bank details. The steps below outline what the supplier must do to complete the OK2Pay verification.

- f. You will receive an email with an access code and links to verify their bank account. **Click on the first link.**



- a. Enter the **Access Code** provided in the email and click **Submit**.



OK2PAY  
BY SATORI

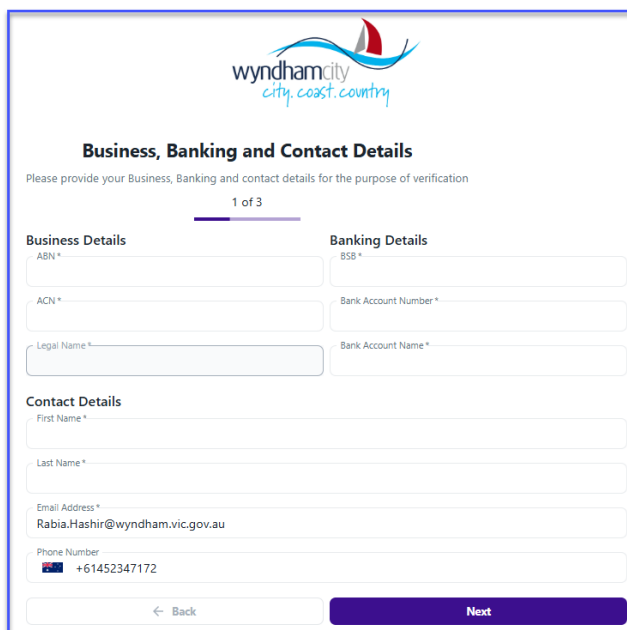
Access Code \*

Submit

- g. Enter the required information and click **Next**.

**Important Note:**

- All banking details provided **must** be consistent with those entered in the supplier portal earlier.
- Any discrepancy between the information entered in the supplier portal and OK2Pay portal will result in failed verification. You will have to request a new OK2Pay verification link from the council officer.
- ACN Information is **only** required for Trust Suppliers.



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**Business, Banking and Contact Details**

Please provide your Business, Banking and contact details for the purpose of verification

1 of 3

<b>Business Details</b> ABN * ACN * Legal Name *	<b>Banking Details</b> BSB * Bank Account Number * Bank Account Name *
-----------------------------------------------------------	---------------------------------------------------------------------------------

**Contact Details**  
 First Name \*  
 Last Name \*  
 Email Address \*  
 Rabia.Hashir@wyndham.vic.gov.au  
 Phone Number  
 +61452347172

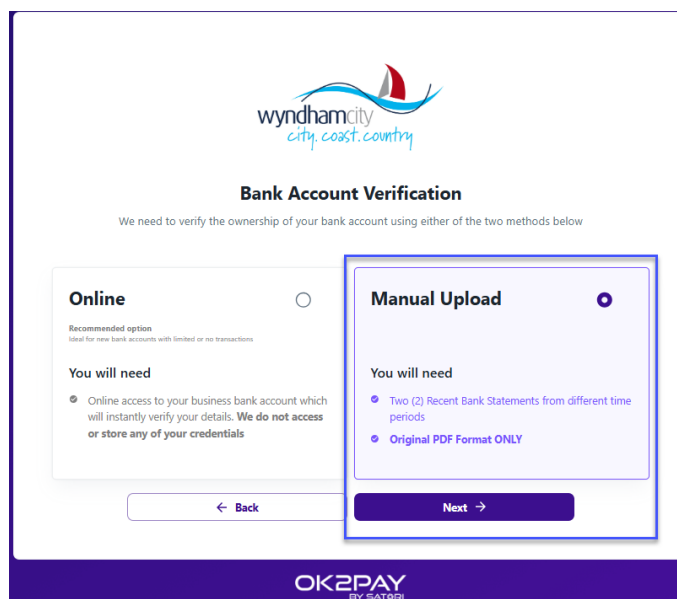
← Back      Next

Once the banking details are entered you will be directed to the next page for bank account verification. Select from Manual or Online Verification. **Refer to Section 3.1 for Manual Upload and Section 3.2 for Online Verification.**

### 3.1 Bank Account Verification – Manual Upload

**Note:** The below are the steps of manual bank account verification. If you wish to do online verification, please refer to Section 3.2.

a. Click on **Manual Upload** to manually verify the bank account.

