

NEW SUPPLIER INFORMATION FORM

*COMPANY DETAILS

Company Name

Company Trading Name

Year Founded

Trading Category (Plumbing, Security, Cleaning etc.)

Coverage (National, City, Other)

Working Hours

Do you provide an emergency call out service?

Yes / No

Emergency Call Out Number

UK Regions

London South West East Anglia South East Wales

East Midlands West Midlands North West North East

South of Scotland Highlands & Central Scotland

Commercial, Domestic, Both?

Which services do you provide?

How many sites/offices do you have within the UK?

*COMPANY DESCRIPTION

COMPANY CONTACT DETAILS

Company Contact Name

Company Phone Number

Company address

Company Website URL

*COMPANY INSURANCE INFORMATION

Company Type (Ltd, Plc, Sole Trader etc.)

Company Registration Number

PROFESSIONAL INDEMNITY INSURANCE

If not applicable, please give a reason as to why you believe this insurance is not pertinent to the works you or your company carry out.

Not applicable

	<input type="text"/>	<input type="text" value="£"/>
--	----------------------	--------------------------------

Expiry Date

Certificate

Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk

PRODUCT INDEMNITY INSURANCE

If not applicable, please give a reason as to why you believe this insurance is not pertinent to the works you or your company carry out.

Not applicable

--

Insurance Number

Max Cover

Expiry Date

Certificate

Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk

PUBLIC LIABILITY INSURANCE

If not applicable, please give a reason as to why you believe this insurance is not pertinent to the works you or your company carry out.

Not applicable

--

Insurance Number

Max Cover

Expiry Date

Certificate

Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk

EMPLOYERS LIABILITY INSURANCE

If not applicable, please give a reason as to why you believe this insurance is not pertinent to the works you or your company carry out.

Not applicable

Insurance Number	<input type="text"/>	Max Cover	£ <input type="text"/>
Expiry Date	<input type="text"/>	Certificate	Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk

*FINANCIAL INFORMATION

Are you VAT registered? Yes <input type="checkbox"/> / No <input type="checkbox"/>	VAT Number	<input type="text"/>	
Bank Name	<input type="text"/>	Sort Code	<input type="text"/>
Account Number	<input type="text"/>	Last 12 months turnover	<input type="text"/>
Has your company been registered with the CIS Scheme?	Yes <input type="checkbox"/> / No <input type="checkbox"/>		
Has your company been cleared for gross CIS status?	Yes <input type="checkbox"/> / No <input type="checkbox"/>		
Please provide your Unique Taxpayer reference (UTR)	<input type="text"/>		
I agree to the 30 days financial terms with Bluefan Group Ltd	Yes <input type="checkbox"/> / No <input type="checkbox"/>		

We run two payment dates per month; 6th & 20th. You will receive the payment by close of business on these dates. If the payment date falls on the weekend or a bank holiday, you will receive payment the next working day.

*RATES CARD

2020 Daywork rates

Role / Operative	Initial call out Including transport, mobilisation	Normal Working Hours 0700hrs – 1700hrs	Out of Hours 1700hrs – 0700hrs % Increase from Initial & Extra Hour Rate	Weekends & Bank Holidays % Increase from Initial & Extra Hour Rate

ACCREDITATIONS & MEMBERSHIPS

Are your staff and/or subcontractors DBS checked?

- Basic Disclosure
- Standard DBS
- Enhanced DBS

Please provide context on how this is delivered (all staff or contract specific)

As a standard and to work with Bluefan Group Ltd the company must have a legitimate Health & Safety accreditation such as CHAS, Safe Contractor. If you do not have these Bluefan can assist with this. Please contact helpdesk@bluefangroup.co.uk to understand more about these services.

Accreditation / Membership	Expiry Date	Certificate Number	Please scan, attach and send proof of certification to email to helpdesk@bluefangroup.co.uk
			Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk
			Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk
			Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk
			Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk
			Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk
			Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk

POLICIES

As a standard and to work with Bluefan Group you must have a Health & Safety, Quality Management and an Environmental Policy. If you do not have these Bluefan can assist with this. Please contact helpdesk@bluefangroup.co.uk to understand more about this service.

Policy	Review Date	Policy Number	Please scan, attach and send proof of certification to email to helpdesk@bluefangroup.co.uk
Health & Safety			Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk
Environmental			Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk
Training			Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk
Anti-Slavery			Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk

If you do not submit the standard policies please tell us why you believe either the Health & Safety, Quality Management or Environmental policy is not applicable to the services in which you provide.

DOCUMENTS (RISK ASSESSMENTS & METHOD STATEMENT TEMPLATES)

What Risk Assessments does your company conduct for works?

Generic Specific Dynamic

Please provide an example of a completed Risk Assessment for each of the selected above.

Risk Assessment	Type	RA Number	Last Reviewed	Please scan, attach and send proof of certification to email to helpdesk@bluefangroup.co.uk
Manual Handling	Generic			Please scan, attach and send proof of certification to email to helpdesk@bluefangroup.co.uk
Site Specific Example	Specific			Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk
Service Sheet	Dynamic			Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk

Please provide an example of a Method Statement.

Method Statement	MS Number	Last Reviewed	Please scan, attach and send proof of certification to email to helpdesk@bluefangroup.co.uk
Manual Handling	Generic		Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk
Site Specific Example	Specific		Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk
Service Sheet	Dynamic		Please scan, attach and send proof of certification email to helpdesk@bluefangroup.co.uk

SIGN OFF

Important information – Please read before signing

- Payment terms are 30 days as per the finance section.
- All work requests will be confirmed in writing by Bluefan Group and be accompanied by a reference number (job number), this reference number must be displayed on all submitted documentation.
- For emergency / out of hour's requests written confirmation will be provided at the earliest opportunity during normal office hours.

In addition, we will require the following information referenced on your invoice, in order for them to be processed.

- Invoice Address: Bluefan Group, Kemp House 160 City Road London EC1V 2NX
- Invoice Date
- Full job site address.
- Total value split into Call Out, Labour, Travel, Parts, Material as applicable.
- Contractors Job sheet – this must show details of work carried out, date & time of arrival & departure and be signed by a member of site personnel.
- Before and after photos of each job completed is a must.
- Any remedial recommendations or corrective action required must be accompanied by a written quotation to be completed where appropriate.
- Invoices and relevant documentation must be submitted within 14 days of the work being completed.
- Only one invoice will be accepted per job.
- CIS Deductions – please indicate the percentage & value on the invoice where applicable.
- Statements are required for payments to be processed.

Invoices should be issued to accounts@bluefangroup.co.uk and clearly show the full works details and the exact location of where the work had been carried out.

Please ensure that the Purchase Order number is also added to each invoice.

Should you require any further information please do not hesitate to contact us.

Thank you for your cooperation and assistance.

By signing and submitting this form you are confirming that the information given within this form and those required attachments are honest, true and accurate to the best of your knowledge and therefore wish to proceed with the submission in order to work with Bluefan Group Ltd in the future.

The requester must be at Director level in order to submit this application.

Name

Title

Date

Contact Number

Email

Signature