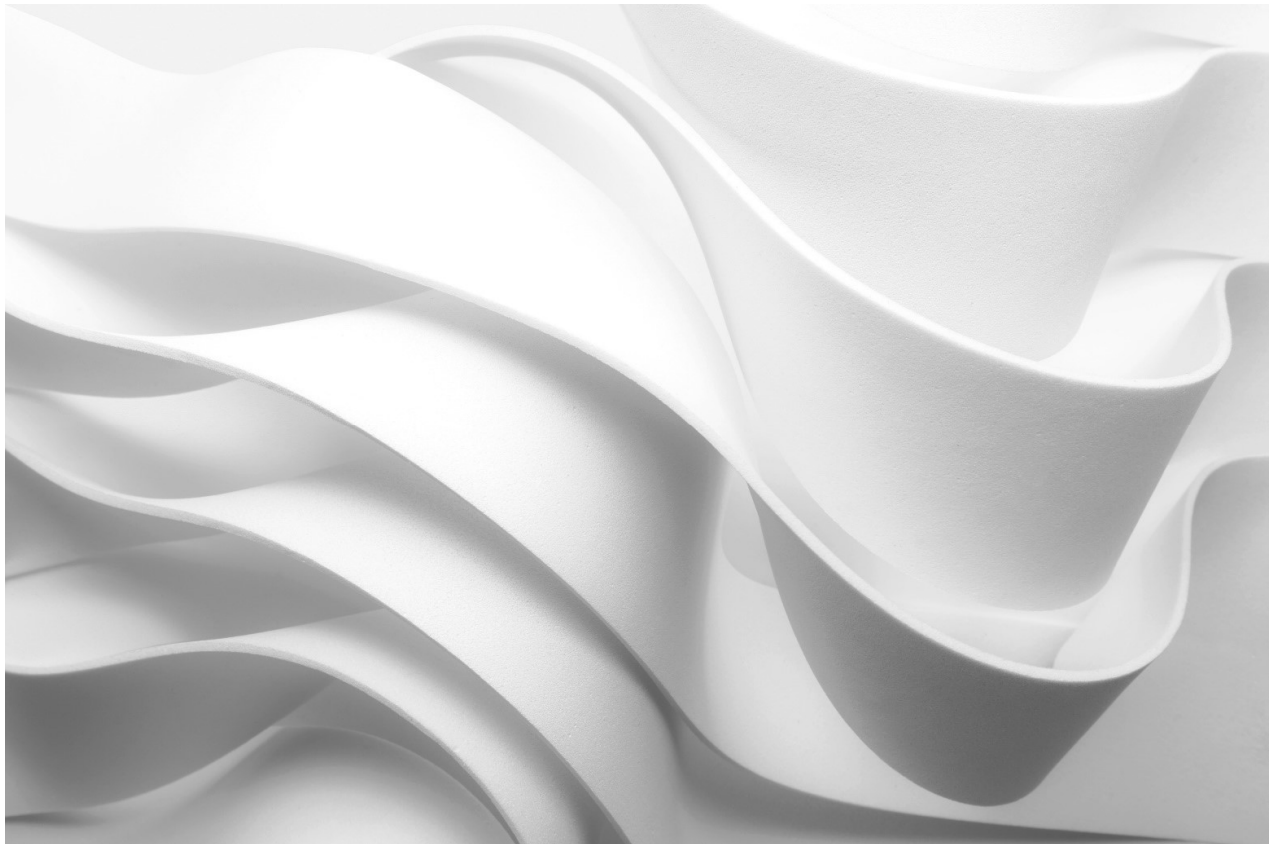


LCP DPS - Onboarding

User guides – Supplier

SS.1 Supplier Registration - Minor Works and Professional Services



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Supplier Registration - Minor Works and Professional Services

User Registration

The supplier starts by filling in the fields with the required information.

User registration

Please fill out the fields below to register:

Company Registration Number *

First Name *

Last Name *

Email *

Next

Once the information has been filled in, the supplier clicks “Next” to advance in the process.

There are 4 possible outcomes from this preliminary registration:

1. The company and the user registering do not yet exist in the system;
2. The company and user already exist in the system and match each other;
3. The company exists but the user doesn't;
4. The company and/or user exist but don't match each other.

User registration

Please fill out the fields below to register:








