

A quick guide to Vendor Take On

A step-by-step reference guide on how to take on a new Vendor.



What is the Vendor Take On guide?

The way we buy goods and services at The University Of Cape Town (UCT) is very important. Done correctly, it helps us mitigate risk, increase efficiency and protect our staff and our reputation. It also ensures that all Vendors loaded onto our SAP system are vetted with regards to University policies and procedures, government legislation, respective Industry related requirements and FICA requirements.

Within this guide we clearly define the different Vendor types possible, the different roles within the process, and the steps necessary to ensure a smooth Vendor Take On Process.

Who is this guide for?

This guide is intended as a reference guide for the staff of the University of Cape Town, to help you through the Vendor Take On Process.

Important contacts

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What are the Vendor types?

Preferred trade Vendors

Are accredited suppliers with whom UCT has negotiated best price, quality and service.

Trade Vendors

Loaded on SAP with which UCT transacts, but where no formal agreement is in place.

Temp Vendors

Are intended for genuine one time transactions. The use thereof will be monitored and Temporary Vendors will be blocked after placing 3 purchase orders. If you intend to use the vendor regularly make sure to apply for a Trade Vendor.

Student Vendors

Registered UCT students that require study related payments.



Roles in the process

Requester

The Requester is the subject matter expert for the category spend, e.g. Professor, Lab Technician, Project Manager, etc.

The Requester is responsible for identifying the need, then, in conjunction with the Purchaser, identifying the Vendor from whom the goods are to be purchased. The Requester then liaises with the Purchaser to start the Vendor Take On Process.

Note: Once requirements have been determined the Requester must provide the Purchaser with a clear description of goods or services they wish to procure as well as any pre-existing supporting documentation.

Purchaser

The Purchaser is responsible for submitting the request for New Vendors to be loaded onto SAP. Once a Vendor is on SAP the Purchaser is responsible for placing purchase orders (PO) against specified funds.

Procurement & Payment Services (PPS)

PPS is responsible for ensuring compliance with regards to University policies and procedures, Government legislation, respective Industry related and FICA requirements of Vendors.

Vendor

Any supplier identified by a UCT department or faculty to provide goods or services. They are required to complete the New Vendor Application form and provide supporting documents.

Step-by-step Vendor Take On Process

A quick reference guide

01 - Identify the need

The Requester, as the expert, is responsible for identifying the need for a Vendor.

02 - Submit a request

The Purchaser is responsible for submitting the Vendor Request.

03 - Process the request

PPS is responsible for assessing, analysing and processing the Vendor Request. If successful PPS will send the Vendor the relevant form to complete.

04 - Apply as a Vendor

The Vendor receives and completes the Vendor Application Form electronically and provides the relevant supporting documents.

05 - Create the Vendor number

Once the Vendor returns the completed application form and all supporting documents requested, PPS creates the Vendor Number.

06 - Receive the Vendor number

The Vendor number is emailed to both the Purchaser and Vendor and the Take On Process is complete.

How to submit a Vendor request

Roll of the Purchaser


In the SAP menu, choose **UCT General User Menu > Purchasing > New Vendor Request** and execute **ZMM_CREATE_REQUEST** New Vendor Request.

The **Vendor Request Application** screen appears.

- In the **Create New Vendor Request** tab:
 - Select the applicable **Request Reason**.
 - Enter the reason for your request in the **Provide rationale for request** field.
 - Complete the **Vendor Details** section:

Select Vendor Type:	Specify:	Enter:
New Trade Vendor	Business or Individual	Vendor's: <ul style="list-style-type: none"> - Business Name - Trading Name (if applicable) - Contact person
Temporary Vendor		
Student Vendor		Vendor's: <ul style="list-style-type: none"> - First name - Surname - Bank details*
*Note: Vendor type defaults to Student Vendor *Note for Student Vendor bank details: <ul style="list-style-type: none"> As listed in PeopleSoft will be accepted The department/faculty must submit these documents to Procurement & Payment Services (PPS) 		

- Complete the Vendor Contact Information by entering the following:
 - Vendor's telephone number
 - Vendor's mobile number
 - Vendor's email address

 **Note: All these fields must be completed. Ensure that the correct email address is captured accurately as the electronic Vendor Application form is sent to this email address.**

Before finalising your request, by clicking **Create Request**, first make sure you attach any additional motivation documentation in the following way: **Click Browse > Choose File to Upload** and either:

- Navigate to the file you want to attach and select it, **OR**
- Click **Open**

The Vendor Request Application screen reappears

- Click **Attach**.

 The attachment appears in the table

- Click **Save Attachment**







 Finalise you request by clicking **Create Request**.

