

# Supplier Portal – Financial New Start-Up

---

How to navigate around the Supplier functionality in the new platform



# Contents

## Private Limited Company

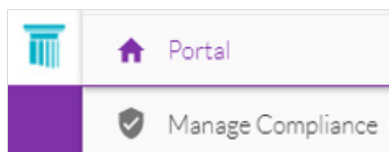
Manage Compliance .....	3
Level Requirements .....	4
Requirement: Financials .....	5

# Financial – New Start Up

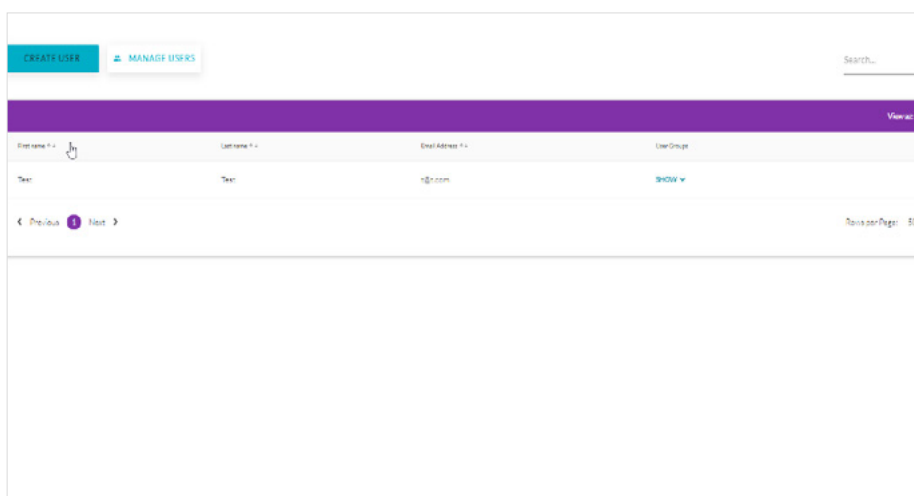
## Manage Compliance

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

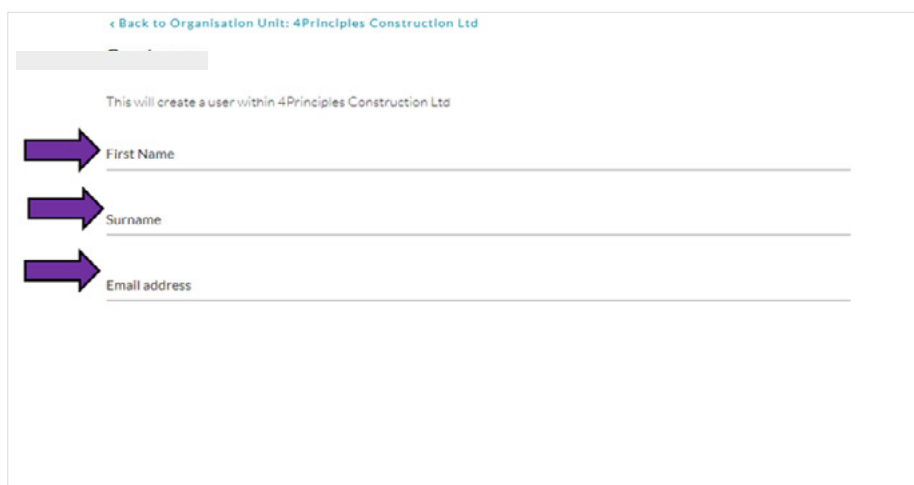
In order to access supplier functionality and manage your profile, you will see the “**Manage Compliance**” option on the left.



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.

A screenshot of a web application interface. At the top, there is a link: '< Back to Organisation Unit: 4Principles Construction Ltd'. Below the link is a greyed-out area. Underneath, the text reads: 'This will create a user within 4Principles Construction Ltd'. There are three input fields: 'First Name', 'Surname', and 'Email address'. Each input field has a purple arrow pointing to it from the left.

