

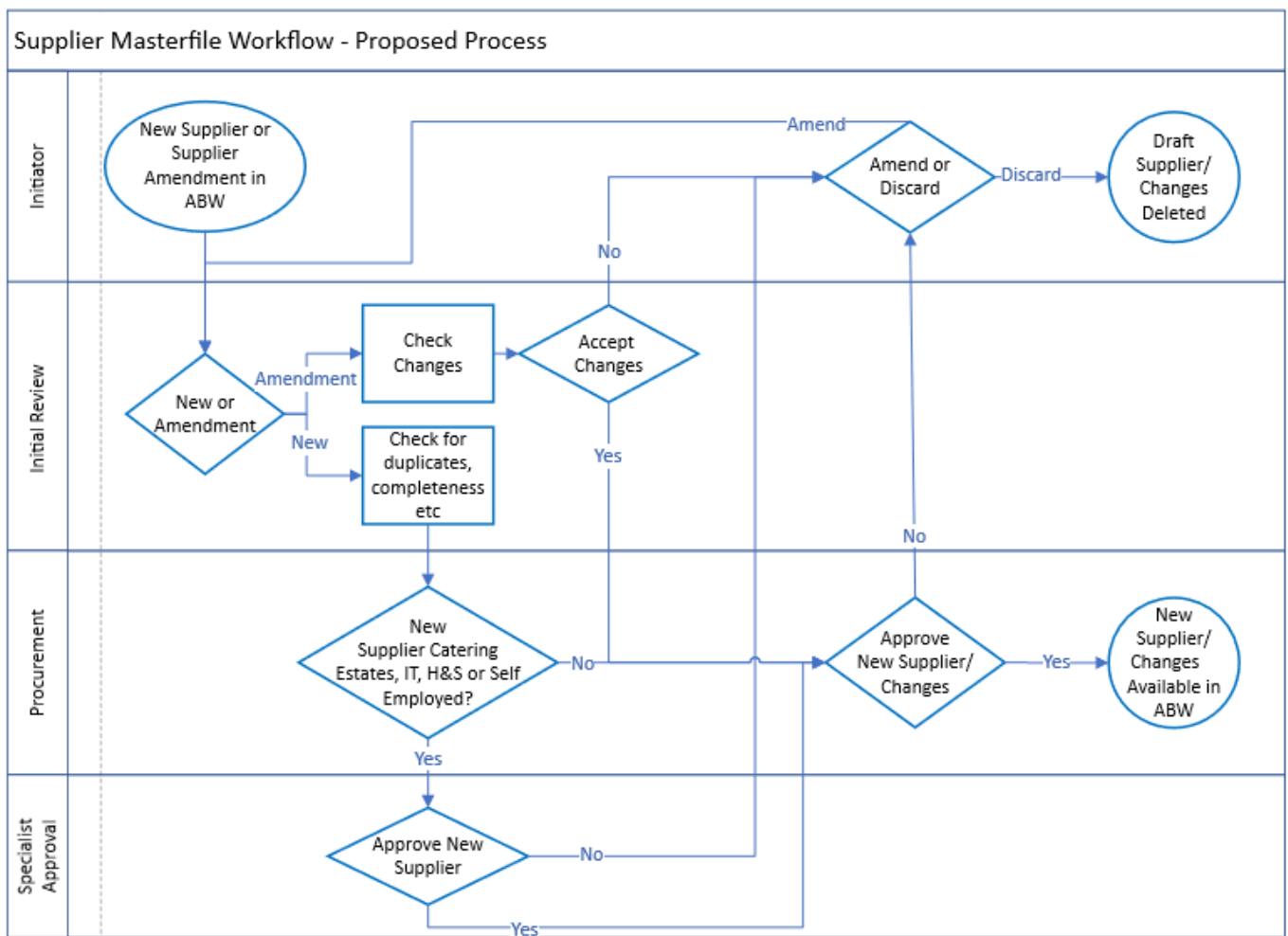
## Supplier Approval Process in ABW

Before starting the set up, you must make sure you have checked that the supplier does not already exist in the system. If you are happy that this is a genuine new request, it is your responsibility to obtain all the required information from the supplier before starting the request. Before logging into the system you must have a new supplier data from completed by the supplier which holds the information required to complete the set up this can be found on the University Finance webpage [here](#). Data from this form can be copied and pasted into ABW. You will also need:

- The Anticipated Annual Spend
- If a self-employed, a completed an SES form.

