



Joint Procurement Department
Royston Police Station
Melbourn Street, Royston
Hertfordshire
SG8 7BZ

Email: ProcurementEnquiries@Herts.pnn.police.uk
Tel: 01707 354159

Application to join the finance system of Bedfordshire Police, Cambridgeshire Constabulary or Hertfordshire Constabulary

This form should be completed in its entirety by those organisations who wish to be paid via a purchase order from the finance systems of the above named forces.

Upon completion of this form it should be returned to the member of the Police who sent it to you. If they are unavailable please return to ProcurementEnquiries@herts.pnn.police.uk

Delay in completion and returning of this form will result in no purchase order being raised.



SUPPLIER DETAILS

NB: ALL FIELDS MARKED * MUST BE COMPLETED AND IN CAPITAL LETTERS

FULL REGISTERED SUPPLIER NAME*			
SUPPLIER CONTACT NAME*		SUPPLIER CONTACT TELEPHONE NUMBER*	
EMAIL ADDRESS FOR <u>PO</u>* Where possible this should be a generic account not linked to a person			
EMAIL ADDRESS FOR <u>REMITTANCE</u>*			
SUPPLIER POSTAL ADDRESS*			
VAT NUMBER (If exempt please state why)		COMPANY/CHARITY REGISTRATION NUMBER	
TICK IF SELF-EMPLOYED	<input type="checkbox"/>		
COMPANY CLASSIFICATION	MICRO ENTERPRISE : <input type="checkbox"/> SMALL ENTERPRISE – <input type="checkbox"/> MEDIUM ENTERPRISE – <input type="checkbox"/> SOCIAL ENTERPRISE – <input type="checkbox"/> COMMUNITY AND VOLUNTARY ORGANISATION - <input type="checkbox"/>		
<u>Construction Industry Scheme Details</u>			
<p>Under the Construction Industry Scheme (CIS), contractors deduct money from a subcontractor's payments and pass it to HM Revenue and Customs (HMRC). You are classed as a contractor or subcontractor if either you pay subcontractors for construction work or your business doesn't do construction work but you spend an average of more than £1 million a year on construction in any 3-year period.</p>			
CIS NUMBER (IF MEMBER)			
UNIQUE TAX REFERENCE NUMBER			



SUPPLIER BANK DETAILS

BANK NAME*

PAYEE NAME*

SORT CODE*

ACCOUNT NUMBER*

E-MAIL FOR REMITTANCES (FACTOR COPY)*

IS SUPPLIER FACTORED?*

If response is yes, please
complete the section below

YES

NO

FACTOR NAME ; ADDRESS & PHONE NUMBER*

FACTOR BANK DETAILS

BANK NAME*

SORT CODE*

ACCOUNT NUMBER*