

Onboarding at Landsec

A guide for suppliers

This guide will help you with the registration process but should you have any questions don't hesitate to ask The Supplier Management Team suppliers@landsec.com or your Landsec contact.

New users to Proactis Global Organisation Supplier portal – If you don't have an existing Proactis Supplier account you will be directed straight to the questionnaire from the link contained within the email that you will receive.

Existing users of the Proactis Global Organisation Supplier portal – If you have previously registered on the Global Organisation Directory but are a new supplier to Landsec you will need to log in to the system. If you are not sure what your login details are please contact suppliers@landsec.com Once you have logged in you will find our request located in the green 'Customer Requests' section of the homepage.

Existing Landsec users of the Proactis Global Organisation Supplier portal – If you are an Approved Landsec Supplier and you need to make updates to your account please log in and navigate to the Your Business section of the top right-hand menu on the homepage. For bank detail updates please contact suppliers@landsec.com

Documents you will need

Contractors

- √ SSiP accreditation certificate
- ✓ Public Liability and Professional Indemnity Insurance Certificates
- √Bank statement dated within three months or a signed PDF confirming bank details on Company headed paper

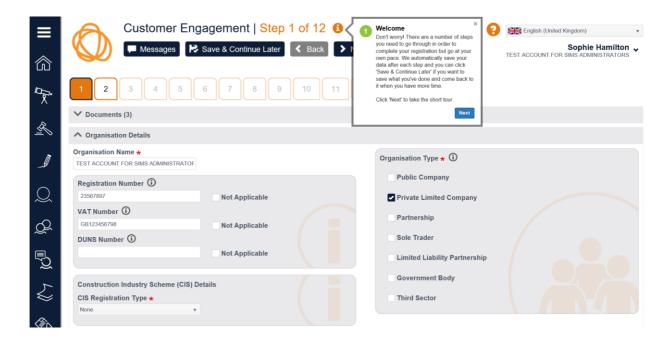
General Services

- √ Public Liability and Professional Indemnity Insurance Certificates if applicable
- ✓ Bank statement dated within three months or a signed PDF confirming bank details on Company headed paper

Goods/Indirect Services

✓ Bank statement dated within three months or a signed PDF confirming bank details on Company headed paper



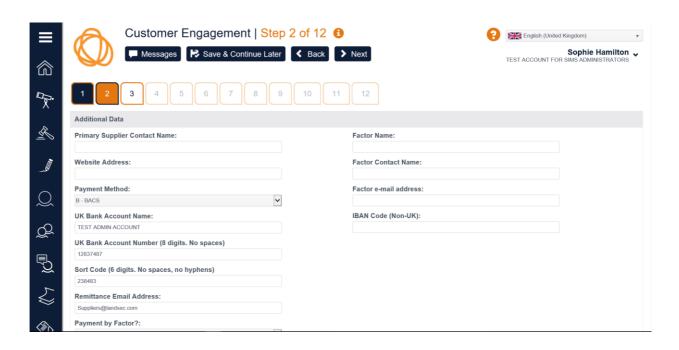


Please complete all applicable fields on each page.

Any mandatory information will be flagged with a red *

Organisation Name	The registered legal entity or Sole Trade name
Company Registration Number	This is required to be 8 digits in length so please add preceding zeros where necessary.
VAT Number	If VAT registered
DUNS Number	If applicable
CIS Registration Type	Only applicable to suppliers registered within the Construction Industry Scheme
Organisation Type	Please select the applicable option

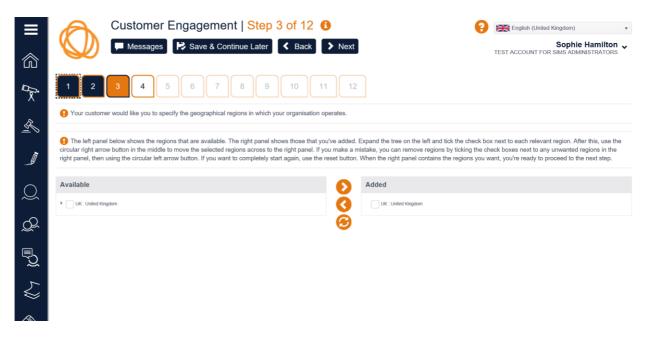




Primary Supplier Contact Name	Who is our general go to contact for day to day queries
Website Address	
Payment Method	Primary payment method either BACS / Cheque / Telegraphic Transfer
UK Bank Account Name	This is the Company name as shown on your bank statement. Not the name of the Bank
UK Bank Account Number	This must be eight digits in length with no spaces, please check this number matches the bank account number on the Bank Verification document supplied on the documents section
Sort Code	This must be 6 digits in length with no spaces, please check this number matches the bank account number on the Bank Verification document supplied on the documents section
Remittance Email Address	Please provide the contact email for the person who should receive notification of our payment



