

Application Guide

Midlands and Lancashire Commissioning Support Unit (MLCSU)

Invoice and Payments Only

Midlands and Lancashire Commissioning Support Unit (MLCSU) - Application Guide

Midlands and Lancashire Commissioning Support Unit has worked with *adam* to introduce a web-based system, SProc.Net, to help manage the invoices and payments.

Financial payment arrangements will be uploaded by the MLCSU and adam, but in order to be paid from 1st April 2021 you will need to register as a Provider and complete an Accreditation and Enrolment on SProc.net by 5th April 2021. During this process you will be asked to provide basic company details, answer questions about your organisation and upload relevant documents.

A part of this change will be the introduction of an automated, efficient and paperless

invoicing process including the following:

* Fully online process for submitting service receipts to receive payment for work completed.
* Multiple support and communications channels for assistance completing service receipt submissions.
* Comprehensive online records and auditable detail of all current active service agreements with the functionality to update information and terms of the contract where necessary.
* Service receipts can be modified after the fact to account for any necessary corrections to be approved by MLCSU.
* Live updates on progress though the payment cycle for each invoice, detailing when a Supplier can expect to be paid across all service agreements and how much they will receive.
* The opportunity to run live reports from SProc.Net.

The Application Guide has therefore been created to give you a more in-depth overview of the information that you will be required to provide in order to register onto the system. This document will cover the following:

* How to join SProc.Net
* Registration
* Accreditation
* Enrolment
* Next Steps

How to join SProc.Net

When joining SProc.Net, providers will need to provide certain information to Midlands and Lancashire Commissioning Support Unit as part of their onboarding process. It is a simple two step application process consisting 1) of Registration and 2) an Accreditation & Enrolment.

The step-by-step process to be completed online is as follows:

Please note that if not approved, the provider will receive feedback from *adam* and can re-apply from Step 2.1 or 2.2. Typically, the cycle of these steps will take a maximum of 10 working days.

**Step 1: Registration**

You must register your business on the system (www.SProc.Net). For this you will need to provide the following information:

* Full Business Name
* Trading Name (if different from above)
* Business Tax/VAT Number
* Charity Registration Number (Charities only)
* Company Registration Number (Companies only)
* Unique Taxpayer Reference (UTR) Number (if sole trader)
* SME status
* Registered Business Address: line 1, City, Country, Postcode
* Telephone number
* Email address

The business name you register with will be the name shown on the system. You must then create your first administrative user by providing:

* First name
* Last name
* Job title
* Email address

MLCSU would recommend that the Registered Manager is the first administrative user which is created to use the system. Information should be shared with your location’s owner/senior management and where a Registered Manager does not exist, a discussion should be held to discuss who should take ownership of this administrative function (which is likely to be the Nominated Individual).

Once the above fields have been complete and the first administrative user has been created, they will receive a username and temporary password. Upon logging into SProc.Net, the administrative user will be prompted to change their password. After this you can proceed to the Accreditation and Enrolment. **The administrative user will have the ability to create other users for their organisation**.

For further details and support on how to complete this registration process, please visit the ‘Contact us’ page at <http://demand.sproc.net> or email our supply chain team directly at [supplychains@useadam.co.uk](mailto:supplychains@useadam.co.uk).

**Step 2: Accreditation & Enrolment**

At the Accreditation and Enrolment stages, your business will need to supply additional information to Midlands and Lancashire Commissioning Support Unit (MLCSU).

This is completed by providing responses, on SProc.Net, to a series of questions which have been pre-determined by MLCSU. Sections 1 to 2 below set out these questions. Some questions will only have to be answered depending on the response to another question.

1. Accreditation

To start a new Accreditation, you will need to select the following:

Client: Midlands and Lancashire Commissioning Support Unit

Category: Staffordshire DPS Payments Only

The following questions will need to be answered as part of your Accreditation. Please note that question 2 will only be required to be answered.

|  |  |  |
| --- | --- | --- |
| Q | Company Information | Trigger / Response |
| 1 | What is the address of your registered office? Please enter N/A if not applicable |  |
| 2 | If applicable, please enter the name of your organisation's immediate parent company. If this is not applicable, please enter N/A. |  |

1. Enrolment

You can begin your Enrolment as soon as you have submitted your Accreditation. You do not have to wait for the Accreditation to be approved; however, your Enrolment can only be reviewed by *adam* after you pass the Accreditation.

If you are enrolling onto the Staffordshire DPS Payments Only supply category, you will need to upload the following document as part of your Enrolment:

|  |  |  |
| --- | --- | --- |
| D | Document | Comment |
| 1 | Bank Details | Upload a copy of your bank details on letter headed paper. |

You will need to confirm as part of your Enrolment that the Service Categories. You should select all the Service Categories to avoid re-completing your application at a later date if any are missed. These are as follows:

|  |
| --- |
| Service Categories |
| * Fast Track (End of Life) * Learning Disability * Mental Health * Physical Disability * Children's and Young People * Funded Nursing Care * Complex Care |

***You should therefore select all the service categories.***

Bank Details

You will also be provided with a space to enter your Bank Details for payment purposes. You will also need to add and confirm you bank details on your company profile, a guide will be shared on how to complete this.

**Next Steps**

Once you have submitted an Accreditation and Enrolment, *adam* will review them. You can begin your Enrolment as soon as you have submitted your Accreditation. You do not need to wait for the Accreditation to be approved; however, your Enrolment can only be reviewed once your Accreditation has been approved.

Once your Enrolment submission has been reviewed, you will receive an email notification confirming whether your application has been approved within approximately 10 working days of the date of submission.