Unit4 Training Guide
New Supplier Set Up & Amendments

Contents

P2P-03

1. Introduction

At the end of this course you will be able to.

- Search for existing suppliers
- Complete the New Supplier Request Form
- Query the new supplier workflow
- Manage supplier amendments

2. Requesting a New Supplier in Unit4 – prerequisites

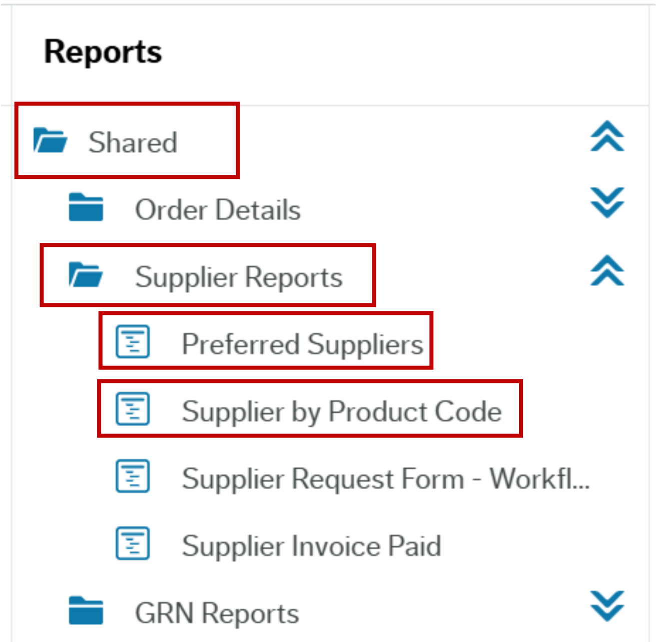
It is the responsibility of the end-user to request a new supplier to be set up in Unit4.

Before completing a New Supplier Request form, check if there is an existing supplier available who can provide the goods or services you require. Unit4 has reports available for you to find an appropriate supplier for the goods or services you must order. They can be found under Unit4 menu option.

Procurement > Reports > Shared > Supplier Reports

1. Preferred Suppliers – search for preferred or contracted suppliers. Suppliers will be listed with the supplier number and the product codes you may use when raising a requisition. A list of preferred suppliers by goods or services is also available on the Procurement web pages. If you are unsure, you can email procurement@reading.ac.uk .

2. Supplier by Product Code – search for suppliers by product code. Suppliers will be listed with the supplier number and the product codes you may use when raising a requisition.

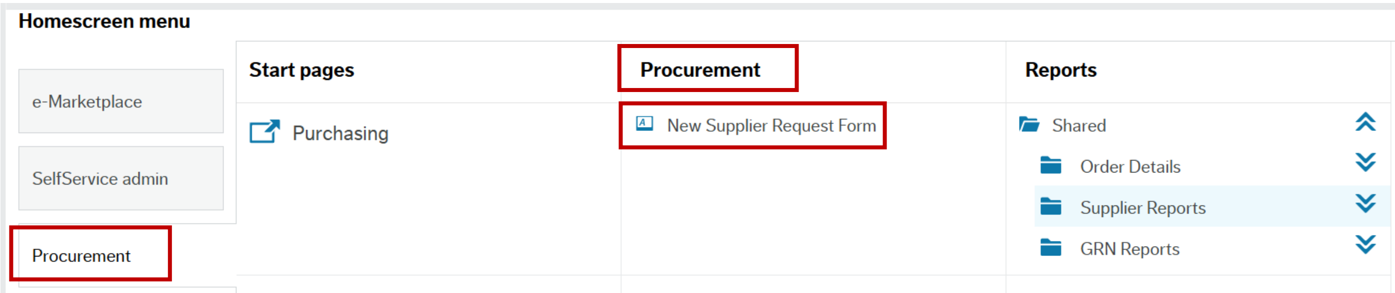


If an existing or preferred supplier does **not** exist for the goods or services you require, a request to create a new supplier must be submitted.

3. How to complete the New Supplier Request Form

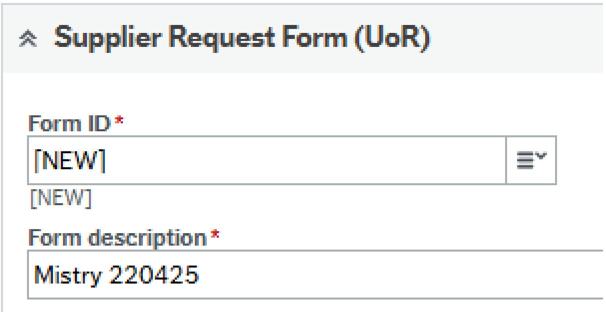
To request a new supplier, complete the New Supplier Request form in Unit4. This can be found under menu option.

Procurement > Procurement > New Supplier Request form.



Note: All fields marked with a red asterisk * are mandatory fields and require input unless the field contains the text [NEW].

Completion of each field is noted below.



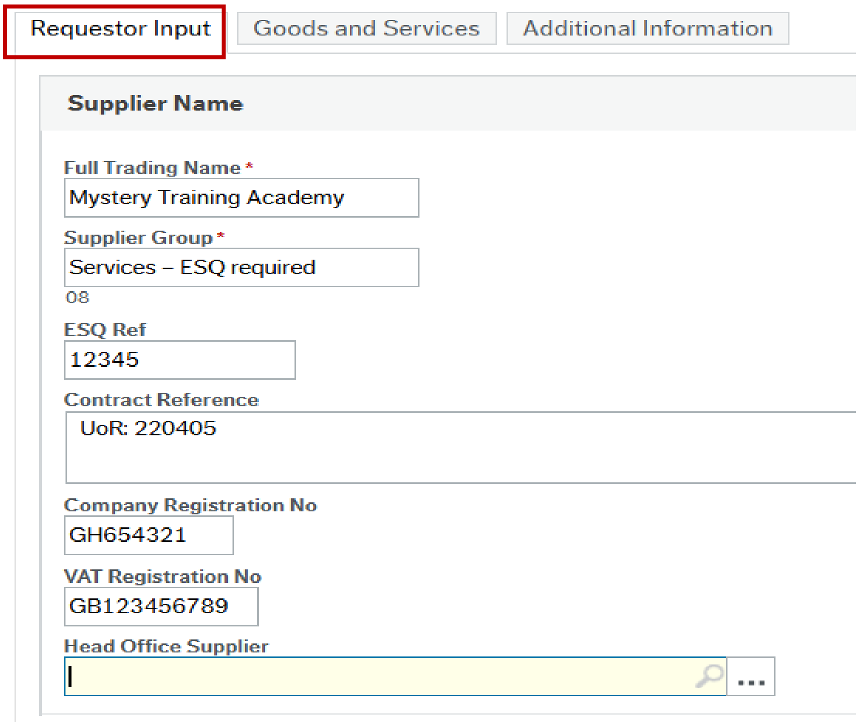
Form ID* - no input required. Leave the text already included i.e., [NEW]

