



Supplier Set-Up / Reactivation / Amend Form

PART 1

[Internal Use Only]

Before completing this form, please ensure you have read BUL's Procurement Code. This provides the necessary guidance required to set up a new supplier. This can be found [here](#).

Section 1: Requester Details

Name:	
E-Mail Address:	
College of Requester:	
Department of Requester:	
Institute of Requester:	
Date of Request:	

I wish to (please tick appropriate box):

- Set-up a New Supplier
- Reactivate a Supplier
- Amend an existing supplier

REASON:

For a reactivation or amendment provide Supplier ID No:

(A new supplier form will need to be forwarded to the supplier to ensure our records are up to date)

Section 2: Brief Description of Purchase

What do you intend to purchase from the Supplier? – *Please tick appropriate box*

Goods Services Works

Note: "Services" includes consultants, lecturers, temps, trainers, designers, computer experts, architects, design engineers, quantity surveyors and similar roles.

Estimated Annual Spend (Excl. VAT)

Anticipated contract length
(If applicable)

Is this a one off purchase? **Yes** **No**

If yes, have you considered using Barclaycard? **Yes** **No**

As stated in the **BUL Procurement Code** – For any spend above £10,000 and under £30,000 you **must** ensure you have obtained a minimum of three quotations before selecting a supplier. If this is not possible, please review the guidance [here](#) before forwarding the completed new supplier form to the Procurement team.

Has a minimum of three quotations been obtained and **attached**

(Please ensure this is attached during set-up in CHIME)

If not, has a Single Tender Action Final Form been approved, as per the waiver process?

If approved, **attached**

(Please ensure this is attached during set-up in CHIME)

For any spend over £30,000 please engage Procurement Services to lead procurements on your behalf as per BUL's Procurement Code.

Describe briefly below the nature of the goods, services and works to be provided by the supplier, including any justification for not using a contracted/existing supplier. [MANDATORY]:

NB:

1. Appointment of Sole Traders (individual or non-limited company)

If the proposed supplier is a sole trader (individual and/or non-limited company) you must check the employment status of the worker on a specific engagement.

Should they be classed as employed or self-employed for tax purposes? Use the [HMRC Online Tool](#) to determine this.

The assessment using the HMRC online tool must be:

- Saved as PDF (ensure the form states who the check was performed by and the name of the individual and/or company)
- attached to this form and saved locally

2. Recruitment of temporary staff, workers and/or consultants

Has the [HR Recruitment Decision Tree](#) been used? Yes No

Please provide details of the outcome along with an explanation of why this has not been followed (if applicable)

If you plan to offer a temporary job to someone via an agency or direct who works through their own intermediary (often their own company, but this could also be a partnership or another person), you'll need to decide whether the off-payroll working rules apply.

You can check if the off-payroll working rules apply using the [HMRC Online Tool](#) –

The assessment using the HMRC online tool must be:

- Saved as PDF (Make sure the form states who the check was performed by and name of the individual and/or company)
- Copy sent to HR and agency (if applicable)
- attached to this form

In submitting this request you are confirming the following;

- a) That the supplier will be used in future and payment has to be made through Accounts Payable.
- b) That the goods/services/works cannot be obtained from an existing supplier.

- c) If an existing supplier can supply the goods/services/works please provide a brief description of why the existing supplier isn't being used to fulfil this requirement.

What you need to do now:

- Complete the first section of Part 2 – This will tell the supplier who to return the form to.

PLEASE NOTE;

AS PART OF THE SETUP PROCESS PROCUREMENT WILL CONTACT THE SUPPLIER TO VERBALLY VERIFY THEIR BANK DETAILS – YOU MUST INFORM THE SUPPLIER.

SETUP REQUESTS WILL BE REJECTED AFTER THREE FAILED ATTEMPTS.