Key Contacts Guide to the University Supplier Database
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Introduction

The supplier database is a resource which allows staff to search for current suppliers and for authorised users to request reactivations, amendments and new additions.

The review process for a request is split between:

- Accounts Payable who review all new, reactivation and amendment requests where an invoice has already been received, along with new employees, individuals and students.
- Procurement Services who review all new, reactivation and amendment requests where a purchase site is required (to raise a purchase order). If the request is verified by Procurement, Accounts Payable will complete the requests onto CUFS.

Before submitting a request for a new supplier Departments must:

1) Search for preferred suppliers:  
   http://www.admin.cam.ac.uk/offices/purchasing-suppliers/

2) Search for items on the Marketplace

3) Search for alternative existing suppliers on the database/CUFS

4) Check that the Financial Regulations have been followed for purchases – obtain quotes etc or a dispensation

5) If procuring services – an online FD3 form completed and a Tax Clearance number obtained  
   https://www.finance.admin.cam.ac.uk/finance-staff/tax/fd3-employment-status-referral-form

When submitting a request ensure that:

☐ Key contacts enter on the online form:
   o correct details of supplier/amendment
   o Correct category codes are included for each supplier
   o Dispensation numbers are included (if appropriate)
   o Tax clearance numbers are included (if appropriate)

☐ Attach the following supporting evidence:
   o A copy of the invoice (for suppliers) or a completed BACS form if there is no current invoice
   o A copy of a paying in slip/bank statement with the account number & sort code visible (for individuals)
   o Evidence of trading address
   o Company registration number validation and should include status of company
   o Charity number validation
   o VAT number validation
   o Modern Slavery statement (required for all requests except employees, students and Individuals who are not providing a service or goods).
VAT Validation

A VAT screen print from
http://ec.europa.eu/taxation_customs/vies/vieshome.do?selectedLanguage=en

<table>
<thead>
<tr>
<th>Member State</th>
<th>GB</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT Number</td>
<td>GB 113735100</td>
</tr>
<tr>
<td>Date when request received</td>
<td>2018/03/20 12:10:15</td>
</tr>
<tr>
<td>Name</td>
<td>JR ALLEN AND SONS LTD</td>
</tr>
<tr>
<td>Address</td>
<td>473 AYLESTONE ROAD LEICESTER</td>
</tr>
<tr>
<td>Consultation Number</td>
<td>LE2 8TB</td>
</tr>
</tbody>
</table>

Verification of Company Registration

A Companies House screen print from:
https://beta.companieshouse.gov.uk

**J R ALLEN & SONS LIMITED**
Company number: 04173746

- Follow this company
- File for this company

Registered office address
473 Aylestone Road, Leicester, Leicestershire, England, LE2 8TB

Company status: Active

Company type: Private limited Company
Incorporated on: 6 March 2001

Verification of Foreign Company Registration

Screen printed verification of an overseas company’s registration number

Verification of Company Name and Contact details

Verification of the supplier’s name and address.

Quotations from suppliers

Quotes from other suppliers as required by the University procurement procedures: https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-4-procurement-procedures/purchasing-cycle-3
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**Invoice**
A scanned copy of the invoice (if already received).

**BACS Form**
A scanned copy of the BACS form found on the Finance Division webpage: [https://www.finance.admin.cam.ac.uk/staff-and-departmental-services/forms](https://www.finance.admin.cam.ac.uk/staff-and-departmental-services/forms)

**Tax Clearance Number (TCN) or Off Payroll Worker Number (OPW)**
The correspondence containing the number provided by the tax team for suppliers providing services.

**Dispensation Approval**
The dispensation approval email, including the dispensation reference number.

**Change of address**
A letter head containing the supplier’s new address.

**Grant Award letter**
Either a payment voucher or grant award letter. This will need to be attached when setting up a supplier to pass on grant money as agreed in the original award letter.

