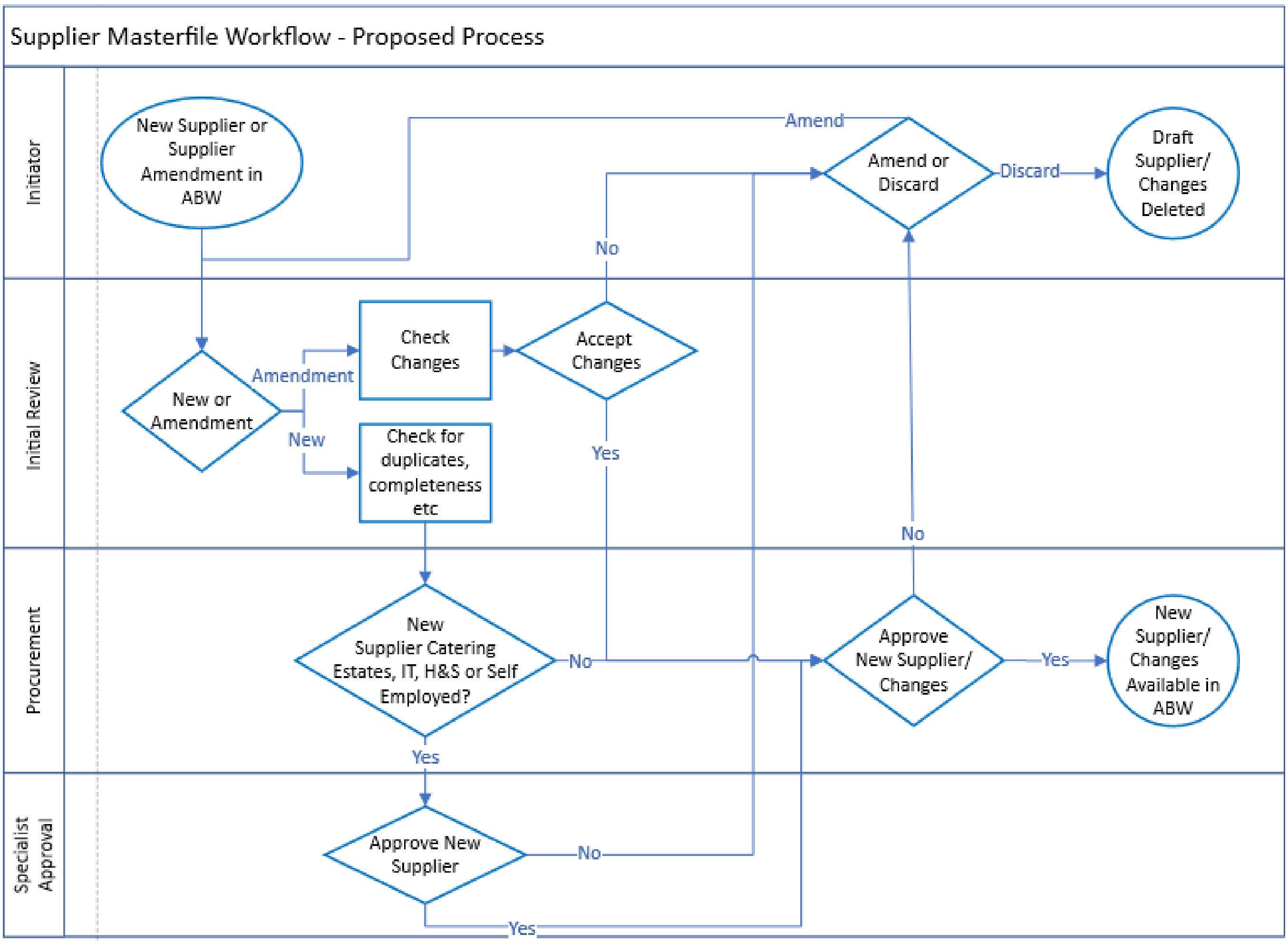
Supplier Approval Process in ABW

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 (See Appendix 1) . 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

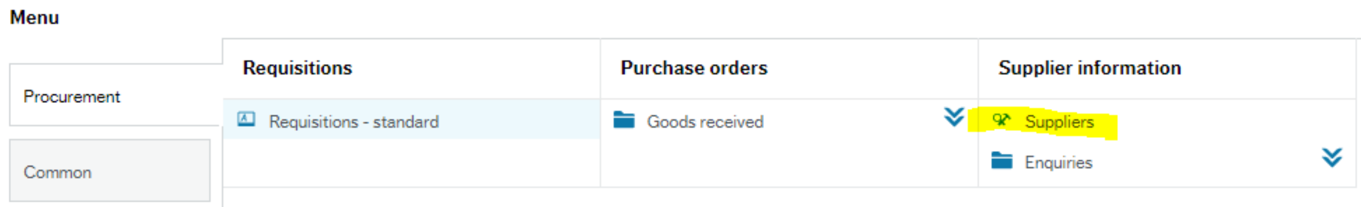
In simple terms the approval process for suppliers is as follows:



The following guidance includes:

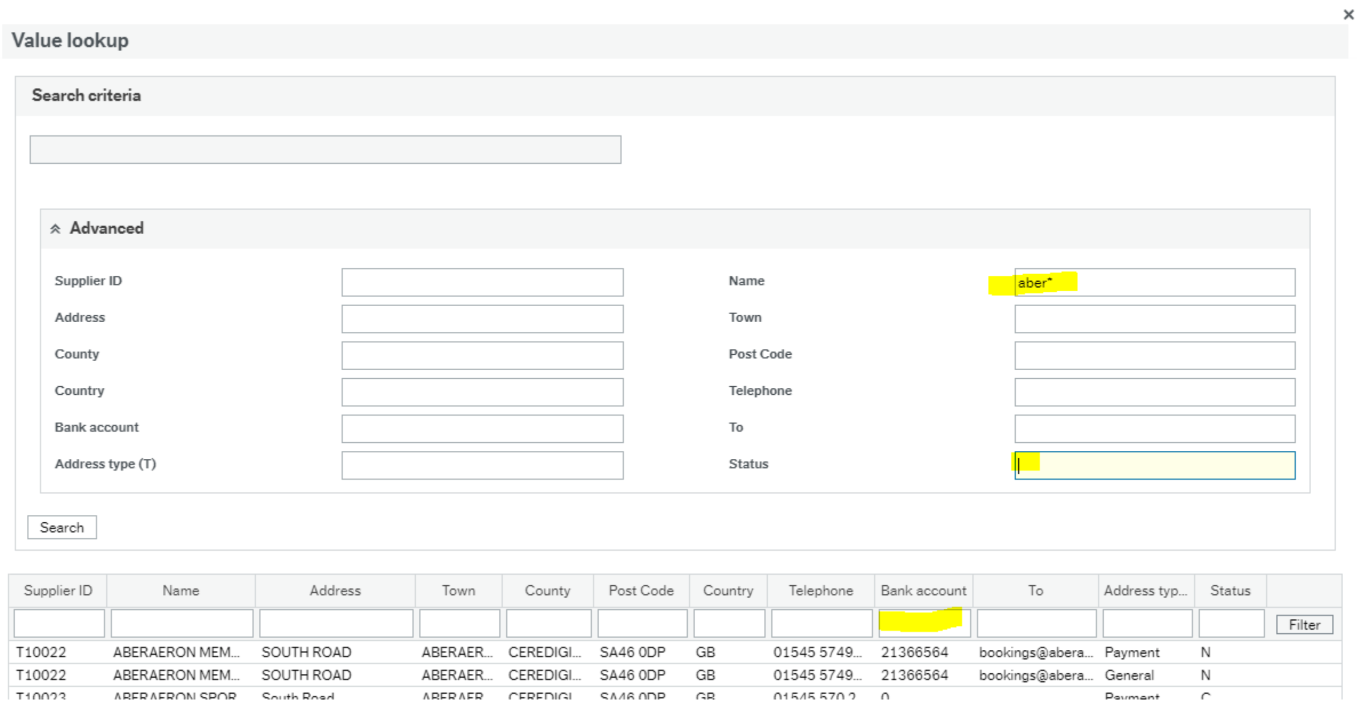
1. Checking the Supplier does not already exist
2. Requesting New and making amendments to existing Suppliers
3. Viewing New Suppliers in Workflow in the Supplier Masterfile screen
4. Workflow Enquiry
5. Handling rejected Tasks

In ABW



Select Supplier from the procurement Menu

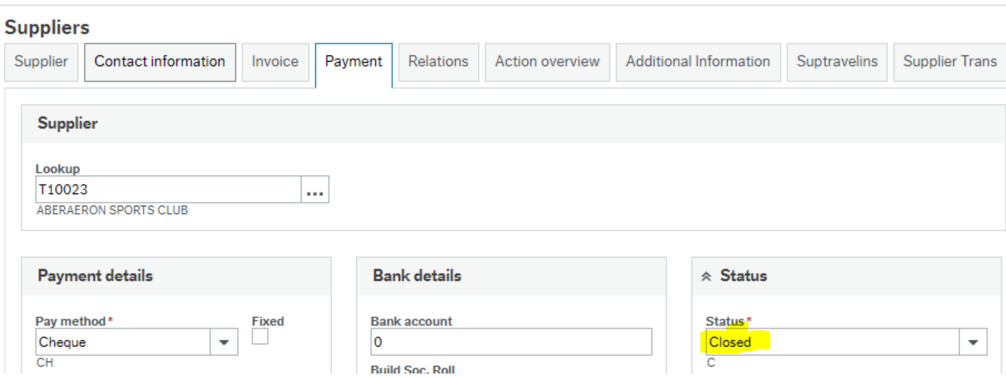
To check the supplier does not already exist:



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

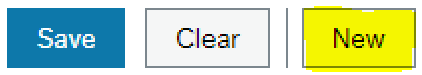
If the supplier is not returned, carry out a second check by removing the name previously entered and enter the bank account number in the filter row below the search box, then click on search again.

