



Business World User Guide

Title	Supplier Setup and Amendments
Summary	<p>End to end guide for creating new suppliers, amendments to suppliers. A new supplier is required when you wish to raise a requisition (purchase order) for payment of goods or services or works where the supplier doesn't already exist on Business World.</p> <p><u>Invoices cannot be paid without a supplier record.</u></p> <p>New suppliers also need to be set up before using a feeder system for the purchase of goods services or works</p> <p>Before completing a request for a new supplier record you will need to check Business World to check that the supplier doesn't already exist.</p> <p>Once you have established that there is no supplier record then you need to complete the New Supplier Business World Form.</p> <p>Once this record is requested it will move through workflow from yourself to Procurement and then onto the Creditors team for final approval.</p> <p>You will not be able to raise a requisition (purchase order) until all the checks in workflow have been completed and the Creditors team have approved the supplier for use.</p> <p>This guide will walk you through the process of setting up a new supplier and outline the requirements when amending an existing supplier.</p>
Audience	All users where payment for goods, services or works are required.
Content	<p>Section 1 – Rules relating to purchasing goods, services or works etc.</p> <p>Section 2 – No PO No Pay Policy, Requisitions and Purchase Orders</p> <p>Section 3 – Audit Requirements</p> <p>Section 4 – Responsibilities</p> <p>Section 5 – New Supplier & Amendment SLA's</p> <p>Section 6 – New Supplier & Amendment Workflow</p> <p>Section 7 – Who to contact for help depending on workflow status</p> <p>Section 8 – Initiator – Checking for a supplier in Business World (Avoiding Duplication)</p> <p>Section 9 – Initiator Checklist (Information required to create a new supplier in table form)</p> <p>Section 10 – Initiator – Creating a new supplier</p>

	<p>Section 11 – Initiator - CIS Implications</p> <p>Section 12 – Initiator - IR35 Implications</p> <p>Section 13 – Initiator - Foreign Suppliers / Foreign Address</p> <p>Section 14 – Procurement Responsibilities and Compliance</p> <p>Section 15 – Accounts Payable Responsibilities</p> <p>Section 16 – Bank Details Verification Requirements (Verbal or Bacs Form by post only by Creditors team only)</p> <p>Section 17 – Amending a supplier that already exists</p> <p>Section 18 – Supplier Cleanse</p> <p>Section 19 – What happens after a supplier is Approved?</p> <p>Section 20 – Invoice requirements</p> <p>Section 21 – Exemptions to Workflow for suppliers</p>
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1. SECTION – RULES RELATING TO PURCHASING GOODS, SERVICES OR WORKS ETC.

All purchased items will require a supplier to be set up before you can pay them.

All procurements over £10,000 should be procured by the Procurement Team as per the CPR's.

Suppliers should be set up by the person requesting the goods or service (This includes schools).

2. SECTION – NO PO NO PAY POLICY, REQUISITIONS AND PURCHASE ORDERS

Southampton City Council operates a “No Purchase Order No Pay” policy for non-school staff. This means that when suppliers send us an invoice for goods, services or works, they must quote a valid purchase order (PO) number, for the invoice to be paid. No goods and services should be ordered without using an approved purchase order and without going through the procurement process.

There are Business World Guides available on the intranet to guide you through raising a requisition that will once approved turn into a PO number:

[Business World \(southampton.gov.uk\)](https://southampton.gov.uk/business-world)

You will need the Requisition Guide

[BW User Guide - Requisitions \(southampton.gov.uk\)](https://southampton.gov.uk/business-world/user-guide-requisitions)

Failure to create a purchase order when you are ordering goods, services or works through a compliant procurement route **Will** incur a delay to processing the invoice.

Southampton City Council has a “No PO No Pay” Policy. Details can be found here: [No PO no pay \(southampton.gov.uk\)](https://southampton.gov.uk/no-po-no-pay)

3. SECTION – AUDIT REQUIREMENTS

Both Procurement and Finance must publish Transparency Reports on a quarterly basis, the data is based on Business World spend and Compliant Contract information.

In case you were unaware of this, you can find the reports on the Southampton City Council Website [Council data \(southampton.gov.uk\)](https://southampton.gov.uk/council-data)

In terms of suppliers, strict audit requirements are in place which deals with:

- Supplier Cleanse: closing duplicate supplier id's
- Bank Account Verification: verifying the Bank Account Name with Sort Code and Account Number – this is carried out to reduce fraudulent transactions
- Requirement for email addresses for each contact type
 - Main Email Address
 - Purchase Order / Requisition Email Address and
 - Remittance / Invoice Email Address
- All suppliers not paid within 18 months will be closed

- All Purchase Orders should be current Financial Year (not older)

4. SECTION – RESPONSIBILITIES

As an employee of Southampton City Council or a person spending public money, you are responsible!

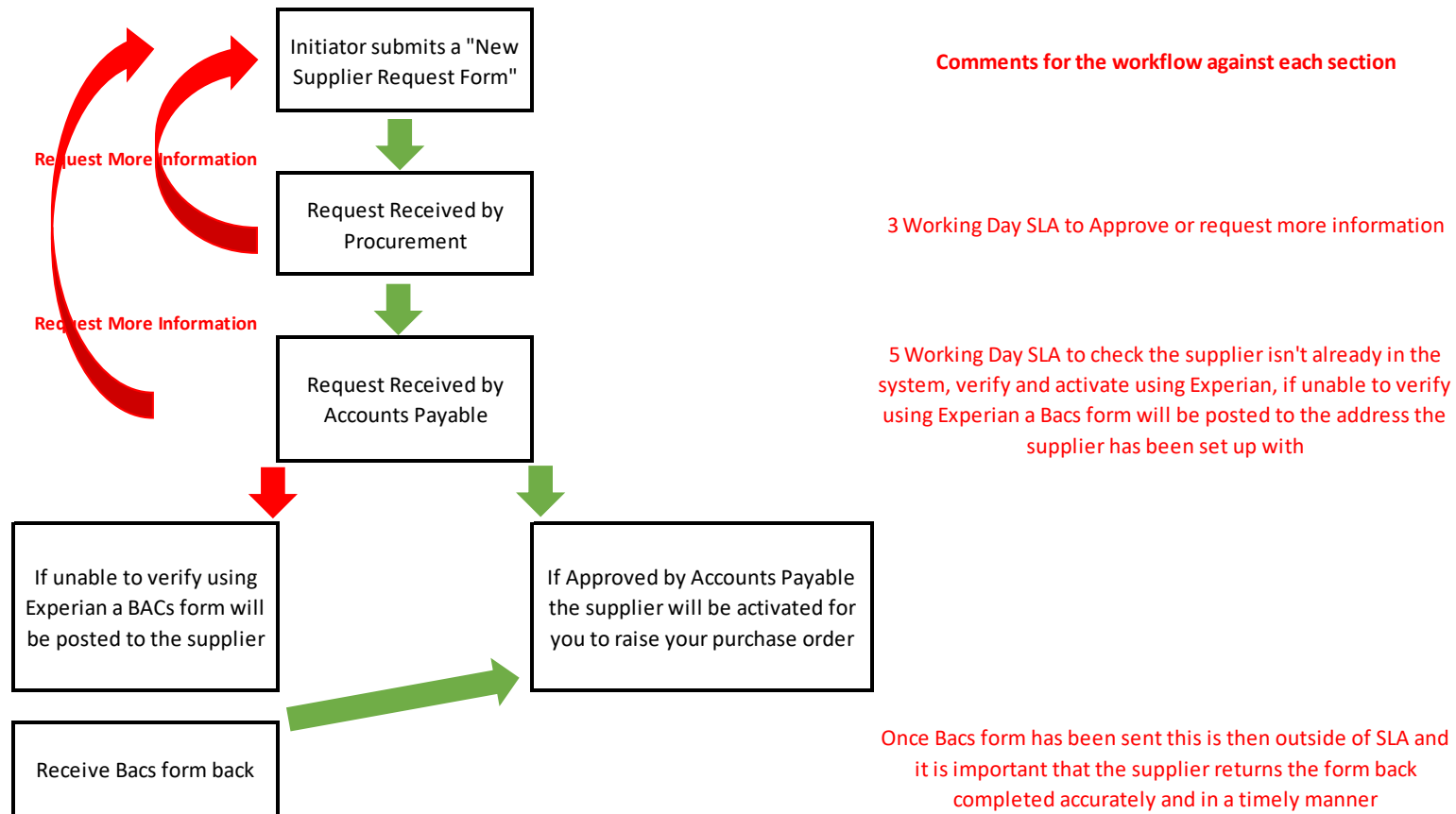
It is important for all employees to understand where they are responsible and what is required of them, this guide has been designed to walk through the Supplier set up process whilst identifying whose responsibility each section is.

