



Register as a Guide Dog Supplier

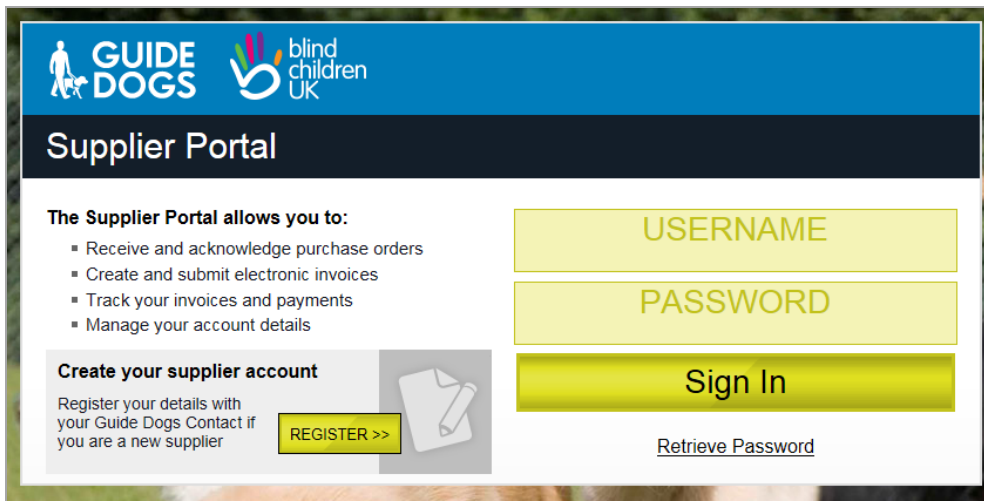
How to Register

Following successful initial enquiries with Procurement or a member of Guide Dogs staff, you will need to register using the link provided to you by a member of the Guide Dogs team

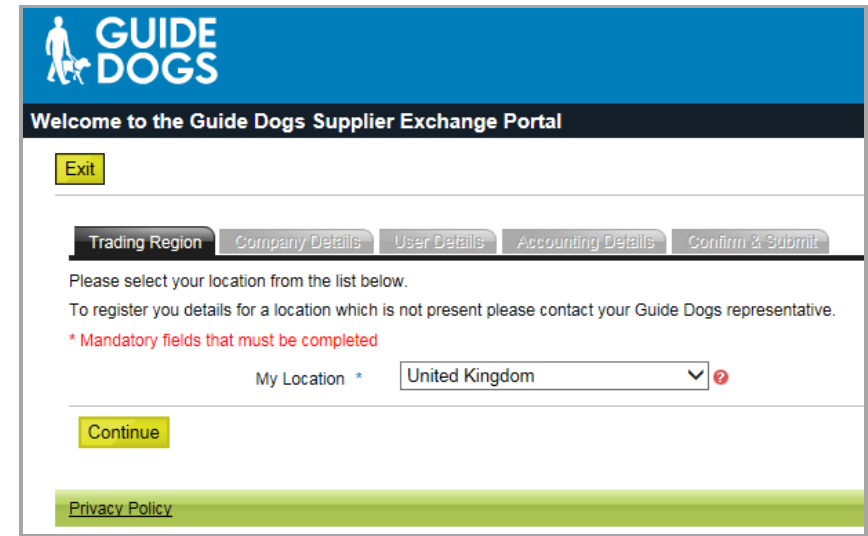
You will be supplied with a Contact name and Email address, which acts as an authentication signature when entered, and submitted with the registration form. The registration is submitted to Guide Dogs for approval or rejection. A notification email will be sent advising the supplier of the decision


Accessing the Registration Form

1. Click on the link for the **URL** for the Guide Dogs Portal in the email, the Supplier Portal login screen will be displayed




2. Click **Register**  The User Registration screen will appear

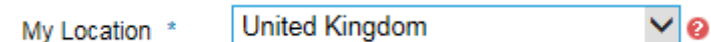


Note: For further information on entering each field, position the mouse over the red Question Mark  icon at the end of the appropriate field

Completing the Registration Form

All fields marked with an asterisk * are mandatory and must be completed. You can click with the mouse in the appropriate field, or you can use the **TAB** key on the keyboard to move between fields

1. **My Location ***: If you are located in the UK you do not need to change this field, however if required you can choose a location from the drop-down menu by clicking the mouse on the drop-down field down arrow  on the right of the My Location field



2. Click **Continue** Continue. The Company Details screen will be displayed

Completing the Company Details screen

| | |
|---|--|
| Company Name: | Enter your company's official registered trading name |
| Country: | Enter your company's country of residence |
| Address details (Address Line 1, Address Line 2, Town, Country & Postcode) | Enter your address details. All fields marked with a blue * are mandatory |
| PO Box Details: | Only required if standard address not entered under address details |
| Preferred Communications Language: | Defaults to English (UK), if another language is required click on the drop-down arrow <input type="checkbox"/> and select required language |
| Time Zone * | Defaults to (UTC) Dublin, Edinburgh, Lisbon, London, if another time zone is required, click on the drop-down arrow <input type="checkbox"/> and select required time zone |
| Phone Number * & Ext | Enter a contact telephone number and extension if required |
| Registered Company: | If a registered company, place a tick in the check box. The Company Registration Number * field will display, enter the Company Registration number |

