

Supplier Portal – Supplier Registration

Quick reference guide

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Version 0.3 draft
May 2026

Step 1

PLEASE FOLLOW THE LINK IN THE EMAIL AND COMPLETE THE PROCESS USING THIS GUIDE TO ASSIST YOU

***Please note – complete the mandatory fields only, you may leave the other fields blank**

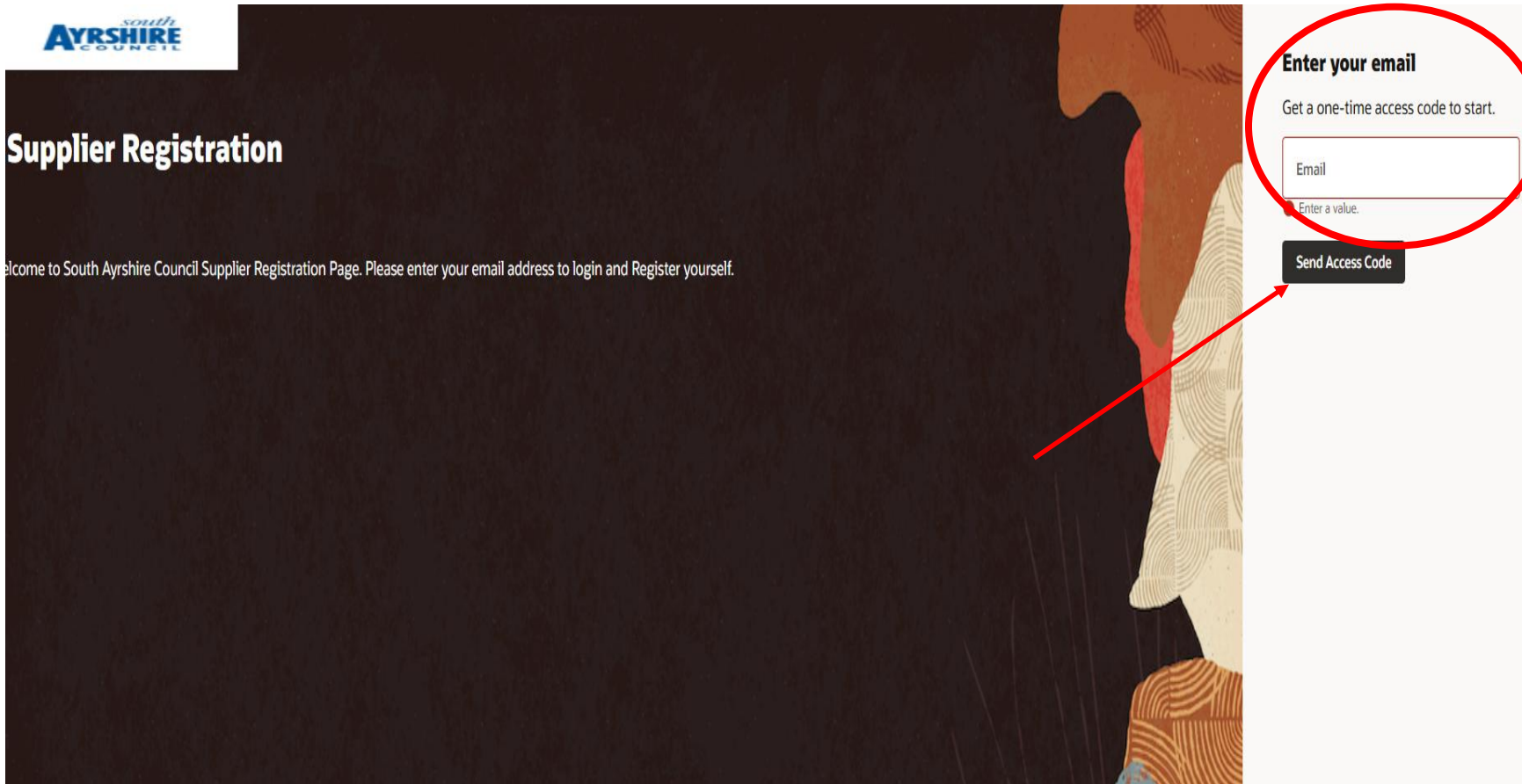
When a Mandatory field is left blank, it will turn red. You will need complete it to proceed to the next page.

