iSpec 8

iSpec
Vendor registration

March 2018

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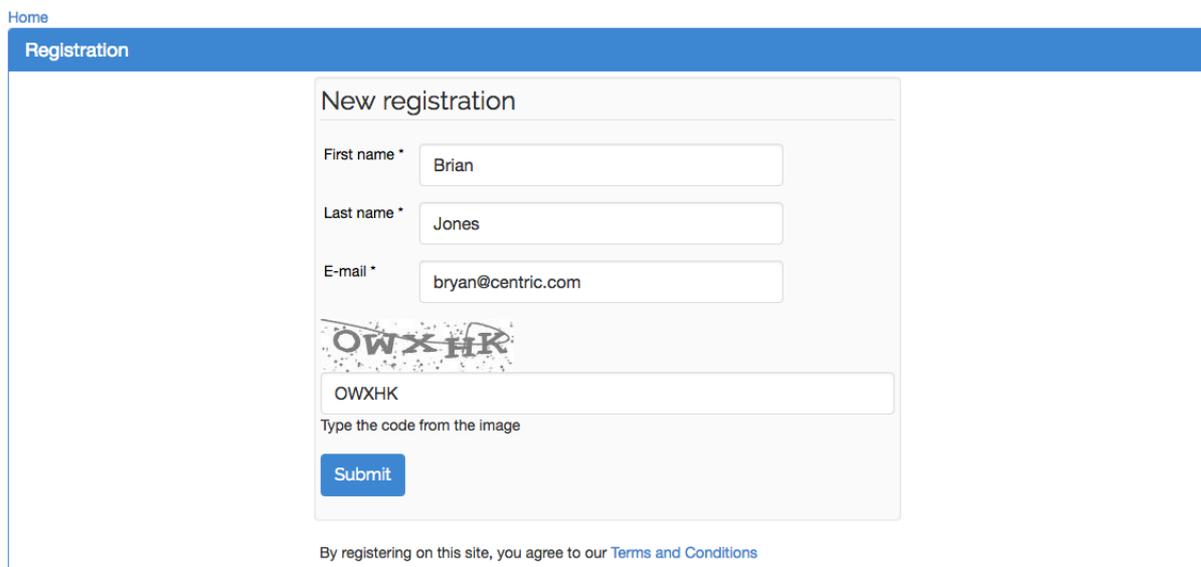
Vendor registration

If the iSpec system administrator has enabled registration then companies can pre regis-ter 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.

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Home ❓
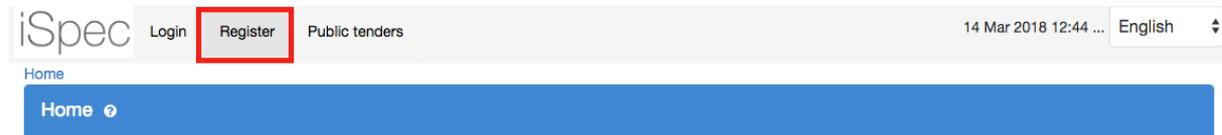
To get started click the *Register* link.

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

New registration

First name * Brian

Last name * Jones

E-mail * bryan@centric.com

OWXHK

OWXHK

Type the code from the image

Submit

By 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.

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 supplied specs)   Public tenders   Help   14 Mar 2018 12:52 ...   English

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Vendor Registration ❷

| Company | Contact | Structure | Financial | Certification | Categories | Health & Safety | Declaration |

B-Contact Person Information

Firstname *	Steve
Lastname *	Smith
Designation	
Direct Line	073510626
Mobile phone	
Email Address1 *	steve@spxcraneservices.com
Email Address2	
Organisation Chart *	Must show position of contact person
	🗑 Organisation_Chart_@_July_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.

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C-Organisation Nature & Structure

Shareholder Details *

	Firstname	Lastname	% of shares allotted	Number of shares allotted
⚏ 🗑	Steve	Smith	25	25000
⚏ 🗑	George	Talam	25	25000
⚏ 🗑	Gregory	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
⚏ 🗑	John	Harris	680423015565	United Kingdom
⚏ 🗑	Debbie	Donshart	620126015222	United States
+ Add new record				

Board of directors attachment   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.

