VENDOR REQUESTS
USER MANUAL

December 2023

INFORMATION SYSTEMS UNIT

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Introduction

Vendor requests can be made within the Cloudsuite Financials and Supply Management System by completing relevant forms. Before making a request, an officer should review the vendor database and confirm that:

a) the vendor does not exist or
b) the information requires an update.

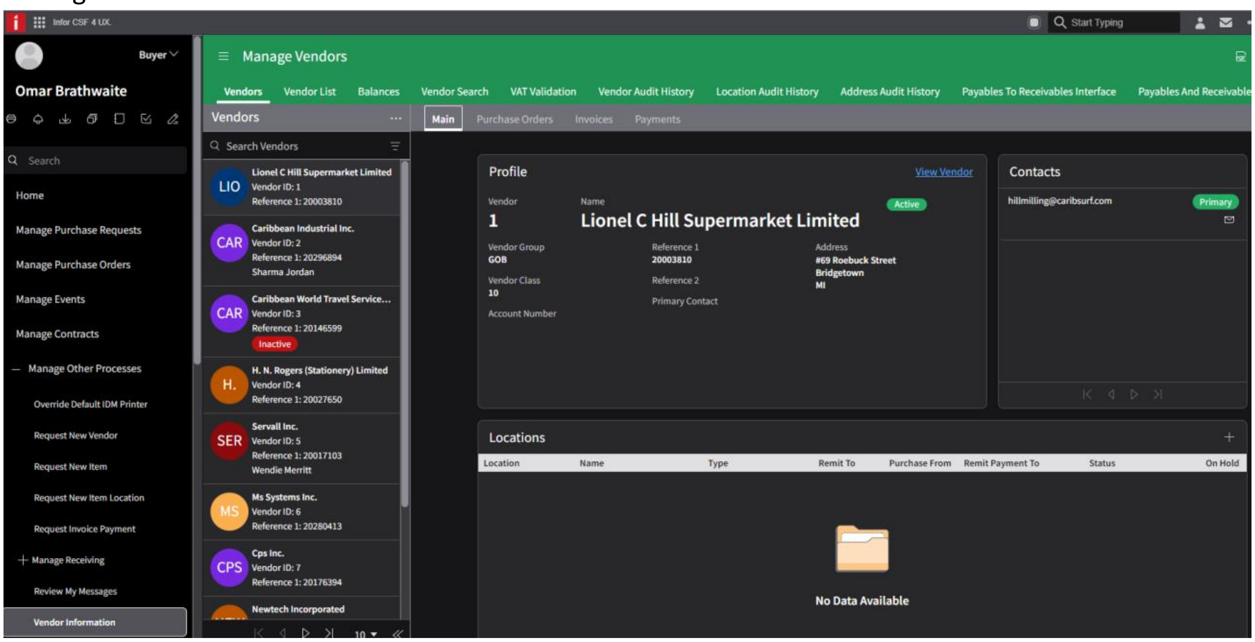
Path to Vendor

The Manage Vendor window is available from multiple roles; namely the Buyer, Controller, Financials Administrator, Financials Viewer, Payables Invoice Processor, Payables Manager and Purchasing Manager.

Buyer Role

Toggle to see menu on left

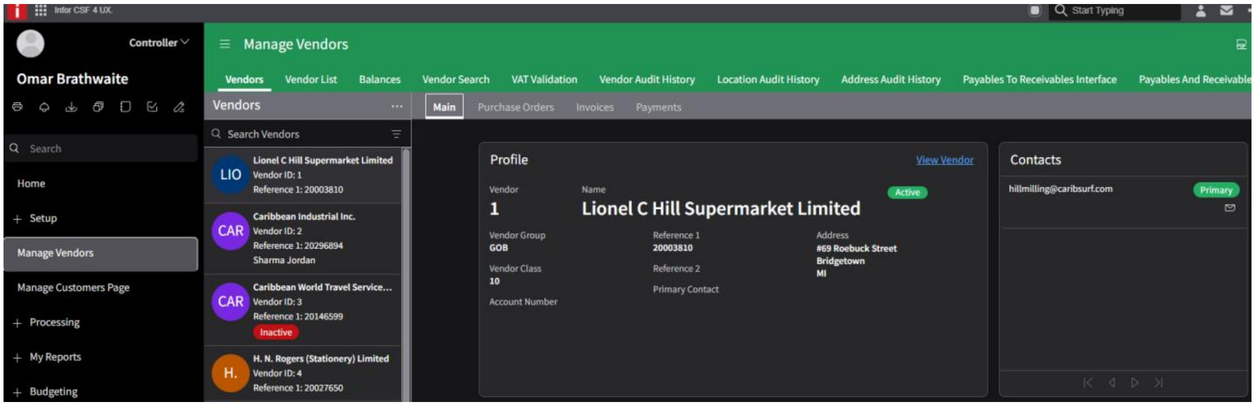
Manage Other Process → Vendor Information



