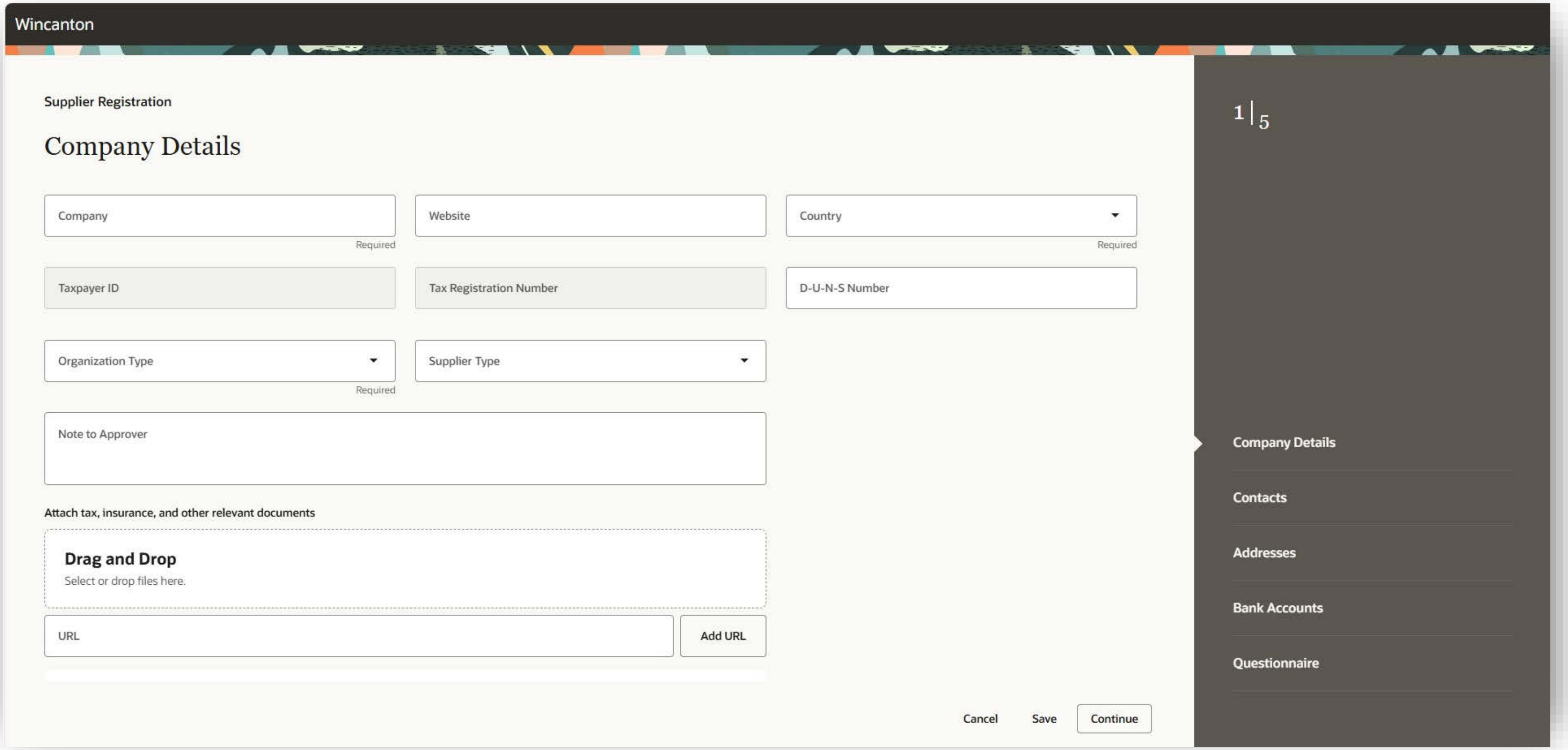

Wincanton
At the heart of British supply chains

Step By Step Guide

How to register on Wincanton’s Oracle Cloud platform

Step 1 – Company Details

Please complete all the necessary fields



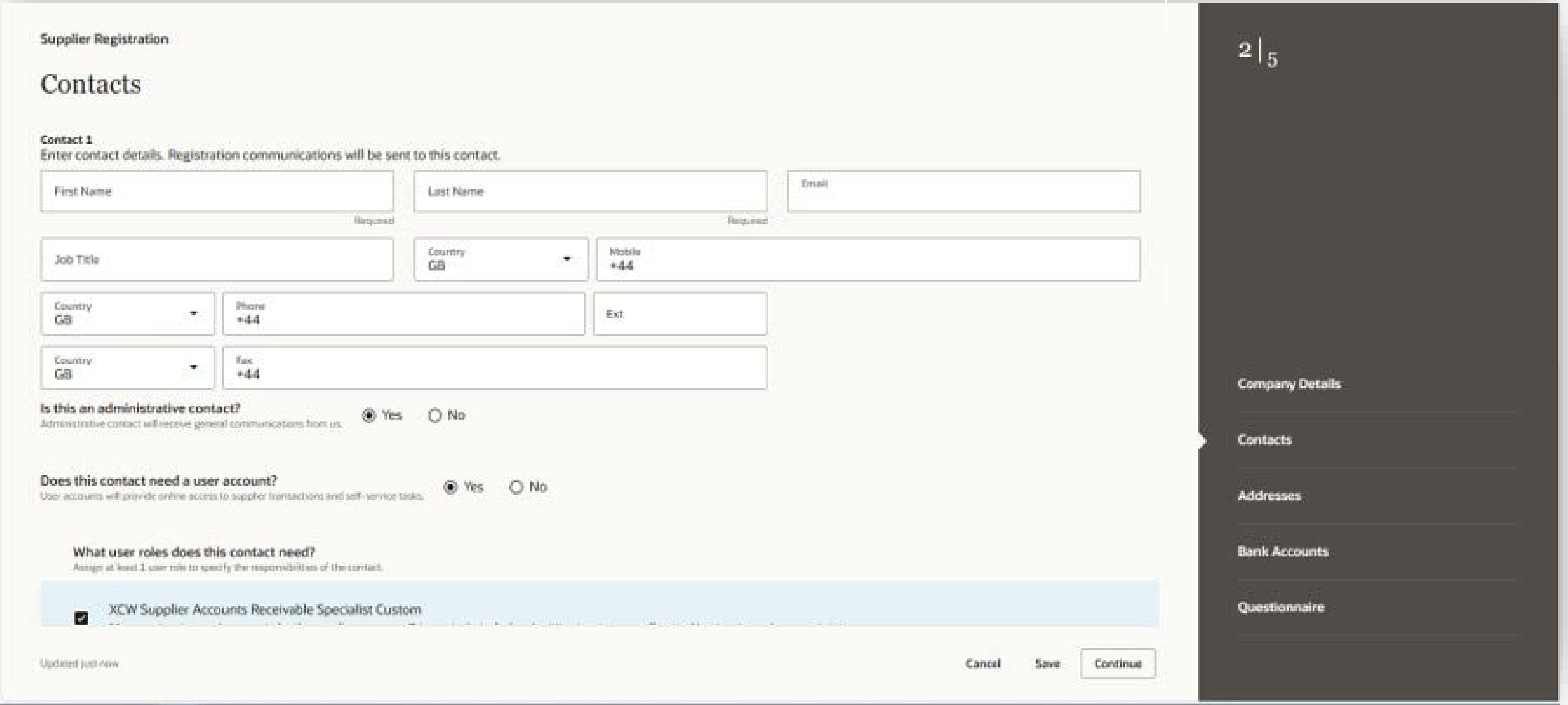
Mandatory fields for completion:
Company Details:

- Company Trading Name
- Country
- Tax Registration Number (must begin with 'GB')
- D-U-N-S Number
- Organisation Type

Click on 'Continue' to proceed to step 2

Step 2 – Contacts

Contacts for your account



This screen allows you to create contacts that will be against the supplier record and whether they are an administrative contact and if they need a user account.