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D-Financial Information

Capital Structure

Authorised Capital *	$	1000000	
Paid-up Capital *	$	800000	
Annual Turnover *	$	20000000	Annual turnover calculation : (Revenue as per latest Income Statement on the Financial Statement)
Working Capital *	$	800000	Working capital calculation (Current asset – Current liabilities on the latest Balance Sheet in Financial Statement)

Account Details

Bank Name *	TSB Bank
Bank Address1 *	110 High Street
Bank Address2	
Bank City *	Euston
Bank Province/State *	London
Bank Postal code *	W1
Country *	United Kingdom ▼
Account No *	3118271436
Swift code	GB12345
IBAN	

Audited financial statements for last 3 years

		Year	Profit/Loss	Annual Report
⚙ 🗑		2017	$10,500,000	🗑 SPX_Audit_2017.pdf
⚙ 🗑		2016	$8,500,000	🗑 SPX_Audit_2016.pdf
⚙ 🗑		2015	$7,000,000	🗑 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.

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.

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.

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.

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Vendor Registration ❓

| Company | Contact | Structure | Financial | Certification | Categories | **Health & Safety** | Declaration |

G-Health, Safety & Environment (HSE) Requirement

Download HSE Evaluation Form
I declare all information provided in the HSE Evaluation are correct and valid.

	Description	Attachment
🎚️ 🗑️	HSE Certs 2018	🗑️ HSE_2018.pdf
🎚️ 🗑️	HSE Certs 2017	🗑️ HSE_2017.pdf
🎚️ 🗑️	HSE Certs 2016	🗑️ HSE_2016.pdf
+ Add completed HSE Form/Other with all supporting documents		

[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.

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Vendor Registration ❓

| Company | Contact | Structure | Financial | Certification | Categories | Health & Safety | **Declaration** |

Declaration

Declaration

We, the undersigned hereby declare to the best of our knowledge and belief that the particulars furnished under this application are true and accurate. We also authorise The Company and its representatives to undertake further investigation if so desired. We also agree that any incorrect information stipulated in this form may render our registration invalid.
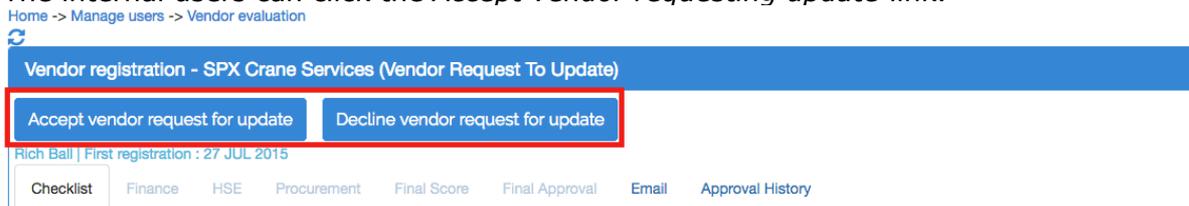
Brian Jones	Name
BJS 55	IC No
IT	Designation
bjones@spxcraneservices.com	Email

[Return] [💾Submit]

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.
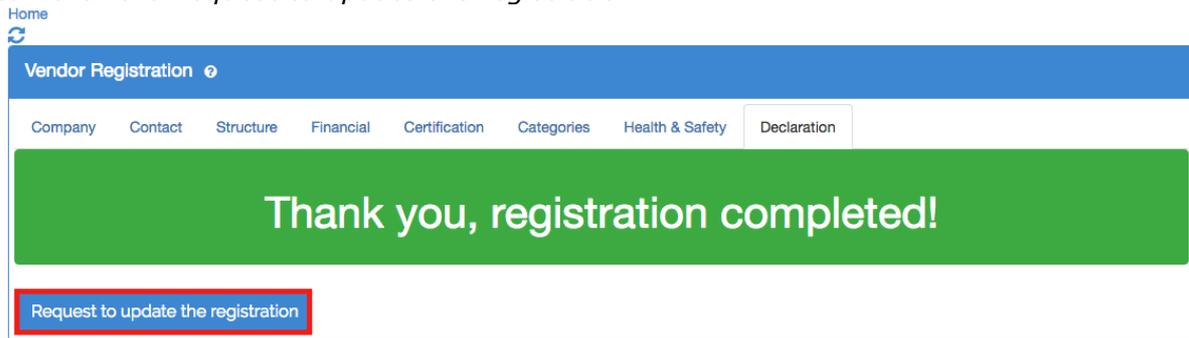
The internal users can click the *Accept vendor requesting update* link.

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