

U4 ERP Supplier Creation Form

Guide for Users

Version 1.0



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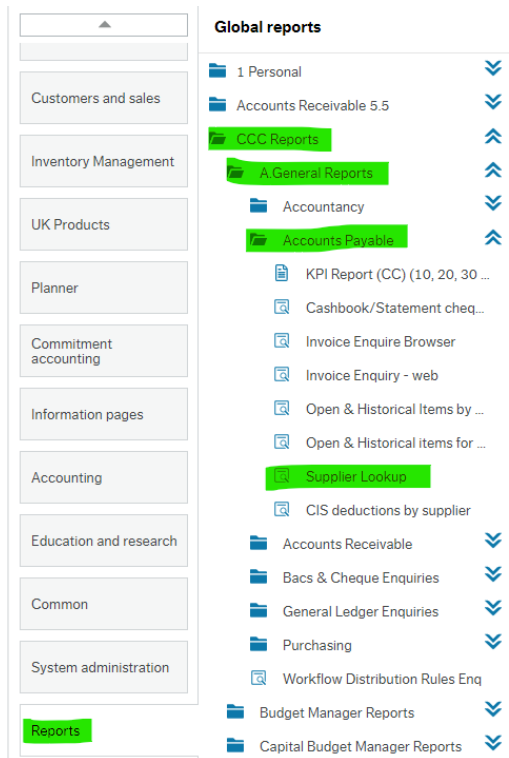
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1. Completing a new Supplier Creation Form

The New Supplier Form, within the FORMS menu item, allows users to request the setup of a new supplier on the Unit4 ERP Web system.

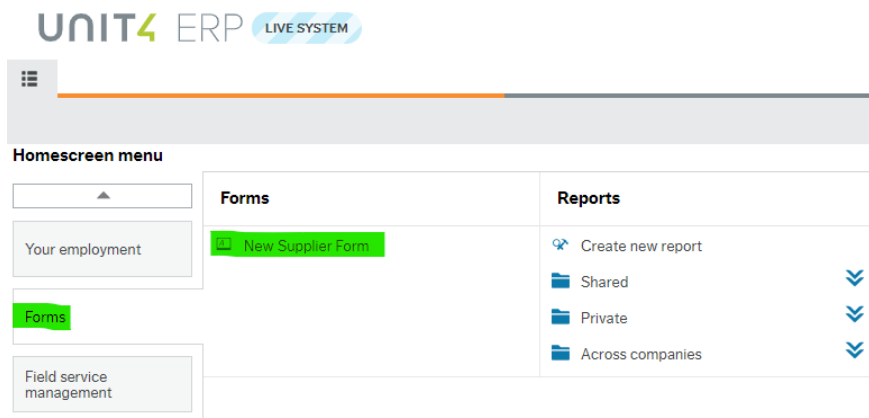
a) Supplier Lookup

Prior to using this form, users should first check whether the supplier already exists on the system. The Supplier Lookup report may be used for this.



b) New Supplier Form

The Forms module is located near the top of the Homescreen menu.



Opening the New Supplier Form brings up a form with **2 tabs – Supplier Information and Supporting Documents**. Both tabs must be completed to allow the request to be submitted.

i) Supplier Information Tab

General Information

The screenshot shows a web browser window with a tab titled "cc New Supplier Form". The main content area is titled "New Supplier Form". Below this, there is a section header "Supplier Request Form" with a chevron icon. Underneath, there is a "Form ID*" field containing "[NEW]" and a dropdown menu icon. Below the field, there are two tabs: "Supplier Information" (highlighted in green) and "Supporting Documents" (highlighted in yellow). At the bottom of the form, there is an information icon and a message: "Supplier Details - Incorrect/missing details or documents will result in the form being rejected".

* Indicates a mandatory field. Some fields such as postcode, sort code or bank account also have data validation to ensure the correct length and format of data entered.

The Form ID field is automatically assigned and the STATUS field is already set to ACTIVE. It should only be changed to CLOSED to close a form that has previously been saved as draft, and which is no longer required.

So, the first field to populate on the Supplier Information tab will be the Supplier Name.

Form ID*
 ☰
 [NEW]

Supplier Information Supporting Documents

i Supplier Details - Incorrect/missing details or documents will result in the form being rejected

General Information

i Supplier Information

STATUS
 ▾

Supplier Name*

Supplier address*

Address Line 2

Town*

POSTCODE*

Email address*

What are you purchasing?*

Additional Information

Authorised Signatory*
 ...

The additional information field is optional but could be used to provide extra information for the authoriser or central creditors team.

If you know the authorised signatory you wish to use, start typing the name in the field. Alternatively, to see a list, click the three dots ...

