

CREATING NEW VENDORS AND AMENDING EXISTING VENDOR RECORDS

Agency staff are reminded to ensure appropriate procedures are followed when requesting the creation of new, or amending existing, vendor records.

Adequate supporting documentation must be obtained from new vendors to allow Shared Services SA to facilitate an independent verification check of vendor details.

The increased use of electronic methods to process financial transactions has the potential to present an increased cyber security risk. Several high-profile cases in Australia and globally have highlighted the increased risk of criminals obtaining money from the creation of fictional contracts or vendors, or by changing bank account details for existing vendors.

Shared Services SA has implemented additional controls to reduce the risk of fraudulent activity, however agencies are reminded of their responsibility to obtain correct and adequate supporting information when requesting the creation or amendment of vendor details.

Agencies are requested to provide Shared Services SA with:

1. **Vendor Creation/Maintenance Form** containing the name and address, bank account details for EFT payment and email address for the distribution of the remittance advice. This information is a requirement for both Creation and Maintenance requests on the specified vendor creation/maintenance form and be signed by an agency officer (or provided with the agency officer's full business signature block/logo if submitted via email). In the case of a request to create a new employee vendor record, this form must be signed by an agency officer other than the employee.
2. **Appropriate supporting documentation** to substantiate the creation of the new supplier record and facilitate independent verification. Shared Services SA staff will place a new vendor creation on hold and liaise with the new vendor creation requestor should insufficient supporting documentation be supplied. A list of acceptable supporting documentation is provided below.

If sufficient supporting documentation is not provided, this may delay the vendor creation/amendment process.

Supporting documentation may include, but is not limited to, one of the following:

Vendors with an ABN

- Supplier invoice
- Quotation documentation
- Contract document
- Purchase order
- Delivery docket/Cart note
- Supplier letterhead
- Website screen shot
- Bank statement
- Business Activity Statement (BAS) Tax return
- Agency reporting system screen shot.



Vendors without an ABN

This group includes Statement by a Supplier (SBS), employees, volunteer's, citizens entitled to refunds or other specific payments.

- A form or application completed by the payment recipient
- System screen shot (payroll or agency system)
- Email chain between agency and intended payment recipient
- Agency officer provides certification the vendor details are correct (quote full name and position)

For more information:
Contact the Shared Services SA System Support Team
Phone: (08) 8462 1333, Press 5, then Press 1
Email: e-ProcurementSystemsSupport@sharedservices.sa.gov.au
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