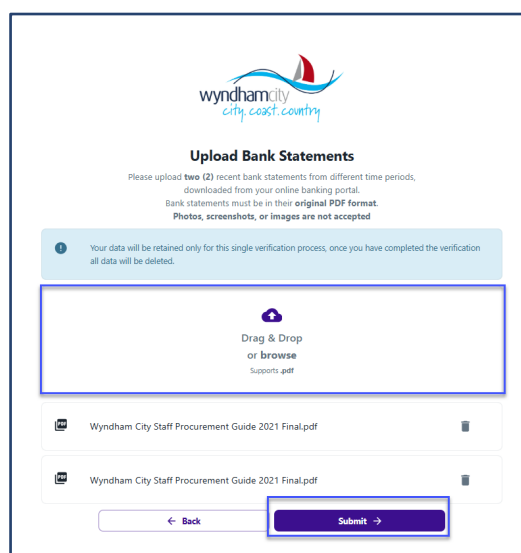


The screenshot shows the 'Bank Account Verification' screen. At the top is the Wyndham City logo. Below it, the title 'Bank Account Verification' is centered, followed by the text: 'We need to verify the ownership of your bank account using either of the two methods below'. There are two selection boxes: 'Online' (with a radio button) and 'Manual Upload' (with a radio button and a blue circle next to it, indicating it is selected). Under 'Online', it says 'Recommended option' and 'Ideal for new bank accounts with limited or no transactions'. Under 'Manual Upload', it says 'You will need' followed by two bullet points: 'Two (2) Recent Bank Statements from different time periods' and 'Original PDF Format ONLY'. At the bottom, there are 'Back' and 'Next' buttons. The footer says 'OK2PAY BY SATURN'.

b. Upload two bank statements and click **Submit**

#### Important Notes:

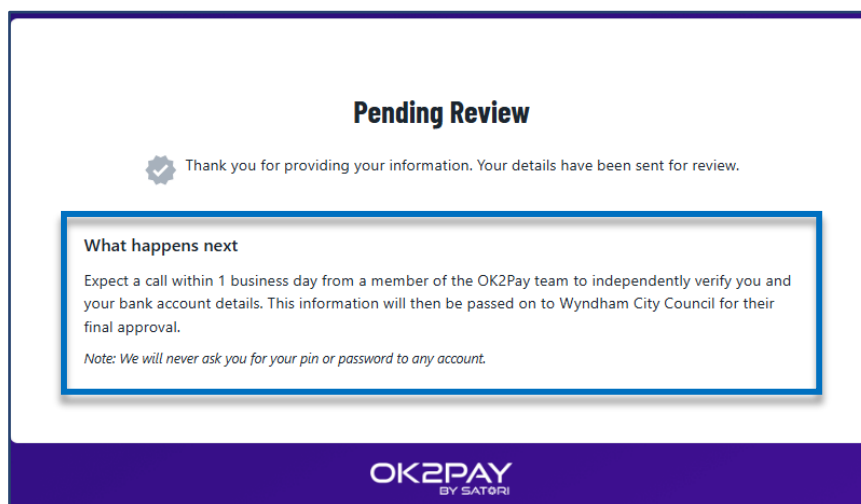
- Please provide only the front page of the bank statement
- Please redact account balance and transaction information
- Bank statements should be issued within the last 12 months and for 2 different billing periods
- Bank statements should be in PDF format



The screenshot shows the 'Upload Bank Statements' screen. At the top is the Wyndham City logo. Below it, the title 'Upload Bank Statements' is centered, followed by the text: 'Please upload two (2) recent bank statements from different time periods, downloaded from your online banking portal. Bank statements must be in their original PDF format. Photos, screenshots, or images are not accepted'. There is a blue information box that says: 'Your data will be retained only for this single verification process, once you have completed the verification all data will be deleted.' Below this is a large box with a cloud icon and the text: 'Drag & Drop or browse Supports .pdf'. Below this are two file upload slots, each showing a file named 'Wyndham City Staff Procurement Guide 2021 Final.pdf'. At the bottom, there are 'Back' and 'Submit' buttons.

- c. Your request is now Pending Review.

