

Lighthouse BCS Supplier Portal Supplier Registration Guide

As a supplier, you have already been pre-registered to access the Lighthouse BCS supplier service. This service includes:

- Electronic Invoicing directly from your accounting package
- Real-time feedback on the status of your invoice – receipt, approval, payment
- Electronic payment straight into your bank account, with payment remittance
- The option to request early payment of your invoices

This document contains full instructions on completing your registration, and using the supplier portal.

Completing your registration

You will need to have following information available when you complete your registration:

- Your supplier invitation letter from your customer, including your unique supplier code
- Your bank account details
- Your company's VAT number

It may also be useful to have to hand a sample of a previous invoice that you have submitted to your customer.

There are five simple steps to follow, and much of the information has already been filled out for you.

- **Step 1: Basic Registration**
At your computer, use your web browser to go to www.lighthousebcs.com where you should select the 'Register' option at the top of the page.
Type your unique supplier code, included in your invitation letter, into the box and click *Continue*.

The screenshot shows the Lighthouse Supplier Portal interface. At the top left is the 'LIGHTHOUSE' logo, and at the top right is 'Supplier portal'. Below the logo is a navigation menu with 'Home', 'Blog', 'About us', 'Login', and 'Register'. The main content area features a registration form titled 'Enter your registration code'. The form has a text input field labeled 'Code' containing the value '1wvf12q' and a 'Continue' button. To the right of the form is a 'Pre-registration' box with a blue circular icon containing a checkmark. The text in this box reads: 'Your registration code. You should have received a registration code by letter or email. Enter your code to start the registration process.'

- You will be asked to confirm your company's VAT number to validate your registration code.

The screenshot shows the Lighthouse website registration process. At the top, there is a navigation bar with links for Home, Blog, About us, Login, and Register. The main content area is titled "Enter VAT number to continue". It contains a form with the following fields: Buyer name (LighthouseBCS), Your company name (Dublicity Ltd), and VAT number (1234567G). A "Register" button is located below the form. To the right, there is a "Pre-registration" section titled "Your VAT number" which provides instructions: "Enter your VAT number to continue the registration process. NON Irish VAT numbers must start with a country code e.g. GB123456789 for a UK company".

- You are now asked to confirm certain details about your company. Much of this data will already have been uploaded by us, so you can amend or add details as appropriate.

The screenshot shows the Lighthouse website registration process at the "Basic registration" step. The navigation bar includes links for Home, Blog, About us, Login, and Register. Below the navigation bar, there is a progress indicator with five steps: 1. BASIC REGISTRATION (highlighted), 2. BANK ACCOUNT DETAILS, 3. PACKAGE SELECTION, 4. SIGN UP FEE, and 5. E-INVOICING SETUP. The main content area is titled "Basic registration" and contains a form with the following sections:

- Company:** Company name * (Dublicity Ltd), VAT number * (IE1234567G), Default billing currency * (EUR).
- Address:** Address line 1 * (Company House), Address line 2 (Main St), City * (Dublin), State/province/region, Zip/postal code (2), Country * (Ireland).
- Contact person:** Name * (Michael Bloggs), Phone number * (019881639), Email address * (michael.bloggs@lighthousebcs.com), Fax number.
- Administrator setup:** Email address * (michael.bloggs@lighthousebcs.com), Password * (masked with dots), Confirm password * (masked with dots), Display name * (Michael Bloggs).

 A "Register" button is located at the bottom of the form. To the right, there is a "Basic registration" section titled "Company information" which states: "This information allows us to identify your company and its invoices. It also enables us to communicate with you through a specified contact person." Below this is the "Administrator setup" section which states: "The administrator user is the first user associated with your company. This user is responsible for completing the registration process. Once registration is completed they can create additional users for the company."

You will need to pay particular attention to the details under *Administrator setup* as you will use this email address and password later to log onto the supplier portal

- Step 2: Bank Account Details**
 As your customer will now pay all invoices by EFT, you are required to enter your company's bank account details.

The screenshot shows the 'Bank account details' step of the registration process. The page includes a progress bar with five steps: 1. BASIC REGISTRATION, 2. BANK ACCOUNT DETAILS (highlighted), 3. PACKAGE SELECTION, 4. SIGN UP FEE, and 5. E-INVOICING SETUP. The main form is titled 'Bank account details' and is divided into two sections: 'Bank details' and 'Account details'. The 'Bank details' section contains fields for 'Bank name *' (AIB), 'Country *' (Ireland), and 'Currency *' (EUR). The 'Account details' section contains fields for 'Account holder name *' (Dubicity Ltd), 'Account number *' (01592851), and 'Sort code *' (931225). A 'Submit' button is located at the bottom of the form. To the right, there is a 'Bank account details' sidebar with 'General information' and a 'Note' regarding Swift numbers and IBAN requirements for international accounts.

- Step 3: Package Selection**
 You must choose a subscription package. As you can upgrade your package at a later stage if you need to, it is advisable to select the 'Special offer', which gives free access to the Lighthouse Supplier Portal, and five free invoice stamps.

