

***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:
 - correct details of supplier/amendment
 - Correct category codes are included for each supplier
 - Dispensation numbers are included (if appropriate)
 - Tax clearance numbers are included (if appropriate)
- ☐ Attach the following supporting evidence:
 - A copy of the invoice (for suppliers) or a completed BACS form if there is no current invoice
 - A copy of a paying in slip/bank statement with the account number & sort code visible (for individuals)
 - Evidence of trading address
 - Company registration number validation and should include status of company
 - Charity number validation
 - VAT number validation
 - 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

VIES VAT number validation	
Yes, valid VAT number	
Member State	GB
VAT Number	GB 113735100
Date when request received	2018/03/20 12:10:15
Name	JR ALLEN AND SONS LTD
Address	473 AYLESTONE ROAD LEICESTER
	LE2 8TB
Consultation Number	

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
Overview	Filing history People Charges
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

Company Name and
Contact details

Verification of the supplier's name and address.

Quotations from
suppliers

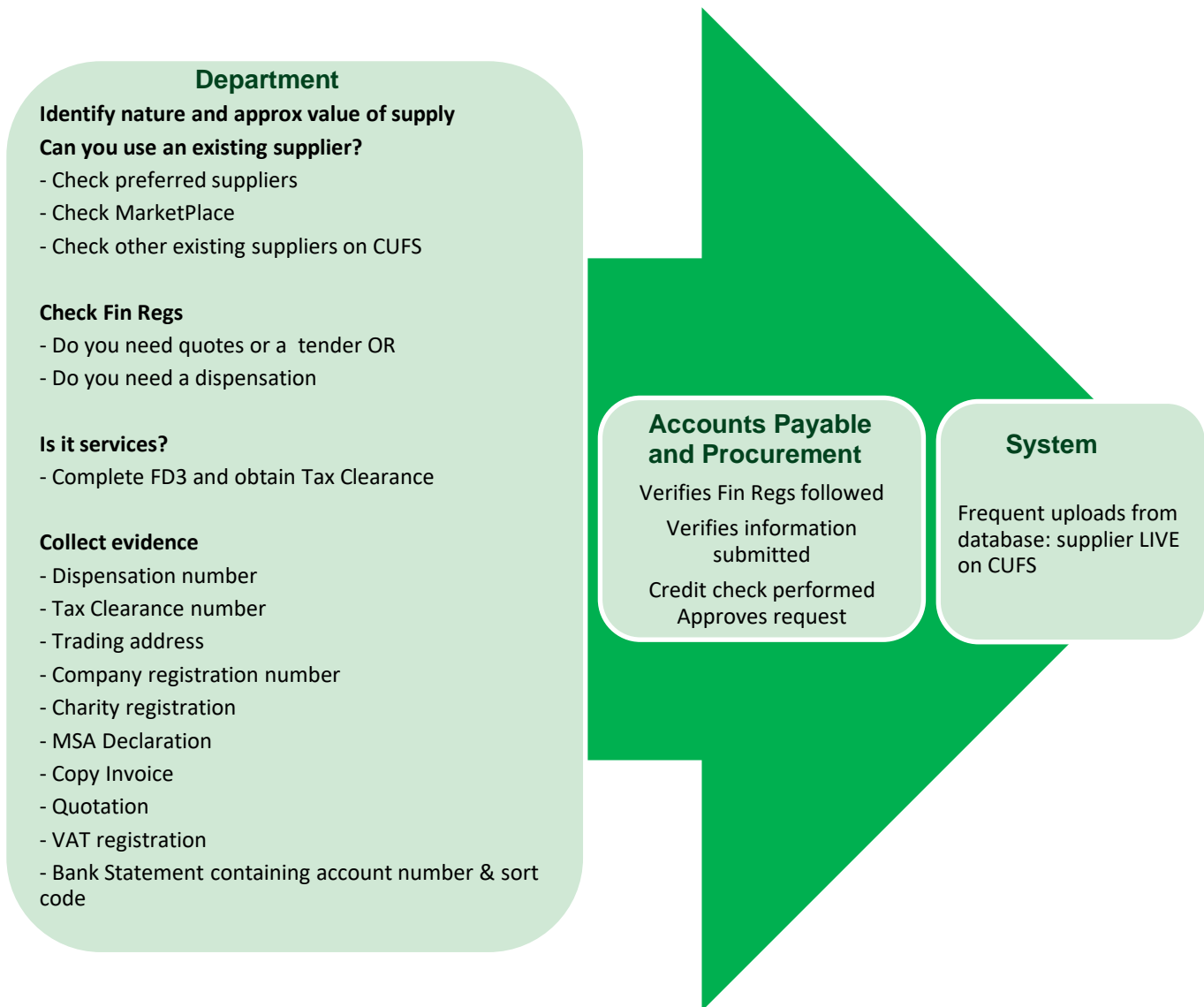
Quotes from other suppliers as required by the University procurement procedures: <https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-4-procurement-procedures/purchasing-cycle-3>

