



Gloucestershire

COUNTY COUNCIL

Supplier Guide: Registering with Gloucestershire County Council on SAP

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Purpose

This guide explains how to register on SAP Business Network after receiving an invitation email from Gloucestershire County Council (GCC).

Before you start

- You must have received an invitation email from GCC.
- To submit a quote or tender, complete **Stage 1**.
- If you are later awarded a contract, you will also need to complete **Stage 2** so GCC can issue purchase orders and arrange payment.

The screens shown may look slightly different depending on your device or browser, but the steps will be the same.

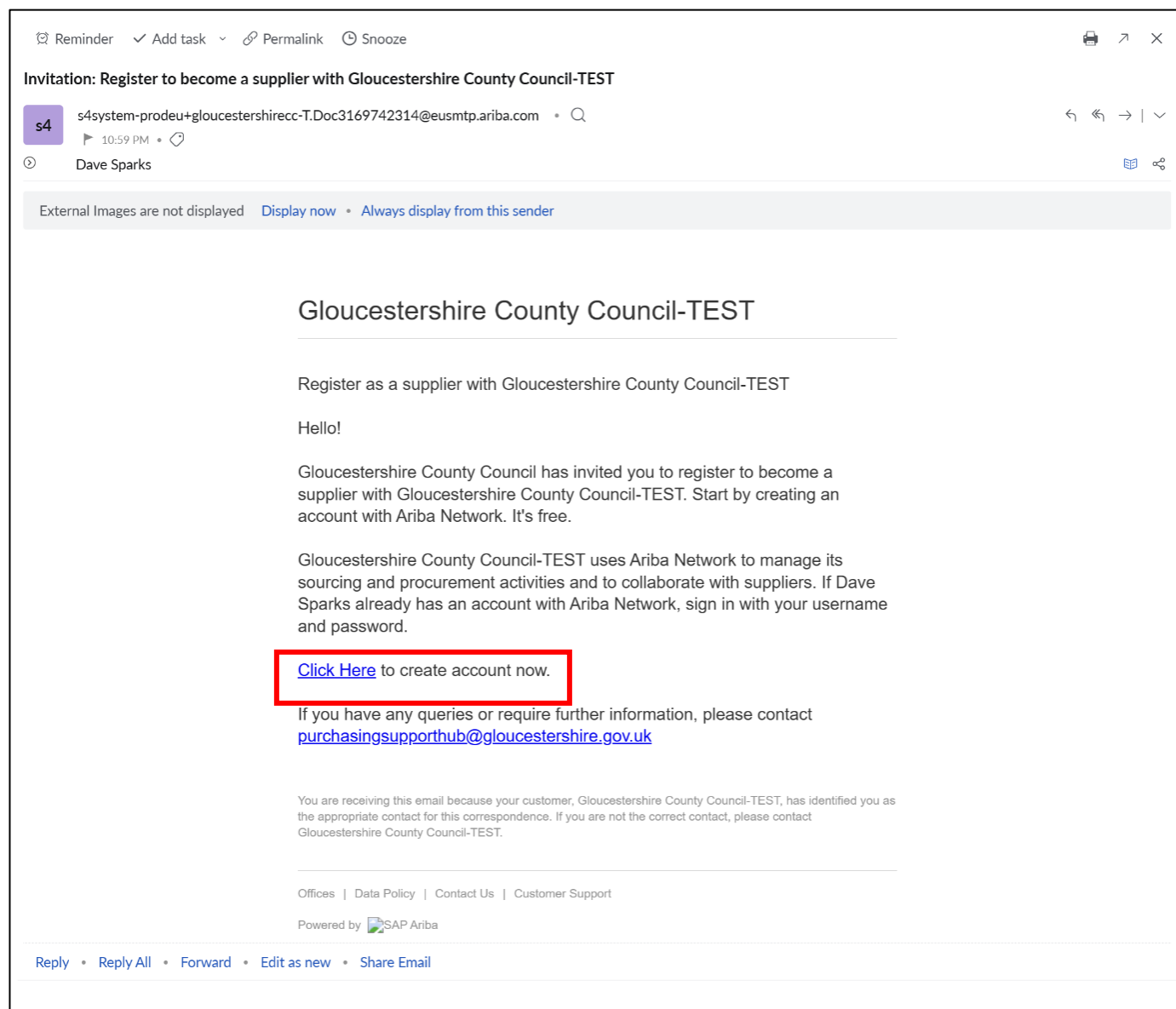
If you have any problems completing your registration, please contact
purchasingsupporthub@gloucestershire.gov.uk

Stage 1: Register from your invitation email

You will receive an invitation email asking you to register as a supplier with Gloucestershire County Council.+

Step 1

- Click the “**Click Here**” link in the email to begin your registration.



