UNIT 4 BUSINESS WORLD (FRIS) GUIDE

REQUESTING A NEW SUPPLIER

December 2024

Contents

PRELIMINARIES - PRIOR TO COMPLETING A REQUEST

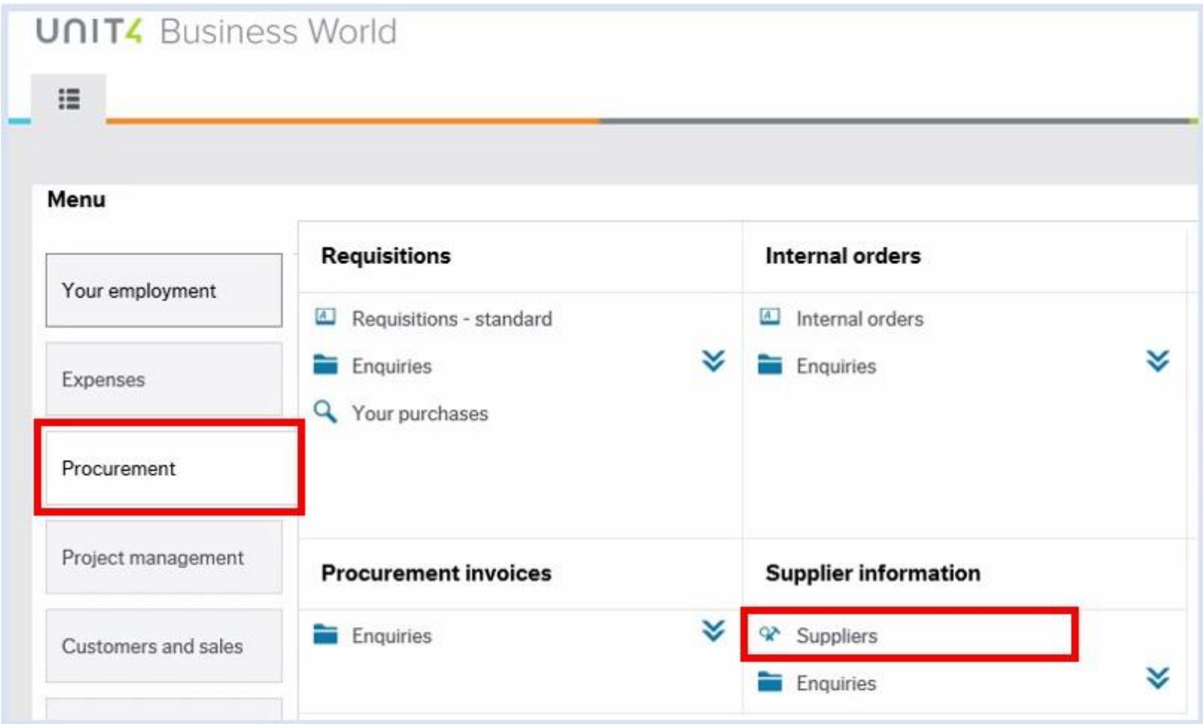
1. Prior to completing a new supplier request, ensure you have the following documents / information available **as applicable**:

   - New Supplier Details form
   - Bank details on company letterhead and signed
   - Relevant no. of quotations or Single Tender Justification form or, for JRES Research purchases – Research grant letter or relevant extracts from contract
   - IR35 approval email from Payroll
   - Information Services (IS) Approval email (for all IT-related purchases including software & hardware)
   - Legal approval email for GDPR (where personal data is captured)
   - CPU Tender Reference
   - Resource Review Committee (RRC) approval
   - Whole Life Costs form (for capital purchases)

