



**PROCUREMENT eSERVICE**

HM Government of Gibraltar

# **Supplier Guide13 Inserting Bank Details, Additional Info & Uploading a Document**

Version 2 Dec 2020

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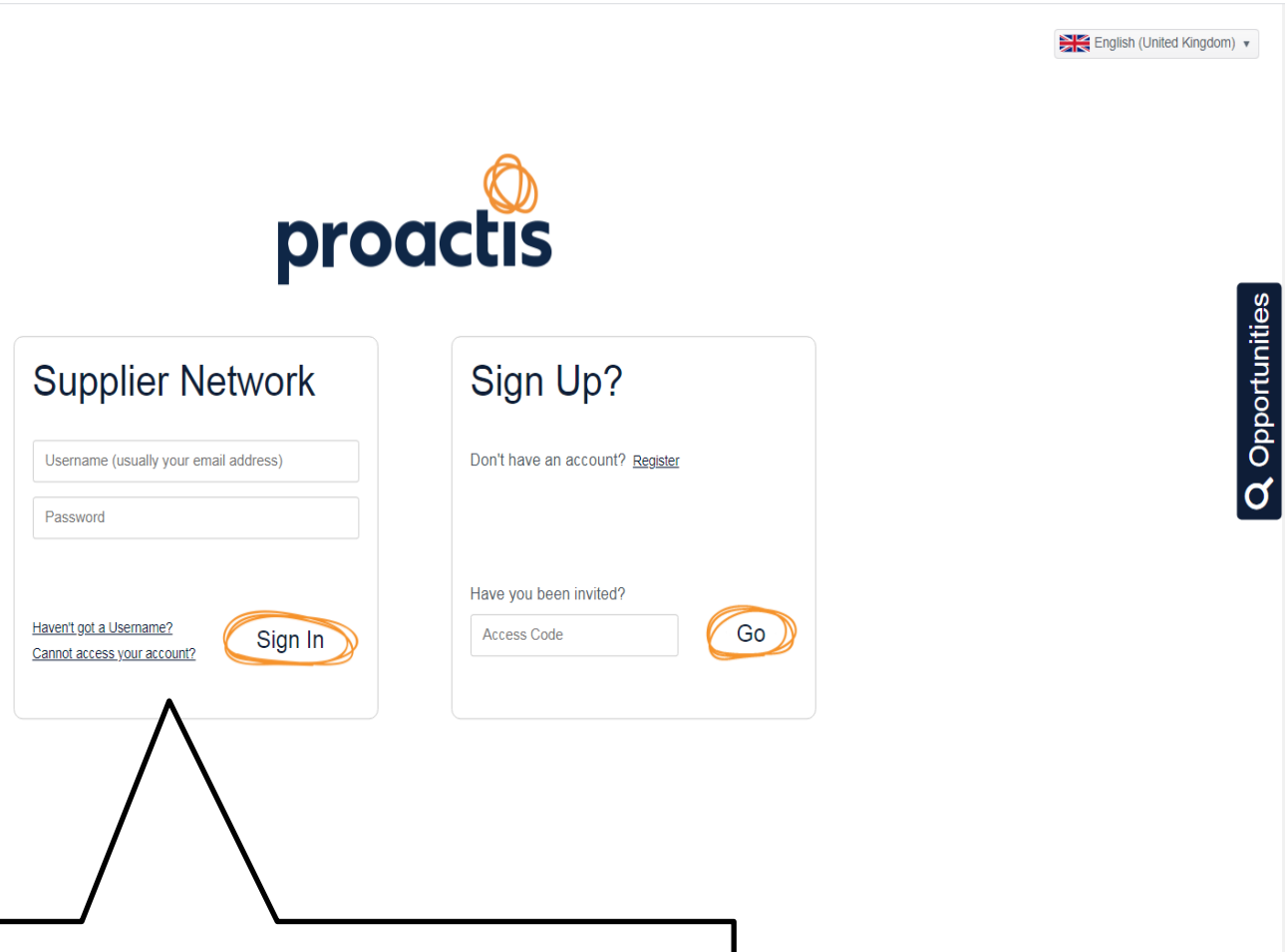
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HM Government of Gibraltar

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# **Inserting Bank Details & Additional Data**

# Accessing the Supplier Portal



English (United Kingdom) ▾

**proactis**

**Supplier Network**

Username (usually your email address)

Password

[Haven't got a Username?](#)

[Cannot access your account?](#)

**Sign In**

**Sign Up?**

Don't have an account? [Register](#)

Have you been invited?

