**New Supplier Request**

**Guidance Notes**

**Procurement Guidance**

Before requesting a new supplier is created within Technology One, you should complete the following checks;

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|[ ]  Does the supplier already exist within Technology One |
|[ ]  Will total expenditure with this supplier be over £10,000? If so a tender must be completed. The appropriate procurement forms can be accessed through the link noted below. |
|[ ]  Could an existing supplier provide these goods or service? If so why are you not using them? You should notify the procurement team if you have problems with goods or services from an existing supplier. |
|[ ]  Is this a one-off expenditure? If so a Council purchase card or Direct Payment should be used. Contact the procurement team for a list of active purchase cards. |

For further procurement guidance please visit:

<http://www.clacksweb.org.uk/site/documents/procurement/corporateprocurementprocess/>

Or email

procurement@clacks.gov.uk

**Guidance to complete the form**

Before completing your request form, ensure the supplier has returned their Supplier details form. Forms with out the relevant contact and payment details, should be returned to the supplier for completion and the form must be signed by an employee of the company. New suppliers will not be set up, where the correct information has not been provided.

When completing the New Supplier Request form (Internal), please provide your contact details in case we have to contact you about the supplier.

Supplier Type – You can chose from Foster Carer, Kinship Payment, Through/Aftercare or

 Not Applicable. In most cases you should chose Not Applicable, the others are

 specific to Social Services and they will know when these should be selected.

Industry Type - A **Public Body** is an organisation for which either the Scottish Government

 of Scottish Parliament is responsible and with whom they have a direct

 relationship

 A **Trader Creditor** is classed as a supplier that has/will provide the Council

 with goods or services, on a repeat basis and will be paid to our 30 day terms.

 **Non Trade Creditors** are likely to be individuals rather than companies and

 will be paid out with our usual terms, often as infrequent payment.

If you need help identifying the industry type please contact the Council procurement manager.