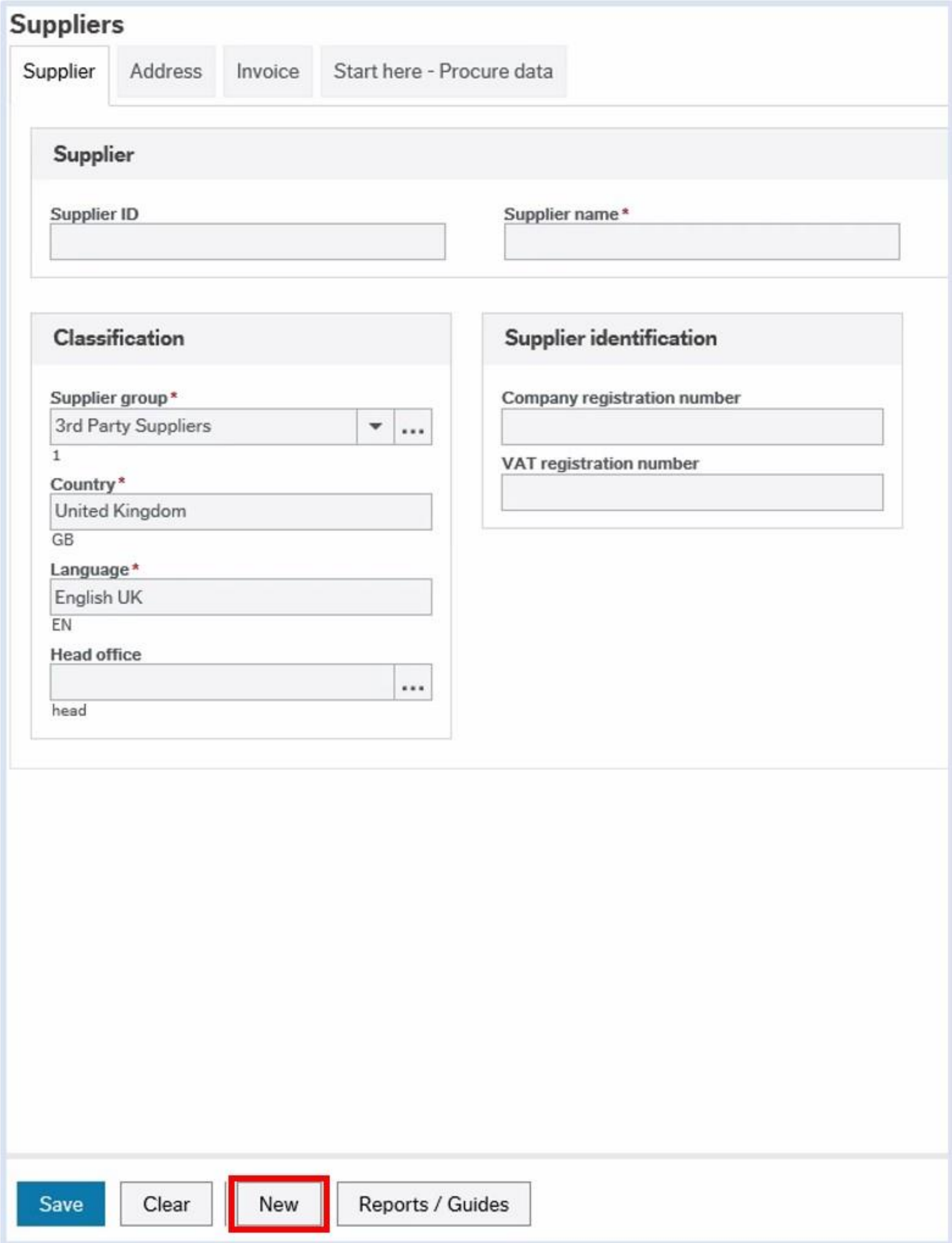
   These documents will be required for the completion of your request and will need to be attached as part of the new supplier request. If they are missing, the request will be returned by Procurement to the Requestor for completion.

COMPLETING THE TABS

2. In Unit4 Business World (FRIS) go to Suppliers in the Procurement tab:



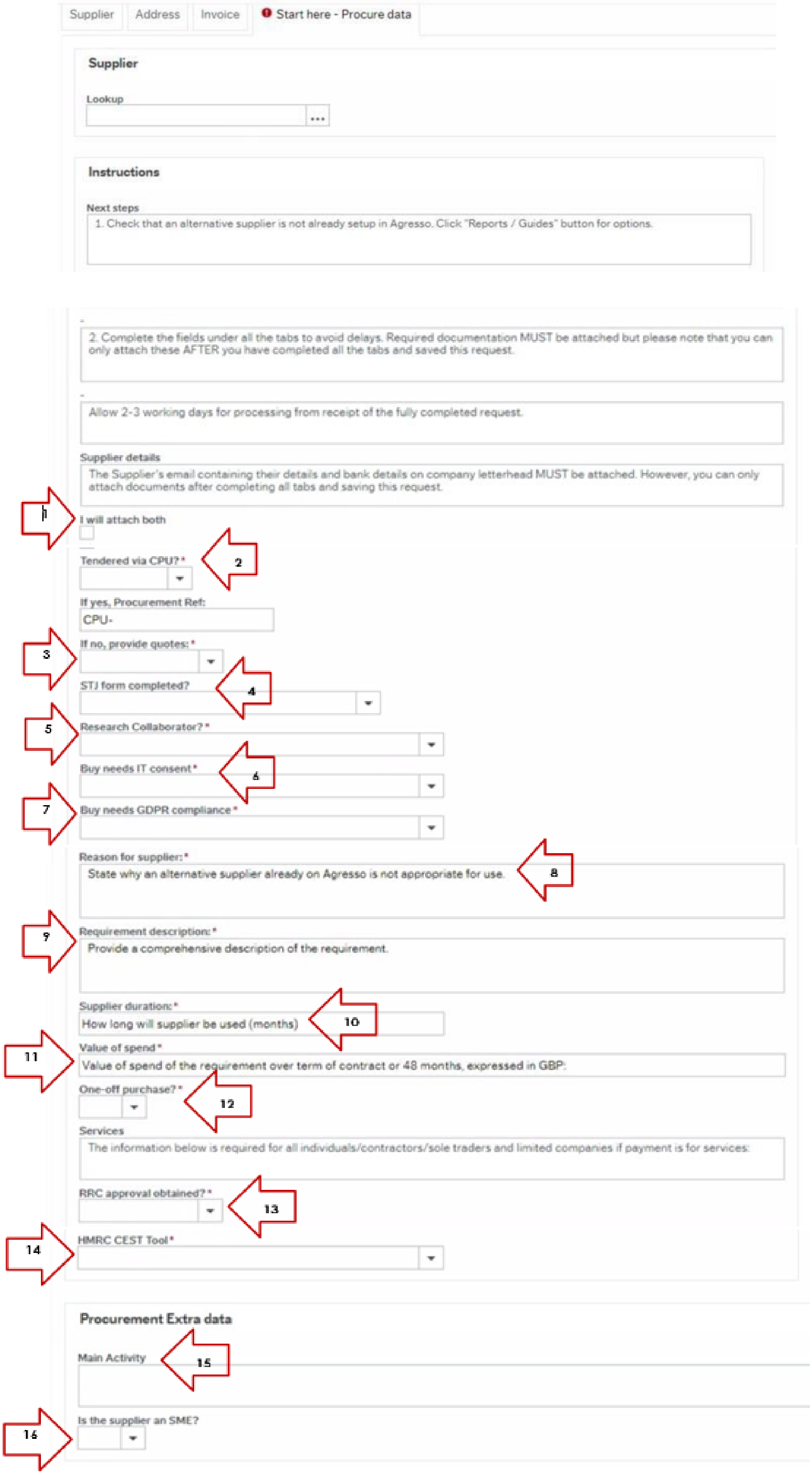
3. Click on New:



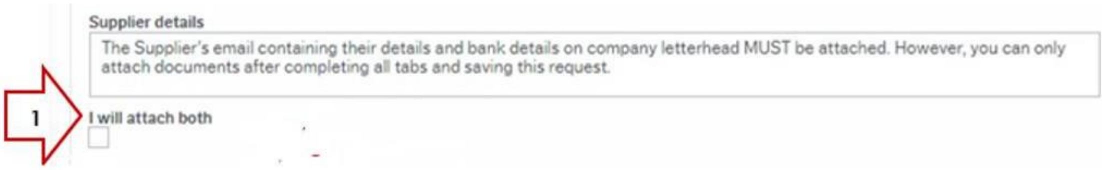
4. Select and complete the Start here – Procure data tab:

START HERE – PROCURE DATA TAB

This tab needs to be completed at this stage to ensure you are able to complete the new supplier set up request in full. Follow sub steps 1 to 16 as applicable.



(1) Supplier Details

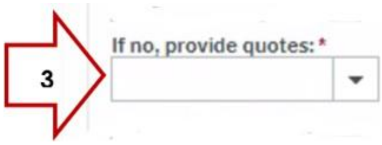


The information in the New Supplier Details form which has been completed by the potential supplier and the supplier's bank details on company letterhead signed by a senior official are both required to complete the FRIS request. Tick the box to confirm you will attach the email/s from the supplier in which both of these documents are contained. Bank details which have been provided by the potential supplier are to be entered by Procurement later in the workflow. **You do not need to enter the supplier's bank details.**

(2) Tendered via CPU (Corporate Procurement Unit)?

If the goods or services to be purchased from the new supplier were tendered via CPU, provide the tender reference allocated by Procurement. This usually begins with '**CPU-**'

(3) Provide quotes?

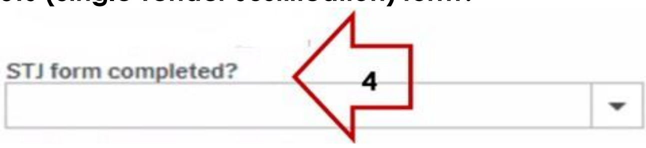


The appropriate number of comparative quotations need to be obtained commensurate to the anticipated value of spend with the supplier and at least one quotation must be attached to the request. Procurement Spend Thresholds can be found in the Procurement Policy (page 9) and the Financial Regulations (page 17).

Currently, in summary:
>£2k – 1 quote
£2k-10k – 2 quotes
£10k-£50k – 3 quotes
Above £50k – Procurement must be consulted

The anticipated value of spend is the total estimated amount to be spent over the duration of the contract or agreement with the supplier. Where the duration is uncertain, calculate the spend over 4 years. See section 4 (11).

(4) STJ (Single Tender Justification) form?



A Single Tender Justification Form should be completed where the stipulated number of quotes cannot be obtained on the basis of at least one of the following grounds:

a. It has been confirmed that only one firm or individual has the particular specialist expertise required. If, for technical or artistic reasons or for reasons connected with the protection of exclusive rights, the contract may be awarded only to a particular supplier.

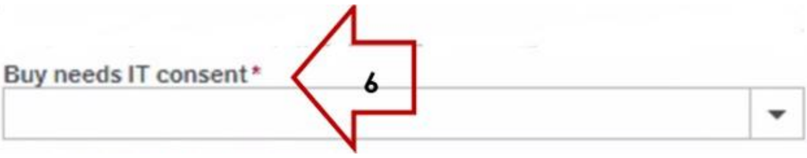
b. Compatibility with existing services or products, or the task is essential to complete the project and arises as a consequence of a recently completed assignment and engaging different consultants/suppliers for the new task would be inefficient, too costly or require SGUL to change technology.

c. An exceptional emergency not of SGUL's making. If for reasons of extreme urgency brought about by events unforeseeable by, and not attributable to, the University, the tendering procedure time limits specified in the UK public procurement regulations cannot be met.

(5) Research collaboration

If the new supplier is a research collaborator, select Yes in the dropdown and attach the grant letter or relevant parts of it including the signed page (depending on document size).

(6) Compliance with IT Requirements?



