Finance and Accounting Manual

Supplier Master Listing Procedures

Approved by the Chief Financial Officer on 30 March 2015.
Date of effect: 30 March 2015

1. Overview

1.1 Purpose

To detail the procedures relating to the creation of, and amendment to, Accounts Payable supplier master records in the PeopleSoft financial system, ensuring consistency and integrity of the information contained within each supplier record.

1.2 Coverage

This procedure applies to Accounts Payable staff involved in the creation of, or amendment to, an accounts payable supplier in PeopleSoft.

2. Procedures and Guidelines

2.1 General Information

The creation of a new supplier, amendment to an existing supplier and inactivating a supplier in PeopleSoft is controlled by Accounts Payable.

2.2 To Create/Add a New Supplier

2.2.1 Ensure Supplier Does Not Already Exist

(i)   Before a new supplier is created it is essential that the supplier master records are checked to see if the supplier already exists. It is the responsibility of the Business Unit requesting a new supplier to be created to verify that the supplier does not exist.

2.2.2 Supplier Create/Amend

(i)   The Business Unit requesting the creation of a new supplier must complete a PeopleSoft Supplier Create/Update Request (requires PeopleSoft access). Each part of the online form relating to company details, address details, email details and banking information must be completed. The request is automatically sent to an approver for verification.

(ii) The Supplier Maintenance Team is responsible for verifying and approving the request through the worklist. When the supplier is created in PeopleSoft the requester can input purchase orders or invoices.

(iii) If a Local supplier or Non-Resident supplier does not provide an ABN the University should deduct 49% withholding tax from the payment for amounts over $82.50 (GST inclusive). The ATO allows some suppliers exemption from the deduction of the withholding tax providing the suppliers complete a Statement by a Supplier. A copy of the Statement by a Supplier form should be scanned and attached to the Supplier Create/Update Request (see Section 2.7 in the Tax-GST Guide).

(iv)   It is essential that only legitimate suppliers are created and therefore the [Australian Business Register](#) website should be consulted to confirm the supplier name and address using the ABN.

(v)   The above verification must be undertaken when the detail of the invoice is doubtful, for example, if the invoice is hand written and/or the ABN has been hand written onto the invoice.

Where the validity of the ABN detail is questionable, the Supplier Create/Update Request must be referred to the Supplier Maintenance Team, for review and approval to create the vendor.

2.2.3 Supplier EFT Details

The University prefers to pay its suppliers by Electronic Funds Transfer (EFT) rather than by cheque. The Business Unit should complete the banking information and supplier approval to pay by EFT.

2.3   Request To Update a Supplier

(i)   The [PeopleSoft Supplier Create/Update Request](#) (requires PeopleSoft access) must be completed for amendments to supplier details.

(ii)   Supporting documentation for the changes must be scanned and attached to the request.

(iii)   The form must be verified by an approver and then authorised by the Supplier Maintenance Team who must ensure that the form has been correctly completed and that the details to be changed are correct.

2.4   Request to Inactivate a Supplier

(i)   The [PeopleSoft Supplier Create/Update Request](#) (requires PeopleSoft access) must be completed when a supplier is no longer valid. The requester must check in PeopleSoft to ensure that there are no outstanding unpaid vouchers for the supplier before submitting the form for processing.

(ii)   Supporting documentation for the changes must be scanned and attached to the request.

(iii)   The form must be verified by an approver and then authorised by the Supplier Maintenance Team who must ensure that the form has been correctly completed and that the details to be changed are correct.

2.5   Maintenance of the Supplier Master Listing

A monthly program deactivates suppliers with no activity in the prior 15 months.

3. Internal Controls

3.1 Responsibilities/Accountability

Officers	*Responsibilities*
Supplier Maintenance Team	• To ensure requests to create, amend or inactivate suppliers are verified, validated and approved.
Procure to Pay Manager	• To ensure the integrity of the supplier master listing.

4. Related Information

4.1   Resources and weblinks.

    (i)   Training Materials

    (ii)   References
- Australian Business Register
  www.abr.business.gov.au
- Finance and Accounting Manual
  sydney.edu.au/finance/about/az.shtml
- Tax – GST Guide
  https://intranet.sydney.edu.au/content/dam/intranet/documents/working/finance-management/finance-accounting-manual/gst-guide.pdf

    (iii)   Forms
- Statement by a Supplier
  https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Statement%20by%20a%20supplier.pdf

4.2   University procedures superseded or replaced by this procedure:
- Vendor (Supplier) Master Listing Procedures: 30 June 2008

5. Contact and Review

5.1 Contact

    Unit: Helpdesk Customer Solution Team

    Phone: 9351-6000   option 7