If you are unsure you are welcome to contact any of the people listed in section 7 for help and guidance.

5. SECTION – NEW SUPPLIER & AMENDMENT SLA'S

Action	Responsible	SLA	Comments
Create New Supplier Form	Initiator	Up to Initiator (clock starts for the below SLA's when the form is submitted)	<p>You will be able to save the form in draft and come back to it if you do not have all the information</p> <p>Mandatory fields are marked in the form and relate to information needed by the Council for all sorts of reasons (If you require details or help – please enquire)</p> <p>Completion of fields incorrectly will incur a delay in processing</p>
New Supplier Form Submitted	Procurement	3 Working Days	<p>Checks for correct and full information to be completed</p> <p>Checks for Compliance: Contract, Exemption, Procurement and duplication of supplier etc.</p>
Procurement Approved Supplier Form	Accounts Payable	5 Working Days	<p>Checks for correct and full information to be completed</p> <p>Verification of Bank details, duplication of supplier based on bank details etc.</p>
Supplier Approved	Supplier ID will be live and available for requisition to be raised, the requisition will transfer into a Purchase Order which should always be stated on the supplier invoice (failure to do this will delay payment of the invoice and create extra work for the teams involved)		

6. SECTION – NEW SUPPLIER & AMENDMENT WORKFLOW



7. SECTION – WHO TO CONTACT DEPENDING ON WORKFLOW STATUS

Team	Email Address	Responsible Manager: (if escalation required)
Procurement	buying@southampton.gov.uk	Chris Russell
Accounts Payable	Creditor.PaymentsTeam@southampton.gov.uk	Amy Faucitt

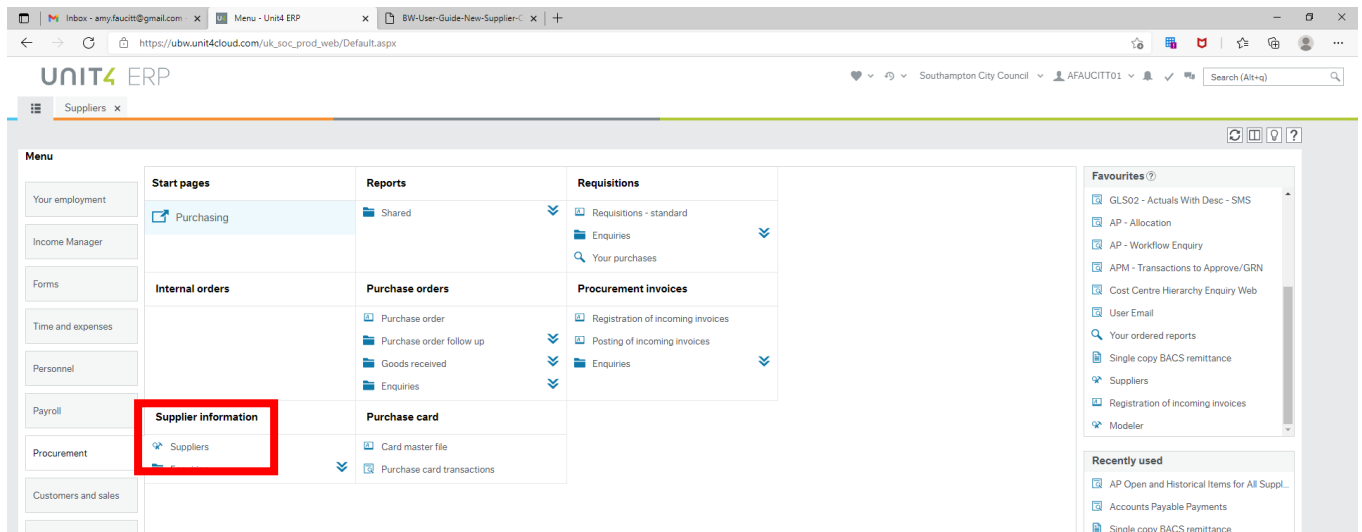
THE NEXT SECTION WILL WALK YOU THROUGH THE PROCESS OF “REQUESTING A NEW SUPPLIER ID”

Example used for illustrative purposes only (Unit4 Business World)

