

Suppliers

How to create a New
Supplier account

Contents

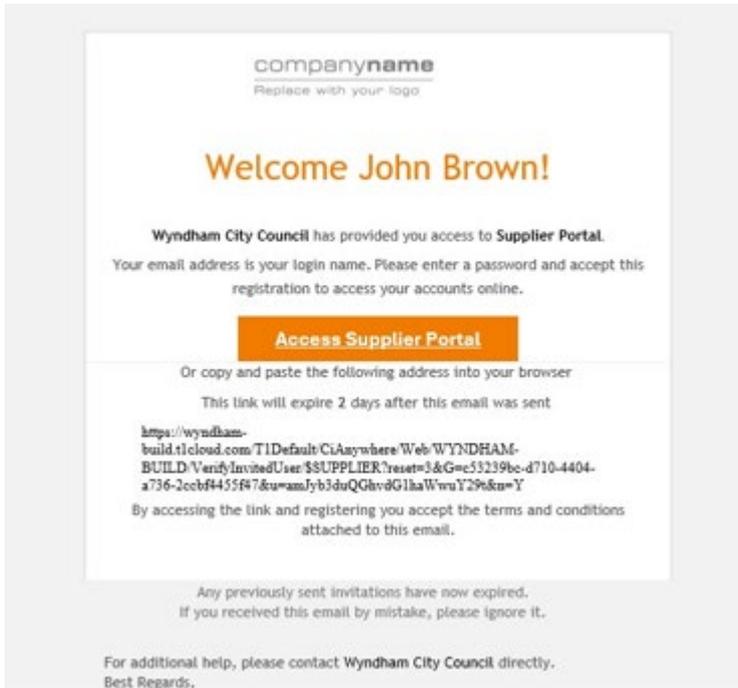
New Supplier Request	3
Updating Existing Supplier Details	7
PayOk Process	9
Basic Verification	10
Express Verification	11

New Supplier Request

Summary

Below is the process for creating a new supplier account in the TechOne Supplier Portal.

1. A **Portal Link** will be sent to you via Wyndham City Council, click into **Access Supplier Portal**



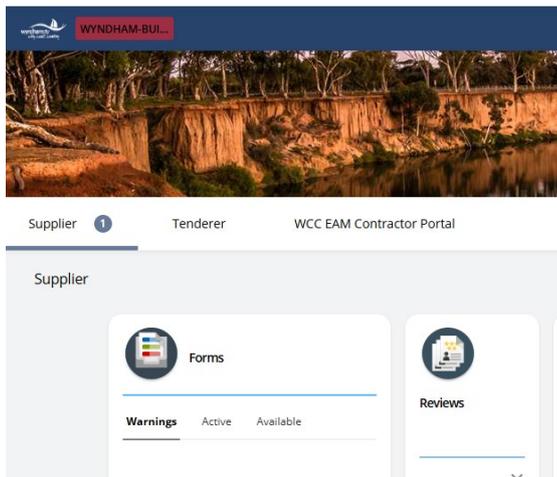
The link will expire within 2 days after the email has been sent, please create your account as soon as you receive the email.

2. Once you have accessed the **Portal link**, please create a password for your supplier account.

The login page for the Supplier Portal. At the top left is the Wyndham City Council logo with the tagline 'city coast country'. Below the logo is a horizontal line. Underneath, it says 'Log on using your details'. There are two input fields: 'User name or email address' and 'Password'. Below the password field is a dark blue 'Log On' button. At the bottom, there are two checkboxes: 'Keep me logged on' (checked) and 'Accessibility Mode' (unchecked). To the right of the 'Accessibility Mode' checkbox is an information icon. Below the checkboxes is a link that says 'Forgotten password?'.

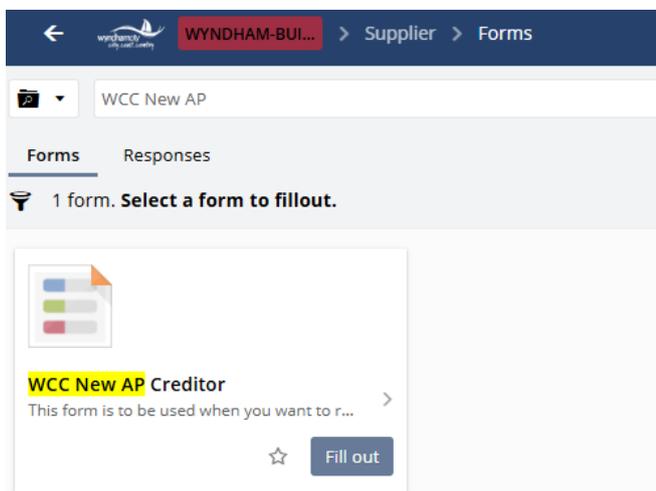
3. The home screen of TechOne and your **Supplier Portal** will now be available to access.

