Introduction
This guide explains how to set up a new supplier for non-invoiced payments. Typically you would do this when you expect to pay a supplier more than three times.

Audience
Staff in schools and departments responsible for requesting non-invoiced payments.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the main menu select <strong>Procurement</strong> then <strong>Supplier information&gt;Suppliers</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Click <strong>New</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Complete the Supplier tab:</strong></td>
</tr>
</tbody>
</table>

- **Supplier ID** – auto-populated on saving
- **Supplier name** – enter the supplier’s name
- **Supplier group** – select the appropriate group from the drop down. Will be either External Examiner, Guest Lecturer, or Students. *If you are not sure which to choose, contact the Payments Team.*
- **Short name** – enter an abbreviated name
- **External reference** – for students enter the student ID, otherwise enter “none”

Note: Leave the other fields in the **Supplier identification** section blank.

**DO NOT** check the Sundry box on the Supplier tab. This is for Finance use only.
4. Go to the **Contact information** tab.

5. Click **Add** to add a general address.

6. Complete the **Address details** section.
   - You must enter a personal email address in the **E-mail** field. This is where the payment remittance advice will be sent.

7. Click **Save**.

8. Click **OK** at the **Update relations** window.

9. Click **OK** at the **Auto-numbering** window.

10. A warning about missing bank details is displayed. The supplier is also assigned an ID.

11. Click **OK**.

12. Click the **Documents** icon to upload the request form or other relevant paperwork, such as bank details. Select the document type-supplier attachments

13. **Warning**

    IBAN and Bank account are empty. One of these is usually required for electronic payment transfers.

    Successfully saved Supplier ID GL10724 is now created and is sent for approval.

14. Click **Save** again.

What happens next?

The request is routed to the Payments Team for approval. They will also add the bank account details.

Where to go for help?

Contact the Payments Team on 020 7380 3140 or email payments@bbk.ac.uk