Setting up a contact with a user account will allow them to access the supplier portal after registration to enable them to:

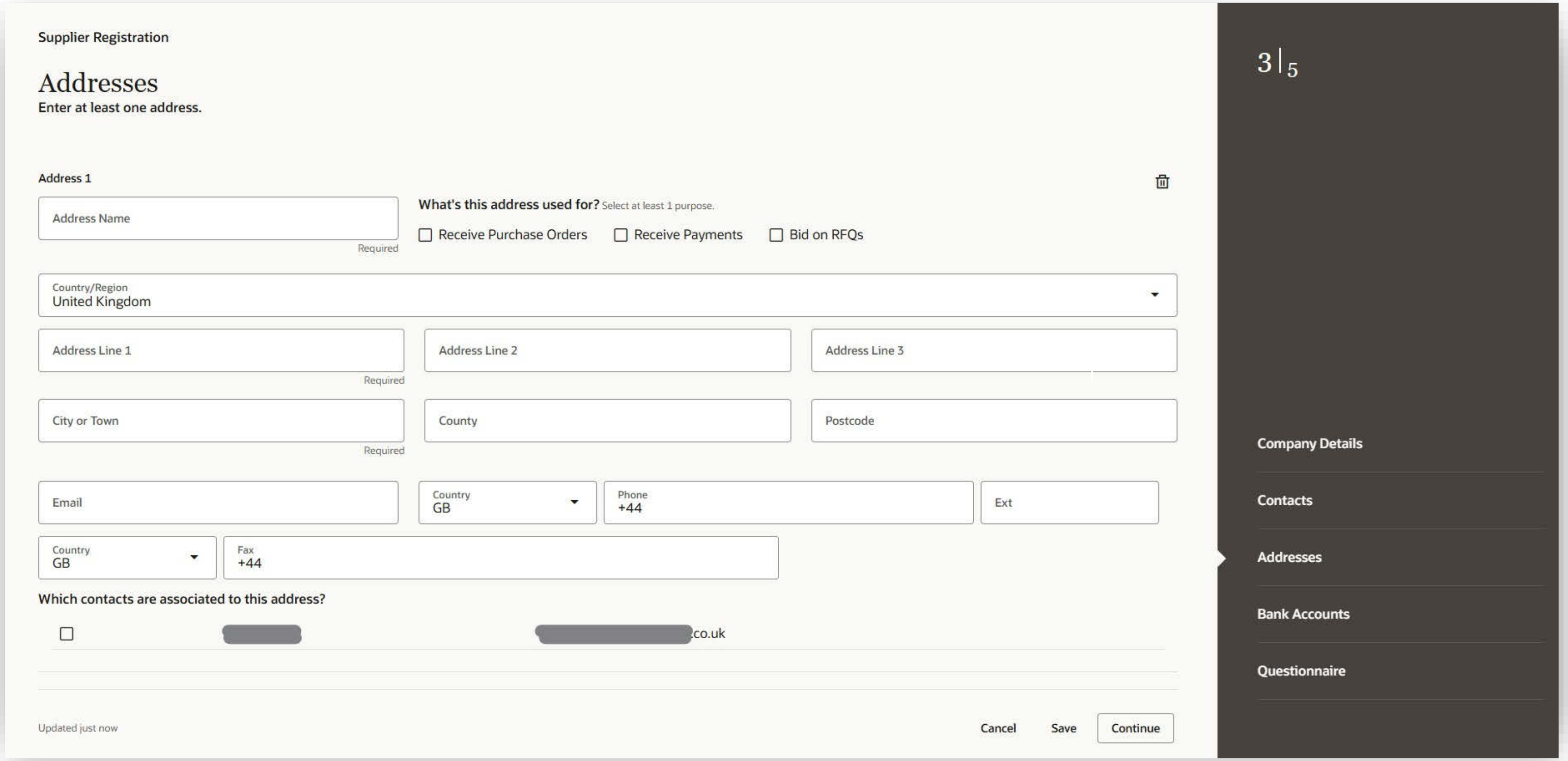
- View purchase orders
- View invoices and associated payment status
- Manage your supplier profile

Please do not amend the roles selected.