For guidance on new supplier requests, see the Procurement web Pages [here](#)

In simple terms the approval process for suppliers is as follows:



The following guidance includes:

1. Checking the Supplier does not already exist
2. Requesting New and making amendments to existing Suppliers
3. Viewing New Suppliers in Workflow in the Supplier Masterfile screen
4. Workflow Enquiry
5. Handling rejected Tasks

In ABW

Menu

Procurement	<b>Requisitions</b>	<b>Purchase orders</b>	<b>Supplier information</b>
	Requisitions - standard	Goods received	Suppliers Enquiries
Common			

Select Supplier from the procurement Menu

To check the supplier does not already exist:

**Value lookup**

Search criteria

Advanced

Supplier ID	<input type="text"/>	Name	<input type="text" value="aber*"/>
Address	<input type="text"/>	Town	<input type="text"/>
County	<input type="text"/>	Post Code	<input type="text"/>
Country	<input type="text"/>	Telephone	<input type="text"/>
Bank account	<input type="text"/>	To	<input type="text"/>
Address type (T)	<input type="text"/>	Status	<input type="text" value=""/>

Supplier ID	Name	Address	Town	County	Post Code	Country	Telephone	Bank account	To	Address typ...	Status	
												Filter
T10022	ABERAERON MEM...	SOUTH ROAD	ABERAER...	CEREDIGL...	SA46 0DP	GB	01545 5749...	21366564	bookings@abera...	Payment	N	
T10022	ABERAERON MEM...	SOUTH ROAD	ABERAER...	CEREDIGL...	SA46 0DP	GB	01545 5749...	21366564	bookings@abera...	General	N	
T10022	ABERAERON SPOR	South Road	ABERAER...	CEREDIGL...	SA46 0DP	GB	01545 5749...	0		Payment	C	

Click on the arrows next to the advanced section.

Enter part or all of the supplier name using asterisks as wildcards.

Remove the N from the Status field (this allows you to check for closed or parked suppliers)

Click on Search

If the supplier is not returned, carry out a second check by removing the name previously entered and enter the bank account number in the filter row below the search box, then click on search again.

If the supplier shows but with a status of C, you will need to request to reopen the supplier. This is done by clicking on the supplier from the search results, then go to the Payment Tab:

**Suppliers**

Supplier | Contact information | Invoice | **Payment** | Relations | Action overview | Additional Information | Suptavelins | Supplier Trans

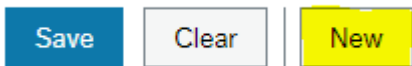
**Supplier**

Lookup  
T10023  
ABERAERON SPORTS CLUB

<p><b>Payment details</b></p> <p>Pay method* Cheque CH</p> <p>Fixed <input type="checkbox"/></p>	<p><b>Bank details</b></p> <p>Bank account 0 Build Soc. Roll</p>	<p><b>Status</b></p> <p>Status* Closed C</p>
--	--	--

On the drop down, change the status from Closed to Active. It is worth checking other fields to ensure that for example the address and bank details are still correct.

To create a new supplier, click on the NEW button on the bottom left of the screen



There are 6 tabs, the first 5 need details completing, the final tab, Supplier Trans is a link to transactions (invoices and payments) processed on existing supplier records.

**Tab 1: Supplier**

**Suppliers**

Supplier | Contact information | Payment | Relations | Additional Information | Supplier Trans

---

**Supplier**

Lookup  ...

Supplier ID  Supplier name\*

---

**Classification**

Supplier group\*  ▾

1

Country\*

GB

Language\*

EN

Head office  ...

