

Supplier Document Checklist

- (Over £1k) 3 Quotes or dispensation
- Evidence of trading address
- Company registration number validation
- Charity registration number validation
- VAT number validation
- Modern Slavery Act form

Suppliers providing services:

- Tax Clearance

Reactivating suppliers

Must re-enter the supplier record and authorise the reactivation.

Supplier Database Quick Reference Guide

Searching for suppliers

Use filters to narrow down the list of suppliers.

E.g. Type = Employee

SUPPLIER



Supplier providing services?

Start the FD3 process as soon as possible. HMRC may take as long as 10 days to respond

Screen print

Evidence of registration numbers and addresses found on webpages should be saved as a PDF or XPS

When on the necessary page, select **print** and choose either **Microsoft XPS Document Writer** or **Microsoft Print to PDF**.

Modern Slavery

Either:

- Framework Contract
- Signed Declaration
- Company Policy