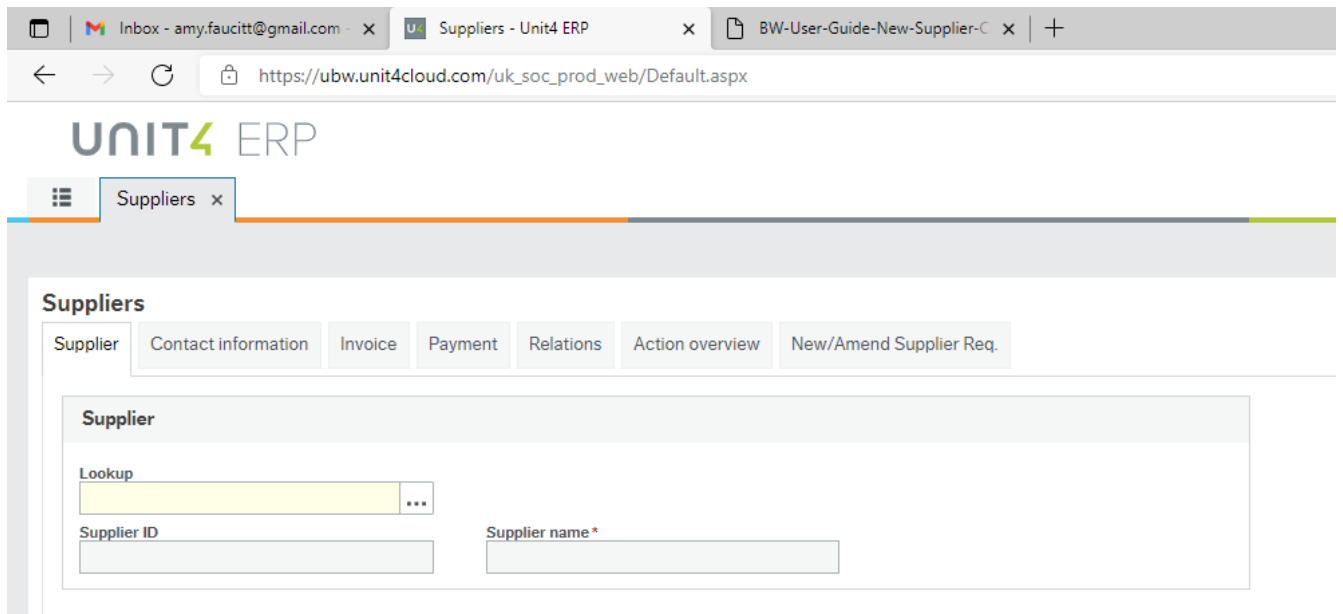
8. SECTION – INITIATOR – CHECKING FOR A SUPPLIER IN BUSINESS WORLD (AVOIDING DUPLICATION)

Log into Business World

Using the menu select: Procurement / Supplier Information / Suppliers

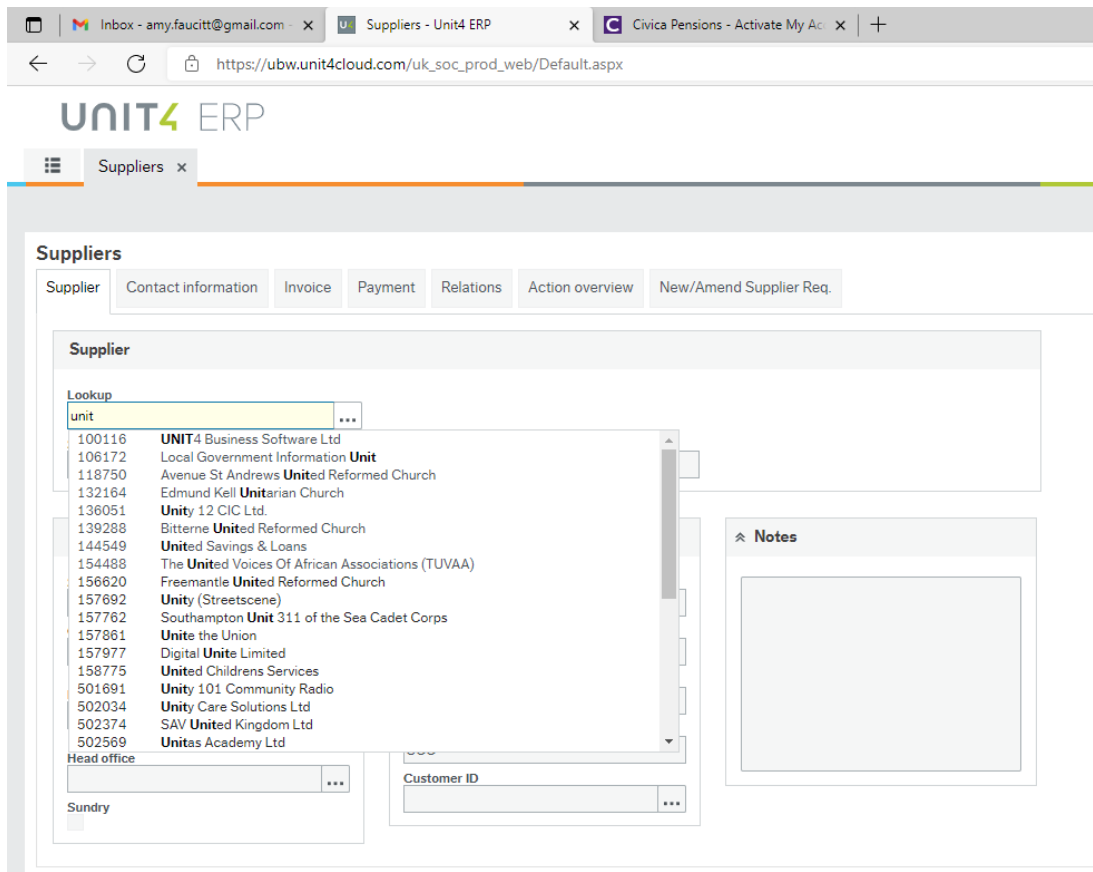


The following window will be displayed

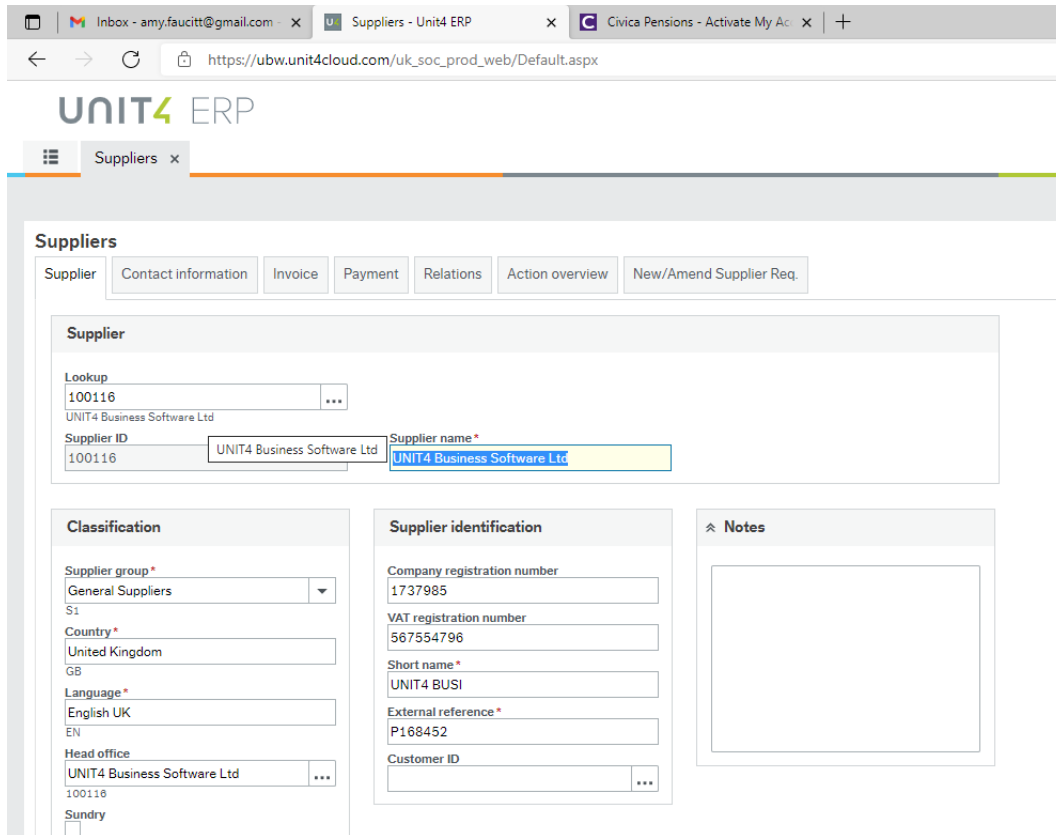


To search Business World for an existing supplier in the lookup box, start typing the supplier name: Unit

You can see from the below screen shot there are several suppliers that have "Unit" in their name, now you need to check for an exact match



In this case it is the top one 100116, if you click on the top entry and press tab the supplier's details will be shown



You can then check the data on record is:

- The same and
- Correct

If your new supplier doesn't come up in the duplicate supplier check, then you will need to raise a "New Supplier Form" and follow the process below.