Value lookup ✕

Search criteria

⌵ **Advanced**

Attribute value	Attribute	Description	Period from	Period to	Status	
						<input type="button" value="Filter"/>
AB010	SRAUTH	Angela Bowen	0	209999	N	
AWD043	SRAUTH	A Wendy Ashton	0	209999	N	
DK444	SRAUTH	Darren Owen King	0	209999	N	
GO722	SRAUTH	Gary Owen	0	209999	N	
JJO222	SRAUTH	Jessica Jayne Owens	0	209999	N	
JO877	SRAUTH	Jon Owen	0	209999	N	
RB756	SRAUTH	Rhys Bowen	0	209999	N	
SO485	SRAUTH	Sarah Owen	0	209999	N	
SO546	SRAUTH	Steve Owens	0	209999	N	

Bank Details

Bank Details

i Payments are made by BACS. For all other payment methods, please use an alternative form

Sort Code*

Bank Account No.*

Building Society No.

If the supplier being requested is involved in the construction industry, then you should check the box and complete the CIS tab. If the box is unchecked, it disappears.

Construction Industry

i If the supplier is involved in the construction industry, please check the box and complete the CIS Tab

Construction Industry?

ii) CIS Tab

Supplier Information **CIS** Supporting Documents

i Supplier Details - Incorrect/missing details or documents will result in the form being rejected

Suppliers that are involved in the construction industry will need to supply their Unique Taxpayer Reference (UTR).

Supplier Information CIS Supporting Documents

i Supplier Details - Incorrect/missing details or documents will result in the form being rejected

CIS Information

i Please complete the required fields. Incorrect formats/lengths will not be accepted

Unique Taxpayer Reference*

Company Registration No.

National Insurance No.

iii) Supporting Documents Tab

The Supporting Documents tab must be completed.

Select the document type from the dropdown field.

Supplier Information | Supporting Documents

i Supplier Details - Incorrect/missing details or documents will result in the form being rejected

Document Type

i You MUST attach valid proof of bank details or your form will be returned unactioned. FIRST, select your document type and then click SAVE AS DRAFT. Using the paperclip icon upload your documents, then SAVE and then SUBMIT FORM

Document Type* Confirm proof attached*

- BANK STATEMENT
- SUPPLIER LETTER
- INVOICE
- OTHER

If OTHER is selected a free text field will appear to ask what type of document is being supplied.

Document Type

i You MUST attach valid proof of bank details or your form documents, then SAVE and then SUBMIT FORM

Document Type*

What document is it?*

The next step is to attach supporting documents.

Attaching documents

Step 1 – Save as draft

Step 2 - Click the paperclip icon

If you do not save as draft, the following error message will result when the paperclip is clicked:

Step 3- Add a document by selecting Add a document, then browse to your document and upload it.

A popup window will appear, click upload to navigate to the document. Edit the document title if required and add a description if required.

Step 4- Save the document, close the document archive window.

Supplier Information Supporting Documents

i Supplier Details - Incorrect/missing details or documents will result in the form being rejected

Document Type

i You MUST attach valid proof of bank details or your form will be returned unactioned. FIRST, select your document type and then click SAVE AS DRAFT. Using the paperclip icon upload your documents, then SAVE and then SUBMIT FORM

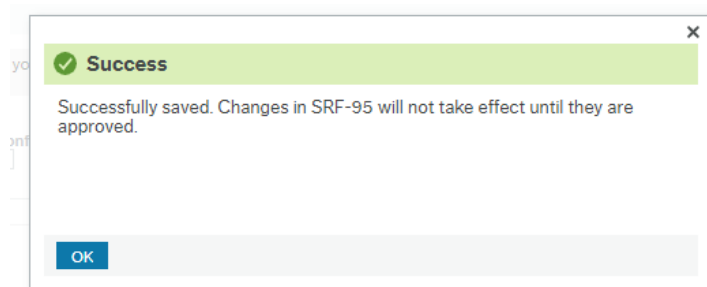
Document Type* BANK STATEMENT

Confirm proof attached* YES

Clear Submit form Save as draft Export

Step 5 - Confirm you have attached proof by selecting YES.

Step 6 - Click Submit form. A Success message will appear with a Form Id – you may wish to record this for any subsequent enquiries.



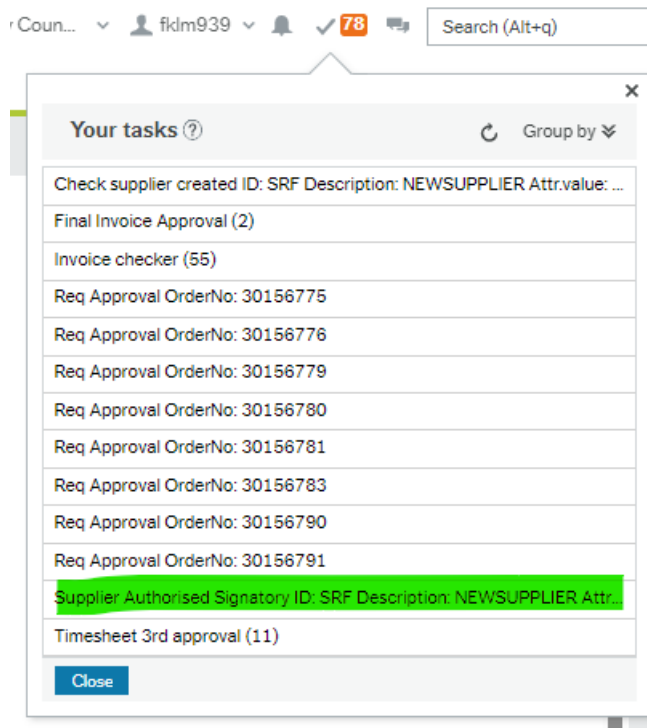
You can now close the Create New Supplier Record window.