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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
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	<p>Either:</p> <ul style="list-style-type: none"> • 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) , so only a copy of the signed agreement page is required.
Charity Verification	A screen print from: https://www.gov.uk/find-charity-information

The screenshot displays the Charity Commission profile for Cancer Research UK (1089464). At the top, it shows the charity name and a green box indicating 'DUE DOCUMENTS RECEIVED'. Below this, it states that both the 'Accounts for 31 Mar 2017' and the 'Annual Return for 31 Mar 2017' were received on 09 Oct 2017. The 'Activities' section describes the charity's mission to save lives through research. The 'Where it operates' section lists regions: Throughout England and Wales, Ireland, Northern Ireland, and Scotland. A disclaimer at the bottom notes that financial information for 2016 or 2017 may contain inaccuracies and directs users to a Beta service for the most up-to-date information.

Supplier process: Process flow



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.registrysoffice.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>

Anti-slavery and anti-trafficking policy
<https://www.registraryoffice.admin.cam.ac.uk/governance-and-strategy/anti-slavery-and-anti-trafficking>

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.

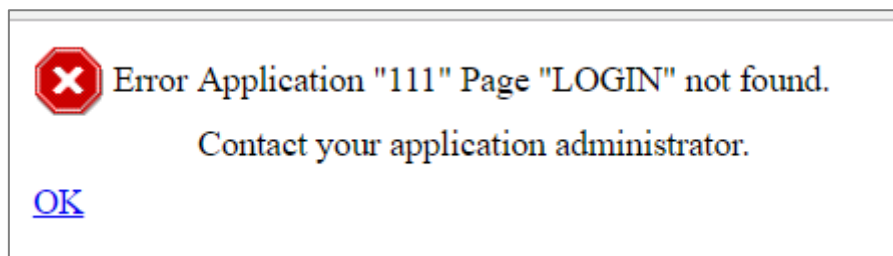
Any individuals needing access **must** have completed the **Modern Slavery Act training** (<https://training.cam.ac.uk/course/fin-comp-msa>)

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

- The Supplier Database does not work with Internet Explorer
- 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.



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.

The screenshot shows the 'Home' page of the University of Cambridge Supplier Database. The top navigation bar includes the University of Cambridge logo, a search icon, and user information (ms2138, AP Team, Procurement Supplier Team, Logout). The left sidebar contains links: Home, Search, Additional Search, Manage Own New Suppliers, Manage Own Amendments, Manage Own New Supplier Sites, and Reports. The main content area has two search boxes: 'Search' (for supplier details, commodity codes, descriptions, etc.) and 'Additional Search' (for supplier name, postcode, and/or VAT No only). Below these are three tables: 'New Supplier Requests' (with columns Name, Date, Status), 'Amendment Requests' (with columns Number, Name, Type, Request, Owner, Closed, Latest Event, Event By, Event Date), and 'New Site Requests' (with columns Supplier name, Site code, Address line1, Created date, Last event).