**Note:** Please expect a verification call from OK2Pay to verify the ABN, BSB, Account Number and Account Name.



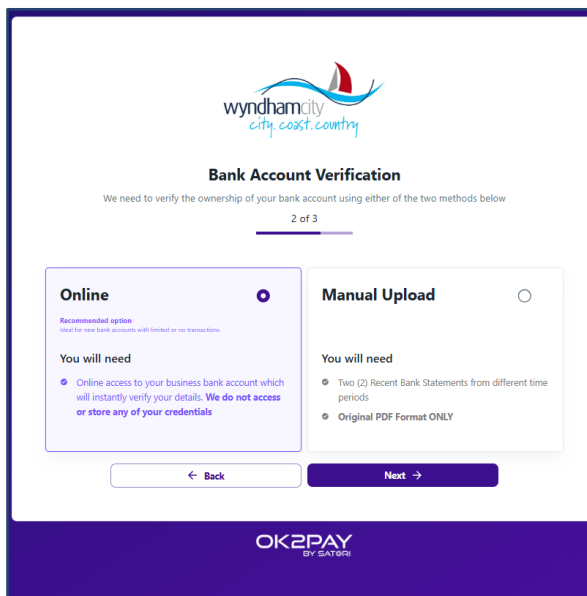
- d. Once the OK2Pay verification is approved, the Wyndham City Council Procurement team will finalise the onboarding process and the relevant Council Officer will be advised when the Supplier setup is completed. Please expect further communications from the Council Officer once a Purchase Order has been raised.

### 3.2 Bank Account Verification – Online Upload

The following steps are for online bank account verification. Please skip if choosing the manual verification method. (Refer to Section 3.1 for manual verification)

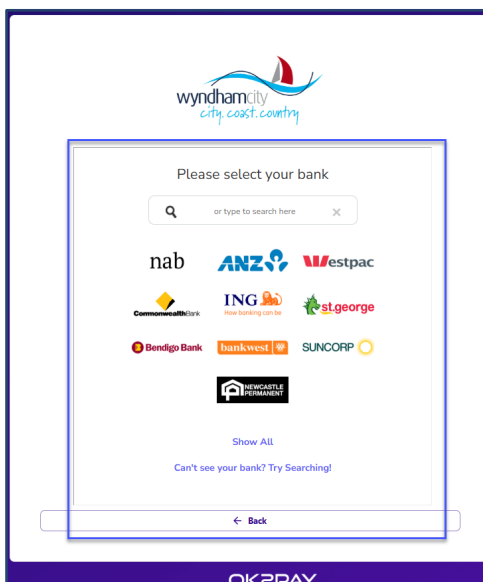


- a. Once the banking details are entered you will be directed to the next page for bank account verification. Select **Online** to verify the bank account.



The screenshot shows the 'Bank Account Verification' page. At the top is the Wyndham City logo. Below it, the title 'Bank Account Verification' is centered, followed by the text 'We need to verify the ownership of your bank account using either of the two methods below' and a progress indicator '2 of 3'. There are two main options: 'Online' (marked as the recommended option) and 'Manual Upload'. The 'Online' option requires 'Online access to your business bank account which will instantly verify your details. We do not access or store any of your credentials'. The 'Manual Upload' option requires 'Two (2) Recent Bank Statements from different time periods' and 'Original PDF Format ONLY'. At the bottom are 'Back' and 'Next' buttons, and the OK2PAY logo.

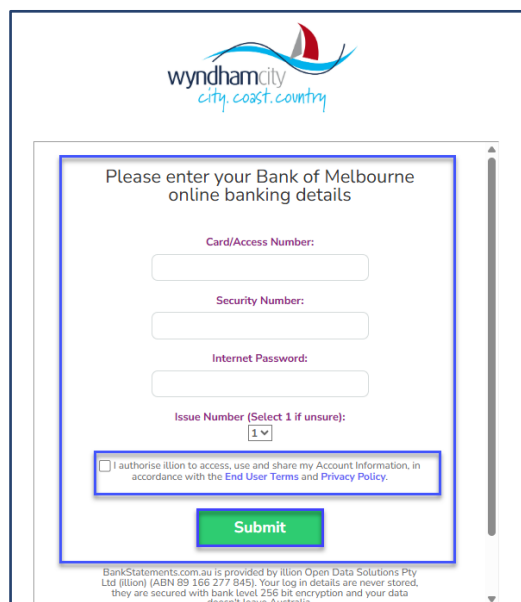
- b. Select from the provided list of banks or search for your bank in the search bar.



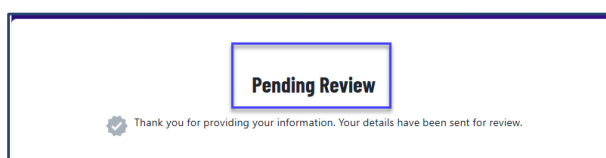
The screenshot shows the 'Please select your bank' screen. It features a search bar at the top with a magnifying glass icon and a clear button. Below the search bar is a grid of bank logos including nab, ANZ, Westpac, Commonwealth Bank, ING, St George, Bendigo Bank, Bankwest, Suncorp, and The Newcastle Permanent. At the bottom of the grid is a 'Show All' link and a note 'Can't see your bank? Try Searching!'. A 'Back' button is located at the very bottom of the screen, and the OK2PAY logo is at the bottom of the page.