**Modern Slavery Act**
Either:

- A scanned copy of the suppliers signed Modern Slavery Compliance Statement (Appendix B)
- If the supplier is large and already has their own MSA statement please include and extract with your request, this will be reviewed.
- Where a contract has been issued using our standard contracts, the MSA statement is included in the terms ([https://www.admin.cam.ac.uk/cam-only/offices/purchasing/forms/Standard_Terms_sign_V7_18.04.19.pdf](https://www.admin.cam.ac.uk/cam-only/offices/purchasing/forms/Standard_Terms_sign_V7_18.04.19.pdf)), so only a copy of the signed agreement page is required.

**Charity Verification**
A screen print from: [https://www.gov.uk/find-charity-information](https://www.gov.uk/find-charity-information)

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Finance Training
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Supplier process: Process flow

**Department**

**Identify nature and approx value of supply**
- Can you use an existing supplier?
  - Check preferred suppliers
  - Check MarketPlace
  - Check other existing suppliers on CUFS

**Check Fin Regs**
- Do you need quotes or a tender OR
- Do you need a dispensation

**Is it services?**
- Complete FD3 and obtain Tax Clearance

**Collect evidence**
- Dispensation number
- Tax Clearance number
- Trading address
- Company registration number
- Charity registration
- MSA Declaration
- Copy Invoice
- Quotation
- VAT registration
- Bank Statement containing account number & sort code

**Accounts Payable and Procurement**
- Verifies Fin Regs followed
- Verifies information submitted
- Credit check performed
- Approves request

**System**
- Frequent uploads from database: supplier LIVE on CUFS
Modern Slavery Act Policy

Anti-slavery and anti-trafficking policy – Management of Suppliers (New and Current)

Overview of the Act

Modern slavery encompasses slavery, forced and compulsory labour, and human trafficking whereby individuals are deprived of their freedom and are exploited for commercial or personal gain as enacted in the Modern Slavery Act 2015 (‘the Act’).

University Compliance

The University is committed to a zero tolerance approach to modern slavery and to acting with integrity in all its dealings, relationships, and supply chains. It expects the same high standards from all its staff, suppliers, contractors, and those with whom it does business. This policy applies to all employees, workers, consultants, and other persons doing business with the University including all its wholly owned companies, contractors, and suppliers.

The University acknowledges the risk that a supply chain may involve the use of a hidden or unknown subcontractor reliant on forced labour. Although the University as a higher education institution considers the risk of modern slavery to be low due to the nature of its supply chains, it takes its responsibilities to combat modern slavery seriously as demonstrated by its promotion and adoption of the following policy measures:

- The prevention, detection, and reporting of modern slavery in any part of its business or supply chains is the responsibility of all those working for the University or under its control.
- Appropriate due diligence processes must be carried out in relation to modern slavery which may include considering human rights in a sector or country, the type of sector in which a service provider operates, the countries from which services are provided, the nature of relationships with suppliers, and the complexity of supply chain(s).
- All supply chain lines need to be continually risk assessed and managed in relation to modern slavery and any high-risk suppliers audited.

This is the edited version of the policy as it relates to the supply chain, for the full version please reference https://www.registrarysoffice.admin.cam.ac.uk/governance-and-strategy/anti-slavery-and-anti-trafficking

To this end it is necessary for the University to demonstrate that its suppliers are compliant with the Modern Slavery Act 2015 and the University must not trade with them until this has been positively confirmed to you in writing.

Department Actions

All requests to Set Up / Amend / Reactivate suppliers on CUFS (i.e. not Employees, Students and Individuals not providing a service or goods) will require you to obtain this confirmation and attach it to your online request.

If you are working with the Finance Division (Procurement Services) and the purchase is part of a formal tender / procurement exercise then the requirements of compliance are part of
that process and no further confirmation from the supplier is required. Please attach the appropriate signed section from the contract to your online request.

In situations which have not involved Procurement Services directly or you have not used the University Contract Templates, you are advised to obtain confirmation by sending the ‘Modern Slavery Act Supplier compliance statement’ (Appendix B) to the supplier which the supplier must return, and to attach the supplier’s response to the online request along with the other relevant documentation e.g. the Companies House document and the VAT information document.

If a supplier has their own MSA Statement you may attach this to your request and this will be reviewed and approved by the Accounts Payable Manager.

