

FIN.SOP.X.044
iSupplier – Supplier
Registration Process for
Corporate Suppliers
(GSC / Accounts Payable)

FNM Standard Operating Procedure

DISCLAIMER

Standard Operating Procedures (SOPs) provide a step-by-step guide for staff directly involved in the processing of administrative actions to support and facilitate the implementation of WHO policies and procedures. The SOPs are for guidance only; they are neither authoritative nor binding. The SOPs reflect the policies and procedures of WHO at the time of writing; however, policies and procedures change from time-to-time. In the case of a conflict between the SOPs and the WHO eManual provisions, the WHO eManual provisions take precedence.

DOCUMENT SPECIFICATIONS

Version Version	Date of revision	Author (s) / Dept / Unit	Reviewer	Approver	Indicate which section changed compared to previous version
1.0	28 April 2021	Nisha MANICKA/ FNM/ AP	Kurt GEYSKENS GSC/GFI	Dan Walter, a/i Comptroller	New Procedure

1. INTRODUCTION

1.1. Overview/Description

WHO categorizes suppliers into two major groups: Corporate Suppliers and Non-Staff Meeting Participants (NSMPs).

Supplier records must be created in GSM and kept up-to-date to enable creation of Purchase Orders and Travel Authorizations and execution of related payments efficiently and accurately. The requests for creation/modification of supplier data are in principle submitted directly by suppliers and exceptionally by focal points in WHO. Accordingly, there are two modes of submission for requests to create or modify a supplier's records:

- iSupplier-Supplier Registration System used by supplier for direct submission of their requests
- AP Self Service Supplier Request submitted by authorized users in WHO

This Standard Operating Procedure provides guidance on the processing of Corporate supplier creation and modification requests in GSM via the iSupplier-Supplier Registration modality.

The detailed process for submission of supplier creation/modification requests via the AP Self Service Supplier Request is covered in the SOP titled 'Corporate Supplier Self-service: Request and Approval Process: FIN.SOP.X.036'

1.2. General Guidance / Business Rules

Context of iSupplier for Supplier registration versus the use of AP Self Service process

The iSupplier – Supplier Registration self service process is the preferred process for entering and maintaining master data worldwide for corporate suppliers such as suppliers for goods and services, research agencies and company services contractors.

The process described in this procedure (iSupplier – Supplier registration) could be extended to individuals and NSMPs if and as deemed appropriate by WHO in the future. The use of AP Self Service Supplier Request (submitted by authorized users in WHO) will be used for supplier master data creation or modification requests concerning individuals within corporate suppliers and non-staff meeting participants (NSMPs) as well as exception handling only.

Apart from corporate supplier classifications out of scope, exceptions to the use of iSupplier for Supplier Registration could be warranted due to inter alia lack of IT literacy or IT equipment of supplier, lack of access or connectivity of supplier and/or the inability of a supplier to engage in English or French language.

Management Officers (MO) at Headquarters, Budget and Finance Officers (BFO) in Regions, Head of Finance in Partner Entities and users across the organization shall work with the Supplier Data Management Team, Global Finance at the Global Services Centre (GSC) in the effort to clean supplier data and gradually onboard relevant Corporate Suppliers on to the iSupplier-Supplier Registration system.

The Supplier Management will provide regular updates on exceptions to the use of work iSupplier for Supplier Registration to BFOs for Regions, Management Officers for HQ and Heads of Finance in Partner entities to help minimize exceptions and unlock efficiencies provided by the iSupplier portal. During the initial months of implementation of iSupplier for Supplier Registration, Supplier Management will seek clarification from authorized users on requests received through 'AP Self Service Supplier Request' to encourage the onboarding process via iSupplier – Supplier Registration system and copy the senior finance staff on the responses.

Authorized users

1) Only authorized users can initiate an onboarding process of Corporate suppliers in the iSupplier – Supplier Registration system.

Requestor access related prerequisites:

- i. A requestor must have GSM responsibility for 'iSupplier – Supplier Registration';
- ii. To obtain access right to the GSM 'iSupplier – Supplier Registration', a staff member must be nominated by:
 - Management Officer for HQ Divisions;
 - Regional Budget and Finance Officers for Regional Offices; or
 - Head of Finance for Partner Entities (ICC, UNAIDS and UNTAID).
- iii. In the initial implementation of the iSupplier – Supplier Registration system, nominated users will automatically be granted the access rights to the system. Then on, the nominated user must submit their request for access via MyService Portal, review training materials provided by the business approver and pass a short quiz to be administered by GSC;

- iv. 'iSupplier – Supplier Registration' users must also have access to the GSM responsibility 'AP Inquiry and Reporting' to enable them to perform checks using 'Supplier Inquiry', as per Section 1.2 below, to avoid creation of duplicate supplier records. Therefore, a user must request access to 'AP Inquiry and Reporting' responsibility, which will be automatically granted upon approval by the requestor's supervisor.
- 2) Divisions at Headquarters and Regions are encouraged to limit the number of authorized users to ensure efficient and effective handling of onboarding Corporate suppliers in the system.

