Part 3

**Department**

- Complete UPS 4 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&C’s for services
- Service performed by the supplier
  - Receipt on CUFS system
  - Receive the invoice for the ‘normal’ value
  - Pass invoice and completed UPS 4 to Finance Division Shared Services for processing

**Finance**

**Shared Services**
- Enter on CUFS as a VAT only invoice
- Match to PO (and ensure it is closed)

**Shared Services**
- Enter the UPS 4 form onto UPS

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

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