Controller Role

Toggle to see menu on left

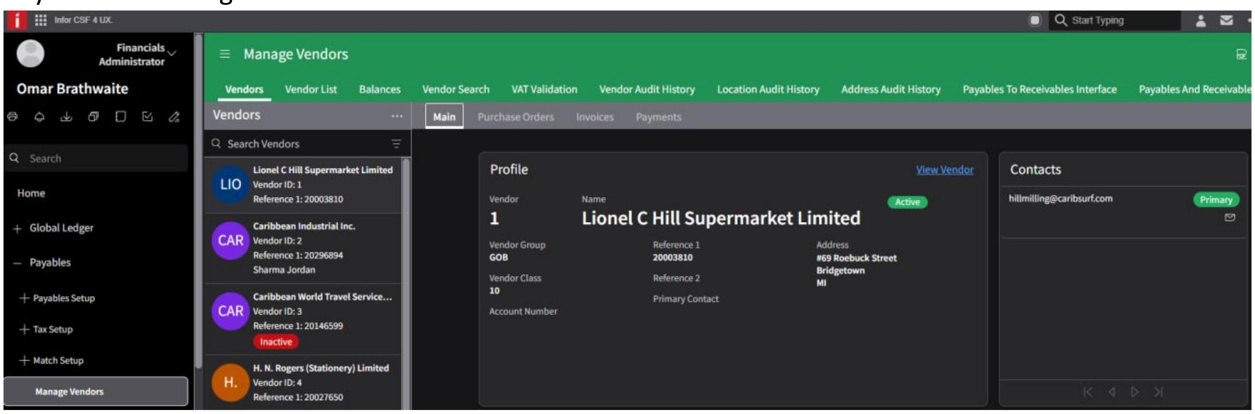
Manage Vendors



Financials Administrator and Financials Viewer Roles

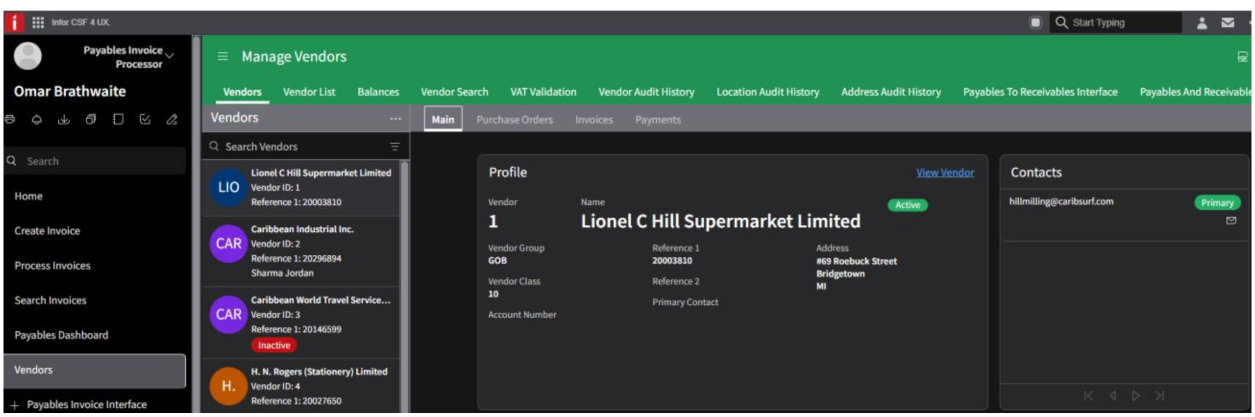
Toggle to see menu on left

Payables → Manage Vendors



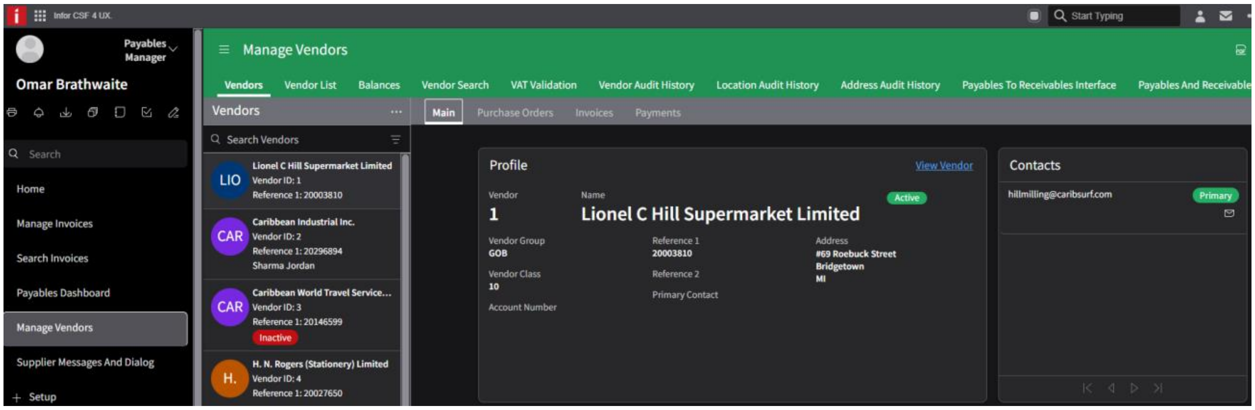
Payables Invoice Processor Role

Vendors



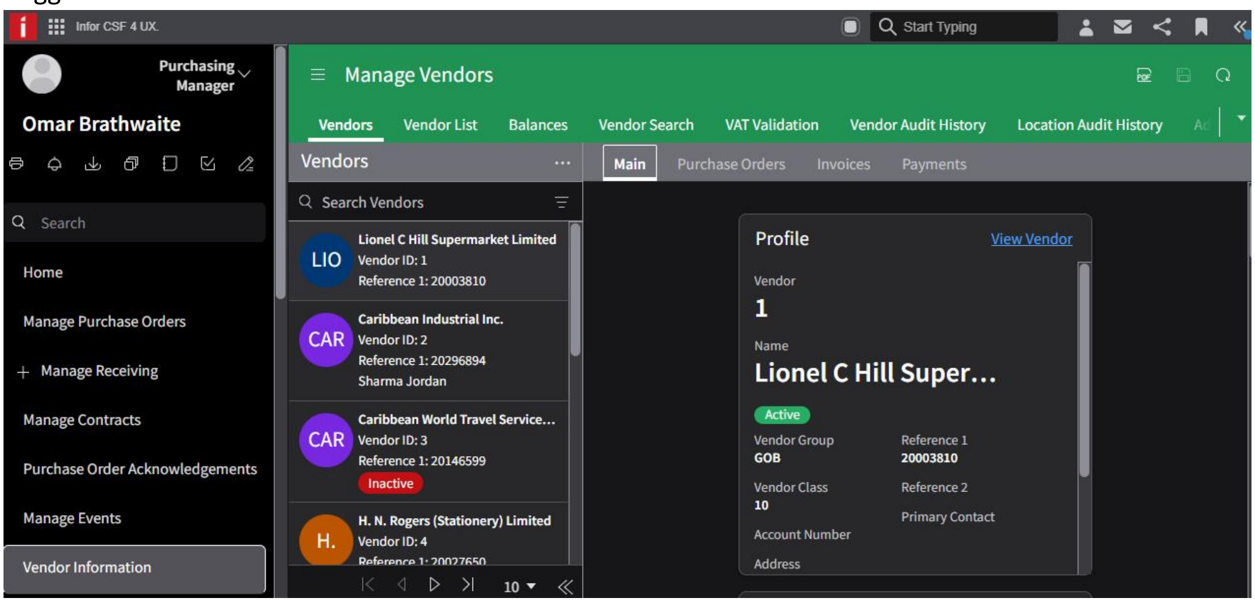
