

U4 ERP Supplier Creation Form

Guide for Users

Version 1.1



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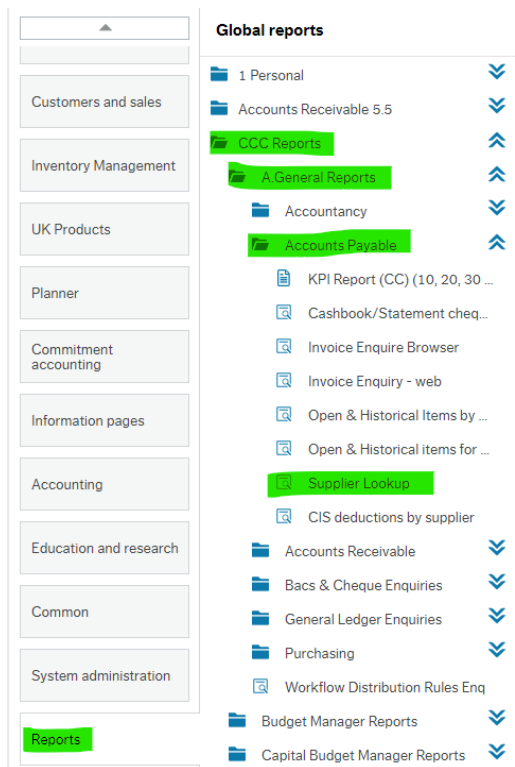
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1. Completing a new Supplier Creation Form

The New Supplier Form, within the FORMS menu item, allows users to request the setup of a new supplier on the Unit4 ERP Web system.

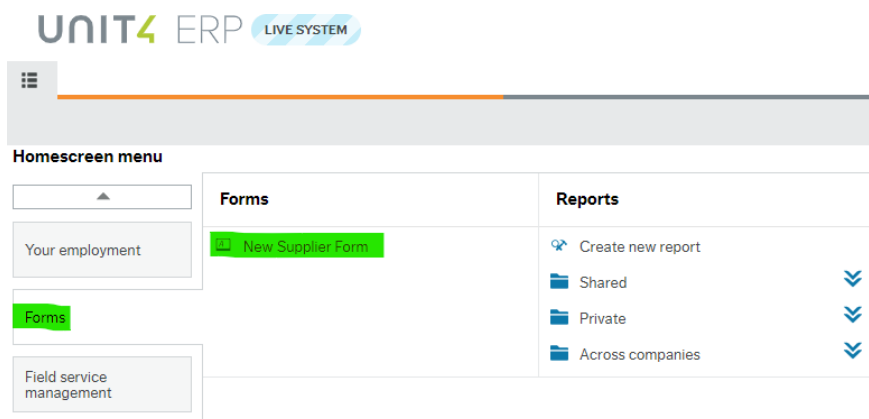
a) Supplier Lookup

Prior to using this form, users should first check whether the supplier already exists on the system. The Supplier Lookup report may be used for this.



b) New Supplier Form

The Forms module is located near the top of the Home screen menu.



Opening the New Supplier Form brings up a form with **2 tabs – Supplier Information and Supporting Documents**. Both tabs must be completed to allow the request to be submitted.

i) Supplier Information Tab

General Information

The screenshot shows the top part of a web form titled 'New Supplier Form'. At the top, there is a tab labeled 'CC New Supplier Form' with a close icon. Below the tab, the form title 'New Supplier Form' is displayed. Underneath, there is a section header 'Supplier Request Form' with an expand/collapse icon. A 'Form ID' field is shown with a dropdown menu currently displaying '[NEW]'. Below this, there are two tabs: 'Supplier Information' (highlighted in green) and 'Supporting Documents' (highlighted in yellow). A warning message in a grey box states: 'Supplier Details - Incorrect/missing details or documents will result in the form being rejected'.

The Form ID field is automatically assigned, and the STATUS field is already set to ACTIVE. It should only be changed to CLOSED to close a form that has previously been saved, and which is no longer required (see section 2).

So, the first field to populate on the Supplier Information tab will be the Supplier Name.