2. Click on the **Search** box to display the **Supplier Search Screen**.

The screenshot shows the 'Supplier Search' screen. The top navigation bar is the same as the previous screen. The left sidebar is also the same. The main content area has a search bar with 'Supplier Name' and buttons for 'Go' and 'Clear'. Below the search bar is a message: 'Please unlick the Status = "Preferred" filter to search the entire database'. There is a filter section with a dropdown menu set to 'Status = "Preferred"'. Below this is a table of search results with the following columns: Name, Type, Supplier Number, Commodity, Commodity Description, Keywords, Additional Keywords, Note, Status, Inactive, and Amendment. The table contains several rows of supplier data.

- 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>

Supplier Name

Please untick the Status = 'Preferred' filter to search the entire database

☒

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Name	Type	Supplier Number	Commodity	Commodity Description	Keywords	Additio
**AMPITO LTD T/A VANIX	Supplier	231522	KJ	NETWORK INSTALLATION AND MAINTENANCE	BROCADE EQUIPMENT, IT ROUTING EQUIPMENT, IT SWITCHING EQUIPMENT	

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.

- 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.

Filter

Filter Type ☒ Column ☐ Row

Column Operator Expression

- 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:

Filter

Filter Type ☒ Column ☐ Row

Column: Name Operator: contains Expression: Office

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.

Supplier Name: **Go** **Clear**

Please untick the Status = 'Preferred' filter to search the entire database

Q **Go** **Actions** **Add New Supplier** **Reset Report**

☒ Status = 'Preferred' ☒ Name contains 'Office'

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Name	Type	Supplier Number	Commodity	Commodity Description	Keywords	Additional Keywords	Note	Status	Inactive	Amendments
BROADSTOCK OFFICE FURNITURE LTD	Supplier	109476	F	Furniture, Furnishing and Textiles	OFFICE CHAIRS & DESKS, CLASSROOM & CONFERENCE FURNITURE, HEIGHT ADJUSTABLE DESKING, PEDESTALS, WOODEN & METAL STORAGE, SCREENS, CONFERENCE SEATING	filing cabinets; shelving; pigeonholes; Bar, Restaurant, Laboratory, Outdoor & Library furniture; Auditorium seating; Integrated Secure ICT desking	SUPC agreed T&Cs apply to this contract.	Preferred		
EMERGENT CROWN CONTRACT OFFICE FURNISHINGS LTD	Supplier	122348	F	Furniture, Furnishing and Textiles	OFFICE CHAIRS & DESKS, CLASSROOM & CONFERENCE FURNITURE, HEIGHT ADJUSTABLE DESKING, PEDESTALS, WOODEN & METAL STORAGE, SCREENS, CONFERENCE SEATING	filing cabinets; shelving; pigeonholes; Bar, Restaurant, Laboratory, Outdoor & Library furniture; Auditorium seating; Integrated Secure ICT desking	Centrally agreed T&Cs apply to this contract.	Preferred		
GRESHAM OFFICE FURNITURE LTD	Supplier	72263	F	Furniture, Furnishing and Textiles	OFFICE CHAIRS & DESKS, CLASSROOM & CONFERENCE FURNITURE, HEIGHT ADJUSTABLE DESKING, PEDESTALS, WOODEN & METAL STORAGE, SCREENS, RESIDENTIAL	filing cabinets; shelving; pigeonholes; Bar, Restaurant, Laboratory, Outdoor & Library furniture; Auditorium seating; Integrated Secure ICT desking	Centrally agreed T&Cs apply to this NEUPC contract.	Preferred		
OFFICE DEPOT UK				OTHER/GENERAL	printer cartridges, ink cartridges, toner, printer ribbons, fax, facsimile equipment,	pads, files, indexes, cards, inks, adhesives, pins, tags, dividers,	Agreed T&Cs apply to this			Amendment in

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**’.

- 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.

- From the home screen select the Additional Search button

The screenshot shows the 'University of Cambridge' Supplier Database interface. The left sidebar has a menu with 'Additional Search' selected. The main area is divided into three sections: 'Search' (with a search bar and instructions), 'Additional Search' (with a search bar and instructions), and three tables: 'New Supplier Requests', 'Amendment Requests', and 'New Site Requests'.

Name	Date	Status
SRA2.01MS	11-Sep-2019 11:17:59	authorised 11-Sep-2019 11:17
SRA2.02MS	11-Sep-2019 11:00:05	authorised 11-Sep-2019 11:00
SRA2.03MS	11-Sep-2019 10:44:45	authorised 11-Sep-2019 10:44

Number	Name	Type	Request	Owner	Closed	Latest Event	Event By	Event Date
255089	ADABCO LOGGING	Supplier	reactivate	Max Smith	N	authorised	Max Smith	11-Sep-2019 15:00:07
291348	A S TECHNICAL SOLUTIONS LTD	Supplier	amend	Max Smith	N	authorised	Max Smith	11-Sep-2019 14:08:44

Supplier name	Site code	Address line1	Created date	Last event
A4 LABELS.COM LTD	CAMBRIDGE	GREENWICH HOUSE	11-Sep-2019	authorised 11-Sep-2019 14:43

- A page will appear with three search fields (Name, Postcode and VAT Registration Number). Fill in the details for your search and click **Go**.

The 'Additional Search' form has three input fields: 'Name', 'Postcode', and 'VAT/Co. Registration Number'. There are 'Clear Form' and 'Go' buttons.

Key Contacts Guide to the University Supplier Database

3. A list of suppliers matching your search criteria will display.

Home / Additional Search / Suppliers List

Search: Go Actions ▾ New Search Add New Supplier Reset Report

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Name	Type	Supplier Number	Status	Inactive	Am
**HEDGES*PETER*	Individual	339468		Inactive	
**SCOTT, BEATA	Supplier	190026		Inactive	
ADRIAN, Mr WARD	Individual	9001534	New		
ALLEN, THE EXECUTORS OF MRS J M	Individual	352502		Inactive	
ALSTOM POWER LTD	Supplier	179213		Inactive	
ARTHOLD, SUSANNE	Individual	297799		Inactive	
ASHTON, KCJ	Individual	299276		Inactive	

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.

The screenshot shows the 'Supplier Amendment' page for 'ANALYTICAL PRODUCTS LTD T/A EUROPEAN INSTRUMENTS LTD'. The left sidebar contains navigation links: Home, Search, Supplier Amendment, Additional Search, Manage Own New Suppliers, Manage Own Amendments, Manage Own New Supplier Sites, and Reports. The main content area shows the following fields and their current values:

Field	Current Value
Name	ANALYTICAL PRODUCTS LTD T/A EUROPEAN INSTRUMENTS LTD
Number	70493
Enabled	Y
Supplier Type	Supplier
Pay Terms	End +30 Days
Pay Group	Supplier
Active From	30-Aug-2000
Active Until	

Buttons at the top right of the form area: Save, Save and Authorise, Back to List, Back to Supplier.

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.

- Once you have made the amendments click on the **Save And Authorise** button at the top of the page.

UNIVERSITY OF CAMBRIDGE

Home / Supplier Amendment

Supplier Amendment Supplier Site Amendments

ANALYTICAL PRODUCTS LTD T/A EUROPEAN INSTRUMENTS LTD

Supplier Amendment

Name ANALYTICAL PRODUCTS LTD T/A EUROPEAN INSTRUMENTS LTD

Number 70493

Enabled Y

Supplier Type Supplier

Pay Terms End +30 Days

Pay Group Supplier

Active From 30-Aug-2000

Active Until

Save and Authorise Back to List Back to Supplier

- 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.