Payables Manager Role

Toggle to see menu on left → Manage Vendors



Purchasing Manager Role

Toggle menu → Vendor Information

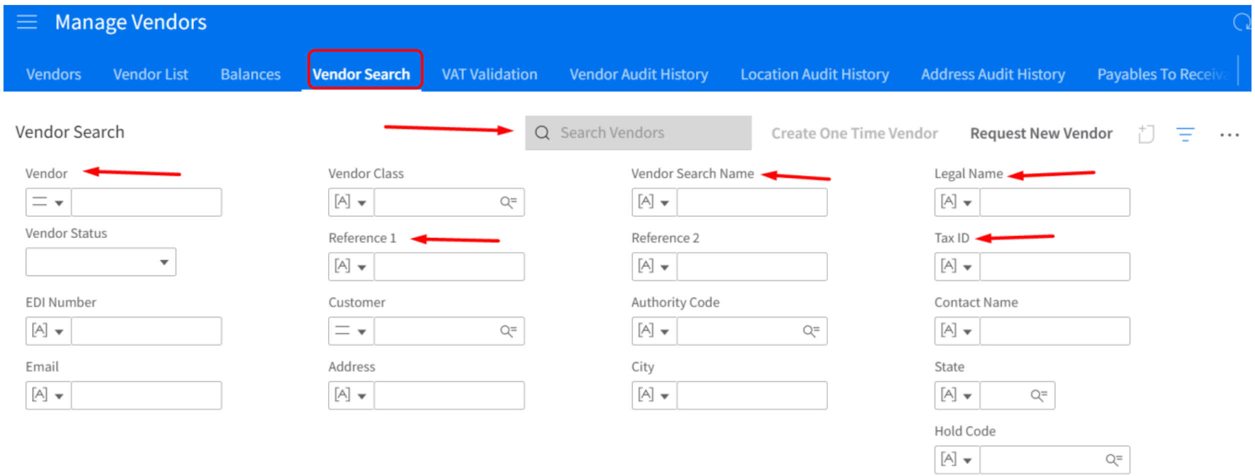


Searching the Vendor Database

Searches are possible on the vendor database on any one of the following fields, via the Vendors window Manage Vendor > Vendor Search tab (surrounded by red)