The supplier creation form will now enter workflow and be sent to the authorised signatory. Further to this it will be checked by the Creditors section and if all is in order, it will be set up on the system.

2. Authorising a Supplier Creation Form

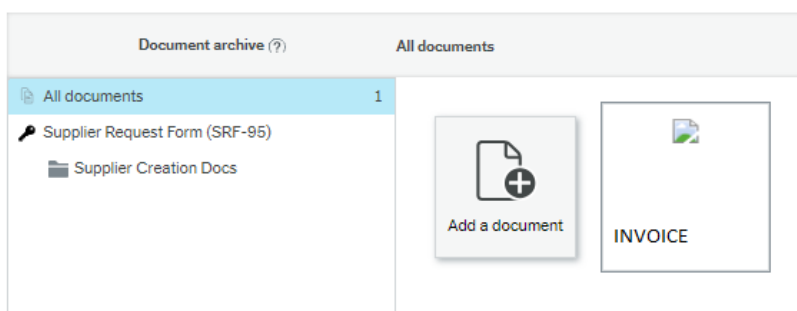
The New Supplier Form will be workflowed to a user who is also an authorised signatory on the Authority's authorised signatory list.

The Authoriser will receive an alert via email when there is a new supplier form to process. It is not necessary to wait for the email alert, as all new forms are available immediately in their task list. The task list is shown at the top right of the screen and the number of unapproved tasks is shown as a number. Click the number to show the full list. E.g.



Clicking a task will display the form awaiting authorisation. The form will consist of a **minimum of 2** and **up to 3** tabs, the **Supplier Information** tab which contains relevant supplier and bank details, the **CIS** tab which contains information relating to suppliers involved in the construction industry, and the **Supporting Documents** tab which shows what documents have been attached in support of the request.

To view the attached documents, click the paperclip icon near the top right of the screen.



The example below shows a form awaiting authorisation, containing 2 tabs.

You should check all the details on all the tabs on the form and that they correspond to the attached documents before approving or rejecting the task as appropriate, using the buttons at the bottom of the form.

Workflow log (row 1)

14/07/2023 14:01 Karen L Mansel 01267 224096 (KLM939) - Redistributed
14/07/2023 14:00 Karen L Mansel 01267 224096 (KLM939) - Distributed

(Enter a comment)

Supplier Information | Supporting Documents

i Supplier Details - Incorrect/missing details or documents will result in the form being rejected

General Information

i Supplier Details

Supplier Name *
Test Costc

Supplier Address *
100 Heol Waun

Address Line 2

Town *
Cwmddu

POSTCODE *
SA45 2HN

Email address *
kkkkk@gggg.com

What are you purchasing? *
Testing costc

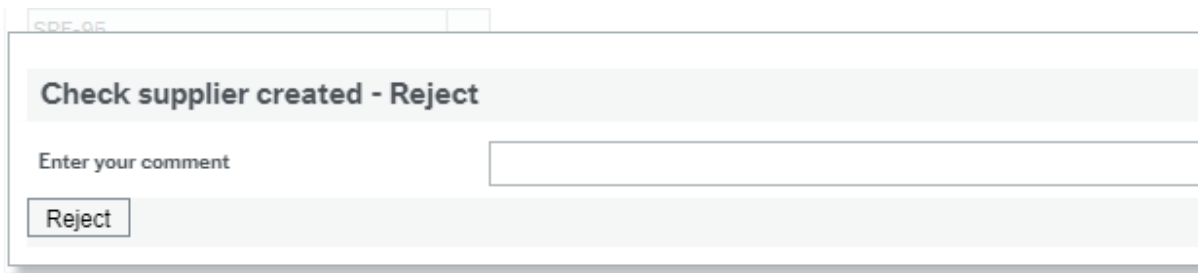
Authorised Signatory *

Status

Bank Details

Approve | Reject | Clear | Log book | Export

You may enter a comment in the log field if you wish and if you choose to reject the task you will be prompted to enter a comment anyway.



The screenshot shows a dialog box with a title bar containing the text 'SDE_05'. The main title of the dialog is 'Check supplier created - Reject'. Below the title, there is a text input field with the placeholder text 'Enter your comment'. At the bottom of the dialog, there is a button labeled 'Reject'.

Once you have completed the task you will receive a success message and can move onto the next task or close the tab as appropriate.

