



INTENDA

MINI GUIDE

SUPPLIER REGISTRATION

Table of Contents

1. DOCUMENT APPROVAL	3
1.1. DOCUMENT CONTROL	3
2. PURPOSE	4
3. REGISTERING AS A SUPPLIER	4
4. LOGGING IN AS SUPPLIER	9
4. REVISION CHART	11

1. DOCUMENT APPROVAL

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1.1. DOCUMENT CONTROL

REFERENCE:	Supplier6_Supplier Registration
DATE:	18 May 2010
VERSION:	1.0
RELEASE:	
AUTHOR/S:	Christina Meyer
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2. PURPOSE

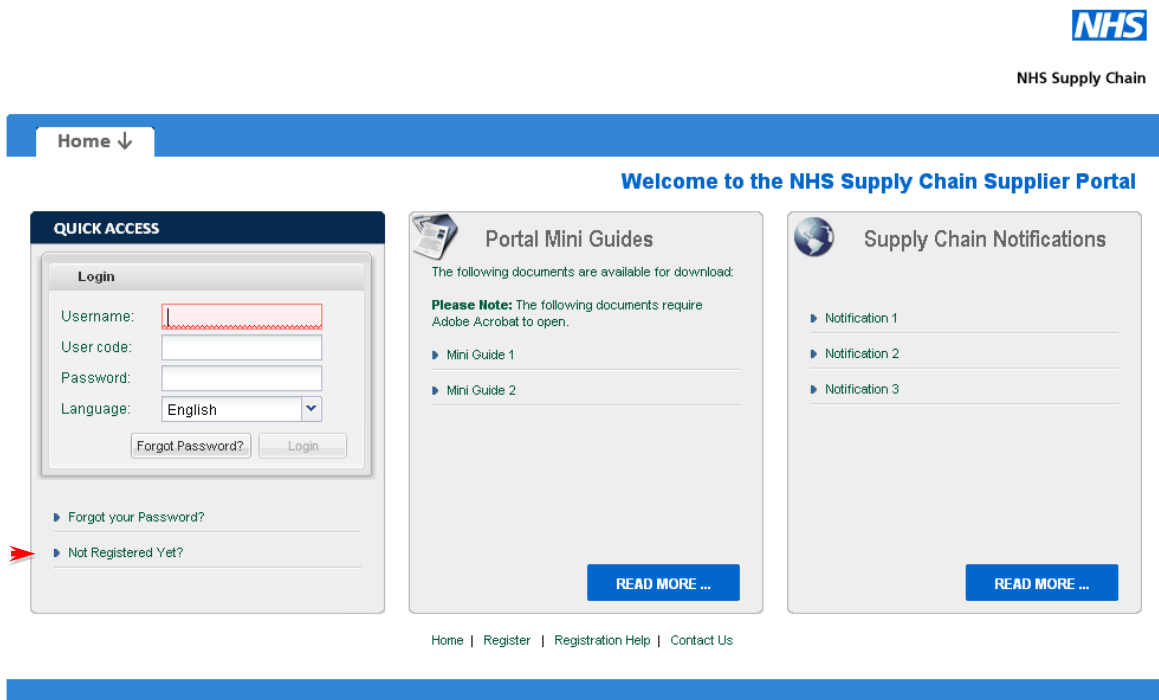
The purpose of this mini guide is to assist the process of registering a new supplier on the NHS SC Procurement Supply Chain website.

3. REGISTERING AS A SUPPLIER

From within the internet browser use the following URL -

<http://procurement.supplychain.nhs.uk/ISS>

The first screen that the supplier will see is the login screen:




The screenshot shows the NHS Supply Chain Supplier Portal. At the top right is the NHS logo and the text 'NHS Supply Chain'. Below this is a blue navigation bar with a 'Home' dropdown menu. The main content area is titled 'Welcome to the NHS Supply Chain Supplier Portal' and is divided into three columns. The left column, 'QUICK ACCESS', contains a 'Login' form with fields for Username, User code, Password, and Language (set to English), along with 'Forgot Password?' and 'Login' buttons. Below the form are links for 'Forgot your Password?' and 'Not Registered Yet?'. The middle column, 'Portal Mini Guides', lists 'Mini Guide 1' and 'Mini Guide 2' with a 'READ MORE ...' button. The right column, 'Supply Chain Notifications', lists 'Notification 1', 'Notification 2', and 'Notification 3' with a 'READ MORE ...' button. A red arrow points to the 'Not Registered Yet?' link. At the bottom, there is a footer with links: 'Home | Register | Registration Help | Contact Us'.

To register as a new supplier select the 'Not Registered Yet?' link.

