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Supplier finance portal

Your guide to accessing sales orders & invoices

From the Finance Portal you can access all Sales Orders and Invoices for your Bloom projects.

The portal requires a separate login to the project side of the system and once set up, you can create new user accounts for finance users and additional members of your team.

Your lead contact will receive an invite to the finance portal upon awarding of your first project with Bloom. If you do not setup an account at that time, Bloom can re-invite the lead contact at any time (it must be the same contact for security purposes).

Once set up, all invoices and sales orders prior to creation of your account will be accessible from the portal.

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Creating a portal account

Find out more

Locating sales orders

Find out more

Locating sales invoices

Find out more

Adding a new user

Find out more

Creating a portal account

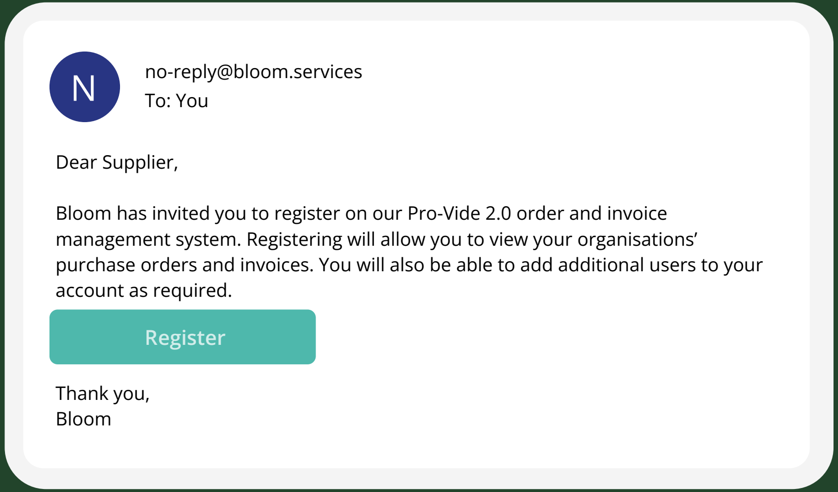
Creating a portal account

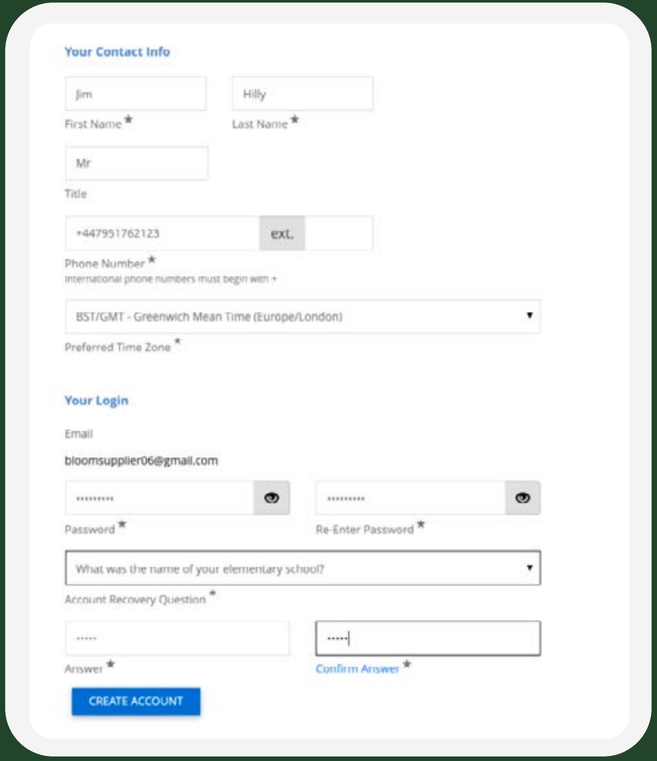
Start Registration
You will receive an invitation email to the Bloom contract lead – the user who setup the Bloom account.

- Click 'register now'.
- Once on the portal landing page, click **Continue with Registration**

If you haven't received an invite, please click below:

Contact Suppliers





Register Details
Complete your registration details.

