

Supplier On-Boarding Guide

May 2024



Activating Account

When the account is created you then need to activate the account to create a password.

Supplier Email not arriving

If you are not receiving these emails, they could be failing to reach you because your email system is rejecting emails from our system.

Please could you arrange for your IT security and email system to whitelist the following @wax-live.com & 51.140.205.44

Once the above has been whitelisted you should then be able to receive emails from no-reply@postoffice.co.uk & use the password reset link etc.

Onboarding Process and Information Needed

There are 2 parts to this which are both on the portal to complete:

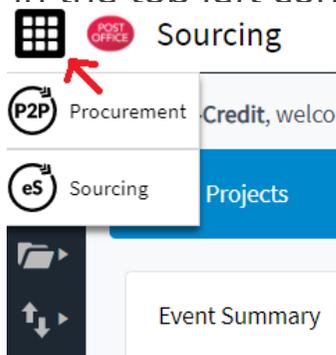
- The Supplier Registration Form (SRF) is in the Sourcing Module – a long questionnaire covering governance/ insurance/ general information for due diligence purposes. There are training documents on our website: <https://corporate.postoffice.co.uk/en/governance/our-suppliers/working-with-us/> This includes a guide on [how to find the form](#). It also has an [example of the SRF](#) to enable suppliers to see the questions and to know what information to prepare in advance.

It is worth noting that although the form may seem long and complex in a full printed format; it is designed to be completed online. The online version is logic based, and so some questions will appear and disappear based on the response you provide. It is likely that there are large sections which are not relevant to you and will therefore not appear.

On-Boarding (Cont.)

- If a supplier is also being taken forward for Procurement, we will require them to complete an additional Financial registration (bank, VAT, and email addresses for orders and remittances to be sent to etc) to create an account in the Procurement module. We must have this before we can raise orders or pay invoices.

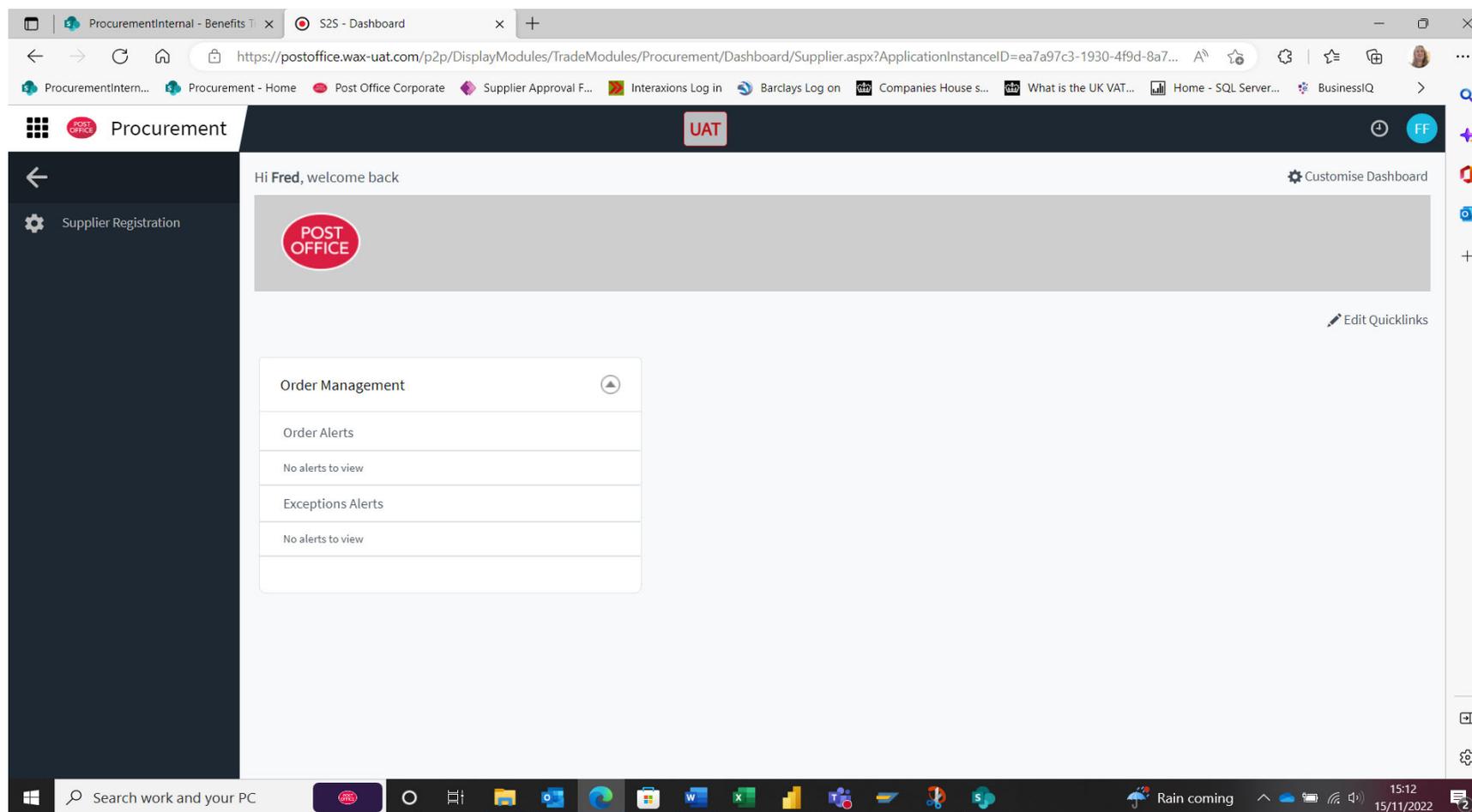
The [Admin User Guide](#) is useful for this. The important thing to remember is that the supplier must move between modules to get to the Procurement module (see slide 5) and this is done by using the 9 dot “waffle” in the top left corner of the screen. Once there the account information can be entered and amended.