Step 2

After you click the link in your invitation email, you may see one of the following options:

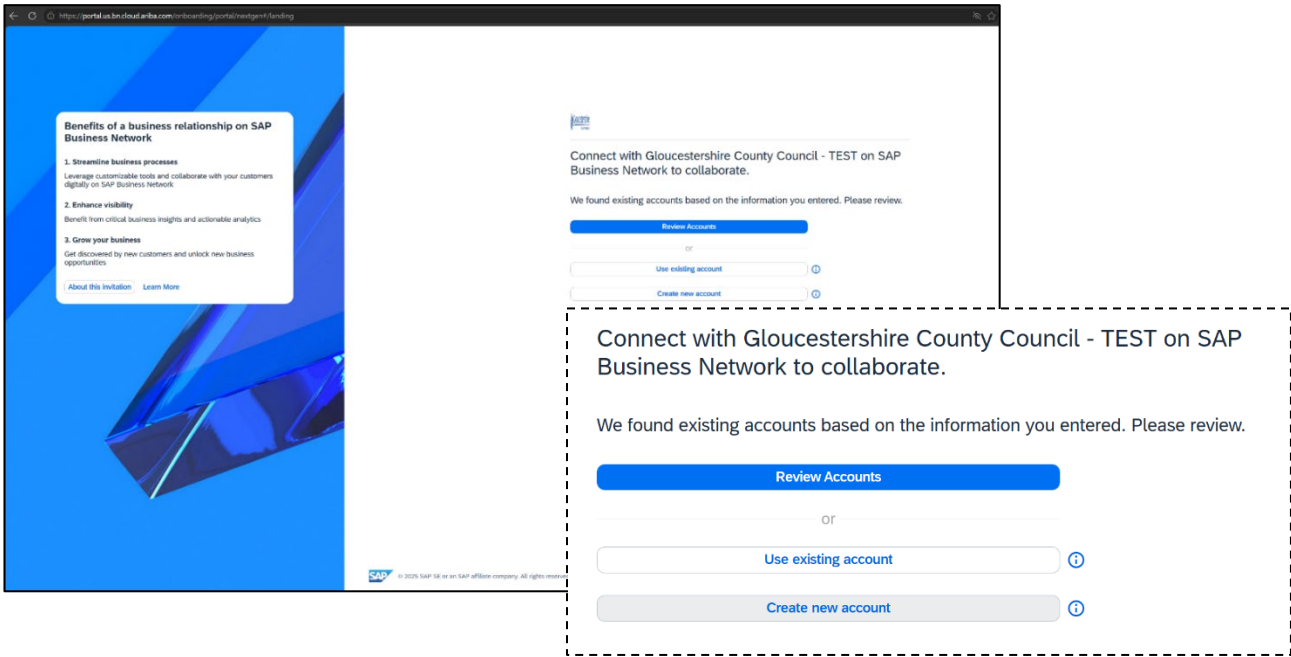
- Review existing accounts
- Create a new SAP Business Network account
- Log in with an existing SAP Business Network account

If your company already has an SAP Business Network account, choose **Review existing accounts** or **Log in with an existing SAP Business Network account**.

If you need to create a new account, or the existing accounts shown are not relevant, follow the guidance below.

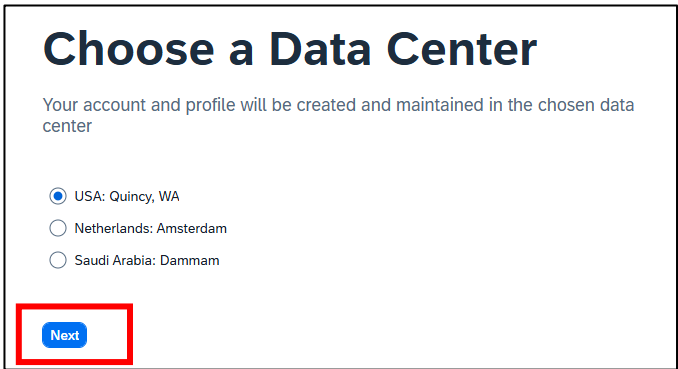
Create a new account

Step 3



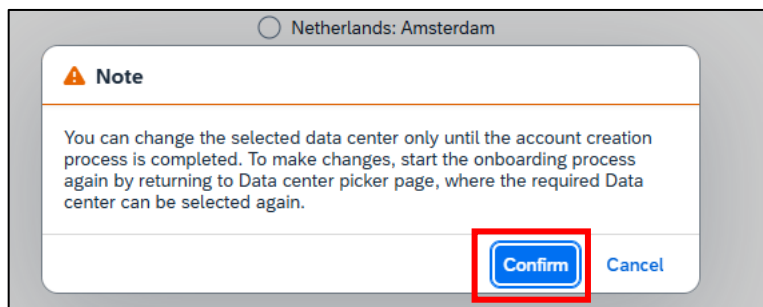
Step 4

➤ When the Data Center pop-up appears, leave the selection as **USA** and click **Next**.