This screenshot shows the 'Supplier Information' tab of the form. At the top, the 'Form ID' dropdown is still set to '[NEW]'. Below the tabs, the same warning message is present. The 'General Information' section is expanded, showing a sub-header 'Supplier Information'. The 'STATUS' dropdown is set to 'ACTIVE'. The following fields are listed, each with an asterisk indicating it is mandatory: 'Supplier Name', 'Supplier address', 'Address Line 2', 'Town', 'POSTCODE', 'Email address', 'What are you purchasing?', 'Additional Information', and 'Authorised Signatory'. The 'Authorised Signatory' field has a small '***' icon at the end of the input box.

* Indicates a mandatory field. Some fields such as postcode, sort code or bank account also have data validation to ensure the correct length and format of data entered.

The additional information field is optional but could be used to provide extra information for the authoriser or central creditors team.

If you know the authorised signatory you wish to use, start typing the name in the field. Alternatively, to see a list, click the three dots ...

Value lookup
×

Search criteria

"wen"

Advanced

Search

Attribute value	Attribute	Description	Period from	Period to	Status	
						Filter
AB010	SRAUTH	Angela Bowen	0	209999	N	
AWD043	SRAUTH	A Wendy Ashton	0	209999	N	
DK444	SRAUTH	Darren Owen King	0	209999	N	
GO722	SRAUTH	Gary Owen	0	209999	N	
JJO222	SRAUTH	Jessica Jayne Owens	0	209999	N	
JO877	SRAUTH	Jon Owen	0	209999	N	
RB756	SRAUTH	Rhys Bowen	0	209999	N	
SO485	SRAUTH	Sarah Owen	0	209999	N	
SO546	SRAUTH	Steve Owens	0	209999	N	

Close

Bank Details

Bank Details

i Payments are made by BACS. For all other payment methods, please use an alternative form

Sort Code*

30 00 01

Bank Account No.*

00199999

Building Society No.

0

If the supplier being requested is involved in the construction industry, then you should check the box and complete the CIS tab. If the box is unchecked, it disappears.

Construction Industry

i If the supplier is involved in the construction industry, please check the box and complete the CIS Tab

Construction Industry?
☒

Supplier Information

CIS

Supporting Documents

i Supplier Details Incorrect/missing details or documents will result in the fol

ii) CIS Tab

Suppliers that are involved in the construction industry will need to supply their Unique Taxpayer Reference (UTR).

The screenshot shows a web form with three tabs: 'Supplier Information', 'CIS', and 'Supporting Documents'. The 'CIS' tab is active. At the top, a message bar states: 'Supplier Details - Incorrect/missing details or documents will result in the form being rejected'. Below this, the 'CIS Information' section contains a message: 'Please complete the required fields. Incorrect formats/lengths will not be accepted'. The form includes three input fields: 'Unique Taxpayer Reference *', 'Company Registration No.', and 'National Insurance No.'.

iii) Supporting Documents Tab

The Supporting Documents tab must be completed. Select the document type from the

The screenshot shows the 'Supporting Documents' tab. A message bar at the top reads: 'Supplier Details - Incorrect/missing details or documents will result in the form being rejected'. The 'Document Type' section contains a message: 'You MUST attach valid proof of bank details or your form will be returned unactioned. FIRST, select your document type and then click SAVE AS DRAFT. Using the paperclip icon upload your documents, then SAVE and then SUBMIT FORM'. Below this, there is a 'Document Type *' dropdown menu with options: 'BANK STATEMENT', 'SUPPLIER LETTER', 'INVOICE', and 'OTHER'. To the right of the dropdown is a 'Confirm proof attached *' checkbox.

dropdown field.

If OTHER is selected a free text field will appear to ask what type of document is being supplied.

This screenshot shows the 'Document Type' section after 'OTHER' has been selected from the dropdown menu. The dropdown now displays 'OTHER'. Below the dropdown, a new text field has appeared with the label 'What document is it? *'.

The next step is to attach supporting documents.