**Add the TechOne home screen as a favourite (otherwise a new link will be required to login).*



4. Within the main screen click into **Forms** and select **WCC New AP Creditor** and click **Fill out**.

**Will have to type 'New AP Creditor' in the Forms search field before being able to complete the form.*



5. Enter the details required, including your Business Classifications and Banking details. *** Are mandatory fields requiring information. Once the form is completed click **Submit for approval**.

**For Trust Deed suppliers, that the ACN must be included in the 'Australian Company Number (ACN) field and the Trust Deed must be attached in the Attachments section.*

Request new financials creditor

^ Creditor Details

Creditor Name * 60

Creditor Description

Registered for GST*

Yes

No

Australian Business Number (ABN)

ABN (XXXXXXXXXX)
Enter with no spaces

ABN will only accept 12 digits with no spaces.

Reporting Codes

Business Type * Select the appropriate Business Type			
Selection Code	Short Description	Description	Parent
COUNCILR	Councillor	Councillor	
GOVT	Government Departmen	Government Department	
INDIVID	Individual	Individual	
LGBUS	Large Business	Large Business	
NA	Not Applicable	Not Applicable	
SMBUS	Small Business	Small Business	
STAFF	Employees	Employees	

Reporting Codes

Business Type * Select the appropriate Business Type			
Small Business * Is this Creditor a Small Business for On Time Payment Reporting?			
Selection Code	Short Description	Description	Parent Selection Code
N	No	No	
NA	Not Applicable	Not Applicable	
Y	Yes	Yes	

^ **Address Details**

Address Line 1 *
Address Line 2
Address Line 3
City/Town *
State * Victoria
Post Code / ZIP Code *
Country Code

^ **Payment Details**

Payment Type EFT (EFT)
Pay Name *
Bank Name *
Bank Code Type BSB
BSB Number *
Bank Account *
Payment Terms (In Days) 30

**Banking information entered must match details to be submitted via PayOK link.*

**An error entering the banking information will mean that the supplier must submit a new AP Creditor form (no amendments can be made by the WCC Team)*

^ Attachments

Please attach documentation from the vendor showing their bank details (name on account, BSB, account number). Appropriate documentation includes invoices, bank deposit slips, letters on company letter head.

^ -

Attachments

 Drag new attachments here

... [+ Add](#)

^ Reporting an Social Commitment

ATSI Supplier *

Aust Disability Ente *

Carbon Neutral *

Locality of Supplier *

Kinaway *

Social Enterprise *

Supply Natio *

Female Owned *

Supplier Type *

Procurement Category *

^ Terms

Do you agree with the 30-day payment term?*

- Yes
- No

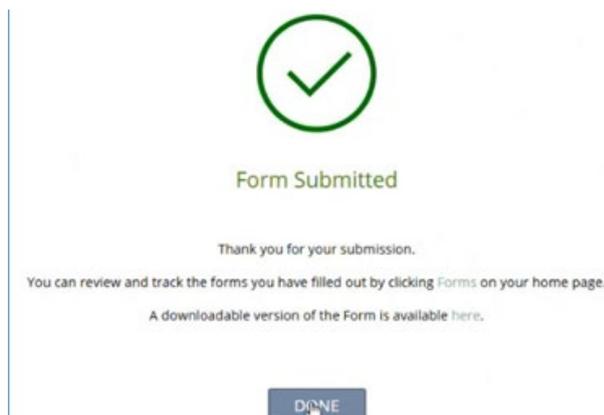
Do you accept our standard purchase order terms and conditions?*

- Yes
- No

Wyndham City Council uses PayOK to validate supplier bank details. Do you consent to your information being provided to PayOK?*

- Yes
- No

6. Once the form is complete click **Submit for approval** and a **form submitted** message appears. The submitted form will be returned to Procurement department for review, at which time the **PayOk** process will be initiated.