[NEW]

Sundry

**Supplier identification**

Company registration number

**Notes**

Supplier Name: Enter the name – see important notes on formatting names below:

- Use Title Case
- Do not add full stops or hyphens supplier names.
- If the supplier is an individual, you must set it up in the format of full first name and surname, do not use initials, or titles (Mr/Mrs Dr etc)

Supplier Group: This defaults as Trade Creditors. If the supplier is from overseas, select from the following:

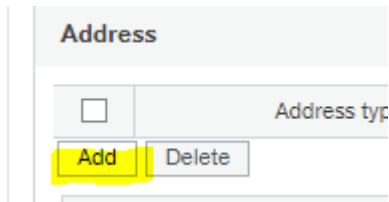
Supplier Group	Description
7	EU Suppliers
8	International Suppliers

Country: Update if required

Company Registration Number: Enter for Limited Companies, if not a limited company leave blank.

## Tab 2: Contact Information

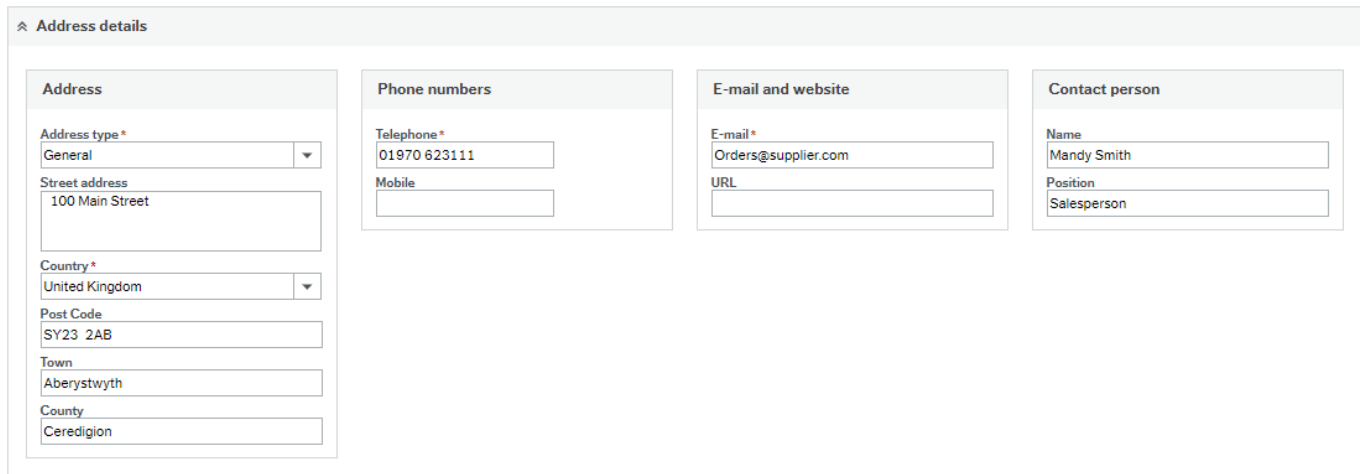
Click on the Add button



Address

Address type

Add Delete



Address details

Address	Phone numbers	E-mail and website	Contact person
<p>Address type* General</p> <p>Street address 100 Main Street</p> <p>Country* United Kingdom</p> <p>Post Code SY23 2AB</p> <p>Town Aberystwyth</p> <p>County Ceredigion</p>	<p>Telephone* 01970 623111</p> <p>Mobile</p>	<p>E-mail* Orders@supplier.com</p> <p>URL</p>	<p>Name Mandy Smith</p> <p>Position Salesperson</p>

The first address has an address type of general which is the default. For small suppliers who only have a single set of contact details this is all that is required.

For larger suppliers where for example purchase orders need to go to a different address from Remittances (the advice that tells the supplier when they have been paid and what for) you will need to enter more than one address. The telephone number (not mobile) and Email address are mandatory fields. You must enter this information before you can proceed. Where possible email addresses entered should be generic and not those of individuals within a company or organisation. Do not try and enter two email addresses on the same address line.

