|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SUPPLIER – PLEASE COMPLETE PARTS 1 - 8** | | | | | |
| **PART 1 SUPPLIER SET UP CHECK \*MANDATORY\*** | | | | | |
| Have you been registered as a supplier to UWE before? | | YES  NO  *If yes, please check with your UWE contact if setup is required.* | | | |
| Please confirm if you will be providing Goods or Services | | Goods  Services | | | |
| Please give a brief description of what you are suppling to the University. | |  | | | |
| Do you accept PayPal/Credit Card payments? | | Credit Card Yes  No  / PayPal Yes  No  *If yes, please check with your UWE contact if setup is required.* | | | |
| **PART 2 COMPANY INFORMATION TO BE SUPPLIED** | | | | | |
| Supplier Name (IN FULL) | |  | | | |
| Payee Name (IF DIFFERENT) | |  | | | |
| Purchase Order Address | |  | | | |
| Telephone Number | |  | | | |
| Ordering E-mail Address | |  | | | |
| Remittance E-mail Address | |  | | | |
| Website | |  | | | |
| Vat Registration Number | |  | | | |
| Company Registration Number | |  | | | |
| Give names of any connected company  (Parent, Associated, Subsidiary etc.) | |  | | | |
| GDPR/ Data processing – do the goods or services you are providing involve the holding of personal data?  If **yes**, you will need to complete and attach a [Data Processing Agreement](http://www2.uwe.ac.uk/services/Marketing/about-us/Finance%20Services/Data-Processing-Agreement.doc) (DPA). | | YES (attached)  NO | | | |
| [Data Processing Agreement](http://www2.uwe.ac.uk/services/Marketing/about-us/Finance%20Services/Data-Processing-Agreement.doc) | | | |
| **PART 3 INTERMEDIARIES LEGISLATION** | | | | | |
| In accordance with changes in legislation the University will identify and determine the employment status of Individuals and Contractors supplying services via a Personal Service Company. Where applicable, the University will deduct and pay the relevant amounts of income tax and employees national insurance contributions from invoices. For further information regarding this see <https://www.gov.uk/guidance/ir35-find-out-if-it-applies>  Please tick one of the following to determine if the legislation applies:   * Individual /Sole trader * Partnership * Limited Company (not a PSC) / Public Body / Charity * Personal Service Company (PSC)  **(Tick here if you are the contractor providing services to the University and owner of the business)** | | | | | |
| **PART 4 SMALL MEDIUM ENTERPRISE STATUS (SME)** | | | | | |
| As the Government has set targets for the amount of business that the Public Sector places with SMEs we need to be able to identify if your business is a SME in accordance with the definition contained in sections 382 and 465 of the Companies Act 2006, i.e. <https://www.legislation.gov.uk/ukpga/2006/46/section/465> | | | | | |
| Based on the above definitions how would you class your company (figures represent number of employees)? | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Individual / Micro <10 | Small <50 | Medium <250 | Large 250+ | Public Body / Charity | Social Enterprise | | | | | | |
| **PART 5 EQUALITY, INCLUSION & DIVERSITY** | | | | | |
| It is the policy of the University to promote Inclusion, Diversity & Equality throughout all our activities, including those related to supplier selection. We are also required to ensure that we purchase from sources that do not obtain benefit in any way from criminal activity including Modern Slavery. Please complete the following questions: | | | | | |
| Has your company, in the last 3 years, been found to be in breach of the Human Rights Act (and/or any UK equality legislation) covering discrimination on the grounds of Disability, Sex, Sexual Orientation, Nationality, Age, Religion or Belief by any court, tribunal or hearing or had a notice under such legislation served to you by any law enforcement body OR if your business operates outside the UK, equivalent legislation in another country? | | | | | YES  NO |
| Has your business, in the last 3 years, been convicted of breaching any other areas of UK criminal legislation or undertaken activities in another country that could place you in breach of UK criminal law? | | | | | YES  NO |
| Does your organisation have a Modern Slavery Statement which complies with Government Legislative requirements? [https://www.gov.uk/guidance/publish-an-annual-modern-slavery-statement](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fpublish-an-annual-modern-slavery-statement&data=02%7C01%7CRosie.Hale%40uwe.ac.uk%7Ca745d6a62b794161242608d7c50626a7%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C637194502515367698&sdata=i0cku%2Bd6tk4ZNObFGExcgcsUlpl2iBPlPRBoBOQUfUs%3D&reserved=0) | | | | | YES  NO  N/A |