If you are at all unsure, please contact the people in section 7 for advice and guidance

You are also able to click on the 3 dots which will open a pop up window, where you can type a name in and click search, a list of suppliers will pop up and you can double click on the one you want to view. (You can even search by Postcode this way)

Supplier ID	Name	Address	Town	Postcode	Supplier group	Status
100118	UNIT4 Busin...	St Georges Hall St Georges Hill Easton-in-Gordano	Bristol	BS20 0PX	S1	N

9. SECTION – INITIATOR CHECKLIST (INFORMATION REQUIRED TO CREATE A NEW SUPPLIER IN TABLE FORM)



It is not Account Payables responsibility to set a new supplier up but the person/team/school purchasing the goods, services or works.

The “New Supplier Form” has now got mandatory fields that require completing accurately at the beginning of the process.

You will not be able to raise a requisition until the final approval of all information received and verification of the bank details supplied has been completed.

The following table is designed to give you a list of information that you will be required to complete in order to submit the form into workflow for Procurement and Accounts Payable to check and approve.

Tab	Field	Drop-down Options Available	Comments
New Supplier Details Tab	Form Description		Enter New Supplier Request in field
	Reason for Supplier Setup	£10k and Over Feeder System Non-Compliant Spend School Supplier Under £10k	Choose from the drop-down options
	Type of Purchase	One-off Repeat	Choose from the drop-down options
	Supplier Name		Enter the Full Name of the supplier (This should match any Companies House Records)
	Short Name		Enter first 10 characters of supplier name
	Supplier Group	CD Capita WF Journals CO Covid19 Suppliers GB Government Bodies IS Internal Suppliers OP Off Payroll Workers PC Purchase Card PS Payroll Suppliers S1 General Suppliers S3 Southampton Foreign S4 CIS Suppliers S7 Delegated Banking S8 Special Vouchers S9 Urgent Manual Payments SA Domiciliary Payees SC School Suppliers * SD HSC Payees SE EMA Payees SF FEAST Payments SO Direct Debit Entries SR Residential Payees SS Sensitive Suppliers US Utility Suppliers	Choose from the drop-down options Note: S4 This should only be used by an Accounts Payable Tech role *Schools should pick SC for all their new suppliers
	Ext Ref	SCC	Defaulted Field (Leave as is)
	Check Companies House		Check Box – this allows you to check Companies house rather than using the link below

	Company Registration Number		Should consist of either 8 numbers or 2 letters followed by 6 numbers should match Companies House records Can be confirmed on the following website: https://find-and-update.company-information.service.gov.uk/company/01737985 *If no Company Registration Number Input N/A (Please check fully as this is required for Transparency reporting)
	VAT Registration Number		Should be 9 or 12 digits should match Companies House records Can be confirmed on the following website: https://www.tax.service.gov.uk/check-vat-number/enter-vat-details *If no VAT Registration Number Input N/A (Please check fully as this is required for Transparency reporting)
	VAT Reg No Check		Check Box – this allows you to check VAT Numbers rather than using the link above
	Notes		Free Text for any comments you may want to include
	Orig Resource		(Do not use yet)

Tab	Field	Comments
Supplier Address Details Tab Main Address (General Address)	Flat No	Mandatory
	House/Building Name	Mandatory
	House/Building No	Mandatory
	Street	Mandatory
	Industrial Estate	
	Building / Address	Mandatory
	Town	Mandatory
	County	Mandatory
	Post Code	Mandatory
	Country	Mandatory (United Kingdom default)
	Contact Name	
	Contact Name Position	
	Telephone Number	Mandatory
	Mobile Number	
	Is Purchase Order/Requisition Address Same? Is Remittance / Inv Address Same?	<p>Mandatory – you must tick the boxes if they are the same</p> <p>If you tick the box - it will auto-populate</p> <p>If you don't tick the box - you will need to enter the detail</p> <p>Care: These addresses will link to where PO's are emailed and remittances so if you simply tick both boxes because it's easy this will cause issues later!</p>

Tab	Field	Comments
Supplier Email Addresses	General Email Address	Mandatory
	Is PO/Req Email Same	Tick Box (Tick if yes, the email address is same as general email address)
	PO/Req Email Address	If you tick above box field auto populates If you don't tick the above box enter the correct email address
	Is Payment Email Same	Tick Box (Tick if yes, the email address is same as general email address)
	Payment Email Address	If you tick above box field auto populates If you don't tick the above box enter the correct email address

Tab	Field	Comments
Bank Details Tab (Business)	Payment Terms	The system will default to 30 days If the contract signed is different please attach a copy to the new Supplier request at the bottom of this Tab *
	Personal or Business Acct	Mandatory
	Bank Account	Mandatory
	Sort Code	Mandatory
	Bank Account Name	Mandatory
	Document Attached	Mandatory – All documents should be in PDF format and Bank details should be on Company Headed Paper in PDF format

Tab	Field	Comments
Bank Details Tab (Personal)	Payment Terms	The system will default to 30 days If the contract signed is different please attach a copy to the new Supplier request at the bottom of this Tab *
	Personal or Business Acct	Mandatory
	Title	Mandatory
	Forename/Initial	Mandatory
	Surname	Mandatory
	Date of Birth	Mandatory
	Bank Account	Mandatory
	Sort Code	Mandatory
	Bank Account Name	Mandatory
Document Attached	Mandatory – All documents should be in PDF format and Bank details should be on Company Headed Paper in PDF format	



You need to save the form as a draft before you can attach documentation to support your request.