Access Code

**Go**

**Opportunities**

1. Login to Supplier Portal at  
<https://hmgogsupplier.gibraltar.gov.gi>

# Accessing Additional Data

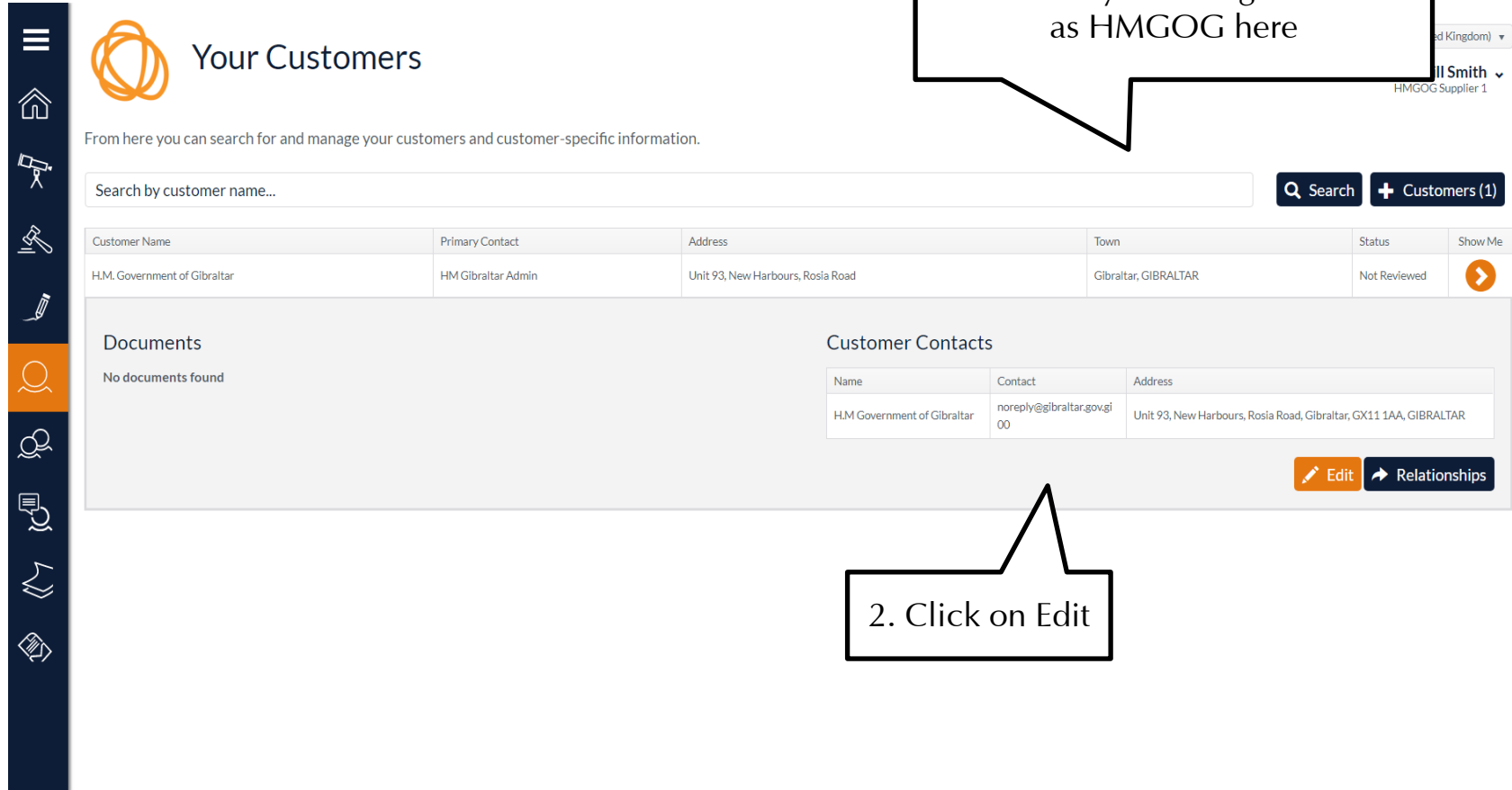
The dashboard displays the following data cards:

