



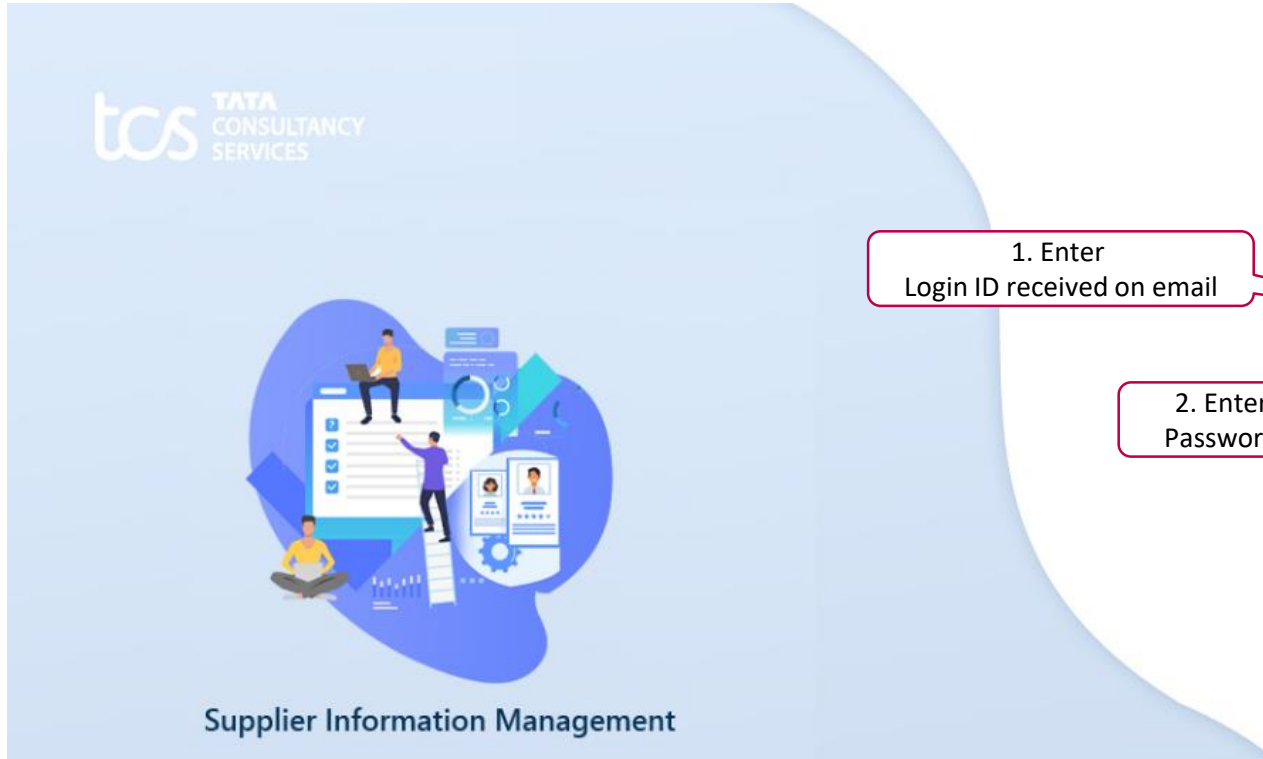
# MyProcurement - Supplier Hub - Supplier Profile User Manual

TCS Platform Solutions  
Version 1.0

# MyProcurement Supplier Hub : Login Page



\*Existing Users can login to the portal using this link : <https://tap.tcsapps.com/tap2/#/login-supplier>



tcs Tap™

1. Enter  
Login ID received on email

User Name

2. Enter  
Password

Password

Log In

[Forgot Password?](#)

3. Click Login

# MyProcurement Supplier Hub : Homepage



The screenshot shows the homepage of the MyProcurement Supplier Hub. The header includes the British Council logo, a hamburger menu, and a 'Home Page' button. The left sidebar contains icons for user profile, home, cart, and help center. The main content area displays a greeting for Soumya Bhattacharya, login status, and a list of announcements. The footer includes the TCS and TATA Consultancy Services logos, a help center link, and a 'Collapse All' button. Callouts provide instructions: 'Click the Cart Icon to access Source to Pay Modules', 'Click on this icon to navigate to help center.', 'Home Page', 'Click the Setting icon for personalization.', and 'Click the Power icon to logout.'