The Supplier Registration page will display.


NHS Supply Chain

Home


Supplier Portal | Register
 The Registration Process will allow you to provide the minimum necessary information to register your company.
 Please complete all mandatory information.

3
4
5

Company Detail
▲ ? +

START AGAIN | SAVE | UPDATE

Security Code

Supplier Name* Supplier Alternative Name

Holding Company Name

Company Registration Number* D and B DUNS Number

VAT Number* Website Address

Supplier Comment

COMPANY CONTACT PERSON INFORMATION

Title (Contact Person)* ▼ 2 Position Held

First Name (Contact Person)* Last Name (Contact Person)*

Telephone Number* Facsimile Number

Mobile Number Email Address*

Company & Contact Person Address Detail
▲ ? +

SAVE | CLEAR | UPDATE

Type of Address First Line of Address

First Line of Address

Second Line of Address

Town Postal Code

Country County

Type of Address	First Line of Address	Second Line of Address	Country	Town

Page 1 of 1 All Filter Data Clear Filter Data No records to display


Note: Mandatory fields are indicated by means of a * in the field label, as well as by the fields being highlighted in a solid Red line around the field.

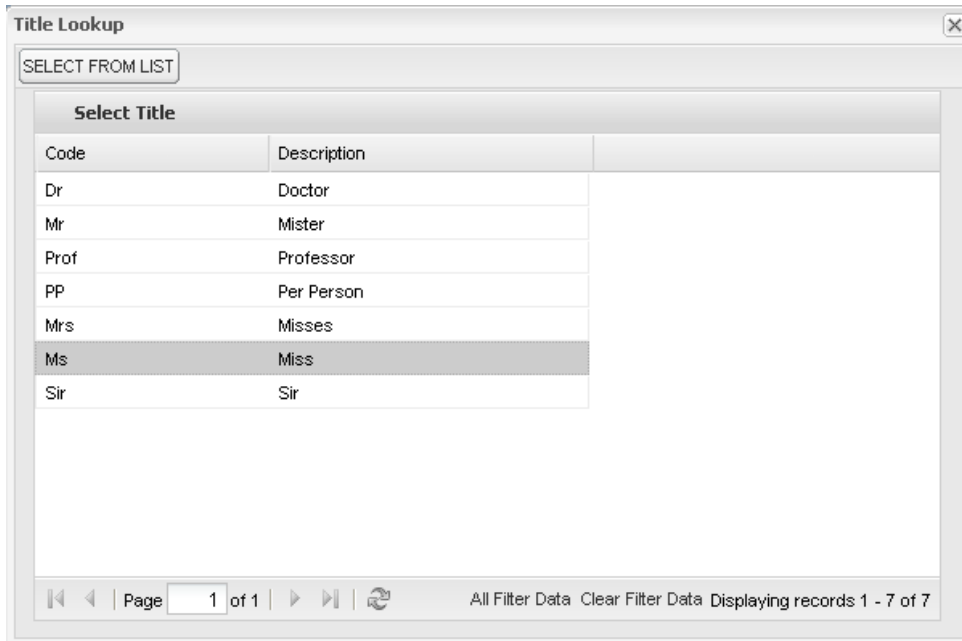
The registration form is divided into two sections. The 'Company Detail' and the 'Company & Contact Person Address Detail' sections.

Note: The Company Detail section must be completed and saved first.

For Company Detail:

- 1 Complete all the fields, making sure to complete all of the mandatory fields.

- 2 For fields where a  (Lookup) function is available, select the lookup arrow. The lookup form listing the options that are available for this field will display.



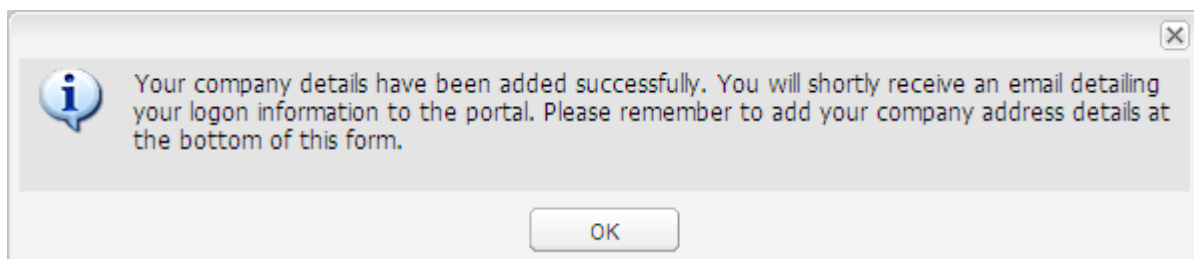
Select Title	
Code	Description
Dr	Doctor
Mr	Mister
Prof	Professor
PP	Per Person
Mrs	Misses
Ms	Miss
Sir	Sir


Select the correct option by clicking on it. Then select the SELECT FROM LIST button at the top of the lookup form. The selected value will be populated in the field.