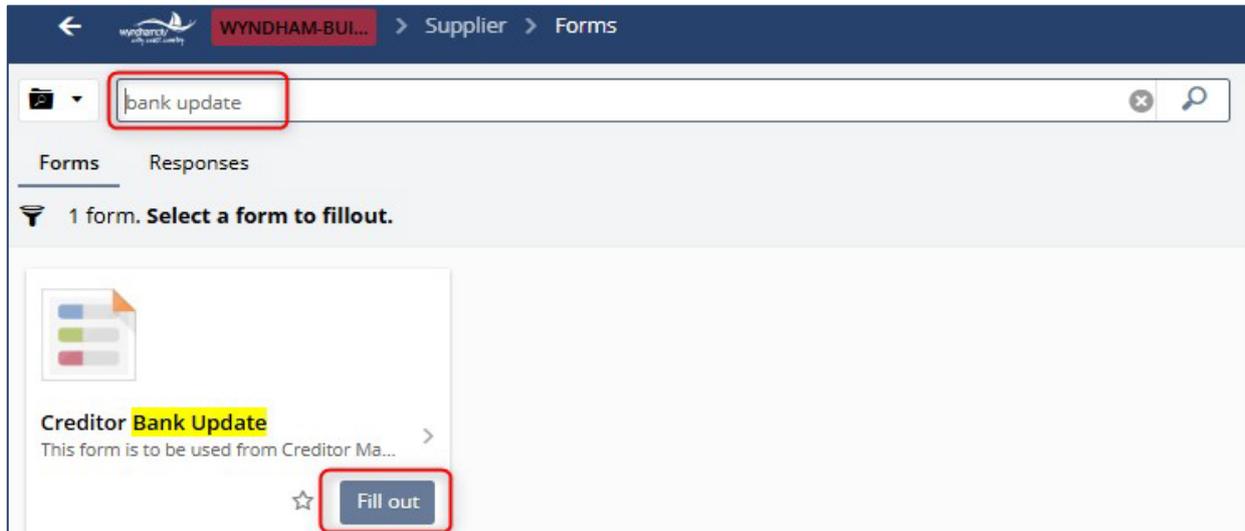


Updating Existing Supplier Details

Summary

Below is the process for updating existing supplier details within TechOne Supplier Portal.

1. Once logged into the portal, the supplier will submit their bank account details by selecting **Forms**, searching for the **Creditor Bank Update** form, and clicking **Fill Out**. Upon completion, the supplier will click **Submit**.



2. Select from one of the four options of bank change requests.

Bank Change Request Type

Page 1 of 2 [→](#) [Save](#)

^ Purpose

This form is to be used when you want to update the bank details of an existing creditor.

Select the bank change request type*

- Add another bank account
- Update a current bank account
- Change default bank account
- Deactivate a bank account

^ Creditor Details

Chart Name

Account Number

Account Name

3. Once you have selected the relevant bank change request and filled the information in on Page 2 then click **Submit** and this will go through to Procurement to review and update and complete the **PayOk** process if required.

Creditor Bank Update Page 2 of 2 [←](#) [Submit](#) [More ▾](#)

^ Update A Current Bank Account

The following details will be updated against the account on approval.

Bank Account

Payment Type

Pay Name

Payment Terms (In Days)

^ Attachments

Please add supporting documents for this bank update request.

^ Attachments

Attachments *

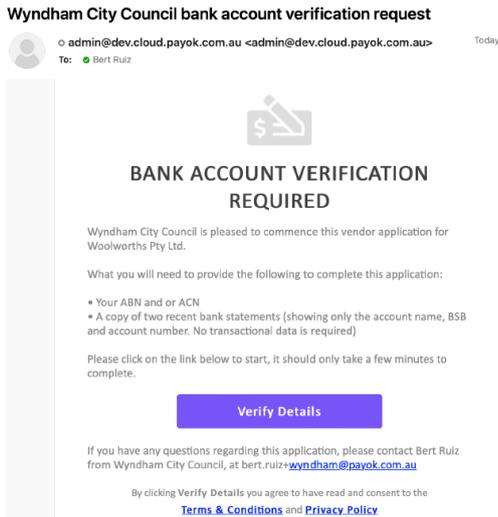
 Drag new attachments here ... [+ Add](#)

PayOk Process

Summary

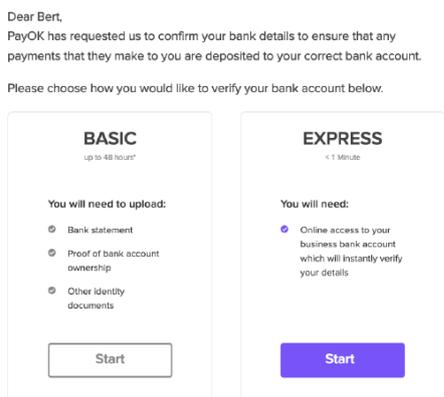
Below is the process for a Supplier to complete the **PayOk** verification process.