Step 5

- Click **Confirm** on the pop-up.



Step 6

- Check that your email address is correct, then click **Proceed**.

A screenshot of a web page titled "Verify your email before you proceed...". Below the title, it says "Please provide the email that you want to use to create your new account." There is an "Email: *" label and a text input field containing "davesparksgcc@zohomail.eu". Below the input field, there is a "Proceed" button (highlighted with a red rectangle).

Step 7

You will then receive a one-time password (OTP) by email to verify your account.

- Enter the one-time password from the email.
- Click **Continue**.

A screenshot of a web page titled "Enter your One Time Password". Below the title, it says "Please enter your one time password sent to davesparksgcc@zohomail.eu. Your password expires in 30 minutes." There is a row of six empty input boxes for the password. Below the input boxes, there is a "Continue" button (highlighted with a red rectangle).

Step 8

Once your one-time password has been verified, the account creation screen will appear. Complete all mandatory fields marked with an asterisk (*).

- Review and complete the registration information

Create an account to connect and collaborate with Gloucestershire County Council on SAP Business Network

Company Information

DUNS Number:

[What is a DUNS number?](#)

Company Legal Name: *

TEST - Gloucestershire County Council - TEST SUPPLIER

Country / Region: *

United Kingdom [GBR]

Address Line 1: *

Westgate Street

Address Line 2:

Address Line 3:

Address Line 4:

City: *

Gloucestershire

State: *

Choose a state

Postal Code: *

Administrator Account Information

Name: *

Commercial

Services

Email:

commercial.services@gloucestershire.gov.uk

☒ Use my email as my user name

Password: *

Repeat Password: *

☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot

Create account

➤ Choose a username (Must be in format of email address)

➤ Choose a password

➤ Review and check boxes

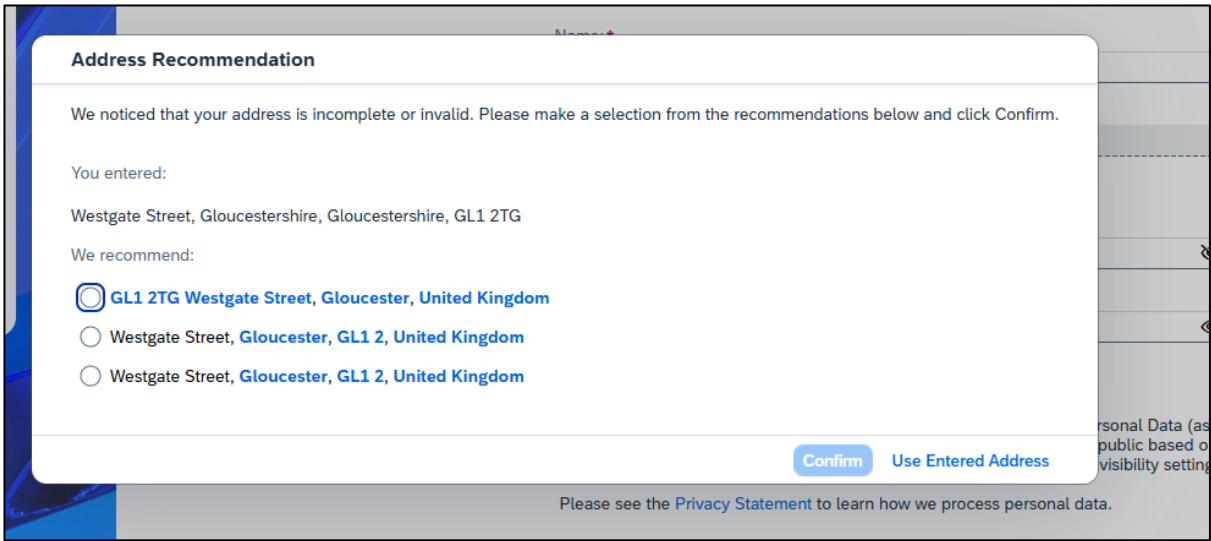
➤ Complete ReCAPTCHA

➤ Once all required fields have been completed, click **Create Account**.

