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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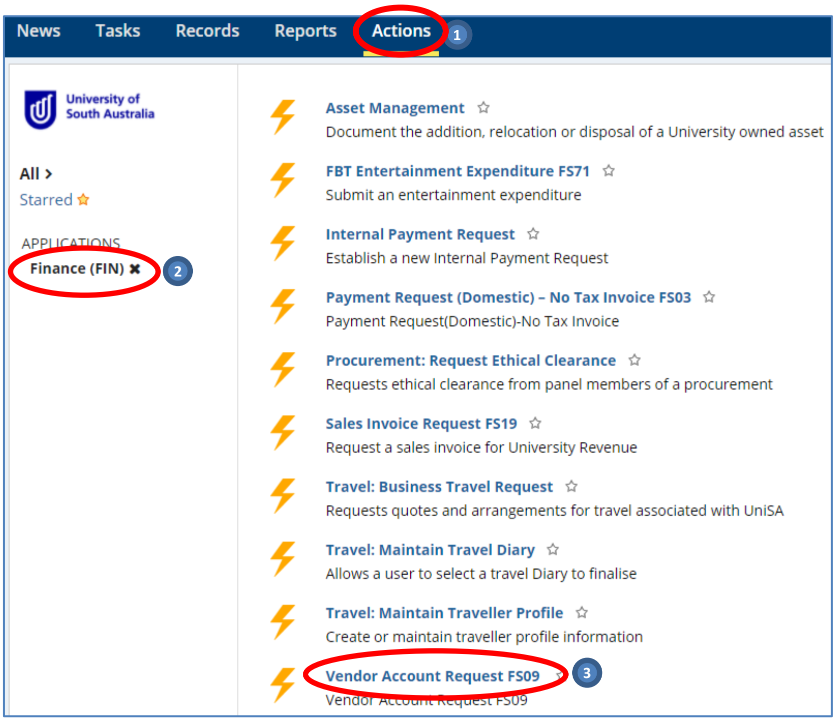
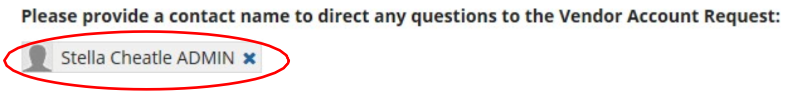
1. Launch the form from Appian

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.	

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.



Step 2a Vendor Details – Existing Vendor?