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:



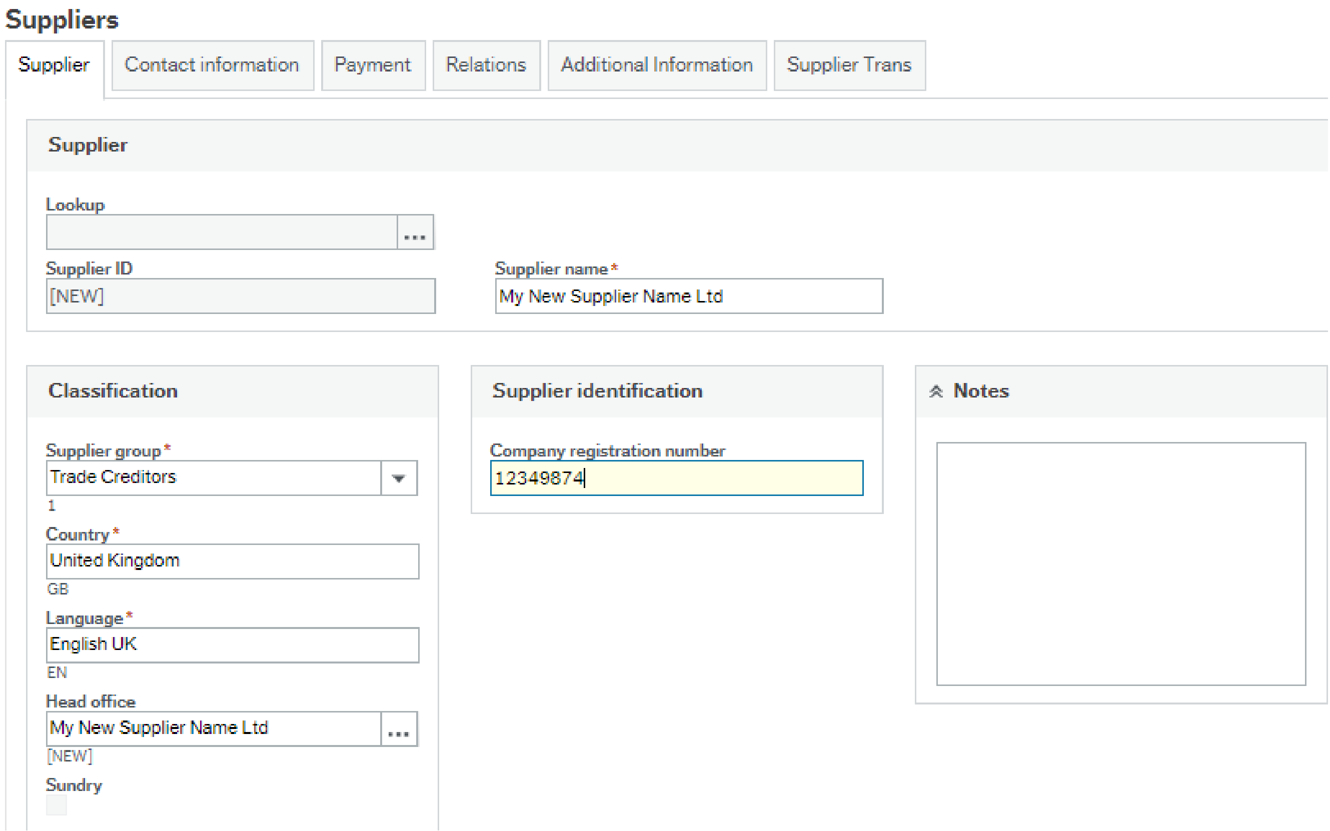
On the drop down, change the status from Closed to Active. It is worth checking other fields to ensure that for example the address and bank details are still correct.

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



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)

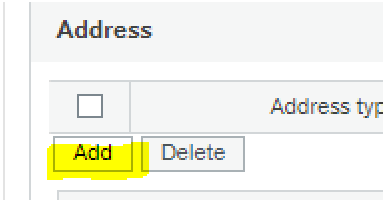
Supplier Group: This defaults as Trade Creditors. If the supplier is from overseas, select from the following:

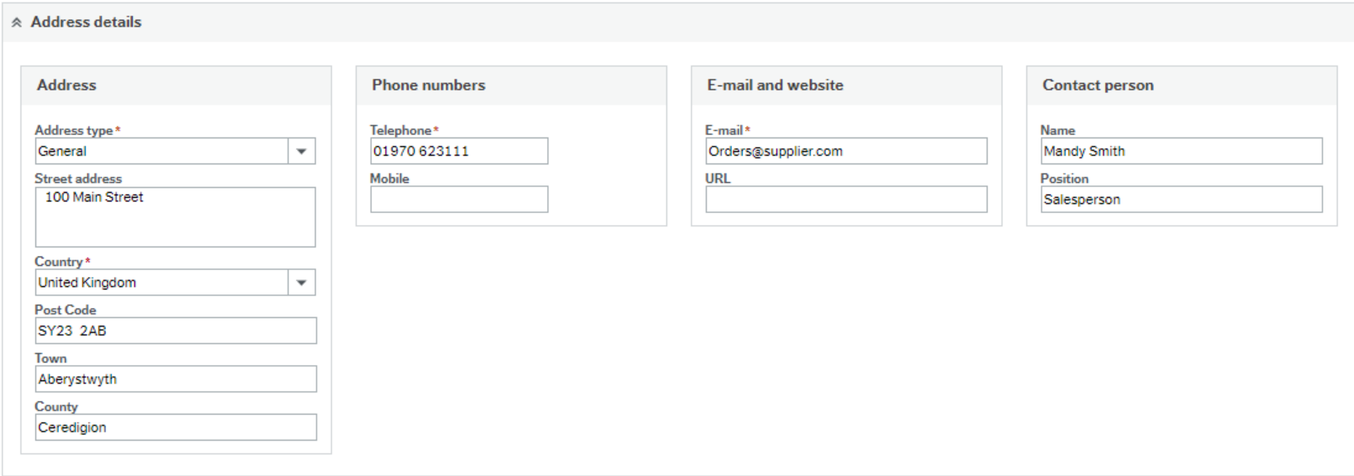
Supplier Group	Description
7	EU Suppliers
8	International Suppliers

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





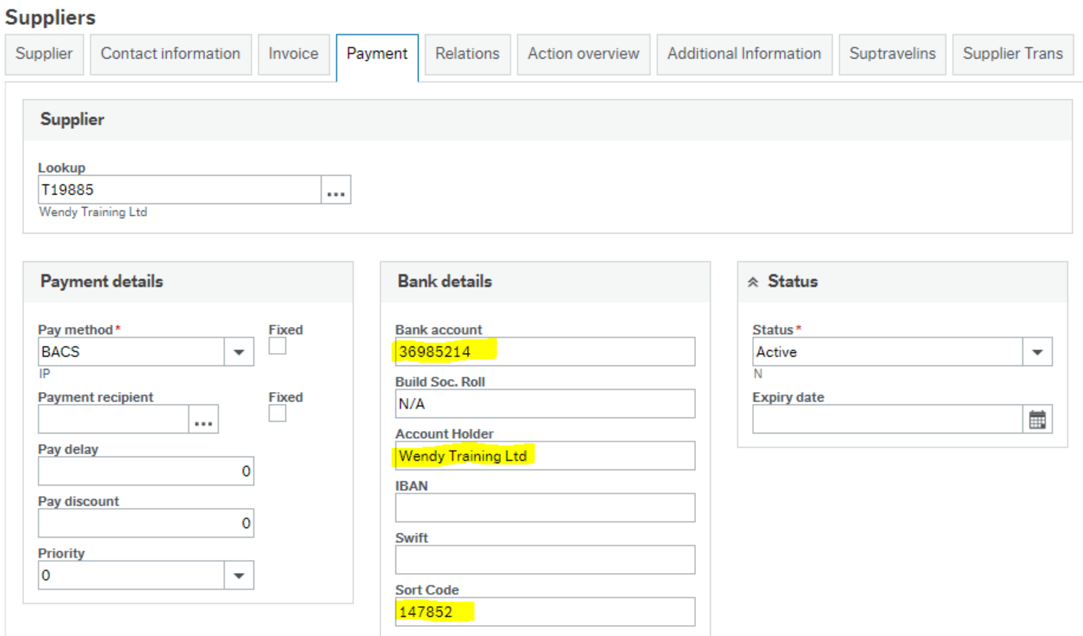
The first address has an address type of general which is the default. For small suppliers who only have a single set of contact details this is all that is required.

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



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.

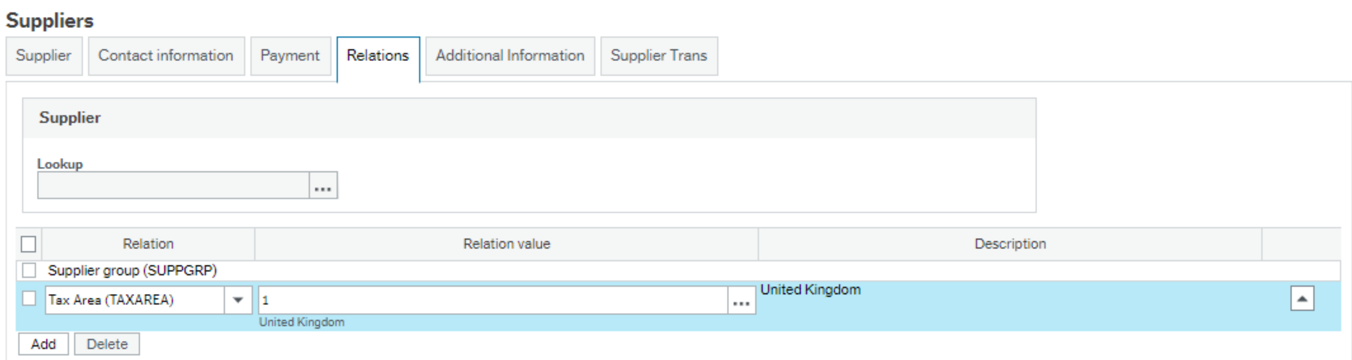
IBAN: For suppliers from overseas, enter the IBAN code (Country code followed by varying number of numerical characters) without spaces.