Step 9

If the system cannot confirm your postal address exactly, you will be asked to choose one of the following options:

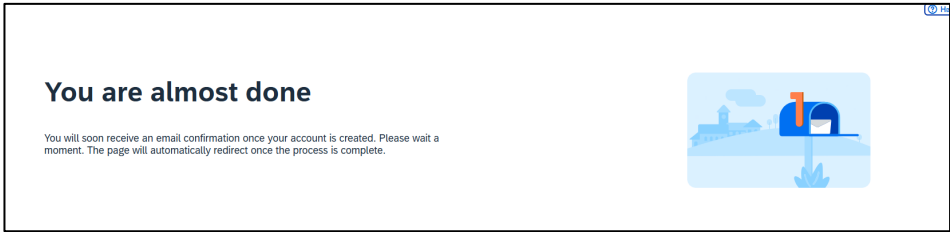
- Select **Use Entered Address**, or
- Use the radio button to select one of the suggested addresses, then click **Confirm**.



The screenshot shows a web browser window with a modal dialog titled "Address Recommendation". The dialog contains the following text: "We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm." Below this, it says "You entered:" followed by "Westgate Street, Gloucestershire, Gloucestershire, GL1 2TG". Then it says "We recommend:" followed by three radio button options: "GL1 2TG Westgate Street, Gloucester, United Kingdom" (which is selected), "Westgate Street, Gloucester, GL1 2, United Kingdom", and "Westgate Street, Gloucester, GL1 2, United Kingdom". At the bottom right of the dialog are two buttons: "Confirm" and "Use Entered Address". Below the dialog, a footer text reads: "Please see the [Privacy Statement](#) to learn how we process personal data."

Step 10

A confirmation screen will then be displayed.



The screenshot shows a confirmation screen with the heading "You are almost done". Below the heading, it says: "You will soon receive an email confirmation once your account is created. Please wait a moment. The page will automatically redirect once the process is complete." To the right of the text is an illustration of a hand pointing at a screen displaying a building and a mail icon. In the top right corner, there is a small "Go to" button.

Step 11

Once your SAP Business Network account has been created, a welcome email will be sent to the email address you used to register.



The screenshot shows an email from SAP Business Network. The header includes the SAP logo and "Business Network". The body of the email says: "Welcome to SAP Business Network". Below this, it says "Dear davesparksgcc@zohomail.eu". Then it says "Please find your account information below:" followed by a bulleted list: "• Company name Dave Sparks", "• User name davesparksgcc@zohomail.eu", "• SAP Business Network ID AN11396725820-T", and "• Business Network ID BNO-100000176048287-T".

Stage 2: Complete the full registration questionnaire

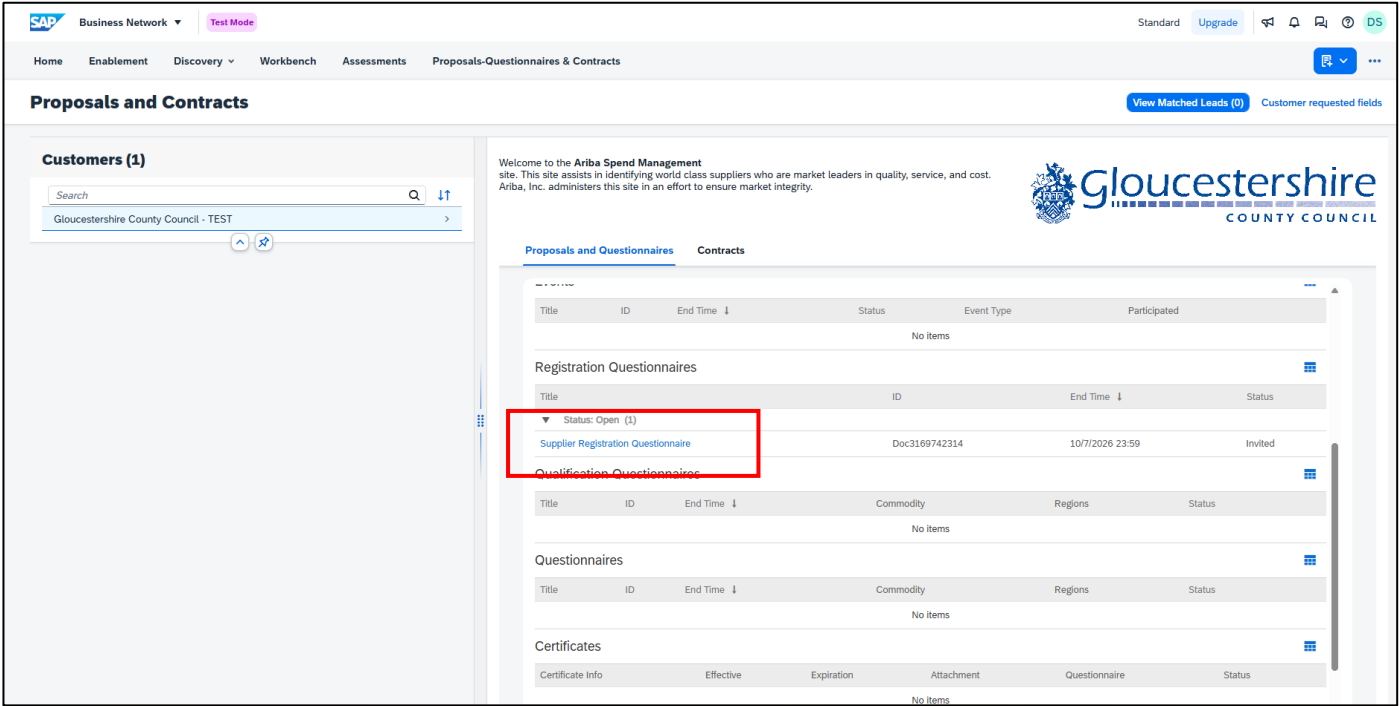
Once your account has been created, you can log in to SAP Business Network.