As with all purchasing activity the process should be to make the supplier fully aware of our full terms and conditions before placing any order. Our terms and conditions have been updated to include Modern Slavery Act 2015 requirements and are available on the Finance Division Website. https://www.admin.cam.ac.uk/cam-only/offices/purchasing/forms/#standard

If you are in any doubt or suspicious that slavery or human trafficking or any other potential infringements are taking place related to the Modern Slavery Act you should contact Procurement Services or use the University’s whistleblowing protocol. https://www.hr.admin.cam.ac.uk/policies-procedures/whistleblowing-policy-public-disclosure-university-employees

Reference

University Contract Templates. https://www.admin.cam.ac.uk/cam-only/offices/purchasing/forms/#standard


Whistleblowing policy which can be used to report any instances of modern slavery, which was updated in 2017 https://www.admin.cam.ac.uk/offices/hr/policy/whistleblowing.html).
Requesting access

There are two levels of access to the on-line supplier database.

Access to request new supplier, amend or reactivate

This level of access is available to key contacts and allocated individuals to search, request a new supplier, amend or reactivate an existing supplier.

Any individuals needing access must have completed the Modern Slavery Act training (https://training.cam.ac.uk/course/fin-comp-msa)

To access the database a Raven password is required. Once the individual who requires full access has a Raven password the Departmental Administrator must e-mail UFS_Suppliers@admin.cam.ac.uk with the individuals CRSID.

It is essential that the Departmental Administrator e-mails the helpdesk with the level of authority required on the system so that they can authenticate the CRSID onto the database to enable the correct access.

Technical guidance

- It is also recommended that the application is not left running in the background. This is because the new database and CUFS are constantly syncing with each other to ensure both systems are updated with relevant additions and amendments to supplier data.

- If you receive the error message seen below, please close and reopen your browser and try logging in again. You may need to clear your browser’s cache if the error persists.

![Error Message]

Error Application "111" Page "LOGIN" not found.
Contact your application administrator.

OK
Logging on and searching suppliers (full access only)

Navigate to: UFS Home Page, Suppliers then follow the link to the Supplier Database

Search

1. Log on with your CRSID and Raven password. Once you have logged on the following screen will display.

2. Click on the Search box to display the Supplier Search Screen.
3. If the supplier you are looking for is not a **Preferred Supplier**, please untick the box next to the Status filter. For further information on Preferred Suppliers, access the Preferred Suppliers section on the Procurement Services website - http://www.admin.cam.ac.uk/offices/purchasing/suppliers

If you know the name of the supplier you can use the **Supplier Name** search field.

**Tip:**
Use the wildcard (%) before the name to help with searching. You can search for any supplier containing the search term by inserting a % before it. Otherwise the database will only return results beginning with your search term.

4. To search using other criteria you must click on the **Actions** button to reveal a dropdown menu. Then click on **Filter**. A new window will open on top of the supplier database.

5. The Column field give you a list of different criteria you can use to search for a supplier. The Operator field allows you to refine your search (e.g. equals, is not equal to, is null, is not null).

The Expression is the search term you are going to look for within your chosen criteria.
For example, to search for a supplier with a name which contains the word “Office” we can use the following search:

Once you have completed the relevant search fields, click on **Apply** button to see whether there is a supplier that matches your search criteria.

6. A further search tool is also available, which can be found left of the **Actions** button. To use this, enter a word in connection with the supplier you are searching for, e.g. paper and when you click **Go** to view a list of suppliers which have been attributed to the entered word.

   Note that this search takes longer to complete as it is searching within all fields of the supplier records. To limit the fields it searches, click on the **magnifying glass** and select the appropriate field name from the drop down menu.

7. If a supplier already exists in the database that matches your search criteria a summary of the supplier will display.

8. If your supplier:
   - **is** on the list and **does not** show as Inactive or Deactivated no further action is required as the supplier is already set up to use. If you are unable to use the supplier in iProcurement, you may need to drill down to the record and check the supplier site is available for purchasing.
   - **is showing as Inactive or Deactivated** refer to the section ‘If a Supplier is Inactive or Deactivated’.
   - **is not showing** on the full list at all refer to the section ‘Adding a New Supplier’.
9. To view the full details of a supplier on the list, click on the record. The information will include current and deactivated site addresses. If supplier details need updating you have the option of clicking on ‘Amendment request’.

