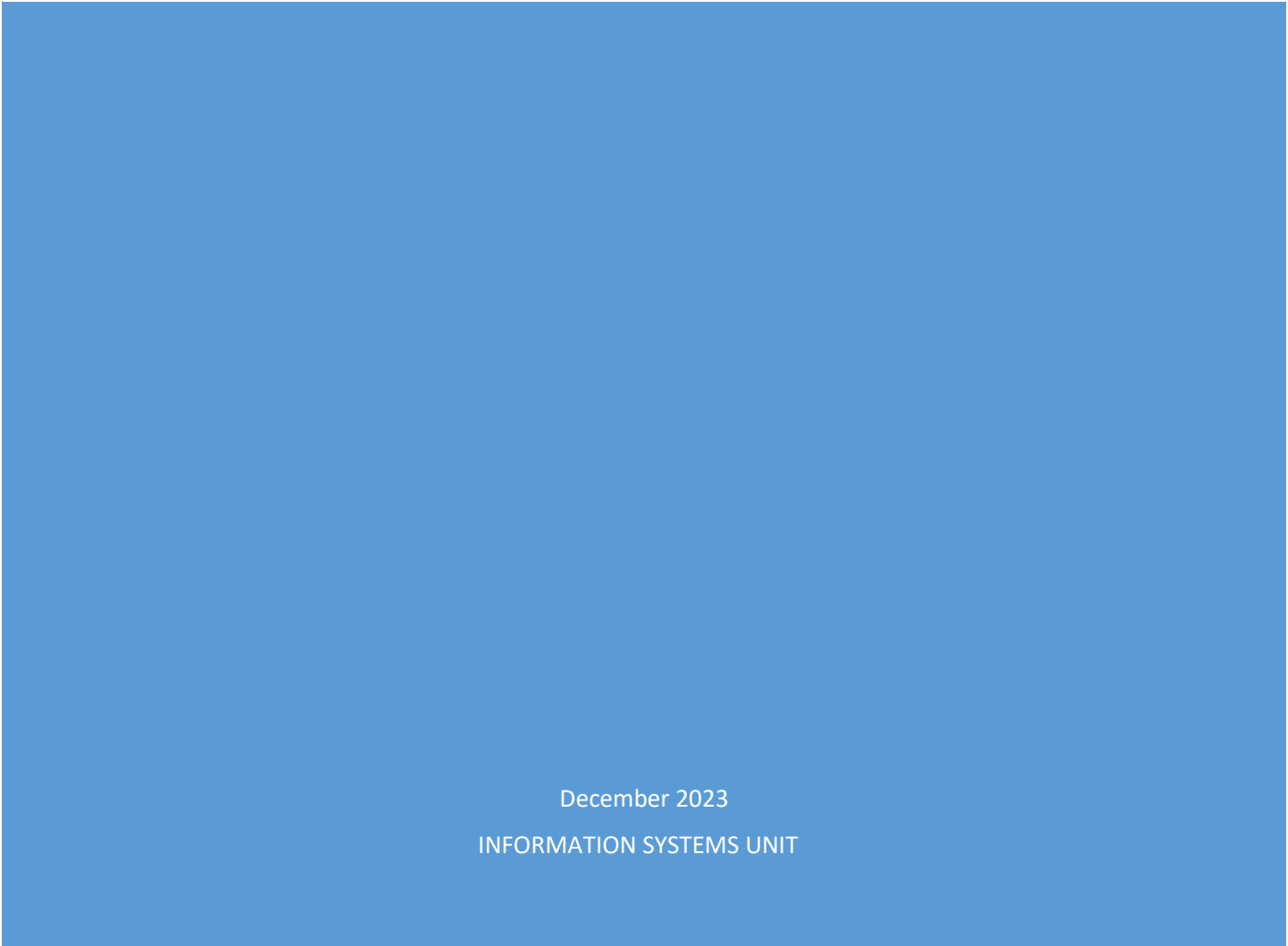




VENDOR REQUESTS USER MANUAL



December 2023
INFORMATION SYSTEMS UNIT

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Introduction

Vendor requests can be made within the Cloudsuite Financials and Supply Management System by completing relevant forms. Before making a request, an officer should review the vendor database and confirm that:

- a) the vendor does not exist or
- b) the information requires an update.