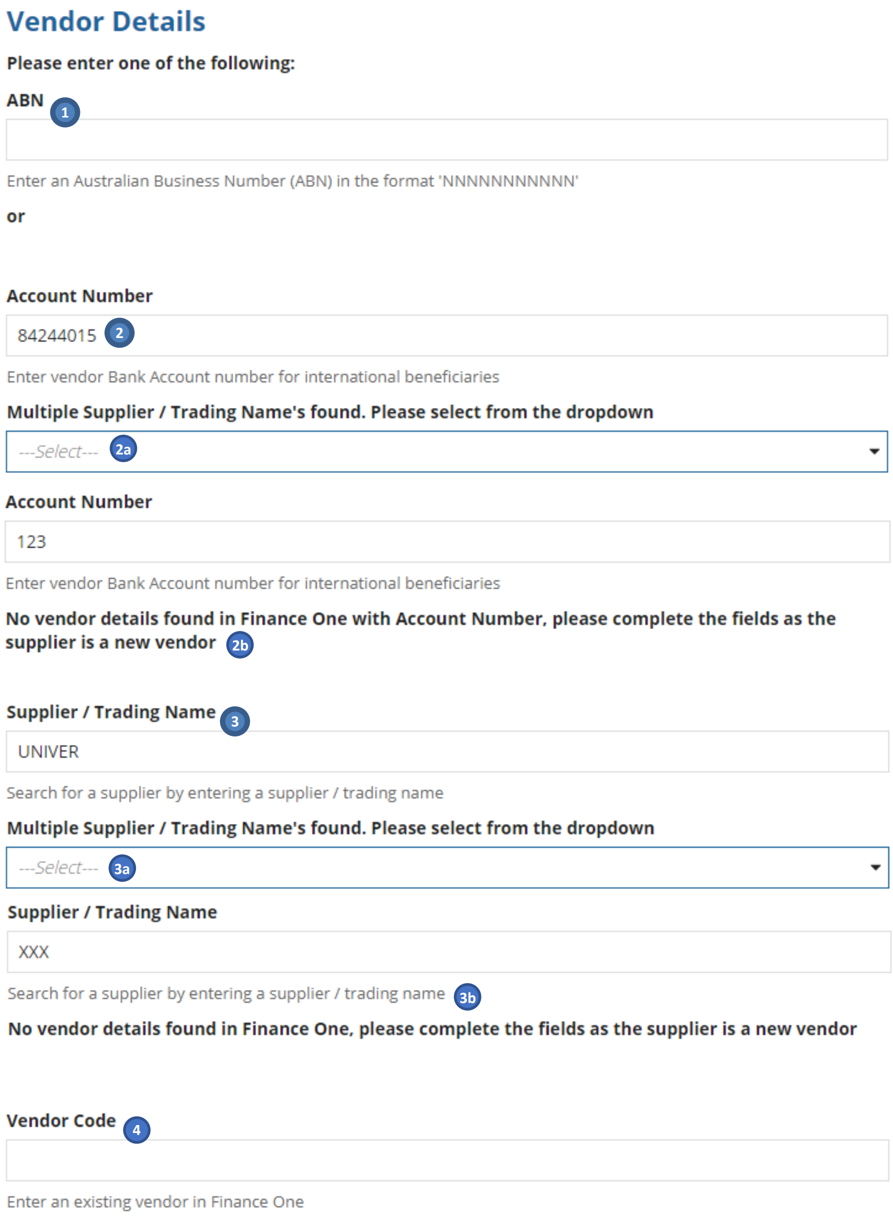
This section will determine if the vendor is a new vendor or an existing vendor from Finance One. You have four options to search for a vendor:

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.



Step 2b: Vendor Details – New Vendor

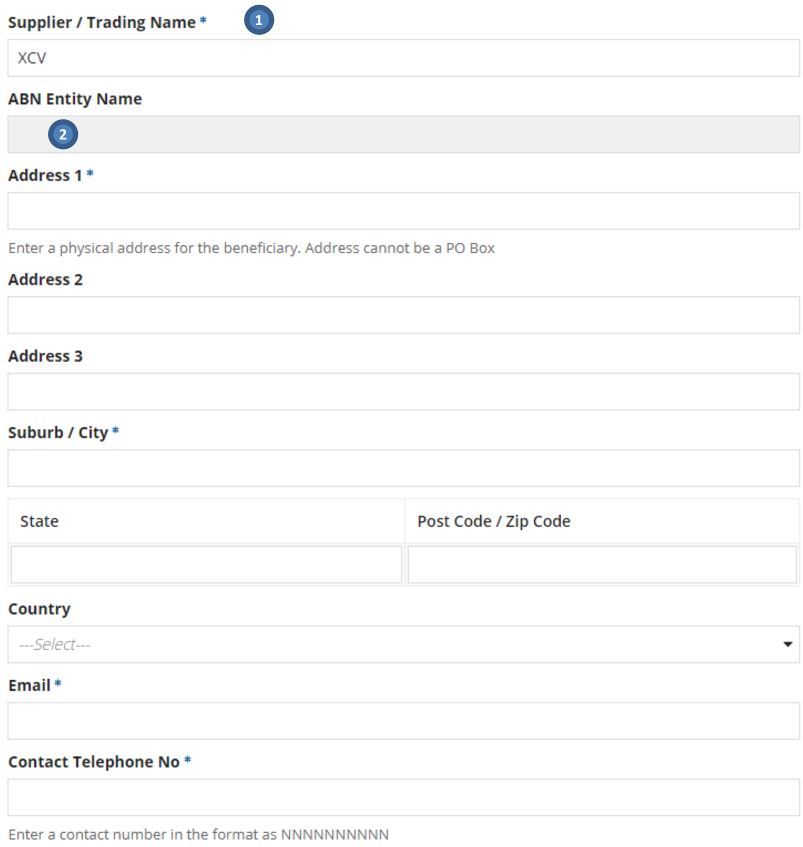
If you received no match in Finance One from the details entered, the request will be treated as a new vendor. The fields displayed on the right-hand side must be completed

