# **Supplier Database: Phase 2 changes**

## **General Changes**

* Links within the database to email the AP and Procurement Supplier team
* All system-generated emails are tailored to the action and generated at the correct time in the process. Please do not ignore the content as you may delay your request!
* If a new supplier request and/or site status remains rejected for more than 30 days, it will automatically be deleted from the system
* Breadcrumb trail at the top for easier navigation to different sections

## **New Supplier/Individual/Non-Profit Requests**

* Removal of One-Time flag and one-off process
* Information defaults in where possible based on previous information entered by the user
* Removal of questions that do not add any value to the request
* System generated emails are triggered at the correct stage and tailored to the scenario i.e. if you haven’t uploaded supporting documentation then you will need to, to ensure your request isn’t delayed
* New pop up page listing the supporting documents with an Add button for each type, clearly displays which document has been loaded
* When requesting a new employee/Student to be set up, there is only the option of a Payment Site. The Purchasing Information section has been renamed to ‘Further Information’ and irrelevant questions removed

## **Searching and Viewing Supplier Information**

* Use of the wildcard (%) to help with searching
* MSA checked field in the supplier details screen to show date MSA has been checked
* New tabs of information on the supplier details page; Supporting documents, Amendment History and New Site Events

## **Amendments, Reactivations, New Add Site**

* Amendment requests: when Finished by the central team, will update CUFS immediately
* Changes to supplier details in CUFS will update the supplier details screen immediately. The supplier search results screen updates automatically every two hours.
* New! Add Site …. Staff can request a brand new site to be set up on an existing supplier record without the need to create an amendment request. Please refer to training guidance for detailed information on this new process
* ‘MSA checked’ reminders will display for amendments and reactivations if MSA has not been checked.
* Manage Own New Suppliers, Amendments, Sites; have a ‘My Records’ filter. Unticking this enables users to view dept. colleagues requests and progress them in their absence
* When viewing via Manage Own New Suppliers, Amendments, requests (onhold/rejected) requiring further action are colour coded