Path to Vendor

The Manage Vendor window is available from multiple roles; namely the Buyer, Controller, Financials Administrator, Financials Viewer, Payables Invoice Processor, Payables Manager and Purchasing Manager.

Buyer Role

Toggle to see menu on left

Manage Other Process → Vendor Information

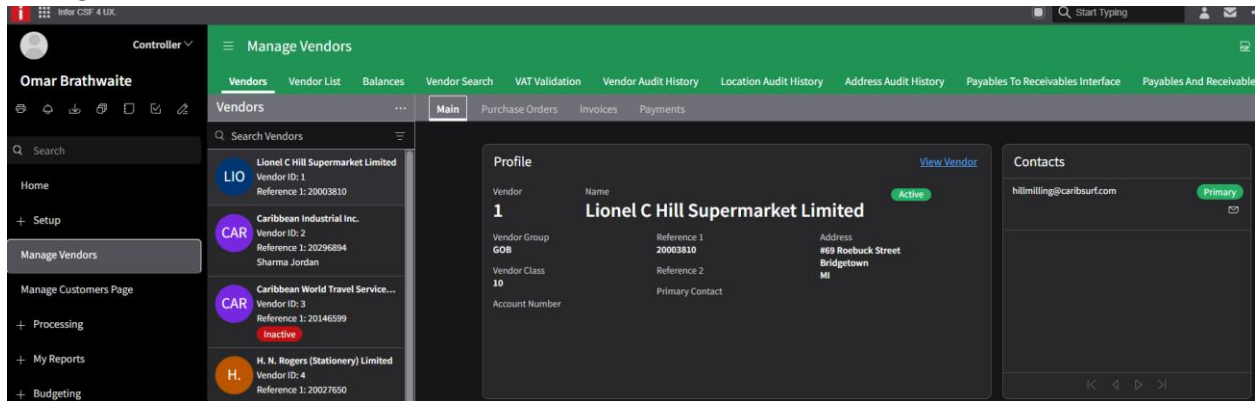
The screenshot displays the 'Manage Vendors' window in the Cloudsuite Financials system. The interface is divided into several sections:

- Left Sidebar:** Contains navigation links for 'Home', 'Manage Purchase Requests', 'Manage Purchase Orders', 'Manage Events', 'Manage Contracts', 'Manage Other Processes', and 'Vendor Information'.
- Vendor List:** A list of vendors with their IDs and names, including 'Lionel C Hill Supermarket Limited', 'Caribbean Industrial Inc.', 'Caribbean World Travel Service...', 'H. N. Rogers (Stationery) Limited', 'Serrall Inc.', 'Ms Systems Inc.', 'Cps Inc.', and 'Newtech Incorporated'.
- Vendor Profile:** A detailed view of the selected vendor, 'Lionel C Hill Supermarket Limited'. It includes fields for Name, Vendor Group (GOB), Vendor Class (10), Account Number, Reference 1 (20003810), Reference 2, Address (#69 Roebuck Street, Bridgetown, MI), and Primary Contact.
- Locations:** A table with columns for Location, Name, Type, Remit To, Purchase From, Remit Payment To, Status, and On Hold. The table is currently empty, showing 'No Data Available'.