# Financial – New Start Up

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

1 Show Details

**Assign to user groups:**  
This will assign what level of access users will have.

- Manage Compliance
- Administrator
- zzSubscriptions group for the Subscriptions app

CREATE 1

## Level Requirements

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

2 Drop-down Arrow

The sequence of screens is as follows:

- Screen 1:** 'Reset password' with the message 'Verification is necessary. Please click Send button.' It contains an 'Email Address' field with 'Kimberly.unsell@constructionline.co.uk', a 'Send verification code' button, and 'Continue' and 'Cancel' buttons.
- Screen 2:** 'Reset password' with the message 'Verification code has been sent to your inbox. Please copy it to the input box below.' It contains an 'Email Address' field with the same email, a 'Verification code' field with '372446', and 'Verify code', 'Send new code', 'Continue', and 'Cancel' buttons.
- Screen 3:** 'Reset password' with the message 'E-mail address verified. You can now continue.' It contains an 'Email Address' field with the same email and 'Continue' and 'Cancel' buttons.
- Screen 4:** 'Reset password' with 'New Password' and 'Confirm New Password' fields, and 'Continue' and 'Cancel' buttons.

Then click “Edit”.

3 Edit

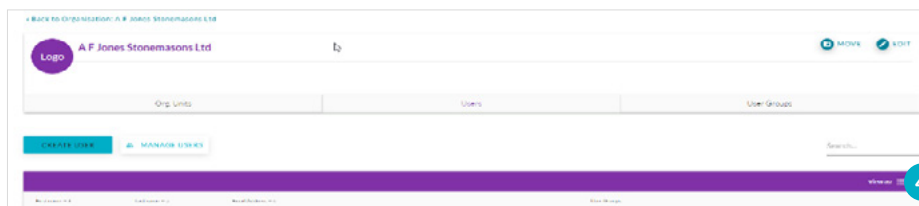
The screenshot shows a user profile area with a purple icon of a person and a list, followed by the word 'Admin' in a large purple font.

# Financial – New Start Up

## Requirement: Financials

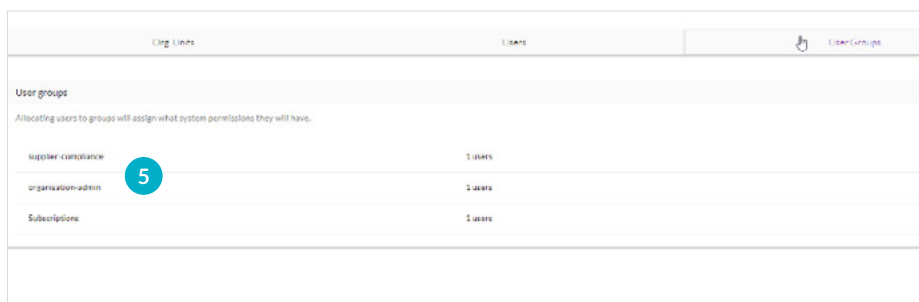
This will bring you to **Requirement: Financials** – please select “**Company Type**” from the drop-down list (these fields link to your Identity).

4 Drop-down List



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

5 Add



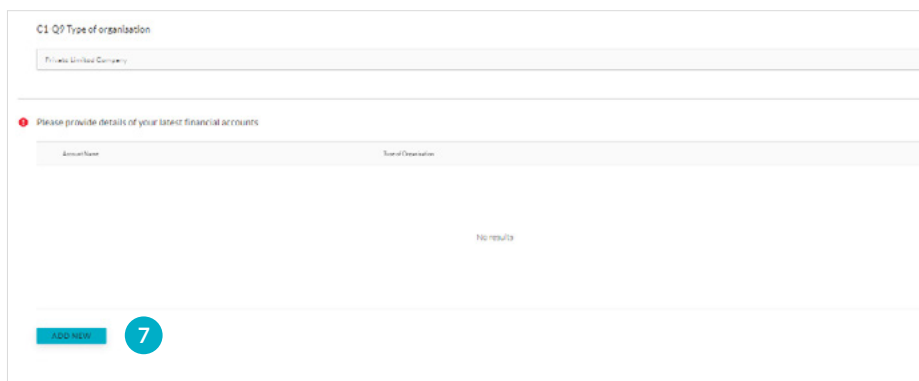
Once added select your type of organisation from the drop-down menu.

