



tcs MyProcurement - Supplier Hub - Supplier Profile User
Manual

TCS Platform Solutions
Version 1.1

MyProcurement Supplier Hub : Login Page

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



Supplier Information Management

tcs Tap™

1. Enter Login ID received on email

2. Enter Password

User Name 

Password  

Log In

[Forgot Password?](#)

3. Click Login

***Kindly refer the last page of this manual for more information on New Supplier Registration**

MyProcurement Supplier Hub : Homepage

The screenshot shows the homepage of the MyProcurement Supplier Hub. At the top left, there is a dark sidebar with icons for user profile, home, cart, and help center. The main header area includes the British Council logo, a hamburger menu, and the text 'Home Page' in a yellow box. On the right side of the header, there are icons for settings and power/logout. Below the header, the user is greeted with 'Good Afternoon, Soumya Bhattacharya' and a login status message. An 'Announcements' section features a megaphone icon and a callout box stating 'User can read through all recent announcements'. A specific announcement is shown with the date '12-06-2024' and the title 'UAT to Start From 1st July 2024'. At the bottom left, there is a 'HELP CENTER' link with a dropdown arrow. On the bottom right, there is a 'Collapse All' link.

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

Click on this icon to navigate to help center.

Home Page

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

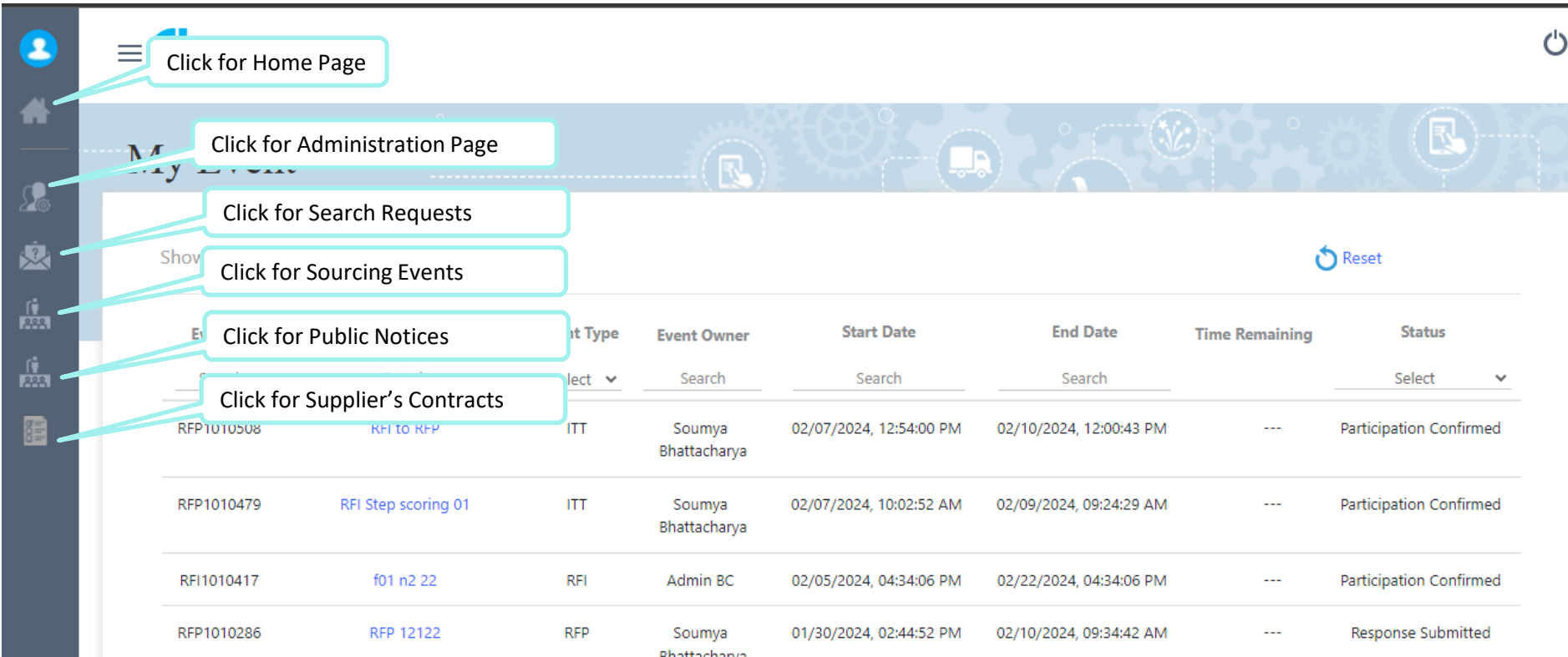
HELP CENTER ⓘ ∨

Collapse All

MyProcurement Supplier Hub : Homepage Settings Screen

The screenshot shows the 'Settings Screen' in the MyProcurement Supplier Hub. The page title is 'Personalization'. There are three main settings sections: 'PASSWORD MANAGEMENT', 'THEME MANAGEMENT', and 'CHANGE LANGUAGE'. The 'CHANGE LANGUAGE' section is expanded, showing a dropdown menu with the following 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 visible next to the dropdown. Below the settings, there is a section for 'Selected role' with a note: 'Selected role(Select widget to activate. Click on arrows to sequence)'. At the bottom right, there are 'Reset' and 'Save' buttons. Annotations include: a yellow box around the title 'Settings Screen'; a callout pointing to a 'User' icon stating 'Supplier User can also change his password.'; a callout pointing to the 'CHANGE LANGUAGE' section stating '6. Supplier can click on the Change Language Panel to select his preferred language of screen display'; and a callout pointing to the 'Save' button stating '7. User needs to save, once all changes are done..'. The British Council logo is in the top left, and a power icon is in the top right.