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

Sort Code: Enter the 6 digit sort code without hyphens 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 for assistance.

Tab 4: Relations



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.

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.

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

Tab 5: Additional Information

There are a lot of fields on this page that must be completed – if they are left blank you will get an error message stating they must be completed. 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.

Procurement Information:

Procurement Information

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.

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
Finance	Estates	£25K-£50K	N	N	Financial Procedures	Financial Regulations

Add 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

For individuals please complete a SES Form and attach as a document to the completed supplier request. If Y, enter the current financial year

Self Employed Y/N	Current Year (Apr-March)
N	

Add Delete

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

VAT Registered Y/N	VAT Registration Number
* Y	134664646

Add Delete

If Y you must enter the VAT registration number

Brief Details

Brief Details

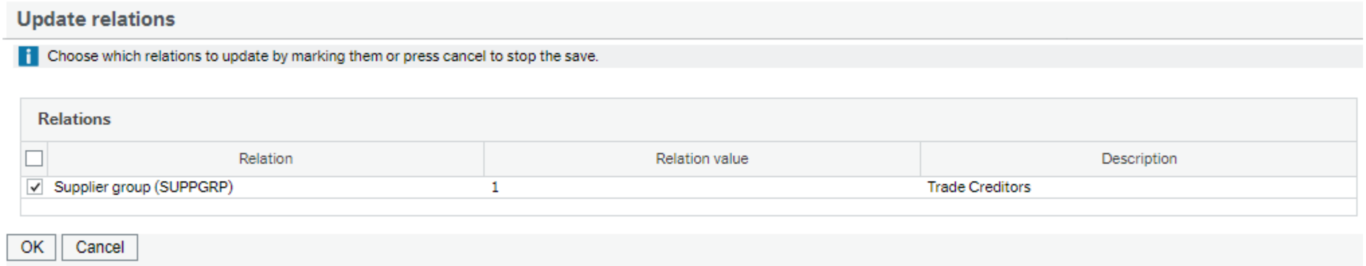
Include reason for needing new supplier.

Supplier Requirement *

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.

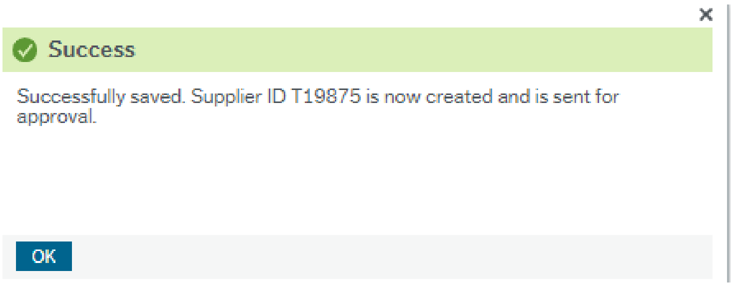
SAVE

The following pop up message will appear:



Click on OK

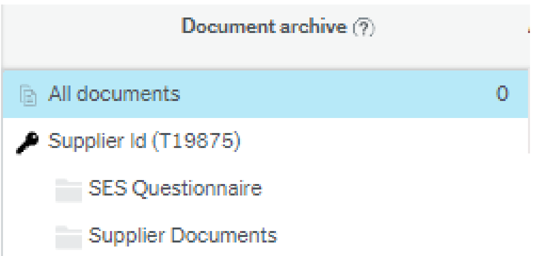
The following pop up message should appear.



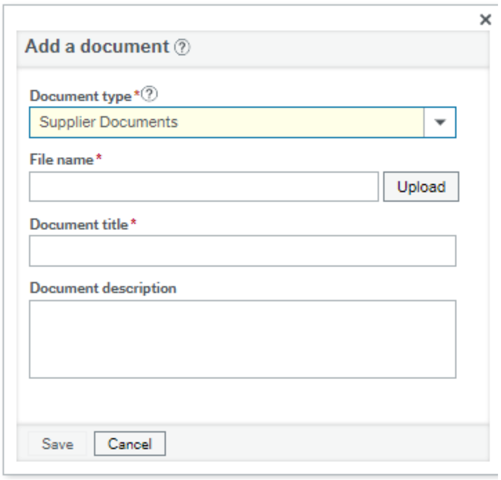
Make sure you see this message; the request will not be saved unless you see this.

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 required number of quotes, STA, SES. 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.