| Does your organisation pay the real living wage? If yes, please include a copy of your policy.  <https://www.livingwage.org.uk/what-real-living-wage> | | | | | YES  NO  N/A |
| **PART 6 ACCREDITATIONS** | | | | | |
| I confirm and have included evidence that this organisation has the following accreditations: | | | | | |
| Environmental Management System ISO14001 or Equivalent: | | | Yes | No | |
| Health and Safety Management System OHS18000 or Equivalent: | | | Yes | No | |
| Quality Assurance System ISO 9001 or Equivalent: | | | Yes | No | |
| Information Security Management System ISO 27001 | | | Yes | No | |
| Other accreditation (please supply details) : | | | Yes | No | |
| **PART 7 BANK AND PAYMENT DETAILS** | | | | | |
| Bank Name and Address | |  | | | |
| Bank Account number/IBAN | |  | | | |
| Sort Code/SWIFT | |  | | | |
| Payment currency | |  | | | |
| *Please note the University’s standard payment terms are 30 days from the date of invoice.*  *Please see the* [*UWE General Conditions of Purchase*](https://www1.uwe.ac.uk/about/departmentsandservices/professionalservices/financeservice/forsuppliers.aspx) *for more details.* | | | | | |
| **Please supply evidence for both sections A & B below to the issuing Faculty/Service Contact.**   1. **Company Letterhead or Utility Bill** 2. **Bank evidence - e.g. a copy of a Bank Statement / Bank Paying-in slip / cheque book / Passbook** | | | | | |
| **PART 8 SUPPLIER AUTHENTICATION** | | | | | |
| I/We confirm that the information provided above is accurate and consent to the University using the data in accordance with the [Supplier/Visitor data Privacy Notice](https://www1.uwe.ac.uk/about/departmentsandservices/professionalservices/financeservice/forsuppliers/supplierdocuments.aspx) and acknowledge that it is my responsibility to inform the University in writing if any of the above details change.   |  |  | | --- | --- | | Signed: | Date: | | Print Name: | Position: | | | | | | |
| Information regarding our Data Protection Policy can be found [here](https://www1.uwe.ac.uk/about/departmentsandservices/professionalservices/financeservice/forsuppliers/supplierdocuments.aspx) | | | | | |
| **UWE STAFF – COMPLETE PARTS 9-12** | | | | | |
| **PART 9 COMPLETED BY UWE STAFF** | | | | | |
| Is the Goods/Services low value (under £10k) and/or a one-off purchase? YES  NO  ***If yes, please contact Accounts Payable who can advise if this can be paid as a one-off instead of setting up as a supplier.*** | | | | | |
| **PART 10 GUIDANCE TO UWE STAFF** | | | | | |
| If the supplier is providing goods, please complete **Part 11**.  If the supplier is a Limited Company but providing a service through a PSC, please complete **Part 10 & 11.**  If the supplier is providing a service as a Sole Trader, Partnership or a Personal Service Company (PSC), please complete **Part 10 & 11**. If this doesn’t apply, please complete **Part 11**. | | | | | |
| **PART 11 INTERMEDIARIES LEGISLATION (to be completed by University)** | | | | | |
| Please use the HMRC-IR35 (ESI) tool in the link below to verify if Intermediaries Legislation applies. On completion of the IR35 (ESI) tool, please ensure you complete the customisation boxes on the results page of the tool, to indicate who performed the check and include the name of the supplier for University records.  <https://www.gov.uk/guidance/check-employment-status-for-tax>  **Please attach all pages of the results to this New Supplier Form.**  Does the Intermediaries Legislation apply? YES  NO  **If the result is ‘Intermediaries legislation applies’ OR ‘is classed as Employee for tax purposes’, please send ‘IR35 Worker Registration Form’ to the Supplier for completion and attach to this form.**  **If the result is ‘Intermediaries legislation does not apply’ OR ‘is classed as self-employed for tax purposes’, the supplier may require a contract.**  Is the supplier providing a service longer than 6 months? YES  NO  ***If yes, Procurement will liaise with the Contracts Team for a PSC Contract and you will be notified.*** | | | | | |
| **PART 12 TO BE COMPLETED BY UWE STAFF MEMBER** | | | | | |
| **FAILURE TO SUPPLY ALL INFO AND TAMPERPROOF EVIDENCE WILL RESULT IN THIS FORM BEING RETURNED** | | | | | |
| **STAFF NAME:** |  | **FAC / SERV:** |  | | |
| **JOB TITLE:** |  | **TEL NO / EXT:** |  | | |
| **Signature (Electronic):** | | **Date:** |  | | |
| **Please ensure you have attached the evidence below:** | |  |  | | |
| **MANDATORY** | | **IF APPLICABLE** | | | |
| * **Company Letterhead/Utility Bill (within last 6 months)** * **Bank evidence (within last 6 months)** | | * **HMRC-IR35 (ESI) result** * **IR35 Worker Registration Form** * **DPA** | | | |
|  | | | | | |

**Once the New Supplier form is completed with the relevant tamperproof evidence, please email to** [**supplier.setup@uwe.ac.uk**](mailto:supplier.setup@uwe.ac.uk)