Form description* - add a recognisable name. This could be your name or the name of the supplier. This description is useful when enquiring on the progress of your new supplier request.

a. Tabs section

Complete each tab shown above.

Requestor Input tab



Full Trading Name* - enter the suppliers full trading name.

Supplier Group* - press the space bar on your keyboard to reveal the drop down available. Select the group that describes the supplier.

Supplier Group Descriptions

09 Associations & Prof Memberships - Professional association memberships

10 Colleges - Schools and Colleges paid by the University where a purchase order is not required e.g., Foundation Colleges, student placements for IoE.

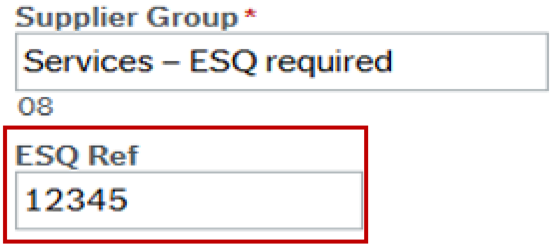
12 Commercial Suppliers - All suppliers that are not in another supplier group.

11 Host Families - Host families providing accommodation to visiting international students

17 Public Sector (exc. Colleges) - NHS, Councils, Education, Universities, Public Authorities where purchase orders are required.

08 Services, ESQ required - Personal Services Companies, Partnerships and Sole Traders providing services to the University which would normally go through the Employment Status Questionnaire process and have an approved ESQ, or a specific reason why an ESQ number is not applicable. Further information provided below.

If the Supplier Group ESQ required 08 is selected, the field ESQ Ref will appear. ESQ's, Employee Service Questionnaires, relate to paying individuals for services they provide to the University. It is required for HMRC purposes.



Ensure you have completed the ESQ requirements and enter either the ESQ reference number or N/A in this field. Failure to do so will lead to delays in setting up the supplier in Unit4.

Should you enter N/A, you must complete the Further Details field, under the Requestor Confirmation section towards the end of the form, giving the reason why an ESQ is not required. Failure to do so will lead to delays in setting up the supplier in Unit4.

Contract Reference – if there is a contract in place with this supplier, enter the contract reference if known.

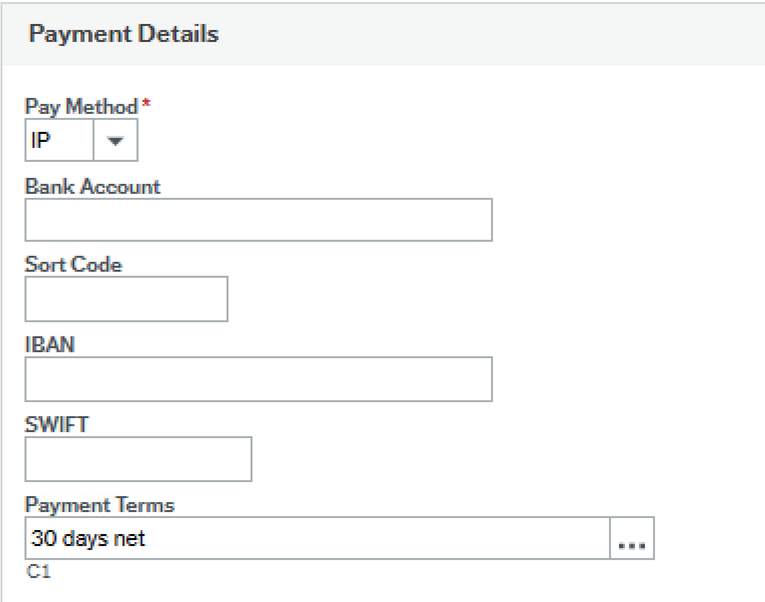
Company Registration No – if the supplier is registered with Companies House they will have a Company Registration number (CRN). A UK number is typically 8 characters, consisting of either 8 numbers or 2 letters followed by 6 numbers. Note that not all suppliers have a CRN, for example, Sole Traders are not required to be registered with Companies House.

VAT Registration No – a VAT number is a unique ID that HMRC (HM Revenue & Customs) provides to businesses when they register for VAT. In the UK, VAT numbers are 9 digits long and always have the prefix ‘GB’. If you are dealing with a supplier in another EU country, its VAT number will follow a different format, with its own unique country code.

Head Office Supplier – these are rare but typically used where there is a factoring company required to collect the suppliers debt or, where the PO is sent to a local supplier of the order but the payment is received by their Head Office (HO). Press the space bar to reveal the drop down available. Select the supplier. **Note:** If the HO Supplier does not exist then you must create a New Supplier Request form for the HO Supplier first.

b. Payment Details Section

This section relates to the suppliers bank details. This is the bank account the supplier will receive payment from the University, for orders placed with them.



Payment Method* - there are 2 options available. Use the drop down at the end of the field to select the correct option.

1. **IP** – refers to Integrated Payments. Use this option for payments to suppliers who have a UK based bank account. The bank account and sort code fields must be completed.
2. **FP** – refers to foreign payments. Select this option if payment is to be made to a non-domestic bank account. This can be a GBP account based overseas. IBAN & SWIFT must be completed.