| Category               | Count |
|------------------------|-------|
| Notifications          | 16    |
| Opportunities          | 1     |
| Orders                 | 0     |
| Invoices               | 0     |
| Customer Relationships | 0     |
| Customer Requests      | 0     |
| Auctions               | 0     |
| Contracts              | 0     |

The 'Customers' icon in the sidebar is highlighted, and a callout box points to it with the instruction: "1. Click on Customers Icon".

1. Click on Customers Icon

# Accessing Additional Data



**Your Customers**

From here you can search for and manage your customers and customer-specific information.

Search by customer name... Search Customers (1)

| Customer Name                | Primary Contact    | Address                           | Town                 | Status       | Show Me           |
|------------------------------|--------------------|-----------------------------------|----------------------|--------------|-------------------|
| H.M. Government of Gibraltar | HM Gibraltar Admin | Unit 93, New Harbours, Rosia Road | Gibraltar, GIBRALTAR | Not Reviewed | <a href="#">➔</a> |

**Documents**  
No documents found

**Customer Contacts**

| Name                        | Contact                        | Address   |
|-----------------------------|--------------------------------|---|
| H.M Government of Gibraltar | noreply@gibraltar.gov.gi<br>00 | Unit 93, New Harbours, Rosia Road, Gibraltar, GX11 1AA, GIBRALTAR |

[Edit](#) [Relationships](#)

**1. You may need to expand the selection by selecting Customer as HMGOG here**

**2. Click on Edit**

# How to Add/Edit Categories and Geographies Information

1. **Categories** - Select your appropriate Organisation Size



Please ensure that you provide this information.

## Edit Customer Information

[← Back](#) [✓ Save](#)

From here you can amend customer specific information for H.M. Government

Categories Geographies Bank Details

### Organisation Categories

- Organisation Size: Small (1 - 49 employees)
- Organisation Size: Medium (50 - 249 employees)
- Organisation Size: Large (250+ employees)

2. **Geographies** – Select your location and areas where you conduct business

## Edit Customer Information

[← Back](#) [✓ Save](#)

From here you can amend customer specific information for H.M. Government of Gibraltar.

Categories **Geographies** Bank Details

### Available

- EUROPE : Europe
- AFRICA : Africa
- ASIA : Asia
- AUSTRALASIA : Australasia
- NORTH AMERICA : North America
- SOUTH AMERICA : South America