Additional Search

If you wish to search by Postcode you can use the Additional Search function.

1. From the home screen select the Additional Search button

2. A page will appear with three search fields (Name, Postcode and VAT Registration Number). Fill in the details for your search and click Go.
3. A list of suppliers matching your search criteria will display.
Amending supplier details

Company names and addresses can only be changed if you are in possession of an official document detailing the relevant change. Examples of such documents could include a letter from the company stating the change, or a copy of an invoice headed with the company’s new name or address.

The document should be forwarded to the Accounts Payable office at the Finance Division preferably by adding a scanned document as an attachment to the request online, faxing a copy or if you do not have a scanner or fax or need to send an original, via the UMS. **Note that original documents are always required for changes to bank account details.**

Pre-Requisite: Search for supplier, click on supplier details, Amendment request

A screen will display with the current supplier information in a column on the left and fields to enter your amendments on the right.

Check that company registration number and /or VAT number for UK companies is populated, where appropriate. Your request may take longer to be processed if this information is not provided.

1. Find the line that contains the information that you want to change and enter the amended information into the grey cell beside it then press tab. The field will highlight in yellow, this is necessary to be able to progress onto the next step. If you need to make multiple amendments you must click the save button at the top of the screen between each amendment.

**Note:** If you require either the pay terms or pay group to be amended, please contact Accounts Payable.
2. Once you have made the amendments click on the **Save And Authorise** button at the top of the page.

3. A window will open allowing you to upload relevant supporting documents. Simply click the **Add** button beside the document types you need to upload and select the file.

4. The **Amendment Event Details** window will open. Enter the appropriate comments explaining why the amendment is required, such as the supplier changing their telephone number.

Include any information on what you need to purchase, the value of the purchase and whether any other suppliers have been contacted for quotes. You will also be required to confirm whether the supplier has been contacted to confirm their compliance with the Modern Slavery Act. When done click the **Authorise** button.
5. The new amendment will appear in your Amendment Requests list on the home screen.

   **If the amendment relates to a company, departments are expected to:**

   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

   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

6. If your request is for purchasing and an invoice has not yet been raised we can accept **company headed documents e.g. a quote** to support the request. Please use this if you require a payment site, all supplier requests must have a **relevant copy invoice** attached.

This information will now be sent electronically to Accounts Payable and Procurement Services for review and approval.
Adding a new supplier site

Use this facility to add a new address to the supplier’s record. NB - You should not amend an existing site if it is a completely new site.

Pre-Requisite: Search for supplier, click on supplier details

1. Click on Add Site. The system will then generate a blank form for you to fill in with the new supplier address. You must fill in the details for your new site in the grey boxes on the right.

2. Click Save and you will be able to attach supporting documents at the bottom of the page. Once done, click Save and Authorise.

The new site request will appear on your New Site Requests list on the homepage.

Site uses

You will need to choose a site use from one of three options:

- Payment only site
- Purchasing only site
- Purchasing and payment site

Payment only sites can be used in accounts payable when making a payment however you will not be able to use them to raise a purchase order.

Purchasing only sites can be used to raise a purchase order, however a FACTOR site must be set up for use in accounts payable.
Purchasing and payment sites can be used for both raising purchase orders and making payments in account payable.

**If a supplier is shown as ‘Inactive’ or ‘Deactivated’**

**Inactive**
- Supplier has not been used during the last 18 months.
- It can be reactivated. Refer to the reference guide "Reactivating an Inactive Supplier" below.

**Deactivated**
- These are either duplicate suppliers or suppliers that have ceased trading or are in administration. No further action can be taken. The supplier name is also prefixed with (**).
Reactivating an inactive 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.

![Amendment Event Details](image)

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.

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If the reactivated supplier is a company, departments are expected to:

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/](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)

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.
Reactivations with an amendment

If you need to reactivate a supplier which will also need amending, follow the steps below:

1. Click on reactivate and completed the fields (You will only need to upload Modern Slavery Act documentation if it has not been added previously.) and click reactivate

   ![Amendment Event Details](image)

   - Comment: Best quote received for accommodation at conference.
   - Do you need to:
     - raise a purchase order
     - pay an invoice
   - Value of Goods/Services/Works: 1400
   - MSa checked: Yes

   Modern Slavery Act documentation must be uploaded.