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Home Page

4. Click the Cart Icon to access Source to Pay Modules

Click on this icon to navigate to help center.

5. Click the Setting icon for personalization.

Click the Power icon to logout.

Good Afternoon, **Soumya Bhattacharya**

You are logged in as Sourcing Supplier User. Your last activity was on 13-06-2024.

Announcements

12-06-2024 > UAT to Start From 1st July 2024

HELP CENTER ⓘ ∨

Collapse All

# MyProcurement Supplier Hub : Homepage Settings Screen



The screenshot displays the 'Settings Screen' of the MyProcurement Supplier Hub. The interface includes a left sidebar with navigation icons (user, home, cart, help) and a top header with the British Council logo and a power button. The main content area is titled 'Personalization' and features three settings: 'PASSWORD MANAGEMENT', 'THEME MANAGEMENT', and 'CHANGE LANGUAGE'. A 'User' icon with a checkmark is positioned above these settings. A callout box labeled 'Settings Screen' points to the top of the settings area. Another callout box states 'Supplier User can also change his password.' pointing to the 'PASSWORD MANAGEMENT' option. A third callout box, labeled '6. Supplier can click on the Change Language Panel to select his preferred language of screen display', points to the 'CHANGE LANGUAGE' option. Below this, a language selection dropdown menu is open, showing options: English, 한국어, English, Español, Français, Português, tiếng Việt, 日本語, 简体中文, and 繁體中文. A 'Save Language' button is located to the right of the dropdown. A fourth callout box, labeled '7. User needs to save, once all changes are done..', points to the 'Save' button at the bottom right of the screen. The 'Reset' button is also visible next to the 'Save' button.

Settings Screen

Supplier User can also change his password.

6. Supplier can click on the Change Language Panel to select his preferred language of screen display

7. User needs to save, once all changes are done..

# MyProcurement Supplier Hub : Landing Page



Click for Home Page

Click for Administration Page

Click for Search Requests

Click for Sourcing Events

Click for Public Notices

Click for Supplier's Contracts

Reset

Event ID	Event Type	Event Owner	Start Date	End Date	Time Remaining	Status	
<a href="#">Click for Public Notices</a>	Select	Search	Search	Search		Select	
<a href="#">Click for Supplier's Contracts</a>							
RFP1010508	RFI to RFP	ITT	Soumya Bhattacharya	02/07/2024, 12:54:00 PM	02/10/2024, 12:00:43 PM	---	Participation Confirmed
RFP1010479	RFI Step scoring 01	ITT	Soumya Bhattacharya	02/07/2024, 10:02:52 AM	02/09/2024, 09:24:29 AM	---	Participation Confirmed
RFI1010417	f01 n2 22	RFI	Admin BC	02/05/2024, 04:34:06 PM	02/22/2024, 04:34:06 PM	---	Participation Confirmed
RFP1010286	RFP 12122	RFP	Soumya Bhattacharya	01/30/2024, 02:44:52 PM	02/10/2024, 09:34:42 AM	---	Response Submitted

## Search Requests

# Administration : Search Requests



In Search Request, Supplier user can see all the request created by him/her or if there are any pending requests with them for error resolution



1. Click to navigate to Search Requests page

Click to Search

Type Here to Search by Request No

Click to Reset Search

2. Click to Open the Update Request

3. Check the Status of Update Request

Once Update Request is approved – company profile will get updated

Show 10 entries

Request Number	Initiated By	Request Type	Submitted Date	Status	Comments
REQ849	Soumya Bhattacharya	UPDATE	17-06-2024	Draft	---
REQ850	Soumya Bhattacharya	UPDATE	20-06-2024	In Process	---

Showing 1 to 2 of 2 entries



# Submit New Supplier Update Request



In Administration – Company Profile, the supplier can click on the Edit button on the bottom of the page for profile update.