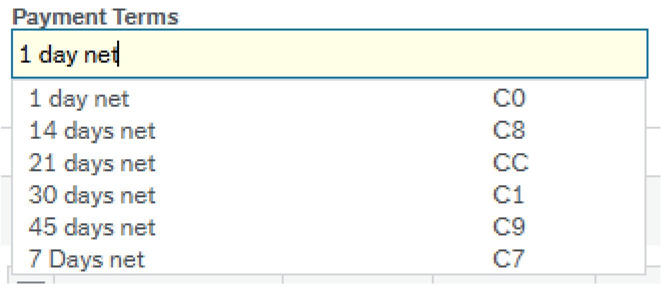
Bank Account – enter the suppliers bank account number in this field. This is typically 8 numbers for a UK GBP account. This field must be populated if Payment Method IP is selected.

Sort Code – enter the sort code of the suppliers bank. This is typically 6 numbers for a UK GBP account. Enter in the format e.g., 201015. This field must be populated if Payment Method IP is selected.

IBAN – the International Bank Account Number is a standardised format for identifying bank accounts across different countries, particularly for international payments. It is used to ensure that money transfers reach the correct recipient's account and help reduce errors and delays in international transactions. It can consist of up to 34 digits and varies for each country but typically starts with 2 letters which identifies the country. This field must be populated if Payment Method FP is selected.

SWIFT - is a unique 8 or 11-character alphanumeric code that identifies a specific bank or branch globally, facilitating international bank transfers. It is used to ensure that funds are sent to the correct bank during international transactions. This field must be populated if Payment Method FP is selected.

Payment Terms – this refers to the number of days the supplier allows for payment after the invoice date. It will default to the University standard terms of 30 days net. You may select any of the options below by removing the text in the field and pressing the space bar on your keyboard.

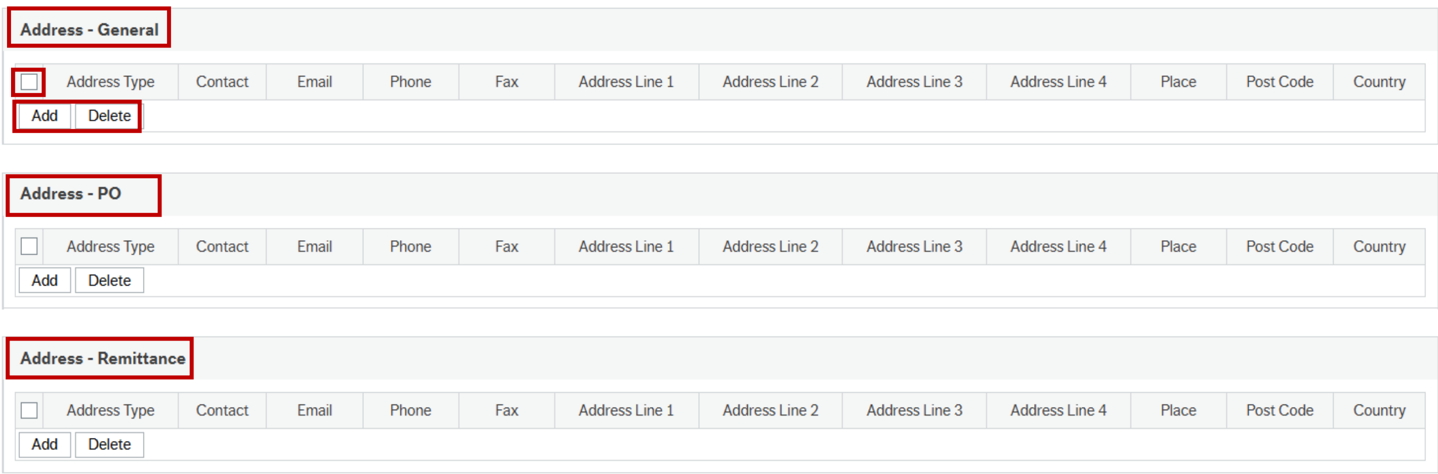


Note: 30 days net is the Universities preference for payment terms. If you select earlier payment terms, Procurement must approve these terms before the supplier is set up.

c. Supplier Addresses

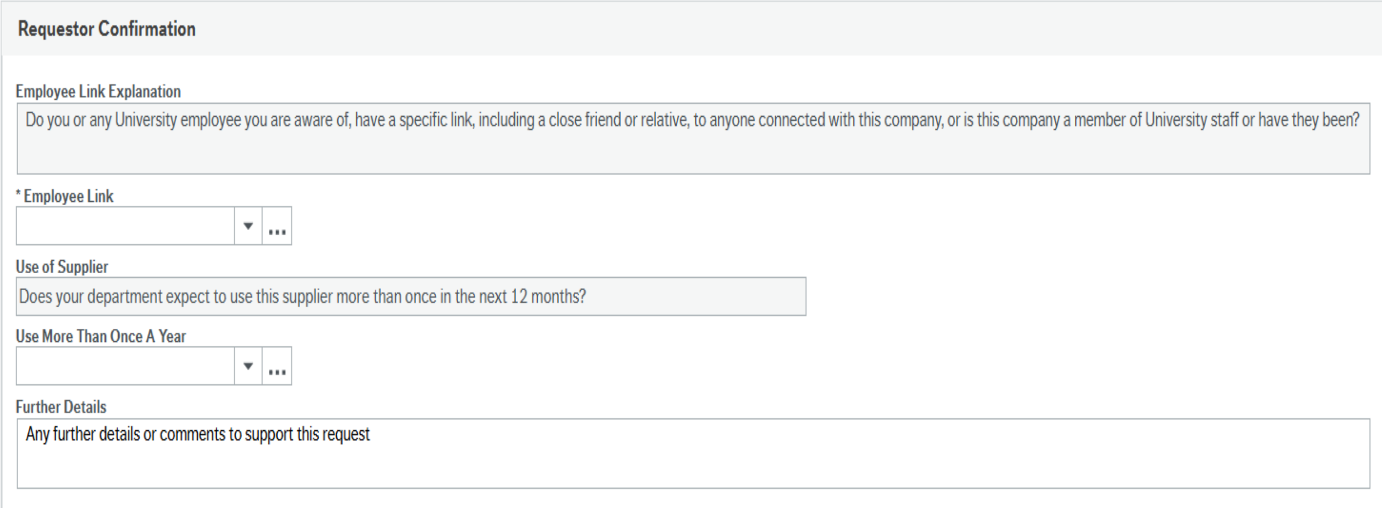
There are 3 types of address details which must be completed. The General Address is mandatory. If the PO & Remittance details are not completed, PO'S & Remittances will be sent to the General address or email. The minimum requirements for the PO & Remittance addresses is the email address and country code.