Controller Role

Toggle to see menu on left

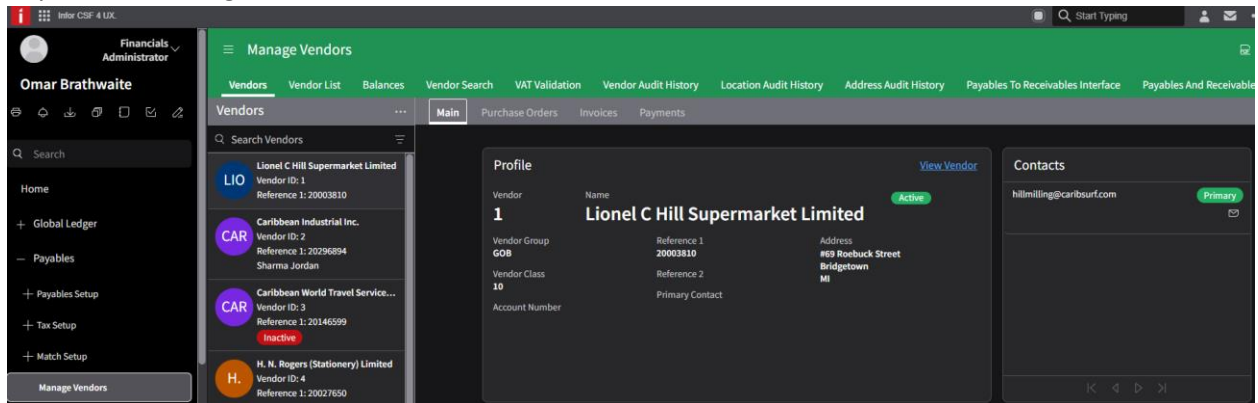
Manage Vendors



Financials Administrator and Financials Viewer Roles

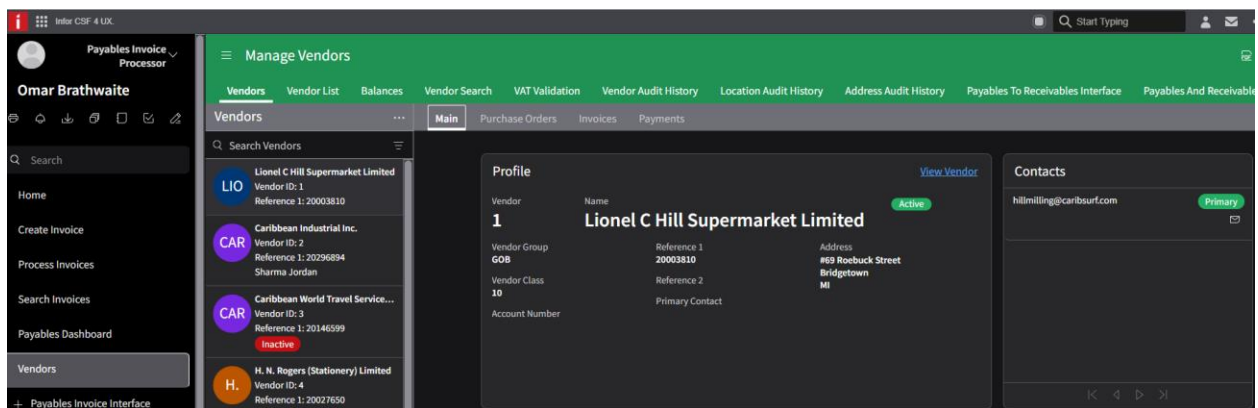
Toggle to see menu on left

Payables → Manage Vendors



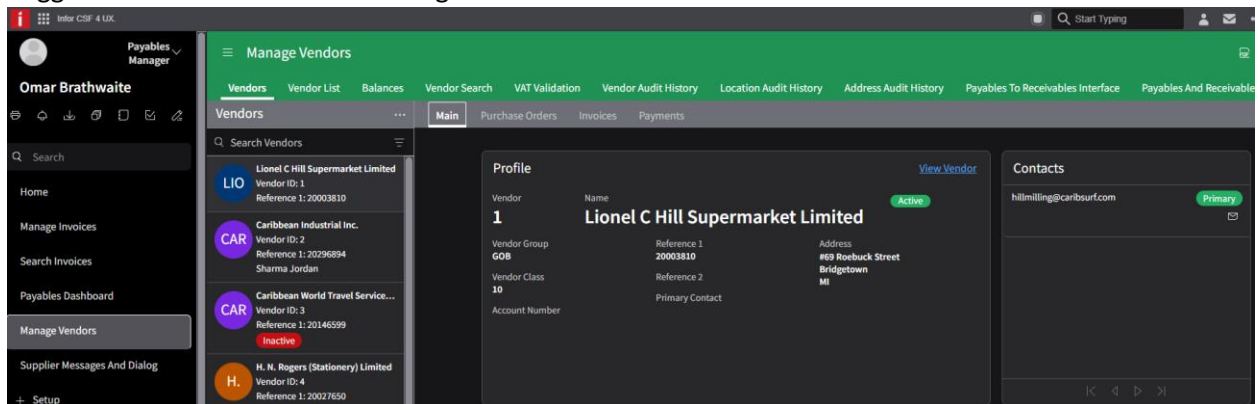
Payables Invoice Processor Role

Vendors