If there is a different address for the remittance advice (even if the only difference is the email address) you need to click on add again and enter a second address with an address type of Payment, in exactly the same way.

For multiple "order to" addresses (this is usually in large public sector organisations), enter the address to which purchase orders should be sent with an address type of Order. Add a named contact and position at company, this will be visible in requisitioning.

### Tab 3: Payment

#### Suppliers

Supplier | Contact information | Invoice | **Payment** | Relations | Action overview | Additional Information | Suptravelins | Supplier Trans

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**Supplier**

Lookup  
T19885 ...  
Wendy Training Ltd

**Payment details**

Pay method\*  
BACS  Fixed

IP

Payment recipient  Fixed

Pay delay  
0

Pay discount  
0

Priority  
0

**Bank details**

Bank account  
36985214

Build Soc. Roll  
N/A

Account Holder  
Wendy Training Ltd

IBAN

Swift

Sort Code  
147852

**Status**

Status\*  
Active

N

Expiry date

**Pay method:** This defaults to BACS. For overseas suppliers with foreign bank details change to CA. *If the supplier requires payment to a bank in the USA, India or China enter Swift/BIC and IBAN if you have them and attach any other documentation regarding payment references at the end of the process.*

**Bank Account:** Enter the bank account number

**Build Soc Roll:** If the account is an old style building society account, enter it here.

**Account Holder:** The name in which the bank account is held (not the name of the bank), this may be different from the Supplier Name. If setting up a company and the names are slightly different, one of them is likely to correct, it is normal for company names and company bank account holder names to be an exact match.

**IBAN:** For suppliers from overseas, enter the IBAN code (Country code followed by varying number of numerical characters) without spaces.

**SWIFT:** For suppliers from overseas, enter the SWIFT/BIC code without spaces.

**Sort Code:** Enter the 6 digit sort code without hyphens or spaces for UK bank accounts, or the routing code for US Bank Accounts.

If the supplier states it uses a Finance Factor company for payments, please contact [supplier-payments@aber.ac.uk](mailto:supplier-payments@aber.ac.uk) for assistance.

### Tab 4: Relations

#### Suppliers

Supplier | Contact information | Invoice | Payment | **Relations** | Action overview | Additional Information | Suptravelins | Supplier Trans

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**Supplier**

Lookup  
...  
...

<input type="checkbox"/>	Relation	Relation value	Description
<input type="checkbox"/>	Supplier group (SUPPGRP)		
<input type="checkbox"/>	Tax Area (TAXAREA)		
<input type="checkbox"/>	Procurement Product Group (PROD GRP PROC)		

Add Delete

**Supplier Group:** This will auto-populate when you save the supplier based on the supplier group selected on the first tab so should be left blank, if not populated automatically please copy from the first tab.

**Tax Area:** To enter the data, click in the relation value column on the second row marked Tax Area. This is a mandatory field and is used for VAT reporting - valid values are: 1 – UK, 2 – Other EU, 3 – Rest of World.

Procurement Product Group: please click on the ellipsis (3 dots) in the box, a popup will appear if you hit the search button a list will populate that are available for use.

If you inadvertently click elsewhere and create a new row, you will need to click in the box at the start of that row and click on the delete button to remove it before you can save the supplier.

**Tab 5: Additional Information**

This information is used by Procurement to determine whether to approve the new supplier request. These are split into sections, click on the “Add” button in each section to open the fields, use “type ahead” (i.e. start typing your Department name and you will be presented with matching values) or click on search  to find valid values. For guidance on completing the fields, use the links at the end of the table to find help and advice.

