

Welcome to Yorkshire Water

Supplier Welcome Pack





Welcome to Yorkshire Water (YW)

Congratulations and welcome to partnering with Yorkshire Water . This Supplier Information Pack provides information for all suppliers conducting business with Yorkshire Water Services Ltd. Within this pack you will find information regarding the next steps as well as several tools to help answer any of the questions you may have.



YorkshireWater

Transact with us in 7 simple steps



*One time step. Upon the expiry of any of these documents, the Supplier will be required to replace and upload the latest version.

1. Qualification Questionnaire

Your organisation will be required to be qualified and onboarded. Until this is completed, Yorkshire Water will not be able to transact with you electronically.

This is a one-time step. Upon expiry of documentations (i.e insurance), suppliers are required to replace and upload latest versions.

Training Guide (P30-38):

[SAP Business Network Guide for Suppliers - Onboarding](#)

You will shortly receive a Supplier Qualification Questionnaire and a series of Modular Questionnaires. Please look out for an email invitation like the below.



Qualification questionnaire to become a qualified supplier with Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland – TEST

Hello!

Now that Yorkshire Water Test Supplier is registered as a supplier with Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland – TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- Laptops, PCs in United Kingdom

To complete the Supplier Qualification Questionnaire, you will require the following;

- Bank Details including Letter Headed Paper
- Key Contact information
- Health & Safety Policy or Statement
- Social & Environment Policy
- Information Security & Data Protection
- Quality Management
- Insurances & Liabilities
- Modern Slavery Policy/Statement
- References
- SSIP/Safeguard



YorkshireWater

2. Trading Relationship Agreement

A 'Trading Relationship Request' (TRR) is a link between your supplier account and Yorkshire Waters' account on the SAP Business Network. It allows for the transfer of documents such as purchase orders and invoices between YW and your organisation.

This is a one-time step.

Training Guide (P39-42):
[SAP Business Network Guide for Suppliers - Onboarding](#)

Once you have submitted your Qualification Questionnaire and it has been approved by YW, you will receive an email asking you to accept a Trading Relationship Agreement. Please look out for an email like the below: The email will look like the example below.

This notification contains important information about your test Ariba account (ANID: AN01784559570-T).

Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland has reviewed your company profile on Ariba Network and has requested a trading relationship with your company.

Please review the customer's profile and accept the trading relationship by accessing your Supplier account at <https://service.ariba.com/Supplier.aw/ad/sp?ano=Ariba>.

To accept the trading relationship request:

1. Click your company name in the top right corner of any page to expand the Administration Navigator.
2. Click Customer Relationships.
3. Select Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland in the Pending section and click Accept.

If you are not authorized to accept trading relationship requests, please forward this notification to your Ariba Network account administrator.

Until you accept the trading relationship request, you will not be able to conduct business with Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland on the Ariba Network, and any purchase orders they submit to your company via the Ariba Network will be rejected.

For questions regarding your trading relationship, please contact Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland directly.



