

Vendor Account Request (FS09) Quick Reference Guide

Purpose: This guide provides an overview of how to submit a request to create a vendor account or amend an existing vendor account in Finance One.

References: Refer to the [Accounts Payable Handbook](#) and [Vendor Maintenance Guidelines](#) on the Finance Website.

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1. Launch the form from Appian

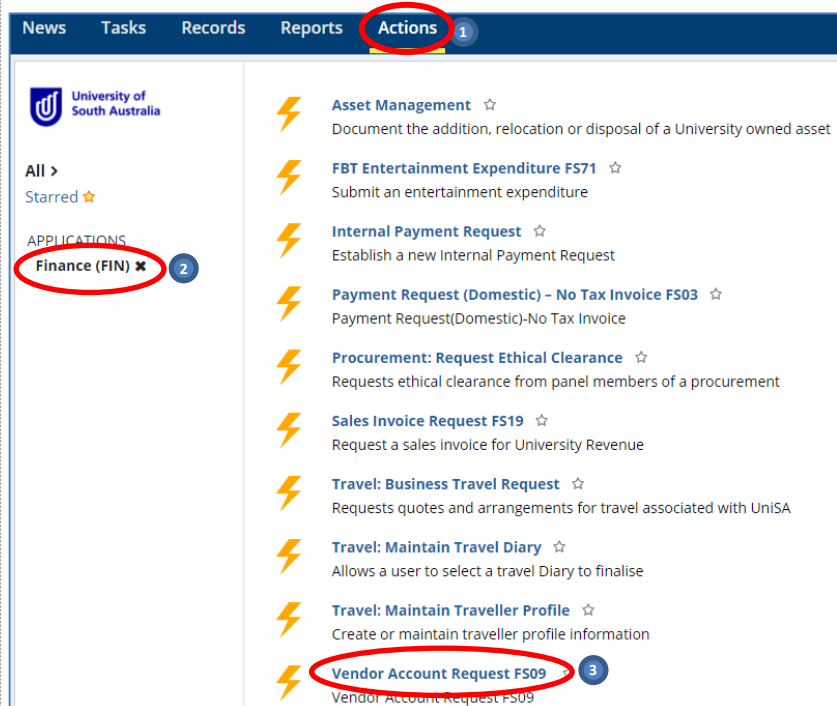
Step 1: Access Appian

To access the Vendor Account Request, click on the following link from the Appian environment – <https://bpi.unisa.edu.au/suite>

Use your University Network ID and password to enter the site.

Step 2: Create Vendor Account Request (FS09)

1. Click on the Actions tab in the blue header.
2. Click on the Finance (FIN) folder in the left-hand menu to filter the forms.
3. Select Vendor Account Request FS09.



The screenshot displays the Appian interface. At the top, a navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions' (circled in red with a '1' badge). The left-hand menu shows 'All >' and 'Starred' options, followed by 'APPLICATIONS' and 'Finance (FIN)' (circled in red with a '2' badge). The main content area lists several applications, each with a lightning bolt icon and a star icon. The 'Vendor Account Request FS09' application is circled in red with a '3' badge.

Application Name	Description
Asset Management	Document the addition, relocation or disposal of a University owned asset
FBT Entertainment Expenditure FS71	Submit an entertainment expenditure
Internal Payment Request	Establish a new Internal Payment Request
Payment Request (Domestic) - No Tax Invoice FS03	Payment Request(Domestic)-No Tax Invoice
Procurement: Request Ethical Clearance	Requests ethical clearance from panel members of a procurement
Sales Invoice Request FS19	Request a sales invoice for University Revenue
Travel: Business Travel Request	Requests quotes and arrangements for travel associated with UniSA
Travel: Maintain Travel Diary	Allows a user to select a travel Diary to finalise
Travel: Maintain Traveller Profile	Create or maintain traveller profile information
Vendor Account Request FS09	Vendor Account Request FS09

2. Completing a Vendor Account Request

Step 1: Vendor Account Requestor Details

The contact details default to the name of the person completing the Appian form. This field can be edited by clicking on the 'x' next to the pre-populated name and entering an alternative name in the field box.

Please provide a contact name to direct any questions to the Vendor Account Request:

 Stella Cheatle ADMIN ✕

Step 2a Vendor Details – Existing Vendor?

