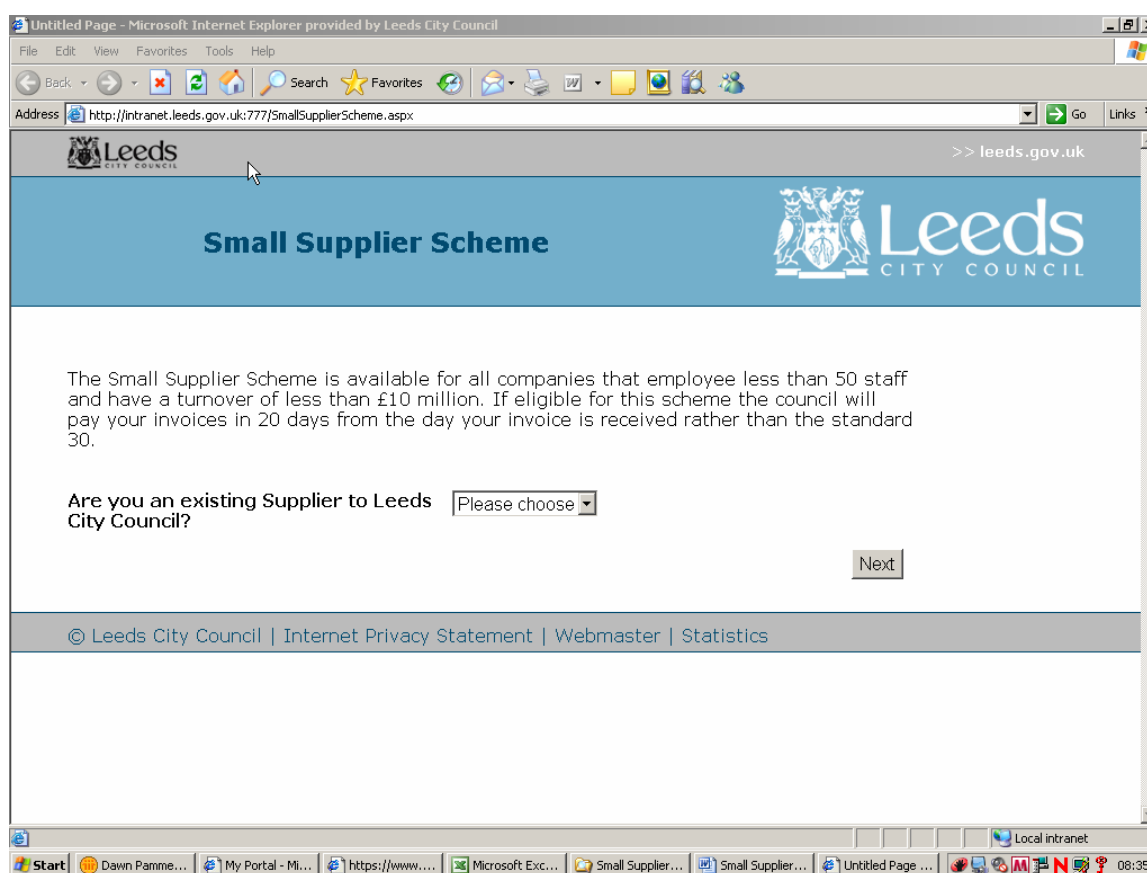


Small Supplier Scheme – Web Form Guidance

To access the Small Supplier web form you will need to log into the following website
<https://onlineservices.leeds.gov.uk/public/eForms/SmallSupplierScheme.aspx>

The following screen will appear.