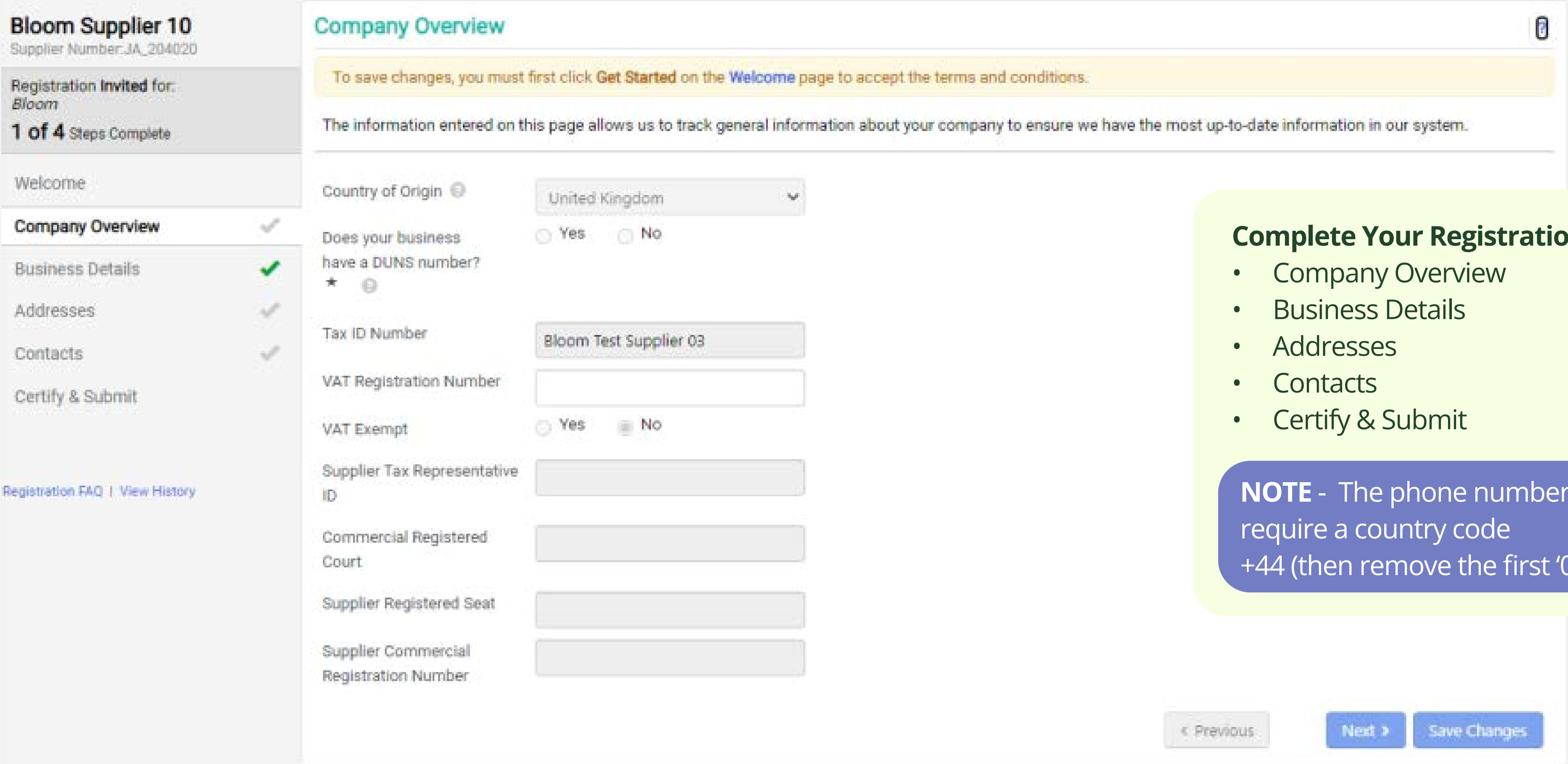
NOTE - The phone number will require a country code +44 (then remove the first '0')

Click Create an account

CREATE ACCOUNT

This will create you an Invoice Portal login.
This is different to your Pro-Vide 2.0 Login.

