



New Supplier Set Up Forms



As part of the Business Improvement Project a new form has been created for requesting a new supplier to be set up.

Currently when Corporate Exchequer Payments Section receives an invoice, and the supplier does not exist on the Oracle Accounts Payable system, the invoice is used as the basis to set up a supplier record. This has been unsatisfactory on a number of counts, due to the lack of procurement control and information.

Before you do business with a supplier that is new to you, ask if they have done business with KCC in the last 8 months. If not they will be a new supplier and you will need to complete the new supplier form on <https://www.kent.gov.uk/af3/an/default.aspx/RenderForm/?F.Name=FmLXTQdUukQ>

You can also check with your finance support team that the supplier doesn't already exist on the payments system.

The form will ask you all sorts of questions about the supplier, such as the type of goods or services that it provides and their bank details. Most fields are mandatory.

This form does not apply to the following types of suppliers:
Swift Refunds and Pensions

The form is also to be used for businesses doing work that falls within the Construction Industry Tax Scheme (CIS) but you should familiarise yourself with the guidelines.

Kent County Council

NEW SUPPLIER REQUEST FORM

The red asterisks indicate mandatory fields.

Spending the Council's Money

Please confirm that KCC's requirements for Spending the Council's Money have been followed in identifying this supplier and the goods/services they are providing

Note: Certain goods and services must be purchased through the existing countrywide contract agreements that KCC has negotiated. Details of these categories and suppliers can be found on our [KNet procurement pages](#).

Confirmed * Yes

Purchase information

Your estimated spend per annum with this supplier *

Estimated number of orders to be placed per annum with this supplier *

Supplier type (goods and services provided)

Supplier details

Supplier information

Supplier name *

VAT registration number

Will orders for this supplier be placed via Oracle iProcurement? Yes No

Does the supplier undertake work which falls within the CIS scheme? * Yes No

Find out more about the Construction Industry Scheme and the type of suppliers that this relates to on our [KNet CIS guidance page](#).

Supplier details (include here details and contacts for communicating purchase orders)

Please confirm where KCC purchase orders should be sent.

Email address

Contact name *

Postal address *

<https://www.kent.gov.uk/af3/an/default.aspx/RenderForm/?F.Name=FmLXTQdUukQ> [18/05/2010 12:02:19]

A link is available on the set up form. For all iProc users, clicking on the suppliers set up form on the shop page or the button on the non-catalogue request screen will take you direct to the new form.

When buying by a purchase card the set up form does not apply. This is because the card pays the company and KCC pays the card provider. However purchases should still come within the KCC purchasing policy

View the KCC Purchasing Policy on:

<http://knet2/policies-and-procedures/finance-and-procurement/procurement/spending-the-councils-money>

Payment of Invoices - Due Dates

We get a number of calls from staff who query if we have received an invoice because they sent it in and it's not showing on the system. For most suppliers we make payment 20 days after the date of the invoice and, to ensure that we hit that deadline as often as we can, we have to manage our workload so that the ones nearest their due date are input first. Therefore, when we receive an invoice it is not necessarily input immediately. Basically we sort the invoices into date order and they are then input 2 or 3 days before they are due. An invoice dated the first of the month will probably be input by 18th. That's why, if you do turn around your invoices quickly (which you should be doing) you won't see them on the system for a number of days after. Please bear this in mind when monitoring your invoice payments. It's not worth you phoning until 2 days before it's due. This system is also why, if you send invoices in a batch, some will have been input when you check and others won't. It all depends on their invoice date.



The Latest News from Exchequer Services

Purchase Cards

Those who are Kent Purchase Card holders or Approvers will have been issued with the new P Card Guidelines and the instructions on how to use the new ESolutions system which replaces the CardPlus system. Please be aware that transactions that are not approved will not be passed through to the Oracle General Ledger and therefore will not appear against your budgets.

FAILURE TO APPROVE WILL RESULT IN THE CARD BEING CANCELLED



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Rail Tickets - (these are ordered via the contact centre)

Please note, that due to recent changes in our suppliers procedure, The £3.00 Charge for Ticket on Departure method (TOD) has been dropped and is now Free to KCC Staff.

Due to this change, TOD will now be our preferred method of ordering tickets. When ordering we would request that you order these as TOD rather than being sent via the post.

If you would like this method the contact centre require the request to be made by 12:00pm the previous day.

In an event that Ticket on departure is not available to suit your needs there are still options available. Our supplier offers special delivery, this would incur a £6.00 charge but will guarantee a next day delivery on tickets.

Alternatively you are still able to order your ticket to be sent via 1st class post as long as the contact centre have at least 3 working days notice. Please note however, this method is at your own risk and should your tickets not arrive a refund cannot be given.

If you wish to enquire about any of the above processes please contact the call centre on 08458 247 247 or email contact centre. travelwarrants@kent.gov.uk