The screenshot shows the 'Package selection' step of the registration process. The progress bar highlights 'PACKAGE SELECTION' as the current step. The main content area is titled 'Package selection' and features a 'Special offer' table. The table lists various services and their availability for the selected package, with green checkmarks indicating that all listed services are included. Below the table, there are fields for 'Sign up fee' and 'Recurring fees', both set to 'None'. At the bottom of the table, there are fields for 'Electronic invoices included' (5), 'Cost per additional invoice' (€0.79), 'Buyer associations included' (1), and 'Cost per additional buyer' (n/a). A 'Select' button is located at the bottom of the table. To the right, there is a 'Package selection' sidebar with 'Your package' information, explaining that the package defines the services accessible and the cost of sending invoices.

Special offer	
Electronic invoice submission	✓
View your invoices	✓
Check their status	✓
View your payment schedule	✓
Request early payment	✓
Multiple users	✓
Sign up fee	None
Recurring fees	None
Electronic invoices included	5
Cost per additional invoice	€0.79
Buyer associations included	1
Cost per additional buyer	n/a

- **Step 5: E-Invoicing Setup**
To assist with invoice matching, select which accounting package and which invoice template you use. Select the one most closely matching your invoice layout. If you cannot find a match, select 'Other'.

The screenshot shows the 'E-invoicing setup' page in the Lighthouse BCS system. The page has a dark header with the Lighthouse logo and 'Dubicity Ltd' on the right. Below the header is a navigation bar with five steps: 1. BASIC REGISTRATION, 2. BANK ACCOUNT DETAILS, 3. PACKAGE SELECTION, 4. SIGN UP FEE, and 5. E-INVOICING SETUP (highlighted in orange). The main content area is divided into two columns. The left column has a section titled 'E-invoicing setup' with a dropdown menu for 'Select your accounting package' currently set to 'TAS Books'. Below that is a section titled 'Select your invoice layout' with a thumbnail image of an invoice and a 'Choose' button. The right column has two informational boxes: 'Accounting package selection' and 'Template selection'.

- You are asked to enter the customer name that you use on your invoices to this customer. This is very important, as without this, your invoices cannot be correctly processed. Make sure that the name is spelled *exactly* as it appears on your invoice, including spaces, capital letters and punctuation. For example, "ACME Inc." is not the same as "Acme Inc" and your invoice will not match.

E-invoicing setup

Enter the **exact** name as it appears on your invoices to **LighthouseBCS** including punctuation and capitalisation.
See example invoice below

E-invoicing setup

Your name for your buyer
You must enter the **exact** name for your buyer as it appears on your invoices, complete with capitalisation and punctuation e.g. Joe Blogg's Ltd.

Invoice

Tranenergy Shipping Ltd
100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

- Finally, you must download and install the Lighthouse 'Printer Driver'. It will be installed on your PC as a printer called 'Lighthouse invoice'.

E-invoicing setup

To download the printer driver click the **download** link and your download will start shortly.

E-invoicing setup

Printer driver download

1. Click the 'download' link
2. Wait for the 'file download box' to appear
3. Click 'save' to store the printer driver
4. Wait for your download to finish

Printer driver installation

1. Locate the LighthouseEinvoice.exe file you have just downloaded
2. Double click the file to start the installation
3. Follow the installation steps presented to you

Depending on your browser, you can either 'Run' this file "LighthouseEinvoice.exe", which will install the printer driver for you, or 'Save' the file, and run it later.

Once you have completed these five steps, you are now ready to send invoices electronically to your customer, and to use the supplier portal.

Sending invoices to your customer

Sending an electronic invoice to your customer is very straightforward. Simply create your invoice just as you do today, using your accounting package or invoice template. When you print the invoice, select the printer 'Lighthouse eInvoice' instead of your usual paper printer. This will open a secure connection on the internet and send the invoice electronically. You will be shown a message confirming that your invoice has been successfully delivered.

Checking the status of your invoices

At any stage after you have sent your invoice electronically, you may check the invoice status by logging on to the Lighthouse “Supplier Portal”. To do this, go to www.lighthousebcs.com in your web browser, and log on using the email address and password that you specified during registration.

The screenshot shows the 'Accounts receivable home' dashboard for 'Dublicity Ltd'. The navigation bar includes Home, Invoices, Payments, Account, Downloads, My profile, Admin, and Logout Michael Bloggs. The main content area is divided into several sections:

- Active invoices summary:** A table showing the current status of invoices. All values are 0.

Current status	#	Value
Delivered to buyer	0	0 €
Awaiting approval	0	0 €
Approved	0	0 €
Rejected	0	0 €
Early payment possible	0	0 €
Early payment accepted	0	0 €
Awaiting standard payment	0	0 €
Awaiting external payment	0	0 €
- Invoices available for early payment:** A table showing that no invoices are available for early payment.

Customer	# Invoices	Value
LighthouseBCS	0	0.00
- Recent errors:** A table showing no errors for today or this week.

Period	#
Today	0
This week	0
- Payment schedule:** A line graph for the period 09 March to 15 March. The Y-axis is 'Value' (0 to 1 EUR) and the X-axis is 'Date' (9 to 15). The graph shows a value of 1 EUR on March 9th and 0 EUR for the rest of the period.
- Invoice activity:** A table showing 0 to 0 of 0 invoices.

You can see the approval status of each invoice, and also if early payment is available on any of your invoices.

Asking for Assistance

If you have any questions, issues or difficulties while registering or using the Lighthouse service, you can get assistance by contacting us at:

By email: support@lighthousebcs.com
By phone: +353-1-6853998
On Skype: LighthouseBCS