House of Commons Administration

**FO39 – Modification/Addition to Supplier Master File**

**Guidance**

Completed forms should be emailed to Parliamentary Procurement and Commercial Services for approval at [ppcs@parliament.uk](mailto:ppcs@parliament.uk).

**Incomplete forms will be returned unprocessed. Sections 1- 6 are mandatory for New Suppliers.**

For guidance on completing this form please contact the Accounts Payable Manager on Ex. 8184 or Parliamentary Procurement and Commercial Services on Ex. 1600.

**Section 1: Details of Requestor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Date: |  | Extension: |  |
| Team: |  | Section: |  |  |  |

**Section 2a:**  **New Supplier** For New Supplier, complete sections 2b to 9.

**Update to Existing Supplier** For Update to Existing Supplier, complete sections 3 to 4 as mandatory and sections 5 to 9 as appropriate.

**Section 2b:**

**Expected order value:** **£**

**General description of goods/services required Product code number**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

**Section 3: Checklist** *(Tick as appropriate -* ***required in all cases*)**

**Proof of Supplier details attached** (i.e. bank account details on letter headed paper)

**Is Supplier eligible for Construction Industry Scheme (CIS) Yes/No**

**Is the supplier eligible for IR35 Yes/No**

**Section 4: Parliamentary Procurement and Commercial Services use only**

1. I have carried out the appropriate checks and the supplier is *(Tick as appropriate)*:

**Approved** for set up/modification. **Yes/No**

***If No, put the reason below****:*

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Signature** |  | | |
| **Date:** |  | **Extension:** |  |

**Section 5: Company details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Supplier**  *Include Trading Name if different* |  | | |
| **Supplier type** *Tick as appropriate* | **Trade Supplier (Non CIS)** | |
| **Trade Supplier (CIS)** | **IR35 Supplier** | |
| **Specialist Advisers (CCT use only)** | **Payroll 3rd parties (Payroll use only)** | |
| **Company registration number** |  |
| **Company VAT number** |  |

**Section 6: Supplier/Home address details**

|  |  |
| --- | --- |
| **General/Remittance Address** | **Order Address** |
|  |  |

|  |  |
| --- | --- |
| **Telephone number** |  |
| **Fax number** |  |
| **E-mail address** |  |

**Section 7: Bank Account Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Select if there is a Factor** |  | **Factor’s Name/Address** |  |

*For UK Bank Accounts*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank account number** |  | | *8 digits* | *(Factor’s bank a/c where factor exists).* | | | |
| **Bank account name** |  | | | | | | | |
| **Roll number details** |  | | | | *If applicable* | |
| **Bank Sort Code** |  | *6 digits* | | | |

*For International Bank Accounts*

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank account name** |  | | |
| **IBAN/Bank account number** |  | | |
| **Swift Code/ABA/Fedwire** |  |  |

**Section 8: Construction Industry Scheme (CIS) Certificate Details** *(for suppliers under CIS)*

|  |  |  |  |
| --- | --- | --- | --- |
| **UTR number** |  | *10 digits*  **Is a contract in place** |  |
| **NI Number** |  |

**Section 9: IR35 Suppliers Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** |  | **First Name(s)** |  |
| **NI Number** |  | **Date of birth** |  |

**Corporate Services Team (Accounts Payable) use only**

**Supplier ID:**

**Entered by: Date:**

**Checked by: Date:**