

Applies to: All Financial Affairs and Financial Services Personnel	Original Procedure Date: April 2021	Date of Last Review: April 2021	Approved By: 
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New/Change Supplier Package & ACH Information Procedure

Procurement Procedure

Procedure Number: Purch_2021_04_New/Change Supplier Package & ACH Procedure)
Procedure Owner: Purchasing

Procedure Purpose

This Procedure outlines the steps to be taken during the following events; setting up new suppliers, changes to supplier information, supplier banking information and changes to supplier banking information.

Procedures/Guidelines

Supplier Package:

- All new suppliers will be given a Supplier Package which will include the following documents:
 - Supplier Registration Form
 - W-9
 - Note: The package will not include the Supplier Bank Information Form (ACH.)
- The Supplier Package is provided to potential suppliers by the requesting department via email. Upon completion, the supplier should return the Package via fax or email to the requesting department.
- The requesting department will enter the supplier information in Workday via Create Supplier Request.
- Upon receipt of the supplier information in Workday, Procurement Services will verify with the supplier that the information provided is valid.
- The supplier information will route through the Workday approval queue.

Supplier ACH Payment Requests:

- If a supplier wishes to receive payment via ACH, Procurement Services will obtain the name and email address of an officer of the company from a known contact within the supplier. Procurement Services will send the supplier officer the Supplier Bank Information – New through DocuSign.
- The supplier officer will complete the Supplier Bank Information Form - New and return it to Procurement Services via DocuSign.
- Procurement Services will enter the bank information in Workday. The bank information will route through the Workday approval queue.
- The Director of Cash Management will review the bank information and independently verify the information. Once the information is verified, the request will be approved in Workday by the Cash Manager and notations will be entered in the supplier's notes tab.
- If a supplier has reservations about signing the Supplier Bank Information Form, or the company is large enough (for example IBM) and simply cannot get a signature at an officer level, the supplier will receive payment by check.
- If an urgent request for payment is received by Procurement Services, Procurement Services will not delay payment and will advise the supplier they will be paid by check until their banking information is received and verified.

Supplier Changes in Workday:

- Changes cannot be initiated by the requesting departments. Supplier change requests can only be initiated by the supplier via the Supplier Change Request Form.
- Supplier changes (non-banking): Suppliers must complete the Supplier Change Request Form and submit to Procurement Services via email or fax.
- Supplier changes (banking): Procurement Services will send the supplier the Supplier Bank Information – Change/Cancel Form through DocuSign. Upon return receipt, Procurement Services will enter the bank information in Workday.
- Cash Manager will review the bank information in Workday and independently verify the requested changes. Once verified, the Cash Manager will approve the request and enter any comments regarding the approval. If the information cannot be verified, Cash Manager will "Send Back" the change in Workday.
- All Supplier Banking Changes will route up through the CFO.

International Supplier Payments:

- International suppliers are entered in Workday, however; no remittance information is entered for international suppliers. Payments are recorded with Accounts Payable and AP will select manual as the payment (ACH or Wire are not Workday options for international suppliers.)
- AP will complete an International Wire Request Form and forward to the Cash Manager. Cash Manager will create and initiate the wire in Fifth Third.