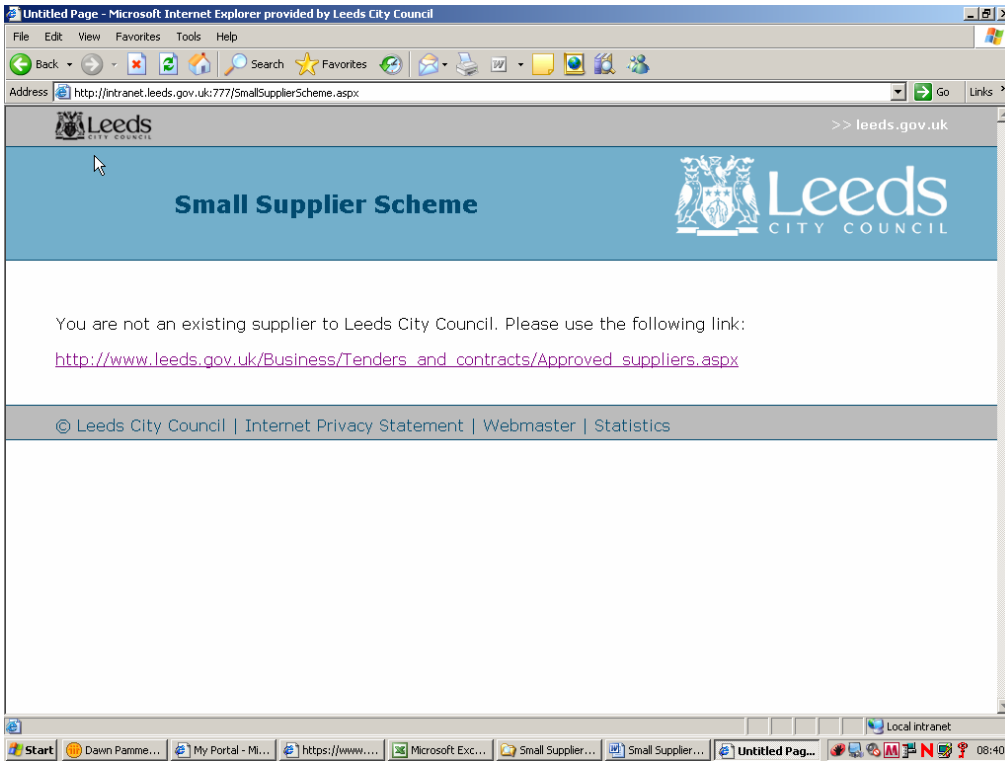


The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Small Supplier Scheme' web form. The browser's address bar shows the URL: <http://intranet.leeds.gov.uk:777/SmallSupplierScheme.aspx>. The page header includes the Leeds City Council logo and the text 'leeds.gov.uk'. The main heading is 'Small Supplier Scheme'. Below this, there is a paragraph of text: 'The Small Supplier Scheme is available for all companies that employ less than 50 staff and have a turnover of less than £10 million. If eligible for this scheme the council will pay your invoices in 20 days from the day your invoice is received rather than the standard 30.' Below the text is a question: 'Are you an existing Supplier to Leeds City Council?' followed by a dropdown menu with the text 'Please choose'. A 'Next' button is located to the right of the dropdown menu. At the bottom of the page, there is a footer with the text: '© Leeds City Council | Internet Privacy Statement | Webmaster | Statistics'. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying '08:35'.

If you are not an existing Supplier to Leeds City Council. Click on the drop down arrow & choose no.

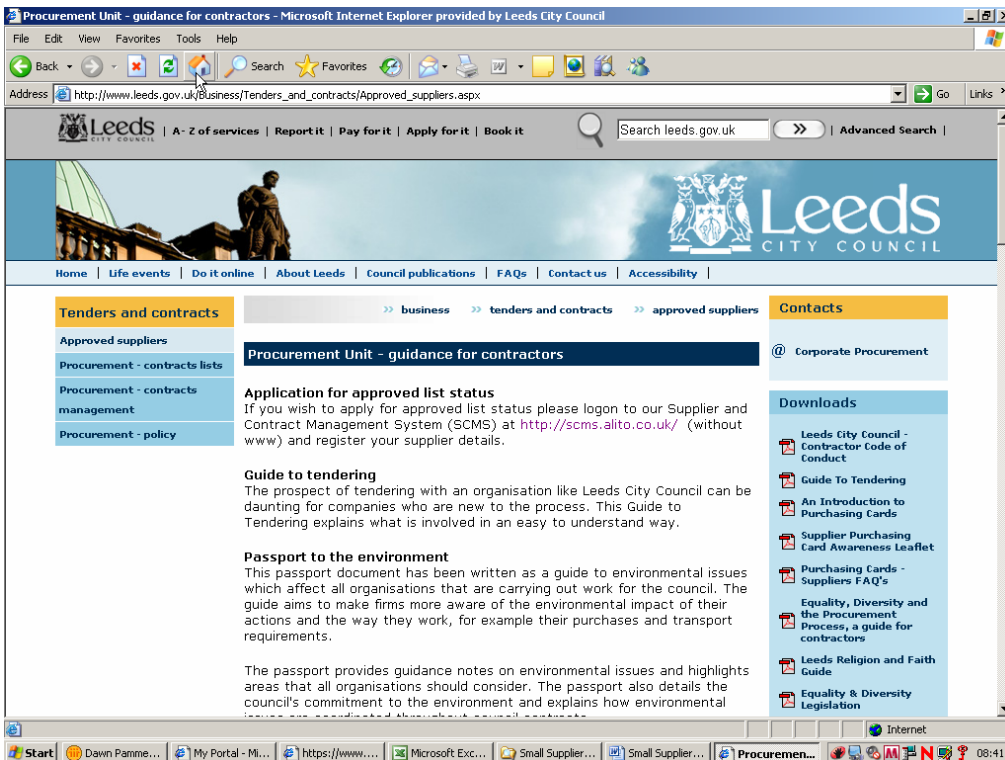
Then click on the next box.

