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| --- | --- |
| Name of Supplier or Individual: |  |
| Company Registration No: |  |
| VAT Registration No: |  |
| DUNS No:  (9 digit no, not all suppliers have one) |  |
| Contacts First and Last Name |  |
| Supplier/Service Providers Email: |  |
| Supplier/Service Provider’s Contact Number: |  |
| **Address details** |  |
| Post Code: |  |
| Name/Number: |  |
| Street Name: |  |
| Town/City: |  |
| County/State: |  |
| Country |  |
| Description of Purchase: |  |
| Organisation category, tick all that apply | Public Company  Limited Liability Company  Partnership  Sole Trader  Limited Liability Partnership  Government Body  Third Sector  Individual, not registered as organisation/entity  Landlord – Private  Landlord – Commercial  Representative/Agent (Working with International School)  Employer (For Internships and Placements) |
| Estimated Value of Purchases in the first year |  |
| Is this a one-off purchase?  If yes you must use a purchasing card, or expenses form, we cannot set up a supplier. |  |
| Do you anticipate a total annual spend of £5000 (but no more than £25,000)? If so please confirm you have obtained 3 quotes and send them with this form. |  |
| Can you confirm that the supplier pays employees minimum wage? |  |
| If your supplier is based outside of the UK when is the best time, GMT, to contact them? |  |
| Is this supplier a personal service company? Guidance :  <https://www.gov.uk/guidance/off-payroll-working-in-the-public-sector-personal-service-companies>  If yes, has the ESS tool been completed and sent to IR35info@sussex.ac.uk for each role being filled? if not applicable, select 'N/A':  Guidance on IR35 & the ESS tool: <https://goo.gl/SJfIim>  If yes, please confirm that this new supplier should be classed as self-employed for tax purposes. If not applicable, select 'N/A': |  |
| If the purchase involves hazardous or radioactive materials, have you obtained guidance from the Quality, Safety, Health and Environment Team?  Quality, Safety, Health and Environment Team : <http://www.sussex.ac.uk/sef/servicecentre> |  |
| If the purchase involves food or catering, has the University Catering service been consulted? |  |
| If the purchase involves food or catering, is the Supplier compliant with the University's Food Safety Policy, & Guidance for External Caterers?  Guidance:   |  | | --- | | <https://goo.gl/L23mwq> | |  |
| Do you know of any matter which may give rise to a conflict of interest of trust, such as personal interest in the proposed supplier organisation, or benefit to family or friends |  |
| If the supplier stopped providing the service without warning, what impact would this have on your school/dept'? Your answer to this question will help us monitor any risk associated with this supplier: |  |
| Select Risk Level based on your above answer (if no known risk, select 'Low Risk') | High  Medium  Low |