The screenshot shows the 'Company Profile' page for a supplier. The page has a header with 'User Management' and 'Company Profile' tabs. Below the header is a navigation bar with 'Basic Details', 'Supplier Contacts', 'Bank Details', 'Supplier Site', and 'Certification/Attachments'. The 'Basic Details' tab is active, showing 'Supplier Details' and 'Registration Details' sections. The 'Supplier Details' section contains a table with fields for Vendor Number, Temporary Supplier Number, Status, Vendor Name, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Address Line 5, Country of Contract, Country, State/Province/County, City, Postal Code/PIN/ZIP Code, PO Box, Telephone Number, and Extension. The 'Registration Details' section contains a table with fields for Incorporation/Registration Date, Registration No, and Website. An 'Edit' button is located at the bottom right of the page.

Supplier Details			
Vendor Number	Temporary Supplier Number	Status	Vendor Name
T0000000024	T0000000024	Active	Denver Agro
Address Line 1	Address Line 2	Address Line 3	Address Line 4
street1	street1	--	--
Address Line 5	Country of Contract	Country	State/Province/County
--	Spain-ES	--	--
City	Postal Code/PIN/ZIP Code	PO Box	Telephone Number
city	432111	--	--
Extension			
--			

Registration Details		
Incorporation/Registration Date	Registration No	Website
--	--	--

[Edit](#)

Supplier can click on Edit and update his profile only if :

1. Supplier is already registered with British Council
2. New Suppliers with Awarded Events or Active Contract with British Council

Request Number will be generated after the user clicks on the edit button



# Submit New Supplier Profile Update Request – Basic Details



Fill all the Mandatory Fields in Supplier Details section

✕ Please fill mandatory details

Basic Details

Supplier Contacts ✓

Bank Details ✓

Supplier Site ✓

Certification/Attachments ✓

## Supplier Details

Vendor Number

T0000000024

Temporary Supplier Number

T0000000024

Status

Active

\* Vendor Name

Denver Agro

\* Address Line 1

Address Line 2

street1

Address Line 3

Address Line 4

Address Line 5

\* Country of Contract

Spain-ES

Country

State/Province/County

\* City

Postal Code/PIN/ZIP Code

432111

PO Box

Telephone Number

Extension

Please select the country of the British Council entity which will be contracting with and paying this supplier.

Please select the country where the supplier is based/registered

## Registration Details

Incorporation/Registration Date

Please Se...



Registration No

Website

Cancel Request

Save

# Submit New Supplier Profile Update Request – Registration Details



< Back

Company  
profile



Fill data in Registration details  
section if required

Basic Details

Supplier Contacts ✓

Bank Details

Supplier Site

Certification/Attachments

Supplier Details

Registration Details

Incorporation/Registration Date

Please Select Valid Date



Registration No

Website

Save

Click on Save

# Submit New Supplier Profile Update Request – Supplier Contacts



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Fill all the Mandatory Fields in Contact section

Click on Add New to Add more Contacts

Add New

Collapse All

## Site Contact Details

\* Contact First Name

Carlos

Contact Middle Name

\* Screen Display language

English

\* User Type

Admin

Contact Middle Name

\* Timezone

Asia/Calcutta-Asia/Calcutta (U...

\* Surname

Edinburg

\* Email Address Type

CONTRACT-Contracting, SOURC...

Phone

\* Email Address

c.edinburg@tcs.com

**Admin User** are allowed to modify the supplier profile information.  
**Basic Users** are not allowed.

### Email Address Type:

AP - Remittance Advice -> For receiving email communications for Invoice.

CONTRACT-Contracting -> For receiving email communications for Contracts.

PURCHASING-Purchasing -> For receiving email communications on Purchase Orders

SOURCING-Sourcing Events -> For receiving email communications on Sourcing Events.

Cancel Request

Save

Click on Save

Building on belief

# Submit New Supplier Profile Update Request – Bank Details



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Fill all the Mandatory Fields in Bank Details section which are highlighted in Asterix.

Click on Not Applicable if Bank Details are not applicable.

Basic Details ✓ Supplier Contacts ✓ **Bank Details** Supplier Site ✓ Certification/Attachments

☐ Not Applicable

Add New

Collapse All

## Bank Details

\* Account Holder Name

Dalhousie Square Exporters

Bank Address

street134

Reference details

IFSC Code

Routing IBAN Number

\* Bank Name

All Bank

City

vity

\* Bank Key

32424

Routing bank and branch name

Routing SWIFT/International BIC Co...