Supporting Documents Required

	Document Type	File Name	Brief Description
Add	VAT Validation		
Add	Verification Company Registration		
Add	Verification of Foreign Company Registration		
Add	Company Name and Contact details		
Add	Quotations from suppliers		
Add	Invoice		
Add	Tax Clearance Number (TCN) or Off Payroll Worker Number (OPW)		
Add	Dispensation Approval		
Add	Change of address		
Add	Grant Award letter		
Add	Modern Slavery Act		
Add	Charity Verification		

Continue

- 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 the EU or UK search sites:

EU: http://ec.europa.eu/taxation_customs/vies/vieshome.do?selectedLanguage=en

UK: <https://www.gov.uk/check-uk-vat-number>

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.

The screenshot shows a form titled 'Add Site' with the following fields and options:

- Site Uses:** Three radio button options: ☒ Payment Only Site, ☐ Purchasing Only Site, and ☐ Purchasing and Payment Site.
- Site Name (Town):** A text input field with a help icon (?) to its right.
- Address Line 1:** A text input field.
- Address Line 2:** A text input field.
- Address Line 3:** A text input field.
- Address Line 4:** A text input field.
- Town/City:** A text input field.
- County:** A text input field.
- Country:** A dropdown menu currently showing 'UNITED KINGDOM'.
- Postcode/Zip:** A text input field.
- Telephone Area Code:** A text input field.
- Telephone Number:** A text input field.
- Fax Area Code:** A text input field.
- Fax Number:** A text input field.
- Pay Terms:** A dropdown menu currently showing 'End +30 Days CHQ'.
- VAT Number:** A text input field.
- Tax Code:** A dropdown menu.
- Inactive Date:** A text input field with a calendar icon to its 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.

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 controls:

- Comment:** A large text input area.
- 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 showing "No".
- Reactivate:** A dark button located below the "Msa checked" dropdown.
- Back to Supplier:** A dark button located at the bottom left of the form.
- Warning:** A red rectangular box on the right side of the form contains the text: "Modern Slavery Act documentation must be uploaded".

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.

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/>

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 the EU or UK search sites:

EU: http://ec.europa.eu/taxation_customs/vies/vieshome.do?selectedLanguage=en

UK: <https://www.gov.uk/check-uk-vat-number>

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>

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

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

Reactivate

Modern Slavery Act documentation must be uploaded

Back to Supplier

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

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.

The screenshot shows the University of Cambridge Supplier Database search results page. The header includes the University of Cambridge logo and navigation links. The left sidebar contains links for Home, Search, Additional Search, Manage Own New Suppliers, Manage Own Amendments, Manage Own New Supplier Sites, and Reports. The main content area displays search results for 'Supplier Name' with filters for Status = 'Preferred' and Name contains 'office'. The 'Add New Supplier' button is circled in red.