Submitting and monitoring requests

- 1) Authorized users should encourage all new corporate suppliers to use iSupplier for Supplier registration and propose to onboard existing corporate supplier when requests for modification of supplier master data records are received, within the context and scope as described in 1.2 above.
- 2) When deciding on how to process a request for creation of supplier master data, authorized users should inquire whether the supplier a) already exists in the database and b) whether the supplier is already enabled for self-service using iSupplier – Supplier Registration. Authorized users of the 'iSupplier - Supplier Registration' responsibility in GSM will be able to view if a supplier is iSupplier enabled through the supplier search page in the 'AP Self Service Supplier Request/ Travel Requestor' GSM responsibility using the 'iSupplier enabled' flag. Where existing suppliers with the 'iSupplier enabled' flag is displayed as 'Y' (Yes), authorized users will not be able to edit a corporate supplier profile via the 'AP Self Service Supplier Request' GSM responsibility. Where existing suppliers with the 'iSupplier enabled' flag is displayed as 'N' (No), authorized users will be able to edit a corporate supplier profile via the 'AP Self Service Supplier Request' GSM responsibility.
- 3) Initiating the onboarding of a new supplier for self-service using iSupplier - Supplier Registration: This concerns requests for creation of new suppliers (suppliers that do not yet exist in the database). An authorized user can initiate the onboarding of Corporate supplier via the iSupplier-Supplier Registration System by submitting general supplier information through a customized program called 'WHO Prospective Supplier Registration Program' under the 'iSupplier – Supplier Registration' responsibility in GSM. Once submitted, an email is triggered to the supplier which contains a link for the supplier to complete a two-step registration process. In the first step, the supplier will have to complete their basic information which will come to GSC, Supplier Management Team for review. The supplier and the authorized user will receive an email notification if the supplier's request is accepted or rejected. Upon successful submission, the supplier will be provided login details to the GSM responsibility 'Supplier Profile Manager' via an email notification to complete the second step to the registration process. A Corporate supplier is

considered fully processed when it is accepted or rejected by Supplier Management Team at GSC. Further details on the process are available in the system reference guides available in the application itself and on the GSC Intranet Site/ Supplier Management.

4) Onboarding an existing supplier for self-service using iSupplier - Supplier Registration: This concerns requests for modification of supplier master data of suppliers that already exist in the database, however, are not yet enabled for self-service using iSupplier – Supplier Registration. After checking the status of the existing supplier as described in step 2 above, users can request the supplier to be enabled for using iSupplier – Supplier Registration by raising request for service in MyService portal – ‘Other Request’. The GSC Supplier Management team will then take the necessary action to activate the supplier for the use of iSupplier – Supplier Registration. A email notification containing the link to the iSupplier – Supplier Registration system and login details with a temporary password is sent to the supplier to invite them to collaborate with WHO. Further details on the process are available in the system reference guides available in the application itself and on the GSC Intranet Site/ Supplier Management.

5) iSupplier – Supplier Registration system also allows suppliers to attach documentation if and as required. In the event of a third party payment arrangement, the Third Party Payment Authorization form should be attached to the request. GSC Supplier Management could request suppliers to attach bank-sourced supporting documentation to a request in case concerns were identified on the banking information included in a request. . Supporting documents can be uploaded as needed using the ‘Add Attachment’ feature in the GSM responsibility ‘Supplier Profile Manager’. Further details on the process are available in the system reference guides available in the application itself and on the GSC Intranet Site/ Supplier Management and FIN.SOP.X.043 ‘Third Party Payments Authorization’.

Responsibilities of ‘WHO Responsible Officer’

1) Engage with suppliers to encourage the use of iSupplier for Supplier Registration, exceptions to best extent possible (see 1.2 above) are managed through the manual process described in this procedure.

2) If and as applicable, complete and sign the ‘Third-Party Payment Authorization’ Form thereby attesting:
i. that the form includes accurate and complete information on the rightful supplier that is being contracted by WHO;
ii. the correct supplier has completed and signed the form.