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.*



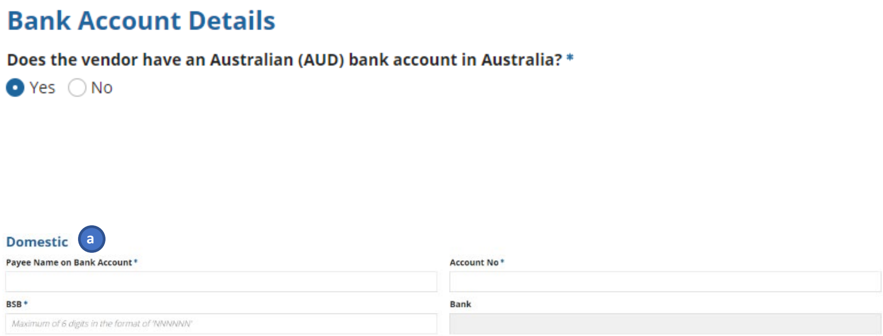
Step 3: Bank Account Details

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.

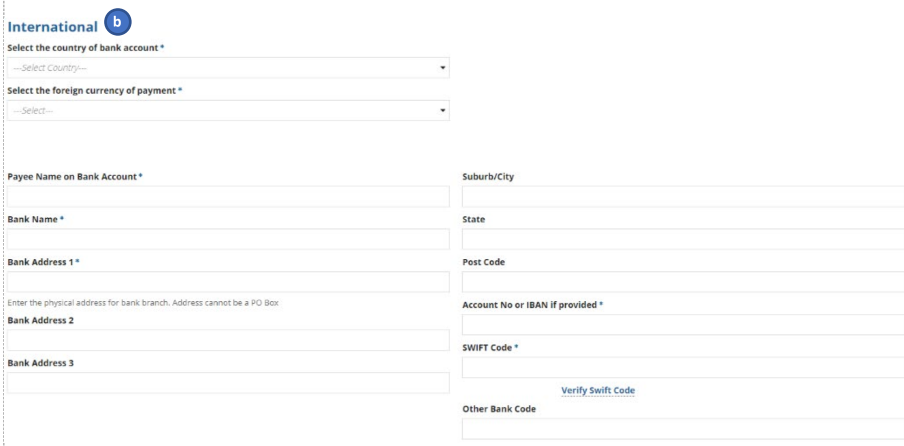


b) International bank account fields are displayed for completion – enter the:

- 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:

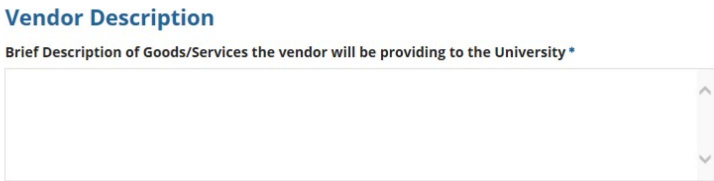
- *Addresses cannot be PO boxes.*
- *Banking specific fields display depending on the country selected (e.g. India = IFSC Code, UK = Sort Code, US = Fedwire / ABA / Routing Transit Number, China = CNAPS Code).*
- *Other Bank Code is available for all other countries if additional bank or branch codes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



Step 4: Vendor Description

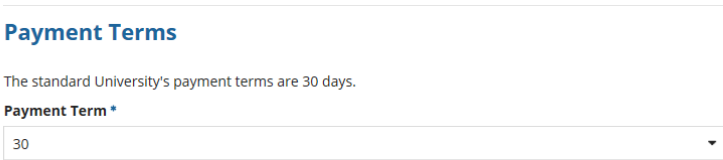
Enter a brief description of the goods/services the vendor will be providing to the University.

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



Step 5: Payment Terms (Domestic Bank Account only)

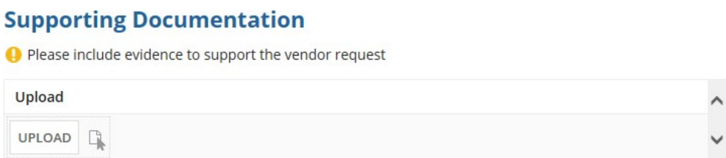
If applicable, variations to the standard 30 days from invoice date requests must state the business reason and have supporting documentation attached to be approved by the VM Team.

