

# Creditor/Supplier Payment Procedure

**Controlled Document – refer to Intranet for latest version**

Category: Business and Finance

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Responsibility: Finance Manager

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Approval: Chief Financial Officer

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## Scope

The purpose of this procedure is to inform staff of the process and define parameters for creditor/supplier payments.

## Responsibility

Chief Financial Officer

## Procedure

1. Current approved suppliers reside in JDE and are selected when creating a purchase order in Approval Plus. If a purchase is required from a supplier which does not exist in JDE a new supplier account must be created. The New Supplier Request Form must be completed online. It is found at Teams Portal/Business/Finance/Policies, Procedures and Forms/New Supplier Request Form. This online form will route for the required approval. New Suppliers must provide third party verification of their bank account number which should include the bank logo, the account number and the account name in order to be set up. When the account name is different to the suppliers name an explanation will also need to be provided. New supplier request forms must be approved before a purchase is made with the new supplier.
2. The online 'New Supplier Request Form' must be completed for all new suppliers, except when requiring a new supplier to be set up for a student - e.g. to pay a student refund. In this instance, only the third party bank verification is required.
3. Accounts Payable may make further inquiries either internally or externally to confirm a new supplier is valid.
4. The staff member requesting the new supplier will confirm with the supplier if UCOL need to fill out an application form for the suppliers system. Any such application forms will be completed by Accounts Payable and sent to the supplier.
5. Once all the invoices are entered into Approval Plus and transferred to JDE a payment register report will be run.

6. Payments are made once a week so that they appear in the creditors bank account on the Friday of that week. Payments are only made via internet banking. No cheques will be issued.
7. The payment register report and invoices will be checked and authorised by two authorisers.
8. The transaction batch for electronic payment will be created in JDE and uploaded into Westpac, any foreign currency payments will be manually created in Westpac.
9. When the payment register report is certified correct, the payment run is authorised in Westpac by the two authorisers and transmitted through the banking system.

## Definitions

**Authorisers** - Authorisers are approved by the Chief Executive and set up with access through the bank. Authorisers may include the Chief Executive, CFO, Executive Directors, Executive Dean, Executive Manager, and Directors and any other members of the Executive Management Team. Staff members with the above titles are not automatically authorisers.

## Related Documentation

- [Payments Policy](#)
- [Procurement Policy and Procedure](#)
- [New Supplier Request Form](#)