

Supplier Portal – Financial Private Limited Company

How to navigate around the Supplier functionality in the new platform



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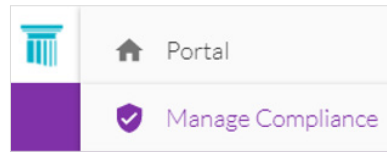
Private Limited Company

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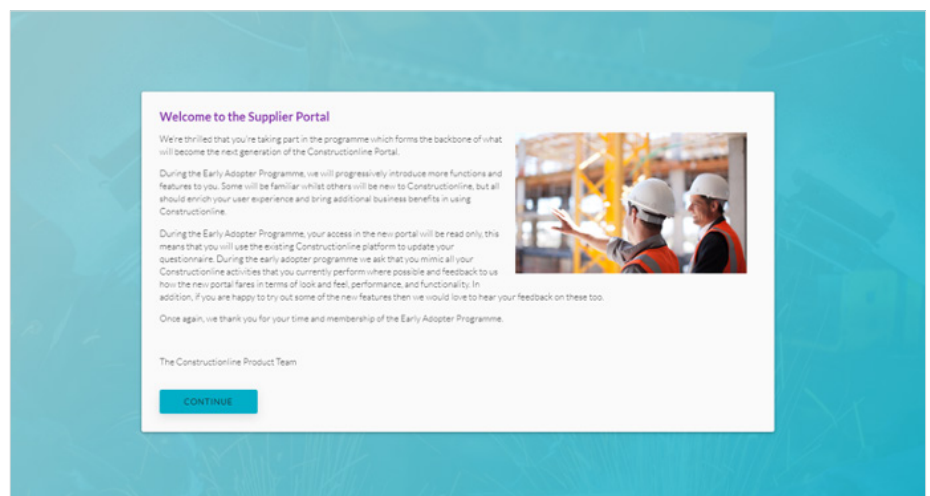
Manage Compliance

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

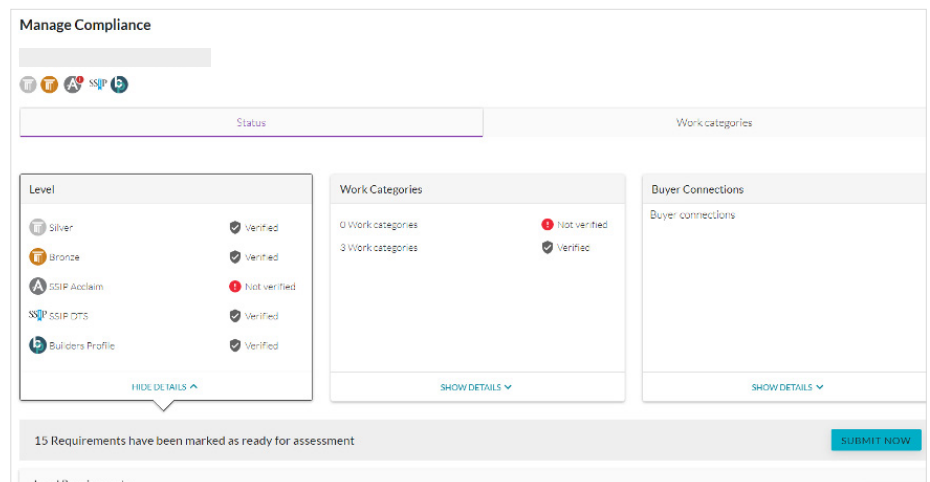
In order to access supplier functionality and manage your profile, you will see the “**Manage Compliance**” option on the left.



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.



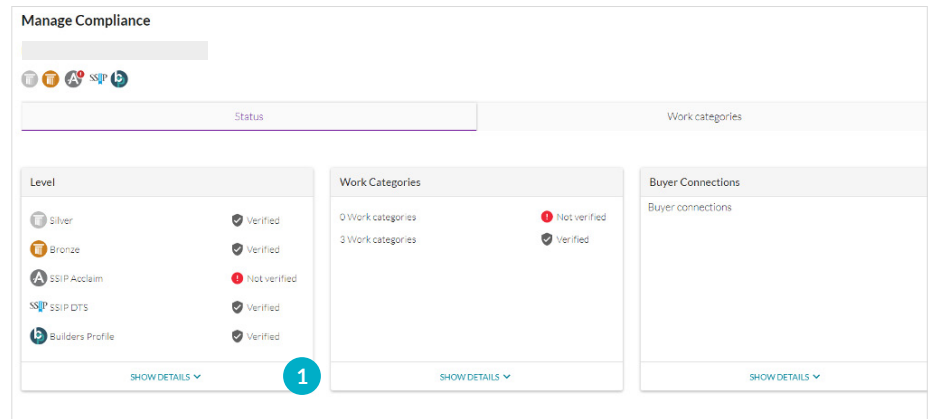
Upon selecting the “**Continue**” button you will see the “**Manage Compliance**” page.