MyProcurement Supplier Hub : Landing Page



The screenshot shows the MyProcurement Supplier Hub landing page. A dark sidebar on the left contains navigation icons. Five callout boxes with arrows point to these icons, providing instructions:

- Click for Home Page (points to the user profile icon)
- Click for Administration Page (points to the home icon)
- Click for Search Requests (points to the search icon)
- Click for Sourcing Events (points to the envelope icon)
- Click for Public Notices (points to the document icon)
- Click for Supplier's Contracts (points to the document icon with a checkmark)

The main content area features a search bar with a "Reset" button and a table of events. The table has the following columns: Event ID, Event Name, Event Type, Event Owner, Start Date, End Date, Time Remaining, and Status.

Event ID	Event Name	Event Type	Event Owner	Start Date	End Date	Time Remaining	Status
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	RFI 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

2. Click to Open the Update Request

Click to Reset Search

3. Check the Status of Update Request

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

Once Update Request is approved – company profile will get updated

Administration - Company Profile - Edit



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.

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
--	--	--

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

Admin User are allowed to modify the supplier profile information.
Basic Users are no 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.

Submit New Supplier Profile Update Request – Bank Details

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

Click on Not Applicable if Bank Details are not applicable.

Not Applicable **Add New** Collapse All

Bank Details

* Account Holder Name Dalhousie Square Exporters	* Bank Name All Bank	Bank Branch	* Account No 89032423
Bank Address street134	City vity	* Country India-IN	State/Province/County
Reference details	* Bank Key 32424	* Routing/SWIFT/BIC	IBAN Number
IFSC Code	Routing bank and branch name	Routing account number	Routing Bank & Branch Code / So
Routing IBAN Number	Routing SWIFT/International BIC Co...	Other routing code	Bank Status <input checked="" type="checkbox"/>

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

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

Contact and Bank Details

Site Contact Details

Tag Supplier Contact (2)

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

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






























Company Profile 

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  	Select Date  	Select Date  	
2	Miscellaneous Doc...	--	<input type="text"/>	Select Date  	Select Date  	Select Date  	
3	Certificate Docume...	--	<input type="text"/>	Select Date  	Select Date  	Select Date  	
4	* Proof of legal Ad...	 --	test	02-04-2024  	09-04-2024  	09-04-2024  	

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

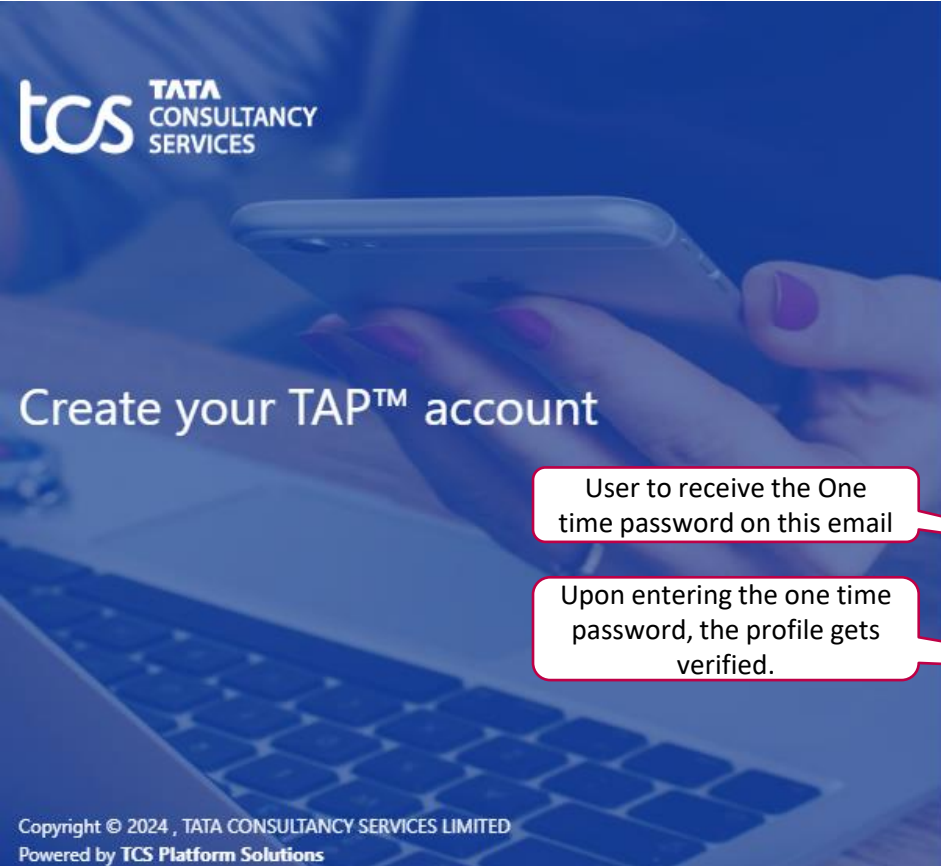
2	Upon attaching all relevant documents, click on save and then update and submit						
---	---	--	--	--	--	--	--

Cancel Request Save Update & Submit

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

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™

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?

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

Thank you

