### Practical Processing Points
#### Part 3

**Department**

- Complete UPS4 FORM
- Set up supplier quoting
  - Tax clearance number (PW1234AAXX)
- Agree Contract for services (using a model contract)
- Issue a PO for the normal value
- Attach new standard T&Cs for services

**Finance**

- Receipt on CUFS system
- Receive the invoice for the ‘normal’ value
- Pass invoice and completed UPS4 to Finance Division Shared Services for processing

**NOTE** - If the department tries to input the invoice on CUFS themselves an OPW warning message will be displayed

**Shared Services**

- Enter on CUFS as a VAT only invoice
- Match to PO (and ensure closed)

**Shared Services**

- Enter the UPS4 form onto UPS

**UPS payments made fortnightly based on the published UPS schedule (regardless of the terms that the supplier may have suggested)**