We would also suggest that suppliers read the newsletters on our website, especially the February 2022 issue that provides more information and advice on invoice processing.

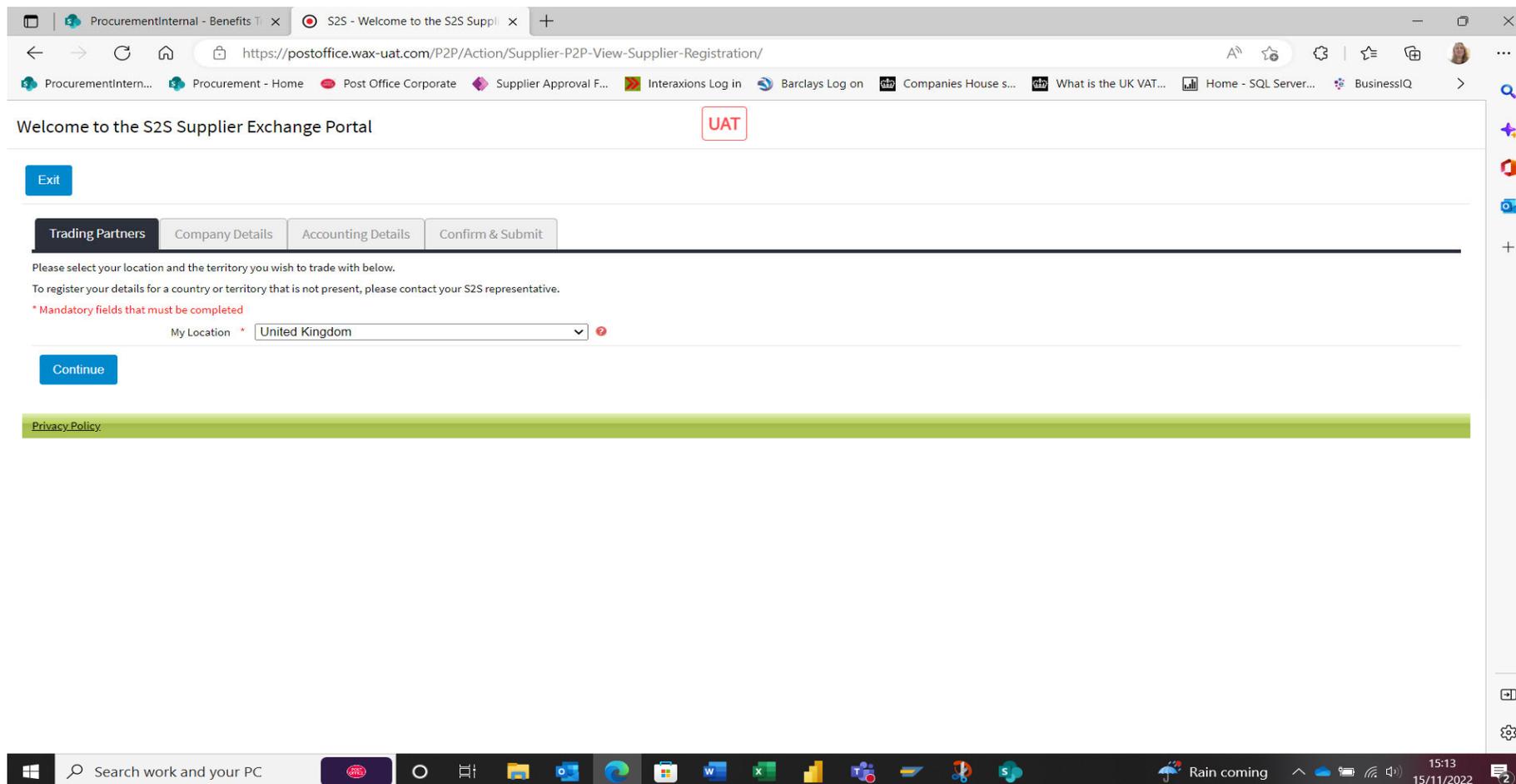
Procurement Module

The First Screen in the Procurement Module will show the screen below.



Procurement Module (Cont.)

When you click into the Supplier Registrations you will find several Tabs to Complete.



Procurement Module (Cont.)

The Company Registered number will appear if you tick the Box and the VAT number is the Tax Registered box.

The screenshot shows a web browser window with the URL <https://postoffice.wax-uat.com/P2P/Action/Supplier-P2P-View-Supplier-Registration/>. The page has a navigation bar with tabs for 'Trading Partners', 'Company Details', 'Accounting Details', and 'Confirm & Submit'. A 'UAT' badge is visible in the top right. Below the navigation bar, there is a message: 'Please enter your company information using the form below then click the Save & Continue button to move to the next screen to enter your user details.' A red asterisk indicates that mandatory fields must be completed. The form contains the following fields and options:

- Company Name: Funky Gorilla
- Country: United Kingdom
- Line 1, Line 2, Line 3, Town, Region: --Please Select--
- Postcode: [Empty]
- PO Box Details (Required only if standard address not entered above): PO Box [Empty], Postcode [Empty]
- Preferred Communications Language: English (UK)
- Time Zone: (UTC) Coordinated Universal Time
- Phone Number: [Empty] Ext. [Empty]
- Registered Company: Check this box to confirm this is a registered company
- Tax Registered: Check this box to confirm this is a Tax registered company
- Trading Categories: Assign Trading Categories
- Delivery Lead Time: [Empty] Days
- Supplier Contact Email Address: [Empty]
- Global Location Number: [Empty]

At the bottom of the form, there are 'Back' and 'Continue' buttons. The Windows taskbar at the bottom shows the date and time as 15/11/2022, 15:13, and weather as 'Rain coming'.

Procurement Module (Cont.)

Complete all the Tabs until you reach a Submit button, this will then send the details to Post Office Ltd who will verify the details and approve the Supplier.

