Creating and Approving Vendors

1. In the Atlas system, all payees are referred to as “vendors”. For any payee for whom a purchase order is to be raised or to whom a payment will be made, a vendor record has to be properly set up in Atlas. This includes external suppliers, international or national staff members, individual consultants and contractors and Reimbursable Loan Agreements (RLA).

Vendor records are created by Buyers and approved by senior finance staff members

2. The UNDP Internal Control Framework applies as follows:

3. The right to approve vendors in ATLAS is to be restricted to as few staff members as possible, to reduce the risk of unauthorized or incorrect changes to sensitive vendor data, such as payee name, address and banking information. Offices, therefore, may only designate two staff members as “vendor approvers” unless otherwise approved by the Comptroller based upon full justification and the application of compensating controls by respective offices. Further, to achieve adequate segregation of duties, these staff members should not be able to create vendors, POs or vouchers, nor prepare the bank reconciliation.