2. A button will display in the top right corner ‘reactivate (no amendments) in progress’

3. Click on the Amendment Request button.
4. It will display the screen where you can make your amendment to the record
5. Click Save and Authorise, a screen will open to allow you to attach the required supporting documents. Once they are added click Continue at the bottom of the window.
6. In the new window, complete the fields and click authorise.
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.

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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.

If the new supplier is a company, departments are expected to:

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/

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

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
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.

**Adding a sole trader**

A Sole Trader is defined in our database as an unlimited individual who is providing a service. To set them up on the system, see the following steps:

1. Request a new supplier in the usual way, selecting **Business** as the type of supplier.

2. In the Type of Business section, choose **Other**. A new **Other Company** drop down option will appear

3. Choose the **Sole Trader – Unlimited individuals providing a service** option from the drop down list.

4. Check the company registration number (this will be the same as the Tax Clearance Number for a Sole Trader) and the VAT number has been entered where appropriate.

5. Proceed as normal using the instructions above.
Adding a new supplier that is providing services

From the 6 April 2017 the rules surrounding suppliers providing services has changed. Please see the finance division web page (http://www.finance.admin.cam.ac.uk/staff-and-departmental-services/tax-team/off-payroll-workers) for further details.

When setting the supplier up follow the instructions as before until you reach the field ‘Is the supplier providing a service to the university?’ When you select ‘Yes’ a new field will appear for you to enter the Tax Section Clearance Number. In order to obtain a Tax Section Clearance Number you must submit an FD3 form to the Tax Team.

The rest of the fields will be filled in as usual.
Viewing the statuses of supplier requests and re-submitting

After logging on using your Raven ID and password, the Welcome screen displays.

Your recent New Supplier Requests are displayed in a table on the left and Amendment Requests in a table on the right.

To view a full list of your New Supplier Requests select the Manage Own New Suppliers from the menu in the top-left corner of the page.

For a full list of amendment requests select Manage Own Amendments.
Re-submitting a rejected or onhold request

In the below example, the request to add Cambridge Training Company plc to the database has been rejected. This is detailed in the Status column.

Rejected requests require you to either correct a mistake or provide further information.

Follow these steps to do this:

1. Click on the supplier name to view the request details.

   The note states that the VAT number is incorrect, therefore it must be changed and the request must be re-submitted.

2. Scroll down the page to find the field that you need to change. Additional documentation can also be attached if relevant.

3. Amend the information and click Save.

4. Click Authorise and enter a comment to reflect what you have changed. In this example, a suitable comment would be “VAT number now corrected”.

5. Click **Authorise** to finish the process.
**Timescales for requesting a new supplier, amendment or reactivation**

The time taken to load a new supplier on the database will vary depending on the supplier and the relevant checks that need to be made. If there is a delay, Procurement Services will advise the requestor via e-mail.

The supplier database is now updated straight away when changes are made to CUFS. In the event that the database has not updated with recent changes, a note will be made on the record showing that the record is out of sync with CUFS. If this happens you will be able to click a button on the screen to populate the database with the updated information.

The same checks are also carried out on suppliers relating to amendments or reactivation requests and include:

- Verifying the correct addresses are being used
- A credit check to show that the supplier is still trading without any issues
- Checking that the VAT and Company registration no are correct

Note that the supplier information will only be available in CUFS once the information has been authorised by:

- **Accounts Payable** for suppliers where we have an invoice
- **Procurement Services** for requests relating to a purchase site
- **Accounts Payable** for employees
- **Accounts Payable** for Students
- **Accounts Payable** for all individuals
- **Tax Office** for individuals providing a service
Appendix A: Supplier naming conventions

Suppliers setup within UFS will use the format as indicated on the supplier’s formal documentation. In conjunction with this approach, the following protocols will be adopted for suppliers:

The use of UPPER CASE is mandatory. This approach ensures that a more reliable result is returned when using any of the system’s search functionality.