The following screen will appear.



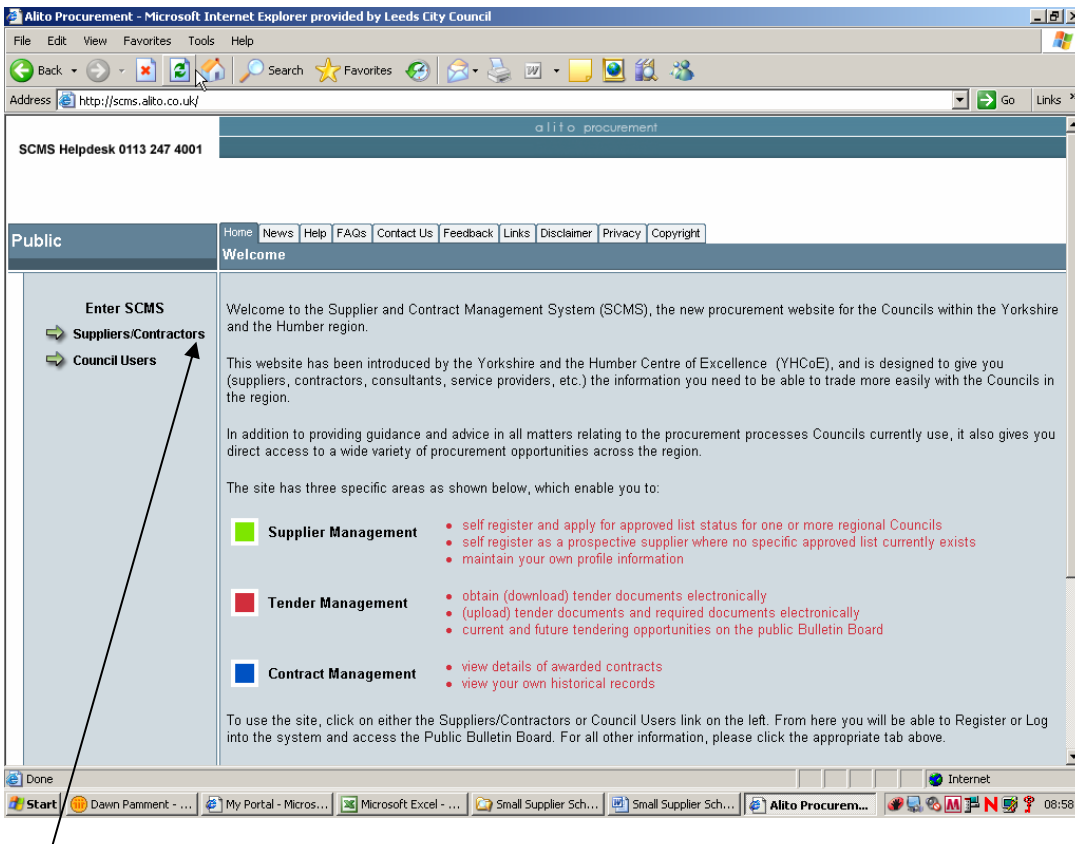
Click on the link

This will take you to the Council's website and you should see the following screen.



