Adding a new supplier

If the supplier is not listed at all in your search results, you will need to request a new addition to the supplier database.

1. Click on the Add New Supplier button at the top of your search results.

2. Select the type of supplier on the next screen and click Continue. Move your cursor over the question mark icon for further information on each of the supplier types available.

   **Note:** Sole traders should be entered as a business, further details are included at the end of the chapter.

3. Complete all of the fields on this screen. If you do not enter any information in a required field, the system will advise you and you will need to go back and correct this. Type in capitals.
Only select a request as urgent if this is genuinely the case. This will allow Accounts Payable and Procurement Services to prioritise requests.

**Site Uses**

Site Uses will affect what the supplier can be used for. For more details look at the adding a new site section of the manual.

**Modern Slavery Act**

It is vital that this field is completed correctly following the mandatory University compliance policy. Please read the information on page 7.

In order to say yes to this question you must have received confirmation of Modern Slavery Supplier compliance from the supplier. This will be either the signed page of the University Contract Template, the supplier’s own statement on MSA, or the Modern Slavery Supplier Compliance Statement (Appendix B). The supporting documentation should be attached in the next step.

These fields will help Accounts Payable and Procurement Services to confirm that you have followed the University’s Financial Regulations in the tendering and selection of your supplier. Relevant information includes full details on what you need to purchase, the value of the purchase and whether any other suppliers (list them) have been contacted for quotes etc. or if not, whether a dispensation has been granted. **NB Failure to provide adequate information may result in your request being delayed or rejected.**
4. Check that the company registration number and the VAT number has been entered where appropriate. Click **Save**.

5. The system will not only cross reference the supplier name at this point, but also other fields such as the address and VAT number. If possible matches are found, they will be displayed in a new window. If you recognise any of these to be your supplier, abandon the process at this stage by closing your web browser. If you are confident this is a new supplier record, click **Proceed** at the top of the window.

6. The request will now be generated and a window will open to allow you to attach any supporting documents required. Once the documents are uploaded click continue and a screen will show summarising the information that you entered on the previous page. A green message will appear in the top right corner of the screen confirming the action has processed and an emailed confirmation has been sent.

Your request will now be sent electronically to the appropriate office at the Finance Division, who will make the necessary checks on the supplier. Once these checks have been made, one of three things will happen:

- The request will be approved and the supplier will be added into CUFS.
- The request will be placed on hold for further information, you will receive an email notification advising on what the query is or if something is missing.
- The request will be rejected. This will only happen if your request has previously been placed on hold and you have not responded within a reasonable timeframe or you have asked for the request to be cancelled, you will receive an email detailing the reason for the rejection. If you still require the request to be actioned you will need to resubmit your request.

Information will also be sent to the Tax office if you are creating an individual. It is possible to view the status of your requests for new suppliers and amendments. The next section looks at this process.

The agreed SLA of 3 days for processing new supplier requests starts when full information has been provided and all the relevant fields have been populated on the online form.
If your request has been put on hold pending addition information from you, the SLA will not start until all necessary information has been received.

**Department tasks if the supplier is a company**

Attach evidence of compliance with the Modern Slavery Act which should be received by the department before requesting setup. This evidence must be either the signed page of the [University Contract Template](#) or the signed [Modern Slavery Supplier Compliance Statement](#).

Attach **Company registration number** validation by attaching a Companies House screen print from: [https://beta.companieshouse.gov.uk/](https://beta.companieshouse.gov.uk/)

Attach **Charity registration number** validation by attaching a screen print from: [https://www.gov.uk/find-charity-information](https://www.gov.uk/find-charity-information)


Attach **Bank Details** by attaching a copy of the invoice or completed BACS form: [https://www.finance.admin.cam.ac.uk/staff-and-departmental-services/forms](https://www.finance.admin.cam.ac.uk/staff-and-departmental-services/forms)