

# Supplier Creation Form

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Any field with a red Asterix \* must be completed failure to do so may result in delay in processing payments

## Your Organisation's Details

### Supplier Tab

* Supplier Name as it appears on your invoice	
* Company Registration No (if applicable)	
* VAT Registration No (if applicable)	
* Detailed Description of Goods/Services/Works Provided by supplier	

### Contact Information tab

	General Address – For orders to be sent	Payment Address - for remittances to be sent (Leave blank if the same as the Order Address)
* Street Address		
* Town		
* County		
* Post code		
Telephone Number (Land line)		
Telephone Number (Mobile)		
* Email Address		
<b>Contact Person from your Organisation</b>		
* Name		
* Position		
Email address		

## Payment Tab – 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. We may contact you by either Phone or Email to verify the bank details before releasing payments.

* Account Name	
* Bank 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.

## **Factoring Company**

Some Organisations enter into 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. This Factoring agreement letter is required alongside this form. To enable the completion of the supplier set up

## Relations Tab - 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.

	Charity	Ltd	PLC	Sole Trader	Other (Please State)
* Type of Business (Please use an 'X')					
* 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.					
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 <a href="https://beta.companieshouse.gov.uk/">https://beta.companieshouse.gov.uk/</a> and searching for your organisation. Please leave blank if your Organisation does not have a SIC Code.					

## Charity Tab

Charity No (if applicable):	
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## Construction Industry Scheme (CIS) Information

**(Only complete the relevant section below If the work your Organisation is doing, falls within the Construction Industry Scheme)**

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. In this instance Shropshire Council is the main contractor and you are the subcontractor. Subcontractors must be registered with HMRC under the CIS before any work that falls under the scheme begins. Contractors may deduct money from a subcontractor's payments depending on how they are registered with HMRC and pass it onto HMRC. The deductions count as advance payments towards the subcontractor's tax and National Insurance. For any advice or how to register please call the CIS helpline number on 0300 200 3210

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	

## Supplier Creation Form

### 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
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This may be reviewed by the Engaging manager,

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### 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)

## Supplier Creation Form

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 efficiently 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)

## Supplier Creation Form

**Internal use Only – Must be completed by Engaging Manager to allow supplier creation form to be processed.**

It is the **Engaging Managers** responsibility to assess the relationship between the Council and the Supplier/Worker or Intermediary to determine the employment status they are engaged under to provide services to the Council.

An assessment maybe required to determine whether the Council must deduct tax and national insurance contributions from any payment made to the Supplier/Worker or Intermediary

### **Responsibilities of the Engaging Manager**

Before any work commences the Engaging Manager needs to establish whether IR35 legislation applies to the Supplier/Worker/Intermediary they are planning to engage. i.e. are they a personal services company, partnership, sole trader etc. To do this the Engaging Manager must complete an [HMRC Check Employment Status for Tax \(CEST\)](#).

The Engaging Manager is responsible for:

- Ensuring that IR35 regulations are applied prior to the contract.
- Completing the CEST on a contract-by-contract basis, not just as a one-off exercise.
- Retaining all documents relating to the CEST, these are legally binding documents and may be required in the future for audit purposes.

For more details please see IR35 full guidance

<https://staff.shropshire.gov.uk/how-do-i/procurement/ir35-guidance-for-managers/> or available on the Schools learning gateway.

### **Why is employment status so important?**

Employment status is important as it determines whether there is a liability for tax and national insurance contributions and whether these should be deducted, at source, by the Council. There can be significant consequences, including financial penalties, if the Council does not apply the correct rules or ignore IR35 legislation and HMRC regulations. Any financial penalties incurred by the Council as a result of Engaging Managers not following this guidance will be charged to the service area budget.

**I confirm that I have understood the above and give permission for the supplier to be set up on ERP:**

IR35 check required	Yes or No (if yes please make sure the HMRC IR35 notification is attached to new supplier record if outside IR35)
* Name	
* Position / Job Title	
* Date	