Commisioning manager requesting the supplier be set up completes Part 1 of the Supplier Set up form and if necessary the HMRC Employment Status questionnaire

Accounts Payable [v.wilkins@bham.ac.uk](mailto:v.wilkins@bham.ac.uk) check VAT status, Companies House registration, that the supplier is in business, Proactis/Boxi previously used check undertaken

Details of the supplier are sent to FOSST [codateam@bham.ac.uk](mailto:codateam@bham.ac.uk) by Payments to add the supplier to Proactis and CODA and their bank details and the requestor is notified that the supplier is now set up.

If Procurement decides that the supplier should be used and it is **not deemed to be a Personal Service company** the supplier details are passed to Accounts Payable for their checks to be undertaken

If the information submitted **is not clear** or Procurement feel the supplier should not be used they will return the email back to the contact in the Requestor/ College Finance Team for resubmission or alternative action

If Procurement decides the supplier should be used and the request includesa completed HMRC Employment Status questionnaire **that states the supplier is a worker** then the details will be sent to Payments for their checks and PSC suffix will be added to the supplier ID.

If the questionnaire states that the supplier is **self employed** they will be set up as a standard supplier

Commissioning manager requesting the supplier sends Part 2 of the Supplier Set up form to the supplier to complete the supplier information

Commissioning Manager receives the completed Part 2 of the Supplier Set up form back from the supplier and sends Part 1 and Part 2 and the HMRC Employment Status questionnaire result (if necessary) to the mailbox [ADM-SupplierReq@adf.bham.ac.uk](mailto:ADM-SupplierReq@adf.bham.ac.uk)

Procurement opens the request in the mailbox and checks for completion of the forms and then forwards it to the relevant Category Manager for them to determine if the supplier should be used.

The invoice is processed against the Purchase Order in the usual way by the College/ Dept Finance Team and sent to Accounts Payable

If the supplier is a PSC then Accounts Payable cancels the invoice on Proactis and passes it to Payroll to arrange payment after deduction of Tax and NI.

Accounts Payable put a note on the Notepad on the Invoice tab in Proactis that the invoice has been cancelled. (A 582 doc is created to show the cancellation on CODA with explanation “Personal Service Company”)

If they are not a Personal Service company then the invoice can be processed as normal by Accounts Payable and scheduled for payment

Accounts Payable check if the invoice is a Personal Service company by looking at the supplier ID for the PSC suffix.

Purchase Order has been raised and issued to the supplier. The supplier has completed the work. The invoice is submitted to the College/ Dept Finance Team to be processed for payment.