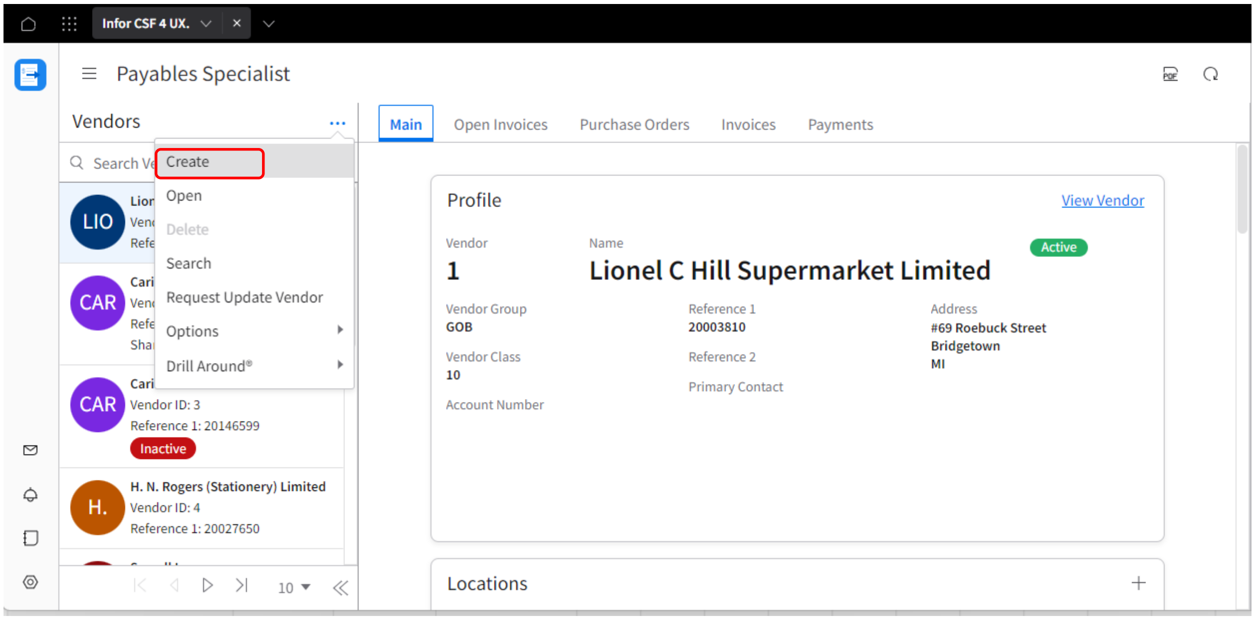
- **Vendor** – A sequential number, which the system assigns to each vendor added.
- **Search Vendors** – part of or the full name can be entered here
- **Legal Name** – legal name of the vendor
- **Reference1** – National Registration Number (no dashes or spaces)
- **Tax ID** – TAMIS ID

NB: The bank account numbers of vendors, can only be viewed by 1st and 2nd level approvers



New Vendor Requests

Once you have confirmed that a vendor is not in the database, navigate to Vendors page as shown above.



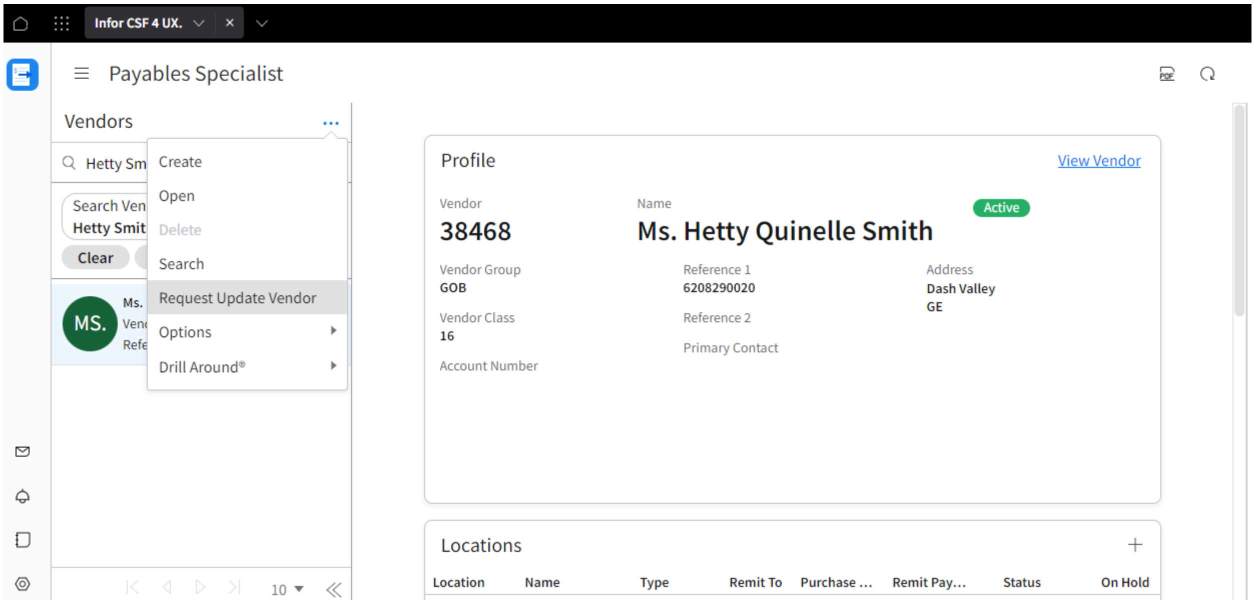
- Select Create (surrounded by red). The New Vendor Request form will display.
- All fields with the red asterisk are required
- Reference1 – Enter the National Registration Number (only numbers)
- Tax ID Type – Select TAMIS
- Tax ID – Enter the TAMIS number
- Country – Once the country code is selected, the other fields appear to allow you to enter the vendor's address
- Email Address – this field is important for ACH payments so vendors can receive remittance notices
- ***Local Banks – Complete the Vendor Banking Details section***
  - External Bank Entity – select the bank branch
  - Account Number – enter the account number without spaces, special characters or branch code
  - Prenotification Status – Not Prenotified
  - Bank Account Type – Select Current/Checking or Savings
- ***Foreign Banks – Complete the Vendor Banking Details and Vendor Cross Border Payment Options section***
  - External Bank Entity – select the bank branch. If the bank is not listed, ensure that you place the bank's name, address, account number, swift code/routing number in the notes field
  - Account Number - enter the account number without spaces, special characters or branch code
  - Prenotification Status – Not Prenotified
  - Bank Account Type – Select Current/Checking or Savings