Standard Southampton City Council payment terms are 30 days should the contract agree to alternative terms please attach a copy of the signed contract so this can be checked and approved

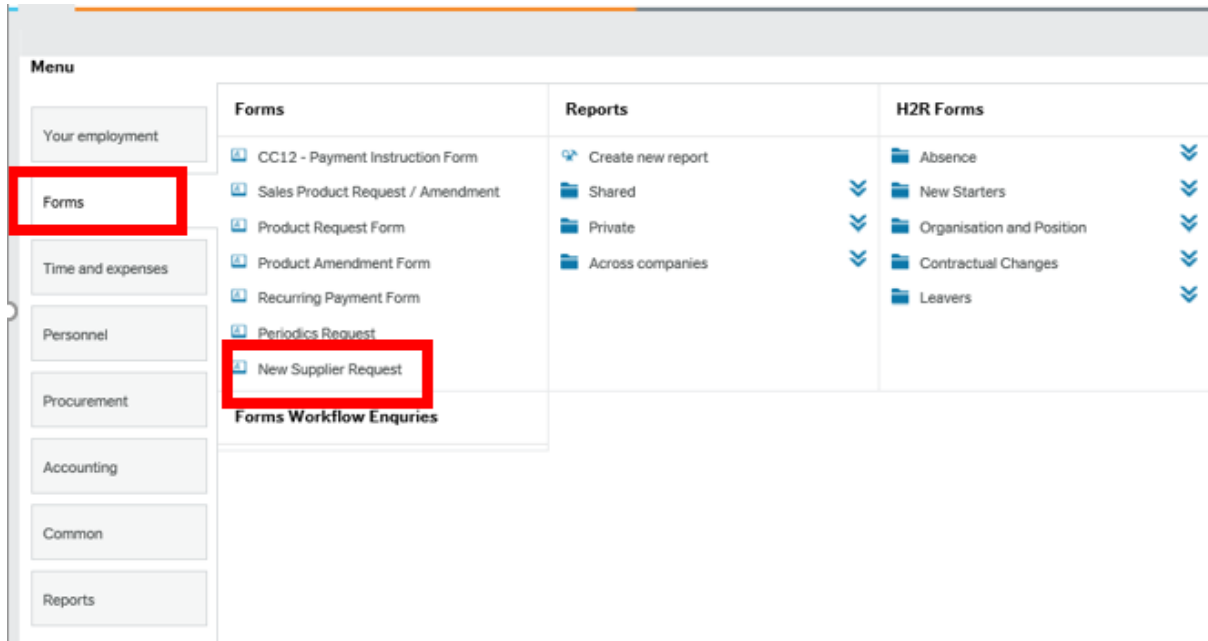
Additional Information Tab (Messaging Function)

This section enables the Initiator, Procurement and Accounts Payable to enter comments for each party to see and any actions required – all actions will be held within the record for audit processes

10. SECTION – INITIATOR - CREATING A NEW SUPPLIER

Using the guidance above please find screen prints below showing how to complete the form. Try to complete the form in order from top to bottom in each tab, this way you shouldn't miss anything, if you have taken note of the information required from the sections above this should be a quick and straight forward process.

Using Business World, go to the following menu:
Business World / Forms / New Supplier Request



If you click on New Supplier Request the following screen will open



Don't forget by clicking on the heart icon you can save this form in your favorites for use next time

Below is an example of an invoice received by the Accounts Payable team where goods, services or works have been procured but no supplier has been set up prior to invoice receipt:

Interflora British Unit

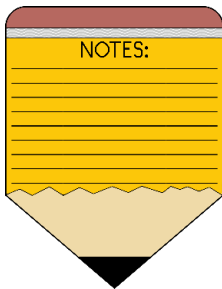
From Interflora British Unit Interflora House Sleaford Lincolnshire NG34 7TB United Kingdom VAT Registration Number 853 1257 35 Company Registration Number 297087			To Fairisle Junior School Fairisle Road Southampton SO16 8BY SPAYNE30			Your Account No 60477 <hr/> Invoice Date Invoice Number 31-JUL-21 IF_60477A_JUL21_1 <hr/> Page Number 1 of 1 <hr/> Due Date Currency 16-AUG-21 GBP		
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Delivery Date	Order Number	Customer Reference	Additional Customer Details	SORN	Item Value (incl.VAT)	Discount (incl.VAT)	Discount Type	Delivery Charge (incl.VAT)	Total Goods	Total VAT	Total due to Interflora
03/07/21	589542680100	Cullen	Your Purchase Order No/ Ref No. SPAYNE30		34.00	.00		.00	28.33	5.67	34.00
Total Amount					34.00	.00		.00	28.33	5.67	34.00

PAYMENT TERMS: 15 days from date of invoice Payment by Bank transfer: Bank name : HSBC Sort Code : 40-42-07 Acct. No. : 81198173 Cheques to : INTERFLORA BRITISH UNIT			VAT Summary <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>VAT rate</th> <th>Goods</th> <th>VAT</th> </tr> <tr> <td>Std 20%</td> <td>28.33</td> <td>5.67</td> </tr> </table>	VAT rate	Goods	VAT	Std 20%	28.33	5.67
VAT rate	Goods	VAT							
Std 20%	28.33	5.67							

Discount Type Codes:
 (1) FDD - Free Delivery Discount
 (2) OFD - Order Fixed Discount
 (3) OPD - Order Percentage Discount
 (4) PPD - Product Percentage Discount

You will have already checked if the supplier is already in use within Business World



When the supplier is in Business World only the Accounts Payable team can see bank details associated with the supplier, if you have a supplier you want to set up but they already exist but with a different address please ask Accounts Payable to confirm if the bank details are different

We should not have more than 1 supplier with the same bank details – Always ask for help!

Tab 1: New Supplier Details

New Supplier Request

✦ New Supplier Form

Form ID *
[NEW] [Menu]

[NEW]
Form description *
New Supplier Request

New Supplier Details
 Supplier Address Details
 Supplier Email Addresses
 Bank Details
 Additional Information an

i Before attaching any documents the form will need to be saved as a draft

Supplier Information

Reason for supplier setup * [Dropdown]

Type of Purchase * [Dropdown]

Supplier Name * [Text Area]

Short Name * [Text Field]

Supplier Group * [Dropdown]

Company Registration No. * [Text Field]

VAT Registration No. * [Text Field]

Ext Ref *
SCC [Text Field]

Notes [Text Area]

Check Companies House
 [Companies House Website](#)
[Companies House](#)

Supplier Request Originat

Orig Resource [Text Field]

Orig UserID
AFAUCITT02 [Text Field]
Amy Test

Enter under Form Description: New Supplier Request

New Supplier Request

✦ New Supplier Form

Form ID *
[NEW] [Menu]

[NEW]
Form description *
New Supplier Request

Enter your cursor into the Reason for Supplier Setup field and choose the correct option from the drop-down list: (For this one I am going to choose Under £10k)

Enter the Type of Purchase: One-off or Repeat from the drop down list (In this case I am choosing one-off).

Remember if repeat purchases total more that £10,000 in a year they should be procured compliantly through Procurement.