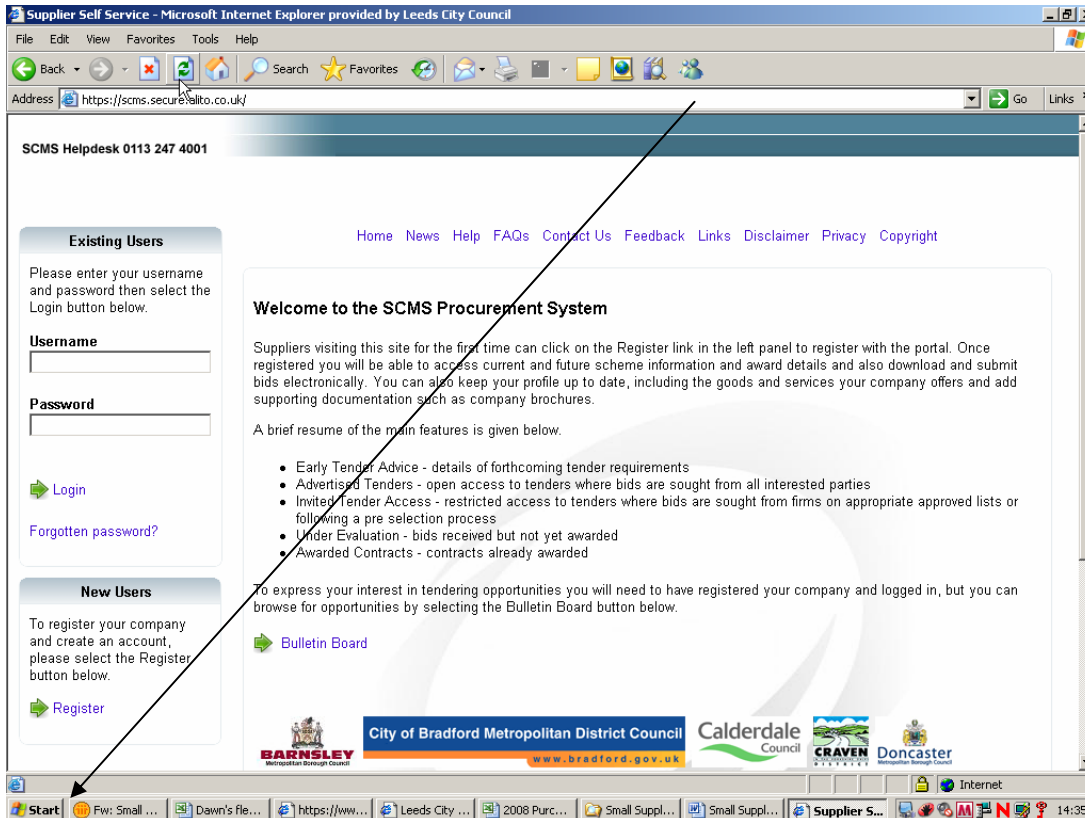
Now click on the link <http://scms.alito.co.uk/>

This will take you to the following screen.