    - Cross Border, BIC Number – Select Routing Number or BIC. BIC should be used to enter the Swift Code
- ***Credit Unions – Complete the Intermediary Bank section***
    - Bank Entity – select the credit union branch
    - Account Number - enter the account number without spaces, special characters or branch code
    - Prenotification Status – Not Prenotified
- Click Submit

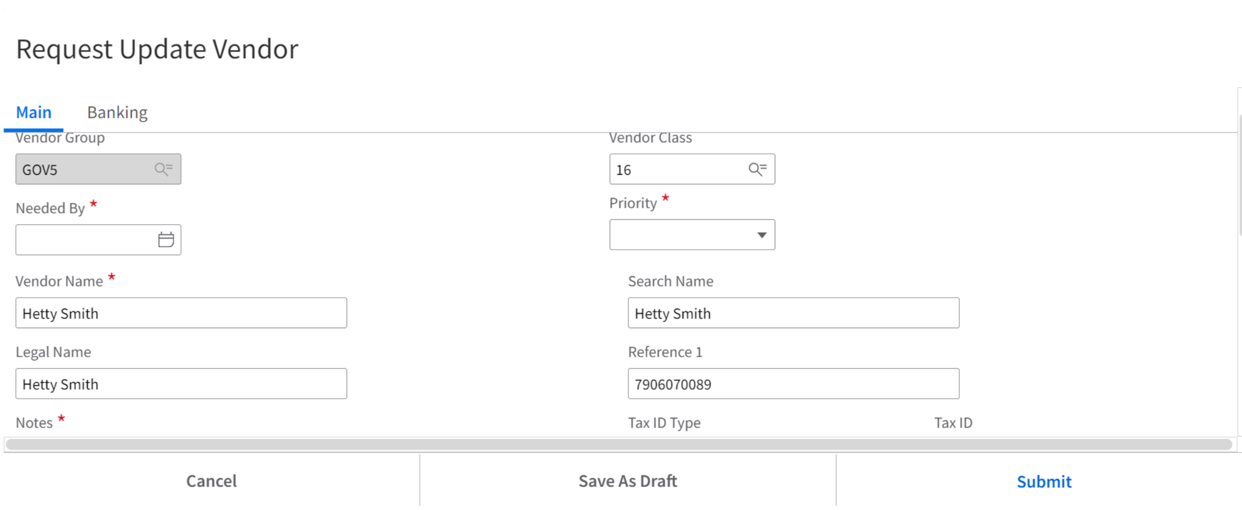
Update Vendor Requests

When additional information or changes are required on existing vendors, use the *Request Vendor Update* form. Navigate to Vendors homepage.

- In the Search bar, search for the vendor to be updated

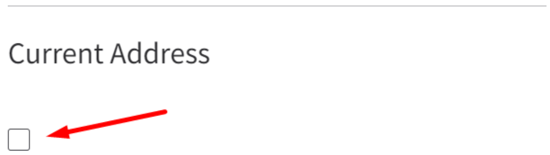


- Click the ellipsis and select *Request Update Vendor*. The form will automatically populate for the selected vendor. In this case, Hetty Smith.



