



CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE
CHERBOURG QLD 4605

Phone: (07) 4168 1866
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VENDOR MASTERFILE CHANGES

1. PURPOSE

This procedure is to be used when entering or updating supplier or employee information within Council's systems.

2. SCOPE

This Procedure applies to the following changes:

- 2.1. Initial entry of details to the system.
- 2.2. Update to contact details including:
 - 2.2.1. Key personnel
 - 2.2.2. Phone numbers
 - 2.2.3. Email addresses
 - 2.2.4. Mailing address
 - 2.2.5. Web sites
- 2.3. Update to bank account details.
- 2.4. Updates to Business Name, ABN or GST registration.

3. INTERNAL CONTROLS

- 3.1. Requests by employees to change their payroll information are to be made in person at the Administration Building. Requests by telephone or by third parties will not be accepted.
 - 3.1.1. New employees will be set up in accordance with existing Human Resources Processes.
- 3.2. Written requests must be received prior to any changes to supplier details being made in the Practical Plus Finance system.
 - 3.2.1. For new suppliers the information is to be provided on the "Supplier Details Form"
 - 3.2.2. For existing suppliers the information can be provided:
 - 3.2.2.1. On the "Suppliers Details Form"
 - 3.2.2.2. Via email
 - 3.2.2.3. Via letter
 - 3.2.3. Telephone or verbal requests are not to be completed and the supplier is to be asked to provide the information in writing.
- 3.3. Requests for change of employee details will be generally processed by the Payroll Officer.
- 3.4. Requests for change of supplier details will be generally processed by the Accounts Payable Officer.



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- 3.5. All changes will be reviewed by the Accountant.
- 3.6. Supporting documentation will be retained on file.

4. PROCEDURE

Changes to Supplier Details

- 4.1. On receipt of a written request from the supplier the following checks are to be performed:
 - 4.1.1. Contact the supplier by telephone using existing contact details or by searching for the phone number on www.whitepages.com.au.
 - 4.1.2. Confirm with the supplier that the change request is legitimate.
 - 4.1.3. Note down who you spoke to and when.
- 4.2. On confirmation that the request is legitimate:
 - 4.2.1. For existing suppliers:
 - 4.2.1.1. Lookup the supplier in the system and take a screenshot of the existing details and mark it as "Before".
 - 4.2.1.2. Amend the details within the system as per the request and take a screenshot of the updated details and mark it as "After".
 - 4.2.1.3. Complete the "Vendor Masterfile Change Checklist" and attach the screenshots and written request.
 - 4.2.1.4. Pass the completed checklist and source documents to the Accountant for checking.
 - 4.2.2. For new suppliers:
 - 4.2.2.1. Proceed to set them up using the provided information and take screenshot of the details.
 - 4.2.2.2. Complete the "Vendor Masterfile Change Checklist" and attach the screenshots and written request.
 - 4.2.2.3. Pass the completed checklist and source documents to the Accountant for checking.
- 4.3. The Accountant is to check the details entered matches the information provided and sign off on the checklist.
- 4.4. The completed checklist and source documents are then to be filed.

Changes to Employee Details

- 4.5. For existing employees:
 - 4.5.1. Amend the details within the system as requested and take a screenshot of the updated details.
 - 4.5.2. Request the employee to sign the screenshot to verify the changes are correct.



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- 4.5.3. Complete the “Vendor Masterfile Change Checklist” and attach the screenshot.
- 4.5.4. Pass the completed checklist and source documents to the Accountant for checking.
- 4.6. The Accountant is to check the details entered matches the information provided and sign off on the checklist.
- 4.7. The completed checklist and source documents are then to be filed.

Associated Documents

- Vendor Masterfile Change Checklist
- Supplier Details Form

PROCEDURE VERSION AND REVISION INFORMATION

Procedure Authorised by:

Original issue:

Title: Chief Executive Officer

Procedure Maintained by:

Current version: 1

Title: Accountant

Review date: