

Supplier Portal – Financial Limited Liability Partnership

How to navigate around the Supplier functionality in the new platform



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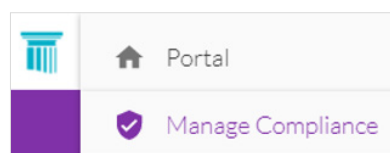
Requirement: Financials5

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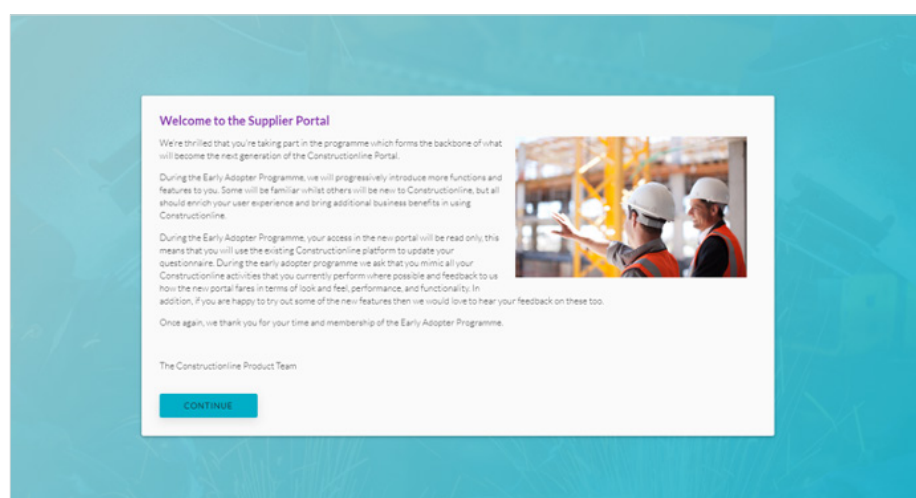
Manage Compliance

User permissions will determine what options are available to you on the left-hand side of the navigation.

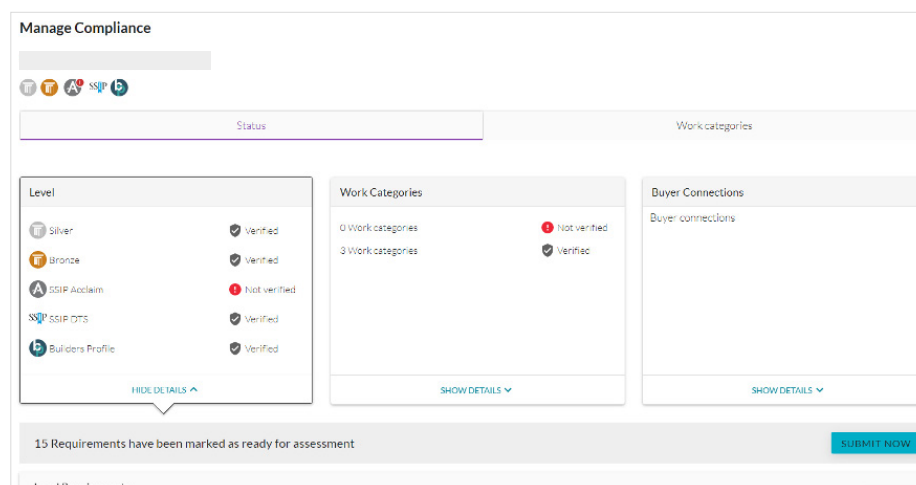
In order to access supplier functionality and manage your profile, you will see the “**Manage Compliance**” option on the left.



Once you have selected this option, you will be presented with our supplier portal welcome page, and to progress through to the “**Manage Compliance**” tab, you will need to select the “**Continue**” button.



Upon selecting the “**Continue**” button you will see the “**Manage Compliance**” page.



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Scroll down to and click on “**Show Details**” within Level.

1 Show Details

The screenshot shows the 'Manage Compliance' interface. At the top, there are tabs for 'Status' and 'Work categories'. Below these, there are three main sections: 'Level', 'Work Categories', and 'Buyer Connections'. The 'Level' section lists various compliance levels with their status: Silver (Verified), Bronze (Verified), SSIP Acclaim (Not verified), SSIP DTS (Verified), and Builders Profile (Verified). A red circle with the number 1 highlights the 'SHOW DETAILS' button at the bottom of the 'Level' section.

Level Requirements

This will bring you to “**Level Requirements**”,
click on the down arrow next to “**Financials**”.

2 Drop-down Arrow

The screenshot shows the 'Manage Compliance' interface with the 'Level Requirements' section expanded. It lists various requirements: Identity, Financials, Insurances, Corporate and Professional Standing, Health and safety, Work Categories / Trades, SSIP Acclaim, and SSIP DTS. Each requirement has a dropdown arrow next to it. A red circle with the number 2 highlights the dropdown arrow next to 'Financials'.

Then click “**Edit**”.

