



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



Customer Engagement | Step 1 of 12

Messages Save & Continue Later Back

1 Welcome
Don't worry! There are a number of steps you need to go through in order to complete your registration but go at your own pace. We automatically save your data after each step and you can click 'Save & Continue Later' if you want to save what you've done and come back to it when you have more time. Click 'Next' to take the short tour. [Next](#)

English (United Kingdom)
Sophie Hamilton
TEST ACCOUNT FOR SIMS ADMINISTRATORS

1 2 3 4 5 6 7 8 9 10 11

Documents (3)

Organisation Details

Organisation Name *
TEST ACCOUNT FOR SIMS ADMINISTRATOF

Registration Number ⓘ
23567897 Not Applicable

VAT Number ⓘ
GB123456798 Not Applicable

DUNS Number ⓘ
 Not Applicable

Construction Industry Scheme (CIS) Details

CIS Registration Type *
None

Organisation Type ⓘ

Public Company
 Private Limited Company
 Partnership
 Sole Trader
 Limited Liability Partnership
 Government Body
 Third Sector

1

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



Customer Engagement | Step 2 of 12 ?

English (United Kingdom)

Sophie Hamilton
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Additional Data

Primary Supplier Contact Name:

Factor Name:

Website Address:

Factor Contact Name:

Payment Method: B - BACS

Factor e-mail address:

UK Bank Account Name: TEST ADMIN ACCOUNT

IBAN Code (Non-UK):

UK Bank Account Number (8 digits. No spaces): 12837487

Sort Code (6 digits. No spaces, no hyphens): 238483

Remittance Email Address: Suppliers@landsec.com

Payment by Factor?:

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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)

Customer Engagement | Step 3 of 12

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English (United Kingdom) Sophie Hamilton TEST ACCOUNT FOR SIMS ADMINISTRATORS

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Your customer would like you to specify the geographical regions in which your organisation operates.

The left panel below shows the regions that are available. The right panel shows those that you've added. Expand the tree on the left and tick the check box next to each relevant region. After this, use the circular right arrow button in the middle to move the selected regions across to the right panel. If you make a mistake, you can remove regions by ticking the check boxes next to any unwanted regions in the right panel, then using the circular left arrow button. If you want to completely start again, use the reset button. When the right panel contains the regions you want, you're ready to proceed to the next step.

Available

UK : United Kingdom

Added

UK : United Kingdom

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Please expand and select as applicable.



Customer Engagement | Step 4 of 12

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English (United Kingdom)

Sophie Hamilton
TEST ACCOUNT FOR SIMS ADMINISTRATORS

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Organisation Addresses

Address	Primary	Enabled	Action
A Place, A Road, Test Town, County, TR42 7XP, UNITED KINGDOM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

+ Add Address

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Please add and edit as appropriate

Customer Engagement | Step 5 of 12

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English (United Kingdom)

Sophie Hamilton
TEST ACCOUNT FOR SIMS ADMINISTRATORS

1 2 3 4 5 6 7 8 9 10 11 12

Organisation Users

Username	Full Name	Email Address	General Contact	e-Procurement Contact	Sales Contact	Payment Contact	Action
SophieH	Sophie Hamilton	Suppliers@landsec.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

+ Add User

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Please add and edit as appropriate



Customer Engagement | Step 6 of 12 English (United Kingdom) **Sophie Hamilton**

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1 2 3 4 5 6 7 8 9 10 11 12

By telling us which products and services you provide, you'll make it easier for potential customers to find you and ensure you'll receive tender opportunities that are of most relevance to your organisation.

The left panel below shows the products/services that are available. The right panel shows those that you've added. Navigate the tree on the left to browse for products/services and tick the check box next to any that are relevant. After this, use the circular right arrow button in the middle to move the selected classifications across to the right panel. If you make a mistake, you can remove classifications by ticking the check boxes next to any unwanted products/services in the right panel, then using the circular left arrow button. If you want to completely start again, use the reset button. When the right panel contains the products/services you want, you're ready to proceed to the next step.