Additional details on the Third Party Payment Authorization process are included in FIN. SOP.X.43 ‘Third Party Payments Authorization’

ATTENTION: Supplier data may become obsolete after initial creation for various reasons such as changes in the banking regulations of the country that the supplier's bank account is maintained, changes in the supplier name, etc. Therefore, the WHO Responsible officer must always ensure to review the supplier's data in advance of new PO issuance.

Responsibilities of users with 'iSupplier – Supplier Registration' authorization

Authorized users who request to onboard suppliers for the use of iSupplier – Supplier Registration must ensure that they remain up-to-date with the process steps, along with the latest requirements of supplier data maintenance in GSM. They must ensure the following during submission of requests for onboarding of suppliers to use iSupplier – Supplier Registration:

- 1) Ensure that the supplier is functioning in a business environment conducive and sustainable to self-manage their master data;
- 2) Prior to the supplier creation, a search must be performed in GSM using 'Supplier Inquiry' under the 'AP Inquiry and Reporting/ Travel Requestor' responsibility to determine if the supplier already exists in GSM. This is because the iSupplier – Supplier Registration request must not result in duplication of supplier data. Requestors will receive a warning prompt in GSM in case the request being entered is a potential duplicate;
- 3) Data is entered in the supplier initiation process in GSM request is current and accurate in order to trigger the email notification to the relevant supplier focal. As mentioned above, requestor must pay due attention to system warnings about duplicates and must vet profiles of suppliers flagged as such in more detail to ascertain uniqueness of supplier created.

Users will also pay specific attention to choosing a supplier classification commensurate to the type of contract to be issued to the supplier. For example, a supplier from whom WHO is to purchase goods cannot be classified as DFC Supplier. See Annex II for the various Supplier Classifications in GSM. It should be noted that a supplier's classification is an important parameter that should be selected carefully since it will determine how payment processes are initiated in GSM. Depending on the classification, a supplier can be paid automatically upon recording of delivery of services in GSM without having to submit invoices;

- 4) Limit the use of the emergency flag on the request to cases concerning declared emergencies and indicating the related Emergency in the request;

- 5) Continue to act as focal points for suppliers regarding queries and support on the use of iSupplier – Supplier Registration and /or WHO processes in general;
- 6) Should authorized users submit invoices or record receipts, they are encouraged to verify that the supplier’s data in GSM is up-to-date and/or engage with the supplier to update their master data as needed.

Responsibilities of Budget and Finance Officers (BFOs), Management Officers (MOs) and others

BFOs in the Regions and MO at HQ shall work closely with GSC on initiatives to improve the Supplier Master Data Management process, which includes the following:

- 1) promote the use of iSupplier – Supplier Registration System for all qualifying suppliers under the Corporate Supplier category;
- 2) ensure that controls regarding the assignment of user responsibility for iSupplier – Supplier Registration are put in place and consistently followed (e.g. the number of staff members in the user pool for the Region, Technical Unit or HQ Division should be limited to a reasonable number of well-trained individuals, which is represented by a number that is sufficient to cover the expected volume of requests);
- 3) facilitate and / or enforce attendance to user outreach sessions organized by GSC;
- 4) ensure prompt action and response to GSC requests involving mass changes to supplier data as part of internal improvement/cleanup initiatives or to comply with external regulatory changes.

Key Activities by AP Supplier Creation Processor GSC

Requests to onboard new suppliers (Basic Information)

GSC Supplier Management processors will:

- review supplier basic information submissions (i.e Supplier name and Email address) for duplicates;
- verify the proposed supplier classification;

- perform a screening of the supplier sanction status against selected sanctions listing (UN Consolidated Sanctions List, UN Procurement Department/UNPD, OFAC, UNGM and EU Sanctions) in accordance to the sanction clearance processes are further described in working documents. Authorization to create a sanctioned supplier (payee) in GSM can only be granted upon necessary clearances obtained;
- communicate with the suppliers and requestors for any concerns arising from the request received and controls performed as described above.

Review of MyService ticket to onboard existing suppliers

Verify whether the supplier record is appropriate for onboarding with iSupplier. GSC Supplier Management Team will engage with the requestor if and as needed on corrective actions or to conclude that the manual process will continue to be applied for the concerned supplier. All related activities will be handled and tracked through the service ticket.