- 3 Selecting the Start Over button will clear all data captured in all the fields and allow the supplier to start over.

- 4 Select the Save button to save the record once all the fields for the Company Details have been completed.

A popup message will display confirming that the record has been successfully saved. The Security Code field will now be populated with the supplier code for the new supplier registration.



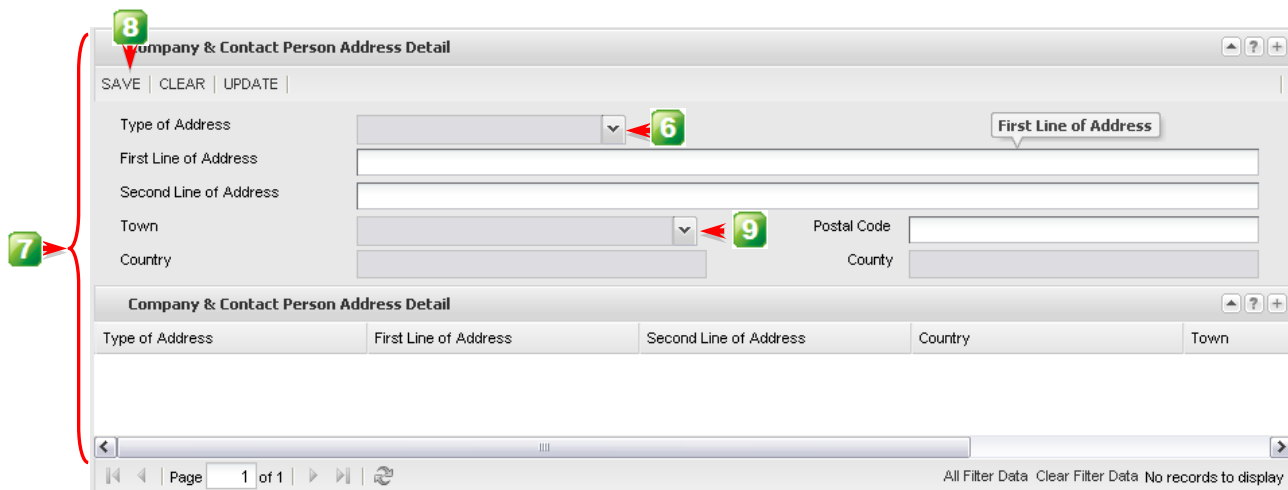
 Your company details have been added successfully. You will shortly receive an email detailing your logon information to the portal. Please remember to add your company address details at the bottom of this form.

OK

The supplier will receive an email containing the logon information. This will include the Username, User code and Password.

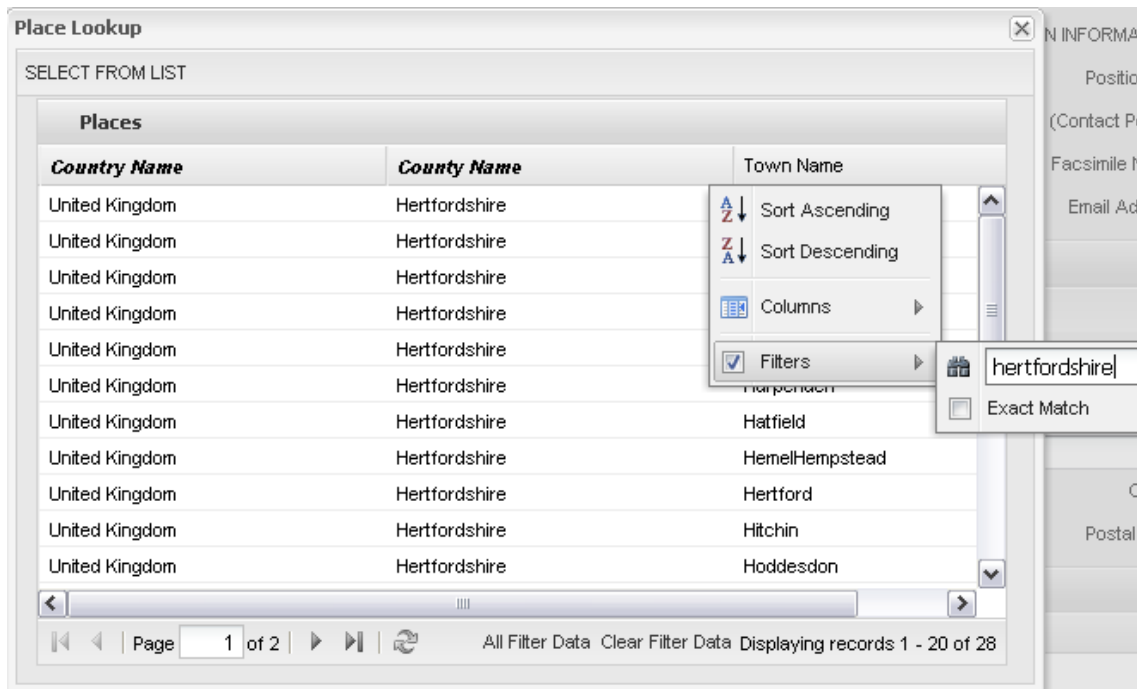
- 5 If any of the information needs to be amended on the record while still on the registration screen, amend the fields according on the Company Details section and select the Update button.