Note: Only one line must be added for each address category by selecting the add button. To delete the line, tick the box in front of the address line, then select the delete button. Deletion of lines is only possible before submitting the form.



1. General – mandatory requirement. This is the contact address and email the supplier wishes correspondence to be sent. There must be only one address added for a general address. Click the add button to complete the address and email fields.
2. PO – this is the address and email the supplier wishes the PO's to be sent. Minimum entry requirement is the email address and country code.
3. Remittance – this is the address and email the supplier wishes the remittance advice (notification from the University providing details of payments to be made to the supplier relating to invoices sent to the University). Minimum entry requirement is the email address and country code.

d. Requestor Confirmation section

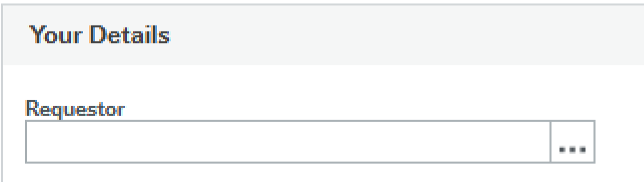


***Employee Link** – details on completion are provided in the field Employee Link Explanation, above. Click on the drop down to select either Yes or No.

Use More Than Once A Year - details on completion are provided in the field Use of Supplier, above. Click on the drop down to select either Yes or No.

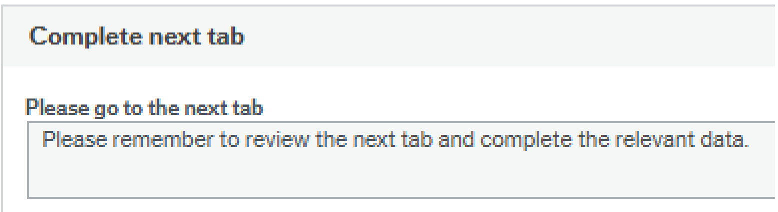
Further Details – this is a free-text field. Add any relevant details here, including the reason why N/A is entered in the ESQ reference field if Supplier Group Services – ESQ Required is selected. Failure to do so will result in delays in setting up the supplier.

e. Your Details section

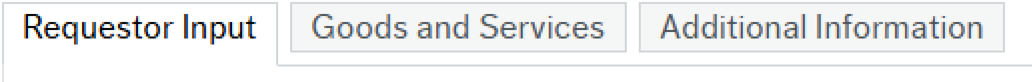


Requestor – start typing the name of the requestor, a drop down of name/s will appear. Select the name or use the 3 dots at the end of the field to search and select the name. **Note:** the name added must be either your name or the name of the person who has requested the items to be ordered from the supplier. Please do not add names of the finance team who are responsible for setting up the supplier. Queries or tasks regarding the request will be sent to the person named here.

f. Complete next tab section



Please go to the next tab – this refers to tab sections on the form.

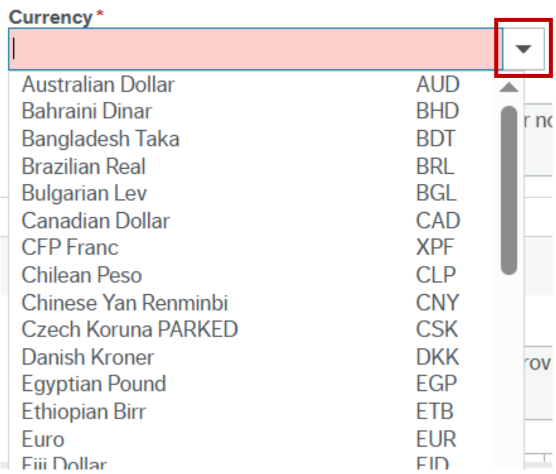


Goods and Services tab

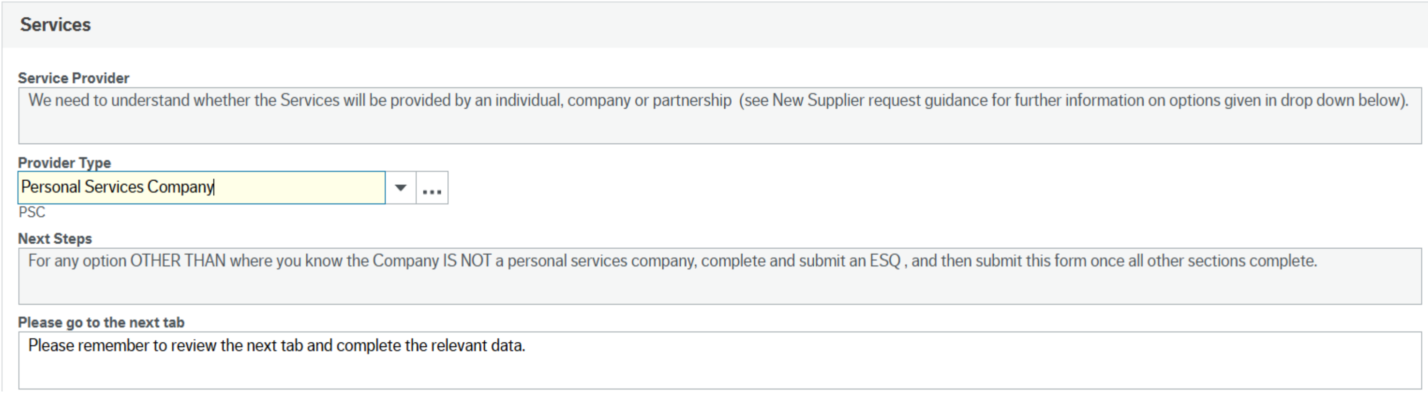
Description goods/services – enter a brief description of the goods or services you wish to order from the supplier.