- **Initials** – these should be entered in capitals e.g. R SMITH
- **Common abbreviations:**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSOC</td>
<td>ASSOCIATION</td>
</tr>
<tr>
<td>CO</td>
<td>COMPANY</td>
</tr>
<tr>
<td>CORP</td>
<td>CORPORATION</td>
</tr>
<tr>
<td>DEPT</td>
<td>DEPARTMENT</td>
</tr>
<tr>
<td>INC</td>
<td>INCORPORATED</td>
</tr>
<tr>
<td>LTD</td>
<td>LIMITED</td>
</tr>
<tr>
<td>PLC</td>
<td>PUBLIC LIMITED COMPANY</td>
</tr>
</tbody>
</table>

- **Punctuation marks** (wherever possible, please use the following):
  & for AND
  () e.g. (UK)

- The following Punctuation marks **SHOULD NOT** be used:
  . Full Stop
  / Back Slash
  “ Speech Marks
  : Colon
  ; Semi Colon

- **Customer contact names**

  For customer related correspondence, the default salutation is *Dear Sir/Madam*. This default is overridden by any contact name shown against the customer. Standard functionality the first name followed by the surname of the contact. Contact name details should be entered onto the system using the exact format one would expect to appear in the salutation e.g. *Debra Turner*, using the correct case as indicated.
• **Individual naming**

The conventions for individuals should be the same as suppliers. In addition, the following protocols should be applied.

**Salutations:**

PROF, DR, MR, MS, MISS (or any other Title) **may be used.**

Enter last name, (,) title, full first name and initials, e.g.: SMITH, MR ROBERT M

The use of the comma after the last name will enable the output documentation to reformat the name so that the title and forenames appear before the surname e.g. MR ROBERT M SMITH.

The suffix will be determined as follows:

• **Employees** – every employee entered into UFS as a supplier will have a unique code against their name consisting of a payroll identifier, and their URN. Their site name will always be ‘HOME’ no other supplier type may use this site name.

• **Student** – every student set-up as a supplier will have a unique code (student number) shown against their name.

• **Other** – specific suffix codes will be determined based upon departmental requirements (e.g. The Isaac Newton Institute will provide their MEM code to identify their delegates).
Appendix B: Modern Slavery Supplier Compliance Statement – to be sent to suppliers

A. Explanatory information

Modern slavery encompasses slavery, forced and compulsory labour, and human trafficking whereby individuals are deprived of their freedom and are exploited for commercial or personal gain. The Modern Slavery Act 2015 sets out the relevant criminal offences applicable to everyone. It also requires that, if you are an organisation with an annual turnover of over £36 million, you publish a ‘slavery and human trafficking statement’.

The University is committed to a zero tolerance approach to modern slavery and to acting with integrity in all its dealings, relationships, and supply chains. It expects the same high standards from all its staff, suppliers, contractors, and those with whom it does business. The University’s Modern Slavery policy applies to all employees, workers, consultants, and other persons doing business with the University including all its wholly owned companies, contractors, and suppliers and can be found at https://www.registraryoffice.admin.cam.ac.uk/governance-and-strategy/anti-slavery-and-anti-trafficking

Before confirming any new suppliers requests or agreeing further business with a supplier, the University requires prior written confirmation from you that you are compliant with the Modern Slavery Act 2015 and with all applicable anti-slavery and human trafficking laws, statutes, regulations from time to time in force whether in the UK or outside the UK if applicable (unless you have a written agreement containing the appropriate clauses). This can be provided by signing the Statement below and returning it to the University Departmental contact.

B. Statement

You confirm that neither you, your employees, workers or organisation have been convicted of any offence involving slavery and human trafficking nor have been the subject of any investigation or enforcement proceedings regarding any such offence or alleged offence. If you use sub-contractors you agree to use your best endeavours to obtain the same confirmation from them and to ensure that your supply chains are slavery and human trafficking free. You will inform the University immediately if you become aware of any actual or suspected slavery or trafficking connected to your organisation.

You agree that the University may terminate this agreement being made with you including any purchasing order or request or activation request with immediate effect if you are in breach of this statement or if you fail to notify us of any connection to modern slavery or are subject to an investigation, enforcement proceedings or are convicted of any relevant offence.

Signed

Date

Print Name

For and on behalf of