Creating a portal account



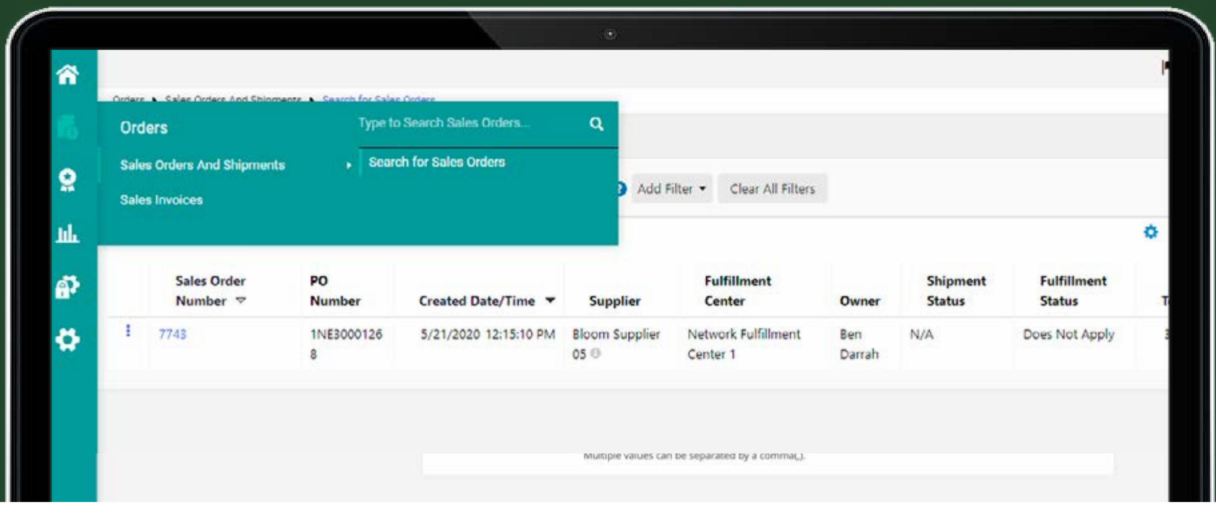
Complete Your Registration

- Company Overview
- Business Details
- Addresses
- Contacts
- Certify & Submit

NOTE - The phone number will require a country code +44 (then remove the first '0')