Attaching documents

Step 1 – Save as draft

Step 2 - Click the paperclip icon

If you do not save as draft, the following error message will result when the paperclip is clicked:

The screenshot shows the 'New Supplier Form' interface. At the top, there's a tab labeled 'CC New Supplier Form'. Below it, the form is titled 'New Supplier Form'. Under the 'Supplier Request Form' section, there's a 'Form ID' field with '[NEW]' and a 'B*' label. The 'Supplier Information' tab is active, and a message states: 'Supplier Details - Incorrect/missing details or documents will result in the form being rejected'. Below this, the 'Document Type' section has a message: 'You MUST attach valid proof of bank details or your form will be returned unactioned. FIRST select your document type and then click SAVE AS DRAFT. Using the paperclip icon upload your documents, then SAVE and then SUBMIT FORM'. The 'Document Type' dropdown is set to 'BANK STATEMENT', and the 'Confirm proof attached' checkbox is checked. At the bottom, there are buttons: 'Clear', 'Submit form', 'Save as draft', and 'Export'. A green error message at the bottom states: 'No documents are available from here.' and an information icon with the text 'Information: 1'.

Step 3- Add a document by selecting Add a document, then browse to your document and upload it.

The screenshot shows the 'Document archive' page. It has a header with 'Document archive (?)', 'All documents', 'Change view', 'Actions', 'Sort by', and a search bar. On the left, there's a sidebar with 'All documents' (0), 'Supplier Request Form (SRF-95)', and 'Supplier Creation Docs'. In the main area, there's a large button with a document icon and a plus sign, labeled 'Add a document'.

A popup window will appear, click upload to navigate to the document. Edit the document title if required and add a description if required.

The screenshot shows the 'Add a document' popup window. It has a title bar with a close button. The form contains a 'Document type' dropdown menu with 'Supplier Creation Docs' selected. Below it is a 'File name' field with an 'Upload' button. There are also fields for 'Document title' and 'Document description'. At the bottom, there are 'Save' and 'Cancel' buttons.

Step 4- Save the document, close the document archive window

Supplier Information Supporting Documents

Supplier Details - Incorrect/missing details or documents will result in the form being rejected

Document Type

You MUST attach valid proof of bank details or your form will be returned unactioned. FIRST, select your document type and then click SAVE AS DRAFT. Using the paperclip icon upload your documents, then SAVE and then SUBMIT FORM

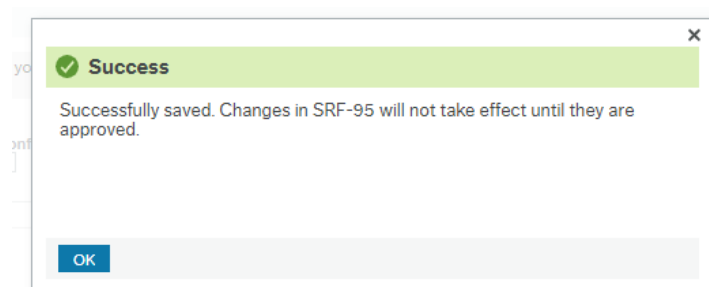
Document Type *
BANK STATEMENT

Confirm proof attached *
YES

Clear Submit form Save as draft Export

Step 5 - Confirm you have attached proof by selecting YES.

Step 6 - Click Submit form. A Success message will appear with a Form Id – you may wish to record this for any subsequent enquiries.



You can now close the Create New Supplier Record window.

The supplier creation form will now enter workflow and be sent to the authorised signatory. Further to this it will be checked by the Creditors section and if all is in order, it will be set up on the system.

2. Dealing with rejected forms

If there is an issue with a submitted form e.g. supplier already exists, unsatisfactory evidence, error etc. It will be rejected. This can occur at either the Authorised signatory stage or the at the checking stage in central Creditors.

If a form is rejected back to you (the form initiator), you will need to decide whether you want to amend and resubmit or discard the form.

1. Amend & Resubmit Form

If you still want to make the request, make the required field amendments or document changes. If you have added/changed a document, close the document window and then APPROVE; if you have only amended form fields then just click APPROVE.

The form will re-enter workflow and go to the Authorised signatory for approval.