Company Registration Number *

First Name *

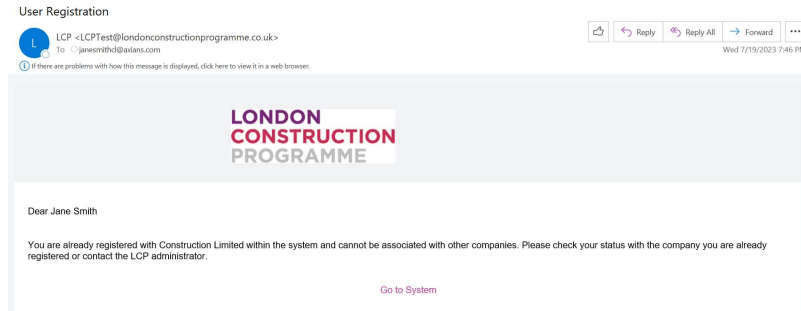
Last Name *

Email *

Next

<p>1. <i>The company and the user do not yet exist in the system:</i> The supplier will receive an email to complete their registration (by clicking “Go to System”).</p>	<div data-bbox="558 237 1356 678"> <p>User Registration</p> <p> LCP <LCPTest@londonconstructionprogramme.co.uk> To:  janesmithcl@axians.com</p> <p><small>ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.</small></p> <div data-bbox="565 359 1349 506">  </div> <p>Dear Jane Smith</p> <p>Please follow the link below to complete your registration.</p> <p style="text-align: right;">Go to System</p> </div>
<p>2. <i>The company and user already exist in the system and match each other:</i> Error messages appear stating that the user and the company already exist.</p>	<div data-bbox="558 701 1356 1354"> <p> User registration</p> <p>Please fill out the fields below to register:</p> <p>Company Registration Number *</p> <div data-bbox="711 890 1203 934"> <input type="text" value="9999977"/> </div> <p>Company is already registered</p> <p>First Name *</p> <div data-bbox="711 1010 1203 1052"> <input type="text" value="Jane"/> </div> <p>Last Name *</p> <div data-bbox="711 1100 1203 1142"> <input type="text" value="Smith"/> </div> <p>Email *</p> <div data-bbox="711 1190 1203 1232"> <input type="text" value="janesmithcl@axians.com"/> </div> <p>Email already in use.</p> <p style="text-align: center;">Next</p> </div>
<p>3. <i>The company exists but the user doesn't:</i> An email is sent informing the user needs to check internally for the company to give them access.</p>	<div data-bbox="558 1379 1356 1703"> <p>User Registration</p> <p> LCP <LCPTest@londonconstructionprogramme.co.uk> To:  janesmithcl@axians.com</p> <p><small>ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.</small></p> <div data-bbox="565 1467 1349 1614">  </div> <p>Dear Jane Smith</p> <p>The company you have selected is already registered, you are not part of the users registered by Construction Limited. Please check internally with your company for further details regarding access to the onboarding platform.</p> <p style="text-align: right;">Go to System</p> </div>

4. *The company and/or user exist but don't match each other:*
An email is sent stating to the user that this user already belongs to another company within the system and can't login for another company.



Company Registration

1. *The company and the user do not yet exist in the system:*
The supplier will continue its registration by filling in the fields with the required company information.

Once the company information has been filled in, the supplier clicks “Next” to advance to the next step.

The supplier then continues its registration by filling in the fields with the remaining required user information.

New Supplier

1 Company Information 2 User Information 3 Summary

User Information

Name: Jane Smith Email: janesmithcl@axians.com

Mobile Number *: Office Phone Number *:

Address *: Postcode *:

Password *: Confirm Password *:

[Previous](#) [Next](#)

Once the user information has been filled in, the supplier clicks “Next” to advance to the next step. If the supplier wants to return to the previous step, it can do so by clicking “Previous”.

New Supplier

1 Company Information 2 User Information 3 Summary

User Information

Name: Jane Smith Email: janesmithcl@axians.com

Mobile Number *: 020 7946 0004 Office Phone Number *: 020 7946 0005

Address *: River Park House, 229 High Rd, London Postcode *: N10 1BF

Password *: Confirm Password *:

[Previous](#) [Next](#)

The supplier is then asked to review its details. If they are accurate, the supplier clicks “Submit” and if they aren’t accurate, the supplier can change the details by clicking “Previous”. After clicking “Submit”, a green banner shows up telling the supplier to check its email.

New Supplier

1 Company Information 2 User Information 3 Summary

Summary

Please review the details below to ensure accuracy, prior to submission

Company Information

Name: Construction Limited
Company Registration Number: 9999977
VAT Number: GB123456788
Phone Number: 020 7946 0003
Address: River Park House, 228 High Rd, London
Postcode: N10 1BF
Email: constructionlimited@axians.com
Website: www.constructionlimited.com

User Information

Name: Jane Smith
Email: janesmithcl@axians.com
Mobile Number: 020 7946 0004
Office Phone Number: 020 7946 0005
Address: River Park House, 229 High Rd, London
Postcode: N10 1BF

[Previous](#) [Submit](#)

The supplier will then receive an email. By clicking “[Go to System](#)”, the supplier is able to access the onboarding system and start their enrolment application.

Company Registration



LCP <LCPTest@londonconstructionprogramme.co.uk>
To: janesmithcl@axians.com

 If there are problems with how this message is displayed, click here to view it in a web browser.

**LONDON
CONSTRUCTION
PROGRAMME**







Dear Jane Smith

Your company registration has been successful. Please click on the link below to start the Supplier Onboarding Process.

[Go to System](#)

Guide End

Glossary

Symbols	Description
 My Workspace	Home page located on to left corner
 	Published and visible to contractors
 	Created and visible to colleagues in your team but not contractors
	Created and only visible in your workspace
	Process closed after cancellation.
Terminology	Description
Contract Manager	Person from the Member or contractor be identified as being responsible for management of contracts
Contractor	Suppliers on the framework
Direct award	Directly awarding one contractor in a specified lot
EOI	Expression of interest used prior to any of the tendering process
London Construction Programme (LCP)	A virtual organisation hosted by London borough of Haringey Council and who are responsible for the Major Works Framework and DPS for Minor Works and Professional Services.
London Construction Programme Manager	A member of the London Construction Programme Team who has the overall management of the portal.
London Construction Programme Members	These are public sector organisations that have signed the access agreement for the Major Works 19 Framework.
Mini Competition	Tendering process created through the system and distributed to all contractors within the specified lot
Notification	Appears in a the top right-hand corner envelop with a red indicator
Primary User Contract Management	The principal contact within the contractor that deals with the contract management of awarded projects.
Primary User Sourcing	The principal contact within the contractor organisation that will receive email notifications regarding new tendering opportunities
Procurement manager	Person who has procured the contact and allocates contract manager
Recipient	The person who receives the messages
Sourcing	Part of the system that deals with the creation of future opportunities, Projects and of the procurement process