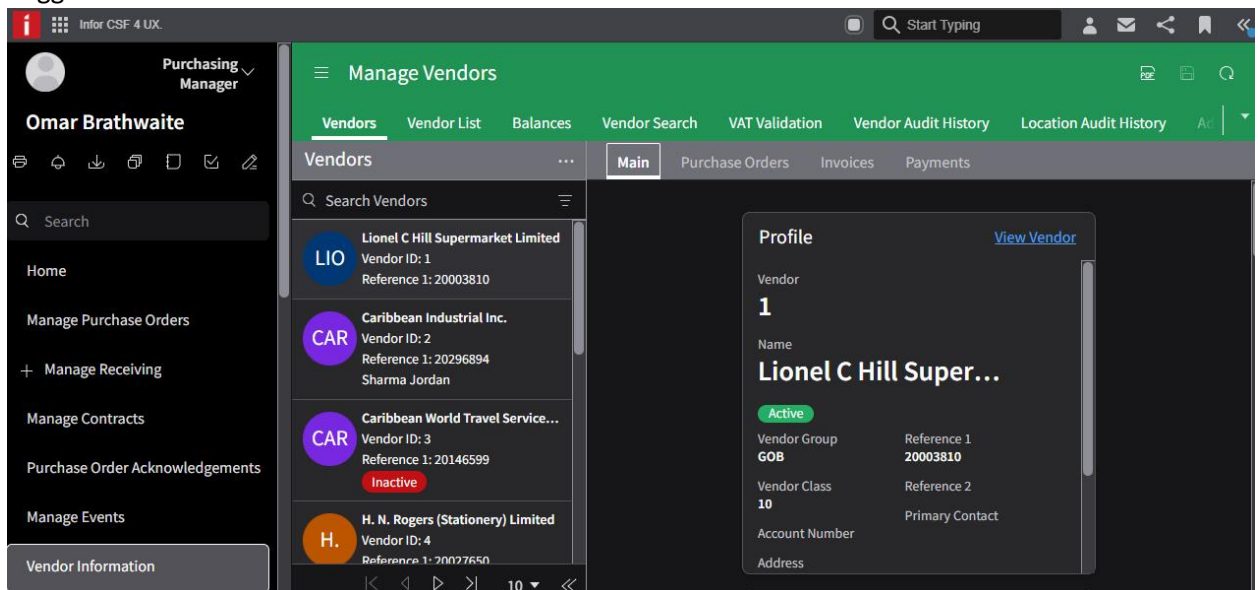
Payables Manager Role

Toggle to see menu on left → Manage Vendors



Purchasing Manager Role

Toggle menu → Vendor Information



Searching the Vendor Database

Searches are possible on the vendor database on any one of the following fields, via the Vendors window Manage Vendor > Vendor Search tab (surrounded by red)

