

This is an example Supplier Registration Form.

Please note, additional supplementary questions will appear depending on your answers. Questions marked with an asterisk (*) are mandatory. You will be asked to attach insurance certificates and other accreditations where relevant.

Company Details

Company Name – *Please enter **Limited** rather than **Ltd****

Type of Organisation

Please Select...

Company Registration Number (or other reference e.g. Charity Number)

National Insurance Number

Registered Address 1 *

Registered Address 2

Registered Address Street

Registered Address City

Registered Region/ County *

Registered Postcode (UK only)

A12 3AA

Registered Country *

Website

Contact Telephone Number *

+44 (0)161 999 9999

Primary Contact Name *

If you have a Parent Company please provide the name and details

Trading Address Details

Is your trading address different to your registered address? *

- Yes
 No

Trading Address 1

Trading Address 2

Trading Street

Trading City

Trading Region/County

Trading Postcode

Trading Contact Telephone Number

Core Details

1. Please select the appropriate category of trade from the drop down list provided (choose all that apply) *

2. Do you subcontract/ outsource any of your core activities? *

- Yes
 No

3. Provide details

4. Are you a: *

5. Are you classed as a Social Enterprise?

Social Enterprises refers to businesses that have a clear social and/or environmental mission set out in their governing documents; generate the majority of their income through trade and reinvest the majority of their profits. They are majority controlled in the interests of their social mission, and are accountable and transparent.

- Yes
 No

6. Does your company have Diverse Ownership?

Diverse Ownership refers to majority ownership or board level positions from one or more of the following areas: Female, Disability, BAME, LGBT+

*

Yes

No

7. Which Diverse Ownership would you identify with? (please tick all that apply)

Female

Disability

Black

Asian

Minority

Ethnic

Lesbian

Gay

Bisexual

Transgender

8. Please refer the Supplier Code of Conduct on <http://corporate.postoffice.co.uk/our-suppliers> and confirm that you have read it and understood the contents. *

Insurances

Levels of insurance shall be set within any contract, where no contract has been issued then insurance payable will be unlimited.

Therefore the preferred cover limits below should be considered the minimum acceptable level.

9. Do you have Public Liability insurance (minimum cover preferred £5,000,000)? *

Yes

No

18. Do you have Products Liability (cover required £5,000,000)? *

Yes

No

25. Do you have Employers Liability insurance (minimum cover preferred £5,000,000)?

Yes

No

26. Please attach document certificate/broker letter

32. Do you have Professional Indemnity insurance (£2,000,000 cover preferred)? *

- Yes Yes
 No No

39. Does your company hold Cyber Insurance?

- Yes
 No

46. Have you experienced any reportable accidents or dangerous occurrences in the last 5 years? *

- Yes
 No

48. Number of prosecutions, improvement / prohibition notices from ANY enforcing authority in the last 5 years *

49. Have all relevant staff received Data Protection Training? *

- Yes
 No

50. Do you have a business continuity plan?

- Yes
 No

51. Is the Business continuity plan tested?

- Yes
 No

52. Has the Business continuity plan been tested within the last 12 months?

- Yes
 No

Agencies

53. Are you a Recruitment or Labour Agency that supplies us with temporary staff and contractors? *

- Yes
 No

Waste Carrier

65. Does your company have a waste carrier licence or an exemption? *

Bribery and Corruption

70. Have you undertaken a risk assessment of bribery and corruption risks within your organisation? *

- Yes
 No

71. Do you have a policy on employee standards and requirements in relation to the Bribery Act 2010? *

- Yes
 No

72. Does your policy include specifically the offer and receipt of gifts and hospitality? *

- Yes
 No

73. What processes and controls do you have in place to monitor the offer and receipt of gifts and hospitality? *

74. How do you ensure that employees involved in contract procurement do not offer or accept facilitation payments? *

75. What training do you provide employees and how often? *

Financial Crime

76. Have you undertaken a risk assessment of financial crime risks within your organisation? (this may include fraud, anti-money laundering/counter terrorist financing, facilitation of criminal tax evasion) *

77. Is your organisation directly regulated for money laundering, if so, who is your regulator? *

78. Do you have a financial crime or fraud policy? *

79. What processes and controls do you have in place to prevent and monitor financial crime across your organisation and employees? *

80. What training do you provide employees and how often? *

81. If you have a Money Laundering Reporting officer please provide their name and position *

Post Office Insurance

82. Are you supplying services to Post Office Insurance? *

Yes

No

Company and Regulatory

88. Will you be providing FCA regulated products or services? *

Yes

No

Security Vetting

98. Does your company provide Security or cash handling Services? *

Yes

No

Engineering Services

103. Does your company provide Construction, Building Maintenance, Engineering, HVAC, M&E or Installation services? *

Yes

No

1. VAT / Tax Registration number

GB999 9999 99

2. DUNS / CREDITSAFE number

3. Are you registered as a CIS (Construction Industry Scheme) subcontractor? *

Yes

No

9. Bank Name (i.e. Lloyds) *

10. Name of Account Holder *

11. Sort Code

00-00-00

12. Account Code

12345678

13. Swift code

14. IBAN

GB99ABCD1234567890

15. Bank Address Line 1

16. Bank Address Line 2

17. Bank City

18. Bank Postcode

A12 3AA

19. Factoring Account Name /SCF details if applicable

20. Bank Name

21. Name of Account Holder

22. Sort Code

00-00-00

23. Account Number

12345678

24. Alternative Address Line 1

25. Alternative Address Line 2

26. Alternative City

27. Alternative Postcode

A12 3AA

28. Email Address for Purchase Orders *

myemail@mydomain.com

29. Remittance Contact *

30. Remittance Telephone *

+44 (0)161 999 9999

31. Email for Remittance advice *

myemail@mydomain.com

32. Please refer the POL T's & C's on the following site: <http://corporate.postoffice.co.uk/our-supplier>. Please indicate that you have read and accepted the POL standard Ts & Cs *