Payment by Factor	If you are using a Factoring Company to manage payment on your behalf, please provide their details in the fields provided. You do not need to enter the Sort Code and Bank account if you are using a Factoring Company as we have a different process for these types of payments
IBAN Code	If you do not hold UK Bank account details you can provide your IBAN Code for International transfers (In this instance the payment method should be set to Telegraphic Transfer)

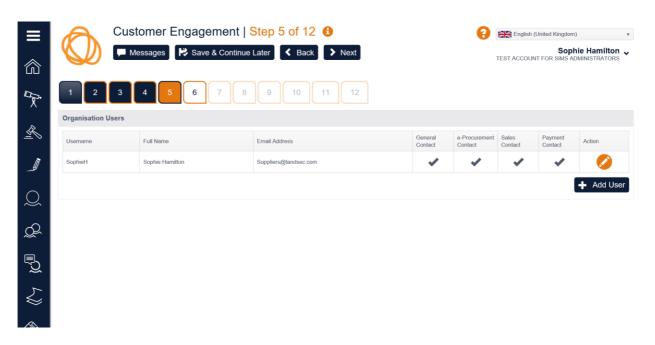


Please expand and select as applicable.





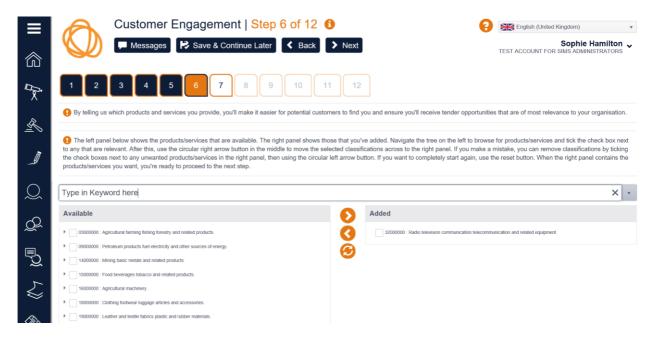
Please add and edit as appropriate



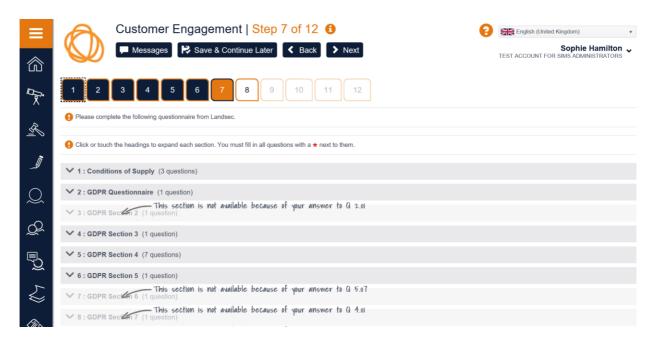
Please add and edit as appropriate

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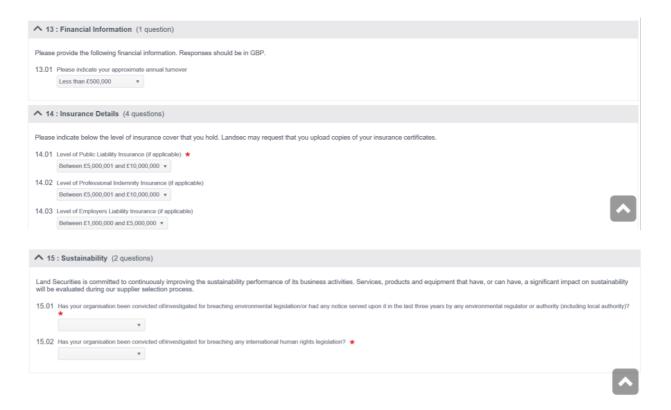
Type in keywords as select and move to the added column as appropriate



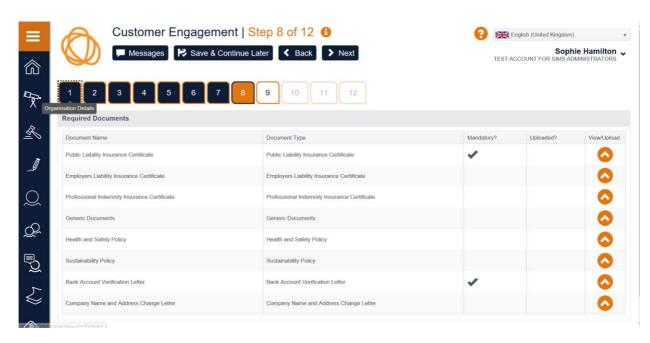
Expand and tick as appropriate to see if any further Security assessment is required

