

iSpec Vendor registration

March 2018

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Vendor registration

If the iSpec system administrator has enabled registration then companies can pre register themselves as a vendor within iSpec, once all the documentation has been provided the registration details will be submitted and assessed by the internal assessment team and the company will be either approved or rejected as an vendor.

	ster Public tenders	14 Mar 2018 12:44 English 🗘
Home		
Home o		

To get started click the *Register* link.

Enter the First/Last name, email address and *Submit* your details.

iSpec will send an email to the vendor with a link to start registration.

Home	
Registration	
Ν	New registration
F	irst name * Brian
L	ast name * Jones
E	-mail * bryan@centric.com
	OWXHR
	OWXHK
Ту	ype the code from the image
	Submit
Ву	y registering on this site, you agree to our Terms and Conditions

The registration is broken down into 8 different section

- General company details General company information including registration & VAT/GST certificates.
- Contact person information Contact details for the main contact within the company.
- Organisation nature & structure Shareholder and board of directors details including documentation.
- Financial information Financial information including capital structure, bank and profit & loss information.
- Certificates / Licensing Relevant certificates & licensing information.

- Category Application Category information that best describes the company.
- Health, Safety & Environment HSE assessment form and any other relevant Health & Safety certificates.
- Declaration Complete the final declaration and submit the registration details.

Company details

The first section to complete is the company details section, go through and complete all details, fields that have an red asterix must be completed and all documents attached otherwise you will not be able to submit your registration.

To save the information and more to the next section click the Save & Cont. link.

Vendor Registration	0
Company Contact	Structure Financial Certification Categories Health & Safety Declaration
A-General comp	pany particulars
Company type *	OPublic listed Private limited OPartnership/Sole proprietor
Company name *	SPX Crane Services
Registration no. *	GB155155155
	BPX_Reg.pdf
	Upload files
GST/VAT no. *	GB123123123
	If your turnover is greater than \$ 500,000 you must attach a copy of your GST/VAT registration
	Upload file
Date of incorporation	18 Dec 2000 🛱
Memorandum articles	Upload file
Company status	Local
Company Regis	tered Address
Address1	122 Chruch Street
Address2	Euston
City	London
Province/State	London
Postal code	
Country	W1
Country	United Kingdom
Correspondence	e details
Address1 *	
	122 Church Street
Address2	Euston
City *	London
Province/State *	London
Postal code *	W1
Country	United Kingdom
Tel	0208155155
Fax	0209155156
Email	
	info@spxcraneservices.com
Website	www.spxcraneservices.com
🖹 Save & Cont	

Contact person information

The First/Last name and Email address will automatically be populated but you must also attach the company organisation chart as this information is mandatory. To save the information and more to the next section click the *Save & Cont.* link.

iSpec	Log out	My workspace	All tenders	Library(Vendor sup	plied specs)	Public tenders	Help	14 Mar 2018 12:52	English
Home C									
Vendor Regi	istration	0							
Company	Contact	Structure Fir	nancial Cert	ification Categori	es Health &	Safety Decla	aration		
B-Contac	t Perso	on Informat	tion						
Firstname *		Steve							
Lastname *		Smith							
Designation									
Direct Line		073510626							
Mobile phone		UNUTIONED							
Email Address1	•								
E		steve@spxcra	aneservices.c	om					
Email Address2									
Organisation Ch	hart *	Must show positi	ion of contact p tion_Chart_@_J	erson uly_15.pdf					
		Upload file							
Return	🖹 Save &	Cont							

Organisation nature & structure

The organisation nature and structure section lists all shareholders and board of director members within the company.

When entering shareholders details the system will only allow you to enter % of shares up to a combined maximum of 100%, if the user goes over this amount they will receive a warning that the % is over the allowed amount.

Click Add new record to add either Shareholder or Board of Director details.

Vendor Registration @							
Company	Contact	Structure	Financial	Certification Catego	ories Health & Safety Declaration	1	
C-Orgar	nisation	Nature	& Structu	Ire			
3hareholder D	etails *	_					
		Firs	tname	Lastname	% of shares allotted	Number of shares allotted	
a	ť	Ste	/e	Smith	25	25000	
a	۲.	Geo	orge	Talam	25	25000	
a	Ì	Gre	gory	Horsham	50	50000	
+ Add new record							
Shareholder attachment SPX_Shareholder.pdf							
		Upload	file				

Upload the Return of Allotment shares and Board of directors particulars documentation. Once all of the information has been added click the *Save & Cont.* link.

Board of Directors Details *							
	Firstname	Lastname	IC Number	Nationality			
a	John	Harris	680423015565	United Kingdom			
#	Debbie	Donshart	620126015222	United States			
+ Add new record							
30ard of directors Please attach Registered directors' particulars Upload file							

Return

🖺 Save & Cont

Financial information

Most of the financial information is mandatory and the user cannot submit registration until all fields with an asterix are completed.

Enter authorised capital, paid-up capital, annual turnover and working capital.

Enter the net profit and loss for the required years.

During assessment iSpec will automatically assign a score depending on what data you input.

Enter the company bank details.

Note: The net/profit and loss details may change depending on individual configuration. To save the information and more to the next section click the *Save & Cont.* link.