Once the Company Detail section is completed and saved, the Company & Contact Person Address Detail section must be completed.



Two addresses must be added for each supplier record. One 'Company Registered Address' type, and one 'Contact Person Address' type.

- 6 Select the Address Type lookup button and select the first address type from the lookup form provided, i.e. Company Registered Address.
- 7 Complete the rest of the fields including the Town field. Select the Town lookup button, which will open the lookup form.



Filter for the correct Town by either typing the town name into the filter option on that column, or by first filtering on the Country Name and County Name columns first.

Select the correct option by clicking on it. Then select the SELECT FROM LIST button at the top of the lookup form. The selected value will be populated in the field.

8 Select the Save button.

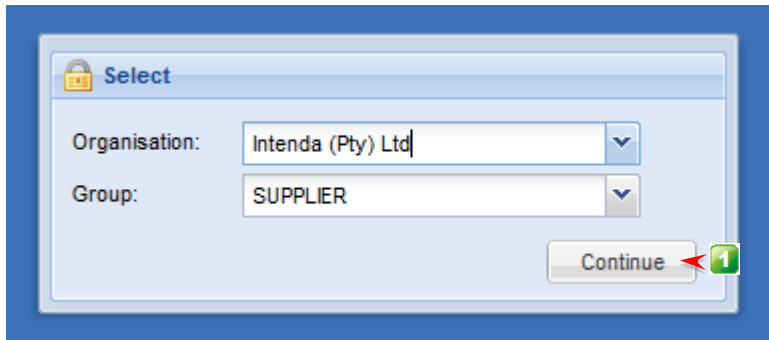
9 The newly added record will display in the Company & Contact Person Address Detail grid at the bottom of the screen.

Select the Clear button in the Company & Contract Person Address Detail section and then repeat the process for the Contact Person Address.

Once the whole supplier registration is completed, select the Home menu option at the very top of the screen to return to the Logon page.

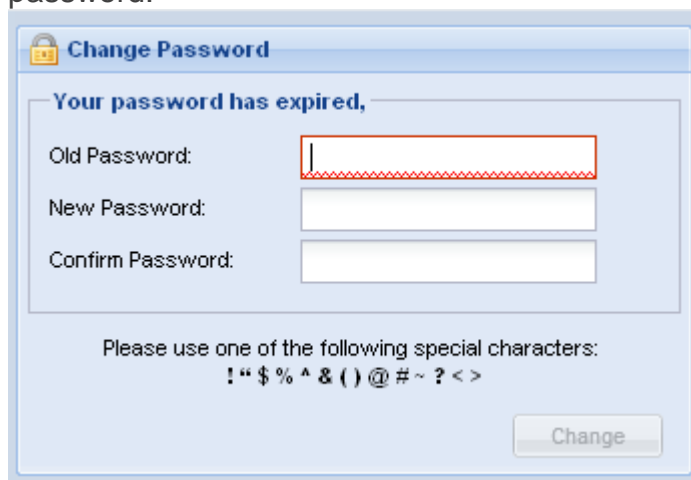
4. LOGGING IN AS SUPPLIER

Supply User Name, User Code and Password as provided by the system when the supplier originally registered. If all is correct, the next screen will be displayed.



