

# Supplier Portal – Financial Sole Trader

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How to navigate around the Supplier functionality in the new platform



# Contents

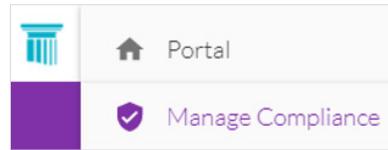
## Sole Trader

Manage Compliance .....	3
Level Requirements .....	4
Requirement: Financials .....	5

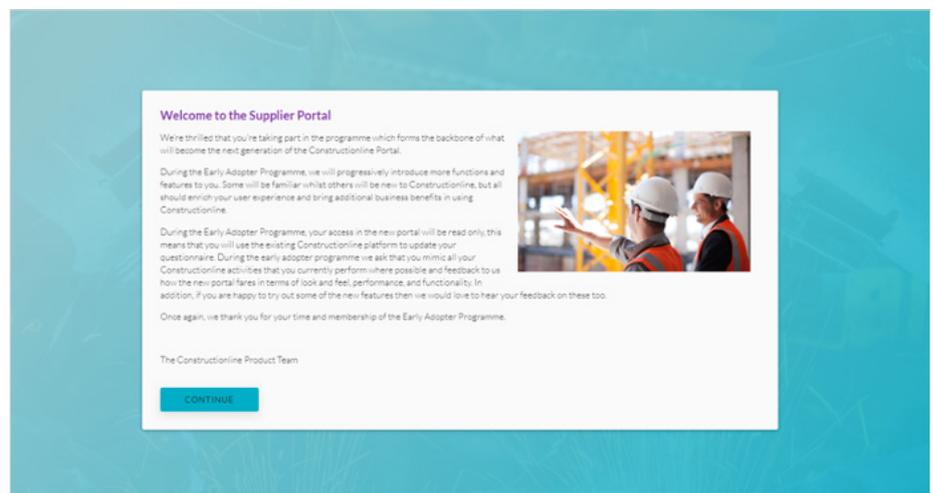
## Manage Compliance

User permissions will determine what options are available to you on the left-hand side of the navigation.

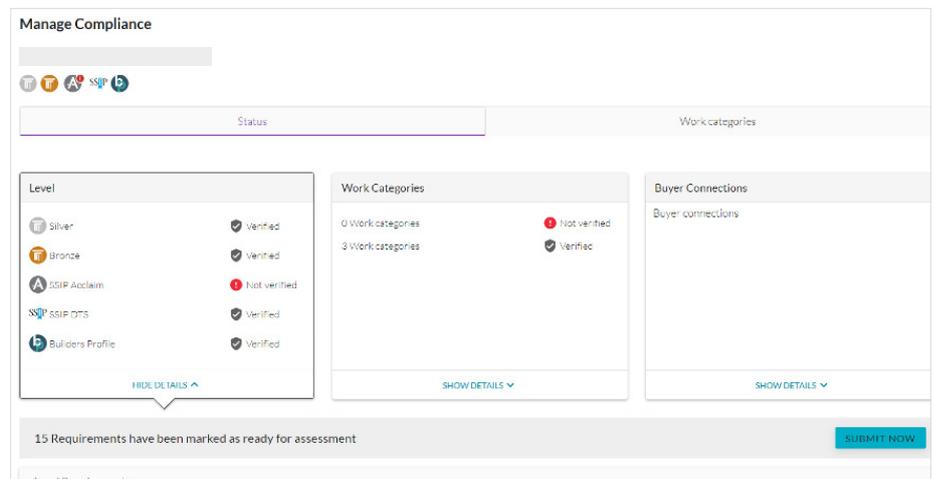
In order to access supplier functionality and manage your profile, you will see the “**Manage Compliance**” option on the left.



Once you have selected this option, you will be presented with our supplier portal welcome page, and to progress through to the “**Manage Compliance**” tab, you will need to select the “**Continue**” button.