Estimate of Annual Spend* - enter the yearly monetary amount you are likely to spend purchasing goods or services from the supplier. No need to convert to GBP if the supplier requires payment in another currency.

Currency* - select the currency the University will receive supplier invoices by clicking the drop down at the end of the field.

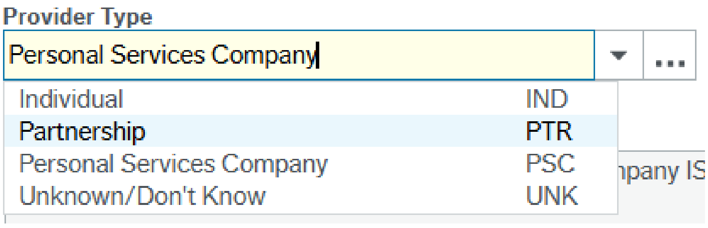


Next Steps – follow the instructions provided. If applicable complete the Services fields.



Service Provider – follow the instructions provided.

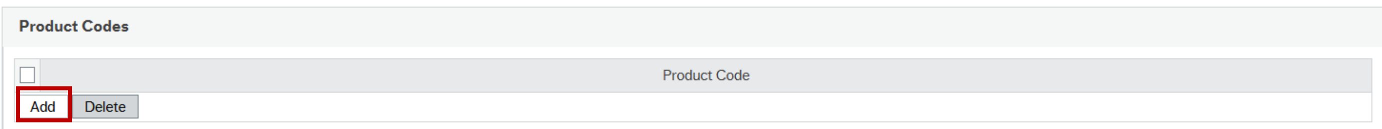
Provider Type – select one option from the drop down available.



- Individual - the individual will be registered as self-employed with HM Revenue and Customs. The individual will possess a Unique Tax Reference number following their registration through HMRC. They do not own or operate their own limited company.
- Partnership - two or more individuals will be registered as self-employed with HM Revenue and Customs ('HMRC') and their business name may include 'Partnership' , 'Partners' or 'LLP' . The individual partners or members will each possess a Unique Tax Reference number, following their registration through HMRC, and will also have been required to register the partnership as a separate entity with HMRC. They do not own or operate their own limited company.
  Note: If an individual partner we wish to contract with is entitled to 60% or more of that Partnership's profits, an ESQ will be required for that individual.
- Personal Services Company - the individual has a limited company through which they operate (either where they themselves, or with family or spouses, own 5% or more of the share capital of that company). This company will be registered on Companies House. All registered company details can be searched via [Companies House](#).

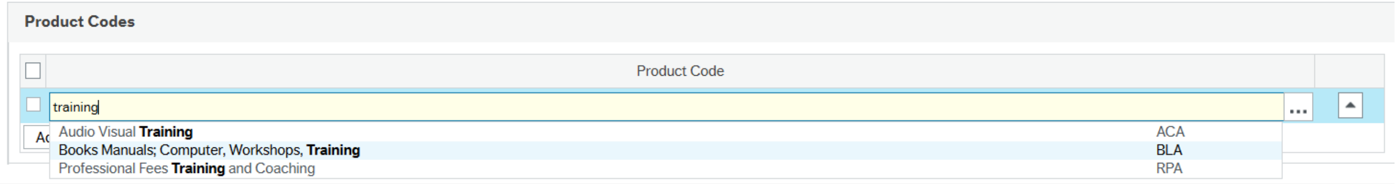
Next Steps - follow the instructions provided. [ESQ requirements](#).

Please go to the next tab - follow the instructions provided after completion of the product codes section.



Product Codes – click the add button to enter the 3 digit product code applicable to the goods or services the supplier provides. **Note:** you may add more than one code. Click the add button to include more product codes.

Start entering text or click on the 3 dots at the end of the field to search for a relevant code. Select the most appropriate code. If you are unsure leave this field blank.

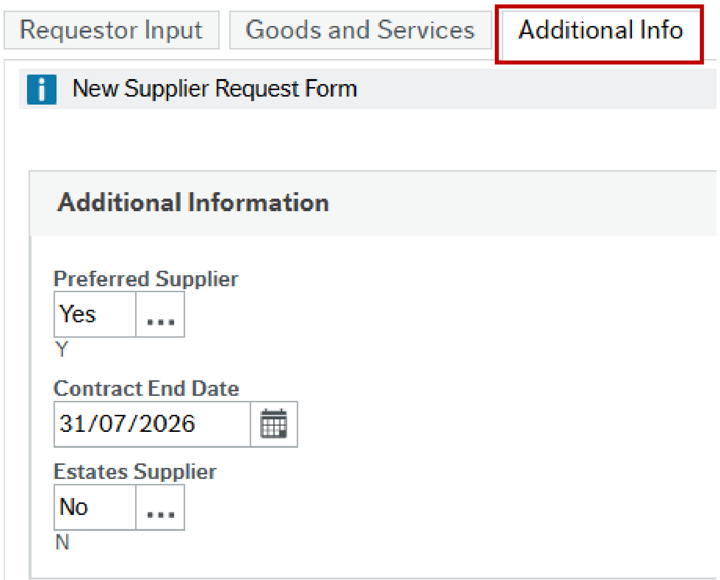


To delete, tick the box in front of the field then click the delete button.

Leave blank if unknown.

Complete the final tab, Additional Information, before submitting the form.

Additional Information tab

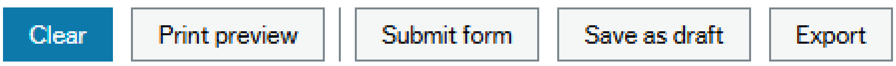


Preferred Supplier – if the University has a contract in place with the supplier enter Yes, if not, enter No.

