|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Supplier Name: |  | | | | |
| Company Registration No: |  | | | | |
| VAT Registered?  (Please use an ‘X’) | NO | If YES, state VAT registration no: | | | |
| Supplier Type:  (Please use an ‘X’) | Charity | Ltd | PLC | Sole Trader | Other (Please State) |
| Full Trading Name if different from above: |  | | | | |
| Charity No (if applicable): |  | | | | |
| Description of Goods/Services/Works |  | | | | |

**Your Organisation’s Details (Please complete in BLOCK CAPITALS)**

**Contact Information**

|  |  |  |
| --- | --- | --- |
|  | **Order Address** | **Payment Address (Leave blank if the same as the Order Address)** |
| Address Line 1 |  |  |
| Address Line 2 |  |  |
| Address Line 3 |  |  |
| Address Line 4 |  |  |
| Town/City |  |  |
| Postcode |  |  |
| County |  |  |
| Telephone |  |  |
| Email Address |  |  |
| **Supplier Contact** |  |  |
| Name |  |  |
| Email Address |  |  |

**Payment Information**

Shropshire Council payments will be made by bank transfer and all payment remittances will be sent via email to the Payment Email Address you have included above. Please supply the details below to facilitate this and avoid delays in payment. The personal information you provide to us is required to provide payment services to you and to maintain relevant business records. Information will be processed in accordance with the Data Protection Act 2018. You will be asked to provide confirmation of the following bank details on letter headed paper at a later date.

|  |  |
| --- | --- |
| Account Name |  |
| Account Number |  |
| Sort Code |  |
| Roll Number |  |
| Some Building Society accounts may also have what's referred to as a 'building society roll number' or just a 'roll number' – this is a reference code with letters and numbers. Please include this if applicable. | |
| IBAN |  |
| An IBAN is used in some countries to uniquely identify a customer's bank account. The IBAN consists of an alphabetical country code, followed by two digits, and then up to 35 characters for the bank account number. Please include this if applicable. | |
| Swift |  |
| A SWIFT code is an international bank code that identifies particular banks worldwide. It's also known as a Bank Identifier Code (BIC). A SWIFT code consists of 8 or 11 characters. Please include this if applicable. | |

**Factoring Company**

Some Organisations enter in to an agreement with a Factoring Company whereby the Factoring Company will manage their sales ledger and credit control on an ongoing basis for a fixed period. If this applies to your organisation, please complete the information below, otherwise leave blank.

|  |  |
| --- | --- |
| Factoring Company Name |  |
| Address |  |

IF YOU HAVE COMPLETED THE ABOVE SECTION, PLEASE ASK THE FACTORING COMPANY TO PROVIDE A LETTERHEAD WITH THEIR COMPANY AND ACCOUNT DETAILS CONFIRMING THEIR FACTORING AGREEMENT WITH YOUR ORGANISATION. PLEASE SEND THIS INFORMATION TO **newsupplier@shropshire.gov.uk**

**Additional Company Information**

The below information is required to enable Shropshire Council to better report on the Local Authority National Indicators and Local Performance Framework.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Are you an SME? (Please use an ‘X’) | YES | NO |
| An SME is a Small and Medium Sized Enterprise. This is an organisation that has fewer than 250 employees and an annual turnover not exceeding approximately £40m. | | |
| WGA Code |  | |
| A WGA (Whole of Government Account) Code is only applicable to Central Government departments, Local Authorities, the Health Service, and Public Corporations. Please leave blank if your Organisation does not fall in to one of these categories. | | |
| Nature of Business (SIC) Code |  |  |
| Additional SIC Code |  |  |
| Additional SIC Code |  |  |
| A SIC Code provides information on your Organisation’s nature of business. If you are a registered company with Companies House, you will be able to find this information on the following link <https://beta.companieshouse.gov.uk/> and searching for your organisation. Please leave blank if your Organisation does not have a SIC Code. | | |

**Construction Industry Scheme (CIS) Information**

Any business or individual who pays subcontractors for construction work is classed as a contractor under CIS and must register as a contractor with HMRC. Contractors must register before any construction work begins. Under the Construction Industry Scheme, contractors deduct money from a subcontractor's payments and pass it to HM Revenue and Customs (HMRC). The deductions count as advance payments towards the subcontractor's tax and National Insurance. Contractors must register for the scheme.

If your Organisation falls within the Scheme, please complete the relevant section below.

|  |  |
| --- | --- |
| **Sole Trader** | |
| Confirmation of HMRC Registered Name |  |
| Unique Tax Reference |  |
| National Insurance Number |  |
| **Partnership** | |
| Confirmation of HMRC Registered Name |  |
| Unique Tax Reference |  |
| Partners Unique Tax Reference or National Insurance Number (If an Individual) |  |
| Partners Unique Tax Reference or Company Registration Number (If a Company) |  |
| **Company** | |
| Confirmation of HMRC Registered Name |  |
| Company Unique Tax Reference |  |
| Company Registration Number |  |

**Personal Service Companies / Partnerships**

Please confirm if your Organisation is a personal service company / partnership (covered by IR35 legislation).

A personal service company is a limited company that typically has a sole director, the contractor/individual supplying personal services, who owns most or all of the shares. The Council reserves the right to seek assurances and information and evidence to show that income is being treated correctly for tax and NIC purposes and especially with regard to IR35. We determine that, if you answer yes, in the absence of the intermediary, the person supplying the services would have been regarded as an employee will need some additional information (date of birth; personal address; National Insurance Number). We will contact you if this is required.

|  |  |  |
| --- | --- | --- |
| Are you a Personal Service Company? (Please use an ‘X’) | YES | NO |

**Please Note:**

* The Council operates a ‘**no purchase order, no pay**’ policy. Invoices will only be paid where they quote a valid Shropshire Council purchase order number.
* Please send all invoices electronically as a PDF document to [shropshirecouncil.invoices@proactiscapture.com](mailto:shropshirecouncil.invoices@proactiscapture.com)
* If it is not possible to send an electronic invoice, please send a paper copy of the invoice to the deliver address stated on the Purchase Order you have received.
* Shropshire Council is committed to deal fairly and equitably with its suppliers and similarly expects to deal with suppliers that also operate in a responsible manner. To assist us in this we expect firms to accept our standard terms of business (unless a separate contract exists) which can be found at <http://www.shropshire.gov.uk/doing-business-with-shropshire-council>
* For more information on how we handle personal information, please refer to [www.shropshire.gov.uk/privacy](http://www.shropshire.gov.uk/privacy)

**I confirm that I have understood the above and have completed the form fully:**

|  |  |
| --- | --- |
| Organisation |  |
| Name |  |
| Position / Job Title |  |
| Date |  |

Thank you for completing this form which will allow us to process orders and payments to you as quickly and painlessly as possible.

|  |
| --- |
| **What happens next?**   * Please return the form electronically to the person from Shropshire Council who has sent this to you. * They will complete the Council’s internal documentation and forward this to the Payments Team where the request will be reviewed and, if all is in order, create a record for your organisation on the Council’s Purchasing System. * Once this record is activated the Council will be able to commence using your organisation by issuing you with a valid purchase order and process for payment any invoices received against the purchase order. * If you have any queries, please send an email to [purchaseledger@shropshire.gov.uk](mailto:purchaseledger@shropshire.gov.uk) |