Click on 'Continue' to proceed to step 3

Step 3 – Addresses

Setting up addresses against your record



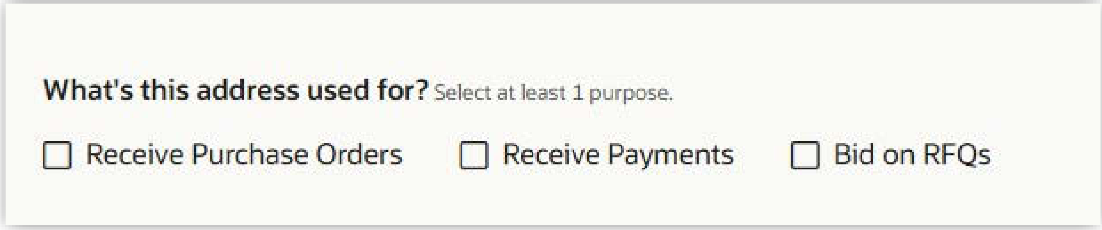
Please complete as follows:

- **Address 1/Name:** populate with 'Sales'
- **Address Line 1**
- **City or Town**
- **Postcode**

Email: you can either link the contact from the previous step or populate this with the required email address.

Step 3 – Addresses continued

Setting up addresses against your record



What's this address used for?

select 'Receive Purchase Orders' and/or 'Receive Payments'

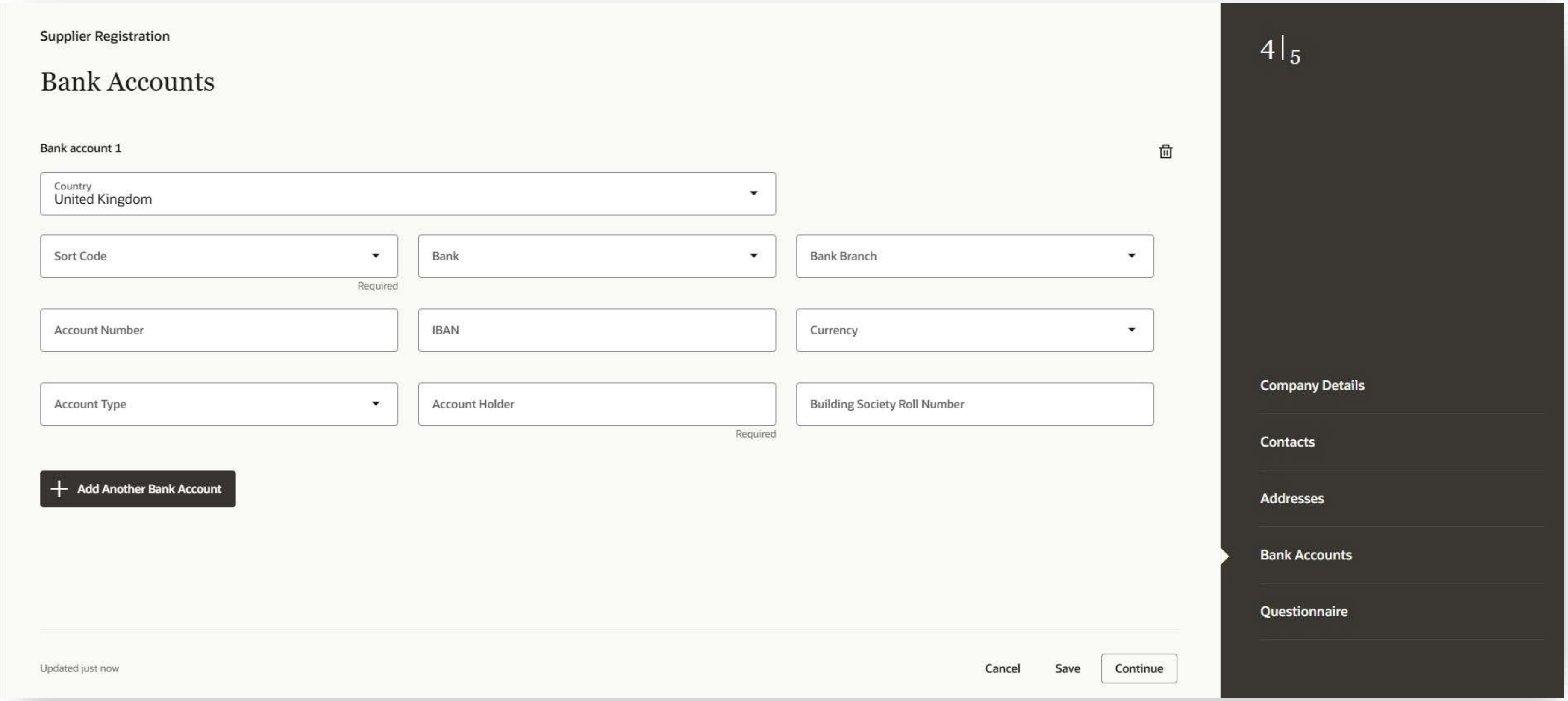
Please note if you select the PO and payment options then both of those emails will be sent to this email address.