Contract End Date – use the calendar icon at the end of the field to select the end date of the contract if known otherwise leave blank.

Estates Supplier – if this is a new supplier to be used specifically by the Estates Directorate enter Yes. If not, enter No.

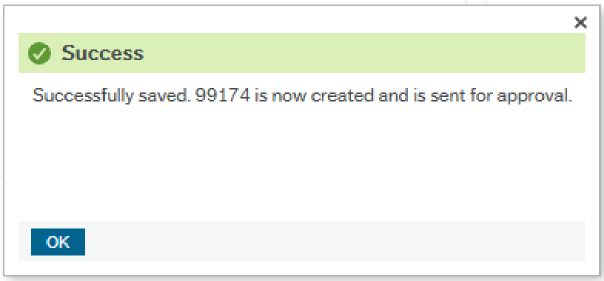
4. Saving section



Clear – click this button to clear all fields populated.

Print preview – click this button to to obtain a print preview and print option of the form.

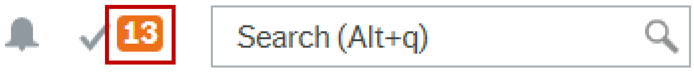
Submit form - click this button to request the supplier to be set up in Unit4.



A Successfully save message will appear with a reference number.

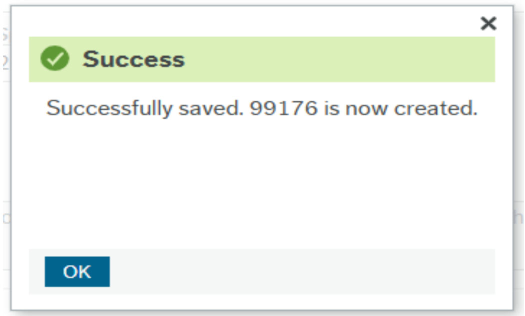
__Note:__ this is **NOT** the supplier number. Make a note of the number to use for enquiries or reporting purposes.

The request form will enter a workflow which includes a systems check. It will be sent to the Supplier set up team in Finance to conduct the due-diligence required. This may also require the Procurement team to review the form. If you are required to update or amend any field, you will receive a task, by way of email, which you must open and action. Tasks can be viewed from the homepage by clicking on the orange box next to the tick at the top of the homepage screen.



When the supplier has been set up in Unit4, you will receive a task to confirm the supplier has been approved. You may proceed to raise your requisition.

Save as draft – the form can be saved as a draft, completed and submitted at a later time or date.



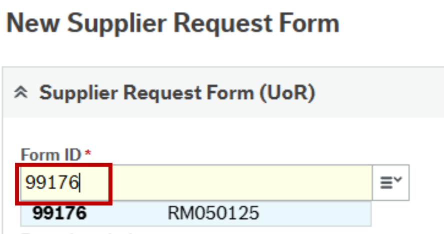
A Successfully save message will appear with a reference number. Make a note of this number.

The number provided is for the form and not the supplier number.

To retrieve the form to amend it prior to approval, select menu option,

Procurement > Procurement > New Supplier Request form.

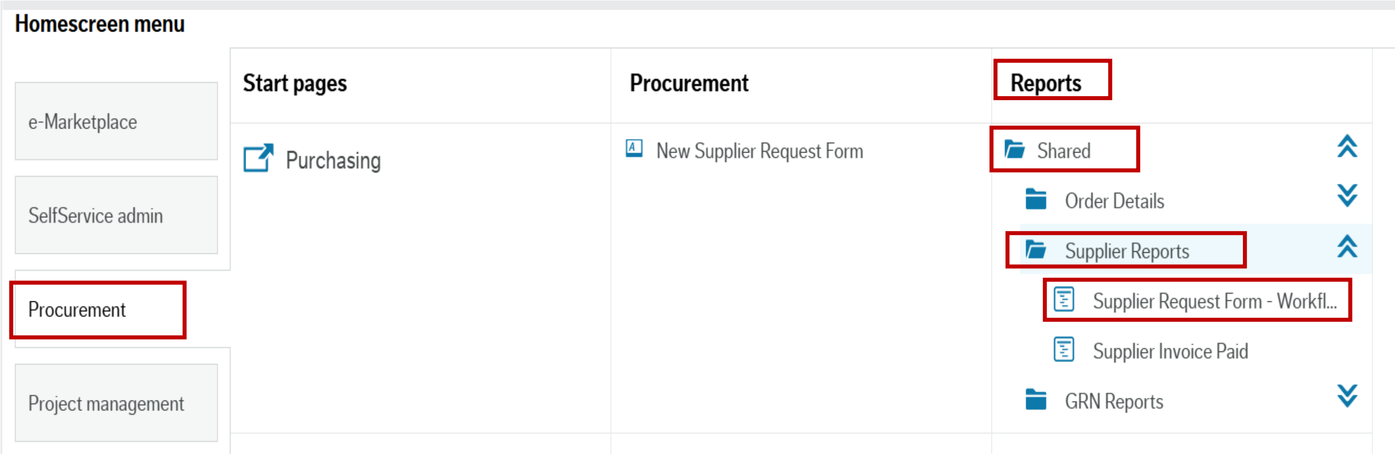
Enter the number provided in the Form ID field. Click the tab button on your keyboard. All the information you had entered will appear in the form.