- c. Enter the required information, tick the authorization checkbox, and click **Submit**.

**Note:** OK2Pay does not have visibility of the information entered on this page.



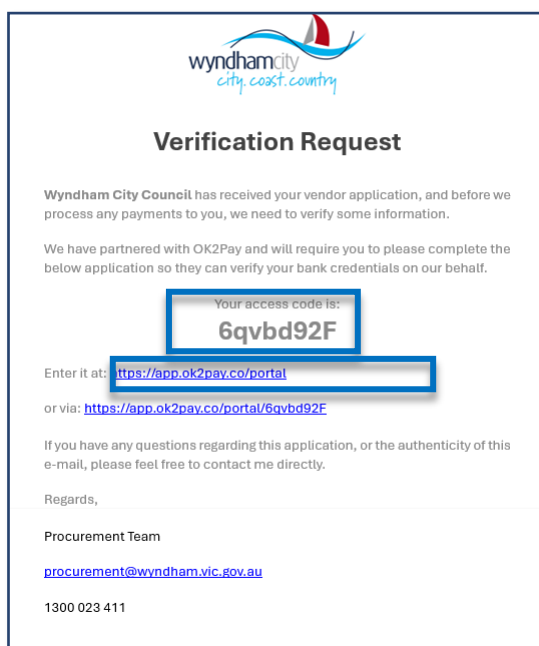
- d. You will be redirected to your online banking and prompted to select the relevant bank account for verification. Select the relevant bank account for verification.
- e. Your request is now Pending Review. Once the OK2Pay verification is approved, the Wyndham City Council Procurement team will finalise 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.



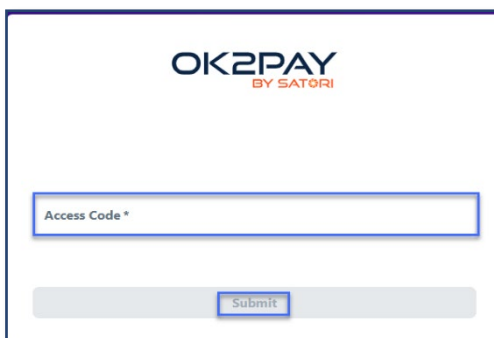
## 4 OK2Pay Process - Individual Supplier

**Summary:** After Procurement reviews the New AP Creditor request, they will initiate the OK2Pay process to verify and confirm the supplier's bank details. The steps below outline what the supplier must do to complete the OK2Pay verification.

- a. You will receive an email with an access code and links to verify their bank account. **Click on the first link.**



- b. Enter the **Access Code** provided in the email and click **Submit**.

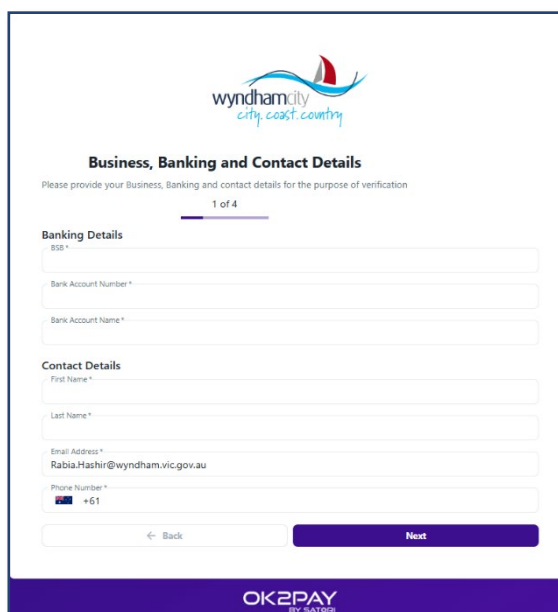


The screenshot shows the OK2Pay verification portal. At the top, it says "OK2PAY BY SATORI". Below this, there is a text input field labeled "Access Code \*". At the bottom of the form, there is a "Submit" button.

c. Enter the required information and click **Next**.