Home C							
Vendor Registration	3						
Company Contact	Structure	Financial	Certification	Categories	Health & S	afety	Declaration
D-Financial Info	rmation						
Capital Structure							
Authorised Capital *	\$ 100000	0					
Paid-up Capital *	¢	0					
Annual Turnover *	\$ 80000	0					
Warking Capital *	\$ 2000000	O Annual t	urnover calculatio	n : (Revenue	as per latest in	come St	tatement on the Financial Statement)
working capital "	\$ 80000	0 Working	capital calculatio	n (Current as	set – Current lia	bilities o	on the latest Balance Sheet in Financial Statement)
Account Details							
Bank Name *	TSB Bank						
Bank Address1 *	110 High S	Street					
Bank Address2							
Bank City *	Euston						
Bank Province/State *	London						
Bank Postal code *	W1						
Country *	United Kin	igdom		_			
Account No *	31182714	36					
Swift code	CP10245						
IBAN	GB12345						
Audited financial states	for last 2 vo						
Audited infancial statements	for last 3 years	Year	Profit/L	OSS		Annua	al Report
a		2017			\$10,500,000	Û	SPX_Audit_2017.pdf
a		2016			\$8,500,000	Û	SPX_Audit_2016.pdf
a		2015			\$7,000,000	Û	SPX_Audit_2015.pdf
Return 🛛 🖺 Save &	Cont						

Certificates / Licensing

If the company has any of the pre defined certificates please click the edit icon and complete all fields including any attachment.

Select a category that best describes the company business and add any supporting attachments.

Home C							
Vendor Regi	Vendor Registration o						
Company	Contact Structure Financial	Certification Cate	gories Health & Sa	ifety Declara	ation		
E-Certific	ate / License						
	Statutory Authorites/Bodies	Certificate Number	Certificate Validity Date	Type/Class	Attachment		
# 0	Crane Development CD1	CD12345	01 Jan 2000	AB	CD1.pdf		
# 0	Crane Development CD2	CD155661	01 Jan 2005	AB	CD2.pdf		
# 0	Crane Development CD3	CD199199	01 Jan 2010	A	CD3.pdf		
ŧ	New Licensing and certification						
+ Add new re	+ Add new record						
Return	Bave & Cont						

To add a new record click the Add new record link.

Select the main category and sub category from the drop down list enter experience, upload any attachments and click *Insert*.

To save the information and more to the next section click the *Save* & *Cont.* link.

Statutory Authorities/Bodies	
Certificate Number	
Certificate Validity Date	
Type/Class	
License/Cert Attachment	Please attach support document Upload file
Insert Cancel	
+ Add new record	

Category Application

Choose a main category, sub category, experience and catalogs. You can also upload any supporting attachments you have. Note: When evaluating your registration information the evaluator may decide that the company falls under a different category in which case they may change the details.

	vorkspace All tenders Lib	rary(Vendor supplied s	specs) Public tenders I	Help 14 Ma	ar 2018 13:46	English 🛟
Home C						
Vendor Registration $ arrho $						
Company Contact Struc	cture Financial Certificatio	on Categories	Health & Safety Declarati	on		
F-Category Applica	tion					
Please select the category for regis	stration					
	Main Category	Sub-Category		Experience	Attachment	
₩	Consultant	IT consultant				
	Civil	Civil & Structure - Bu	uilding			
+ Add new record						
Return 🛛 🖺 Save & Cont						

Health, safety & environment

Attach any HSE documents by clicking the *Add completed HSE Form/Other with all supporting documents* link.

Enter a description, upload any attachments and click Insert.

To save the information and more to the next section click the Save & Cont. link.

Vendor Registration o								
Company Contact Structure Financi	al Certification Categories Health & Safe	ty Declaration						
G-Health, Safety & Environme	ent (HSE) Requirement							
Download HSE Evaluation Form I declare all information provided in the HSE Evalua	tion are correct and valid.							
	Description	Attachment						
a	HSE Certs 2018	HSE_2018.pdf						
a	HSE Certs 2017	HSE_2017.pdf						
a	Image: HSE Certs 2016 Image: HSE_2016.pdf							
+ Add completed HSE Form/Other with all supporting documents								
Return 🖹 Save & Cont	Return 🖺 Save & Cont							

Declaration

The final stage is to complete the declaration form and submit.

If anything has been missed iSpec will warn you and list what is outstanding. Go back and finish the missing information complete the declaration again and click Submit.

<u>c</u>								
Vendor Re	gistration	0						
Company	Contact	Structure	Financial	Certification	Categories	Health & Safety	Declaration	
Declarat	tion							
Decla We, the unders Company and registration inv	signed hereb its represent valid.	DN y declare to th atives to unde	e best of our k rtake further ir	knowledge and be nvestigation if so	elief that the part desired. We also	iculars furnished unc	der this application	on are true and accurate. We also authorise The stipulated in this form may render our
Brian Jone	es							Name
BJS 55								IC No
IT								Designation
bjones@sr	oxcranesen	/ices.com						Email
Return	Subn	nit						

If you submit your registration and then decide that you wish to change any details you can click the *Request to update the registration* link.

Vendor Registration o									
Company	Contact	Structure	Financial	Certification	Categories	Health & Safety	Declaration		
	Thank you, registration completed!								
		Т	hank	you, ı	registi	ration c	omple	eted!	

The internal users can click the *Accept vendor requesting update* link. Home -> Manage users -> Vendor evaluation

Sendor registration - SPX Crane Services (Vendor Request To Update)									
Accept ve	Accept vendor request for update Decline vendor request for update								
Rich Ball Firs	t registration	: 27 JUL 2	2015						
Checklist	Finance	HSE	Procurement	Final Score	Final Approval	Email	Approval History		

The vendor can now change any details, complete the declaration form they will then need to resubmit registration details.