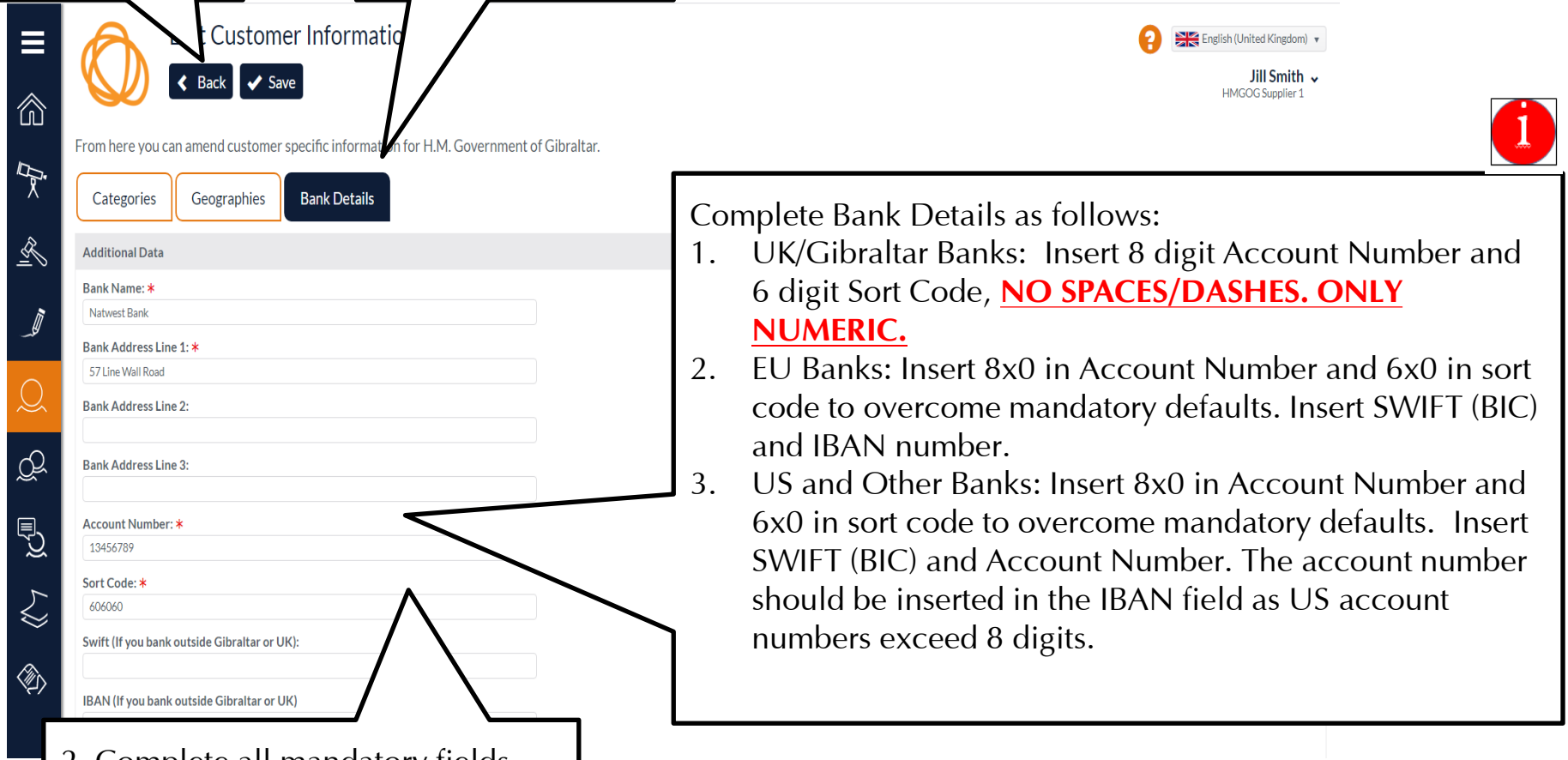


Added

# How to Add/Edit Bank Details...

3. Click Save once completed

1. Click on Bank Details



Customer Information

English (United Kingdom)

Jill Smith  
HMGOG Supplier 1

From here you can amend customer specific information for H.M. Government of Gibraltar.

Categories Geographies **Bank Details**

Additional Data

Bank Name: \*  
Natwest Bank

Bank Address Line 1: \*  
57 Line Wall Road

Bank Address Line 2:

Bank Address Line 3:

Account Number: \*  
13456789

Sort Code: \*  
606060

Swift (If you bank outside Gibraltar or UK):

IBAN (If you bank outside Gibraltar or UK):