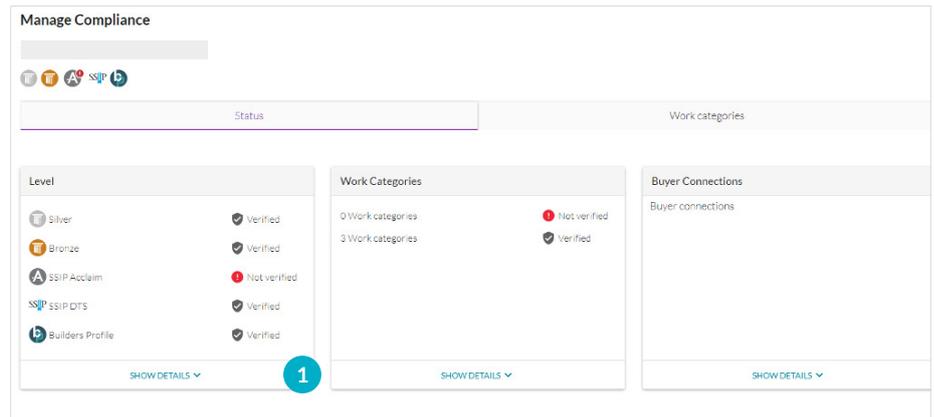
Upon selecting the “**Continue**” button you will see the “**Manage Compliance**” page.



# Financial – Sole Trader

Scroll down to and click on “Show Details” within Level.

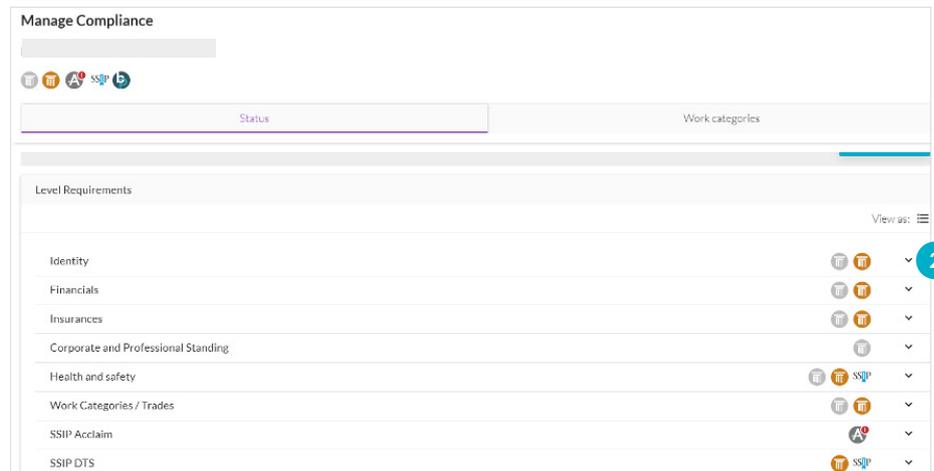
1 Show Details



## Level Requirements

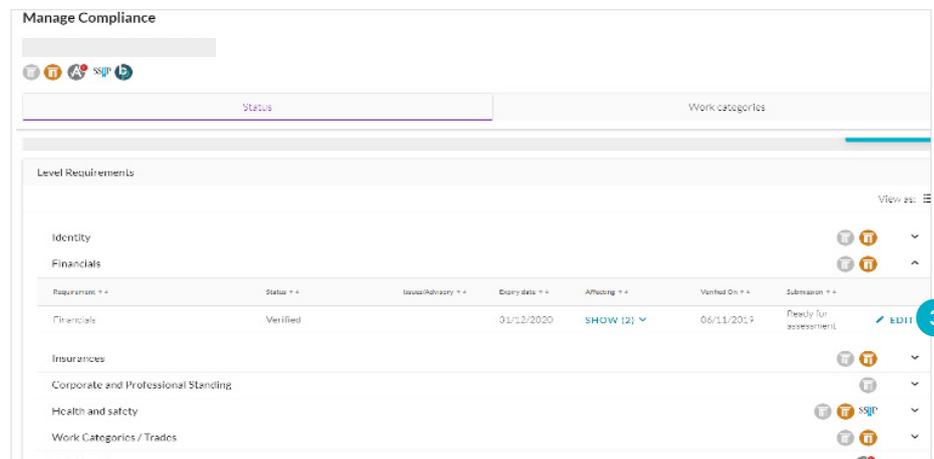
This will bring you to “Level Requirements”, click on the down arrow next to “Financials”.

2 Drop-down Arrow



Then click “Edit”.

3 Edit



# Financial – Sole Trader

## Requirement: Financials

This will bring you to **Requirement: Financials** – please select your company type from the drop-down list.

