

A. New Supplier Process for Individuals and Personal Service Companies (Service Intermediaries)



1) HR review of individuals/personal service companies

If the supplier of goods or services is an individual or a personal service company, you must first follow the University's [Employment Status of Service Providers Procedure](#). This documentation should be sent to your local HR team for their review, and once approved by HR you can then proceed with the following New Supplier process. In the case of service providers who are assessed as d) 'This engagement should be classed as employed for tax purposes' you will need to follow the additional steps in the *Employment Status Procedure* first too, notifying Payroll so that they can calculate the income tax and NICs which are due on invoices. The approval emails from HR and Payroll must be retained in order to send to Data Control in step 3.

2) Complete the New Supplier form

If the Purchasing Officer is satisfied that the new supplier request meets the new supplier mandatory requirements, complete a [New Supplier Request](#) form. **The information which you include in the form, should agree to the details included in supplier verification provided in 3).**

Upon completion, an email will be auto-generated to Procurement. Once procurement have reviewed, checked and approved the supplier, they will email the Purchasing Officer to confirm approval and the next steps in the process.

3) Supplier verification

The Purchasing Officer must then email the following documentation to the Data Control team - <mailto:finance-data@glasgow.ac.uk>.

	Document	Obtained
1	CEST Tool Outcome	
2	Completed Form-Service Provider Brief	
3	HR approval of status	
4	Bank verification either; a) Where a supplier is an individual, we will require to see the top section of a bank statement with the account name (matching the supplier name), account number and sort code. b) Where a supplier is a personal service company (or other service intermediary such as a partnership), the service provider can either provide the top section of a bank statement or if it has its own business letterhead, then a letter with the following information can be provided: <ul style="list-style-type: none"> • Bank Sort Code • Bank Account Number • Bank Name (only required for foreign suppliers) • Branch Address (only required for foreign suppliers) 	

	<ul style="list-style-type: none"> • E Mail Address • VAT Registration Number (if applicable) • Company Registration Number (if applicable) • Company Registered Address • Number of Employees 	
5	The approval email from procurement, including the web form	
6	<p>Additional requirements where the supplier is d) “..classed as employed for tax purposes”</p> <ul style="list-style-type: none"> • Completed <i>Payroll Starter Checklist for Suppliers</i>, and email confirmation of approval from Payroll • Completed <i>Template Email-Notification of CEST Tool Outcome</i> (which has been sent to the supplier) 	

4) Complete

Once the supplier set up is complete, Data Control will contact the Purchasing Officer to confirm the new supplier Agresso ID.

Owner: Procurement / Accounts Payable

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