

# Reactivating an inactive supplier

## Submit a request to reactivate a supplier

It is possible to submit a request to reactivate an inactive supplier.

1. Find the supplier that you wish to reactivate. For further information refer to the reference guide “Searching for Suppliers”.
2. Click on the supplier record of the supplier that you want to reactivate.
3. Click on the **Reactivate** button.
4. A new window will open, complete all of the fields on this screen. An example is shown below. You will only need to upload Modern Slavery Act documentation if it has not been added previously.

The screenshot shows a web form titled "Amendment Event Details" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Comment:** A large text input field.
- Do you need to:** Two radio button options: "raise a purchase order" and "pay an invoice".
- Value of Goods/Services/Works:** A text input field.
- Msa checked:** A dropdown menu currently set to "No".
- Reactivation Message:** A red error message box stating "Modern Slavery Act documentation must be uploaded".
- Buttons:** A "Reactivate" button and a "Back to Supplier" button at the bottom left.

## Factors to consider

Factors that you will need to consider are:

- The reason for reactivating the supplier.
- Do you require the reactivation for raising a purchase order or paying an invoice?
- Do you need the reactivation for a one-off or repeat purchase/payment?
- How much does your department expect to spend with this supplier?
- If your request relates to a purchase, whether any other suppliers (please list them) have been contacted for quotes etc or if not, whether a dispensation has been granted.

The information will help both Accounts Payable and Procurement Services to confirm that you have followed the University's Financial Regulations in the tendering and selection of your supplier. **Failure to provide adequate information may result in your request being rejected.**

5. Click on the **Reactivate** button. MSA checked will display according to whether it has previously been checked or not.
6. Navigate back to your home page and the supplier should be listed in the **amendment requests** box with the status of new.
7. Drill down on the supplier. Here you can add supporting documents at the bottom of the page.
8. At the top right of the screen there will be a button to allow you to **save** the changes to your reactivation.



Note that you may be contacted by the Finance Division if there are any queries surrounding your reactivation request. Finance must be satisfied that there is a valid reason for the reactivation before the request is actioned.

The agreed SLA of 3 days for processing supplier amendment requests starts when full information has been provided and all relevant fields have been populated on the online form.

If you do not wish to amend the supplier details, at this point you can close your web browser or select another task from the bottom of the page.

### **Required actions by the department if the reactivation is for a company**

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If not attached previously, you will need to attach evidence of compliance with the Modern Slavery Act which should be received by the department before requesting reactivation. 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/>

Attach **Charity registration number** validation by attaching a screen print from: <https://www.gov.uk/find-charity-information>

Attach **VAT number** evidence by attaching a VAT screen print from: [http://ec.europa.eu/taxation\\_customs/vies/vieshome.do?selectedLanguage=en](http://ec.europa.eu/taxation_customs/vies/vieshome.do?selectedLanguage=en)

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>