5. Reports in Unit4 relating to New Supplier Request Forms

To check the status of your request form, use the report Supplier Request Form – Workflow. It can be found under menu option,

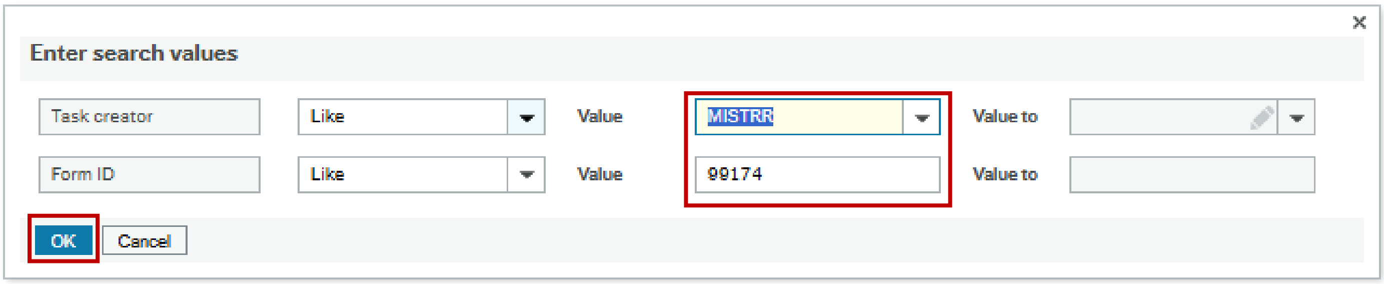
Procurement > Reports > Shared > Supplier Reports > Supplier Request Form-Workflow.



Search by either.

- entering your name in the Task creator value field. Select the name from the drop down available. The name will be represented with your username.
- entering the reference number you were provided on saving the New Supplier Request form.

Click the OK button.



The workflow transactions appear. The transaction statuses displayed will be either

- Active - the supplier has yet to be approved.
- Finished - the supplier has been set up in Unit4. You will be informed via a task once created.
- Rejected – the supplier form has been rejected. You will be informed of the reason for rejecting via a task. The initiator must action the task by closing the form by selecting the Withdraw Request option.

The number of transactions listed provides a list of approvers the New Supplier Form approval task has been sent to for review at a specific approval stage within the workflow.

Note: The supplier name in the report is the name given when the form was created and does not represent the actual supplier name.

In the example below, the status is Active.

Workflow transactions

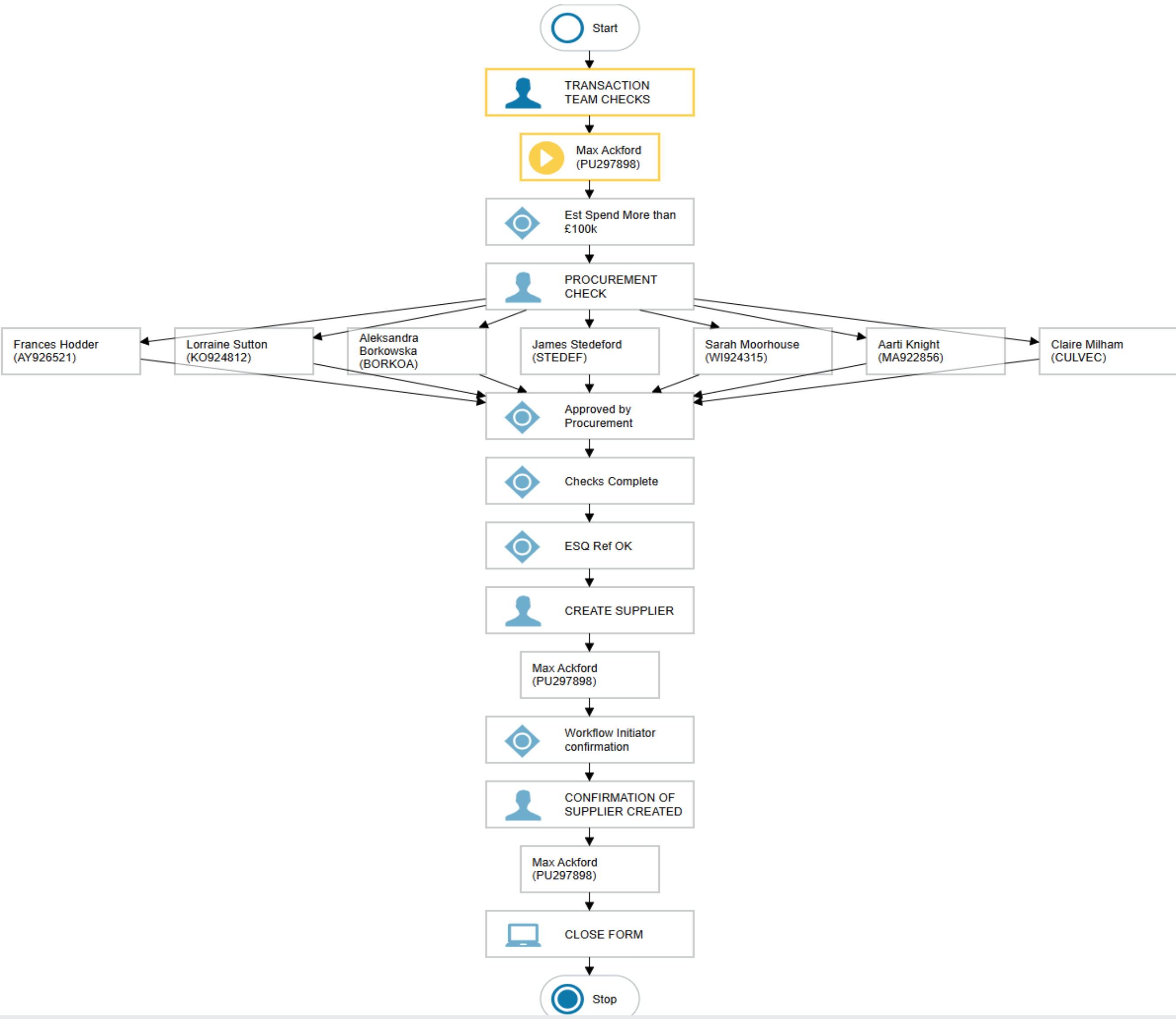
Sort and group by | Form ID

	Workflow user step	Task owner	Workflow status (T)	Form ID	Supplier Name	Task created	Task creator	Workflow map
1	Transaction Team Checks	OP926487	Active	99174	RM220405	28/04/2025	MISTRR	
2	Transaction Team Checks	PU297898	Active	99174	RM220405	28/04/2025	MISTRR	
3	Transaction Team Checks	RQ911408	Active	99174	RM220405	28/04/2025	MISTRR	
4	Transaction Team Checks	SMS05NG	Active	99174	RM220405	28/04/2025	MISTRR	
5	Transaction Team Checks	VA916604	Active	99174	RM220405	28/04/2025	MISTRR	

Click on any workflow map icon to display the approval workflow steps.