Stage 2 only needs to be completed if GCC asks you to do so, for example if you have been awarded a contract. This allows GCC to issue purchase orders and arrange payment.

Complete supplier registration questionnaire

Step 12

- Click the **“Proposals, Questionnaires & Contracts”** tab.
- Open the **Supplier Registration** questionnaire.



Step 13

- Complete the form shown on screen.

All Content

Name ↑

1 For assistance completing this form, please contact Purchasingsupporthub@gloucestershire.gov.uk. If you are not based within Great Britain, please do not complete this form and contact Purchasingsupporthub@gloucestershire.gov.uk

▼ 2 General Supplier Information

2.1 Supplier full name	Dave Sparks
2.2 Main telephone number	* 0117 5439576
2.3 Mobile telephone number	
2.4 Email address: General contact	* davesparksgcc@zohomail.eu
2.5 Email address for PO	* davesparksgcc@zohomail.eu
2.6 Email address for BACS Remittance	* davesparksgcc@zohomail.eu

Show More

Street

All Content

Name [†]

2.8 Type of Industry ^(U)

Unspecified [▼]

3 Tax Information

3.1 If the supplier holds any of the numbers in section 3.2, these must be provided. ⁽ⁱ⁾

The VAT Registration Number must commence with GB.

3.2 Tax number(s)

Country/Region: (no value) [▼] ⁽ⁱ⁾

3.3 Please select Yes to confirm that if you have a VAT Registration number, it has been entered on this form. Select No if you do not have a VAT Registration number.

* No [▼]

3.4 Please select Yes to confirm that if you have a Company Registration number, it has been entered on this form. Select No if you do not.

Yes [▼]

(*) indicates a required field

All Content > 4 Bank Information

Bank Information (1)

Name [†]

Bank account information

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number: 560055

Account Number: 91777024

IBAN Number:

Add an additional Bank Information

(*) indicates a required field

Step 14

In the **Bank Details** section, you must complete the following fields:

- **Country** – must be a UK bank account
- **Bank Key** – enter your sort code **with no spaces or dashes**
- **Bank Account Number** – enter your account number

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number: 560055

Account Number: 91888564

IBAN Number:

icates a required field

Step 15

- When the form is complete, click **“Submit Entire Response”**.
- You can save a draft and return later if needed.

only those that are provided.

3.2 Tax number(s)

3.3 Please select Yes to confirm that if you have a VAT Registration number, it has been entered on this form. Select No if you do not have a VAT Registration number.

3.4 Please select Yes to confirm that if you have a Company Registration number, it has been entered on this form. Select No if you do not have a Company Registration number.

3.5 Please attach official supporting documentation that supports the tax information provided

3.6 Bank Information: Please complete the following fields: Country/Region, Account Holder Name, Bank Key (for Sort Code, please enter numeric characters only), Account Number. Note we do not accept IBAN Numbers.

4 Bank Information

Add Bank Information (1)

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Your submission will be reviewed by the GCC team. If anything is missing or needs clarification, we will contact you.