- **Vendor** – A sequential number, which the system assigns to each vendor added.
- **Search Vendors** – part of or the full name can be entered here
- **Legal Name** – legal name of the vendor
- **Reference1** – National Registration Number (no dashes or spaces)
- **Tax ID** – TAMIS ID

NB: The bank account numbers of vendors, can only be viewed by 1st and 2nd level approvers

The screenshot shows the 'Manage Vendors' interface with the 'Vendor Search' tab selected. Red arrows point to the following fields:

- Search Vendors**: A search bar at the top right of the form area.
- Vendor**: A dropdown menu on the left side.
- Vendor Class**: A dropdown menu with a search icon on the top left.
- Vendor Search Name**: A dropdown menu with a search icon on the top right.
- Legal Name**: A dropdown menu with a search icon on the top right.
- Reference 1**: A dropdown menu with a search icon on the top left.
- Reference 2**: A dropdown menu with a search icon on the top right.
- Tax ID**: A dropdown menu with a search icon on the top right.
- EDI Number**: A dropdown menu with a search icon on the bottom left.
- Customer**: A dropdown menu with a search icon on the bottom left.
- Authority Code**: A dropdown menu with a search icon on the bottom right.
- Contact Name**: A dropdown menu with a search icon on the bottom right.
- State**: A dropdown menu with a search icon on the bottom right.
- Hold Code**: A dropdown menu with a search icon on the bottom right.

New Vendor Requests

Once you have confirmed that a vendor is not in the database, navigate to Vendors page as shown above.

The screenshot shows the 'Vendors' page in the Infor CSF 4 UX system. The 'Create' button is highlighted with a red box. The 'Profile' section displays the following information:

Vendor	Name	Reference 1	Address
1	Lionel C Hill Supermarket Limited	20003810	#69 Roebuck Street Bridgetown MI

Additional details include:

- Vendor Group: GOB
- Vendor Class: 10
- Account Number: 10
- Reference 2: Primary Contact
- Status: Active

- Select Create (surrounded by red). The New Vendor Request form will display.
- All fields with the red asterisk are required
- Reference1 – Enter the National Registration Number (only numbers)
- Tax ID Type – Select TAMIS
- Tax ID – Enter the TAMIS number
- Country – Once the country code is selected, the other fields appear to allow you to enter the vendor's address
- Email Address – this field is important for ACH payments so vendors can receive remittance notices
- **Local Banks – Complete the Vendor Banking Details section**
 - External Bank Entity – select the bank branch
 - Account Number – enter the account number without spaces, special characters or branch code
 - Prenotification Status – Not Prenotified
 - Bank Account Type – Select Current/Checking or Savings
- **Foreign Banks – Complete the Vendor Banking Details and Vendor Cross Border Payment Options section**
 - External Bank Entity – select the bank branch. If the bank is not listed, ensure that you place the bank's name, address, account number, swift code/routing number in the notes field
 - Account Number - enter the account number without spaces, special characters or branch code
 - Prenotification Status – Not Prenotified
 - Bank Account Type – Select Current/Checking or Savings

- Cross Border, BIC Number – Select Routing Number or BIC. BIC should be used to enter the Swift Code
- ***Credit Unions – Complete the Intermediary Bank section***
 - Bank Entity – select the credit union branch
 - Account Number - enter the account number without spaces, special characters or branch code
 - Prenotification Status – Not Prenotified
- Click Submit

Update Vendor Requests

When additional information or changes are required on existing vendors, use the *Request Vendor Update* form. Navigate to Vendors homepage.