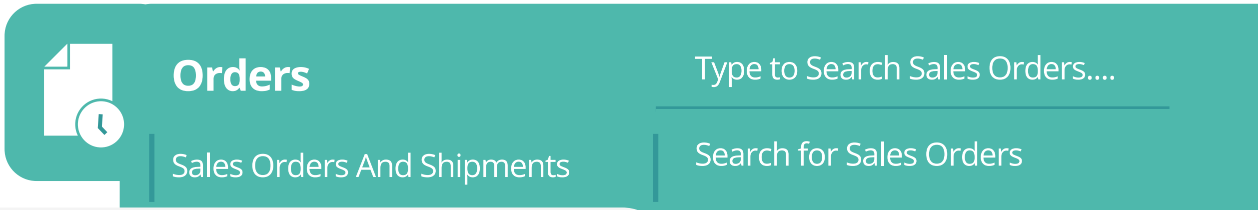
Locating sales orders

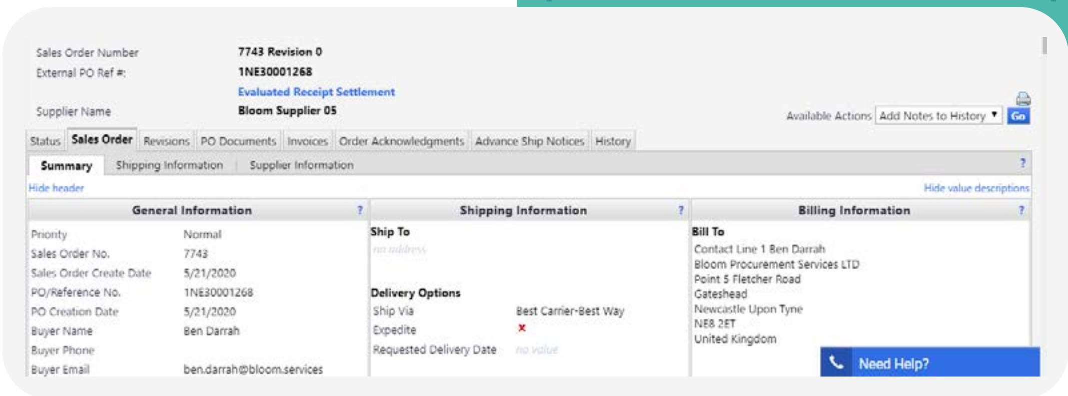
Locating sales orders



From the left-hand navigation, go to the **orders icon.**

Click **Sales Orders and Shipments**
Search for **Sales Orders**





Locating sales invoices

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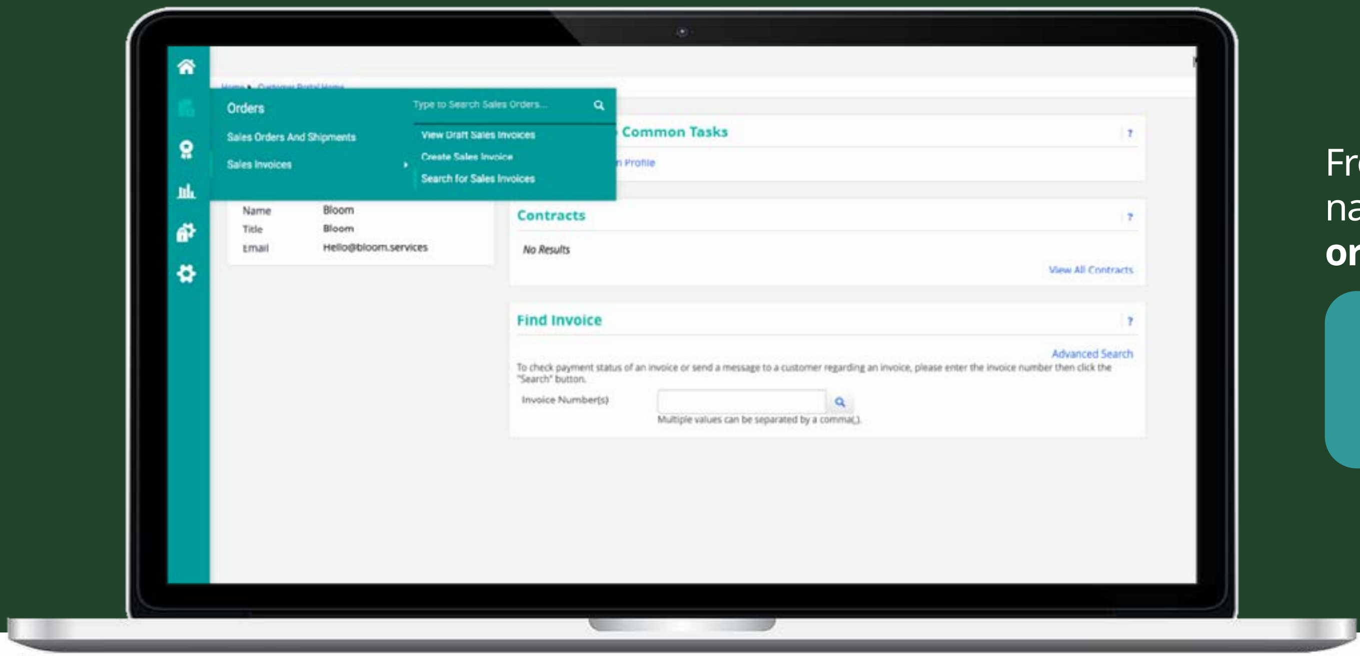
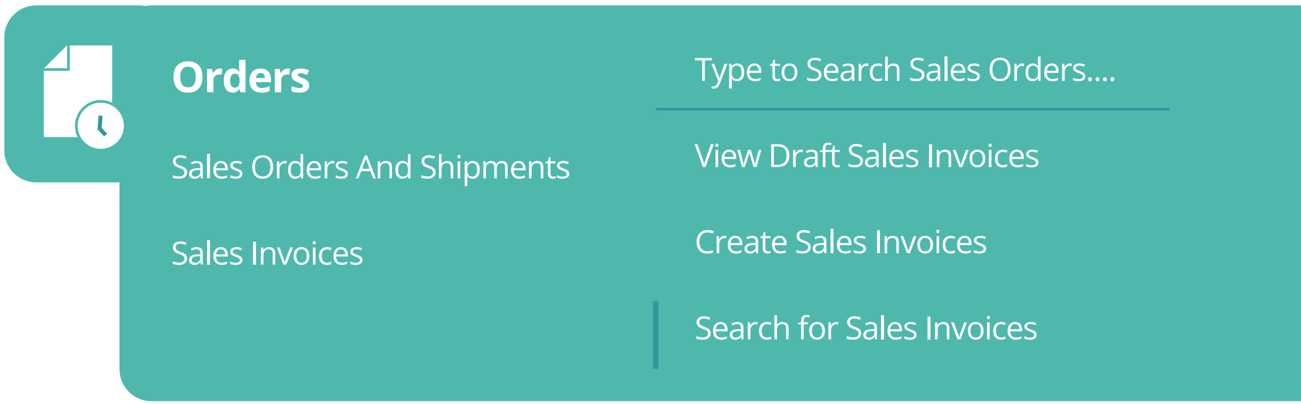
Locating sales invoices



From the left-hand navigation, go to the **orders icon.**

Select **'Sales Invoices' > ' Search for Sales Invoices'**

You can search on project or milestone name using the search function.