C2-Q1 Select your company type from the list and send us the following documents as detailed below

Accounts for an unincorporated business (sole traders and partnerships)

C2-Q1-2 Please upload document(s)

Please provide the following: Sole Traders or Partnerships • Profit and Loss Sheet • Balance Sheet • Notes to the accounts OR SOLE TRADER • Self Employment Section of the Self Assessment Tax Return, that shows the o Accounts Year End date o Business Income o Net Profit / Loss • The current forms as per HMRC are Self Assessment Tax Return (SA100) o If you file your returns by paper, you will also need to complete: SA103S if the turnover is below £73,000; SA103F if the turnover is above £73,000. PARTNERSHIP • The Partnership Self Assessment Tax Return that shows the o Accounts Year End date o Business Income o Net Profit / Loss • The current forms as per HMRC are o Self Assessment Tax Return (SA100) o Partnership Supplementary Pages (SA104) o Nominated Partnership Return (SA800) o If you file your returns by paper, you will also need to complete: SA103S if the turnover is below £73,000; SA103F if the turnover is above £73,000.

4 Drop-down List

Scroll down to the upload document section and click **“Add”**.

The Test Company Sole Trader.docx VIEW REMOVE

ADD

C1-Q9 Type of organisation

Sole Trader

5 Add

Once added select your type of organisation from the drop-down menu.

The Test Company Sole Trader.docx VIEW REMOVE

ADD

C1-Q9 Type of organisation

Sole Trader

6 Drop-down List

To add a new set of financial accounts – click **“Add New”**.

Please provide details of your latest financial accounts

Account Name	Type of Organisation
No results	

ADD NEW

7 Add New

# Financial – Sole Trader

Please complete the fields as before (these fields link to the Financials you are submitting).

**Add Account Accounts**

Please enter the type of organisation

Sole Trader

Select your company accounts type from the list and upload the necessary documents as detailed below

Accounts for an unincorporated business (sole trader or partnership)

Please provide the following:

- Sole Trader or Partnership
- Profit and Loss (P&L)
- Balance Sheet
- Notes for the accounts OR SOLE TRADER
- Self-employment section of the Self Assessment Tax Return that includes:
  - Accounts Year End date
  - Business Income or Net Profit / Loss
- The current tax year (see Self Assessment Tax Return (SA100))
  - If you file your return by paper you will also need to complete SA4008 if the turnover is below £78,000, SA4008F if the turnover is above £78,000, PARTNERSHIP
- The Accounts Self Assessment Tax Return that shows the:
  - Accounts Year End date
  - Business Income
  - Net Profit / Loss
  - The current form as per HMRC and a Self Assessment Tax Return (SA100)
  - Partnerships Supplementary Pages (SA404)
  - Unincorporated Partnership Return (SA400)
  - If you file your return by paper you will also need to complete SA4008 if the turnover is below £78,000, SA4008F if the turnover is above £78,000.

Please upload your financial accounts evidence

Document name

The Text Company LLP.docx VIEW REMOVE

UPLOAD DOCUMENT

Please enter the year for the Financial accounts information you are providing

2020

- Enter the year for the Financial accounts information you are providing.
- Enter the accounts date stated on your annual accounts.
- Enter the accounting period, in months, which your financials cover.
- The Companies House date (this is auto filled) should match the next accounts due date on Companies House, however if they do not please contact us.

8 Enter Year

9 Enter Accounts Date

10 Enter Accounting Period

11 Companies House Date

Please upload your financial accounts evidence

Document name

The Text Company LLP.docx VIEW REMOVE

UPLOAD DOCUMENT

Please enter the year for the Financial accounts information you are providing

2020 8

Please enter your last accounts date as stated on your annual accounts

31/12/2019 9

Please enter the period, in months, for which your Financial accounts cover

12 months 10

Accounts Name	Next Accounts Date	Companies House Date
Financial Account 2020	30/09/2021	30/09/2021 <span>11</span>

Accounts Name	Next Accounts Date
Financial Account 2020	31/01/2022

Please complete the fields below from your latest financial accounts

Balance Sheet	Profit and Loss Account
Opening Balance (£)	Turnover (£)
2 888,810.00	1 100,000.00
3 57,700.00	
4 10,000.00	
5 74,950.00	
6 26,090.00	
7 18,000.00	

Enter the accounts details as follows:

# Financial – Sole Trader

The information can be found in your Profit & Loss and Balance Sheet and Notes as described below.