New Supplier Request

New Supplier Form

Form ID *
[NEW]

Form description *
New Supplier Request

i Before attaching any documents the form will need to be saved as a draft

Supplier Information


Reason for supplier setup *
Under £5k

Type of Purchase *
Repeat

USK REPEAT

Next enter the Suppliers full name (If the Supplier is listed with Companies House the name should match)

You can use the below link to check how the Supplier Name is listed: <https://find-and-update.company-information.service.gov.uk/> (Use the Company Registration Number you have been given to locate and check)

 **Companies House**

[Companies House does not verify the accuracy of the information filed](#)

[Sign In / Register](#)

297087

[All](#)
[Companies](#)
[Officers](#)
[Disqualifications](#)

INTERFLORA BRITISH UNIT

00297087 - Incorporated on 11 February 1935
Interflora House, Watergate, Sleaford, Lincolnshire, NG34 7TB

Enter the Supplier Group from the drop-down list

Enter the Company Registration Number

Enter the VAT Registration Number (without Spaces)

Ext Ref (Defaults to SCC)

Notes: Available for you to make any comments you need to, for example you may want to note the contract reference, exemption reference or even Procurement Project Reference

Your completed form will look like this:

New Supplier Request

New Supplier Form

Form ID * [NEW] [NEW]
Form description * New Supplier Request

New Supplier Details | **Supplier Address Details** | Supplier Email Addresses | Bank Details | Additional Information an

Before attaching any documents the form will need to be saved as a draft

Supplier Information

Reason for supplier setup * Under £5k
USK
Type of Purchase * Repeat
REPEAT

Supplier Name * Interflora British Unit

Short Name * INTERFLORA
Supplier Group * General Suppliers
S1

Company Registration No. * 00297087
VAT Registration No. * 853125735

Ext Ref * SCC

Notes

Check Companies House Companies House Website [Companies House](#)

Supplier Request Originat

Orig Resource
Orig UserID: AFAUCITT02
Amy Test

Tab 2: Supplier Address Details

New Supplier Request

New Supplier Form

Form ID * [NEW] [NEW]
Form description * New Supplier Request

New Supplier Details | **Supplier Address Details** | Supplier Email Addresses | Bank Details | Additional Information an

Before attaching any documents the form will need to be saved as a draft

Main Address

Flat No

House/Building Name

House/Building No

Street

Main Address Details

Enter the details you have for the Main Address – this is the Delivery Address

Next you need to decide if the PO/Requisition Address is the same as you have entered above

I have said yes and ticked the box – it will then auto populate (Red Box)

If no, then you need to complete the details in the middle box (Red Box)

Then you need to decide if the Remittance/Invoice Address is the same as you have entered above

I have said yes and ticked the box – it will then auto populate (Yellow Box)

If no, then you need to complete the details in the right-hand box (Yellow Box)

Tab 3: Supplier Email Addresses

Next you need to enter the General Email Address into the box

Then you need to decide if the PO/Req Email Address is the same?

If yes, tick the box – it will then auto populate – in this case I chose this one

If no, then you need to complete the details in the field below

Then you need to decide if the Payment Email Address (Remittance/Invoice Address) is the same as you have entered above?

I have left the box unticked as the email address is different

If no, then you need to complete the details in the field below

Your completed form will look like this:

Tab 4: Bank Details

New Supplier Request

New Supplier Form

Form ID* [NEW]

Form description* New Supplier Request

New Supplier Details Supplier Address Details Supplier Email Addresses **Bank Details** Additional Information an

Before attaching any documents the form will need to be saved as a draft

Bank Details

If you want to attach information, please save the draft prior to attaching

Payment Terms* 30 Da



Payment Terms: Business World will default the payment terms of a supplier as 30 days from invoice receipt.

If the payment terms are contractually different, a copy of the signed agreement must be attached to the new supplier request form – for this to be validated

Standard Purchase Order T&C's are 30 days, you can view more information using the below link (Clause 8 on PO)

[Accounts Payable and Client Money Services \(Creditors\) \(southampton.gov.uk\)](https://www.southampton.gov.uk/Accounts-Payable-and-Client-Money-Services-(Creditors))

Purchase Order Terms and Conditions:**SOUTHAMPTON CITY COUNCIL
TERMS AND CONDITIONS OF PURCHASE OF GOODS & SERVICES**

1. Except where Social Care is being purchased (in which case this Order shall state clearly on its face that it is a Social Care purchase order), every purchase shall be governed by these terms and conditions to the exclusion of all other conditions. By taking action against this Order, the Supplier will be deemed to have accepted these terms and conditions. Social Care Orders are subject to and incorporate the terms and conditions of the residential, day care or domiciliary care agreement (as applicable) entered into by the supplier and the Council and if there is any conflict between such terms and conditions and the terms and conditions set out below in this Order, the former shall prevail.
2. The official Order, approved by a designated Authorising Officer, together with these terms and conditions, comprises the entire contract between the Council and the Supplier.
3. The price given in the Order is fixed unless otherwise stated. The price includes delivery by the Supplier to the destination(s) stipulated on the Order.
4. Property and risk in Goods shall pass on acceptance by the Council, or in the case of delivery in instalments, property and risk in each instalment shall pass on acceptance of each instalment.
5. Goods and Services shall conform in every respect to the specifications, drawings, samples or descriptions provided. If requested by the Council, the Supplier shall supply, free of charge, certified copies of records of inspection and testing to confirm such compliance.
6. The Supplier warrants (in the case of Goods) that the Goods are of satisfactory quality and fit for the purpose for which they are supplied; (in the case of Services) that it will provide the Services with reasonable skill, care and diligence.
7. If Goods or Services do not comply with the Order, or any conditions of the contract are not complied with, or it is clear that the Supplier will not be able to perform his part of the contract, then, without prejudice to any other rights or remedies the Council may have, it may (at its discretion) reject the Goods or Services (or part of them) and/or cancel the Order (or part of it) by giving written notice to the Supplier. In that event, the Council may (at its option): require the Supplier to collect any rejected Goods; or require the Supplier to replace or rectify the Goods or Services to the Council's satisfaction; or carry out, at the Supplier's expense, such work as may be necessary to make the Goods or Services comply with the contract. The Supplier shall forthwith repay to the Council any money paid by it for rejected or undelivered Goods or Services.
8. The Supplier shall deliver a detailed invoice to the invoice address specified in the Order within three days after acceptance of the Goods or Services. Payment will be made within 30 days from the date of receipt of the invoice by the Council unless, 1) a different payment period has been agreed between the parties and is specified on the Order, 2) the invoice fails to quote a valid Southampton City Council Purchase Order number in which case the invoice will be returned to the Supplier with a request for the Order number or 3) there is a dispute with regard to either the prices charged, non-delivery of goods or services, inadequate or late delivery of goods or services or concerns regarding their fitness for purpose or match with those specified on the Order. The Council will accept no liability for any Supplier costs, financial penalties or other consequential or incidental losses resulting from delayed payment due to Supplier invoices not stating a valid Southampton City Council Purchase Order number.
9. The Supplier shall not assign or sub-contract the Order or any part of it without the prior written consent of the Council.
10. The Council may cancel this contract and recover from the Supplier any loss resulting from such cancellation if the Supplier or any person acting on his behalf shall have offered, given, or agreed to give any officer or member of the Council any gift or consideration of any kind as an inducement or reward in respect of the contract, or shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or as appropriate the Bribery Act 2010 or Section 117 of the Local Government Act 1972.
11. The Council may cancel this contract if the Supplier becomes bankrupt or insolvent.
12. The Supplier shall be liable for and shall indemnify the Council, its employees, agents and contractors against all proceedings, liabilities, loss, damage, claims, costs and expenses whatsoever arising, directly or indirectly, out of or in the course of or in connection with the Supplier's supply or failure to supply Goods or his provision or failure to provide Services. The Supplier shall maintain insurance policies, containing an indemnity to principals clause, with a reputable insurer to cover such liability. The Supplier agrees to produce a copy of such insurance to the Council if so requested.
13. The Council must protect the public funds it handles and so it may use the information the Supplier gives relating to this Order e.g. invoices, to prevent and detect fraud. It may also share this information, for the same purpose, with other organisations which handle public funds.
14. The Supplier acknowledges that the Council is subject to obligations under information law provisions, including but not limited to the Freedom of Information Act 2000 ("FOIA"). The Supplier consents to the Council disclosing, providing or publishing information provided to the Council by the Supplier in order for the Council to discharge its obligations under the FOIA.
15. In supplying the Goods or providing the Services the Supplier shall do so in accordance with all applicable laws.
16. The Supplier acknowledges that it is subject to the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Act 2018 (together the "Data Protection Legislation") and shall at all times assist and co-operate with the Council to enable the Council to comply and to ensure that the Supplier complies with all obligations relating to the storage, processing and sharing of data and notification requirements under the Data Protection Legislation. The Supplier shall process personal data only in accordance with the requirements of the Data Protection Legislation and this Order unless required to do otherwise by law. The Supplier shall ensure that it has in place appropriate technical and organisational measures whose effectiveness it regularly assesses and evaluates to protect against unauthorised access to, loss of or destruction of personal data (a "Data Loss Event") having taken into account the nature of the data to be protected, the harm that might result from a Data Loss Event, the state of technological development and the cost of implementing any such technical and organisational measures. The Supplier agrees, at the direction of the Council, to delete or return to the Council all personal data (and any copies of it) which have been provided to the Supplier by the Council and in any event on termination of this Order unless required by law to retain such personal data.