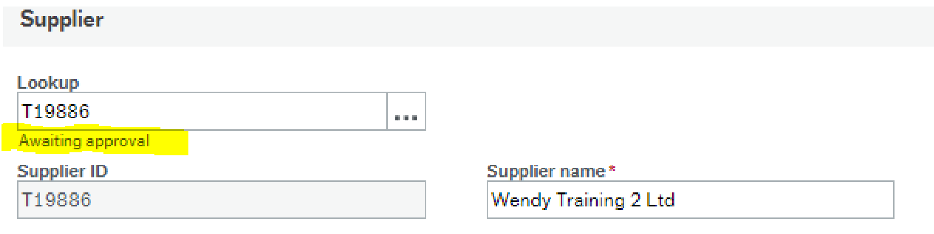
You can close the document screen using the X in the top right-hand corner.

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.

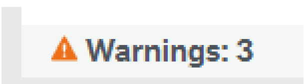
Viewing New Suppliers in Workflow in the Supplier Masterfile screen

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".

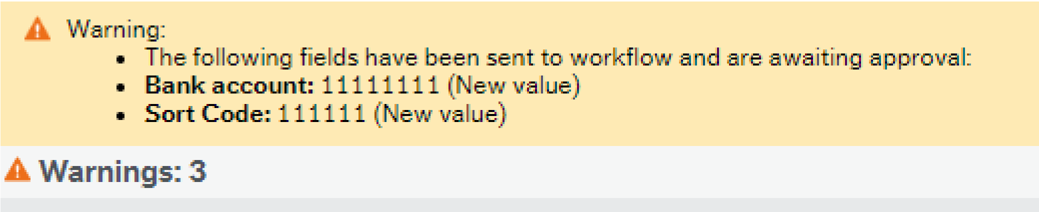


Changes in progress

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:



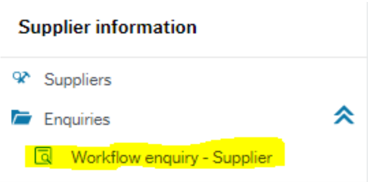
Click on the orange triangle to display the fields that are in workflow

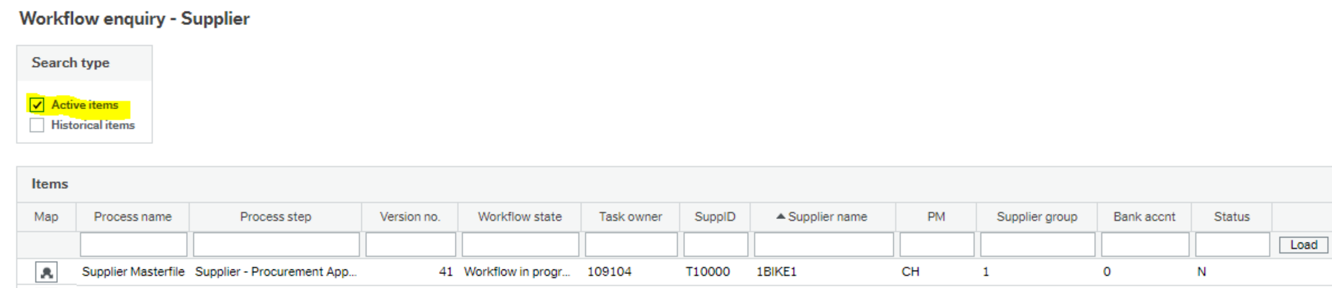


If you are amending an existing supplier and there are mandatory fields that are missing (i.e. email address), you will be required to complete these before saving the supplier. Fields have only been made mandatory where it is deemed necessary that the information is held, email addresses will be used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

Workflow Enquiry

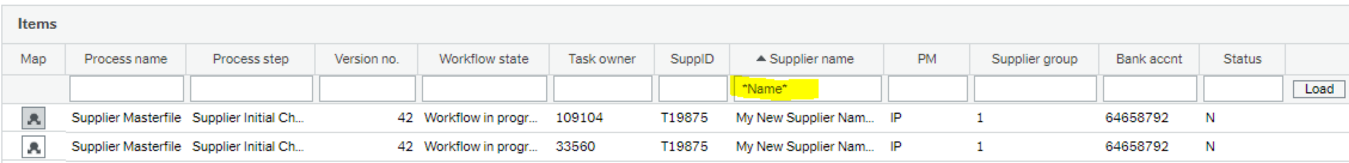
If you want to check the status of the approval you can use the Workflow Enquiry Screen in the Procurement Menu





