

UK Shared Business Services Ltd

iSupplier User Agreement

1. UK SBS iSupplier is provided to your organisation free-of-charge, whilst your organisation remains an active supplier to UK SBS.
2. UK SBS has invested in iSupplier to provide a free, convenient way for suppliers to enquire on their account with UK SBS and to enter invoices directly. UK SBS may, however, cease to provide the UK SBS iSupplier service at any time.
3. As the service is provided free-of-charge, UK SBS doesn't warrant the availability of UK SBS iSupplier, although it normally provides the service 99% during service hours which are Monday to Friday 08:30 – 17:30. Systems are generally available 24 hours a day however it may be taken offline at other times periodically, for maintenance purposes.
4. If you leave your organisation, or cease to have authority to access UK SBS iSupplier for your organisation, you or your organisation must contact your UK SBS iSupplier Administrator promptly so your account can be inactivated. You must not access UK SBS iSupplier without authority to do so. UK SBS cannot accept responsibility for any issues arising from you or your organisation's failure to carry out your responsibilities set out in this Agreement.
5. You must not share UK SBS iSupplier user IDs or passwords.
6. You must take reasonable steps to protect the security of UK SBS iSupplier. These include not writing password information down, changing your password if you suspect someone else has come to know it and logging out of UK SBS iSupplier when not using it.
7. You must preserve the confidentiality of the data in UK SBS iSupplier and only use and disclose it for purposes in connection with the management of your organisation's account with UK SBS for which you have been authorised by your organisation.
8. UK SBS will inactivate all user IDs for your organisation if it ceases to be an active supplier to UK SBS.
9. In the unlikely event that UK SBS iSupplier behaves unexpectedly (for example it displays an error message or shows incorrect or inappropriate data) you should notify UK SBS promptly.

iSupplier Administrator Agreement

In addition to the points noted in the User Agreement, these following points also apply:

1. You confirm you are authorised to act as a UK SBS iSupplier Administrator for your organisation. This means that you are authorised to create and approve UK SBS iSupplier user IDs for employees of your organisation. These user IDs will allow those employees to see financial data generated in the course of your organisation's business with UK SBS - for example supplier record, purchase orders, receipts, invoices and payments. Some of this data may be commercially sensitive and/or covered by Data Protection. Depending on how you set them up, user IDs may also allow them to enter invoices on behalf of your organisation, for payment by UK SBS.
2. Given the sensitive data available on the portal, if users of UK SBS iSupplier leave your organisation, or cease to have a business-need to access this data, you agree to inactivate their user IDs promptly. You agree that you are responsible for creating, maintaining and inactivating the UK SBS iSupplier user IDs for your organisation. However, only UK SBS can assign Administrator privileges.

To register free for UK SBS iSupplier, please email finance@uksbs.co.uk confirming your acceptance of this Agreement. Please include your name, email address and supplier name (and supplier number if known).