

New Supplier Process – Companies (except personal service companies)



1) Complete the New Supplier form

If the Purchasing Officer is satisfied the new supplier request meets the new supplier mandatory requirements, complete a [New Supplier Request form](#). **The information which you include in the form, should agree to the details included in supplier verification provided in 3).**

Upon completion, an email will be auto-generated to Procurement.

Once procurement have reviewed, checked and approved the supplier, they will email the Purchasing Officer to confirm approval and the next steps in the process.

2) Supplier verification

The Purchasing Officer must then email the following **mandatory** documentation to the data control team - <mailto:finance-data@glasgow.ac.uk>.

You should not email Data Control until you have all of this information.

	Document	Obtained
1	Bank verification letter on a company letterhead with the following details: <ul style="list-style-type: none">▪ Bank Sort Code▪ Bank Account Number▪ Bank Name (only required for foreign suppliers)▪ Branch Address (only required for foreign suppliers)▪ E Mail Address▪ VAT Registration Number (if applicable)▪ Company Registration Number (if applicable)▪ Company Registered Address▪ Number of Employees	
2	The approval email from procurement, including the web form	

3) Complete

Once the supplier set up is complete, Data Control will contact the Purchasing Officer to confirm the new supplier Agresso ID.

Owner: Procurement / Accounts Payable

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