Next, choose from the drop down is the account a Business or Personal Account
In this case it is Business

The reason for this field is when Accounts Payable verify the bank details this process is slightly different depending on what type of account

In this case I have chosen Business Account

Next, enter the name of the Business Account we will be paying: Interflora British Unit in this case

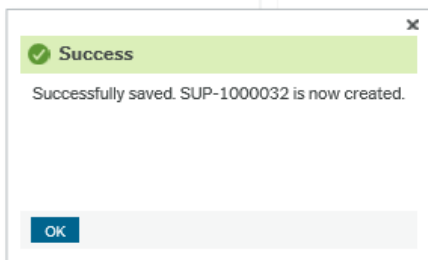
Enter the Account number (No Spaces): 12345678 (8 digits)

Enter the Sort Code (No Spaces or Dashes): 404218 (6 digits)

Enter the Bank Account Name: Interflora British Unit in this case

Document Attached: You should attach the Bank details in a document from the supplier on headed paper

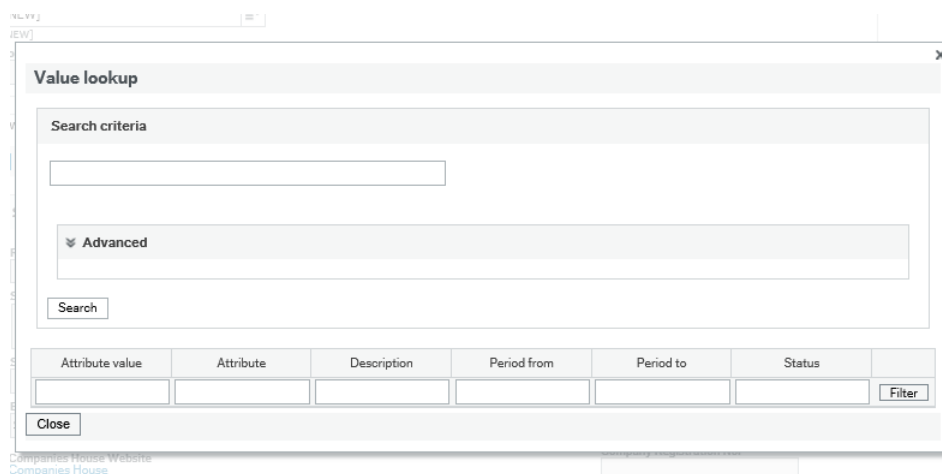
In order to save the document in Business World, you must save the form as draft, a pop-up window will appear with your form ID:



How to re-open the saved form:

Open the Supplier Form

In form ID, change to Value Look-up and the following pop up window will appear:



Way #1 to open form

Click on search, that will list all the forms that have been submitted (or if you know the form reference you can add into the search criteria and click search

This will give you the following list which you can search for your supplier, double click on the line you want to open, and the form will re-open as before

Value lookup

Search criteria

Advanced

Attribute value	Attribute	Description	Period from	Period to	Status	
						<input type="button" value="Filter"/>
SUP-1000000	SUPNEW	ankids	0	0	D	
SUP-1000001	SUPNEW	Test 1	0	0	N	
SUP-1000002	SUPNEW	Testing Setup of Form	0	0	N	
SUP-1000003	SUPNEW	test 12 May	0	0	N	
SUP-1000004	SUPNEW	New Supplier Testing...	0	0	C	
SUP-1000005	SUPNEW	test001	0	0	N	
SUP-1000006	SUPNEW	test trans to supplier	0	0	N	
SUP-1000007	SUPNEW	test - 22 June 21	0	0	C	
SUP-1000008	SUPNEW	test	0	0	N	
SUP-1000009	SUPNEW	this is a form descripti...	0	0	C	
SUP-1000010	SUPNEW	another test	0	0	C	
SUP-1000011	SUPNEW	Test Form 1 1st Aug 21	0	0	N	
SUP-1000012	SUPNEW	Test Form	0	0	C	
SUP-1000013	SUPNEW	Testing Service Call	0	0	C	
SUP-1000014	SUPNEW	test service call again	0	0	C	
SUP-1000015	SUPNEW	service request 1705	0	0	N	
SUP-1000016	SUPNEW	test 0 Aug 7:13	0	0	N	
SUP-1000017	SUPNEW	test form	0	0	N	
SUP-1000018	SUPNEW	testing	0	0	N	
SUP-1000019	SUPNEW	test	0	0	C	

Default ▼

Way #2 to open form

Value lookup

Search criteria

SUP-1000032

Advanced

Attribute value	Attribute	Description	Period from	Period to	Status	
						<input type="button" value="Filter"/>
SUP-1000032	SUPNEW	New Supplier Request	0	0	D	

Enter the reference in search criteria and click search, double click the link when it appears at the bottom

You can now attach a document using the paperclip in the top right-hand corner



When you have successfully attached the document, the paperclip will become blue



Your completed form will look like this:

A screenshot of a web application interface for 'New Supplier Request'. The page title is 'New Supplier Request' and it's in a 'TEST ENVIRONMENT'. The form is divided into several sections: 'New Supplier Form' with fields for 'Form ID' (SLA1600036), 'Form description', and 'New Supplier Request'; 'New Supplier Details' with tabs for 'Supplier Address Details', 'Supplier Email Addresses', 'Bank Details', 'Procurement Checks', and 'Additional Information an'; 'Supplier Information' with fields for 'Reason for supplier setup', 'Type of Purchase', 'Supplier Name', 'Short Name', 'Supplier Group', 'Company Registration No.', and 'VAT Reg No Check'; and 'Supplier Request Originat' with fields for 'Orig Resource' and 'Orig UserID'. The 'Additional Information an' tab is currently selected.