- All fields with the red asterisk are required. Only enter information in the other fields where updates are required.
- **Main Tab**
  - Notes - indicate which information is being added or updated
  - Tax ID Type – Select TAMIS
  - Tax ID – Enter the TAMIS number

- Address
    - Select the checkbox under Current Address. This will display the address fields to allow you to make changes
    - Select Add More if you require additional lines for the address



- **Banking Tab**
  - Only 1st and 2nd level approvers can submit updates for banking information
  - Validation Type – Leave the default of ***"Standard Account Number"***
  - ***Local Banks – Complete the Vendor Bank section***
    - Bank Entity – select the bank branch
    - Account Number – enter the account number without spaces, special characters or branch code
    - Prenotification Status – Not Prenotified
    - Bank Account Type – Select Current/Checking or Savings
  - ***Foreign Banks – Complete the Vendor Bank section***
    - Bank Entity – select the bank branch. If the bank is not listed, ensure that you place the bank's name, address, account number, swift code/routing number in the notes field
    - Account Number - enter the account number without spaces, special characters or branch code
    - Prenotification Status – Not Prenotified
    - Bank Account Type – Select Current/Checking or Savings
    - Cross Border, BIC Number – Select Routing Number or BIC. BIC should be used to enter the Swift Code

  - ***Credit Unions – Complete the Intermediary Bank section***
    - Bank Entity – select the credit union branch
    - Account Number - enter the account number without spaces, special characters or branch code
    - Prenotification Status – Not Prenotified

Vendor Locations

Vendor Locations facilitate vendors who have:

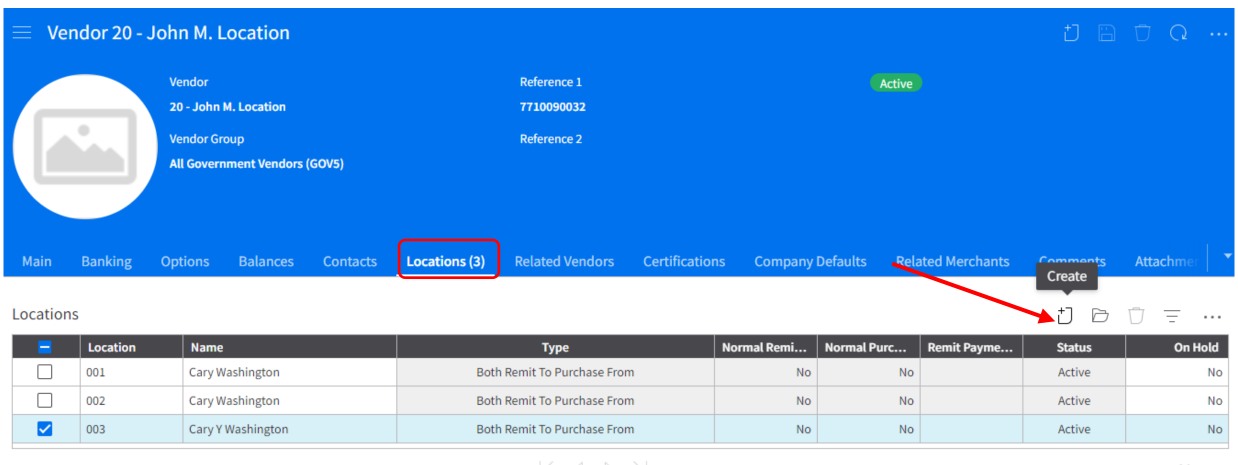
- Multiple bank accounts
- Multiple addresses/branches
- More than one payee
- Payments in different currencies
- A business sharing the TAMIS number of an individual already in CSF

Users can now request new Vendor Locations or request updates to existing locations via forms.

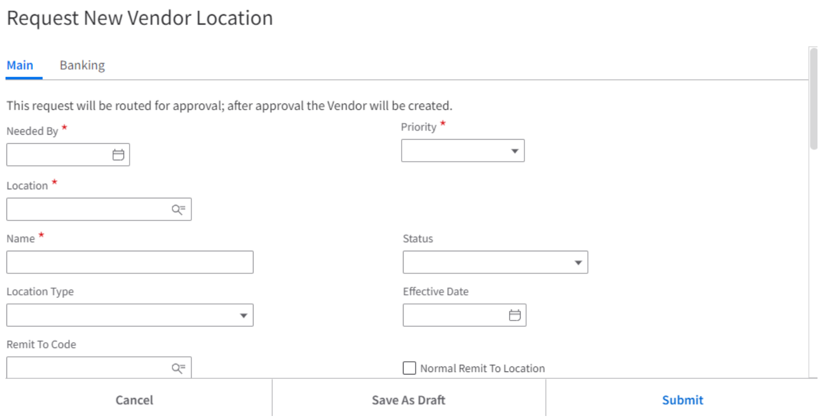
New Vendor Location Request

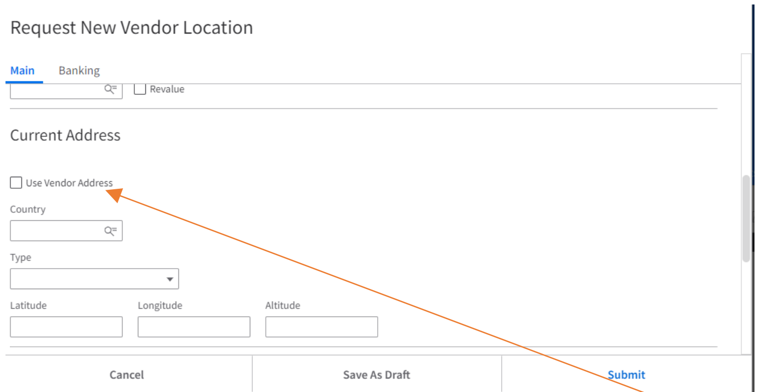
To request a new Vendor location,

- Navigate to **THAT** Vendor
- Open the Vendor
- Click on the **Locations** tab (surrounded by red)
- Click the Create icon

