

Supplier form

Before purchasing new goods, works or services, you should check to see if we already have a resource in place that you can use.

If your contract has an estimated value of £50,000 or greater, to begin the procurement process, you need to complete a project registration form.

More information can be found on our [procurement page](#) on Kaonet.

If you need further information or advice, please contact [Tina McDermott](#) or [Carolyn Livingstone](#)

Whilst the questions on this form should have been considered by officers as part of the procurement/commissioning process, adding new suppliers to the council's financial system must reflect officers' compliance with Contract Standing Orders (CSOs), the Financial Regulations and other statutory requirements.

Before completing this form, the person who procured the supplier will need to declare if they or their family have a personal connection with the supplier.

The following information will be required for new suppliers:

- You will need to know the supplier type.
- If they are a sole trader, self-employed, joint partnership, consultant, or business you will need to know their UTR (unique taxpayer reference).
- If they are a sole trader, self-employed or a consultant you will need to ensure they are IR35 compliant.

The check employment status for tax (CEST) will assist you to find out if the person appointed to carry out the work, should be classed as employed or self-employed for tax purposes.

Based on the information you provide CEST will help you decide:

- the employment status of the individual you appoint or represent.
- if the [off-payroll working \(IR35\) rules](#) apply to the contract
- if HMRC will consider them as employed or self-employed for tax and National Insurance contributions purposes if they have (or expect to have) a work contract.

CEST can also be used to check if changes to the contractual terms or working arrangements may alter a worker's employment status.

To check the employment status for tax purposes please go to <https://www.tax.service.gov.uk/check-employment-status-for-tax/setup>

Once you completed CEST you will need to save a copy of the determination results as a PDF and attach it to this form.

A user guide on what this form contains can be found on the [Agresso and purchase orders page](#)

You can save your form and return to complete, only select save if you wish to return to the form later.

Existing supplier

Enter the supplier's name, ID, and then select which amendments you wish to make. You can enter the changes in the text box and attach any relevant emails or documents.

Supplier form

Information needed **Supplier contact details**

Existing Supplier ID if an amendment *

Supplier name *

What would you like to amend *

You can select more than one amendment

Address

Contact number

Email address

Account

Please enter changes below *

Attach document

Drop files here to upload -

Uploaded: 0 of 2

Your name *

 ✓

Your extension number *

I can confirm the above amendments to the existing supplier. All appropriate checks have been made to ensure the accuracy of the details provided. *

When you submit this will be sent to Finance.

New supplier

Before completing this form, you will need to declare if the person who procured this supplier (or their family) has a personal connection to the supplier.

Does the person who procured this supplier (or their family) have a personal connection to the supplier? *

Yes

No

If they do and this has not been authorised by Relationship and Commissioning or an Assistant Director, then this will be sent for review.

- Suppliers contact details.

The first section of the form will be how the supplier was procured and their contact details. You can upload any relevant documents and emails using the Upload button and enter your extension number as the requester.

How was this supplier procured? *

By you

Through a procurement exercise

✓

Have you obtained quotations? *

Yes

No

✓

Have you retained the evidence for future reference? *

Yes

No

✓

Attach quotations *

Drop files here to upload -

Uploaded: 0 of 3

How was this supplier procured? *

By you

Through a procurement exercise

✓

Provided full details of the Service, Works or Project details to undertaken/provided by the Supplier *

Supplier name *

Contact name *

Contact number *

Supplier company registered address *

Postcode *

Supplier trading address *

Postcode *

Main telephone number *

VAT number *

Email address for Purchase Orders *

Email address for Remittance Advice *

Attach document

Drop files here to upload -

Uploaded: 0 of 2

Your name *

Your extension number *

- Expenditure

Will you use this supplier regularly? *

- Yes
 No



Please follow this link for information on [Contract Standing Orders](#)

Approx how many times a year? *

Confirm the estimated total value expenditure with this supplier? *

How much will you spend with this supplier on the first occasion? *

Please give full details of works to be undertaken and what this supplier will provide *

- Supplier details

You will need to UTR (unique taxpayer reference), except for Voluntary/Community Sector

What is their UTR (unique tax payer reference) *

And the Company registration number if it a business.

Company registration number *

If the supplier is a sole trader, self-employed or a consultant you will need to ensure they are IR35 compliant.

There is a link on the form which will take you direct to the gov.uk website to check employment status for tax.

You will need to save a copy of the determination results as a PDF and then attach a copy to the form.

The check employment status for tax (CEST) assists you to find out if the person supplied to carry out the work, should be classed as employed or self-employed for tax purposes.

This will give you HMRC's view of a worker's employment status, based on the information you provide. It can also be used to check if changes to contractual terms or working arrangements may alter a worker's employment status. It will help you decide:

- the employment status of an individual you appoint or represent.
- if the [off-payroll working \(IR35\) rules](#) apply to a contract
- if HMRC will consider them as employed or self-employed for tax and National Insurance contributions purposes if they have (or expect to have) a work contract.

Please follow this [link](#) to check if they are IR35 compliant

Once completed you will need to save a copy of the determination results as a PDF

Are they IR35 compliant? *

- Yes
 No

Please attach pdf copy of determination results *

Drop files here to upload -

Uploaded: 0 of 1

• Bank details

Name of bank *

Name of accountee / business name *

Business bank account number *

Business sort code - please enter sort code in this format 00-00-00 *

Are the bank details linked to the supplier *

- Company address
 Trading address
 Non of the above

When all the details have been completed you will need to select from the drop down the authorised person who is responsible for your team.

Please select person to approve this supplier *

Please select person to approve this supplier. This form will only be sent to them for approving.

Please note only this person you have selected will see the approval stage.

When you submit this will be passed onto the authorised person to approve.

If additional information is required, you will be contacted and if necessary resubmit another application.