Supplier creation and modification requests

- 1) GSC Supplier Management processors with the 'AP Supplier Creation Processor' GSM responsibility will review Supplier Creation / Modification request submitted through iSupplier as part of the requests queue and Accept (Approve) or Reject the requests. This processing includes the first full data submission by suppliers as part of the supplier creation process. The key process steps in reviewing and approving or rejecting the requests are as follows:
 - i. Give priority to requests relating to WHO Officially Declared Emergencies;
 - ii. Select the request using FIFO (First-In-First-Out) method for processing;
 - iii. The processor will revert to requestor with copy to the Management Officer for HQ, BFO for region and Head of Finance for Partner Entities seeking clarification and promoting the use of iSupplier for Supplier Registration. Processors can consult with supervisors as needed to conclude on the request;
 - iv. Perform a call back using contact details available in the supplier's GSM records before authorizing the creation or change of banking information and/or primary contact email and phone details. Change relating to both primary email and telephone contact information, will require additional document in an official letter from supplier (in a letterhead) attached to the request as stated above;

- v. Perform validation checks on the supplier record/request including inter alia:
 - review supplier basic information submissions (i.e Supplier name and Email address) for duplicates
 - perform logic check on bank information (SWIFT code, IBAN code, Local Clearing Code)
 - verify whether the request concerns Third Party Payment. For such cases, verify whether the required and duly completed Third Party Payment authorization form is available, with all required supporting documentation – see FIN.SOP.X.043 Third-Party Payment Authorization - for further details. For third party payment arrangements requested by the supplier, the Supplier Management Team at GSC will use an electronic workflow to complete the onward review and authorization process by the WHO responsible officer and the authorizing officers (see details below). Completed forms will be uploaded by Supplier Management with the approved transaction
 - review proposed third-party payee against selected sanctions listing (UN Consolidated Sanctions List, UN Procurement Department/UNPD, OFAC, UNGM and EU Sanctions) in accordance to the sanction clearance processes are further described in working documents. Authorization to create a sanctioned supplier (payee) in GSM can only be granted upon necessary clearances obtained.
 - review proposed supplier classification.
 - vi. Assign Bank Branch Name and Payment Identification (PI) key.
 - vii. Approve request or Reject with rejection reasons.
 - viii. Interact with suppliers to address rejection reasons.
- 2) There is large volume of bank branch information in GSM from which processors can select while reviewing and approving Supplier Requests. However, there are instances when certain bank branches related to a supplier's bank accounts may not be available in the system. This prevents the completion of the approval process. Availability of bank branch information relevant to a specific request is therefore a prerequisite for successful approval of iSupplier – Supplier Registration Request. When such situation is encountered, the relevant AP Supplier Creation Processor at GSC shall promptly liaise with the Payments Team at GSC to have the bank branch created in the system so that the approval process can be completed. This may require additional processing time of up to two working days.

- 3) GSC may initiate proposed changes the supplier master data for suppliers that are enabled for self-service through iSupplier – Supplier registration. These situation could include *inter alia*:
 - i. when there are changes in banking regulations in various countries requiring that payment instructions be provided in a specific format and/or with specific content (e.g. SWIFT code, Branch Code, Tax identification code, etc.);
 - ii. when, on grounds of risk, efficiency and cost effectiveness, WHO might need to seek alternative bank accounts or other information to process payments; .

GSC shall liaise with the concerned supplier on any changes required, copying the BFO (Regions), Management Officer (HQ) or senior finance focal point for partner entities.

- 4) For supplier requests received through the exceptional process, GSC Supplier Management Team will promote the use of iSupplier – Supplier Registration.
- 5) GSC Supplier Management Team shall also end-date suppliers with long period of inactivity (more than one year) as follows:
 - i. the team shall inform the concerned supplier;
 - ii. the team shall communicate the list of suppliers to be end-dated as such to BFOs (Regions) and MOs (HQ) indicating deadlines for any feedback (e.g. request to waive end-dating of certain suppliers);
 - iii. Once the said deadline lapses, GSC initiates mass changes to end-date the relevant supplier data considering any waiver requested by BFOs and MOs.
- 6) GSC will periodically send reports on rejection types and rejection rates relating to ‘iSupplier – Supplier Registration’ by Major Offices, showing the rejection volume per individual requestor. This report is intended to identify areas that must be addressed through user training and to inform revisions to user guides, policies and procedures, changes or enhancements to the system, etc.

- 7) GSC also administers outreach/training sessions (online or face-to-face) for those users with high volume of rejections, including dedicated sessions for external suppliers using iSupplier – Supplier Registration.

