

# Register on GSK Supplier Portal

## Quick Start Guide



How to register your company, enabling you to manage your own data and assisting GSK in paying you promptly and accurately.



**This will take:**

About 15 minutes



**You will need:**

- Your company’s details, including banking and tax
- A PDF bank statement or company letterhead with bank details
- Your W8/W9 form (US only)



**Create an account**

[View instructions](#)



[Watch video](#)



**Add company information**

[View instructions](#)



[Watch video](#)



**Add banking details**

[View instructions](#)



[Watch video](#)



**Add tax details**

[View instructions](#)



[Watch video](#)



**Attach supporting information**

[View instructions](#)



[Watch video](#)

Once all steps are completed, your supplier record will be created enabling purchase orders and payments to be initiated GSK review and approve data within 48 hrs. Need help? Click [Here](#)

# Register on GSK Supplier Portal

## Quick Start Guide



1

## Create an account



[Watch video](#)

Click the registration link in the email you received - Subject: Please Register on the GSK Supplier Portal

Dear Alan Smith

Please register on the GSK Supplier Portal.

This portal will enable you to maintain your own company data and assist GSK in paying your organisation promptly and accurately.

\*\*\* WHAT YOU NEED TO DO TO REGISTER \*\*\*

Please click [Registration Link](#) to begin, for guidance have a look at our [Quick Registration Guide](#).

Your temporary password will be sent in a separate email.

Registration will take around 15 minutes to complete.

If you need any help you can contact us by clicking [Here](#).

\*\*\* AFTER REGISTRATION \*\*\*

Once Registered use your supplier contact email address as the username and the password that you created during registration to login <https://supplier.gsk.com/n/portal/>.

Best regards,

GSK Supplier Registration Team

Copy and paste the password you received in the second email, and click 'Log On'

**GSK Supplier Portal**

User: \*

Password: \*

[Log On](#)

[Change Password](#)

©2010 GlaxoSmithKline. All rights reserved.

Enter a new password. This should be a mix of characters and digits

**Supplier Contact Information**

First Name: <input type="text" value="Max Muster"/>	Country: <input type="text" value="Germany"/>
Last Name: <input type="text" value="Journey"/>	Phone Number / Extension: <input type="text" value="123456"/>
Department: <input type="text" value=""/>	E-Mail: <input type="text" value="info@journey.local"/>
	E-Mail Language: <input type="text" value="English"/>

**Create Your Administrator Account**

\* User:

\* New Password:

\* Confirm Password:

**Formats and Settings**

Date Format:

Decimal Format:

Time Zone:

Review the Supplier Portal 'Terms of Use' and Privacy notice and confirm the checkboxes

**GSK Terms of Use**

☐ I have read, understood and agreed to the [GSK Supplier Portal Terms of Use](#).

☐ I have read and understood the [Privacy Notice](#).

[Create](#) [Undo Entries](#) [Close](#)

Click Create

**GSK Terms of Use**

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[Create](#) [Undo Entries](#) [Close](#)

2

Enter company information

3

Add banking details

4

Add tax details

5

Attach supporting information

Once all steps are completed, your supplier record will be created enabling purchase orders and payments to be initiated GSK review and approve data within 48 hrs. Need help? Click [Here](#)

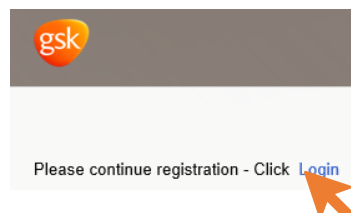
### 1 Create an account

### 2 Enter company information

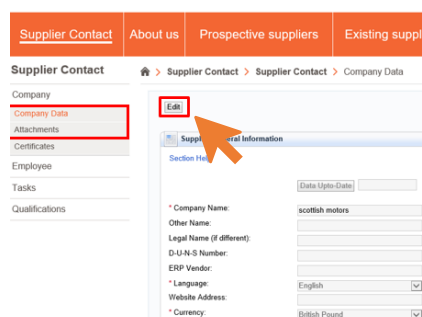


[Watch video](#)

Click Login on the pop-up window that appears.

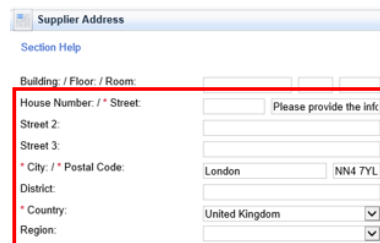


Click Edit. This will enable you to edit the fields on this page.

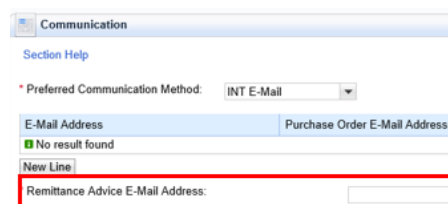


Review and Complete the Supplier Information. Fields marked with \* are mandatory (Company Name, Language, Currency).

Review and Complete the Supplier Address Information. Fields marked with \* are mandatory.



Complete the Communication section. Fields marked with \* are mandatory (Remittance email address).



### 3 Add banking details

### 4 Add tax details

### 5 Attach supporting information

Once all steps are completed, your supplier record will be created enabling purchase orders and payments to be initiated GSK review and approve data within 48 hrs. Need help? Click [Here](#)

- 1 Create an account
- 2 Enter company information

### 3 Add banking details



Add your banking details. Click New line to add additional bank account



The screenshot shows a 'Bank and Tax Details' form. It has a 'Section Help' link. Below it is a table with columns: Country, Bank Key, Account Number, Control Key, and Bank Reference. The 'Country' column has a dropdown menu showing 'United Kingdom'. The 'Bank Key' column contains '110003' and the 'Account Number' column contains '12345678'. At the bottom of the form is a 'New Line' button, which is highlighted by a red arrow.

Complete all required fields:

Field	Description	Instruction
Country	Country where bank is located	Select from drop down
Bank Key	Numeric or alphanumeric branch identifier	Type in
Account Number	Supplier bank account number	Type in
Account holder name	Name of account holder	Type in
IBAN	International account number	Enter if required
SWIFT	Unique identifier for a bank, used for international payments	Auto populated
Control Key	Key for checking combination of bank key and bank account number	Not required for most bank countries/read only)
Bank Reference	Used for countries where bank account numbers are more than 18 digits	If your bank account number has more than 18 digits, type in the additional digits

- 4 Add tax details
- 5 Attach supporting information

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1 Create an account

2 Enter company information

3 Add banking details

4 **Add tax details**



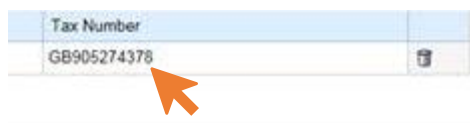
[Watch video](#)

Click on the Tax Type dropdown and choose Tax type



Type in your Tax Number

- Prefix VAT with 2 letter country code.
- Do not include spaces
- Do not include dashes



Click Submit at top of page.



5 **Attach supporting information**

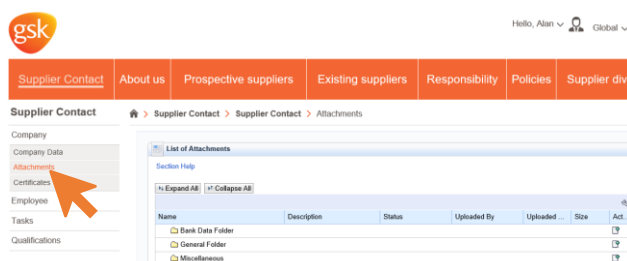


[Watch video](#)

Click 'Attachments' in the left navigation.

Attach:

- A PDF bank statement or company letterhead with bank details
- W8/W9 form (US only)



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