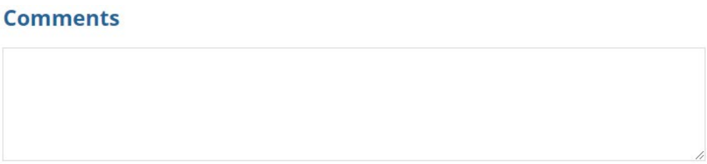
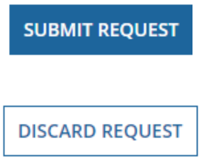


Step 6: Supporting Documentation

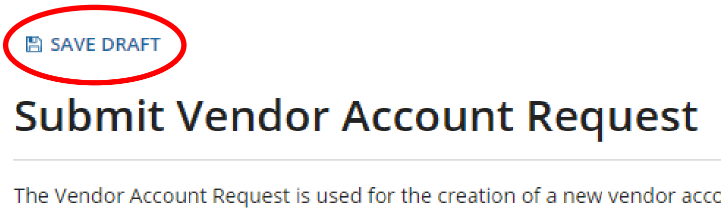
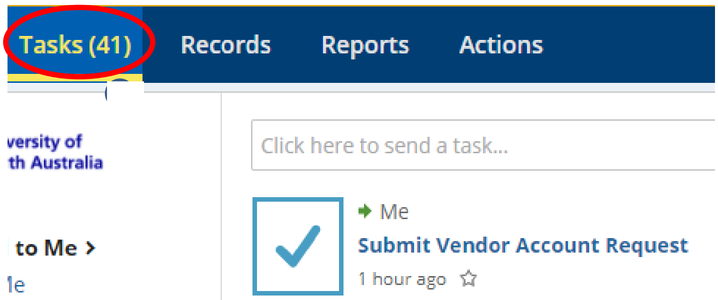
Supporting documentation must be attached to support the vendor request and information entered in form.

Note: *Attachments must not individually exceed 2mb.*



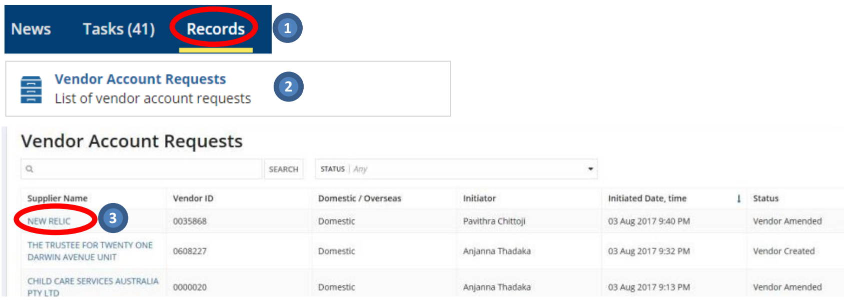
Step 7: Comments Allows for commentary to be made between Appian process participants. If applicable, enter comment intended for the next subsequent process participant. Comments will not go into Finance One.	
Step 8: Action Buttons **Submit Request** – submits the request to Vendor Maintenance to perform a vendor check and confirm the vendor request. **Discard Request** – discards the request in Appian.	

3. Saving a Vendor Account Request (prior to submitting)

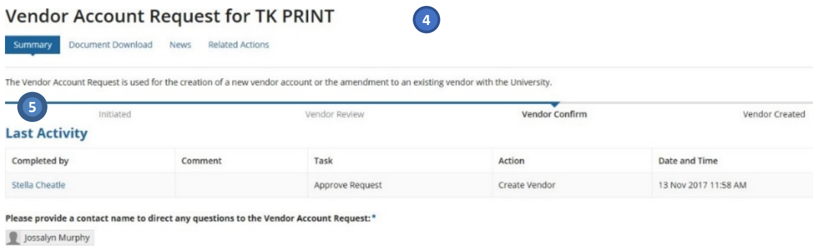
The save function on the left-hand side of the Appian standardised menu has the functionality to save your request during the process.	
Saved request that have not been submitted will be saved in the Tasks folder.	

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.



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



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.