6 Drop-down List



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

7 Add New



# Financial – New Start Up

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

**Add Account Accounts**

Please enter the type of organisation

1 Private Limited Company

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

2 Financial information for a start-up business that has not reported accounts to the Revenue or Companies House

Please provide the following:

- Turnover forecast
- Opening Balance sheet that includes:
  - Initial loan from Directors / owners to start the business
  - Fixed Assets, I.E. Motor Vehicles, Specialised Tools, Specialised Computer Programmes and Computer Equipment used to help the business to function + Management accounts

Please upload your financial accounts evidence

Documents

Prediction Forecast Test Company.xlsx [VIEW](#) [REMOVE](#)

[UPLOAD DOCUMENT](#)

- Enter the year for the Financial accounts information you are providing.
- Please enter your Incorporation date.
- 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

2021

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

05/06/2021

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

12 months

Accounts Name	Next Accounts Date	Companies House Date
Financial Account 2019	05/03/2021	05/03/2021

Accounts Name	Next Accounts Date	Companies House Date
Financial Account 2019	05/03/2021	05/03/2021

Please complete the fields below from your latest financial accounts

Balance Sheet	Profit and Loss Account
(Fixed and Paid up Capital (£))	(Turnover (£))
5 £1,000	1 £103,200.00
Reserves (£)	Profit/Loss Before Tax (£)
£0.00	2 £69,700.00
Long Term Debt (£)	
£0.00	
Current Assets (£)	
3 £26,090.00	
Current Liabilities (£)	
4 £26,090.00	

Enter the accounts details as follows (where the value is not available please enter 0).

# Financial – New Start Up

The information can be found in your projection Profit & Loss and Balance Sheet as described below.

**Opening Balance Sheet and Profit & Loss Projection**

Please complete all of the following information

Company Legal Name:	Test Company		
Company Trading Name:	Test Company		
Date of Incorporation / Started Trading:	05/06/2019		
Companies House Registration Number (if applicable):	9888888		
Total 12 month projected Turnover / Sales / Revenue:	1	£103,200.00	
Total 12 month projected Net Profit / Loss:	2	£69,700.00	
<b>Current Assets include:</b> Cash Introduced to Bank, Land or Property, Motor Vehicles, Office Equipment and Tools or Machinery			
<b>Current Liabilities include:</b> Bank Loans, Director Loans, Third Party Loans, HP Creditory & Mortgage			
Current Assets:	3	£26,090.00	
Current Liabilities:	4	£26,090.00	
Share Capital:	5	£1.00	
If you have any queries please contact the Financial Health Team at <a href="mailto:csaccounts.constructionline@constructionline.co.uk">csaccounts.constructionline@constructionline.co.uk</a>			

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

12 Save

save 12

**Add Account Accounts**

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

Financial information for a start-up business that has not reported accounts to the Revenue or Companies House

Please provide the following:

- Turnover forecast
- Opening Balance sheet that includes
  - Initial loan from Directors / owners to start the business
  - Fixed Assets, I.E. Motor Vehicles, Specialised Tools, Specialised Computer Programmes and Computer Equipment used to help the business to function • Management accounts.

Please upload your financial accounts evidence

Document name

Projection Forecast Test Company.xlsx VIEW REMOVE

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

# Financial – New Start Up

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: 3471

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

ADD NEW 15 VIEW