3 Edit

The screenshot shows the 'Manage Compliance' interface with the 'Level Requirements' section expanded. The 'Financials' requirement is selected, showing a table with columns: Requirements, Status, Issued/Advisory, Expiry date, Affecting, Verified On, and Submission. The table contains one row for 'Financials' with status 'Verified', expiry date '01/12/2020', and a 'SHOW (2)' button. A red circle with the number 3 highlights the 'EDIT' button at the bottom right of the table.

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4 Drop-down List

Requirement: Financials

This will bring you to **Requirement: Financials** – please select your company type from the drop-down list.

Requirement: Financials

Status: Verified • Expiry date: 31/12/2020 • Verifier: ConstructionLine

Please provide details of your latest Financial accounts and upload / provide financial information relating to the last 3 years Financial accounts for your company. Other than Turnover, none of the Financial information provided is made available to our Buyers.

C2-Q1 Select your company type from the list and send us the following documents as detailed below

Accounts for a small company or a limited liability partnership with a turnover of below the audit threshold that is not required to prepare audited accounts

5 Add

C2-Q1-3 Please upload document(s)

Please provide the following: All Ltd and LLP's • Full and final set of accounts including a Profit and Loss • Balance Sheet • Notes to the accounts • Audit report (if audited) or the Accountants Certificate • We do not accept Abbreviated or Draft accounts

Document name

The Test Company Limited.docx

VIEW REMOVE

ADD

6 Drop-down List

Once added select your type of organisation from the drop-down menu.

ADD

C1-Q9 Type of organisation

Limited Liability Partnership

Please provide details of your latest financial accounts

| Account Name | Type of Organisation |
|--------------|----------------------|
| No results | |

ADD NEW

7 Add New

To add a new set of financial accounts – click “Add New”.

Please provide details of your latest financial accounts

| Account Name | Type of Organisation |
|--------------|----------------------|
| No results | |

ADD NEW

Financial – Limited Liability Partnership

Please complete the fields as before (these fields link to the Financials you are submitting).

Please enter the type of organisation

Limited Liability Partnership

Select your company accounts type from the list and upload the necessary documents as detailed below

Accounts for a small company or a limited liability partnership with a turnover of below the audit threshold that is not required to prepare audited accounts

Please provide the following:

- All Ltd and LLPs
- Full and final set of accounts including:
 - Profit and Loss
 - Balance Sheet
 - Notes to the accounts
 - Audit report (if audited) or the Accountants Certificate
- We do not accept Abbreviated or Draft accounts

Please upload your financial accounts evidence

Document name

Click [UPLOAD DOCUMENT](#) to add a new document

- Enter the year for the Financial accounts information you are providing.
- Enter the accounts date stated on your annual accounts.
- Enter the accounting period, in months, which your financials cover.
- The Companies House date (this is auto filled) should match the next accounts due date on Companies House, however if they do not please contact us.

- 8 Enter Year
- 9 Enter Accounts Date
- 10 Enter Accounting Period
- 11 Companies House Date

Please upload your financial accounts evidence

Document name

The Test Company LLP.docx [VIEW](#) [REMOVE](#)

[UPLOAD DOCUMENT](#)

Please enter the year for the Financial accounts information you are providing

2020 8

Please enter your last accounts date as stated on your annual accounts

31/12/2019 9

Please enter the period, in months, for which your Financial accounts cover

12 months 10

| | | | |
|------------------------|--------------------|----------------------|-----------------|
| Accounts Name | Next Accounts Date | Companies House Date | 11 |
| Financial Account 2020 | 30/09/2021 | 30/09/2021 | |

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Enter the accounts details
as follows:

Please complete the fields below from your latest financial accounts

| Balance Sheet | | Profit and Loss Account | |
|-------------------------------------|------------|-------------------------|-------------|
| Opening Balance (£) | | Turnover (£) | |
| 2 | £38,810.00 | 1 | £100,000.00 |
| Net Profit/Loss Before Drawings (£) | | | |
| 3 | £81,700.00 | | |
| Capital Introduced (£) | | | |
| 4 | £10,000.00 | | |
| Drawings (£) | | | |
| 5 | £74,950.00 | | |
| Current Assets (£) | | | |
| 6 | £26,090.00 | | |
| Current Liabilities (£) | | | |
| 7 | £18,300.00 | | |

The information can be found in your Profit & Loss and Balance Sheet and Capital account as described below. (There are 4 examples of a capital account, as accountants use many different methods for calculating this section.)

The Test Company LLP
Statement of Comprehensive Income (Profit & Loss Statement)
For the year ended 31 December 2019

| | Notes | 2019 £ | 2018 £ |
|--|-------|-----------|-----------|
| Turnover | 3 1 | 100,000 | 75,000 |
| Cost of sales | | (27,000) | (18,000) |
| Gross Profit | | 73,000 | 57,000 |
| Administrative expenses | | (6,500) | (6,300) |
| Other operating income | | | 0 |
| Operating Profit | | | 0 |
| Interest receivable and similar income | 8 | 12,000 | 11,500 |
| Interest payable and expenses | 9 | - | (6,000) |
| Profit for the year before members' remuneration and profit shares | 3 | 81,700 | 60,700 |
| Profit for the year before members' remuneration and profit shares | 10 | 81,700 | 60,700 |
| Members' remuneration charged as an expense | | (81,700) | (60,700) |
| Results for the year available for discretionary division among members | | - | - |

There were no recognised gains and losses for 2019 and 2018 other than those included in the statement of comprehensive income.
The notes on pages 10 to 19 form part of these financial statements.