If this needs to be different email addresses then please set up two different address locations.

Click on 'Continue' to proceed to step 4

Step 4 – Bank Account

Bank account for payments to be made to



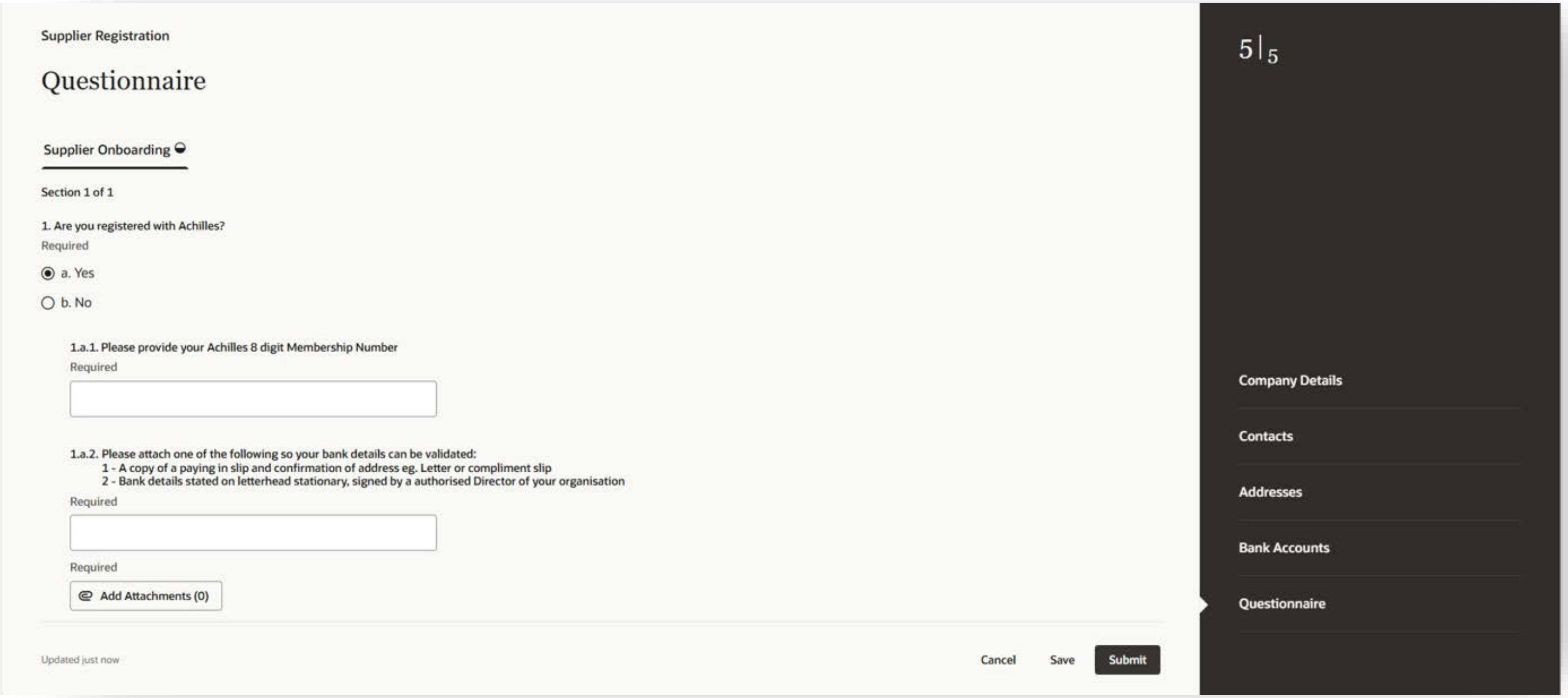
Please complete the following as a minimum:

- Country
- Sort Code
- Bank Branch
- Account Number
- IBAN (if you have a UK branch than an IBAN number is not required. If you are transacting with a foreign bank then an IBAN number is required)
- Currency
- Account Holder

Click on 'Continue' to proceed to step 5

Step 5 – Questionnaire

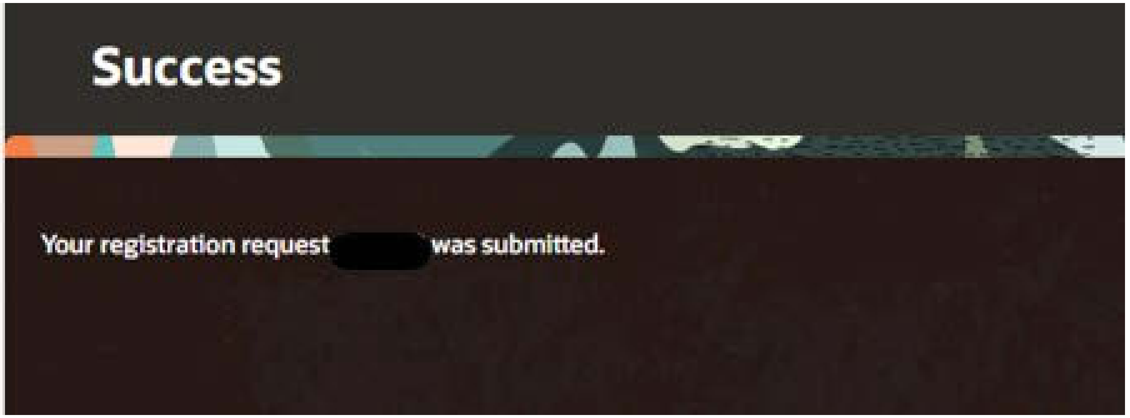
Please complete



1. Please complete the questionnaire
2. If you have insurances, then attach this document for each requirement in the questionnaire. In the text box associated with the attachment, type in the word ‘attachment’
3. For non Self-Bill customers, attach a copy of your letter head in the questionnaire
4. Please note any missing answers or missing information will mean that the set up of your account will be delayed
5. Once completed please select 'Submit' in the right hand corner to proceed
6. If using a factoring business, then tick the box Y/N with a ‘Yes’ and answer the additional questions posed

Next Steps & Timelines

Once you have submitted your registration you will get a success notification. This will then be sent to the Wincanton team to review and approve if appropriate.



This will go through a number of checks to validate the information and once fully approved, you will be available for requesters to raise purchase orders against.

Should you have any questions then please contact the Procurement Operations Team:
Email - supplier.request@wincanton.co.uk

Wincanton

Thank you