- In the Search bar, search for the vendor to be updated

The screenshot shows the 'Vendors' page in Infor CSF 4 UX. A search bar on the left contains 'Hetty Smith'. A dropdown menu is open, showing options: 'Create', 'Open', 'Delete', 'Search', 'Request Update Vendor' (highlighted), 'Options', and 'Drill Around®'. The main area displays the 'Profile' for 'Ms. Hetty Quinelle Smith' with details like Vendor Group 'GOB', Vendor Class '16', and Address 'Dash Valley GE'. A 'Locations' table is also visible at the bottom.

- Click the ellipsis and select *Request Update Vendor*. The form will automatically populate for the selected vendor. In this case, Hetty Smith.

Request Update Vendor

The screenshot shows the 'Request Update Vendor' form. The 'Main' tab is active. Fields are populated as follows: Vendor Group 'GOV5', Vendor Class '16', Priority is a dropdown, Vendor Name 'Hetty Smith', Legal Name 'Hetty Smith', Search Name 'Hetty Smith', Reference 1 '7906070089', Tax ID Type and Tax ID are empty. Fields with a red asterisk (*) are required. At the bottom are buttons for 'Cancel', 'Save As Draft', and 'Submit'.

- All fields with the red asterisk are required. Only enter information in the other fields where updates are required.
- **Main Tab**
 - Notes - indicate which information is being added or updated
 - Tax ID Type – Select TAMIS
 - Tax ID – Enter the TAMIS number

- Address
 - Select the checkbox under Current Address. This will display the address fields to allow you to make changes
 - Select Add More if you require additional lines for the address

Current Address

☐


- **Banking Tab**

- Only 1st and 2nd level approvers can submit updates for banking information
- Validation Type – Leave the default of ***“Standard Account Number”***
- ***Local Banks – Complete the Vendor Bank section***
 - Bank Entity – select the bank branch
 - Account Number – enter the account number without spaces, special characters or branch code
 - Prenotification Status – Not Prenotified
 - Bank Account Type – Select Current/Checking or Savings
- ***Foreign Banks – Complete the Vendor Bank section***
 - Bank Entity – select the bank branch. If the bank is not listed, ensure that you place the bank’s name, address, account number, swift code/routing number in the notes field
 - Account Number - enter the account number without spaces, special characters or branch code
 - Prenotification Status – Not Prenotified
 - Bank Account Type – Select Current/Checking or Savings
 - Cross Border, BIC Number – Select Routing Number or BIC. BIC should be used to enter the Swift Code
- ***Credit Unions – Complete the Intermediary Bank section***
 - Bank Entity – select the credit union branch
 - Account Number - enter the account number without spaces, special characters or branch code
 - Prenotification Status – Not Prenotified

Vendor Locations

Vendor Locations facilitate vendors who have:

- Multiple bank accounts
- Multiple addresses/branches
- More than one payee
- Payments in different currencies
- A business sharing the TAMIS number of an individual already in CSF

Users can now request new Vendor Locations or request updates to existing locations via forms.

New Vendor Location Request

To request a new Vendor location,

- Navigate to **THAT** Vendor
- Open the Vendor
- Click on the **Locations** tab (surrounded by red)
- Click the Create icon

The screenshot shows the 'Vendor 20 - John M. Location' page. The 'Locations (3)' tab is highlighted with a red box. A red arrow points from the 'Create' icon in the top right of the Locations section to the 'Locations (3)' tab. Below the tabs, there is a table of locations.

	Location	Name	Type	Normal Remi...	Normal Purc...	Remit Payme...	Status	On Hold
<input type="checkbox"/>	001	Cary Washington	Both Remit To Purchase From	No	No		Active	No
<input type="checkbox"/>	002	Cary Washington	Both Remit To Purchase From	No	No		Active	No
<input checked="" type="checkbox"/>	003	Cary Y Washington	Both Remit To Purchase From	No	No		Active	No

- Complete the form, all fields with red asterisk are required
 - Entered date needed by
 - Choose the Priority level
 - Location should contain a unique value, you can click the search icon to ensure number entered doesn't already exist (usually starts from 001 and then incremented by 1 for each new entry)
 - Enter the Name to appear at the location

Request New Vendor Location

Main Banking

This request will be routed for approval; after approval the Vendor will be created.