6. Workflow Maps

Example of a Workflow Map For a New Supplier Request Form where estimated spend is more than £100,000.



a. Reading a workflow map

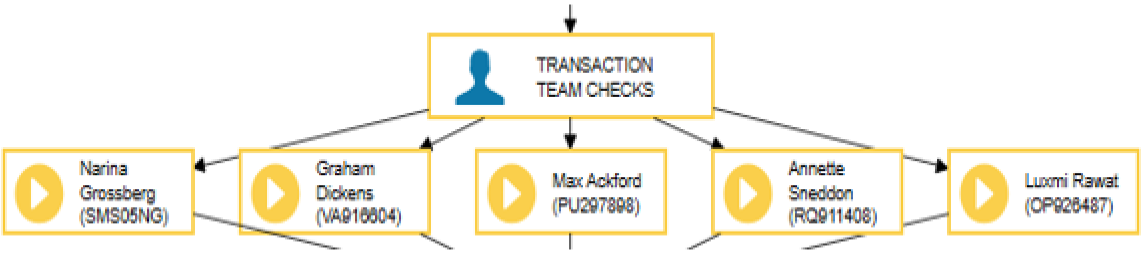
The workflow for the set up of a new supplier are.

- Start - User completes and submits the New Supplier Request form. Form enters the workflow.
- Initially goes to the Transaction team to perform their checks and update the form to say they have completed. Tasks to initiator can be sent if amendments to the form are required.
- If the Transaction team want Procurement to review they can send a task with comments to the Procurement team.
- It will automatically be sent to Procurement if the estimated spend is over £100k and/or supplier group 12 Commercial Suppliers, 08 Services, ESQ required or 09 Associations & Prof Memberships is selected.
- If the supplier group selected is group 08, Services – ESQ Required, and the ESQ Ref field has been left blank, a task is sent to the initiator to either add the reference number or insert N/A. The reason for selecting N/A must be included in the the Further Details field at the end of the form.
- The final check is whether the Transaction team have updated the checked field.
- The request can be;
    - Accepted – notification is sent to the requestor. You may proceed to create your requisition.
    - Rejected – a task will be sent to the requestor who must proceed to withdraw the New Supplier Request form.

b. Colour coding on workflow maps

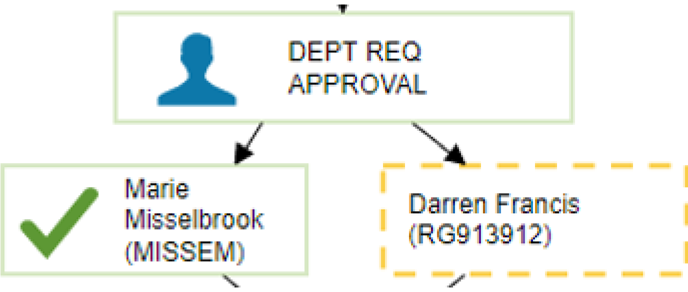
All workflow maps in Unit4 follow the same colour coding rules.

Yellow:



Any process or name in a yellow solid line indicates the process of approval reached and the names of the individuals who are able to approve, reject or create a task.

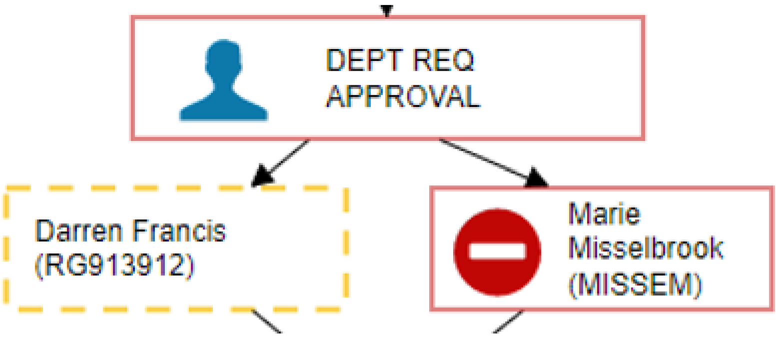
Green:



If approved, the process has a green box around it. The person who has approved it will have a green box around their name and a green tick next to their name.

The broken yellow line around a name indicates that the process has been dealt with by someone other than the named person in that box.

Red:



If rejected, the process has a red box around it. The person who has rejected it will have a red box around their name and a red stop sign next to their name.

The broken yellow line around a name indicates that the process has been dealt with by someone other than the named person in that box.

End of a workflow

If the workflow has reached it's end, you will see the stop sign.

7. Supplier Amendments

Often, suppliers may need to make changes to their details which may include anything entered into the original New Supplier Request form.

All amendments to an existing supplier must be managed by sending an email to newsuppliersandamendments@reading.ac.uk with details of amendments required. All relevant documentation or emails sent by the supplier must be attached to this message.

You will be notified by this team once the changes have been made.

8. Useful Contacts & Links

newsupplierandamendments@reading.ac.uk – email for supplier set up enquires and supplier amendments

Topdesk – link for general supplier enquiries

ESQ requirements – link to Employee Service Questionnaire on the Procurement web pages

9. Glossary of Acronyms

CRN	-	Company Registration Number
ESQ	-	Employee Service Questionnaire
EU	-	European Union
HMRC	-	His Majesty's Revenue & Customs
IBAN	-	International Bank Account Number
N/A	-	Not applicable
NSRF	-	New Supplier Request form
PO	-	Purchase Order
VAT	-	Value Added Tax

Version Control

Version	Prepared by	Date
1.0	Rekha Mistry	21/07/25

Version	Approved by	Date
1.0	Graham Dickens	23/07/25