Postcode

Terms and Conditions

The terms and conditions for using the supplier portal are shown below, please indicate your acceptance for each type of terms.

By selecting the 'Accept' option for a row you are agreeing to be legally bound by the linked terms and conditions document on that row. Failure to accept terms may also restrict portal access or functionality.

Name	Language	Version	Document	Accept
Web3 Access Terms and Conditions P2P	English	1.2	Download	<input checked="" type="radio"/> Accept <input type="radio"/> Reject

Form Submitting

Form Status: Pending Confirmation
Comments: None

[Back](#) [Submit](#)

Privacy Policy

If you have any issues downloading the Terms and Conditions, we have also put them on the front page of our site

<https://corporate.postoffice.co.uk/media/qzcduh0h/web-3-terms-of-usefinal.pdf>

The Post Office Procurement team is a centralised function, based at the headquarters in London, responsible for sourcing all goods and services on behalf of the wider business and for ensuring risk is managed effectively within the supply chains.

The team is responsible for procuring a diverse range of goods, works and services to support our business, our staff and our customers and we have structured procurement categories to support these areas.

Under the Postal Service Act 2011, Post Office became an organisation independent of the Royal Mail Group and a Public Organisation. We operate a Competitive Procurement Process subject to the [Public Procurement Regulations](#).

Post Office often utilise PCR compliant frameworks and we would encourage companies who want to work with Post Office to engage with relevant framework opportunities which are published on [Find a Tender Service](#) and [Contracts Finder](#).

Where a framework does not meet Post Office's requirement we will advertise new opportunities through the [Find a Tender Service](#) and [Contracts Finder](#).

Our Suppliers

- Working with us
- Web3 training documents
- Procurement newsletters

[Click here to access Web3](#)

- Terms & Conditions for supply of Goods and/or Services
- Supplier Code of Conduct (2022)
- Privacy Policy
- Guidance - Criminal Finances Act 1997
- Web3 terms & conditions