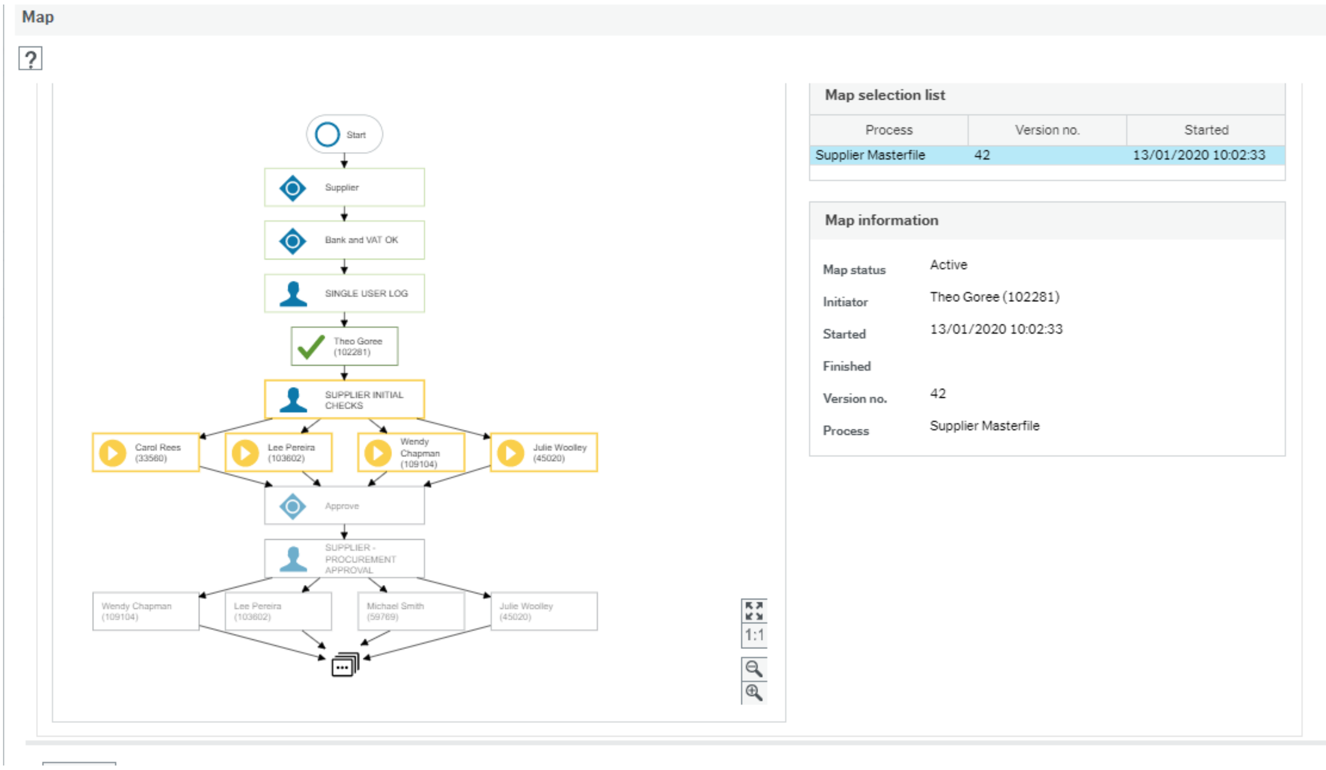
Map	Process name	Process step	Version no.	Workflow state	Task owner	SuppID	Supplier name	PM	Supplier group	Bank accnt	Status
	Supplier Masterfile	Supplier - Procurement App...	41	Workflow in progr...	109104	T10000	1BIKE1	CH	1	0	N

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:



Map	Process name	Process step	Version no.	Workflow state	Task owner	SuppID	Supplier name	PM	Supplier group	Bank accnt	Status
	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:

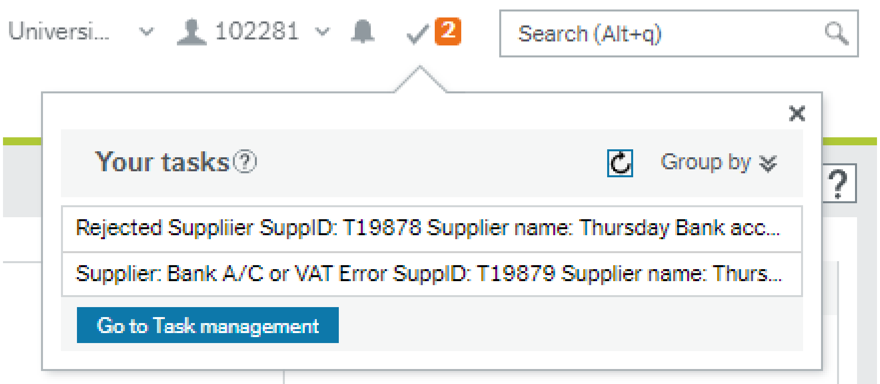


This is a standard approval start point and shows that the task is currently in the step: Supplier Initial Checks. Each request goes through at least two steps, the second being the predicted Supplier Procurement Approval in the above map. Further approval may be required from Payroll, IT, Estates, H&S 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.

