



# Approved Supplier Guidelines

## ***Our Commitment***

*Argyll Community Housing Association is committed to provide equal opportunities across all services and to avoid discrimination. This form is intended to assist ACHA to put this commitment into practice. Compliance with this form should also ensure that employees do not commit unlawful acts of discrimination.*

***This form can be made available in other formats, for example in large print, audio-format or Braille: the document may also be available in other languages, in full or summary form, as appropriate.***

# Supplier Guidelines

## Introduction

As a new or existing supplier of goods or services to Argyll Community Housing Association Limited (ACHA) would like to welcome you and take this opportunity to explain to you a bit about ACHA and how we operate so we can develop a mutually beneficial working relationship.

ACHA owns and maintains over 5,100 houses in the Argyll and Bute area, with the majority of that housing stock transferred from Argyll and Bute council in November 2006. ACHA has an annual turnover of approximately £20m, is what is called a Cooperative and Community Benefit Society registered under the Cooperative and Community Benefit Societies Act 2014, registered with and regulated by the Scottish Housing Regulator and is registered as a Scottish charity with the Office of the Scottish Charity Regulator.

## Purpose of Approved Supplier Forms

This guidance and the attached forms are to ensure that all suppliers of supplies and services to us are bone-fide organisations and that they meet certain basic criteria. Completion and return of these forms will allow you as a supplier to be included on our approved supplier list and allow our staff to purchase supplies and services from you.

Please note that being an approved supplier is not an offer or an invitation and inclusion on the list does not guarantee any work, sales or supplies of services now or at any time in the future.

## Conflicts of Interest

Operating within the social housing sector under the Housing (Scotland) Act 2010 (as amended) we have to ensure that no one connected with us inappropriately benefits from the award of any contract for services supplied to the us. If any senior staff members within your organisation have a close personal connection to someone who works for us you require to complete the attached declaration of interest form and return it to us. If there are no declarations of interest then please tick the box on the attached to confirm that this is the case.

## Placing Orders

All orders raised by us have to be made on a purchase order in hard copy or electronic format which will be sent, faxed or e-mailed to the supplier. The purchase order will have a purchase order number, details of the goods or services required and the address for delivery and invoices to be sent to.

## **Invoicing**

Following receipt of goods or services, as per VAT legislation, we would expect a VAT invoice to be raised within 14 days. Please ensure one invoice is issued for each purchase order we raise and that the purchase order number is quoted on the invoice. Invoices should be addressed to Argyll Community Housing Association, Argyll Community Housing Association Limited or ACHA, they should also show an invoice number, the supplier's name, address and VAT registration number, the tax point, the date of issue, the type of supply and a description of the goods or services supplied.

## **Payment Process**

Our standard payment terms are 28 days and we do our best to meet these wherever possible. A payment run report is prepared by us weekly and suppliers will be paid by BACS. A BACS file is sent to our bank for processing which means that where applicable payment will be received by suppliers by the end of each week. Payment is made by BACS as it is more secure, easier and results in quicker settlement of invoices for your company than a cheque. ACHA does not offer cash settlement nor does it usually make settlement using cheque payments. If you have not already provided your bank details to us please complete the attached bank details form and return it to us at your earliest convenience. Remittance advices are e-mailed out to provide supporting documentation for the BACS payments. Please can you therefore provide an e-mail address on the attached company details form.

## **Prevention of Fraudulent Claims**

We have a number of internal measures in place to try and ensure we are not exposed to any fraudulent claims. As stated earlier all orders have to be made on a company purchase order and invoices have to go through internal checks to ensure they are legitimate. In addition to this we have a policy to verify any new or amended bank details relating to suppliers. The attached bank details form must be completed and returned to our finance team. On receipt of this form a member of our staff will contact your organisation to verify the details provided in accordance with our procedure. Depending on the estimated annual contract values then this may require any new or amended bank details to be presented in person to our finance team in Lochgilphead.



## Supplier Details

Name of Company	
Name of Contact	
Registered Address of business	
Telephone Number	
Mobile Number	
Fax Number	
E-Mail Address	
Website Address (if available)	
Company Registration Number (if applicable)	
VAT Registration Number	

<b>Completed by</b>	
Name	
Signature	
Position	
Contact Number	
Date	



# Supplier Bank Details

Name of Company						
Name and Address of Bank						
Bank Account Name						
Branch						
Sort Code (6 digits)						
Account Number (usually 8 digits)						
Is this an amendment to previous bank details provided?	Yes		No			
E-Mail Address (Remittance will be sent via e-mail but if no e-mail will be posted)						

<b>Completed by</b>	
Name	
Signature	
Position	
Contact Number	
Date	



# Supplier Declaration of Interest

Please complete this form if any of the senior staff members in your organisation have a connection to ACHA, whether that is a connection to either an employee or governing body member of ACHA.

Connected persons include the following:

- Spouse / civil partner / co-habitee
- Partner
- Parent
- Grandparent
- Any spouse of those listed above
- Child / Step child
- Grandchild
- Brother
- Sister

Name of Staff Member	
Position	
Name of Staff Member / governing body member at ACHA (with whom they are connected)	
Relationship	

Where there is no conflict of interest then please tick this box to confirm.

<b>Completed by</b>	
Name	
Signature	
Position	
Contact Number	
Date	

All sections of this form should be completed fully in black ink or typeface. Once completed please return to:

**Argyll Community Housing Association Limited  
Finance & IT Department  
Dalriada House,  
Lochnell Street,  
Lochgilphead,  
Argyll  
PA31 8JL**

Or email the completed form back to [financeandit@acha.co.uk](mailto:financeandit@acha.co.uk)