Needed By * Priority *

Location *

Name * Status

Location Type Effective Date

Remit To Code ☐ Normal Remit To Location

Request New Vendor Location

Main Banking ☐ Revalue

Current Address

☐ Use Vendor Address

Country

Type

Latitude Longitude Altitude

- If Address same as main Vendor, click *Use Vendor Address*
- If Address different, enter the new Address

Request New Vendor Location

Main Banking

Primary Contact

Contact Name Twitter ID

Phone Country Code Phone Number Extension Social Network ID 2

Phone Country Code Phone Number Extension Social Network ID 3

Fax Country Code Phone Number Extension Social Network ID 4

Email Address Social Network ID 5

- Enter Contact details (not required)

Request New Vendor Location

Main **Banking**

Vendor Bank

Bank Entity

Account Number

Validation Type

RIB Key

Account Type

Global Account Type

Prenotification Status

Bank Currency

Account number not entered

Intermediary Bank

Cancel Save As Draft Submit

- Enter the Banking Details if any exist on the Banking tab
 - Place Credit Unions in the Intermediary Banking Details section
- Click Submit

Update Vendor Location Request

When requesting an update of a Vendor's location, you first need to navigate to that Vendor.

- Search for and open the Vendor
- Click on the **Locations** tab

Vendor 20 - John M. Location

Vendor: 20 - John M. Location

Vendor Group: All Government Vendors (GOVS)

Reference 1: 7710090032

Reference 2:

Active

Main Banking Options Balances Contacts **Locations (3)** Related Vendors Certifications Company Defaults Related Merchants Comments Attachments

Locations

	Location	Name	Type	Normal Remi...	Normal Purc...	Remit Payme...	Status	On Hold
<input checked="" type="checkbox"/>	001	Cary Washington	Both Remit To Purchase From	No	No		Active	No
<input type="checkbox"/>	002	Cary Washington	Both Remit To Purchase From	No	No		Active	No
<input type="checkbox"/>	003	Cary Y Washington	Both Remit To Purchase From	No	No		Active	No

- Select which location to be updated (tick should be in the checkbox to the left of screen)
- Click the Ellipsis
- Select Request Update Vendor Location

Related Merchants Comments Attachments

Request Update Vendor Location

Options

Drill Around®

20

- Enter the date Needed by
- Enter the Priority level
- Enter all relevant changes

- Click Submit

Request Update Vendor Location

[Main](#) [Banking](#) [Options](#)

This request will be routed for approval; after approval the Vendor will be updated.

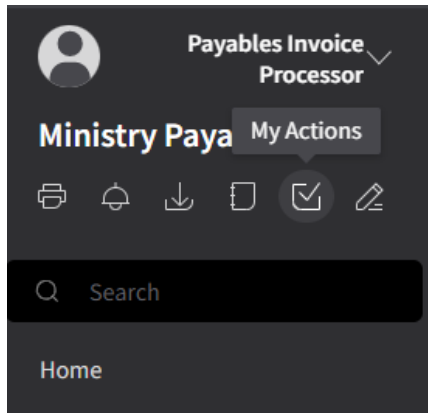
Needed By *	Priority *
<input type="text"/>	<input type="text"/>
Vendor	Location
<input type="text" value="20"/>	<input type="text" value="001"/>
Name *	Status
<input type="text" value="Cary Washington"/>	<input type="text" value="Active"/>
Location Type	Effective Date
<input type="text" value="Both Remit To Purchase From"/>	<input type="text"/>
Remit To Code	Add Purchasing Details To Location
<input type="text"/>	<input type="checkbox"/> Normal Remit To Location

[Cancel](#) [Save As Draft](#) [Submit](#)

Withdrawing Vendor Requests

After submission of a Vendor request, if there is any update to that request while it is still in process, the requester may withdraw that request.