1 Select the Continue button.

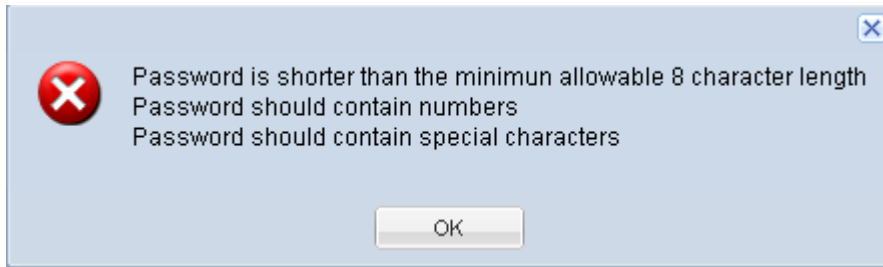
When logging in the first time, the supplier will be prompted to change their password.



Enter the old password, input the new password and confirm it in the last field. Select the Change button. The password will have been changed and the supplier will be logged in.

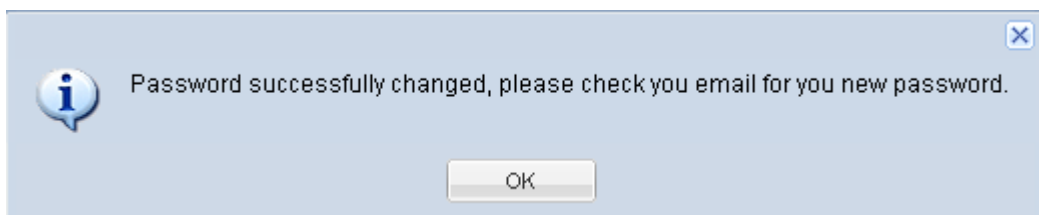
Note: The password must contain at least 8 characters – this must include an upper case character, lower case characters, a number and a special character. **THE ONLY SPECIAL CHARACTERS THAT MAY BE USED ARE: ! " \$ % ^ & () @ # ~ ? < >**

Should a new password be inputted that does not meet this requirement a warning message will display as follows:



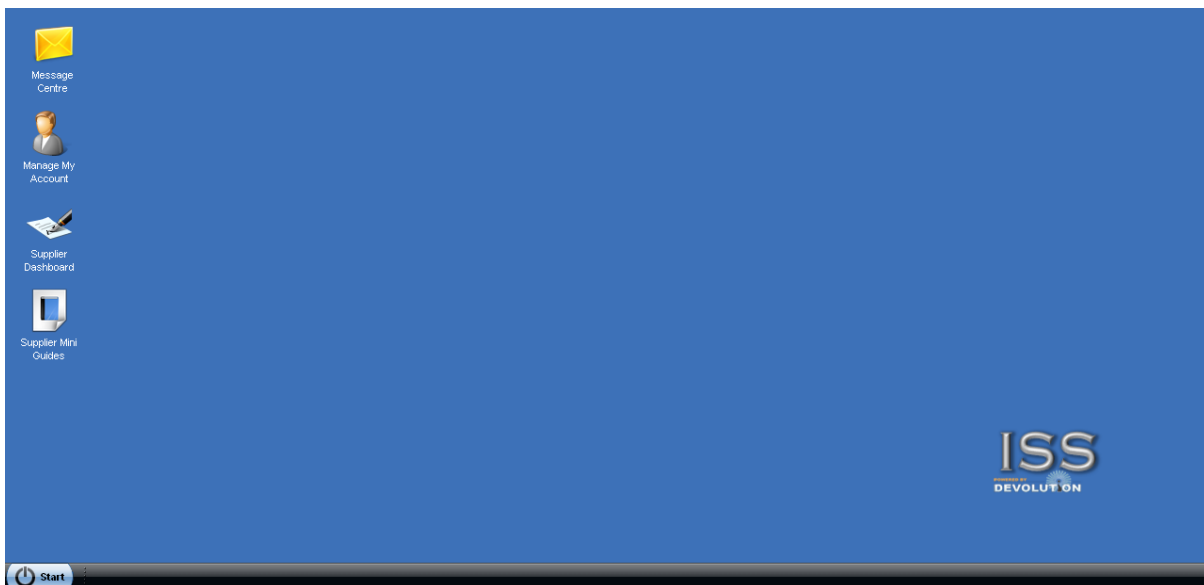
Select the OK button and enter a valid password.

If the password does meet requirements a confirmation message will display as follows:



Please review your emails for your logon information.

Selecting the Continue button will take the user to the Intenda Solution Suite (ISS) application dashboard.



Note: Please refer to the [Supplier1_Logging On & Supplier Dashboard mini guide](#) and the other supplier mini guides that are available for further instructions on the use of this application.

4. REVISION CHART

VERSION:	AUTHOR/S:	DESCRIPTION:	SECTIONS AFFECTED:	DATE:
1.0	CM	Initial Document	None	18/05/2012