

New supplier account information

Cleveland Fire Brigade is issuing this document in order to obtain details about your company.

This is necessary in order to set you up as a supplier on our financial system.

**Section 1**

To be completed by the supplier. In addition to the completion of Section 1, the supplier must also provide one of the below **Mandatory** Documents.

1. A Letter on company letter headed paper with company bank name, account number and sort code. This must be signed by a company director.
2. E-mail from the accounts payable e-mail address with the required information printed (Company bank name, Account number, and sort code). A Company Director must be cc’d.

**Section 2**

This section is to be completed by Cleveland Fire brigade personnel who are requesting the new supplier set up. Please complete all questions as accurately as possible.

| **Section 1 (To be completed by supplier)** | |
| --- | --- |
| **Company Information** | |
| Company name: |  |
| Company address: |  |
| Post Code: |  |
| Tel: |  |
| Contact name: |  |
| e-mail address: |  |
| Vat Reg: | Y/N |
| Vat No: |  |
| Company reg no: |  |
| DUNS No: |  |
| Charity No: if applicable |  |

| **Company Structure** | |
| --- | --- |
| Nature of business |  |
| Is your company classed as a small medium enterprise (SME) (Less than 250 employees and turnover less than £50m): | Y/N |
| If yes, please define SME type: Micro (Less than 10 employees, turnover under £10m Small (Less than 50 employees, turnover under £10m) Medium (Less than 250 employees, turnover under £250m) |  |
| Is your company a sole trader, parent company, voluntary community sector or community interest company |  |

| **Financial details** | |
| --- | --- |
| Bank Name & Address |  |
| Sort Code |  |
| Account Number |  |
| Payee Name |  |
| Email address where purchase orders can be sent to |  |
| Email address where invoices/remittances can be sent to |  |
| Completed by (name) |  |
| Position |  |
| Date |  |

Please review and confirm acceptance below to Cleveland Fire Brigade purchase order terms and conditions.

Acceptance to purchase order T&C - Y/N

Please also include one of the mandatory documents highlighted withing the introduction to section 1 above and return along with this completed form directly to [finance@clevelandfire.gov.uk](mailto:finance@clevelandfire.gov.uk)

The information you provide will be handled in accordance with the General Data Protection Regulation and the Data Protection Act 2018.  For information on how the Brigade process your information please see our privacy notice at [Privacy Policy](http://www.clevelandfire.gov.uk/privacy-policy).  It is important that you read our privacy policy so that you are aware of how and why we process your personal information.  If you have any questions on how we process your data please contact the Data Protection Officer, Cleveland Fire Brigade, Training and Administration Hub, Queens Meadow Business Park, Hartlepool, TS25 5TH, or email [info@clevelandfire.gov.uk](mailto:info@clevelandfire.gov.uk)

| **Section 2 (To be completed by Cleveland Fire Brigade)** | |
| --- | --- |
| Explanation of business requirement: |  |
| Projected spend per annum: |  |
| Contracted supplier: | Y/N |
| Name of requester: |  |
| Contact name: |  |
| Department: |  |
| Declaration of any conflict of interest: | Y/N |
| If Yes, please explain further:  A Conflict of interest would represent either a personal/family relationship or financial interest with the supplier. |  |

Credit check completed Y/N

Credit/Risk rating:

**Any result showing a high risk (red) rating must be assessed by the procurement manager or head of finance before completing any final set up**

Supporting documentation check completed Y/N

**(E.g. Bank details provided on either letterhead or accounts payable e-mail)**

Completed by:

Date:...............................