Bank Branch

\* Country

India-IN

\* Routing/SWIFT/BIC

Routing account number

Other routing code

\* Account No

89032423

State/Province/County

IBAN Number

Routing Bank & Branch Code / So

Bank Status



2. For any update in the old name, account no. IBAN, etc. user needs to add new section and deactivate the previous

Cancel Request

Save

Click on Save

# Submit New Supplier Profile Update Request – Site Details



Fill all the Mandatory Fields in Supplier Site section. Fields which are retrieve from the basic details section is greyed out.

Basic Details ✓ Supplier Contacts ✓ Bank Details ✓ **Supplier Site ✓** Certification/Attachments ✓

[Collapse All](#)

▼ Supplier Site

Address Line 1	Address Line 2	Address Line 3	Country of Contract
street1	street1		Spain-ES
Country	State/Province/City	City	Postal Code
		city	432111
* Email (purchase orders)	* Email (remittance advice)	CIF/NIF number	Individual Payment Flag
Denver Richards (k.gaurav33...	Pratik Srivastava (k.gaurav33...	TAX1231	Yes
Type of operation	Special Regime Code		
1-Delivery	4-Special investment gold reg...		

▼ Contact and Bank Details

Site Contact Details

Tag Supplier Contact (2)

✕ Denver Richards (k.... ✕ Pratik Srivastava (k....

For updating the country, please go to Basic Details Tab

Select Remittance email and PO emails from the dropdown list.

If the name is not appearing in the dropdown list, then please add the user from Supplier Contacts Tab

# Submit New Supplier Profile Update Request – Tagging Contact and Bank



## ▼ Contact and Bank Details

### Site Contact Details

 Tag Supplier Contact (3)

✕ Feathers Name (inc....

✕ Harry Brooks (h.bro...

✕ Chris Tremlett (c.tre...

Please tag all contacts.

### Site Bank Details

 Tag Supplier Bank (0)

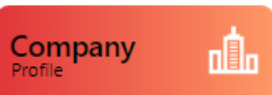
Tag Active Bank to Site (if bank is applicable in the Bank Details tab)

Cancel Request

Save

Click on Save

# Submit New Supplier Profile Update Request – Attaching Certifications



Attach the mandatory documents and enter the registration date/details.

**×** Please Upload Documents at Proof of legal Address section **×**

Basic Details ☒ Supplier Contacts ☒ Bank Details ☒ Supplier Site ☒ **Certification/Attachments ☒**

▼ COMMON

S.No	Document Name	Country of Contract	Document No./Reference	Registration Date	Expiry Date ⓘ	Alert Date	Attachment
1	Other Documents	--	<input type="text"/>	Select Date <input checked="" type="checkbox"/>	Select Date <input checked="" type="checkbox"/>	Select Date <input checked="" type="checkbox"/>	
2	Miscellaneous Doc...	--	<input type="text"/>	Select Date <input checked="" type="checkbox"/>	Select Date <input checked="" type="checkbox"/>	Select Date <input checked="" type="checkbox"/>	
3	Certificate Docume...	--	<input type="text"/>	Select Date <input checked="" type="checkbox"/>	Select Date <input checked="" type="checkbox"/>	Select Date <input checked="" type="checkbox"/>	
4	* Proof of legal Ad...	ⓘ --	test	02-04-2024 <input checked="" type="checkbox"/>	09-04-2024 <input checked="" type="checkbox"/>	09-04-2024 <input checked="" type="checkbox"/>	

# Submit New Supplier Profile Update Request – Submission



4 \* Proof of legal Ad...  02-04-2024 09-04-2024 09-04-2024

5 Proof of bank acco...  Select Date Select Date Select Date

User can update multiple attachments within the same document type.

