



SCP-MOD

Setting the Defaults for MOD CP&F

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During the initial setup process for SCP-MOD administrators must enter default account preferences. These defaults are applied to the invoice during the **add taxes** process, and to the **shipment**. Failure to include these values during this process, may result in invoices being rejected, thus delaying payment for goods and services. Setting defaults will also save you from having to remember and enter the same information every time when creating an invoice.

FAILURE TO ENTER THE CORRECT GAX CODE ON AN INVOICE WILL RESULT IN THE INVOICE BEING REJECTED BY CP&F.

You must have an **administrator role** to set up the preferences. If you are an admin, your role on the top of the screen will display as: **SAdmin**. For help identifying your administrator, contact **Exostar Customer Service** at www.myexostar.com/online-support.

To Set Up Your Organization’s Preferences:

1. Log-in to **SCP-MOD**
2. From the navigation tree (located on the left side of the page), go to the **Master Data** link, then the **Supplier Attributes** link.
3. On the search screen, leave the values blank and click **Search** to list your account on the next screen



4. **Select** the check box, and enter values in the **second row**.
5. Use the bottom-right scroll bar to go through each of the default data fields, and update as appropriate. See the next page for recommended values.
6. When finished, click **Submit**.



We recommend the following default values, as appropriate. Note the tax values apply for **standard VAT**:

- **GAX Code:** This field is required and must be exactly seven characters. It's made up of a five-character code (sometimes called contractor code), and a two-digit code (sometimes called site code and often, but not always 00) on the end.

The GAX code can be obtained from your MOD Contract Manager or the CP&F Helpdesk at Defence Business Services on 0151 242 2000.

- **Carrier Company:** Optional field used on shipments.
- **Tax Category Code:** Should be set to **UK1-UK-Standard Rate** for standard VAT.
- **Tax Category Other:** Leave blank and only use if the default response of **Other** was selected for the **Tax Category Code**.

- **Tax Type Code:** Should be set to **Value Added Tax**.

Note: If some other tax type code is selected on an invoice, and VAT is required, a warning is displayed advising the tax has not been applied.

- **Tax Type Other:** Leave blank and only use if the default response of **Other** was selected for the **Tax Type Code**.
- **Tax Payment Method:** Should be set to **Buyer pays vendor**
- **Tax Payment Method Other:** Leave blank and only use if the default response of **Other** was selected for the **Tax Payment Method**.
- **Total Packages:** Mandatory field on the shipment, so may be worth defaulting if appropriate.
- **Tax Percent:** Should be set to **20.0**, or whatever your standard rate of tax is.
- **Supplier VAT No.:** Enter your VAT registration number. If you are **not** VAT registered, please type the words **Non-VAT Registered**.
- **Supplier Phone:** Enter your telephone number, including an international dialing code if outside of the UK. This will help us contact you in case of a problem with your invoice.