Name	Type	Supplier Number	Commodity	Commodity Description	Keywords	Additional Keywords	Note	Status	Inactive	Amendments
BROADSTOCK OFFICE FURNITURE LTD	Supplier	109476	F	Furniture, Furnishing and Textiles	OFFICE CHAIRS & DESKS, CLASSROOM & CONFERENCE FURNITURE, HEIGHT ADJUSTABLE DESKING, PEDESTALS, WOODEN & METAL STORAGE, SCREENS, CONFERENCE SEATING	filing cabinets; shelving; pigeonholes; Bar, Restaurant, Laboratory, Outdoor & Library furniture; Auditorium seating; Integrated Secure ICT desking	SUPC agreed T&Cs apply to this contract.	Preferred		
EMERGENT CROWN CONTRACT OFFICE FURNISHINGS LTD	Supplier	122348	F	Furniture, Furnishing and Textiles	OFFICE CHAIRS & DESKS, CLASSROOM & CONFERENCE FURNITURE, HEIGHT ADJUSTABLE DESKING, PEDESTALS, WOODEN & METAL STORAGE, SCREENS, CONFERENCE SEATING	filing cabinets; shelving; pigeonholes; Bar, Restaurant, Laboratory, Outdoor & Library furniture; Auditorium seating; Integrated Secure ICT desking	Centrally agreed T&Cs apply to this contract.	Preferred		
GRESHAM OFFICE FURNITURE LTD	Supplier	72263	F	Furniture, Furnishing and Textiles	OFFICE CHAIRS & DESKS, CLASSROOM & CONFERENCE FURNITURE, HEIGHT ADJUSTABLE DESKING, PEDESTALS, WOODEN & METAL STORAGE, SCREENS, RESIDENTIAL	filing cabinets; shelving; pigeonholes; Bar, Restaurant, Laboratory, Outdoor & Library furniture; Auditorium seating; Integrated Secure ICT desking	Centrally agreed T&Cs apply to this NEUPC contract	Preferred		
OFFICE DEPOT UK	Supplier	61145	OT	OTHER/GENERAL STATIONERY AND	printer cartridges, ink cartridges, toner, printer ribbons, fax, facsimile equipment,	pads, files, indexes, cards, inks, adhesives, pins, tags, dividers,	Agreed T&Cs apply to this	Preferred		

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.

The screenshot shows the 'Supplier Type' selection screen. Under 'Overall Type of Supplier', the 'Business' option is selected. There are buttons for 'Back to List' and 'Continue'.

Supplier Type

Overall Type of Supplier

☐ Individual
☒ **Business**
☐ Non Profit Making Bodies

Back to List Continue

- 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.

Business Supplier Details

Is this urgent? ☐ Y ☒ N

Supplier or Contractor Name *

Type of Business ☐ Limited company
☐ Partnership
☐ Foreign limited company
☐ Other

Department *

Company Registration Number *

Is this a Contractor? ☐ Y ☒ N

VAT Registered ☒ Y ☐ N

VAT Number *

CUPS Transaction Code *

Currency Code * GBP

New Supplier Site

Site Uses ☐ Payment Only Site
☐ Purchasing Only Site
☐ Purchasing and Payment Site

Site Name (Town) *

Address Line 1 *

Address Line 2 *

Address Line 3 *

Address Line 4 *

Town/City *

County *

Country * UNITED KINGDOM

Postcode/Zip *

Telephone Area Code *

Telephone Number *

Fax Area Code *

Fax Number *

Email *

Tax Code * SR20.0%

New Supplier Site 2

Site Uses ☐ Payment Only Site
☐ Purchasing Only Site
☐ Purchasing and Payment Site

Site Name (Town) *

Address Line 1 *

Address Line 2 *

Address Line 3 *

Address Line 4 *

Town/City *

County *

Country * UNITED KINGDOM

Postcode/Zip *

Telephone Area Code *

Telephone Number *

Fax Area Code *

Fax Number *

Email *

Tax Code * SR20.0%

Purchase Information

Do you need to ☐ raise a purchase order
☐ pay an invoice

Is this Supplier Compliant with the Modern Slavery Act ☐ Y ☐ N

Value of Goods/Services/Works *

State the items you wish to buy or have already bought *

List all other suppliers approached for alternative quotations *

Reason why existing supplier cannot be used *

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.

The screenshot shows the 'New Supplier Details' page for 'SMITH FINANCE LTD'. A green notification banner at the top right states: 'Action Processed. Email has been sent to Max.Smith@admin.cam.ac.uk'. The left sidebar contains navigation links: Home, Search, New Supplier, New Supplier Details, Additional Search, Manage Own New Suppliers, Manage Own Amendments, and Reports. The main content area features an 'Events' table with columns for Date, Event, Note, and By. One event is listed: 22-Aug-2018, authorised, Max Smith. Below the events table is the 'Purchase Information' section, which includes fields for 'Do you need to pay an invoice', 'Is this Supplier Compliant with the Modern Slavery Act' (with radio buttons for Y and N), 'Is this a one off purchase/payment', 'Value of Goods/Services/Works' (with a value of 234), and 'State the items you wish to buy or have already bought' (with the text 'Consulting service'). A 'Back to List' button is located in the top right corner of the Purchase Information section.