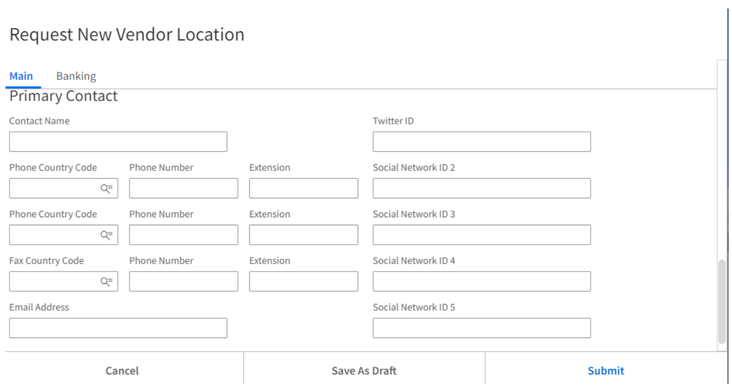


- Complete the form, all fields with red asterisk are required
  - Entered date needed by
  - Choose the Priority level
  - Location should contain a unique value, you can click the search icon to ensure number entered doesn't already exist (usually starts from 001 and then incremented by 1 for each new entry)
  - Enter the Name to appear at the location

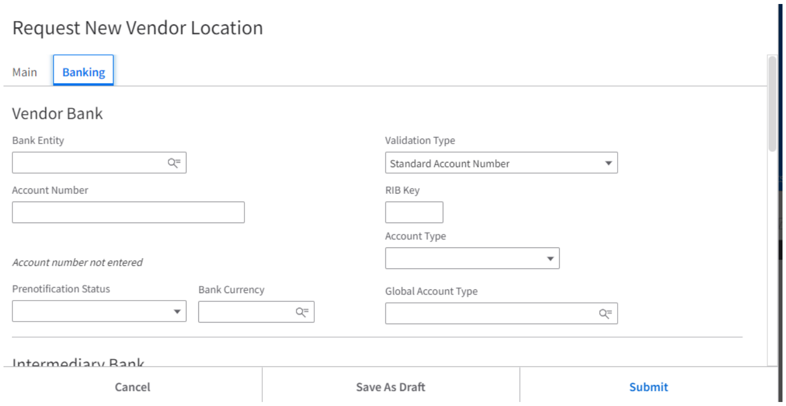




- If Address same as main Vendor, click *Use Vendor Address*
- If Address different, enter the new Address



- Enter Contact details (not required)

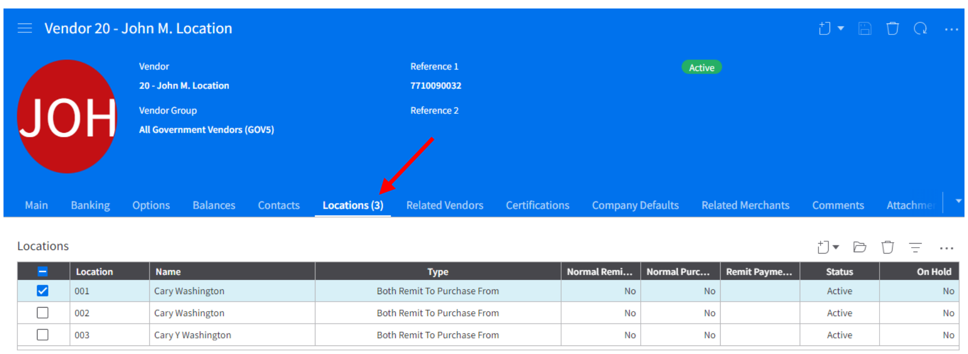


- Enter the Banking Details if any exist on the Banking tab
  - Place Credit Unions in the Intermediary Banking Details section
- Click Submit

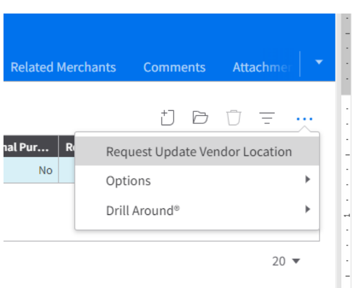
Update Vendor Location Request

When requesting an update of a Vendor's location, you first need to navigate to that Vendor.