Step 2

1. Once approved as a supplier, you will receive an email from Procurement@south-ayrshire.gov.uk containing a link.
2. Click on the link in the email and it will take you to Page 1 as shown opposite.
3. Enter your email address into the box.
4. Click 'Send Access Code'
5. You will receive an access code from etkr.fa.sender@workflow.mail.em2.cloud.oracle.com

Please check your spam or junk mail if you do not receive the code.

Please note the code will only be valid for 15 minutes.



Supplier Registration

Welcome to South Ayrshire Council Supplier Registration Page. Please enter your email address to login and Register yourself.

Enter your email
Get a one-time access code to start.

Email
Enter a value.

Send Access Code



Supplier Registration – Access Code

Step 3

PLEASE FOLLOW THE LINK IN THE EMAIL AND COMPLETE THE PROCESS USING THIS GUIDE TO ASSIST YOU.

Please note – complete the mandatory fields only, you may leave the other fields blank

When a Mandatory field is left blank, it will turn red. You will need complete it to proceed to the next page.



Supplier Registration

Welcome to South Ayrshire Council Supplier Registration Page. Please enter your email address to login and Register yourself.

Enter your code

Use the code we've sent to email eforson24@icloud.com.

The code expires in 15 minutes.

Continue

[Get a new code](#)

Step 3

1. Once you have received the email with the access code, return to the Supplier Registration portal and enter the access code from the email and press continue.
2. Enter the code **exactly** as it has been received as it is case sensitive.
3. Once you have entered the code, click continue.

Step 4

Completion of the Requested Information

Please note – You can complete the mandatory fields only, you may leave the other fields blank, i.e., D-U-N-S Number. The mandatory fields are highlighted below and noted opposite.

When a mandatory field is left blank, it will turn red. You will need to complete it to proceed to the next page.

You must enter as much information as you can on this page but as a minimum the mandatory fields:

- **COMPANY NAME: MANDATORY.** This should be your Company Name / Trading Name as per your Company Registration, NOT your company number.
- **Website** - Enter company web site address (if applicable)
- **COUNTRY: MANDATORY**
- **Taxpayer ID (National Insurance Number)** – Enter the Company National Insurance (NI) number.
- **Tax Registration Number** – If VAT registered, please enter the Company VAT number.
- **D-U-N-S (Data Universal Numbering System) Number** (this can be left blank) **PLEASE NOTE – this should be in the format ‘GB123456789’** if you have one.
- **ORGANIZATION TYPE: MANDATORY** – Select from the dropdown menu, this is usually; Company or Individual, please choose which option applies to you or your company.
- **SUPPLIER TYPE: MANDATORY** - Please select Supplier from the dropdown menu
- **Note to Approver** - If you wish to send any note /convey any special information to the Approver (Council) please enter it here.
- **Drag and Drop** - Attach tax, insurance, and other relevant documents here, as applicable.
- **URL** - Add Corporate URL.

Supplier Registration

Company Details

1 | 6

Enter Tax Registration Number in the format "GB123456789"

Company Website Country

Taxpayer ID Tax Registration Number D-U-N-S Number

Organization Type Supplier Type

Note to Approver

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL Add URL

Cancel Save **Continue**

YOU CAN NOW;

- Save, Cancel or Continue
- Please click Continue to progress.



Supplier Registration – Company Contact



Making a Difference Every Day

Step 5

Completion of the Requested Information

Please note – You can complete the mandatory fields only, you may leave the other fields blank. The mandatory fields are highlighted below and noted opposite.
When a mandatory field is left blank, it will turn red. You will need to complete it to proceed to the next page.

You must enter as much information as you can on this page but as a minimum the mandatory fields:

- **FIRST NAME: MANDATORY**
- **LAST NAME: MANDATORY**
- **Email - This will auto-populate with the registration email. If the contact email is different, please enter it here.**
- **Job Title**
- **Country – Select the Country Code (defaults to GB)**
- **MOBILE: MANDATORY – Enter a contact mobile telephone number**
- **Country - Select the Country Code (defaults to GB)**
- **PHONE: MANDATORY – Enter a contact telephone number**
- **Fax**
- **IS THIS AN ADMINISTRATIVE CONTACT? MANDATORY - Select either YES or NO or click 'Add Another Contact'**

NOTE - If 2 or more contacts are entered, you will need to identify one as Administrative Contact, OR, if 1 contact is entered, that contact would need to be selected as 'YES' for administrative contact.