Type in Keyword here

Available		Added
<input type="checkbox"/> 03000000 - Agricultural farming fishing forestry and related products.		<input type="checkbox"/> 32000000 - Radio television communication telecommunication and related equipment.
<input type="checkbox"/> 09000000 - Petroleum products fuel electricity and other sources of energy.		
<input type="checkbox"/> 14000000 - Mining basic metals and related products.		
<input type="checkbox"/> 15000000 - Food beverages tobacco and related products.		
<input type="checkbox"/> 16000000 - Agricultural machinery.		
<input type="checkbox"/> 18000000 - Clothing footwear luggage articles and accessories.		
<input type="checkbox"/> 19000000 - Leather and textile fabrics plastic and rubber materials.		

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

Customer Engagement | Step 7 of 12 English (United Kingdom) **Sophie Hamilton**

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1 2 3 4 5 6 7 8 9 10 11 12

Please complete the following questionnaire from Landsec.

Click or touch the headings to expand each section. You must fill in all questions with a * next to them.

- 1: Conditions of Supply (3 questions)
- 2: GDPR Questionnaire (1 question)
- 3: GDPR Section 2 (1 question) *This section is not available because of your answer to Q 2.01*
- 4: GDPR Section 3 (1 question)
- 5: GDPR Section 4 (7 questions)
- 6: GDPR Section 5 (1 question)
- 7: GDPR Section 6 (1 question) *This section is not available because of your answer to Q 5.07*
- 8: GDPR Section 7 (1 question) *This section is not available because of your answer to Q 4.01*

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



13 : Financial Information (1 question)

Please provide the following financial information. Responses should be in GBP.

13.01 Please indicate your approximate annual turnover
Less than £500,000

14 : Insurance Details (4 questions)

Please indicate below the level of insurance cover that you hold. Landsec may request that you upload copies of your insurance certificates.

14.01 Level of Public Liability Insurance (if applicable) *
Between £5,000,001 and £10,000,000

14.02 Level of Professional Indemnity Insurance (if applicable)
Between £5,000,001 and £10,000,000

14.03 Level of Employers Liability Insurance (if applicable)
Between £1,000,000 and £5,000,000

15 : Sustainability (2 questions)

Land Securities is committed to continuously improving the sustainability performance of its business activities. Services, products and equipment that have, or can have, a significant impact on sustainability will be evaluated during our supplier selection process.

15.01 Has your organisation been convicted of/investigated for breaching environmental legislation/or had any notice served upon it in the last three years by any environmental regulator or authority (including local authority)? *
[Dropdown menu]

15.02 Has your organisation been convicted of/investigated for breaching any international human rights legislation? *
[Dropdown menu]

Select and complete as appropriate

Customer Engagement | Step 8 of 12

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Organisation Details

Document Name	Document Type	Mandatory?	Uploaded?	View/Upload
Public Liability Insurance Certificate	Public Liability Insurance Certificate	✓		↑
Employers Liability Insurance Certificate	Employers Liability Insurance Certificate			↑
Professional Indemnity Insurance Certificate	Professional Indemnity Insurance Certificate			↑
Generic Documents	Generic Documents			↑
Health and Safety Policy	Health and Safety Policy			↑
Sustainability Policy	Sustainability Policy			↑
Bank Account Verification Letter	Bank Account Verification Letter	✓		↑
Company Name and Address Change Letter	Company Name and Address Change Letter			↑

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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.



Bank Account Verification Letter will be accepted in the following forms only:

- 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

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English (United Kingdom)

Sophie Hamilton
TEST ACCOUNT FOR SIMS ADMINISTRATORS

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Primary Contact Details

Organisation Name
TEST ACCOUNT FOR SIMS ADMINISTRATOR

Email Address *
Suppliers@landsec.com

First Name *
Sophie

Surname *
Hamilton

Telephone Number *
20270243836

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Please check your account details are correct or amend accordingly



10

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.

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



Customer Engagement | Step 12 of 12

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English (United Kingdom)

Sophie Hamilton
TEST ACCOUNT FOR SIMS ADMINISTRATORS

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Your Login Details

Organisation Name
TEST ACCOUNT FOR SIMS ADMINISTRATOR

Username
SophieH

If you have forgotten your password, you can change it now by entering a new password in the text box provided. If you don't need to change your password, you may leave the text box blank.

New Password

Repeat Password

Complete Registration

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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