This section will determine if the vendor is a new vendor or an existing vendor from Finance One. You have four options to search for a vendor:

1. **ABN** - If a match exists in Finance One, values will be displayed in the fields. If no match in Finance One, an alert message will appear if the ABN is invalid or if an existing vendor does not exist.
2. **Account Number** - you can conduct a search on the bank account number (**preferred method for International Suppliers**). Two scenarios will occur:
 - a) A drop-down box listing any matches will be displayed; or
 - b) An alert message will appear if there is no match in Finance One.
3. **Supplier/Trading Name** - you can conduct a partial search for a supplier/trading name from Finance One. Two scenarios will occur:
 - a) A drop-down box listing all possible matches will be displayed; or
 - b) An alert message will appear if there is no match in Finance One.
4. **Vendor Code** - enter an existing vendor code if known with no hyphen. If the code entered is either incorrect or not found in Finance One, an alert message will appear.

Vendor Details

Please enter one of the following:

ABN 1

Enter an Australian Business Number (ABN) in the format 'NNNNNNNNNN'

or

Account Number

84244015 2

Enter vendor Bank Account number for international beneficiaries

Multiple Supplier / Trading Name's found. Please select from the dropdown

--Select-- 2a

Account Number

123

Enter vendor Bank Account number for international beneficiaries

No vendor details found in Finance One with Account Number, please complete the fields as the supplier is a new vendor 2b

Supplier / Trading Name 3

UNIVER

Search for a supplier by entering a supplier / trading name

Multiple Supplier / Trading Name's found. Please select from the dropdown

--Select-- 3a

Supplier / Trading Name

XXX

Search for a supplier by entering a supplier / trading name 3b

No vendor details found in Finance One, please complete the fields as the supplier is a new vendor

Vendor Code 4

Enter an existing vendor in Finance One

Step 2b: Vendor Details – New Vendor

If you received no match in Finance One from the details entered, the request will be treated as a new vendor. The fields displayed on the right-hand side must be completed

1. Enter the supplier details as per the quotation / invoice submitted
2. ABN Entity Name will perform two different functions:
 - a) If the vendor is an existing vendor, the field will return a value from Finance One
 - b) If the vendor is a new vendor, the ABN will be validated from the ABN lookup website to return additional information for the vendor record.

Note: Addresses cannot be PO boxes.

Supplier / Trading Name * 1

XCV

ABN Entity Name

2

Address 1 *

Enter a physical address for the beneficiary. Address cannot be a PO Box

Address 2

Address 3

Suburb / City *

State	Post Code / Zip Code

Country

---Select---

Email *

Contact Telephone No *

Enter a contact number in the format as NNNNNNNNNN

Step 3: Bank Account Details

This section relates to the bank account details associated to the vendor.

If **Yes** is selected, a domestic (AUD) bank account is to be entered.

If **No** is selected, an Overseas bank account and currency is to be entered.

- a) Domestic bank account fields are displayed for completion – enter the:
 - Payee Name on the Bank Account,
 - BSB and
 - Account Number.

Bank Account Details

Does the vendor have an Australian (AUD) bank account in Australia? *

Yes No

Domestic a

Payee Name on Bank Account *

Account No *

BSB *

Maximum of 6 digits in the format of 'NNNNNN'

Bank

- b) International bank account fields are displayed for completion – enter the:
- Select the country of bank account and the currency the payment to the vendor,
 - Payee Name on the Bank Account,
 - Bank Address,
 - Account No or IBAN,
 - SWIFT Code – use the Verify Swift code link to confirm the swift code is correct, and
 - Other Bank Code.

International Notes:

- *Addresses cannot be PO boxes.*
- *Banking specific fields display depending on the country selected (e.g. India = IFSC Code, UK = Sort Code, US = Fedwire / ABA / Routing Transit Number, China = CNAPS Code).*
- *Other Bank Code is available for all other countries if additional bank or branch codes are provided.*

International

Select the country of bank account *

---Select Country---

Select the foreign currency of payment *

---Select---

Payee Name on Bank Account *

Suburb/City

Bank Name *

State

Bank Address 1 *

Post Code

Enter the physical address for bank branch. Address cannot be a PO Box

Bank Address 2

Account No or IBAN if provided *

Bank Address 3

SWIFT Code *

Verify Swift Code

Other Bank Code

Step 4: Vendor Description

Enter a brief description of the goods/services the vendor will be providing to the University.

This code is used for procurement reporting purposes and allocated by the Vendor Maintenance team.

Vendor Description

Brief Description of Goods/Services the vendor will be providing to the University *

[Empty text input field with scrollbars]

Step 5: Payment Terms (Domestic Bank Account only)

If applicable, variations to the standard 30 days from invoice date requests must state the business reason and have supporting documentation attached to be approved by the VM Team.

Payment Terms

The standard University's payment terms are 30 days.

Payment Term *

30

Step 6: Supporting Documentation

Supporting documentation must be attached to support the vendor request and information entered in form.

Note: Attachments must not individually exceed 2mb.

