

Setting up of new suppliers

If you will be spending above £1,500 inc VAT with a supplier, or you anticipate that this supplier will be used more than once, then it is necessary to complete a New Supplier form. To make things easier there is now only one setup form for both UK and Overseas suppliers.

Before placing orders for goods and services you must first check to see if the supplier has been set up on Agresso as it may be that another department has previously used them.

- You can either do a search on the supplier master file if you have read access or you can search in [Template Supplier Browse](#)
- If it is an overseas supplier with a non-UK bank account then it will not be visible on Agresso so you should email the company name and address to paymentsoffice@kent.ac.uk and they will check for you.
- The New Supplier form should be emailed to the supplier for them to complete **Section A** as they will need to sign to confirm that they have read and accept our policies and procedures. **Please Note:** We request all suppliers to submit proof of their bank details in order to ensure that the University can make a bacs payment to the correct bank account.
- **Section B** needs to be completed by the requester/department and emailed to suppliers@kent.ac.uk with the relevant documents.
- On receipt of the completed form and necessary documents, you will be notified within 5 working days via email that the company has been set up on the system. It is at this point that you can place the order.