Financial – Limited Liability Partnership

The Test Company LLP
Statement of Financial Position (Balance Sheet)
For the year ended 31 December 2019

| | Notes | 2019 £ | 2018 £ |
|---|-------|-----------|-----------|
| Fixed assets | | | |
| Goodwill | 11 | 1,300 | 2,600 |
| Tangible assets | 12 | 37,650 | 24,650 |
| Investments | 13 | 10,000 | 10,000 |
| | | 48,950 | 37,250 |
| Current assets | | | |
| Debtors | 15 | 19,600 | 21,600 |
| Cash at bank in hand | 16 | 6,490 | 1,360 |
| | 6 | 26,090 | 22,960 |
| Creditors: amounts falling due within one year | 7 | (18,300) | (19,200) |
| Net current assets | | 7,790 | 3,760 |
| Total assets less current liabilities | | 56,740 | 41,010 |
| Net assets | | 55,560 | 38,810 |
| Represented by: | | | |
| Loans and other debts due to members within one year | | | |
| Members' capital classified as a liability | | 1,870 | 1,870 |
| Other amounts | 17 | 53,690 | 36,940 |
| Total members' interests | | | |
| Loans and other debts due to members | 17 | 55,560 | 38,810 |

The Test Company LLP
Reconciliation of Members' Interests
For the year ended 31 December 2019

| Capital accounts | Dr T Who £ | Dr B Honeydew £ | Dr J Dolittle £ | Total £ |
|-------------------------------|------------------|-----------------------|-----------------------|------------|
| As at 31 December 2018 | 12,940 | 12,935 | 12,935 | 38,810 |
| Capital introduced | 4,000 | 3,000 | 3,000 | 10,000 |
| Share of profit | 27,235 | 27,233 | 27,232 | 81,700 |
| Drawings | (24,985) | (24,983) | (24,982) | (74,950) |
| As at 31 December 2019 | 18,520 | 18,520 | 18,520 | 55,560 |

| | 2019 | 2018 |
|-----------------------------------|----------|----------|
| Capital accounts | | |
| Balance at start of period | 38,810 | 27,950 |
| Net (loss)/profit | 81,700 | 67,000 |
| Capital introduced | 10,000 | 10,000 |
| Drawings | (74,950) | (66,140) |
| | 55,560 | 38,810 |

| Capital accounts | As at 31/12/18 £ | Profit £ | Capital introduced £ | Drawings £ | As at 31/12/19 £ |
|------------------|------------------------|-------------|----------------------------|---------------|------------------------|
| Dr T Who | 12,940 | 27,235 | 4,000 | (24,985) | 18,520 |
| Dr B Honeydew | 12,935 | 27,233 | 3,000 | (24,983) | 18,520 |
| Dr J Dolittle | 12,935 | 27,232 | 3,000 | (24,982) | 18,520 |
| | 38,810 | 81,700 | 10,000 | (74,950) | 55,560 |

| Capital accounts | EQUITY | | | DEBT | | Total members' interests |
|---|--------------------------|----------------|-------|---|----------|--------------------------|
| | Members' other interests | | | Loans and other debts due to members less any amounts due from members in debtors | | |
| | Members' capital | Other reserves | Total | Other amounts | Total | Total |
| | £ | £ | £ | £ | £ | £ |
| Amounts due to members | - | - | - | - | - | - |
| Amounts due from members | - | - | - | - | - | - |
| Balance at 31 December 2018 | | | | 38,810 | 38,810 | 38,810 |
| Profit for the financial year available for discretionary division among members | 81,700 | 81,700 | | | | 81,700 |
| Members' interests after profit for the year | 81,700 | 81,700 | | 38,810 | 38,810 | 120,510 |
| Other division of profits | | (-) | (-) | - | - | - |
| Drawings | | | | (74,950) | (74,950) | (74,950) |
| Amounts due to members | | | | (36,140) | (36,140) | 45,560 |
| Amounts due from members | | | | 10,000 | 10,000 | 10,000 |
| Balance at 31 December 2019 | 81,700 | 81,700 | - | (26,140) | (26,140) | 55,560 |

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Once you have entered all the required information, scroll to the top and press **“Save”**.

12 Save

You will need to either **“Submit”** or tick **“Ready for Assessment”**.

13 Submit / Ready for Assessment

If your accounts are returned to you with feedback – click **“Edit”** make your amendments and resubmit.

14 Edit

Once the financial accounts are approved you will only be able to view the account or **“Add New”**.

15 Add New