**Important Note:**

- All banking details provided **must** be consistent with those entered in the supplier portal earlier.
- Any discrepancy between the information entered in the supplier portal and OK2Pay portal will result in failed verification. You will have to request a new OK2Pay verification link from the council officer.

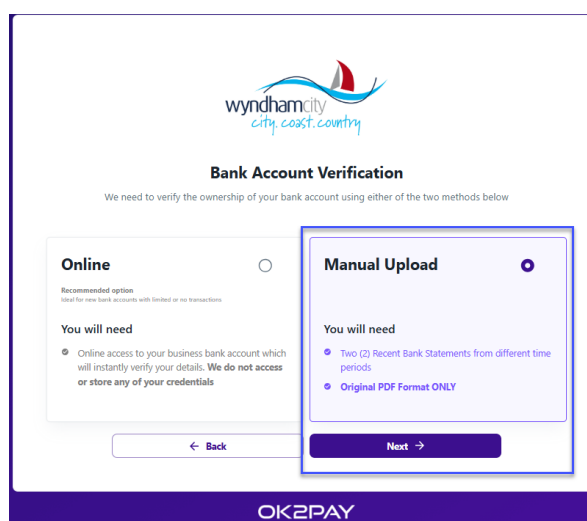


Once the banking details are entered you will be directed to the next page for bank account verification. Select from **Manual Upload** or **Online Verification**. Refer to Section 4.1 for Manual Upload and Section 4.2 for Online Verification.

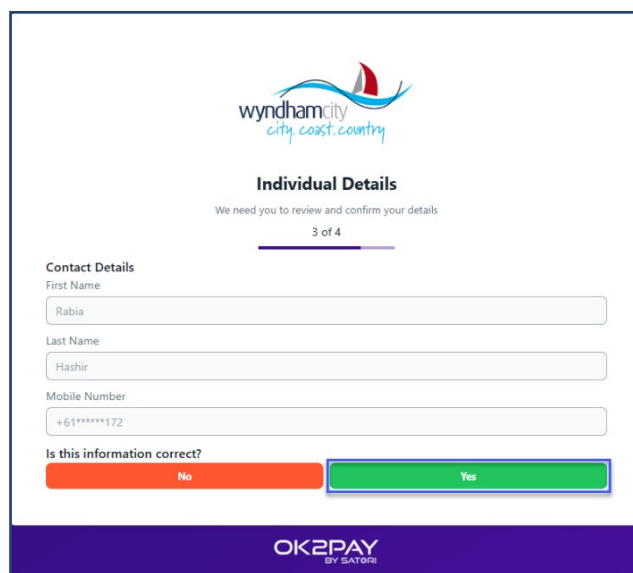
#### 4.1 Bank Account Verification – Manual Upload

**Note:** The below are the steps of manual bank account verification. If you wish to do online verification, please refer to Section 4.2.

a. Click on **Manual Upload** to manually verify the bank account.



b. Verify the individual details and click **'Yes'**



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### Individual Details

We need you to review and confirm your details

3 of 4

**Contact Details**

First Name  
Rabia

Last Name  
Hashir

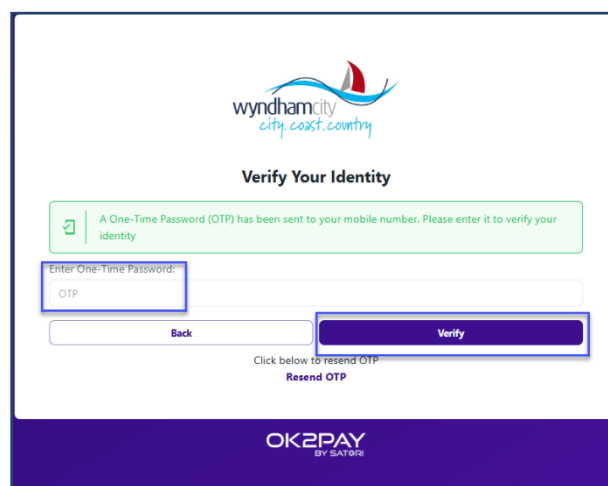
Mobile Number  
+61\*\*\*\*\*172

Is this information correct?

No Yes

OK2PAY  
BY SATOR

c. Enter the **One-Time Password** sent to your nominated phone number and click **'Verify'**.