1.3. Reference Material

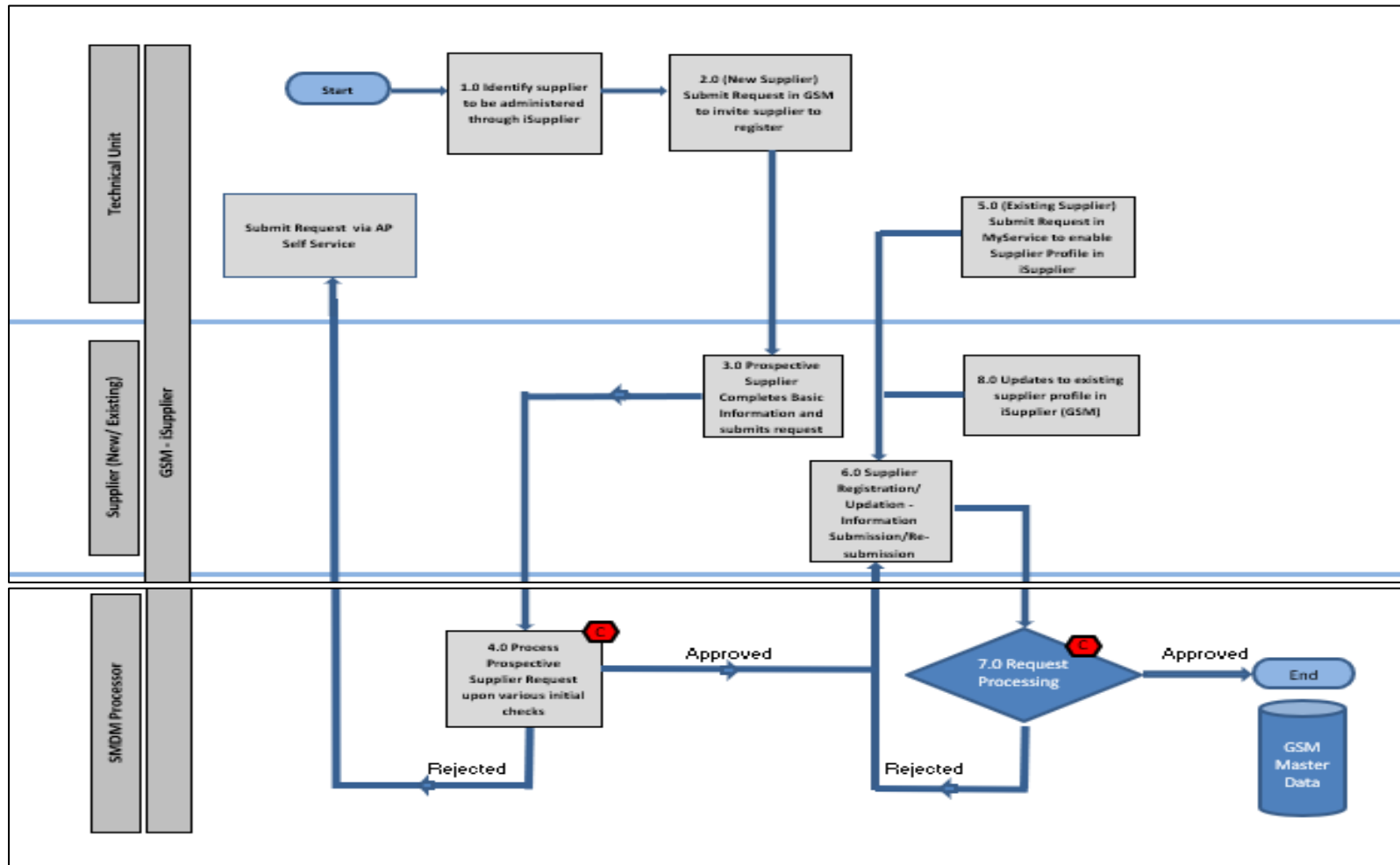
1.3.1. eManual

- 1.3.1.1. X.2.1 Commitments and encumbrances

1.3.2. Related SOPs

- 1.3.2.1. FIN.SOP.X.035 Supplier Bank Header
- 1.3.2.2. FIN.SOP.X.036 Corporate Supplier Self-service: Request and Approval Process
- 1.3.2.3. FIN.SOP.X.037 NSMP Self Service Approval Process
- 1.3.2.4. FIN.SOP.X.038 Supplier Data Quality Maintenance
- 1.3.2.5. FIN.SOP.X.043 Third-Party Payment Authorization