Back Save

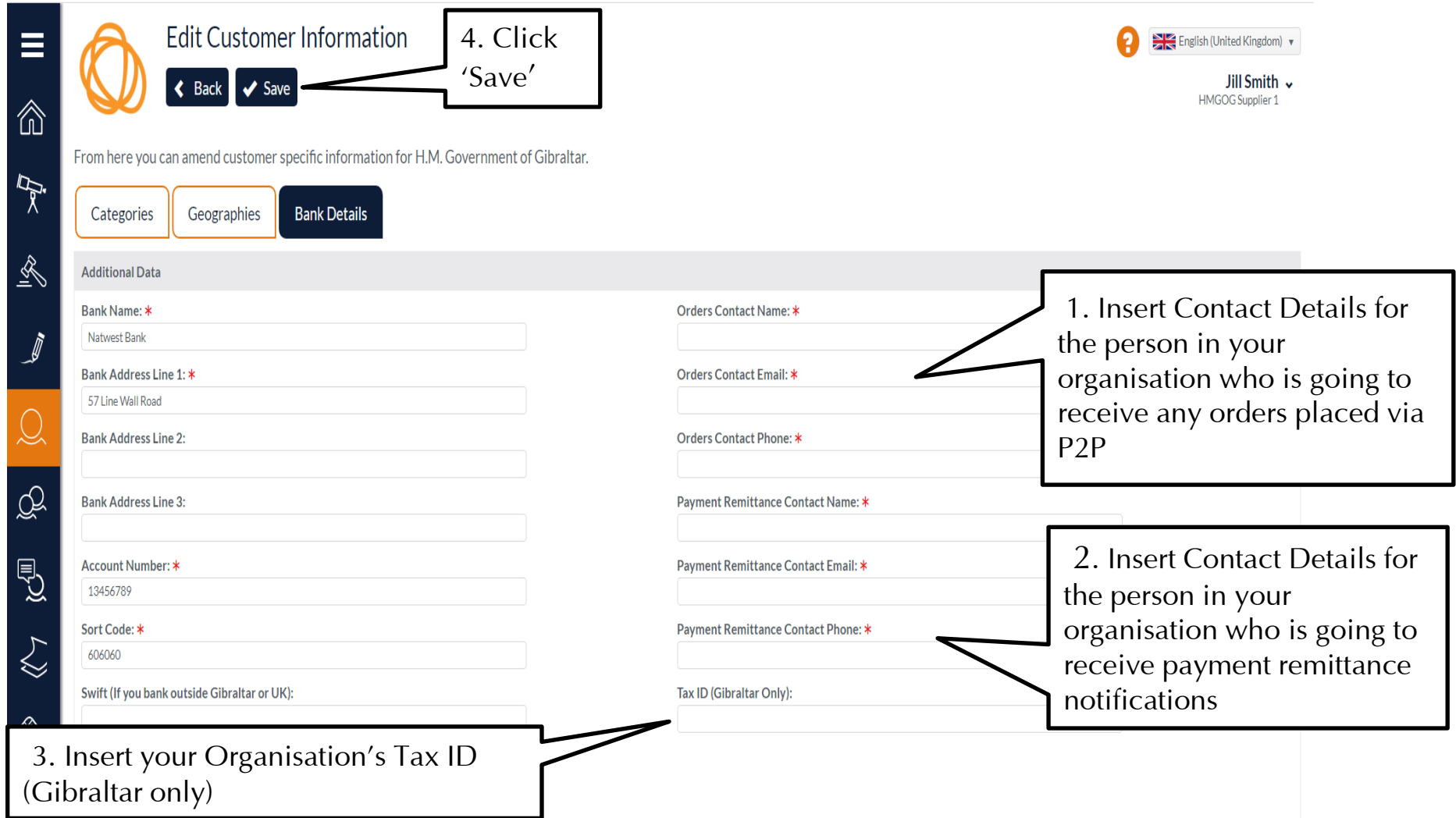
Complete Bank Details as follows:

1. UK/Gibraltar Banks: Insert 8 digit Account Number and 6 digit Sort Code, **NO SPACES/DASHES. ONLY NUMERIC.**
2. EU Banks: Insert 8x0 in Account Number and 6x0 in sort code to overcome mandatory defaults. Insert SWIFT (BIC) and IBAN number.
3. US and Other Banks: Insert 8x0 in Account Number and 6x0 in sort code to overcome mandatory defaults. Insert SWIFT (BIC) and Account Number. The account number should be inserted in the IBAN field as US account numbers exceed 8 digits.