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### Verify Your Identity

A One-Time Password (OTP) has been sent to your mobile number. Please enter it to verify your identity

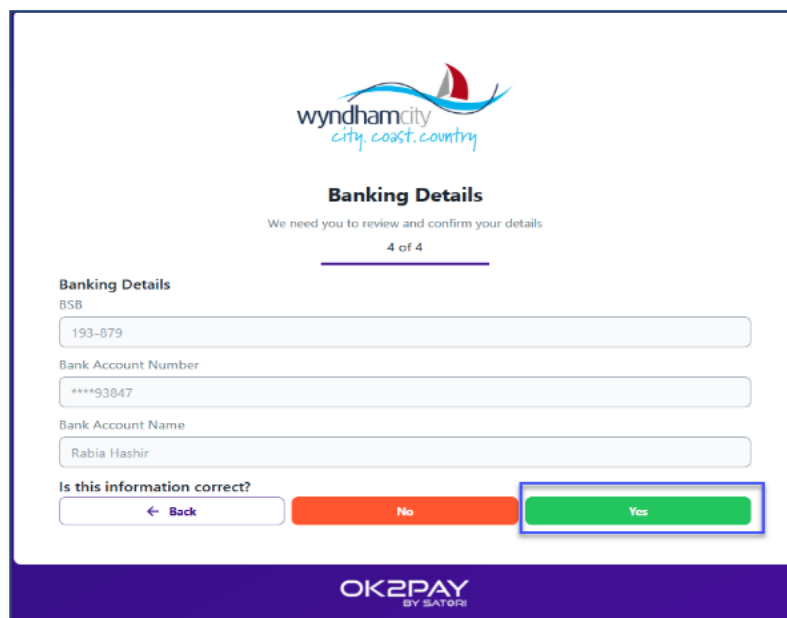
Enter One-Time Password:  
OTP

Back Verify

Click below to resend OTP  
Resend OTP

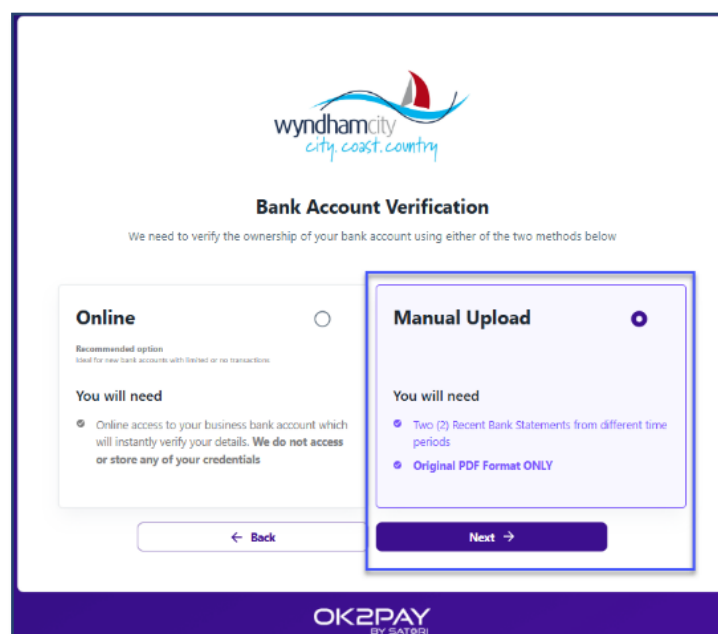
OK2PAY  
BY SATOR

d. Verify the banking details and click 'Yes'.



The screenshot shows the 'Banking Details' confirmation screen. At the top is the Wyndham City logo. Below it, the title 'Banking Details' is centered, followed by the text 'We need you to review and confirm your details' and '4 of 4'. The form contains the following fields: 'Banking Details' (BSB: 193-879), 'Bank Account Number' (\*\*\*\*93847), and 'Bank Account Name' (Rabia Hashir). At the bottom, it asks 'Is this information correct?' with three buttons: 'Back' (with a left arrow), 'No' (orange), and 'Yes' (green, highlighted with a blue border). The footer features the 'OK2PAY BY SATORI' logo.

e. Select 'Manual Upload' and click 'Next'