020 3948 9400 enquiries@bloom.services www.bloom.services

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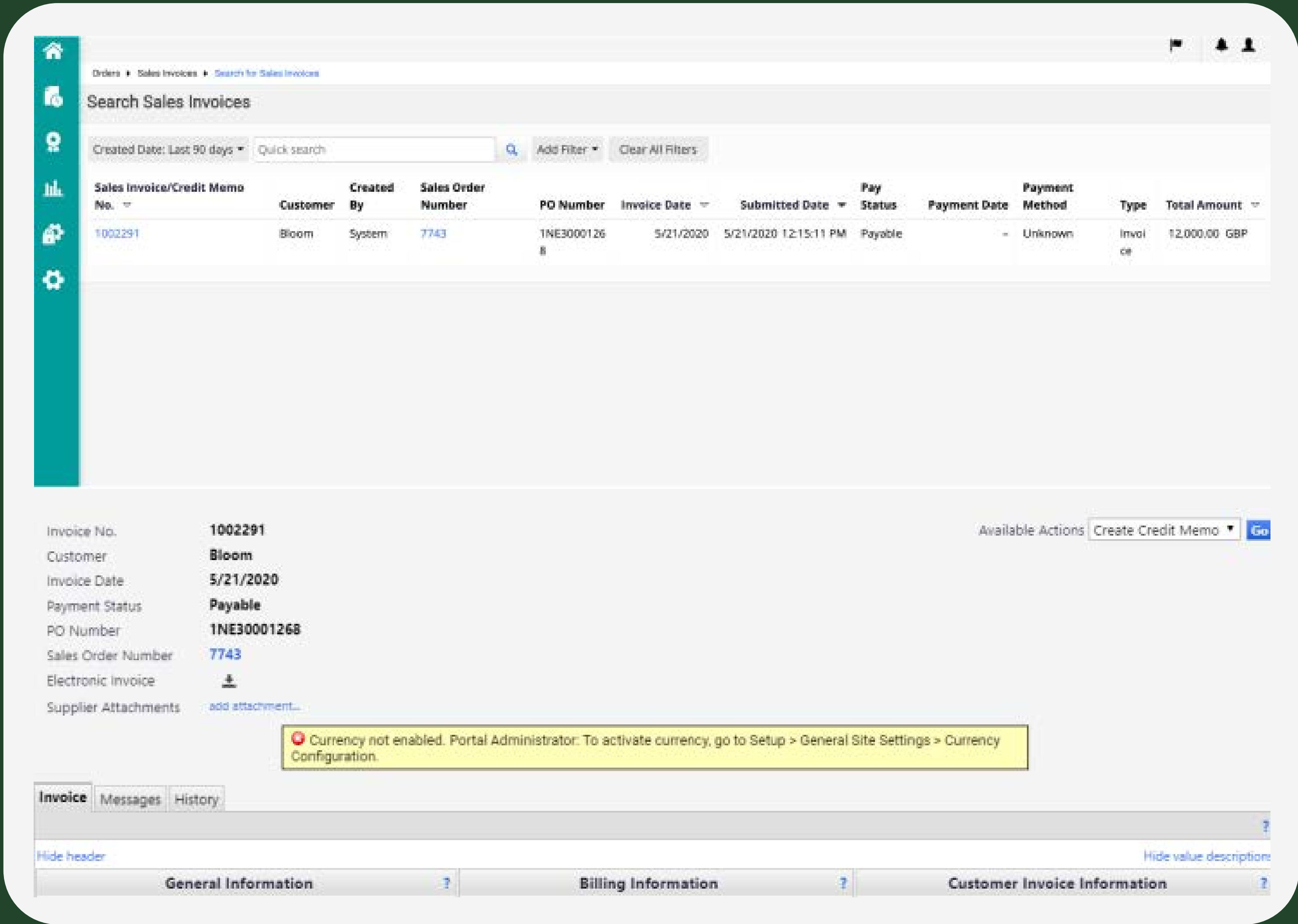
Locating sales invoices

NB. Historical invoices (prior to account creation) are visible, however you may need to wait for a few moments

- To see invoice detail, click into the invoice number
- Here you can download a PDF copy of the invoice