How to review the vendor request


The **Vendor Request Application** screen reappears displaying the **My Vendor Requests** tab.

The following message should appear: **Your request has been successfully saved with number: <unique reference number>.**

- Your request number will also appear in the **Your Vendor Request Overview** table with the following details:
- Request Date
 - Reason Description
 - Request Status


Request Status	Explanation
New 	Either: a) Vendor Management (VM) has not made a decision on a request. b) VM has requested a change (request sent to the purchaser). More information is required to make a decision.
Request Approved 	The request has been approved by VM and a form has been sent to the Vendor. The Vendor has not responded yet.
Rejected 	The request has been rejected and a reason has been emailed to the Purchaser.
Awaiting Documents 	Vendor has completed the form and has returned it into SAP. VM is now awaiting the original or scanned certified* copies of documents from the Vendor. Requester to follow up with Vendor for outstanding documents. *Note: Certified means stamped by a Commissioner of Oaths
Vendor Created 	A Vendor Number will be displayed in your My Requests tab and an email has been sent to the Purchaser and Vendor with the Vendor Number.
Amendment Requested 	The information on the form does not match the documents provided. An amendment from the Vendor is required.


- Vendor Number (if available)
- Vendor Name
- Comments

 **Note: The Purchaser can see the status of the Vendor request by viewing this table at any time.**

The emailed SAP Adobe form To the Vendor

The Adobe form, emailed to the Vendor, must be completed according to instructions on the form and returned by the Vendor electronically, with the required documentation.

 **Tip for Vendor: Do not change the name of the Vendor Application Form.**

 **Note: If the Vendor has not returned the form electronically after 14 days, a reminder email will be sent. Purchaser to follow up with Vendor to return the Vendor Application form electronically.**












Scanned certified documentation

Only original or scanned certified copies (signed by a Commissioner of Oaths) will be accepted.





The following documents are required:













- Trade Vendors:**
 - Tax Clearance Status
 - B-BBEE Certificate OR a letter of exemption from an Auditor OR an Affidavit stating that your turnover is less than R10 million per annum
 - Stamped bank letter confirming banking details OR a cancelled cheque
- Temp Vendors:**
 - Stamped bank letter confirming banking details OR a cancelled cheque
- Student Vendors:**
 - Stamped bank letter confirming banking details OR a cancelled cheque OR updated/added bank details on PeopleSoft.

Do's & Don'ts

-  **DO** take time to make yourself aware of the Purchaser within your area.
-  **DO** ensure you provide the Purchaser with clear, concise descriptions of goods or services you require as well as supporting documentation.
-  **DO** be aware that UCT operates a **NO PO, NO PAY** policy and that engaging with a Vendor without a Purchase Order in place will result in a delayed payment to the Vendor.
-  **DO** ensure the appropriate Vendor Type is selected.
-  **DO** ensure that the Purchaser is provided with adequate information to populate the Vendor Request
-  **DO** remember that getting it right first time avoids rework later.
-  **DO** contact the Vendor Management Team if you are unsure or need help
-  **DON'T** request Temporary Vendors for frequent payments.
-  **DON'T** leave it to the last minute to submit a Vendor Request.
-  **DON'T** leave it to the last minute to request goods or services.
-  **DON'T** engage with a supplier without following the Vendor Take On Process as this puts the University at risk and will result in a delayed payment to the Vendor.

FAQs

-  How do I apply for a Staff Vendor Number?
 Complete the FM040 and send it to fnd-purch@uct.ac.za
-  What is an IT3 Vendor?
 It's a Company/Individual, called a Sole Proprietor, that is not registered for VAT.

-  Does an Individual/Sole Proprietor need to provide Tax Clearance Certificate (TCC) and B-BBEE Certificate?
 Yes they must supply both.
TCC is obtainable free of charge from SARS in your own personal capacity, it confirms your tax status and compliance.
In place of the B-BBEE Certificate, a letter from the Auditor certifying turnover less than R10 million per annum or an Affidavit certifying turnover must be provided.
-  Why do you need TCC and B-BBEE Certificates?
 Government legislation requires it.
-  Why do you need a bank letter?
 As per the FICA legislative, bank information must be verified before a payment is made to a Vendor.
-  Why must a Student Vendor provide their personal bank information for payments and not their parent's?
 Students are paid via SAP for S&T, study related reimbursements, etc. Therefore payments must be paid directly into the Student's bank account. Fee reimbursements are paid into the bank account on PeopleSoft, which can be a Parent's or Student's.
-  What are the University's payment terms?
 30 days from date of invoice.
-  How does one become a Vendor at UCT?
 The department/faculty requiring the goods or services from a Vendor must submit a request into SAP selecting the correct Vendor Type and following the steps outlined in this guide.