Registered Company Check this box to confirm this is a registered company

Company Registration Number *

| | |
|------------------------|---|
| Tax Registered: | If a tax registered company, place a tick in the check box. The Tax Registration Number * field will display, enter the Tax Registration number |
|------------------------|---|

Tax Registered Check this box to confirm this is a Tax registered company

Tax Registration Number *

| | |
|----------------------------|---|
| Trading Categories: | Select the business categories that you will be trading with Guide Dogs or Blind Children UK. Click Assign Trading Categories button Assign Trading Categories |
|----------------------------|---|

3. The categories screen will appear. To search for specific categories, type in the search text field, click **Search** Search or click the relevant category item(s) in the list on the left pane and click **Add**. The selected items will appear in the right pane

Search for and select categories for this supplier:

| Available Categories | Assigned Categories |
|--|---|
| <input type="text"/> Search Clear | 3 selected, out of 280 |
| <ul style="list-style-type: none"> Accounting Adhesive tape. Advertising campaign services. Advertising consultancy services. Advertising management services. Advertising photography services. Aerial advertising services. Aerial photography services. Alkaline batteries. Anti-glare screens. Audit Ballpoint pens. Body-repair services for vehicles. Book finishing services. Bookbinding and finishing services. Bookbinding services. Boots. Box files, letter trays, storage boxes and Boxes. Breakdown and recovery services for car | <ul style="list-style-type: none"> Chairs. Staff training services. Wipes. |
| Add | Remove |
| Close | |

Note: Selecting a Category in the right pane and clicking **Remove** Remove allows you to make changes to the selected categories

4. Click **Close** Close

| | |
|---|--|
| Delivery Lead Time: | If you have a default lead time for the goods or services you will be supplying, please specify in working days |
| Supplier Contact email address: | Enter the main contact email address for trading purposes |
| Guide Dogs internal contact email: | Email address for the person at Guide Dogs or Blind Children UK who sponsored your registration in Web3 |
| Delivery Week: | Click the radio button to the left of the days you will deliver |

5. Click **Continue** Continue. If all the mandatory fields have been completed the User Details tab will be activated

Completing the User Details screen

Enter the details of the user who will be accessing the Guide Dogs Supplier Portal

| | |
|---|---|
| Title: | No mandatory. Enter title for example, Mr, Mrs, Dr... if required |
| First Name & Surname: | Enter the first name and surname of the user |
| Phone Number: | Enter a contact number for the user |
| Email Address & Confirm Email Address: | Enter a valid email address and confirm |
| Password & Confirm Password: | Enter a preferred password to enter Web3 |

Please enter your company information using the form below then click the Save & Continue button to move to the next screen.
 * Mandatory fields that must be completed

Company Name * ?

Country * ?

Address Line 1 * ?

Address Line 2

Town * ?

County ?

Postcode * ?

PO Box Details*(Required only if standard address not entered above) ?

PO Box

Postcode

Preferred Communications Language ?

Time Zone * ?

Phone Number * Ext. ?

Registered Company Check this box to confirm this is a registered company ?

Company Registration Number *

Tax Registered Check this box to confirm this is a Tax registered company ?

Trading Categories ?

Delivery Lead Time Days ?

Supplier Contact Email Address * ?

Guide Dogs Internal Contact Email * ?

Delivery Week

Trading Region | Company Details | **User Details** | Accounting Details | Confirm & Save

Please enter your user details using the form below then click the Save & Continue button to move to the next screen.
 * Mandatory fields that must be completed

Title

First Name *

Surname *

Phone Number * Ext. ?

Email Address * ?

Confirm Email Address *

Password * ?

Confirm Password *

6. Click on **Continue** Continue. If all the mandatory fields have been completed the **Accounting Details** tab will become active

Completing the Accounting Details screen

| | |
|----------------------|-------------------------------|
| Contact Information: | Enter the contact information |
| Bank Account: | Enter bank details |

Contact Information

Country * United Kingdom ?

Address Line 1 * 2 The Lane ?

Address Line 2

Town * Wokingham

County Berkshire ?

Postcode * RG40 4HJ ?

Phone Number * 01189888888 Ext. 245 ?

Remittance Email Address * accounts@doggiebits.co.uk ?

Confirm Remittance Email Address * accounts@doggiebits.co.uk

Bank Account

Enter the details of your bank account below:

Bank Name * Barclays ?

Bank Country * United Kingdom ?

Account Number 88888888 ?

Sort Code 20-67-90 ?

IBAN ?

Payee Name * Guide Dogs ?

Back Continue

1. Click on **Continue** Continue. The Confirm & Submit tab will become active

Complete Registration

The final tab displays all the information you have entered. Please review this information.

1. Once confirmed, scroll to the bottom of the screen, enter the security word prompt

For security reasons, please complete the captcha below:

Thica

Thica x Privacy & Terms RECAPTCHA™

Back Submit

2. Click **Submit** Submit. The Thank you screen will appear

Editing details

1. At this stage if you notice any errors or wish to add extra information, you can *click* on the tabs at the top of the screen to modify



2. Return to the **Confirm & Submit** tab to **Submit** your request

Thank you.

The registration request with reference number **S000000007** has been sent to your designated contact (dawn.garner@guidedogs.org.uk) for approval.

You will be notified via email once request is approved or if further information is required

Continue

3. Please take a note of your reference number. You will be notified by email of approval or rejection, or if further information is required

Getting Help

Please contact Guide Dogs Procurement Team on 0118 9835555 or email web3.procurement@guidedogs.org.uk

Thank you!