2. Close the Form

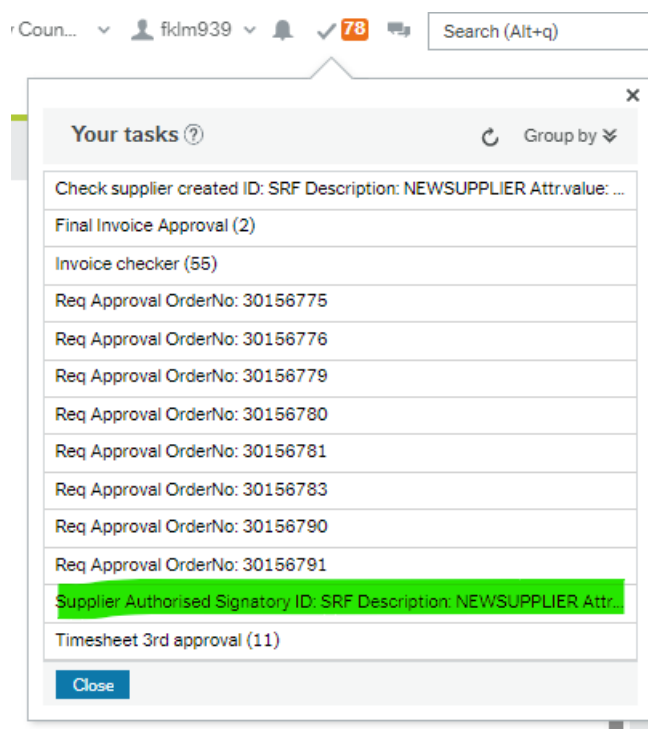
If the form is no longer required be sure to change the status of the form to CLOSED and then select REJECT. You may enter a comment in the Workflow Log field if required.

Note: If you do not click REJECT then the form will remain in workflow and may proceed to the Authorised signatory again.

3. Authorising a Supplier Creation Form

The New Supplier Form will be workflowed to a user who is also an authorised signatory on the Authority's authorised signatory list.

The Authoriser will receive an alert via email when there is a new supplier form to process. It is not necessary to wait for the email alert, as all new forms are available immediately in their task list. The task list is shown at the top right of the screen and the number of unapproved tasks is shown as a number. Click the number to show the full list.



Clicking a task will display the form awaiting authorisation. The form will consist of a **minimum of 2** and **up to 3** tabs, the **Supplier Information** tab which contains relevant supplier and bank details, the **CIS** tab which contains information relating to suppliers involved in the construction industry, and the **Supporting Documents** tab which shows what documents have been attached in support of the request.

To view the attached documents, click the paperclip icon near the top right of the screen.



Document archive (?)
All documents

All documents 1

- Supplier Request Form (SRF-95)
 - Supplier Creation Docs

Add a document

INVOICE

The example below shows a form awaiting authorisation, containing 2 tabs.

You should check all the details on all the tabs on the form and that they correspond to the attached documents before approving or rejecting the task as appropriate, using the buttons at the bottom of the form.

Workflow log (row 1)

14/07/2023 14:01 Karen L Mansel 01267 224096 (KLM939) - Redistributed
14/07/2023 14:00 Karen L Mansel 01267 224096 (KLM939) - Distributed

(Enter a comment)

Supplier Information
Supporting Documents

Supplier Details - Incorrect/missing details or documents will result in the form being rejected

General Information

Supplier Details

Supplier Name *
Test Costc

Supplier Address *
100 Heol Waun

Address Line 2

Town *
Cwmddu

POSTCODE *
SA45 2HN

Email address *
kkkkk@gggg.com

What are you purchasing? *
Testing costc

Authorised Signatory *

Status

Bank Details

Approve
Reject
Clear
Log book
Export

You may enter a comment in the log field if you wish and if you choose to reject the task you will be prompted to enter a comment anyway.

SDE_05

Check supplier created - Reject

Enter your comment

Reject

Once you have completed the task you will receive a success message and can move onto the next task or close the tab as appropriate.

✓ Success

The item is successfully processed. There are no more items to process.

OK