▼ ES

S.No	Document Name	Country of Contract	Document No./Reference	Registration Date	Expiry Date	Alert Date	Attachment
------	---------------	---------------------	------------------------	-------------------	-------------	------------	------------

1	Other Documents	ES	<input type="text"/>	Select Date	Select Date	Select Date	
---	-----------------	----	----------------------	-------------	-------------	-------------	--

Document must be a PDF document

2	<div>Upon attaching all relevant documents, click on save and then update and submit</div>						
---	--	--	--	--	--	--	--

Cancel Request

Save

Update & Submit

Once submitted request will go to Service Requests queue from where TCS Operation Team can process the request

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# Search Requests Screen

All the requests raised against this supplier will be visible in Search requests screen



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## Search Requests

Search by Request No

Type Here to Search by Request No

Click to Reset Search

Show 10 entries

↑ Request Number	↑ Initiated By	↑ Request Type	↑ Submitted Date	↑ Status
REQ3580	Tim Richards	UPDATE	06-03-2024	Approved

Showing 1 to 1 of 1 entries

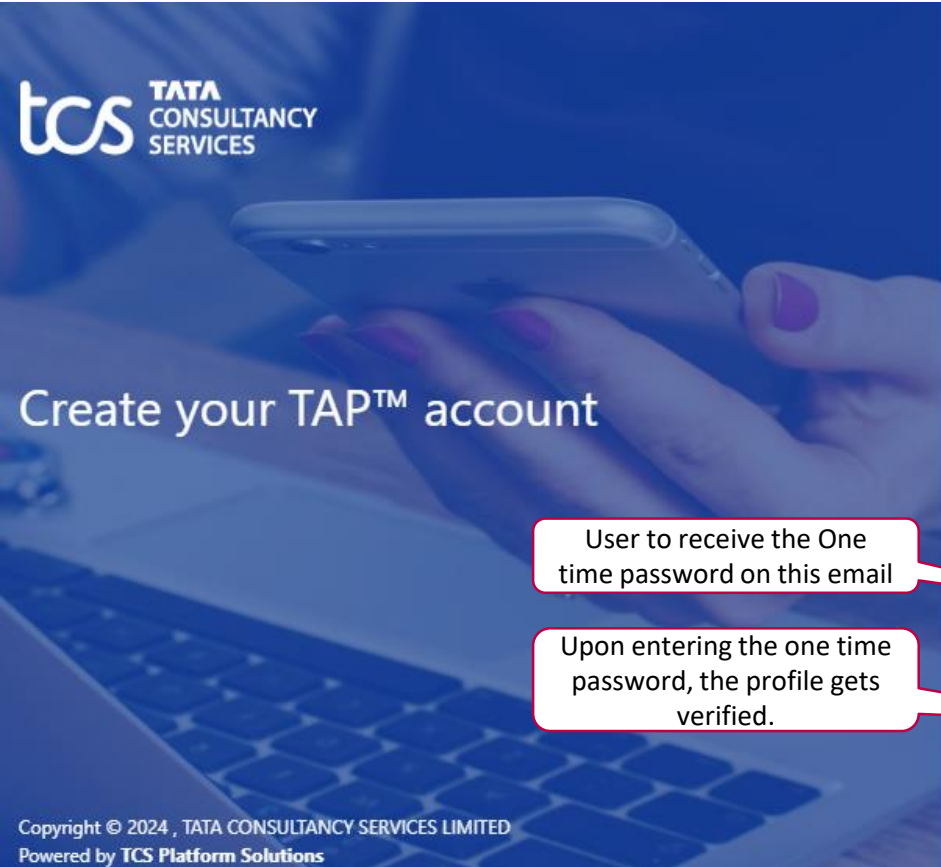
⏪ ⏴ 1 ⏵ ⏩

# MyProcurement Supplier Hub : Self Registration Page

New Supplier Users can login to the portal using this link : <https://tap.tcsapps.com/tap2/#/bc-supplier-registration>



tcs Tap™



User to receive the One time password on this email

Upon entering the one time password, the profile gets verified.

## Supplier Details

Company Name \*

Country of Contract \* ⓘ

Country \*

## Contact Details

First Name \*

Surname \*

Telephone Number

Official Email Address \* ⓘ

Send OTP

Enter OTP \*

Clear All

Register your Account

Already have an account? [Login Here](#)

Register button is enabled, after the email id is verified through OTP. Vendor gets created.

Thank you