If the purchase is IT hardware, software or IT-related, there is a requirement to obtain approval from Information Services (IS) to ensure the software complies with all SGUL requirements. This approval is obtained by contacting Information Services with full details of the purchase and its use. The email approving the purchase is to be attached to the new supplier request.

(7) Compliance with GDPR Requirements?

If the purchase involves the use or processing of personal data by the supplier, there is a requirement to obtain approval from Legal who will ensure the purchase complies with data protection and GDPR requirements. There may be need to complete a Data Protection Impact Assessment.

(8) Reason for requesting the new Supplier

Before requesting a new supplier, please search FRIS or the preferred supplier list to see if there are alternative suppliers already set up on FRIS. Such suppliers could be approached for quotations.

If an existing supplier is unable to provide the requirement enter the justification for requesting a potential new supplier in this section.

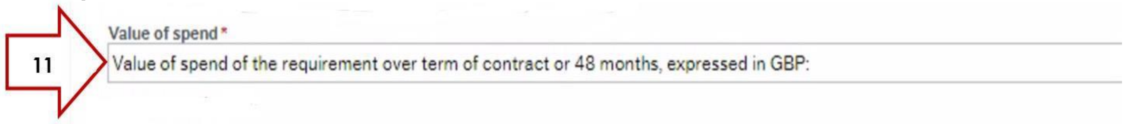
(9) Description of Requirement

Provide a succinct description of the goods or services being purchased.

(10) Supplier duration

Enter the term (in months) you envisage using the supplier for.

(11) Total spend



Total spend should be calculated over the term the supplier is to be used or a maximum period of 48 months where the term is uncertain. For instance you expect to spend £2000 per year with the supplier over the course of 3 years, total spend will be £6000. If the term is unknown, calculate spend over 4 years, total spend will be £8000 in that case.

(12) One Off or Continuous Purchase?

Enter 'Yes' if this will be a single one-off purchase and 'No' if there will be recurring transactions over the period of use.

(13) **RRC Approval**

Any staff recruitment spend requires RRC (Resourcing Review Committee) approval and evidence of this needs to be attached to the new supplier request. More information about the RRC can be found here.

(14) **HMRC CEST Tool (IR35)**

Where the supplier is an individual, **regardless of whether they are based in the UK or overseas**, SGUL needs to determine whether the person is engaged either to be paid against an invoice (self-employed or outside IR35) or whether to be paid via payroll (employment or inside IR35). Use the information provided in the New Supplier Details form and your knowledge of the requirement and follow the guidance provided **at this link**.

Before we can set up this new supplier the HMRC employment check tool will need to be completed by the engager and the results submitted to **payroll@sgul.ac.uk**. Any queries regarding this should also be directed to the Payroll, Pensions & Financial Transactions Manager at this email address.

Once the assessment has been completed and Payroll determine that the supplier is not caught by the IR35 rules, you will be sent an approval email from Payroll.

You are required to attach the approval email from Payroll to the new supplier request.

(15) **Main Activity of the Supplier**

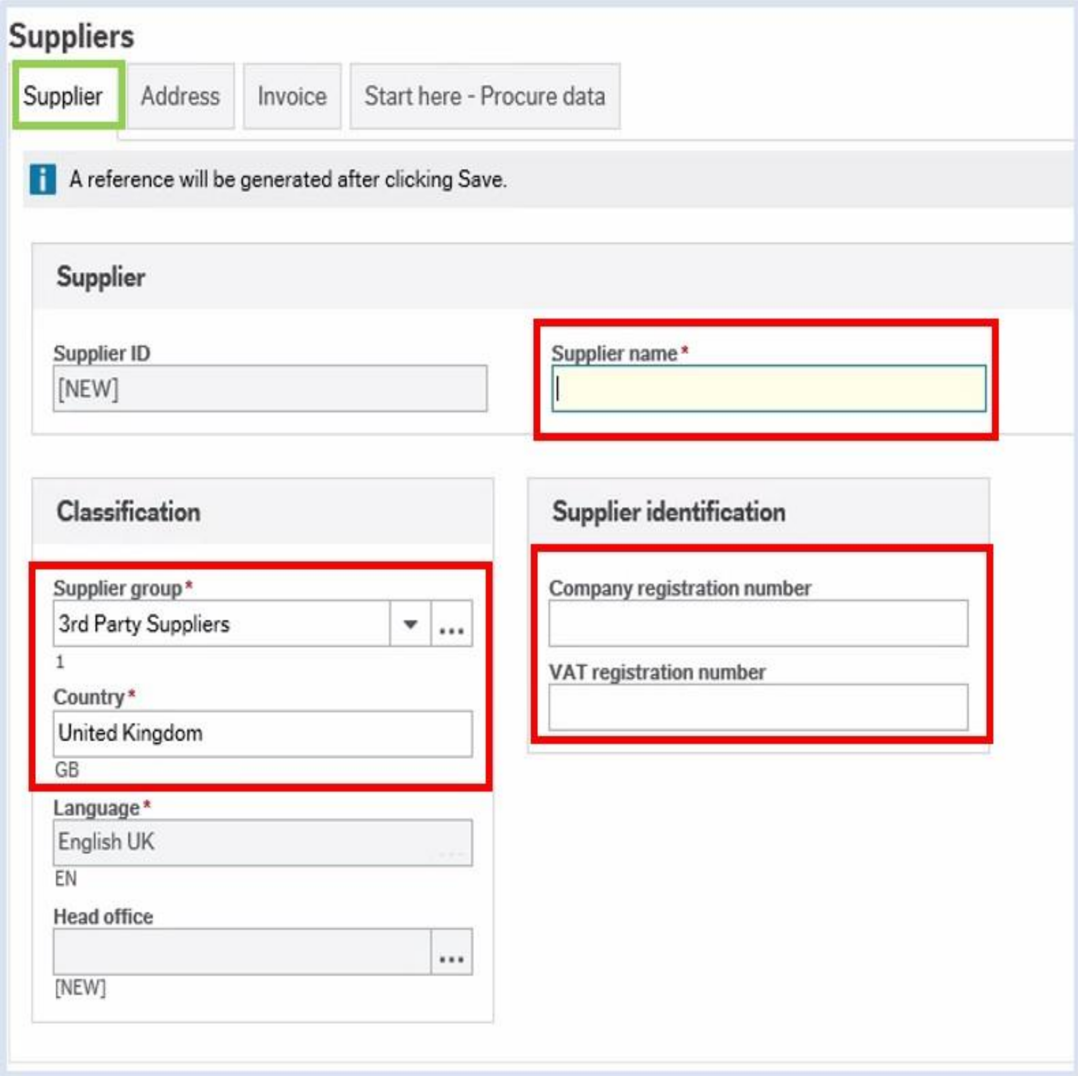
Using the New Supplier Details form completed by the supplier, insert information relating to the core business of the supplier.