Tab 5: Additional Information

This tab is for use when there are queries between the teams or if you want to record any information that will help the new supplier move through workflow quickly – so that the supplier will be approved and enable you to create a Purchase Order.

Once you are happy you have completed all the fields accurately.

You can either save as a draft if you want to double check the information or you can Submit the form.

When you click Submit the form, this is when the SLA's in section 5 & 6 start



When you click Submit the form, this is when the SLA's in section 5 & 6 start

What Happens When You Submit the Form?

The Form moves through Workflow into the Procurement Buying Teams Task Bar, they will then review your request for a new supplier to be created.

More Details in the checks they will carry out in Section 14

When Procurement are happy their checks are complete the supplier will move from the form into the Business World Supplier Master File.

The Supplier will appear in the Accounts Payable Taskbar as a parked Supplier, the team will then do their checks on the new supplier: cross checking bank details against those already in the system, verifying bank details. When the team are happy their checks are complete they will approve the supplier for use, this is when you will receive an email confirmation the supplier is live and approved and you will be able to raise a Purchase Order for your goods, services or works.

Any queries, questions please do not hesitate to contact the teams in Section 7

11. SECTION – INITIATOR – CIS IMPLICATIONS

CIS - Construction Industry Scheme

Under the Construction Industry Scheme (CIS), contractors deduct money from a subcontractor's payments and pass it to HM Revenue and Customs (HMRC). Subcontractors do not have to register, but deductions are taken from their payments at a higher rate if they're not registered.

More information about the scheme can be found on the following government website:

[Construction Industry Scheme \(CIS\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/construction-industry-scheme)

12. SECTION – INITIATOR – IR35 IMPLICATIONS

What is IR35?

The rules make sure that workers, who would have been an employee if they were providing their services directly to the client, pay broadly the same Income Tax and National Insurance contributions as employees. These rules are sometimes known as 'IR35'. ... They may also be known as the engager, hirer or end client.

What do you do if you are unsure?

Send an email to the IR35 Team for confirmation or clarification: IR35queries@southampton.gov.uk

13. SECTION – INITIATOR – FOREIGN SUPPLIERS, FOREIGN ADDRESS

If you have a foreign supplier which you have procured a good, service or work from, in order to set them up as a supplier in Business World they will require a GB Bank Account.

We can have a supplier set up with a foreign address – if it has a UK bank account.

The supplier form Country field must be set to UK (even if it's a foreign address)

In case of a supplier who is not in the UK, payments are normally referred to Treasury for payment through Chaps

14. SECTION – PROCUREMENT CHECKS - RESPONSIBILITIES AND COMPLIANCE

The Procurement team will be checking the following:

Checks Undertaken – Information supplied

All fields are completed with correct information

For example: an x hasn't been entered into a mandatory field so it can be submitted – this would be rejected back to the initiator for correct completion of the form

Checks Undertaken – Contract in Place

If Procurement is over £10,000 for the life of the contract Procurement will check that there is a valid compliant contract in place

All Contracts over £5,000 should be listed on the Contract Register:

[Supplier Management Database - Current & Extendable Contracts](#)

Checks Undertaken – Exemption in Place

If the Procurement has been processed through the exemption process the Procurement team will check that there is a valid compliant exemption and that there is enough value left on the agreed exemption

All Exemptions are listed on the Exemption Register:

[Request for Exemption - Outstanding Requests](#)

Checks Undertaken – SME Categorisation

Using Endole (link below) as a resource the Buying Team will categorise the supplier for Transparency and KPI Reporting

[Insight - Endole](#)

Checks Undertaken – Publishable Spend

The Buying Team will also determine if the supplier being set up should have their spend published in the Transparency Report

Checks Undertaken – Supplier Locality

Buying Team to categorise the supplier locality by using the formula provided by the Service Development Team (Linked to Cles formula)

15. SECTION – ACCOUNTS PAYABLE CHECKS - RESPONSIBILITIES**Checks Undertaken – Information supplied**

All fields are completed with correct information

Checks Undertaken – Duplicated Bank Details

The Accounts Payable Team will be required to check the new supplier's bank details against others already registered and raise a query should a variation of the supplier already be set up

16. SECTION – ACCOUNTS PAYABLE – BANK DETAILS VERIFICATION - EXPERIAN**All Bank details for new and amended suppliers must be verified by the Accounts Payable Team**

As an audit requirement and to reduce the chance of fraudulent payments being made. All suppliers both personal and business will be subject to their account details being verified.

The Accounts Payable team have procured a standalone verification source that will match Account Name with Account Number and Sort Code, by using this resource we are able to record the verification or mis-match within Business World – allowing us to meet our audit responsibilities. The verification works on % matches and if the team are unhappy with the outcome, they will seek further information from the supplier to verify and approve the supplier for use.

17. SECTION – ACCOUNTS PAYABLE – BANK DETAILS VERIFICATION – BACS FORM

Please note all verification should be carried out either through the procured resource or by a Bacs letter being posted to the supplier for completion. (Bacs letter will only be posted to the supplier – the reason for this is to reduce the possibility of a fraudulent transaction)

18. SECTION – AMENDING A SUPPLIER THAT ALREADY EXISTS

The new Supplier request form will not cover any amendments to already open suppliers.

Please continue to email the Accounts Payable team with details of changes required.

In time we intend on creating a form for these amendments.

19. SECTION – SUPPLIER CLEANSE

Accounts Payable will on a quarterly basis review all the suppliers within Business World at that time.

Any suppliers not used for 18 months will be closed – if you require a closed supplier to be re-opened you will need to email the Accounts Payable Team with details of supplier and why they are being re-opened – including details of the procurement undertaken.

As part of the cleanse, at the end of each financial year, all open Purchase Orders for the previous year will also be closed.

20. SECTION – WHAT HAPPENS AFTER A SUPPLIER IS APPROVED

When the Supplier has been through all the compliance and verifications required, the Accounts Payable team will change the parked supplier to an Approved supplier, which will trigger an email to the initiator saying the supplier is approved for use. The initiator will then be able to raise a Purchase Order which will then be emailed to the supplier.

The Supplier will be required to present an invoice with the details listed in section 21.

Failure to include this information may result in rejection of the invoice and or delay of processing the invoice for payment.

21. SECTION – INVOICE REQUIREMENTS

All invoices raised by a supplier should have the following information:

Invoice Date

Invoice Number

Invoice Description (If a person's name this should only be initials for GDPR reasons)

Valid Purchase Order Number (given by the service area that has engaged the supplier to fulfil their need)

22. SECTION – EXEMPTIONS TO WORKFLOW FOR SUPPLIERS

Adults suppliers where the Adults AP Team set up the bank details and supplier (As the Accounts Payable team create the bank accounts there is no need for further verification)