

## 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 step 2. You may wish to request these documents up front as the source of information to complete the form.**

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 - [findata@glasgow.ac.uk](mailto:findata@glasgow.ac.uk)

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

	Document	Obtained
1	Approval email from Procurement, including the web form data	
2	Company Information on letter headed paper containing following details: <ul style="list-style-type: none"> <li>• Bank Sort Code</li> <li>• Bank Account Number</li> <li>• Bank Name (only required for foreign suppliers)</li> <li>• Bank Branch Address (only required for foreign suppliers)</li> <li>• E Mail Address</li> <li>• VAT Registration Number (if applicable)</li> <li>• Company Registration Number (if applicable)</li> <li>• Company Registered Address</li> <li>• Number of Employees</li> </ul>	
3	Proof of Bank details in the form of: <ul style="list-style-type: none"> <li>• <b>Bank Statement or Screenshot from Online Banking System/App</b> – clearly displaying the Bank Name, Account Name, Account Number and Sort Code (or foreign equivalent). <i>Transaction data is not necessary and can be redacted.</i> <b>OR</b></li> <li>• <b>Blank Cheque (Scored Through)</b> - clearly displaying the Bank Name, Account Name, Account Number and Sort Code (or foreign equivalent)</li> </ul>	

### **3) Complete**

Once the supplier set up in the Finance System is complete, Data Control will contact the Purchasing Officer to confirm the new supplier ID. SLA for Finance System set up is 5 days from receipt of all documentation in step 2.

**Owner: Procurement/Accounts Payable**

**Date: 14<sup>th</sup> January 2025**