2. PROCESS FLOW



3. PROCESS STEPS

Step	Control (C)	Type	Process	Role / Responsibility
1.0			<p>Identify supplier to be administered through iSupplier When iSupplier – Supplier Registration is applicable, obtain general supplier information (i.e. Supplier Name, Email address of Administrative focal). Determine the type of contract and relevant supplier classification.</p> <p>Prerequisite to the above includes:</p> <ul style="list-style-type: none"> • Check if supplier exists in GSM or a new supplier • Check if supplier can be enabled/ suitability for self-service administration • Check status of 'iSupplier enabled' flag (for existing supplier) 	Offline/Requestors
2.0		GSM	<p>New Supplier: Login to GSM iSupplier – Supplier Registration</p>	System/Requestors
2.1		GSM	<p>Click on <i>Requests</i>, then click <i>Run</i> Select <i>Single Request</i>, click <i>OK</i></p>	
2.2		GSM	<p>Complete Program parameters (i.e. Supplier Name, Email, Supplier Classification, Contract Type, Emergency flag, Emergency reason) Click <i>OK</i>, then click <i>Submit</i></p>	
2.3		GSM	<p>Click <i>Refresh Data</i>, program status = 'Complete/ Normal'</p>	
2.4		GSM	<p>Supplier receives email notification with link to Prospection Supplier Registration Page</p>	System
3.0		GSM	<p>Supplier Completes Basic Information and submits request</p>	System
4.0	C	GSM	<p>Process supplier requests for new creation</p>	Supplier Processor
4.1			<p>Log into GSM using your log-on ID</p>	

4.2			Click on <i>AP Supplier Creation Processor</i> responsibility, then <i>Suppliers</i> and click <i>Inquiry</i> or <i>Entry</i> .	
4.3			Click on <i>Prospective Supplier Registrations</i> .	
4.4			Choose the oldest request submission and click on <i>Review</i> .	
4.5			Click on <i>APEX – iSupplier Validation > Prospective Supplier Request</i>	
4.6	C		<p>Search for supplier request by name in <i>APEX</i> and click <i>Go</i>.</p> <p>Perform validation checks on the supplier for the following:</p> <ol style="list-style-type: none"> a. Duplication b. Email Information c. Verify the proposed supplier classification d. Sanction check <p>If pass validation check, Click <i>Accept</i> in the <i>Prospective Supplier Registrations</i> page and in <i>APEX</i>.</p> <p>Should any of the validation checks fail, communicate with the supplier and the requestor through the <i>rejection reasons</i> and click <i>Reject</i>.</p> <p>If a prospective supplier request is approved or rejected, the supplier and the requestor will receive an email notification on the request status.</p>	
5.0			<p>Existing Supplier: Login to MyService</p> <p>Home > Discover Services > Manage Administrative Work > Other Request</p> <p>Raise a service request to enable supplier into iSupplier system. Request should contain the following:</p> <ul style="list-style-type: none"> • Supplier Name • Supplier Number • Latest Contact Details 	System/Requestors
5.1	C		Processor will review the requests in MyService and approve request upon successful validation checks performed.	Supplier Processor

6.0			Completing/ Updating Supplier details. Supplier will receive separate notification with GSM login details.	Supplier Administrator
6.1			<i>Log into GSM using your log-on ID</i>	
6.2			<i>Click on Supplier profile Manager responsibility</i>	
6.3			New Supplier: <i>Step 2: Supplier completes full Supplier Registration and Submits request</i> Existing Supplier: <i>Supplier reviews and updates existing profile details and submits request</i>	
7.0		GSM	Process supplier requests received	Supplier Processor
7.1			<i>Log into GSM using your log-on ID</i>	
7.2			<i>Click on AP Supplier Creation Processor responsibility, then Suppliers and click Inquiry or Entry.</i>	
7.3			<i>Navigate to requests under Supplier Profile Update Requests.</i>	
7.4			<i>In each request queue, choose the oldest request submission and click on Review.</i>	
7.5			<i>Click on APEX – iSupplier Validation > Validate Supplier</i>	
7.6	C		<i>Search for supplier request by name in APEX and click Go.</i> <i>Perform validation checks on the supplier for the following:</i> <i>a. Duplication</i> <i>Search the existing supplier database by Supplier Name, verify each to determine if they are duplicates. If yes, reject.</i> <i>b. Bank Information</i> <i>Verification of SWIFT Code against Bank Name & Bank Branch Address</i> <i>For countries with special requirements, further validations are done (Annex I)</i>	