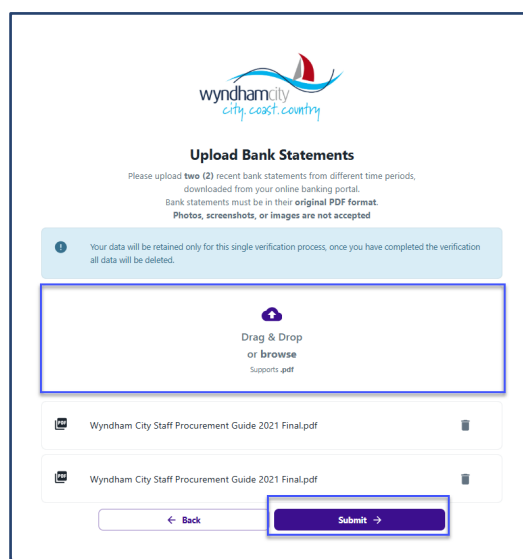


The screenshot shows the 'Bank Account Verification' screen. At the top is the Wyndham City logo. Below it, the title 'Bank Account Verification' is centered, followed by the text 'We need to verify the ownership of your bank account using either of the two methods below'. There are two selection options: 'Online' (with an unselected radio button) and 'Manual Upload' (with a selected radio button). The 'Online' option is described as the 'Recommended option' for new accounts and lists that it will instantly verify details without accessing credentials. The 'Manual Upload' option lists requirements: 'Two (2) Recent Bank Statements from different time periods' and 'Original PDF Format ONLY'. At the bottom, there are 'Back' and 'Next' buttons with arrows. The footer features the 'OK2PAY BY SATORI' logo.

f. Upload two bank statements and click **Submit**

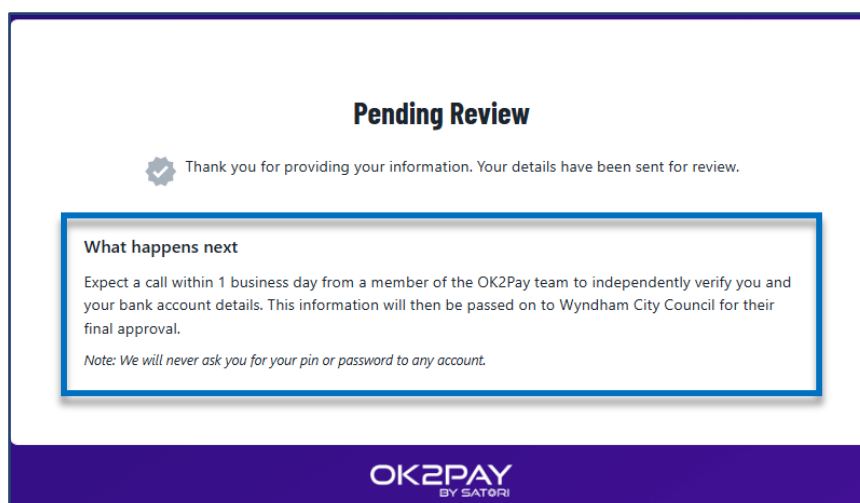
**Important Notes:**

- Please provide only the front page of the bank statement
- Please redact account balance and transaction information
- Bank statements should be issued within the last 12 months and for 2 different billing periods
- Bank statements should be in PDF format



g. Your request is now Pending Review.

**Note:** Please expect a verification call from OK2Pay to verify the ABN, BSB, Account Number and Account Name.

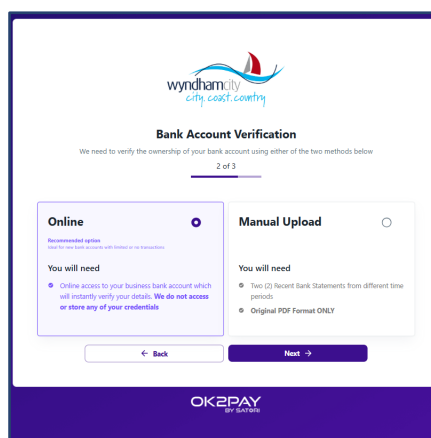


h. Once the OK2Pay verification is approved, the Wyndham City Council Procurement team will finalise the onboarding process and the relevant Council Officer will be advised when the Supplier setup is completed. Please expect further communications from the Council Officer once a Purchase Order has been raised.

## 4.2 Bank Account Verification – Online Upload

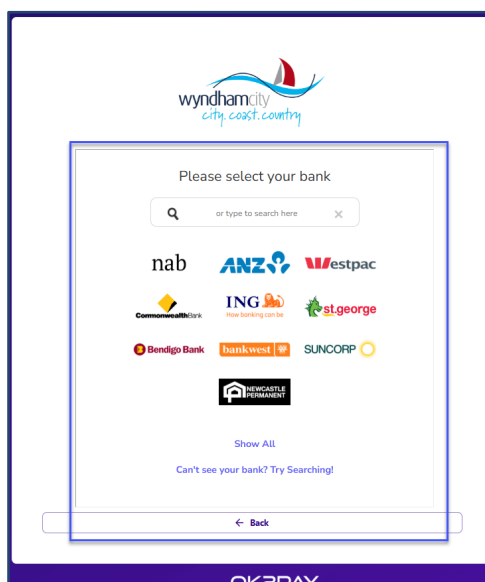
The following steps are for online back account verification. Please skip if choosing the manual verification method. (Refer to Section 4.1 for manual verification)

- a. Once the banking details are entered you will be directed to the next page for bank account verification. Select **Online** to verify the bank account.