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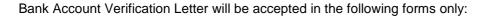
Select and complete as appropriate



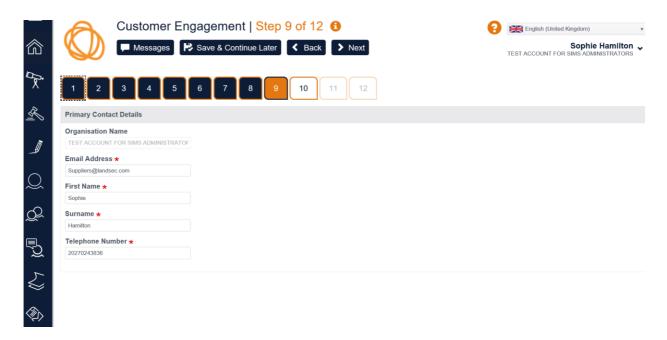
The items ticked are Mandatory. If you do not hold Public Liability Insurance you can upload a word doc statement advising why.

We also require you to provide Professional Indemnity Insurance if applicable.

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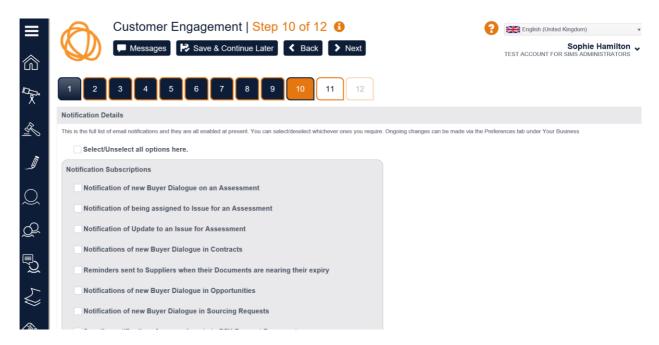
- Signed letterhead in PDF format which provides organisation name, business address, telephone number and VAT number, company registration number, sort code, bank account number and bank account name
- Recent bank statement from the last 3 months
- Bank certificate dated within the last 3 months



Please check your account details are correct or amend accordingly

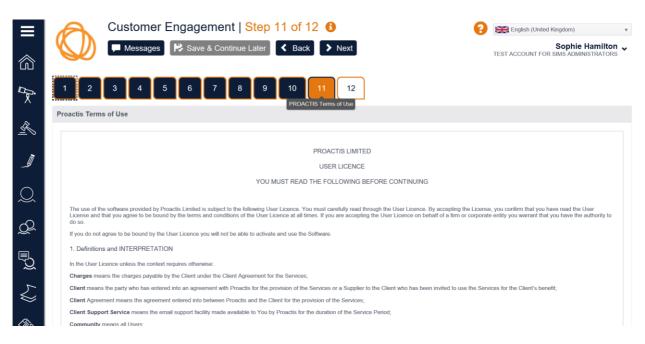
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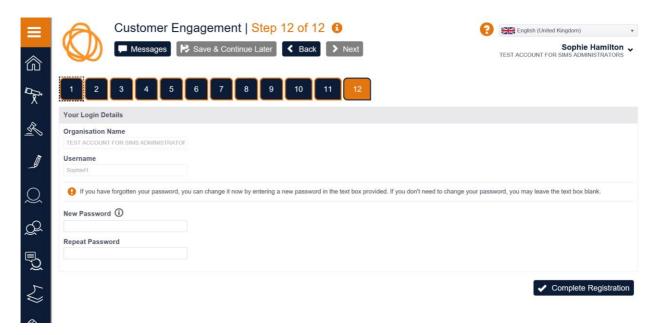
You can select which type of notifications you wish to receive here. You can unselect at the top of the page if you don't wish to receive any.

Landsec will contact you directly for all requirements relating to our specific relationship.



Proactis Software Licence agreement. Please note you will not be charged for use of this portal in relation to any dealings with Landsec.





Set your password and Complete. You will be required to update this portal from time to time should any details on your account change so please be aware you will need to remember these details in the future.

Should you forget your password there is an easy password reset option available on the sign in page. If you require further assistance you can contact suppliers@landsec.com