**If any of these sections are incomplete or left blank your request will be rejected by procurement and you will need to begin the process again.**

**Procurement Information:**

Procurement Information							
<p><b>i</b> You must complete all fields in this section. Please refer to Financial Regulations (Section 2.5) for guidance on conflict of interest and Procurement Procedures for general procurement guidance. You will not be able to use this supplier until it has been approved by Procurement.</p>							
<input type="checkbox"/>	Dept Requesting Supplier	Category of Supplier	Est Annual Spend Exc VAT	One off Spend	Conflict of Interest	Link to Fin Procedures	Link to Fin Regulations
<input type="checkbox"/>	Finance	Estates	£25K-£50K	N	N	<a href="#">Financial Procedures</a>	<a href="#">Financial Regulations</a>
<input type="button" value="Add"/>		<input type="button" value="Delete"/>					

Dept Requesting Supplier: The Dept in which you are based (this uses Level 5 within the organisational hierarchy).

Category of Supplier: Select a special category, or “Any Other” if none apply.

Estimated Annual Spend Exc VAT: Select from the bands available.

One-off spend: Select Y or N

Conflict of Interest: Select Y or N

**S16 Tax Status**

For guidance on self-employed status see the procurement guidance on the above link. You must complete and attach (at the end of the process) an SES form.

S16 Tax Status	
<p><b>i</b> For individuals please complete a SES Form and attach as a document to the completed supplier request. If Y, enter the current financial year</p>	
<input type="checkbox"/>	Self Employed Y/N
<input type="checkbox"/>	N
<p>Current Year (Apr-March)</p>	
<p><input type="button" value="Add"/> <input type="button" value="Delete"/></p>	

If the supplier is self-employed individual, select Y and enter the current tax year. If N, the tax year can be left blank.

**VAT Registration**

VAT Registration	
<input type="checkbox"/>	VAT Registered Y/N
<input type="checkbox"/>	* Y
<p>VAT Registration Number</p>	
<p>134664646</p>	
<p><input type="button" value="Add"/> <input type="button" value="Delete"/></p>	

If Y you must enter the VAT registration number

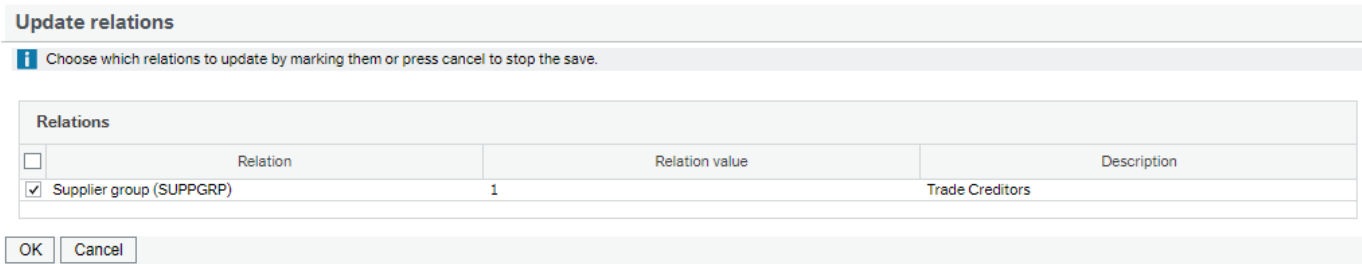
**Brief Details**

Brief Details
<p><b>i</b> Include reason for needing new supplier.</p>
<p>Supplier Requirement *</p>
<p><input type="text"/></p>

Enter the reason for your request for a new supplier and any other supplementary information that is relevant to this creation of this new supplier.

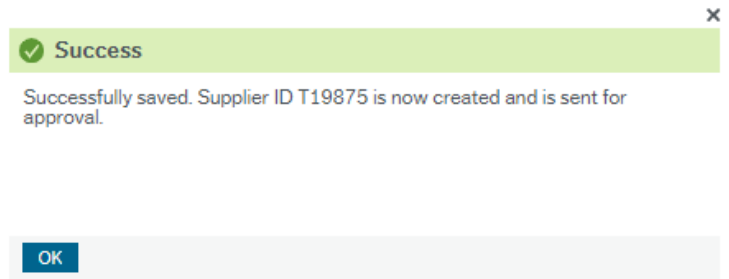
**SAVE**

The following pop-up message will appear:



Click on OK

The following pop up message should appear.