YorkshireWater

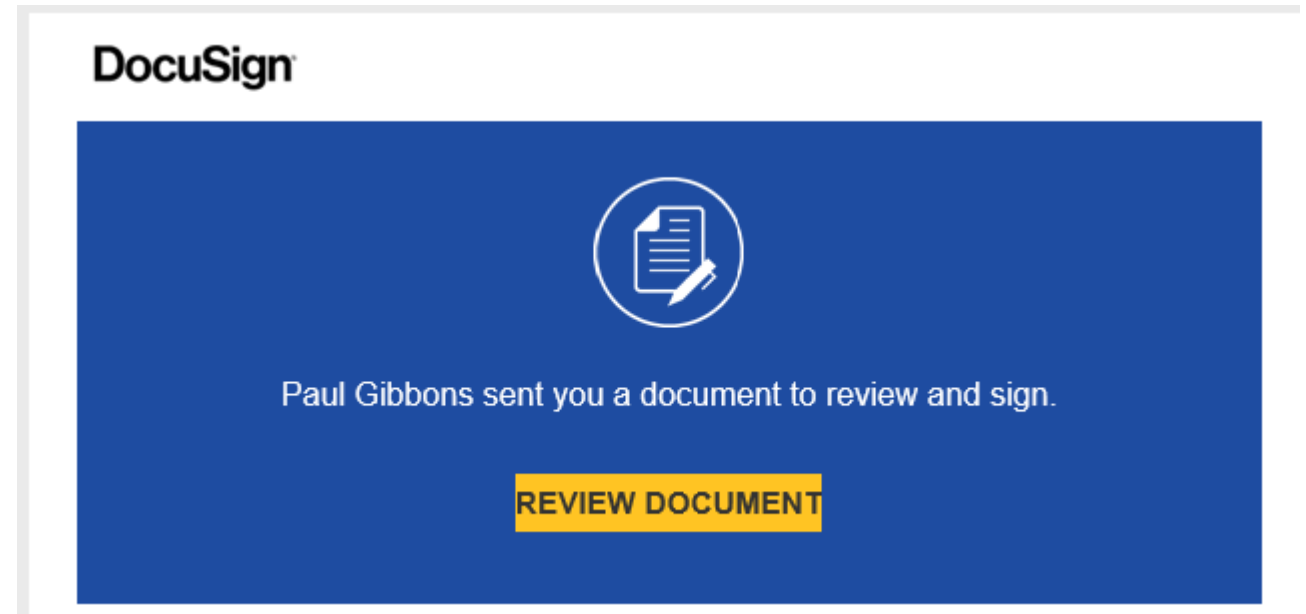
3. Contract Signing

YW will send you a contract for signing via DocuSign. The contract will be sent to your company signatory as per the details you provide. We recommend you pre-position signatories to avoid any delays in the process.

This is a one-time step. Upon expiry of contracts, YW may trigger contract extensions/ variations which will also require signing.

Once you have completed the Supplier Qualification and Trading Relationship steps you are ready to sign the agreed contract. YW uses DocuSign to electronically send and sign documents for completion. YW will issue the agreed contract via DocuSign. This is sent to a YW signatory and a supplier signatory.

Look out for an email like the below.



Signers don't need an account to sign documents electronically via DocuSign, click on the "Review Document" and follow the on-screen instructions. All signers will receive a PDF copy of the contract.

**You're all set up and
ready to receive requests
from Yorkshire Water!**



4. Request for Quotation (RFQ)

Yorkshire Water utilise the Ariba Network for requesting quotes from suppliers. Yorkshire Water will send “Request for Quotations” (RFQs) to suppliers which they will receive via email and will need to be processed via their Ariba Network account.

Training Guide:

[Receive and Respond to RFQ](#)

For some contracts, YW will use an RFQ event to communicate business needs to potential suppliers and asks them to propose goods or services to fulfil the business needs. Suppliers will need to use their SAP Business Network account to receive and respond to RFQs rather than via email.

Look out for an email below and please respond in a timely manner.



Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland – TEST has invited you to participate in the following event: RFQ656-Western House Main door repairs. The event is set to begin on Wednesday, October 4, 2023 at 7:21 AM, Pacific Daylight Time.

Use the following username to log in to Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland – TEST events: S2D1-ywdevaribasuppliers@gmail.com.

[Click Here](#) to access this event.

When a quote is received in response to an RFQ, it does not constitute an offer or a binding contract. The Yorkshire Water business requestor will issue the supplier with a purchase order specifying the terms and conditions of the goods/works/services.

5. Purchase Orders (PO)

Yorkshire Water send all Purchase Orders to suppliers via the SAP Business Network. A PO will contain:

- Price/Quantity
- Goods/Service Description
- Need by Date
- Business Requestor details
- Delivery Address
- Bill To Address
- Payment Terms

Training Guide (p3-9):

Receive and Respond to POs

Purchase Orders sent via the SAP Business Network will be received by the supplier in their Ariba account. Suppliers will receive an email notification when a new Purchase Order has been received, and prompt them to login into the system. Please look out for an email like the below.