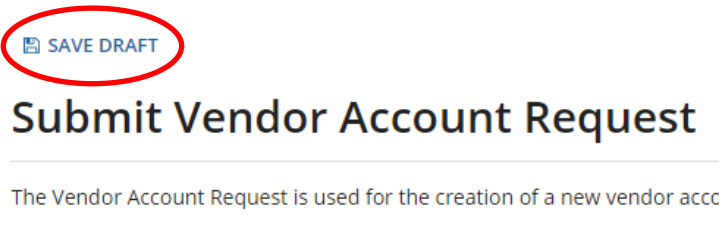
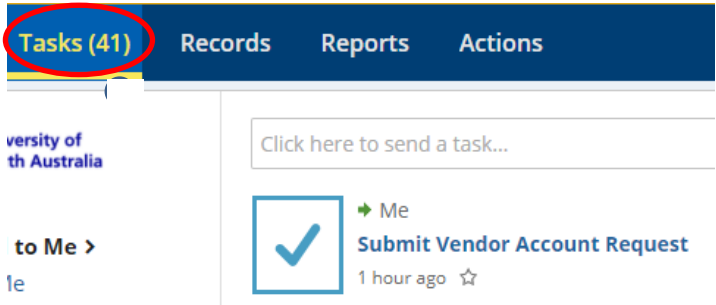
Supporting Documentation

Please include evidence to support the vendor request

Upload

UPLOAD

<p>Step 7: Comments</p> <p>Allows for commentary to be made between Appian process participants.</p> <p>If applicable, enter comment intended for the next subsequent process participant. Comments will not go into Finance One.</p>	<p>Comments</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<p>Step 8: Action Buttons</p> <p>Submit Request – submits the request to Vendor Maintenance to perform a vendor check and confirm the vendor request.</p> <p>Discard Request – discards the request in Appian.</p>	<div style="text-align: center;"> <div style="background-color: #0056b3; color: white; padding: 5px 15px; display: inline-block; margin-bottom: 10px;">SUBMIT REQUEST</div> <div style="border: 1px solid #0056b3; padding: 5px 15px; display: inline-block; margin-top: 10px;">DISCARD REQUEST</div> </div>

3. Saving a Vendor Account Request (prior to submitting)	
<p>The save function on the left-hand side of the Appian standardised menu has the functionality to save your request during the process.</p>	 <p>The Vendor Account Request is used for the creation of a new vendor acco</p>
<p>Saved request that have not been submitted will be saved in the Tasks folder.</p>	

4. Tracking the Progress of the Vendor Account Request

1. To view your Vendor Account Requests, click on the Records menu.
2. Select record listing for Vendor Account Requests.
3. Select the record from the hyperlink attached to the record.

News Tasks (41) **Records** 1

Vendor Account Requests 2
List of vendor account requests

Vendor Account Requests

Supplier Name	Vendor ID	Domestic / Overseas	Initiator	Initiated Date, time	Status
NEW RELIC 3	0035868	Domestic	Pavithra Chittoji	03 Aug 2017 9:40 PM	Vendor Amended
THE TRUSTEE FOR TWENTY ONE DARWIN AVENUE UNIT	0608227	Domestic	Anjanna Thadaka	03 Aug 2017 9:32 PM	Vendor Created
CHILD CARE SERVICES AUSTRALIA PTY LTD	0000020	Domestic	Anjanna Thadaka	03 Aug 2017 9:13 PM	Vendor Amended

4. The hyperlink will display the Vendor Account Request.
5. The milestones bar shows the progress of the request.

Vendor Account Request for TK PRINT 4

Summary Document Download News Related Actions

The Vendor Account Request is used for the creation of a new vendor account or the amendment to an existing vendor with the University.

5 Initiated Vendor Review Vendor Confirm Vendor Created

Last Activity

Completed by	Comment	Task	Action	Date and Time
Stella Cheale		Approve Request	Create Vendor	13 Nov 2017 11:58 AM

Please provide a contact name to direct any questions to the Vendor Account Request:*

Jossalyn Murphy

5. List of Email Generated during Vendor Request Process

1. Initiator – ‘Submit Request’ – email to Vendor Maintenance Team (VM Team) to process the request.
2. VM Team - ‘Return to initiator’ - notification email will be sent to the Initiator.
3. VM Team - ‘Send for Vendor Approval’ - notification email will be sent to the AR Team to review any amendments by the VM Team.
4. AR/VM Teams - ‘Create Vendor’ action selected - notification email will be sent to the Initiator.
5. AR/VM Teams - ‘Update Vendor’ action selected - notification email will be sent to the Initiator.
6. AR Team - ‘Return to the VM Team’ notification email will be sent to the VM Team.
7. If AR/VM Teams Clicks on ‘Export to Finance One’- a notification email will be sent to the Initiator.