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:
EU: http://ec.europa.eu/taxation_customs/vies/vieshome.do?selectedLanguage=en
UK: <https://www.gov.uk/check-uk-vat-number>

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.

The screenshot shows a form with the following fields and options:

- Supplier or Contractor Name**: A text input field with a red asterisk and a help icon.
- Type of Business**: A section with a red asterisk containing four radio button options:
 - Limited company
 - Partnership
 - Foreign limited company
 - Other** (selected)
- Department**: A dropdown menu with a red asterisk.
- Other Company**: A dropdown menu with a red asterisk, showing the selected option: "Sole Trader - Unlimited Individual providing a service".

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.

Is this Individual Providing Services to the University?		<input checked="" type="radio"/> Y	<input type="radio"/> N	<input data-bbox="1013 651 1045 685" type="button" value="?"/>
Tax Section Clearance Number *		<input type="text"/>		<input data-bbox="1273 723 1305 757" type="button" value="?"/>

The rest of the fields will be filled in as usual.

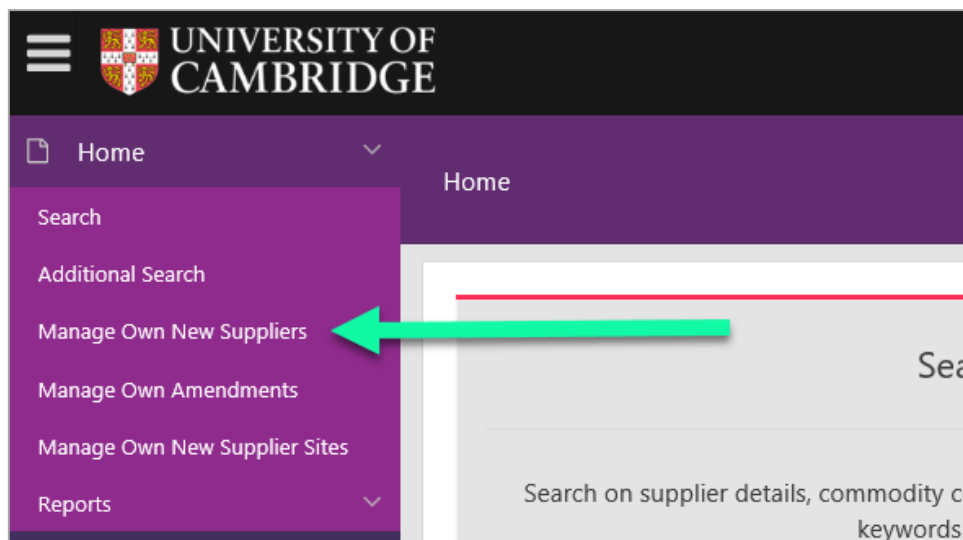
Viewing the statuses of supplier requests and re-submitting

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.

New Supplier Requests			Amendment Requests							
Name	Date	Status	Number	Name	Type	Request	Owner	Closed	Latest Event	Event By
SRA8.0E(MS2139)	21-Aug-2018 10:55:41	authorised 21-Aug-2018 10:55	211500	ALLIANZ ENGINEERING INSPECTION SERVICES LTD T/A ALLIANZ CORNHILL INSURANCE	Supplier	reactivate	Max Smith	N	new	Max Smith
SRA8.0D(MS2139)	21-Aug-2018 10:53:59	authorised 21-Aug-2018 10:53	340008	PORTSDOWN OFFICE LTD	Supplier	amend	Max Smith	N	authorised	Max Smith
SRA8.0C(MS2139)	21-Aug-2018 10:51:10	authorised 21-Aug-2018 10:51	223404	HELMHOLTZ ZENTRUM FUER INFEKTIONSFORSHUNG GMBH	Supplier	reactivate	Max Smith	N	new	Max Smith