YOU CAN NOW;

- **Save, Cancel or Continue**
- Please click Continue to progress.**

South Ayrshire Council

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name Last Name Email

Job Title Country Mobile

Country Phone Ext

Country Fax

Is this an administrative contact? Yes No
Administrative contact will receive general communications from us.

+ Add Another Contact

Last updated 1 minute ago

Cancel Save **Continue**

2 | 6

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Step 6

Please note – You can complete the mandatory fields only, you may leave the other fields blank. The mandatory fields are highlighted below and noted opposite.
When a mandatory Field is left blank, it will turn red. You will need to complete it to proceed to the next page.

Completion of the Requested Information

You must enter as much information as you can on this page but as a minimum the mandatory fields:

- **ADDRESS NAME: MANDATORY** - This should be the Town the company is based in.
- **WHAT'S THIS ADDRESS USED FOR? MANDATORY** – Select Receive Purchase Orders *AND* Receive Payments
NOTE: Both boxes need to be ticked. You can either tick both boxes for one address, OR you can 'Add Another Address' and select 1 box on each, as applicable.
- **Country / Region** – select from dropdown menu (defaults to UK)
- **ADDRESS LINE 1: MANDATORY** – enter the 1st line of your postal address
- **Address Line 2**
- **Address Line 3**
- **CITY OR TOWN: MANDATORY**
- **County**
- **POSTCODE: MANDATORY**
- **Email**
- **COUNTRY CODE AND PHONE NUMBER: MANDATORY**
- **Country Code and Fax**
- **WHICH CONTACTS ARE ASSOCIATED TO THIS ADDRESS? MANDATORY**

You will need to select any one of the contacts entered as part of your registration on an earlier page

- **Add Another Address (if any)**
- YOU CAN NOW;**
- **Save, Cancel or Continue**
- Please click Continue to progress.**



Supplier Registration – Business Classifications



Making a Difference Every Day

Step 7

Please choose which Business Classification is relevant from the dropdown menu
If none of the classifications are relevant, please select 'None of the classifications are applicable'
Click Continue

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification ▼

Ayrshire Based - North

Ayrshire Based - South

Ayrshire Based – East

Supported Business

None of the classifications are applicable

4 | 6

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Last updated 6 minutes ago

Cancel

Save

Continue



Supplier Registration – Business Classifications



Making a Difference Every Day

Step 7 continued

If you selected a classification, the page shown below will appear,
YOU ARE NOT REQUIRED TO COMPLETE ANY DETAILS ON THIS PAGE

YOU CAN NOW;

- Save, Cancel or Continue

Please click Continue to progress.

Business classification 1

Classification
Ayrshire Based - South

Subclassification

Certifying Agency

Other Certifying Agency

Certificate Number

Certificate Start Date

Certificate End Date

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL

Add URL

No items to display.

+ Add Another Business Classification

Last updated 37 seconds ago

Cancel Save **Continue**

4 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications**
- Bank Accounts
- Products and Services

Step 8

Please note – You can complete the mandatory fields only, you may leave the other fields blank.
The mandatory fields are highlighted below and noted opposite.
Fields must be completed in the order stated opposite
 When a mandatory field is left blank, it will turn red. You will need to complete it to proceed to the next page.

Completion of the Requested Information

****When entering your bank details, please ensure that you add them in the strict order detailed below****

BANK ACCOUNTS

Enter at least one bank account.

Bank account 1 🗑️

1

2

3 4 5

6 7

+ Add Another Bank Account

1. COUNTRY: MANDATORY
2. SORT CODE: MANDATORY – The Bank and Bank Branch will then Auto-populate

****IF YOUR SORT CODE IS NOT AVAILABLE, PLEASE EMAIL procurement@south-ayrshire.gov.uk FOR FURTHER INSTRUCTIONS****

3. ACCOUNT NUMBER: MANDATORY
4. IBAN
5. Currency
6. Account Type
7. ACCOUNT HOLDER: MANDATORY

You can create Another Bank Account (if needed)

YOU CAN NOW;

- Save, Cancel or Continue

Please click Continue to progress.