The Test Company  
Trading and profit and loss account  
For the year ended 31 December 2019

	Notes	2019 £	2018 £
<b>Sales</b>	3	100,000	75,000
Cost of sales		(27,000)	(18,000)
<b>Gross Profit</b>		73,000	57,000
Administrative expenses		(6,500)	(6,300)
Other operating income		3,200	4,500
<b>Operating Profit</b>	6	69,700	55,200
Interest payable and similar expenses	8	(12,000)	(11,500)
Other gains and losses		-	(6,000)
<b>Net profit for the year</b>	3	57,700	37,700

The Test Company Limited  
Balance sheet  
For the year ended 31 December 2019

	Notes	2019 £	2018 £
<b>Fixed assets</b>			
Goodwill	11	1,300	2,600
Tangible assets	12	37,650	24,650
Investments	13	10,000	10,000
		48,950	37,250
<b>Current assets</b>			
Debtors	16	19,600	21,600
Cash at bank in hand		6,490	1,360
	6	26,090	22,960
<b>Creditors: amounts falling due within one year</b>	17	(18,300)	(19,200)
<b>Net current assets</b>		7,790	3,760
<b>Total assets less current liabilities</b>		56,740	41,010
<b>Creditors: amounts falling due after more than one year</b>	18	(1,180)	(2,200)
<b>Net assets</b>		55,560	38,810
<b>Represented by:</b>			
<b>Partners' accounts</b>		55,560	38,810

The Test Company Limited  
Notes to the accounts  
For the year ended 31 December 2019

Partners' current accounts	Dr T Who	Dr B Honeydew	Dr J Dolittle	Total
	£	£	£	£
<b>As at 31 December 2018</b>	12,940	12,935	12,935	38,810
Share of profit	27,235	27,233	27,232	81,700
Capital Introduced	4,000	3,000	3,000	10,000
	44,175	43,168	43,167	130,510
<b>Less:</b>				
Capital withdrawn	(24,985)	(24,983)	(24,982)	(74,950)
As at 31 March 2019	19,190	18,185	18,185	55,560

# Financial – Sole Trader

Once you have entered all the required information, scroll to the top and press **“Save”**.

## 12 Save

**SAVE** 12

**Add Account Accounts**

Please enter the type of organisation

Sole Trader

Select your company accounts type from the list and upload the necessary documents as detailed below

Accounts for an unincorporated business (sole traders and partnerships)

Please provide the following:

- Sole Traders or Partnerships
- Profit and Loss Sheet
- Balance Sheet
- Notes to the accounts OR SOLE TRADER
- Self Employment Section of the Self Assessment Tax Return that shows the:
  - Accounts Year-End date
  - Business Income or Net Profits / Loss
- The current forms as per HM/RIC are Self Assessment Tax Return (SA100)
  - If you file your returns by paper you will also need to complete: SA100S if the turnover is below £73,000; SA100F if the turnover is above £73,000. PARTNERSHIP
- The Partnership Self Assessment Tax Return that shows the:
  - Accounts Year-End date
  - Business Income
  - Net Profits / Loss
- The current forms as per HM/RIC are a Self Assessment Tax Return (SA100)
  - Partnership Supplementary Pages (SA104)
  - Nominated Partnership Return (SA200)
  - If you file your returns by paper you will also need to complete: SA100S if the turnover is below £73,000; SA100F if the turnover is above £73,000.

You will need to either **“Submit”** or tick **“Ready for Assessment”**.

## 13 Submit / Ready for Assessment

**SUBMIT**  **READY FOR ASSESSMENT** 13 **CLOSE**

**Requirement: Financials**

Status: Verified • Expiry date: 31/12/2020 • Verifier: ConstructionLine

Please provide details of your latest Financial accounts and upload / provide financial information relating to the last 3 years Financial accounts for your company. Other than Turnover none of the Financial information provided is made available to our Buyers.

C2-Q1 Select your company type from the list and send us the following documents as detailed below

Accounts for a small company or a limited liability partnership with a turnover of below the audit threshold that is not required to prepare audited accounts

If your accounts are returned to you with feedback – click **“Edit”** make your amendments and resubmit.

## 14 Edit

C1-Q9 Type of organisation

Private Limited Company

REF: 340

Please provide details of your latest financial accounts

Account Name	Type of Organisation
Financial Accounts 2020	Private Limited Company

14 **EDIT** **REMOVE**

Once the financial accounts are approved you will only be able to view the account or **“Add New”**.

## 15 Add New

Please provide details of your latest financial accounts

Account Name	Type of Organisation
Financial Accounts 2020	Private Limited Company

**ADD NEW** 15 **VIEW**