2. Complete all mandatory fields.  
Marked with red asterisk \*



# How to Add/Edit Additional Data



**Edit Customer Information** 4. Click 'Save'

From here you can amend customer specific information for H.M. Government of Gibraltar.

Categories Geographies **Bank Details**

**Additional Data**

Bank Name: \*  
Natwest Bank

Bank Address Line 1: \*  
57 Line Wall Road

Bank Address Line 2:

Bank Address Line 3:

Account Number: \*  
13456789

Sort Code: \*  
606060

Swift (If you bank outside Gibraltar or UK):

Orders Contact Name: \*

Orders Contact Email: \*

Orders Contact Phone: \*

Payment Remittance Contact Name: \*

Payment Remittance Contact Email: \*

Payment Remittance Contact Phone: \*

Tax ID (Gibraltar Only):

1. Insert Contact Details for the person in your organisation who is going to receive any orders placed via P2P

2. Insert Contact Details for the person in your organisation who is going to receive payment remittance notifications

3. Insert your Organisation's Tax ID (Gibraltar only)

English (United Kingdom) Jill Smith HMGG Supplier 1



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## Uploading a Document

# How to Upload a Document



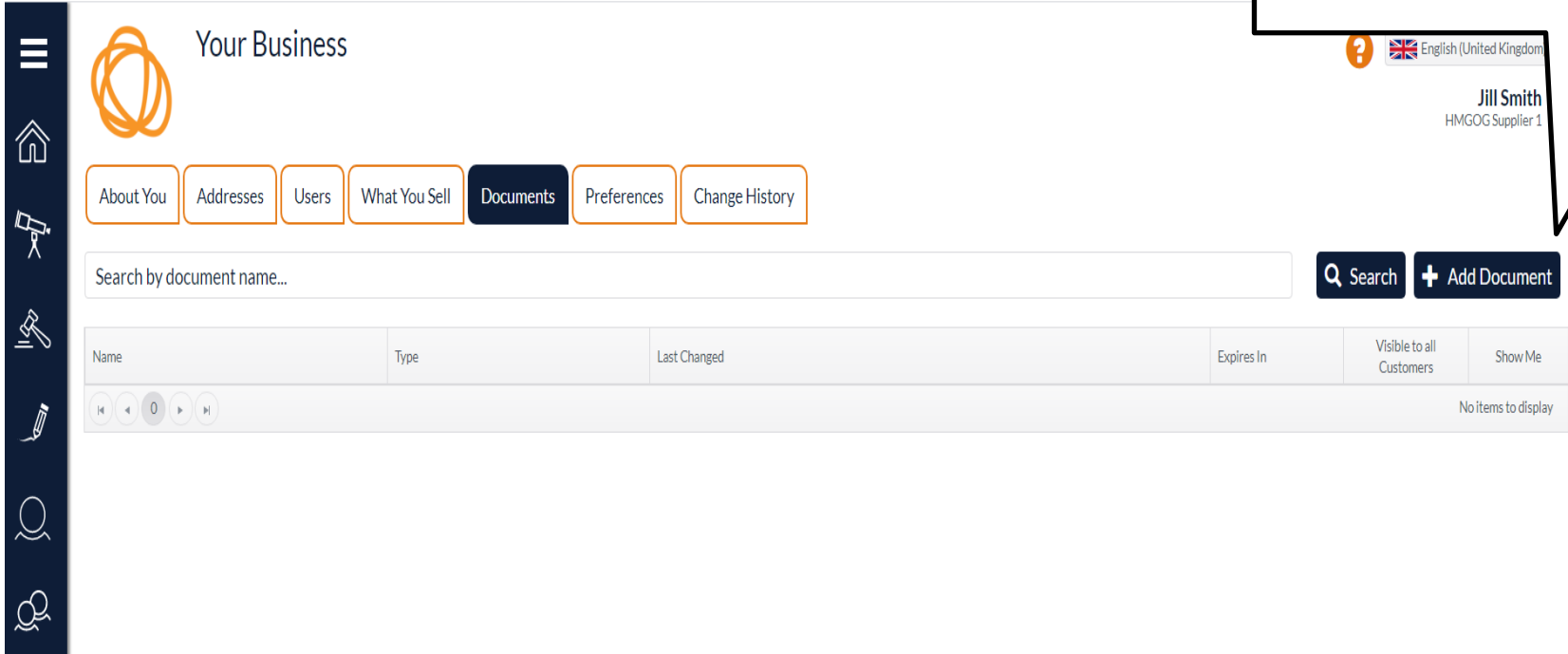
The screenshot shows the 'Your Business' portal interface. A dark blue sidebar on the left contains various icons. The main header area includes the 'Your Business' logo and a navigation bar with tabs: 'About You', 'Addresses', 'Users', 'What You Sell', 'Documents', 'Preferences', and 'Change History'. The 'Documents' tab is highlighted in dark blue. Below the navigation bar is a search bar labeled 'Search by document name...' and a search button. A table with columns 'Name', 'Expires In', and 'V' is partially visible. A profile menu is open on the right, showing the user's name 'Jill Smith', role 'HMGOG Supplier 1', and a list of options including 'Your Business', 'Your Transactions', 'Help', 'Your Subscriptions', 'Manage Preferences', 'Change Password', and 'Sign out'. Two callout boxes provide instructions: one pointing to the profile menu and another pointing to the 'Documents' tab.