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services

Cancel Save **Continue**

Step 9

You are now able to select what products and services are associated with your supplier.

Supplier Registration

Products and Services

Search by category or description

Category	Description
<input type="checkbox"/> Accommodation	Accommodation
<input type="checkbox"/> Advertising	Advertising
<input type="checkbox"/> Agency	Agency
<input type="checkbox"/> Books, Periodicals & Publications	Books, Periodicals & Publications
<input type="checkbox"/> Capital Expenditure	Capital Expenditure
<input type="checkbox"/> Catering	Catering
<input type="checkbox"/> Cleaning, Janitorial & Domestic	Cleaning, Janitorial & Domestic
<input type="checkbox"/> Community Care	Community Care
<input type="checkbox"/> Consultancy Services	Consultancy Services
<input type="checkbox"/> Contractors	Contractors
<input type="checkbox"/> Energy, Fuels & Oils	Energy, Fuels & Oils
<input type="checkbox"/> Equipment	Equipment
<input type="checkbox"/> Fees, Membership, Licences & Subscriptions	Fees, Membership, Licences & Subscriptions
<input type="checkbox"/> Furniture & Fittings	Furniture & Fittings

Updated just now

Cancel Save **Submit**

Completion of the Requested Information

- Select the relevant category to your organisation by clicking on the square box.
- You can also expand the categories by clicking on the arrow next to the category to expand the selection.
- Once you have selected your products or services, click 'Submit'

This will submit your Request

If none of the categories are applicable, you can leave this section blank.

6|6

Company Details

Contacts

Addresses

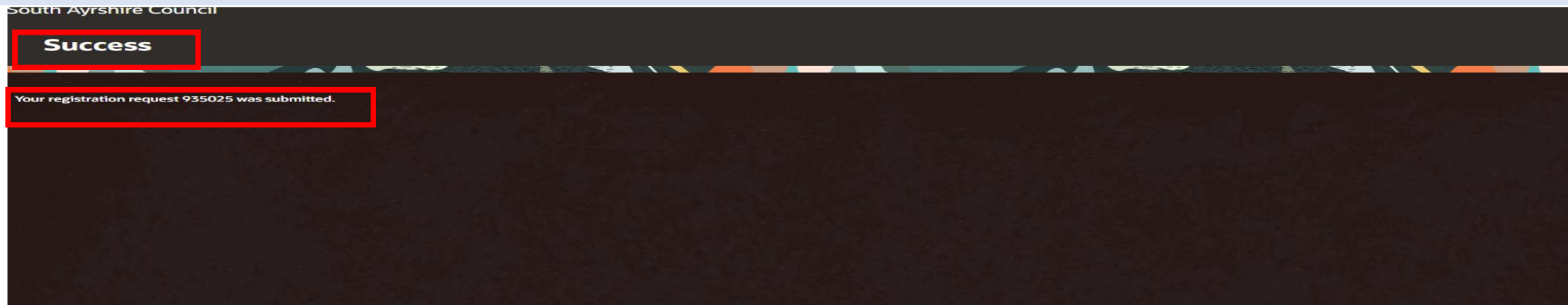
Business Classifications

Bank Accounts

Products and Services

Step 10

Once you have submitted your registration you will move onto the screen below which will let you know that your registration request was submitted for review.



Step 11

- Your submitted Registration will now be reviewed.
 - You will receive an email from etkr.fa.sender@workflow.mail.em2.cloud.oracle.com to advise if your registration was Approved, Rejected, or requires to be Resubmitted with amendments.
1. APPROVED - Your registration has been successful, please wait for a Purchase Order from the relevant department.
 2. REJECTED - Comments will be provided detailing the reason for this, please contact procurement@south-ayrshire.gov.uk if you have any queries regarding this.
 3. RESUBMIT - Comments / Instructions will be provided with the updates required. You will need to follow from Step 2 at the beginning of this guide and request a new access code to make any changes. Your details will be saved, you will not need to enter your details again.