Corporate Social Responsibility

1. Do you have an accreditation from any recognised body for your Sustainability, CSR, Equality, Diversity & Inclusion or other activity

Yes

No

2. Please provide details

3. Do you have any formal policies for the following? Please attach copies (please tick all that apply) *

Procurement

Ethical Business Practice

Sustainability/ Environmental

CSR

Equality

Diversity & Inclusion

Modern Slavery

Anti-Bribery

4. Or provide URL links where these policies are available on your company website

Environment

5. Which of these areas does your organisation have targets to monitor and improve? (please tick all that apply) *

Air emissions

Biodiversity and natural capital

Energy

Hazardous and chemical substances

Recycling and Reuse

Sustainable resource consumption

Sustainable travel

Waste

Water

None

6. Which of these does your organisation report on publically? (please tick all that apply)

Carbon emissions

Energy use

Waste generated

Water use

None

Provide URL links where these reports can be found

Diversity LGBT+

7. Do you have an equality and diversity policy that explicitly refers to sexual orientation? *

Yes

No

8. Do you monitor the sexual orientation of your staff? *

Yes

No

9. What proportion of your staff are openly lesbian, gay or bisexual?

10. Do you have a bullying and harassment policy that gives explicit examples of homophobic bullying? *

Yes

No

11. Have you had any employment tribunals or grievance procedures relating to sexual orientation? *

Yes

No

12. Have you had any claims made against you relating to discrimination on the grounds of sexual orientation in the delivery of services? *

Yes

No

13. Do you deliver training to staff that includes sexual orientation? *

Yes

No

14. Do you have any formal engagement with lesbian, gay and bisexual staff and service users, including employee network groups? *

Yes

No

15. Are you members of good practice programmes, such as Stonewall's Diversity Champions programme? *

Yes

No

Modern Slavery

16. Are you required to publish an annual statement on Modern Slavery? *

Yes

No

17. Please provide the link to the statement

18. Have you identified the high risk areas for modern slavery within your supply chains and business? *

Yes

No

19. Have you developed a strategy of the steps you will take to prevent modern slavery within your own business and supply chains in 6, 12 and 24 months? *

Yes

No

20. How will you measure how your organisation is performing against its modern slavery objectives?

21. What will be your strategy for dealing with non-compliance within the supply chain?

22. Have you checked your existing policies to ensure they are consistent with your Modern Slavery Policy and strategy? *

Yes

No

23. Are you committed within a contractual agreement to undertake certain steps with regard to modern slavery prevention and detection? *

Yes

No

24. Are colleagues appropriately trained on the signs of modern slavery, and what to do if suspicions arise? *

Yes

No

25. What specific training has your recruitment team had in identifying the signs of modern slavery and their obligations?

26. Do you have a whistleblowing procedure in place which allows for suspicions to be raised concerning modern slavery practices without fear of retribution? *

Yes

No

27. Do you have a process for completing a workplace investigation if issues are raised? *

Yes

No

28. Have you engaged with your professional or industry bodies or registered charities supporting the prevention of modern slavery? *

Yes

No

29. Do you know when it is appropriate to report your suspicions to the authorities? *

Yes

No

NOTE: This section of the questionnaire requires information on the licenses and certificates you hold.

Please attach the licences which are relevant for your legal jurisdiction and any other jurisdictions you hope to work in with Post Office.

1. Do you hold a valid Safety Scheme in Procurement (www.ssip.org.uk) approved accreditation - such as CHAS, SSIP, and Achilles? *

Yes

No

15. Does your company have Gas Safe or Registered Gas Installer (RGI) accreditation? *

Yes

No

19. Does your company have REFCOM or FGR Cert (F GAS)? *

Yes

No

23. Does your company have an Electrical Works accreditation? *

Yes

No

28. Does your company have UKAS accreditation for Asbestos surveys? *

Yes

No

32. Does your company have accreditation for Asbestos removal? *

Yes

No

37. Does your company have other certificates mandatory for the service that you going to provide to us (such as UKAS, FENSA, NASC)? *

Yes

No

A place to store additional contacts for your company

Name Contact 1

Job Title Contact 1

Telephone Number Contact 1

Email Address Contact 1

Additional Contact

Name Contact 2

Job Title Contact 2

Telephone Number Contact 2

Email Address Contact 2

Additional Contact

Name Contact 3

Job Title Contact 3

Telephone Number Contact 3

Email Address Contact 3

Additional Contact

Name Contact 4

Job Title Contact 4

Telephone Number Contact 4

+44 (0)161 999 9999

Email Address Contact 4

myemail@mydomain.com

Questions suffixed with an asterisk () are mandatory and should be completed prior to your final submission.*