1. Once Procurement have reviewed the New Ap Creditor request they will initiate the **PayOk** process to review and confirm the bank details. The Payee will receive an email with a **link** to verify their bank account. The ABN, BSB, Account number and name must be entered in the first step of the **PayOK** process, and all information must match the details entered on the supplier portal. Any discrepancy between the information entered by the Supplier and **PayOK** portals will result in a failed verification.



2. Once the Supplier has clicked the email link they will be directed to the web page which gives the option to complete either a 'Basic' or 'Express' verification process. Once this is completed the Supplier will receive a **Pending Verification** and will be awaiting **PayOk** verification.

PayOK Payee Application



3. Once the **PayOk** verification is approved, the Procurement team will finalise the onboarding process and the relevant Council Officer will be advised when the Supplier setup is completed. Please expect further communications from the Council Officer once a Purchase Order has been raised.

Basic Verification

- The Supplier will be required to complete the form with requested information along with supporting documents.
- The ABR API will instantly verify the ABN/CAN of the Payee (the legal name cannot be modified).
- Suppliers must upload 2 x redacted bank statements from different billing periods, issued within the last 12 months showing BSB, Account number and name and statement period. **PayOK** will conduct a verification call to the vendor's nominated contact number.

Business, Payment and Contact Details

Please provide your Business, Payment and contact details for the purpose of verification.

1 of 3

Business Details

ABN

88000014675

ACN

000014675

Legal Name

WOOLWORTHS GROUP LIMITED

Payment Details

BSS*

032102

Account Number*

558256

Account Name

Enter Account Name...

Contact Details

First Name*

Bert

Last Name*

Ruiz

Email Address*

bert.ruiz@payok.com.au

Phone Number*

0416878437

← Back

Next →

Upload Supporting Documents

Please provide two recent bank statements for the purpose of bank account verification. These must clearly show your business details, and the BSB and account number

2 of 3

i Your data will be retained only for this single verification process, once you have completed the verification all data will be deleted.



Click 'Browse Files' or drag and drop in this area

Browse Files

Bank Statement.pdf

Bank Statement.pdf

← Back

Next →



Pending Verification

Thank you for providing your payee details, your documents have been sent to Wyndham City Council for review, you can now close this window

Express Verification

- The Supplier will be required to complete the form with requested information. The Supplier will be directed to their banking portal directly to login and choose which bank account is to be verified via **PayOk**.
- Once the Supplier clicks send, the statements are downloaded directly from the bank for **PayOk** to review.
- No verification call is required with this method.

Business, Payment and Contact Details

Please provide your Business, Payment and contact details for the purpose of verification.

1 of 3

Business Details

ABN

88000014675

ACN

000014675

Legal Name

WOOLWORTHS GROUP LIMITED

Payment Details

BSB*

032102

Account Number*

558256

Account Name

Enter Account Name...

Contact Details

First Name*

Bert

Last Name*

Ruiz

Email Address*

bert.ruiz@payok.com.au

Phone Number*

0416878437

← Back

Next →

Please enter your Westpac online banking details

Customer ID:

Password:

I agree to the User Terms & Conditions and Privacy Policy

Submit

This service is provided by BankStatements.com.au [ABN 89 166 277 845]. Your log in details are never stored, they are secured with bank level 256 bit encryption and your data doesn't leave Australia. See more about how this works.

Please select the accounts you would like to retrieve bank statements from

[We recommend including all accounts so that your application can be assessed more quickly]

- Transaction Account \$123.45
[Acc: 456789 BSB: 123-456]
- Savings Account \$3,123.45
[Acc: 945315 BSB: 123-456]
- Credit Card -\$3,193.45
[Acc: 4165 XXXX XXXX 7654]

180 days of statements will be retrieved and sent to **PayOK**.

Send



Pending Verification

Thank you for providing your payee details, your documents have been sent to Wyndham City Council for review, you can now close this window