

# OLAS Quick Guide To The Supplier List

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## INTRODUCTION

To process a transaction details of the supplier to be paid must exist in OLAS as a **Supplier Record**. Each Supplier Record has a unique **Supplier Reference Number**. The details held in OLAS **must match** the details on displayed on the supplier's Invoice/Credit Note.

The following details should to be checked **every time** a transaction is entered onto OLAS

- Supplier name address & contact details
- Supplier Payment details, including payee name bank account and sort code
- If the supplier has a factoring arrangement set up (this should be clearly stated on your invoice but if in doubt, contact the Supplier to confirm)

**It is the DATA OFFICERS responsibility to ensure the details held on OLAS are correct**

To locate the supplier list, start your search by accessing **Purchase Ledger menu > Supplier List** The **MPBP- Supplier List Screen** will be displayed.

## TO LOCATE A SUPPLIER RECORD

In the **Selection** window enter the relevant information into the corresponding search field with or without the post code. Maximise your search by using the wildcard %.

<b>Company</b>	Automatically defaults to CB
<b>Supplier</b>	The unique supplier reference number
<b>Name</b>	The supplier's partial or full name followed by the Wildcard%
<b>Postcode</b>	Supplier's Postcode
<b>VAT Reg No</b>	VAT Registration number for the supplier
<b>Short name</b>	Supplier's short name followed by the wildcard %

- Click **OK** and the results of you search will be displayed in the **Supplier list** below.
- If more than one record is returned, compare the address and bank details. Some suppliers have various branches that could have the same address, but different bank details.

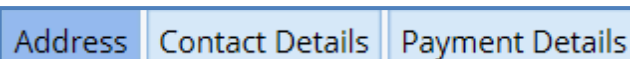
The screenshot shows the 'Selection' window in OLAS. It has a 'Primary' section with the following fields: 'Company' (with a dropdown arrow), 'Supplier' (with a dropdown arrow), 'Name' (with a text input field and a note '(Registered name or full name on invoice)'), 'and/or Postcode' (with a text input field), and 'or VAT Reg No' (with a text input field). To the right of these fields is a 'Short name conventions' section with a 'Short Name' field and a list of rules: 1) Names most commonly known by (e.g. Evans Jones Ltd = EVANSJONES), 2) No spaces, dots or commas, 3) 'THE' must not be used, 4) Individuals: use surname followed by initials (e.g. CJ Thomas = THOMASQ). There are 'OK' and 'Supplier E...' buttons on the right side of the window.

## TO CHECK ADDRESS, CONTACT DETAILS AND PAYMENT DETAILS

The selection window displays the supplier name and first two lines of the address, to check the rest of the supplier details select the relevant record from the list and click on the address button once then once again.

The **MPBC- Supplier Address Detail Edit** will be displayed

Use the tabs at the top of the list to check:



**Address Tab** – Displays the supplier's full address including post code, use the scroll bar to scroll across the screen

**Contact details Tab** – Displays the supplier’s Telephone number, Fax Number Contact name and email address for BACS remittance.

**Payment Details Tab** –Displays the supplier’s Payment method, Payee name, Sort Code and Account number.

- **C** in the **Method Column**, this indicates that the Payment method is **Cheque**, the payee name will be the name printed on the cheque.
- **B** in the **Method Column** indicates a **BACS** payment, the payee name is the Bank Account name. Scroll further across to view the bank name. Any discrepancies in these details can result in an incorrect payment.

Because of Production costs, the Authority is moving away from Cheque Payment. If the bank details are listed on your invoice and the payment method is cheque, these details must be amended

If all the details match, write the unique supplier reference number in the Supplier Reference section of your PL Stamp. Click cancel to search for another supplier or exit to exit out of the supplier list.

### INCORRECT DETAILS OR NO SUPPLIER RECORD

If an amendment is required, or you are unable to locate a supplier record you need to complete and submit a **Supplier Request E form**. This is an electronic form which can be found on the OLAS Home screen under Quick Links

Corporate Finance Quick Links	
Accountancy OLAS - Forms	
01	OLAS User Form (2017)
02	Supplier Request Form
03	Batch cover credit note
04	Batch cover credit note (welsh)
05	Batch cover invoice (welsh)
07	Prompt payments
08	Batch cover invoice
09	Employment and IR35 Status - User Guide
10	Employment and IR35 Status - Summary Guide
Accountancy OLAS - Training Manuals	
Accountancy OLAS - Upgrade Information	
Accountancy Services - Manuals	
Audit Services - Forms	
Audit Services - General Information & Schools Audit Bulletins	
Audit Services - Guidelines & Best Practice	
General Information	
Income & Sundry Debtors	
Publications	

Please read the guidance notes as displayed in the **Before You Start** section. They can help you complete the form.

The option to **Amend** an existing supplier record or request a **New Record** can be found on page 2.

When you submit the form take note of the **Form Reference number**. You will need to quote this number if you have a future enquiry.

All requests for new suppliers with the prefix SUP, LEG, LAS and UNI will be received by **Procurement** for approval and then forwarded to the PL Supplier in box. When the Record has been set up you will receive notification from PL Supplier advising you of the Supplier number.

All requests for Supplier amendment forms are sent directly to the PL Supplier in box. **Do not process your transaction until you have received confirmation that the amendments have been actioned.**

Delays in the set up or amendment of a supplier record can occur if details are missing, incorrect or the supplier falls within the IR35 category. IR35 is a mandate set by HMRC and is designed to ensure that the supplier meets the criteria are paying Income Tax and National Insurance. More information can be found on the OLAS Home screen under Quick links 09 and 10.

**To avoid delays it is recommended that you check the supplier list before goods are ordered.**

For further information or assistance please contact OLAS Helpdesk

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