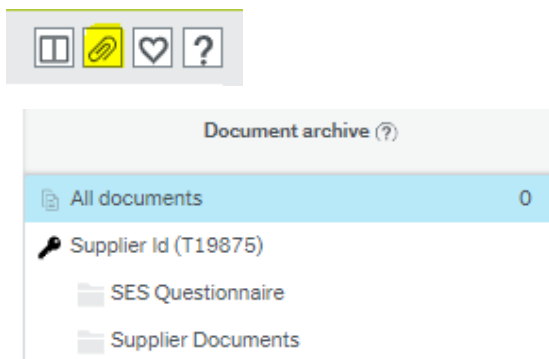


Make sure you see this message; the request will not be saved unless you see this.

**Occasionally you may get a pop-up message titled 'Auto-Numbering', should you receive this pop-up please close the box and re-save.**

If when you try and save the supplier record you have missed any mandatory fields, these will be highlighted in red and often listed at the bottom of the screen. Go back and complete these fields and click on save again.

You must now attach supporting documentation, please upload the 'New supplier data form' (This can be found on the University Finance webpage [here](#).) and if required the [Check Employment Status for Tax \(CEST\)](#) questionnaire results for self-employed or IR35 rules. Click on the paperclip on the top right of the screen:



In the pane on the left side of the screen, click on the type of documentation needed then click on **Add a document** at the bottom of the pane.

File Name: Click on Upload and find the file you need to attach

Document Title: A (very) brief description of this document if the file name is not explanatory

Document Description: Enter more information if needed pertaining to this document

SAVE

Repeat if further documents are required to be added.

You can close the document screen using the X in the top right-hand corner.

The supplier request will be forwarded to Finance who will carry out initial checks for accuracy and completeness and then for compliance checks and approval. You will receive an email notifying you when it has been approved – a copy of which will be sent to Accounts Payable. You will not be able to use this supplier until it has been approved. If it is rejected you will receive a new task within ABW and an email informing you. The task should explain the reason for the rejection, which may be because further information is required in which case you will have the opportunity to add this and resubmit the request.

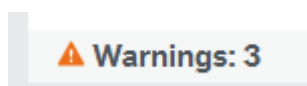
If you forgot to attach documents and remember after you have submitted the request (but before it has been rejected) you can access the record through the Supplier Masterfile, see instructions below.

### Viewing New Suppliers in Workflow in the Supplier Masterfile screen

When a new supplier record is created, it is not possible to search for it using the supplier name (as this is not yet approved), you will need to search for it in workflow enquiry (see next section) where you can get the supplier number if you want to review the fields completed or attach documents. You will notice under the lookup, instead of displaying the supplier name, it will show “Awaiting approval”.

### Changes in progress

If a supplier record is viewed when there are changes in workflow awaiting approval, a warning will show at the bottom left of the screen:



Click on the orange triangle to display the fields that are in workflow



- Warning:**
- The following fields have been sent to workflow and are awaiting approval:
  - Bank account:** 11111111 (New value)
  - Sort Code:** 111111 (New value)

**Warnings: 3**

If you are amending an existing supplier and there are mandatory fields that are missing (i.e. email address), you will be required to complete these before saving the supplier. Fields have only been made mandatory where it is deemed necessary that the information is held, email addresses will be used for sending remittance advices and in the near future emailing purchase orders directly to suppliers.