- Search for and open the Vendor
- Click on the **Locations** tab

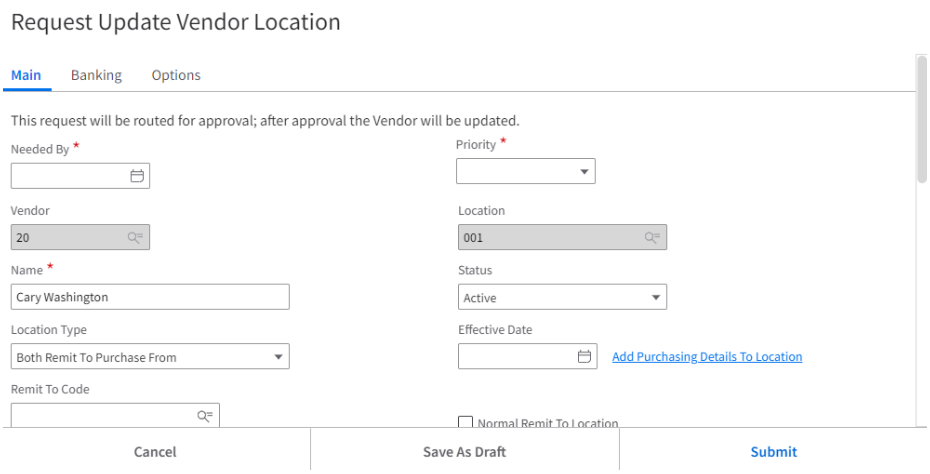


- Select which location to be updated (tick should be in the checkbox to the left of screen)
- Click the Ellipsis
- Select Request Update Vendor Location



- Enter the date Needed by
- Enter the Priority level
- Enter all relevant changes

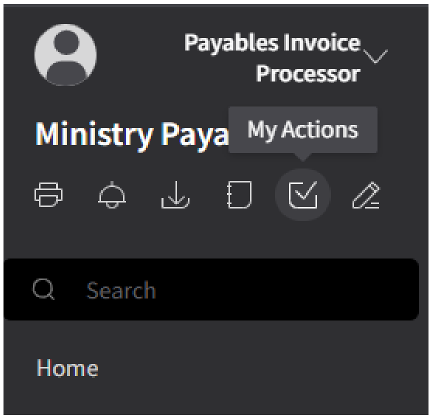
- Click Submit



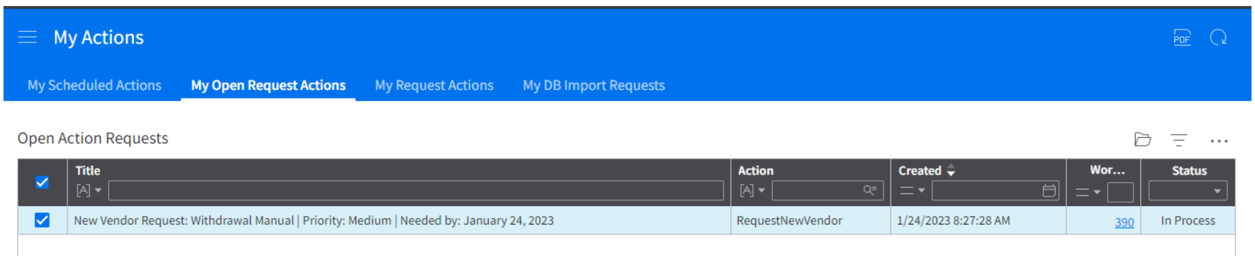
Withdrawing Vendor Requests

After submission of a Vendor request, if there is any update to that request while it is still in process, the requester may withdraw that request.

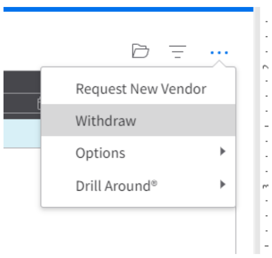
- Navigate to 'My Actions' from the menu on the left.



- Click 'My Open Requests Actions' tab
- The Vendor request must have a status of 'In Process'



- Click the ellipsis and select Withdraw from the menu; Or



- Right-Click on the Request and select Withdraw from the menu

The status of the Request should change to 'Not In Process'.

Open the Vendor Request form by either double clicking or selecting it from the list and using the Open folder icon.

Make any necessary changes or additions and submit.

Multiple Vendor Requests

When submitting more than five (5) vendor requests simultaneously, departments should utilize the vendor template and submit to ISUHELPDESK@gob.bb instead of using the forms in Cloudsuite Financials and Supply Management.

Reviewing Submitted/Saved Requests

Once a vendor request has been actioned by the Information Systems Unit, the requester automatically receive an email. The requester can also navigate to My Actions and view their requests.

My Open Request Actions

This tab displays

1. requests that have been submitted and not actioned (In Process)
2. requests that have been returned (Not In Process)
3. requests that have been created, saved but not submitted (Not In Process)

At this tab, you can edit vendor requests with status of Not In Process and resubmit.

My Request Actions

This tab displays all submitted requests and their respective statuses.