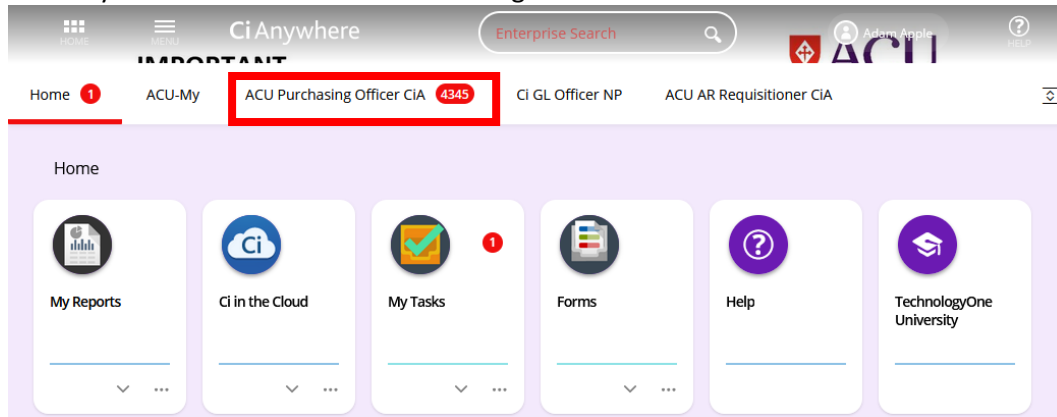


AP Forms – New Creditor Request Form ACU Purchasing Officer CiA

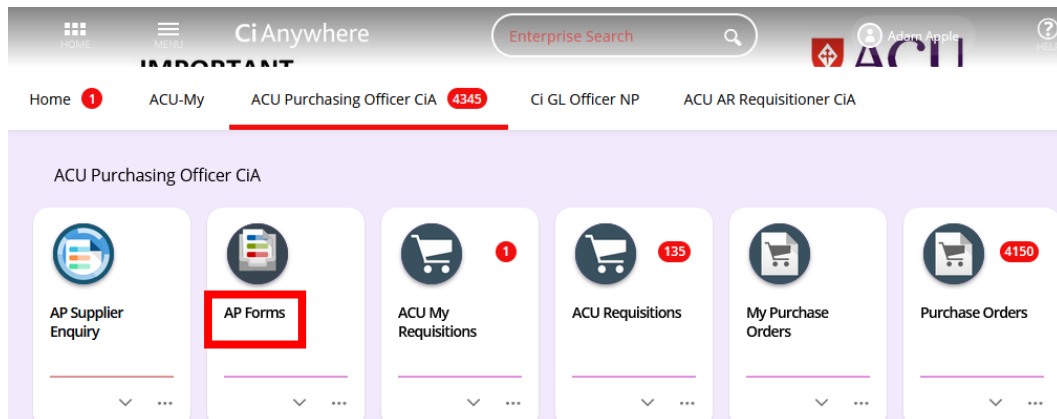
Use this to request new creditors (suppliers) in CiA. Before requesting a new creditor please ensure you:

- Use AP Supplier Enquiry to check whether the supplier you want to use is already in Technology One
- Have all supplier details including ABN, address, email and bank details
- Have a copy of the supplier’s bank details on their letterhead to attach with the request
- Have completed the employee contractor checklist if your supplier is a sole trader

In Ci Anywhere click on the ACU Purchasing Officer CiA role



Click on AP Forms



The ACU New Creditor Request form will open. Complete all the fields marked with an asterisk.

The screenshot shows the ACU New Creditor Request form. The form title is 'ACU New Creditor Request' and it includes a 'Submit for approval' button. The form content includes a reference number 'ACU-1_V1_2022_00142' and a 'Description' section. The description text is as follows:

This form is to be used when you want to request a new ACU Creditor account.
Before filling in this form please use the AP Supplier Enquiry to confirm that the creditor is not already in Technology One.
Note that only Australian creditors can be added using this form. For foreign creditors please contact Accounts Payable directly.
Also please note that all fields with an asterisk are mandatory.
All suppliers are paid electronically and you need to attach a copy of the bank details at the bottom of this form.

AP Supplier Enquiry - Have you confirmed the creditor is not already in Techone using the AP Supplier Enquiry?*

Yes
 No

Procurement Policy - Have you confirmed that the selection of this supplier is consistent with the ACU Procurement Policy?*

Yes
 No

Check Web Catalogues - Have you confirmed the required product cannot be procured via ACU's web catalogues in Technology One?*

Yes
 No

Expected Spend - What is the expected purchase order/contracted spend with this supplier?*

\$0-\$5,000
 >\$5,000 to \$20,000
 >\$20,000 to \$100,000
 >\$100,000

Refer to the ACU Procurement Policy for required responses according to value of commitment over term.

Properties/Facilities Use - Will this supplier be used by Properties/Facilities?*

Yes
 No

At the bottom of the form, there is a footer that reads 'Enterprise software, incredibly simple. Powered by TechnologyOne'.

You are required to complete the address field. The Primary Address is the remittance address. Click Add and fill in the details.

Addresses

Please note: The primary address must be completed for all suppliers - this is where the remittance advice notice will go. In addition, the purchase order address is also required if purchase orders will be created for this supplier.



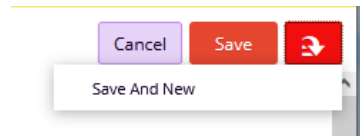
Address

Postal Name

Address 1

Once the primary address is completed, click Save to return to the form.

If a purchase order address is required which is different from the remittance address, click on the orange arrow and Save and New instead of Save



Remember to change the second address to Purchase Order Address by clicking on the black arrow and selecting this option

All suppliers are paid electronically. You must include a copy of the supplier's bank account details on the supplier's authorized letterhead. If the supplier is a sole trader, you must also attach the completed employee contractor checklist. Click Add and attach.

Payment Details

Payment Method
Electronic Funds Transfer

Attachments

Bank Details for Payment - Please attach Supplier's Bank Account Details on Supplier's Authorized Letterhead. Please note, document must be signed by an authorised person.

If Sole Trader selected, you must also attach the completed Employee Contractor checklist.

^ -

Attachments *

📎 Drag new attachments here



Once the form is complete, click Submit for Approval