			<p>c. Check availability of duly completed and signed documents (if applicable) and ensure consistency of the data entered in GSM with the data in those documents.</p> <p>i. For changes to banking information related changes, call back to supplier to reconfirm authenticity of bank information changes requested</p> <p>ii. 'Third-Party Payment Authorization' form (Annex III) Account Holder Name field will default from Supplier Name field. If the Account Holder Name is different from the Supplier Name, then this would constitute a 3rd party payment. All third-party payment requests should be accompanied by a 'Third-Party Payment Authorization' form. Perform sanction check for third party payees.</p> <p>Note: The validations regarding bank information and sanctions listing shall also be performed on third-party payees. Sanctions listing (Annex I): Via sanctions checks done using Bridger Insight XG. Sanction clearance processes are further described in working documents.</p> <p>d. Verify the proposed supplier classification</p>	
7.7			<p>If pass validation check then Assign Bank Branch Name and PI Key (if available) Once all validation checks are performed, assign the correct bank branch name & Payment Instruction (PI) key if there are bank details for the supplier. If it is modification of the supplier, then check for any change in the existing database and new request to update (contact information, bank account etc.).</p>	
7.8			<p>If pass validation check, Click Accept in the relevant pages under the Supplier Profile Update Requests and in APEX. Should any of the validation checks fail, communicate with the supplier through the rejection reasons and click Reject. If a supplier request is approved or rejected, the supplier and the requestor will receive an email notification on the request status.</p>	
8.0		GSM	Updates existing supplier profile details	System/Supplier

		Then, process steps 6 and 7 will follow.	
--	--	--	--

4. KEY RISKS & COMPENSATING CONTROLS

Risks	Compensating Controls	Process Step
4.1 Internal Risk		
Duplicate supplier approved	Ad-hoc duplicate supplier check process is done to identify the duplicate suppliers. In this process, only one supplier is kept as active and the other duplicates are end-dated. A note is given to state the active supplier number on the duplicates.	
Payment to wrong bank account	Verification of bank details including checking of bank sourced/authenticated information as well as reconfirmation via supplier call back.	
Payment to sanctioned supplier	If there is any sanction issue noted, supplier master data for a sanctioned vendor will only be created upon necessary clearances obtained.	
4.2 External Risk		
Identification and information Theft	Multi-factor authentication is implemented in the iSupplier Platform, allowing a more secure approach to logon to the system. The password shared to suppliers at the initial registration process is valid only for a certain duration of time.	
Dependency to the stability of the GSM platform to submit requests	The platform is hosted of a separate server allowing better stability in system performance.	

Annex I

1. Bank Information Validation

i) Websites used for bank/ supplier information validation check

Type of Checks	Websites (URL)	Purpose
SWIFT Code	http://www.swift.com/ https://www2.swift.com/bsl/facelets/bicsearch.faces	The SWIFT Code, also known as the Bank Identifier Code (BIC), is the 8 or 11-character unique identification code of a particular bank used when transferring money between banks, particularly for international wire transfers. Main branch (parent) SWIFT codes have 8 characters or 11 characters where the final three are XXX.
IBAN (all countries)	https://www.iban.com/ https://www.iban.com/calculate-iban.html Royal Bank of Scotland https://www.natwest.com/apps/secure/tools/iban_new/Iban/IBAN_Checker.aspx?Theme=RBS	The International Bank Account Number (IBAN) is used throughout Europe, Tunisia, Saudi Arabia and Israel. The IBAN and SWIFT are printed on the bank statement in all EU and EEA countries. The IBAN should be provided for all payees in these countries and is essential for all payments using a SWIFT bank branch.
ACH ABA Code (US only)	Federal Reserve Bank Services https://www.frbservices.org/index.html https://www.frbservices.org/EPaymentsDirectory/download.html	Electronic payments to USA fall into two categories: wires transfer and ACH. Payments from WHO in the United States are made in USD via ACH transfer (Automatic Clearing House). Almost all financial institutions in USA are members of the ACH network. ACH transfer and wire transfer are not the same and that some non-bank institutions use different ABA

Type of Checks	Websites (URL)	Purpose
		<p>numbers and accounts for ACH payments and wire transfers. The ACH ABA number is generally the first nine-digit number in the bottom left-hand corner of your personal check.</p> <p>This is not to be confused with a Wire Transfer ABA code which is used for international payments.</p>
<p>BSB Code (AUS only)</p>	<p>Australian Payments Clearing Association Limited http://bsb.apca.com.au/public/BSB_DB.NSF/publicBSB.xsp</p>	<p>BSB (Bank-State-Branch) Number is a six digits numerical codes used to identify an individual branch of a financial institution in Australia. BSB Number is used in Australian Paper Clearing System (APCS) and Bulk Electronic Clearing System (BECS) payment systems. To make money transfer, the BSB Number is used together with the bank account number of the recipient.</p>
<p>IFSC Code (India only)</p>	<p>Reserve Bank of India https://www.rbi.org.in/scripts/neft.aspx</p>	<p>Indian Financial System Code, is an alphanumeric code that is used to identify the particular branch of a participating bank in either of the popular electronic funds settlement options in India, namely RTGS and NEFT.</p>
<p>Kenya Bank Branch Code</p>	<p>Kenya Bankers Association http://www.kba.co.ke/ http://www.kba.co.ke/downloads/BankBranchesReport.pdf</p>	

