SUPPLIER SET-UPS: July 11

New Procedures for Setting Up Suppliers and Making Payments

Following a review within Finance and Procurement, we have developed new arrangements to establish suppliers on the University's Finance system and make payments to other individuals. Updated guides have been written and we hope you will find these helpful.

There are two distinct groups that require payments and it seemed sensible to create a separate guidance note for each. Please note that these updated procedures apply immediately.

Supplier Information Form
These guidance notes relate to the form used to install new suppliers on the University’s supplier database. The form is used for the EPS/Pecos system as well as the Finance system and suitable suppliers may also be invited to send invoices electronically. The form itself may be found at: http://www.abdn.ac.uk/procurement/supplier/set-up/. Please read both sides before issuing the form to a supplier. (The form may also be found behind the Finance Systems web-page: www.abdn.ac.uk/finance/finance-systems/the-finance-system/forms/suppliers/).

For the purposes of this procedure, suppliers may be companies, partnerships or sole traders.

Payments to Individuals
The University is also required to make payments for services provided by individuals rather than by companies, partnerships and sole traders. This guide deals with the different transaction types and provides details on how to process payments.

Types of Transaction
There are a number of different types of payment that can be made to individuals; this guidance provides details on how to process the most common payment requests.

Payment Type

- Visiting Speakers & Lecturers
- Research Volunteers
- External Examiners – Post Graduate
- External Examiners – Taught Degrees & Courses
- HR Interview Panel Expenses
- Translators
- Teaching Review Assessors
- Performers
- Bed & Breakfast Services etc
- Overseas Visitors
- Other Expenses
- Studentships

Procedures relating to these payments to are described in “Guidance on Payments to Individuals” https://www.abdn.ac.uk/finance/finance-systems/the-finance-system/forms/other-payments/

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