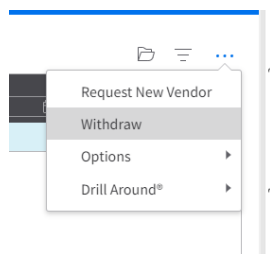
- Navigate to 'My Actions' from the menu on the left.



- Click 'My Open Requests Actions' tab
- The Vendor request must have a status of 'In Process'

My Actions					
My Scheduled Actions My Open Request Actions My Request Actions My DB Import Requests					
Open Action Requests					
✓	Title	Action	Created	Wor...	Status
✓	New Vendor Request: Withdrawal Manual Priority: Medium Needed by: January 24, 2023	RequestNewVendor	1/24/2023 8:27:28 AM	390	In Process

- Click the ellipsis and select Withdraw from the menu; Or



- Right-Click on the Request and select Withdraw from the menu

The status of the Request should change to 'Not In Process'.

Open the Vendor Request form by either double clicking or selecting it from the list and using the Open folder icon.

Make any necessary changes or additions and submit.

Multiple Vendor Requests

When submitting more than five (5) vendor requests simultaneously, departments should utilize the vendor template and submit to ISUHELPDESK@gob.bb instead of using the forms in Cloudsuite Financials and Supply Management.

Reviewing Submitted/Saved Requests

Once a vendor request has been actioned by the Information Systems Unit, the requester automatically receive an email. The requester can also navigate to My Actions and view their requests.

My Open Request Actions

This tab displays

1. requests that have been submitted and not actioned (In Process)
2. requests that have been returned (Not In Process)
3. requests that have been created, saved but not submitted (Not In Process)

At this tab, you can edit vendor requests with status of Not In Process and resubmit.

My Request Actions

This tab displays all submitted requests and their respective statuses.

My Open Request Actions

Title	Action	Created	Wo...	Status
New Vendor Request: Jodelle Reid Priority: Mediu	RequestNewVendor	3/30/2022 4:44:39 PM	18906	In Process
Request New Item	RequestNewItem	11/2/2021 2:23:45 PM	18062	In Process
Request New Item GOV5; 7768-90	RequestNewItem	11/1/2021 2:02:26 PM	18056	In Process
Request New Item GOV5; 143212	RequestNewItem	11/1/2021 1:59:49 PM	18055	In Process
Request New Item GOV5; 311190000-1	RequestNewItem	11/4/2020 7:13:53 PM		Not In Process

My Request Actions

Title	Action	Created	Wo...	Status
New Vendor Request: Jodelle Reid Priority: Mediu	RequestNewVendor	3/30/2022 4:44:39 PM	18906	In Process
Request Update Vendor GOV5; 102866-102866-Hetty Sm	RequestUpdateVendor	3/28/2022 11:38:00 AM	18880	Complete
New Vendor Request: Hetty Smith Priority: Medium	RequestNewVendor	3/28/2022 11:29:47 AM	18879	Complete
Request Update Vendor GOV5; 102864-102864-Miss Kar	RequestUpdateVendor	1/17/2022 8:10:56 AM	18471	Complete
Request New Item	RequestNewItem	11/2/2021 2:23:45 PM	18062	In Process
Request New Item GOV5; 6781-4	RequestNewItem	11/2/2021 2:07:01 PM	18061	Rejected
Request New Item GOV5; 129045-8	RequestNewItem	11/2/2021 2:04:47 PM	18060	Rejected
Request New Item GOV5; 7768-90	RequestNewItem	11/1/2021 2:02:26 PM	18056	In Process
Request New Item GOV5; 143212	RequestNewItem	11/1/2021 1:59:49 PM	18055	In Process
Request New Item GOV5; 311190000-1	RequestNewItem	11/4/2020 7:13:53 PM		Not In Process