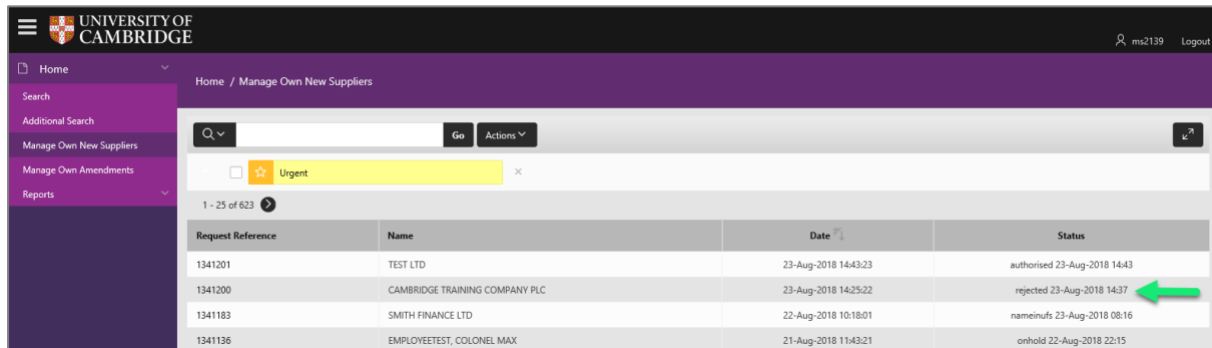
To view a full list of your New Supplier Requests select the **Manage Own New Suppliers** from the menu in the top-left corner of the page.



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.

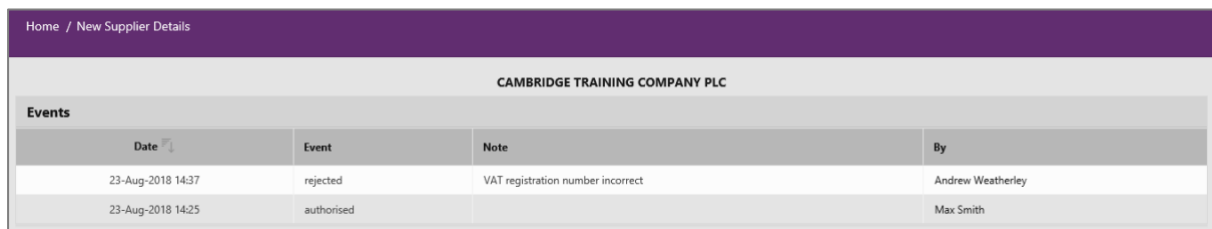


Request Reference	Name	Date	Status
1341201	TEST LTD	23-Aug-2018 14:43:23	authorised 23-Aug-2018 14:43
1341200	CAMBRIDGE TRAINING COMPANY PLC	23-Aug-2018 14:25:22	rejected 23-Aug-2018 14:37
1341183	SMITH FINANCE LTD	22-Aug-2018 10:18:01	nameinufs 23-Aug-2018 08:16
1341136	EMPLOYEEEST, COLONEL MAX	21-Aug-2018 11:43:21	onhold 22-Aug-2018 22:15

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.



CAMBRIDGE TRAINING COMPANY PLC			
Events			
Date	Event	Note	By
23-Aug-2018 14:37	rejected	VAT registration number incorrect	Andrew Weatherley
23-Aug-2018 14:25	authorised		Max Smith

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**.



Save
Back to List

Authorise

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".

New Supplier Event Details

Reason

Authorise

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:**

ASSOC	ASSOCIATION
CO	COMPANY
CORP	CORPORATION
DEPT	DEPARTMENT
INC	INCORPORATED
LTD	LIMITED
PLC	PUBLIC LIMITED COMPANY

- **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).

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.]

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