## Workflow Enquiry

If you want to check the status of the approval you can use the Workflow Enquiry Screen in the Procurement Menu

**Supplier information**

- Suppliers
- Enquiries
- Workflow enquiry - Supplier**

### Workflow enquiry - Supplier

Search type

Active items

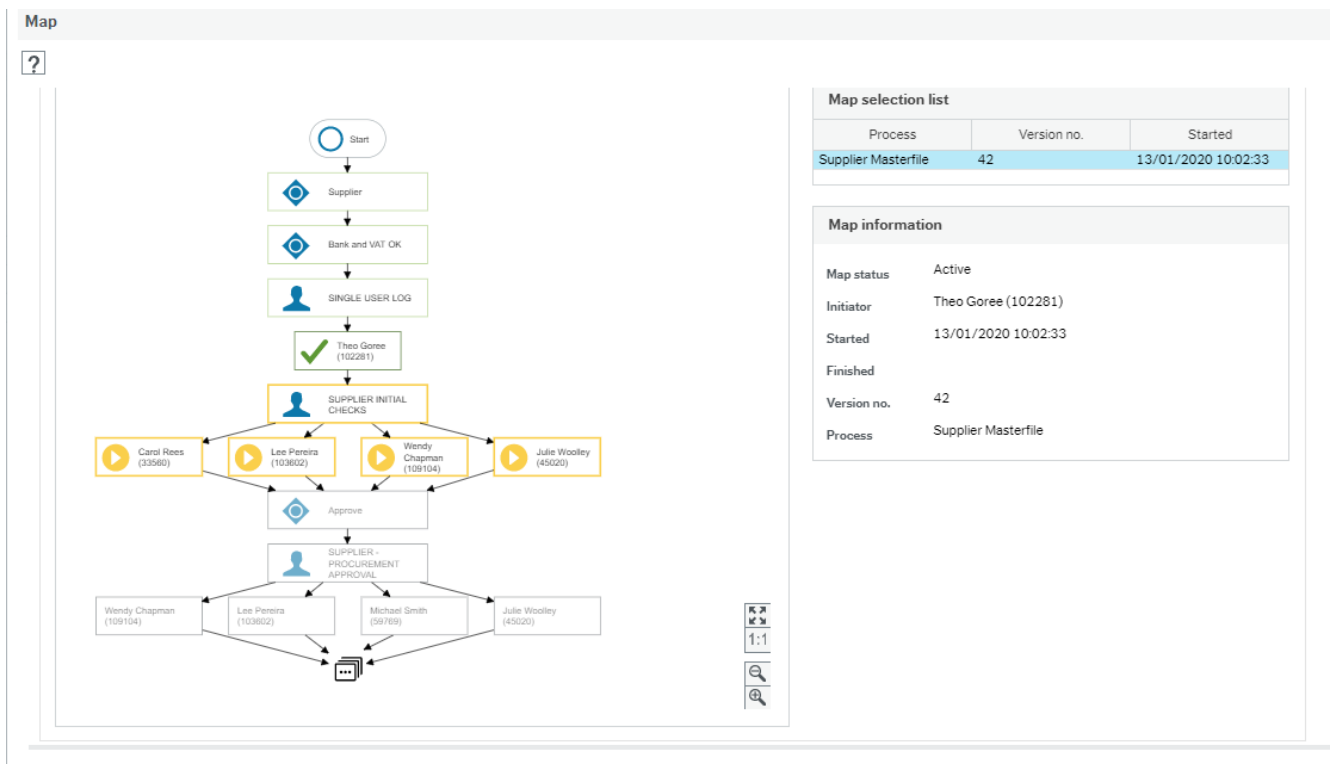
Historical items


Items												
Map	Process name	Process step	Version no.	Workflow state	Task owner	SupplID	▲ Supplier name	PM	Supplier group	Bank acct	Status	
	Supplier Masterfile	Supplier - Procurement App...	41	Workflow in progr...	109104	T10000	1BIKE1	CH	1	0	N	Load

The enquiry will bring back all suppliers currently in workflow. You can filter to find your own by entering all or part of the supplier name using asterisks either side then click on load on the far right:

Items												
Map	Process name	Process step	Version no.	Workflow state	Task owner	SupplID	▲ Supplier name	PM	Supplier group	Bank acct	Status	
							*Name*					Load
	Supplier Masterfile	Supplier Initial Ch...	42	Workflow in progr...	109104	T19875	My New Supplier Nam...	IP	1	64658792	N	
	Supplier Masterfile	Supplier Initial Ch...	42	Workflow in progr...	33560	T19875	My New Supplier Nam...	IP	1	64658792	N	

