**Supplier Management**

This policy replaces the previous policy titled “Creating and Approving Vendors”. In Quantum, [Supplier Management](https://undp.service-now.com/unall?id=kb_article&sysparm_article=KB0012940) is performed in the Supplier Portal. All payees are referred to as “suppliers”. For any supplier for whom a payment is to be raised or to whom a payment will be made, a supplier record has to be properly set up in Quantum. Supplier registration can be performed using the following methods below.

Methods for Suppliers registration in Quantum:

* Method 1: Direct Supplier Registration via the Quantum Supplier Portal: CO to send the registration link to the supplier to self-register
* Method 2: Registration Via UNALL
* Method 3: Promote Prospective supplier to Spend Authorized amount
* Method 4: Internal Registration: The Supplier Maintenance role or Procurement Buyer role in each office can also register the supplier on its behalf by entering the information directly in Quantum using the register supplier process as explained in this guide: [Register Supplier learning guide](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fguidedlearning-emea.oracle.com%2Fplayer%2Flatest%2Fapi%2Fscenario%2Fexport%2FpcGQSfH3RYi8Ob0tCpPRSg%2F8lqm9yk4%2Flang%2F--%2F%3Fdraft%3Ddev%26_%3D1669873568%26windowMode%3Dunpin&data=05%7C01%7Cnaglaa.fouda%40undp.org%7Ce0ec93de7fb5476faacb08db2729e5b7%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C638146834700394197%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=gKl9OJeSX9q3vJ8%2FOgglums4Mlk0fUn5w2YpeA7UgnQ%3D&reserved=0).
* Method 5: Supplier registration and change requests by the GSSC based on requests by the CO if suppliers cannot directly access the Supplier Portal.

The approval of all supplier registrations is done by the GSSC Approver who checks for sanctions, reviews the supplier requests and the supporting documentation. To ensure adequate segregation of duties, staff members who create suppliers, should not also create POs or vouchers, nor prepare the bank reconciliation**.**