(16) **SME?**

This relates to the size of the supplier's business. Using the New Supplier Request – Supplier Details form, state whether the supplier is a SME (small or medium enterprise).

5. Complete the Supplier tab:

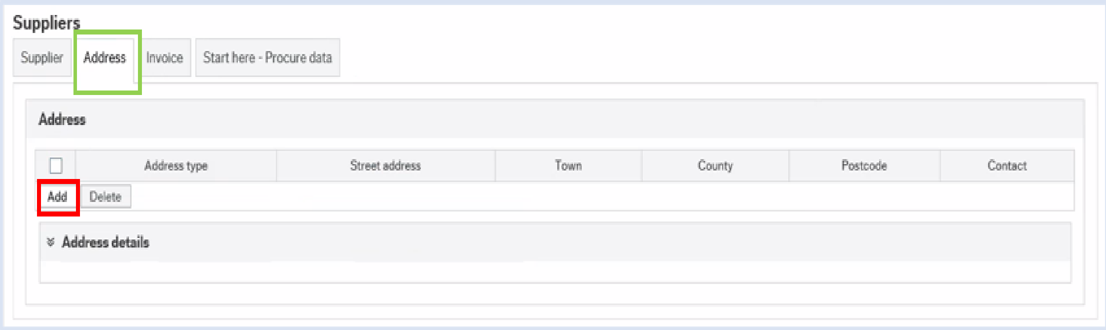
SUPPLIER TAB



Supplier group – use the 3 dots …to go to the list. Most requests will be 3rd party suppliers, some requests are for GP Practice for student placement providers.

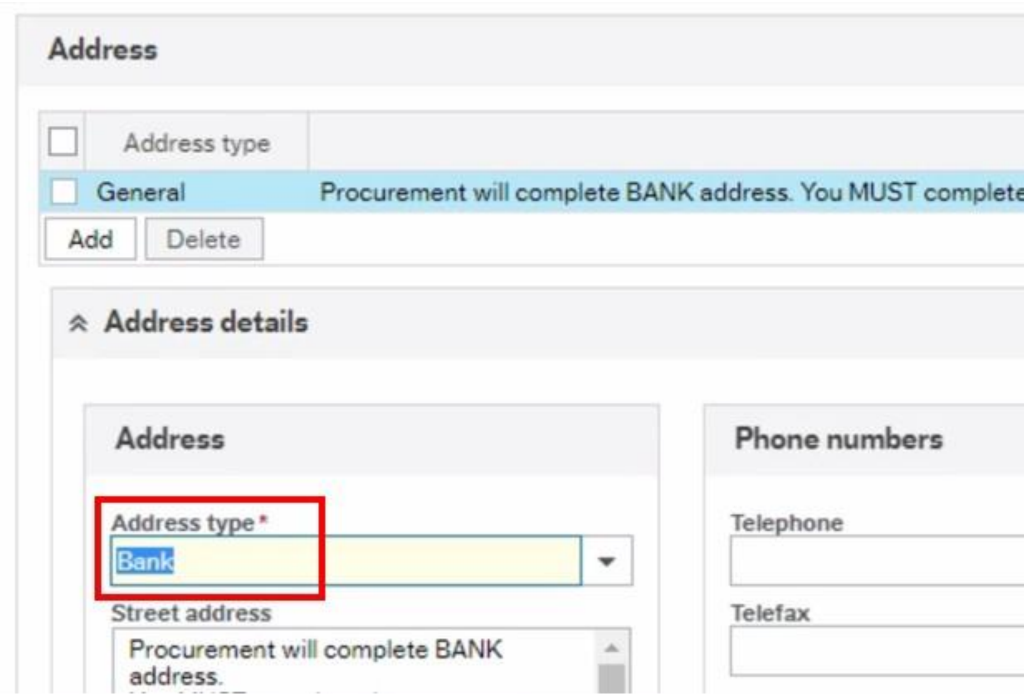
6. Select the **Address** tab and click **Add**:

ADDRESS TAB

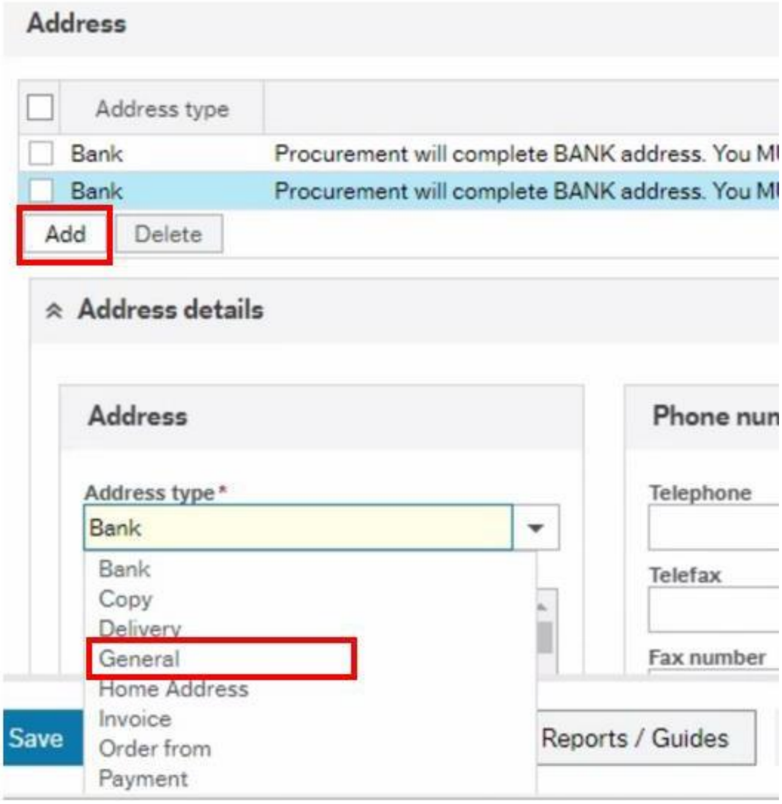


The **Address type** – Bank is the default setting (as highlighted in red). Please leave the fields for this address type unpopulated* and move on to step 7. Ignore the 'General' Address type in the header.

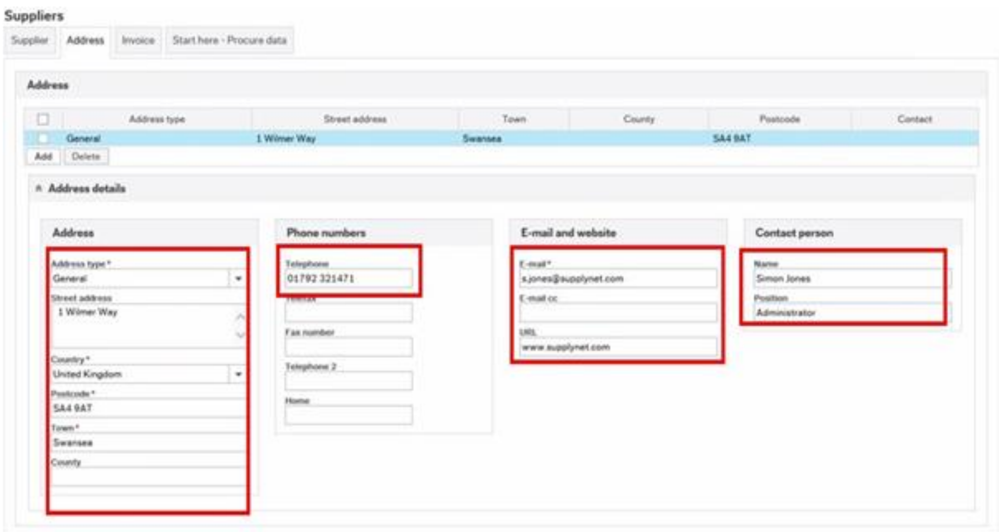
* *The Bank address fields show as a default as there are circumstances with some suppliers where Procurement will need to insert information here dependent on the payment/currency type. These fields have to be opened at the request stage.* ***DO NOT POPULATE THESE BOXES.***