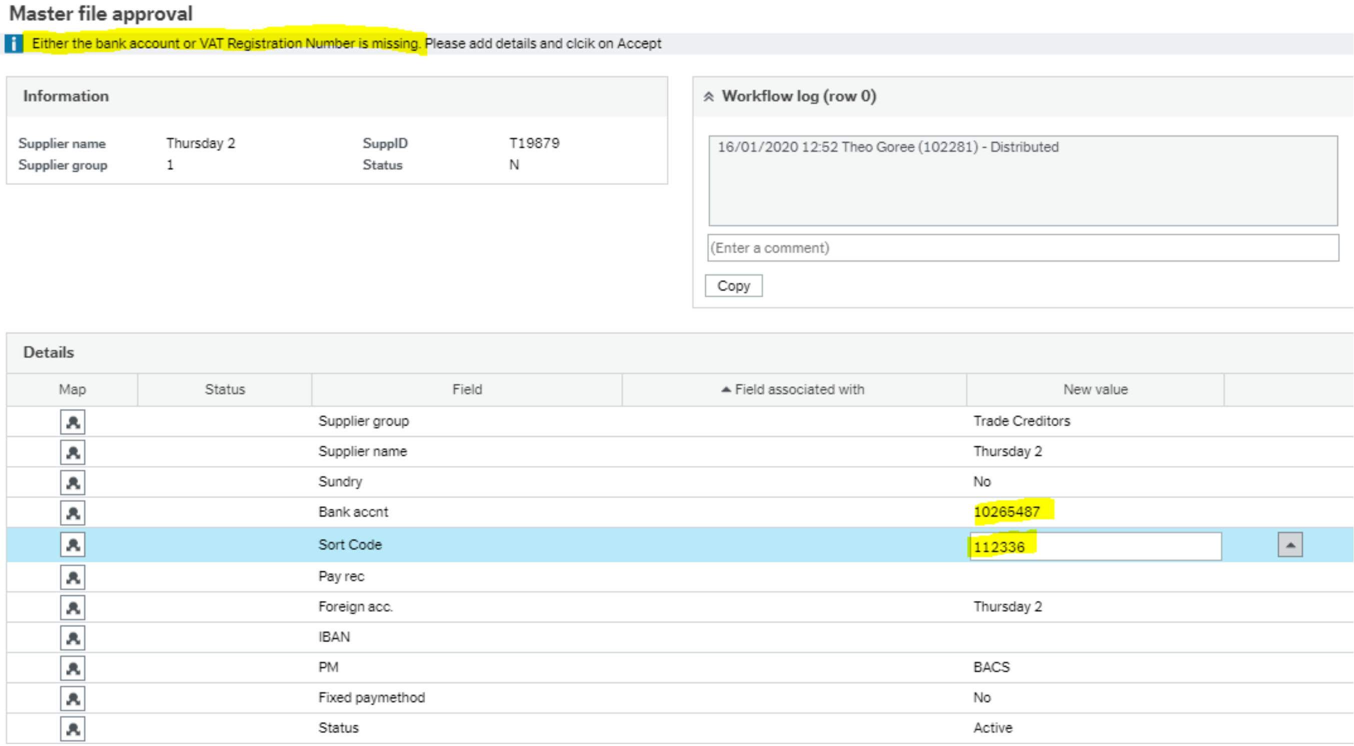
Handling Rejected Tasks

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):

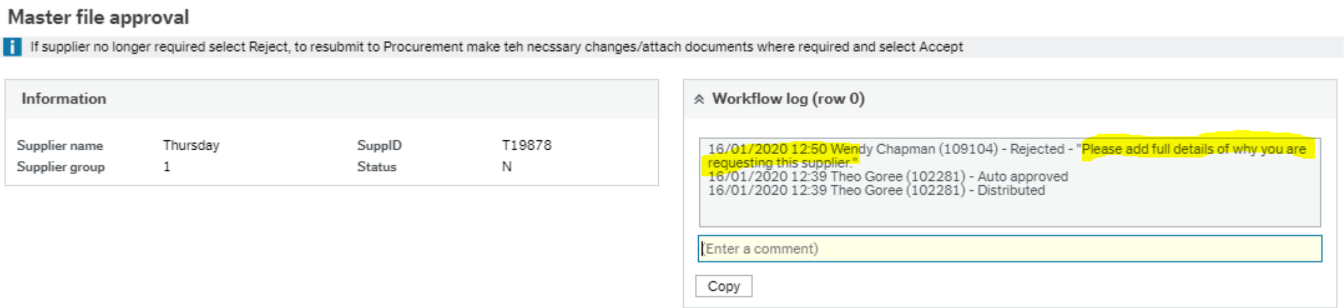


Click into the field in the column headed New Value and enter the missing data

When you have completed the fields click on the **Accept** 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:



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.

Appendix 1

Aberystwyth University - New Supplier Data Form

Supplier Name	
Address	
Post Code	
VAT Registered Y/N	
VAT Registration Number	
If Limited Company - Company Number	
Bank Account Number	
Bank Sort Code	
Bank Account Name	
SWIFT/BIC (Non-UK Suppliers only)	
IBAN (Non-UK Suppliers only)	
Purchase Order Address (if different)	
Purchase Order Email Address	
Purchase Order Telephone Number	
Remittance Address (if different)	
Remittance Email Address	
Remittance Telephone Number	
Contact Name	
Contact Job Title	