Type of Checks	Websites (URL)	Purpose
Nigerian Uniform Bank Account Number (NUBAN)	Nigeria Inter-Bank Settlement System Plc http://www.nibss-plc.com.ng/services/nigeria-central-switch/account-verification-service/ http://196.6.103.15/numap/faces/PublicVerify.jsp	This is a 10-digit Bank Account numbering system, used for all personal bank accounts i.e. account number verification. This is different from BVN – Bank Verification Number.
Institution/ Transit Number Validation (Canada only)	Canadian Payments Association (Payments Canada) https://www.payments.ca/our-directories/financial-institutions-branch-directory https://www.payments.ca/sites/default/files/mbrbnksn_6.pdf	The branch routing information for a Canadian financial institution constitutes of, the 3-digit Canadian financial institution number and 5-digit branch transit number where the receiving account is located.

ii) **Offline Check**

- **Bank Account details for AFRO – RIB key checker** (i.e. Benin, Burkina Faso, Cameroon, Central African Republic, Chad, Equatorial Guinea, Gabon, Guinea-Bissau, Ivory Coast, Mali, Niger, Republic of Congo, Senegal, Togo)
 - Placed in in the shared folder for Supplier Management under the name <XOF XAF clé RIB checksum calculator>

2. Sanction checks on suppliers

Processors review corporate supplier creation and modification requests against selected sanction lists using an automated tool (Bridger Insight XG - <https://bridger.lexisnexis.com>). Selection sanction lists include UN Consolidated sanction list, EU sanction lists, OFAC sanction lists and the UN Procurement Division (UNPD) Listing, which is periodically obtained from Global Procurement and Logistics at GSC. The latter list is included in Bridger Insight XG as a custom list. Sanction clearance processes are further described in working documents at GSC.

Annex II

1. The table below summarizes the various supplier classifications available in GSM and their related attributes

Classification (Category)	Travel involved	ERS / Auto Invoice	Payment Term in AP	Justification
Applicant-Employee	Yes	No	Immediate	In general, used for per diem payments only
Company Service Contractor	No	No	Immediate	No TRs involved
Credit Card Company	No	No	Immediate	Helps in replenishing the Corporate Credit Card spending limit
DFC Supplier	No	Yes	Immediate	Payments to Governments / NGOs for implementing projects
Donor/Member State	No	No	Immediate	Refunds to Donors based on request from IAM
Employee	Yes	No	Immediate	Travel Payments
Ex-Employee	No	No	Immediate	any final settlement / ILO judgment's related payments processed through AP
External Consultant or Contractor	Yes	Yes	Immediate	Travel Payments
Fellowship (Individual)	Yes	Yes	Immediate	Travel Payments
Forwarder	No	No	Immediate	As per agreement with M&P
Foundation Prize Winner	Yes	No	Immediate	Foundation Prize Winner
Global Health Emergency Workforce	Yes	Yes	Immediate	Travel Payments
Imprest	No	No	Immediate	Proxy payments for Imprest invoices interfaced from elmprest
Individual Service Contractor (Individual)	Yes	Yes	Immediate	Travel Payments
Internal Supplier	No	No	Immediate	AMRO related transactions
JPO	Yes	Yes	Immediate	Travel Payments
Non-Staff Meeting Participant	Yes	Yes	Immediate	Travel Payments
Research Agency	No	Yes	Immediate	Similar to DFCs

Classification (Category)	Travel involved	ERS / Auto Invoice	Payment Term in AP	Justification
SHI Supplier	No	No	Immediate	No active supplier existing (since SHI sends PIs to CPP directly and has its own supplier master)
SSA (Individual)	No	No	Immediate	SSA Contract
Standby Partner	Yes	Yes	Immediate	Travel Payments
Statutory Authority	No	No	Immediate	No active supplier existing
Supplier for Goods	No	No	Immediate	CPS Suppliers
Supplier for Goods & Services	No	No	Immediate	CPS Suppliers
Tax Authority	No	No	Immediate	No active supplier existing
Third-Party Supplier	No	No	Immediate	Third-party payroll payments
Travel Agent	No	No	Immediate	Travel payments (Airfare)
UN Agency / NGO	No	No	Immediate	Similar to DFCs
WHO Intern	Yes	Yes	Immediate	Travel Payments
WHO Volunteer	Yes	Yes	Immediate	Travel Payments

Annex III

1. Third-Party Payment Authorization form



Third%20Party%20P
ayment%20Authoriz