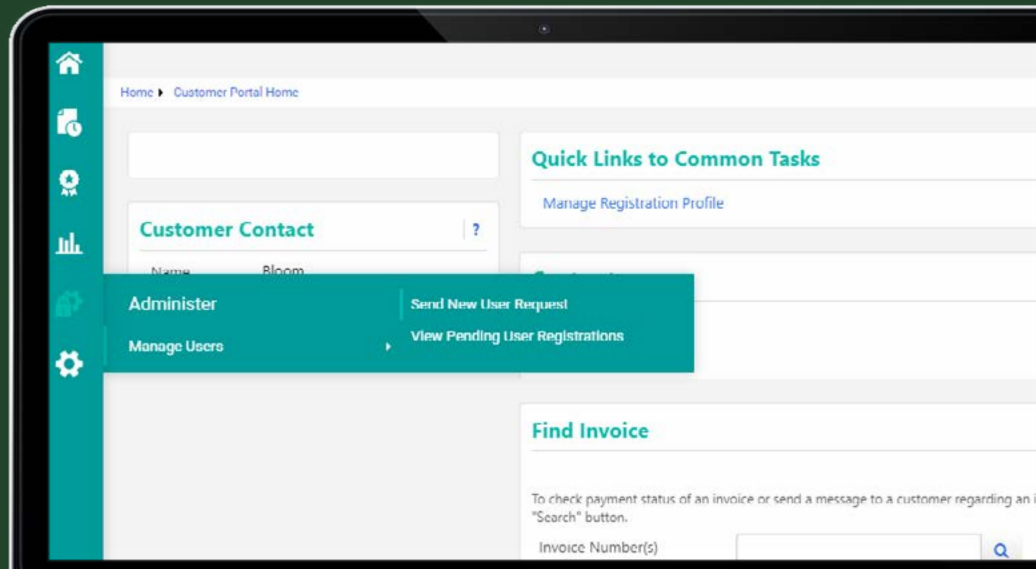


Adding a new user

Adding a new user

Go to **Administer** via the left navigation.

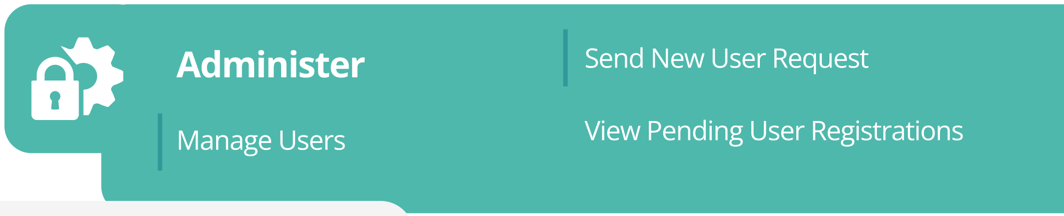
Click **Manage Users > Send New User Request**

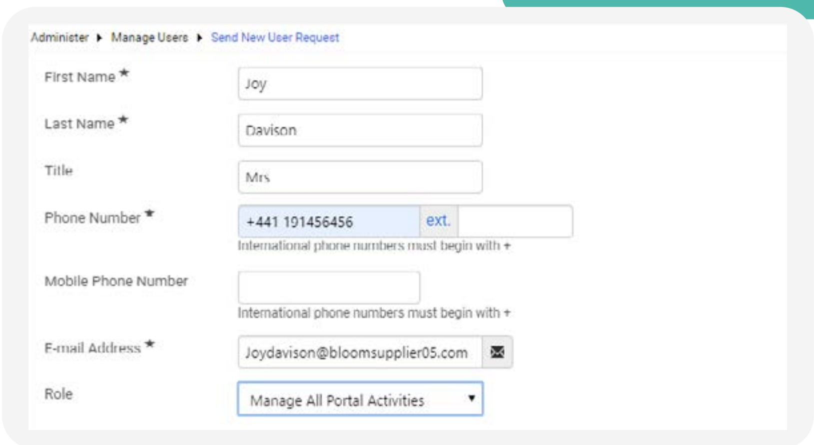


Complete user details and send

- Input the users details
- Send User Request

This will send an email to the user who can then set up their account.





Administer ▸ Manage Users ▸ Send New User Request

First Name *	Joy
Last Name *	Davison
Title	Mrs
Phone Number *	+441 191456456 ext. International phone numbers must begin with +
Mobile Phone Number	International phone numbers must begin with +
E-mail Address *	Joydavison@bloomsupplier05.com
Role	Manage All Portal Activities