

**Supplier set-up process**

**IMPORTANT**: Purchases made by purchasing cards, or via payment forms, do not require a supplier to be set-up. Details on the specific payments to be made via payment form can be found at the link below.

http://www.exeter.ac.uk/finance/paymentforms/

**IMPORTANT**: Please ensure you check whether the supplier already exists within T1 before you submit a new supplier request form. Details on how to check whether a supplier already exists can be found on the frequently asked questions below.

http://www.exeter.ac.uk/finance/training/frequentlyaskedquestions/

**New supplier set-up:-**

All forms referenced in the below process are available at the below website. Please note; we aim to review new supplier requests within 5 working days of receipt.

http://www.exeter.ac.uk/finance/procurement/buying/forms/

Step 1 – Please collect supplier information using the ‘External supplier information request form’. This can be completed either by University staff or sent to the supplier for completion.

Step 2 – Please complete the ‘New/Amended supplier application form’, attach the External supplier information request form’ and submit. Once submitted, the request will be subject to standard probity checks prior to being set–up in our systems. Please ensure the form is completed as accurately as possible (\*represents a required field).

Step 3 –We will complete the supplier set-up in T1, and make active for requisition. Once complete, we will update the ‘New/Amended supplier application form’ with the supplier number, which will in turn emails the requestor of the new supplier with the supplier number.

Step 4 – Once you receive the supplier number, please raise your requisition as appropriate

**Who do I contact if I need help?**

**Please call the Finance Helpdesk**

**Tel:  01392 726981**

**Email** [**FinanceHelpdesk@exeter.ac.uk**](mailto:FinanceHelpdesk@exeter.ac.uk)