Financial – Private Limited Company

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

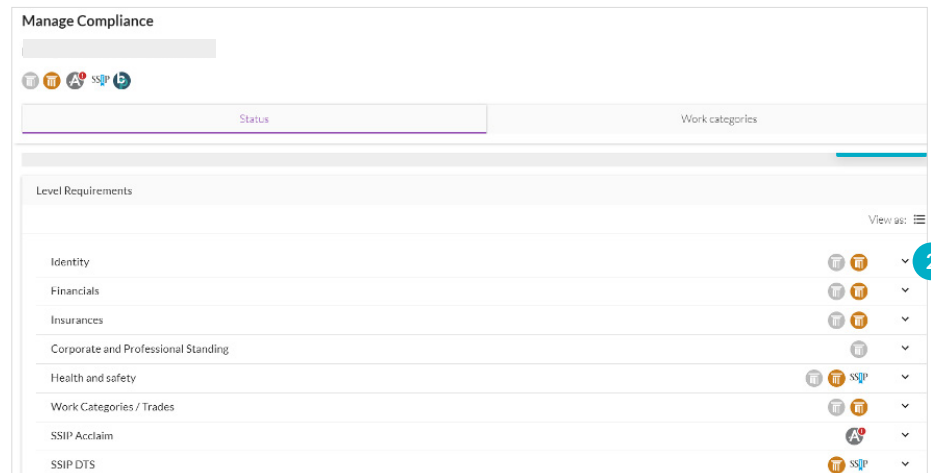
1 Show Details



Level Requirements

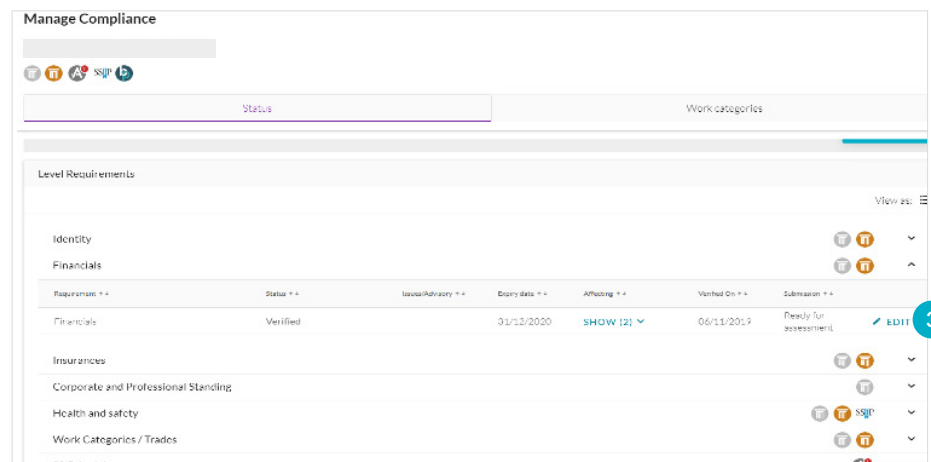
This will bring you to “Level Requirements”, click on the down arrow next to “Financials”.

2 Drop-down Arrow



Then click “Edit”.

3 Edit



Financial – Private Limited Company

Requirement: Financials

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

4 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 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

Scroll down to the upload document section and click **“Add”**.

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 or Balance Sheet or Notes to the accounts or 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

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

6 Drop-down List

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 or Balance Sheet or Notes to the accounts or 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

C1-Q9 Type of organisation

Private Limited Company

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

7 Add New

C1-Q9 Type of organisation

Private Limited Company

Please provide details of your latest financial accounts

Account Name	Year of Operation
No results	

ADD NEW

Financial – Private Limited Company

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

Edit Account Details

Please enter the type of organisation

Private Limited Company

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

emma.dollar.to.pound.xlsx VIEW REMOVE

UPLOAD 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 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
Financial Account 2020	30/09/2021	30/09/2021 11

Please complete the fields from your latest financial accounts:

<h4>Balance Sheet</h4> <p>Issued and Paid up Capital (£)</p> <p>3 £100.00</p> <p>Reserves (£)</p> <p>4 £79,640.00</p> <p>Long Term Debt (£)</p> <p>5 £1,180.00</p> <p>Current Assets (£)</p> <p>6 £26,090.00</p> <p>Current Liabilities (£)</p> <p>7 £18,300.00</p>	<h4>Profit and Loss Account</h4> <p>Turnover (£)</p> <p>1 £100,000.00</p> <p>Profit/Loss Before Tax (£)</p> <p>2 £57,700.00</p>
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The information can be found in your Profit & Loss and Balance Sheet and Capital account as described below.

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

	Notes	2019 £	2018 £
Turnover	3	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		3,200	4,500
Operating Profit	6	69,700	55,200
Interest payable and similar expenses	8	(12,000)	(11,500)
Other gains and losses		-	(6,000)
Profit before taxation	2	57,700	37,700
Tax on profit	9	(10,580)	(8,528)
Profit for the financial year		47,120	29,172

All the activities of the group are from continuing operations.

The Test Company Limited
Consolidated 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	16	19,600	21,600
Cash at bank in hand		6,490	1,360
	6	26,090	22,960
Creditors: amounts falling due within one year	17	(18,300)	(19,200)
Net current assets		7,790	3,760
Total assets less current liabilities		56,740	41,010
Creditors: amounts falling due after more than one year	18	(1,180)	(2,200)
Net assets		55,560	38,810
Capital and reserves			
Called up share capital	23	100	100
Profit and loss reserves	4	79,640	32,520
Total equity		79,740	32,620

The financial statements were approved by the board of directors and authorised for issue on and are signed on its behalf by:

Financial – Private Limited Company

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

12 Save

SAVE 12

Edit Account Details

Please enter the type of organisation

Private Limited Company

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 LLP's
- 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

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

13 Submit / Ready for Assessment

SUBMIT READY FOR ASSESSMENT 13

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

REF: 19

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

14 Edit

C1-Q9 Type of organisation

Private Limited Company

REF: 348

Please provide details of your latest financial accounts

Account Name	Type of Organisation
Financial Accounts 2020	Private Limited Company

14 EDIT REMOVE

REF: 1971

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

15 Add New

Please provide details of your latest financial accounts

Account Name	Type of Organisation
Financial Accounts 2020	Private Limited Company

15 VIEW

ADD NEW