The screenshot shows an email notification from SAP Ariba. The header includes the SAP Ariba logo. The main body of the email states: "Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland sent a new order". Below this, it says "Your customer sent you this order through SAP Business Network." and includes a note: "If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well." There is a "Process order" button. At the bottom, there is a footer with contact information for Yorkshire Water Services Limited and S2D CIG Supplier 3, along with a purchase order summary: "Purchase Order (New) 4805006564 Amount: £67.08 GBP Version: 1".

It is the responsibility of the supplier to check the details on the PO as soon as possible after receiving it. Suppliers are then required to confirm the PO and fulfil the goods/works/services. Any queries regarding the PO should be directed to the YW Business Requestor (details provided on the PO).

6. Invoices/ Credit Notes

All POs received via the Ariba Network must be invoiced via the SAP Business Network.

Physical invoices emailed to YW will not be processed,

Training Guide (p9-12):

[Create and Submit Invoices](#)

Suppliers can submit their Invoices upon completion of the goods/services. Suppliers must ensure that all goods/services have been delivered before submitting an invoice. Please ensure your invoice is submitted within 30 days.

There is no requirement (but the capability exists) to upload invoices from the Supplier's ERP systems, Ariba will generate an invoice from the details provided in the PO. The invoice generated via the SAP Business Network will be the tax document used for both YW and the supplier to enable them to pay and recover VAT. Suppliers will be responsible for ensuring the correct VAT treatment is applied on the Ariba generated invoice. Ariba generated invoices will be the document of record for the transactions from an HMRC perspective.

Suppliers will also be responsible for ensuring the correct data is Input into the Invoice fields. This Includes but is not limited to:

- Invoice reference
- Invoice tax date
- VAT ID
- Invoice value.

Once the invoice is submitted, the Supplier's payment terms will be triggered, and a payment made in due course.

7. Payment

YW prepare a payment run every Wednesday.

Payments are made by BACs with funds to clear in suppliers account weekly on a Friday.

You will receive a remittance via email on a Wednesday.

Invoices will be approved for payment once the YW business requestor has receipted the PO. You will receive an email notifying approval.

Payments will be made as per the agreed payment terms based on the invoice tax date. You will receive an email like the below.

SAP Ariba

Your customer Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland updated your invoice on SAP Business Network.

You can view the invoice in your online Outbox (ANID: AN01688443348-T).

Country	GB
Customer	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland
Invoice number	INV8170
Invoice Status	Paid
Description:	

If you have any questions, contact your customer.

Download the SAP Business Network Supplier app to your mobile device and manage customer orders on the go.

Download on the App Store | GET IT ON Google play

Please ensure you allocate your payments promptly.

Any queries regarding payment, please contact:

Email: accountspayable@yorkshirewater.co.uk

Tel: 01274 805845

Please can you ensure you send us a statement of your account monthly to accountspayable@yorkshirewater.co.uk where your dedicated ledger owner will reconcile and respond.

Supplier Information Portal

Our Supplier Information Portal gives our suppliers all the information they need to allow them to conduct business with Yorkshire Water Services Limited, including; quick access to:

- Training Guides/Videos
- Policies
- Key Contact Information
- Frequently Asked Questions

Click here to access our [Supplier Information Portal](#). We recommend saving it to your favourites.



We are excited to partner alongside you and can't wait to get started !

If you have any further queries, please contact your YW Procurement Representative

Key Contacts

Invoice/Payment Queries:

accountspayable@yorkshirewater.co.uk

Supplier Training:

P2PSystemsTeam@yorkshirewater.co.uk

Contract Queries:

[Your named Commercial Specialist](#)

Or

Tacticalcontracts@yorkshirewater.co.uk



YorkshireWater