7. Select **Add** again then, from the drop down, select **General** as the **Address type**:

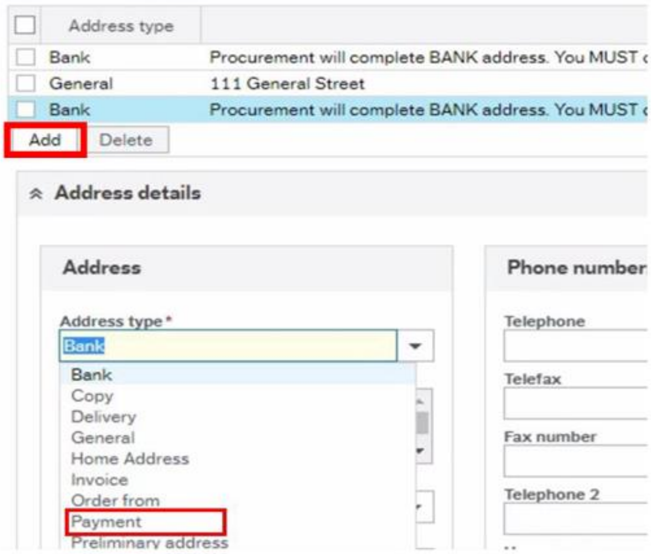


8. Populate ALL fields as highlighted below, overtyping any dots as required:



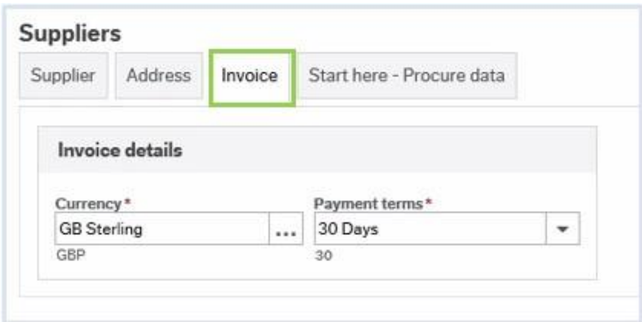
Note: Insert the dial codes for all international phone numbers

9. Select Add again and choose Payment and populate as in step 8 in relation to the payment address:

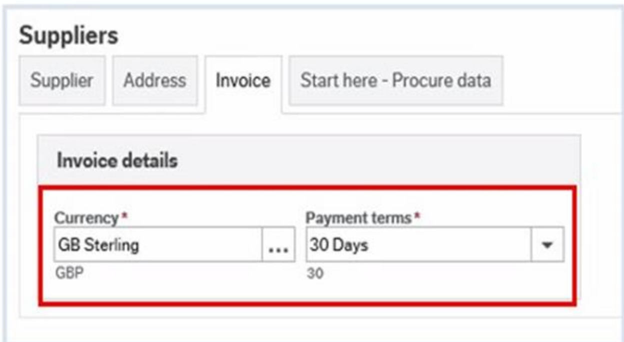


10. Select the **Invoice** tab:

INVOICE TAB



The **Currency** and **Payment terms** default to GBP Sterling and 30 days. Only change if necessary to do so.

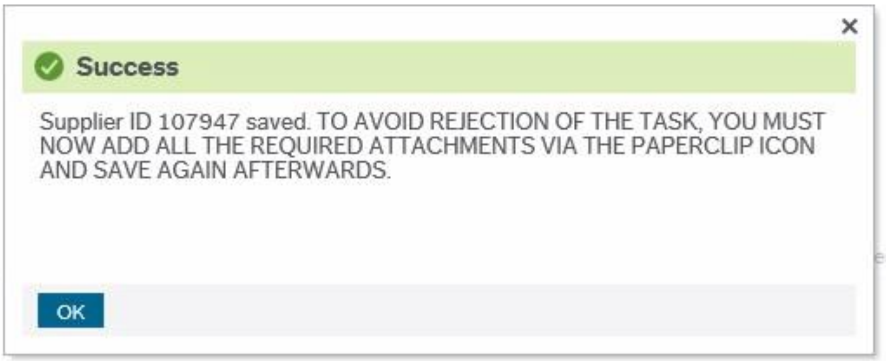


For assistance with finding the currency, click on the 3 dots to the right of the field. Not all currencies are set up in FRIS. If you cannot find the currency required, save the form and contact Procurement. It will take 2-3 days for a new currency to be set up and Procurement will advise when this is actioned for you to progress with this request.

11. Save the request following the steps in the '**SAVING THE REQUEST**' section below:

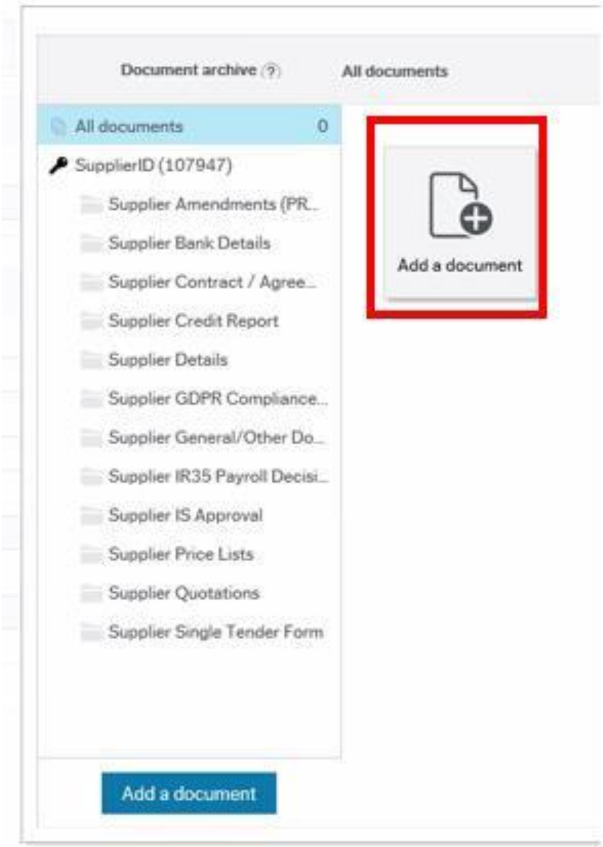
SAVING THE REQUEST

1. Once you have completed the tabs, click the **Save** button. A notification will pop up as shown below:

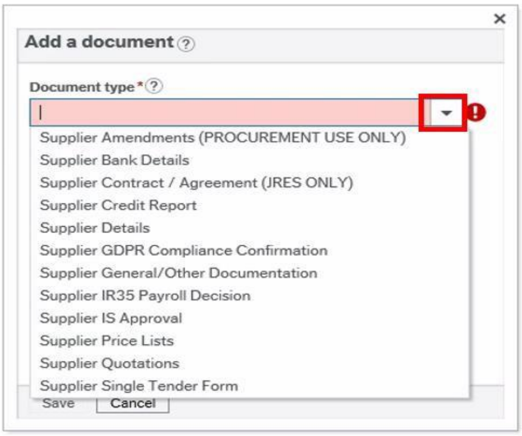


2. Click **OK,** then click on the Paper Clip icon.

3. The screen to enable documents to be added will appear. Click on **Add a document**.



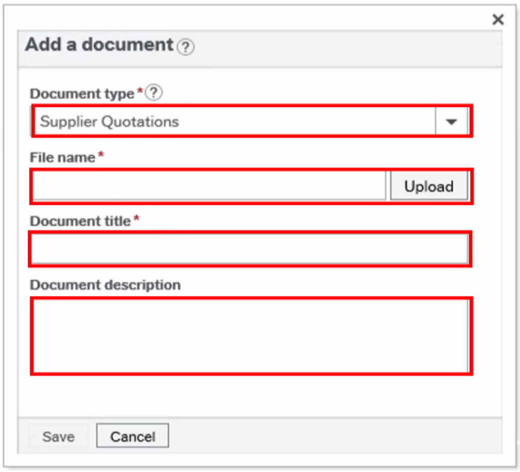
4. Click the **Document type** arrow and a dropdown list of document categories will appear e.g. Bank Details, Supplier Quotations etc:



Note re Supplier Contract/Agreement (JRES ONLY):

Please note that document storage space is limited and contracts/ agreements can be quite large. JRES suppliers are usually grant-related therefore only JRES are required to attach a copy of the relevant extracts from related contracts for audit purposes.

5. To insert all the documents required for the request, click on the relevant category. This will open the box below:



File name*

Click the **Upload** button to upload the document from your PC

Note re accepted document types:
Please not that the only supported document types for uploading in the FRIS document viewer are PDFs and image files such as jpg and png.

Labelling protocol for documents you attach to the New Supplier request:

Document Title – Provide an appropriate name for the document you have uploaded

Document Description – DO NOT LEAVE THIS FIELD BLANK. Insert the description and the date e.g. as follows `Bank Details - 2022.09', 'IR35 Decision' etc. When uploading more than a single quotation, please label these as Quote 1, Quote 2 etc.

6. When you have finished uploading all required documents, close the screen by clicking the **X** in the top right corner. To exit the supplier request either close the **Supplier** tab at the top or use the **Clear** button at the bottom. The request is now in workflow for Procurement to process.

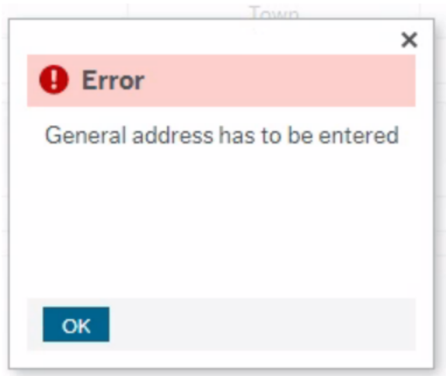
WHAT HAPPENS NEXT?

Procurement will receive the new supplier request, however, if any of the information is incomplete or required documents have not been provided, the request will be rejected back to you with a note asking you to complete the required boxes and/or upload the missing documentation. Once you have done this, click **Save** and the amended request will workflow back to Procurement.

You will receive a system email alert letting you know the supplier is ready to use once set up is complete and the new supplier account has been approved by all reviewers and finally by Accounts Payable.

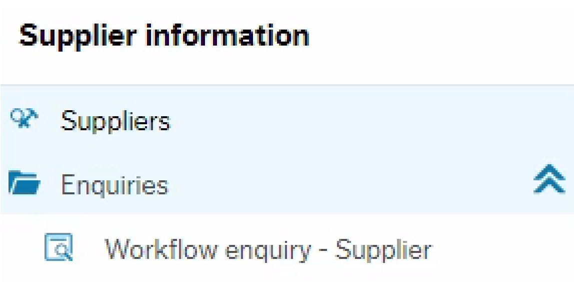
ERROR MESSAGES THAT MAY APPEAR

Error messages may appear at the bottom of the screen. The incorrect / missing fields will be highlighted inred as shown below and will need to be corrected before you can proceed or move to the next tab:

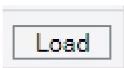


WORKFLOW ENQUIRY

1. To find out where your request is in workflow, go to '**Procurement**' in FRIS and click on '**Enquiries**' under the '**Supplier Information**' section.



2. Click on '**Workflow enquiry – Supplier**' and search for your request by entering the supplier name or ID.

3. Click the 'Load' button 

and once loaded, click the map icon  on the far right to view the workflow map and see which stage in the workflow your request is at.