If the task has gone to more than one person, you will see multiple lines for the same supplier. Click on the map symbol on the left on any row for your supplier:

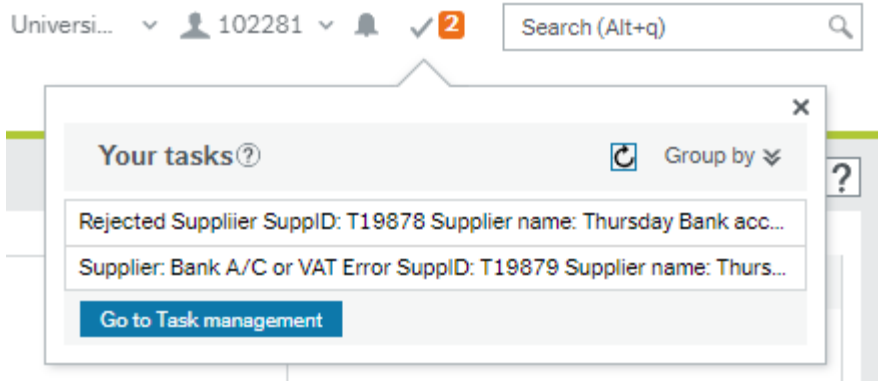


This is a standard approval start point and shows that the task is currently in the step: Supplier Initial Checks. Each request goes through at least two steps, the second being the predicted Supplier Procurement Approval in the above map. Further approval may be required from Payroll, IT, Estates, H&S or Catering and if this is needed it will show on the map after it has been through the Supplier Procurement Approval step. You may need to use the slide bars on the left of the screen to see the full map or use the  icon.

**Handling Rejected Tasks**

If your request for a new supplier has missing bank details, or you have confirmed it is a VAT registered company but not entered the VAT Registration number, the request will be returned to you automatically.

Click on the Number next to the tick and the task list will drop down



Click on the task line and it will open a new screen for you to make amendments (note you can change the display sort order by clicking in the column header for the column you would like to sort by):

## Master file approval

**i** Either the bank account or VAT Registration Number is missing. Please add details and click on Accept

Information			
Supplier name	Thursday 2	SupplD	T19879
Supplier group	1	Status	N

### Workflow log (row 0)

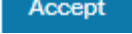
16/01/2020 12:52 Theo Goree (102281) - Distributed

(Enter a comment)

Copy

Details					
Map	Status	Field	Field associated with	New value	
		Supplier group		Trade Creditors	
		Supplier name		Thursday 2	
		Sundry		No	
		Bank acct		10265487	
		Sort Code		112336	
		Pay rec			
		Foreign acc.		Thursday 2	
		IBAN			
		PM		BACS	
		Fixed paymethod		No	
		Status		Active	

Click into the field in the column headed New Value and enter the missing data

When you have completed the fields click on the  button at the bottom left of the screen (you may have to scroll down to see this)

The task will now be resubmitted to Procurement for review.

Where a task is rejected by procurement, they will have added a workflow comment to tell you what other information is required:

## Master file approval

**i** If supplier no longer required select Reject, to resubmit to Procurement make the necessary changes/attach documents where required and select Accept

Information			
Supplier name	Thursday	SupplD	T19878
Supplier group	1	Status	N

### Workflow log (row 0)

16/01/2020 12:50 Wendy Chapman (109104) - Rejected - "Please add full details of why you are requesting this supplier."  
16/01/2020 12:39 Theo Goree (102281) - Auto approved  
16/01/2020 12:39 Theo Goree (102281) - Distributed

(Enter a comment)

Copy

Add whatever has been requested, this may be missing documentation or a field that has missing information. Complete as required and then click on the Accept button.

**If the request has been rejected because the supplier already exists on the system, you must click on the reject button to remove it from your task list.** You will be prompted to add a comment, this comment is retained on the workflow log for future reference.