The screenshot shows the 'Bank Account Verification' page. At the top is the Wyndham City logo. Below it, the title 'Bank Account Verification' is followed by the instruction: 'We need to verify the ownership of your bank account using either of the two methods below'. A progress indicator shows '2 of 3'. There are two main options: 'Online' (selected with a radio button) and 'Manual Upload' (unselected). Under 'Online', it says 'Recommended option' and 'You will need' a business bank account with online access. Under 'Manual Upload', it says 'You will need' two recent bank statements and original PDF format only. At the bottom are 'Back' and 'Next' buttons, and the OK2PAY logo.

- b. Select from the provided list of banks or search for your bank in the search bar.

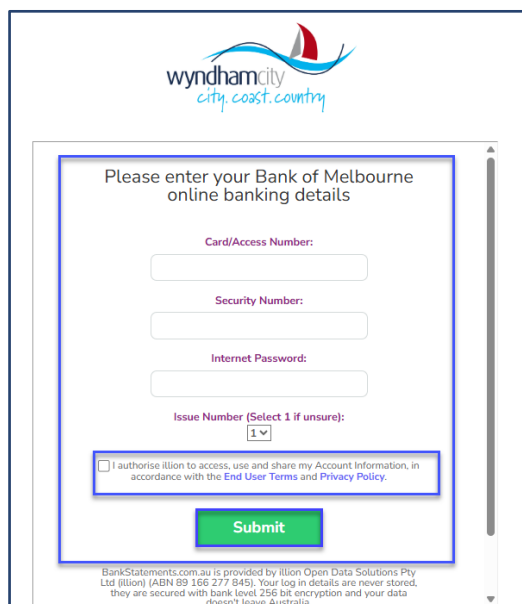


The screenshot shows the 'Please select your bank' screen. It features a search bar at the top with a magnifying glass icon and a close button. Below the search bar is a grid of bank logos including nab, ANZ, Westpac, ING, st.george, Bendigo Bank, bankwest, SUNCORP, and NEWCASTLE PERMANENT. At the bottom of the grid are links for 'Show All' and 'Can't see your bank? Try Searching!'. A 'Back' button is located at the very bottom of the screen. The OK2PAY logo is at the bottom of the page.



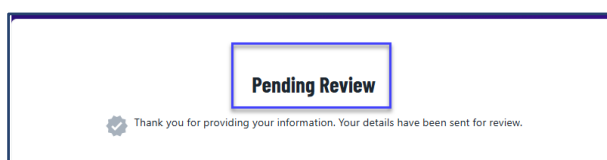
- c. Enter the required information, tick the authorization checkbox, and click **Submit**.

**Note:** OK2Pay does not have visibility of the information entered on this page.



The screenshot shows a web form for entering bank details. At the top is the Wyndham City logo. The main heading is "Please enter your Bank of Melbourne online banking details". Below this are four input fields: "Card/Access Number:", "Security Number:", "Internet Password:", and "Issue Number (Select 1 if unsure):". The "Issue Number" field has a dropdown menu showing "1". Below the input fields is a checkbox with the text "I authorise ilion to access, use and share my Account Information, in accordance with the [End User Terms](#) and [Privacy Policy](#).". Below the checkbox is a green "Submit" button. At the bottom of the form, there is a small disclaimer: "BankStatements.com.au is provided by ilion Open Data Solutions Pty Ltd (ilion) (ABN 89 166 277 845). Your log in details are never stored, they are secured with bank level 256 bit encryption and your data doesn't leave Australia."

- d. You will be redirected to your online banking and prompted to select the relevant bank account for verification. Select the relevant bank account for verification.
- e. Your request is now Pending Review. Once the OK2Pay 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.



The screenshot shows a confirmation screen with a green checkmark icon and the text "Thank you for providing your information. Your details have been sent for review." Above this text is a box containing the words "Pending Review".

You have now completed the supplier account creation/updating process with Wyndham City Council.

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