1. Click on the Profile Menu and click on Your Business

2. Go to the Documents tab

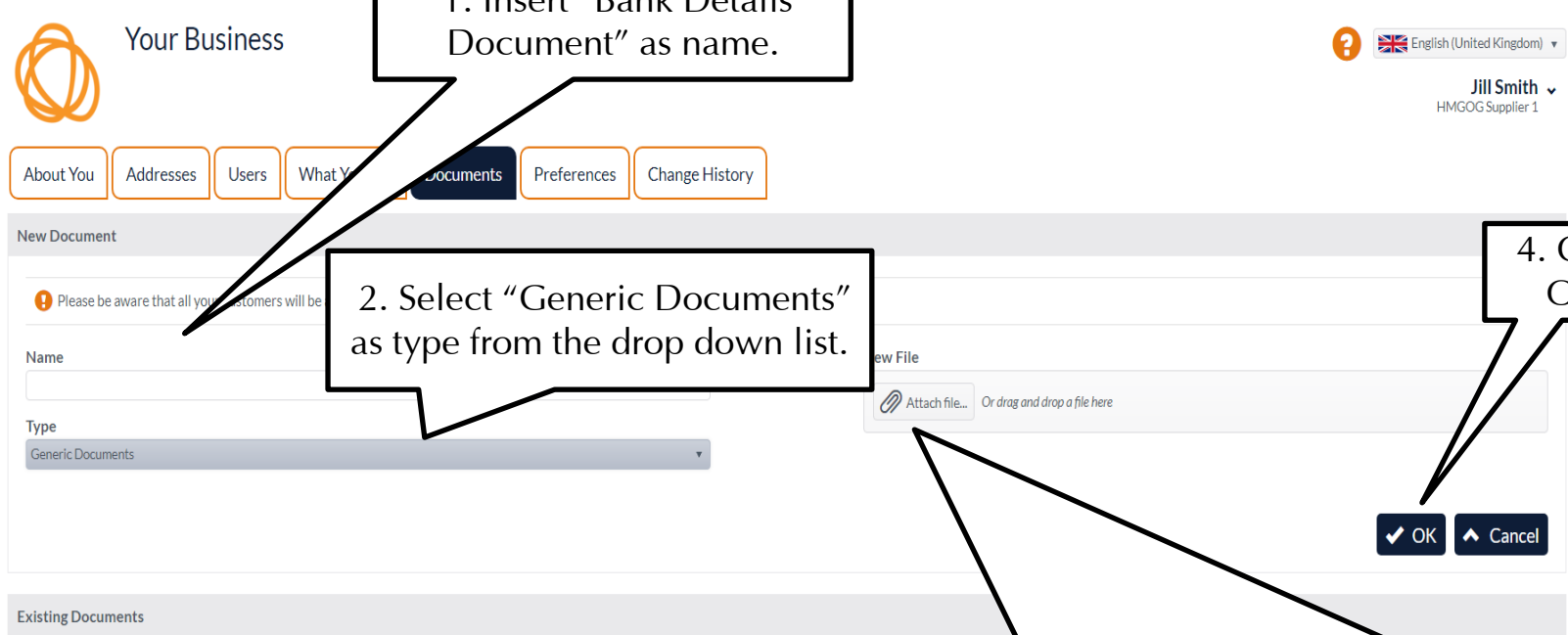
# How to Upload a Document

1. Click on Add Document



The screenshot shows the 'Your Business' user interface. On the left is a dark sidebar with navigation icons. The main header area includes a logo, the text 'Your Business', and a row of navigation buttons: 'About You', 'Addresses', 'Users', 'What You Sell', 'Documents' (highlighted in dark blue), 'Preferences', and 'Change History'. Below this is a search bar with the placeholder text 'Search by document name...'. To the right of the search bar are two buttons: 'Search' and '+ Add Document'. A callout box points to the '+ Add Document' button with the text '1. Click on Add Document'. In the top right corner, there is a user profile for 'Jill Smith', 'HMGOG Supplier 1', with a language dropdown set to 'English (United Kingdom)'. Below the search bar is a table with columns: 'Name', 'Type', 'Last Changed', 'Expires In', 'Visible to all Customers', and 'Show Me'. The table is currently empty, showing 'No items to display' at the bottom right.

# How to Upload a Document



The screenshot shows the 'New Document' form in the procurement system. The form has a 'Name' field, a 'Type' dropdown menu, and an 'Attach file...' section. The 'Type' dropdown is set to 'Generic Documents'. The 'Attach file...' section has a button to 'Attach file...' and a note 'Or drag and drop a file here'. Below the form are 'OK' and 'Cancel' buttons. The user's name 'Jill Smith' and role 'HMGOG Supplier 1' are visible in the top right corner. The language is set to 'English (United Kingdom)'.

1. Insert "Bank Details Document" as name.


2. Select "Generic Documents" as type from the drop down list.

3. Attach a copy of: Cheque Book, Bank Statement, Letter/Document on Bank Letterhead, or Screenshot of Online Banking.  