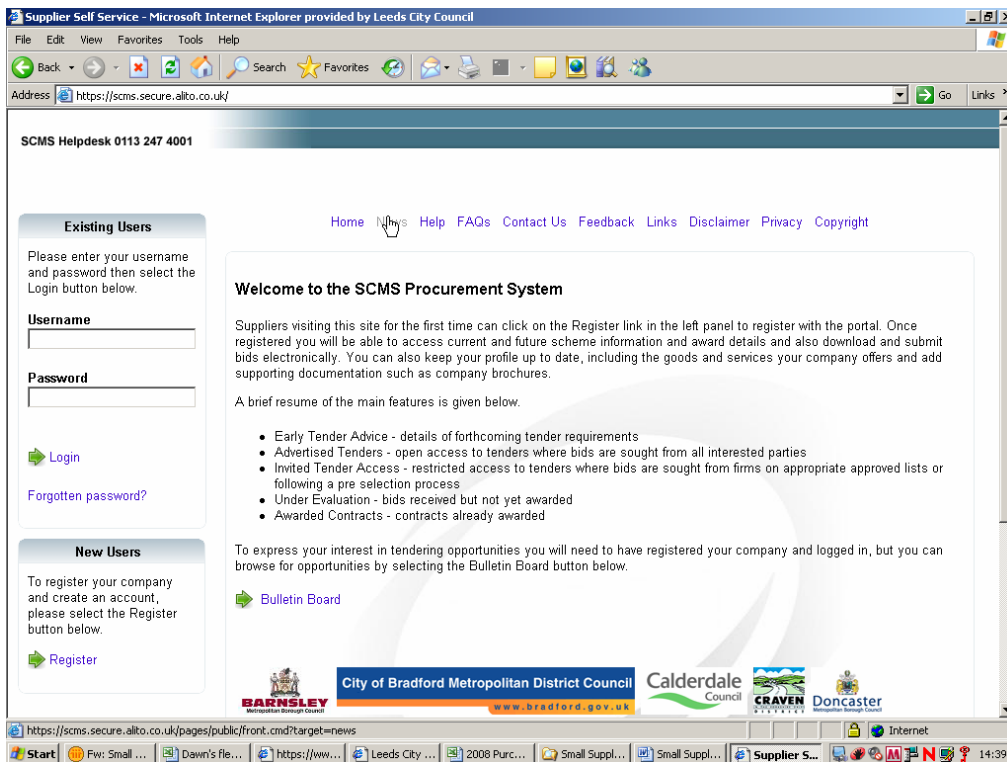


Click on Suppliers/Contractors link to register with the Council

This will then take you to the following screen.



For new users create an account click on register.



This will then take you to a page where you can complete your details including e-mail address.

Once you have completed your details click on



This will send you an e-mail containing an activation link.

Existing Suppliers

If you are an existing Supplier to Leeds City Council click yes and then next.

Small Supplier Scheme

The Small Supplier Scheme is available for all companies that employee less than 50 staff and have a turnover of less than £10 million. If eligible for this scheme the council will pay your invoices in 20 days from the day your invoice is received rather than the standard 30.

Are you an existing Supplier to Leeds City Council? Yes

Next

The following screen will appear.

Creditor reference

Company name

Address Number

Street Name

City

Postcode

Contact name

Contact telephone (STD and Number)

Contact mobile number

Email address for remittances to be sent to

Bank sort code

Bank account number

Are you VAT registered?

VAT number (9 digits)

Input your Creditor reference. This is two letters followed by either four numbers or three numbers and a letter. This can be found on correspondence from Leeds City Council.

Please input details into all of the required fields this is from Company Name to Bank Account Number.

You will need to answer the question are you VAT registered click on the drop down arrow and choose either yes or no.

If you are VAT registered please enter your VAT number this is a 9 digit number for example 123456789

Once you have completed all information on this page click on the next button.

The following screen will appear.

For each question you will need to answer either yes or no, click as appropriate. You will need to confirm what services you supply to Leeds City Council.

The screenshot shows a web browser window titled 'Untitled Page - Microsoft Internet Explorer provided by Leeds City Council'. The address bar shows 'http://intranet.leeds.gov.uk:777/SmallSupplierScheme.aspx'. The page header includes the Leeds City Council logo and the text 'Small Supplier Scheme'. The main content area contains five questions, each with a dropdown menu:

- Do you currently employ less than 50 members of staff? (Please choose)
- In the last financial year did you have a turnover of less than £10 million? (Please choose)
- Will you be emailing your invoices to us? (Please choose)
- Are you Purchasing Card enabled? (Please choose)
- Which services within the council do you regularly supply? (Please choose, Yes, No)

At the bottom of the form are 'Next' and 'Previous' buttons. The browser's taskbar at the bottom shows several open applications, including 'Start', 'Fw: Small...', 'Dawn's fle...', 'https://ww...', 'Leeds City ...', '2008 Purc...', 'Small Suppl...', 'Small Suppl...', 'Untitled P...', and 'Local intranet'. The system clock shows '15:38'.

Once all details have been completed on this form click on the next box.

The following screen will appear.

Please read the Terms & Conditions, you will need to click on yes to agree to these before clicking on the finish button to submit the form.

