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4th Floor

Roycraft House

15 Linton Road

Barking

IG11 8HE

Phone: 020 8227 2263

Email: iSupplier@lbbd.gov.uk

Website: www.lbbd.gov.uk

Reference: CNL/iSupplier

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Dear Supplier

**Important information concerning the Supply of Goods & Services**

The London Borough of Barking & Dagenham have introduced Oracle iProcurement as our principal method for placing Purchase Orders, which includes electronic invoicing via the iSupplier Portal and we would like to include you in this process.

To enable us to register your company on both our purchasing and payment systems can you please supply the following information and return it to us via email at [iSupplier@lbbd.gov.uk](mailto:iSupplier@lbbd.go.uk)

Whilst we may already have some of the details being requested on file, please ensure that all of the questions are answered fully so that we can cross-check the information that is already held and update and amend details were necessary.

**Company Details**

**Company Name:**

**Address:**

**Postcode:**

**Telephone Number:**

**Name of Main Contact:**

**Payment Details**

**Bank/Branch Name:**

**Account Name:**

**Sort Code:**

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**Account Number:**

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**Company Information**

**VAT Registration Number** (if applicable):

**Company Registration Number:**

Are you a Construction Industry Scheme (CIS) supplier - **YES/NO**

(for further information on the HMRC Construction Industry Scheme please use this link to the HMRC website <http://www.hmrc.gov.uk/cis/intro/con-or-sub.htm>)

Are you a Small or Medium Size Company (SME) – **YES/NO**

(for further information please use this link

<http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm>)

**General Description of the Goods/Services you supply**

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**iSupplier Portal**

To provide you with access to view Purchase Orders and submit invoices to the Council electronically via the Oracle iSupplier Portal, please complete the following details. We will use this information to set users up on the secure portal and once set up, a member of the Accounts Payable Team will be in contact with the designated contact to arrange training (if necessary) and password access.

**Primary Contact\***

**Name:**

**Position:**

**Telephone Number:**

**Email Address:**

\*The primary contact will need to be an appropriately responsible member/officer in your organisation; this person will be the custodian of your records including confidential information such as details of your organisations bank accounts within the iSupplier portal.

\*The primary contact must always be a **personal email** e.g. [John.Smith@company.co.uk](mailto:John.Smith@company.co.uk) on behalf of your organisation. Generic email addresses will only be accepted by exception, though typically only in the case of sole traders. The email address will form part of the iSupplier Portal Log-In process.

\*In the first instance, we require only a single contact. This contact will be able to view orders and “flip”, basically reverse the order into an electronic invoice.

\*Additional contacts can be added if required.

**Correspondence Email Addresses**

Although Purchase Orders and Remittance Advices can be viewed by accessing the Portal, they can also be emailed. It would therefore be appreciated if you can **confirm your preferred email address** for the following:

**To receive Purchase Orders:**

**To receive remittance advices:**

Thank you for your time and I trust that you will return your form shortly and begin to enjoy the benefits of using the iSupplier Portal.

Yours sincerely

Christopher Lawrence

Procurement & Accounts Payable Manager