Provided the following are shown:  
UK/Gibraltar Banks: Account Holder, Number and Sort Code  
EU Banks: Account Holder, Swift(BIC) and IBAN Numbers  
US and Other Banks: Account Holder, Swift (Bic) and Account Number  
This is needed to verify that the details entered previously are correct.

4. Click OK.

# How to Upload a Document

1. If your details have saved successfully you will receive a notification as shown.



 English (United Kingdom)   
 Your changes have been saved successfully.   
 Jim Smith   
 SOG Supplier 1



## Your Customers

From here you can search for and manage your customers and customer-specific information.

 Search
  Customers (0)

| Customer Name                | Primary Contact    | Address                           | Town                | Status       | Show Me   |
|------------------------------|--------------------|-----------------------------------|---------------------|--------------|---|
| H.M. Government of Gibraltar | HM Gibraltar Admin | Unit 93, New Harbours, Rosia Road | Gibraltar, GIBALTAR | Not Reviewed |  |

### Documents

No documents found

### Customer Contacts

| Name                        | Contact                        | Address  |
|-----------------------------|--------------------------------|--|
| H.M Government of Gibraltar | noreply@gibraltar.gov.gi<br>00 | Unit 93, New Harbours, Rosia Road, Gibraltar, GX11 1AA, GIBALTAR |

 Edit
  Relationships

## Next Steps

- The Procurement Office will verify your Bank Details and approve your account.
- The first part of the registration process is complete.
- For the second stage you will be sent a Questionnaire in which you will need to upload a few documents to become a Preferred Supplier.
- Please login and complete at your earliest convenience.

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